



DULUTH AIRPORT AUTHORITY

NOTICE OF THE DULUTH AIRPORT AUTHORITY

BOARD MEETING

PURSUANT TO MINN. STAT. § 13D.02

NOTICE IS HEREBY GIVEN Duluth Airport Authority will hold its *regular* meeting on **Tuesday, May 16th, at 8:00 a.m.** in the Amatuzio Conference Room, Third Floor, in the Duluth International Airport Terminal Building, 4701 Grinden Drive, Duluth, MN 55811

In accordance with the requirements of Minn. Stat. Section 13D.02, Director Jeff Anderson will appear remotely via interactive technology from the following public location: 202 7th Street W., St. Paul, MN 55102

Members of the public may monitor the meeting by clicking below to access the meeting by Microsoft Teams: "Microsoft Teams Meeting" (information below).

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 239 185 077 47

Passcode: Smrvdg

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 646-680-9078,,30141335#](#) United States, New York City

Phone Conference ID: 301 413 35#

[Find a local number](#) | [Reset PIN](#)

The public may express their comments for consideration by the Duluth Airport Authority prior to the meeting by email or in writing to daa@duluthairport.com or to Duluth Airport Authority, 4701 Grinden Drive, Duluth, MN 55811.



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING AGENDA MAY 16, 2023

AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

In accordance with the requirements of Minn. Stat. Section 13D.02, Board Member Jeff Anderson will appear remotely via interactive technology from the following public location: 202 7th Street West, St. Paul, MN 55102.

I. *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

II. *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS

A. Approval of April 18, 2023, Meeting Minutes.

III. *DAA CASH DISBURSEMENTS

A. Operating Check Register Sheets #9 and #10 of 2023; Operating ACH Payment Registers #9, #10 and #11 of 2023; Construction ACH Register #2 of 2023.

IV. *CORRESPONDENCE

- A. E-Mail from Monaco Air Foundation with Summary of April 2023 Activities; May 1, 2023.
- B. Link for Metropolitan Airports Commission (MAC) Minutes --
<https://metroairports.org/archived-commission-meetings>
- C. MnDOT Letter from Robert Golish, dated 1/9/23 Announcing a Merit Award for Taxiway Alpha Project.
- D. AAAE Article Dated April 19, 2023: Lawmakers Examine Workforce Challenges
- E. PoliticoPro Article Dated April 25, 2023: Mayday in rural America: What happens when airlines leave a city.
- F. DLH Construction Newsletter: Dated May 5, 2023
- G. APEX Letter to Governor Walz Dated May 5, 2023
 - a. Environmental Justice Areas
 - b. Duluth Environmental Just Areas of Concern that may require Cumulative Impact Analyses
 - c. Duluth Air Permits Active

V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. OLD BUSINESS

None



VII. NEW BUSINESS

- A. Resolution to Approve Work Order 2023 – 06 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Construction Administration of the Taxiway C North at Duluth International Airport.
- B. Resolution to Approve Work Order 2023 – 07 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for Deice Tank and Pad Design and Construction Administration at Duluth International Airport (DLH).
- C. Resolution to Award Taxiway C North Mill and Overlay Construction Contract in the Amount of \$296,780 to KGM Contractors Inc.
- D. Resolution to Approve and Adopt Revised Operating Policy #18: Purchasing Policy.
- E. *March 2023 Financial Reports
- F. *May 2023 Accounts Receivable
- G. *April 2023 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

Items annotated by an (*) are approved by consent and require no discussion or action unless questioned by a Director (In accordance with resolution passed by Directors on March 19, 2002).



I.

DULUTH AIRPORT AUTHORITY

DATE: May 16, 2023

TO: Duluth Airport Authority Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's Review

The following items will be discussed during the Executive Director's Review. If action is required of the DAA on any of these items, they will also appear on the agenda. If you have questions or desire additional information, please contact me and I will provide it at the DAA meeting.

AIR SERVICE

- Passenger statistics will be presented at the meeting.

OPERATIONS/CONSTRUCTION/PLANNING

- Planning:
 - ATCT Architecture and Engineering RFQ Update
- Construction:
 - Taxiway A Phase 2 + 4 Update
 - Customs and Board Patrol Federal Inspection Services Construction Update
- Operations and Maintenance:
- Sky Harbor:
 - Airport Terminal Program – Sky Harbor Airport Terminal Design Update

BUSINESS/PROPERTY DEVELOPMENT

- Airline Consultant RFQ Results
- Letters of Intent Updates

FINANCIAL UPDATE

- Q1 2023 Financial Update
- DAA FY 2022 Audit Update
- Vacant Position Update
- Grants Receivable Update
- Operating Policy #10, #16 & #6

MARKETING/COMMUNICATIONS

- Duluth Pack Advertising Update
- Twin Ports Dermatology Advertising Update



LEGISLATIVE UPDATE

- Air Traffic Control Tower Legislative Funding Request
- State Bill Banning PFAS in Class B Firefighting Foam

PRESENTATIONS/TOURS/TRAVEL RECAP

- MCOA Conference
- 2022 Outstanding Leadership in Airport Planning, Environment and Strategic Initiative Award

OTHER

- NSR

Submitted by,

Tom Werner, C.M.
Executive Director

II - A.



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING MINUTES APRIL 18, 2023

MEETING LOCATION: AMATUZIO CONFERENCE ROOM
DULUTH INTERNATIONAL AIRPORT

DIRECTORS PRESENT: Kim Maki
Jeff Anderson – Participating via Electronic Means
Kevin O'Brien
Jason Crawford
Michael Henderson
Elissa Hansen

OTHERS PRESENT: Tom Werner, DAA Executive Director
Mark Papko, DAA Dir. of Operations
Jana Kayser, DAA Dir. of Business Development
Joelle Bodin, DAA Dir. of Finance and Admin
Natalie Baker, DAA Dir. of Communications & Marketing
Kaci Nowicki, SEH
Shawn McMahon, SEH
Scott Sannes, SEH
Todd Erickson, Kraus Anderson

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Don Monaco, Monaco Air Duluth
Kathy Leon, DAA
Heather Fisher, Cirrus
Matthew Steward, SEH
Eric Monson, LSH

CALL TO ORDER: Dir. Maki called the DAA board meeting to order at 8:00 a.m. Roll call was performed:

- Present: Dir. Crawford, Dir. O'Brien, Dir. Henderson, Dir. Hansen, Dir. Anderson – via electronic means
- Absent: Dir. Markham

Dir. Maki invited Mr. Tom Werner to update on the Executive Director's review:

I. *EXECUTIVE DIRECTORS REVIEW

- **Air Service:** Mr. Werner provided an update on current air service.
- **Operations/Construction/Planning:** Mr. Papko provided the following updates:
 - ATCT Architecture and Engineering RFQ Update: Great attendance with 8 companies present. Hopefully will be coming to the board with a contract for approval in May.
 - ATCT Construction Delivery Method – described three methods allowable by the FAA and their pros and cons. Options include Design – Build, Construction Manager at Risk (CMAR), Design – Bid – Build.
 - 2023 Construction Season Update: A color coded map was shared with estimated dates for construction. The goal is to balance airfield impacts, construction, adhering to grant assurances and honoring our part.
 - VMS Software Change Over: The system is now fully functioning and provides better video coverage due to the wider angles provided by the camera. It is expected that additional cameras



DULUTH AIRPORT AUTHORITY

will be swapped out, which will provide more video footage with less licenses and cost to the airport.

- Sky Harbor Airport Terminal Program – Sky Harbor Airport Terminal Design: Ms. Nowicki provided an update of the Sky Harbor Terminal design. Project bids and grant paperwork must be submitted to FAA by July 1, 2023. Site challenges, FAA funding eligibility, draft floor plan with site layout and construction impacts were discussed. Anticipated construction schedules were shared. Stakeholder outreach has been provided to Sky Harbor tenants, Park Point community Club will occur tonight and the City of Duluth will have multiple review meetings.
- Ms. Nowicki was able to share about the award that DAA, SEH and Landrum and Brown will be accepting at the MCOA conference next week. Mr. Werner expressed his gratitude for their hard work.
- **Business/Property Development:** Ms. Kayser provided an update on the following:
 - Lifelink: Lifelink had a meeting to begin with a letter of intent for a project with the DAA. Monaco provided local match for development right and is willing accept buyout of these rights to allow DAA to develop this area.
 - Airline Consultant RFQ: This is currently posted, and responses are due on May 9th.
- **Financial Update:** Ms. Bodin provided an update on the following topics:
 - 2022 Financial Audit: Ms. Bodin provided an update on the 2022 Financial Audit. Final audit work to be completed in the next two weeks.
 - Vacant Positions: Ms. Bodin informed the board that the Administrative Coordinator position is posted and over 30 applications have been received. Some short virtual interviews are happening this week and we are hoping to schedule in-person interviews the first part of next week. The finance technician position will be posted soon as well.
 - Ms. Bodin shared a slide which showed the preliminary successes of the new parking system.
- **Marketing/Communications:** Ms. Baker provided an update on the following topics:
 - Marketing RFQ and Timeline: Ms. Baker shared the RFQ timeline. Approval for a contract to be completed at the June board meeting.
- **Legislative:** Mr. Werner provided an update on the following topics:
 - Air Traffic Control Tower Legislative Funding Request: There is a lot of support for this project. DAA staff is hopeful our funding request. Dir. Anderson mentioned the house and senate tax bills are being unveiled and that will determine how some might vote. Expecting we will find out on May 22nd.
 - State Bill Banning PFAS in Class B Firefighting Foam:
 - Construction contract indemnity:
- **Presentations/Tours/Travel Recap:** Mr. Werner Provided an update on the following topic:
 - Grand Rapids Chamber of Commerce Update:
 - Leadership Retreat: Staff completed DISC training and a second phase of that training is expected later in the year.
 - Operations Department Evaluation: Discussed a review of the whole operations department and their needs for staffing.

II. *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS AS INDICATED BY

*

A. Approval of March 21, 2023, Meeting Minutes.

- Dir. Maki thanked everyone for their reviews moved to item II of the agenda.
 - Motion: Dir. Hansen



DULUTH AIRPORT AUTHORITY

- o Second: Dir. Henderson
- o Abstain: None
- o Result: Votes were taken by roll call. This resolution was adopted unanimously.

III. *DAA CASH DISBURSEMENTS

- A. Operating Check Register Sheets #6, #7 and #8 of 2023; Operating ACH Payment Registers #5, #6, #7 and #8 of 2023; Construction ACH Register #1 and Construction ACH Register #1 Pay.gov payment of 2023.

IV. *CORRESPONDENCE

- A. E-Mail from Monaco Air Foundation with Summary of March 2023 Activities; April 2, 2023.
- B. Link for Metropolitan Airports Commission (MAC) Minutes -- <https://metroairports.org/archived-commission-meetings>
- C. WDIO Article "Airport leaders excited about turnaround cruising and additional passengers" - Published March 28, 2023

V. OPPORTUNITY FOR PERSONS TO BE HEARD

- None

VI. OLD BUSINESS

- None

VII. NEW BUSINESS

- A. Resolution to Approve Operating Agreement by and between Quality Mechanical Services and Duluth Airport Authority.
 - Ms. Kayser provided background information and context for this agreement.
 - Dir. Maki entertained questions or a motion.
 - o Motion: Dir. O'Brien
 - o Second: Dir. Crawford
 - o Abstain: None
 - o Result: Votes were taken by roll call. This resolution was adopted unanimously.
- B. Resolution to Approve Ground Transportation and Operating Agreement Amendment One by and between The Landline Company and Duluth Airport Authority.
 - Ms. Kayser explained that the Landline operations have evolved since they began operations at DLH. She discussed that this agreement better reflects their current operations. This arrangement is expected to remain in place until secure-to-secure operations begin.
 - Dir. Maki entertained questions or a motion.
 - o Motion: Dir. Henderson
 - o Second: Dir. Crawford
 - o Abstain: None
 - o Result: Votes were taken by roll call. This resolution was adopted unanimously.
- C. Resolution to Approve the Retailer Concession Contract and Addendum Between the Duluth Airport Authority and Minnesota State Lottery.
 - Ms. Kayser explained that this agreement is the same agreement as in prior years with only updated date terms for the lottery machines at the airport.
 - Dir. Maki entertained questions or a motion.
 - o Motion: Dir. O'Brien
 - o Second: Dir. Henderson
 - o Abstain: None
 - o Result: Votes were taken by roll call. This resolution was adopted unanimously.



DULUTH AIRPORT AUTHORITY

- D. Resolution to Approve Work Order 2023 - 1 between the Duluth Airport Authority and Kraus Anderson Construction Company for Construction Phase Services as part of the Ranch Hangar project at Duluth International Airport (DLH).
- Ms. Kayser shared that this is the KA piece of the construction phase of the ranch hangar development project, expected to begin next month.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Hansen
 - Abstain: None
 - Result: Votes were taken by roll call. This resolution was adopted unanimously.

E. Resolution to Award the Following Contracts for the Ranch Hangar Construction Project, Bid Package 1 of 1:

Work Scope		Contractor, City, State		Bid Amount
WS 01-A	Construction Testing & Inspections	WSB & Associates, Inc. Duluth, MN	Base Bid: Alternate #1: Total Contract:	\$15,852.50 \$0.00 \$15,852.50
WS 03-A	Concrete	Northland Constructors of Duluth, Inc. Duluth, MN	Base Bid: Alternate #1: Total Contract:	\$281,600.00 \$0.00 \$281,600.00
WS 08-D	Specialty Doors	Nordpal Corporation D/B/A Midland Door Solutions West Fargo, ND	Base Bid: Alternate #1: Total Contract:	\$115,950.00 \$0.00 \$115,950.00
WS 10-B	Signage Package	Duluth Electrical Contracting, Inc. Duluth, MN	Base Bid: Alternate #1: Total Contract:	\$16,203.00 \$0.00 \$16,203.00
WS 13-G	Pre-Engineered Metal Building – Material Only	Radotich, Inc. Hibbing, MN	Base Bid: Alternate #1: Total Contract:	\$421,729.00 \$0.00 \$421,729.00
WS 13-H	Pre-Engineered Metal Building – Erection Only	Radotich, Inc. Hibbing, MN	Base Bid: Alternate #1: Mandoor: Total Contract:	\$268,250.00 \$0.00 \$2,600.00 \$270,850.00
WS 23-B	Combined Mechanical	A.G. O'Brien Plumbing and Heating Co. Duluth, WI	Base Bid: Alternate #1: Total Contract:	\$58,810.00 \$4,935.00 \$63,745.00
WS 26-A	Electrical	Duluth Electrical Contracting, Inc. Duluth, MN	Base Bid: Alternate #1: Total Contract:	\$99,343.00 \$3,900.00 \$103,243.00
WS 31-A	Site Clearing and Earthwork	Ulland Brothers, Inc. Cloquet, MN	Base Bid: Alternate #1: Total Contract:	\$474,180.00 \$0.00 \$474,180.00
Total Base Bid:				\$1,754,517.50
Total Alternate #1:				\$8,835.00
Total Contracts Amount:				\$1,763,352.50



DULUTH AIRPORT AUTHORITY

- Ms. Kayser explained that these are the construction contracts for the ranch hangar project.
 - Dir. Maki asked whether construction estimates were received. Ms. Kayser and Mr. Werner explained the project came in substantially over the estimates, but in order to take advantage of the funding opportunity available the decision was made to move forward with the project with approval of the board.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. O' Brien
 - Second: Dir. Henderson
 - Dir. Maki stated that she believes this is a good, strategic move and she appreciates the thoughtfulness put in to moving forward with the project to take advantage of funding opportunities.
 - Abstain: None
 - Result: Votes were taken by roll call. This resolution was adopted unanimously.
- F. Resolution to Approve Work Order 2023 – 2 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for Construction Support of the Ranch Hangar project at Duluth International Airport (DLH).
- Ms. Kayser explained that this resolution is for SEH's participation in the construction phase of the ranch hangar project.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Hansen
 - Abstain: Dir. Anderson
 - Result: Votes were taken by roll call. All voting members said aye. This resolution was adopted.
- G. Resolution to Approve Work Order 2023 – 5 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Design of North Business Development Hangar Construction Project at Duluth International Airport (DLH).
- Ms. Kayser explained that this resolution is for SEH's design of the LifeLink hangar project. This will not begin until a letter of intent is signed by LifeLink. This is a 90% Federal project.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Crawford
 - Abstain: Dir. Anderson
 - Result: Votes were taken by roll call. All voting members said aye. This resolution was adopted.
- H. Resolution to Approve Work Order 2023 – 4 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Design of Midfield Ramp Hangar 105 Redevelopment Construction Project at Duluth International Airport (DLH).
- Ms. Kayser explained that this is the design contract for the fuel calibration hangar for Cirrus as the current hangar is in very poor condition and in need of redevelopment. A letter of intent is expected from Cirrus as well and this contract is being approved now so as not to delay the project.
 - Mr. Papko added that the goal is to try and get foundation and dirt work done this Fall and build throughout the winter.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. O'Brien
 - Abstain: Dir. Anderson
 - Result: Votes were taken by roll call. All voting members said aye. This resolution was adopted.



DULUTH AIRPORT AUTHORITY

- I. Resolution Authorizing an Agreement to Insure Certain Duluth Airport Authority Property and Equipment Under the City of Duluth's Property and Boiler Insurance Policies.
 - Ms. Bodin explained that this resolution covers building property, equipment and boiler insurance policies covered under the City of Duluth. The total cost requested for approval is up to \$92,000 for these policies.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. Henderson
 - Abstain: None
 - Result: Votes were taken by roll call. This resolution was adopted unanimously.

- J. Resolution to Accept and Approve the MnDOT Grant Agreement No. 1053224 for Air Service Marketing State Project No. A6091-SM031 and to Authorize the Duluth Airport Authority's President and Secretary to Execute the Grant and any Amendments.
 - Ms. Baker explained the terms of this grant agreement and the total value of the agreement.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: Votes were taken by roll call. This resolution was adopted unanimously.

- K. *February 2023 Financial Reports
- L. *April 2023 Accounts Receivable
- M. *March 2023 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

- Dir. Anderson reported that there is no report at this time and one can be expected at the next board meeting.
- Dir. O'Brien asked that with recent report of a fine imposed upon the DECC of PCA fine and whether the DAA is susceptible to anything similar. Mr. Werner described the issue as lack of reporting. Mr. Papko shared that the DAA staff works closely with the MPCA to get them engaged early and mitigate issues to the best of DAA's ability. Mr. Papko explained that the DAA has policies which identify response for fuel spills or other accidents and incidents. So long as the policies are followed, we keep ourselves from being on the back end of those reporting issues.
- Dir. Hansen will be on the ATCT evaluation team.
- Dir. Maki commended DAA staff that decided to add green plants in the terminal.

ADJOURN: Dir. Maki entertained a motion to adjourn.

- Motion: Dir. Hansen
- Second: Dir. Henderson
- Abstain: None
- Result: Votes were taken by roll call. This resolution was adopted unanimously.
- The meeting was adjourned at 9:34 a.m.

