



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, November 21th, 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.



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DULUTH AIRPORT AUTHORITY MEETING AGENDA NOVEMBER 21, 2023

AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

I. * EXECUTIVE DIRECTOR'S REVIEW

A. Information Letter to DAA Directors

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

A. Approval of October 17, 2023 Meeting Minutes

III. DAA CASH DISBURSEMENTS

A. Operating Check Register Sheets #27-30 of 2023; Operating ACH Payment Register #30-34 of 2023; Construction ACH Register #09 of 2023.

IV. CORRESPONDENCE

A. DLH Construction Newsletter:

- i. Dated October 13, 2023.
- ii. Dated October 20, 2023.
- iii. Dated October 27, 2023.
- iv. Dated November 3, 2023.
- v. Dated November 10, 2023.

B. DYT Construction Newsletter:

- i. Dated October 13, 2023.
- ii. Dated October 20, 2023.
- iii. Dated November 3, 2023.

C. October 2023: Celebrating Process. Duluth Chamber Xpress.

D. October 17, 2023: Direct Duluth to Florida Air Service To Return. KTCO.

E. October 22, 2023: DLH: Direct Flights To Phoenix Not Returning, But Nonstop To Fort Myers Will. Fox21.

F. October 22, 2023: Sun Country flights from Duluth to Fort Myers returning in 2024. Duluth News Tribune.

G. October 23, 2023: Sun Country's Duluth to Fort Myers flights set to resume. WDIO.

H. October 24, 2023: Direct flights from DLH to Fort Myers returns this winter. Northern News Now.

I. October 24, 2023: Duluth Airport Prepares for Fort Myers Return, Control Tower Replacement. Fox21.

J. November 1, 2023: October 2023 Monaco Air Foundation Report.

K. November 1, 2023: Hermantown Hydraulics notice of termination of lease.

L. November 3, 2023: DLH ATCT Project Update letter to Senator Hauschild.



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- M. November 3, 2023: DLH ATCT Project Update letter to Representative Kozlowski.
- N. November 3, 2023: DLH ATCT Project Update letter to Senator McEwen.
- O. November 3, 2023: DLH ATCT Project Update letter to Representative Olson.
- P. November 3, 2023: DLH ATCT Project Update letter to Representative Zeleznikar.
- Q. November 8, 2023: Notice of Environmental Assessment. Construction of an Airport-owned Air Traffic Control Tower and Enabling Projects.
- R. November 8, 2023: American Airlines Dangles \$250,000 Bonuses to Poach FedEx and UPS Pilots. WSJ.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- A. Resolution to Approve Employee Incentive Awards for Mark Papko in the Amount of \$2500 in Accordance with Operating Policy #5.
- B. Resolution to Approve the 2024 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport.
- C. Resolution to Approve Work Order 2023 – 2 between the Duluth Airport Authority and EXP, Inc. for the Design of a New Air Traffic Control Tower.
- D. Resolution to Approve Work Order 2023 – 17 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for the Design/Demolition of Hermantown Hydraulics.
- E. Resolution to Approve Amendment #1 to Work Order 2023-10 between Short Elliot Hendrickson, Inc. and the Duluth Airport Authority for the Design and Construction Administration of the Hangar 1 Rehabilitation – (Phase 1) at the Sky Harbor Airport.
- F. Resolution to Approve the Third Amendment to Operator Agreement and Office Space Lease Agreement by and Between Duluth Airport Authority and Lake Superior Helicopters.
- G. Resolution to Approve the 2024 Rates and Charges Addendum for DLH.
- H. Resolution to Approve the 2024 Rates and Charges Addendum for DYT.
- I. Resolution to Approve the Duluth Airport Authority 2024 Annual Budget.
- J. *September 2023 Financial Reports
- K. *November 2023 Accounts Receivable
- L. *October 2023 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

Items annotated by an asterisk (*) 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).



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DATE: November 21, 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.
- Delta Meeting Recap

OPERATIONS/CONSTRUCTION/PLANNING

- Planning:
 - New Air Traffic Control Tower (ATCT) Update
- Construction:
 - Taxiway A Phase 2 + 4 Update
- Operations and Maintenance:
- Sky Harbor:
 - New Sky Harbor Airport Terminal Update
 - New Snow Removal Equipment Building Update

BUSINESS/PROPERTY DEVELOPMENT

- Project Updates
- New Car Rental Contract Update

FINANCIAL UPDATE

- Sky Harbor Concessionaire Audit Completion
- Staff Compensation Survey Update
- Staffing Update
- Quarter 3 Financial Update

MARKETING/COMMUNICATIONS

- SCASD Update Letter to Stakeholders

LEGISLATIVE UPDATE

- Invitation to Governor Walz to Tour the ATCT
- State PFAS Transition Workgroup Meeting Recap
- City Council Authorizes the DAA to execute State and Federal Grants in 2024



PRESENTATIONS/TOURS/TRAVEL RECAP

- NSR

OTHER

- Airport Sponsorship Transfer and Duluth City Code Chapter 4 Update
- Monaco Air Presentation by Mike Magni

Submitted by,

Tom Werner, A.A.E.
Executive Director



Sky Harbor Concessionaire Audit - 2023

Objective: To audit revenue producing operating agreements of the Duluth Airport Authority on an annual basis in support of strategic plan initiatives, to ensure compliance with agreement requirements, revenue reporting and payment receipt.

Summary: For the 2023 Operator audit we chose the four Sky harbor operators. Their businesses include aircraft maintenance, aircraft building, and air tours. These operators are self-reporting meaning they send the DAA concession reports monthly or quarterly reporting what business they performed for that period and pay a percentage of the gross sales to the DAA as concession fees. We conducted this audit to ensure accountability and accuracy of our self-reporting operators.

Findings:

- All operators reported accurately with few discrepancies.
- All discrepancies were solved.

Actions:

- Improved reporting form
- Requested backup with reporting forms
- Future standardized operator agreements
- Concession rates to be added to rates and charges

Summary Detail:

The Duluth Airport Authority selected our Sky Harbor operating tenants for the 2023 Concessionaire Audit. The DAA notified the four operators at Sky Harbor of the incoming concessionaire audit via phone call in the beginning of August. On August 28th, 2023, the DAA requested via electronic letter that the operator provide the requested financial information before September 15th, 2023. The four operators that were audited are the following: Mark Marino (Hangar 10), Jonathan Messerer (Jonathan Aero), Brian Weidendorf (Scenic Airrides), and Tom Sullivan.

We conducted an audit to determine if our self-reporting operators are accurately reporting their gross sales to the DAA and paying appropriate concession fees. We utilized this audit to learn how the DAA can improve the operators' experience at our airports and what the DAA can do better going forward. For this audit we requested copies of all financial records and financial reports related to operations under their agreement at the Duluth International and Sky Harbor airports from January 1, 2021, to June 30, 2023. Included in this request was the



sales activity data used to calculate gross sales per the dedicated section of each operator's agreement.

Findings Detail:

We found the audit to be successful in some areas and needing some work in others. Overall, all operators reported accurate concession information to the airport. There was only one instance of discrepancies found which was due to confusion with the operating agreement. The confusion was cleared and both parties (DAA and operator) agreed on the resolution.

We discovered that we could reevaluate how our self-reporting operators report their concession data to the airport. This process can be improved to be more standardized and accurate for all operators. Second, we can reevaluate our agreements to make those standardized for each operator. The DAA could proactively review this agreement with the operator to ensure our operators are doing business per their agreements. If their business changes in any way, we should have those added or removed from the agreement. This allows an easier ask for audit information in the future and the DAA can ensure operators are conducting business as agreed upon. Third, the DAA thought it would be good business practice to include these concession fees on our rates and charges page. This way there is full transparency for our operators for what each business is being charged and future operators can see this information as well. This way we create a fair environment for each operator as they all are required to pay the same concession fee as their competitor or fellow operators.

Actions Detail:

So far, we have implemented two changes going forward for two of our operators. We asked them to provide copies of their invoices or booking reports when they send their concession reports to us. This way we can continue the audit process simultaneously and can make a future audit more streamlined. In return, we hope this will be easier for our operators as we were met with some pushback when requesting financial information. The second change was to update one of our operator's concession reporting forms to make it easier for the DAA to determine where the concession fees originated from and easier for our operator to report on.

The actions we can take going forward are what were mentioned above in our findings. More awareness between the DAA and operator what types of business are being conducted at the airport. Agreements that are standardized and consistent with all operators consisting of rates and charges that are the same across the board.

Prepared by: Cole Martin, DAA - Finance Technician, 11/14/2023



II. Previous Meeting Minutes

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Duluth Airport Authority

Meeting Minutes

October 17, 2023

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

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

DIRECTORS ABSENT: Jeff Anderson

OTHERS PRESENT: Tom Werner, DAA Executive Director
Mark Papko, DAA Dir. of Operations
Joelle Bodin, DAA Dir. of Finance and Administration
Natalie Baker, DAA Dir. of Marketing and Communications
Jenny Delnay, DAA Administrative Coordinator
Steve Hanke, Duluth City Attorney
Robb Enslin, Duluth City Attorney
Kaci Nowicki, SEH
Shawn McMahon, SEH

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:

Kathy Leon, DAA Confidential Bookkeeper
Paul Huston, HNTB
Jefrey Jakalski, EXP
Horeya Czaplewski, EXP
Matthew Stewart, SEH
Scott Sannes, SEH
Don Monaco, Monaco Air Duluth
Heather Fisher, Cirrus

CALL TO ORDER: Dir. Maki called the DAA board meeting to order at 8:00 a.m. Dir. Maki noted that Dir. Anderson is absent today.

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

I. *EXECUTIVE DIRECTOR'S REVIEW

A. **Air Service:** Mr. Werner provided an update on the current air service with a presentation.

- Mr. Werner shared that with more seats on the market, there have been more passengers flying through DLH, with load factors around 90-91%.
- He also noted that Delta would be flying dual class service to EAS airports throughout northern Minnesota, but those seats are expensive with only 50 seats per plane.



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- Mr. Werner shared that some of the numbers that are being circulated about the pilot shortage are underreporting the issue, since they are not accounting for the reduced traffic to regional airports.
 - Dir. Hansen asked what percentage of total pilots the shortage represented. Mr. Werner stated he would investigate that.
- Mr. Werner stated that Sun Country has officially announced that the Ft. Myers route will be returning to DLH this winter from February 2nd to April 22nd running twice per week. Mr. Werner credited Ms. Baker for all her work putting together the proposal that led to this commitment. She will be sharing more on that during her update. Mr. Werner also credited Mr. Magni and Mr. Monaco for their work in bringing Monaco Air Duluth into this deal. This will be discussed in more detail during Resolution B.
 - Mr. Werner shared that this year will be about reintroducing this flight to the region. Marketing will be focused on this flight, and not shared with other markets like Green Bay or Minneapolis. He noted that the schedule is very attractive with midday flights. Fares are currently sitting around \$70 for a one-way ticket.
 - Mr. Werner noted that this is a crucial year for this service. Strong load factors are needed to keep this route and potentially expand from here.
 - Dir. O'Brien asked about the starting dates for last year's service.
 - Mr. Werner shared that last year this service started in mid-December to capture holiday travel. This year, it is positioned to capture the spring break travelers, since it ends during Duluth's spring break.
 - Dir. Markham asked about the status of the Pheonix route.
 - Mr. Werner shared that this route has been pulled, both from Duluth and all other regional airports.
- Mr. Werner shared updates from his recent meetings with SkyWest, Allegiant.
 - SkyWest is still interested in the Denver route. They have signed a letter of support for the route when they have the fleet to fly it. Mr. Werner noted the importance of keeping a good relationship with them. He stated the current package we have would likely not get one flight per day to Denver, and SkyWest had asked our capacity to raise additional funds. This will be revisited next year.
 - Allegiant is in growth mode and taking advantage of their additional aircraft to consider new markets. Mr. Werner shared with them the advantages of Duluth and overall had great conversations.
 - The Avelo meeting was scheduled for next week but has been postponed to November due to staffing on their end. Avelo just opened in the Wausau market, which is promising for future consideration of Duluth.
- Mr. Werner shared that DAA is terminating their construction agreement with Kraus-Anderson. This agreement did not turn out the way the DAA had expected. Mr. Werner wishes Kraus-Anderson the best moving forward. Mr. Werner noted that this decision will impact the project delivery method for the Air Traffic Control Tower.

B. **Operations/Construction/Planning:** Mr. Papko provided the following updates:

- **New Air Traffic Control Tower (ATCT) Update**
 - Mr. Papko noted he has received comments back from the FAA about the Environmental Assessment Update.
 - Construction Delivery Method for ATCT: AFTA Labs were optimistic about the delivery of the materials and the Citing Study and Requirements Workbook, but the landscape has changed since then. There have been two towers that have gotten funded through this program and will be evaluating their progress to help



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ensure the success of DAA's tower. ACRP has an in-depth tool to input priorities into a matrix and create recommendations for selecting delivery and construction methods. Mr. Papko shared that he has been working with both EXP and SEH to go through that process to project the best strategy. Mr. Papko introduced Mr. Jeffrey Jakalski and Ms. Horeya Czaplewski from EXP to expand on this further.

- Mr. Jakalski shared a memo to compare different delivery methods, including design bids, constructor as advisor and construction manager at risk (CMAR). He recommends that using a CMAR method will be the best for DAA's ACTC project for three main reasons:
 - 1. CMAR allows for one contractor even with multiple bids/phases. Maintaining the same contractor will help prevent any gaps or redundancies while moving through this process.
 - 2. Allows for a Guaranteed Maximum Price (GMP) to be used during the bill funding parameters. A GMP can be set prior to the drawings being completed to allow for expediting the process.
 - 3. Risks are being held by the construction manager, not by the airport itself.
- Mr. Jakalski noted that CMAR allows for good flexibility for meeting funding schedules. Some of the risk is being taken away from the airport, with not holding or managing contracts. There are more details within the report, but EXP is recommending DAA utilize the CMAR approach.
- Mr. Papko reiterated Mr. Jakalski's second point; since there is a challenge of how to design and bid out projects prior to the deadline. This is highlighted by one of the aforementioned towers having to turn back funds due to the deadlines. Mr. Papko shared that he will be working to onboard a CMAR soon. They will then provide a GMP for the project, which can be counted as a "bid" for funding requirements to prevent having to turn back funds. The CMAR can then take the grants and create usable units of work from that. If we need to go through the grant process a second year, this GMP will hold over.
- Dir. Maki asked how the FAA's cost estimate will impact these decisions.
 - Mr. Papko shared that estimate was their best guess as to cost. While that number is being used, there is not a lot of detail on where that number came from. As more details are defined, that number will be updated.
- Dir. O'Brien asked if that number was higher than the DAA expected.
 - Mr. Papko confirmed that it was, however that was largely due to the FAA equipment requirements. The FAA controls those costs since it needs to be purchased from them. When only looking at the reimbursable costs, the numbers make sense.
 - Mr. Werner shared that the \$66 million number is considered "all in". The build cost has been very similar from all parties who have given estimates, with the largest variable being labor and the FAA inputs. One of the biggest risks in this process is the risk of the GMP being artificially inflated. The congressional delegations, both federal and state, have been updated on the new numbers and the ATP application has been updated accordingly before submission yesterday.
- Mr. Papko shared that the next steps are to start on designs, hopefully to have a full design workbook from EXP as soon as next month. Once designs are completed, then will go through an RFQ for CMAR to provide a GMP.
- 2024 Capital Improvement Plan Draft: Mr. Papko shared the draft CIP. He expressed excitement at having the CIP running concurrent to the budget this year. He did note



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differences between the CIP and budget, in that the budget looks at funds going in and out of DAA accounts in 2024, while the CIP reflects grant dollars coming in at 2024. Mr. Papko expressed that he would be happy to meet with any board member to go over more details of the proposal and will look for board approval next month. Approving the CIP allows for the ability to accept grants as they come in during the year. He noted that contracts will still individually come in front of the board for approval.

- Mr. Werner noted that these projects are reflective of the 20-year Master Plan that the board established previously.
- Sky Harbor Terminal and Snow Removal Building Updates: Mr. Papko shared that there has been unexpected delays due to a higher water table level. During the design phase, the water table was lower, but they have learned that it fluctuates at Sky Harbor. Despite three submersible pumps and a diesel pump, it could not keep up with the water in the hole, so a new plan was developed. They are now using well points for relief, which required permits from the DNR. They are in the ground for one project, and will be soon on the other.

C. Business/Property Development:

- Mr. Werner stated Ms. Kayser is at the Airport Law Conference in DC.
- Mr. Werner shared that the Ranch Hangar project continues. They are analyzing winter conditions now to determine when it become cost prohibitive to continue the project due to weather. As of now, there are no interruptions to the project.
- Mr. Werner stated that Ms. Kayser has kept the board up to date on the rental car contracts. Previously she had stated that they were seeking an increase in those contracts, however that has been discarded and the contracts will stay at 10% for now. Ms. Kayser is continuing to look at other ways to strengthen those contracts.

D. Financial Update: Ms. Bodin provided an update on the following:

- The Concessionaire Audit is almost completed with Hangar 10. Ms. Bodin noted the challenges with this audit since the levels of bookkeeping are different from operator to operator. She noted there have been minor errors and miscommunications, but nothing malicious. They are working to update or amend agreements as necessary, especially since some agreements can have a length of 20 years. Ms. Bodin is hoping to wrap this up before the year ends.
- SCASD Semiannual Report Submission: This was submitted on Friday. Mr. Werner had received a letter of support from SkyWest regarding the Denver route.
- 2024 State Capital Budget Request Update: This has been updated with the new cost estimate of \$66 million, but overall is the same. This was completed last Friday.
- 2024 Draft DLH Rates & Charges Addendum: Ms. Bodin provided a handout of the draft rates and charges. These are reviewed annually for DLH and DYT. Ms. Bodin noted that there are still a few items on this list in flux and may change between this draft and the final proposal next month. She would appreciate a Board Member to become her point of contact to review and explain all changes over the next month.
 - Ms. Bodin shared that she has been working with a consultant who recommended a 6% increase to commercial airline fees and others. Many of these fees have not been adjusted over the last several years and this increase is reflective of a review survey from similar airports.
 - Ms. Bodin noted the addition of land leases to have a predetermined rate per square foot. This will help ensure new agreements are provided at market rate.



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- The new technology in the parking lot allows for sophisticated charging, but with limited data to review, Ms. Bodin is holding off on further changes to these rates.
- Dir. Henderson asked about the new Ranch Hangars and if they were fully leased.
 - Mr. Papko shared that Ms. Kayser has a plan of how to award them, likely via a lottery system. They have not yet been awarded due to not having a set move-in date yet.
 - Ms. Bodin shared that it appears Ms. Kayser has more interested parties than space available for lease.
- 2024 Draft DYT Rates & Charges Addendum: Ms. Bodin noted that this has been updated to include a QR code for easy payments and some clarifications on page two, but is largely the same as last year.
- 2024 Draft Budget: Ms. Bodin provided a handout with the full details.
 - Ms. Bodin noted that there are several non-AIP capital projects that the DAA is looking to accomplish. There have been COVID Relief funds the last couple years, however those funds are being reduced.
 - Operating revenues have surpassed pre-pandemic levels, with some of the biggest changes being bringing the parking in-house and ensuring agreements are at market rates. Income is up 11% over last year. In addition, Sun Country will now start paying as their introductory rate expires at the end of the year.
 - Operating expenses are over 5% from last year, even with some projects being cut.
 - Ms. Bodin noted that several projects not listed that will need to be evaluated as they get closer to see the costs versus revenue.
 - Ms. Bodin stressed that this is still a draft, so there likely will be changes before the final budget next month. Airline negotiations have not been completed. Also, this budget does not include any employee changes, which have been discussed with the Operations Study.
 - Dir. Maki asked what the next steps were for this proposed budget.
 - Ms. Bodin stated that she will be seeking approval from this board next month, then it will go to the City in December.
 - Mr. Werner shared that this gives the board and the public a month to review and digest before voting.
 - Mr. Werner noted that the 2023 budget was projected to use \$1.4 million in cash reserves but ended up being closer to \$400,000. This decrease was thanks to the team strengthening underperforming revenue streams. For 2024, the budget was projected to use \$600,000 in cash reserves. Mr. Werner noted that FY25's budget will look very different, as it is not planned to eat into cash at all. There have been several big projects happening like the runway and ATCT.
 - Mr. Werner noted he would enjoy a board discussion on strategically what is important to the board as they consider the next couple of budgets. Staff is happy to make recommendations with rational, but noted there will be some hard discussions coming soon.

E. **Marketing/Communications:** Ms. Baker provided an update on the following:

- Digital Ad Landing Page Update: Per the discussion at the Board Retreat, Ms. Baker is working to create good reporting on the current marketing campaigns. To help with this, they have created a landing page for all the ads to direct to. There will also be tags to see what people do when they get to this page.



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- Sun Country Returning: Ms. Baker noted that she will be placing additional media for only Sun Country prior to the end of their incentive period in December. Then there will be additional media for all carriers in Q1 of 2024, but with an emphasis on Sun Country. In addition, there will be a 50% discount on parking rates for Sun Country passengers.
 - Mr. Werner noted that the parking fee reduction is a good opportunity for the DAA. He noted that there is not only competition with MSP, where parking is more expensive, but also competition with the Iron Range airports, where parking is free. He noted that parking fees will not be going away at DLH, since they are a good revenue stream, but this strategy may be used in other ways moving forward, such as to strength underperforming months.

F. **Legislative Update:** Mr. Werner provided an update on the following:

- MN House Capital Investment Committee Tour Recap: Both the House and the Senate came through the Tower in the month of October. Mr. Werner expressed his deep gratitude to the DAA team for making this possible. He noted that the entire team had to pitch in to make this possible, but especially Ms. Baker for spearheading this project.
- Duluth and St Louis County Days Legislative Breakfast Recap: Mr. Werner attended this breakfast with Ms. Baker to update them on the \$14 million bond ask and hearing about the other projects they are considering. Mr. Werner noted it was positive to hear that the state budget projections are showing a surplus, which could transition the ask from a bond to cash to give additional flexibility.
- Mr. Werner previewed his upcoming meeting with LASAC. There will be lots of discussions surrounding the removal of PFAS foam and putting an urgency at the state level to help with this transition.

G. **Presentations/Tours/Travel Recap:**

- National Economic Development Conference: Mr. Werner attended with Ms. Kayser and saw trends in development, especially around non-aeronautical revenue. This is in line with the DAA's focus.

H. **Other:** Mr. Werner provided an update on the following:

- Operations Department Organizational Study: They are still compiling data for the second draft (first draft was presented at the Board Retreat). The second draft will be presented to the Board once ready.
- Organization Salary Study: Per the recommendations in the Operations Study, Ms. Bodin is currently pursuing a review for existing and proposed positions.
- Dir. Maki thanked everyone for their reviews and moved to item II of the agenda.

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

- A. Approval of September 14, 2023 Board Retreat Meeting Minutes & September 19, 2023 Meeting Minutes
 - Motion: Dir. Hansen
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously



III. *DAA CASH DISBURSEMENTS

- A. Operating Check Register Sheets #25-27 of 2023; Operating ACH Payment Register # 26-29 of 2023; Construction ACH Register #08 of 2023.

IV. *CORRESPONDENCE

- A. DLH Construction Newsletter:
- i. Dated September 15, 2023.
 - ii. Dated September 22, 2023.
 - iii. Dated September 29, 2023.
 - iv. Dated October 6, 2023.
- B. DYT Construction Newsletter:
- i. Dated September 19, 2023.
 - ii. Dated September 29, 2023.
- C. September 8, 2023: Persisting Pilot shortage strains growth prospects, reduces flights for regional airports like Duluth. MPR News.
- D. September 18, 2023: Klobuchar, Stauber Call On FAA To 'Expedite' Approvals for New DLH Air Traffic Control Tower. Fox21.
- E. September 26, 2023: Minnesota House Capital Investment Committee Bonding Tour makes a stop in Duluth. WDIO.
- F. September 28, 2023: Email from AAAE Aviation News Today.
- G. September 30, 2023: September 2023 Monaco Air Foundation Report.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

- A. None.

VI. OLD BUSINESS

- A. None.

VII. NEW BUSINESS

- A. Resolution to Approve Employee Incentive Awards for Natalie Baker in the Amount of \$1000 in Accordance With Operating Policy #5.
- Mr. Werner expressed excitement to talk about the employee's hard work. Mr. Werner shared that Ms. Baker has been working hard since she started on several very important strategic projects. She is fearless, taking these projects on "head on". She has worked hard in supporting the legislative requests from a communications point of view, which greatly impacts how that helps reach goals for funding and project execution. Mr. Werner referenced the memo in the Board Packet that lists the larger projects she's been working on. He also noted that she is pursuing professional development to earn her CM with the test in 3 weeks. Mr. Werner recommended approval for this resolution wholeheartedly.
 - Dir. Maki entertained questions or a motion
 - Motion: Dir. Crawford
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously
- B. Resolution of Support for the Monaco Air Foundation to Grant Monaco Air Duluth \$14,100 in support of Air Service Development Activities Related to Sun Country Service.



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- Mr. Werner shared the DAA had to get creative in the proposal to get Sun Country to return to Duluth this season. Mr. Werner shared that he had approached the Monaco Air Foundation to get the costs as low as possible for Sun Country. Monaco Air Foundation's mission is to support the growth of air service in Duluth. The Foundation has supported air service projects in the past, like supporting the Chicago route. Since the FAA incentive period will end this December, the DAA cannot give these incentives. Typically, airports will turn to their communities for support in these situations. Mr. Werner recommended this resolution to support this grant to reduce their fees. Mr. Werner stressed that this was for one year only. Mr. Werner thanked Mr. Don Monaco for his support of this project.
 - Dir. Maki entertained questions or a motion
 - Dir. Maki thanked Monaco Air for their assistance in this and hoped it would encourage Sun Country to come to Duluth year after year.
 - Motion: Dir. Markham
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously
- C. Resolution to Approve Work Order 2023-13 for the design of Midfield Ramp Phase 2 between Short Elliot Hendrickson, Inc. and the Duluth Airport Authority.
- Mr. Papko shared that the DAA has received a grant from MNDOT for the Midfield Ramp Phase 2, which will be 70% covered by MNDOT and 30% PFC eligible.
 - Dir. Maki entertained questions or a motion
 - Motion: Dir. Henderson
 - Second: Dir. Crawford
 - Abstain: None
 - Result: This resolution was adopted unanimously
- D. Resolution to Approve Work Order 2023-15 for the design of the Runway 27 PAPI's between Short Elliot Hendrickson, Inc. and the Duluth Airport Authority.
- Mr. Papko shared that this replacement is for old technology that no longer is easily repairable. There has been lots of coordination with the FAA on this project. This is planning to be accomplished with entitlement funding.
 - Dir. Maki entertained questions or a motion
 - Dir. Maki clarified that this project is also listed on the 2024 CIP presented earlier.
 - Motion: Dir. Crawford
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously
- E. Resolution to Approve Transportation Network Company Operating Agreement between Lyft, Inc. and the Duluth Airport Authority.
- F. Resolution to Approve Transportation Network Company Operating Agreement between Rasier, LLC and the Duluth Airport Authority.
- Mr. Werner recommended that the Board votes on Resolutions E and F together, since they are identical agreements, just with two different companies (Lyft and Raiser/Uber). These are a 2-year renewal of the previous agreement. Rates are not changing, since there is a shortage of taxi/ride-shares in the community. Mr. Werner recommended approval for both resolutions.



DULUTH AIRPORT AUTHORITY

- Dir. Maki entertained questions or a motion for Resolutions E and F
 - Motion: Dir. Hansen
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously

G. *August 2023 Financial Reports

H. *October 2023 Accounts Receivable

I. *September 2023 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

A. Dir. Hansen stated that she was very happy to hear Sun Country is returning.

B. Dir. Maki wanted to highlight an item that was in the Board Packet as part of a newsletter. Mr. Tom Werner recently achieved AAE status (Accredited Airport Executive). This process includes testing, writing and interviewing process and is a big achievement. Dir. Maki appreciated Mr. Werner's leadership in continuing to improve career development, as further demonstrated by Ms. Baker's current CM studies.

ADJOURN: The meeting was adjourned at 9:28 a.m.

Respectfully submitted,

Jenny Delnay
Administrative Coordinator

Tom Werner

Digitally signed by
Tom Werner
Date: 2023.10.19
10:37:05 -05'00'

Approved: _____
DAA Executive Director

III. Cash Disbursements

Duluth Airport Authority
DAA Operating Check Register #27-2023
September 29, 2023

Document Number From 11948 through 11952

Document Number	Date	Transaction Type	Payee	Amount
11948	9/29/2023	BILLPMT	Avis Rent A Car	\$217.98
11949	9/29/2023	CHK	Citi Cards	\$9,074.97
11950	9/29/2023	BILLPMT	iFIDS.com Inc.	\$125.00
11951	9/29/2023	BILLPMT	NAPA Auto Parts	\$8.89
11952	9/29/2023	CHK	WF Bus Payment Processing - Tom	\$3,385.75
Total				\$12,812.59


Joelle Bodin (Oct 16, 2023 11:39 CDT)

Finance Director



Airport Director



City Treasury

Tom Werner

Executive Director


Kim Maki (Oct 16, 2023 13:05 CDT)

Board President












Operating Check Register #27-2023

Final Audit Report

2023-10-16

Created:	2023-10-16
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA43Ar3D6Zs_Vh8Of0bl7my9oIVen2sluL

"Operating Check Register #27-2023" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-10-16 - 4:36:18 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-10-16 - 4:38:16 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-10-16 - 4:38:54 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-10-16 - 4:39:09 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-10-16 - 4:39:10 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-10-16 - 4:39:34 PM GMT- IP address: 174.213.246.32
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-10-16 - 4:39:59 PM GMT - Time Source: server- IP address: 174.213.246.32
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-10-16 - 4:40:00 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-10-16 - 6:04:53 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-10-16 - 6:05:09 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-10-16 - 6:05:11 PM GMT - Time Source: server- IP address: 207.171.103.126


✔ Agreement completed.

2023-10-16 - 6:05:11 PM GMT

Duluth Airport Authority
DAA Operating Check Register #28-2023
October 13, 2023

Document Number From 11953 through 11967

Document Number	Date	Transaction Type	Payee	Amount
11953	10/13/2023	BILLPMT	AAAE Great Lakes Chapter	\$35.00
11954	10/13/2023	BILLPMT	AT&T Mobility	\$323.02
11955	10/13/2023	BILLPMT	Baker, Natalie	\$60.00
11956	10/13/2023	BILLPMT	City Of Duluth Comfort Systems	\$13,927.16
11957	10/13/2023	BILLPMT	City Of Duluth, Minnesota	\$71.40
11958	10/13/2023	BILLPMT	Dalco	\$109.37
11959	10/13/2023	BILLPMT	Kolar	\$144.14
11960	10/13/2023	BILLPMT	Lakehead Trucking	\$6,812.00
11961	10/13/2023	BILLPMT	Minnesota Power	\$28,169.75
11962	10/13/2023	BILLPMT	NAPA Auto Parts	\$152.87
11963	10/13/2023	BILLPMT	Nextera Communications	\$1,402.25
11964	10/13/2023	BILLPMT	Russell Steel	\$55.00
11965	10/13/2023	BILLPMT	Taylor, Dan	\$60.00
11966	10/13/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$680.69
11967	10/13/2023	BILLPMT	United States Postal Service	\$300.00
Total				\$52,302.65


 Joelle Bodin (Oct 16, 2023 11:46 CDT)

 Finance Director



 Airport Director



 City Treasury

Tom Werner

 Executive Director


 Kim Maki (Oct 16, 2023 13:06 CDT)

 Board President












Operating Check Register #28-2023

Final Audit Report

2023-10-16

Created:	2023-10-16
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE-kRrBtTaeCN2Gh0CXuPvDaFhMSA9j_m

"Operating Check Register #28-2023" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-10-16 - 4:44:02 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-10-16 - 4:45:12 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-10-16 - 4:46:00 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-10-16 - 4:46:11 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-10-16 - 4:46:13 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-10-16 - 4:58:15 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-10-16 - 4:58:43 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-10-16 - 4:58:45 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-10-16 - 6:05:57 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-10-16 - 6:06:20 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-10-16 - 6:06:22 PM GMT - Time Source: server- IP address: 207.171.103.126

✔ Agreement completed.

2023-10-16 - 6:06:22 PM GMT

**Duluth Airport Authority
DAA Operating Check Register #29-2023
October 27, 2023**

Document Number From 11968 through 11973


Document Number	Date	Transaction Type	Payee	Amount
11968	10/27/2023	BILLPMT	City Of Duluth Comfort Systems	\$2,646.95
11969	10/27/2023	BILLPMT	City Of Duluth, Minnesota	\$46.00
11970	10/27/2023	BILLPMT	DSC Communications	\$80.00
11971	10/27/2023	BILLPMT	iFIDS.com Inc.	\$125.00
11972	10/27/2023	BILLPMT	Margo Supplies USA	\$317.88
11973	10/27/2023	BILLPMT	Rainbow Printing	\$513.50
Sub-Total				\$3,729.33
VOID CK #11959				-144.14
Total				\$3,585.19



Airport Director



City Treasury



Joelle Bodin (Oct 26, 2023 15:24 CDT)

Finance Director

Tom Werner

Executive Director



Kim Maki (Oct 26, 2023 16:51 CDT)

Board President



John Bailey (Oct 26, 2023 17:50 CDT)

City Treasury












Operating Check Register #29-2023


Final Audit Report

2023-10-26

Created:	2023-10-26
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnjBF9vCCij1BZK6OqlpqjftUpjI58jp

"Operating Check Register #29-2023" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-10-26 - 7:13:25 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-10-26 - 7:14:50 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-10-26 - 8:23:51 PM GMT- IP address: 166.137.115.44
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-10-26 - 8:24:12 PM GMT - Time Source: server- IP address: 166.137.115.44
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-10-26 - 8:24:13 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-10-26 - 9:11:26 PM GMT- IP address: 174.245.64.104
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-10-26 - 9:11:45 PM GMT - Time Source: server- IP address: 174.245.64.104
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-10-26 - 9:11:46 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-10-26 - 9:51:13 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-10-26 - 9:51:27 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-10-26 - 9:51:29 PM GMT - Time Source: server- IP address: 207.171.103.126

 Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature

2023-10-26 - 9:51:30 PM GMT

 Email viewed by Josh Bailey (jbailey@duluthmn.gov)

2023-10-26 - 10:49:49 PM GMT- IP address: 156.99.162.253

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2023-10-26 - 10:50:10 PM GMT - Time Source: server- IP address: 156.99.162.253

 Agreement completed.

