



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, March 19th, 2024 at 8:00 a.m.** in the Amatuzio Conference Room, Third Floor, in the Duluth International Airport Terminal Building, 4701 Grinden Drive, Duluth, MN 55811

In accordance with the requirements of Minn. Stat. Section 13D.02, Director Elissa Hansen will appear remotely via interactive technology from the following public location:
70 N Stevens St, Rhinelander, WI, 54501

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

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

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 249 336 734 244

Passcode: ihi3nk

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



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING AGENDA MARCH 19, 2024

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 February 20, 2024 Board Meeting Minutes
- B. Approval of March 8, 2024 Special Board Meeting Minutes

III. *DAA CASH DISBURSEMENTS

- A. Operating Check Registers #5-#6 of 2024; Operating ACH Payment Register #5-#6 of 2024; Construction ACH Register #4 of 2024.

IV. *CORRESPONDENCE

- A. February 16, 2024: DLH Construction Newsletter.
- B. February 16, 2024: DYT Construction Newsletter.
- C. February 15, 2024: \$10 Million dollar grant will help build a new air traffic control tower for Duluth Airport. WDIO.
- D. February 15, 2024: Duluth airport gets \$10 million federal grant for tower replacement. Duluth News Tribune.
- E. February 15, 2024: Federal lawmakers announce funding for Duluth International Airport tower, new Two Harbors terminal. Northern News Now.
- F. February 16, 2024: Dan Markham Letter of Resignation from DAA Board.
- G. February 27, 2024: TSA PreCheck Travelers will no longer have to show ID or boarding pass at certain airports. The Points Guy.
- H. February 28, 2024: Congressional Leaders Agree to Avoid Imminent Shutdown and Temporarily Extend Federal Funding...Again. AAAE Federal Affairs Airport Alert.
- I. March 4, 2024: Air Traffic Control Tower Base Building; Duluth Airport Authority Bill. Legislature of the State of Minnesota.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. OLD BUSINESS

None



VII. NEW BUSINESS

- A. Resolution to approve Work Order 2024 – 03 between Short Elliot Hendrickson, Inc. and the Duluth Airport Authority for the coordination of Aquatic Mitigation at Sky Harbor Airport
- B. Resolution to Approve a Funding Agreement Between the Duluth Airport Authority and Minnesota Department of Transportation for Airport Development Education in the Amount of \$15,000
- C. Resolution to Approve Naming of Sky Harbor Terminal Building
- D. Resolution to Approve New Logo for Sky Harbor Airport
- E. Resolution to Approve Operator Agreement Amendment #14 Between the Duluth Airport Authority and Monaco Air Duluth, LLC
- F. Resolution to Approve an Employee Incentive Award in the Amount of One Thousand Dollars (\$1,000) for Jana Kayser in Accordance with Duluth Airport Authority Operating Policy #5.
- G. *January 2024 Financial Reports
- H. *March 2024 Accounts Receivable
- I. *February 2024 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).



DATE: March 19, 2024

TO: Duluth Airport Authority Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's Review

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

AIR SERVICE

- Passenger statistics will be presented at the meeting.

OPERATIONS/CONSTRUCTION/PLANNING

- Planning:
 - New Air Traffic Control Tower (ATCT) Update
- Construction:
- Operations and Maintenance:
 - Airshow 2024
- Sky Harbor:
 - New Sky Harbor Airport Terminal Update
 - New Snow Removal Equipment Building Update

BUSINESS/PROPERTY DEVELOPMENT

- Ranch Hangar Project Update
- Development RFPs
- Sky Harbor Survey
- Summer Internship

FINANCIAL UPDATE

- City of Duluth Property Insurance Renewal Update
- Audit Preparation
- Title VI Plan

MARKETING/COMMUNICATIONS

- Duluth and St. Louis County at the Capitol Days Recap
- ATCT Public Open House

LEGISLATIVE UPDATE

- PFAS Transition Advocacy
- Congressionally Directed Spending Request



PRESENTATIONS/TOURS/TRAVEL RECAP

- Duluth and St Louis County Days
- AAEE Legislative Affair Conference

OTHER

- NSR

Submitted by,

Tom Werner, A.A.E.
Executive Director



II - A. Prior Meeting Minutes

DULUTH AIRPORT AUTHORITY

Duluth Airport Authority

Meeting Minutes

February 20, 2024

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

DIRECTORS PRESENT: Kim Maki
Kevin O'Brien
Dan Markham
Jason Crawford

DIRECTORS PARTICIPATING VIA ELECTRONIC MEANS:
Jeff Anderson

DIRECTORS ABSENT: Elissa Hansen
Michael Henderson

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

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Kathy Leon, DAA Confidential Bookkeeper
James Gibson, Cirrus
Horeya Czaplewski, EXP
Paul Huston, HNTB
Eric Monson, Lake Superior Helicopters
Matthew Stewart, SEH

CALL TO ORDER: Dir. Maki called the DAA board meeting to order at 8:00 a.m. Dir. Maki noted that Dirs. Hanson and Henderson are absent, and Dir. Anderson is attending remotely.

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 presented year-to-date numbers. United numbers are down, due to their capacity being down, but overall load factors are still high.
 - Renewed Business Case for Denver Service: A full update will be presented likely at the April Meeting, but this update is being done to ensure this route is still viable.



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- DL Up-Gauging aircraft in Support of Great Lakes Cruising: Delta is upgrading from their original jet to A319, which is great news for Duluth and adds 40 seats per frequency plus additional baggage capacity. Great Lakes Cruising has indicated that their passengers typically have a lot of baggage. A similar request has been sent to United and waiting to hear back.
- Mr. Werner shared that DAA has received an ATP Grant for \$10 million (the request was \$52 million, plus an additional \$14 million from the State). Regionally, the awarded amount was second only to MSP and tied with Fargo.
 - Towers were added later to this funding source, and 14 towers across the country received funding for about \$100 million total. DLH was tied for 5th largest award in this category.
 - Securing this funding was largely due to the work of the congressional delegation.
 - There will be at least two, possibly three, cycles of funding still to come, so DAA needs to be prepared to apply for those to stay competitive in all cycles.

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

- New Air Traffic Control Tower (ATCT) Update: Mr. Papko shared they are working on the design of the ATCT and recently had a 10% plan set deliverable meeting. The primary focus is twofold: External finishes/makeup of the structure, including cost estimations, and working with the City of Duluth for storm water, utilities, etc. A 25% deliverable meeting is scheduled for April.
 - Given the amount received from the ATP funding request, the team will need to decide how to put it to work now. They are in communication with the FAA regional office for how best to spend these funds.
 - CMAR RFP Update: 4 written submissions were received, and 3 interviews were completed. Working now on selection with a notification likely happening in the next day or two. Following contract negotiations, a new contract will come before the board either at the March Board Meeting, or at a Special Meeting before then.
- POTUS Visit: This was overall a good trip for POTUS. When he took off from the East Coast, there was total ice coverage on the runway. With the new de-icing trailer, DAA staff were able to clear the runway before he arrived.
 - Mr. Werner added that this new tool dramatically puts a dent in any weather-related delays. Without the trailer, there would have been issues/delays for POTUS's visit.
- Sky Harbor Terminal Update: Mr. Papko shared that the Terminal is now up, with final finishings being selected now. The team is gearing up for ribbon cutting/opening this spring and the first few events in the new building.
 - Snow Removal Equipment Building: No new updates. The building will be delivered in March or April and construction will restart at that time.