Respectfully submitted,

Joelle Bodin
Director of Finance & Administration

Tom
Werner

Digitally signed by Tom
Werner
Date: 2023.04.23
13:30:59 -05'00'

APPROVED: _____

DATE: _____

Duluth Airport Authority
 DAA Operating Check Register #9-2023
 April 21, 2023

Document Number From 11795 through 11804

Document Number	Date	Transaction Type	Payee	Amount
11795	4/21/2023	BILLPMT	Auto-Owner's Insurance	\$10,005.40
11796	4/21/2023	BILLPMT	City Of Duluth Comfort Systems	\$12,402.98
11797	4/21/2023	BILLPMT	City Of Duluth, Minnesota	\$71.40
11798	4/21/2023	BILLPMT	Dalco	\$66.66
11799	4/21/2023	BILLPMT	Metamorphosis Coaching, Consulting & Training LLC	\$3,575.00
11800	4/21/2023	BILLPMT	Minnesota Power	\$35,233.10
11801	4/21/2023	BILLPMT	MN Dept of Labor and Industry	\$100.00
11802	4/21/2023	BILLPMT	Schindler Elevator Corp	\$1,350.08
11803	4/21/2023	BILLPMT	Spectrum Business	\$178.20
11804	4/21/2023	BILLPMT	Taylor, Dan	\$60.00
Total				\$63,042.82


 Airport Director


 City Treasury

Joelle Bodin

Finance Director

Tom Werner

Executive Director

Kimberly J. Maki

Board President

Signature: 
Joelle Bodin (Apr 24, 2023 09:12 CDT)

Email: jbodin@duluthairport.com

Signature: Tom Werner

Email: twerner@duluthairport.com

Signature: 

Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Operating Check Register #10-2023
April 28, 2023

Document Number From 11805 through 11815

Document Number	Date	Transaction Type	Payee	Amount
11805	4/28/2023	CHK	Citi Cards	\$4,348.51
11806	4/28/2023	BILLPMT	Coyland Creek	\$927.25
11807	4/28/2023	BILLPMT	Engelmeier, Roger	\$139.99
11808	4/28/2023	BILLPMT	Federal Express Corporation	\$31.34
11809	4/28/2023	BILLPMT	iFIDS.com Inc.	\$125.00
11810	4/28/2023	BILLPMT	Johnstone Supply	\$1,287.94
11811	4/28/2023	BILLPMT	NAPA Auto Parts	\$336.26
11812	4/28/2023	BILLPMT	Northern Tool & Equipment	\$301.96
11813	4/28/2023	BILLPMT	Northland Fire & Safety, Inc.	\$203.55
11814	4/28/2023	BILLPMT	St. Louis County	\$5,453.00
11815	4/28/2023	CHK	WF Bus Payment Processing - Tom	\$792.29
Total				\$13,947.09



Airport Director



City Treasury

Joelle Bodin

Finance Director

Tom werner

Executive Director

Kimberly J. Maki

Board President

Signature:



Email: jbodin@duluthairport.com

Signature: Tom Werner

Email: twerner@duluthairport.com

Signature:



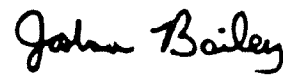
Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Operating ACH Payment Register #9-2023
April 24, 2023

Confirmation #1110250

Document Number	Date	Transaction Type	Payee	Amount
00000066/1	4/24/2023	BILLPMT	Activar Plastic Products Group	\$2,854.76
00000066/10	4/24/2023	BILLPMT	General Security Services Corporation	\$1,882.94
00000066/11	4/24/2023	BILLPMT	Graves, John	\$60.00
00000066/12	4/24/2023	BILLPMT	Guardian Pest Solutions	\$53.94
00000066/13	4/24/2023	BILLPMT	Guardian Pest Solutions	\$79.41
00000066/14	4/24/2023	BILLPMT	Guardian Pest Solutions	\$78.08
00000066/15	4/24/2023	BILLPMT	Innovational Water Solutions, Inc.	\$148.00
00000066/16	4/24/2023	BILLPMT	Jamar Company	\$512.74
00000066/17	4/24/2023	BILLPMT	Kayser, Jana	\$60.00
00000066/18	4/24/2023	BILLPMT	Kleen-Tech	\$20,909.00
00000066/19	4/24/2023	BILLPMT	Leon, Kathy	\$60.00
00000066/2	4/24/2023	BILLPMT	Best Oil Company	\$4,816.20
00000066/20	4/24/2023	BILLPMT	Menards - Hermantown	\$51.41
00000066/21	4/24/2023	BILLPMT	Menards - Hermantown	\$43.54
00000066/22	4/24/2023	BILLPMT	Menards - Hermantown	\$47.88
00000066/23	4/24/2023	BILLPMT	Menards - Hermantown	\$49.99
00000066/24	4/24/2023	BILLPMT	Menards - Hermantown	\$63.36
00000066/25	4/24/2023	BILLPMT	Menards - Hermantown	\$29.31
00000066/26	4/24/2023	BILLPMT	Minnesota State Auditor	\$2,208.00
00000066/27	4/24/2023	BILLPMT	Oakwells CR LLC	\$6.84
00000066/28	4/24/2023	BILLPMT	Papko, Mark	\$60.00
00000066/29	4/24/2023	BILLPMT	Papko, Mark	\$247.35
00000066/3	4/24/2023	BILLPMT	Best Oil Company	\$4,259.20
00000066/30	4/24/2023	BILLPMT	QMI Security Solutions	\$4,196.27
00000066/31	4/24/2023	BILLPMT	Sinnott, Paul	\$60.00
00000066/32	4/24/2023	BILLPMT	Snell, Matthew J	\$60.00
00000066/33	4/24/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$527.53
00000066/34	4/24/2023	BILLPMT	Welch, Ryan	\$60.00
00000066/35	4/24/2023	BILLPMT	Werner, Thomas	\$60.00
00000066/4	4/24/2023	BILLPMT	Bodin, Joelle	\$60.00
00000066/5	4/24/2023	BILLPMT	Century Link	\$72.00
00000066/6	4/24/2023	BILLPMT	Century Link	\$72.00
00000066/7	4/24/2023	BILLPMT	Drako Media	\$857.52
00000066/8	4/24/2023	BILLPMT	Durfee, Tristan	\$60.00
00000066/9	4/24/2023	BILLPMT	General Security Services Corporation	\$25,361.19
			Total	\$70,028.46


 Airport Director


 City Treasury

Joelle Bodin
 Finance Director

Tom Werner

Executive Director

Kimberly J. Maki

Board President

Signature: 
Joelle Bodin (Apr 24, 2023 09:13 CDT)
Email: jbodin@duluthairport.com

Signature: *Tom Werner*
Email: twerner@duluthairport.com

Signature: 
Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Operating ACH Payment Register #10-2023
April 28, 2023

Confirmation #1170331

Document Number	Date	Transaction Type	Payee	Amount
00000068/1	4/28/2023	BILLPMT	Baker, Natalie M	\$1,030.67
00000068/10	4/28/2023	BILLPMT	Motion Industries, Inc.	\$1,057.86
00000068/11	4/28/2023	BILLPMT	Northern States Supply, Inc.	\$17.83
00000068/12	4/28/2023	BILLPMT	SCS Interiors	\$855.00
00000068/13	4/28/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$779.67
00000068/2	4/28/2023	BILLPMT	Benson Electric Company	\$2,051.90
00000068/3	4/28/2023	BILLPMT	Citon	\$5,745.39
00000068/4	4/28/2023	BILLPMT	Durfee, Tristan	\$155.00
00000068/5	4/28/2023	BILLPMT	Innovational Water Solutions, Inc.	\$248.00
00000068/6	4/28/2023	BILLPMT	Jamar Company	\$1,962.00
00000068/7	4/28/2023	BILLPMT	Landrum and Brown, Incorporated	\$2,000.00
00000068/8	4/28/2023	BILLPMT	Menards - Hermantown	\$160.33
00000068/9	4/28/2023	BILLPMT	Metro Sales, Inc.	\$290.31
Total				\$16,353.96



 Airport Director



 City Treasury

Joelle Bodin

 Finance Director

Tom Werner

 Executive Director

Kimberly J. Maki

 Board President

Signature: 
Joelle Bodin (Apr 27, 2023 15:01 CDT)
 Email: jbodin@duluthairport.com

Signature: 
 Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Operating ACH Payment Register #11-2023
May 8, 2023

Confirmation #1250242

Document Number	Date	Transaction Type	Payee	Amount
0000069/1	5/8/2023	BILLPMT	Airport Signs & Graphics	\$1,240.00
0000069/10	5/8/2023	BILLPMT	Viking Automatic Sprinkler	\$355.00
0000069/11	5/8/2023	BILLPMT	Viking Industrial Center	\$40.00
0000069/12	5/8/2023	BILLPMT	Waste Management of WI-MN	\$2,137.04
0000069/13	5/8/2023	BILLPMT	Ziegler, Inc.	\$8,762.75
0000069/2	5/8/2023	BILLPMT	HUB Parking Technology USA, Inc	\$77,442.38
0000069/3	5/8/2023	BILLPMT	Innovational Water Solutions, Inc.	\$148.00
0000069/4	5/8/2023	BILLPMT	Inter City Oil (ICO)	\$24,477.30
0000069/5	5/8/2023	BILLPMT	Kayser, Jana M	\$602.28
0000069/6	5/8/2023	BILLPMT	Landrum and Brown, Incorporated	\$6,000.00
0000069/7	5/8/2023	BILLPMT	Northern States Supply, Inc.	\$841.15
0000069/8	5/8/2023	BILLPMT	Paul Bunyan Communications	\$3,410.00
0000069/9	5/8/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$889.91
Total				\$126,345.81



 Airport Director



 City Treasury

Joelle Bodin


 Finance Director

Tom Werner

 Executive Director

Kimberly J. Maki

 Board President

Signature: 
Joelle Bodin (May 5, 2023 14:02 CDT)
 Email: jbodin@duluthairport.com

Signature: Tom Werner
 Email: twerner@duluthairport.com

Signature: 
 Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Construction ACH Payment Register #2-2023
April 27, 2023

Confirmation #1160441

Document Number	Date	Transaction Type	Payee	Amount
00000067/1	4/27/2023	BILLPMT	1 Activar Plastic Products Group, Inc.	\$15,313.80
00000067/10	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$33,400.00
00000067/11	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$63,564.00
00000067/12	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$3,009.60
00000067/13	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$6,800.00
00000067/14	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$59,660.00
00000067/15	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$60,290.00
00000067/16	4/27/2023	BILLPMT	1 Swim Creative	\$14,626.51
00000067/17	4/27/2023	BILLPMT	1 Townsquare Media Duluth	\$375.00
00000067/18	4/27/2023	BILLPMT	1 Ulland Brothers, Inc.	\$5,379.78
00000067/2	4/27/2023	BILLPMT	1 MediaUSA Adverising Inc	\$615.00
00000067/3	4/27/2023	BILLPMT	1 Neo Electrical Solutions	\$11,153.00
00000067/4	4/27/2023	BILLPMT	1 Neo Electrical Solutions	\$587.00
00000067/5	4/27/2023	BILLPMT	1 Northern States Supply	\$801.35
00000067/6	4/27/2023	BILLPMT	1 Prairie Restorations, Inc.	\$4,620.00
00000067/7	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$29,275.00
00000067/8	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$16,390.00
00000067/9	4/27/2023	BILLPMT	1 Short Elliott Hendrickson	\$14,750.00
Total				\$340,610.04


Airport Director


City Treasury

Joelle
Finance Director

Tom Werner
Executive Director

Kimberly J. Maki
Board President

Signature: 
Joelle bodin (Apr 27, 2023 09:16 CDT)

Email: jbodin@duluthairport.com

Signature: *Tom Werner*

Email: twerner@duluthairport.com

Signature: 

Email: makik@stlouiscountymn.gov

IV - A.

From: Don Monaco <donm@monacoairduluth.com>
Sent: Sunday, April 30, 2023 4:46 PM
To: Tom Werner <twerner@duluthairport.com>; makik <makik@stlouiscountymn.gov>
Cc: Bill King (skykingpilot@gmail.com) <skykingpilot@gmail.com>; Dave Gaddie (dgaddie@bell.bank) <dgaddie@bell.bank>; ehansen <ehansen@northspan.org>; Greg Fox (gregandsheilafox@hotmail.com) <gregandsheilafox@hotmail.com>; Michael A. Magni <mikem@monacoairduluth.com>; Pat Mullen (runtrailfree@gmail.com) <runtrailfree@gmail.com>; Richard Stewart (RStewart@uwsuper.edu) <RStewart@uwsuper.edu>; 'Steve Overom (soverom@overomlaw.com)' <soverom@overomlaw.com>; DAA <daa@duluthairport.com>
Subject: April, 2023 Monaco Air Foundation Report

Tom and Kim,

Please share this report with the Duluth Airport Authority Board at its next regularly scheduled meeting.

Summary of April 2023 Activities

Airport Tour Program: The Foundation solicits and coordinates Duluth International Airport tours for groups of high school students and other groups.

Other Initiatives: The Foundation welcomes requests from the Duluth Airport Authority Board for initiatives the Board would like the Foundation to consider.

Please let me know if you have any questions about this month's report.

Respectfully submitted,

Don Monaco

President

Monaco Air Foundation, Inc.

4535 Airport Approach Road

Duluth, MN 55811

Phone: 218-727-2911

Mobile: 630-728-5571

Fax: 218-336-0001

donm@monacoairduluth.com

www.monacoairduluth.com



January 9, 2023

Duluth Airport Authority

4701 Grinded Dr.
Duluth, MN 55811

Dear Tom Werner,

The Minnesota Department of Transportation is pleased to announce that the Concrete Rating Panel has determined that the following project is to receive a Merit Award.

Category 10

Airport: New Construction

A6901-201

Located on Taxiway Alpha at the Duluth International Airport

The award for this project will be presented at the Concrete Paving Awards Banquet on Thursday, March 9, 2023, at 7 p.m. in the Park Event Center located in Waite Park, Minnesota. The Awards Banquet is held in conjunction with CPAM's Annual Concrete Paving Workshop scheduled for March 9-10. Pictures will be taken of all award recipients on March 9 beginning at 5 p.m. A photo schedule will be available at the registration desk. You are also invited to attend a complimentary reception prior to the Awards Banquet, beginning at 6 p.m.

As a local award winner, this project is automatically eligible to be considered at the national level for an American Concrete Pavement Association (ACPA) Excellence in Concrete Pavement Award. To be considered for a national award this year, the contractor, agency, and/or consultant may coordinate a submittal using the online form available from the ACPA's website (www.ACPA.org). The submittals are typically due in mid-July.

Historically, projects with good quality control/quality assurance plans and good ride quality have fared well. Project photos also do a great job of telling the story. Photos should include construction and finished product. Keep in mind when taking finished product photos that the background of the photos will help sell the project.

Sincerely,

Robert Golish, PE
Assistant Concrete Engineer

Enclosure

cc: Leah Lewis, CPAM
Duluth Airport Authority, Shafer Contracting Company, Short Elliott Hendrickson Inc.,

IV - D.



Lawmakers Examine Workforce Challenges

April 19, 2023

Lawmakers and aviation stakeholders tangled over workforce issues during a hearing before the House Aviation Subcommittee today. This was the last scheduled hearing for the subcommittee before lawmakers and staff begin focusing on drafting their version of the FAA reauthorization bill.

Pilot Shortage: Faye Malarkey Black, the President and CEO of the Regional Airline Association, described the ongoing pilot shortage and its impact on service to small communities. Black told lawmakers that 300 airports lost commercial air service since the beginning of the pandemic and “11 airports went dark.” She took issue with claims that the pilot shortage isn’t real and warned of continuing challenges ahead with more than half of the current pilots slated to retire within 15 years.

But Captain Jason Ambrosi, the President of Air Line Pilots Association, International, described the current situation as a “training backlog” not a pilot shortage. He told lawmakers that there are more pilots today than before the pandemic and suggested that the current problem rests with those regional carriers that “would rather lower safety standards than pay pilots a living wage.”

1,500-Hour Rule: The controversial 1,500 hour-rule was a hot topic during today’s session with Transportation and Infrastructure Committee Chairman Sam Graves (R-MO) knocking the current requirement and suggesting that it is the quality – not the quantity – of hours that matters most to determine pilot proficiency.

Graves described how there are two categories of aviation accidents – those caused by mechanical failures and those caused by pilot error. He pointed out the captain and the first officer involved in the Colgan Air accident in 2009 had accumulated more than 1,500 hours of flight time.

Graves went on to describe the discrepancy in requirements for commercial airline pilots and military pilots who he said can fly combat missions with only 300 hours. “We have got to find better ways to train safer and better skilled pilots and give folks credit for the skill they demonstrate or the high-quality training they receive.”

Transportation and Infrastructure Committee Ranking Member Rick Larsen (D-WA) acknowledged the Colgan family members who attended the hearing and called for the continuation of the 1,500-hour rule. He commented on how the United States has had one of the safest decades on record since the higher standard was implemented after the Colgan accident.

“While the advancement of aviation technologies such as full-scale flight simulators and other computer-based equipment are helpful tools in developing a more skilled and safer pilot workforce, there is no substitute for real world flying experience on a flight deck,” Larsen said.

Pilot Age: Debate over a proposal to raise the mandatory retirement age for commercial airline pilots also created some fireworks. Rep. Troy Nehls (R-TX) made an aggressive pitch for his bill to raise the mandatory retirement age from 65 to 67. He suggested that retired pilots currently fly millionaires and billionaires who use NetJets, professional sports teams worth billions of dollars, and wealthy Hollywood elite, and he argued that they should be allowed to continue flying for commercial airlines.

Nehls indicated that he “would fight like hell” to get his proposal in the FAA reauthorization bill. He and other Republican lawmakers questioned Captain Ambrosi on whether raising the mandatory retirement would reduce aviation safety and why it is necessary for the United States to follow International Civil Aviation Organization standards. Meanwhile, Faye Malarkey Black suggested the move would allow an additional 8,000 pilots to fly over the next three years.

Mayday in rural America: What happens when airlines leave a city

By Liz Crampton

04/25/2023 08:01 PM EDT Updated: 04/25/2023 08:48 PM EDT

Del Rio, a crucial Texas border town stop for U.S.-bound Central and South American migrants — and the Americans assisting them — is home to the largest pilot training base in the U.S. Air Force.

It's also been cut off from the rest of the country.

American Airlines, the only national carrier serving the Del Rio International Airport and the area's 36,000 residents, dropped a route connecting the city to Dallas this month, leaving it without any commercial service.

For those trying to get out by air, their best shot now requires first driving two and a half hours to San Antonio or San Angelo.

Many small cities across the country are plagued with a similar slog as national airlines have rapidly pulled out of rural airports since the onset of the pandemic. And it's fostering a sense of isolation that's frustrated small-town Americans fed up with big business and Washington — themes former President Donald Trump often taps.

"Talk about a low blow," Republican Rep. [Tony Gonzales](#), the congressperson for Del Rio, a predominantly Hispanic community, said in an interview. "I'm frustrated to no end. ... If these major companies want rural America to thrive, they need to be investing in rural America, not pulling the rug out from under us."

Since January 2020, at least 324 airports have seen service cuts, losing an average of 30 percent of their flights, according to the Regional Airline Association. More than 14 airports have lost commercial service completely, including places such as Mobile, Ala.; Ogden, Utah; Stowe, Vt., and Williamsport, Penn. — a pace whose breadth and speed are almost unheard of.

The industry's airport desertions pose a serious risk to the economies of these communities, and local leaders believe that a lack of air service threatens a teetering rural America that already feels forgotten by the rest of the country. It's also driving city officials to plead with state legislatures and Capitol Hill for help.

"The border is unique — it's its own little country within a country," Del Rio City Manager John Sheedy said in an interview. "For us to already have this remote location with a military air base and no commercial air service, it's really, really hard to overcome."

American Airlines, United Airlines and Delta Airlines say they are constrained by a pilot shortage that has forced them to scale back service or stop flying entirely from certain airports. In the face of a financial squeeze, routes from regional airports are often the first to be eliminated.

American alone said its lack of pilots has been the equivalent of taking more than 150 regional planes out of service.

All major airlines operating regional subsidiaries have significantly increased pilot pay in an attempt to attract more people to the profession. First-year captains working at the regional carriers under American Airlines will earn \$146 an hour and entry-level pilots \$90 an hour, up from \$78 and \$51 an hour, the company [announced last year](#).