2023-10-26 - 10:50:10 PM GMT

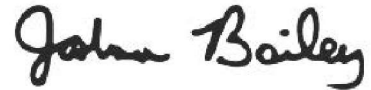
**Duluth Airport Authority
DAA Operating Check Register #30-2023
November 3, 2023**

Document Number From 11974 through 11980

Document Number	Date	Transaction Type	Payee	Amount
11974	11/3/2023	BILLPMT	AT&T Mobility	\$323.30
11975	11/3/2023	BILLPMT	Baker, Natalie M	\$271.33
11976	11/3/2023	CHK	Citi Cards	\$3,296.60
11977	11/3/2023	BILLPMT	NAPA Auto Parts	\$375.98
11978	11/3/2023	BILLPMT	Nextera Communications	\$1,242.42
11979	11/3/2023	BILLPMT	Taylor, Dan	\$175.00
11980	11/3/2023	CHK	WF Bus Payment Processing - Tom	\$1,481.38
Total				\$7,166.01



Airport Director



City Treasury



Finance Director


Tom Werner

Executive Director



Kim Maki (Nov 2, 2023 19:10 CDT)

Board President



Jos Bailey (Nov 6, 2023 08:05 CST)

City Treasury












Operating Check Register #30-2023


Final Audit Report

2023-11-06

Created:	2023-11-02
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJwLInIxSrBr08Gv5AbWmKi8vdI5nSsxS

"Operating Check Register #30-2023" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-11-02 - 7:36:11 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-11-02 - 7:37:23 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-11-02 - 8:14:49 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-11-02 - 8:15:01 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-11-02 - 8:15:02 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-11-02 - 9:27:04 PM GMT- IP address: 174.229.162.146
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-11-02 - 9:27:31 PM GMT - Time Source: server- IP address: 174.229.162.146
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-11-02 - 9:27:32 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-11-02 - 10:33:59 PM GMT- IP address: 71.13.44.53
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-11-03 - 0:10:19 AM GMT- IP address: 71.13.44.53
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-11-03 - 0:10:21 AM GMT - Time Source: server- IP address: 71.13.44.53

 Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature

2023-11-03 - 0:10:22 AM GMT

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2023-11-06 - 2:05:40 PM GMT- IP address: 156.99.162.253

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2023-11-06 - 2:05:51 PM GMT - Time Source: server- IP address: 156.99.162.253

 Agreement completed.

2023-11-06 - 2:05:51 PM GMT

DAA Operating ACH Payment Register #30-2023 October 13, 2023

Confirmation #2850349

Document Number	Date	Transaction Type	Payee	Amount
00000095/1	10/13/2023	BILLPMT	1 Giant Voices LLC	\$6,657.83
00000095/10	10/13/2023	BILLPMT	Kayser, Jana	\$60.00
00000095/11	10/13/2023	BILLPMT	Kayser, Jana M	\$688.19
00000095/12	10/13/2023	BILLPMT	Leon, Kathy	\$60.00
00000095/13	10/13/2023	BILLPMT	Menards - Hermantown	\$23.51
00000095/14	10/13/2023	BILLPMT	Menards - Hermantown	\$31.01
00000095/15	10/13/2023	BILLPMT	Menards - Hermantown	\$35.06
00000095/16	10/13/2023	BILLPMT	Northern States Supply, Inc.	\$212.10
00000095/17	10/13/2023	BILLPMT	Oakwells CR LLC	\$3.65
00000095/18	10/13/2023	BILLPMT	Papko, Mark	\$60.00
00000095/19	10/13/2023	BILLPMT	SCS Interiors	\$855.00
00000095/2	10/13/2023	BILLPMT	Acme Tools	\$249.00
00000095/20	10/13/2023	BILLPMT	Sinnott, Paul	\$60.00
00000095/21	10/13/2023	BILLPMT	Snell, Matthew J	\$60.00
00000095/22	10/13/2023	BILLPMT	Sweet Green Landscapes LLC	\$400.00
00000095/23	10/13/2023	BILLPMT	Welch, Ryan	\$60.00
00000095/24	10/13/2023	BILLPMT	Werner, Thomas	\$60.00
00000095/25	10/13/2023	BILLPMT	White Cap, L.P.	\$103.08
00000095/26	10/13/2023	BILLPMT	Windcave Inc.	\$299.60
00000095/3	10/13/2023	BILLPMT	Aramark	\$73.66
00000095/4	10/13/2023	BILLPMT	Bodin, Joelle	\$60.00
00000095/5	10/13/2023	BILLPMT	Century Link	\$72.00
00000095/6	10/13/2023	BILLPMT	Century Link	\$72.00
00000095/7	10/13/2023	BILLPMT	Durfee, Tristan	\$60.00
00000095/8	10/13/2023	BILLPMT	Graves, John	\$60.00
00000095/9	10/13/2023	BILLPMT	Innovational Water Solutions, Inc.	\$443.00
Total				\$10,818.69



Airport Director



City Treasury


Joelle Bodin (Oct 16, 2023 11:53 CDT)

Finance Director

Tom Werner

Executive Director



Kim Maki (Oct 16, 2023 13:05 CDT)

Board President












Operating ACH Payment Register #30-2023

Final Audit Report

2023-10-16

Created:	2023-10-16
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMYotwuaRfaxTL0JBZNMuwiLM4YW7qtwj

"Operating ACH Payment Register #30-2023" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-10-16 - 4:46:37 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-10-16 - 4:47:27 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-10-16 - 4:53:05 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-10-16 - 4:53:12 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-10-16 - 4:53:13 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-10-16 - 4:57:40 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-10-16 - 4:58:06 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-10-16 - 4:58:07 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-10-16 - 6:05:24 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-10-16 - 6:05:43 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-10-16 - 6:05:45 PM GMT - Time Source: server- IP address: 207.171.103.126

✔ Agreement completed.

2023-10-16 - 6:05:45 PM GMT

**DAA Operating ACH Payment Register #31-2023
October 23, 2023**

Confirmation #2930248

Document Number	Date	Transaction Type	Payee	Amount
00000096/1	10/23/2023	BILLPMT	1 MediaUSA Adverising Inc	\$1,115.00
00000096/10	10/23/2023	BILLPMT	Menards - Hermantown	\$4,404.00
00000096/11	10/23/2023	BILLPMT	Menards - Hermantown	\$137.16
00000096/12	10/23/2023	BILLPMT	Menards - Hermantown	\$159.14
00000096/13	10/23/2023	BILLPMT	Oberon3, Inc.	\$126.00
00000096/14	10/23/2023	BILLPMT	Schindler Elevator Corp	\$1,397.83
00000096/15	10/23/2023	BILLPMT	SCS Interiors	\$342.00
00000096/16	10/23/2023	BILLPMT	Spectrum Business	\$170.84
00000096/17	10/23/2023	BILLPMT	Waste Management of WI-MN	\$270.48
00000096/18	10/23/2023	BILLPMT	Waste Management of WI-MN	\$1,697.31
00000096/19	10/23/2023	BILLPMT	Waste Management of WI-MN	\$258.49
00000096/2	10/23/2023	BILLPMT	Alcola Solutions Group	\$769.20
00000096/20	10/23/2023	BILLPMT	Waste Management of WI-MN	\$101.81
00000096/3	10/23/2023	BILLPMT	Decomm Ventures, LP	\$4,200.00
00000096/4	10/23/2023	BILLPMT	Graves, John B	\$438.48
00000096/5	10/23/2023	BILLPMT	Guardian Pest Solutions	\$53.94
00000096/6	10/23/2023	BILLPMT	Guardian Pest Solutions	\$79.41
00000096/7	10/23/2023	BILLPMT	Guardian Pest Solutions	\$78.08
00000096/8	10/23/2023	BILLPMT	Jamar Company	\$7,675.00
00000096/9	10/23/2023	BILLPMT	Kleen-Tech	\$21,621.00
Total				\$45,095.17



Airport Director



City Treasury



Joelle Bodin (Oct 23, 2023 09:18 CDT)

Finance Director

Tom Werner

Executive Director



Kim Maki (Oct 23, 2023 11:55 CDT)

Board President



Jos Bailey (Oct 23, 2023 11:56 CDT)

City Treasury












Operating ACH Payment Register #31-2023


Final Audit Report

2023-10-23

Created:	2023-10-20
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIs74IL7Y6tuMpxMeDTCzmi_QhkKyUdt4

"Operating ACH Payment Register #31-2023" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
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-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-10-20 - 6:45:35 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-10-23 - 2:18:00 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-10-23 - 2:18:28 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-10-23 - 2:18:29 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-10-23 - 4:53:55 PM GMT- IP address: 166.137.83.55
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-10-23 - 4:54:13 PM GMT - Time Source: server- IP address: 166.137.83.55
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-10-23 - 4:54:23 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-10-23 - 4:54:39 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-10-23 - 4:54:58 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-10-23 - 4:55:00 PM GMT - Time Source: server- IP address: 207.171.103.126

 Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature

2023-10-23 - 4:55:01 PM GMT

 Email viewed by Josh Bailey (jbailey@duluthmn.gov)

2023-10-23 - 4:55:51 PM GMT- IP address: 156.99.162.253

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2023-10-23 - 4:56:01 PM GMT - Time Source: server- IP address: 156.99.162.253

 Agreement completed.

2023-10-23 - 4:56:01 PM GMT

DAA Operating ACH Payment Register #32-2023 October 27, 2023

Confirmation #2990219

Document Number	Date	Transaction Type	Payee	Amount
00000098/1	10/27/2023	BILLPMT	Acme Tools	\$368.80
00000098/10	10/27/2023	BILLPMT	Citon	\$1,888.00
00000098/11	10/27/2023	BILLPMT	Citon	\$1,060.00
00000098/12	10/27/2023	BILLPMT	Cummins Inc.	\$1,413.86
00000098/13	10/27/2023	BILLPMT	Cummins Inc.	\$2,694.25
00000098/14	10/27/2023	BILLPMT	Dalco	\$134.95
00000098/15	10/27/2023	BILLPMT	Driveline Specialists	\$49.42
00000098/16	10/27/2023	BILLPMT	General Security Services Corporation	\$1,822.20
00000098/17	10/27/2023	BILLPMT	General Security Services Corporation	\$24,751.82
00000098/18	10/27/2023	BILLPMT	Kaplan Kirsch & Rockwell LLP	\$112.50
00000098/19	10/27/2023	BILLPMT	Kayser, Jana M	\$1,761.34
00000098/2	10/27/2023	BILLPMT	Acme Tools	\$169.00
00000098/20	10/27/2023	BILLPMT	Kayser, Jana M	\$72.93
00000098/21	10/27/2023	BILLPMT	Menards - West Duluth	\$93.60
00000098/22	10/27/2023	BILLPMT	Menards - West Duluth	\$67.33
00000098/23	10/27/2023	BILLPMT	Metro Sales, Inc.	\$268.86
00000098/24	10/27/2023	BILLPMT	Northern States Supply, Inc.	\$145.03
00000098/25	10/27/2023	BILLPMT	Oakwells CR LLC	\$320.96
00000098/26	10/27/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$498.82
00000098/27	10/27/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$727.11
00000098/28	10/27/2023	BILLPMT	Viking Industrial Center	\$180.00
00000098/29	10/27/2023	BILLPMT	Ziegler, Inc.	\$236.24
00000098/3	10/27/2023	BILLPMT	Border States	\$1,553.02
00000098/30	10/27/2023	BILLPMT	Ziegler, Inc.	\$438.12
00000098/4	10/27/2023	BILLPMT	Border States	\$679.99
00000098/5	10/27/2023	BILLPMT	Border States	\$602.92
00000098/6	10/27/2023	BILLPMT	Citon	\$4,860.96
00000098/7	10/27/2023	BILLPMT	Citon	\$5,085.00
00000098/8	10/27/2023	BILLPMT	Citon	\$7,376.80
00000098/9	10/27/2023	BILLPMT	Citon	\$734.67
Total				\$60,168.50



Airport Director



City Treasury


Joelle Bodin (Oct 26, 2023 14:01 CDT)

Finance Director

Tom Werner

Executive Director


Kim Maki (Nov 1, 2023 09:14 CDT)

Board President


John Bailey (Nov 1, 2023 09:14 CDT)

City Treasury












Operating ACH Payment Register #32-2023


Final Audit Report

2023-11-01

Created:	2023-10-26
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXibWqJ8Udj65_wrlA4tDGY9tKX_wOE-

"Operating ACH Payment Register #32-2023" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-10-26 - 4:49:59 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-10-26 - 4:51:45 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-10-26 - 7:01:02 PM GMT- IP address: 166.137.115.44
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-10-26 - 7:01:21 PM GMT - Time Source: server- IP address: 166.137.115.44
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-10-26 - 7:01:23 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-10-26 - 7:02:11 PM GMT- IP address: 174.245.64.104
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-10-26 - 7:02:48 PM GMT - Time Source: server- IP address: 174.245.64.104
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-10-26 - 7:02:49 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-10-26 - 8:15:43 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-11-01 - 2:14:10 PM GMT- IP address: 208.72.51.13
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-11-01 - 2:14:12 PM GMT - Time Source: server- IP address: 208.72.51.13

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2023-11-01 - 2:14:13 PM GMT

 Email viewed by Josh Bailey (jbailey@duluthmn.gov)

2023-11-01 - 2:14:45 PM GMT- IP address: 156.99.162.253

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2023-11-01 - 2:14:57 PM GMT - Time Source: server- IP address: 156.99.162.253

 Agreement completed.

2023-11-01 - 2:14:57 PM GMT

**DAA Operating ACH Payment Register #33-2023
November 3, 2023**

Confirmation #3060377

Document Number	Date	Transaction Type	Payee	Amount
00000099/1	11/3/2023	BILLPMT	1 Giant Voices LLC	\$2,545.00
00000099/10	11/3/2023	BILLPMT	Jamar Company	\$4,675.00
00000099/11	11/3/2023	BILLPMT	Jamar Company	\$4,345.00
00000099/12	11/3/2023	BILLPMT	Kleen-Tech	\$21,621.00
00000099/13	11/3/2023	BILLPMT	Landrum and Brown, Incorporated	\$10,000.00
00000099/14	11/3/2023	BILLPMT	Landrum and Brown, Incorporated	\$3,570.21
00000099/15	11/3/2023	BILLPMT	Lift Pro	\$240.00
00000099/16	11/3/2023	BILLPMT	Lumacurve Airfield Signs	\$953.49
00000099/17	11/3/2023	BILLPMT	Menards - Hermantown	\$27.98
00000099/18	11/3/2023	BILLPMT	Menards - Hermantown	\$213.42
00000099/19	11/3/2023	BILLPMT	Menards - Hermantown	\$7.11
00000099/2	11/3/2023	BILLPMT	1 Giant Voices LLC	\$6,095.00
00000099/20	11/3/2023	BILLPMT	Menards - Hermantown	\$374.17
00000099/21	11/3/2023	BILLPMT	Menards - Hermantown	\$73.19
00000099/22	11/3/2023	BILLPMT	Menards - Hermantown	\$48.74
00000099/23	11/3/2023	BILLPMT	Menards - Hermantown	\$68.91
00000099/24	11/3/2023	BILLPMT	Menards - Hermantown	\$63.13
00000099/25	11/3/2023	BILLPMT	Menards - Hermantown	\$95.08
00000099/26	11/3/2023	BILLPMT	Menards - Hermantown	\$180.56
00000099/27	11/3/2023	BILLPMT	Metamorphosis Coaching, Consulting & Training LL	\$2,500.00
00000099/28	11/3/2023	BILLPMT	NOS Automation LLC	\$4,000.00
00000099/29	11/3/2023	BILLPMT	Paul Bunyan Communications	\$3,460.00
00000099/3	11/3/2023	BILLPMT	Best Oil Company	\$3,997.75
00000099/30	11/3/2023	BILLPMT	Peterson Excavating & Landscaping	\$3,800.00
00000099/31	11/3/2023	BILLPMT	Shel/Don Group Inc.	\$190.43
00000099/32	11/3/2023	BILLPMT	Terminal Supply Co.	\$250.04
00000099/33	11/3/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$753.38
00000099/34	11/3/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$63.60
00000099/35	11/3/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$122.78
00000099/4	11/3/2023	BILLPMT	Como Lube & Supplies	\$1,495.95
00000099/5	11/3/2023	BILLPMT	Coons Aggregate Supply, LLC	\$7,182.84
00000099/6	11/3/2023	BILLPMT	Innovational Water Solutions, Inc.	\$388.84
00000099/7	11/3/2023	BILLPMT	Innovational Water Solutions, Inc.	\$542.20
00000099/8	11/3/2023	BILLPMT	Jamar Company	\$4,199.00
00000099/9	11/3/2023	BILLPMT	Jamar Company	\$2,700.00
Total				<u>\$90,843.80</u>



Airport Director



City Treasury



Joelle Bodin (Nov 2, 2023 15:14 CDT)

Finance Director

Tom Werner

Executive Director

Kim Maki

Kim Maki (Nov 2, 2023 19:12 CDT)

Board President

J. Bailey

Jos Bailey (Nov 6, 2023 08:06 CST)

City Treasury












Operating ACH Payment Register #33-2023


Final Audit Report

2023-11-06

Created:	2023-11-02
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUfozEqixt491OR28FC2Jj82e-Hv8V1R

"Operating ACH Payment Register #33-2023" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-11-02 - 7:54:15 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-11-02 - 7:55:25 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-11-02 - 8:14:19 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-11-02 - 8:14:38 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-11-02 - 8:14:40 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-11-02 - 9:26:10 PM GMT- IP address: 174.229.162.146
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-11-02 - 9:26:52 PM GMT - Time Source: server- IP address: 174.229.162.146
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-11-02 - 9:26:53 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-11-03 - 0:11:20 AM GMT- IP address: 71.13.44.53
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-11-03 - 0:12:43 AM GMT- IP address: 71.13.44.53
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-11-03 - 0:12:45 AM GMT - Time Source: server- IP address: 71.13.44.53

 Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature

2023-11-03 - 0:12:46 AM GMT

 Email viewed by Josh Bailey (jbailey@duluthmn.gov)

2023-11-06 - 2:06:05 PM GMT- IP address: 156.99.162.253

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2023-11-06 - 2:06:15 PM GMT - Time Source: server- IP address: 156.99.162.253

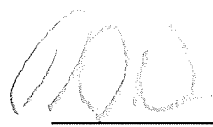
 Agreement completed.

2023-11-06 - 2:06:15 PM GMT

**DAA Operating ACH Payment Register #34-2023
November 9, 2023**

Confirmation #3120255

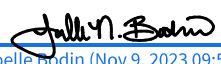
Document Number	Date	Transaction Type	Payee	Amount
00000100/1	11/9/2023	BILLPMT	American Association Of Airport Executives	\$275.00
00000100/10	11/9/2023	BILLPMT	Waste Management of WI-MN	\$1,695.10
00000100/11	11/9/2023	BILLPMT	Waste Management of WI-MN	\$257.94
00000100/12	11/9/2023	BILLPMT	Waste Management of WI-MN	\$101.40
00000100/13	11/9/2023	BILLPMT	Werner, Thomas	\$210.34
00000100/2	11/9/2023	BILLPMT	Bodin, Joelle N	\$1,010.09
00000100/3	11/9/2023	BILLPMT	Decomm Ventures, LP	\$2,187.50
00000100/4	11/9/2023	BILLPMT	Decomm Ventures, LP	\$700.00
00000100/5	11/9/2023	BILLPMT	Hermantown Area Chamber	\$120.00
00000100/6	11/9/2023	BILLPMT	Oakwells CR LLC	\$160.48
00000100/7	11/9/2023	BILLPMT	Tibodeau, Justin	\$45.02
00000100/8	11/9/2023	BILLPMT	Twin Ports Paper Supply, Inc	\$785.35
00000100/9	11/9/2023	BILLPMT	Waste Management of WI-MN	\$269.98
Total				\$7,818.20



Airport Director



City Treasury



Joelle Bodin (Nov 9, 2023 09:51 CST)

Finance Director

Tom Werner

Executive Director



Kim Maki (Nov 13, 2023 10:50 CST)

Board President



John Bailey (Nov 13, 2023 10:54 CST)

City Treasury












Operating ACH Payment Register #34-2023


Final Audit Report

2023-11-13

Created:	2023-11-09
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAb9puGZMFGXYO02tRdiF_xyYTr9nbHogc

"Operating ACH Payment Register #34-2023" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-11-09 - 1:08:16 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-11-09 - 1:09:46 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-11-09 - 3:50:45 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-11-09 - 3:51:18 PM GMT - Time Source: server- IP address: 205.149.151.193
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-11-09 - 3:51:19 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-11-09 - 4:43:15 PM GMT- IP address: 174.213.242.143
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-11-09 - 4:43:35 PM GMT - Time Source: server- IP address: 174.213.242.143
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-11-09 - 4:43:36 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-11-13 - 4:50:14 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-11-13 - 4:50:40 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-11-13 - 4:50:42 PM GMT - Time Source: server- IP address: 207.171.103.126

 Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature

2023-11-13 - 4:50:43 PM GMT

 Email viewed by Josh Bailey (jbailey@duluthmn.gov)

2023-11-13 - 4:53:55 PM GMT- IP address: 156.99.162.253

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2023-11-13 - 4:54:05 PM GMT - Time Source: server- IP address: 156.99.162.253

 Agreement completed.

2023-11-13 - 4:54:05 PM GMT


Duluth Airport Authority
DAA Construction ACH Payment Register #9-2023
October 26, 2023

Confirmation #2980126


Document Number	Date	Transaction Type	Payee	Amount
00000097/1	10/26/2023	BILLPMT	1 Garver, LLC	\$3,000.00
00000097/10	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$6,215.00
00000097/11	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$5,320.00
00000097/12	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$17,565.00
00000097/13	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$9,900.00
00000097/14	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$1,824.00
00000097/15	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$1,276.80
00000097/16	10/26/2023	BILLPMT	Citon	\$2,436.00
00000097/2	10/26/2023	BILLPMT	1 Shafer Contracting Co., Inc.	\$134,682.32
00000097/3	10/26/2023	BILLPMT	1 Shafer Contracting Co., Inc.	\$949,069.59
00000097/4	10/26/2023	BILLPMT	1 Shafer Contracting Co., Inc.	\$3,040.00
00000097/5	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$64,700.00
00000097/6	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$26,595.00
00000097/7	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$8,655.00
00000097/8	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$4,945.00
00000097/9	10/26/2023	BILLPMT	1 Short Elliott Hendrickson	\$241,160.00
Total				\$1,480,383.71



 Airport Director




 City Treasury




 Joelle Bodin (Oct 27, 2023 09:46 CDT)
 Finance Director

Tom Werner

 Executive Director



 Kim Maki (Oct 27, 2023 11:02 CDT)
 Board President



 Jos Bailey (Oct 30, 2023 08:20 CDT)
 City Treasury












Construction ACH Payment Register #9-2023


Final Audit Report

2023-10-30

Created:	2023-10-27
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMzGwLWV-rMSrZra2I2sHyHo1CmIL2kSO

"Construction ACH Payment Register #9-2023" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2023-10-27 - 2:43:00 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2023-10-27 - 2:44:18 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2023-10-27 - 2:44:47 PM GMT- IP address: 166.137.115.44
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2023-10-27 - 2:46:25 PM GMT - Time Source: server- IP address: 166.137.115.44
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2023-10-27 - 2:46:26 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2023-10-27 - 3:51:08 PM GMT- IP address: 174.245.86.69
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2023-10-27 - 3:51:27 PM GMT - Time Source: server- IP address: 174.245.86.69
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-10-27 - 3:51:28 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-10-27 - 4:00:46 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-10-27 - 4:02:10 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-10-27 - 4:02:12 PM GMT - Time Source: server- IP address: 207.171.103.126

 Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature

2023-10-27 - 4:02:13 PM GMT

 Email viewed by Josh Bailey (jbailey@duluthmn.gov)

2023-10-30 - 1:20:48 PM GMT- IP address: 156.99.162.253

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2023-10-30 - 1:20:58 PM GMT - Time Source: server- IP address: 156.99.162.253

 Agreement completed.

2023-10-30 - 1:20:58 PM GMT



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - October 13, 2023

Taxiway A - Phase 2A and 2B Reconstruction

This Week

Runway 9/27 RSA work that was scheduled to be completed during last weekend's 60-hour closure was completed. The contractor was able to open the runway back up in less than 51 hours. This work included concrete paving and installation of electrical infrastructure. Concrete paving continued on Tuesday and Thursday and is now complete.

The contractor continues to work on the Taxiway A shoulders to prepare them for bituminous paving.

Temporary VSR Detour (West of Monaco)

There will be a temporary VSR detour in front of the electrical vault starting on Monday, October 9, and will continue through October 15 as the contractor prepares to remove the temporary pavement and install the permanent pavement. Vehicles will be directed to travel around the south side of the vault. Low-profile barricades will be in place during this work.

Next Week

Shafer plans to continue working on the Taxiway A shoulders. Shafer will be sawing and sealing the concrete through next week.

Project Schedule



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

There are 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.

You can view the [Phase 2A and 2B Construction Safety Phasing Plan \(CSPP\)](#) here.

Ranch Hangar Construction Progress

Continuing work of foundations, backfill, and concrete slab all next week.

The construction area is located inside a fenced-off area and limited airfield impacts are anticipated to the taxiway south of Monaco around the fuel facilities and the construction site. Please use caution when taxiing or driving around this area.

*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

Taxiway A Reconstruction: Adinda Van Espen, PM - SEH - avanespen@sehinc.com

Ranch Hangar Construction: Dustin Wick, PM - KA - 218.348.1983

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



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - October 20, 2023

Taxiway A - Phase 2A and 2B Reconstruction

This Week

This past week, the contractor focused on the taxiway edge lighting system's underground infrastructure and adding aggregate base to the Taxiway A shoulders. The contractor continues to work on the Taxiway A shoulders to prepare them for bituminous paving.

Next Week

Similar work is expected next week as the contractor prepares for the bituminous paving of the taxiway shoulders.

Project Schedule

The project end date is expected to be November 6.



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

There are 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.

You can view the [Phase 2A and 2B Construction Safety Phasing Plan \(CSPP\)](#) here.

Construction progress next week will consist of backfilling of foundations, pouring the last half of the building slab, and preparing for Bituminous later in the week

The construction area is located inside a fenced-off area and limited airfield impacts are anticipated to the taxiway south of Monaco around the fuel facilities and the construction site. Please be sure to use caution when taxiing or driving around this area.

*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

Taxiway A Reconstruction: Adinda Van Espen, PM - SEH - avanespen@sehinc.com

Ranch Hangar Construction: Dustin Wick, PM - KA - 218.348.1983

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(218) 727-2968
daa@duluthairport.com



Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - October 27, 2023

Taxiway A - Phase 2A and 2B Reconstruction

This Week

The contractor finished preparing the taxiway shoulder for paving. This work involved compacting and grading the aggregate base section and stabilizing the soil along the taxiway edges. The area is now ready for bituminous paving. The electrical contractor also installed the conduit for the airfield lighting and signage around the Phase 2 area.

Next Week

The electrical contractor will start pulling wiring for the airfield electrical components. Bituminous shoulder paving is anticipated to be performed next week; however, the paving is weather and temperature dependent.

Project Schedule

The project end date is expected to be November 13.



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

There are 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.

You can view the [Phase 2A and 2B Construction Safety Phasing Plan \(CSPP\)](#) here.

Building erection will be starting early next week. Multiple lifts and a crane will be brought in to perform work. This is the start of a 10-week process for erecting the ranch hangar. Bituminous patching will also be taking place.

The construction area is located inside a fenced-off area and limited airfield impacts are anticipated to the taxiway south of Monaco around the fuel facilities and the construction site. Please be sure to use caution when taxiing or driving around this area.

*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

Taxiway A Reconstruction: Adinda Van Espen, PM - SEH - avanespen@sehinc.com

Ranch Hangar Construction: Dustin Wick, PM - KA - 218.348.1983

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Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - November 3, 2023

Taxiway A - Phase 2A and 2B Reconstruction

This Week

The electrical contractor finished pulling the wire for the lighting and sign system and the concrete sign bases were installed. Taxiway shoulder paving was also completed this week.

Next Week

Bituminous paving in transition areas will be completed next week. In addition, turf restoration and the painting of pavement markings are anticipated to begin next week as well. Next week's schedule is weather and temperature dependent.

Project Schedule

The project end date is expected to be November 13.



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

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.

You can view the [Phase 2A and 2B Construction Safety Phasing Plan \(CSPP\)](#) here.

Ranch Hangar Construction Progress

The construction site will be idle with limited activity the next week.

The construction area is located inside a fenced-off area and limited airfield impacts are anticipated to the taxilane south of Monaco around the fuel facilities and the construction site. Please be sure to use caution when taxiing or driving around this area.

*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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Construction Newsletter

Duluth International Airport (DLH)

Weekly Update - November 10, 2023

Taxiway A - Phase 2A and 2B Reconstruction

This Week

Shoulder paving was completed this week. The electrical contractor completed pulling the wire for the lighting and sign system circuit. Installation of edge lights and signs will be completed over the weekend and into early next week. Topsoil spreading and final grading has also begun.

Next Week

The permanent painting of pavement markings is anticipated to begin early next week in addition to the activation and testing of the newly installed lighting and signage system.

Project Schedule

All construction areas are scheduled to reopen to air traffic on **November 15**. Check NOTAMs for the latest airfield conditions.



Ranch Hangar Construction Progress

Pre-engineered metal building erection will begin next week using forklifts, cranes, and manual lifts. The construction site will be very active next week.

The construction area is located inside a fenced-off area and limited airfield impacts are anticipated to the taxiway south of Monaco around the fuel facilities and the construction site. Please be sure to use caution when taxiing or driving around this area.



Please note, dates and planned construction related activities are subject to change.

Project Contact Information

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Construction Newsletter

Sky Harbor Airport (DYT)

October 13, 2023

Terminal Building and SRE Building Construction

Construction efforts on the Terminal Building are expected to pick up in the next few weeks. The contractor has worked through high groundwater and is slated to begin excavation.

The SRE Building construction is slated to wrap up utility work for the SRE Building in the next week.



Terminal Building Construction Progress



Exterior rendering of the SRE Building

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

Ryan Falch, Project Manager - SEH - rfalch@sehinc.com



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Construction Newsletter

Sky Harbor Airport (DYT)

October 20, 2023

Temporary Facilities During Construction

Due to the ongoing construction for the replacement of the terminal building, a temporary terminal building has been set up to provide essential services and facilities for pilots and passengers. The temporary terminal building is located adjacent to Hangar 1 and is equipped with pilot resources, a weather computer, a coffee pot and microwave, and heated restrooms.

The AWOS computer has been temporarily moved into this facility and is available to pilots. Heated restrooms are available adjacent to the temporary terminal and are regularly cleaned and sanitized. This building will remain in operation until the completion of the permanent terminal building, which is expected to be next summer.



Temporary Terminal Building Facilities



Temporary Bathroom Facilities

*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

Tristan Durfee, DYT Airport Manager - Airport Authority - tdurfee@duluthairport.com

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

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Construction Newsletter

Sky Harbor Airport (DYT)

November 3, 2023

Terminal Building and SRE Building Construction

The Terminal Building construction is beginning to make positive progress. After dealing with unforeseen subsurface conditions the past few weeks, the contractor is pouring concrete foundations and is expected to begin framing the building in early December.

The SRE Building is also making progress. The utility work has been completed with building excavation expected to take place prior to Thanksgiving.





Terminal Building Construction Progress



Exterior rendering of the SRE Building

*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](#)

Tristan Durfee, DYT Airport Manager - Airport Authority - tdurfee@duluthairport.com

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CELEBRATING PROGRESS

The Depot Foundation Unveils New Branding

Congratulations to our friends and member, The Depot Foundation, on your rebranding, including a great new logo and updated website. This rebranding is more great work by fellow Duluth Chamber member Finden Marketing.



Holiday Inn Express & Suites-Superior Showcases Remodel

Congratulations to our friends at the Holiday Inn Express & Suites-Superior on your beautiful remodel. We appreciate your membership and your commitment to our community and region, on both sides of the bridge. Thank you for continuing to invest in the Twin Ports!



Sky Harbor Regional Airport Breaks Ground

Duluth Area Chamber staff and Ambassadors were proud to be at the Duluth Airport Authority's groundbreaking ceremony at the Sky Harbor Regional Airport. The \$3.7M project/investment will result in a new airport terminal building and a new snow removal equipment facility.



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North Star Credit Union Celebrates Grand Opening

We had a blast celebrating the relocation of North Star Credit Union's Duluth branch at 4918 Grand Avenue. Congratulations, thank you for being members of the Duluth Area Chamber and thank you for helping support several other local businesses as part of your celebration!





Duluth International Airport (Northern News Now)

Direct Duluth To Florida Air Service To Return

By Dave Strandberg

🕒 Oct 17, 2023 | 3:40 AM

DULUTH, MN (KDAL) – Sun Country Airlines will resume their non-stop direct air service from Duluth to Fort Myers, Florida in February.

In addition, passengers flying Sun Country out of Duluth will get 50 percent off parking at the airport lot.

Service to Fort Myers will operate on Mondays and Fridays starting February 2nd until April 24th.

The Duluth Airport says Sun Country flights from Duluth to Phoenix will not be returning this winter.

IV. - E.

DLH: Direct Flights To Phoenix Not Returning, But Nonstop To Fort Myers Will

11 hours ago by Dan Hanger (<https://www.fox21online.com/author/danhanger/>)



(<https://www.fox21online.com/content/uploads/2022/03/d/p/suncountry.png>)

DULUTH, Minn. – The Duluth International Airport has announced direct flights from Duluth to Phoenix are not returning this winter. But Sun Country service is returning with direct service to Fort Myers, Florida.

The non-stop flights will start back up Feb. 2 and end April 24.

Sun Country service to Fort Myers will operate twice weekly on Mondays and Fridays.

Tickets are on sale now at [SunCountry.com](https://suncountry.com/) (<https://suncountry.com/>).

Passengers flying Sun Country out of Duluth will receive 50% off parking at DLH.

DLH officials continue to stress the importance of filling seats out of the Duluth Airport to avoid the potential of airlines pulling back their offerings.

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BUSINESS

Sun Country flights from Duluth to Fort Myers returning in 2024

The seasonal service began in 2021. Past seasonal service to Phoenix will not return, as a pilot shortage continues to challenge regional air service.



Travelers move through the James L. Oberstar Terminal at the Duluth International Airport in 2020. Jed Carlson / File / Superior Telegram

By **Staff reports**

October 22, 2023 at 11:37 AM

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DULUTH — Sun Country Airlines will resume its seasonal service of direct flights between Duluth and Fort Myers, Florida, in 2024. The Duluth International Airport announced the return of the Fort Myers flights, which will run from Feb. 2 to April 24, 2024.

The timing of the service corresponds to the expected annual spike in demand for travel from Duluth's chilly climate to warmer environs. Sun Country began its seasonal service to southern latitudes in 2021; previous nonstop service from Duluth to Phoenix will not return in 2024, according to a news release.

"We are excited to continue our partnership with Sun Country and bring this direct flight to Fort Myers back to our region during the winter season," said Duluth International Airport Executive Director Tom Werner in a statement.

In an email accompanying the news release, Natalie Baker, the airport's director of communication and marketing, acknowledged that the airline industry continues to face "a severe pilot shortage." The shortage has particularly affected regional service, including a hoped-for nonstop route between Duluth and Denver.

"Many of our peer communities that we compete with for air service are not doing that well," Werner told the News Tribune in January. "So while we're not going to rest on our laurels, we're blessed to have what we have and are looking to grow from here."

