



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING MINUTES JUNE 20, 2023

MEETING LOCATION: SKY HARBOR AIRPORT
HANGAR 1

DIRECTORS PRESENT: Kim Maki
Jeff Anderson
Kevin O'Brien
Michael Henderson
Dan Markham
Elissa Hansen

DIRECTORS ABSENT: Jason Crawford

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 Administration
Natalie Baker, DAA Dir. of Marketing and Communications
Tristan Durfee, DAA Sky Harbor Manager
Cole Martin, DAA Finance Technician
Matt Snell, DAA Public Safety Manager
Matt Francois, DAA Intern
Steve Hanke, Duluth City Attorney
Kaci Nowicki, SEH
Shawn McMahon, SEH
Ryan Falch, SEH
Kris Karsell, Sky Harbor Tenant
Mark Marino, Sky Harbor Tenant
Sandra Ettestad, Sky Harbor Tenant
Michael Gardonio, Sky Harbor Tenant
John Eagleton, Duluth Aviation Institute
Rob Missinne, Monaco Air Duluth

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Matthew Stewart, SEH
Scott Sannes, SEH
Kathy Leon, DAA
Heather Fisher, Cirrus

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

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. Air service will be a topic of discussion at the board retreat in September.
- **Operations/Construction/Planning:** Mr. Papko provided the following updates:



- Sky Harbor Manger: Tristan Durfee has been hired, coming over from maintenance at the Duluth International Airport.
 - Intern: Matthew Francois is the new intern from the University of Wisconsin-Superior.
 - ATCT Architecture and Engineering RFQ Update: Described the process and selection of EXP as the architectural and engineering firm selected for the project. A memo was included in the board packet.
 - AFTIL: DAA had to complete an obstruction analysis. The impacts were shared at the meeting and via a memo included in the board packet.
 - Taxiway A Phase 2 + 4 Update: Concrete is being poured and the project is ahead of schedule. Target deadline is the week of the 4th of July.
 - Sky Harbor Airport Terminal: Originally slated to have a contract for approval today, but the DAA only received one bid for the project. The bid was over budget and is currently under review. DAA staff is still awaiting information from FAA on which portions of the building are eligible. DAA staff is also working with MnDOT to keep them informed as well.
 - Snow Removal Equipment Building Update: Opening bids for this project on Thursday. Provided a three week extension to bidding for this building. Provided extra time for the project to get favorable bids.
 - Issues with a customer at Sky Harbor. Trespassed an individual for not paying bills or following rules, etc.
- **Business/Property Development:** Ms. Kayser provided an update on the following:
 - FAA Funding: FAA funding issues for LifeLink projects and DAA staff is awaiting a response from FAA on their determination of eligibility for this project.
 - MN Power: Section 163 release is being worked to get property deemed non-aeronautical.
 - City of Duluth Zoning: DAA staff is working with City staff to re-zone areas of the airport with aeronautical zoning designation.
 - Rental Car Agreements: DAA staff is working through re-negotiating the rental car agreements.
- **Financial Update:** Ms. Bodin provided an update on the following topics:
 - 2022 Financial Audit: The audit exit conference was completed, and the final report is expected by the end of June. There were no issues or findings.
 - Vacant Positions: The Sky Harbor Manager position was filled by Tristan Durfee. The Finance Technician position was filled by Cole Martin, and the Administrative Coordinator position was accepted, pending a start date due to relocation.
 - MMB Capital Request: The \$14 million state bonding request was submitted. Final adjustments to the request or language are able to be made until October.
 - Operating Policy Update: The lease and contracts policy will be postponed for anticipated approval at the July Board Meeting.
- **Marketing/Communications:** Ms. Baker provided an update on the following topics:
 - Sky Harbor Naming: DAA staff have received a proposal to name the new Sky Harbor Terminal after an individual from the Northland, Robert Gilruth. Staff is waiting until the new terminal is further along in its construction process before determining the most fitting way to memorialize him at the terminal.
 - UMD: The DAA has a contract with UMD for Marketing. UMD is interested in a multi-year contract.
 - RFQ Timing Update: Interviews will be scheduled for the week of June 26th, with approval of a contract expected at the July Board meeting.
- **Legislative:** Mr. Werner provided an update on the following topics:
 - Air Traffic Control Tower Legislative Funding Request: Our capital budget has been submitted and DAA staff will work to get on the capital budget bond tour.



