



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, August 15th, 2023 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

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, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 249 336 734 244

Passcode: ihi3nk

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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 AUGUST 15, 2023

AMATUZIO CONFERENCE ROOM
DULUTH INTERNATIONAL AIRPORT

I. *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

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

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

III. *DAA CASH DISBURSEMENTS

A. Operating Check Register Sheets #19 - 21 of 2023; Operating ACH Payment Registers #19 - #21 of 2023; Construction ACH Register #6 of 2023; Construction ACH Pay.gov Register #3 of 2023.

IV. *CORRESPONDENCE

- A. Link for Metropolitan Airports Commission (MAC) Minutes -- <https://metroairports.org/archived-commission-meetings>
- B. E-Mail from Monaco Air Foundation with Summary of July 2023 Activities; August 1, 2023.
- C. DLH Construction Newsletter:
 - a. Dated July 14, 2023.
 - b. Dated July 21, 2023.
 - c. Dated July 28, 2023.
 - d. Dated August 4, 2023.
- D. WDIO Article Published, July 13, 2023: Sky Harbor Airport to get new terminal, maintenance building
- E. Fox 21 Article Published July 18, 2023: New Terminal to Be Built at Duluth Sky Harbor Airport
- F. RAA Article Published July 20, 2023: RAA Statement on Passage of H.R.3935
- G. DNT Article Published July 21, 2023: Local View: Pilot shortage a problem with solutions
- H. Northern News Now Article Published August 2, 2023: Duluth International Airport breaks ground on new aviation ranch hangars
- I. WDIO Article Published August 2, 2023: Duluth Airport breaks ground on hangar complex

V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. OLD BUSINESS

None



VII. NEW BUSINESS

- A. Resolution to Approve Work Order 2023-1 between the Duluth Airport Authority and EXP for the Pre-design of the New Air Traffic Control Tower at Duluth International Airport (DLH)
- B. Resolution to Approve Sponsorship Agreement between the Duluth Airport Authority and the Minnesota Lottery
- C. Resolution to Approve FY24 Marketing Plan and to authorize Giant Voices to Place Media on Behalf of the DAA
- D. *June 2023 Financial Reports
- E. *August 2023 Accounts Receivable
- F. *July 2023 Airline 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).



DATE: August 15, 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:
 - Introduce EXP
 - New Air Traffic Control Tower (ATCT) Update
 - Basis for Design
 - Requirements Workbook Update
- Construction:
 - Taxiway A Phase 2 + 4 Update
 - FAA Duct Bank
 - Impacts to Overall Schedule
- Operations and Maintenance:
- Sky Harbor:
 - New Sky Harbor Airport Terminal Update
 - New Snow Removal Equipment Building Update

BUSINESS/PROPERTY DEVELOPMENT

- Project Updates
- Lake Superior Helicopters Presentation

FINANCIAL UPDATE

- Introduction of New Administrative Coordinator – Jenny Delnay
- Concessionaire Audits
- Budget Prep

MARKETING/COMMUNICATIONS

- Ranch Hangar Groundbreaking Recap
- Sky Harbor Groundbreaking
- Allete Sponsorship Update
- FY24 Marketing Plan Brief



LEGISLATIVE UPDATE

- Air Traffic Control Tower Legislative Funding Request
 - Facility Tours with Legislators
 - Advocacy Trip to Washington D.C.

PRESENTATIONS/TOURS/TRAVEL RECAP

- NSR

OTHER

- New DEED Commissioner

Submitted by,

Tom Werner, C.M.
Executive Director



II - A.

DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING MINUTES JULY 18, 2023

MEETING LOCATION: **AMATUZIO CONFERENCE ROOM
DULUTH INTERNATIONAL AIRPORT**

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

DIRECTORS ABSENT: None

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
Mike Magni, Monaco Air Duluth
Steve Hanke, Duluth City Attorney
Kaci Nowicki, SEH
Shawn McMahon, SEH
Lisa Bodine, Giant Voices
Heather Wink, Giant Voices

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Matthew Stewart, SEH
Don Monaco, Monaco Air Duluth
Heather Fisher, Cirrus
Mark Schramek, Cirrus
Paul Huston, XXX
Samantha Hanson, Giant Voices
Allison Andrashko, SEH

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 with an air service presentation.
 - Dir. O'Brien asked questions regarding the Great Lakes Cruising operations to better understand their operations. DAA staff is working with the airlines to up gauge aircraft in response to the increased number of passengers.
 - Dir. O'Brien asked what went wrong with the Sun Country service to Phoenix. Mr. Werner provided background regarding the tag flight with Madison or Rochester and how that added confusion. Mr.



Werner states that “we” did not do anything wrong as the service was marketed, the demand just needs to be there to support the service and make it profitable.

- **Operations/Construction/Planning:** Mr. Papko provided the following updates:
 - New Air Traffic Control Tower (ATCT) Update: The DAA received a draft siting report which confirms site 6 selection and is awaiting final signature. The (RDWB) requirements workbook needs to be received prior to working through pre-design. This is expected to be received in September. DAA staff will be touring a tower in Chicago which may have a very similar design to what will be built in Duluth. Mr. Werner added some background on timelines and the constricted nature of this project.
 - Airshow 2023 Recap: As of yesterday, all of the aircraft are gone. The estimated number of attendees was about 50,000 for the weekend with more on Saturday. One incident for the weekend of a Navy Leapfrog was tangled and unable to release and land safely. Reports state that the individual is in good spirits and working on recovery. Mr. Werner thanks Mr. Papko and his team for their hard work surrounding the airshow.
 - Phase 4 (SRE Ramp) and Midfield Ramp Project Update: The initial plan for the Blue Angels was to park elsewhere, but they requested to be moved to the new pavement. The project went well with no issues as the dry Spring provided great opportunity for this project. Construction is gearing up for Taxiway A Phase 2 today.
 - New Snow Removal Equipment Building Update: Mr. Papko shared slides with a rendering, project description, funding breakdown.
 - New Sky Harbor Airport Terminal Update: Mr. Papko shared slides with the Sky Harbor Terminal Building project description, rendering, summary of bids, and overall project costs.

- **Business/Property Development:** Ms. Kayser provided an update on the following:
 - FAA Funding Eligibility: Staff are still waiting for a determination of FAA eligibility for hangar bay 104 rehab, hangar 105 Cirrus calibration and the Life Link hangar.
 - New Airline Agreement Kick-Off Meeting Update: A meeting was held on June 22nd with Decomm Aviation. The largest component of this agreement update will include how to handle Landline Secure to Secure operations.
 - Ranch Hangar Construction Update: Construction kicks off this week and is the first general aviation construction in over 20 years.
 - 2024 Car Rental Agreement: The current agreement expires at the end of December 2023. A term sheet was provided, staff have received comments and DAA staff is prepared to continue with the negotiations.

- **Financial Update:** Ms. Bodin provided an update on the following topics:
 - 2022 Financial Audit: The final audit report has been issued and all board members should have received a copy. Board members can contact Ms. Bodin with any questions.
 - FAA CATS Report Submission: Following completion of the audit, the audited financials are used to complete mandatory reports for the FAA. Forms 126 and 127 have been completed for the DAA.
 - Administrative Coordinator Position Update: Jenny Delnay will fill the position of the Administrative Coordinator as of August 7th.

- **Marketing/Communications:** Ms. Baker provided an update on the following topics:
 - Commemorative Statue: Staff received notice of a group wanting to design and install a monument honoring the history of the 148th presence in the community.
 - Marketing and Advertising RFQ Update: The written review was completed, interviews were conducted, and final scoring selected Giant Voices. Lisa Bodine introduced herself and thanked the DAA board. She provided a background on Giant Voices and the services they provide.
 - New Hangar Construction Groundbreaking: Will be hosted on August 2nd for the new general aviation ranch hangars.



DULUTH AIRPORT AUTHORITY

- Sky Harbor Terminal and SRE Groundbreaking: The groundbreaking for Sky Harbor projects will be planned for August 21st.
 - **Legislative:** Mr. Werner provided an update on the following topics:
 - Air Traffic Control Tower Legislative Funding Request: Yesterday Ms. Baker and Mr. Werner attended a round table that featured transportation chairs in the Minnesota House and Senate which was a great opportunity to keep the air traffic control tower project in the front of mind. A facilities tour with Minnesota Senator Jen McEwen, Representative Liz Olson, and Senator Grant Hauschild is scheduled in early August. The MMB request has been completed and submitted. Staff has requested to be included in the bond tour this fall. Next week Mr. Werner and several community members will be going to DC to advocate for the federal funding for this project. Project handout was provided to board members and included with the public packet.
 - LASAC meeting made up of all nine commercial service airports was at the airport yesterday where many topics were discussed. A state transition team will be established with partners from MnDOT, MPCA and State Fire Marshall and commercial service airports to work out policy and technical transition plans for compliance with PFAS requirements. Mr. Werner is working with other airports to provide an amendment to the law that was just passed to amend the timeline on PFAS for airports.
 - Dir. Markham asked whether it is expected that there are any outside the normal political processes that would slow down the request for the ATCT. Mr. Werner provided that the timeline for the approval of the requirements workbook as well as the tight timeframe for the design of the building are both factors. The other factor is the competitive nature of the funding as there have been substantially more requests for funding that funds available with the first two tranches of funding for the project.
 - **Presentations/Tours/Travel Recap:** Mr. Werner Provided an update on the following topics:
 - Brief and Tour for Senator Smith's Regional Director: Mr. Werner was able to have a great discussion with him and to show him what is happening at the airport.
 - Hosted LASAC Quarterly Meeting: This was hosted yesterday as previously mentioned.
 - **Operations Department Staffing Brief:**
 - This process has been underway. ADK is reaching out to external stakeholders to get their sense of how the operations department is pacing with the tempo. The staff are waiting for a report from the consultant which is expected within the next 60 days.
- II. *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS AS INDICATED BY ***
- A. Approval of June 20, 2023, Meeting Minutes.
- Dir. Maki thanked everyone for their reviews moved to item II of the agenda.
 - Motion: Dir. Markham
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- III. *DAA CASH DISBURSEMENTS**
- A. Operating Check Register Sheets #16 - #18 of 2023; Operating ACH Payment Registers #15 - #18 of 2023; Construction ACH Register #4 - #5 of 2023; Construction ACH Pay.gov Register #2 of 2023.
- IV. *CORRESPONDENCE**
- A. Link for Metropolitan Airports Commission (MAC) Minutes -- <https://metroairports.org/archived-commission-meetings>
- B. E-Mail from Monaco Air Foundation with Summary of June 2023 Activities; July 1, 2023.



- C. DLH Construction Newsletter:
 - a. Dated June 16th, 2023.
 - b. Dated June 23rd, 2023.
 - c. Dated June 30th, 2023.
 - d. Dated July 7th, 2023.
- D. GLC Minnesota State Update Dated May 23, 2023
- E. AirTAP Article Published June 26, 2023: Congratulations to the 2022 aviation award Recipients!
- F. Duluth Monitor Article Published July 3, 2023: Sky Harbor Airport Changes Planned
- G. AW Weekly Article Published June 14, 2023: SkyWest in Fight With Labor Unions Over Future of Air Service to Small Cities
- H. Simple Flying Article Published July 12, 2023: Some American Airlines Bus services Now Remain Security Screened Between Airports: <https://simpleflying.com/american-airlines-buses-remain-secure-between-airports/>

V. OPPORTUNITY FOR PERSONS TO BE HEARD

- None

VI. OLD BUSINESS

- None

VII. NEW BUSINESS

- A. to Approve Professional Services Agreement between Giant Voices and the Duluth Airport Authority
 - Ms. Baker shared that the contract is coming forward for approval following the length process explained earlier.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Hansen
 - Dir. Anderson mentioned that he participated in the selection process and thanked Natalie for executing this and doing such a great job.
 - Dir. Maki mentioned that the terms didn't appear to be attached, an updated version of the board packet was made available immediately which included the agreement.
 - Ms. Baker explained the salient points of the agreement.
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- B. Resolution to Approve Advertising Agreement between the Duluth Airport Authority and the University of Minnesota Duluth
 - Ms. Baker shared that this agreement was updated to a two-year agreement with an increased cost.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Anderson
 - Second: Dir. Crawford
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- C. Resolution to Approve Advertising Partnership Between the University of Minnesota Duluth Athletics and the Duluth Airport Authority
 - Ms. Baker shared that this agreement includes a partnership for agreement with UMD which includes the dasher boards at the Amsoil Arena and some other advertising.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously.



- D. Resolution to Award and Approve the Sky Harbor (DYT) General Aviation Terminal Building Construction Contract Between the Duluth Airport Authority and Gardner Builders in the Amount of \$2,066,412
- Mr. Papko shared that the preamble has already been briefed. A final timeline from Gardner will come after there is a signed agreement. Demolition of the current terminal is expected by the end of August. Mr. Papko extended a thanks to SEH for their work on expediting the design for this project to get this across the finish line.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Anderson
 - Dir. Markham asked for clarification on the price of the project. Mr. Papko explained that bids came in higher than expected and the total price includes alternates. Ms. Nowicki from SEH explained that they heard the increased cost was workforce driven.
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- E. Resolution to Approve Work Order 2023 – 10 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Construction Administration of the new General Aviation Terminal Building at Sky Harbor Airport (DYT)
- Mr. Papko shared that this is for SEH to perform construction administration and oversight of all funding grant paperwork, and closeout administration throughout the duration of the project. He explained the salient points of the project.
 - Dir. Maki asked for clarification on the independent fee evaluation, which is done for any project of over \$100 thousand, which is a federal funding requirement. Dir. O'Brien stated that this is like an appraisal.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Markham
 - Abstain: Dir. Anderson
 - Result: All voting members said aye. This resolution was adopted.
- F. Resolution to Award and Approve the Sky Harbor (DYT) Snow Removal Equipment Building Construction Contract Between the Duluth Airport Authority and Gardner Builders in the amount of \$1,095,679
- Mr. Papko shared that the construction of this building will take place in the springtime. Once this contract is signed staff will receive an updated timeline for this project. The bids on this project came in over what was expected.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- G. Resolution to Approve Work Order 2023 – 09 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Construction Administration of the new Snow Removal Equipment Building at Sky Harbor Airport (DYT)
- Mr. Papko shared this project is again for the construction administration of the SRE at Sky Harbor. This project includes a lot of work with tribal monitoring, coordination, environmental litigation, and public outreach due to its unique location.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Hansen
 - Abstain: Dir. Anderson
 - Result: All voting members said aye. This resolution was adopted.