The 2024 service to Fort Myers is planned for twice-weekly operation, on Mondays and Fridays. The airport is offering a 50% parking discount for Sun Country passengers. For more information, see [suncountry.com](http://www.suncountry.com) (<http://www.suncountry.com>) and [duluthairport.com](http://www.duluthairport.com). (<http://www.duluthairport.com>)

(<https://www.duluthnewstribune.com/news/local/pilot-shortage-still-drags-down-potential-duluth-denver-flight>)

FROM JANUARY: Pilot shortage still drags down potential Duluth-Denver flight (<https://www.duluthnewstribune.com/news/local/pilot-shortage-still-drags-down-potential-duluth-denver-flight>)

“If COVID had not happened and disrupted the talent pool for the airlines the way it did, Denver would be going daily today,” said Tom Werner, executive director of the Duluth Airport Authority.

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Our newsroom occasionally reports stories under a byline of "staff." Often, the "staff" byline is used when rewriting basic news briefs that originate from official sources, such as a city press release about a road closure, and which require little or no reporting. At times, this byline is used when a news story includes numerous authors or when the story is formed by aggregating previously reported news from various sources. If outside sources are used, it is noted within the story.

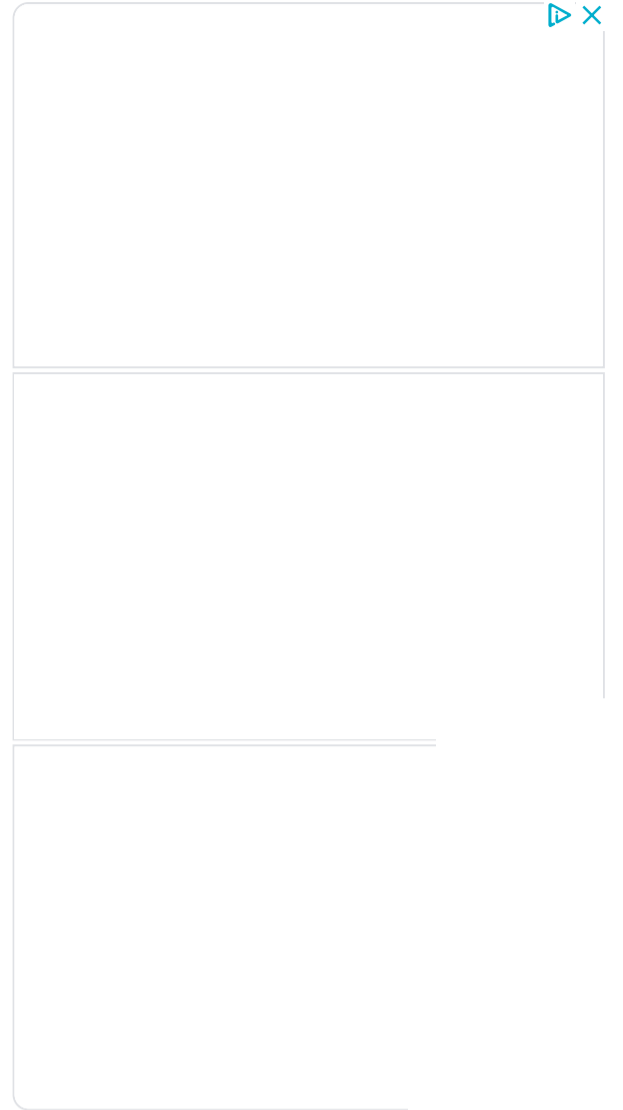


Sun Country's Duluth to Fort Myers flights set to resume

Olayinka Sodunke WDIO

Updated: October 24, 2023 - 9:54 AM

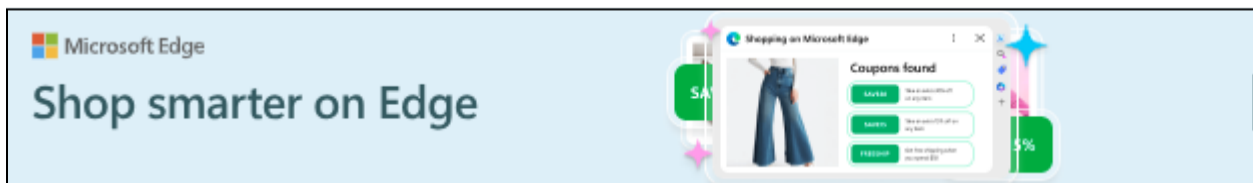
Published: October 23, 2023 - 6:25 PM



Sun country will resume its seasonal direct flights between Duluth, Minnesota and Fort Myers, Florida, from February 2nd to April 24th, 2024, and seats will be sold for as low as \$70 one way.

The timing of this service corresponds with the expected annual spike in demand to travel from Duluth's chilly climate to warmer environs.

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The services initially began in 2021 with a second seasonal flight to Phoenix, Arizona but airport officials say the Phoenix route will not be available during this period.

Duluth International Airport Director of Communication Natalie Baker says pilot shortage and low number of passenger traffic on the Phoenix route led to the suspension of that leg.

"We're excited to be welcoming Sun Country back. It'll be their third year flying out of Duluth with direct flights and they'll be operating on Mondays and Fridays. Unfortunately, with the pilot shortage, the airlines have been taking a hard look at different routes that they've been offering. And the previous year, Phoenix did not perform in the regional market as they had hoped."

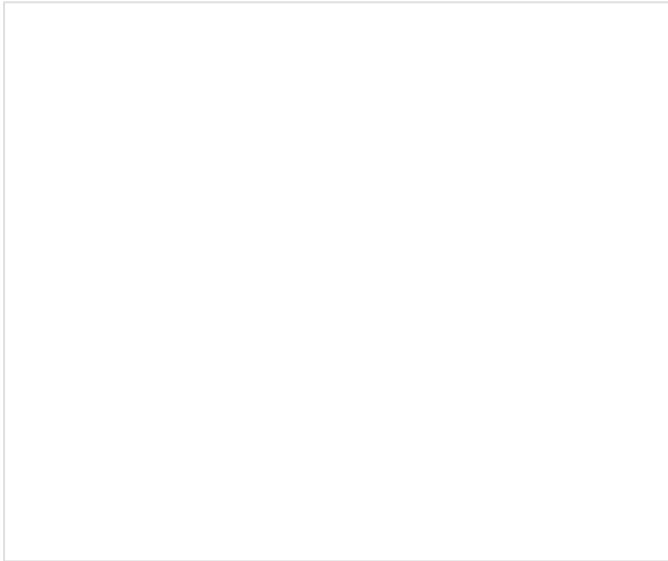
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Natalie also spoke about recent facility upgrades at the airport.

"We are now finishing up year two of an eight-year project for our primary taxiway reconstruction. And we're also working on new hangar space. We have not constructed a new hangar space in almost 20 years. So right now, we're working on the construction that will be offering five hangar bays and one building. It'll be heated and finished, which is a different product offering than other hangars that we had.

She says if more people do fly local, that will boost traffic and help them expand services.

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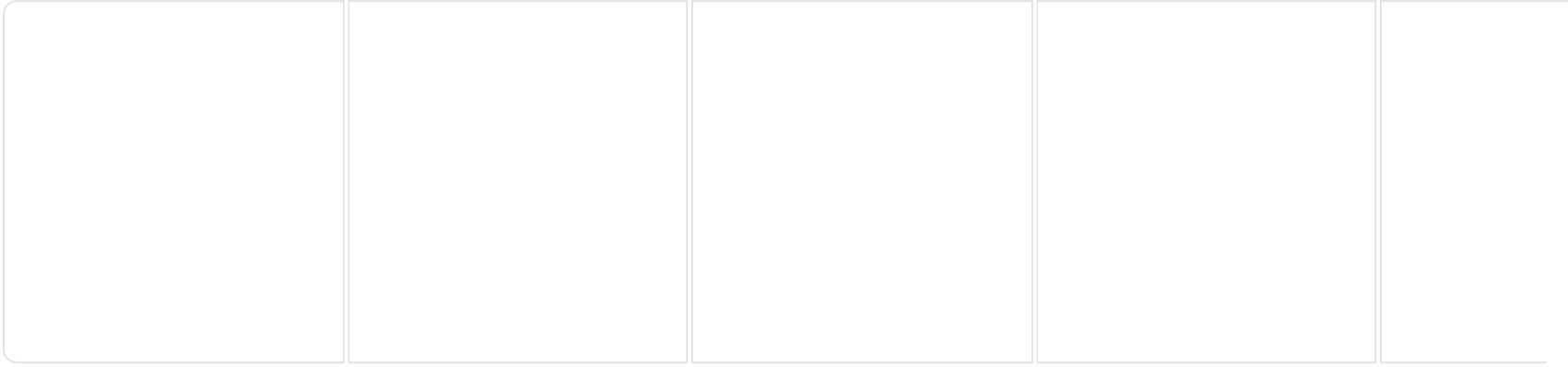
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Direct flight from DLH to Fort Myers returns this winter

By [Hayley Raatsi](#)

Published: Oct. 24, 2023 at 10:22 AM CDT | Updated: 23 hours ago

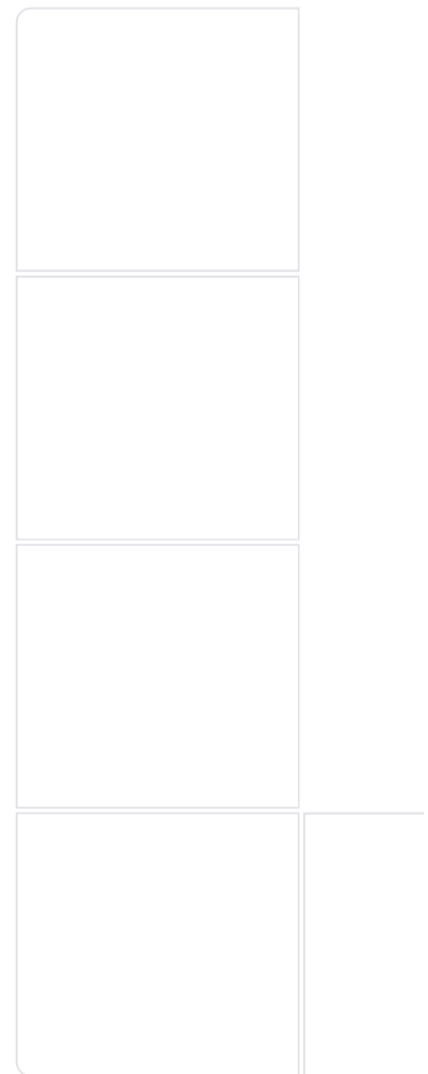


DULUTH, MN. (Northern News Now) - The popular direct flight from the Duluth International Airport (DLH) is returning this winter.

DLH officials have announced Sun Country Airlines will return with their nonstop seasonal air service to Fort Myers, Florida.

However, the direct flight to Phoenix, Arizona will not be returning.

Sun Country's nonstop service to Fort Myers from DLH will begin on February 2, 2024, and end on April 24, 2024.



Sun Country Service to Fort Myers will operate twice weekly on Mondays and Fridays.

You can book your flight [here](#).

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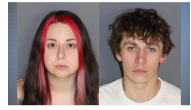
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IV. - J.VII

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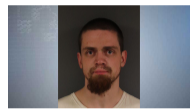
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IV. - I.

Duluth Airport Prepares For Fort Myers Return, Control Tower Replacement

12 hours ago by Pat Brink (<https://www.fox21online.com/author/pbrinkkqdsfox21-tv/>)

DULUTH, Minn. — This has already been a record-breaking year for the Duluth International Airport. In each month of 2023, the number of take-offs and landings exceeded last year's numbers.

The number of flyers has also increased, and that's one measure an airline looks at in deciding whether to enter or expand in a city. One reason for the increase is because Great Lakes Excursions has some of its cruises beginning or ending in Duluth.

For area residents looking to escape the coldest months in our area, Sun Country is back for a third year with two direct flights each week to Fort Myers. In past years the airline also had direct flights to Phoenix, but they will not happen this winter.

Duluth Airport Spokesperson, Natalie Baker explained Sun Country's reasoning, "The industry is severely constrained by a lack of pilots right now. So airlines have been taking a pretty hard look at the feasibility of routes they've been offering and unfortunately, the Phoenix route just didn't perform as well as they would have liked it to in the regional market."

Construction of five new hangers was completed and the second of a planned eight-year project for the reconstruction of the main taxiway continues.

The planning to replace the more than 70-year-old Control Tower is moving forward. The siting study, environmental study, and noise study have all been completed and paid for by the Duluth Airport Authority.

"We've passed the point of being aligned to make those repairs and now it's time for a new tower.," said Baker. "So we've submitted a federal funding request, I believe last week. So, we're waiting to hear from them on that. We also will be bringing a request to the state this session for \$14 million dollars for any other enabling projects for the tower."

The current tower no longer meets the FAA's line-of-sight requirements. With a new tower, the eye height for the controllers will be 124 feet, more than twice as high as what is in place today.

So while airport authorities are not on Cloud Nine, they are pleased with the direction the airport is moving. They're hopeful both the national and state funding requests come through.

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IV. - J.

Jenny Delnay

From: Don Monaco <donm@monacoairduluth.com>
Sent: Wednesday, November 1, 2023 10:45 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: October, 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 October 2023 Activities

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

Sun Country Air Service: The Duluth Airport Authority approved accepting a \$14,100 grant from the Foundation to reduce Sun Country's operating cost to resume Duluth air service.

Duluth Area Chamber Foundation: Discussions are underway with the Duluth Area Chamber Foundation to merge the Monaco Air Foundation funds, obligations, and charter into a Monaco Air designated fund managed by the Duluth Area Chamber Foundation. This designated fund would continue supporting the Duluth Airport Authority and the local aviation community in the same manner the Monaco Air Foundation has provided since its inception in 2007.

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

IV. - K.



DULUTH AIRPORT AUTHORITY

November 1, 2023

Mrs. Linda Buchite
Hermantown Hydraulics
4905 Airport Approach Road
Duluth, MN 55811

Dear Mrs. Buchite,

The Duluth Airport Authority (DAA) has been working with the Federal Aviation Administration (FAA) on the planning of a new Air Traffic Control Tower (Tower) to be constructed at Duluth International Airport. We have previously communicated with you informing you of the project and the proposed location of the new Tower. The FAA has confirmed that the site for the new Tower will be located at the current location of the building leased by Hermantown Hydraulics.

For the design and construction of the new Tower to continue, the DAA will be terminating the lease for Building 100 located at 4905 Airport Road Duluth, MN 55811 effective March 31, 2024. The lease for Building 100 expired on May 31, 2003, and has been continued on a month-to-month basis. The contract states in Article V Term, that either party may terminate said extension without cause upon 29 days notice to the other party. Please accept this letter as our official notice to terminate the lease agreement for Building 100.

The DAA has valued you as tenant and thanks you for the relationship we have had over the years. Please know we have considered the disruption this termination will have on your business and we don't take that lightly. If you have any questions please don't hesitate to reach out to me directly.

Sincerely,

Jana M. Kayser, C.M.
Director of Business Development

Enclosure

IV. - L.

From: [Tom Werner](#)
To: [Grant Hauschild](#)
Cc: [Jeff Anderson](#)
Subject: Duluth International Airport (DLH) Air Traffic Control Tower Project Update
Date: Friday, November 3, 2023 7:40:00 AM

Senator Hauschild,

Thank you for your unwavering support of our air traffic control tower project (ATCT) project. We are eternally grateful for the words of encouragement we've received from Federal, State, and local leaders who appreciate the role our air traffic controllers play in maintaining safe skies above Duluth. Our aviation cluster's future success is dependent in part, on the success of this project.

Since I last updated you, the following important activities have taken place:

- We toured the House and Senate Capital Investment Committees through the ATCT. Members were amazed by the work of controllers and technical support personnel who keep aviation moving safely every day. They were equally surprised by the condition of the facility! Seeing it drives home the urgency for a new facility now. The tours have been very impactful.
- We worked tirelessly with the entire Congressional Delegation from Minnesota, led by Senator Klobuchar and Congressmen Stauber to expedite the FAA's completion of the facility requirements workbook which is a predicate to designing the new ATCT and updating our project budget. The workbook is now in our hands, and we are working on the full design of the project in order to meet federal grant and bid timelines (mid-2024).
- The project budget has been updated based on the FAA's input. The total project cost is estimated to be \$66M (\$52M in federal funding and \$14M in state cash/bonding). While our original build-costs were confirmed by the FAA they have estimated the cost of their participation in the design and build process will cost another \$22M. This will be paid through a reimbursable agreement with the Airport. The good news is our original \$14M request in state capital investment funds remains unchanged at this time.

We continue focusing on two primary lines of effort. They include:

- Successful award of \$52M in Investment in Infrastructure and Jobs Act (BIL) grant funding through the Airport Terminal Program (ATP). We submitted our grant application and anticipated hearing if we were successful after the holidays. Due to the volume of requests for ATP funds, I'm not expecting to receive all \$52M in one tranche. It is likely that we'll have to apply again next year for the balance of the federal share.
- Preparing for inclusion in the anticipated capital investment bill this upcoming legislative session. Hopefully, by the time the session kickoff in February, I'll have a successful federal grant award that will demonstrate progress in achieving our funding goals. In addition, I've reached out to the Governor's staff to brief them on the project. My hope is that Governor Walz will tour the current ATCT during an upcoming visit to Duluth. As time passes, a cash bill becomes a priority for us in lieu of bonding. I would like to put the funding to work right away. Bonding requires that I have all other funding in hand first which becomes a challenge when relying on multiple government grant cycles in order to achieve full funding.

If you have any questions or concerns, do not hesitate to reach out to me. Again, thank you for your support of the project and your tireless work on behalf of our region.

Best,

Tom

Tom Werner, A.A.E.

Executive Director

218.727.2968 - *Scheduling*

218.625.7766 - *Direct*



DULUTH AIRPORT AUTHORITY

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IV. - M.

From: [Tom Werner](#)
To: [Alicia Kozlowski](#)
Cc: [Jeff Anderson](#)
Subject: Duluth International Airport (DLH) Air Traffic Control Tower Project Update
Date: Friday, November 3, 2023 7:35:00 AM

Representative Kozlowski,

Thank you for your unwavering support of our air traffic control tower project (ATCT) project. We are eternally grateful for the words of encouragement we've received from Federal, State, and local leaders who appreciate the role our air traffic controllers play in maintaining safe skies above Duluth. Our aviation cluster's future success is dependent in part, on the success of this project.

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IV. - N.

From: [Tom Werner](#)
To: [Jennifer McEwen](#)
Cc: [Jeff Anderson](#)
Subject: Duluth International Airport (DLH) Air Traffic Control Tower Project Update
Date: Friday, November 3, 2023 7:39:00 AM

Senator McEwen,

Thank you for your unwavering support of our air traffic control tower project (ATCT) project. We are eternally grateful for the words of encouragement we've received from Federal, State, and local leaders who appreciate the role our air traffic controllers play in maintaining safe skies above Duluth. Our aviation cluster's future success is dependent in part, on the success of this project.

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Tom Werner, A.A.E.

Executive Director

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DULUTH AIRPORT AUTHORITY

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IV. - O.

From: [Tom Werner](#)
To: [Liz Olson](#)
Cc: [Jeff Anderson](#)
Subject: Duluth International Airport (DLH) Air Traffic Control Tower Project Update
Date: Friday, November 3, 2023 7:37:00 AM

Representative Olson,

Thank you for your unwavering support of our air traffic control tower project (ATCT) project. We are eternally grateful for the words of encouragement we've received from Federal, State, and local leaders who appreciate the role our air traffic controllers play in maintaining safe skies above Duluth. Our aviation cluster's future success is dependent in part, on the success of this project.

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DULUTH AIRPORT AUTHORITY

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IV. - P.

From: [Tom Werner](#)
To: [Natalie Zeleznikar \(rep.natalie.zeleznikar@house.mn.gov\)](mailto:rep.natalie.zeleznikar@house.mn.gov)
Cc: [Jeff Anderson](#)
Subject: Duluth International Airport (DLH) Air Traffic Control Tower Project Update
Date: Friday, November 3, 2023 7:38:00 AM

Representative Zeleznikar,

Thank you for your unwavering support of our air traffic control tower project (ATCT) project. We are eternally grateful for the words of encouragement we've received from Federal, State, and local leaders who appreciate the role our air traffic controllers play in maintaining safe skies above Duluth. Our aviation cluster's future success is dependent in part, on the success of this project.

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218.727.2968 - *Scheduling*

218.625.7766 - *Direct*



DULUTH AIRPORT AUTHORITY

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IV. - Q.

NOTICE OF ENVIRONMENTAL ASSESSMENT Duluth International Airport Construction of an Airport-owned Air Traffic Control Tower and Enabling Projects

The Duluth Airport Authority (DAA), in cooperation with the Federal Aviation Administration, announces the availability of an Environmental Assessment. The DAA is proposing to replace the existing Air Traffic Control Tower (ATCT) with the construction of a new ATCT and Terminal Radar Approach Control (TRACON) facility.

The EA provides information on the project and discusses the potential economic, social, environmental impacts, and mitigation measures, as appropriate, of the project. It has been prepared pursuant to the requirements of Section 102(2)(c) of the National Environmental Policy Act of 1969 (NEPA), and in accordance with FAA Order 1050.1F, Environmental Impacts: Policies and Procedures, FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions.

PUBLIC INSPECTION: Copies of the EA will be made available for public review beginning November 8th, 2023 during regular business hours at the following locations:

- Duluth Airport Authority administration offices, 4701 Grinden Drive, Duluth
- Duluth City Hall, 411 West 1st Street, Duluth
- Hermantown City Hall, 5105 Maple Grove Road, Hermantown
- Duluth Public Library, 520 West Superior Street, Duluth
- MNDOT District 1, 1123 Mesaba Avenue, Duluth

The EA will also be available at DAA website www.duluthairport.com

COMMENT PERIOD: Written comments will be accepted until December 8th, 2023. Please direct written comments to Natalie White, Senior Scientist, SEH, 418 West Superior Street, Suite 200, Duluth, MN 55802 or nwhite@sehinc.com. Please note "Air Traffic Control Tower Project" in the subject line.

Before including your address, phone number, email address or other personal identifying information in your comment, be advised that your entire comment, including your personal identifying information may be made publicly available at any time. While you can ask us in your comment to withhold from public review your personal identifying information, we cannot guarantee we will be able to do so.

ACCOMODATIONS: Auxiliary aids and services may be provided upon request. Requests for these services can be made by calling Natalie White at 218-279-3003. Every reasonable effort to accommodate special needs will be made.

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<https://www.wsj.com/business/airlines/american-airlines-dangles-250-000-bonuses-to-poach-fedex-and-ups-pilots-f9dd18fe>

BUSINESS | AIRLINES

IV. - R.

American Airlines Dangles \$250,000 Bonuses to Poach FedEx and UPS Pilots

Passenger airlines are on a hiring spree for aviators with enough experience to fill the captain's seat

By [Alison Sider](#) [Follow](#) and [Esther Fung](#) [Follow](#)

Nov. 8, 2023 8:04 am ET



Cargo pilots typically have fixed schedules and fewer legs to fly in a day compared with their counterparts at passenger airlines. PHOTO: JON CHERRY/GETTY IMAGES

The next recruiting hotspot for U.S. airlines in need of experienced pilots is FedEx **FDX 0.48%** ▲ and United Parcel Service **UPS 0.07%** ▲ .

PSA Airlines, a regional carrier owned by American **AAL 2.21%** ▲ , is offering bonuses totaling \$250,000 for UPS and FedEx pilots who can come work as captains and help fill a gap that has forced PSA to keep planes grounded and curtail service to some cities.

FedEx is saying its pilots might want to consider the offer. UPS passed on the details to pilots who recently accepted a company buyout.

Major U.S. passenger airlines are on a hiring spree that has left regional carriers like PSA desperate for aviators with enough experience to fill the captain's seat in their cockpits. Cargo carriers, by contrast, are slowing down, unable to offer pilots more than the minimum level of flying or offering buyouts because of the slump in parcel volumes.

Shuttling passengers from cities like Knoxville, Tenn., and Birmingham, Ala., to Charlotte, N.C., on small planes could mean a step down in prestige, pilots said, with more uncertainty over pay and working conditions. Cargo pilots typically have fixed schedules and fewer legs to fly in a day compared with their counterparts at passenger airlines, and historically have had a lower risk of furloughs.

Pat DiMento, FedEx's vice president of flight operations and training, told pilots last week that the air-cargo slowdown would likely continue for the foreseeable future, and they might want to consider PSA's offer if they are frustrated with their flying hours and career progression.

"Frankly, I was pessimistic about how attractive the opportunity might be when first approached, but the details are compelling," he wrote in a message to pilots.



With air-cargo business slowing, some FedEx and UPS pilots might consider job offers from passenger airlines. PHOTO: THOMAS BANNEYER/DPA/ZUMA PRESS

PSA's offer includes a \$175,000 bonus included in the first paycheck, with another \$75,000 paid after a year. Pilots can eventually make the move to American Airlines itself, where they can work up to flying widebody jets and

earn bigger pay boosts—experienced American captains can make over \$400 an hour under a new pilot contract. Flying for a passenger airline also comes with perks such as flight benefits.

It is the latest gambit by regional airlines, which operate feeder flights for bigger airlines, to attract pilots who have additional flying time under their belts and can qualify as captains. They need both captains and first officers to operate flights.

Regional airline executives say their pilots are now quickly lured away by the bigger salaries and career opportunities of the major airlines, a change from previous years when pilots would typically spend several years at a regional before moving on, including as captains.

The “captain crunch,” as a regional executive once described it on an earnings call, has prompted regional carriers to cut flights and in some cases slow down the hiring of first officers.

“We continue to face a captain shortage that has impacted our ability to fully utilize our regional fleet,” Heather Garboden, senior vice president of regionals and cargo at American, wrote in a memo to employees Saturday.

PSA’s offer highlights the contrast in outlook between some passenger and cargo airlines, as consumers continue their spending on travel and services rather than goods.

Regional airlines are stepping up recruiting efforts as the air-cargo business is slowing. In the first nine months of this year, UPS’s domestic average daily package volume fell by 9%. For the fiscal year ended in May, FedEx saw a 13% decline in average daily package volume for its domestic Express unit.

To keep up with slowing demand and manage its flight capacity, UPS recently offered some senior pilots voluntary severance packages, and 193 pilots took the buyout.

A UPS spokesman said the offer attracted great interest, and the company reached its buyout target. PSA reached out to UPS looking to recruit these pilots, and the parcel carrier passed along the information to departing pilots.

With lower air-cargo demand, FedEx passed along the PSA offer to all of its pilots, said a FedEx spokeswoman. She added that this recruitment initiative provides FedEx pilots another career path.

UPS had around 3,400 pilots before the buyout. FedEx said in July that it has an excess of 700 pilots, out of around 5,800. FedEx has never furloughed pilots in its 50-year history.

After at least one year of service, FedEx first officers make around \$156 to \$238 an hour based on the type of plane they fly and their seniority. FedEx captains make \$235 to \$336 an hour.

Regional airlines were once known for low wages, but they have boosted pay in recent years to attract and retain pilots. PSA captains currently make between \$150 an hour as new hires and \$217.50 an hour for those with the most experience, with increases in the coming years. Pilots coming from FedEx and UPS would get credit for their years of experience in terms of pay, retirement benefits and time off.

Write to Alison Sider at alison.sider@wsj.com and Esther Fung at esther.fung@wsj.com

Appeared in the November 9, 2023, print edition as 'American Offers Bonus To FedEx, UPS Pilots'.

VII. - A.



DULUTH AIRPORT AUTHORITY

October 20, 2023

MEMORANDUM FOR RECORD

RE: Employee Incentive Recommendation

In accordance with Duluth Airport Authority's (DAA) Operating Policy 5 (OP 5), I recommend \$2500 incentive awards for Mark Papko.

I have investigated the circumstances and support its consideration by the DAA Board of Directors. The following is a summary supporting the recommended awards:

Mark has been asked to manage a robust and complex capital improvements program in support of the DAA's strategic plan goals. He has leveraged outstanding leadership skills to organize and develop project teams, while maintaining a top-notch and professional operation at our airports. The projects listed below represent an ambitious effort to generationally change our airports' infrastructure. Mark has been the organization's spearhead in making long term capital plans become reality and maximizes every available dollar of funding. Projects executed this year under Mark's leadership include:

- Taxiway A – Phase 3 Design
- Taxiway A – Phase 4 Construction
- Midfield Ramp – Phase 1 Construction
- Taxiway A – Phase 2 Construction
- Taxiway C – Mill and Overlay Construction
- CBP FIS Remodel – Design
- ATC - Environmental Assessment
- ATC Consultant Selection Predesign Work
- ATC – Predesign work
- DYT Terminal Building Design and Construction
- DYT SRE Building Design and Construction

Mark's approach to project and team management have resulted in the DAA moving steps closer to completing our strategic goal of renewing infrastructure. He is an incredible talent and I'm proud that he is a leader in the DAA. Please refer questions regarding this recommendation to the undersigned.

Sincerely,

Tom Werner, A.A.E.
Executive Director
Duluth Airport Authority

VII. - B.

Resolution Approving the 2024 Capital Improvement Plan for the Duluth International Airport (DLH) and the Sky Harbor Airport (DYT)

WHEREAS, Duluth Airport Authority (DAA) staff coordinated a Capital Improvement Plan (CIP) for Federal Fiscal Year 2024 (October 1, 2023 – September 30, 2024), and State Fiscal Year's 2024-2025 (July 1, 2023 – June 30, 2024 and July 1, 2024 – June 30, 2025) with Federal Aviation Administration (FAA) and Minnesota Department of Transportation Aeronautics Division (MnDOT) staff;

RESOLVED, that DAA approves the 2024 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A; and

FURTHER RESOLVED, that DAA staff are authorized to execute agreements and make payments consistent with the 2024 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A.

STATEMENT OF PURPOSE: This is an overview of projects and equipment that Duluth International and Sky Harbor will seek federal and state assistance through various Federal and/or state funding sources. The 2024 Capital Improvement Plan (CIP) was coordinated with the FAA and MnDOT Aeronautics development staff. The projects identified in the CIP with impending grant action, and listed below, are included in Federal Fiscal Year 2024 (October 1, 2023 – September 30, 2024), and State Fiscal Year's 2024-2025 (July 1, 2023 – June 30, 2024 and July 1, 2024 – June 30, 2025)

The major proposed projects for Duluth International include: (full list found in exhibit A)

- Air Traffic Control Tower
 - Design
 - Construction (if applicable)
- Taxiway A Reconstruction
 - Phase 5 – Construction and Construction Administration
 - Phase 6 - Design
- Midfield Ramp Repair
 - Phase 2
- Hangar Development
- Snow Removal Equipment (SRE) Acquisition (Loader and Deice Equipment)
- Runway 27 PAPI Replacement

The major proposed projects for Sky Harbor include: (full list found in exhibit A)

- Snow Removal Equipment Building Construction
- GA Terminal Building Design, Construction, and Construction Administration

FEDERAL OR STATE FISCAL YEAR (FFY/SFY)	Future Development	Project Type	Cost	Funding Rates			FAA Funding	AIP Funding (Entitlement and Descretionary)	AIG Funding (Allotment)	AIG Funding (Terminal)	State Funding	MCCA Funding	PFC Funding	CARES/CRSSA/ARP	DAA Reserves	Other Funding	Other Funding Source	Local Funding Source
				FAA	MnDOT	Local												
CALENDAR YEAR 2024																		Annual Allotment
																		Total Available
PLANNING AND ENVIRONMENTAL																		
FFY 2024	NEPA Review for Perimeter Road Relocation and Holding Bay (Phases 7 & 8)	Environmental	\$ 200,000.00	90%	5%	5%	\$ 180,000.00	\$ 180,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -		
CY2024	Drainage Master Plan	Environmental	\$ 200,000.00	95%	0%	5%	\$ 190,000.00	\$ -	\$ -	\$ 190,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	Supplemental 2024	
AIRSIDE ENGINEERING AND CONSTRUCTION																		
FFY 2024	Taxiway A (Phase 6) - Design	Engineering	\$ 700,000.00	PR	PR	PR	\$ 560,000	\$ 560,000	\$ -	\$ -	\$ 32,500	\$ 75,000	\$ 32,500	\$ -	\$ -	\$ -		
FFY 2024	Taxiway A (Phase 5) - Construction/Construction Administration	Construction/Eng	\$ 13,000,000.00	PR	PR	PR	\$ 9,720,000	\$ 279,288	\$ -	\$ -	\$ 540,000	\$ 2,200,000	\$ 540,000	\$ -	\$ -	\$ -		
FFY 2024	Runway 27 PAPI Replacement	Construction/Eng	\$ 150,000.00	90%	5%	5%	\$ 135,000.00	\$ 135,000.00	\$ -	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -		
SFY 2024	Midfield Ramp Repair (Phase 2)	Construction/Eng	\$ 1,000,000.00	0%	70%	30%	\$ -	\$ -	\$ -	\$ -	\$ 700,000.00	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -	Potential for MCCA	
SFY 2025	Airside Pavement Maintenance	Maintenance	\$ 150,000.00	0%	70%	30%	\$ -	\$ -	\$ -	\$ -	\$ 105,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -		
LANDSIDE ENGINEERING AND CONSTRUCTION																		
CY 2023	EV Charging Stations	Construction	\$ 100,000.00	0%	0%	20%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	Grants TBD	
CY 2023	Perimeter Road (RDPER-01) Preventative Maintenance (Crack Seal)	Construction	\$ 131,400.00	0%	0%	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,400.00	\$ -	\$ -	\$ -		
CY 2024	Landside Pavement Maintenance	Maintenance	\$ 100,000.00	0%	0%	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -		
ARCHITECTURE AND BUILDINGS																		
CY2024	ATCT - Design	Environmental	\$ 3,700,000.00	95%	2.5%	2.5%	\$ 3,515,000.00	\$ -	\$ -	\$ 3,515,000.00	\$ 92,500.00	\$ -	\$ -	\$ -	\$ 92,500.00	\$ 92,500.00	State Funding (MnDOT ATP Match, Road)	
CY 2024	ATCT Construction	Construction/Eng	\$ 62,300,000.00	PR	PR	PR	\$ 48,485,000.00	\$ -	\$ -	\$ 48,485,000.00	\$ 13,907,500.00	\$ -	\$ -	\$ -	\$ -	\$ 13,907,500.00	State Funding (MnDOT ATP Match, Road)	
FFY2023	Hangar 2 Demolition Design	Construction/Eng	\$ 100,000.00	90%	5%	5%	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -		
CY 2024	NBD Hangar Development	Construction	\$ 2,500,000.00	90%	5%	5%	\$ 2,250,000.00	\$ -	\$ 2,250,000.00	\$ -	\$ 125,000.00	\$ -	\$ -	\$ -	\$ 125,000.00	\$ -		
CY 2024	Midfield Ramp Hangar Development	Construction	\$ 1,750,000.00	90%	5%	5%	\$ 1,575,000.00	\$ -	\$ 1,575,000.00	\$ -	\$ 87,500.00	\$ -	\$ -	\$ -	\$ 87,500.00	\$ -		
FFY 2023	Hermantown Hydraulics Demolition	Construction/Eng	\$ 300,000.00	90%	5%	5%	\$ 270,000.00	\$ -	\$ 270,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -		
FFY 2023	Hermantown Hydraulics Demolition - Design	Construction/Eng	\$ 90,000.00	90%	5%	5%	\$ 81,000.00	\$ -	\$ 81,000.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -		
EQUIPMENT																		
FFY 2023	SRE Replacement - Loader (#28)	SRE	\$ 800,000.00	90%	5%	5%	\$ 720,000.00	\$ 720,000.00	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -		
CY 2024	Dump Truck - Vehicle #24 (Terminal)	Vehicle	\$ 100,000.00	0%	0%	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -		
CALENDAR YEAR TOTALS			\$ 87,371,400.00				\$ 67,771,000.00	\$ 1,874,288.24	\$ 4,266,000.00	\$ 52,190,000.00	\$ 15,672,000.00	\$ 2,275,000.00	\$ 1,096,400.00	\$ -	\$ 569,500.00	\$ 14,000,000.00		

DYT

Updated
15-Nov-23

Duluth Sky Harbor Airport (DYT)
Capital Improvement Plan

FEDERAL OR STATE FISCAL YEAR (FFY/SFY)	Future Development	Project Type	Cost	Funding Rates			AIP Funding (Entitlement and Discretionary)	AIP Funding (OTHER)	AIG Funding - Annual Allotment	AIG Funding - Terminal Grant	State Funding	DAA Reserves	Local Funding Source	AIP Entitlement Balance Tracking	AIG Allotment Balance tracking
				FAA	MnDOT	Local									

CALENDAR YEAR 2024													Annual Entitlement	\$ 150,000.00	\$ 145,000.00
													Total Entitlement Available	\$ 150,000.00	\$ 202,415.59
FFY 2023	Runway Relocation - Phase 4 Mitigation	Environmental	\$ 25,000.00	90%	5%	5%	\$ 22,500.00		\$ -	\$ -	\$ 1,250.00	\$ 1,250.00		\$ 127,500.00	\$ 202,415.59
AIRSIDE ENGINEERING AND CONSTRUCTION															
SFY 2024	Seaplane Base Improvements Phase 1 - Dock Replacement and Safety Upgrades	Construction	\$ 300,000.00	0%	70%	30%	\$ -		\$ -	\$ -	\$ 210,000.00	\$ 90,000.00			\$ 202,415.59
LANDSIDE ENGINEERING AND CONSTRUCTION															
															\$ 202,415.59
ARCHITECTURE AND BUILDINGS															
FFY 2024	Terminal Building Schedule A Site Work (AIP)	Constructon	\$ 138,888.89	90%	5%	5%	\$ 125,000.00		\$ -	\$ -	\$ 6,944.44	\$ 6,944.44		\$ 2,500.00	\$ 202,415.59
FFY 2024	Terminal Buildign Schedule A Site Work (AIG)	Constructon	\$ 224,905.56	90%	5%	5%	\$ 202,415.00		\$ 202,415.00	\$ -	\$ 11,245.28	\$ 11,245.28			\$ 0.59
EQUIPMENT															
														\$ 2,500.00	\$ 0.59
CALENDAR YEAR TOTALS			\$ 688,794.45				\$ 349,915.00				\$ 229,439.72	\$ 109,439.72		\$ 2,500.00	\$ 0.59

VII. - C.

Resolution to Approve Work Order 2023 – 2 between the Duluth Airport Authority and EXP, Inc. for the Design of a New Air Traffic Control Tower.