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- The Duluth Area Chamber joined the Rally for Air Service to address the pilot shortage. The Duluth Area Chamber has been very supportive and a great partner in supporting us with this issue.
 - **Presentations/Tours/Travel Recap:** Mr. Werner Provided an update on the following topics:
 - MIC/TAC: Mr. Werner provided airport updates to these committees.
 - Harbor TAC: Mr. Werner focused his presentation on all of the things going on at Sky Harbor to help the airport reach its potential.
 - Dir. Markham asked whether a bonding bill will be considered in 2024. Dir. Anderson provided some information regarding the last legislative session and potential outcomes. Additional conversation around the funding of the Air Traffic Control Replacement continued.
- II. *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS AS INDICATED BY ***
- A. Approval of May 16, 2023, Meeting Minutes.
 - Dir. Maki thanked everyone for their reviews moved to item II of the agenda.
 - Motion: Dir. Anderson
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- III. *DAA CASH DISBURSEMENTS**
- A. Operating Check Register Sheets #11 - #15 of 2023; Operating ACH Payment Registers #12 - #14 of 2023; Construction ACH Register #3 of 2023.
- IV. *CORRESPONDENCE**
- A. E-Mail from Monaco Air Foundation with Summary of May 2023 Activities; June 1, 2023.
 - B. Link for Metropolitan Airports Commission (MAC) Minutes -- <https://metroairports.org/archived-commission-meetings>
 - C. Duluth News Tribune Article Dated May 16, 2023: FAA eyes locations for Duluth airport tower.
 - D. Duluthian Article Published May/June 2023: High-Flying Thrills
 - E. DLH Construction Newsletter:
 - a. Dated May 19, 2023
 - b. Dated: May 26, 2023
 - c. Dated: June 2, 2023
 - d. Dated June 9, 2023
 - F. Tenant and Airfield User Notice of Ranch Hangar Project, Dated June 12, 2023
 - G. ATCT Funding Update to Area Legislators From Tom Werner
 - a. Email Dated June 1, 2023 to Representative Alicia Koslowski
 - b. Email Dated June 1, 2023 to Senator Jennifer McEwen
 - c. Email Dated June 1, 2023 to Representative Liz Olson
 - d. Email Dated June 1, 2023 to Senator Grant Hauschild
 - e. Email Dated June 1, 2023 to Representative Natalie Zeleznikar
 - H. DLH Notification of Aviation Related Impacts to the Construction of the Proposed New Air Traffic Control Tower at Site 6, Dated June 1, 2023
 - I. FAA Airport Traffic Control Tower (ATCT) Site 6 Concurrence Letter Signed June 2, 2023
 - J. Email from Steve Bulwicz RE: Sky Harbor New Terminal, Dated June 10, 2023
 - K. Letter to Chairman Sam Graves and Ranking Member Rick Larsen Re: Support Raise the Pilot Age, Dated June 12, 2023
 - a. RAA Myths & Facts
 - b. RAA Pilot Supply and air Service Loss



V. OPPORTUNITY FOR PERSONS TO BE HEARD

- None

VI. OLD BUSINESS

- None

VII. NEW BUSINESS

A. Resolution of Support of the Air Traffic Control Tower Replacement Project.

- Mr. Werner shared that this is a formality to show support for the capital budget request submitted.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously.

B. Resolution to Accept and Approve Duluth International Airport MnDOT Maintenance and Operations Grant Contract 1053348 and to Authorize the Duluth Airport Authority's President and Secretary to Execute the Contract and Any Amendments.