"American has been — and will continue to be — aggressive in tackling the regional pilot constraints to return to higher levels of aircraft utilization," a spokesperson for American said in a statement.

"It's always difficult to decide to end service to a market and there are always several factors to consider," they added, "including customer demand, alternative airport access for local residents and industry constraints like the regional captain shortage."

American Airlines also dropped its flights between Dubuque, Iowa, and Chicago last fall, at the time ending all commercial air service for 60,000 people. Toledo, Ohio, and Islip and Ithaca, N.Y., also lost service from American simultaneously.

Multiple large carriers used to fly in and out of Dubuque's airport. Now, locals and visitors need to drive approximately 80 miles to Moline or Cedar Rapids, or, to get to bigger destinations, three hours to Chicago, mostly using a two-lane road.

Local leaders are deeply worried about the economic implications of being cut off from the rest of the U.S. as businesses calculate whether it's worth it to continue operating or relocating to the Midwest city.

"To say that it's challenging would be an understatement," said Molly Grover, president of the Dubuque Area Chamber of Commerce.

Some small airports can get a lifeline through a multimillion-dollar federal subsidy program that pays airlines to connect rural locations to central hubs.

Under that "essential air service" program, the Transportation Department can require carriers trying to leave a location to remain until a replacement carrier is lined up. But it only includes [about 108 airports](#) and weighs factors such as the average number of daily trips, how much subsidy is needed and the distance to the nearest larger hub. Many cities — like Dubuque — can't join because of limits put on the program in 2012.

Losing air service cost the Dubuque airport nearly 200 jobs and reduced its economic output by more than \$26 million, according to an economic impact analysis the city paid for comparing data from 2019 to 2022.

The city is hoping to begin to close that gaping financial hole by welcoming budget airline Avelo, which in March launched seasonal, twice-weekly flights to Orlando, the result of an incentive package offered by the city that includes a revenue guarantee.

Repercussions may extend beyond financial losses. Dubuque Mayor Brad Cavanagh, a Democrat, believes that nothing else will have a greater impact on politics in the decade ahead than further isolating cities like his.

"In rural communities like ours there's no way we're going to survive long-term without air service," Cavanagh said in an interview. "We're going to die a slow, agonizing death."

Feeling connected to the rest of the country is "a huge part of our identity and if we don't feel like that's being supported, that's going to have huge implications politically," he said. It's what "people in the Midwest think of when they say Washington doesn't think of them."

Local leaders have banded together to meet with state and federal officials to discuss how to bring back flights to their hometowns. Those conversations at the local level involve looking at how the state might be able to help cities provide financial incentives to entice airlines to return, said Deborah Randolph, president of Central Louisiana Chamber of Commerce, which represents an area that lost United flights from its airport to Houston in June.

"United makes regular adjustments to its schedule in response to market demand and staffing resources to ensure we can best serve our customers," the airline [said in a statement](#) at the time.

United has also [dropped flights in states](#) such as Colorado, Kansas, Kentucky, Michigan, Missouri and Mississippi.

States can try to expand the pool of pilots by expanding flight education programs and recruitment of high school students. But the airline industry believes the most effective solution to resolving the shortage needs to come at the federal level. A short-term approach could come through raising the required retirement age for pilots from 65 to 67, a push that is opposed by pilots unions over safety concerns. Retirements are expected to peak in 2029, at about 3,750 pilots leaving the industry.

There's also an effort to increase student loan caps for accredited pilot training programs to ease education costs.

As Congress gears up for FAA reauthorization, cities grappling with reduced service are lobbying lawmakers to grow the size of a [grant program designed to help small communities](#) address air service issues.

City leaders are also stepping into the debate about training requirements for pilots and whether a standard mandating that both captains and copilots obtain 1,500 hours of training should be changed. Part of the [FAA reauthorization fight](#) will feature

a [long-running dispute](#) between regional airlines and the families of victims of a 2009 crash who pushed for the increased training requirements.

Regional airlines want the rule relaxed because they say it's harming their hiring pipeline and hurts small rural communities. But the families say the dramatic drop in aviation fatalities since the rule change was mandated by Congress in 2010 protects passengers and shouldn't be changed. From 1990 to 2010, the year Congress mandated the rule change, [the FAA counted](#) 1,720 fatalities involving passenger and cargo flights. From 2011 to 2021, the FAA counted 14.

Drew Jacoby Lemos, vice president of government affairs for the Regional Airline Association, said that his membership has more than 400 planes grounded because airlines can't find enough pilots to fly them. The RAA is lobbying for other kinds of training, like simulator time, to count toward the total.

"To have the service come back we need more pilots," he said. "Period."



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - Friday, May 05, 2023

Taxiway A - Phase 4 (SRE Ramp) and Midfield Ramp Reconstruction

Duluth International Airport (DLH) will be constructing Taxiway A Phase 4 and completing the Midfield Ramp Repair starting on May 15, 2023.

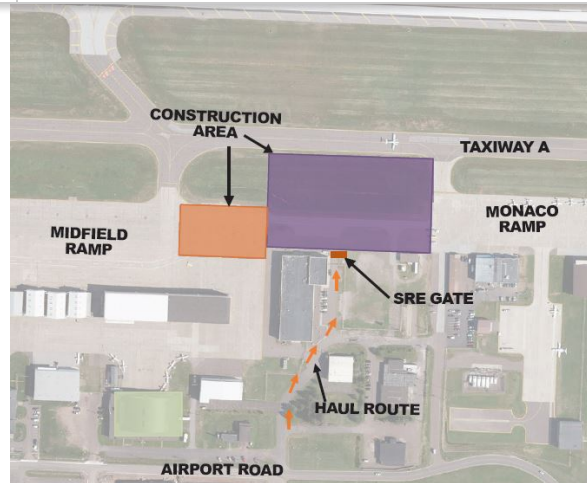
Phase 4 and the midfield ramp repairs will be done concurrently and the project is planned to be complete before the DLH Airshow. The Midfield Ramp reconstruction project will be limited to the northeast corner of the ramp. Construction vehicle traffic will utilize the SRE gate while this work is completed this summer.

Limited impacts are anticipated to active aircraft operation areas. The Vehicle Service Road (VSR) will be impacted during construction. A temporary VSR will be constructed to maintain access, but traffic delays are expected. Personnel and vehicles should use caution while operating near the construction area and use alternative routes when possible. Please avoid the VSR in the project area if possible.

Information on these projects can be found in the published tenant [here](#).

Anticipated Project Schedule - Subject to change

- Taxiway A Phase 4 and Midfield Ramp Repairs: May 15th - July 13th



Taxiway A - Phase 2A and 2B Reconstruction

The Taxiway A Phase 2 reconstruction project is anticipated to begin following the Airshow on July 17th. The Construction Safety Phasing Plan (CSPP) for the project can be found [here](#). Phase 2B, which includes seven (7) nightly closures and one (1) 60-hour closure of Runway 9/27, has not been scheduled yet. Once a date has been confirmed by the contractor additional communication will be sent.

Anticipated Project Schedule - Subject to change

- Taxiway A Phase 2 - July 17th to September 30th

Please note, these dates are subject to change. Airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.

Project Contact Information

Mark Papko, Director of Operations - Airport Authority - mpapko@duluthairport.com

Adinda Van Espen, Project Manager - SEH - avanспен@sehinc.com

[unsubscribe from this list](#) [update subscription preferences](#)



Duluth International Airport
(218) 727-2968

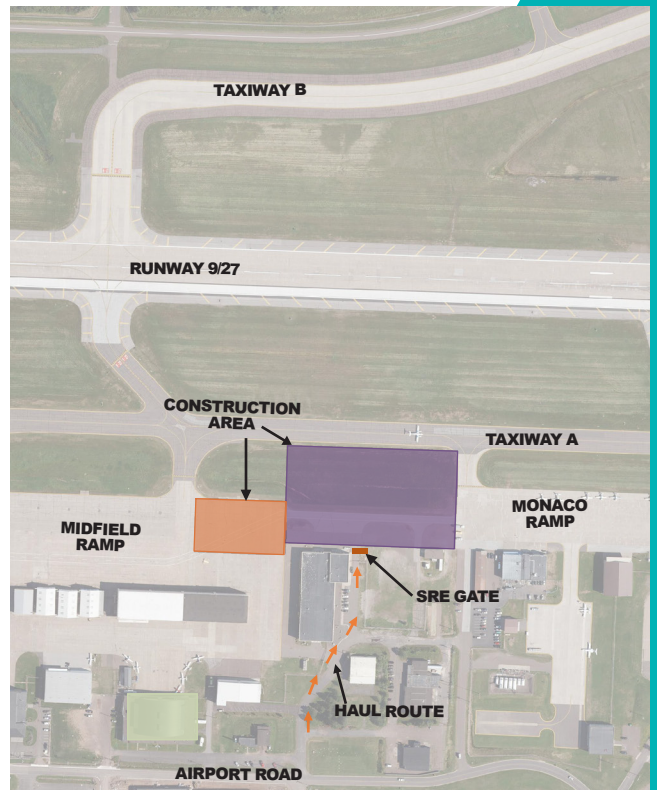
TENANT AND AIRFIELD USER NOTICE

DULUTH INTERNATIONAL AIRPORT

PHASE 4 TAXIWAY RECONSTRUCTION (SRE RAMP) AND MIDFIELD RAMP REPAIR

PROJECT BACKGROUND

The airport will be constructing Taxiway A Phase 4 and the Midfield Ramp Repair starting May 15, 2023. The contractor will be constructing Phase 4 and the Midfield Ramp concurrently, and is expected to be completed prior to the DLH Airshow. Phase 4 expansion includes pavement removals, construction of SRE Apron, installation of storm drain pipes, structures, installation of apron edge lighting and signage, and pavement markings. The Midfield Ramp reconstruction includes removal of tie downs, storm pipe, existing concrete & aggregate base, aggregate base & concrete placement, storm pipe installation, and pavement markings. Construction vehicle traffic will be utilizing the SRE gate while this work is completed this summer.



PROJECT SCHEDULE



PHASE 4

Start Date: May 15, 2023
End Date: July 13, 2023



MIDFIELD RAMP

Start Date: May 15, 2023
End Date: July 13, 2023

Always review NOTAMs for the latest airfield conditions.

Refer to [weekly newsletters](#) for project updates, operational impacts and construction progress.

Contact Mark Papko, mpapko@duluthairport.com, to subscribe to the newsletter.



CONSTRUCTION IMPACT

Limited impacts are anticipated to active aircraft operation areas. **The Vehicle Service Road (VSR) will be impacted during construction. Please avoid the VSR in the project area if at all possible.**

A temporary VSR will be constructed to maintain access, but traffic delays are expected. Personnel and vehicles should use caution while operating near the construction area, use alternative routes when possible.



FUNDING

This project is funded primarily by the Federal Aviation Administration (FAA) in partnership with Minnesota Department of Transportation (MnDOT), and the Duluth Airport Authority (DAA).



CONTACT

Duluth Airport Authority:
Mark Papko
218.625.7767

SEH (Project Manager):
Adinda Van Espen
320.428.3654

Shafer Contracting (Contractor):
Ben Mattson
651.492.9263



DULUTH INTERNATIONAL AIRPORT
Travel Globally. Fly Locally.



Ph2A PHASE INFORMATION



JULY 17 TO SEPT. 30

Phase 2A (shown in blue) includes reconstructing Taxiway A from west of the Monaco Ramp access to east of Taxiway A4, including pavement transition areas on the Tower Ramp. Reconstruction of Taxiway A4 between Taxiway A and Runway 9/27 Runway Safety Area (RSA) will also be completed as part of this phase.

Work elements will include:

- 1 Remove Taxiway A edge lighting
- 2 Reconstruct portions of Taxiway A from west edge of Monaco Ramp access to Taxiway C, including southern portion of Taxiway A4, Taxiway A will be 75 wide with 20-foot shoulders
- 3 New Taxiway A edge lighting
- 4 Painting new Taxiway A pavement markings
- 5 Replacement of airfield lighting circuits

See Phase 2B - Runway 9/27 RSA Work Sheet for additional information on airfield impacts during work inside the RSA



CONSTRUCTION SAFETY CONSIDERATIONS

- 6 Construction workers will be required to utilize a radio car to cross the active taxiway through the Tower ramp, adjacent to the construction limits
- 7 Pilots should use caution when taxiing on and around the Tower ramp or exiting the hangar area



CLOSURES

- 8 Taxiway A between Taxiway A3 and Taxiway C
- 9 Taxiway A4
- 10 Construction traffic will be crossing the Tower Ramp



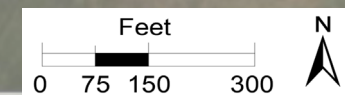
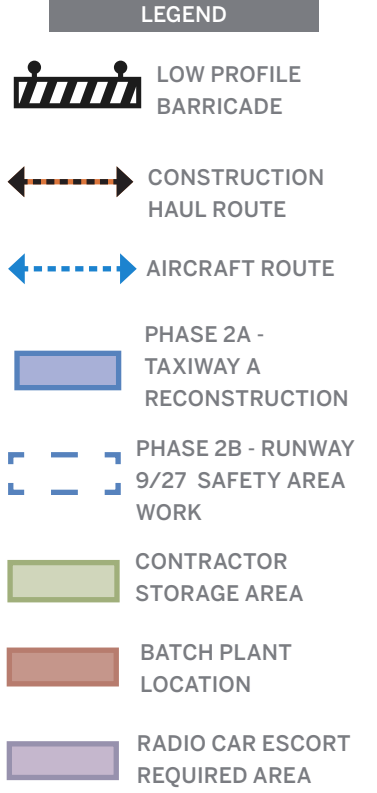
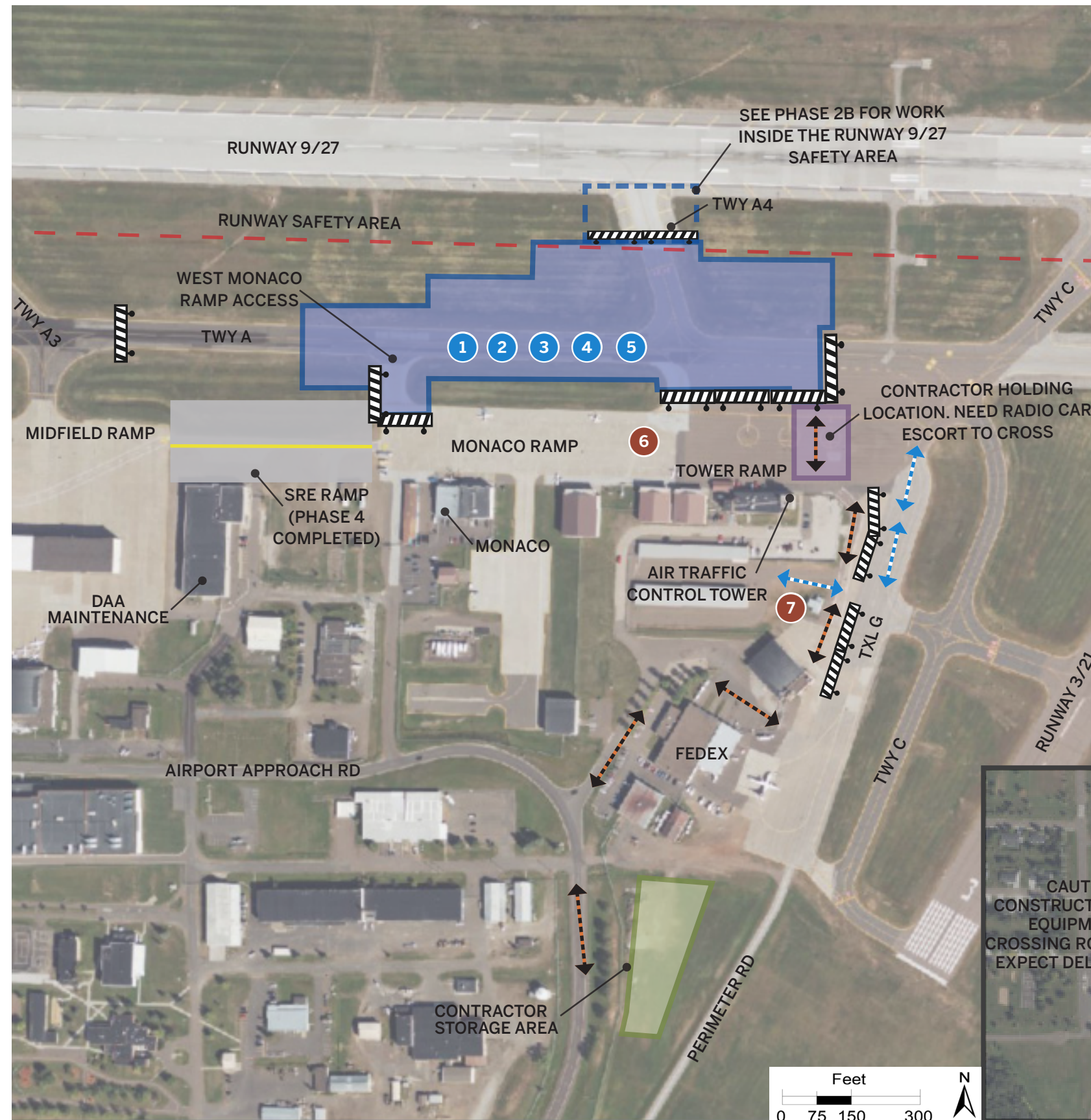
AVAILABLE AIRFIELD

- 11 Runway 9/27
- 12 Runway 3/21
- 13 Terminal, Midfield and Monaco ramps
- 14 Terminal, hangars, and miscellaneous facilities will be accessible



IAP INSTRUMENT APPROACH PROCEDURE IMPACTS (IAP)

- 15 There are no anticipated impacts to IAPs to either runway during Phase 2A



Ph2B
RSA Work

PHASE INFORMATION



**7 NIGHT & 1 WEEKEND CLOSURE
BETWEEN JULY 17 TO SEPT. 30**

Phase 2 Runway Safety Area (RSA) work includes reconstructing portions of Taxiway A4 inside the RSA during planned seven nightly Runway 9/27 closures. A 60-hour Runway 9/27 closure over one weekend will be required to complete the concrete paving inside the RSA. Communication will be provided to all tenants and users prior to the planned closure.