C. Business/Property Development: Ms. Kayser provided an update on the following:

- The Ranch Hangar project is coming to a close with inspections this week. Tenants will move in March 1st. Four out of five hangars are currently rented, and Ms. Kayser is still working through the waiting list. Ribbon Cutting is planned for May, following some spring work on the site.
- NBDA Development RFP Update: The FAA is requiring this project go out for RFP, which was just approved by the FAA. The City will post this soon. This land is also under agreement with Monaco, however DAA is planning to buy out Monaco's interest



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at the March Board Meeting. Ms. Kayser thanked Mr. Monaco for allowing this to develop.

- Hydrosolutions of Duluth Termination Notice: This contract has been month-to-month for a long time. They have secured a new location and plan to vacate around May 1st.

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

- City of Duluth Property Insurance Renewal Update: This insurance renewal is being worked through as the City insures DAA properties. This will likely come before the board in March.
- Audit Preparation: DAA is proving audit information primarily virtually, but the auditors are also coming next Thursday. This is planned to be completed in March or early April.
- Parking System Update: There was an issue with the new parking system that went live in February 2023. There were a few complaints from customers that they were not being charged correctly. Hub audited the entire system and detected errors, including that the weekly rate discount was not being applied. There were overpayments totaling \$7,643 (0.5% of all funds collected). Everyone was refunded as of this morning. The issues should have been resolved, but Hub will continue to audit.
 - Mr. Werner added that this is an unfortunate issue. DAA plans to address it, fix it and move forward. There will be a press release about this coming out soon.
- Storm Water Charges Update: There is a class action lawsuit on Storm Water. There is a meeting soon to discuss the DAA's role in it.
- Title VI Plan: This is a new requirement from the FAA due April 1st. Ms. Bodin has been attending additional FAA trainings about this. This plan will need to be approved by the board after an FAA comment period, including a Community Participation plan.
 - Dir. Maki asked if this is the first time this has been required.
 - Ms. Bodin confirmed that it is.
 - Mr. Werner shared that this has been a multi-year effort by the FAA. Large and medium airports were required to complete this last year, and now all airports of DAA's size are going through this process.

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

- Sky Harbor Naming Proposal Update: Ms. Baker is working with the Duluth Aviation Institute on this dedication. They will be presenting to the board next month.
- Sun Country Relaunch Giveaway: The online giveaway for a 3-night stay in Ft. Myers and \$500 flight voucher had over 6,000 entries. There was great feedback from the community. The winning name has not been released yet.
- Duluth and St. Louis County at the Capitol Days: DAA will be attending and lobbying for the ATCT. DAA booth will have a Plinko Put-Put game plus drawing for Club DLH passes and flight vouchers. The Chamber has also been looking at the organization of the Grand Reception and will be placing the DAA at a prominent location by the check-in and bar, alongside the 148th and DECC.
- UnWINEd Returning to Airport: This Hermantown Chamber of Commerce event is coming back to the airport. It was originally scheduled for April, but now is moving to September.
 - Mr. Werner added that this is a neat event with sampling of local food and beverage vendors and a silent auction. This is great exposure for the airport. DAA is also working on becoming a Title Sponsor for this event.



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

- **PFAS Transition Advocacy:** Meeting with MNDOT leadership to discuss their role in the transition. Other airports are doing legislative advocacy effort to get funded for their transition efforts.
- **FAA Reauthorization in Congress:** This has passed through the commerce committee. The current Resolution is through mid-March, which will likely have to be extended.

G. Presentations/Tours/Travel Recap: Mr. Werner provided an update on the following:

- **ACI's Air Service Development Conference:** A major discussion point at this conference was the use of cell phone data is becoming very prominent to help understand customers better. Airline Partners are still recovering from the pandemic and looking to see what happens with business travelers returning.
- **AAAE's Great Lake's Chapter Winter Board Meeting:** Featured the completion of strategic planning.
- **Cloquet High School Marketing and Tourism Class Presentation:** Mr. Werner presented the airport's role in tourism and jobs available at the airport to this high school class.

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

- **City of Duluth Approval of Property and Sponsorship Transfer Update:** Mr. Werner shared that he is working with Mr. Enslin about tax exemption questions to ensure due diligence before approaching the City again about this.
- **Mr. Werner invited Mr. Don Monaco to give the board a Monaco Air Duluth Update:**
 - Mr. Monaco shared that the transition of Monaco Air Foundation to the Duluth Chamber Foundation is essentially completed, with the remaining funds closing out this month. Discussions are continuing regarding the Chamber Foundation taking over Honor Flights as well. The next Honor Flight is planned for May 31, 2025.
 - Mr. Monaco shared that he has decided to spend more time with family in Washington DC, so is in the process of unwinding his investments in Duluth over the next year. As part of that, Monaco Air Duluth will be going up for sale. He has engaged an outside consultant to help with the transition and will be including the Duluth Flying Club to be bought by a single entity.
 - The Duluth Flying Club is doing well and is now up to 5 aircraft to support the students. They are also adding operations in Eveleth to scout for the mines.
 - Mr. Monaco shared that he expects to have a report back from his consultant in the next month and start conversations with perspective buyers in March. He does not expect a transition to happen until late summer.
 - Mr. Monaco expressed that his priority is to preserve the legacy that Monaco Air Foundation has built, so he will be picky with the buyer, however long that takes. His highest priority is to deal with his employees in a fair way and to have the same principles and values in the new buyer.
 - Dir. Markham asked about the potential pool of buyers.
 - Mr. Monaco shared that there are some FBO owners who own a few operations and some of the smaller chains can be attractive. Overall, he is looking for someone who has experience with this type of business. Mr. Monaco noted that they are a unique FBO in terms of the breadth of



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services they offer, including military operations, customs facility, fueling and de-icing. He expects a good amount of interest in purchasing the business.

- Mr. Werner expressed his gratitude for Mr. Monaco's years of service. He thanked Mr. Monaco for everything he has done over the years and the legacy he is leaving behind.
 - Mr. Monaco also expressed that this was done in part due to the relationship between Monaco Air Foundation and the Duluth Airport Authority.

- 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 January 16, 2023 Meeting Minutes

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

III. *DAA CASH DISBURSEMENTS

- #### A. Operating Check Register Sheets #2-4 of 2024; Operating ACH Payment Register #2-4 of 2024; Construction ACH Register #1-3 of 2024.