- Ms. Bodin asked the resolution B and C be presented and approved together.

C. Resolution to Accept and Approve Sky Harbor Airport MnDOT Maintenance and Operations Grant Contract 1053349 and to Authorize the Duluth Airport Authority's President and Secretary to Execute the Contract and Any Amendments.

- Ms. Bodin shared that the state M & O grants are used to reimburse operating and maintenance expenses. The total grants have remained the same as the previous two years. Ms. Bodin recommended approval of resolutions B and C.
- Dir. Maki entertained questions or a motion to approve resolutions B & C.
 - Motion: Dir. O'Brien
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously.

D. Resolution to Approve Incentive Award Payments of \$1000 Each, for Outstanding Performance Per DAA Operating Policy #5 to the Following Employees: Mr. Ryan Welch, Mr. John Graves, Mr. Paul Sinnott, Mr. Dan Taylor, Mr. Wade Cossalter, Mr. Matt Johnson, Mr. Roger Engelmeier, Mr. Derek Anderson, Mr. Tristan Durfee, Mr. Justin Tibodeau, Mr. John Orrey, and Mr. Mike Fellerson.

- Mr. Papko shared his appreciation for the DAA staff named for their work and dedication to the DAA and its operations.
- Mr. Werner elaborated the number of overtime hours and amount of product used to keep the airports open and amplified Mr. Papko's recommendation.
- Dir. Maki and Dir. Henderson extended their gratitude on behalf of the board for their hard work.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Markham
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously.

E. Resolution to approve Master Service Agreement between EXP and the Duluth Airport Authority.

- Mr. Papko shared that this is an agreement used to get EXP under contract and the options available. DAA staff chose to utilize a master service agreement. EXP was selected after the interview evaluations and they will be at the board meeting supporting a work order for their service.
- Dir. O'Brien asked whether there is a firm with a local presence.



- Dir. Maki requested an update on when to expect the design of the project. EXP had eluded to the 9-12 month timeframe for design.
 - Mr. Papko provided background information.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- F. Resolution to Approve Sponsorship Agreement Between the Duluth Airport Authority and AMSOIL INC.
- Ms. Baker shared that AMSOIL was interested in renewing their contract for 10 years at \$30,000.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Anderson
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- G. Resolution to Approve Sponsorship Agreement Between the Duluth Airport Authority and Duluth Pack.
- Ms. Baker shared the highlights the contract extension for 1 year with two 1-year options.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- H. Resolution to Approve an Estoppel Agreement Between the Duluth Airport Authority and Cirrus Aircraft.
- Ms. Kayser shared that the DAA to our knowledge there are no..... This is an exhibit in the agreement for Cirrus' purchase of the building.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Markham
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- I. Resolution to Approve Non-Disturbance, Recognition and Attornment Agreement Between the Duluth Airport Authority and Cirrus Aircraft.
- Ms. Kayser shared that Cirrus wanted additional protections....
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Anderson
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- J. Resolution to the Professional Services Master Services Agreement and Task Order 1 Between the Duluth Airport Authority and Decomm Aviation Consulting.
- Ms. Kayser shared ...
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously.



K. Resolution to the Approve the Selection of Duluth Airport Authority Officers:

- Dir. Maki moved for the following selection of officers:
 - President: Dir. Maki
 - Vice President: Dir. O'Brien
 - Secretary: Dir. Anderson
- Dir. Maki offered the directors the opportunity to amend the selection of officers. No other options were offered.
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously.

L. *April 2023 Financial Reports

M. *June 2023 Accounts Receivable

N. *May 2023 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

- None.

ADJOURN: Dir. Maki entertained a motion to adjourn.

- Motion: Dir. Henderson
- Second: Dir. O'Brien
- Abstain: None
- Result: This resolution was adopted unanimously.
- The meeting was adjourned at 9:02 a.m.

Respectfully submitted,

Joelle Bodin
Director of Finance & Administration

APPROVED: _____ DATE: _____