Work elements will include:

- 1 Remove Taxiway A4 edge lighting
- 2 Reconstruct Taxiway A4 between Runway 9/27 shoulder edge and Runway 9/27 RSA
- 3 New Taxiway A4 edge lighting
- 4 Painting of new Taxiway A4 pavement markings
- 5 Replacement of airfield lighting circuits



CONSTRUCTION SAFETY CONSIDERATIONS

- 6 Construction workers will be required to utilize a radio car to cross the active taxiway through the Tower ramp, adjacent to the construction limits
- 7 Pilots should use caution when taxiing on and around the Tower ramp
- 8 Contractor shall restore the Runway Safety Area prior to re-opening the Runway for aircraft operations at the conclusion of closures



CLOSURES

- 9 Taxiway A between Taxiway A3 and Taxiway C
- 10 Taxiway A4
- 11 Runway 9/27, seven nights scheduled. One 60-hour weekend closure of Runway 9/27 for concrete paving. Runway 9/27 will be available for taxi



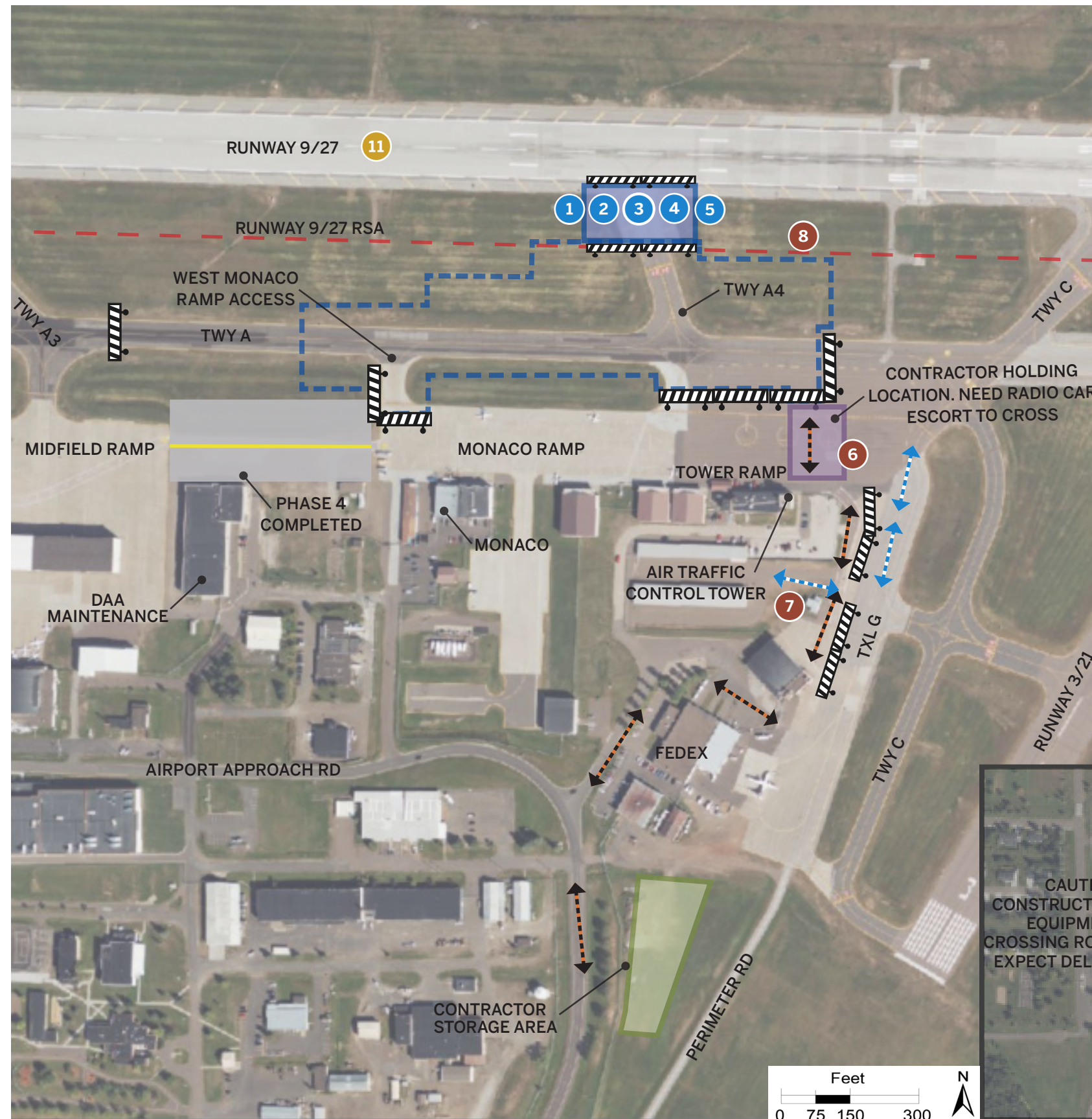
AVAILABLE AIRFIELD

- 12 Runway 9/27 periodically
- 13 Runway 3/21
- 14 Terminal, Midfield and Monaco ramps
- 15 Terminal, hangars, and miscellaneous facilities will be accessible



INSTRUMENT APPROACH PROCEDURE IMPACTS (IAP)

- 16 During the nightly Runway 9/27 closures and the 60-hour weekend closure, Runway 9/27 IAPs will be unavailable
- 17 There are no anticipated impacts to Runway 3/21's IAPs



LEGEND

- LOW PROFILE BARRICADE
- CONSTRUCTION HAUL ROUTE
- AIRCRAFT ROUTE
- PHASE 2A - TAXIWAY A RECONSTRUCTION
- PHASE 2B - RUNWAY 9/27 SAFETY AREA WORK
- CONTRACTOR STORAGE AREA
- BATCH PLANT LOCATION
- RADIO CAR ESCORT REQUIRED AREA



IV - G.



May 9, 2023

The Honorable Tim Walz
Governor, State of Minnesota
520 Lafayette Road N.
St. Paul, MN 55155

Chair Fong Hawj
Environment, Climate, and Legacy
Minnesota Senate Bldg. Rm 3231
St. Paul, MN 55155

Chair Rick Hansen
Environment and Natural Resources
407 State Office Building
St. Paul, MN 55155

Re: Letter of Concern for HF2310

Dear Governor Walz, Chair Hawj and Chair Hansen:

We respectfully urge you to slow the rapid trajectory of HF2310 and its impact on the Duluth area. It's our understanding the Conference Committee for the Omnibus Environment, Natural Resources, Climate, and Energy Finance and Policy Bill continues to confer on HF2310, and that Duluth may be added to geographies considered for the cumulative impact legislation. While we support the intent of the legislation regarding environmental justice, we share serious concerns about the nature of how this legislation was introduced and the lack of collaboration with the broader community including local units of government/municipalities, labor, or businesses in its origin.

It's also our understanding the communities from Greater Minnesota were added to the legislation with some hesitation from legislators. We'd appreciate the opportunity to provide our regional centers more time to understand the impacts of the legislation and research the data provided by the MPCA. While the MPCA has been collaborating with environmental stakeholders on the legislation language over the past 1.5 years, other stakeholders were not asked for their input or assessment of the data.

Minnesota is known for our rigorous environmental and regulatory process. The same consideration should be given to changing legislation that impacts this already demanding process. Legislation of this magnitude should involve broad input from all stakeholders, not only the agencies and the environmental activism community. It should involve communities, local units of government, business and industry, labor, and be transparent to the thousands of people these organizations employ. Enclosed is a list of 35 facilities that have active air permits in Duluth – many of whom were not aware of this legislation, let alone given enough time to research, ask questions or share any concerns with their elected representatives.

Last week we met with our delegation and shared our concerns prior to Conference Committee. We are now reaching out to the Conference Committee and Governor's office to respectfully request time for this legislation to be vetted, not rushed, especially in Duluth and the other Greater Minnesota communities. Rushing to this mandate in the 11th hour of Legislative Session does not uphold the One Minnesota value your office has committed to, and we believe in as well. This new legislation could unintentionally work against our shared goals for enhanced socio-economic opportunities.

Please allow for further dialogue and a transparent process to continue to protect our environment, and allow for thriving communities in Greater Minnesota.

Respectfully,

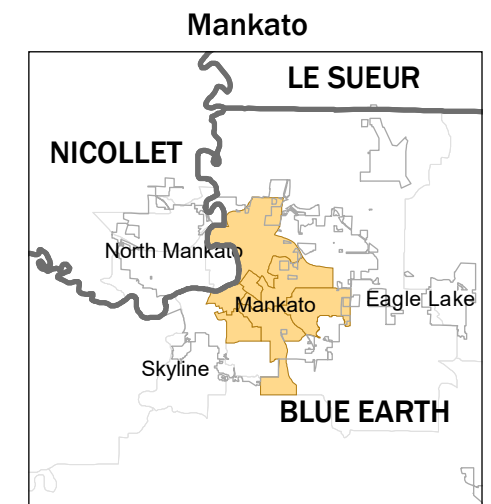
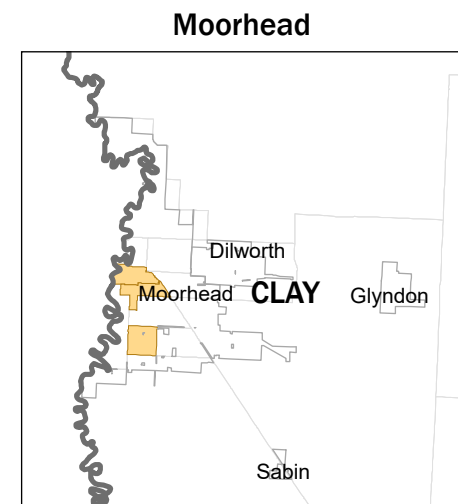
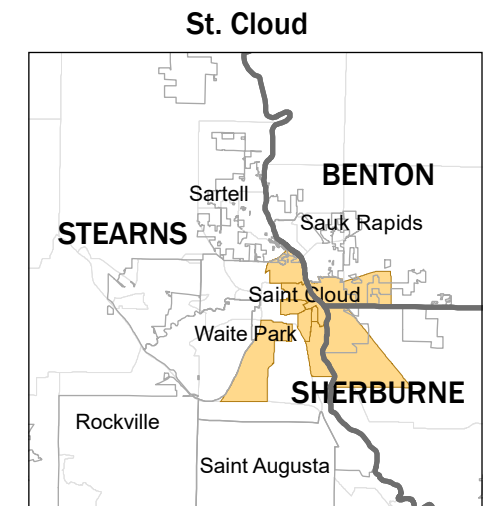
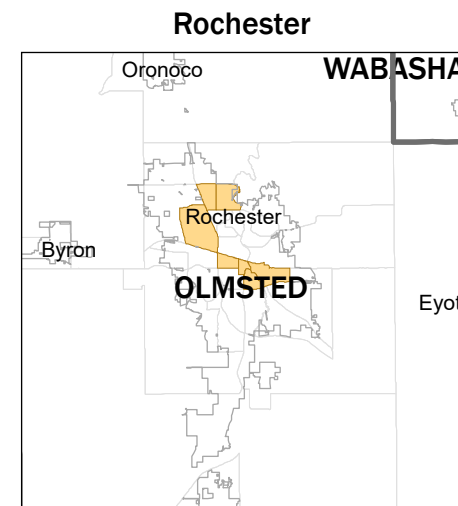
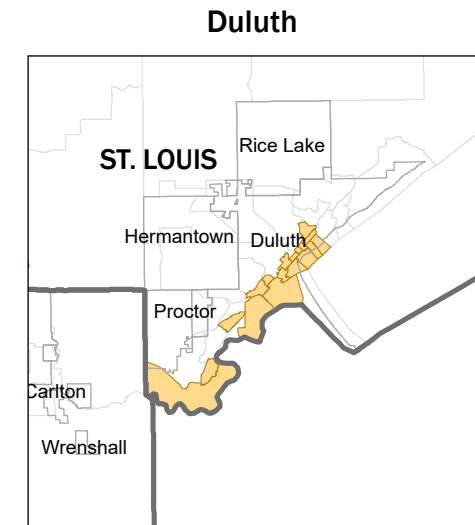
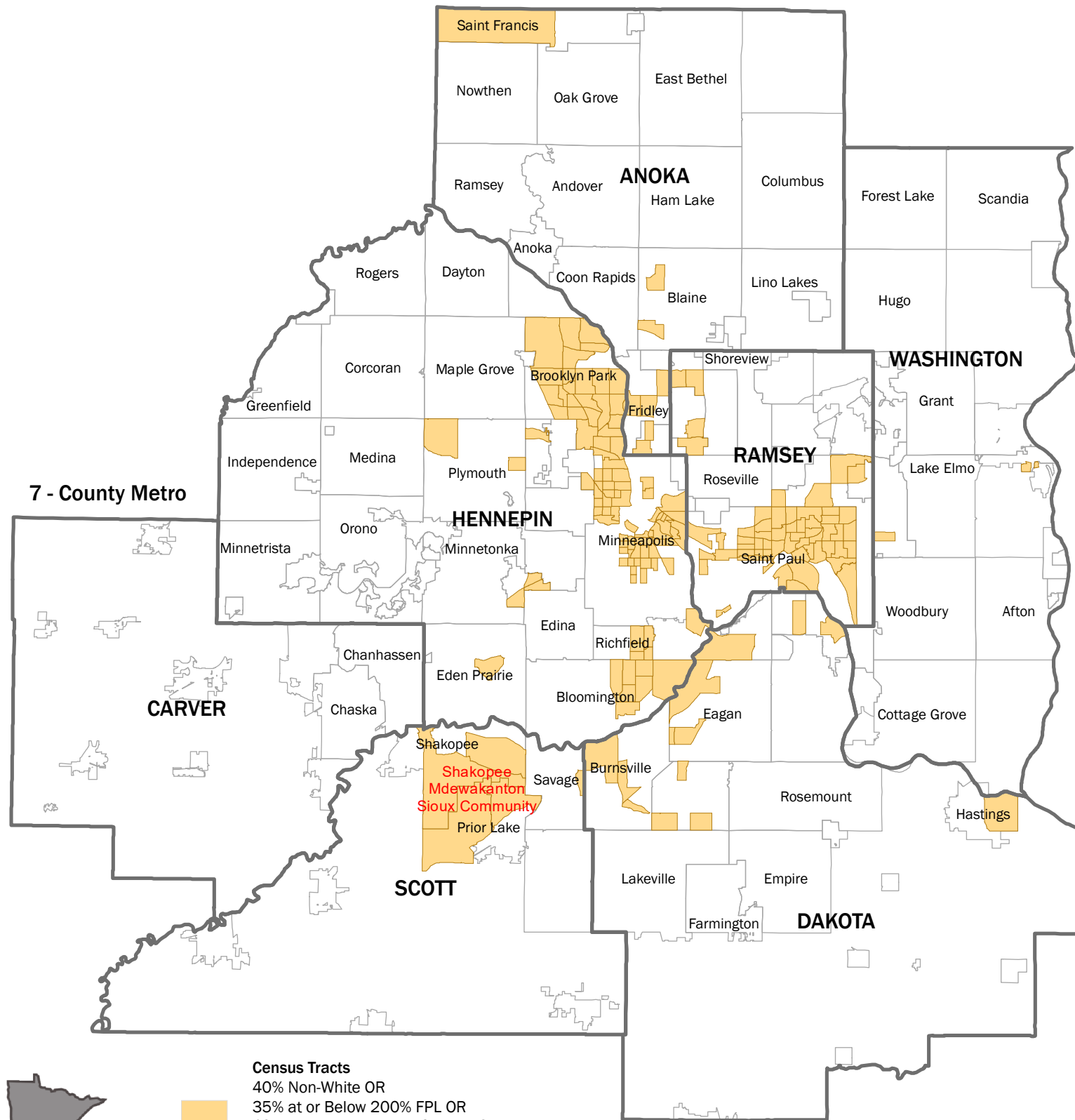
A handwritten signature in blue ink that reads "Rachel A. Johnson".

Rachel Johnson
APEX President & CEO

cc: Environment, Natural Resources, Climate and Energy Conferees; Representative Liz Olson; Representative Alicia Kozlowski; Mr. Tom Johnson, MPCA


Environmental Justice Areas

Census Tracts that are 40% non-white, 35%, at or below 200% FPL, 40% or more of the population has limited English proficiency or lives within an Indian reservation



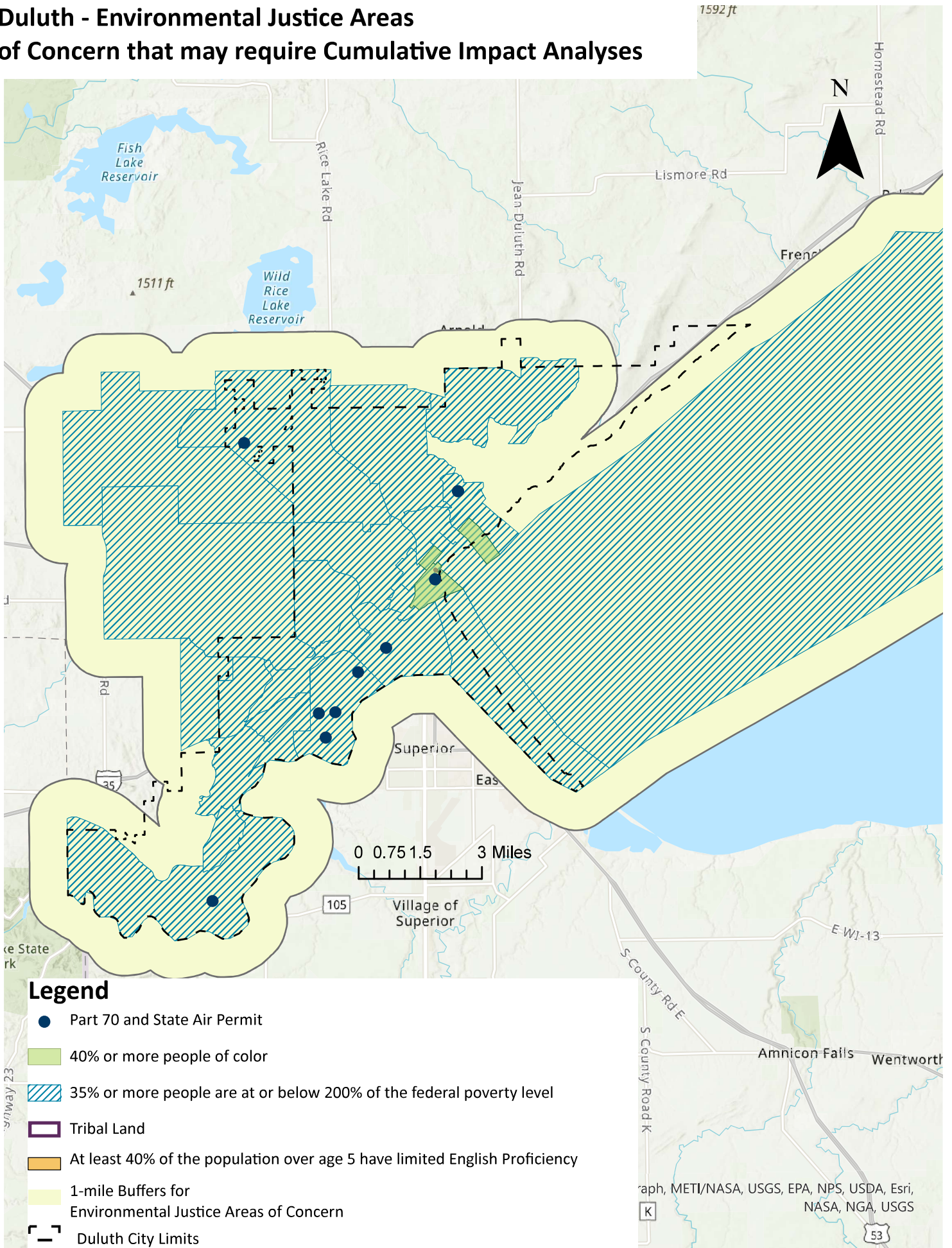
4/26/2023

Census Tracts
 40% Non-White OR
 35% at or Below 200% FPL OR
 10% Limited English Proficiency OR
 Within American Indian Reservation

 American Indian Reservation

* 2021 American Community Survey
 5-Year Estimates

Duluth - Environmental Justice Areas of Concern that may require Cumulative Impact Analyses



VII - A.

Duluth Airport Authority Short Elliott Hendrickson Inc. (SEH) Work Order 2022-06 for Construction Administration for the Taxiway C North Rehabilitation Project at the Duluth International Airport

Terms:

- Estimated start date of June 28, 2023
- Estimated end date of July 12, 2023
- Estimated construction duration of 14 calendar days

Agreement Overview:

This work order includes construction administration, observation, and closeout for the Taxiway C North Rehabilitation project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 3-21-2023) between the DAA and SEH remain in effect for this work order.

Background:

Taxiway C north of Runway 9/27 is in very poor condition per the most recent Minnesota Department of Transportation (MnDOT) pavement condition assessment, completed in 2018. This section of pavement is slated for relocation when funding becomes available in 2027. To maintain adequate levels of safety a short-term fix will be used until the relocation project funding is available. This project will consist of milling 1" of existing bituminous asphalt, placing 2" of P-401 pavement, and remarking Taxiway C in-kind.