- H. Resolution to Award and Approve the Duluth International Airport (DLH) Taxiway A – Phase 3 Construction Contract Between the Duluth Airport Authority and KGM Contractors Inc. in the amount of \$11,197,150
- Mr. Papko shared that this project will be slated for construction next year. This project was originally supposed to be less, but some coordination was involved to include some alternates with additional area if bids were competitive. Both alternates were able to be approved to include \$3 million in additional construction.
 - Dir. Markham asked whether there is any concern with KGM's bid including the full scope, considering there was a very tight cluster of bids between numbers 2-5. Mr. Papko mentioned he had similar concerns, but the scope is the scope and KGM was the sub on a previous project and the companies all seem to bid with and against each other.
 - Dir. O'Brien asked questions regarding funding from the guard and what would happen if the funding were not made available for their anticipated share.
 - Mr. Werner provided context and the importance of asking questions regarding the funding of these projects, but explained the risk is very low. DAA staff works closely to plan the projects and get buy off and support of these projects.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Markham
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously.
- I. Resolution to Approve Work Order 2023 – 11 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Construction Administration of Taxiway A - Phase 3 and Taxiway C South
- Mr. Papko shared that this is the construction administration and oversight contract for Taxiway A – Phase 2 and Taxiway C South.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. O'Brien
 - Abstain: Dir. Anderson
 - Result: All voting members said aye. This resolution was adopted.
- J. Resolution to Approve Work Order 2023 – 12 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Design of Taxiway A Reconstruction - Phase 5
- Mr. Papko shared that the FAA has been a great funding partner to additionally support funding design in advance to allow for better planning and potential of favorable construction bids.
 - Dir. Maki asked that phase 5 will be built in 2024. Mr. Papko confirmed that is the plan.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Markham
 - Abstain: Dir. Anderson
 - Result: All voting members said aye. This resolution was adopted.
- K. Resolution to Approve and Adopt Revised Operating Policy #8: Lease, Agreement and Contract Policy and Remove Previously Adopted Operating Policies #6, #10, #16, and #25
- Ms. Bodin shared that this policy update takes four operating policies and one section of the previous purchasing policy and includes them as one to provide better guidance to staff.
 - Dir. Maki asked whether the authorization for length of contracts has increased. Ms. Bodin explained that the authorization increased from 90 days to 12 months. Ms. Kayser shared background on general aviation hangars and the number of short-term agreements.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Anderson
 - Second: Dir. O'Brien



DULUTH AIRPORT AUTHORITY

- Dir. Maki stated that this is a good change for the organization which will help the board to focus on the big things and prevent some long agendas. Mr. Werner provided that agreement templates were approved years ago, and the rates will continue to be approved by the board so that they are still overseeing the agreements.
 - Abstain: None
 - Result: This resolution was adopted unanimously.

- L. Resolution to Include the Previously Approved Public Art Policy in the Operating Policy Manual as Operating Policy #29 and Approve the Updated Appendix A
 - Ms. Baker shared that the only update to the art policy is Appendix A which now accurately shows the locations of art at the airport.
 - Ms. Bodin shared that this policy was approved years ago by the board as a stand-alone policy and is now being incorporated in the operating policy manual to provide clearer guidance to staff and the board.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Hansen
 - Dir. O'Brien asked how many spaces are currently occupied by art. Ms. Baker shared that all but one is full.
 - Dir. Maki asked whether details can be shared the entity interested in putting up a statue. Ms. Baker stated that it is still in the infancy, but it is known that it is to honor the 148th's presence in the community and the art will not be owned by the DAA. Mr. Werner shared that the pad out front would be the location for this future piece of art.
 - Abstain: None
 - Result: This resolution was adopted unanimously.

- M. Resolution to Include the Previously Approved Community Air Service Development Incentive Policy in the Operating Policy Manual as Operating Policy #30
 - Ms. Bodin shared that this policy was also approved years ago and is now being incorporated into the manual to provide clearer guidance to staff.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Crawford
 - Abstain: None
 - Result: This resolution was adopted unanimously.

- N. Resolution to Approve the Sky Harbor Hangar #1 Lease Agreement Between the Duluth Airport Authority and Tom Sullivan
 - Ms. Kayser shared that this a short-term agreement for June through October, which will with the approval updated operating policies would be able to be approved by the Executive Director going forward.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously.

- O. Resolution to Approve the Sky Harbor Float Storage Land Lease Agreement Between the Duluth Airport Authority and Jonathon Aero
 - Ms. Kayser shared that this a one-year extension for float storage at Sky Harbor. This is to store floats for customers and renews by CPI every year.
 - Dir. O'Brien asked whether this area is out in the open and whether the tenant keeps it order. Ms. Kayser shared that it is neat and only includes floats. This is an area where there isn't an ability to earn any sort of money otherwise.



- Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously.

- P. *May 2023 Financial Reports
- Q. *July 2023 Accounts Receivable
- R. *June 2023 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

- Dir. Anderson mentioned that Congress will be discussing essential air service funding and he was wondering how this would impact the DAA. Mr. Werner stated that other regional essential air service airports are positioning themselves to keep air service. Mr. Werner mentioned that the DAA would be impacted by an influx of passengers if essential air service airports lose air service. As the chair of the air service committee Mr. Werner has been in a much more neutral position of trying to preserve air service throughout the state.
- Dir. Maki thanked SEH and stated throughout her tenure she has been impressed with the work completed, attention to detail, and strategic planning process with the projects completed.

ADJOURN: The meeting was adjourned at 9:39 a.m.

Respectfully submitted,

Joelle Bodin
Director of Finance & Administration

Tom Werner

Digitally signed by
Tom Werner
Date: 2023.07.18
15:09:55 -05'00'

APPROVED: _____ DATE: _____

III - A.

Duluth Airport Authority
DAA Operating Check Register #19-2023
July 14, 2023

Document Number From 11879 through 11891

| Document Number | Date | Transaction Type | Payee | Amount |
|--------------------------|-----------|------------------|--------------------------------|--------------------|
| 11879 | 7/14/2023 | BILLPMT | ADK Consulting, Inc. | \$16,740.00 |
| 11880 | 7/14/2023 | BILLPMT | AT&T Mobility | \$323.06 |
| 11881 | 7/14/2023 | BILLPMT | Auto-Owner's Insurance | \$557.31 |
| 11882 | 7/14/2023 | BILLPMT | City Of Duluth Comfort Systems | \$13,951.39 |
| 11883 | 7/14/2023 | BILLPMT | Cummins Inc. | \$1,266.11 |
| 11884 | 7/14/2023 | BILLPMT | Decomm Ventures, LP | \$2,810.60 |
| 11885 | 7/14/2023 | BILLPMT | Essentia Health | \$1,387.00 |
| 11886 | 7/14/2023 | BILLPMT | Minnesota Power | \$33,131.08 |
| 11887 | 7/14/2023 | BILLPMT | Nextera Communications | \$1,242.81 |
| 11888 | 7/14/2023 | BILLPMT | Pro Tire | \$8,053.20 |
| 11889 | 7/14/2023 | BILLPMT | Spectrum Business | \$178.21 |
| 11890 | 7/14/2023 | BILLPMT | Syntech | \$42.00 |
| 11891 | 7/14/2023 | BILLPMT | Taylor, Dan | \$60.00 |
| | | | | <u>\$79,742.77</u> |
| SFM Mutual Adj 7/12/2023 | | | | \$ (5.00) |
| Total | | | | <u>\$79,737.77</u> |



Airport Director



City Treasury

Joelle Bodin

Finance Director

Tom Werner

Executive Director

Kimberly J. Maki

Board President

Signature: 
Joelle Bodin (Jul 14, 2023 15:05 CDT)

Email: jbodin@duluthairport.com

Signature: Tom Werner

Email: twerner@duluthairport.com

Signature: 

Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Operating Check Register #20-2023
July 27, 2023

Document Number From 11892 through 11900

| Document Number | Date | Transaction Type | Payee | Amount |
|-----------------|-----------|------------------|---------------------------------|--------------------|
| 11892 | 7/27/2023 | CHK | Citi Cards | \$6,858.59 |
| 11893 | 7/27/2023 | BILLPMT | Duluth Lawn & Sport | \$670.69 |
| 11894 | 7/27/2023 | BILLPMT | Duluth Ready Mix | \$1,607.50 |
| 11895 | 7/27/2023 | BILLPMT | Federal Express Corporation | \$164.65 |
| 11896 | 7/27/2023 | BILLPMT | iFIDS.com Inc. | \$125.00 |
| 11897 | 7/27/2023 | BILLPMT | MediaUSA Advertising Inc | \$1,390.00 |
| 11898 | 7/27/2023 | BILLPMT | NAPA Auto Parts | \$3,517.82 |
| 11899 | 7/27/2023 | BILLPMT | Spectrum Business | \$178.21 |
| 11900 | 7/27/2023 | CHK | WF Bus Payment Processing - Tom | \$2,075.34 |
| Total | | | | \$16,587.80 |



 Airport Director


 City Treasury

Joelle Bodin
 Finance Director

Tom Werner
 Executive Director

Kim Maki
 Board President

Signature: 
Joelle Bodin (Jul 27, 2023 14:52 CDT)
Email: jbodin@duluthairport.com

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

Signature: 
Kim Maki (Jul 28, 2023 15:43 CDT)
Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Operating Check Register #21-2023
August 4, 2023

Document Number From 11901 through 11906

| Document Number | Date | Transaction Type | Payee | Amount |
|-----------------|----------|------------------|--------------------------------|--------------------------|
| 11901 | 8/4/2023 | BILLPMT | City Of Duluth Comfort Systems | \$1,152.16 |
| 11902 | 8/4/2023 | BILLPMT | Decomm Ventures, LP | \$1,837.50 |
| 11903 | 8/4/2023 | BILLPMT | Denny's Lawn And Garden | \$158.39 |
| 11904 | 8/4/2023 | BILLPMT | NAPA Auto Parts | \$562.13 |
| 11905 | 8/4/2023 | BILLPMT | Nextera Communications | \$1,240.99 |
| 11906 | 8/4/2023 | BILLPMT | NorthStar Ford | \$172.20 |
| Total | | | | <u>\$5,123.37</u> |



Airport Director

John Bailey

City Treasury

Joelle Bodin


Finance Director

Tom Werner

Executive Director

Kim Maki

Kim Maki (Aug 7, 2023 08:28 CDT)
Board President

Signature: 
Joelle Bodin (Aug 6, 2023 17:04 CDT)
Email: jbodin@duluthairport.com

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

Duluth Airport Authority
DAA Operating ACH Payment Register #19-2023
July 14, 2023

Confirmation #1940381

| Document Number | Date | Transaction Type | Payee | Amount |
|-----------------|-----------|------------------|--|--------------------|
| 0000080/1 | 7/14/2023 | BILLPMT | 1 Swim Creative | \$1,145.00 |
| 0000080/10 | 7/14/2023 | BILLPMT | Jamar Company | \$9,835.00 |
| 0000080/11 | 7/14/2023 | BILLPMT | Kayser, Jana | \$60.00 |
| 0000080/12 | 7/14/2023 | BILLPMT | Leon, Kathy | \$60.00 |
| 0000080/13 | 7/14/2023 | BILLPMT | Menards - Hermantown | \$172.45 |
| 0000080/14 | 7/14/2023 | BILLPMT | Minneapolis Oxygen Company | \$28.50 |
| 0000080/15 | 7/14/2023 | BILLPMT | Papko, Mark | \$60.00 |
| 0000080/16 | 7/14/2023 | BILLPMT | Sinnott, Paul | \$60.00 |
| 0000080/17 | 7/14/2023 | BILLPMT | Snell, Matthew J | \$60.00 |
| 0000080/18 | 7/14/2023 | BILLPMT | Twin Ports Paper Supply, Inc | \$910.83 |
| 0000080/19 | 7/14/2023 | BILLPMT | Voltaire Aviation Inc. | \$2,000.00 |
| 0000080/2 | 7/14/2023 | BILLPMT | Acme Tools | \$278.00 |
| 0000080/20 | 7/14/2023 | BILLPMT | Waste Management of WI-MN | \$2,114.71 |
| 0000080/21 | 7/14/2023 | BILLPMT | Welch, Ryan | \$60.00 |
| 0000080/22 | 7/14/2023 | BILLPMT | Werner, Thomas | \$60.00 |
| 0000080/3 | 7/14/2023 | BILLPMT | American Association Of Airport Executives | \$425.00 |
| 0000080/4 | 7/14/2023 | BILLPMT | Batteries Plus | \$485.98 |
| 0000080/5 | 7/14/2023 | BILLPMT | Best Oil Company | \$7,868.96 |
| 0000080/6 | 7/14/2023 | BILLPMT | Bodin, Joelle | \$60.00 |
| 0000080/7 | 7/14/2023 | BILLPMT | Durfee, Tristan | \$60.00 |
| 0000080/8 | 7/14/2023 | BILLPMT | Graves, John | \$60.00 |
| 0000080/9 | 7/14/2023 | BILLPMT | Innovational Water Solutions, Inc. | \$442.20 |
| Total | | | | \$26,306.63 |



 Airport Director



 City Treasury

Joelle Bodin

 Finance Director

Tom Werner

 Executive Director

Kimberly J. Maki

 Board President

Signature: 
Joelle Bodin (Jul 14, 2023 09:07 CDT)
 Email: jbodin@duluthairport.com

Signature: Tom Werner
 Email: twerner@duluthairport.com

Signature: 
 Email: makik@stlouiscountymn.gov

DAA Operating ACH Payment Register #20-2023
July 28, 2023

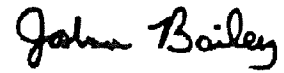
Confirmation #2080246

| Document Number | Date | Transaction Type | Payee | Amount |
|-----------------|-----------|------------------|---------------------------------------|-------------|
| 00000082/1 | 7/28/2023 | BILLPMT | Acme Tools | \$384.71 |
| 00000082/10 | 7/28/2023 | BILLPMT | Blueglobes LLC | \$2,207.94 |
| 00000082/11 | 7/28/2023 | BILLPMT | Century Link | \$72.00 |
| 00000082/12 | 7/28/2023 | BILLPMT | Century Link | \$72.00 |
| 00000082/13 | 7/28/2023 | BILLPMT | Citon | \$290.34 |
| 00000082/14 | 7/28/2023 | BILLPMT | Citon | \$58.00 |
| 00000082/15 | 7/28/2023 | BILLPMT | Citon | \$7,358.80 |
| 00000082/16 | 7/28/2023 | BILLPMT | Citon | \$1,060.00 |
| 00000082/17 | 7/28/2023 | BILLPMT | Citon | \$0.30 |
| 00000082/18 | 7/28/2023 | BILLPMT | Citon | \$734.67 |
| 00000082/19 | 7/28/2023 | BILLPMT | Citon | \$2,517.84 |
| 00000082/2 | 7/28/2023 | BILLPMT | Aramark | \$119.45 |
| 00000082/20 | 7/28/2023 | BILLPMT | Citon | \$721.93 |
| 00000082/21 | 7/28/2023 | BILLPMT | Citon | \$632.01 |
| 00000082/22 | 7/28/2023 | BILLPMT | DP&A Sales | \$706.64 |
| 00000082/23 | 7/28/2023 | BILLPMT | General Security Services Corporation | \$24,377.88 |
| 00000082/24 | 7/28/2023 | BILLPMT | General Security Services Corporation | \$1,822.20 |
| 00000082/25 | 7/28/2023 | BILLPMT | Hermantown Area Chamber | \$100.00 |
| 00000082/26 | 7/28/2023 | BILLPMT | ITWGSE | \$270.92 |
| 00000082/27 | 7/28/2023 | BILLPMT | Johnson Controls | \$1,073.00 |
| 00000082/28 | 7/28/2023 | BILLPMT | Johnson Controls | \$1,525.88 |
| 00000082/29 | 7/28/2023 | BILLPMT | Kleen-Tech | \$20,909.00 |
| 00000082/3 | 7/28/2023 | BILLPMT | Aramark | \$66.32 |
| 00000082/30 | 7/28/2023 | BILLPMT | Kleen-Tech | \$712.00 |
| 00000082/31 | 7/28/2023 | BILLPMT | Kleen-Tech | \$6,053.00 |
| 00000082/32 | 7/28/2023 | BILLPMT | Mellin Promotional Advertising | \$590.88 |
| 00000082/33 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$11.22 |
| 00000082/34 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$117.92 |
| 00000082/35 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$101.94 |
| 00000082/36 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$271.75 |
| 00000082/37 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$71.82 |
| 00000082/38 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$17.98 |
| 00000082/39 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$337.21 |
| 00000082/4 | 7/28/2023 | BILLPMT | Aramark | \$66.32 |
| 00000082/40 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$72.55 |
| 00000082/41 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$54.99 |
| 00000082/42 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$161.06 |
| 00000082/43 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$79.17 |
| 00000082/44 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$41.56 |
| 00000082/45 | 7/28/2023 | BILLPMT | Menards - Hermantown | \$89.68 |
| 00000082/46 | 7/28/2023 | BILLPMT | Metro Sales, Inc. | \$268.53 |
| 00000082/47 | 7/28/2023 | BILLPMT | Mike's Signs | \$425.00 |
| 00000082/48 | 7/28/2023 | BILLPMT | Oakwells CR LLC | \$135.09 |
| 00000082/49 | 7/28/2023 | BILLPMT | Oakwells CR LLC | \$148.50 |
| 00000082/5 | 7/28/2023 | BILLPMT | Aramark | \$66.32 |
| 00000082/50 | 7/28/2023 | BILLPMT | Oakwells CR LLC | \$136.00 |
| 00000082/51 | 7/28/2023 | BILLPMT | Oakwells CR LLC | \$169.83 |
| 00000082/52 | 7/28/2023 | BILLPMT | Paul Bunyan Communications | \$3,498.34 |