IV. *CORRESPONDENCE

- A. DLH Construction Newsletter:
 - i. Dated January 19, 2024
- B. DYT Construction Newsletter:
 - i. Dated January 19, 2024.
- C. January 2024: "Wingless Travel" Takes Flight at Regional Airports. Airport Improvement Magazine.
- D. January 12, 2024: Duluth air travelers prepare for layovers ahead of weekend snow storm. Northern News Now.
- E. January 24, 2024: Duluth Airport prepares to welcome President Biden. Northern News Now.
- F. January 10, 2024: Letter to IT Modernization Steering Committee. Minnesota's Local Air Service Action Committee.
- G. January 22, 2024: Mayor Roger J. Reinert announces the City of Duluth's top 2024 legislative bonding priorities. City of Duluth Communications Office.
- H. February 2024: Stronger Together! 27th Annual Duluth & St. Louis County at the Capitol Days, March 6-7. Chamber Xpress.
- I. February 7, 2024: Letter to Senator Klobuchar Re: FAA Reauthorization – Enhanced Qualification Program Amendment. Minnesota's Local Air Service Action Committee.
- J. February 7, 2024: Letter to Senator Smith Re: FAA Reauthorization – Enhanced Qualification Program Amendment. Minnesota's Local Air Service Action Committee.
- K. February 8, 2024: Senate Committee Approves FAA Bill. AAAE Federal Affairs Airport Alert.
- L. February 10, 2024: Duluth seeks replacement of outdated air traffic tower. Star Tribune.



V. OPPORTUNITY FOR PERSONS TO BE HEARD

- A. None.

VI. OLD BUSINESS

- A. None.

VII. NEW BUSINESS

A. Resolution to Approve Sponsorship Agreement Between the DAA and ALLETE Inc.

- Ms. Baker shared the agreement with Allete was previously a 10-year agreement. This is a 1-year agreement, with the option to extend it for an additional year.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Markham
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

B. Resolution to Award Contract in the Amount of 83,624.00 to Parsons Electric for the Reconstruction of the Runway 27 Precision Approach Pathway Indicator (PAPI) Lights.

- Mr. Papko shared this is a replacement of the critical visual aid to ensure alignment, which are airport owned.
 - Dir. O'Brien asked if this was for the unit themselves or also for electrical work.
 - Mr. Papko stated this was just for the units. The primary cabling is there but will be some work that needs to be done.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

C. Resolution to Approve Work Order 2024-1 between Short Elliot Hendrickson, Inc. and the Duluth Airport Authority for the Construction Administration of the Runway 27 PAPI Replacement.

- Mr. Papko stated this is part of their 5-year master agreement. This agreement also encompasses the necessary FAA required calibration of the units.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Crawford
 - Abstain: Dir. Anderson
 - Result: This resolution was adopted unanimously by all voting members by roll call.

D. Resolution to Approve the Vehicle Rental Lease and Concession Agreement Between the Duluth Airport Authority and Sonju Enterprises Inc. (Avis Rent-A-Car).

E. Resolution to Approve the Vehicle Rental Lease and Concession Agreement Between the Duluth Airport Authority and Krenzen Corporation (Budget Rent-A-Car).

F. Resolution to Approve the Vehicle Rental Lease and Concession Agreement Between the Duluth Airport Authority and Enterprise Leasing Company of Minnesota, LLC (Enterprise Rent-A-Car, National Car Rental and Alamo Rent-A-Car).



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- Ms. Kayser stated each of these contracts have a slightly different Minimum Annual Guarantee based on their volume, but otherwise the same. These contracts are for all vehicle rental agencies at the airport. It was previously signed in 2011 but needs to be updated with current language. The CFC increase approved by the board is also included in these contracts. All rental spaces remain the same. This contract also includes that the car rental companies will use DAA fiber internet.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Markham
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: Resolutions D, E, and F were adopted unanimously by roll call.

G. Resolution to approve Renewal Agreement between iFIDS and the Duluth Airport Authority.

- Mr. Papko shared that iFIDS is the system that displays information about flights, gates and baggage information throughout the terminal. This contract has been month to month and has not kept up with their rates. This contract includes tiered pricing to increase over three years to their current rate.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Markham
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

H. *December 2023 Financial Reports

I. *February 2024 Accounts Receivable

J. *January 2024 Airline Statistics

VIII. DIRECTOR'S REPORTS

- A. Dir. Maki shared that this is Dir. Markham's last meeting with the DAA. He has tendered his resignation due to other obligations. Dir. Maki thanked Dir. Markham for his service to this board.

ADJOURN: The meeting was adjourned at 8:58 a.m.

Respectfully submitted,

Jenny Delnay
Administrative Coordinator

Tom
Werner

Digitally signed
by Tom Werner
Date: 2024.02.21
12:46:26 -06'00'

Approved: _____
DAA Executive Director



DULUTH AIRPORT AUTHORITY

Duluth Airport Authority

Meeting Minutes

March 8, 2024

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

DIRECTORS PRESENT: Kim Maki
Kevin O'Brien
Jeff Anderson
Michael Henderson
Jason Crawford

DIRECTORS ABSENT: Elissa Hansen

OTHERS PRESENT: Tom Werner, DAA Executive Director
Joelle Bodin, DAA Dir. of Finance and Administration
Natalie Baker, DAA Dir. of Marketing and Communications
Jenny Delnay, DAA Administrative Coordinator
Joseph J. Roby Jr., Johnson, Killen & Seiler

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Mark Papko, DAA Dir. of Operations
Kathy Leon, DAA Confidential Bookkeeper

CALL TO ORDER: Dir. Maki called the DAA board meeting to order at 10:00 a.m.

Dir. Maki noted that Dir. Hansen is absent, but all other Directors are present in person. The only thing on the agenda is to discuss Case No. 69DU-CV-21-1668.

I. *EXECUTIVE DIRECTOR'S REVIEW

A. N/A

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

A. N/A

III. *DAA CASH DISBURSEMENTS

A. N/A

IV. *CORRESPONDENCE

A. N/A.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

A. None.

VI. OLD BUSINESS

A. N/A



VII. NEW BUSINESS

- A. The meeting will now close to the public as permitted by the attorney-client privilege (section 13D.05, subdivision 3 (b)) to discuss the Duluth Airport Authority's potential involvement in *Moline Machinery, LLC et al. v. City of Duluth*, Case No. 69DU-CV-21-1668, which disputes the City's calculation and assessment of storm water fees to nonresidential properties. The meeting will reopen to the public upon completion of the discussion. Members of the public will need to log out or be removed during the closed meeting and will need to log back into the meeting when it reopens to the public.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously
- B. Meeting Reopened to the Public Pursuant to Minnesota Statutes Chapter 13D.
- C. Resolution to Remain in the Class Action Lawsuit *Moline Machinery, LLC et al. v. City of Duluth*, Case No. 69DU-CV-21-1668.
- Dir. Maki entertained questions or a motion.
 - Motion: Dir. Anderson
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously

VIII. DIRECTOR'S REPORTS

- A. Dir. Anderson expressed his gratitude to Dir. O'Brien, Dir. Maki, Mr. Werner and other airport staff for attending Duluth and St. Louis County Days for showcasing the Airport and Tower Project.

ADJOURN: Dir. Maki entertained a motion to adjourn the meeting.

- Motion: Dir. O'Brien
- Second: Dir. Crawford
- Abstain: None
- Result: This motion was passed unanimously

The meeting was adjourned at 11:12 a.m.