Terms:

- Estimated start date of November 21, 2023
- Estimated end date of December 31, 2024

Fiscal Impact:

- Proposal amount is \$3,881,868.98. The design is anticipated to be funded with Airport Terminal Program (ATP) funding and funding from the State of Minnesota.

Agreement Overview:

This work order includes preliminary design, final design, plans and specification, construction manager at risk procurement, stakeholder engagement, and FAA coordination for the replacement of the Air Traffic Control Tower (ATCT) in the FAA-approved Site 6 location at the Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 07/05/2023) between the DAA and EXP remain in effect for this work order.

Background:

The existing ATCT facility does not meet FAA standards for visibility and height requirements. The building is beyond its useful life, with numerous on-going maintenance issues and building deficiencies studied as part of the recently completed Airport Master Plan.

The FAA has conducted the Siting and Comparative Safety analysis and has finalized the location of the ATCT and support facilities on Site 6 as illustrated in the DL-ATCT Siting Report Document, dated 7/24/2023.

The design will include an approximately 16,500 square foot Base Building, detailed in the FAA provided Requirements Document Workbook. The control tower is to be a four-sided tower shaft with two stairs and a single elevator. The 440 square foot cab with a cab floor height of 119 feet Above Grade Level (AGL), an eye level tower height of 124 feet AGL, and an overall top of tower height of 154 feet AGL. The tower is to be a site adaptation of the South Air Traffic Control Tower at O'Hare International Airport in Chicago, Illinois. The project also includes site preparation work, access roads, utilities, parking lot, and landscape design for the immediate ATCT site.

The schedule for the design will include selection of a Construction Manager at Risk (CMaR) in early 2024, with the CMaR providing a Guaranteed Maximum Price (GMP) bid for application on FAA ATP grant applications in July 2024.

This work scope includes preliminary design, final design, plans and specifications development, bidding documents, CMaR selection, and stakeholder engagement.

Eligible portions of the project are eligible for FAA ATP funding at 95 percent and MnDOT funding at 5 percent. Funding for the remaining ineligible share is being requested from the State of Minnesota.



November 15, 2023

Mr. Mark Papko
Director of Operations
Duluth Airport Authority
4701 Grinden Drive
Duluth, MN 55811

Re: Duluth Airport Authority
Duluth International Airport (DLH)
New Replacement Air Traffic Control Tower – Design Phase Services Fee Proposal
Project No. CHI-23010514-A0

Dear Mr. Papko:

Exp U.S. Services Inc. (EXP) is pleased to submit for your consideration this proposal to provide professional Architectural and Engineering Services to the Duluth Airport Authority (DAA) for the design of the New Replacement Air Traffic Control Tower at the Duluth International Airport (DLH) in Duluth, Minnesota.

SCOPE OF PROJECT

It is our understanding that the DAA desires to construct a new replacement Airport Traffic Control Tower (ATCT) and a 16,489 square foot Base Building and Terminal Radar Approach Control (TRACON) facility.

The FAA has conducted the Siting and Comparative Safety analysis and has finalized the location of the ATCT/TRACON on Site 6 as illustrated in the DL-ATCT Siting Report Document, dated 7/24/2023.

It is our understanding that the 11,000 SF TRACON Standard Design is to be used as the Basis of Design for the base building and is to be modified to meet the requirements of 16,489sf TRACON/Base Building, detailed in the FAA provided Requirements Document Workbook, is to be used for this project.

The control tower is to be a four-sided tower shaft with two stairs and a single elevator. The 440 square foot cab with a cab floor height of 119 feet Above Grade Level (AGL), an eye level tower height of 124 feet AGL, and an overall top of tower height of 154 feet AGL. The tower is to be a site adaptation of the South Air Traffic Control Tower at O'Hare International Airport in Chicago, Illinois.

The project also includes site preparation work, access roads, utilities, parking lot, and landscape design for the immediate ATCT site. It is assumed that utility services of sufficient size and capacity to serve the ATCT are available immediately adjacent to the ATCT site.

The project also includes connectivity of the new tower to the existing fiber loop serving the existing tower, modified as necessary to serve the new tower.

Demolition of the existing tower, and restoration of the site area is also included in the project scope.

SCOPE OF BASIC SERVICES

For the Project described above, EXP will provide project management, architectural and engineering services for the 10% Preliminary Design Phase and the Final Design Phase including 35%, 70%, 100% and Final/Issue for Bid (IFB) submittal packages. In addition to the design milestones previously noted,

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an Issue for Permit (IFP) submittal and an Issued for Construction submittal will be prepared. Services will also include engaging, managing and coordinating with sub- consultants for services including but not limited to geotechnical investigation, survey, and wind analysis for the structural design of the ATCT.

The design of the ATCT/TRACON is subject to the requirements of the following:

- Professional Airport Consulting Services, Issued from DAA on 3/14/2023
- Current and approved FAA Orders and Circulars as noted in the TFDS V2.1 and in the Requirements Document Workbook (RDWB)
- FAA Site Selection Report – dated 7/24/2023
- FAA Requirements Document Workbook (RDWB) – dated 10/05/2023
- Terminal Facilities Design Standard (TFDS) V2.1 – dated 12/13/2022
- Contract Provision Guidelines for Obligated Sponsors and Airport Improvement Program Projects - dated 05/24/2023
- Current FAA Advisory Circulars Required for Use in AIP Funded, BIL Funded, and PFC Approved Projects – dated 11/17/2022, including Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

EXP will develop the Construction Drawings utilizing Building Information Modeling (BIM) with Autodesk Revit.

Site and Site Utility drawings will be developed utilizing Civil 3-D.

The design shall comply with the Energy Conservations Requirements set forth in the Presidential Executive Order 13123 “Greening the Government Through Efficient Energy Management” and FAA Orders. It is our understanding that DAA will seek LEED certification. The project will also comply with the Minnesota B3 requirements.

In addition to the development of the design documents, EXP, along with our sub-consultant SEH will develop a Public Involvement Plan (PIP) with oversight of DAA staff. The public interface scope of the project will include project flyers and one pagers, photos/videos, a periodically updated outreach log to track the outreach process, a project newsletter, a project webpage, and a project story-map. The design team will hold one project open house and up to four meetings with the community to discuss the project with the public and to gather feedback to address any public comments and/or concerns.

EXP will manage the overall design schedule and will provide periodic updates to all stakeholders.

It is understood that this project will utilize a Construction Manager at Risk (CMaR) delivery method. The design team will assist the DAA Purchasing Department in developing the RFP for the CMaR selection and will arrange for advertisement with the City of Duluth. In addition, the design team will respond to any questions received from the potential CMaRs and will attend a pre-selection meeting on site to allow potential CMaRs the opportunity to become familiar with the project. Finally, the design team will evaluate the received CMaR proposals and will provide a recommendation of award in partnership with the DAA.

Once on board, EXP will meet with the CMaR every other week to During the design process, EXP will participate in meetings every other week with the CMaR to review project status, constructability, cost, schedule and phasing as necessary. It is understood that part of the CMaR’s responsibilities will be evaluate project cost relative to budget and to offer value engineering suggestions if necessary.

EXP expects that the CMaR’s initial cost estimate will be reasonably accurate and will be updated with each design milestone and will include contingencies commensurate with the level of design. Revisions requested after the 35% submittal that materially differ from the current design may constitute additional services.

The design team will assist and coordinate with DAA in their preparation of both State of Minnesota
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Financial applications as well as FAA Grant Documentation throughout the project. This scope includes review of applications, assisting in the determination of eligible and ineligible expenses, and the development of bonding “pre-agreement and post-agreement” packets.

The design team will review the FAA Reimbursable agreement once received by DAA and will provide commentary as necessary and will coordinate the requirements of all government furnished equipment with the overall design, including physical requirements and any utility loads.

In addition to the submittal review meetings identified below, this proposal includes the following additional meetings for the duration of design, i.e. through October 2024.:

- DLH Tenant Meetings – includes attendance at DLH Tenant meetings to keep airport users apprised of the project and schedule. Three (3) meetings are anticipated. Two (2) of these are anticipated to be virtual meetings and one (1) is anticipated to be an in person meeting.
- DAA Executive Meetings – includes weekly teleconference meetings with DAA executives to review project progress and to discuss outstanding issues and information needed
- Stakeholder 1:1 Meetings – includes up to five (5) virtual stakeholder 1:1 meetings to review the project progress; The stakeholders could include airfield tenants, 148th Fighter Wing, FBO, or off airport stakeholders.
- Design Team Meetings - includes weekly teleconference design team meetings.
- Project Open House – includes one in person project open house with the community.
- Board Meetings – includes attendance at and participation in up to twelve (12) Monthly DAA Board Meetings, and assumes virtual attendance at 8 board meetings and in person attendance at up to four (4) board meetings.
- Community/Stakeholder Hosted Meetings/Project Updates – includes up to four (4) in person meetings to provide project updates and receive feedback from the community.
- FAA and MnDot Meetings – includes up to twelve (12) virtual meetings to allow for project coordination. The topics and schedules of the coordination meeting will be determined and scheduled as needed throughout the project with input from the DAA, FAA, and MnDOT
- Agency Stakeholder Meetings – includes up to twelve (12) virtual meetings to discuss project elements, schedule, issues and provide coordination between team members. Stakeholders may include FAA ATCT, FAA Tech Ops, stakeholders, etc.
- Design Committee Review Meetings – includes up to five (5) in person meetings with the Design Committee to review project design and project milestones.

The Scope of Basic Services for the Preliminary and Final Design Phase are further clarified as follows:

Preliminary Design Phase – 10%

The Preliminary Design Phase - is to include a Kick-Off Meeting, transmittal of information from the FAA, the preparation of the 10% Design Submittal (PPD), and the 10% review meeting. This phase will include verification of the overall program and documentation of the design criteria and design considerations in a preliminary phase report. During this phase and following the Kick-Off Meeting, **EXP** will participate in weekly progress meetings with DAA to be held via teleconference.

Initial Base Building Plan Review Meeting

EXP, DAA, FAA, and other stakeholders shall attend the meeting at the Airport. EXP's Project Manager Architects and select engineer(s) shall represent the A/E project team. The agenda includes review of the draft base building floor plan by all required parties so that the design team can address and resolve the comments as much as possible.

10% Design Submittal and Review Meeting

The preparation of the 10% design submittal will begin following the Kick-Off Meeting.

The 10% Design Submittal will comply with the Terminal Facilities Design Standard V2.1, included as an attachment to this proposal. The 10% Design Phase will include the development of a Base Building/TRACON floor plan for review with the FAA and DAA at the 10% Review Meeting. This phase will also include three schemes for the exterior design of the base building and ATCT, which will be included as part of the Public Interface Plan. An Opinion of Probable Construction Cost will be submitted separately three (3) weeks after the 10% submittal.

Within ten (10) business days after receiving the review submittal the FAA and DAA team will submit compiled review comments and meet with the EXP design team and the DAA at the airport to discuss the comments as a result of the review. EXP Project Manager, Architect, and select Engineers shall attend.

In order to expedite the design schedule, the design team will continue working towards the next submittal while comments are generated and reviewed.

Final Design Phase

The final design phase will comply with the Terminal Facilities Design Standard V2.1 included as an attachment to this proposal. Final equipment loads from the FAA are required to begin this phase. Milestone deliverables are to be included at the completion of the 35%, 70%, 100% and Final Phases. Within ten (10) business days after receiving the review submittals the FAA and DAA team will submit compiled comments and meet with the EXP design team and the DAA at the airport to discuss the comments as a result of the review. EXP Project Manager, Architect, and select Engineers shall attend.

Meetings and trips will include the following:

1. 35%, 70%, 100% Comment Review Meetings at the airport.
2. During the design process, EXP will participate in meetings every other week with the CMaR to review project status, constructability, cost, schedule and phasing as necessary.

In order to expedite the design schedule, the design team will continue working towards the next submittal while comments are generated and reviewed.

Issue for Permit and Issue for Construction

The Issue for Permit phase will include the submittal of the stamped and sealed construction documents to the Authority Having Jurisdiction (AHJ) for review and comment. This proposal assumes up to two resubmittals to the AHJ to address any comments as well as up to two virtual permit comment review meetings with the AHJ.

The Issue for Construction phase will include a consolidated set of construction documents that includes all revisions required by the AHJ.

The drawings will be stamped and signed by a licensed Professional.

Construction Phase Services

EXP will submit a proposal for full construction administration services prior to the beginning of

construction.

Terms and Conditions

1. The anticipated project schedule is as follows:
 - November 21, 2023 – Full Design Contract Award
 - June 15, 2024 – CMAA GMP Pricing (70% Submittal)
 - July 01, 2024 – FAA ATP Grant Application
 - October, 2024 – Final Submittal/IFP/IFB
 - Spring 2025 – Construction NTP
2. The completed design package shall include the required civil, architectural, structural, mechanical, plumbing, fire protection, site security, communications, electrical drawings specifications, design calculations, short circuit analysis, protective device coordination study, energy power monitoring system, detailed construction cost estimates and color selection boards.
3. The FAA will contract independently with a third party security contractor. The design team will need the following items no later than the completion of the 35% design
 - Security Equipment and low voltage cabling
 - Card Readers
 - Push Button pedestals

EXP will design the following security system infrastructure: conduit/raceways with pull strings installed, 120VAC power where required, door prep work, fencing, gates, gate controllers, concrete pads for gate controllers, pedestals, camera towers, electric strikes and electrified panic hardware/power supplies.

4. EXP will provide documents at a BIM LOD of 300. Cobie will not be included.
5. EXP will design an environmentally sound and resource-efficient building by using an integrated design approach and will seek LEED certification, level of certification is TBD.
6. The FAA will provide a list of sole source manufacturers and equipment prior to the 35% Design Phase.
7. The design will be required to comply with ASHRAE 2010.
8. The HVAC system will be monitored and controlled with an open protocol system. Prior to proceeding with the 35% Design Phase the Airport will confirm the requirements of the BAS system. The ATCT/TRACON BAS system will be connected to the overall airport system.
9. Select electrical equipment shall be Government Furnished. Prior to proceeding with the 35% Design Phase the FAA will confirm the final GFE list and transmit to EXP.
10. EXP shall incorporate the installation of raceways and/or conduits within the Electronics Room. EXP shall coordinate the location of the FAA furnished equipment located in the Electronics Room and the cab. EXP shall coordinate the location of the raceways and conduits in the Electronics Room. Prior to proceeding with the 70% design phase the FAA will provide EXP with the final location of the equipment in the Electronics Room and the Cab.
11. EXP will coordinate with the FAA's third-party console contractor. The consoles will be government furnished and installed. An FAA contractor will provide the raceways and conduit from the floor of the Cab through the consoles to the Cab level equipment. An FAA contractor will pull power and data from the panels in the Electronics Room to the Cab.
12. EXP will coordinate and design the infrastructure to support the rooftop antennas and equipment. The FAA will provide the specifications and requirements for this equipment prior to the 35% Design Phase.
13. Within ten (10) days of receiving review submittals, the FAA will respond with comments in writing. The FAA will compile the FAA comments from various stakeholders and send to the DAA. The DAA will compile FAA comments with local stakeholder comments and forward all comments to EXP in a single transmittal.
14. DAA will provide written comments within ten (10) days of receipt of review documents.
15. It is assumed that there is no contamination of the project site beyond what is included in the Environmental Assessment, which does not require remediation; therefore no environmental remediation or any other environmental services are included.
16. This proposal assumes a single bid package for all work scope items at 100% design. Separate bid packages are not included as a part of this proposal.
17. This proposal assumes that bidding will be provided by the Construction Manager at Risk; therefore, bidding services are not included in this proposal.

SCHEDULE

It is our understanding that the CMAr will provide a GMP at the 70% design stage, we further understand that this 70% GMP will suffice as a "bid" for the grant requirements and is due by June 30, 2024. The design team will complete the 70% design by May 30, 2024 to allow the CMAr time to develop their GMP.

The development of the Final/IFB/IFP construction drawings and specifications and design for the ATCT/TRACON facility is to be completed within 12 months of Notice to Proceed.

The initial base building plan review meeting with FAA is anticipated to take place in November 2023.

Other project milestone submittal dates shall be determined in conjunction with DAA during the initial phases of the project.

COMPENSATION

Compensation for the Preliminary Design and Final Design Phase shall be a lump sum amount of \$3,881,868.98

Direct costs, such as travel expenses, reproductions, etc. will be invoiced as a direct expense and an estimate of \$59,000 of direct costs are included in the above lump sum fee; however if actual costs exceed this estimate EXP will submit additional direct expense invoices.

ADDITIONAL SERVICES

The following services are outside the Scope of Basic Services described above and would be compensated as an Additional Service.

1. Civil and Civil Utility Engineering beyond the immediate ATCT site.
2. Construction Phase Services.
3. Blast Analysis, if required.
4. Changes to the project that materially differ from the design after the 35% submittal.
5. Attendance at meetings (virtually or in person) beyond the proposed IFB date of October 2024.
6. In person attendance at meetings beyond what is quantified above.

Compensation for Additional Services shall be at a negotiated lump sum fee.

We appreciate the opportunity to work with you and your team on this Project and are ready to commence services. Please contact the undersigned at 312.616.5070 to answer any questions you may have or to further discuss how EXP can best serve the needs of the DAA.

Sincerely,

Jefrey D. Jakalski, AIA
Vice President

Horeya Czaplewski, AIA, LEED AP
Senior Project Manager

EXP U.S. Services Inc.

xc: Accounting

ATTACHMENT A
EXP
Air Traffic Control Tower Development
Scope of Work
Final Design and Stakeholder Engagement
SEH Project No. EXPIL

General – The Air Traffic Control Tower (ATCT) at the Duluth International Airport is beyond its useful life and needs replacement. As part of the overall ATCT replacement project, SEH will be providing civil and site design services, as well as stakeholder engagement, including a robust public involvement plan.

The design and civil requirements will meet FAA requirements described in the design workbook provided by FAA, local design requirements, and City of Duluth permitting.

(Construction administration services and closeout services are not included in this scope and are expected to be included in subsequent work orders.)

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

1. Scoping and Coordination
2. Financial Plan Coordination
3. Construction Manager Selection Assistance
4. Civil Site Design
5. Submittals (10,30,70,100, IFB, IFP, AHJ)
6. Stakeholder Engagement and Public Involvement Plan
7. Project Management

Assumptions – This proposal includes the following assumptions:

1. A Construction Manager at Risk (CMaR) will be the construction delivery method for the project. Major components of this delivery method include selection of a CMaR at the schematic design level, with CMaR input on costs and approach during final design.
2. Civil scope items include parking lot, fencing, gates, utilities, Stebner Road realignment, existing terminal demolition, erosion control, restoration, site demolition (excluding Hermantown Hydraulics), safety and phasing plans, and utilities to within 5 feet of the proposed tower/base building.

Anticipated Project Schedule:

- November 21, 2023 – Contract award
- June 15, 2024 – CMaR GMP pricing
- July 15, 2024 – FAA ATP grant application
- May 2025 – Construction

This work scope includes:

Work Element 1: Scoping and Coordination

Task 1.1 – Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH), and/or Subconsultant, will coordinate with EXP (client) to develop the appropriate scope of work. Additional coordination will include task definition and establishment of project goals and objectives, built upon the design workbook, local requirements, and overall design scope.

Task 1.2 – FAA Grant Initiation Documentation – SEH will complete the project and grant pre-application documentation, provide associated preliminary cost breakdowns and preliminary eligibility determinations for civil work items. SEH will assist the DAA and EXP with Airport Terminal Program (ATP) grant application.

Work Element 2: State of Minnesota Financial Plan Coordination

Task 2.1 – State Financing Coordination – SEH will coordinate initial bond requests and assist the DAA as needed during the bond application schedule.

Task 2.2 – State Financing Documentation – Once bonding is received, SEH will complete the initial bonding bill documentation and coordination that was started during preliminary design. The “Pre-agreement Packet” will be finalized and “Post-agreement Packet” will be started. The “Post-agreement Packet” will be completed under construction administration phase when the necessary information has been received from the prime contractor and subcontractors.

Task 2.3 – Minnesota B3 Compliance: Preliminary Design Task – The design team will complete the “Preliminary Design” tab of the B3 tracking tool during this phase. A total of 40 hours for civil team members have been assumed. An additional 20 hours is required to coordinate other discipline submittals.

Task 2.4 – Minnesota B3 Compliance: Design Task – SEH will lead the design team’s submittal and will complete the “Design” tab of the B3 tracking tool during this phase. A total of 40 hours for civil team members have been assumed. An additional 20 hours is required to coordinate other discipline submittals.

Task 2.5 – Minnesota B3 Compliance: Final Design Task – SEH will lead the design team’s submittal and will complete the “Final Design” tab of the B3 tracking tool during this phase. A total of 40 hours for civil team members has been assumed. An additional 20 hours is required to coordinate other discipline submittals.

Work Element 3: Construction Manager Selection

Task 3.1 – Assembling RFP for CMAA Selection – This task includes meeting with DAA staff and assembly of RFP documentation. SEH will assist EXP in developing the RFP documentation. Arranging for advertisement with City of Duluth is also included.

Task 3.2 – Respond to CMAA Questions – This task includes assisting EXP in responding to CMAA questions on the RFP including work scope and contract questions.

Task 3.3 – Pre-Selection Meeting – SEH will assist EXP to schedule, plan, attend (Project Manager only), and lead a pre-selection meeting on site to allow prospective CMAA’s the opportunity to become familiar with the project site, work scope, conditions, and schedule.

Task 3.4 – Proposal Evaluation and Award – This task includes evaluation of the CMAA proposals in coordination with EXP. One videoconference meeting is planned to review the proposals in detail with DAA staff. EXP and SEH will provide a recommendation of award of Construction Manager at Risk to the Sponsor.

Work Element 4: Civil Site Design

Task 4.1 – Topographic Survey – Most of the topographic survey was included in the Environmental Assessment work order. This task includes one additional site visit to obtain additional data needed during design. Additional survey will include all pavement grades, pavement edges, drainage structures, utility information, airfield lighting, and other necessary features. This task includes processing of the survey data.

Task 4.2 – Utility Investigation – Hydro excavation potholing will be performed to confirm the location of existing utility duct banks and FAA utilities over an approximate duration of two days. The scope of work includes a field escort of the hydro

excavation contractor and preparation of potholing exhibits by SEH for contractor purposes. The final information will be presented in an exhibit.

- Task 4.3 – ATCT Development Stormwater Management** – SEH will consider appropriate stormwater control measures to be implemented for the ATCT development site, to include mitigating for additional impervious surfaces, managing runoff to sensitive streams and tributaries, and coordination with regulatory agencies, including Minnesota Pollution Control Agency and City of Duluth. SEH will develop a Stormwater Pollution Prevention Plan (SWPPP). Additionally, the scope of work includes completion and/or coordination of the MPCA NPDES and SWPPP permits. The design will consider alternatives, to include underground detention.
- Task 4.4 – Preliminary Design Report** – SEH will complete a preliminary design report pertaining to civil design items to capture existing conditions, design recommendations, and agency feedback. Report will be related to civil items only, and include sections typically included in an FAA Engineer’s Design Report, including photographs, draft Construction Safety and Phasing Plan, pavement design, drainage design, utility coordination, eligibility reviews, and project schedule.
- Task 4.5 – Construction Safety and Phasing Plan Development** – SEH will create a Construction Safety and Phasing Plan (CSPP). SEH will meet with DAA staff, airfield tenants and users to evaluate potential risks and determine appropriate mitigation tactics. The CSPP will determine final phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users and airfield facilities. A final CSPP will be uploaded for FAA airspace review. A Construction Safety Plan Narrative will also be created to complement the CSPP.
- Task 4.6 – 7460 Airspace Determination Review** – SEH will submit the required airspace data for construction related activities on the FAA’s OE/AAA website for an airspace determination. Submitted data will include a 7460 drawing with points of interest, the CSPP developed as part of Task 4.5, the construction safety plan narrative document, and other requested information by FAA.
- Task 4.7 – FAA Fiber Utility Investigation Design** – SEH will coordinate FAA requirements and design the installation of a fiber utility to connect the new ATCT to either the existing ATCT or an FAA-designated location. This task will include FAA Fiber investigation and validation.
- Task 4.8 – Detailed Final Design (Site Development)** – Detailed final design to include establishment of roadway and parking lot pavement plan and profile for relocated Stebner Road, grading and topographic survey analysis, surface and subsurface drainage design including final stormwater control measures, fencing and gates, compliance with design workbook, utility coordination and other related project elements.
- Task 4.9 – Detailed Final Design (Existing Tower Demo)** – Detailed final design to includes regulated materials assessment, safety and phasing plan development specific to the existing tower demo, civil demolition drawings, utility disconnect and coordination, and restoration. Demolition plans associated with architectural, structural, mechanical, electrical, and fire protection, and overall permitting will be accomplished by others.

Task 4.10 – Construction Plan Sheets – SEH will complete drawings for the GMP set showing the civil site design, including access road, parking lot, utilities, and any other design features up to five (5) feet of the building footprint. Drawings will include:

- Title Sheet
- Construction Safety Plan
- Construction Phasing Plan.
- Statement of Estimated Quantities
- Details and Construction Notes
- Utility Locations Plan, Including FAA-owned Utilities
- Fiber utility Installation
- Storm Sewer Plan and Profile
- Stormwater Management Plan
- Typical Section(s)
- Removal Plan
- Erosion Control Plan and Details
- Grading Plan
- Pavement Plan/Profile Drawings
- Alignment Plan
- Pavement Elevation Plan Sheets
- Pavement Marking Plan and Details
- Standard Plates
- Cross Sections
- Airfield Electrical Layout and Details (Specific to any electrical vault coordination or improvements)
- Landscaping Plan

Task 4.11 – Specifications – A bid proposal project manual, for the civil site and utility work, will be prepared that will consist of a table of contents, State requirements, FAA requirements, City of Duluth requirements, wage rates, technical specifications, and special provisions. Included will be a certification sheet signed by engineers licensed in the state of Minnesota.

Task 4.12 – Quality Control Site Visit – SEH will conduct two quality control site visits during final design to verify basemaps, utility locations, light locations, grades, and other relevant site features to ensure conformance to bidding documents.

Task 4.13 – Value Engineering and CMaR Coordination – This task includes coordination of design scope and technical details with the CMaR as they solicit GMP quotes.

Task 4.14 – Quality Control Review – This task includes review by senior staff for quality control and completeness of design.

Work Element 5: Submittals

Task 5.1 – 10 Percent Civil Site Design – SEH will complete 10 percent drawings for the Construction Manager at Risk RFQ process. The 10 percent check set will also be used during design coordination.

Task 5.2 – 35 Percent Civil Site Design – SEH will complete 35 percent drawings for the GMP set showing the civil site design, including access road, parking lot, utilities, and any other design features up to five (5) feet of the building footprint. 35 percent drawings will include specifications related to civil design.

Task 5.3 – 70 Percent Civil Site Design – SEH will complete 70 percent drawings and specifications.

Task 5.4 – 100 Percent Civil Site Design – SEH will complete 100 percent drawings and specifications.

Task 5.5 – Final Civil Site Design – SEH will submit final drawings and specifications.

Task 5.6 – Additional submittals – SEH will provide updates drawings/plans and specifications for the issue for Bid (IFB) and Issue for Permit (IFP) submittals.

Task 5.7 – Authority Having Jurisdiction (AHJ) Submittals/ Permitting – SEH will provide updates drawings/plans and specifications and coordination for the civil items for the two (2) Authority Having Jurisdiction (AHJ) submittals and complete general coordination and response to comments from permitting agencies.

Work Element 6: Stakeholder Engagement and Public Involvement Plan

Task 6.1 – Public Involvement Plan – SEH will develop a Public Involvement Plan (PIP) in collaboration with EXP and oversight of DAA staff. This task includes a review/strategy meeting with EXP and DAA staff. The PIP will identify project stakeholders, outreach methods and tools and an anticipated schedule for outreach efforts. The PIP will be revised and adjusted following comments from DAA and EXP. The PIP will be updated periodically throughout the ATCT project and is meant to be a living document.

Task 6.2 – FAA and MnDOT Meetings and Coordination (approximately 12 meetings, (monthly) – SEH will maintain contact with the FAA and MnDOT through e-mail, regular mail, phone, review documents and deliverables. The FAA and MnDOT will have the opportunity to review and comment on the project deliverables. For all meetings, meeting minutes and summaries will be prepared with action items documented. The topics and schedule of the coordination meetings will be determined and scheduled as needed throughout the project with input from the DAA, FAA and MnDOT.

Task 6.3 – Project Flyers and One Pagers – SEH will create, with oversight and direction from DAA, approximately six (6) flyers covering topic specific text. SEH will develop the text and graphics needed for each flyer. Project flyers will cover various topics which may include project need, justification, funding, progress, and other topics.

Task 6.4 – Photos – SEH will conduct a photo shoot of airport facilities and infrastructure to utilize in stakeholder outreach and visualization materials. Video will also be collected during this effort. All photos and videos will be made available to DAA following the project.

Task 6.5 – Outreach Log – SEH will prepare an outreach log to track stakeholder outreach efforts. The outreach log will track type of outreach, date, attendance, topic, and method of outreach. This log will be updated throughout the project.

Task 6.6 – Outreach Request for Information (RFI) Log – SEH will prepare and maintain an RFI log to track questions and comments received through outreach efforts. The question/comment, stakeholder, date, follow-up actions and resolution/answer (if any) will be documented.

Task 6.7 – Project Newsletter – SEH will prepare and distribute monthly project newsletters. DAA will develop project email lists to be utilized for newsletter distribution. The newsletter will be prepared by SEH utilizing the DAA Mail Chimp account and/or distributed via traditional email and PDF. For those distributed via Mail Chimp, metrics will be tracked related to opened/unopened emails and other available data. Project newsletters are anticipated to be developed monthly throughout the project. SEH will prepare all text and graphics for each newsletter and submit to DAA and EXP for review prior to distribution.

Task 6.8 – Project Webpage – SEH will develop content for a project page (created by DAA) on the DAA website throughout the project. Project information anticipated to be included on the project page includes project overview, schedule, funding, graphics and project newsletters. SEH will update page content and materials throughout the project.

Task 6.9 – Project Storymap – SEH will create an online storymap of the tower project to provide an easy-to-understand overview of the project. The storymap will be updated as the project progresses. This tool will be linked on the project webpage and will provide an easy to digest and understandable overview of the ATCT project.

In-Person Stakeholder Outreach

Task 6.10 – DLH Tenant Meetings – This task includes attendance at DLH tenant meetings to keep airport users apprised of the project and schedule. Three (3) meetings are anticipated. Two (2) of these are anticipated to be on-line meetings and attended virtually while one (1) is anticipated to be an in-person project update.

Task 6.11 – Stakeholder 1:1 Meetings – This task includes preparation for and attendance at up to five (5) stakeholder 1:1 meetings to discuss the project. The stakeholders could include airfield tenants, 148th Fighter Wing, FBO, or off airport stakeholders. These are anticipated to be on-line meetings and attended virtually or conducted on days when SEH staff are onsite for other planned meetings.

Task 6.12 – Project Open House – SEH will prepare and lead one (1) project open house. SEH will collaborate with the DAA and EXP to identify the meeting location and timing. The topics and format will be determined as part of the PIP development. A formal public hearing is not included in this scope.

Task 6.13 – Community/Stakeholder Hosted Meetings/Project Updates – SEH will attend various stakeholder hosted meetings (approximately four (4) meetings) to provide project updates and receive feedback as part of other community meetings or events. SEH will work with the DAA and EXP throughout the project to identify the appropriate meetings and timing for this type of outreach. A potential list of meetings, or stakeholders whose meetings SEH may attend or prepare presentations for include:

- Local Chamber of Commerces (Duluth, Hermantown, etc.)
- EAA
- Military Affairs Committee
- Metropolitan Interstate Council
- City of Duluth Planning Commission or other City meetings
- City of Hermantown meetings
- Joint Airport Zoning Board (JAZB)
- Other local events or meetings

Work Element 7: Project Management and Meetings – This work element includes the overall project management of the final design and stakeholder engagement phases, including administration of the project, design team meetings, agency and Sponsor meetings, and related project administration tasks. All meetings shall be 1-hour, video or teleconference unless noted otherwise.