| | | | | |
|------------|-----------|---------|------------------------------|---------------------------|
| 0000082/53 | 7/28/2023 | BILLPMT | Pomp's Tire Service, Inc. | \$3,253.90 |
| 0000082/54 | 7/28/2023 | BILLPMT | Schindler Elevator Corp | \$1,397.83 |
| 0000082/55 | 7/28/2023 | BILLPMT | SCS Interiors | \$855.00 |
| 0000082/56 | 7/28/2023 | BILLPMT | SCS Interiors | \$855.00 |
| 0000082/57 | 7/28/2023 | BILLPMT | SCS Interiors | \$855.00 |
| 0000082/58 | 7/28/2023 | BILLPMT | Snell, Matthew J | \$19.96 |
| 0000082/59 | 7/28/2023 | BILLPMT | Sweet Green Landscapes LLC | \$420.00 |
| 0000082/6 | 7/28/2023 | BILLPMT | Aramark | \$66.32 |
| 0000082/60 | 7/28/2023 | BILLPMT | Twin Ports Paper Supply, Inc | \$77.84 |
| 0000082/61 | 7/28/2023 | BILLPMT | Twin Ports Paper Supply, Inc | \$571.26 |
| 0000082/62 | 7/28/2023 | BILLPMT | Twin Ports Paper Supply, Inc | \$133.24 |
| 0000082/63 | 7/28/2023 | BILLPMT | Twin Ports Paper Supply, Inc | \$909.08 |
| 0000082/64 | 7/28/2023 | BILLPMT | Windcave Inc. | \$302.50 |
| 0000082/65 | 7/28/2023 | BILLPMT | Ziegler, Inc. | \$56.44 |
| 0000082/7 | 7/28/2023 | BILLPMT | Benson Electric Company | \$139.69 |
| 0000082/8 | 7/28/2023 | BILLPMT | Best Oil Company | \$4,848.50 |
| 0000082/9 | 7/28/2023 | BILLPMT | Blueglobes LLC | \$1,920.89 |
| | | | Total | <u>\$97,462.94</u> |



Airport Director



City Treasury

Joelle Bodin

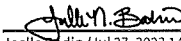
Finance Director

Tom Werner

Executive Director

Kim Maki

Board President

Signature: 
Joelle Bodin (Jul 27, 2023 14:52 CDT)
Email: jbodin@duluthairport.com

Signature: Tom Werner
Email: twerner@duluthairport.com

Signature: 
Kim Maki (Jul 28, 2023 15:42 CDT)
Email: makik@stlouiscountymn.gov

**DAA Operating ACH Payment Register #21-2023
August 4, 2023**

Confirmation #2150261

| Document Number | Date | Transaction Type | Payee | Amount |
|-----------------|----------|------------------|---------------------------------|------------|
| 0000083/1 | 8/4/2023 | BILLPMT | Aramark | \$66.32 |
| 0000083/10 | 8/4/2023 | BILLPMT | Guardian Pest Solutions | \$53.94 |
| 0000083/11 | 8/4/2023 | BILLPMT | Guardian Pest Solutions | \$79.41 |
| 0000083/12 | 8/4/2023 | BILLPMT | Jamar Company | \$1,890.00 |
| 0000083/13 | 8/4/2023 | BILLPMT | Landrum and Brown, Incorporated | \$2,000.00 |
| 0000083/14 | 8/4/2023 | BILLPMT | Menards - Hermantown | \$49.00 |
| 0000083/15 | 8/4/2023 | BILLPMT | Menards - Hermantown | \$11.96 |
| 0000083/16 | 8/4/2023 | BILLPMT | Menards - Hermantown | \$62.69 |
| 0000083/17 | 8/4/2023 | BILLPMT | Menards - Hermantown | \$50.28 |
| 0000083/18 | 8/4/2023 | BILLPMT | Oakwells CR LLC | \$11.78 |
| 0000083/19 | 8/4/2023 | BILLPMT | Paul Bunyan Communications | \$3,512.48 |
| 0000083/2 | 8/4/2023 | BILLPMT | Aramark | \$66.32 |
| 0000083/20 | 8/4/2023 | BILLPMT | Pomp's Tire Service, Inc. | \$5,475.75 |
| 0000083/21 | 8/4/2023 | BILLPMT | Pomp's Tire Service, Inc. | \$257.18 |
| 0000083/22 | 8/4/2023 | BILLPMT | State Supply | \$402.81 |
| 0000083/23 | 8/4/2023 | BILLPMT | State Supply | \$46.66 |
| 0000083/3 | 8/4/2023 | BILLPMT | Aramark | \$66.32 |
| 0000083/4 | 8/4/2023 | BILLPMT | Aramark | \$66.32 |
| 0000083/5 | 8/4/2023 | BILLPMT | Baker, Natalie M | \$287.62 |
| 0000083/6 | 8/4/2023 | BILLPMT | Blueglobes LLC | \$687.88 |
| 0000083/7 | 8/4/2023 | BILLPMT | Citon | \$865.88 |
| 0000083/8 | 8/4/2023 | BILLPMT | Citon | \$6,962.80 |
| 0000083/9 | 8/4/2023 | BILLPMT | Como Lube & Supplies | \$177.90 |

Total \$23,151.30



Airport Director



City Treasury

Joelle Bodin

Finance Director

Tom Werner

Executive Director

Kim Maki

Board President

Signature: 
Joelle Bodin (Aug 7, 2023 08:22 CDT)
Email: jbodin@duluthairport.com

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

Signature: *Kim Maki*
Kim Maki (Aug 7, 2023 08:30 CDT)
Email: makik@stlouiscountymn.gov

**Duluth Airport Authority
DAA Construction ACH Payment Register #6-2023
July 28, 2023**

Confirmation #2080138

| Document Number | Date | Transaction Type | Payee | Amount |
|-----------------|-----------|------------------|--------------------------------|-----------------------|
| 0000081/1 | 7/28/2023 | BILLPMT | 1 Garver, LLC | \$3,000.00 |
| 0000081/10 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$16,390.00 |
| 0000081/11 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$25,740.00 |
| 0000081/12 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$62,150.00 |
| 0000081/13 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$13,300.00 |
| 0000081/14 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$120,580.00 |
| 0000081/15 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$24,450.00 |
| 0000081/16 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$71,000.00 |
| 0000081/2 | 7/28/2023 | BILLPMT | 1 Garver, LLC | \$3,000.00 |
| 0000081/3 | 7/28/2023 | BILLPMT | 1 MediaUSA Adverising Inc | \$500.00 |
| 0000081/4 | 7/28/2023 | BILLPMT | 1 MediaUSA Adverising Inc | \$1,115.00 |
| 0000081/5 | 7/28/2023 | BILLPMT | 1 Shafer Contracting Co., Inc. | \$227,940.15 |
| 0000081/6 | 7/28/2023 | BILLPMT | 1 Shafer Contracting Co., Inc. | \$919,794.90 |
| 0000081/7 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$12,375.00 |
| 0000081/8 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$5,198.40 |
| 0000081/9 | 7/28/2023 | BILLPMT | 1 Short Elliott Hendrickson | \$3,145.00 |
| Total | | | | \$1,509,678.45 |



Airport Director



City Treasury

Joelle Bodin

Finance Director

Tom Werner

Executive Director

Kim Maki

Board President

Signature: 
Joelle Bodin (Jul 27, 2023 14:51 CDT)
Email: jbodin@duluthairport.com

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

Signature: *Kim Maki*
Kim Maki (Jul 28, 2023 15:47 CDT)
Email: makik@stlouiscountymn.gov

Duluth Airport Authority
DAA Construction ACH Pay.gov Register #3-2023
August 3, 2023

| Document Number | Date | Transaction Type | Payee | Amount |
|-----------------|----------|------------------|---------|--------------------|
| ACH | 8/3/2023 | BILLPMT | Pay.gov | \$49,513.00 |
| Total | | | | \$49,513.00 |



Airport Director



City Treasury

Joelle Bodin

Finance Director

Tom Werner

Executive Director

Kim Maki

Board President

Signature: 
Joelle Bodin (Aug 6, 2023 17:05 CDT)

Email: jbodin@duluthairport.com

Signature: *Tom Werner*

Email: twerner@duluthairport.com

Signature: 
Kim Maki (Aug 7, 2023 08:29 CDT)

Email: makik@stlouiscountymn.gov

IV - B.

Joelle Bodin

From: Don Monaco <donm@monacoairduluth.com>
Sent: Tuesday, August 1, 2023 8:00 AM
To: Tom Werner; makik
Cc: Bill King (skykingpilot@gmail.com); Dave Gaddie (dgaddie@bell.bank); ehansen; Greg Fox (gregandsheilafox@hotmail.com); Michael A. Magni; Pat Mullen (runtrailfree@gmail.com); Richard Stewart (RStewart@uwsuper.edu); 'Steve Overom (soverom@overomlaw.com)'; DAA
Subject: July, 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 July 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



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - July 14, 2023

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

Reconstruction of Taxiway A Phase 4 and the midfield ramp is complete. The project areas have been swept and site cleanup is complete. Temporary pavement markings have been painted. The contractor placed temporary hydromulch on the north side of the project area between Taxiway A and the SRE Ramp and will seed the area later this summer. The Vehicle Service Road (VSR) / Perimeter Road is also open for normal vehicle operations.



Taxiway A - Phase 2A and 2B Reconstruction

On Tuesday, July 18, the contractor will begin Taxiway A Phase 2A with erosion control, the placing of barricades, and saw-cutting. Taxiway A will be closed between Taxiway A3 to Taxiway C. Pavement removal is anticipated to begin on Wednesday, July 19. The haul route for Phase 2A will cross the SRE Ramp. There will be temporary stop signs and a flagger along the haul route where construction traffic will cross the SRE Ramp. **Please use caution when traversing the SRE Ramp.**

The Phase 2A and 2B Construction Safety Phasing Plan (CSPP) can be found [here](#).

The dates for Phase 2B, which includes several night closures and one (1) 60-hour closure of Runway 9/27, have not yet been determined. Once a date has been

Anticipated Project Schedule - Subject to change

- Taxiway A Phase 2: July 18 to October 1

*Please note, dates and planned construction related activities 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 - avanespen@sehinc.com

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Duluth International Airport
(218) 727-2968
daa@duluthairport.com



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - July 21, 2023

Taxiway A - Phase 2A and 2B Reconstruction

After the Duluth Airshow, the Taxiway A Reconstruction - Phase 2 project began on Tuesday with the setup of barricades encompassing Taxiway A between Taxiway A3 and Taxiway C, including Taxiway A4 and a portion of the air traffic control tower ramp. The demolition of the existing electrical infrastructure is complete. The installation of new electrical infrastructure is underway. Milling of the bituminous pavement began on Thursday and is anticipated to continue through Saturday.

Next Week

Shafer Contracting intends to begin excavation of the underlying materials next week as well as installing the storm sewer system. Parsons Electric will continue with the underground electrical infrastructure installation.

Anticipated Project Schedule - Subject to change

- Taxiway A Phase 2: July 18 to October 1
-

Taxiway A - Phase 2A and 2B Reconstruction Additional Information

There will be temporary stop signs and a flagger along the haul route where construction traffic will cross the SRE Ramp. Please use caution when traversing the SRE Ramp.

Due to the construction limits of Phase 2 adjacent to the Tower Ramp, the existing helicopter parking, north of the Air Traffic Control Tower, will be closed starting on

control tower. Taxilane G will be restricted to aircraft with a wingspan of less than 79' during Phase 2 to accommodate the temporary helicopter parking.

[The Phase 2A and 2B Construction Safety Phasing Plan \(CSPP\)](#) is updated to show these changes.



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

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[Project Contact Information](#)

Mark Papko, Director of Operations - Airport Authority - mpapko@duluthairport.com
Adinda Van Espen, Project Manager - SEH - avanespen@sehinc.com

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(218) 727-2968
daa@duluthairport.com



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - July 28, 2023

Taxiway A - Phase 2A and 2B Reconstruction

The Taxiway A Reconstruction - Phase 2 project continued this week with the milling of the bituminous pavement, removal of the concrete pavement, and installation of electrical structures and an electrical duct bank. Shafer Contracting began laying the geotextile fabric and constructing the first layer of the underlying pavement section.

Next Week

Shafer Contracting intends to begin installing the storm sewer system and will continue constructing the first layer of the underlying pavement section. Parsons Electric will continue with the underground electrical infrastructure installation.

Anticipated Project Schedule - Subject to change

- Taxiway A Phase 2: July 18 to October 1
-

Taxiway A - Phase 2A and 2B Reconstruction Additional Information

There will be temporary stop signs and a flagger along the haul route where construction traffic will cross the SRE Ramp. Please use caution when traversing the SRE Ramp.

Helicopter parking has been relocated to the area between the Vehicle Service Road (VSR) and Taxilane G, east of the control tower. Taxilane G is restricted to aircraft with a wingspan of less than 79' during Phase 2 to accommodate the temporary helicopter parking.

these changes.