MnDOT Aeronautics has indicated the project is eligible for 70 percent funding from the State Airports Fund, with a total project budget of \$500,000.

This scope of engineering services includes construction administration services, construction observation, project closeout, and project management. This project will be constructed this summer, prior to the DLH Airshow, pending contractor and material availability.

**WORK ORDER
No. 2023-6
Between**

**The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

Dated: May 16, 2023

**TAXIWAY C NORTH REHABILITATION – CONSTRUCTION SERVICES
DULUTH INTERNATIONAL AIRPORT (DLH)**

This work order includes construction administration services for the rehabilitation of Taxiway C north at the Duluth International Airport (DLH)). The contract provisions included in the Master Agreement (dated 3-21-2023) between the DAA and SEH remain in effect for this work order.

Estimated start date is June 28, 2023; estimated end date is July 12, 2023.

Compensation by the Owner to the Consultant shall be a lump sum amount of **\$48,900**.

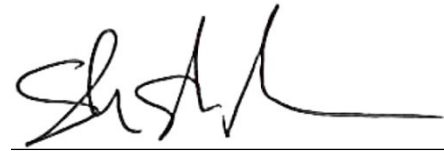
Descriptions of the services to be provided are included in Attachments A. Detailed estimates of labor cost and expenses are included in Attachments B.

Point of Contact: Shawn McMahon, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.



Title: _____

Title: Principal _____

Date: _____

Date: May 16, 2023 _____

Title: _____

Date: _____

ATTACHMENT A
Duluth International Airport (DLH)
Taxiway C North Rehabilitation
Scope of Work
(Construction Administration, Observation, Closeout)

General

Taxiway C, the full parallel taxiway that serves Runway 3/21 at Duluth International Airport (DLH), is in need of rehabilitation. The existing bituminous pavement has been in place since 1960, and the pavement condition has been rated very poor by the most recent Minnesota Department of Transportation (MnDOT) pavement condition assessment, completed in 2018. In addition, a visual inspection of Taxiway C was performed in October 2022 which confirmed a rehabilitation of Taxiway C is necessary.

The northern portions of Taxiway C are slated for relocation and reconstruction when full funding is available in 2027. The taxiway will need to be realigned to provide the FAA required offset distance from Runway 3/21. An immediate short-term fix is required to maintain adequate levels of safety until reconstruction and relocation of Taxiway C can be fully funded.

This project will mill 1” of the existing pavement and replace it with 2” of FAA P-401. The connections to Runway 9/27 and Runway 3/21 will be tapered as to prevent a hump in the pavement. Taxiway C will also be remarked in-kind. The work is anticipated to take 14 days to complete and is scheduled to be completed before the DLH Airshow in 2023. See **Figure 1** for project sketch.

This work scope includes engineering services for construction observation, construction administration, and project management.

Proposed Project Schedule:

May 12, 2023	Project Bid Opening
May 16, 2023	DAA Board considers construction and CA contracts
July 12, 2023	Substantial Completion
August 12, 2023	Final Pavement Marking

Project Deliverables – The project deliverables of this scope include the following:

1. Shop Drawing/Submittal Review
2. Construction Administration and Observation
3. Project closeout
4. Project management

This work scope includes:

1. Preconstruction Activities. A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction

conference, issue notifications, and record meeting minutes. Airport safety and project phasing will be coordinated with the contractor.

2. Submittal and Shop Drawing Review. SEH will review product and material data, shop drawings, mix design, samples, and other items required to be submitted by the contractor.
3. Construction Observation. SEH will provide full-time construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction/demolition is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports. A part-time Project Inspector (PI) will also be utilized if milling and paving activities are happening concurrently.
4. Progress Meetings. It is anticipated that progress meetings will be scheduled during construction as needed. The progress meetings will be attended either in person or by conference call by SEH, including the RPR, project manager, and/or other staff as needed or required.
5. Pay Estimates. SEH will prepare one partial pay estimate and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
6. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
7. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the Duluth Airport Authority for their records.
8. Update Airport Layout Plan (ALP). Not required.
9. Project Closeout Report. The Consultant will prepare a "Project Closeout Report" to be delivered to Mn/DOT and the Airport Authority that contains all testing reports, daily reports, and other pertinent information to the project. CAD file linework, project files, and PDF record drawings will be submitted to MnDOT prior to final payment.
10. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the Airport Authority, Contractor, Mn/DOT, and other regulatory agencies and utilities.

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
Taxiway C North Rehabilitation
Construction Observation, Administration and Closeout
Duluth International Airport

Task No.	Task Description	Principal	Project Manager	RPR	Project Inspector	Admin Technician
1	Preconstruction Activities	4	4	8	0	4
2	Submittal and Shop Drawing Review	0	2	4	0	0
3	Construction Observation	0	0	100	30	0
4	Progress Meetings	0	1	2	1	1
5	Pay Estimates	0	1	2	0	1
6	Final Inspection/Punchlist	4	0	6	0	1
7	Record Drawings	0	1	0	4	0
8	Update Airport Layout Plan (ALP)	0	0	0	0	0
9	Project Close-out Report	1	2	6	0	1
10	Project Management	2	8	4	2	4
	Total hours per labor category	11	19	132	37	12

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	11	\$81.55	\$897.05
Project Manager	19	\$59.93	\$1,138.67
Resident Project Engineer (RPR)	132	\$45.71	\$6,033.72
Project Inspector (PI)	37	\$37.92	\$1,403.04
Admin Technician	12	\$33.42	\$401.04
			\$0.00

Total Direct Labor Costs:	211	\$9,873.52
Direct Salary Costs plus Overhead (70%)		\$16,784.98
Total Labor Costs		\$26,658.50

Fee (15%)		\$3,998.78
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ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	1990	\$0.65	\$1,293.50
Construction Auto Allowance	10	\$16.00	\$160.00
Per Diem	10	\$150.00	\$1,500.00
Equipment Usage	211	\$5.80	\$1,223.80
Material Testing - Braun Intertec	1	\$13,870.00	\$13,870.00
Reproductions / Miscellaneous	1	\$200.00	\$200.00

Total Expenses		\$18,247.30
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SUMMARY:

Total Labor Costs + Expenses + Fees	\$48,904.58
Estimated Total	\$48,900.00

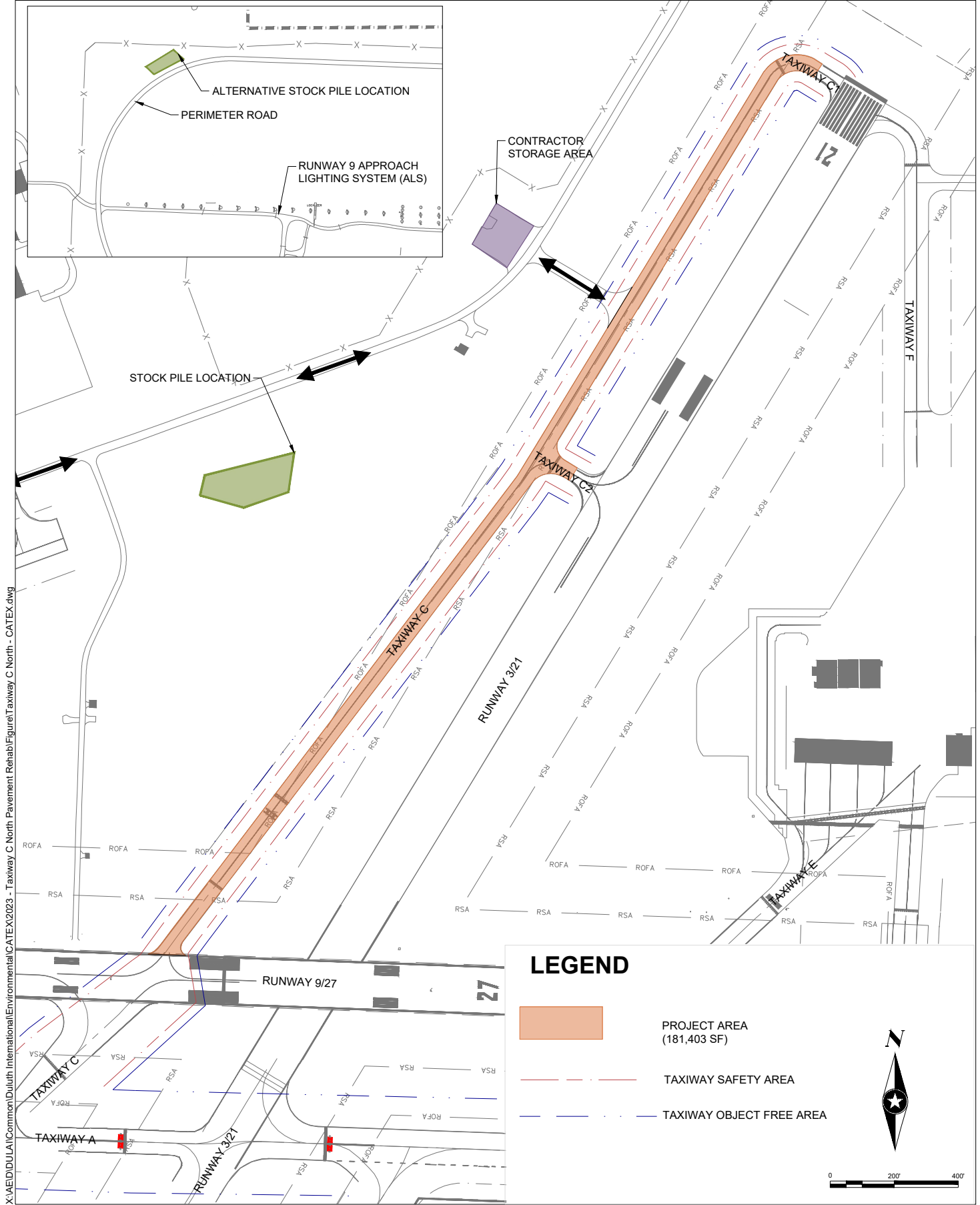


2023 Taxiway C North Rehabilitation

Duluth International Airport
Duluth, Minnesota

Figure 1

CATEX
03/2023; DLH



X:\AED\IDU\A\Common\Duluth International\Environmental\CATEX\2023 - Taxiway C North Pavement Rehab\Figure1\Taxiway C North - CATEX.dwg

VII - B.

Duluth Airport Authority Short Elliott Hendrickson Inc. (SEH) Work Order 2023-7 for Deice Tank, Pad, and Equipment Procurement at the Duluth International Airport

Terms:

- Estimated start date of May 17, 2023
- Estimated end date of October 31, 2023

Agreement Overview:

This work order includes the specification development, engineer's design report, geotechnical analysis, final design, bidding, construction administration, and closeout for the Deice Tank, Pad, and Equipment Procurement project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 3-21-2023) between the DAA and SEH remain in effect for this work order.

Background:

This project consists of three elements to provide pavement deice capability.

The project will include design of a concrete pad to support an approximately 8,700-gallon liquid tank. The design will include geotechnical analysis, site layout, and concrete design. The project will be competitively bid. This proposal also includes construction administration to oversee and coordinate the construction of the pad.

A quotation package will also be developed to obtain quotes for the potassium acetate holding tank. SEH will request quotes from a minimum of two qualified vendors. The proposal will include installation, testing and closeout.

SEH will also assist the DAA in acquiring a deice trailer equipment. It is anticipated the DAA will acquire the equipment and SEH will assist with FAA grant application and support, Buy American certification, and FAA closeout.

The design and construction of the project are eligible for 90 percent funding from the FAA Bipartisan Infrastructure Law funding.

This scope of engineering services includes engineer's design report, geotechnical analysis, final design, and bidding document creation, as well as public outreach and project management. Design will begin in May 2023 and project construction is scheduled to be completed by September 29, 2023 pending contractor and material availability.

**WORK ORDER
No. 2023-7
Between**

**The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

Dated: May 16, 2023

**DEICE TANK, PAD AND EQUIPMENT PROCUREMENT
DULUTH INTERNATIONAL AIRPORT (DLH)**

This work order includes design and construction of the deicing pad and procurement of the deicing tank and equipment Project at the Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 3-21-23) between the DAA and SEH remain in effect for this work order.

Estimated start date is June 20, 2023; estimated end date is October 31, 2023.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$49,500.00.

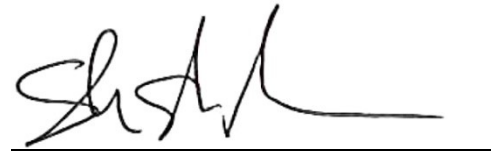
Descriptions of the services to be provided are included in Attachments A. Detailed estimates of labor cost and expenses are included in Attachments B.

Point of Contact: Shawn McMahon, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.



Title: _____

Title: Principal _____

Date: _____

Date: May 16, 2023 _____

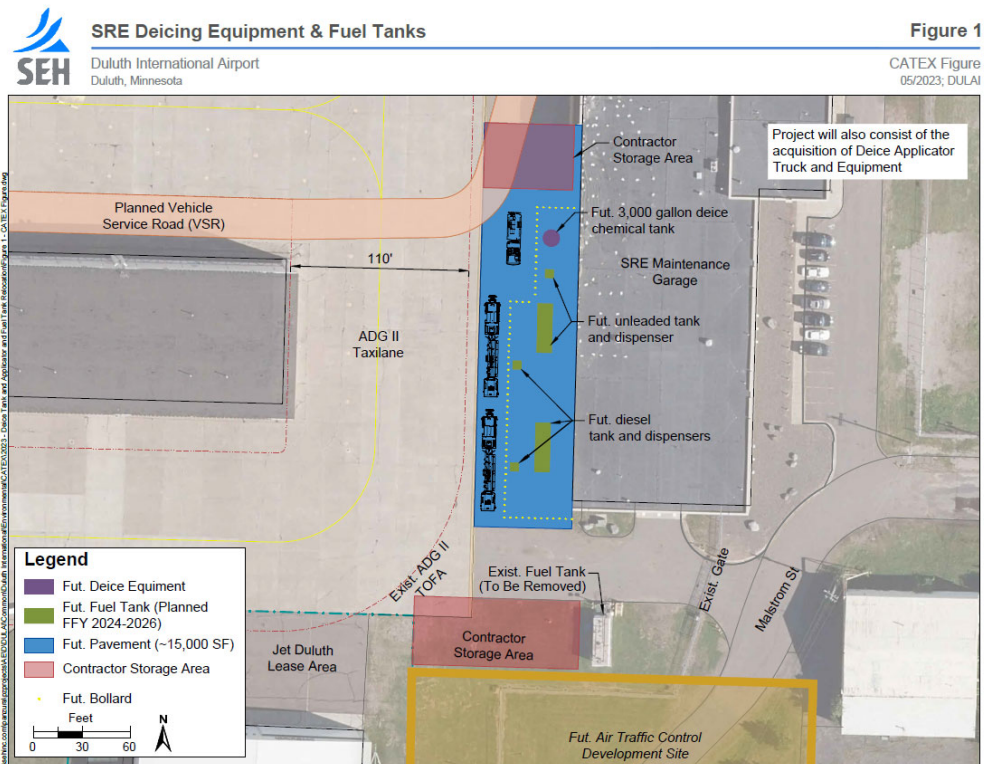
Title: _____

Date: _____

ATTACHMENT A
Duluth International Airport (DLH)
Duluth, MN

2023 Pavement De-Icing Applicator, Storage Tank Acquisition, and Concrete Pad Design
Sponsor: Duluth Airport Authority
Specification Development and Bid Coordination, Acquisition, Construction Observation and Closeout

Project Scope and Understanding – The purpose of this project is to purchase a pavement de-icing spray trailer and a 3,000-gallon storage tank for de-icing fluid. There will also be the design of a concrete pad to support the storage tank, located off the southwest corner of Building 303 (SRE Maintenance Garage). The trailer will be used to assist in pavement ice removal on the at the airport. The airport experiences multiple ice storms annually that result pavement conditions affecting aircraft safety at the airport. The new pavement de-icing system is expected to remove ice in these weather events to keep the airport operational and increase safety for aircraft operating in inclement weather. This project includes the acquisition of the de-icing applicator trailer and storage tank. This project will also include the design, bidding and construction observations of the concrete deicing pad.



This work scope includes:

Work Element 1: Project Formulation and Scoping

Task 1.1 – Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH) will coordinate with the Duluth Airport Authority (sponsor) to develop the appropriate scope of work. Additional coordination will include task definition and establishment

of project goals and objectives. The scope of work will be presented to the FAA and MnDOT Office of Aeronautics for review and will be updated based on input received.

- Task 1.2 – Project Formulation** – SEH will complete the project and grant pre-application documentation, cost breakdowns, and eligibility determinations for the approved scope of work.
- Task 1.3 – General Scope of Work** – SEH will develop a brief narrative of the work scope, delineation of eligible/ineligible work items, and any unique, unusual, or historical background on the proposed project.
- Task 1.4 – Preliminary Design** – SEH will complete the components of the engineer's design report on the concrete pad. The EDR will be completed and sent to the FAA and MnDOT for review and comments. This report will, at minimum, include the following on the concrete pad construction: a narrative of work scope, pre-construction photographs, preliminary construction safety and phasing plan (CSPP), environmental considerations, a project schedule, an engineer's estimate of probable cost, and a preliminary project budget.
- Task 1.5 – Snow Removal Equipment Design Report** – SEH will complete a summary report for the justification of the de-ice applicator equipment. This task will include edits to the airport's snow and ice control plan, a review of existing and proposed SRE equipment, and completion of FAA SRE grant submittal requirements, including the SRE sizing spreadsheet and existing SRE documentation.

Work Element 2: Design and Construct Deice Pad to Support 8,700-gallon Tank.

Element of the specification development will be prepared per applicable FAA Advisory Circulars (AC), Orders, Regulations, and Policy Memorandums.

Specific tasks included with this work element include:

- Task 2.1 – Specification Bidding Documents** – SEH will develop and compile the specifications and bidding documents for the pavement de-icing concrete pad. The specification package will include a table of contents, proposal documents, schedule prices, State and Federal requirements, wage rates, technical specifications, and newly published federal provisions. SEH will complete 65%, 90%, and 100% design documents. Documents will include at a minimum, instruction to bidders, clauses, procurement contract agreement, bonds, state and federal provisions, and Buy American processes and forms.
- Task 2.2 – Detailed Final Design** – SEH will complete a detailed final design to include the necessary de-icing pad layout. SEH will submit a construction safety and phasing plan, and airspace analysis for the de-icing pad.
- Task 2.3 – Construction Plan Sheets** – SEH will develop plan sheets for the de-icing storage pad layout.
- Task 2.4 – FAA Coordination** – SEH will coordinate with the FAA on submitting a 90 percent complete set of specifications for FAA review.
- Task 2.5 – Review and Address FAA Comments** – SEH will review and address all FAA comments on the specifications and develop documentation to track any comments received and how those comments were addressed.
- Task 2.6 – Coordinate and Manage Bid Documents** – SEH will coordinate and manage the bidding documents, advertisement for bids, and bid opening with the City of Duluth. This includes an effort for answering the bidder's questions and coordinating addendums if needed.
- Task 2.7 – Bid Opening** – SEH will coordinate the opening of bids virtually with the City of Duluth.

Task 2.8 – Bid Review and Tabulation – The consultant will advise the Airport as to the acceptability of subcontractors, suppliers, and other organizations proposed by the bidder. SEH will prepare a spreadsheet that includes bid items to evaluate the lowest bidder. The consultant will enter the as-bid unit prices into the spreadsheet and verify the computations of the bids.

