



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING MINUTES MAY 16, 2023

MEETING LOCATION: AMATUZZIO CONFERENCE ROOM
DULUTH INTERNATIONAL AIRPORT

DIRECTORS PRESENT: Kim Maki
Jeff Anderson – Participating via Electronic Means
Kevin O'Brien
Jason Crawford
Michael Henderson
Dan Markham
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
Shawn McMahon, SEH
Mike Magni, Monaco Air Duluth
Eric Monson, LSH

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Don Monaco, Monaco Air Duluth
Scott Sannes, SEH
Ryan Falch, SEH
Allison Andrashko, SEH
Kathy Leon, DAA
Heather Fisher, Cirrus
Matthew Stewart, SEH
Paul Huston, HNTB

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, Dir. Markham – via electronic means
- Absent: None

Dir. Maki invited Mr. Tom Werner to provide the Executive Director's Review:

I. EXECUTIVE DIRECTORS REVIEW

- **Air Service:** Mr. Werner provided an update on current air service. Notice from Sun Country came last week stating that the Phoenix route will not continue next year, but the Fort Myers route is planned to continue as direct-nonstop.
- **Operations/Construction/Planning:** Mr. Papko provided the following updates:
 - ATCT Architecture and Engineering RFQ Update: Interviews were completed for three firms. The top scoring firm was selected to begin contract negotiations. Each of the three firms were qualified. The contract for this project will come to the board in June.
 - Taxiway A Phase 2 + 4 Update: Phase 4 is concentrated on currently. Snow needed to be removed to complete this construction. Construction started on May 15th.



DULUTH AIRPORT AUTHORITY

- CBP FIS Construction Update: Three costs to be updated with the board. This was approved with the planning in 2022. CBP One-time Equipment of \$90,381.97, CBP Annual Reoccurring Costs - \$14,830.22, 30% Construction Upgrade Costs - \$558,000.00.
- Sky Harbor Airport Terminal Design: The final rendering was shared with the floor plan and eligibility of space within the terminal. Stakeholder outreach was shared as well. Construction is planned for August 15th with construction completed by July of 2024.
- **Business/Property Development:** Ms. Kayser provided an update on the following:
 - Airline Consultant RFQ: One proposal was received, and a contract will be prepared for approval in June.
 - Letter of Intent Updates: A redline version of the LOI was sent to Lifelink for review. This is the same document that will be used for the Cirrus project.
- **Financial Update:** Ms. Bodin provided an update on the following topics:
 - 2022 Financial Audit: The final GASB 87 work will be completed this week so the audit can be completed by the end of the month.
 - Vacant Positions: There are currently four open positions with the DAA. Each of these positions have been posted on Indeed, North Force and on the DAA website.
 - Operating Policies: One provision of the legacy purchase policy allowed the Executive Director to enter in to license and lease agreements of three months or less. There are three other policies addressing agreement or contract items. DAA staff will work to incorporate all of the contract and lease items into one operating policy for board approval in June.
 - The first quarter financial presentation was shared along with a slide showing the current outstanding grant receivable balance.
- **Marketing/Communications:** Mr. Werner provided an update on the following topics:
 - Duluth Pack will continue to advertise in the baggage claim.
 - Twin Ports Dermatology will issue a one-year extension to their contract.
 - The Marketing RFQ Deadline is May 25, 2023. Natalie will be working through the evaluation process and the summer season campaign.
- **Legislative:** Mr. Werner provided an update on the following topics:
 - Air Traffic Control Tower Legislative Funding Request: It appears as though the \$14 million bonding request will not be a part of the smaller all-cash bill this session. Staff are preparing to submit a bonding request for 2024. Mr. Werner met with the legislative team to work through the strategy to secure funding. Staff are working to submit the federal grant application for this project in early fall.
 - State Bill Banning PFAS in Class B Firefighting Foam: At a point of steady state waiting for the environmental omnibus bill to reach passage.
- **Presentations/Tours/Travel Recap:** Mr. Werner Provided an update on the following topics:
 - MCOA Conference: Staff attended and accepted the 2022 Outstanding Leadership in Airport Planning, Environment and Strategic Initiative Award. Mr. Werner thanked SEH and L&B for their foundational work on the master planning project. Story boards were shared in the back of the room for this project.
 - Mr. Werner presented to Leadership Duluth and will be presenting to MIC/TAC and MIC.
 - Mr. Werner provided a reminder that the June Board Meeting will be down at Sky Harbor and the Operational Department Audit will be begin after a contract is signed with a consultant later this week.

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

- A. Approval of April 21, 2023, Meeting Minutes.



- Dir. Maki thanked everyone for their reviews moved to item II of the agenda.
 - Motion: Dir. O'Brien
 - Second: Dir. Henderson
 - Abstain: None
 - Result: Votes were taken by roll call. This resolution was adopted unanimously.

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

- None

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.
 - Mr. Papko shared a slide of the project sharing that this for the construction administration and is funded by a 70/30 state grant.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. Markham
 - Abstain: Dir. Anderson
 - Result: Votes were taken by roll call. All voting members said aye. This resolution was adopted.
- 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).
 - Mr. Papko shared a slide for this project including design and construction administration for a deice pad. This a concrete pad and a tank for deice fluid and is funded at a 90/10 rate.
 - Dir. Maki entertained questions or a motion. Effectiveness of the deicing fluid was discussed.
 - 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.



- C. Resolution to Award Taxiway C North Mill and Overlay Construction Contract in the Amount of \$296,780 to KGM Contractors Inc.
 - Mr. Papko shared a slide for Taxiway C North Mill and Overlay to KGM. This is a short-term solution until 321 can be fully reconstructed in 5 or 10 years. The bid came under the engineer’s estimate. The selected contractor is already on site, so they were able to provide competitive pricing.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Markham
 - Abstain: None
 - Result: Votes were taken by roll call. This resolution was adopted unanimously.

- D. Resolution to Approve and Adopt Revised Operating Policy #18: Purchasing Policy.
 - Ms. Bodin shared the highlights of the policy changes and recommended approval.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Anderson
 - Abstain: None
 - Result: Votes were taken by roll call. This resolution was adopted unanimously.

- E. *March 2023 Financial Reports
- F. *May 2023 Accounts Receivable
- G. *April 2023 Airline Statistics, Landline Statistics

VIII. DIRECTOR’S REPORTS

- Dir. Anderson asked how the open positions are affecting operations and whether changes have been made to how the DAA recruits for people or whether staff sees the positions being filled. Discussion followed regarding where the positions are posted and about the upcoming operations department audit and staff workload.
- Dir. Anderson asked whether staff has analyzed the impact of policies like the new paid family leave policy. Discussion followed. DAA staff is looking at the organization to add staff in order to support a continuity of operations when staff is out for an extended period of time and provide redundancy.
- Dir. Henderson asked if the individual who was offered a position with the DAA and turned it down provided feedback on whether it was pay, or benefits related. Discussion followed.

ADJOURN: Dir. Maki entertained a motion to adjourn.

- Motion: Dir. O’Brien
- Second: Dir. Hansen
- Abstain: None
- Result: Votes were taken by roll call. This resolution was adopted unanimously.
- The meeting was adjourned at 8:52 a.m.

Respectfully submitted,

Joelle Bodin
Director of Finance & Administration

APPROVED: _____ DATE: _____