*Please note, dates and planned construction related activities are subject to change.
Airfield **NOTAMS** should be checked to confirm the current status of the airfield.*

Project Contact Information

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Duluth International Airport

(218) 727-2968

daa@duluthairport.com



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - August 4, 2023

Taxiway A - Phase 2A and 2B Reconstruction

The Taxiway A Reconstruction - Phase 2 project continued this week with pavement removal and installation of electrical duct banks. Shafer Contracting continued laying the geotextile fabric and constructing the first layer of the underlying pavement section. They also began installing the new storm sewer and draintile systems. Parsons Electric began installing electrical conduit across Taxiway A and performed a power cutover for the new Minnesota Power lines.

Next Week

Shafer Contracting will continue constructing the pavement section and installing the storm sewer and draintile systems. Shafer intends to begin constructing the second layer of the underlying pavement section by the end of the week. Parsons Electric will continue with the underground electrical infrastructure installation. Starting Thursday next week (August 10), DLH will see the following impacts on various navigational systems as a result of a cutover period to get FAA equipment circuitry connected. These impacts are anticipated to be no more than 24 hours.

- A NOTAM will be issued for the Runway 09 ILS as “unmonitored” but will still be available.
- A NOTAM will be issued for the Runway 27 ILS as “out of service” and will be unavailable.
- The CAT II approach for Runway 09 will be unavailable during this time.
- No outages with the ALS for Runways 09 and 27 are anticipated. The ALS for Runway 09 will be on continuously.

Anticipated Project Schedule - Subject to change

Taxiway A - Phase 2A and 2B Reconstruction Additional Information

There will be temporary stop signs and a flagger along the haul route where construction traffic will cross the SRE Ramp. Please use caution when traversing the SRE Ramp.

Helicopter parking has been relocated to the area between the Vehicle Service Road (VSR) and Taxilane G, east of the control tower. Taxilane G is restricted to aircraft with a wingspan of less than 79' during Phase 2 to accommodate the temporary helicopter parking.

[The Phase 2A and 2B Construction Safety Phasing Plan \(CSPP\)](#) is updated to show these changes.





*Please note, dates and planned construction related activities 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 - avanespen@sehinc.com

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Duluth International Airport
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DISCOVER MAURICES

Sky Harbor Airport to get new terminal, maintenance building

By WDIO

Updated: July 13, 2023 - 5:44 PM

Published: July 13, 2023 - 1:19 PM



Pilots and passengers who utilize the Sky Harbor Airport are going to see construction start after the busy summer aviation season.

The work includes a \$1.2 million dollar new terminal, plus a new maintenance facility.

ADVERTISEMENT

The current terminal is decades old, and outdated. And they are storing equipment in hangar space.

Natalie Baker from the Duluth Airport Authority explained, "So we really want to make sure that it's accessible for all, and in ADA compliance with a ramp and ADA compliant bathroom. And then also just making it more feasible for the pilots to utilize the space."

They'll be a

maurices <



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(Duluth Airport Authority)

There are still some final approvals needed. Federal funding is paying for a majority of the project.

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Pilots will begin enjoying it next fall.



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New Terminal to Be Built At Duluth Sky Harbor Airport

July 18, 2023 by [Pat Brink \(https://www.fox21online.com/author/pbrinkkqdsfox21-tv/\)](https://www.fox21online.com/author/pbrinkkqdsfox21-tv/)

DULUTH, MINN. — Duluth's Sky Harbor Regional Airport may not be as large as DLH, the international airport, but it plays an important role for aviation enthusiasts. Small planes and seaplanes utilize the airport and now a new terminal will be built.

Located at the far end of Park Point, this is what the current terminal at Sky Harbor Airport and Seaplane Base is uninspiring.

Natalie Baker, the Duluth Airport Authority's Director of Marketing and Communications said, "This terminal is dated, it's old, it doesn't meet different requirements for ADA or even city regulations either."

It's a far cry from what the new \$1.2 million dollar terminal will provide. The new terminal will better meet the needs of all its users. Public input was gathered and considered in the planning process for the new terminal.

"We included a number of public meetings at Sky Harbor and at the Park Point Community Center and we had different comment boards up and open for everyone to leave a suggestion or to make some of their opinions heard.," said Baker. "And we did it again during the design phase of the new terminal project as well."

The vast majority of the money, 90 percent, to build the terminal comes from a federal grant. The remaining 10 percent comes from state and local funding,

Although not specifically a part of the terminal building project, a new building to store the airport's snow removal equipment will also be constructed.

Baker said, "Right now we are storing the snow removal equipment in the attached hangar to the terminal. But that's also a revenue-generating space. So, if we're able to create a new building and put that up to store our snow removal equipment we'll

be able to open it up to more revenue-generating options.'

Work on the new terminal at Sky Harbor Airport is likely to begin later this summer or early fall and if everything goes as planned, it will be ready for use early next fall.

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RAA Statement on Passage of H.R. 3935

Washington, DC, July 20, 2023. Media contact: media@raa.org

In response to House passage of H.R. 3935, the Security Growth and Robust Leadership in American Aviation Act, Regional Airline Association (RAA) President and CEO Faye Malarkey Black offered the following statement:

“RAA thanks the House for passing today’s measure. The bill includes measures aimed at mitigating the growing pilot shortage and even more acute shortage of airline captains, which have driven a collapse in small community air service across the United States. Air service loss drives more travelers to our highways, where the traffic fatality rate is soaring. Air service loss makes it harder for communities to attract investment, generate employment, and provide mobility and vital services to their citizens.

The bill expands the pilot workforce development program, which will improve outreach and support future pilots from all backgrounds, helping to improve diversity in pilot ranks by reducing financial barriers to aviation careers. The bill also moves the mandatory pilot retirement age from age 65 to age 67, a safe and practical solution with immediate benefits for aviation. Raising the pilot age will moderately slow attrition, allowing experienced captains who choose to fly for two more years to continue safely connecting the country while mentoring the next generation, and simultaneously mitigating harmful and ageist policies that have no basis in science.

We were disappointed that lawmakers stripped the bill of a safety-enhancing measure to empower greater integration of supports from flight simulators with required flight time to unequivocally improve pilot training and proficiency by ensuring pilots get more of the relevant experience in the right way. However, we remain deeply grateful to Chairmen Sam Graves and Garrett Graves along with Ranking Members Rick Larsen and Steve Cohen and the bipartisan support of many House members among the 191 votes to retain this provision.

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facts and data over emotion and misinformation.

As we turn our focus to the Senate, we encourage lawmakers to promulgate measures to support aviation broadly, and provisions advancing safety-enhancing structured training and simulator time specifically. We also urge the inclusion of measures that support a diverse cadre of airline pilots from dream of flight to a more appropriately-timed retirement flight.

Our country will be a true leader, and the gold standard in aviation safety and aviation service, only when the benefits of a safe and robust aviation network reach citizens in communities large and small. This is not the case today, as dozens of small communities have fallen off the air service map, having lost between half of, to all of, their flights. Hundreds more airports stand at great risk, and 325 airports have lost more than one-in-four flights, which means reduced connectivity, fewer market choices, and higher prices.

Small community economies rise and fall based on the quality of their infrastructure and the specter of an air service map that connects only the large cities is real, and must be addressed with urgency. The U.S. air service network is in crisis, and it is time for lawmakers to meet the moment. We believe H.R. 3935 represents a firm first step, and we are counting on the Senate to continue and enhance this work.”

[About RAA](#)

The Regional Airline Association (RAA) provides a unified voice of advocacy for North American regional airlines aimed at promoting a safe, reliable and strong regional airline industry. RAA serves as an important support network connecting regional airlines and industry business partners. In the United States, regional airlines operate 41% of scheduled passenger flights and provide the only source of scheduled air service to 67% of the nation’s airports.

Regional airlines provide 75% or more of the air service in Alabama (81%), Alaska (88%), Arkansas (81%), Iowa (78%), Kansas (82%), Maine (79%), Mississippi (82%), North Dakota (88%), South Dakota (85%), Vermont (92%), West Virginia (91%). Regional airlines provide half or more of the air service in Idaho (73%), Indiana (59%), Kentucky (60%), Michigan (57%), Montana (73%), Nebraska (60%), New Hampshire (69%), New Mexico (63%), North Carolina (55%), Ohio (52%), Oklahoma (55%), Oregon (54%), Pennsylvania (59%),

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OPINION COLUMNS

Local View: Pilot shortage a problem with solutions

From the column: "DLH (Duluth) has fared better than other airports of similar size but is still operating with 40% fewer flights than in 2019."



Dave Whamond/Cagle Cartoons

Opinion by Tom Werner

July 21, 2023 at 1:00 PM

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If you have flown or looked for airline tickets recently, you may have noticed fewer flights, larger aircraft, or increased ticket prices at our Duluth airport compared to pre-pandemic. One of the chief reasons for this is a lack of pilots in the industry.

Many airlines offered early retirement or buyouts to their seasoned pilots when the pandemic hit, in order to control costs. Following early buyouts or retirements in the last three years, it is estimated that roughly 5,000 pilots will reach mandatory retirement within the next two years.

Seasoned pilots are not the only ones facing challenges; new pilots coming into the industry face a few barriers as well. Training for new pilots is expensive and takes time. New pilots are required to complete 1,500 hours of flight training, totaling, on average, about \$200,000 before they can even be in the cockpit of a jet. The Bureau of Labor Statistics states that for the next 10 years, the industry will be 10,000 pilots short of what is needed, each year.

Regional air carriers, like those flying in and out of Duluth (DLH), have always lost pilots as they progress in their careers to fly bigger planes for mainline carriers. But regional carriers are being hit harder by these losses than ever before.

Not only is this a regional airline issue, it is affecting the whole industry. Rally for Air Service states that 75% of U.S. airports have less air service today than before the pandemic, due to the lack of pilots. Many airports have lost, on average, 30% of their air service, while some small airports have lost their service altogether.

DLH has fared better than other airports of similar size but is still operating with 40% fewer flights than in 2019. The pilot shortage is also the primary reason the new Denver service has been so difficult to launch.

Flying locally continues to be of utmost importance to ensure the air service Duluth has remains and can continue to recover.

The Regional Airline Association stated that more than 400 airplanes are currently parked because of a lack of pilots. Reversing this trend can lead to air service returning to airports that lost it and an increase in daily flights with additional destinations.

A near-term solution to the pilot shortage would be to increase the minimum retirement age for pilots to 67. This solution was introduced into legislation through the Let Experienced Pilots Fly Act last year. Under the proposal, pilots over age 65 would be required to pass a rigorous medical screening every six months. This solution would immediately mitigate the pilot shortage for the short term.

But further action needs to be taken to ensure air service in the U.S. remains accessible and reliable. Long-term solutions would include removing financial barriers that keep people from becoming pilots. Congress should increase student-loan caps for people pursuing flight education and training at accredited institutions. Veterans should be able to use their GI Bill benefits to cover the cost of flight education at FAA-approved pilot-training schools. Finally, flight education and training expenses do not qualify for 529 education savings plans. The Aviation Workforce Development Act introduced in March would help address this.

Outdated rules and regulations must change to allow experienced and capable pilots to remain in the cockpits, to help the profession grow with new pilots being able to more easily access training programs and financing for their training. As Congress continues to consider FAA Reauthorization, these legislative and policy proposals must also be considered to help return the industry to what it once was.

Tom Werner is executive director of the Duluth Airport Authority.



Tom Werner

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Duluth International Airport breaks ground on new aviation ranch hangars



Northern News Now at 5pm

By [Madisan Green](#) and [Jeffrey F McClure](#)
Published: Aug. 2, 2023 at 7:43 PM CDT | Updated: 13 hours ago



DULUTH, MN. (Northern News Now) - There's some extra space coming to the Duluth International Airport (DLH). On Wednesday, the Duluth Airport Authority broke ground on two new general aviation hangars. The hangars will house smaller personal aircrafts. This will be the first time DLH has added hangars in 25 years.

The new \$1.8 million space will help accommodate the growing aviation community in this region.

Each hangar will include five bays that can hold one aircraft each.

The Airport Authority has been planning the expansion for three years and finally received the resources to begin.

Even though the project has just begun, Executive Director Tom Werner is still looking ahead to what's next.

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An advertisement banner for Hertz. On the left, a photograph shows a man and a child walking on a beach. To the right of the photo, the text reads "20% off the base rate.*" in a large, bold font, followed by "Find your Let's Go moment." in a smaller font. Below this, a small line of text states "*Taxes and fees excluded. Additional terms apply." To the right of the text is a yellow button with the text "Book Now" in black. Further right is the Hertz logo, which consists of the word "Hertz" in a bold, italicized font with a yellow underline. In the top right corner of the banner, there is a small blue icon of a play button and a close button (an 'X' in a square).

"We've got a number of projects we're taking a look at over the next ten years," said Werner who added more on the project beginning today. "We continue to stay focused on air service and air service growth, but today we're celebrating aviation and all the exciting things going on in that space."

Werner also believes the new hangars will have a huge economic impact on the community.

The hangars are scheduled to be completed by the end of 2023.

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Taboola Feed

Casual Casual Fitted Double Layer Crew Neck Tee

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Duluth Airport breaks ground on hangar complex

By **WDIO**

Updated: 2 hours ago

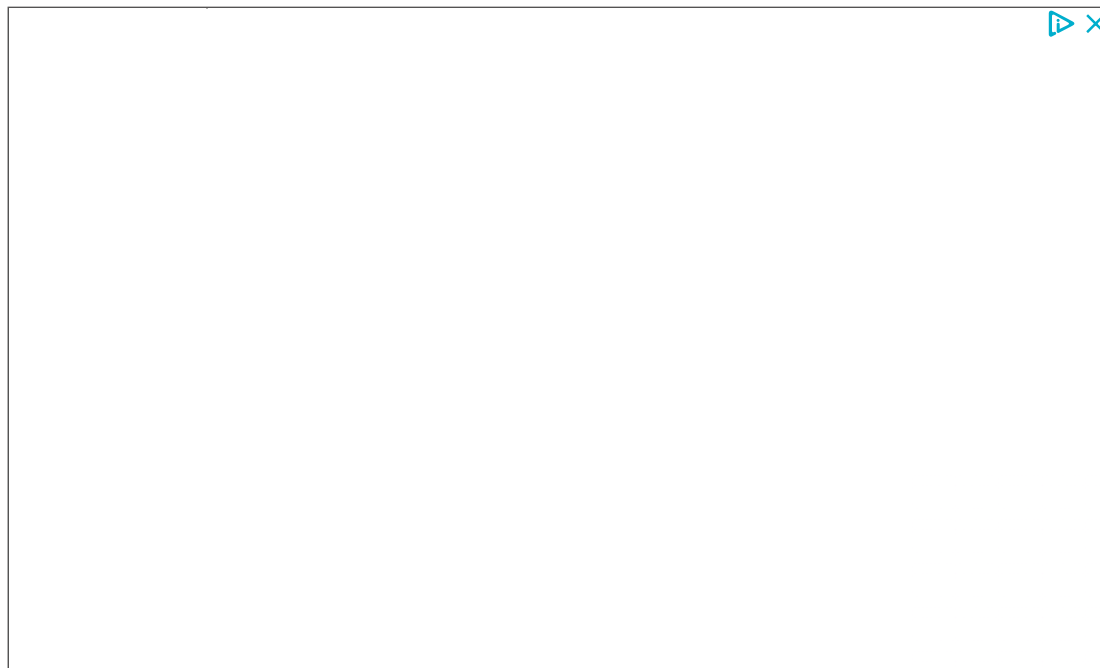
Published: August 2, 2023 - 6:07 PM



The Duluth Airport Authority (DAA) is broke ground on new hangar complex Wednesday. This is the first set of hangars, built by the Authority in 25 years; marking a new age of general aviation expansion.