Task 2.9 – Recommendation of Award – SEH will prepare a recommendation of award based on the bids received to be considered by the Airport Authority.

Task 2.10 – Contracts – The consultant will prepare and coordinate the completion of the contracts between the contractors and the Duluth Airport Authority.

Work Element 3: Deicing Pad Construction Administration and Observation

Construction is expected to occur during normal construction hours of 6:00 AM until 6:00 PM. To accommodate the scope of the work and the project schedule, construction observation services include providing one RPR on a full-time basis for the 10 calendar days of the project. It is anticipated that the Professional Engineer will provide periodic construction observation during critical elements of the work, as required, estimated at 1 day.

Task 3.1 – Preconstruction Activities – A preconstruction conference will be held prior to the beginning of construction. The conference will outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction meeting, issue notifications, and record meeting minutes.

Task 3.2 – Submittal and Review of Shop Drawings – SEH will review product and material data, shop drawings, concrete mix design, material samples, electrical components and other items required to be submitted by the Contractor.

Task 3.3 – Review of Contractor Payroll Forms – SEH will review weekly payroll reporting by the Contractor to ensure that wage rates comply with the requirements of the federal and state wage rates for the work being performed. The RPR will conduct compliance monitoring of the Contractor's Davis-Bacon Act and DBE contractual obligations.

Task 3.4 – Pay Applications – SEH will prepare partial pay applications once each month during construction, a final pay application including final agreed upon quantities for all work components, and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing all pay applications.

Task 3.5 – Construction Observation – SEH will provide daily construction observation for the 10 days of the project. The RPR will be available to assist in ensuring that construction is performed in accordance with contract documents during major work tasks.

Task 3.6 – Weekly Reports – SEH will prepare and maintain weekly status reports. Reports will log activities and maintain construction photos for record keeping purposes.

Task 3.7 – Final Inspection and Punchlist – SEH will conduct a final inspection after the completion of the project. SEH will issue notifications and prepare a punch list of any outstanding items requiring correction. A tracking document will be prepared and progress on the punch list items will be recorded until all issues are resolved.

Task 3.8 – Record Drawings – SEH will utilize Contractor and engineering drawings during construction to complete record drawings for the project. The record drawings will incorporate any modifications or additions/subtractions that occurred during construction. Electronic (PDF) copies of the record drawings will be provided to INL, MnDOT and FAA.

Work Element 4: Procurement of Deicing Fluid Storage Tank and Equipment Trailer

SRE and accessories acquisition shall meet the requirements of SAE ARP 6059 as defined under FAA AC 150/52220-20A Airport Snow and Ice Control Equipment and FAA AC 150/5200-30D Airport Winter Safety and Operations.

Task 4.1 – Buy American Coordination and Review – SEH will coordinate with the FAA on the required Buy American submittals and if necessary, coordinate Buy American waivers for review. The trailer equipment will be purchased off the Minnesota State Bid list by the DAA.

Task 4.2 – Coordinate Quotation of Deicing Tank and Equipment – SEH will provide service to include the development of contract documents and specifications for storage tank acquisition (equipment procured by DAA) to meet procurement guidelines associated with the FAA Airport Improvement Program.

Work Element 5: Project Management and Meetings – This task includes the overall project management of Work elements 1 through 4 noted above. Project management includes administration of the project, any team meetings, agency and Sponsor meetings, and related project administration tasks.

Task 5.1 – Overall Project Management – This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, progress reports, budget updates, monthly invoices, and contract negotiation.

Task 5.2 – Meetings – This task includes two design review meetings with the Airport and FAA to solicit input on the procurement efforts. Meetings will be held virtually.

Work Element 6: FAA Reporting and Closeout Report

Task 6.1 – FAA Quarterly Reports – SEH will complete quarterly reporting as required by the FAA to report the status of the grant for the duration of the grant activity specifically concerning the SRE.

Task 6.2 – Federal Closeout Report – The consultant will prepare a “Project Closeout Report” as required by the FAA and using the “Sponsor’s Guide to Quality Project Closeout Report Requirements” (FAA Publication). The closeout effort will be specific to the equipment acquisition. The closeout will also include a DBE summary, executive summary, warranty review, and other required documentation within the four-year period of performance. DBE summary report executive summary, warranty information, and owner’s manuals will be included in the report within the four-year period of performance. The closeout effort will be for equipment acquisition, design and construction efforts.

Projected Submittal Dates

At the time of this proposal, the tentative milestones for this project are as indicated below:

May 16, 2023	Consideration of SEH’s Proposal
June 9, 2023	Quotation due from Contractors
June 20, 2023	Airport Authority to consider bids and award contract.
September 29, 2023	Construction Completion
October 2023	Equipment delivery
December 2023	FAA closeout report

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
2023 PAVEMENT DE-ICING APPLICATOR, STORAGE TANK ACQUISITION, AND CONCRETE PAD DESIGN
SPECIFICATION DEVELOPMENT, BID COORDINATION, CONSTRUCTION OBSERVATION, ACQUISITION, AND CLOSEOUT
DULUTH INTERNATIONAL AIRPORT (DLH)
DULUTH, MN

Task No.	Task Description	Project Manager	Project Planner	Civil/Airport Engineer	Senior CAD Technician	Resident Project Rep.	Admin Technician
<i>Project Formulation</i>							
1.1	Scoping, Review, and Coordination	4	2	4			1
1.2	Project Formulation	1		4			
1.3	General Scope of Work	1	1	1			
1.4	Preliminary Design			5	4		
1.5	Snow Removal Equipment Design Report	2	2	8			
<i>Design and Construct Deice Pad to Support 3,000-gallon Tank</i>							
2.1	Specification Bidding Documents	4	1	12			2
2.2	Detailed Final Design	2	1	15	20		
2.3	Construction Plan Sheets			4	15		
2.4	FAA coordination	1		2			
2.5	Review and Address FAA Comments			2			
2.6	Coordinate and Manage Bid Documents	1		1			2
2.7	Bid Opening	1		1			
2.8	Bid Review and Tabulation	1		1			2
2.9	Recommendation of Award	2					
2.10	Contracts			4			1
<i>Deicing Pad Construction Observation</i>							
3.1	Preconstruction Activities	1		3			
3.2	Submittal and Review of Shop Drawings	1		2			
3.3	Review of Contractor Payroll Forms			2			
3.4	Pay Applications	1		2			
3.5	Construction Observation			10		80	
3.6	Weekly Report			3			
3.7	Final Inspection and Punchlist	1		2			
3.8	Record Drawings	1		2	4		
<i>Procurement of Deicing Fluid Storage Tank and Equipment Trailer</i>							
4.1	Buy American Coordination and Review	3		10			
4.2	Coordination of Quotation	1		10			1
<i>Project Management and Meetings</i>							
5.1	Overall Project Management	4					
5.2	Meetings	2	2	2			
<i>FAA Reporting and Closeout Report</i>							
6.1	FAA Quarterly Reports	1		2			
6.2	Federal Closeout Report	1		4			
	Total hours per labor category	37	9	118	43	80	9

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	37	\$68.66	\$2,540.41
Project Planner	9	\$83.34	\$750.04
Civil/Airport Engineer	118	\$49.38	\$5,826.63
Senior CAD Technician	43	\$45.68	\$1,964.26
Resident Project Rep.	80	\$44.21	\$3,536.80
Admin Technician	9	\$33.42	\$300.81

Total Direct Labor Costs: 296 \$14,918.95
Direct Salary Costs plus Overhead (70%) \$25,362.21

Total Labor Costs \$40,281.16

Fixed Fee on Labor Costs (15%) \$6,042.17

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Geotechnical Evaluation - Braun Intertec	1	\$1,500.00	\$1,500.00
Computer Charge	296	\$5.80	\$1,716.80

Total Expenses \$3,216.80

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee \$49,540.13

Estimated Total \$49,500.00

VII - C.

Duluth Airport Authority Resolution to Accept and Award the contract for the rehabilitation of Taxiway C North at the Duluth International Airport between the Duluth Airport Authority and KGM Contractors Inc.

Terms:

- Estimated Administrative start date of May 22, 2023
- Estimated Construction start date of June 28, 2023
- 14 calendar days

Agreement Overview:

The contract is for the rehabilitation of Taxiway C North project in the amount received from KGM Contractors Inc. from bids received on May 12, 2023. Attached is a copy of the contract. This resolution includes the award of the contract. Execution of the contract will be contingent on verification and compliance of the necessary bonds and insurance certificate with contract requirements.

Background:

Bids were received using BidExpress by SEH on behalf of the City of Duluth by 2:00pm on May 12, 2023 for the above referenced project. Three contractors submitted bids: the low bid was below the engineer's estimate by 23 percent.

Engineer's Estimate	\$386,750.00
KGM Contractors Inc.	\$296,780.00
Ulland Brothers Inc.	\$297,453.00
Northland Constructors of Duluth Inc	\$308,848.00

The Rehabilitation of Taxiway C North will be funded at 70 percent by the Minnesota Department of Aeronautics Department of Transportation (MnDOT) funding. The local contribution of the Rehabilitation of Taxiway C North will be 30 percent. The construction is anticipated to begin by June 28, 2023.

**STANDARD FORM OF AGREEMENT
BETWEEN OWNER AND CONTRACTOR
ON THE BASIS OF A STIPULATED PRICE**

THIS AGREEMENT is by and between the Duluth International Airport on behalf of the Duluth Airport Authority
(Owner) and KGM Contractors Inc. (Contractor).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: 2023 Taxiway C – North Rehabilitation, Duluth International Airport.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: 2023 Taxiway C – North Rehabilitation

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Short Elliott Hendrickson Inc. (SEH®).

3.02 The Owner has retained SEH (Engineer) to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Days*

A. The Work will be substantially completed within 14 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 50 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. Substantial Completion: Contractor shall pay Owner \$500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.

2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay

Owner \$500 for each day that expires after such time until the Work is completed and ready for final payment.

3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

4.04 *Special Damages*

- A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.
- C. The special damages imposed in this paragraph are supplemental to any liquidated damages for delayed completion established in this Agreement.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

- A. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item as indicated in Contractor's Bid.

The Bid Prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 10.06 of the General Conditions.

The Estimated Total of All Unit Price Work is: \$ 296,780.00

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Subject to the provisions of SC-15.01.C, Owner shall make monthly progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications of Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract:

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made

and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract:

- a. 95 percent of Work completed (with the balance being retainage).
- b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

6.04 *Interest*

All amounts not paid when due shall bear interest at the rate of 4 percent per annum.

6.05 *Electronic Payment Requirements*

- A. All payments to the successful Contractor are required to be via Automated Clearing House (ACH). Reference Article 24 of document 00 21 13 Instructions to Bidders Online Bidding.
- B. Contractor delay in submitting forms in **Appendix E** to the Sponsor shall negate the Contractor's right to collect interest as referenced in section 6.04 until the issue is resolved.

ARTICLE 7 – CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of the following:
 1. Addenda (numbers 00 00 11 to 00 00 12, inclusive).
 2. This Agreement (pages 00 52 00-1 to 00 52 00-6, inclusive).
 3. Performance Bond (Document 00 61 13).
 4. Payment Bond (Document 00 61 14).
 5. General Conditions (pages 00 72 00-1 to 00 72 00-66, inclusive).
 6. Supplementary Conditions (pages 00 73 00-1 to 00 73 00-9 inclusive).
 7. Specifications as listed in the table of contents of the Project Manual.
 9. The Drawings listed in the index located on Drawing Sheet G0.00.
 10. Exhibits to this Agreement (enumerated as follows).
 - a. Contractor's Bid (Document 00 41 00).
 - b. Documentation submitted by Contractor prior to Notice of Award (pages ___ to ___, inclusive).
 - c. Certificate of Insurance.
 11. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Field Order(s).
 - c. Work Change Directive(s).

- d. Change Order(s).
- B. The documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 8 – REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 Contractor's Representations

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
 - 1. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - 2. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - 3. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - 4. The Owner is not aware of any Technical Data for this project.
 - 5. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.
 - 6. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 - 7. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
 - 8. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
 - 9. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
 - 10. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 9 – MISCELLANEOUS

9.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

9.02 Assignment of Contract

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.03 Successors and Assigns

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.04 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.05 Other Provisions

- A. Contractor shall abide by the Owner's Safety Program and Additional Security Requirements

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, _____ (which is the Effective Date of the Contract).

OWNER:
Duluth International Airport on behalf of the Duluth
Airport Authority

CONTRACTOR:
KGB Contractors Inc.

By: _____

By: _____

Title: _____

Title: _____

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for Giving Notices:

Address for Giving Notices:

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Owner-Contractor Agreement).

License No. _____
(Where Applicable)

Agent for service of process: _____

(If Contractor is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Designated Representative:

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address _____

Phone: _____

Phone: _____

Facsimile: _____

Facsimile: _____

END OF DOCUMENT

VII - D.

RESOLUTION TO APPROVE AND ADOPT REVISED OPERATING POLICY #18: PURCHASING POLICY

Terms:

- Effective as of the date of board approval.

Overview:

- This policy has not been formally updated since October of 2012.
- Updates include:
 - A complete re-write of the policy to include definitions, purchase thresholds, and approval authority.
 - Removal of language relating to old paper processes.
 - Inclusion of information for compliance with Minnesota Statutes, FAA Grant Assurances, FAA Sponsor-Risk Assessment and DAA Enabling legislation.
 - Inclusion of language for use of p-cards, which can then be added as a future operating policy.
- Updated Purchase Thresholds:

Services/Supplies/Contractual Services						
Dollar Amount	PO Required?	Method	Requirements	Authorization	Contract Required? (Construction)	DAA Board Approval?
\$10K or less	Yes - After Purchase	PO or P-Card	Open Market, Direct Negotiation, or 2 Quotes	Department Head/Employee or Finance Director or Executive Director	No	No
\$10,000.01 to \$25K	Yes	PO	Open Market, Direct Negotiation, or 2 Quotes	Finance Director or Executive Director	No	No
\$25,000.01K to \$150K	Yes	PO	Direct Negotiation; Min. 2 Quotes needed, State Contract Should be Checked	Finance Director or Executive Director	Yes	No**
\$150,000.01 and up	Yes	PO	Publicly posted sealed bid	DAA Board	Yes	Yes
**Note that sole source purchases over \$50K, or purchases where only one responsible bid was received must be approved by the DAA Board.						

Professional Services						
Dollar Amount	PO Required?	Method	Requirements	Authorization	Contract Required? (Construction)	DAA Board Approval?
\$10K or less	Yes - After Purchase	PO or P-Card	Informal Proposal**	Department Head/Employee or Finance Director or Executive Director	No	No
\$10,000.01 to \$50K	Yes	PO and Service Agreement	Informal Proposal**	Finance Director or Executive Director	No	No
\$50,000.01 and over	Yes	PO and Service Agreement	Request for Proposal**	DAA Board	Yes	Yes
**Note that competitive process is not required for the professional services; however, in the interest of promoting fair and open competition, a request for proposal process is encouraged when possible. In addition, some funding sources require a competitive process.						

- Legacy Purchase Thresholds:
 - Under \$1,000 requires purchase requisition, approval of immediate supervisor and two price quotations.
 - \$1,000 - \$5,000 requires purchase requisition, approval of immediate supervisor and a purchase order prepared.
 - \$5,000 - \$50,000 requires outlined specs, two written price quotations and a purchase order prepared.
 - \$50,000 and up requires a formal bid using City of Duluth Purchasing department unless state of Minnesota contract exists. Bid must be approved by the Duluth Airport Authority Board.
 - Professional services agreements of \$25,000 or less may be entered in to by approval of the Executive Director. Over \$25,000 require board approval.

Prepared by: Joelle Bodin

OPERATING POLICY # 18

PURCHASING POLICY

Initial Implementation Date: May 21, 1996

Revised: October 29, 2012
May 16, 2023

PURPOSE: To establish procedures, limitations, and guidance for authorization and purchasing of goods or services.

POLICY: DAA Charter, State Statutes, and Federal regulations (where applicable) must be strictly followed when making purchases on behalf of the Authority. No person has the authority to bypass these rules.

1. Definitions:

- A. Agreement/Contract- a written record of the terms and conditions of an arrangement between the DAA and another party that involves mutual obligations and an exchange of consideration (usually money).
- B. Best Value: The basis for awarding contracts for services to the offeror which optimizes quality, cost, and efficiency, among responsive and responsible offerors. Non-price factors may be addressed to determine Best Value. Non-price factors include, but are not limited to, reliability of a product; efficiency of operation; difficulty/ease of maintenance; useful lifespan; ability to meet needs regarding timeliness of performance and experience of a service provider with similar contracts.
- C. Bid/Quote - The firm price that a supplier agrees to charge for a good or service.
- D. Contractual Service - The purchase, including rental of equipment, or the construction, alteration, repair, or maintenance of real property.
- E. Department – A division of the organization (i.e., Operations, Finance and Administration, Business Development, Communications and Marketing, etc.).
- F. Department Head - The staff director or manager responsible for the department.
- G. Designee – Individual specifically designated by signed letter or memo.
- H. Emergency - defined as a situation that threatens public health or welfare; or that if left undone would result in greater expense to the DAA if immediate action is not taken.
- I. Professional Services - defined in MN Statue 16C.08 as those services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation. They do not include the provision of supplies or materials except as incidental.

- J. Proposal - Document submitted by a vendor that details the goods/services that they will provide along with a proposed fee.
- K. Purchase Order (PO) or Requisition (RQ) – Electronic entry in the DAA's accounting system (Netsuite) used to request the purchase of and encumber funds for supplies or services, which is approved per this policy. This document once approved may also be provided to a supplier to detail supplies requested, price, delivery location, due date or other terms related to the transaction.
- L. Purchasing Card (P-Card) - A credit card issued to DAA employees for the purpose of purchasing goods and services required by the DAA.
- M. Request/Invitation for Bid/Quote - Used when cost is the governing factor in determining the lowest responsible bidder.
- N. Request for Proposal (RFP) - Process used when factors other than cost need to be considered, or for complex purchases where standard specifications cannot be provided.
- O. Request for Qualifications (RFQ) - Process used to pre-select/pre-qualify vendors prior to the RFP or negotiation process.
- P. Sole Source - There is only one vendor that can provide the supply or service. (OEM parts)
- Q. Single Source – Supply or service may be available from more than one vendor, however DAA wants to purchase from one particular vendor for a valid reason, such as the need to match existing equipment, timeliness of delivery, etc.
- R. Surplus Property – Personal property which is no longer needed and is declared excess property.
- S. Single Source - Although the supply or service is available from multiple vendors, only one can meet our requirements for timeliness, quality, to match existing systems or equipment, or some other valid criteria.

2. General

Purchases of services and supplies for the Duluth Airport Authority are governed by this purchase policy, and subject to the limitations outlined in Minnesota State Statute 471.345 – Uniform Municipal Contracting Law. For purchases funded in whole or in part with federal funds, federal procurement regulations must also be followed.

3. Authorization

- A. Department Heads and their employees are authorized to spend money on the Authority's behalf. Authorization is granted by the Authority with approval of the Department Head and Finance Director or designee up to \$10,000.
- B. The Executive Director, Finance Director, or their Designee is authorized to approve supplies or contractual service purchases of up to \$150,000. Contractual or service purchases over \$150,000.00 require DAA board approval.
- C. The Executive Director, Finance Director, or their Designee is authorized to approve professional services purchases up to \$50,000. Professional services purchases over \$50,000.00 require DAA board approval.
- D. In the event of an absence, the Executive Director is authorized to approval all purchases up to the threshold which requires board approval.