Task 7.1 – SEH Internal Design Team Meetings and SEH/EXP Design Team Meetings – This task includes biweekly meetings by the internal SEH design team to discuss project elements, schedule, issues, and provide coordination between team members. Fourteen (14), one-hour meetings are anticipated. This task also includes meeting preparation and meeting minute documentation. Additionally, 52 meetings are anticipated between EXP and SEH, and will consist of weekly, one-hour meetings. It is anticipated that the Project Director (will attend 40), Project Manager and lead engineer will attend these meetings. EXP will prepare meeting agendas and minutes.

Task 7.2 – Duluth Airport Authority (DAA) Executive Staff Meetings - This task includes weekly meetings by the project team leads and DAA staff to discuss project elements, schedule, issues, and provide coordination between team members. 26

one-hour staff meetings anticipated, attended by Project Manager and Sr Airport Planner.

Task 7.3 - Agency Stakeholder Meetings – SEH will participate in four (4) agency stakeholder meetings. This task includes meeting preparation and meeting minute documentation. Included in the four (4) meetings are at least one (1) meeting with each of the following stakeholders: FAA ATCT, FAA Tech Ops, key airport stakeholders. Two (2) in-person meetings and two (2) video or teleconference meetings by the Project Manager and Sr Airport Planner are included as part of this task. Participation of other team members may be included as part of other projects but would be outside the scope of this contract.

Task 7.4 – Duluth Airport Authority Board Meetings – SEH will participate in four (4) DAA board meetings. This task will include travel, board meeting preparation, presentations, and handouts, as required by DAA staff. Project Director and Project Manager will attend.

Task 7.5 – Design Committee Meetings – SEH will participate in two (2) in-person, 1-hour DAA design committee meetings. The meetings will be prepared for and led by EXP. The meeting will be attended by the Project Director, Project Manager and Senior Airport Planner.

Task 7.6 – Subconsultant Coordination / Expense Management – This task includes management of the subcontractors selected to perform work included in this proposal. This task includes scoping, contracting, invoicing and quality control.

Task 7.7 – Overall Project Management – This task includes internal and external project coordination and administration, progress reports, miscellaneous meetings, budget updates and monthly invoices.

Subconsultants performing work under this proposal include the following:

1. **David's Hydro-excavation.** David's Hydro-Excavation of Forest Lake, Minnesota will be performing utility hydro excavation potholing to confirm the locations of existing utility duct banks and FAA utilities prior to project construction.
2. **Burns & McDonnell.** Airfield electrical design, specific to ALCMS and electrical vault installation for the project will be performed by Burns & McDonnell out of Bloomington, Minnesota.

Not included in the scope of work are the following items. Inclusion of these items would be an additional service and may require additional time beyond that indicated in the proposed schedule:

1. **Cost Estimating.** Cost estimating services are not included by the design team. This proposal assumes that a Construction Manager or other design team partners will be providing these services.
2. **Bidding.** Bidding will be provided by Construction Manager.
3. **Multiple Bid Packages.** This proposal assumes a single bid package for all work scope items at 100% design (Work Element 4). Separate bid packages are not included as part of this proposal.
4. **Demolition of Hangar 2, DHL Storage Building, and Hermantown Hydraulics.**

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
AIR TRAFFIC CONTROL TOWER DEVELOPMENT - FINAL DESIGN AND STAKEHOLDER ENGAGEMENT
 EXP
 DULUTH, MN
 SEH Project No. EXPIL

Task No.	Task Description	Project Director	Project Manager	Civil/Airport Engineer	Project Engineer	Water Resource Engineer	Sr Airport Planner	Project Planner	Energy Lead / Technician	Electrical Engineer (Utility)	Senior Technician	Landscape Architect	Environ. Scientist	Surveyor	Administrative Assistant
1 - Scoping and Bonding															
1.1	Scoping, Review, and Coordination	20	20				20								
1.2	FAA Grant Initiation Documentation	20	20	8			20								8
2 - State of Minnesota Financial Plan Coordination															
2.1	State Financing Coordination	20					20								
2.2	State Financing Documentation	4	20												
2.3	Minnesota B3 Compliance: Preliminary Design Task		20				40								
2.4	Minnesota B3 Compliance: Design Task		20				40								
2.5	Minnesota B3 Compliance: Final Design Task		20				40								
3 - Construction Manager Selection															
3.1	Assembling RFQ for CMaR Selection	8	8				8								
3.2	Respond to CMaR Questions		8												
3.3	Pre-Selection Meeting	4	8				4								
3.4	Proposal Evaluation and Award	4	8				4								
4 - Civil Site Design															
4.1	Topographic Survey		2	4	4									12	
4.2	Utility Investigation		4	8	16					4	8				
4.3	ATCT Development Stormwater Management		8	8		40									
4.4	Preliminary Design Report	2	4	20	40	4	4		4	4					4
4.5	Construction Safety and Phasing Plan Development		2	4	8	4	4								
4.6	7460 Airspace Determination Review		1		4		2								
4.7	FAA Fiber Utility Investigation Design		8	8						24					
4.8	Detailed Final Design (Site Development)	4	16	40	80	20	16		16	8		16	16		
4.9	Detailed Final Design (Existing Tower Demo)	4	8	20	40	8	8			8			20		
4.10	Construction Plan Sheets		16	28	80	24				16	140	16			
4.11	Specifications		4	16	24	4			4	4		4			
4.12	Quality Control Site Visit		16	16											
4.13	Value Engineering and CM Coordination	16	16				16								
4.14	Quality Control Reviews	16	16												
5 - Submittals															
5.1	10 Percent Civil Site Design		4	8	16						20				
5.2	35 Percent Civil Site Design		4	8	16						20				
5.3	70 Percent Civil Site Design		4	8	16						20				
5.4	100 Percent Civil Site Design		8	12	24						24				
5.5	Final Civil Site Design														
5.6	Additional Submittals (IFB/IFP)		8	8	8						8				
5.7	Authority Having Jurisdiction Submittals/Permitting		8	8	8						8				
6 - Stakeholder Engagement and Public Involvement Plan															
6.1	Public Involvement Plan	4	8				20								
6.2	FAA and MnDOT Meetings and Coordination	10	10				10								
6.3	Project Flyers and One Pagers						4	18			18				
6.4	Photos				8						8				
6.5	Outreach Log		4					20							
6.6	Outreach Request for Information (RFI) Log		4					20							
6.7	Project Newsletter		4				8	24							
6.8	Project Webpage		4					24							
6.9	Project Storymap		4				8	40							
6.10	DLH Tenant Meetings		12				12								
6.11	Stakeholder 1:1 Meetings	16	4				16								
6.12	Project Open House	8	8				8	20							
6.13	Community/Stakeholder Hosted Meetings/Updates	4	16				16	16							
7 - Project Management and Meetings															
7.1	SEH Internal Design Team Meetings and SEH/EXP Design Team Meetings	47	80	66	14	4	14	4	4	4	14	4	4		
7.2	DAA Executive Staff Meetings		26				26								
7.3	Agency Stakeholder Meetings	20	20				20								
7.4	Duluth Airport Authority Board Meetings	16	16												
7.5	Design Committee Meetings	8	8				8								
7.6	Subconsultant Coordination / Expense Management		20												
7.7	Overall Project Management (Civil Design and Public Involvement)	16	40				16								
Total hours per labor category		271	597	298	546	104	312	186	28	72	288	40	40	12	12

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	271	\$ 82.21	\$ 22,278.91
Project Manager	597	\$ 64.50	\$ 38,506.50
Civil/Airport Engineer	298	\$ 49.79	\$ 14,837.42
Project Engineer	546	\$ 43.43	\$ 23,712.78
Water Resource Engineer	104	\$ 49.47	\$ 5,144.88
Sr Airport Planner	312	\$ 83.63	\$ 26,092.56
Project Planner	186	\$ 52.20	\$ 9,709.20
Energy Lead / Technician	28	\$ 52.40	\$ 1,467.20
Electrical Engineer (Utility)	72	\$ 84.95	\$ 6,116.40
Senior Technician	288	\$ 45.99	\$ 13,245.12
Landscape Architect	40	\$ 62.09	\$ 2,483.60
Environ. Scientist	40	\$ 58.00	\$ 2,320.00
Surveyor	12	\$ 42.53	\$ 510.36
Administrative Assistant	12	\$ 33.91	\$ 406.92

Total Direct Labor Costs: 2,806 \$ 166,831.85
 Overhead on Direct Labor Costs \$ 313,643.88

Total Costs \$ 480,475.73

Fee (15%) on Total Costs \$ 72,071.36

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
David's Hydro Excavating	1	\$ 19,550.00	\$ 19,550.00
Airfield Electrical Subconsultant (Burns and McDonnell)	1	\$ 14,608.00	\$ 14,608.00
Survey Equipment - Total Station	12	\$ 45.00	\$ 540.00
Survey Equipment - GPS	12	\$ 45.00	\$ 540.00
Employee Mileage	9,000	\$ 0.65	\$ 5,850.00
Computer Charge	2,806	\$ 5.80	\$ 16,274.80
Employee Per Diem	30	\$ 220.00	\$ 6,600.00
Parking	30	\$ 9.00	\$ 270.00
Reproductions / Miscellaneous	1	\$ 500.00	\$ 500.00

Total Expenses \$ 64,732.80

SUMMARY:

Total Costs + Expenses + Fee \$ 617,279.89

Estimated Total \$ 617,300.00



One Denver Technology Center
 5251 DTC Parkway, Suite 420
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TEL 303.721.6932

www.GarverUSA.com

November 14, 2023

Mr. Mark Papko, A.A.E.
 Director of Operations
 Duluth Airport Authority
 4701 Grinden Drive
 Duluth, MN 55811

Re: Independent Fee Estimate (IFE)_Revised
 Air Traffic Control Tower Design
 Duluth International Airport, Duluth, Minnesota

Dear Mr. Papko:

Thank you for the opportunity to complete the Independent Fee Estimate for design phase services for the Duluth International Airport's upcoming Air Traffic Control Tower project.

The following documents were provided by the Duluth Airport Authority:

- A_Civil Scope for EXP Final Design - Scope_10_25_23
- EXP DAA ATCT Fee Proposal 20231025
- B_EXP ATCT Civil Final Design_IFE Blank Version_10_25_23 (Blank Excel file to be completed by Garver)
- EXP ATCT AE Design_IFE Blank Version_10_25_23 (Blank Excel file to be completed by Garver)
- TFDS_V2.1 - 2022-Dec 13

With our understanding of the project based on the documents provided above, we estimate our fee would be:

A&E Services	\$3,035,000.00	+ reimbursable expenses
Geotechnical	45,830.00	(provided)
Wind Test	56,000.00	(provided)
Cost Estimating	81,400.00	(provided)
Civil Site Design	\$650,000.00	
Total Fee	\$3,868,230.00	

Below are comments and assumptions related to the review of the project scope and development of the IFE. Assumptions are based on Garver's experience with similar projects.

Overall Scope& Fee

1. Supplemental services such as geotechnical investigation, wind tunnel testing, and cost estimating were provided. Services such as environmental services are not included.
2. Construction services are identified as an add service.

3. Bidding services are not included in lieu of selection of a construction manager.

SEH Scope & Fee

4. Travel was assumed to originate from the Duluth area with the exception of specialty staff such as the Aviation planner who would require airline travel.
5. We included what we believe to be a reasonable estimate for Work Element 2 to provide background for funding services. However, further discussion on this element may be warranted.
6. Section 5 was assumed to be for packaging submittals. Labor for developing the design, plans and specifications is incorporated under section 4.

EXP Scope & Fee

7. A line item under subconsultants was included for "Cost Estimator." The CMAR is expected to provide cost estimating services and line task items for cost estimating are included up to the 70% phase. We recommend clarifying the cost estimating task.
8. In the AE spreadsheet under Final / IFB the item "Sustainability Report + LEED +B3" was repeated. Hours were only included for one line.
9. The EXP spreadsheet appears to add EXP and Subconsultant fees in the bottom right corner of the spreadsheet (identified with a red box) but fees do not match fees on the left side of the spreadsheet. These numbers were not considered if our IFE

If you have any questions or require clarification on the IFE, please call me at 720-744-4757. Thank you again for the opportunity to work with the Duluth Airport Authority.

Sincerely,

GARVER



Colin Bible, P.E.
Senior Project Manager

Attachments: GARVER_B_EXP ATCT Civil Final Design Fee Submittal_11_8_23_IFE Submittal
GARVER_EXP ATCT AE Design_IFE Version_11_08_23 R1

Architect-Engineer Services for Design of Airport Traffic Control Tower & TRACON Base Building at Duluth International Airport, Duluth, MN

EXP US Services, Inc.

DESIGN PHASE	Principal		Project Manager		Architect Sr.		Architect Jr.		Structural Engineer Sr.		Structural Engineer Jr.		Mechanical Engineer Sr.		Mechanical Engineer Jr.		Electrical Engineer Sr.		Electrical Engineer Jr.		Fire/ Life Safety Engineer		Fire/ Life Safety Engineer Jr.		Sustainability Specialist		Specification Writer		Administrative Support		CADD Technician				
	Hours	\$326.00	Hours	\$218.00	Hours	\$265.00	Hours	\$175.00	Hours	\$265.00	Hours	\$187.00	Hours	\$218.00	Hours	\$140.00	Hours	\$218.00	Hours	\$187.00	Hours	\$218.00	Hours	\$187.00	Hours	\$218.00	Hours	\$120.00	Hours	\$115.00	Hours	\$145.00			
10% Concept Design Phase/PPD																																			
Kick-Off Meeting with DAA	4	\$1,304.00	4	\$872.00	4	\$1,060.00												2	\$436.00						2	\$436.00									
RA Discovery Meeting with FAA	2	\$652.00	2	\$436.00	2	\$530.00	2	\$350.00										4	\$872.00	2	\$374.00														
Meeting with Airport and Local Authority	4	\$1,304.00	4	\$872.00	4	\$1,060.00												4	\$872.00	4	\$872.00														
Meeting w/ local utility providers	4	\$1,304.00	4	\$872.00	4	\$1,060.00												4	\$872.00	4	\$872.00														
Initial Base Building Plan Review Meeting	4	\$1,304.00	4	\$872.00	4	\$1,060.00	4	\$700.00										4	\$872.00	4	\$748.00														
Determine Permitting Req'ts	4	\$872.00	4	\$872.00	1	\$265.00	6	\$1,050.00										1	\$218.00	4	\$748.00	1	\$218.00	6	\$1,122.00										
Confirm existing site conditions, utilities, and FAA fiber loop	4	\$872.00	4	\$872.00														2	\$436.00	6	\$840.00	2	\$436.00	6	\$1,122.00										
ATCT & Base Building Plans	16	\$5,216.00	24	\$5,232.00	40	\$10,600.00	80	\$14,000.00	20	\$5,300.00	60	\$11,220.00	20	\$4,360.00	60	\$8,400.00	20	\$4,360.00	60	\$11,220.00	20	\$4,360.00	60	\$11,220.00	40	\$8,720.00					400	\$58,000.00			
ATCT and Base Building Concept Design and Renderings (x3 schemes)	16	\$5,216.00	16	\$3,488.00	16	\$4,240.00	40	\$7,000.00																							240	\$34,800.00			
DDH Handbook	4	\$872.00	2	\$530.00	8	\$1,400.00	2	\$530.00	8	\$1,496.00	2	\$436.00	8	\$1,120.00	2	\$436.00	8	\$1,496.00	2	\$436.00	8	\$1,496.00	2	\$436.00	8	\$1,496.00					40	\$5,800.00			
Basis of Design Report	8	\$2,608.00	16	\$3,488.00	8	\$2,120.00	40	\$7,000.00										2	\$436.00	8	\$1,496.00	2	\$436.00	8	\$1,496.00	4	\$872.00								
Physical Security Requirements	8	\$2,608.00	4	\$872.00	2	\$530.00	12	\$2,100.00										2	\$436.00	4	\$748.00	2	\$436.00	4	\$748.00	4	\$872.00			8	\$920.00				
Project Schedule	8	\$1,744.00	8	\$1,744.00	8	\$1,400.00												4	\$872.00	12	\$2,244.00														
BIM Project Execution Plan	24	\$5,232.00					160	\$28,000.00																											
Cost Estimate	8	\$1,744.00	6	\$1,590.00	12	\$2,100.00	4	\$1,060.00	8	\$1,496.00	4	\$872.00	8	\$1,120.00	4	\$872.00	8	\$1,496.00	4	\$872.00	8	\$1,496.00	4	\$872.00	8	\$1,496.00	4	\$872.00							
Weekly Design Team Meetings	4	\$1,304.00	16	\$3,488.00	16	\$4,240.00	16	\$2,800.00	8	\$2,120.00								8	\$1,744.00							8	\$1,744.00								
10% Review Meeting (at DAA)	4	\$1,304.00	4	\$872.00	4	\$1,060.00												8	\$1,744.00							8	\$1,744.00								
35% Design Phase																																			
35% Design Specifications (TOC)	40	\$13,040.00	60	\$13,080.00	60	\$15,900.00	120	\$21,000.00	30	\$7,950.00	90	\$16,830.00	30	\$6,540.00	90	\$12,600.00	30	\$6,540.00	90	\$16,830.00	30	\$6,540.00	90	\$16,830.00	60	\$13,080.00						480	\$69,600.00		
DDH Handbook	4	\$1,304.00	4	\$872.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00									
Basis of Design Report	16	\$3,488.00	8	\$2,120.00	24	\$4,200.00	4	\$1,060.00	16	\$2,992.00	4	\$872.00	16	\$2,240.00	4	\$872.00	16	\$2,992.00	4	\$872.00	16	\$2,992.00	4	\$872.00	16	\$2,992.00						40	\$5,800.00		
Physical Security Requirements	2	\$436.00	8	\$1,400.00	8	\$1,400.00												6	\$1,122.00																
Project Schedule	8	\$1,744.00	8	\$1,744.00	8	\$1,400.00												8	\$1,744.00	16	\$2,992.00														
BIM Project Execution Plan	40	\$8,720.00					320	\$56,000.00																											
Sustainability Report + LEED +B3	2	\$652.00	4	\$872.00																															
Cost Estimate	8	\$1,744.00	6	\$1,590.00	12	\$2,100.00	4	\$1,060.00	8	\$1,496.00	4	\$872.00	8	\$1,120.00	4	\$872.00	8	\$1,496.00	4	\$872.00	8	\$1,496.00	4	\$872.00	8	\$1,496.00	4	\$872.00							
Construction Phasing Plan	6	\$1,956.00	24	\$5,232.00	4	\$1,060.00	2	\$530.00										2	\$436.00																
Color & Material Options - 3 Schemes	20	\$4,360.00	40	\$10,600.00	80	\$14,000.00												2	\$436.00																
Rendering (x2)	4	\$872.00	8	\$2,120.00	16	\$2,800.00																													
Weekly Design Team Meetings	8	\$2,608.00	32	\$6,976.00	32	\$8,480.00	32	\$5,600.00	16	\$4,240.00								16	\$3,488.00							16	\$3,488.00								
35% Review Meeting (at DAA)	4	\$1,304.00	4	\$872.00	4	\$1,060.00												4	\$872.00							4	\$872.00								
70% Design Phase																																			
70% Design Specifications	40	\$13,040.00	60	\$13,080.00	60	\$15,900.00	120	\$21,000.00	30	\$7,950.00	90	\$16,830.00	30	\$6,540.00	90	\$12,600.00	30	\$6,540.00	90	\$16,830.00	30	\$6,540.00	90	\$16,830.00	60	\$13,080.00							480	\$69,600.00	
DDH Handbook	4	\$1,304.00	4	\$872.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00	4	\$1,060.00									
Basis of Design Report	16	\$3,488.00	8	\$2,120.00	24	\$4,200.00	4	\$1,060.00	16	\$2,992.00	4	\$872.00	16	\$2,240.00	4	\$872.00	16	\$2,992.00	4	\$872.00	16	\$2,992.00	4	\$872.00	16	\$2,992.00							40	\$5,800.00	
Physical Security Requirements	2	\$436.00	8	\$1,400.00	8	\$1,400.00												8	\$1,744.00	16	\$2,992.00														
Project Schedule	8	\$1,744.00	8	\$1,744.00	8	\$1,400.00												8	\$1,744.00	16	\$2,992.00														
BIM Project Execution Plan	40	\$8,720.00					320	\$56,000.00																											
Electrical Short Circuit Coordination Study	2	\$436.00																8	\$1,744.00	24	\$4,488.00														
Electrical Arc Flash Analysis	2	\$436.00																8	\$1,744.00	24	\$4,488.00														
Sustainability Report + LEED +B3	2	\$436.00																																	
Construction Phasing Plan	6	\$1,956.00	24	\$5,232.00	4	\$1,060.00	2	\$530.00										2	\$436.00																
Cost Estimate	8	\$1,744.00	6	\$1,590.00	12	\$2,100.00	4	\$1,060.00	8	\$1,496.00	4	\$872.00	8	\$1,120.00	4	\$872.00	8	\$1,496.00	4	\$872.00	8	\$1,496.00	4	\$872.00	8	\$1,496.00	4	\$872.00							
Demolition Drawings	12	\$2,616.00	20	\$5,300.00	40	\$7,000.00	20	\$5,300.00	40	\$7,480.00	20	\$4,360.00	40	\$5,600.00	20	\$4,360.00	40	\$7,480.00	20	\$4,360.00	40	\$7,480.00	20	\$4,360.00	40	\$7,480.00						240	\$34,800.00		
Rendering (x2)	4	\$872.00	8	\$2,120.00	16	\$2,800.00																													
Weekly Design Team Meetings	8	\$2,608.00	32	\$6,976.00	32	\$8,480.00																													

Stakeholder Engagement and PIP																					
DLH Tenant Meetings - includes up to three meetings (2 virtual and 1 in person)	12	\$3,912.00	12	\$2,616.00	12	\$3,180.00															
DAA Executive weekly virtual meetings (assumes 48)	96	\$31,296.00	96	\$20,928.00	96	\$25,440.00															
Stakeholder 1:1 Meetings - up to five (5 virtual) stakeholder meetings	10	\$3,260.00	10	\$2,180.00	10	\$2,650.00				12	\$2,616.00			12	\$2,616.00			12	\$2,616.00		
Project Open House - one in person meeting	8	\$2,608.00	8	\$1,744.00	8	\$2,120.00												16	\$1,840.00		
Monthly Board Meetings (assumes 8 virtual and 4 in person)	48	\$15,648.00	48	\$10,464.00	48	\$12,720.00															
Community/Stakeholder Hosted Meetings/Project Updates - up to four (4) in person meetings	16	\$5,216.00	16	\$3,488.00	16	\$4,240.00															
FAA and MnDOT Meetings and Coordination (12 virtual mtgs)	24	\$7,824.00	24	\$5,232.00	24	\$6,360.00															
Agency Stakeholder Meetings - includes monthly virtual meetings by project team (assumes 12 virtual meetings)	24	\$7,824.00	24	\$5,232.00	24	\$6,360.00															
Design Committee Review Meetings - includes up to 5 in person meetings	20	\$6,520.00	20	\$4,360.00	20	\$5,300.00															
Deliverables for Project Flyers, Newsletter, Project webpage, Storymap	40	\$13,040.00	40	\$8,720.00	40	\$10,600.00												120	\$13,800.00		
120																		80	\$11,600.00		
CMAr Delivery Method																					
Develop RFC for CMAr	16	\$5,216.00	40	\$8,720.00															40	\$4,600.00	
Respond to CMAr Questions	8	\$2,608.00	16	\$3,488.00	8	\$2,120.00	16	\$2,800.00	8	\$2,120.00				8	\$1,744.00					8	\$1,744.00
Review and confirm scope of CMAr proposals	2	\$652.00	8	\$1,744.00			12	\$2,100.00											12	\$1,380.00	
Pre-Selection Meeting	4	\$1,304.00	4	\$872.00	4	\$1,060.00														12	\$1,380.00
Proposal Evaluation and Award	1	\$326.00	8	\$1,744.00			12	\$2,100.00												12	\$1,380.00
Monthly Coordination Meetings with CMAr	4	\$1,304.00	24	\$5,232.00	12	\$3,180.00	12	\$2,100.00	4	\$1,060.00				4	\$872.00					4	\$872.00
4														4	\$872.00					4	\$872.00
Subtotal Hours	673		1574		1152		2618		386		658		425	688		478		844		401	
Subtotal Fee		\$223,962.00		\$343,132.00		\$305,280.00		\$458,150.00		\$102,290.00		\$123,046.00		\$92,650.00		\$96,320.00		\$104,204.00		\$157,828.00	
																				692	
																				778	
																				368	
																				332	
																				3860	
																					\$559,700.00
																					\$3,035,328.00
TOTAL LABOR DESIGN PHASE																					
Direct Costs																					
Airfare	To be reimbursed as incurred																				
Rental Car	To be reimbursed as incurred																				
Hotel	To be reimbursed as incurred																				
Per Diem	To be reimbursed as incurred																				
Reproductions	To be reimbursed as incurred																				
SUBCONSULTANTS																					
Geotechnical Engineering (Braun)	\$45,830.00																			\$46,000.00	
Wind Testing (RWDI)	\$56,000.00																			\$56,000.00	
Cost Estimator (Vistara)	\$81,400.00																			\$96,500.00	
NAVAIDS Consultant (ADG)																				\$228,000.00	
Civil Engineering (SEH)																				\$75,000.00	
TOTAL PROPOSED DESIGN FEE																				\$3,534,828.00	

\$46,000.00
\$56,000.00
\$96,500.00
\$228,000.00
\$75,000.00
\$3,534,828.00

Subconsultant fees do not match, these numbers were not considered

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
AIR TRAFFIC CONTROL TOWER DEVELOPMENT - FINAL DESIGN AND STAKEHOLDER ENGAGEMENT
 EXP
 DULUTH, MN
 SEH Project No. EXPIL

Task No.	Task Description	Project Director	Project Manager	Civil/Airport Engineer	Project Engineer	Water Resource Engineer	Sr Airport Planner	Project Planner	Energy Lead / Technician	Electrical Engineer (Utility)	Senior Technician	Landscape Architect	Environ. Scientist	Surveyor	Administrative Assistant
1 - Scoping and Bonding															
1.1	Scoping, Review, and Coordination	2	12		8	1	1			1		1		1	12
1.2	FAA Grant Initiation Documentation		4												
2 - State of Minnesota Financial Plan Coordination															
2.1	State Financing Coordination	4	8		12										20
2.2	State Financing Documentation	4	8		12										20
2.3	Minnesota B3 Compliance: Preliminary Design Task		4	12	24	2				8		2	8		
2.4	Minnesota B3 Compliance: Design Task		4	12	24	2				8		2	8		
2.5	Minnesota B3 Compliance: Final Design Task		4	12	24	2				8		2	8		
3 - Construction Manager Selection															
3.1	Assembling RFQ for CMaR Selection	2	6	12			10	10							
3.2	Respond to CMaR Questions		2	6		2				4			4		
3.3	Pre-Selection Meeting		2												
3.4	Proposal Evaluation and Award	2	6				6								
4 - Civil Site Design															
4.1	Topographic Survey										8			18	
4.2	Utility Investigation		2		12										
4.3	ATCT Development Stormwater Management		2	6		24							24		
4.4	Preliminary Design Report		6	18	40	2		4		4		2	4		
4.5	Construction Safety and Phasing Plan Development		12	24	80		4	6							
4.6	7460 Airspace Determination Review			1	6										
4.7	FAA Fiber Utility Investigation Design		2	4	4				20	6					
4.8	Detailed Final Design (Site Development)		8	40		12				30		24			
4.9	Detailed Final Design (Existing Tower Demo)		8	20		16				24		24	12		
4.10	Construction Plan Sheets				300				120		120				
4.11	Specifications	2	8	40		8						8			
4.12	Quality Control Site Visit		16	16											
4.13	Value Engineering and CM Coordination		2	6		2				2		2			
4.14	Quality Control Reviews	24	48	56			24			48		16			
5 - Submittals															
5.1	10 Percent Civil Site Design		4		12				2						
5.2	35 Percent Civil Site Design		4		12				2						
5.3	70 Percent Civil Site Design		4		12				2						
5.4	100 Percent Civil Site Design		4		12				2						
5.5	Final Civil Site Design		4		12				8						
5.6	Additional Submittals (IFB/IFP)		2		2				8						
5.7	Authority Having Jurisdiction Submittals/Permitting		2		2				8						
6 - Stakeholder Engagement and Public Involvement Plan															
6.1	Public Involvement Plan	4	8				12								8
6.2	FAA and MnDOT Meetings and Coordination	5	20	5			5								
6.3	Project Flyers and One Pagers		6				6								48
6.4	Photos	4	4				4								24
6.5	Outreach Log		8												12
6.6	Outreach Request for Information (RFI) Log		8												24
6.7	Project Newsletter		16				16								128
6.8	Project Webpage		6		16		6								
6.9	Project Storymap		6		8		6								36
6.10	DLH Tenant Meetings		6				6								
6.11	Stakeholder 1:1 Meetings		10				10								
6.12	Project Open House	8	8				8								16
6.13	Community/Stakeholder Hosted Meetings/Updates	16	16				16								16
7 - Project Management and Meetings															
7.1	SEH Internal Design Team Meetings and SEH/EXP Design Team Meetings	40	80	66	14	14	14		14		14				
7.2	DAA Executive Staff Meetings		26				26								
7.3	Agency Stakeholder Meetings		12				12								
7.4	Duluth Airport Authority Board Meetings	16	16												
7.5	Design Committee Meetings	6	6				6								
7.6	Subconsultant Coordination / Expense Management		10	20											
7.7	Overall Project Management (Civil Design and Public Involvement)	20	60												
Total hours per labor category		159	530	376	648	87	198	20	186	155	142	85	68	19	364

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	159	\$106.00	\$ 16,854.00
Project Manager	530	\$70.00	\$ 37,100.00
Civil/Airport Engineer	376	\$50.00	\$ 18,800.00
Project Engineer	648	\$45.00	\$ 29,160.00
Water Resource Engineer	87	\$58.00	\$ 5,046.00
Sr Airport Planner	198	\$85.00	\$ 16,830.00
Project Planner	20	\$55.00	\$ 1,100.00
Energy Lead / Technician	186	\$40.00	\$ 7,440.00
Electrical Engineer (Utility)	155	\$60.00	\$ 9,300.00
Senior Technician	142	\$48.00	\$ 6,816.00
Landscape Architect	85	\$70.00	\$ 5,950.00
Environ. Scientist	68	\$69.00	\$ 4,692.00
Surveyor	19	\$50.00	\$ 950.00
Administrative Assistant	364	\$33.00	\$ 12,012.00

Total Direct Labor Costs: 3,037 \$ 172,050.00
 Overhead on Direct Labor Costs \$ 334,998.56

Add = and overhead rate to make it a formula

Total Costs \$ 507,048.56

Fee (15%) on Total Costs \$ 76,057.28

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
David's Hydro Excavating	1	\$ 19,550.00	\$ 19,550.00
Airfield Electrical Subconsultant (Burns and McDonnell)	1	\$ 15,000.00	\$ 15,000.00
Survey Equipment - Total Station	19	\$ 45.00	\$ 855.00
Survey Equipment - GPS	19	\$ 45.00	\$ 855.00
Employee Mileage	9,000	\$ 0.65	\$ 5,850.00
Computer Charge	3,037	\$ 5.80	\$ 17,614.60
Employee Per Diem	30	\$ 220.00	\$ 6,600.00
Parking	30	\$ 9.00	\$ 270.00
Reproductions / Miscellaneous	1	\$ 500.00	\$ 500.00

Total Expenses \$ 67,094.60

SUMMARY:

Total Costs + Expenses + Fee \$ 650,200.44

Estimated Total \$ 650,200.00

VII. - D.

WORK ORDER

No. 2023-17

Between

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

Dated: November 13, 2023

**HERMANTOWN HYDRAULICS DEMOLITION (FINAL DESIGN)
DULUTH INTERNATIONAL AIRPORT (DLH)**

This work order includes final design of the demolition of Hermantown Hydraulics building at the Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 3-2-2023) between the DAA and SEH remain in effect for this work order.

Estimated start date is November 21, 2023; estimated end date is March 1, 2024.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$89,300.00

A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.

Point of Contact: Shawn McMahon, PE, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.



Title: _____

Title: Principal

Date: _____

Date: 11/13/2023

Title: _____

Date: _____

ATTACHMENT A
Duluth International Airport (DLH)
Duluth Airport Authority (DAA)
Hermantown Hydraulics Demolition
Scope of Work

(Environmental Material Review, Final Design, Plans and Specifications and Bidding Services)

General – Hermantown Hydraulics building at the Duluth International Airport (DLH) is located in the building area and is south the airport SRE/maintenance building. The Hermantown Hydraulics building is currently located on the future site of the Air Traffic Control Tower (ATCT) and needs to be removed prior to the ATCT project beginning, which is expected to begin in 2024/2025. The building will be vacated in March 2024, with demolition expected to occur as soon as April 2024.

See **Figure 1** for Hermantown Hydraulics Building identification.



Figure 1 - Project Exhibit

Demolition will include removal of the structure, foundation, slab, and sidewalks. Utilities will be removed or capped per City code requirements. The building materials will be tested for regulated materials, and disposal plans will include provisions for special handling. Restoration of the site will include leaving the area in a level, graded condition for future ATCT construction.

The project schedule includes design in 2023 with a bidding period and bid opening in early January 2024. Construction is anticipated to occur as early as possible in April 2024.

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

1. Project Formulation
2. Environmental Materials Review and Assessment
3. Plan Drawings
4. Construction Bidding Documents
5. Bidding Services
6. Project Management

This work scope includes:

Work Element 1: Project Formulation

Task 1.1 – Scoping, Review, and Coordination. Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Duluth Airport Authority (DAA) (sponsor), FAA, and MnDOT to develop the appropriate scope of work.

Task 1.2 – Project Formulation. Consultant will complete the project and grant pre-application documentation, cost breakdowns and eligibility determinations, as well as necessary categorical exclusion amendments for the approved scope of work.

Work Element 2: Asbestos and Regulated Materials Assessment. This work element includes applicable MCPA guidelines, in which the work will be in accordance with. Specific tasks included are as follows:

Task 2.1 & 2.2 – Asbestos Inspection and Regulated Materials Assessment. *Asbestos Inspection.* Minn. R. 7035.0805 requires that project owners or parties authorizing the renovation or demolition of a building remove regulated materials before starting a renovation or demolition project. All items and materials removed must be properly characterized, tested, managed, and disposed of and reused or recycled in accordance with applicable standards.

SEH will provide a Minnesota Certified Asbestos Inspector to collect an estimated 72 bulk samples of potential asbestos containing material (ACM). Roofing materials will be sampled at the time of the inspection and temporary patches will be placed in the core locations. In order to maintain the integrity of the roof seal, we recommend that a professional and qualified roofing contractor repair the core locations to maintain the roof integrity. SEH inspectors are not qualified roofing contractors and cannot guarantee future roofing leaks and/or roofing warrantee.

The asbestos inspection will be conducted in accordance with Minnesota Department of Health (MDH) asbestos inspection and assessment rules (Section 4620.3460) and U.S. Environmental Protection Agency (USEPA) guidance documents. The asbestos inspection is intended to meet the requirements of the National Emission Standard for Hazardous Air Pollutants (NESHAP) Subpart M – National Emission Standard for Asbestos. The Minnesota Pollution Control Agency (MPCA) enforces the NESHAP regulation in Minnesota. *Travel time for evaluation is broken out as separate sub-task.*

As part of the asbestos inspection, the ACM identified within the structures will be quantified and locations documented for future abatement prior to demolition.