The new hangar will be larger and better suited for private aircraft owners. Over the past decades, wingspans have gotten wider.

ADVERTISEMENT



The 5-bay ranch hangar building will be fully finished and heated.

Executive Director, Tom Werner, says these efforts are to diversify and bring in income, "There's actually a regional hangar shortage right now and demand for hangar spaces is up throughout the entire region. Waiting list at most airports is common"

A grant through the 'Infrastructure Investment and Jobs Act' made this possible.

Werner explains, "When you lease a hangar like that, we we hope to generate revenue all of that revenue gets reinvested back in safety and security here at Duluth International."

This project was designed and engineered by SEH and Kraus Anderson is the construction manager.

This project is scheduled to conclude by the end of 2023 and will cost a total of \$1.8 million. This will be the first of several hangar projects over the next ten years.



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AROUND THE WEB

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Duluth Airport Authority
Resolution to Approve Work Order 2023-1 between the Duluth Airport
Authority and EXP for the Pre-design of the New Air Traffic Control Tower at
Duluth International Airport (DLH)

Terms:

- Start date of June 27, 2023
- Estimated end date of October 01, 2023

Agreement Overview:

This work order includes preliminary design for the New Air Traffic Control Tower (ATCT) – Phase 1 (preliminary design) project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 7-05-2023) between the DAA and EXP remain in effect for this work order.

Compensation to Consultant:

Compensation to the Consultant shall be a lump sum amount of \$65,307.39 plus expenses associated with travel (flights, lodging, rental car, etc.) which will be submitted as a direct reimbursable cost to DAA.

Background:

The existing DAA Air Traffic Control Tower (ATCT) is over 70 years old. Due to its age and other non-compliant issues, including line of site, and life, health and safety, deteriorating conditions, it is in need of replacement. FAA has indicated that the Requirement Documents, which indicates project specifics such as tower height, specific location, base building size and program, etc will not be available until September 2023. This predesign request is to allow the design team to begin predesign work that is not impacted by the information contained in the Requirements Document.

Preliminary Design began on the date of the Project Kick Off Meeting of June 27, 2023, and is anticipated to end October 01, 2023 as it is understood that a draft of the FAA provided Requirements Document will be provided in September 2023.

WORK ORDER

No. 2023-01

Between

**The Duluth Airport Authority (DAA) (Owner) and
EXP US Services (EXP) (Consultant)**

Dated: July 25, 2023

NEW AIR TRAFFIC CONTROL TOWER (ATCT) – PHASE 1 (PRELIMINARY DESIGN) DULUTH INTERNATIONAL AIRPORT (DLH)

This work order includes preliminary design for the New Air Traffic Control Tower (ATCT) project at Duluth International Airport (DLH). Components of this work include:

- Engagement of Sub Consultants:
 - Engagement of sub consultants that are not directly impacted by receipt of the final Requirements Document, including Wind Testing and Geotechnical Services. Scope includes legal review of subconsultant agreements, review of proposals, negotiation with the sub consultants.
- Development of draft design schedule:
 - Development of draft design schedule in Microsoft Project to identify milestone submittals, internal QAQC period, client/FAA review periods.
- Weekly Design Team/Client virtual meetings:
 - Weekly internal meetings with the design team (including architecture, structural, MEP, etc) to review project scope and initial design concepts that can be reviewed prior to receipt of the final Requirements Document. Weekly client meetings to discuss project status and general updates.
- Participation in Project Kick Off Meeting:
 - Participation on project kick off meeting that was held on June 27, 2023, between EXP/DAA/FAA.
- Participation at August Board Meeting:
 - EXP attendance at DAA August Board Meeting to introduce EXP, introduce/summarize the ATCT project, and to discuss the Pre-Design Work Order scope and fee.
- Participation in Washing DC Funding Trip:
 - EXP participation in Washington DC trip to meet with Congressional Delegation as well as preparation of technical memo summarizing concern regarding the ATP funding and FAA's delay in producing the final Requirements Document.
- Review of draft siting report, existing EA documents:
 - Review of draft siting report as well as existing EA documents to become more familiar with the EA findings/impacts as well as the probable tower and base building location.
- Revit (BIM) mobilization:
 - Setting up of the BIM 360 workspace; geolocation of the Revit model; generation of BIM Execution Plans for the design team, including subconsultants; importing of draft surveys into the Revit model.

The contract provisions included in the Master Agreement (dated 07-05-23) between the DAA and EXP remain in effect for this work order.

Estimated start date is June 27, 2023 (date of the initial; project kick off meeting); estimated end date is October 1, 2023.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$65,307.39 plus expenses associated with travel (flights, lodging, rental car, etc.) which will be submitted as a direct reimbursable cost to DAA.

Point of Contact: Horeya Czaplewski, AIA, Senior Project Manager

APPROVED:

Duluth Airport Authority (DAA)

Title: _____

Date: _____

Title: _____

Date: _____

EXP US Services

Title: _____

Date: _____

VII. - B

Resolution to approve Sponsorship Agreement between the Duluth Airport Authority and the Minnesota Lottery

Terms

- Length of Agreement – 2 years

Overview

- \$12,000/year
- Minnesota Lottery will continue their advertising on the second floor of the terminal.

**DULUTH INTERNATIONAL AIRPORT
LICENSE AGREEMENT FOR THE DISPLAY OF MN State Lottery**

PARTIES TO THIS AGREEMENT ARE the DULUTH AIRPORT AUTHORITY, the governmental authority organized and existing under the Laws of Minnesota, 1969, Chapter 577, hereafter referred to as “Authority”, and MN State Lottery, an agency of the State of MN (“Advertiser”).

THE PARTIES ACKNOWLEDGE THE FOLLOWING:

1. The Authority is the operator of the Duluth International Airport (hereinafter “Airport”), including its passenger terminal facility (hereinafter “Terminal”) located in the City of Duluth, St. Louis County, State of Minnesota and is in the business of promoting and managing aviation activity at the Airport; and
2. Advertiser and DAA previously advertised its products or services within the Terminal pursuant to a Promotional Agreement dated on or about May 21, 2021;
3. Advertiser desires to continue to advertise its products or services within the Terminal; and
4. DAA desires to have Advertiser advertise its products and services in the Terminal as described in more detail herein.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the parties agree as follows:

This License Agreement (the “Agreement”) is entered into on the last date set forth below (the “Effective Date”) Duluth Airport Authority (“DAA”) and Minnesota State Lottery, an agency of the State of Minnesota (“Advertiser”).

**SECTION 1
DEFINITIONS**

- A. Airport shall mean the Duluth International Airport located in the City of Duluth, County of St. Louis, State of Minnesota.
- B. Terminal is the commercial passenger terminal located at the Duluth International Airport with a street address of 4701 Grinden Drive, Duluth, MN 55811
- C. Consent or Approval of Authority and of Executive Director: where this Agreement calls for the consent or approval of the Authority, the same shall be in the form of a resolution approved by the Authority as provided by law; where the consent or approval of the Executive Director is required, the same shall be evidenced by a written document dated and signed by him or her or by a person designated by him to sign such document.
- D. Sponsored Space shall refer to the approved branded areas for exclusive use as further described in Section 3 below, and shown on Exhibit A.

**SECTION 2
TERM**

The Term of this Agreement shall be deemed to commence on the Effective Date and will continue for two (2) years, unless earlier terminated as set forth herein. This Agreement may be renewed upon mutual written agreement of the Executive Director and Advertiser for up to two additional one-year periods. Each party shall notify the other in writing at least 90 days prior to the expiration

of the term or renewal term if they wish to renew the term of the Agreement. Such renewal shall be under the same terms and conditions stated in this Agreement.

SECTION 3 LICENSE

- A. DAA hereby grants to the Advertiser a limited, non-transferable license in the area of the Terminal identified on the attached Exhibit A (the "Licensed Space"). The Licensed Space shall be used solely for the purpose of displaying the Advertiser's advertisement. Advertiser takes the Licensed Space in an "as is" condition without representations or warranties of any kind, and DAA shall not be obligated to make any alterations or improvements on or to the Licensed Space.
- B. Taxes, Assessments and License Fees. The Advertiser shall be liable for the payment of all taxes, assessments, license fees or other charges that may be levied or assessed during the term of this Agreement arising in any manner out of this Agreement, charged by any governmental agency and to provide evidence of the Advertiser shall fail or neglect to pay any of said taxes, assessments, license fees or other charges when the same become due, the DAA may pay the same, together with any cost or penalty which may be accrued thereon, and collect the entire amount so paid from the Advertiser, and the Advertiser hereby agrees to pay such entire amount due to the DAA upon demand therefor.

SECTION 4 ADVERTISING SPECIFICATIONS

- A. Advertiser shall provide the advertising content at its sole expense on a mutually agreeable form of media.
- B. Advertiser agrees that the advertising shall solely be used for the purpose of promoting Advertiser's products or services and shall not be used for any other purposes. Advertiser is responsible for all costs related to the design, concept, look and feel of the content used in the advertising. All advertising content is subject to the prior written approval of the DAA's Executive Director or designee (the "Executive Director").
- C. Advertiser shall be solely responsible for the installation and maintenance of the advertising media as set forth herein.
- D. Upon instruction from DAA, Advertiser shall be responsible for the removal of the advertising media in a timely manner and restoration of the License Space as set forth herein upon a schedule as determined by DAA.
- E. Nothing herein shall restrict DAA in any way from selling advertising, ad space, sponsorships, or any other product or service to any third party on standard commercial terms in other locations, even if such third party is using such advertising, ad space, sponsorships, product or service for the solicitation or sale of products similar to or competitive with Advertiser.

SECTION 5 LICENSE FEE

In consideration for the rights and benefits granted to Advertiser pursuant to this Agreement, Advertiser shall pay to DAA an annual fee in the amount of \$12,000.00. (the "Fee"). DAA shall

invoice the initial payment upon execution of this Agreement by all required parties. DAA shall invoice the remaining payment on or after the anniversary date of this Agreement. The total Fees paid under this two-year Agreement shall be \$24,000. Advertiser and DAA agree that Advertiser is not responsible for any additional fees or costs related to the period between expiration of the May 21, 2021 Sponsorship Agreement and the Effective Date.

SECTION 6 ADVERTISEMENT INSTALLATION

The advertisement shall remain installed as it is currently. In the event the Advertiser wishes to update the graphic content, the Advertiser shall be responsible for the production and installation associated with the changed content, and the Advertiser shall pay the installation costs. The updated graphic is subject to the prior written approval of DAA's Executive Director or designee.

SECTION 7 MAINTENANCE

Advertiser agrees to keep the Licensed Space including the advertisement in a clean, neat and orderly condition and in compliance with all laws and codes applicable to the Licensed Space. The Advertiser shall keep the advertisement operational, functional and/or stocked, as the case may be, during all Terminal hours other than as may be required for any repair, maintenance and/or restocking. In the event that the Advertiser shall fail to so maintain any portion of the said Licensed Space, the DAA shall have the right, but not the obligation, to itself perform or have performed said maintenance and to charge the Advertiser therefor, which charge the Advertiser shall promptly pay. Any damage occurring as a result of the DAA performing or having performed maintenance due to the Advertiser's failure to do so shall be the responsibility of the Advertiser and not that of the DAA.

SECTION 8 RESTRICTIONS ON ASSIGNMENT

Except for the contracting or subcontracting of installation, the Advertiser shall not sell, assign, transfer, or convey this Agreement or any part thereof, or sell, assign, transfer, convey, share or sublet its use of the Licensed Space or any part thereof. Any attempt to sell, assign, transfer, convey, share or sublet this Agreement or the Licensed Space or any portion thereof in violation of this Paragraph shall constitute a breach of this Agreement.

SECTION 9 REPRESENTATIONS AND WARRANTIES

Advertiser represents and warrants to DAA that:

- A. Advertiser owns or validly possesses the right to make, use, perform, sell and display any patented products, copyrighted works, trademarks, service marks and trade names, as the case may be, used by Advertiser in its advertisement;
- B. Advertiser has full power and authority to execute and deliver this Agreement and to perform all of its obligations hereunder;
- C. this Agreement has been duly authorized and approved by all necessary and proper corporate action on the part of Advertiser and is the valid, legally binding and enforceable obligation of Advertiser in accordance with its terms; and

- D. the execution, delivery and performance of this Agreement by Advertiser does not conflict with, violate or constitute a default under any of the terms, conditions or provisions of any contract or other instrument to which Advertiser is a party or by which Advertiser is or may be bound.

SECTION 10 INDEMNIFICATION

The Advertiser agrees to defend, indemnify and hold harmless DAA and the City of Duluth (the "City") and their respective officers, agents, servants and employees from and against any and all losses, claims, actions, demands, liabilities, judgments, penalties, injunctive relief, injury to person(s) or property or the Licensed Space, costs, damages and expenses, including reasonable attorney's fees, by reason of any actual or alleged act or omission of Advertiser or Advertiser's officers, employees, agents, contractors, subcontractors or invitees in connection with or relating to (a) Advertiser's use or occupancy of the Licensed Space or the Terminal pursuant to this Agreement, (b) the display of Advertiser's advertising including any allegation that the use of any name, visual presentation or other material is illegal, unauthorized or damaging in any way to a person or entity, or (b) Advertiser's infringement of any intellectual property, including without limitation copyright, patent, or the unauthorized use of a registered trademark or service mark or other violations of property or proprietary rights, or the rights of privacy or publicity of any third party arising from, related to or in connection with this Agreement. Upon ten (10) days' written notice Advertiser shall appear and defend all claims and lawsuits against DAA and/or the City growing out of any such injuries or damages. Neither Advertiser, DAA, nor the City waives their respective immunities under state or federal law.

SECTION 11 EXPIRATION

Upon the expiration of this Agreement, the Advertiser's rights to use the Licensed Space shall cease and Advertiser shall, promptly and in good condition surrender the same to DAA. The prompt surrender of the Licensed Space shall not incur any additional license fees unless preceded by a written notice of not less than five (5) days.

In the event that the Advertiser has in any way changed, altered or modified the Licensed Space, Advertiser agrees to return the same to the condition it was in at the time of the signing of this Agreement. In such event, an authorized representative of the Advertiser shall be available at all reasonable times to coordinate the advertisement removal and Licensed Space restoration. Alternatively, if agreed to by the Executive Director, the Advertiser shall pay DAA for the cost of returning the Licensed Space to said condition unless waived by the Executive Director in writing in which event any improvements or property which have become part of the realty shall become the property of DAA. Any improvements or property not part of the realty shall be removed within ten (10) days of expiration. Such improvements or property not removed may be removed by DAA, and Advertiser shall, immediately upon receipt of invoice, pay for the costs incurred therefor.