4. Purchasing Cards Authorization

- A. Purchasing Cards may be issued to employees of the DAA for operational purchases. Authorization of employees' use of P-Cards will be administered by the Finance Director. Spending authority thresholds and approvals must meet the requirements of this purchase policy. Maximum purchase limits may be set below the thresholds included in this policy as determined by the Finance Director. No contract for services shall be entered into to using p-cards unless otherwise approved by the Finance Director.

5. Unauthorized Purchases

- A. Except as provided in this policy, it shall be unlawful for any employee to order the purchase of any supplies or make any contract within the purview of this policy other than through the means defined in this policy. Any purchase ordered or contract made contrary to the provisions of this policy shall not be approved by the DAA and the DAA shall not be bound thereby unless proper justification is provided.

6. Conflicts of Interest

- A. All employees and directors of the Authority are expressly prohibited from accepting rebates, gifts, money, or anything of value from any person who has been or may be awarded a contract or purchase order.
- B. Individuals authorized to approve purchases will be required to complete and sign a "DAA Conflict of Interest Disclosure."
- C. Employees shall report any conflicts of interest to the Executive Director immediately.

7. Spending Authority Thresholds

Services/Supplies/Contractual Services						
Dollar Amount	PO Required?	Method	Requirements	Authorization	Contract Required? (Construction)	DAA Board Approval?
\$10K or less	Yes - After Purchase	PO or P-Card	Open Market, Direct Negotiation, or 2 Quotes	Department Head/Employee or Finance Director or Executive Director	No	No
\$10,000.01 to \$25K	Yes	PO	Open Market, Direct Negotiation, or 2 Quotes	Finance Director or Executive Director	No	No
\$25,000.01K to \$150K	Yes	PO	Direct Negotiation; Min. 2 Quotes needed, State Contract Should be Checked	Finance Director or Executive Director	Yes	No**
\$150,000.01 and up	Yes	PO	Publicly posted sealed bid	DAA Board	Yes	Yes
**Note that sole source purchases over \$50K, or purchases where only one responsible bid was received must be approved by the DAA Board.						

Professional Services						
Dollar Amount	PO Required?	Method	Requirements	Authorization	Contract Required? (Construction)	DAA Board Approval?
\$10K or less	Yes - After Purchase	PO or P-Card	Informal Proposal**	Department Head/Employee or Finance Director or Executive Director	No	No
\$10,000.01 to \$50K	Yes	PO and Service Agreement	Informal Proposal**	Finance Director or Executive Director	No	No
\$50,000.01 and over	Yes	PO and Service Agreement	Request for Proposal**	DAA Board	Yes	Yes
**Note that competitive process is not required for the professional services; however, in the interest of promoting fair and open competition, a request for proposal process is encouraged when possible. In addition, some funding sources require a competitive process.						

- A. Purchases of \$150,000 or less
 - a. \$.01 - \$10,000

Purchases \$10,000 or under may be made either using a PO or DAA issued P-Card. PO and P-Card purchases, as with any purchase, must serve a public purpose and be budgeted. POs and P-cards should not be used to purchase goods

and services that are on an annual (blanket) contract. Purchases made by employees will be reviewed and approved by the Department Head prior to Finance Director approval. The Finance Director will approve purchases either before or after the purchase is completed.

Purchases cannot be split and/spaced within 60 days to avoid the single transaction limit or DAA Purchasing threshold limits.

b. \$10,000.01 and over (All Services and Supplies)

Any purchase over \$10,000 requires a PO. The requester must enter the PO into the DAA's financial accounting system or ask that a supervisor enter the PO into the DAA's financial accounting system unless a contract has been approved by the board. Quotes, specifications and/or delivery instructions should be included in the route for approval. The Finance Director, Executive Director, or their designee must approve the PO. Other approvals may be required depending on the funding source and items purchased. The Finance Director may authorize P-Card purchases when necessary for purchases over \$10,000.

c. \$10,000.01 to \$150,000.00 (Supplies and Contractual Services)

Can be awarded by a simplified bid process or direct negotiation. For a simplified bid, a minimum of two quotes should be obtained if possible.

Specifications need to be detailed but generic enough to allow for fair competition.

The State of Minnesota Materials Management Division contracts should be checked for preferred pricing of purchases over \$25,000.

There are additional requirements for constructions contracts over certain thresholds. See section 9 below.

d. \$10,000.01 to \$50,000.00 (Professional Services)

Professional services may be awarded without the bid/quote process; selection is based on DAA employee discretion. However, a competitive RFP process is encouraged with practicable.

The Department Head must submit a PO for approval, following the processes stated above. The Finance Director or Executive Director must approve the PO. In addition, a Professional Services Agreement must be executed; including a written proposal from the consultant stating the work to be completed and the cost, a rate sheet (if applicable) and proof of insurance meeting the DAA's requirements.

e. \$50,000.01 and up (Professional Services)

Professional services may be awarded without the bid/quote process; selection is based on DAA employee discretion. However, a competitive RFP process is encouraged when practicable, and is required for projects funded in whole or in part with federal monies.

The requester must submit an approved PO and provide the proposal and other documents stated above.

These purchases require DAA board approval. A resolution with the consultant's proposal and a draft of the negotiated agreement must be approved by DAA board prior to execution of the agreement.

Once approved by the DAA board, the signed agreement with all attachments will be routed for DAA signature.

B. Purchases Exceeding \$150,000

Purchases expected to exceed \$150,000 must be awarded through a publicly posted, sealed bid process unless available for purchase on a State of Minnesota contract or other approved cooperative purchasing agreement.

Invitations for formal sealed bids must be posted in the official newspaper of the City, or on the City Website for not less than 11 days. Information must be posted on the DAA website when practicable.

Bid opening dates, times and place must be noted on the invitation for bids. Bids must be opened publicly at the date and time specified in the invitation. A tabulation of the bids must be posted to the city website once the bids have been reviewed.

Bid solicitations must include language stating the DAA's right to waive informalities in the bids, and to reject any or all bids.

Bids must be awarded to the lowest responsible bidder. In addition to price, the purchasing agents must consider other factors such as the ability, skill, and experience of the bidder, the quality of the bidder's previous work, the bidder's financial resources and the ability of the bidder to provide support through the term of the contract. Awards to other than the low bidder must be justified and fully documented.

Bids must be for a firm, fixed, not-to-exceed price.

All purchases exceeding \$150,000 require DAA board approval and execution of a written agreement or contract with all of the required associated documentation.

A Best Value contracting process may be used for construction projects over \$150,000.

8. Specifications

All requests for bids, quotes, and proposals must contain a clear and accurate description of the technical requirements for the material, product, or service desired. Specifications may not be for a specific brand or model or be so detailed as to limit competition. Instead, the specification should describe the characteristics of the products or service and the minimum standards that must be met for the intended result. Brand name specifications may be used as long as approved equals will also be accepted. Any critical features of the brand name product must be clearly stated.

9. Construction Contracts

A formal signed contract is required for any construction project over \$25,000. An insurance certificate, payment and performance bonds, an Affidavit of Non-Collusion form, and other documents (if Federal or State funding is involved) will be required as a part of the contract package.

A Completed Responsible Contractor Form must be included in the invitation for bids and must be submitted with all bids for construction projects \$50,000 and over.

“Cost plus” contracts where the supplier is reimbursed for allowable costs plus an agreed-upon percentage, are NOT permitted. These types of contracts provide an incentive for the contractor to increase costs and thereby increase their total payments.

10. Insurance

Certificates of Insurance meeting the DAA’s requirements and naming the DAA and the City as additional insured are required for all written contracts and for any work performed on DAA property prior to the commencement of any work. In addition, professional liability insurance pay is required for certain professional services contracts, regardless of the dollar value, at the discretion of the City Attorney’s Office.

For informal quote requests and simplified bids, prospective bidders must be made aware of the DAA’s standard insurance requirements at the time that quotes are requested, otherwise the quote is invalid and updated quotes will be required from all bidders.

11. Bonds

Bid bonds may be required for bids.

Performance and payment bonds in the full amount of the contract may be required for contracts for engineering and architectural projects over \$25,000.

The Finance Director has the authority to waive the performance and payment bond requirement up to the State limit of \$175,000. In order for the Finance Director to consider a waiver, a written request stating the justification for the waiver and detailing any associated risk must be approved by the Department Head requesting the waiver. Under no

circumstances will the Finance Director waive the requirement when a general contractor has one or more subcontractors involved.

For informal quote request and simplified bids, prospective bidders must be notified of a bond requirement at the time that quotes are requested, otherwise the quotes are invalid and updated quotes will be required from all bidders.

12. Data Retention

All purchasing materials, invoices, receipts, or backup must be kept until an audit has been completed of the financial records for the period of which the purchase was complete or as required by law, or adopted policy, whichever is longer.

13. Sole/Single Source Purchases

“Sole source” or “single source” are sometimes used interchangeably. Sole/single source purchases must be justified and approved by the Department Head. A PO entered by a Department Head with attached justification satisfies that requirement. All sole/single source purchases over \$50,000 must be approved by the DAA Board. For projects over \$250,000 that are funded in whole or in part with Federal funds, **written prior approval from the federal agency issuing the funds is required** and must be received prior to entering into a sole source procurement contract.

14. Emergency Purchases

Only the Executive Director or designee can authorize an Emergency purchase above typical purchasing thresholds. In an Emergency, contact two vendors for quotes if possible. Contact the Executive Director for approval. Notify the Finance Director within 24 hours of the incident and provide a detailed explanation of the situation, the reason for the purchase, and the action taken. The purchasing party must write a justification which will be shared with the DAA Board at the next scheduled meeting.

15. Federally Funded Purchases

Federally funded projects have additional requirements. Strict adherence to the requirements must be reviewed and maintained. Requesters must notify purchasing that the purchase is against federal funds so that the proper process is followed. DAA staff and Purchasing will review the requirements for that particular funding source and make the appropriate adjustments to the solicitation and the contract documents.

16. Suspended or Debarred Vendors/Contractors

When required by funding source, before a purchase or contract is executed, the DAA must verify that the proposed vendor or contractor is not currently suspended or debarred by the state or federal government. The appropriate Notice to Bidders shall be included in the bid advertisement for all state funded projects. In addition, for all projects funded in whole or in part with state or federal funds, purchasing will perform an exclusion search for the vendor/contractor on the State of Minnesota and the federal System for Award Management (SAM) websites. A copy of the search results showing that the vendor/contractor is not suspended or debarred may be included in the contract when possible or retained.

17. Disadvantaged Businesses

The DAA will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. The DAA has an FAA approved Disadvantaged Business Enterprise (DBE) program.

18. Surplus Property

DAA staff will dispose of surplus property competitively and cost effectively in accordance with applicable law. In addition, surplus property may be sold, transferred for nominal or no consideration, or donated as follows:

- A. DAA staff with the assistance of the Finance Director may sell, or transfer for nominal or no consideration, surplus property to another public corporation, federal agency, state agency or political subdivision in accordance with Minnesota Statutes Sections 471.85 or 471.64. Any transfer or donation of surplus property valued at \$10,000 or greater must be approved by Duluth Airport Authority.
- B. DAA Staff with assistance from the Finance Director may donate surplus property to a nonprofit organization in accordance with Minnesota Statutes Section 471.3459.

Sources Used for Compliance:

- Minnesota Statutes: 471.345 Uniform Municipal Contracting Law
- FAA Assurances for Airport Sponsors
- FAA Sponsor-Risk Assessment Certification Checklist
- DAA Enabling Legislation

DAA President

VII - E.

Duluth Airport Authority DAA Board Packet Budget vs. Actual Summary Jan - Mar 2023

UNAUDITED

Financial Row	Prior Year Actual (Jan 2022 - Mar 2022)	Current Year Actual (Jan 2023 - Mar 2023)	Budget Amount (Jan 2023 - Mar 2023)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2023 - Adjust 2023)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	490,543	815,536	710,745	114.74%	324,993	104,790	2,950,799
Non-Passenger Aeronautical Revenue	370,941	431,522	399,699	107.96%	60,581	31,823	1,643,775
Passenger Airline Aeronautical Revenue	296,698	319,822	323,627	98.82%	23,124	(3,805)	1,321,416
Total - Income	1,158,182	1,566,880	1,434,071	109.26%	408,698	132,808	5,915,990
Gross Profit	1,158,182	1,566,880	1,434,071	109.26%	408,698	132,808	5,915,990
Expense							
Miscellaneous Expenses	14,184	21,952	21,557	101.83%	7,767	394	71,436
Personnel Compensation & Benefits	532,397	669,532	614,512	108.95%	137,134	55,020	2,909,323
Services and Charges	514,981	552,941	588,243	94.00%	37,960	(35,302)	2,266,993
Supplies	179,831	284,075	303,732	93.53%	104,243	(19,657)	768,676
Total - Expense	1,241,394	1,528,499	1,528,044	100.03%	287,105	455	6,016,427
Net Ordinary Income	(83,212)	38,381	(93,973)	-40.84%	121,593	132,353	(100,437)
Other Income and Expenses							
Other Income	285,770	2,631,032	146,281	1,798.61%	2,345,262	2,484,751	496,209
Other Expense	40,108	35,491	55,491	63.96%	(4,618)	(20,000)	221,964
Net Other Income	245,661	2,595,541	90,790	2,858.84%	2,349,879	2,504,751	274,245
Net Income Exclusive of Project Expenses, Depreciation & Amortization	162,449	2,633,921	(3,183)	-82,759.27%	2,471,472	2,637,104	173,808
Projects/Grants	(863,494)	(1,901,057)	4,484,867	-42.39%	(1,037,562)	(6,385,924)	17,939,470
Depreciation & Amortization	(2,683,201)	0	(2,495,416)	0.00%	2,683,201	2,495,416	(10,007,639)
Net Income	(3,384,247)	732,865	1,986,268	36.90%	4,117,111	(1,253,404)	8,105,638

- **Overall:** At the time this report was generated for the above period, the DAA is at an overall favorable variance budget vs actual of over \$2.6M. COVID Relief Funds of \$2.4M are mainly responsible for this positive variance.
- **Operating Revenue:** Non-Aeronautical Revenue is \$104k over budget overall due to increased parking revenues of \$90k and car rental concessions of \$18k. Non-passenger aeronautical revenue is about 31k over budget due to increased concessions and rent, and Passenger Airline Aeronautical revenue is 3.8k under budget. Operating Revenues are \$132k over budget overall.
- **Operating Expenses:** All expense categories are currently under budget. Personnel Compensation and Benefits are \$55k over budget. Supplies are 19k under budget. Services and charges are 35k under budget. Operating expenses are only \$455 under budget overall.
- **Non-Operating Revenue:** Non-operating revenue is substantially over budget because we requested all remaining COVID relief in January 2023. This totaled \$2.4M. Interest income is up \$80k due to our increased cash balance. PFCs came in over budget by nearly \$4k,
- **Non-Operating Expenses:** Non-Operating Expenses are down over \$20k, as the line of credit has not been utilized.
- **Report Disclaimer:** The results of this report are expected to change slightly with delayed revenue and expense postings as well as audit adjustments.
- **OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 5/9/23:**
 - Minimum Cash Balance Goal: \$2,437,853
 - Current Balance: \$7,033,040 (does not include grants receivable)
 - Days Cash on Hand: 519 days currently vs 180 day benchmark (339 days over goal)

Duluth Airport Authority
Income Statement
Jan 2023, Q1 2023, Feb 2023, Mar 2023

Financial Row	Jan 2023	Feb 2023	Mar 2023	Total
	Amount	Amount	Amount	Amount
Ordinary Income/Expense				
Income				
Non-Aeronautical Revenue				
Advertising Income	\$1,225.00	\$1,225.00	\$2,125.00	\$4,575.00
Concession Revenue				
Car Rental Concession	\$37,972.11	\$37,074.08	\$42,027.93	\$117,074.12
Food & Beverage Concession	\$6,110.88	\$7,186.49	\$8,842.26	\$22,139.63
Lottery Concessions	\$87.86	\$74.12	\$164.98	\$326.96
Parking	\$105,732.77	\$38,483.26	\$0.00	\$144,216.03
Per Passenger Fee	\$2,157.00	\$2,012.00	\$2,199.00	\$6,368.00
Services/Other	\$50.00	\$50.00	\$50.00	\$150.00
TNC Per Trip Fee	\$682.50	\$679.50	\$973.50	\$2,335.50
Vending	\$504.68	\$707.90	\$625.41	\$1,837.99
Total - Concession Revenue	\$153,297.80	\$86,267.35	\$54,883.08	\$294,448.23
Customer Facility Charges	\$14,468.00	\$14,748.00	\$17,856.00	\$47,072.00
Miscellaneous Revenues	\$5,773.28	\$7,391.17	\$7,748.68	\$20,913.13
Parking	\$68,701.27	\$77,851.55	\$172,743.16	\$319,295.98
Permits	\$2,755.46	\$1,653.27	\$0.00	\$4,408.73
Reimbursed Expenses	\$10,914.26	\$5,316.50	\$15,690.66	\$31,921.42
Rent	\$19,094.39	\$28,940.55	\$19,866.48	\$67,901.42
Sponsorship Income	\$25,000.00	\$0.00	\$0.00	\$25,000.00
State Aid	(\$19,478.07)	\$19,478.06	\$0.00	(\$0.01)
Total - Non-Aeronautical Revenue	\$281,751.39	\$242,871.45	\$290,913.06	\$815,535.90
Non-Passenger Aeronautical Revenue				
Aviation Gas	\$588.33	\$3,269.85	\$2,987.98	\$6,846.16
Concession Revenue	\$13,241.35	\$11,144.44	\$16,997.43	\$41,383.22
Landing Fees	\$3,014.08	\$2,728.33	\$3,329.21	\$9,071.62
Ramp Fees	\$1,646.00	\$3,557.48	\$1,646.00	\$6,849.48
Rent	\$158,105.89	\$92,494.53	\$89,236.07	\$339,836.49
Security Reimbursement	\$8,079.33	\$7,964.33	\$9,131.00	\$25,174.66
Tie Downs	\$540.00	\$450.00	\$1,370.00	\$2,360.00
Total - Non-Passenger Aeronautical Revenue	\$185,214.98	\$121,608.96	\$124,697.69	\$431,521.63
Passenger Airline Aeronautical Revenue				
Landing Fees	\$22,815.84	\$21,607.87	\$27,929.18	\$72,352.89
Per Use Fee	\$591.65	\$591.65	\$591.65	\$1,774.95
Terminal Office/Space Rental	\$92,284.15	\$73,642.56	\$79,767.47	\$245,694.18
Total - Passenger Airline Aeronautical Revenue	\$115,691.64	\$95,842.08	\$108,288.30	\$319,822.02
Total - Income	\$582,658.01	\$460,322.49	\$523,899.05	\$1,566,879.55
Gross Profit	\$582,658.01	\$460,322.49	\$523,899.05	\$1,566,879.55
Expense				
Miscellaneous Expenses				
Miscellaneous Expenses	\$0.00	\$2,094.00	\$0.00	\$2,094.00
Licenses & Taxes	\$0.00	\$0.00	\$500.00	\$500.00
Memberships, Dues & Subscriptions	\$8,244.00	\$0.00	\$553.00	\$8,797.00
Transaction Fees	\$1,132.32	\$2,556.78	\$6,871.75	\$10,560.85
Total - Miscellaneous Expenses	\$9,376.32	\$4,650.78	\$7,924.75	\$21,951.85
Personnel Compensation & Benefits				
Benefit Administration Fees	\$81.60	\$0.00	\$71.40	\$153.00
Employer Contributions for Retirement	\$10,924.92	\$18,996.75	\$29,812.23	\$59,733.90
Employer Paid Insurance	\$37,096.12	\$37,942.69	\$39,156.27	\$114,195.08
Retiree Benefits	\$11,777.45	\$11,777.45	\$11,777.45	\$35,332.35
Wages & Salaries	\$84,713.35	\$145,855.09	\$229,548.88	\$460,117.32
Total - Personnel Compensation & Benefits	\$144,593.44	\$214,571.98	\$310,366.23	\$669,531.65
Services and Charges				
Central Services Fee	\$6,100.00	\$6,100.00	\$6,100.00	\$18,300.00