Regulated Waste Assessment. SEH will complete a walk-through of the property and an inspection of the structures located on the subject property to determine the presence and location of regulated materials at the site or contained within the building materials. It is assumed loose material will be removed by the current tenant prior to demolition; therefore, the Regulated Waste Assessment will be limited to materials that are fixed to the structure. This assessment includes preparing an inventory of fluorescent bulbs/ballasts, mercury containing switches, CFCs, containers, and other items included in Minn. R. 7035.0805 Subp. 5. If peeling paint is identified during the assessment, up to three paint samples will be collected and analyzed for lead. Our proposal also includes collection of one caulk sample for analyses for polychlorinated biphenyls (PCBs) and one sample of oil stained concrete for analyses for PCBs, volatile organic compounds and diesel range organics.

Reporting. SEH will prepare a summary report identifying ACM or potential ACM, locations, approximate quantities, a figure depicting ACM locations that were identified, and a summary of regulated materials that were identified.

Limitations. In any building the potential exists for hazardous material to be located inside walls, above ceilings, under floors, buried underground, and other inaccessible areas. This inspection will attempt to identify hazardous material in these inaccessible areas. However, it is not feasible to inspect 100 percent of these areas. Therefore, SEH cannot be held responsible for the presence of any such hidden materials. Demolition and other contractors involved in the project should be made aware of this potential. If previously unidentified suspect hazardous material is exposed during their activities, they should be sampled and analyzed for content prior to any disturbance.

Sampling of materials for asbestos content involves the collection of a small piece of that material. Some damage is inevitable. However, every effort will be made to limit cuts and holes to discreet locations. Our representative will not be responsible for repairing materials damaged during sampling. SEH has assumed no roofing materials will be sampled at the time of the inspection.

Permitted and non-permitted required confined spaces are exempted from this scope of work.

Work Element 3: Plan Drawings. This work element includes final design and plan drawings for the Hermantown Hydraulics Demolition which will be prepared in accordance with Federal and State guidelines. Applicable AC's, FAA Orders, Regulations and Policy Memorandums will be used as needed. Specific tasks included are as follows:

Task 3.1 – Environmental Coordination and Permits. Consultant will develop a Stormwater Pollution Prevention Plan (SWPPP) and erosion control plans. Additionally, the scope of work includes completion and/or coordination of the following permits and document:

- MPCA/NPDES Permit Application
- Response Action Plan. SEH will prepare a Response Action Plan (RAP) that will describe the proposed redevelopment and establish procedures for the management and handling of contaminated materials and other environmental issues that might arise during redevelopment of the site. As

part of this task, SEH will prepare a Voluntary Brownfield Program application and enroll the site into the MPCA's Voluntary Investigation and Cleanup (VIC) and Petroleum Brownfields Programs on your behalf to request liability assurances and approval of the RAP.

Task 3.2 – Construction Safety Plan and Airspace Analysis. Consultant will develop a construction safety and phasing plan (CSPP), as well as a construction safety plan narrative, for the project and submit to the FAA. Consultant will meet with DAA staff to evaluate potential risks and determine appropriate mitigation measures. It is expected that with the site being outside of the secure AOA, tenant and users' notification is not needed. The preliminary CSP will be enhanced to determine final phasing and sequencing, construction limits, haul routes, contractor staging area, and anticipated impacts to airfield facilities. A final CSPP will be uploaded to for FAA airspace review.

Task 3.3 – Construction Plan Sheets. Consultant will prepare specific plan sheets and are included in the plan set as follows:

- Title Sheet
- Construction Safety and Phasing Plan
- Statement of Estimated Quantities
- Details and Construction Notes
- Utility Locations Plan
- Building Removal Plan
- Erosion Control Plan and Details
- Soil Remediation Plan

Task 3.4 – Engineer's Design Report. SEH will complete the FAA required engineer's design report (EDR) per FAA requirements. An initial draft version of the EDR will be completed and sent to the FAA for review and comment at 60% submittal. Comments provided by the FAA will be addressed and resubmitted as the final design report. The EDR will include the general project scope, site photographs, construction safety overview, Asbestos and regulated waste assessment, environmental considerations, permitting, Disadvantaged Business Enterprise (DBE) participation, a project schedule, an Engineer's Opinion of Probable Costs to complete the work and a preliminary project budget and planned funding sources.

Task 3.5 – Quality Control Site Visit. Consultant will conduct one quality control site visit during final design to verify base maps, utility locations, light locations, grades, and other relevant site features to ensure conformance to the bidding documents. *Travel time for meeting is broken out as separate sub-task.*

Work Element 4: Construction Bidding Documents – This work element includes preparing element of the Construction Bidding Documents in accordance with applicable AC's, FAA Orders, Regulations and Policy Memorandums. Specific tasks included are as follows:

Task 4.1 – Construction Bidding Documents. Consultant will prepare a contract project manual consisting of table of contents, FAA requirements, proposal documents, specifications, special provisions, Federal & State Prevailing Wage Rates, and schedule of prices. Bidding documents will be edited individually and sent to the City of Duluth Purchasing Office for review. This task includes coordination with the City of Duluth Purchasing Office to advertise the project for bid.

Task 4.2 – Quantity Calculations. Consultant will calculate the quantities needed to complete the project. These quantities will be used to determine the final engineer's opinion of probable costs.

Task 4.3 – Final Engineer’s Opinion of Probable Costs. Consultant will prepare a final engineer’s opinion of probable costs. The estimate will utilize the quantity calculations to determine the overall project costs.

Task 4.4 – Quality Control Reviews. Consultant will provide quality control reviews of the project plans and specifications, quantity determinations, and opinion of probable costs.

Work Element 5: Bidding Services – This task includes providing bidding services as follows:

Task 5.1 – Pre-Bid Meeting. Consultant will schedule, plan, attend and lead a pre-bidding meeting onsite to allow prospective bidders the opportunity to become familiar with the project site, work scope, conditions, and schedule. *Travel time for meeting is broken out as separate sub-task.*

Task 5.2 – Bidding Review and Recommendation. Consultant will assist DAA with obtaining construction bids for the project, including arranging for bid advertisement, attending bid opening, and tabulating bid results. Consultant will respond to questions from prospective bidders and issue addenda, as needed. Additionally, Consultant will provide a recommendation of award of Contractor to DAA and assist with requesting a FAA & MnDOT grant for the project.

Work Element 6: Project Management – This work element includes the overall project management of Work Elements 1 through 5 noted above. Project Management includes administration of the project, Sponsor coordination, airfield user and tenant outreach, and related project administration tasks.

Task 6.1 – Overall Project Management. This task includes project coordination and administration, including DAA communication, internal meetings, invoices, and contract negotiation. Monthly invoices will be prepared and submitted to DAA. It is expected that with the site being outside of the secure AOA, tenant and users’ notification is not needed.

Task 6.2 – City of Duluth Coordination. Consultant will coordinate with the City of Duluth, on behalf of DAA, throughout the project and ensure City compliance. This will include informing the City staff of the project and coordinating project design meeting review with City staff. This includes one (1) meeting with City staff. The Consultant will schedule, administer, and record meeting minutes as part of this task.

Task 6.3 – Stakeholder Coordination. This task includes coordination with FAA & MnDOT to discuss funding opportunities, request funding and other communication.

Task 6.4 – Design Team Meetings. This task includes meetings (as needed) by the design team to discuss project elements, schedule, issues, and provide coordination between team members.

Items not included in this Scope of Work

- Surveying
- Soil Vapor Testing
- Construction administration

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
HERMANTOWN HYDRAULICS DEMOLITION
ENVIRONMENTAL MATERIAL REVIEW, FINAL DESIGN, PLANS AND SPECIFICATIONS, AND BIDDING
DULUTH INTERNATIONAL AIRPORT (DLH)
DULUTH, MN

Task No.	Task Description	Project Director	Project Manager	Professional Engineer	Project Engineer	Sr. Technician	Sr Project Scientist	Sr. Project Architect	Sr. Planner	Admin Technician
Work Element #1: Project Formulation										
1.1	Scoping, Review, and Coordination	1	2				1	1		
1.2	Project Formulation	1	2	4					1	2
Work Element #2: Asbestos and Regulated Materials Assessment										
2.1	Asbestos Inspection						36			
2.1.1	Travel Time for Field Evaluation						8			
2.2	Regulated Materials Assessment						26			
Work Element #3: Plan Drawings for Hermantown Hydraulics Demolition										
3.1	Environmental Coordination and Permits		1	1			4			
	MPCA/NPDES/SWPPP Permit			2			2			
	Response Action Plan (RAP)						50			
3.2	Construction Safety/Phasing Plan and Airspace				4	8				
3.3	Construction Plan Sheets									
3.3.1	90% Project Plans		1	20	25	35	12	2		
3.3.2	Final Project Plans		1	10	15	15	4	1		
3.4	Engineer's Design Report			2	12					
3.5	Quality Control Site Visit			2				4		4
3.5.1	Travel Time for Site Visit			6				4		
Work Element #4: Construction Bidding Documents for Hermantown Hydraulics Demolition										
4.1	Construction Bidding Documents		4	4	16		12	2		4
4.2	Quantity Calculations			2	2	4				
4.3	Final Engineer's Opinion of Probable Costs		1	2	2					
4.4	Quality Control Reviews	4	2					1		
Work Element #5: Bidding Services										
5.1	Pre-Bid Meeting (Onsite)		4							
5.1.1	Travel Time for Site Visit		10							
5.2	Bidding Review and Recommendation		4							
Work Element #6: Project Management										
6.1	Overall Project Management		8				2	2		
6.2	City of Duluth Coordination		5					1		
6.3	Stakeholder Coordination	2	4						1	
6.4	Design Team Meetings		2	2		2	2	1		
Total hours per labor category		8	53	57	76	64	159	19	2	10

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	8	\$82.21	\$657.68
Project Manager	53	\$63.88	\$3,385.64
Professional Engineer	57	\$48.59	\$2,769.63
Project Engineer	76	\$39.44	\$2,997.44
Sr. Technician	64	\$45.99	\$2,943.36
Sr Project Scientist	159	\$67.16	\$10,678.44
Sr. Project Architect	19	\$73.20	\$1,390.80
Sr. Planner	2	\$52.50	\$105.00
Admin Technician	10	\$33.91	\$339.10
Total Direct Labor Costs:	448		\$25,267.09
Overhead on Salary Costs (88%)			\$47,502.13
Total Labor and Overhead Costs			\$72,769.22
Fixed Fee on Labor Costs (15%)			\$10,915.38

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charge	448	\$5.80	\$2,598.40
Employee Mileage	1,540	\$0.65	\$1,001.00
Per diem	1	\$150.00	\$150.00
Concrete Lab Test	1	\$100.00	\$100.00
Asbestos Lab Test	1	\$1,350.00	\$1,350.00
Asbestos Equipment	1	\$350.00	\$350.00
Reproductions / Miscellaneous	1	\$100.00	\$100.00
Total Expenses			\$5,649.40

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$89,334.00
Estimated Total	\$89,300.00

**WORK ORDER
No. 2023-10 (Amendment #1)
Between**

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

Dated: November 3, 2023

**HANGAR 1 REHABILITATION – PHASE 1
SKY HARBOR AIRPORT (DYT)**

This work order includes design and construction administration for phase 1 of the rehabilitation on Hangar 1 at Sky Harbor Airport (DYT). The contract provisions included in the Master Agreement (dated 3-2-2023) between the DAA and SEH remain in effect for this work order.

Estimated start date is November 3, 2023; estimated end date is March 1, 2024.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$19,900.00

A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.

Point of Contact: Kaci Nowicki, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.



Title: _____

Title: Principal

Date: _____

Date: 11/3/2023

Title: _____

Date: _____

ATTACHMENT A
Sky Harbor Airport (DYT)
Duluth Airport Authority (DAA)
Hangar 1 Rehabilitation – Phase 1
Scope of Work

(Design, Construction Administration and Closeout)

General – Sky Harbor Airport (DYT) airport-owned hangar facility (Hangar 1) was constructed in 1970's, at the same time as the Terminal Building. The useful life of both buildings has exceeded 40 years and the hangar needs rehabilitation. With the reconstruction of the Terminal Building on-going, it is an opportune time to rehabilitate the adjacent airport hangar to ensure it can support revenue generating aeronautical activity for another 40 years.

The rehabilitation will be completed in two phases. The first phase will address a time-sensitive work item, which includes replacing the insulation and vapor barrier on the hangar structure. As the Terminal Building project will be replacing the siding and roofing in December, it is a cost-effective and construction strategy to complete all the work items concurrently.

A second rehabilitation phase will address other work items that can be completed in subsequent years (which will be selected by DAA) and needed to ensure an additional useful life of 40-years.

See **Figure 1** for Hangar #1 identification.

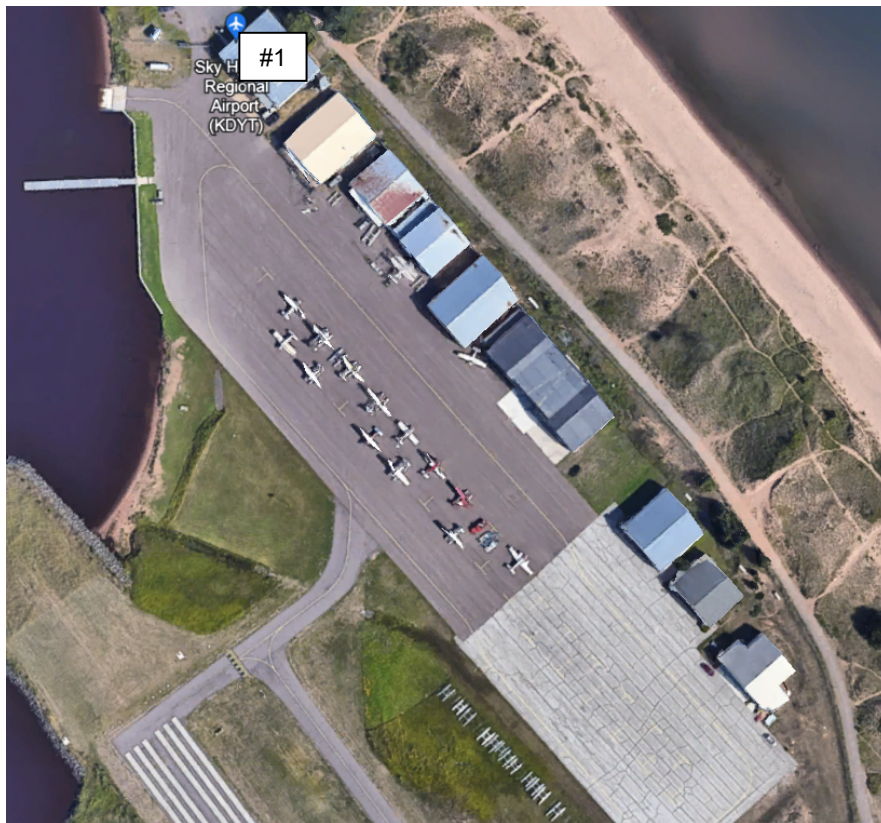


Figure 1 - Project Exhibit

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

1. Stakeholder (FAA, MnDOT) coordination
2. Contractor coordination and quotation
3. Final Design and Bidding
4. Construction administration, including contracting, pay applications, and closeout.
5. Project Management

This work scope includes:

Work Element 1: Project Formulation

Task 1.1 – Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Duluth Airport Authority (DAA) (sponsor), FAA, and MnDOT to develop the appropriate scope of work.

Task 1.2 – Project Formulation – Consultant will complete grant pre-application, cost breakdowns and eligibility determinations, as well as necessary categorical exclusion amendments.

Work Element 2: Final Design and Bidding

Task 2.1 – Detailed Design – Consultant will prepare a detailed design to include plan details and project specifications specific to replacing the insulation and vapor barrier on the hangar structure.

Task 2.2 – Construction Plans – Consultant will prepare construction drawings consisting of the following plan sheets:

1. Title Sheet
2. Statement of Estimated Quantities
3. Architectural Plan and Detail

Task 2.3 – Construction Bidding Documents – Consultant will prepare a contract project manual consisting of table of contents, FAA requirements, proposal documents, specifications, special provisions, Federal & State Prevailing Wage Rates, and schedule of prices.

Task 2.4 – Bidding and Award – Consultant will assist DAA with obtaining construction bids for the project. Consultant will respond to questions from prospective bidders and issue addenda, as needed. Additionally, SEH will provide a recommendation of award of Contractor to DAA and assist with requesting a FAA & MnDOT grant for the project.

Work Element 3: Construction Administration and Project Closeout

Task 3.1 – Pre-Construction Activities – Consultant will prepare and administer one pre-construction meeting with the awarded contractor and Terminal Building contractor. The meeting will outline and discuss project requirements, coordination between the two projects, administration procedures and other construction related information. Consultant will issue notifications and record meeting minutes.

Task 3.2 – Submittal and Shop Drawing Review – Consultant will review product and material data, shop drawings, samples and other items required to be submitted by the Contractor.

Task 3.3 – Buy-American Compliance and Waiver – Consultant will coordinate contractor submittals concerning compliance with required Buy-American certifications for submitted materials. In the event the Contractor is unable to comply with 100 percent Buy-American, the Consultant will assist the contractor in submitting a waiver to FAA.

Task 3.4 – Construction Site Visit – Consultant will provide one site visit to review the completed construction. The site visit travel time will be conducted in conjunction with the Terminal Building project, but onsite review time will be accounted for separately.

Task 3.5 – Pay Application – Consultant will prepare one pay application upon completion of construction. Actual completed quantities will be tabulated for use in preparing the pay application.

Task 3.6 – City of Duluth Coordination – Consultant will coordinate with City of Duluth, on behalf of DAA, throughout the project and ensure City compliance. This would include providing energy code and roof compliance reports for City review. It is expected that the Contractor will need to coordinate building permitting with the City.

Task 3.7 – Project Closeout Report – Consultant will prepare a project closeout report as required by the FAA by using the Sponsors Guide to Quality Project Closeout Report Requirements (FAA Publication)

Task 3.8 – Disadvantaged Business Enterprise (DBE) Requirements – Consultant will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project or provide evidence of "good faith efforts" to meet DBE requirements.

Work Element 4: Project Management – This task includes the overall project management of Work Elements 1 through 4 noted above. Project Management includes administration of the project, Sponsor coordination, airfield user and tenant outreach, and related project administration tasks.

Task 4.1 – Overall Project Management – This task includes project coordination and administration, including Sponsor & tenant communication, internal meetings, invoices, and contract negotiation.

Task 4.2 – Stakeholder Coordination – This task includes coordination with FAA & MnDOT to discuss funding opportunities, request funding and other communication.

Items not included in this Scope of Work

- Construction Progress Meetings
- Construction Observation
- Surveying
- Record Drawings
- Airport Layout Plan Updates

**ATTACHMENT B
ESTIMATED FEES AND EXPENSES
HANGAR 1 REHABILITATION - PHASE 1
DESIGN, CONSTRUCTION ADMINISTRATION AND CLOSEOUT
SKY HARBOR AIRPORT (DYT)
DULUTH, MN**

Task No.	Task Description	Project Director	Project Manager	Engineer	Structural Engineer	Architect	Sr. Planner	Admin Technician
Work Element #1: Project Formulation								
1.1	Scoping, Review, and Coordination	1	2					
1.2	Project Formulation		2			1	1	1
Work Element #2: Final Design and Bidding								
2.1	Detailed Design		1	6	4	4		
2.2	Construction Plans		2	4	2	6		
2.3	Construction Bidding Documents		2	6		2		2
2.4	Bidding and Award		6			2	1	
Work Element #3: Construction Administration and Project Closeout								
3.1	Pre-Construction Activities		4					
3.2	Submittal and Shop Drawings Review			1		4		
3.3	Buy-American Compliance and Waiver		2					
3.4	Construction Site Visit					4		
3.5	Pay Application		1	2				1
3.6	City of Duluth Coordination		2		2	2		
3.7	Project Closeout Report		1	2				1
3.8	Disadvantaged Business Enterprise (DBE)		1	2				
Work Element #4: Project Management								
4.1	Overall Project Management	1	6					
4.2	Stakeholder Coordination		2				1	
Total hours per labor category		2	34	23	8	25	3	5

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	2	\$82.21	\$164.42
Project Manager	34	\$63.88	\$2,171.92
Engineer	23	\$45.40	\$1,044.20
Structural Engineer	8	\$54.60	\$436.80
Architect	25	\$67.29	\$1,682.25
Sr. Planner	3	\$52.50	\$157.50
Admin Technician	5	\$34.07	\$170.35

Total Direct Labor Costs:	100	\$5,827.44
Overhead on Salary Costs (88%)		\$10,955.59
Total Labor and Overhead Costs		\$16,783.03
Fixed Fee on Labor Costs (15%)		\$2,517.45

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charge	100	\$5.80	\$580.00
Reproductions / Miscellaneous	0	\$100.00	\$0.00

Total Expenses **\$580.00**

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$19,880.48
Estimated Total	\$19,900.00

WORK ORDER
No. 2023-10
Between

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

Dated: July 18, 2023

**2023 RECONSTRUCT TERMINAL BUILDING – CONSTRUCTION ADMINISTRATION AND
OBSERVATION
SKY HARBOR AIRPORT (DYT)**

This work order includes professional services for construction administration, observation, and closeout for the reconstruction of the Terminal Building at Sky Harbor Airport (DYT). The contract provisions included in the Master Agreement (dated 3-27-2023) between the DAA and SEH remain in effect for this work order.

Estimated start date is August 1, 2023; estimated end date is June 1, 2024.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$177,300.00.


A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.


Point of Contact: Kaci Nowicki, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.


Kim Maki (Jul 21, 2023 16:19 CDT)

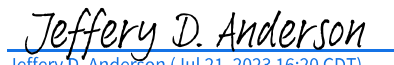


Title: President

Title: Principal

Date: Jul 21, 2023

Date: July 18, 2023


Jeffery D. Anderson (Jul 21, 2023 16:20 CDT)

Title: Secretary

Date: Jul 21, 2023

ATTACHMENT A

PROPOSAL FOR ENGINEERING SERVICES – CONSTRUCTION ADMINISTRATION AND CLOSEOUT

DULUTH, MINNESOTA
2023 RECONSTRUCT TERMINAL BUILDING
SKY HARBOR AIRPORT

PROJECT SCOPE:

The project consists of designing an approximate 1,900 square foot new terminal building at the Sky Harbor Airport (DYT). This project replaces the 40-year-old, 2-story facility with a new single-story terminal. The existing terminal is not American with Disabilities Act (ADA) compliant, doesn't meet the City and Department of Natural Resources (DNR) Regulatory Flood Protection Elevation, has mold contamination, does not meet code requirements, is energy inefficient, the facility is beyond its useful life, and is costly to maintain. The roof, mechanical, electrical, and plumbing systems require replacement. The proposed terminal achieves program considerations and will provide a resilient, ADA compliant passenger terminal with energy efficiencies, safe airfield access, with comprehensive and thoughtful layout.

The proposed terminal will construct a pilot-planning room, waiting room, covered patio, and covered walkway for users to access the building. The proposed terminal will include upgrades to the septic holding tank and include minor site improvements to meet the City of Duluth finished floor requirement while accommodating ADA accessibility. The existing terminal is co-located with a hangar structure, which will remain following construction. The new terminal will be constructed to adjoin the existing hangar.



Figure 1 – Proposed Location of Terminal Building

PROPOSED PROJECT SCHEDULE

The project is scheduled to be substantially completed in 270-calendar days (nine months). It is anticipated the work will be performed during weekdays with weekend work as needed. Contractor is anticipated to start in Summer/Fall 2023, pending weather, site conditions, and procurement of materials.

July 2023	Construction Procurement Begins, Shop Drawing and Submittal Reviews Begin
August 2023	Construction Begins
Fall 2023	Substantial Completion (Site Work)
Spring 2024	Substantial Completion (Building)
Summer 2024	Closeout Process Begins

SCOPE OF SERVICES:

Services to be provided under this proposal include construction observation and administration as well as closeout report services and project management.

Specific tasks to be performed by the Consultant include the following:

Work Element 1: Construction Administration Services

- 1.1. **Scope Development:** Consultant will develop the project scope to ensure that necessary aspects of the project are included. Scope development includes coordination with Duluth Airport Authority (Sponsor) and the Federal Aviation Administration (FAA) for scope review, preparation of the final scope, fee proposal development, and contract negotiations. As part of the scope development, Consultant will coordinate and obtain scope and fee estimates for subconsultant work including quality assurance testing, mechanical design, and electrical design.
- 1.2. **Project Administration Services:** Consultant will provide office engineering staff, CAD personnel, and administrative staff that will assist the construction project team as necessary during construction in response to Requests for Information (RFI), plan or specification clarifications, change orders and other issues that may arise. Other administrative tasks include project set up and invoicing, internal meetings (quarterly, four total), progress reports, RFI log development and management, monthly DAA cash flow projections throughout the project, and contract management.
- 1.3. **Permit Coordination:** Consultant will review applicable permits related to the project construction, provided by the Contractor. This includes, at a minimum, building permit, erosion control permit, stormwater permit, and SSTS permits. Consultant will assist with the plan review process as required by the building code official.

This task also includes three (3) virtual meetings with City of Duluth staff to coordinate building permit, location, building flood proofing, and code compliance. This includes one-hour meetings and an hour of preparation and one hour of after meeting actions.
- 1.4. **Pre-Construction Meeting:** Consultant will hold a pre-construction meeting (at the airport, expected for 2-hours plus travel) prior to beginning construction to outline and discuss project requirements, administration procedures, airfield pavement closure procedures and requirements, schedules, project responsibilities and communication, Disadvantaged Business Enterprise reporting, contractor submittals, and other construction related information. Consultant will administer the pre-construction meeting, issue notifications, and record meeting minutes. The meeting will be attended by the Contractor, subcontractors (as needed), FAA, Airport and SEH staff, including the Project Manager (at the airport) and representatives from each major discipline (virtually). Travel time is included as a sub-work element.
- 1.5. **Establish Survey Control:** Consultant will establish the necessary horizontal and vertical control for construction staking for the project. (The Contractor is required to provide the construction staking for the remainder of the project.) Travel time is included as a sub-work element.
- 1.6. **Submittal and Shop Drawing Review:** Consultant will review product and material data, Buy-American certification, shop drawings, samples, mockups and other items required to be submitted

by the Contractor. This includes coordination with the DAA to make specific product and color selections during the submittal process.

- 1.7. **Progress Meetings:** Construction progress meetings (6 meetings in person, 12 meetings virtual) will be held on a bi-weekly basis while construction work is being performed. The virtual progress meeting will be attended by SEH staff, including Project Manager and Resident Project Representative (RPR), and other staff as needed or required. It is anticipated that 18 progress meetings (twelve 1-hour meetings and six 30-minute meetings) will occur during construction activities and will require inclusion of preparatory and meeting documentation work. Consultant will administer the meetings, issue notifications, and record meeting minutes.
- 1.8. **Pay Applications:** Consultant will prepare ten partial pay applications upon throughout construction (one per month). An initial pay application will be prepared for material acquisition (material-on-hand), prior to issuing the Notice to Proceed. A final pay application (11 total) will be prepared following the final agreement of quantities for all work components and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing pay applications.
- 1.9. **Tribal Monitoring Coordination:** Consultant will facilitate coordination of tribal monitoring and archaeology subconsultant, including coordinating for tribal and archeology subconsultant involvement at the preconstruction meeting and opportunities to participate in weekly construction meetings. Consultant will also assist tribal monitoring staff for on-site visits. It is anticipated the tribal monitoring staff could be on-site for three weeks (15 workdays) during excavation and three additional workdays to monitor restoration.
- 1.10. **Record Drawings:** Consultant will prepare record drawings. Record drawings will incorporate any modifications or additions that occurred during construction. Electronic (PDF) copies of record drawings will be provided to the DAA, MnDOT, and FAA.
- 1.11. **Update Airport Layout Plan (ALP):** Consultant will complete an update to the current ALP to reflect as-built conditions.

Work Element 2: Construction Observation Services

- 2.1. **Construction Observation:** Consultant will provide part-time construction observation for the duration of construction. The project is estimated for 270-calendar days (nine months) of construction. A resident project representative (RPR) will be onsite during critical portions of construction to ensure that work is performed in accordance with the contract documents. It is estimated the RPR will be onsite for 30-working days (4-hour days) throughout the project. The RPR will document and record construction progress through a daily journal and daily progress reports, when present onsite.
- 2.2. **Construction Inspections:** Consultant will conduct site visits for critical construction items. The site visit is expected to be 4-hours onsite for the select discipline. Travel time is included as a sub-work element. The site visits will be conducted as follows by identified disciplines:
 - Foundation and Slab Inspection – Structural Staff (1 Visit)
 - Building Inspection – Structural and Architectural Staff (2 Visits, 1 by each discipline)
 - Routine Periodic Inspections – Civil and Architectural Staff (4 Visits, 2 by each discipline)

No daily observation staffing (including daily reporting) is included in this Scope of Work.

- 2.3. **Final Inspection/Punch List:** Consultant will conduct a final inspection with the Contractor after completion of the work and prior to substantial project acceptance. Consultant representatives will include Project Manager and one discipline lead from each of the following: civil, structural, and architectural. A punch list will be developed by the Consultant and provided to the Contractor if deficiencies are found. The punch list will be a tracking document and progress on the items will be recorded until issues are resolved. The final inspection is expected to include 3-hours onsite (plus 1-hour of preparation/documentation). Travel time is included as a sub-work element.

- 2.4. **Warranty Inspection Site Visit:** Consultant will complete one onsite warranty inspection site visit prior to the expiration of the warranty period to identify and document issues to be resolved by the Contractor as part of the warranty guarantee. Consultant representative will include the Project Engineer only. Travel time is included as a sub-work element.

Work Element 3: Project Closeout and FAA Reporting

- 3.1. **FAA Project Quarterly Reports:** Consultant will prepare FAA Quarterly Reports and submit to FAA on a quarterly basis until grant closeout. (Ten submittals anticipated)
- 3.2. **Project Closeout:** Consultant will work with the Contractor to ensure that necessary closeout documents are submitted by the Contractor. These include, but are not limited to, MnDOT form IC-134 documentation, lien waivers, wage rate compliance, and other documentation as identified in the specifications.
- 3.3. **FAA Closeout Report:** Consultant will prepare a Project Closeout Report as required by the FAA by using the Sponsors Guide to Quality Project Closeout Report Requirements (FAA Publication).
- 3.4. **Disadvantaged Business Enterprise (DBE) Requirements:** Consultant will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project or provide evidence of "good faith efforts" to meet DBE requirements.
- 3.5. **Buy American Compliance and Waiver:** Consultant will coordinate contractor submittals concerning compliance with required Buy American certifications for submitted materials. In the event the contractor is unable to comply with 100 percent Buy American (which is likely), the consultant will assist the contractor in submitting a waiver to the FAA.

Work Element 4: Project Management and Stakeholder Engagement

- 4.1. **Overall Project Management:** Consultant will provide overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the DAA (outside of the meetings task), Contractor, FAA and other regulatory agencies and utilities.
- 4.2. **City of Duluth Coordination:** Consultant will coordinate with the City of Duluth, on behalf of the DAA, throughout the project and ensure City ordinances and Unified Development Chapters (UDC) are followed. Such items involve shoreland & floodplain, permit & plan review. It is expected the Consultant will communicate with the Planning and Building Services Department of the City.
- 4.3. **Subconsultant Coordination:** Scheduling, coordination, and review of deliverables, including subcontracts, shop drawings, submittals, and reports.
- 4.4. **Meetings:** SEH will coordinate and prepare construction update meetings for the following:
- 4.4.1. **Airport Authority Board Meetings:** Consultant (Project Principal) will attend four (4) 30-minute meetings with the Authority Board representatives to discuss project elements, schedule, and updates. These project updates will be scheduled as the DAA requests them throughout the project.
- 4.4.2. **Tenant Meetings:** Consultant will attend (2) Sky Harbor Tenant Meetings (Project Principal & Project Manager) and (2) Park Point Community Club (Project Principal) to provide a project update. Each meeting is expected to include 1-hr of preparation time, 1-hr for meeting. Travel time for Project Principal and Project Manager is broken out as separate sub-task.
- 4.5. **Tenant and User Newsletter & Notification:** Consultant will develop a tenant and user construction notice to be distributed prior to construction as well as monthly newsletter to provide updates on construction activities and identify impacts to airport operations. SEH will assist the DAA with newsletter distribution. It is estimated six newsletters will be issued, including one prior

to the project beginning. Consultant will also design, print and install a full color all-weather project information board (approx. 36' x 48') to be mounted on the airport fence.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc.: Quality Assurance testing for the building construction will be performed by Braun Intertec of Duluth, Minnesota. See Braun Intertec proposal dated June 5, 2023.
2. The Design Group, Inc. Mechanical, Electrical and Plumbing review, and inspections will be performed by The Design Group, Inc. of Duluth, MN. See The Design Groups proposal dated May 30, 2023.
3. Duluth Archaeology Center L.L.C. Cultural resource and archaeology monitoring will be performed by Duluth Archaeology Center L.L.C. See Duluth Archaeology Center proposal dated June 5, 2023.