Respectfully submitted,

Jenny Delnay
Administrative Coordinator

Tom
Werner

Digitally signed by
Tom Werner
Date: 2024.03.11
09:32:10 -05'00'

Approved: _____

DAA Executive Director

III. Cash Disbursements

DAA Operating Check Register #5-2024 February 29, 2024

Document Number From 12061 through 12075


Document Number	Date	Transaction Type	Payee	Amount
12061	2/29/2024	BILLPMT	AireServ	\$5,144.06
12062	2/29/2024	BILLPMT	Baker, Natalie	\$60.00
12063	2/29/2024	BILLPMT	Blaine Brothers Maintenance , Inc.	\$52.60
12064	3/1/2024	CHK	Citi Cards	\$9,774.32
12065	2/29/2024	BILLPMT	Duluth Area Chamber Of Commerce	\$70.00
12066	2/29/2024	BILLPMT	iFIDS.com Inc.	\$11,932.80
12067	2/29/2024	BILLPMT	Kwik Trip	\$29.75
12068	2/29/2024	BILLPMT	Linde Gas & Equipment Inc.	\$493.90
12069	2/29/2024	BILLPMT	MediaUSA Advertising Inc	\$250.00
12070	2/29/2024	BILLPMT	Minnesota Pollution Control Agency	\$400.00
12071	2/29/2024	BILLPMT	NAPA Auto Parts	\$191.43
12072	2/29/2024	BILLPMT	Quadient Leasing USA, Inc.	\$265.86
12073	2/29/2024	BILLPMT	Taylor, Dan	\$60.00
12074	2/29/2024	BILLPMT	Trueman Welters	\$421.70
12075	3/1/2024	CHK	WF Bus Payment Processing - Tom	\$5,871.91
Total				\$35,018.33



Airport Director


Joelle Bodin (Feb 29, 2024 11:11 CST)

Finance Director



Executive Director


Kim Maki (Mar 5, 2024 10:11 CST)

Board President


Jos Bailey (Feb 29, 2024 11:01 CST)

City Treasury












Operating Check Register #5-2024


Final Audit Report


2024-03-05


Created:	2024-02-29
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAk1m_zrttwkz41FmardH_N0g28S2hFQQX


"Operating Check Register #5-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
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-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-02-29 - 4:54:22 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-02-29 - 4:54:23 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-02-29 - 4:54:23 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-02-29 - 4:54:23 PM GMT
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
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-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-02-29 - 5:01:31 PM GMT - Time Source: server- IP address: 156.99.162.253
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-02-29 - 5:08:37 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-02-29 - 5:08:52 PM GMT - Time Source: server- IP address: 205.149.151.193
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2024-02-29 - 5:11:43 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-02-29 - 5:11:57 PM GMT - Time Source: server- IP address: 205.149.151.193

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 Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-03-05 - 4:11:00 PM GMT- IP address: 207.171.103.126

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Signature Date: 2024-03-05 - 4:11:02 PM GMT - Time Source: server- IP address: 207.171.103.126

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2024-03-05 - 4:11:02 PM GMT

DAA Operating Check Register #6-2024


March 11, 2024

Document Number From 12076 through 12082

Document Number	Date	Transaction Type	Payee	Amount
12076	3/11/2024	BILLPMT	AT&T Mobility	\$399.84
12077	3/11/2024	BILLPMT	Baker, Natalie M	\$1,359.10
12078	3/11/2024	BILLPMT	City Of Duluth Comfort Systems	\$835.68
12079	3/11/2024	BILLPMT	Minnesota Power	\$38,839.61
12080	3/11/2024	BILLPMT	Nextera Communications	\$1,241.63
12081	3/11/2024	BILLPMT	Sherwin-Williams Co.	\$144.44
12082	3/11/2024	BILLPMT	Todd Signs, LLC	\$585.00
Total				\$43,405.30



Airport Director


Joelle Bodin (Mar 8, 2024 11:44 CST)


Finance Director

Tom Werner

Executive Director


Kim Maki (Mar 8, 2024 12:04 CST)

Board President


Jos Bailey (Mar 8, 2024 11:34 CST)

City Treasury












Operating Check Register #6-2024


Final Audit Report


2024-03-08


Created:	2024-03-08
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAABKQUukkNYF6yoOrqYqHJdlqp7FatGOE


"Operating Check Register #6-2024" History

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2024-03-08 - 3:56:44 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-03-08 - 3:56:45 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-03-08 - 3:56:45 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-03-08 - 3:56:45 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
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-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
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Signature Date: 2024-03-08 - 5:44:57 PM GMT - Time Source: server- IP address: 205.149.151.193

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2024-03-08 - 6:03:59 PM GMT- IP address: 207.171.103.126

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2024-03-08 - 6:04:22 PM GMT- IP address: 207.171.103.126

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2024-03-08 - 6:04:24 PM GMT - Time Source: server- IP address: 207.171.103.126

 Agreement completed.
2024-03-08 - 6:04:24 PM GMT


**DAA Operating ACH Payment Register #5-2024
February 23, 2024**

Confirmation #0530261

Document Number	Date	Transaction Type	Payee	Amount
00000119/1	2/23/2024	BILLPMT	Acme Tools	\$699.99
00000119/10	2/23/2024	BILLPMT	Grainger, Inc.	\$211.64
00000119/11	2/23/2024	BILLPMT	Graves, John	\$60.00
00000119/12	2/23/2024	BILLPMT	Guardian Pest Solutions	\$202.43
00000119/13	2/23/2024	BILLPMT	Hermantown Area Chamber	\$100.00
00000119/14	2/23/2024	BILLPMT	Inter City Oil (ICO)	\$2,992.73
00000119/15	2/23/2024	BILLPMT	Jamar Company	\$10,746.25
00000119/16	2/23/2024	BILLPMT	Johnson Controls	\$3,352.60
00000119/17	2/23/2024	BILLPMT	Kayser, Jana	\$60.00
00000119/18	2/23/2024	BILLPMT	Kayser, Jana M	\$28.35
00000119/19	2/23/2024	BILLPMT	Kleen-Tech	\$21,621.00
00000119/2	2/23/2024	BILLPMT	American Association Of Airport Executives	\$275.00
00000119/20	2/23/2024	BILLPMT	Leon, Kathy	\$60.00
00000119/21	2/23/2024	BILLPMT	MacQueen Equipment, Inc.	\$1,188.65
00000119/22	2/23/2024	BILLPMT	Menards - Hermantown	\$190.14
00000119/23	2/23/2024	BILLPMT	Metro Sales, Inc.	\$56.06
00000119/24	2/23/2024	BILLPMT	Mid-State Truck Service Inc.	\$796.70
00000119/25	2/23/2024	BILLPMT	Mobile Radio Engineering, Inc.	\$1,839.00
00000119/26	2/23/2024	BILLPMT	New Pig Corporation	\$835.31
00000119/27	2/23/2024	BILLPMT	Northern Engine & Supply	\$584.60
00000119/28	2/23/2024	BILLPMT	Papko, Mark	\$60.00
00000119/29	2/23/2024	BILLPMT	Sinnott, Paul	\$60.00
00000119/3	2/23/2024	BILLPMT	Blueglobes LLC	\$2,827.35
00000119/30	2/23/2024	BILLPMT	Snell, Matthew J	\$1,284.44
00000119/31	2/23/2024	BILLPMT	Spectrum Business	\$177.16
00000119/32	2/23/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$777.61
00000119/33	2/23/2024	BILLPMT	Waste Management of WI-MN	\$2,652.13
00000119/34	2/23/2024	BILLPMT	Welch, Ryan	\$60.00
00000119/35	2/23/2024	BILLPMT	Werner, Thomas	\$60.00
00000119/36	2/23/2024	BILLPMT	Windcave Inc.	\$537.70
00000119/4	2/23/2024	BILLPMT	Bodin, Joelle	\$60.00
00000119/5	2/23/2024	BILLPMT	Century Link	\$144.00
00000119/6	2/23/2024	BILLPMT	Citon	\$7,673.31
00000119/7	2/23/2024	BILLPMT	Dalco	\$66.51
00000119/8	2/23/2024	BILLPMT	Durfee, Tristan	\$60.00
00000119/9	2/23/2024	BILLPMT	General Security Services Corporation	\$27,804.95
Total				\$90,205.61