Financial Row	Jan 2023	Feb 2023	Mar 2023	Total
	Amount	Amount	Amount	Amount
Communications & Technology	\$21,719.57	\$16,931.81	\$15,425.88	\$54,077.26
Employee Development Services	\$4,282.88	\$3,872.26	\$10,134.04	\$18,289.18
Employee Physicals	\$60.00	\$0.00	\$0.00	\$60.00
Marketing	\$12,238.21	\$19,997.28	\$19,606.40	\$51,841.89
Professional Services	\$31,527.08	\$30,842.86	\$29,244.13	\$91,614.07
Rentals	\$340.36	\$267.25	\$243.74	\$851.35
Repairs and Maintenance - Contractual/Services	\$51,449.84	\$31,508.28	\$38,255.13	\$121,213.25
Sponsorship Expenses	\$0.00	\$4,000.00	\$0.00	\$4,000.00
Transportation	\$0.00	\$29.60	\$22.93	\$52.53
Utility Services	\$72,355.05	\$68,866.47	\$51,419.52	\$192,641.04
Total - Services and Charges	\$200,072.99	\$182,415.81	\$170,451.77	\$552,940.57
Supplies				
Office Supplies	\$225.15	\$1,575.18	\$721.93	\$2,522.26
Operating Supplies	\$31,316.13	\$32,729.97	\$32,209.80	\$96,255.90
Repairs & Maintenance Supplies				
Airfield	\$38,492.91	\$17,528.66	\$6,970.82	\$62,992.39
Building	\$3,104.03	\$1,425.60	\$9,223.53	\$13,753.16
Fencing & Gates	\$861.38	\$643.79	\$660.00	\$2,165.17
Fuel System	\$0.00	\$0.00	\$691.70	\$691.70
Grounds & Landscaping	\$654.20	\$1,104.80	\$2,147.95	\$3,906.95
Heavy Equipment	\$4,792.58	\$18,731.35	\$53,882.04	\$77,405.97
Heavy Equipment Accessories	\$6,555.27	\$0.00	\$9,648.15	\$16,203.42
Light Equipment	\$919.74	\$1,298.02	\$3,632.55	\$5,850.31
Shop Supplies	\$508.07	\$487.89	\$282.10	\$1,278.06
Small Tools	\$0.00	\$817.36	\$232.07	\$1,049.43
Total - Repairs & Maintenance Supplies	\$55,888.18	\$42,037.47	\$87,370.91	\$185,296.56
Total - Supplies	\$87,429.46	\$76,342.62	\$120,302.64	\$284,074.72
Total - Expense	\$441,472.21	\$477,981.19	\$609,045.39	\$1,528,498.79
Net Ordinary Income	\$141,185.80	(\$17,658.70)	(\$85,146.34)	\$38,380.76
Other Income and Expenses				
Other Income				
Capital Contributions				
Grants	\$208,748.75	\$148,823.02	\$141,692.50	\$499,264.27
Total - Capital Contributions	\$208,748.75	\$148,823.02	\$141,692.50	\$499,264.27
Non-Operating Revenue				
Interest Income	\$26,006.87	\$29,735.84	\$33,054.82	\$88,797.53
Passenger Facility Charges	\$51,192.89	\$45,681.79	\$45,038.34	\$141,913.02
Total - Non-Operating Revenue	\$77,199.76	\$75,417.63	\$78,093.16	\$230,710.55
Total - Other Income	\$285,948.51	\$224,240.65	\$219,785.66	\$729,974.82
Other Expense				
Non-Operating Expense				
Interest Expense	\$11,830.31	\$11,830.31	\$11,830.31	\$35,490.93
Total - Non-Operating Expense	\$11,830.31	\$11,830.31	\$11,830.31	\$35,490.93
Total - Other Expense	\$11,830.31	\$11,830.31	\$11,830.31	\$35,490.93
Net Other Income	\$274,118.20	\$212,410.34	\$207,955.35	\$694,483.89
Net Income	\$415,304.00	\$194,751.64	\$122,809.01	\$732,864.65

Duluth Airport Authority
Balance Sheet
End of Mar 2023

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$9,519,177.54
Accounts Receivable	\$518,427.96
Other Current Asset	\$470,266.33
Total Current Assets	\$10,507,871.83
Fixed Assets	
Accumulated Depreciation	(\$152,234,067.04)
Capital Assets	\$265,116,698.10
Work in Progress	\$2,776,439.34
Total Fixed Assets	\$115,659,070.40
Other Assets	
Accumulated Amortization	(\$2,704,381.64)
Airport Planning Projects - Contributed	\$5,410,626.72
Airport Planning Projects - Invested	\$763,452.79
Deferred Outflows - OPEB	\$293,497.00
Deferred Outflows - Pension	\$524,632.00
Total Other Assets	\$4,287,826.87
Total ASSETS	\$130,454,769.10
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$156,785.14
Contracts Payable	\$315,186.46
Credit Cards Payable	\$537.21
Lottery Payable	\$6,879.05
Total Accounts Payable	\$479,387.86
Credit Card	\$3,536.56
Other Current Liability	
Accrued Expense	(\$6,100.00)
Accrued Interest	\$35,490.93
Accrued Sales Taxes Payable - All	\$15,437.30
Accrued Vacation	\$126,146.44
Deferred Inflows - OPEB Liabilities	\$76,820.00
Deferred Inflows - Pension	\$23,745.00
Loans Payable to City of Duluth	\$930,000.00
Unearned Revenue - Current	\$181,474.74
Unearned Revenue - Non Current	\$113,473.14
Total Other Current Liability	\$1,496,487.55
Total Current Liabilities	\$1,979,411.97
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$4,165,000.00
Net Pension Liability	\$1,647,368.00
Total Other Post Employment Benefit Liability	\$3,451,083.45
Total Long Term Liabilities	\$9,263,451.45
Equity	
Contributed Equity	\$16,621,668.70
Retained Earnings	\$101,857,372.33
Net Income	\$732,864.65
Total Equity	\$119,211,905.68
Total Liabilities & Equity	\$130,454,769.10

Duluth Airport Authority
Duluth A/R Aging Report
As of May 9, 2023

Filters: Transaction Type (equal to Invoice, Payment, Credit Memo)

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	4/9/2023 - 5/8/2023 (30)	3/10/2023 - 4/8/2023 (60)	2/8/2023 - 3/9/2023 (90)	BEFORE 2/8/2023 (>90)	TOTAL
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
Aeronautical Radio, Inc.	Invoice	5/1/2023	11315	5/31/2023	8	\$0.00	\$167.27	\$0.00	\$0.00	\$0.00	\$167.27
Avis Rent A Car	Invoice	5/1/2023	11282	5/31/2023	8	\$0.00	\$2,575.59	\$0.00	\$0.00	\$0.00	\$2,575.59
Azbell, Austin	Invoice	3/21/2023	11120	4/20/2023	49	\$0.00	\$0.00	\$153.00	\$0.00	\$0.00	\$153.00
Bemidji Aviation	Invoice	4/30/2023	11370	5/30/2023	9	\$0.00	\$846.30	\$0.00	\$0.00	\$0.00	\$846.30
BKR Investments DBA Duluth Pack						\$0.00	\$225.00	\$225.00	\$225.00	\$225.00	\$900.00
Brenholdt, Jacob	Invoice	5/1/2023	11306	5/31/2023	8	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Brown, James	Invoice	5/1/2023	11321	5/31/2023	8	\$0.00	\$276.64	\$0.00	\$0.00	\$0.00	\$276.64
Budget Rent A Car						\$0.00	\$1,802.59	\$1,802.59	\$0.00	\$0.00	\$3,605.18
Case, Ronald Jr.						\$0.00	(\$51.00)	(\$51.00)	\$0.00	\$0.00	(\$102.00)
Churchill, Sean	Invoice	5/1/2023	11333	5/31/2023	8	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Cirrus Design Corporation						\$0.00	\$24,327.25	\$0.00	\$2,845.00	\$3,656.91	\$30,829.16
City of Duluth						\$0.00	\$1,718.78	\$1,718.78	\$0.00	\$0.00	\$3,437.56
Civil Air Patrol						\$0.00	\$1.00	\$0.00	\$0.00	\$938.13	\$939.13
Clobes, Nathan	Payment	5/8/2023	9946	5/8/2023	1	\$0.00	(\$153.00)	\$0.00	\$0.00	\$0.00	(\$153.00)
Cloose Brian	Invoice	5/2/2023	11341	6/1/2023	7	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Club DLH - Miscellaneous	Invoice	5/5/2023	11371	6/4/2023	4	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Compudyne, LLC dba Integris						\$0.00	\$34.52	\$50.00	\$0.00	\$0.00	\$84.52
Dahlstrom, Heidi	Payment	3/3/2023	9691	3/3/2023	67	\$0.00	\$0.00	\$0.00	(\$102.00)	\$0.00	(\$102.00)
Dal Santo, Frances M						\$0.00	\$206.56	\$206.56	\$0.00	\$0.00	\$413.12
Delta Airlines						\$42,482.43	(\$5,810.85)	\$32,832.32	\$0.00	\$0.24	\$69,504.14
DeSutter, Peter	Invoice	5/1/2023	11305	5/31/2023	8	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Divine Carriers						\$0.00	\$139.27	\$139.27	\$0.00	\$0.00	\$278.54
Dudley Bruce						\$0.00	\$180.00	\$90.00	\$90.00	\$0.00	\$360.00
Duluth Hangar, LLC						\$0.00	\$828.87	\$828.87	\$0.00	\$0.00	\$1,657.74
Dunker, Christopher L	Invoice	3/17/2022	9478	4/16/2022	418	\$0.00	\$0.00	\$0.00	\$0.00	\$9,478.20	\$9,478.20
Ellefson, Nicholas	Invoice	5/1/2023	11327	5/31/2023	8	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Enterprise Leasing Company						\$0.00	(\$81.42)	\$120.49	\$768.00	\$0.00	\$807.07
Federal Express Corporation						\$0.00	\$1,330.00	\$0.00	\$1,330.00	\$0.00	\$1,330.00
General Services Administration	Invoice	5/1/2023	11310	5/31/2023	8	\$0.00	\$5,532.50	\$0.00	\$0.00	\$0.00	\$5,532.50
Goritchan Boris						\$0.00	\$0.00	\$0.00	\$90.00	\$1,689.00	\$1,779.00
Griffith Evans						\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
GSSC						\$0.00	\$115.00	\$0.00	\$480.00	\$0.00	\$595.00
Hagberg, Rick	Invoice	5/1/2023	11329	5/31/2023	8	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Hall John	Invoice	5/1/2023	11291	5/31/2023	8	\$0.00	\$315.47	\$0.00	\$0.00	\$0.00	\$315.47
Hatfield, Dan	Invoice	5/1/2023	11326	5/31/2023	8	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Hermantown Hydraulics						\$0.00	\$714.90	\$680.86	\$680.86	\$280.86	\$2,357.48
Hillman Colin	Invoice	5/1/2023	11337	5/31/2023	8	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Hughes, Timothy	Payment	4/17/2023	9854	4/17/2023	22	\$0.00	(\$153.00)	\$0.00	\$0.00	\$0.00	(\$153.00)
Hunstad, Nicholas	Invoice	5/1/2023	11304	5/31/2023	8	\$0.00	\$108.33	\$0.00	\$0.00	\$0.00	\$108.33
HydroSolutions Of Duluth, Inc.	Invoice	5/1/2023	11292	5/31/2023	8	\$0.00	\$3,466.75	\$0.00	\$0.00	\$0.00	\$3,466.75
Irwin, Eric	Payment	1/18/2023	9529	1/18/2023	111	\$0.00	\$0.00	\$0.00	\$0.00	(\$150.00)	(\$150.00)
Jauss Aviation Inc.						\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00
Jay Anne	Invoice	2/28/2023	11014	3/30/2023	70	\$0.00	\$0.00	\$0.00	\$102.00	\$0.00	\$102.00
Johnston, Paul						\$0.00	\$206.56	\$7.21	\$7.21	\$5.52	\$226.50
Karsell, Kris	Invoice	5/2/2023	11340	6/1/2023	7	\$0.00	\$189.74	\$0.00	\$0.00	\$0.00	\$189.74
Kern & Kompany	Invoice	4/25/2023	11276	5/25/2023	14	\$0.00	\$35,720.00	\$0.00	\$0.00	\$0.00	\$35,720.00
Kleen-Tech Services, LLC						\$0.00	\$708.69	\$708.69	\$1,188.69	\$0.00	\$2,606.07
Kraus-Anderson Construction Company	Invoice	4/19/2023	11254	5/19/2023	20	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Lake Superior Helicopters						\$0.00	\$6,564.84	\$0.00	\$0.00	\$0.00	\$6,564.84
Love Creamery	Payment	1/19/2023	9538	1/19/2023	110	\$0.00	\$0.00	\$0.00	\$0.00	(\$65.82)	(\$65.82)
Luck, Rick	Invoice	5/2/2023	11339	6/1/2023	7	\$0.00	\$112.72	\$0.00	\$0.00	\$0.00	\$112.72
Minnesota Power	Payment	4/21/2023	9896	4/21/2023	18	\$0.00	(\$9,435.98)	\$0.00	\$0.00	\$0.00	(\$9,435.98)
Miscellaneous	Invoice	4/6/2023	11205	5/6/2023	33	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00
Monaco Air Duluth						\$0.00	\$7,309.19	\$22,070.52	\$0.00	\$0.00	\$29,379.71
Mountain Air Cargo	Invoice	5/1/2023	11299	5/31/2023	8	\$0.00	\$1,646.00	\$0.00	\$0.00	\$0.00	\$1,646.00
Oakwells CR, LLC						\$0.00	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00
On Site Enterprises, Inc	Payment	3/17/2023	9757	3/17/2023	53	\$0.00	\$0.00	(\$2.00)	\$0.00	\$0.00	(\$2.00)
Opack Matthew Jr.	Invoice	5/1/2023	11335	5/31/2023	8	\$0.00	\$207.50	\$0.00	\$0.00	\$0.00	\$207.50
Palmer, John	Invoice	5/1/2023	11336	5/31/2023	8	\$0.00	\$207.50	\$0.00	\$0.00	\$0.00	\$207.50
Parthe, Lance						\$0.00	\$276.64	\$276.64	\$276.64	\$12.00	\$841.92
Payne, Robert	Invoice	5/1/2023	11320	5/31/2023	8	\$0.00	\$276.64	\$0.00	\$0.00	\$0.00	\$276.64
QMS, INC.	Invoice	4/24/2023	11275	5/24/2023	15	\$0.00	\$168.70	\$0.00	\$0.00	\$0.00	\$168.70
Rathbun, Lesley	Invoice	5/1/2023	11328	5/31/2023	8	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	1,359	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)
Republic Parking System	Payment	4/27/2023	9902	4/27/2023	12	\$0.00	(\$0.10)	\$0.00	\$0.00	\$0.00	(\$0.10)
RS&H	Invoice	5/1/2023	11319	5/31/2023	8	\$0.00	\$2,565.99	\$0.00	\$0.00	\$0.00	\$2,565.99
Sinex, Barry						\$0.00	\$180.00	\$90.00	\$90.00	\$360.00	\$720.00
Stevens, Mike	Invoice	5/1/2023	11331	5/31/2023	8	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Sun Country, Inc. dba Sun Country Airlines						\$0.00	(\$1,835.99)	\$1,950.95	\$0.00	\$0.00	\$114.96
Swinkels, Eric	Payment	3/20/2023	9762	3/20/2023	50	\$0.00	\$0.00	(\$153.00)	\$0.00	\$0.00	(\$153.00)
Sydow Dan	Invoice	5/1/2023	11323	5/31/2023	8	\$0.00	\$276.64	\$0.00	\$0.00	\$0.00	\$276.64
Teitelbaum, Mike	Invoice	4/3/2023	11148	5/3/2023	36	\$0.00	\$0.00	\$51.00	\$0.00	\$0.00	\$51.00
The Landline Company						\$0.00	\$2,399.00	\$3,550.14	\$0.00	\$0.00	\$5,949.14
Transportation Security Administration						\$0.00	\$8,528.67	\$17,095.33	\$8,079.33	\$0.00	\$33,703.33
unifi	Invoice	4/19/2023	11269	5/19/2023	20	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$115.00
United Airlines						\$42,267.65	\$0.00	\$0.00	\$0.00	\$0.00	\$42,267.65
United Parcel Service	Invoice	4/19/2023	11270	5/19/2023	20	\$0.00	\$260.00	\$0.00	\$0.00	\$0.00	\$260.00
Williams, Ron	Invoice	5/1/2023	11332	5/31/2023	8	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	4/9/2023 - 5/8/2023 (30) Open Balance	3/10/2023 - 4/8/2023 (60) Open Balance	2/8/2023 - 3/9/2023 (90) Open Balance	BEFORE 2/8/2023 (>90) Open Balance	TOTAL Open Balance
Total						\$84,750.08	\$98,099.19	\$85,142.22	\$14,820.73	\$18,155.04	\$300,967.26

VII - G.

DELTA																									UNITED					SUN COUNTRY					CHARTERS - SUN COUNTRY					Total Passenger Data Including Charters							
Month	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements			2023 Deplanements			Total	Passengers																			
	Revenue	Non Rev	Revenue	Non Rev		Revenue	Non Rev	Revenue	Non Rev		Revenue	Non Rev	Revenue	Non Rev		Revenue	Non Rev	Revenue	Non Rev		Revenue	Non Rev	Revenue	Non Rev	Revenue	Non Rev			Revenue	Non Rev	Revenue	Non Rev	Revenue														
JAN	4,890	245	4,344	244	9,723	3,393	118	3,001	79	6,591	117	1	1,265	-	1,383	-	-	-	-	-	-	8,400	364	8,764	8,610	323	8,933	17,697																			
FEB	4,521	163	4,217	139	9,040	3,557	77	3,491	72	7,197	1,207	1	2,096	5	3,309	-	-	179	-	179	9,285	241	9,526	9,983	216	10,199	19,725																				
MAR	6,049	166	1,206	47	7,468	4,232	113	4,274	87	8,706	3,040	13	2,750	4	5,807	183	-	180	-	363	13,504	292	13,796	8,410	138	8,548	22,344																				
APR	5,355	169	5,383	172	11,079	3,585	99	3,594	81	7,359	1,399	4	1,635	7	3,045	183	-	183	-	366	10,522	272	10,794	10,795	260	11,055	21,849																				
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
JUL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
AUG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
Total	20,815	743	15,150	602	37,310	14,767	407	14,360	319	29,853	5,763	19	7,746	16	13,544	366	-	542	-	908	41,711	1,169	42,880	37,798	937	38,735	81,615																				

2023 Landline Passengers

Arrivals

Departures

	Arrivals			Departures			Grand Total	2022 Grand
	Revenue	Non-Rev	Total	Revenue	Non-Rev	Total		Total
January	1,061	24	1,085	1,096	25	1,121	2,206	1,804
February	1,009	33	1,042	1,003	19	1,022	2,064	2,189
March	1,089	33	1,122	1,110	34	1,144	2,266	2,474
April	1,185	35	1,220	1,090	18	1,108	2,328	2,707
May			-			-	-	1,802
June			-			-	-	2,228
July			-			-	-	1,759
August			-			-	-	1,661
September			-			-	-	1,502
October			-			-	-	1,895
November			-			-	-	1,861
December			-			-	-	2,347
	4,344	125	4,469	4,299	96	4,395	8,864	24,229