ESTIMATED FEES AND EXPENSES
ATTACHMENT B-I
2023 RECONSTRUCT TERMINAL BUILDING - CONSTRUCTION ADMINISTRATION & OBSERVATION
SKY HARBOR AIRPORT (DYT)

Task No.	Task Description	Project Director	Project Manager	Project Engineer	Senior Civil Engineer	Resident Project Representative	Structural Engineer	Sr. Biologist	Architect	Survey Crew Chief	Senior Planner	Senior Technician	Administrative Assistant
Work Element #1: Construction Administration Services													
1.1	Scope Development	1	4	2									
1.2	Project Administration Services	1	6	4	1		2		2			6	6
1.3	Permit Coordination			4				1					
1.4	Pre-Construction Meeting	2	8	4	2		2		2				
1.4.1	Pre-Construction Travel Time		10	4									
1.5	Establish Survey Control									6			
1.5.1	Survey Travel Time									4			
1.6	Submittal and Shop Drawing Review		12	16	6		32		24				
1.7	Progress Meetings (18 Total)		14	14	4		4		4		4		
1.8	Pay Applications (11 Total)		4	16									
1.9	Tribal Monitoring Coordination							24					
1.10	Record Drawings		1	4	1		1		1			8	
1.11	Update Airport Layout Plan (ALP)			2									
Work Element #2: Construction Observation Services													
2.1	Construction Observation (30-Onsite Days)					120							
2.1.1	Construction Observation Travel Time					30							
2.2	Construction Inspections (7 Visits Total)			8			8		12				
2.2.1	Construction Inspections Travel Time			8			8		12				
2.3	Final Inspection/Punch List		4		6		4		4				
2.3.1	Final Inspections Travel Time		10		6		4		4				
2.4	Warranty Inspection Site Visit			8									
2.4.1	Warranty Inspection Travel Time			4									
Work Element #3: Project Closeout and FAA Reporting													
3.1	FAA Project Quarterly Reports		2	5									
3.2	Project Closeout		1	2									
3.3	FAA Closeout Report			2									2
3.4	Disadvantaged Business Enterprise (DBE)			2									2
3.5	Buy American Certification and Waiver		1	4									2
Work Element #4: Project Management and Stakeholder Engagement													
4.1	Overall Project Management	2	24	10			1		1				
4.2	City of Duluth Coordination	2	4	8									
4.3	Subconsultant Coordination		10	4									
4.4	Meetings	2	2										
4.4.1	Airport Authority Board Meetings	4	2										
4.4.2	Tenant Meetings	4	4										
4.4.2.1	Travel Time for Tenant Meetings		8										
4.5	Tenant and User Newsletter (6 Total)			6								4	1
Total hours per labor category		26	123	141	26	150	66	25	66	10	12	18	13

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	26	\$82.21	\$2,137.46
Project Manager	123	\$63.88	\$7,857.24
Project Engineer	141	\$45.40	\$6,401.40
Senior Civil Engineer	26	\$60.15	\$1,563.90
Resident Project Representative	150	\$41.23	\$6,184.50
Structural Engineer	66	\$54.60	\$3,603.60
Sr. Biologist	25	\$55.00	\$1,375.00
Architect	66	\$67.29	\$4,441.14
Survey Crew Chief	10	\$40.18	\$401.80
Senior Planner	12	\$52.50	\$630.00
Senior Technician	18	\$45.99	\$827.82
Administrative Assistant	13	\$34.07	\$442.91

Total Direct Labor Costs: 676.0 \$35,866.77
Direct Salary Cost plus Overhead (88%) \$67,429.53

Total Labor Costs **\$103,296.30**
Fee (15%) **\$15,494.45**

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	5,450	\$0.65	\$3,542.50
Computer Charges	676.0	\$5.80	\$3,920.80
Construction Auto Allowance	30	\$16.00	\$480.00
Per Diem	5	\$200.00	\$1,000.00
Survey GPS Equipment	10	\$35.00	\$350.00
Survey Vehicle Allowance	10	\$4.90	\$49.00
Geotechnical Testing Services (Braun Intertec)	1	\$21,820.00	\$21,820.00
MEP Services (The Design Group Inc.)	1	\$5,500.00	\$5,500.00
Tribal Monitoring (Duluth Archaeology)	1	\$21,177.46	\$21,177.46
Reproductions / Miscellaneous	1	\$750.00	\$750.00

Total Expenses **\$58,589.76**
Total (Labor Costs + Fee + Expenses) \$177,380.51

SUMMARY:

Estimated Total **\$177,300.00**



1711 East 13th Street
Suite 201
Hibbing, MN 55746
PH: 218.262.1959
FX: 218.262-1976
www.thedgroup.org

May 30, 2023

Short Elliot Hendrickson, Inc.
Attn: Ryan Falch, PE
Senior Engineer | Airport Planning and Design

RE: Duluth Sky Harbor Airport Terminal Reconstruction

Ryan,

The Design Group, Inc. is pleased to submit this proposal for MEP construction administration services for the Sky Harbor Terminal Reconstruction at the Duluth Sky Harbor Airport. Our services will include the following items:

- In-person attendance for Precon (1-staff member)
- Virtual attendance for bi-weekly progress meetings (18 total, 30-mins each) (1-staff member)
- (1) periodic project site visits (1-staff member per discipline, so (3) total visits for TDG)
- (1) Final Project site visit for punch list (1-staff member per discipline)
- (1) Warranty Project Site Visit (11-months after completion) (1-staff member only)
- Shop drawing review time/coordination
- Contractor RFI questions
- Record Drawing Mark-up of TDG sheets
- Project Administration overall, including City of Duluth coordination & contractor permitting questions.

The Design Group proposes to charge a lump sum fee of Five Thousand Five Hundred dollars (\$5,500.00) for the work described above. These fees will cover all costs incurred by the Design Group including telephone calls, postage, etc. Additional services can be provided at an hourly rate or as agreed to prior to beginning the additional work. Thank you for the opportunity to submit this proposal!

ADDITIONAL SERVICES:

Any Additional Services beyond the Basic Services outlined above will be performed only upon your instruction and will be billed at the following hourly rates:

- Sr. Professional Engineer - \$145.00
- Sr. Technical Designer - \$95.00

TERMS AND CONDITIONS:

The Design Group, Inc. (TDG) shall perform the services outlined in this agreement for the stated fee arrangement.

Fee

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis. The rates shall be those that prevail at the time services are rendered.

Billings/Payments

Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoice shall be considered PAST DUE if not paid within thirty (30) days after the invoice date and TDG may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid ninety (90) days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.

Access to Site

Unless otherwise stated, TDG will have access to the site for activities necessary for the performance of the services. TDG will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Termination of Services

This agreement may be terminated upon ten (10) days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay TDG for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Ownership Documents

All documents produced by the TDG under this agreement shall remain the property of TDG and may not be used by the Client for any other endeavor without the written consent of TDG.

Dispute Resolution

Any claim or dispute between the Client and TDG shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). The laws of the principal place of business of TDG shall govern this agreement.

Sincerely,

A handwritten signature in blue ink, appearing to read "O. Maki", is written over a light blue rectangular background.

The Design Group, Inc.
Otto W. Maki, Principal

June 5, 2023

Proposal QTB179248

Ryan Falch, PE
SEH, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for Special Inspection and Testing Services
Terminal Building Reconstruction
Sky Harbor Regional Airport
5000 Minnesota Avenue
Duluth, Minnesota

Dear Mr. Falch:

Braun Intertec Corporation is pleased to submit this proposal to provide special inspections and testing services for the proposed reconstruction of the airport terminal building at the Sky Harbor Regional Airport in Duluth, Minnesota.

We have completed the geotechnical evaluation for the project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the project to date gives us familiarity with the project team and design development which allows us to understand some of the considerations used when developing the projects design.

Our Understanding of Project

The terminal building will be reconstructed in the same area as the existing terminal building and adjacent to the attached hangar to remain in place. The reconstructed building will be a slab-on-grade building (Finished Floor Elevation = 607.00 feet), supported on a shallow foundation system, and have a metal roof system. Site work will include new bituminous pavement to reconstruct a portion of the parking lot and concrete patio and sidewalks.

Available Information

This proposal was prepared using the following documents and information.

- Project plans, manual, and Special Inspection requirements prepared by SEH, dated May 16, 2023.
- Geotechnical Evaluation Report prepared by Braun Intertec Corporation for Project B2302228, dated April 21, 2023.

Project Approach and Staff Qualifications

Special Inspections

Braun Intertec has adopted the International Code Council (ICC) Model Program for Special Inspection to develop the guiding principles for our special inspection program. This model was selected because it was designed by the ICC to assist owners, contractors and building officials in the understanding, administration, and enforcement of the special inspection requirements of the International Building Code (IBC). Currently, there are ICC certifications for soils, reinforced concrete, structural masonry, pre-tension/post-tension (pre-stressed) concrete, spray-applied fireproofing, structural steel and bolting, and structural welding.

Qualifications and Experience

ICC certified special inspectors, or qualified technicians working under the direction of ICC certified special inspectors, will provide the required special inspection services under the direction of a licensed professional engineer. Through experience and examination, our ICC certified special inspectors and qualified technicians have demonstrated their ability to provide special inspection services.

Inspections and Reporting

Our special inspectors summarize the nature, extent, and results of special inspection activities at the time they are performed on Special Inspection Daily Report forms submitted electronically to the general contractor's on-site personnel for review and records. These records can also be transmitted electronically to others who may want to review these documents on an agreed upon schedule. When unresolved discrepancies are noted, we will document the issues and work with the design and construction team to bring them to resolution. Special inspection final reports will be prepared and submitted upon completion as required by the requirements of the IBC.

Communications

Braun Intertec special inspectors will communicate the results of their inspections to the contractor and our supervising engineer each day special inspections are performed. We strive to have our special inspectors develop a working relationship with the project's structural engineer-of-record. We may attempt contact with the structural engineering consultant periodically to review the work being performed and to request clarifications and direction on any item that may require it.

Construction Materials Testing

Qualified technicians working under the direction of a professional engineer will provide the services. Experience and certification information is available upon request once we are provided with schedule information. Concrete technicians assigned to the project are ACI Concrete Field Testing Technician – Grade I certified to conduct the required concrete testing. Soil technicians are certified to use a nuclear gauge for soil density testing, so test results can be determined on site and evaluated once the required laboratory testing is completed. Field test results will be verbally reported daily to the general contractor on site, with written field and laboratory reports distributed shortly after.

Scope of Services

Services are performed under the direction of a licensed professional engineer, either on a full-time or periodic basis, depending on the construction schedule and when they are requested by the general contractor. After reviewing available information to determine compliance with project plans and/or specifications, other design or construction documents, and applicable ASTM and other industry standards, our scope of services for the project will be limited to the tasks defined below.

Soil Related Services

- Observe and evaluate the soils exposed in the bottoms of excavations to determine if the soils are similar to those encountered with the geotechnical evaluation and suitable for support of fill and foundations. Our engineer can provide consultation for conditions that appear to differ from the geotechnical evaluation.
- Measure the in-place dry density, moisture content and relative compaction of soils related to site grading and building and pavement support for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.

Concrete Related Services

- Observe concrete reinforcement placement.
- Observe the general placement of bolts and other embeds in the plastic concrete.
- Sample and test the plastic concrete for slump, air content, temperature and prepare test cylinders for laboratory compressive strength testing with ACI level 1 field technicians. We will perform concrete testing on structural items as required by the IBC. Though not required by the IBC we have included testing for the interior slab on grade, as well as limited testing of exterior concrete and aprons.
- Observe the concrete placement and test sample preparation.
- Perform laboratory compressive strength testing of the concrete samples.

Structural Steel Related Services

- Observe and test the structural steel welded and bolted connections in the field.

Bituminous Related Services

- Obtain a hot mix sample during placement of bituminous pavement.
- Perform asphalt properties testing in accordance with MNDOT 2360 specifications.

Engineering Consulting and Project Communication and Reporting Services

- Provide engineering consulting services, review test results and observations reports, and prepare required final reports.
- Management, including scheduling of our field personnel and communication with the contractor, owner, building official, and design team.
- Transmit results to the project team on weekly basis to the contractor, owner, building official, fabricators and design team.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- This project will begin in late Summer of 2023.
- Assumptions regarding the number of trips for special inspections and testing are outlined in the attached cost estimate table. As the contractor's schedule becomes available and designs are finalized, please review this proposed scope of work to determine if the project's needs and budget will be met.
- The inspection of the reinforcement associated with structural concrete will be performed immediately prior to testing of the concrete with no additional trips or time incurred.
- We assume the structural steel fabricator will be AISC certified, and review of quality control manual or inspections of the fabrication shop are **not** required. If this assumption is not correct, please call us and we will provide a cost estimate for the fabrication shop inspections.
- No special site-specific training or gear is required to complete our scope of services.
- Parking will be available on site for our vehicles.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

Cost

We will furnish the services described in this proposal for an estimated fee of **\$17,725** for the Base Bid portion, and an estimated fee of **\$4,095** for the Alternate Bids portion. The total estimated fee for our services is **\$21,820**. A tabulation showing hourly and unit rates associated with our proposed scope of services is attached. To the extent possible, units and hours were reviewed with representatives of the contractor to determine if time frames are consistent with their expectations for completing the various activities. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed**. If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal (including the attached General Conditions).

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Agreement for Professional Services dated July 2, 2008.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Colin Anderson at 320.305.0628 (coanderson@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE
Project Engineer



Aaron M. Tast
Aviation Account Leader, Senior Project Manager



Joseph C. Butler, PE
Business Unit Leader, Senior Engineer

Attachments:
Estimated Cost Tabulation

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB179248

Sky Harbor Terminal Reconstruction

Client:

Short Elliott Hendrickson, Inc.
Ryan Falch
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Sky Harbor Regional Airport
5000 Minnesota Ave.
Duluth, MN 55802

Service Description:

Special Inspection & Testing Services
AIP 3-27-0025-20-2023
City of Duluth 23-4408

	Description	Quantity	Units	Unit Price	Extension
Phase 1	Schedule A & B (Site work/Building)				
Activity 1.1	Soils				\$4,085.00
206	Excavation Observations	8.00	Hour	110.00	\$880.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Foundation Excavations	2.00	Trips	4.00	8.00
207	Compaction Testing - Nuclear	21.00	Hour	90.00	\$1,890.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Foundation_Wall Backfill	3.00	Trips	3.00	9.00
	Slab On Grade	2.00	Trips	3.00	6.00
	Granular Borrow	1.00	Trips	3.00	3.00
	Aggregate Base	1.00	Trips	3.00	3.00
1308	Nuclear moisture-density meter charge, per hour	21.00	Each	15.00	\$315.00
1861	CMT Trip Charge	10.00	Each	25.00	\$250.00
209	Sample pick-up	2.00	Hour	90.00	\$180.00
1318	Moisture Density Relationship (Standard), per sample	3.00	Each	190.00	\$570.00
Activity 1.2	Concrete				\$8,150.00
260	Concrete Observations	9.00	Hour	115.00	\$1,035.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Footings	3.00	Trips	1.00	3.00
	Columns	3.00	Trips	1.00	3.00
	Foundation Walls	3.00	Trips	1.00	3.00
261	Concrete Testing	42.00	Hour	90.00	\$3,780.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Footings	3.00	Trips	3.00	9.00
	Columns/Pads	3.00	Trips	3.00	9.00
	Foundation Walls	3.00	Trips	3.00	9.00
	Slab	2.00	Trips	3.00	6.00
	Sidewalks	1.00	Trips	3.00	3.00
	Curb & Gutter	1.00	Trips	3.00	3.00
	Exterior Concrete	1.00	Trips	3.00	3.00
278	Concrete Cylinder Pick up	6.00	Hour	90.00	\$540.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	4.00	Trips	1.50	6.00
1861	CMT Trip Charge	18.00	Each	25.00	\$450.00
1364	Compressive strength of concrete cylinders (ASTM C 39),per specimen	67.00	Each	35.00	\$2,345.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Footings	3.00	Set	5.00	15.00
	Columns/Pads	3.00	Set	5.00	15.00
	Foundation Walls	3.00	Set	5.00	15.00
	Slabs	2.00	Set	5.00	10.00
	Sidewalks	1.00	Set	4.00	4.00
	Curb & Gutter	1.00	Set	4.00	4.00

Project Proposal
QTB179248
Sky Harbor Terminal Reconstruction

	<i>Exterior Concrete</i>	<i>1.00 Set</i>	<i>4.00</i>	<i>4.00</i>	
Activity 1.3	Steel Inspection				\$1,790.00
605	ICC Structural Steel Technician		12.00 Hour	130.00	\$1,560.00
	<i>Work Activity Detail</i>	<i>Qty Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>	
	<i>Welding, Framing, Bolting</i>	<i>2.00 Trips</i>	<i>6.00</i>	<i>12.00</i>	
1664	NDE Trip charge		2.00 Each	115.00	\$230.00
Activity 1.4	Project Management & Reporting				\$3,700.00
238	Project Assistant		4.00 Hour	90.00	\$360.00
226	Project Manager		8.00 Hour	155.00	\$1,240.00
228	Senior Project Manager		8.00 Hour	180.00	\$1,440.00
126	Project Engineer (SI Report)		4.00 Hour	165.00	\$660.00
				Phase 1 Total:	\$17,725.00
Phase 2	Alternate A & B (Concrete slab/Parking Area)				
Activity 2.1	Soils				\$1,565.00
207	Compaction Testing - Nuclear		6.00 Hour	90.00	\$540.00
	<i>Work Activity Detail</i>	<i>Qty Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>	
	<i>Granular Borrow</i>	<i>1.00 Trips</i>	<i>3.00</i>	<i>3.00</i>	
	<i>Aggregate Base</i>	<i>1.00 Trips</i>	<i>3.00</i>	<i>3.00</i>	
1308	Nuclear moisture-density meter charge, per hour		6.00 Each	15.00	\$90.00
1861	CMT Trip Charge		3.00 Each	25.00	\$75.00
209	Sample pick-up		2.00 Hour	90.00	\$180.00
1318	Moisture Density Relationship (Standard), per sample		2.00 Each	190.00	\$380.00
1162	Sieve Analysis with 200 wash, per sample		2.00 Each	150.00	\$300.00
Activity 2.2	Concrete				\$550.00
261	Concrete Testing		3.00 Hour	90.00	\$270.00
	<i>Work Activity Detail</i>	<i>Qty Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>	
	<i>Exterior Concrete Slab</i>	<i>1.00 Trips</i>	<i>3.00</i>	<i>3.00</i>	
278	Concrete Cylinder Pick up		1.00 Hour	90.00	\$90.00
1364	Compressive strength of concrete cylinders (ASTM C 39), each		4.00 Each	35.00	\$140.00
	<i>Work Activity Detail</i>	<i>Qty Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>	
	<i>Exterior Concrete Slab</i>	<i>1.00 Set</i>	<i>4.00</i>	<i>4.00</i>	
1861	CMT Trip Charge		2.00 Each	25.00	\$50.00
Activity 2.3	Pavement				\$705.00
209	Sample pick-up		2.00 Hour	90.00	\$180.00
1744	MnDOT Asphalt Test		1.00 Each	500.00	\$500.00
1861	CMT Trip Charge		1.00 Each	25.00	\$25.00
Activity 2.4	Project Management & Reporting				\$1,275.00
238	Project Assistant		3.00 Hour	90.00	\$270.00
226	Project Manager		3.00 Hour	155.00	\$465.00
228	Senior Project Manager		3.00 Hour	180.00	\$540.00
				Phase 2 Total:	\$4,095.00

Proposal Total:	\$21,820.00
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SCOPE OF WORK: MONITORING OF THE TERMINAL BUILDING DEMOLITION AND RECONSTRUCTION AT SKY HARBOR, DULUTH, ST. LOUIS COUNTY, MINNESOTA

I. FIRM NAME Duluth Archaeology Center, L.L.C.
5910 Fremont St. Suite 1, Duluth MN 55807

Dr. Susan Mulholland (president)
tel: 218/624-5489, fax: 218/249-0765, email: archcenter @ aol.com

II. PROJECT OBJECTIVES

The objective of this project is to monitor demolition/reconstruction of the terminal building at Sky Harbor in the City of Duluth, St. Louis County, Minnesota. The existing terminal building will be demolished and a new building constructed in the same location at Sky Harbor on Minnesota Point. Monitoring of construction was requested by the Federal Aviation Administration (FAA), which will review the project. A Monitoring/Unanticipated Discoveries Plan will be developed to guide the project; it will be based on the SHPO/OSA manuals for archaeological investigations (Anfinson 2011) and accidental uncovering of burials (Anfinson 2008). Field monitoring is proposed during the anticipated ground disturbance portions of the project (3 weeks in 2023, 3 days in 2024).

III. WORK PLAN

Contractor will complete the following tasks:

- **Task 1: Administration**
Contractor will conduct accounting and record keeping; obtain a State archaeology license from OSA. The Monitoring/Unanticipated Discoveries Plan will be developed in advance of requesting the State license.
- **Task 2: Monitoring**
Contractor will conduct monitoring of ground disturbance activities during reconstruction of the terminal building at Sky Harbor for both archaeological materials and possible human remains. Field work will follow standards set in the Monitoring/Unanticipated Discoveries Plan (based on Anfinson 2011, 2008).
- **Task 3: Reporting**
Contractor will write a report of all monitoring activities during the terminal building construction project.

Project Schedule

Contractor will start work after written authorization from the client. A total of 33 person days in the field is included in the scope based on the construction schedule in 2023 and 2024. Field

work will be scheduled in coordination with the client to fit the construction schedule. If concurrent disturbance activities are conducted, additional personnel may be needed to conduct monitoring.

Curation

Any collected artifacts will be prepared for curation at the Minnesota Historical Society (or another approved facility) as per the State archaeology license requirements. Curation costs are included in the proposal as separate expenses.

IV. BUDGET

The budget is prepared on a separate sheet. Expenses will be charged as incurred.

V. PERSONNEL

- Dr. Susan Mulholland: principal investigator, project supervisor
- Jennifer Shafer: accountant

VI: APPROVED BY



Name: Susan C. Mulholland

Date: June 2, 2023

Title: President Duluth Archaeology Center

Anfinson, S.F.

2011 *State Archaeologist's Manual for Archaeological Projects in Minnesota*. Office of the State Archaeologist, Fort Snelling History Center, St. Paul.

2008 *State Archaeologist's Procedures for Implementing Minnesota's Private Cemeteries Act (MS 307.08)*. Office of the State Archaeologist, Department of Administration.

MONITORING FOR TERMINAL BUILDING CONSTRUCTION PROJECT, SKY HARBOR, DULUTH, ST. LOUIS COUNTY, MINNESOTA

TASK 1: ADMINISTRATION/PLAN DEVELOPMENT

Principal Investigator	24 hr. @ \$65.92	\$1,582.08
Computer Technician	3 hr. @ \$45.97	137.91
Account Manager	1 hr. @ \$48.31	48.31
Supplies		25.00
photocopies	200 @ \$0.10	20.00
TOTAL PRE-FIELD		\$1,813.30

TASK 2: FIELD MONITORING

Principal Investigator	180 hr. @ \$65.92	\$11,865.60
mileage	900 mi. @ \$0.655	589.50
per diem	33 days @ \$50	1,650.00
lodging	14 nights @ \$120	1,680.00
TOTAL PRE-FIELD		\$15,785.10

TASK 3: REPORTING

Principal Investigator	12 hr. @ \$65.92	\$ 791.04
Computer Supervisor	6 hr. @ \$46.45	278.70
Lab Technician	15 hr. @ \$45.97	689.55
Photocopies	250 @ \$0.10	25.00
Report production		15.00
Postage/Delivery		10.00
TOTAL REPORT PRODUCTION		\$ 1,809.29

TOTAL PROJECT COSTS \$19,407.69

CURATION COSTS AT MINNESOTA HISTORICAL SOCIETY

Accession Numbers	1 site @ \$75	\$ 75.00
Storage space	1 cu.ft. @ \$285	285.00
MHS transfer fee		115.00
Principal Investigator	6 hr. @ \$65.92	395.52
Lab Supervisor	15 hr. @ \$46.45	696.75
Mileage	300 mi. @ \$0.655	196.50
Parking		6.00
TOTAL CURATION COSTS		\$ 1,769.77

TOTAL PROJECT COSTS WITH CURATION \$21,177.46









WO 2023-10 SEH Construction Admin for DYT Terminal Building

Final Audit Report

2023-07-21

Created:	2023-07-21
By:	Mark Papko (mpapko@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA69Dih4cPinqv4HptPpQFDMtjgggoDbbU

"WO 2023-10 SEH Construction Admin for DYT Terminal Building" History

-  Document created by Mark Papko (mpapko@duluthairport.com)
2023-07-21 - 6:23:48 PM GMT- IP address: 205.149.151.193
-  Document emailed to makik@stlouiscountymn.gov for signature
2023-07-21 - 6:25:18 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2023-07-21 - 9:18:35 PM GMT- IP address: 166.199.152.25
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2023-07-21 - 9:19:03 PM GMT- IP address: 166.199.152.25
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2023-07-21 - 9:19:05 PM GMT - Time Source: server- IP address: 166.199.152.25
-  Document emailed to jeff@jeffanderson.org for signature
2023-07-21 - 9:19:07 PM GMT
-  Email viewed by jeff@jeffanderson.org
2023-07-21 - 9:19:52 PM GMT- IP address: 47.41.114.57
-  Signer jeff@jeffanderson.org entered name at signing as Jeffery D. Anderson
2023-07-21 - 9:20:10 PM GMT- IP address: 47.41.114.57
-  Document e-signed by Jeffery D. Anderson (jeff@jeffanderson.org)
Signature Date: 2023-07-21 - 9:20:12 PM GMT - Time Source: server- IP address: 47.41.114.57
-  Agreement completed.
2023-07-21 - 9:20:12 PM GMT

VII. - F.

Duluth Airport Authority
Lake Superior Helicopters, LLC
Amendment #3 – Operator Agreement and Office Space Lease

Terms:

- Term expires 12/31/2023

Background:

- Lake Superior Helicopters (LSH) operates a helicopter instruction, tour and maintenance operation at DLH.

Amendment Overview:

- This Amendment is to add a month-to-month provision to the term language.
- Rate remains consistent with previously leased space and is increased annually by CPI.
- All other items remain unchanged.

Why were the changes in key terms needed/wanted?

- Agreement did not include month-to-month provision.

**THIRD AMENDMENT TO OPERATOR AGREEMENT AND OFFICE SPACE LEASE
AGREEMENT BY AND BETWEEN
DULUTH AIRPORT AUTHORITY AND LAKE SUPERIOR HELICOPTERS**

THIS AMENDMENT is entered into by and between the DULUTH AIRPORT AUTHORITY hereinafter called "Authority," and Lake Superior Helicopters, LLC, (a Minnesota limited liability company) hereinafter referred to as "Operator".

WHEREAS, on November 20, 2018 Lake Superior Helicopters, LLC and the Authority entered into an Operator Agreement and Office Space Lease pursuant to which Operator is authorized to conduct business in the State of Minnesota and operates as a Specialized Aviation Service Operator (SASO) and leases space on the first floor of the Tower Building.

WHEREAS, on June 23, 2022 the parties entered into a first amendment to adjust the leased premises to 2,163 total square feet. The rental rate per square foot remained unchanged. Exhibit A-2 was updated to reflect the change in the leased premises.

WHEREAS, on January 25, 2023 the parties entered into a second amendment to adjust the leased premises to 2,623 total square feet. The rental rate per square foot remained unchanged. Exhibit A-3 was updated to reflect the change in the leased premises.

WHEREAS, both parties desire to further amend the LEASE in order to add a month-to-month term provision as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree for themselves and their successors and assigns as follows:

Definitions. Each of the terms defined in the Agreement, unless otherwise defined in this Third Amendment, shall have the same meaning when used herein.

1. The first paragraph of SECTION 5, Term, is hereby replaced as follows:
 - a. The term of this Agreement shall be effective as of December 1, 2018 and shall continue in force until December 31, 2023 unless otherwise terminated in accordance with the provisions of this Agreement. In the event that the Term expires and a new agreement has not been executed, at the sole discretion and upon the prior written consent of the Executive Director, this Agreement shall continue in effect on a month-to-month basis under the terms and conditions set forth in this Agreement subject to the adjustment of fees. Upon expiration of Term, either party may terminate this Agreement upon thirty (30) days written notice.
2. Except as provided for in this Third Amendment, the terms and conditions of the Agreement shall remain in force and effect.
3. This Third Amendment may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Third Amendment transmitted by facsimile, by electronic mail in "portable document format" ("pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Third Amendment, shall have the same effect as physical delivery of the paper document bearing the original signature.

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

DATED: _____

DULUTH AIRPORT AUTHORITY

LAKE SUPERIOR HELICOPTERS, LLC

By: _____
President

By: _____

By: _____
Secretary

Printed Name: _____

Title: _____

VII. - G.

Resolution to Approve the 2024 Rates and Charges Addendum for DLH Executive Summary

Terms:

- Calendar year of 2024

Overview:

- Annually DAA staff reviews the referenced Rates and Charges Addendum to recommend rate adjustments where necessary and additional rates to be added.
- Rates adjustments were made to move to market rate and were based on CPI, an agreed upon percentage adjustment, or were recommended by consultants.
- DAA staff shared rates with the FBO to discuss rates which affect their business and to allow them to make recommendations.
- DAA staff conducts rate surveys from comparable airports to help inform rate adjustments.

Summary of Changes:

- The airline rates and charges model calculates a recommended rate for the airlines. Our consultant recommended a 6% increase to each rate for 2024, which is what was done.
- The terminal per use fee is based on the terminal requirement and estimated operations.
- Aircraft Parking and Cargo Ramp fees were increased by CPI
- Hangar Rents were increased due to demand and new hangar types were added with rates to be approved once construction is completed.
- FBO Charged In-to Plane Fuel Flowage Fees were increased by agreed upon CPI.
- Surface parking rates remained the same for 2024 to collect a full year's worth of data in the new parking system.
- The corporate parking lot fees were increased based on recommendations from master plan.
- Conference Room Rates were adjusted to two tiers to reduce confusion and include additional rental options.
- Rental Car operators will now reference the rates and charges document for the ready return and overflow per parking space fees.
- CFC Charges charged by rental car operators to customers will now be charged on each day of a rental vs the maximum cap of 4 days.



DULUTH INTERNATIONAL AIRPORT

2024 Rates and Charges Addendum

Effective January 1, 2024 - To be Adopted November 15th, 2023

Passenger Terminal Fees (Per Square Foot)	Airline Leased Premises		\$25.67
	Non-Airline Terminal Tenant Rate		\$43.58
Aircraft Landing Fee (Per 1,000 lbs MGLW)	Signatory Carrier		\$2.31
	Non-Signatory Carriers (125% more)		\$2.89
	Transient		\$1.07
	FBO Tenant		\$0.00
Terminal Per Use Fee	Non-Signatory Carriers & Charters		\$707.81
Terminal International Arrivals Facility Per Use Fee	Less than 50,000 lbs. MGLW		\$75.00
	50,001-175,000 lbs. MGLW		\$175.00
	175,001 lbs. MGLW and above		\$275.00
Non-Terminal (FBO) International Arrivals Facility Fee	US Customs Facility (GAF)		\$0.00
Terminal Ramp Aircraft Parking Fees	Signatory Carrier		\$0.00
Non-Terminal FBO & DAA Charged Aircraft Parking Fees (Per 1,000 lbs MGLW)	<u>Category by MGLW (lbs.)</u>	<u>Per Night (24 hour period)</u>	<u>Per Month (Calendar)</u>
	12,499 & Under	\$17.00	\$138.00
	12,500 - 49,999	\$72.00	\$580.00
	50,000 - 99,999	\$144.00	\$1,150.00
	100,000 & Over	\$295.00	\$2,355.00
Preferential Use Cargo Ramp Fee Per Aircraft	Per calendar month preferential use cargo ramp fee		<u>Per Month (Calendar)</u> \$1,695.00
Passenger Facility Charge (PFC)	\$4.50 Per enplaned commercial passenger, Per FAA Approved PFC Application		
Fuel Flowage Fee (Fee Per Gallon)	FBO Charged In-to Plane Fee (Increased annually by CPI, no decreases)		\$0.045
	FBO Charged Aviation, Heating & Auto Fuel Fee		\$0.09
	Fee Per Gallon - Other Airport Operator	Set by Operator Agreement	
DAA Owned Hangar Rental Rates (Per Each) *\$50 Discount if paid in full by January 31 of lease year.	<u>Hangar Type</u>		<u>Per Month (Calendar)</u>
	West T-Hangars*		\$215.00
	East T-Hangars*		\$215.00
	East Ranch Hangars*		\$275.00
	4825 Airport Rd. Ranch Hangars (12ft high door)*		TBD
	4825 Airport Rd. Ranch Hangars (14ft high door)*		TBD
	Other	Set by Lease Agreement	
Rental Car Ready Return & Overflow Fees (Per Each Space)		<u>Surface</u>	<u>Ramp</u>
(Tax Not Included)	Per Month, Per Space Fee	18.63	18.63
Parking Lot Fees (Includes Tax)		<u>Surface</u>	<u>Ramp</u>
	0-1 Hour	\$3.00	\$5.00
	1-2 Hours	\$5.00	\$7.00
	2-6 Hours	\$9.00	\$10.00
	6-24 Hours (Daily)	\$13.00	\$15.00
	Weekly	\$78.00	\$90.00
	Additional Drive-off Fee	\$125.00	\$125.00
Parking Permits (Includes Tax) *DAA Employees and DAA Directors are exempt for airport business		<u>Monthly</u>	<u>Annual</u>
	Corporate Surface Permit (Annual)		\$1,378.00
	Corporate Garage Permit (Annual)		\$2,279.00
	Airport Employee Tenant Permit (Annual)*		\$96.00
	Airline Crew Overnight Permit (Monthly or Annual)	\$51.00	\$612.00
	Tenant Commercial Parking Agreement (Monthly or Annual)	\$250.00	\$3,000.00
Commercial Vehicle Fees & Permits (Includes Tax)	Taxi/Limo/Hotel Shuttle Permit (Annual)	\$200.00	Per Each Vehicle
	Passenger Shuttle Service Permit - Reqs. Operator Agreement (Annual)	\$500.00	Per Each Vehicle
	Transportation Network Company Permit (Annual)	\$1,500.00	Per Company
	Transportation Network Company Per Trip Fee	\$1.50	Per Pick- Up & Drop Off
Ground & Commercial Vehicle Violations	Airport Employee Parking Violation		TBD
	Commercial Vehicle Violation		\$100.00



DULUTH INTERNATIONAL AIRPORT

2024 Rates and Charges Addendum

Effective January 1, 2024 - **To be Adopted November 15th, 2023**

Business Services Club Pass			
(Sponsorship Agreement Passes will not be charged)			
	Per Pass Fee to Access Business Services Club Room		\$150 per pass
Conference Room/Space Rates & Fees	<u>Room/Space</u>	<u>0-4 Hours</u>	<u>4-8 Hours</u>
	1st Floor Baggage Claim - Wall Up	\$300.00	Per Agreement
	2nd Floor Secure Business Club Conference Room	\$40.00	\$80.00
	2nd Floor Mezzanine	\$250.00	\$350.00
(20% Discount for Airport Terminal Tenants)	2nd Floor Conference Room - Room 250	\$100.00	\$150.00
	3rd Floor Conference Room - Amatuzio A	\$150.00	\$200.00
	3rd Floor Conference Room - Amatuzio B or C	\$100.00	\$200.00
	3rd Floor Conference Room - Amatuzio A+B	\$175.00	\$250.00
	3rd Floor Conference Room - Amatuzio B+C	\$175.00	\$250.00
	3rd Floor Conference Room - Amatuzio A+B+C	\$200.00	\$300.00
Fiber Internet	<u>Internet Speed</u>		<u>Per Month (Calendar)</u>
(Contract required. Higher speeds available upon request with pricing established per contract)	100 MB Fiber Internet with 1 static IP address		\$120.00
	200 MB Fiber Internet with 1 static IP address		\$180.00
	Each Additional Static IP Address		\$24.95
Badging Fees	SIDA & Sterile Badge		\$200.00
(DAA Employees, ARFF, CBP, Duluth PD and Fire & 148th Badges are exempt)	AOA Badge		\$125.00
	Landside Badge		\$65.00
	Incomplete		\$100.00
(All fees to be paid regardless of whether badge is issued)	SIDA & Sterile Renewal		\$115.00
	AOA Renewal		\$65.00
	Renewal > 30 Days Past Expiration (SIDA, AOA, Sterile)		\$125.00
	Lost or Non-Returned Badge		\$125.00
	Badge Handling Fee (ex: company change, access change, etc.)		\$65.00
	Construction Badge Handling Fee		\$50.00
Airport Car Rental Customer Facility Charge (CFC)	Rental Car Transaction Per Day Charge		\$4.00

VII. - H.

Resolution to Approve the 2024 Rates and Charges Addendum for DYT Executive Summary

Terms:

- Calendar year of 2024

Overview:

- Annually DAA staff reviews the referenced Rates and Charges Addendum to recommend rate adjustments where necessary and additional rates to be added.
- Survey data of surrounding airports is used to make comparisons.
- Hangar rates will be evaluated for 2025, after construction is completed.