SECTION 12 TERMINATION

DAA or Advertiser shall have the right to terminate this Agreement upon breach of any of its representations, warranties, covenants or obligations under this Agreement, which breach has

not been cured within ten (10) business days after receipt of notice specifying such breach. In the event of a termination pursuant to this Paragraph, Advertiser shall be responsible for a prorated portion of the Fees. In the event of a termination by DAA, DAA shall have the immediate right to take possession of the Licensed Space. Upon five (5) day's written notice to the Advertiser, DAA may remove all property from the Licensed Space, and Advertiser shall, immediately upon receipt of invoice, pay for the costs incurred therefor.

**SECTION 13
NO THIRD-PARTY RIGHTS**

This Agreement shall be binding upon and inure solely to the benefit of the parties hereto and no other person shall acquire or have any rights created hereunder.

**SECTION 14
APPLICABLE LAW**

This Agreement, together with all of its articles, terms and provision, is made in the State of Minnesota and shall be construed and interpreted according to the laws of the State of Minnesota. The appropriate venue and jurisdiction for litigation hereunder shall be in a court located in St. Louis County, Minnesota. However, litigation in the federal courts involving the parties shall be in the appropriate federal court within the State of Minnesota. The parties to this Agreement waive any objections to the jurisdiction of these courts, whether based on convenience or otherwise.

**SECTION 15
NOTICES**

All written notices and/or communications hereunder shall be sent by U.S. mail postage prepaid or personal delivery to the addresses indicated and shall be deemed delivered on the date received or refusal thereof.

Any notice provided for in this Agreement or otherwise to the Authority shall be sent to:

Duluth Airport Authority
Attn: Director of Marketing &
Communications
4701 Grinden Drive
Duluth, MN 55811

Any notice to the Lessee hereunder shall be sent to:

Minnesota State Lottery
Attn: Adam Prock
Executive Director
2645 Long Lake Rd.
Roseville MN

**SECTION 16
SEVERABILITY**

In the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, unenforceable, or violate any applicable law, the remaining provisions shall continue in full force and effect and shall be binding upon the parties to this Agreement.

**SECTION 17
WAIVER**

Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that or any other provision. In order to be effective, a waiver must be in writing.

**SECTION 18
LIMITATION OF LIABILITY**

Liability of the DAA and the City shall be governed by the provisions of the Minnesota Municipal Limitation of Liability Statute, Minnesota Statute Section 466 et seq. Advertiser's liability under is governed by Minn. Stat. § 3.736 (the "Minnesota Tort Claims Act").

**SECTION 19
AMENDMENTS**

Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

**SECTION 20
ENTIRE AGREEMENT**

This Agreement, including exhibits, constitutes the entire agreement between the parties and supersedes all prior written and oral agreements and negotiations between the parties relating to the subject matter hereto. No waiver consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this Agreement. The Advertiser, by the signature below of its authorized representative, hereby acknowledges that the Advertiser has read this Agreement, understands it and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date shown below.

(signatures on following page)

DATED: _____

DULUTH AIRPORT AUTHORITY

By: _____

President

By: _____

Secretary

DEPARTMENT OF ADMINISTRATION

By: _____

Date: _____

DATED: _____

MN STATE LOTTERY

By: _____

Printed Name: _____

Title: _____

Authorized Representative

**EXHIBIT A
LICENSED SPACE**



VII - C.

Resolution to Approve FY24 Marketing Plan and to Authorize Giant Voices to Place Media on Behalf of the DAA

Term:

- September 2023-June 2024

Overview:

- In accordance with Operating Policy 8, Short-Term Advertising Contracts this is brought for approval due to some media placements being over 25,000.
- Resolution authorized Giant Voices to sign contracts to place planned media on behalf of the DAA.
- Some media placements may change as strategies shift. The plan will be brought forward for additional approval only if contracts are over \$25,000, pursuant to Operating Policy 8.

| | Spots/Ads/Impressions | 3rd Quarter 2023 | | | 4th Quarter 2023 | | | 1st Quarter 2024 | | | 2nd Quarter 2024 | | | 2023/2024 TOTAL |
|---|-----------------------|------------------|------------|-------------|------------------|-------------|-------------|------------------|-------------|-------------|------------------|------------|------------|-----------------|
| | | July | August | September | October | November | December | January | February | March | April | May | June | |
| AGENCY SERVICES | | | | | | | | | | | | | | |
| Account Management, Design, Strategy, Copywriting, Implementation, etc. | - | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$42,000.00 |
| Agency Services Subtotal: | - | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$42,000.00 |
| OUT OF HOME ADVERTISING | | | | | | | | | | | | | | |
| Outdoor - Douglas County (all Superior locations) Panel #10221 2811 E 2ND ST E/L 1/N - 1/29/24 - 2/25/24 - 81,414 imp per wk Panel #10209 923 N 4TH ST E/L F/S - 4/7/24 - 5/4/24 - 80,555 imp per wk | 647,876 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$910.00 | \$0.00 | \$910.00 | \$0.00 | \$0.00 | \$1,820.00 |
| Outdoor - St Louis County Panel #10032 HWY 53 300' N/O CR 52 E/L S/F (Cotton) - 1/1/24 - 1/28/24 - 23,620 imp per wk | 94,480 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,125.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,125.00 |
| Outdoor - Carlton County Panel #20705 135 AT MP 238.8 W/L SCANLON (Scanlon) - 12/1/23 - 12/30/23 - 77,753 imp per wk | 311,012 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 |
| Outdoor - Duluth Only Locations Panel #10115 215 E CENTRAL ENTRANCE F/S | 402,664 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,285.00 | \$0.00 | \$0.00 | \$0.00 | \$1,285.00 |
| Out Of Home Subtotal: | 1,456,032 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | \$1,125.00 | \$910.00 | \$1,285.00 | \$910.00 | \$0.00 | \$0.00 | \$6,230.00 |
| PRINT | | | | | | | | | | | | | | |
| Positively Superior (3) 1/4 Page Full Color Ad - 3.4773" x 4.8125" Oct/Nov '23 // Dec/Jan '24 // Feb/Mar '24 | 3 | \$0.00 | \$0.00 | \$0.00 | \$720.00 | \$0.00 | \$720.00 | \$0.00 | \$720.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,160.00 |
| Duluthian (3) 1/4 Page Full Color Ad - 3.4773" x 4.8125" Sept/Oct '23 // Jan/Feb '24 // Mar/Apr '24 | 3 | \$0.00 | \$0.00 | \$750.00 | \$0.00 | \$0.00 | \$0.00 | \$750.00 | \$0.00 | \$750.00 | \$0.00 | \$0.00 | \$0.00 | \$2,250.00 |
| Business North (10) 1/2 Pag Full Color Ad - 10" x 7.75" September '23 - June '24 (January 2024 is the annual Directory of Business & Industry) | 10 | \$0.00 | \$0.00 | \$845.00 | \$845.00 | \$845.00 | \$845.00 | \$575.00 | \$845.00 | \$845.00 | \$845.00 | \$845.00 | \$845.00 | \$8,180.00 |
| Print Subtotal: | 16 | \$0.00 | \$0.00 | \$1,595.00 | \$1,565.00 | \$845.00 | \$1,565.00 | \$1,325.00 | \$1,565.00 | \$1,595.00 | \$845.00 | \$845.00 | \$845.00 | \$12,590.00 |
| DIGITAL ADVERTISING | | | | | | | | | | | | | | |
| Display - Business North 300x200 Side Panel Ad - Sept '23 - June '24 | | \$0.00 | \$0.00 | \$315.00 | \$315.00 | \$315.00 | \$315.00 | \$315.00 | \$315.00 | \$315.00 | \$315.00 | \$315.00 | \$315.00 | \$3,150.00 |
| Paid Social Media Placement Facebook and LinkedIn | | \$0.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$11,000.00 |
| Google Search | | | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$8,250.00 |
| Digital Subtotal: | 0 | \$0.00 | \$1,750.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$2,065.00 | \$22,400.00 |
| RADIO | | | | | | | | | | | | | | |
| Midwest Communications KDAL FM/My 95.7 (10) :30 spots per month airing every other week plus (2) bonus spots every other Saturday | 154 | \$0.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$270.00 | \$2,970.00 |
| Minnesota Public Radio - Option #2 MPR News (172) :30 spots YourClassic MPR (58) :30 spots | 230 | \$0.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$280.00 | \$3,080.00 |
| Radio Subtotal: | 541 | \$0.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$6,050.00 |
| TV | | | | | | | | | | | | | | |
| KBJR | | | | | | | | | | | | | | |
| KBJR Morning News 6-7 AM - Wednesday Jan '24 - June '24 (26 weeks) :15 spot bookended | 26 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$400.00 | \$320.00 | \$320.00 | \$320.00 | \$400.00 | \$340.00 | \$2,100.00 |
| KBJR 5 PM News - Thursday Spot '23 - Dec '23 (17 weeks) :30 spot | 17 | \$0.00 | \$0.00 | \$600.00 | \$600.00 | \$750.00 | \$600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,550.00 |
| WHP 23/24 UMD Bulldog Sports Packages - CAPTAIN SPONSORSHIP LEVEL (1) Spot in each game of the following: (26) UMD Mens Hockey (9) UMD Womens Hockey (4) UMD Basketball (6) UMD Volleyball (6) UMD Football (10) High School Hockey | 61 | \$0.00 | \$0.00 | \$7,450.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,450.00 |
| WDIO | | | | | | | | | | | | | | |
| MHSJL State Tournament Coverage 2023-2024 (1) :05 spot airing in EACH game (53 total games) Dec '23 Football / February '24 Girls Hockey / March '24 Boys Hockey / March '24 Girls & Boys Basketball Plus: (45) :05 spots (15) prime rotator, (15) daytime rotator, (15) ROS Rotator | 98 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$218.00 | \$0.00 | \$218.00 | \$1,214.00 | \$0.00 | \$0.00 | \$0.00 | \$1,650.00 |
| WDIO Custom DAA Package (week on/week off placement FY 23-24) The Lift :30 spots Broad Rotator :30 spots News Rotator :15 spot bookends | 192 | \$0.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$1,176.00 | \$14,112.00 |
| Vikings Pre-Season Sponsorship Pre-Season Games: 8/10, 8/19 & 8/26 (1) :30 spot per game + (10) :05 spots airing 5A-1A M-Su 7/1 - 8/30 | 13 | \$0.00 | \$400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$400.00 |
| Fox | | | | | | | | | | | | | | |
| Fox 21 Morning/Evening News Rotation (144) :30 or :15 Bookends spots rotating Aug '23 - Jun '24 | 144 | \$0.00 | \$275.00 | \$275.00 | \$275.00 | \$275.00 | \$275.00 | \$275.00 | \$275.00 | \$275.00 | \$275.00 | \$275.00 | \$290.00 | \$3,055.00 |
| 23/24 NFL Pre-Game Package KZOS Fox 21 TV - Duluth, Superior, Irons & Virginia Preseason - (2) :30 spots per game (4 total games) Regular Season (Packer & Vikings Games Only) - (1) :30 spot per game (20 total games) NFC Playoff Games - (1) :30 spot per game (3 total games) 25 Week Rotator Package Bonus - (5) spots per week - :30 spots OR :15 bookends | 161 | \$0.00 | \$1,440.00 | \$825.00 | \$1,375.00 | \$1,375.00 | \$1,650.00 | \$1,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,765.00 |
| TV Subtotal: | 712 | \$0.00 | \$3,291.00 | \$10,326.00 | \$4,014.00 | \$3,576.00 | \$3,919.00 | \$2,951.00 | \$1,989.00 | \$3,573.00 | \$1,771.00 | \$1,866.00 | \$1,806.00 | \$39,082.00 |
| MEDIA GRAND TOTAL: | | \$3,500.00 | \$9,091.00 | \$18,036.00 | \$11,694.00 | \$10,536.00 | \$13,599.00 | \$11,516.00 | \$10,579.00 | \$12,568.00 | \$9,641.00 | \$8,826.00 | \$8,766.00 | \$86,352.00 |

Authorized Signature gives approval to Giant Voices, Inc. to plan and place media schedules according to plans and budgets as shown. Cancellation policy for radio and internet varies, but most often notice given 2 weeks prior to Monday of active week will be sufficient. Once contracted, out-of-home bulletins, posters, buses, cinema ice arenas and digital is generally non-cancellable. In all cases advertiser agrees to abide by any written or verbal obligations to the media providers and understands that some orders or contracts may be non-cancellable.

Heather Wink

Heather Wink - Account Executive

Duluth Airport Authority
DAA Board Packet Budget vs. Actual Summary
From Jan 2023 to Jun 2023