 Airport Director


Joelle Bodin (Feb 22, 2024 12:35 CST)
 Finance Director

Tom Werner

Executive Director

Kim Maki

Kim Maki (Feb 22, 2024 12:25 CST)

Board President

J. Bailey

Joseph Bailey (Feb 22, 2024 12:58 CST)

City Treasury












Operating ACH Payment Register #5-2024

Final Audit Report

2024-02-22

Created:	2024-02-22
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIfmap0Jlw3rJhIN1LiRmA8jr38sQs1PT

"Operating ACH Payment Register #5-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-02-22 - 6:11:28 PM GMT- IP address: 205.149.151.193
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-02-22 - 6:11:34 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
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-  Document emailed to makik@stlouiscountymn.gov for signature
2024-02-22 - 6:11:34 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-02-22 - 6:11:34 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2024-02-22 - 6:25:25 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-02-22 - 6:25:46 PM GMT- IP address: 207.171.103.126
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2024-02-22 - 6:25:48 PM GMT - Time Source: server- IP address: 207.171.103.126
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-02-22 - 6:34:44 PM GMT- IP address: 205.149.151.193
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
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-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-02-22 - 6:48:54 PM GMT- IP address: 156.99.162.253

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2024-02-22 - 6:52:27 PM GMT- IP address: 174.229.182.61

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Signature Date: 2024-02-22 - 6:52:55 PM GMT - Time Source: server- IP address: 174.229.182.61

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2024-02-22 - 6:58:40 PM GMT

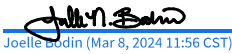
DAA Operating ACH Payment Register #6-2024 March 11, 2024

Confirmation #0680147

Document Number	Date	Transaction Type	Payee	Amount
00000120/1	3/11/2024	BILLPMT	1 Giant Voices LLC	\$12,716.54
00000120/10	3/11/2024	BILLPMT	Paul Bunyan Communications	\$3,460.00
00000120/11	3/11/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$577.04
00000120/12	3/11/2024	BILLPMT	Windcave Inc.	\$312.30
00000120/2	3/11/2024	BILLPMT	Apex	\$1,250.00
00000120/3	3/11/2024	BILLPMT	Giant Voices LLC	\$15,783.50
00000120/4	3/11/2024	BILLPMT	Grainger, Inc.	\$27.54
00000120/5	3/11/2024	BILLPMT	Innovational Water Solutions, Inc.	\$318.45
00000120/6	3/11/2024	BILLPMT	Lift Pro	\$40.28
00000120/7	3/11/2024	BILLPMT	Menards - Hermantown	\$444.27
00000120/8	3/11/2024	BILLPMT	Metro Sales, Inc.	\$206.05
00000120/9	3/11/2024	BILLPMT	Oakwells CR LLC	\$280.15
Total				<u>\$35,416.12</u>



Airport Director


Joelle Bodin (Mar 8, 2024 11:56 CST)

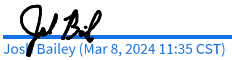
Finance Director

Tom Werner

Executive Director


Kim Maki (Mar 8, 2024 12:03 CST)

Board President


Jos Bailey (Mar 8, 2024 11:35 CST)

City Treasury












Operating ACH Payment Register #6-2024


Final Audit Report


2024-03-08


Created:	2024-03-08
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADUBOapS2MPvn3cCdeNKKK6jIOBsPbqJq


"Operating ACH Payment Register #6-2024" History

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-  Document emailed to makik@stlouiscountymn.gov for signature
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-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
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Signature Date: 2024-03-08 - 6:03:34 PM GMT - Time Source: server- IP address: 207.171.103.126

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2024-03-08 - 6:03:34 PM GMT

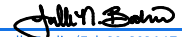
**Duluth Airport Authority
DAA Construction ACH Payment Register #4-2024
February 21, 2024**

Confirmation #0510335

Document Number	Date	Transaction Type	Payee	Amount
00000118/1	2/21/2024	BILLPMT	1 EXP US Services, Inc.	\$433,799.12
00000118/10	2/21/2024	BILLPMT	1 WSB, LLC	\$520.60
00000118/2	2/21/2024	BILLPMT	1 Gardner Builders Duluth, LLC	\$663,213.61
00000118/3	2/21/2024	BILLPMT	1 Short Elliott Hendrickson	\$15,460.00
00000118/4	2/21/2024	BILLPMT	1 Short Elliott Hendrickson	\$9,860.00
00000118/5	2/21/2024	BILLPMT	1 Short Elliott Hendrickson	\$73,748.00
00000118/6	2/21/2024	BILLPMT	1 Short Elliott Hendrickson	\$97,050.00
00000118/7	2/21/2024	BILLPMT	1 Short Elliott Hendrickson	\$44,650.00
00000118/8	2/21/2024	BILLPMT	1 Short Elliott Hendrickson	\$25,100.00
00000118/9	2/21/2024	BILLPMT	1 Short Elliott Hendrickson	\$2,736.00
Total				\$1,366,137.33



Airport Director


Joelle Bodin (Feb 20, 2024 17:03 CST)


Finance Director

Tom Werner

Executive Director

Kim Maki
Kim Maki (Feb 20, 2024 14:50 CST)

Board President


Jos Bailey (Feb 20, 2024 14:26 CST)

City Treasury












Construction ACH Payment Register #4-2024

Final Audit Report

2024-02-20

Created:	2024-02-20
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2gN1yFD0PjCZxCDpNOC6baIKZleXOUfB

"Construction ACH Payment Register #4-2024" History

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-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
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-  Document emailed to makik@stlouiscountymn.gov for signature
2024-02-20 - 8:22:44 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
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-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-02-20 - 8:25:08 PM GMT- IP address: 166.137.83.47
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
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2024-02-20 - 8:50:04 PM GMT- IP address: 207.171.103.126
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-02-20 - 8:50:21 PM GMT- IP address: 207.171.103.126

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Signature Date: 2024-02-20 - 11:03:07 PM GMT - Time Source: server- IP address: 174.213.248.16

 Agreement completed.