Summary of Changes:

- A per vehicle rate was added for those parking for aviation purposes.
- Operator agreement disclaimer was added to provide guidance regarding who needs an operator agreement.
- Added language regarding the hangar utility surcharge for winter months.
- Added QR Code for making payment.




2024 Rates & Charges

Effective January 1st, 2024 - To Be Adopted November 21, 2023

Fuel Price	To be determined by airport manager and published on the Duluth Sky Harbor website, ForeFlight, SkyVector, AirNav, GlobalAir and 100LL.com.		
Fuel Discounts Discounts may not be stacked Tenant Discount requires fuel card	Sky Harbor Tenant with lease agreement or Commercial Operator Agreement	\$0.25	Per Gallon
Tie-down	Per Night (1-6 nights)	\$10.00	Per Night
	Per Week (1-3 weeks)	\$30.00	Per Week
	Per Month	\$90.00	Per Month
	Six Month Season (Must be paid in advance)	\$450.00	Per Six Month Season
Aircraft Parking Rules	<p>Aircraft parking spaces are non-reservable and shall be occupied on a first come, first served basis.</p> <p>A. No person shall park, store, tie down or leave an aircraft on any area of the airport other than designated parking spaces or those designated by the Airport Manager.</p> <p>B. The pilot and owner of an aircraft are solely responsible for parking and tying down their aircraft and shall properly secure their aircraft while it is parked or stored on the airport. Pilots and owners of aircraft are solely responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings on the airport in the event of wind or other severe weather conditions. The pilot and owner of an aircraft shall be held responsible and liable for any damage or loss whatsoever resulting from failure to comply with this rule.</p> <p>C. With respect to aircraft parking, tie-down and storage, the Airport Manager is authorized to control and direct activities that the Airport Manager determines concern the health, welfare and safety of Sky Harbor, its tenants, and users.</p> <p>All invoiced aircraft parking fees shall be paid within thirty (30) days of invoice date. In the event that aircraft parking fees are not paid within thirty (30) days of invoice date and such failure to pay continues for a period exceeding ninety (90) days after invoice date, the aircraft owner shall be in default. Upon default, the Duluth Airport Authority may exercise any one or more of the following remedies (in its sole discretion): (i) utilize a collections agency and/or an attorney to recover said amount, including reasonable attorney's fees, court costs, and collection costs, (ii) enter the premises where the aircraft is located and take immediate possession of and remove (or disable in place) the aircraft by self-help, summary proceedings or otherwise without liability; and (iii) eject and trespass the aircraft pilot and owner from Sky Harbor.</p>		
Hangar 1 Aircraft Storage Fee	Per hangar space Utility surcharge will be charged during winter months.	\$275.00	Per Month
Float Storage	Contact Jonathan Aero for float storage pricing		
Overnight Vehicle Parking Space Limited	Per Vehicle Parking space to be determined by the manager and must be for aviation related purposes.	\$5	Per Night
Land Lease	Price per agreement with Duluth Airport Authority		
Operator Agreements	All individuals or businesses providing sales, service or commercial operations out of Sky Harbor must have an agreement with the Duluth Airport Authority.		

Additional Information

Payment Options & Instructions	 <ol style="list-style-type: none"> Scanning the QR code available on this document or in the airport terminal building – Direct payment On the Duluth Airport Authority website Sky Harbor page – Direct payment https://skyharbor.duluthairport.com/plan-your-stay/tie-down-payment/ Monthly invoicing from the Duluth Airport Authority (weekly, monthly and seasonal parking) Make checks payable to Duluth Airport Authority, 4701 Grinden Drive, Duluth, MN 55811 *All invoiced aircraft parking fees shall be paid within thirty (30) days of invoice date 		
Contacts for Questions	Airport Manager - Tristan Durfee Maintenance Parking/Float Storage - Jonathan Aero	218-733-0078 218-269-2433	tdurfee@duluthairport.com jonathanaero4@gmail.com

VII. - I.

Resolution to Approve the Duluth Airport Authority 2024 Annual Budget Executive Summary

Terms:

- Calendar year of 2024

Overview:

- Annually DAA staff prepares the upcoming year's budget for approval by the DAA board
- Once approved by the DAA board, the budget will go to the City Council for approval
- DAA staff continues to budget to support master plan and strategic plan initiatives
- Staff has budgeted to utilize \$684,000 in cash reserves to provide the local share of funding opportunities and support operations in 2024.
- The only changes from the draft budget in October are:
 - An increase in federal and state grant contributions as well as future PFC collections due to increased project costs.
 - An addition of a fuel system inspection at Sky Harbor
- Additional budget assumptions are attached as a part of this package for your review



2024 BUDGET ASSUMPTIONS

MAJOR TAKE AWAYS:

- Operating revenues are expected to surpass pre-pandemic levels.
- Operating expenses are expected to have increased by 5% due to the increases in fuel and repairs and maintenance costs, utilities, contracted services and personnel wages and benefits.
- DAA staff continues to work to support the master plan as well as our strategic plan initiatives.
- A 6% rate increase to Signatory Airline rates has been proposed and nearly all other rates are being updated as well.
- Passenger related concession revenue was estimated based on similar activity to 2023. Other revenues were determined based on current activity and contracted rates.
- Annual debt service in 2024 for all long-term debt is \$1,076,174.
- A strategy to utilize nearly \$684k in cash reserves has been identified to provide the local share of funding opportunities and support operations in 2024.

OPERATING REVENUE:

Non-Aeronautical Revenue:

- Concession projections were determined estimating similar passengers to 2023 and using 2021-2023 trend data.
- Actual income assumed per individual rental/lease contracts.

Non-Passenger Aeronautical Revenue:

- Landing Fees and concessions were projected reviewing three-year averages with more weight placed on 2022-2023 trend data.
- Actual income assumed per individual rental/lease contracts.

Passenger Airline Aeronautical Revenue:

- Proposed 6% adjustment to both landing fee rates as well as terminal rental rate.
- Used activity provided for 2023 assuming similar service.
- Included Sun Country activity and revenue based on their return service.
- Assumed cash reserves continue to offset increases in operating costs to subsidize Airline rates.

OPERATING EXPENSES:

Central Services/City Admin Fee:

- The city has provided the budget fee of \$77,950 for city services in 2024.

Personnel Compensation & Benefits:

- Assumed staffing levels and positions remain the same. This will be discussed following the results of the organization assessment and salary survey.
- Assumed actual wages after step increases for all CBA & Management employees.
- Assumed 2.5% increase in health benefit costs as approved by the JPE.
- Retiree insurance premiums adjusted for current retiree cost.
- Work comp benefit payments as well as insurance premiums are included in this figure.

Utilities:

- Assumed similar usage to last year, with 8% increase in electrical per MN Power.

- Storm Water: Budgeted for fees based on 2023 experience. Working for exempt status.

Professional Services:

- Increase in professional services necessary for upcoming airline negotiations, etc.

Customer Service:

- Includes Thanks Again operating costs and prepaid comps.

Travel/Training:

- Each department projected actual travel and training.

Supplies & Services:

- Operating and repair and maintenance supplies have increased to support deferred maintenance initiatives and increased supplies costs.
- Increased cost of contractual services anticipated. HVAC contract estimated the same and will be bid in 2023.

All Other: Based on current year as well as historical trends and estimates.

SKY HARBOR:

Sky Harbor Revenues: Reviewed trends and averages from previous three years

- Land/Field Rent: Based on 2023-2024 actual leases.
- Concessions: Estimated based on expected activity
- Av Gas Sales: Projected to be similar to 2023. There has been a decrease in demand and pricing strategies are being addressed.
- Hangar Rental: Based on current rental agreements.
- State Aid M&O: Assumed same as 2022-2023 state fiscal year.

Sky Harbor Expenses: Based on trends and averages from last 3 years.

- COGS: Increase in fuel costs, decreased in quantity needed.

DEBT SERVICE:

- We currently have three loans from the City which were funded with a GO Bond issuance.
 - The first was for terminal/parking structure expenses and has a payback to the city using PFCs, CFCs and DAA operating dollars.
 - Generally, over 50% of our current annual collections of PFCs and CFCs are used to pay this debt service, leaving less than 50% for our upcoming projects.
 - This was a 15-year loan, which goes through 2026.
 - This bond was refunded in 2021 and the general revenue share was paid off, leaving only the PFC and CFC portion left to pay.
 - The second was to fund our parking structure and has a payback using parking lot revenues.
 - At EOY we must use our parking revenues, less expenses, and deduct \$800,000 which is dedicated to previous airport operations.
 - What's left is used to pay our debt service and then 80% will be deposited into a contingency fund at the city to make future payments if necessary.
 - This is a 15-year loan, which goes through 2027.
 - The third loan funded renovations to LSC's Center for Advanced Aviation. Rent revenues pay the annual debt service plus 5% over levy.
 - This is a 15-year loan, which goes through 2030.
- Our expected annual debt service for 2023 for all our long-term debt is \$1,076,174.



DULUTH AIRPORT AUTHORITY

2024 ANNUAL BUDGET

Financial Row	Annual Budget 2024
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$18,050
Concession Revenue	\$728,448
Customer Facility Charges	\$223,169
Miscellaneous Revenues	\$91,820
Parking	\$1,522,855
Permits	\$7,210
Plowing Services	\$2,000
Reimbursed Expenses	\$53,104
Rent	\$234,002
Sponsorship Income	\$87,000
State Aid	\$302,765
Total - Non-Aeronautical Revenue	\$3,270,423
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$75,000
Concession Revenue	\$165,859
Event Income	\$38,000
Landing Fees	\$35,165
Ramp Fees	\$19,752
Rent	\$1,260,125
Security Reimbursement	\$100,700
Tie Downs	\$5,040
Total - Non-Passenger Aeronautical Revenue	\$1,699,641
Passenger Airline Aeronautical Revenue	
Landing Fees	\$342,637
Per Use Fee	\$0
Terminal Office/Space Rental	\$1,284,039
Total - Passenger Airline Aeronautical Revenue	\$1,626,676
Total - Income	\$6,596,739
Gross Profit	\$6,596,739
Expense	
Miscellaneous Expenses	\$96,690
Personnel Compensation & Benefits	
Benefit Administration Fees	\$1,100
Employer Contributions for Retirement	\$279,915
Employer Paid Insurance	\$458,158
Retiree Benefits	\$145,471
Wages & Salaries	\$2,089,024
Worker's Compensation	\$42,000
Total - Personnel Compensation & Benefits	\$3,015,668
Services and Charges	
Advertising	\$1,850
Badging	\$16,000
Central Services Fee	\$77,950
Communications & Technology	\$239,583
Employee Development Services	\$86,781
Employee Physicals	\$2,500
Finance Charge	\$0
Insurance	\$155,300
Marketing	\$162,590
Professional Services	\$466,600
Rentals	\$14,300
Repairs and Maintenance - Contractual/Services	\$559,573
Sponsorship Expenses	\$9,600
Transportation	\$4,450
Utility Services	\$636,081
Total - Services and Charges	\$2,433,958

Supplies	
Merchandise for Resale	\$62,500
Office Supplies	\$37,571
Operating Supplies	\$255,070
Repairs & Maintenance Supplies	\$412,322
Total - Supplies	\$767,463
Total - Expense	\$6,313,779
Net Ordinary Income	\$282,959
Other Income and Expenses	
Other Income	
Non-Operating Revenue	\$648,529
Total - Other Income	\$648,529
Other Expense	
Non-Operating Expense	
Interest Expense	\$141,174
Total - Non-Operating Expense	\$141,174
Total - Other Expense	\$141,174
Net Other Income	\$507,355
Net Income Exclusive of Project Expenses, Depreciation & Amortization	\$790,315
Projects/Grants	
Capital Contributions	
Contributed Capital	
Other	\$331,500
Total - Contributed Capital	\$331,500
Grants	
Federal Grants	\$18,109,727
Other Grants	\$0
State Grant	\$1,329,235
Total - Grants	\$19,438,962
Total - Capital Contributions	\$19,770,462
Total - Projects/Grants	\$19,770,462
Capital Improvement Costs	\$20,757,897
Loan Principal	\$955,000
CFC's Reserved for Approved Projects	\$26,129
Coverage for Hangar 103 Amortization	\$75,000
PFCs To be Collected In the Future	(\$569,275)
Cash Reserves	\$683,974
Positive (Negative) Budget Variance	(\$0)
Depreciation & Amortization	
Amortization Expense	(\$387,329)
Depreciation	(\$10,356,321)
Total - Depreciation & Amortization	(\$10,743,651)
Net Income	\$9,817,126

VII. - J.

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

UNAUDITED

Financial Row	Prior Year Actual (Jan 2022 - Sep 2022)	Current Year Actual (Jan 2023 - Sep 2023)	Budget Amount (Jan 2023 - Sep 2023)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2023 - Adjust 2023)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	2,171,190	2,719,282	2,272,696	119.65%	548,092	446,586	2,950,799
Non-Passenger Aeronautical Revenue	1,189,155	1,278,690	1,236,794	103.39%	89,535	41,896	1,643,775
Passenger Airline Aeronautical Revenue	997,853	1,076,148	983,746	109.39%	78,295	92,401	1,321,416
Total - Income	4,358,198	5,074,120	4,493,237	112.93%	715,922	580,884	5,915,990
Gross Profit	4,358,198	5,074,120	4,493,237	112.93%	715,922	580,884	5,915,990
Expense							
Miscellaneous Expenses	24,902	73,124	51,842	141.05%	48,222	21,281	71,436
Personnel Compensation & Benefits	1,830,046	2,032,205	2,103,232	96.62%	202,159	(71,027)	2,909,323
Services and Charges	1,592,913	1,732,943	1,729,900	100.18%	140,031	3,043	2,266,993
Supplies	462,851	569,731	593,096	96.06%	106,879	(23,365)	768,676
Total - Expense	3,910,712	4,408,002	4,478,070	98.44%	497,290	(70,068)	6,016,427
Net Ordinary Income	447,486	666,118	15,166	4,392.08%	218,632	650,952	(100,437)
Other Income and Expenses							
Other Income	2,187,061	3,065,301	369,498	829.59%	878,240	2,695,803	496,209
Other Expense	120,325	106,473	166,473	63.96%	(13,853)	(60,000)	221,964
Net Other Income	2,066,736	2,958,828	203,025	1,457.37%	892,092	2,755,803	274,245
Net Income Exclusive of Project Expenses, Depreciation & Amortization	2,514,222	3,624,946	218,192	1,661.36%	1,110,724	3,406,754	173,808
Projects/Grants	2,881,115	6,822,243	13,454,602	50.71%	3,941,128	(6,632,360)	17,939,470
Depreciation & Amortization	(8,054,144)	0	(7,511,151)	0.00%	8,054,144	7,511,151	(10,007,639)
Net Income	(2,658,807)	10,447,189	6,161,643	169.55%	13,105,996	4,285,545	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 \$3.4M. COVID Relief Funds are responsible for \$2.4M this positive variance. The 2023 budget assumed \$1,438,776 of cash reserves would be used to keep the budget flat. Excluding COVID relief funds, the DAA is at a favorable variance of budget vs actual of over \$1M.
- **Operating Revenue:** Non-Aeronautical Revenue is \$580k over budget overall due to increased parking revenues of over \$281k, car rental concessions of \$73k and food and beverage concessions of \$19k. Non-passenger aeronautical revenue is 41k over budget due to increased concessions and rent. Passenger Airline Aeronautical revenue is 92k over budget due to increased rent. Operating Revenues are \$580k over budget overall.
- **Operating Expenses:** Personnel Compensation and Benefits are \$71k under budget. Supplies are 23k under budget. Services and charges are 3k over budget. Operating expenses are \$70k 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 \$223k due to our increased cash balance. PFCs came in \$71k over budget as well.
- **Non-Operating Expenses:** Non-Operating Expenses are down \$60k, 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. Delays in some janitorial billing and others may not be reflected at this time, which could increase operating expenses by over \$20k.
- **OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 11/14/23:**
 - Minimum Cash Balance Goal: \$2,801,956
 - Current Balance: \$7,494,923 (does not include grants receivable)
 - Days Cash on Hand: 481 days currently vs 180 day benchmark (301 days over goal)

Duluth Airport Authority
Income Statement
From Jan 2023 to Sep 2023

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$27,043.00
Concession Revenue	
ATM	\$299.00
Car Rental Concession	\$486,189.81
Food & Beverage Concession	\$72,159.93
Lottery Concessions	\$1,184.88
Parking	\$144,216.13
Per Departure Fee	\$2,890.00
Per Passenger Fee	\$28,661.00
Services/Other	\$707.49
TNC Per Trip Fee	\$9,027.00
Vending	\$5,401.25
Total - Concession Revenue	\$750,736.49
Customer Facility Charges	\$192,500.00
Miscellaneous Revenues	\$82,501.32
Parking	\$1,112,896.77
Permits	\$5,915.05
Plowing Services	\$2,022.96
Reimbursed Expenses	\$53,062.58
Rent	\$180,615.25
Sponsorship Income	\$47,000.00
State Aid	\$264,988.90
Total - Non-Aeronautical Revenue	\$2,719,282.32
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$56,667.87
Concession Revenue	\$138,854.35
Event Income	\$38,999.10
Landing Fees	\$27,543.46
Ramp Fees	\$16,725.48
Rent	\$917,559.49
Security Reimbursement	\$75,615.33
Tie Downs	\$6,725.00
Total - Non-Passenger Aeronautical Revenue	\$1,278,690.08
Passenger Airline Aeronautical Revenue	
Landing Fees	\$234,798.63
Per Use Fee	\$4,141.55
Terminal Office/Space Rental	\$837,207.75
Total - Passenger Airline Aeronautical Revenue	\$1,076,147.93
Total - Income	\$5,074,120.33
Gross Profit	\$5,074,120.33
Expense	
Miscellaneous Expenses	\$73,123.57
Personnel Compensation & Benefits	
Benefit Administration Fees	\$295.80
Employer Contributions for Retirement	\$180,845.56
Employer Paid Insurance	\$333,190.63
Retiree Benefits	\$105,925.05
Unemployment Compensation	\$2,909.55
Wages & Salaries	\$1,385,607.38
Worker's Compensation	\$23,430.78
Total - Personnel Compensation & Benefits	\$2,032,204.75
Services and Charges	
Advertising	\$2,929.00

Financial Row	Amount
Central Services Fee	\$54,900.00
Communications & Technology	\$180,486.75
Employee Development Services	\$55,800.09
Employee Physicals	\$2,271.00
Insurance	\$89,293.05
Marketing	\$102,186.06
Professional Services	\$340,382.24
Rentals	\$12,083.66
Repairs and Maintenance - Contractual/Services	
Repairs and Maintenance - Contractual/Services	\$2,485.90
Airfield Electrical	\$855.00
Building	\$204,021.23
Elevator & Escalator Services	\$13,719.76
Equipment	\$120.77
Janitorial & Cleaning - Main	\$175,871.75
Jet Bridge Repairs	\$1,525.88
Laundry Service	\$1,239.18
Pest Control	\$2,083.34
Safety & Environmental	\$203.55
Total - Repairs and Maintenance - Contractual/Services	\$402,126.36
Sponsorship Expenses	\$6,650.00
Transportation	\$437.62
Utility Services	\$483,397.39
Total - Services and Charges	\$1,732,943.22
Supplies	
Merchandise for Resale	\$53,997.41
Office Supplies	\$27,243.76
Operating Supplies	
Cleaning & Janitorial	\$16,952.01
Customer Service	\$2,327.88
Lubricants & Additives	\$12,963.68
Meeting Supplies	\$3,781.57
Motor Fuels	\$117,348.55
PPE Reimbursement	\$1,805.25
Safety & Environmental	\$548.72
Signs	\$8,318.47
Wildlife Control	\$3,185.29
Total - Operating Supplies	\$167,231.42
Repairs & Maintenance Supplies	\$321,257.99
Total - Supplies	\$569,730.58
Total - Expense	\$4,408,002.12
Net Ordinary Income	\$666,118.21
Other Income and Expenses	
Other Income	
Capital Contributions	
Grants	\$9,222,563.68
Total - Capital Contributions	\$9,222,563.68
Non-Operating Revenue	
Interest Income	\$269,546.50
Passenger Facility Charges	\$395,433.04
Total - Non-Operating Revenue	\$664,979.54
Total - Other Income	\$9,887,543.22
Other Expense	
Non-Operating Expense	
Interest Expense	\$106,472.79
Total - Non-Operating Expense	\$106,472.79
Total - Other Expense	\$106,472.79
Net Other Income	\$9,781,070.43
Net Income	\$10,447,188.64

Duluth Airport Authority
Balance Sheet
End of Sep 2023

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$6,131,056.79
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$79,612.27
Accounts Receivable Billed	\$556,930.15
Accrued Receivable	\$22,029.61
Grants Receivable	\$3,744,114.51
ST Lease Receivable	\$77,794.05
Total Accounts Receivable	\$4,480,480.59
Other Current Asset	\$304,377.93
Total Current Assets	\$10,915,915.31
Fixed Assets	
Accumulated Depreciation	(\$152,234,067.04)
Capital Assets	\$265,308,374.21
Work in Progress	\$12,359,162.33
Total Fixed Assets	\$125,433,469.50
Other Assets	
Accumulated Amortization	(\$2,704,381.64)
Airport Planning Projects - Contributed	\$5,410,626.72
Airport Planning Projects - Invested	\$763,452.79
Deferred Outflows - OPEB	\$293,497.00
Deferred Outflows - Pension	\$524,632.00
LT Lease Receivable	\$2,252,032.75
Total Other Assets	\$6,539,859.62
Total ASSETS	\$142,889,244.43
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$254,121.92
Contracts Payable	\$582,335.90
Credit Cards Payable	\$724.83
Lottery Payable	\$4,700.08
Total Accounts Payable	\$841,882.73
Credit Card	\$2,931.58
Other Current Liability	
Accrued Expense	(\$6,100.00)
Accrued Interest	\$78,429.04
Accrued Sales Taxes Payable - All	\$11,700.84
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	\$930,000.00
Unearned Revenue - Current	\$183,449.48
Unearned Revenue - Non Current	\$100,009.62
Total Other Current Liability	\$3,824,324.79
Total Current Liabilities	\$4,669,139.10
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$4,165,000.00
Net Pension Liability	\$1,647,368.00
Total Other Post Employment Benefit Liability	\$3,451,083.45
Total Long Term Liabilities	\$9,263,451.45
Equity	\$128,956,653.88
Total Liabilities & Equity	\$142,889,244.43

**Duluth Airport Authority
Duluth A/R Aging Report
As of November 14, 2023**

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

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	10/15/2023 - 11/13/2023	9/15/2023 - 10/14/2023	8/16/2023 - 9/14/2023	BEFORE 8/16/2023 (>90)	TOTAL
						Open Balance	(30) Open Balance	(60) Open Balance	(90) Open Balance	Open Balance	Open Balance
Azbell, Austin						\$0.00	\$0.00	\$0.00	\$0.00	\$156.00	\$156.00
BKR Investments DBA Duluth Pack						\$0.00	\$250.00	\$250.00	\$250.00	\$0.00	\$750.00
Brenholdt, Jacob	Invoice	11/1/2023	12209	12/1/2023	13	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Churchill, Sean	Invoice	11/1/2023	12233	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Cirrus Design Corporation						\$0.00	\$26,000.20	\$10,182.92	\$22,940.49	\$5,501.79	\$64,625.40
City of Duluth	Invoice	11/1/2023	12217	12/1/2023	13	\$0.00	\$1,770.34	\$0.00	\$0.00	\$0.00	\$1,770.34
Civil Air Patrol						\$0.00	\$130.00	\$130.00	\$502.48	\$0.00	\$762.48
Cohen, Marc	Invoice	11/2/2023	12243	12/2/2023	12	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Dal Santo, Frances M	Invoice	11/1/2023	12230	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Delta Airlines						\$0.00	\$46,880.68	(\$5,925.85)	\$0.00	\$0.00	\$40,954.83
DeSutter, Peter	Invoice	11/1/2023	12208	12/1/2023	13	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Divine Carriers						\$0.00	\$139.27	\$139.27	\$139.27	\$196.35	\$614.16
Dudley Bruce						\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00
Duluth Hangar, LLC	Invoice	11/1/2023	12219	12/1/2023	13	\$0.00	\$869.48	\$0.00	\$0.00	\$0.00	\$869.48
Dunker, Christopher L	Invoice	3/17/2022	9478	4/16/2022	607	\$0.00	\$0.00	\$0.00	\$0.00	\$9,378.20	\$9,378.20
Ellefson, Nicholas	Invoice	11/1/2023	12227	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Federal Aviation Administration	Invoice	11/1/2023	12213	12/1/2023	13	\$0.00	\$13,026.00	\$0.00	\$0.00	\$0.00	\$13,026.00
Federal Express Corporation	Invoice	11/6/2023	12262	12/6/2023	8	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00
Fetter, Jordan						\$0.00	\$51.00	\$51.00	\$0.00	\$0.00	\$102.00
Gardonio, Michael	Invoice	11/6/2023	12253	12/6/2023	8	\$0.00	\$120.24	\$0.00	\$0.00	\$0.00	\$120.24
General Services Administration	Invoice	11/1/2023	12214	12/1/2023	13	\$0.00	\$5,631.76	\$0.00	\$0.00	\$0.00	\$5,631.76
Goritchan Boris						\$0.00	\$0.00	\$0.00	\$90.00	\$1,914.00	\$2,004.00
Griffith Evans	Invoice	11/6/2023	12255	12/6/2023	8	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
GSSC						\$0.00	\$0.00	\$65.00	\$345.00	\$0.00	\$410.00
Hagberg, Rick	Invoice	11/1/2023	12229	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Hall John						\$0.00	\$315.47	\$65.00	\$0.00	\$0.00	\$380.47
Hatfield, Dan	Invoice	11/1/2023	12226	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Hermantown Hydraulics						\$0.00	\$714.90	\$714.90	\$0.00	\$267.08	\$1,696.88
Hillman Colin	Invoice	11/1/2023	12237	12/1/2023	13	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Hunstad, Nicholas	Invoice	11/1/2023	12207	12/1/2023	13	\$0.00	\$108.33	\$0.00	\$0.00	\$0.00	\$108.33
HydroSolutions Of Duluth, Inc.	Invoice	11/1/2023	12196	12/1/2023	13	\$0.00	\$3,466.75	\$0.00	\$0.00	\$0.00	\$3,466.75
K & D Auctions						\$0.00	(\$1,139.22)	(\$2,333.22)	\$0.00	\$0.00	(\$3,472.44)
Kleen-Tech Services, LLC						\$0.00	\$708.69	\$708.69	\$0.00	\$0.00	\$1,417.38
Lake Superior Helicopters						\$0.00	\$8,200.48	\$0.00	\$0.00	\$0.00	\$8,200.48
Luck, Rick	Invoice	11/6/2023	12252	12/6/2023	8	\$0.00	\$253.32	\$0.00	\$0.00	\$0.00	\$253.32
Messerer Jon	Invoice	9/1/2023	11953	10/1/2023	74	\$0.00	\$0.00	\$0.00	\$60.58	\$0.00	\$60.58
Minnesota Air National Guard						\$0.00	\$1,674.92	\$0.00	\$0.00	\$0.00	\$1,674.92

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	10/15/2023 - 9/15/2023 -	8/16/2023 -	BEFORE	TOTAL	
						Open Balance	11/13/2023 (30) Open Balance	(60) Open Balance	9/14/2023 (90) Open Balance		8/16/2023 (>90) Open Balance
Minnesota Department of Transportation						\$0.00	\$482,417.72	\$18,792.92	\$0.00	\$31,694.68	\$532,905.32
Monaco Air Duluth						\$0.00	\$7,476.34	\$6,804.19	\$375.00	\$440.00	\$15,095.53
Mountain Air Cargo	Invoice	11/1/2023	12202	12/1/2023	13	\$0.00	\$1,646.00	\$0.00	\$0.00	\$0.00	\$1,646.00
Mundt, David	Invoice	10/4/2023	12125	11/3/2023	41	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00
Northland Constructors, Inc.	Invoice	11/1/2023	12203	12/1/2023	13	\$0.00	\$181.50	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC						\$0.00	\$9,525.90	\$0.00	\$0.00	\$0.00	\$9,525.90
On Site Enterprises, Inc	Payment	3/17/2023	9757	3/17/2023	242	\$0.00	\$0.00	\$0.00	\$0.00	(\$2.00)	(\$2.00)
Opack Matthew Jr.						\$0.00	\$207.50	\$65.00	\$0.00	\$0.00	\$272.50
Palmer, John	Invoice	11/1/2023	12236	12/1/2023	13	\$0.00	\$207.50	\$0.00	\$0.00	\$0.00	\$207.50
Parking Lot Miscellaneous Customers						\$0.00	\$971.00	\$0.00	\$200.00	\$0.00	\$1,171.00
Parthe, Lance	Invoice	11/1/2023	12225	12/1/2023	13	\$0.00	\$276.64	\$0.00	\$0.00	\$0.00	\$276.64
Payne, Robert	Invoice	11/1/2023	12222	12/1/2023	13	\$0.00	\$276.64	\$0.00	\$0.00	\$0.00	\$276.64
Pettis, Kevin	Invoice	10/4/2023	12124	11/3/2023	41	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00
Premium Air, LLC						\$0.00	\$97.18	\$0.00	\$65.00	\$0.00	\$162.18
QMS, INC.	Invoice	9/30/2023	12151	11/16/2023	45	\$0.00	\$0.00	\$89.37	\$0.00	\$0.00	\$89.37
Rasier, LLC	Payment	11/13/2023	10726	11/13/2023	1	\$0.00	(\$531.00)	\$0.00	\$0.00	\$0.00	(\$531.00)
Rathbun, Lesley	Invoice	11/1/2023	12228	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	1,548	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)
Reinert Roger RS&H						\$0.00	\$90.00	\$90.00	\$0.00	\$0.00	\$180.00
Sinex, Barry						\$0.00	\$2,761.77	\$120.00	\$0.00	\$0.00	\$2,881.77
Stevens, Mike						\$0.00	\$90.00	\$90.00	\$90.00	\$90.00	\$360.00
Stevens, Mike	Invoice	11/1/2023	12231	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Sun Country, Inc. dba Sun Country Airlines	Invoice	11/1/2023	12210	12/1/2023	13	\$0.00	\$114.96	\$0.00	\$0.00	\$0.00	\$114.96
Sundquist, Margie	Invoice	11/2/2023	12242	12/2/2023	12	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Swinkels, Eric	Payment	9/28/2023	10543	9/28/2023	47	\$0.00	\$0.00	(\$153.00)	\$0.00	\$0.00	(\$153.00)
Sydow Dan	Invoice	11/1/2023	12224	12/1/2023	13	\$0.00	\$276.63	\$0.00	\$0.00	\$0.00	\$276.63
The Landline Company						\$0.00	\$3,388.16	\$0.00	\$0.00	\$0.00	\$3,388.16
Transportation Security Administration						\$0.00	\$17,713.67	\$0.00	\$0.00	\$8,079.33	\$25,793.00
unifi	Invoice	11/6/2023	12268	12/6/2023	8	\$0.00	\$1,205.00	\$0.00	\$0.00	\$0.00	\$1,205.00
United Airlines						\$0.00	\$52,498.58	\$0.00	\$0.00	\$0.00	\$52,498.58
Williams, Ron	Invoice	11/1/2023	12232	12/1/2023	13	\$0.00	\$206.56	\$0.00	\$0.00	\$0.00	\$206.56
Total						\$0.00	\$692,540.78	\$30,076.19	\$25,057.82	\$57,820.43	\$805,495.22

VII. - L. Airline Statistics

																					Total Passenger Data Including Charters						
DELTA					UNITED					SUN COUNTRY					CHARTERS - SUN COUNTRY												
Month	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements		2023 Deplanements		Total	2023 Enplanements			2023 Deplanements			Total
	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	0	0	0	0	-	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	0	0	179	0	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	0	180	0	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	0	183	0	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	-	-	-	-	-	177	0	177	0	354	10,369	296	10,665	11,024	288	11,312	21,977
JUN	6,421	192	6,413	140	13,166	3,049	66	3,079	51	6,245	-	-	-	-	-	0	0	0	0	-	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	-	-	-	-	-	343	0	343	0	686	11,797	278	12,075	11,947	282	12,229	24,304
AUG	8,177	229	7,828	247	16,481	5,215	123	5,020	121	10,479	-	-	-	-	-	-	-	-	-	-	13,392	352	13,744	12,848	368	13,216	26,960
SEP	6,155	159	5,655	170	12,139	4,702	110	4,562	106	9,480	-	-	-	-	-	-	-	-	-	-	10,857	269	11,126	10,217	276	10,493	21,619
OCT	6,136	153	5,572	158	12,019	3,760	57	3,678	55	7,550	-	-	-	-	-	177	-	177	-	354	10,073	210	10,283	9,427	213	9,640	19,923
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	61,995	1,837	55,398	1,717	120,947	38,848	976	38,370	822	79,016	5,763	19	7,746	16	13,544	1,063	0	1,239	0	2,302	107,669	2,832	110,501	102,753	2,555	105,308	215,809



Airline Monthly Activity Report for DLH

Reporting Airline:	UA Express (All Carriers)	Month & Yr	Oct-23	Contact:	Rachel Little	Phone Number:	218-481-6475	Email Address:	rachel.little@unifservice.com
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Signatory Reporting Activity											Passenger/Airport Data										
Arrivals											Departures										
AC Type	Airline/Operator	Origin	Dest	Scheduled Flights	Completed Flights	DIVERSIONS	CGLW	Total Wt/1000lbs	Landing Fee Rate	Total Landing Fees	Revenue Enplanements	Non Revenue Enplanements	Total Enplanements	Revenue Deplanements	Non-Revenue Deplanements	Total Deplanements	Total Passengers	Total Seats Available	Load Factor %	Freight	Mail
CRJ-200	SKYWEST AIRLINES INC	ORD	DLH	81	81		47000	3807	\$2.18	\$8,299.26	3760	57	3817	3678	55	3733	7550	4,050	94%		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
								0	\$2.18	\$0.00			0			0	0		#DIV/0!		
TOTALS				81	81	0		3807		\$8,299.26	3,760	57	3,817	3,678	55	3,733	7,550	4,050	94.2%	0	0

Non-Signatory Reporting Activity											Passenger/Airport Data										
AC Type	Airline/Operator	Origin	Dest	Scheduled Flights	Completed Flights	DIVERSIONS	CGLW	Total Wt/1000lbs	Landing Fee Rate	Total Landing Fees	Revenue Enplanements	Non Revenue Enplanements	Total Enplanements	Revenue Deplanements	Non-Revenue Deplanements	Total Deplanements	Total Passengers	Total Seats Available	Load Factor %	Freight	Mail
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
								0	\$2.60	\$0.00			0			0	0		#DIV/0!		
TOTALS				0	0	0		0		\$0.00	0	0	0	0	0	0	0	0	#DIV/0!	0	0

Landline Statistics

	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
Departing Rev Pax	747	996	908	486	642
Van Departures	28	27	26	4	-
Bus Departures	24	26	26	24	22
Total Departures	52	53	52	28	22

Oct 2023			
Pax Type	Market	Pax Count	Seats (AU)
Revenue	Departures	642	1,012
	Arrivals	408	1,012
Revenue Total		1,050	2,024
NonRev	Departures	16	-
	Arrivals	17	-
NonRev Total		33	-
Grand Total		1,083	2,024