UNAUDITED

| Financial Row | Prior Year Actual (Jan 2022 - Jun 2022) | Current Year Actual (Jan 2023 - Jun 2023) | Budget Amount (Jan 2023 - Jun 2023) | % of Budget | Variance from Prior Year | Variance From Budget | Total Budget (Jan 2023 - Adjust 2023) |
|--|--|--|--|-------------------|--------------------------------|-------------------------|--|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| Non-Aeronautical Revenue | 1,459,397 | 1,650,853 | 1,377,201 | 119.87% | 191,456 | 273,652 | 2,950,799 |
| Non-Passenger Aeronautical Revenue | 766,404 | 810,841 | 762,493 | 106.34% | 44,437 | 48,348 | 1,643,775 |
| Passenger Airline Aeronautical Revenue | 620,656 | 684,481 | 660,418 | 103.64% | 63,825 | 24,063 | 1,321,416 |
| Total - Income | 2,846,456 | 3,146,175 | 2,800,112 | 112.36% | 299,719 | 346,062 | 5,915,990 |
| Gross Profit | 2,846,456 | 3,146,175 | 2,800,112 | 112.36% | 299,719 | 346,062 | 5,915,990 |
| Expense | | | | | | | |
| Miscellaneous Expenses | 19,435 | 46,300 | 35,645 | 129.89% | 26,865 | 10,655 | 71,436 |
| Personnel Compensation & Benefits | 1,165,966 | 1,296,622 | 1,346,394 | 96.30% | 130,656 | (49,772) | 2,909,323 |
| Services and Charges | 1,067,031 | 1,081,292 | 1,188,051 | 91.01% | 14,261 | (106,759) | 2,266,993 |
| Supplies | 289,459 | 480,291 | 446,464 | 107.58% | 190,832 | 33,827 | 768,676 |
| Total - Expense | 2,541,891 | 2,904,505 | 3,016,554 | 96.29% | 362,614 | (112,049) | 6,016,427 |
| Net Ordinary Income | 304,565 | 241,670 | (216,442) | -111.66% | (62,895) | 458,112 | (100,437) |
| Other Income and Expenses | | | | | | | |
| Other Income | 413,974 | 2,817,176 | 252,103 | 1,117.47% | 2,403,201 | 2,565,073 | 496,209 |
| Other Expense | 80,217 | 70,982 | 110,982 | 63.96% | (9,235) | (40,000) | 221,964 |
| Net Other Income | 333,757 | 2,746,194 | 141,121 | 1,945.98% | 2,412,436 | 2,605,073 | 274,245 |
| Net Income Exclusive of Project Expenses, Depreciation & Amortization | 638,323 | 2,987,864 | (75,321) | -3,966.86% | 2,349,541 | 3,063,184 | 173,808 |
| Projects/Grants | (446,181) | 1,001,113 | 8,969,735 | 11.16% | 1,447,294 | (7,968,622) | 17,939,470 |
| Depreciation & Amortization | (5,365,410) | 0 | (4,992,105) | 0.00% | 5,365,410 | 4,992,105 | (10,007,639) |
| Net Income | (5,173,267) | 3,988,977 | 3,902,309 | 102.22% | 9,162,244 | 86,667 | 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 \$3M. COVID Relief Funds of \$2.4M are mainly responsible for this positive variance. Excluding COVID relief funds, the DAA is at a favorable variance of budget vs actual of over \$662k.
- **Operating Revenue:** Non-Aeronautical Revenue is \$273k over budget overall due to increased parking revenues, and car rental concessions of \$43k. Non-passenger aeronautical revenue is 48k over budget due to increased concessions, rent, and airshow event income. Concession revenues will be adjusted additional reporting for the month of June is received. Concessions are currently understated. Passenger Airline Aeronautical revenue is 24k over budget. Operating Revenue are \$346k over budget overall.
- **Operating Expenses:** Personnel Compensation and Benefits are \$49k under budget. Supplies are 33k over budget. Services and charges are 106k under budget. Operating expenses are only \$112k 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 \$163k due to our increased cash balance. PFCs came in barely over budget.
- **Non-Operating Expenses:** Non-Operating Expenses are down over \$40k, 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. Some Concession reports have not been received or recorded, which will increase our revenue. Insurance invoices have not been received or recorded, which will increase expenses.
- **OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 8/8/23:**
 - Minimum Cash Balance Goal: \$2,801,956
 - Current Balance: \$6,533,661 (does not include grants receivable)
 - Days Cash on Hand: 420 days currently vs 180 day benchmark (240 days over goal)

Duluth Airport Authority
Income Statement
From Jan 2023 to Jun 2023

| Financial Row | Amount |
|--|----------------|
| Ordinary Income/Expense | |
| Income | |
| Non-Aeronautical Revenue | |
| Advertising Income | \$8,715.60 |
| Concession Revenue | |
| ATM | \$199.50 |
| Car Rental Concession | \$263,469.78 |
| Food & Beverage Concession | \$42,932.40 |
| Lottery Concessions | \$600.59 |
| Parking | \$144,216.13 |
| Per Departure Fee | \$1,465.00 |
| Per Passenger Fee | \$16,113.00 |
| Services/Other | \$300.00 |
| TNC Per Trip Fee | \$5,589.00 |
| Vending | \$3,488.94 |
| Total - Concession Revenue | \$478,374.34 |
| Customer Facility Charges | \$109,796.00 |
| Miscellaneous Revenues | \$57,644.66 |
| Parking | \$746,918.49 |
| Permits | \$5,584.39 |
| Plowing Services | \$2,022.96 |
| Reimbursed Expenses | \$43,692.06 |
| Rent | \$128,561.05 |
| Sponsorship Income | \$47,000.00 |
| State Aid | \$22,543.63 |
| Total - Non-Aeronautical Revenue | \$1,650,853.18 |
| Non-Passenger Aeronautical Revenue | |
| Aviation Gas | \$14,658.07 |
| Concession Revenue | |
| Deicing | \$5,537.31 |
| Flight Training/Tour Operations | \$10,567.27 |
| Fuel Flowage Fees | \$39,215.58 |
| Hangar Rent | \$2,550.35 |
| Landing Fees | \$8,675.84 |
| Mechanic | \$168.70 |
| Misc Sales/Other | \$2,515.52 |
| Total - Concession Revenue | \$69,230.57 |
| Event Income | \$38,999.10 |
| Landing Fees | \$18,334.48 |
| Ramp Fees | \$11,787.48 |
| Rent | \$611,856.10 |
| Security Reimbursement | \$42,325.00 |
| Tie Downs | \$3,650.00 |
| Total - Non-Passenger Aeronautical Revenue | \$810,840.80 |
| Passenger Airline Aeronautical Revenue | |
| Landing Fees | \$146,698.96 |
| Per Use Fee | \$4,141.55 |
| Terminal Office/Space Rental | \$533,640.20 |
| Total - Passenger Airline Aeronautical Revenue | \$684,480.71 |
| Total - Income | \$3,146,174.69 |
| Gross Profit | \$3,146,174.69 |
| Expense | |
| Miscellaneous Expenses | \$46,299.98 |
| Personnel Compensation & Benefits | |
| Benefit Administration Fees | \$153.00 |
| Employer Contributions for Retirement | \$115,361.74 |

| Financial Row | Amount |
|--|-----------------------|
| Employer Paid Insurance | \$222,059.35 |
| Retiree Benefits | \$70,616.70 |
| Wages & Salaries | \$888,431.06 |
| Total - Personnel Compensation & Benefits | \$1,296,621.85 |
| Services and Charges | |
| Advertising | \$2,793.00 |
| Central Services Fee | \$36,600.00 |
| Communications & Technology | \$122,296.89 |
| Employee Development Services | \$34,288.06 |
| Employee Physicals | \$353.00 |
| Marketing | \$75,829.80 |
| Professional Services | \$209,948.62 |
| Rentals | \$10,789.20 |
| Repairs and Maintenance - Contractual/Services | \$238,070.11 |
| Sponsorship Expenses | \$4,650.00 |
| Transportation | \$85.94 |
| Utility Services | \$345,587.38 |
| Total - Services and Charges | \$1,081,292.00 |
| Supplies | |
| Merchandise for Resale | \$21,635.56 |
| Office Supplies | \$6,136.54 |
| Operating Supplies | \$146,092.68 |
| Repairs & Maintenance Supplies | \$306,426.13 |
| Total - Supplies | \$480,290.91 |
| Total - Expense | \$2,904,504.74 |
| Net Ordinary Income | \$241,669.95 |
| Other Income and Expenses | |
| Other Income | |
| Capital Contributions | |
| Grants | \$3,401,433.97 |
| Total - Capital Contributions | \$3,401,433.97 |
| Non-Operating Revenue | |
| Interest Income | \$187,728.61 |
| Passenger Facility Charges | \$229,126.02 |
| Total - Non-Operating Revenue | \$416,854.63 |
| Total - Other Income | \$3,818,288.60 |
| Other Expense | |
| Non-Operating Expense | |
| Interest Expense | \$70,981.86 |
| Total - Non-Operating Expense | \$70,981.86 |
| Total - Other Expense | \$70,981.86 |
| Net Other Income | \$3,747,306.74 |
| Net Income | \$3,988,976.69 |

Duluth Airport Authority
Balance Sheet
End of Jun 2023

| Financial Row | Amount |
|---|--------------------|
| ASSETS | |
| Current Assets | |
| Bank | |
| Lottery Account | \$6,834.91 |
| Petty Cash | \$262.24 |
| Pooled Cash - City Balance | \$6,480,827.11 |
| Total Bank | \$6,487,924.26 |
| Accounts Receivable | |
| Accounts Receivable - Restricted PFC | \$44,812.11 |
| Accounts Receivable Billed | \$490,291.51 |
| Accrued Receivable | |
| Accrued Interest Receivable - Lease | \$22,029.61 |
| Total - Accrued Receivable | \$22,029.61 |
| Grants Receivable | |
| Federal | \$2,138,644.23 |
| State | \$534,690.35 |
| Total - Grants Receivable | \$2,673,334.58 |
| ST Lease Receivable | \$77,794.05 |
| Total Accounts Receivable | \$3,308,261.86 |
| Other Current Asset | |
| Inventory Assets | |
| Aviation Gas | \$9,053.20 |
| Fuel & Supplies | \$39,379.88 |
| Total - Inventory Assets | \$48,433.08 |
| Prepaid Items | |
| Loan Payment | \$10,790.94 |
| Prepaid Expense | \$47,943.89 |
| Prepaid Insurance | \$65,254.10 |
| Total - Prepaid Items | \$123,988.93 |
| Undeposited Funds | \$134,461.15 |
| Total Other Current Asset | \$306,883.16 |
| Total Current Assets | \$10,103,069.28 |
| Fixed Assets | |
| Accumulated Depreciation | (\$152,234,067.04) |
| Capital Assets | \$265,194,140.48 |
| Work in Progress | |
| Federal | \$4,968,437.43 |
| Local | \$636,944.38 |
| Other | \$129,150.00 |
| State | \$955,598.14 |
| Total - Work in Progress | \$6,690,129.95 |
| Total Fixed Assets | \$119,650,203.39 |
| Other Assets | |
| Accumulated Amortization | |
| Acc. Amort. Planning Projects - Contributed | (\$2,349,483.96) |
| Acc. Amort. Planning Projects - Invested | (\$354,897.68) |
| Total - 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 |
| LT Lease Receivable | \$2,252,032.75 |
| Total Other Assets | \$6,539,859.62 |
| Total ASSETS | \$136,293,132.29 |
| Liabilities & Equity | |
| Current Liabilities | |

| Financial Row | Amount |
|---|------------------|
| Accounts Payable | |
| Accounts Payable | \$150,886.40 |
| Contracts Payable | \$545,660.15 |
| Credit Cards Payable | \$228.49 |
| Lottery Payable | \$6,250.07 |
| Total Accounts Payable | \$703,025.11 |
| Credit Card | |
| Citi Visa - Joelle | \$4,584.12 |
| Wells Fargo Credit Card - Tom | \$1,144.84 |
| Total Credit Card | \$5,728.96 |
| Other Current Liability | |
| Accrued Expense | |
| City Admin Fee | (\$6,100.00) |
| Total - Accrued Expense | (\$6,100.00) |
| Accrued Interest | |
| City Loans | \$70,981.86 |
| Total - Accrued Interest | \$70,981.86 |
| Accrued Sales Taxes Payable - All | \$10,307.13 |
| Accrued Vacation | \$126,146.44 |
| Deferred Inflows - Lease Asset | \$2,300,124.37 |
| Deferred Inflows - OPEB Liabilities | \$76,820.00 |
| Deferred Inflows - Pension | \$23,745.00 |
| Loans Payable to City of Duluth | |
| Hangar 103 Renovations | \$190,000.00 |
| Parking Structure | \$275,000.00 |
| Terminal Loan | \$465,000.00 |
| Total - Loans Payable to City of Duluth | \$930,000.00 |
| Unearned Revenue - Current | \$181,474.74 |
| Unearned Revenue - Non Current | \$108,985.30 |
| Total Other Current Liability | \$3,822,484.84 |
| Total Current Liabilities | \$4,531,238.91 |
| Long Term Liabilities | |
| LT Loans Payable to City of Duluth | |
| LT Hangar 103 Renovations | \$1,500,000.00 |
| LT Parking Structure | \$1,220,000.00 |
| LT Terminal Loan | \$1,445,000.00 |
| Total - 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 | \$101,887,796.54 |
| Net Income | \$3,988,976.69 |
| Total Equity | \$122,498,441.93 |
| Total Liabilities & Equity | \$136,293,132.29 |

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

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

| CUSTOMER | TRANSACTION TYPE | TRANSACTION DATE | TRANSACTION NUMBER | DUE DATE | AGE | CURRENT Open Balance | 7/10/2023 - 8/8/2023 (30) Open Balance | 6/10/2023 - 7/9/2023 (60) Open Balance | 5/11/2023 - 6/9/2023 (90) Open Balance | BEFORE 5/11/2023 (>90) Open Balance | TOTAL Open Balance |
|--|------------------|------------------|--------------------|-----------|-----|-------------------------|--|--|--|--|-----------------------|
| Avis Rent A Car | Invoice | 8/1/2023 | 11723 | 8/31/2023 | 8 | \$0.00 | \$2,575.59 | \$0.00 | \$0.00 | \$0.00 | \$2,575.59 |
| Azbell, Austin | | | | | | \$0.00 | \$153.00 | \$0.00 | \$153.00 | \$0.00 | \$306.00 |
| Bellamy Bill | Invoice | 7/10/2023 | 11635 | 8/9/2023 | 30 | \$0.00 | \$199.74 | \$0.00 | \$0.00 | \$0.00 | \$199.74 |
| BKR Investments DBA Duluth Pack | | | | | | \$0.00 | \$250.00 | \$275.00 | \$0.00 | \$0.00 | \$525.00 |
| Brenholdt, Jacob | Invoice | 8/1/2023 | 11741 | 8/31/2023 | 8 | \$0.00 | \$51.00 | \$0.00 | \$0.00 | \$0.00 | \$51.00 |
| Budget Rent A Car | Invoice | 8/1/2023 | 11724 | 8/31/2023 | 8 | \$0.00 | \$1,802.59 | \$0.00 | \$0.00 | \$0.00 | \$1,802.59 |
| Case, Ronald Jr. | Payment | 8/3/2023 | 10268 | 8/3/2023 | 6 | \$0.00 | (\$51.00) | \$0.00 | \$0.00 | \$0.00 | (\$51.00) |
| Churchill, Sean | Invoice | 8/1/2023 | 11767 | 8/31/2023 | 8 | \$0.00 | \$206.56 | \$0.00 | \$0.00 | \$0.00 | \$206.56 |
| Cirrus Design Corporation | | | | | | \$0.00 | \$34,854.43 | \$0.00 | (\$637.24) | \$7,096.79 | \$41,313.98 |
| City of Duluth | Invoice | 8/1/2023 | 11750 | 8/31/2023 | 8 | \$0.00 | \$1,718.78 | \$0.00 | \$0.00 | \$0.00 | \$1,718.78 |
| Civil Air Patrol | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,738.09 | \$1,738.09 |
| Clobes, Nathan | Invoice | 7/14/2023 | 11662 | 8/13/2023 | 26 | \$0.00 | \$153.00 | \$0.00 | \$0.00 | \$0.00 | \$153.00 |
| Cloose Brian | Invoice | 7/10/2023 | 11640 | 8/9/2023 | 30 | \$0.00 | \$90.00 | \$0.00 | \$0.00 | \$0.00 | \$90.00 |
| Dal Santo, Frances M | | | | | | \$0.00 | \$206.56 | \$206.56 | \$0.00 | \$0.00 | \$413.12 |
| Delta Airlines | | | | | | \$0.00 | \$51,403.63 | \$0.00 | \$59,106.33 | \$115.00 | \$110,624.96 |
| DeSutter, Peter | Invoice | 8/1/2023 | 11740 | 8/31/2023 | 8 | \$0.00 | \$51.00 | \$0.00 | \$0.00 | \$0.00 | \$51.00 |
| Divine Carriers | | | | | | \$0.00 | \$139.27 | \$139.27 | \$139.27 | \$78.54 | \$496.35 |
| Dudley Bruce | Invoice | 7/10/2023 | 11642 | 8/9/2023 | 30 | \$0.00 | \$90.00 | \$0.00 | \$0.00 | \$0.00 | \$90.00 |
| Duluth Economic Development Authority | Invoice | 8/3/2023 | 11787 | 9/2/2023 | 6 | \$0.00 | \$25,841.00 | \$0.00 | \$0.00 | \$0.00 | \$25,841.00 |
| Duluth Hangar, LLC | Invoice | 8/1/2023 | 11752 | 8/31/2023 | 8 | \$0.00 | \$869.48 | \$0.00 | \$0.00 | \$0.00 | \$869.48 |
| Dunker, Christopher L | Invoice | 3/17/2022 | 9478 | 4/16/2022 | 510 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9,428.20 | \$9,428.20 |
| Ellefson, Nicholas | Invoice | 8/1/2023 | 11761 | 8/31/2023 | 8 | \$0.00 | \$206.56 | \$0.00 | \$0.00 | \$0.00 | \$206.56 |
| Federal Aviation Administration | | | | | | \$0.00 | (\$190.00) | \$0.00 | \$0.00 | \$0.00 | (\$190.00) |
| General Services Administration | Invoice | 8/1/2023 | 11745 | 8/31/2023 | 8 | \$0.00 | \$5,631.76 | \$0.00 | \$0.00 | \$0.00 | \$5,631.76 |
| Goritchan Boris | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,779.00 | \$1,779.00 |
| Great Lakes Shore Excursions | Invoice | 7/25/2023 | 11714 | 8/24/2023 | 15 | \$0.00 | \$230.00 | \$0.00 | \$0.00 | \$0.00 | \$230.00 |
| Griffith Evans | Invoice | 7/10/2023 | 11643 | 8/9/2023 | 30 | \$0.00 | \$90.00 | \$0.00 | \$0.00 | \$0.00 | \$90.00 |
| GSSC | Invoice | 7/17/2023 | 11674 | 8/16/2023 | 23 | \$0.00 | \$190.00 | \$0.00 | \$0.00 | \$0.00 | \$190.00 |
| Hagberg, Rick | Invoice | 8/1/2023 | 11763 | 8/31/2023 | 8 | \$0.00 | \$206.56 | \$0.00 | \$0.00 | \$0.00 | \$206.56 |
| Hall John | Invoice | 8/1/2023 | 11727 | 8/31/2023 | 8 | \$0.00 | \$315.47 | \$0.00 | \$0.00 | \$0.00 | \$315.47 |