2024-02-20 - 11:03:07 PM GMT

IV. Correspondence

Entered 3/7. Make sure no new ones

IV. - A.



Construction Newsletter

Duluth International Airport (DLH)

February 16, 2024

Ranch Hangar Construction Progress

Efforts have focused on completing the hangar door sheathing and mechanical and electrical finishes over the last month. The construction of the ranch hangar is almost complete, as seen in the photos below.

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.

Substantial building completion is anticipated at the end of February 2024. Work to complete the ditch construction work will begin in early May.



Taxiway A - Phase 3 and Taxiway C South Reconstruction

Taxiway A Phase 3 and Taxiway C South reconstruction is anticipated to start in the spring. Additional information regarding the 2024 airfield construction projects will be shared in the coming months.

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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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

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Construction Newsletter

Sky Harbor Airport (DYT)

February 16, 2024

Terminal Building and SRE Building Construction

The Terminal Building is beginning to take shape on the inside! The exterior roofing & siding is nearly complete. Interior components, such as insulation, drywall, and electrical & plumbing rough-ins, are also nearing completion. The contractor is continuing to be ahead of schedule!

The SRE Building site is anticipated to start back up the first week of March. The contractor is planning to deliver the pre-fabricated building to the airport and begin installation. After that, the SRE Building will begin to take shape and work through the remaining interior building components. This project is still on schedule and coinciding with the Terminal Building completion date.





Terminal building construction progress.



SRE Building construction progress.

*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

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



Duluth Sky Harbor Airport 5000 Minnesota Ave Duluth, MN 55802 USA

(218) 733-0078

tdurfee@duluthairport.com

<http://www.skyharbor.duluthairport.com>

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\$10 million dollar grant will help build new air traffic control tower for Duluth airport

By **WDIO**

Updated: February 15, 2024 - 5:38 PM

Published: February 15, 2024 - 8:59 AM



Duluth Airport to get new air traffic control tower with help from grant

Federal leaders announced some good news for the Duluth International Airport on Thursday.

\$10 million dollars in grant funding is coming for the air traffic control tower relocation project.

ADVERTISEMENT

The current tower was commissioned in 1963, and is one of the oldest in the country.

The total cost of the project is \$66 million, according to the airport.

"We appreciate the support from our Congressional Delegation and the work of the entire legislative team in securing this highly competitive funding. The grant is a great start, and we look forward to securing future grants to complete this project," said Tom Werner, Executive Director of the Duluth Airport Authority

Senator Amy Klobuchar and Congressman Pete Stauber weighed in.

"Duluth International Airport's air traffic control tower is one of the oldest in the country and needs an upgrade, which is why I pushed for this funding," said Klobuchar. "With this major federal grant, Duluth International Airport will be able to relocate the air traffic control tower, which will boost efficiency and safety."

"I am thrilled that the Duluth International Airport has been awarded \$10 million in funding to go towards the replacement of the air traffic control tower, funding I have been advocating for since 2019. An upgrade is desperately needed as the air traffic control tower was constructed in the 1950s and is the third oldest in the country. The Duluth International Airport is a key driver for our local economy, and these funds will go a long way in making it safer and more competitive for the 21st century in addition to creating a suitable environment for the next generation of aircraft for the 148th Fighter Wing. I am grateful to have worked with both Senator Klobuchar and Duluth Airport Authority Executive Tom Werner for this funding, and I will continue to work to secure full funding for this vital project in order to ensure a brighter and safer aviation future for the Northland," said Stauber.

"Our Congressional Delegation has worked tirelessly to secure this initial round of funding for our air traffic control tower project. We couldn't ask for better champions for our aviation economy in Northeast Minnesota. Air commerce at DLH has grown exponentially since the tower was constructed. As it continues to grow, air traffic control services must have a modern facility from which to operate. We are looking forward to continuing to work with our Congressional Delegation to secure additional funding to replace the 70-year-old tower at DLH," said Tom Werner, Executive Director of the Duluth Airport Authority.

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This funding is from the Airport Terminal Program, one of three aviation programs created by the Bipartisan Infrastructure Law.

The DAA will be requesting \$14 million in matching funds from the State of Minnesota again this session.

Also, Klobuchar and Senator Tina Smith announced federal funding for Two Harbors Helgeson Municipal Airport. The grant is \$1,140,000 to fund construction of their new terminal.



For Related Stories: [Duluth International Airport](#)

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Duluth airport gets \$10 million federal grant for tower replacement

The Two Harbors Helgeson Municipal Airport also received \$1.14 million to build a new general aviation terminal



Air traffic control tower at the Duluth International Airport on Thursday, June 24, 2021. Jed Carlson / File / Duluth Media Group



By **Jimmy Lovrien**

February 15, 2024 at 12:41 PM

Comments

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News reporting

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DULUTH — The proposed replacement and relocation of Duluth International Airport's aging air traffic control tower received a \$10 million boost Thursday Feb. 15.

The federal grant is a fraction of the \$52 million requested, and the total cost to replace the nearly 70-year-old tower is expected to be \$66 million, the Duluth Airport Authority said in a news release.



Air traffic control tower at the Duluth International Airport on June 24, 2021. Jed Carlson / File / Duluth Media Group

"The grant is a great start, and we look forward to securing future grants to complete this project," Tom Werner, executive director of

the Duluth Airport Authority, said in the release.

The funding will go toward the "design, project formulation, site preparation, line of sight obstruction removal, and other related actions," Sen. Amy Klobuchar's office said in a news release.

The grant comes from the Bipartisan Infrastructure Act signed into law in late 2021. The law established a federal funding source for locally owned air traffic control towers.

"Duluth International Airport's air traffic control tower is one of the oldest in the country and needs an upgrade, which is why I pushed for this funding," Klobuchar said. "With this major federal grant, Duluth International Airport will be able to relocate the air traffic control tower, which will boost efficiency and safety."

While U.S. Rep. Pete Stauber, R-Hermantown, [voted against the infrastructure law](https://www.duluthnewstribune.com/news/stauber-touts-airport-grants-funded-by-infrastructure-bill-he-voted-against)(<https://www.duluthnewstribune.com/news/stauber-touts-airport-grants-funded-by-infrastructure-bill-he-voted-against>) and said it was "paving a destructive and irreversible path towards socialism," he praised the federal grant in a joint news release with Klobuchar. He said a tower upgrade would help with safety, keep the airport competitive and support next-generation aircraft for the Minnesota Air National Guard's Duluth-based 148th Fighter Wing.

"I am grateful to have worked with both Senator Klobuchar and Duluth Airport Authority Executive Tom Werner for this funding, and I will continue to work to secure full funding for this vital project in order to ensure a brighter and safer aviation future for the Northland," Stauber said.

The air traffic control tower at Duluth International Airport is nearly 70 years old. 2007 File / Duluth Media Group

Werner said the congressional delegation "worked tirelessly to secure this initial round of funding for our air traffic control tower project."

The airport is also requesting \$14 million in matching funds from the state again this legislative session.