| CUSTOMER | TRANSACTION TYPE | TRANSACTION DATE | TRANSACTION NUMBER | DUE DATE | AGE | CURRENT | 7/10/2023 - 8/8/2023 (30) | 6/10/2023 - 7/9/2023 (60) | 5/11/2023 - 6/9/2023 (90) | BEFORE 5/11/2023 (>90) | TOTAL |
|---|------------------|------------------|--------------------|-----------|-----|--------------|---------------------------|---------------------------|---------------------------|------------------------|----------------|
| | | | | | | Open Balance | Open Balance | Open Balance | Open Balance | Open Balance | |
| Harris, Melissa | | | | | | \$0.00 | \$153.00 | \$0.00 | \$153.00 | \$0.00 | \$306.00 |
| Hatfield, Dan | Invoice | 8/1/2023 | 11760 | 8/31/2023 | 8 | \$0.00 | \$206.56 | \$0.00 | \$0.00 | \$0.00 | \$206.56 |
| Hermantown Hydraulics | | | | | | \$0.00 | \$714.90 | \$437.28 | \$0.00 | \$0.00 | \$1,152.18 |
| Hillman Colin | Invoice | 8/1/2023 | 11771 | 8/31/2023 | 8 | \$0.00 | \$275.00 | \$0.00 | \$0.00 | \$0.00 | \$275.00 |
| Hughes, Timothy | Invoice | 8/8/2023 | 11815 | 9/7/2023 | 1 | \$0.00 | \$153.00 | \$0.00 | \$0.00 | \$0.00 | \$153.00 |
| Hunstad, Nicholas | Invoice | 8/1/2023 | 11739 | 8/31/2023 | 8 | \$0.00 | \$108.33 | \$0.00 | \$0.00 | \$0.00 | \$108.33 |
| HydroSolutions Of Duluth, Inc. | Invoice | 8/1/2023 | 11728 | 8/31/2023 | 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 | 203 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$150.00) | (\$150.00) |
| Jauss Aviation Inc. | Invoice | 5/31/2023 | 11542 | 6/30/2023 | 70 | \$0.00 | \$0.00 | \$0.00 | \$275.00 | \$0.00 | \$275.00 |
| Jay Anne | Invoice | 2/28/2023 | 11014 | 3/30/2023 | 162 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$102.00 | \$102.00 |
| Johnson, Josiah H | Invoice | 8/1/2023 | 11738 | 8/31/2023 | 8 | \$0.00 | \$179.16 | \$0.00 | \$0.00 | \$0.00 | \$179.16 |
| Johnston, Paul | | | | | | \$0.00 | \$16.11 | \$0.00 | \$0.00 | (\$16.11) | \$0.00 |
| Kleen-Tech Services, LLC | | | | | | \$0.00 | \$908.69 | \$708.69 | \$0.00 | \$1,188.69 | \$2,806.07 |
| Kraus-Anderson Construction Company | Invoice | 7/17/2023 | 11684 | 8/16/2023 | 23 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 |
| Krom, Justin | Invoice | 7/14/2023 | 11665 | 8/13/2023 | 26 | \$0.00 | \$153.00 | \$0.00 | \$0.00 | \$0.00 | \$153.00 |
| Kurtz, Timothy C | Invoice | 5/23/2023 | 11394 | 6/22/2023 | 78 | \$0.00 | \$0.00 | \$0.00 | \$51.00 | \$0.00 | \$51.00 |
| Lake Superior College | Invoice | 8/1/2023 | 11746 | 8/31/2023 | 8 | \$0.00 | \$34,468.27 | \$0.00 | \$0.00 | \$0.00 | \$34,468.27 |
| Lake Superior Helicopters | | | | | | \$0.00 | \$5,215.19 | \$0.00 | \$0.00 | \$0.00 | \$5,215.19 |
| Love Creamery | Invoice | 8/1/2023 | 11773 | 8/31/2023 | 8 | \$0.00 | \$24.18 | \$0.00 | \$0.00 | \$0.00 | \$24.18 |
| Messerer Jon | | | | | | \$0.00 | \$3,392.26 | \$0.00 | \$0.00 | \$0.00 | \$3,392.26 |
| Minnesota Department of Transportation | | | | | | \$0.00 | \$1,220,772.03 | \$3,159.34 | \$4,690.00 | \$19,659.42 | \$1,248,280.79 |
| MN State Lottery | Invoice | 6/1/2023 | 11473 | 7/1/2023 | 69 | \$0.00 | \$0.00 | \$0.00 | \$12,000.00 | \$0.00 | \$12,000.00 |
| Monaco Air Duluth | | | | | | (\$4,487.84) | \$7,149.19 | \$6,604.19 | \$2,243.92 | \$305.00 | \$11,814.46 |
| Mountain Air Cargo | Invoice | 8/1/2023 | 11735 | 8/31/2023 | 8 | \$0.00 | \$1,646.00 | \$0.00 | \$0.00 | \$0.00 | \$1,646.00 |
| Northland Constructors, Inc. | | | | | | \$0.00 | \$181.50 | \$181.50 | \$0.00 | \$0.00 | \$363.00 |
| Oakwells CR, LLC | | | | | | \$0.00 | \$230.00 | \$120.00 | \$0.00 | \$1,492.37 | \$1,842.37 |
| On Site Enterprises, Inc | Payment | 3/17/2023 | 9757 | 3/17/2023 | 145 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$2.00) | (\$2.00) |
| Opack Matthew Jr. | Invoice | 8/1/2023 | 11769 | 8/31/2023 | 8 | \$0.00 | \$207.50 | \$0.00 | \$0.00 | \$0.00 | \$207.50 |
| Palmer, John | Invoice | 8/1/2023 | 11770 | 8/31/2023 | 8 | \$0.00 | \$207.50 | \$0.00 | \$0.00 | \$0.00 | \$207.50 |
| Parthe, Lance | Invoice | 8/1/2023 | 11759 | 8/31/2023 | 8 | \$0.00 | \$276.64 | \$0.00 | \$0.00 | \$0.00 | \$276.64 |
| Payne, Robert | Invoice | 8/1/2023 | 11755 | 8/31/2023 | 8 | \$0.00 | \$276.64 | \$0.00 | \$0.00 | \$0.00 | \$276.64 |
| PGKK (Goldschmidt & Kundel) | Invoice | 8/3/2023 | 11788 | 9/2/2023 | 6 | \$0.00 | \$1,358.25 | \$0.00 | \$0.00 | \$0.00 | \$1,358.25 |
| Premium Air, LLC | Invoice | 6/28/2023 | 11555 | 7/28/2023 | 42 | \$0.00 | \$0.00 | \$111.85 | \$0.00 | \$0.00 | \$111.85 |

| CUSTOMER | TRANSACTION TYPE | TRANSACTION DATE | TRANSACTION NUMBER | DUE DATE | AGE | CURRENT Open Balance | 7/10/2023 - 8/8/2023 (30) Open Balance | 6/10/2023 - 7/9/2023 (60) Open Balance | 5/11/2023 - 6/9/2023 (90) Open Balance | BEFORE 5/11/2023 (>90) Open Balance | TOTAL Open Balance |
|---|------------------|------------------|--------------------|-----------|-------|-------------------------|---|---|---|--|-----------------------|
| QMS, INC. | Invoice | 8/8/2023 | 11811 | 9/7/2023 | 1 | \$0.00 | \$140.71 | \$0.00 | \$0.00 | \$0.00 | \$140.71 |
| Rathbun, Lesley | Invoice | 8/1/2023 | 11762 | 8/31/2023 | 8 | \$0.00 | \$206.56 | \$0.00 | \$0.00 | \$0.00 | \$206.56 |
| Rehabilitation Counselors, Inc. | Payment | 8/19/2019 | 5002 | 8/19/2019 | 1,451 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$75.00) | (\$75.00) |
| RS&H | | | | | | \$0.00 | \$2,761.77 | \$0.00 | \$0.00 | \$0.00 | \$2,761.77 |
| Safstrom Jon | Invoice | 7/14/2023 | 11666 | 8/13/2023 | 26 | \$0.00 | \$153.00 | \$0.00 | \$0.00 | \$0.00 | \$153.00 |
| Scenic Airrides | | | | | | \$0.00 | \$372.18 | \$275.00 | \$0.00 | \$0.00 | \$647.18 |
| SEH | | | | | | \$0.00 | \$1,340.00 | \$0.00 | \$0.00 | \$0.00 | \$1,340.00 |
| Shelter Dog Inc. | | | | | | \$0.00 | \$107.00 | \$0.00 | \$0.00 | \$0.00 | \$107.00 |
| Stevens, Mike | Invoice | 8/1/2023 | 11765 | 8/31/2023 | 8 | \$0.00 | \$206.56 | \$0.00 | \$0.00 | \$0.00 | \$206.56 |
| Sun Country, Inc. dba Sun Country Airlines | | | | | | \$0.00 | \$1,951.70 | \$0.00 | \$0.00 | \$0.00 | \$1,951.70 |
| Sydow Dan | Invoice | 8/1/2023 | 11758 | 8/31/2023 | 8 | \$0.00 | \$276.64 | \$0.00 | \$0.00 | \$0.00 | \$276.64 |
| The Jamar Company | Invoice | 7/17/2023 | 11692 | 8/16/2023 | 23 | \$0.00 | \$115.00 | \$0.00 | \$0.00 | \$0.00 | \$115.00 |
| The Landline Company | | | | | | \$0.00 | \$600.16 | \$1,200.32 | \$0.00 | \$0.00 | \$1,800.48 |
| Tom Sullivan | | | | | | \$0.00 | \$550.00 | \$0.00 | \$0.00 | \$0.00 | \$550.00 |
| Transportation Security Administration | | | | | | \$0.00 | \$176.34 | \$0.00 | \$0.00 | \$8,079.33 | \$8,255.67 |
| unifi | | | | | | \$0.00 | \$1,010.00 | \$0.00 | \$0.00 | \$0.00 | \$1,010.00 |
| United Airlines | | | | | | \$0.00 | \$1,659.08 | \$0.00 | \$43,432.25 | \$0.00 | \$45,091.33 |
| United Parcel Service | | | | | | \$0.00 | \$190.00 | \$0.00 | \$0.00 | \$260.00 | \$450.00 |
| University of Minnesota Duluth | Invoice | 8/3/2023 | 11790 | 9/2/2023 | 6 | \$0.00 | \$3,250.00 | \$0.00 | \$0.00 | \$0.00 | \$3,250.00 |
| Williams, Ron | Invoice | 8/1/2023 | 11766 | 8/31/2023 | 8 | \$0.00 | \$206.56 | \$0.00 | \$0.00 | \$0.00 | \$206.56 |
| Total | | | | | | (\$4,487.84) | \$1,424,497.89 | \$13,419.00 | \$121,606.53 | \$51,079.32 | \$1,606,114.90 |

VII - F

| Month | DELTA | | | | | UNITED | | | | | SUN COUNTRY | | | | | CHARTERS - SUN COUNTRY | | | | | Total Passenger Data Including Charters | | | | | | | |
|--------------|-------------------|--------------|-------------------|--------------|---------------|-------------------|------------|-------------------|------------|---------------|-------------------|-----------|-------------------|-----------|---------------|------------------------|----------|-------------------|----------|--------------|---|--------------|---------------|-------------------|--------------|---------------|----------------|------------|
| | 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 | | |
| 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 | 6,470 | 192 | 6,812 | 188 | 13,662 | 3,722 | 104 | 4,035 | 100 | 7,961 | - | - | - | - | - | 186 | - | 186 | - | 372 | 10,378 | 296 | 10,674 | 11,033 | 288 | 11,321 | 21,995 | |
| JUN | 6,421 | 192 | 6,413 | 140 | 13,166 | 3,049 | 66 | 3,079 | 51 | 6,245 | - | - | - | - | - | - | - | - | - | - | 9,470 | 258 | 9,728 | 9,492 | 191 | 9,683 | 19,411 | |
| JUL | 7,821 | 169 | 7,968 | 212 | 16,170 | 3,633 | 109 | 3,636 | 70 | 7,448 | - | - | - | - | - | - | - | - | - | - | 11,454 | 278 | 11,732 | 11,604 | 282 | 11,886 | 23,618 | |
| AUG | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SEP | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| OCT | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| NOV | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| DEC | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | 41,527 | 1,296 | 36,343 | 1,142 | 80,308 | 25,171 | 686 | 25,110 | 540 | 51,507 | 5,763 | 19 | 7,746 | 16 | 13,544 | 552 | - | 728 | - | 1,280 | 73,013 | 2,001 | 75,014 | 69,927 | 1,698 | 71,625 | 146,639 | |