The federal grant was among [nearly \\$1 billion in airport grants\(https://www.transportation.gov/briefing-room/biden-harris-administration-announces-nearly-1-billion-grants-bipartisan\)](https://www.transportation.gov/briefing-room/biden-harris-administration-announces-nearly-1-billion-grants-bipartisan) announced by the U.S. Department of Transportation on Thursday.

The Two Harbors Helgeson Municipal Airport received \$1.14 million to build a new general aviation terminal that, unlike its current 640-square-foot facility, would be up to code and compliant with the Americans with Disabilities Act.

[BUSINESS\(HTTPS://WWW.DULUTHNEWSTRIBUNE.COM/BUSINESS\)](https://www.duluthnewtribune.com/business)


FAA eyes locations for Duluth airport tower(https://www.duluthnewtribune.com/business/faa-eyes-locations-for-duluth-airport-tower)

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business/faa-eyes-
locations-for-
duluth-airport-
tower)

Hermantown Hydraulics and Hydrosolutions of Duluth occupy the potential sites owned by the Duluth Airport Authority.

May 16, 2023 **By Brielle Bredsten**(<https://www.duluthnewstribune.com/brielle-bredsten>)

 Comments

(#conversations)

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By **Jimmy Lovrien**(<https://www.duluthnewstribune.com/jimmy-lovrien>)

Jimmy Lovrien covers mining, energy, climate, social issues and higher education for the Duluth News Tribune. He can be reached at jlovrien@duluthnews.com or 218-723-5332.

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CONVERSATION

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Federal lawmakers announce funding for Duluth International Airport tower, new Two Harbors terminal



DIA awaits funding for new control tower project (northern news now)

By [Mitchell Zimmermann](#)

Published: Feb. 15, 2024 at 7:47 AM CST



12 P.M. UPDATE -- After funding was announced for the Duluth International Airport, Minnesota senators announced another airport in the Twin Ports will receive money.

U.S. Senators Amy Klobuchar (D-MN) and Tina Smith (D-MN) stated the Two Harbors Helgeson Municipal Airport received significant funding.

The grant provides \$1,140,000 to fund the construction of their new terminal, which will replace the existing 640 sq. ft. terminal that was built in 1976.

"This major grant is going to be a game-changer for the airport," said Senator Klobuchar. "This new terminal will upgrade the travel experience at Two Harbors Helgeson Municipal Airport for passengers and bring more economic activity to the area."

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“The terminal at TWM airport hasn’t been updated for over 40 years, and I’m glad to see the airport receive funding to begin construction on a brand-new terminal that will bring a safer, faster passenger experience. Thanks to President Biden’s historic infrastructure package, we are finally bringing our air travel infrastructure into the 21st century, so Minnesotans traveling can focus on the important thing – getting where they need to go,” said Senator Smith.

This funding is from the Airport Terminal Program, one of three aviation programs created by the Bipartisan Infrastructure Law.

DULUTH, MN. (Northern News Now) - Senator Amy Klobuchar and Representative Pete Stauber announced \$10 million will go to Duluth International Airport to improve its air traffic control tower.

According to a news release from the lawmakers, the project will replace the current air traffic control tower which was built in 1950s.

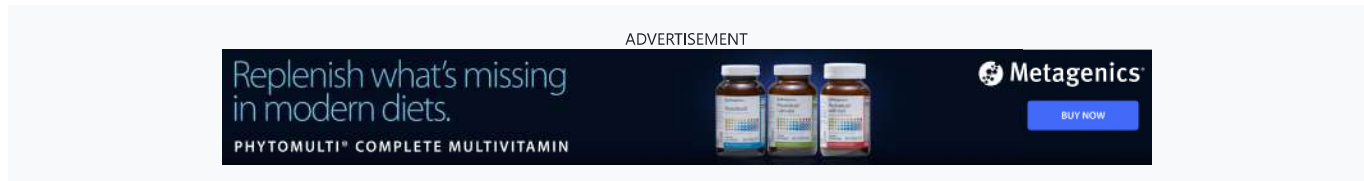


“Duluth International Airport’s air traffic control tower is one of the oldest in the country and needs an upgrade, which is why I pushed for this funding,” Klobuchar said.

Klobuchar, a Democrat, partnered with Representative Pete Stauber, a Republican, to secure a grant for the project.

The funding comes from the Airport Terminal Program, one of three aviation programs created by the Bipartisan Infrastructure Law.

The Duluth International Airport is a key driver for our local economy, and these funds will go a long way in making it safer and more competitive for the 21st century in addition to creating a suitable environment for the next generation of aircraft for the 148th Fighter Wing,” Stauber said.



Tom Werner, the executive director of the Duluth Airport Authority said, “We couldn’t ask for better champions for our aviation economy in Northeast Minnesota.”

Both Klobuchar and Stauber sent a letter to the Federal Aviation Administration in 2023 requesting expedited reviews and approvals for the Duluth International Airport to apply for grant funding to build a new air traffic control tower.

RELATED: [Duluth airport turns to city council for project funding support](#)

Recently, the Airport Authority, backed by the city of Duluth, asked the state of Minnesota for \$14 million to help pay for a \$66 million tower replacement project.

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IV. - F.

February 16, 2024

Ms. Kim Maki, Board President
Mr. Tom Werner, Executive Director
Duluth Airport Authority
4701 Grinden Drive
Duluth, MN 55811

Dear Ms. Maki and Mr. Werner,

I regret to inform you that I hereby submit my resignation to the Duluth Airport Authority Board of Directors effective February 21, 2024. It has been an immense pleasure to serve on the Board, and I'm deeply impressed with the professionalism with which the DAA conducts business, both at the governance and organizational levels. I will miss spending time with fellow board members and the DAA staff.

Since joining the Board, I have gained additional obligations in my professional role that regularly impact my ability to prepare for and participate fully in the monthly Board meetings. I don't foresee this situation changing.

I regret any challenges this poses for the DAA Board. I understand this is an important position, and I am willing to provide support to the extent I can to help identify a new board member. Thank you for the opportunity to serve in this role for an important asset of the regional economy.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Markham", with a stylized flourish at the end.

Dan Markham

Cc: City Clerk, City of Duluth



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NEWS **TSA PreCheck travelers will no longer have to show ID or boarding pass at certain airports**

Caroline Tanner

Feb. 27, 2024 • 8 min read



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Editor's note: This post has been updated with additional information. It was originally published on Feb. 27, 2024.

As the Transportation Security Administration continues to implement its facial recognition technology at airports nationwide, United Airlines joins Delta Air Lines in offering TSA PreCheck customers a touchless ID experience during bag

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drop and security checkpoints. United is launching the service at Chicago's O'Hare International Airport (ORD).

TSA PreCheck's [Touchless Identity Solution](#) allows select PreCheck travelers to avoid using a physical ID or boarding pass to verify their identity. Instead, travelers can get a quick facial scan when checking bags and passing through the PreCheck lane.

"TSA has partnerships across these various identity verification solutions, with Delta Air Lines Digital ID and United Airlines' Touchless ID programs and American Airlines' digital ID," a TSA spokesperson said via email. "Passenger participation is voluntary. Passengers may request alternative identity verification if they do not wish to participate, and by doing so, passengers will not be delayed or lose their place in line."

TSA PreCheck Touchless ID available for United flyers in Chicago and Los Angeles

As of February, United flyers at both ORD and Los Angeles International Airport (LAX) can opt in for touchless ID.

"We recently launched TSA PreCheck® Touchless ID at O'Hare International Airport, which allows travelers* to seamlessly drop off their bags and make it quickly through security – all without having to present an ID," a United spokesperson said via email. "United is the first airline to offer this technology at O'Hare."

Thus, United PreCheck customers can now use their face to check their bag(s) and pass through PreCheck security, without showing their boarding pass or a driver's license. Note that while United continues to test Touchless ID at O'Hare, travelers



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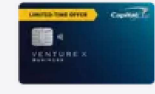
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should still prepare to have their physical IDs checked after the facial scans.

United is currently testing both features at ORD. The security checkpoint feature is also available for United travelers at LAX, where the bag drop shortcut is expected to be available by March, per a United spokesperson.

"For bag drop shortcut with Touchless ID – when customers arrive at the airport, they can head to a bag drop shortcut kiosk where their photo is taken and their bag tag will print," the spokesperson said. "For TSA PreCheck Touchless ID at security – when they arrive at the airport, they can head to the TSA PreCheck security checkpoint where their photo is taken."



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Per an airline spokesperson, the airline expects ORD's test run to be implemented fully by May 2024. After that, travelers will no longer have to show their IDs.

"We plan to continue rolling out TSA PreCheck Touchless ID at our hubs this year," confirmed the spokesperson.





To use TSA PreCheck Touchless ID at ORD and LAX, travelers must be enrolled in PreCheck, upload their passports to their MileagePlus account and be on a single-passenger reservation, per the airline. When checking in for a flight on the United app, travelers can opt into the program by authorizing the airline to use their facial scan as identification.

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 Add your information Scan your passport and add your Known Traveler Number (KTN) in the United app. Select My United → View Profile and Settings → TSA PreCheck and travel documents.	 Opt in Check in for your flight on the mobile app to start the opt-in process. Read our privacy policy and give us permission to use your facial scan as an ID.	 Bag drop shortcut When you get to the airport, go to the bag drop shortcut area and scan your face at the special TSA PreCheck Touchless ID kiosk. An agent will print your bag tags and take your bags. ³	 Security checkpoint TSA PreCheck Touchless ID lanes are located at TSA PreCheck. Leave your ID in your wallet and scan your face.
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UNITED.COM

Upon arrival at the airport, head to the bag drop shortcut area. There, an agent will scan your face at a designated TSA PreCheck Touchless ID kiosk before printing your bag tags. You'll find the Touchless ID lane next to the regular PreCheck lane.

Note this program is restricted to travelers 18 and older. It is not available for passengers using an airport wheelchair or traveling with a pet.

Delta Digital ID: The same program under a different name

TSA PreCheck's Touchless Identity Solution is also available for Delta flyers at four airports under its Digital ID program. This is an alternative screening procedure that uses the passport information saved in each passenger's [SkyMiles](#) profile to match the photo taken at security checkpoints.

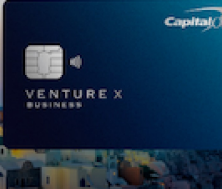
After [deploying the first-ever dedicated PreCheck lobby bag drop](#) at Hartsfield-Jackson Atlanta International Airport (ATL) in 2021, Delta has expanded its touchless bag drop and security offerings for PreCheck members at LAX, Detroit Metropolitan Wayne County Airport (DTW), John F. Kennedy International Airport (JFK) and LaGuardia Airport (LGA).

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Use the Fly Delta app for a contactless facial scan

Detach bag tag from kiosk and place on conveyor



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Like United passengers, Delta PreCheck travelers wishing to participate can opt in via the airline's app. Using the Fly Delta app, they can upload their passport and Known Traveler Number. Once enrolled – either by opting in on their SkyMiles profile or during mobile check-in – the customer should look for a green Digital ID badge on their boarding pass.

 **DIGITAL ID**

TSA PreCheck® members with a passport and Known Traveler Number saved to their profile may use facial identification at qualifying airports for a faster alternative to standard ID verification. By opting in, you consent to the use of your biometric data to verify your identity. Your preference will be stored for future travel, but you may opt-out at any time. For more information, see [TSA's Touchless Identity Solution and Privacy Notice](#).

Opt In

Opt Out


CLINT HENDERSON/THE POINTS GUY

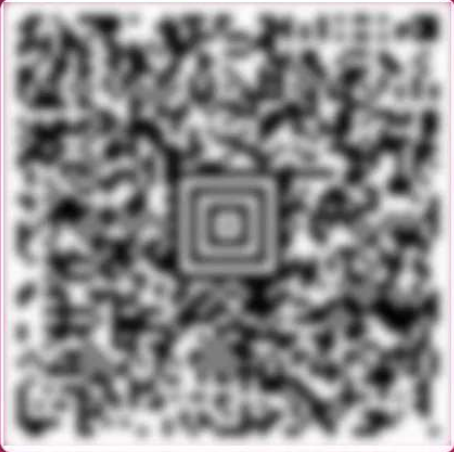
This same badge will direct customers to dedicated bag drop and security lines at participating airports.


TPG managing editor Clint Henderson used his Digital ID two times recently at LGA. You'll note the Digital ID badge on the screenshots of his boarding passes below.

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CLINT HENDERSON/THE POINTS GUY

"The agents working at the TSA PreCheck and Clear lines told me to use a new special lane for biometrics that allowed me to skip ahead of both the regular PreCheck and the separate Clear lanes," he said. "After one minute, the TSA agent waved me over. I simply showed my face in front of a camera,

and the agent told me to go ahead to the screening machines. There was no wait."

Other airlines are joining in

In addition to Delta and United, other carriers – like American Airlines – are implementing their own versions of PreCheck's Touchless Identity Solution.

American's [Mobile ID](#) offers facial recognition for PreCheck security at Ronald Reagan Washington National Airport (DCA); it also allows travelers Mobile ID entry at the Admirals Club Lounge, so they don't have to wait in line.

This spring, Alaska Airlines is expected to implement new bag drop machines at some of their hub airports, including Seattle-Tacoma International Airport (SEA) and San Francisco International Airport (SFO).

"The machine will scan your face, government-issued I.D., and bags. From there, it will take your bag(s) on a belt to be loaded onto the aircraft," said a [statement](#) from the airline last year. "The process takes less than a couple minutes and will have you on your way to security."

The agency is currently piloting its first [passenger self-service screening system](#) at [Harry Reid International Airport \(LAS\)](#) in Las Vegas, where PreCheck passengers can pass through security checkpoints with "minimal to no assistance" from TSA via facial recognition.

"Many passengers prefer an experience that they can complete with minimal interaction with a Transportation Security Officer (TSO). The prototype systems currently being explored can provide an experience similar to self-checkout at grocery stores or self-tagging checked baggage," said TSA. "The self-service screening concept is intended to

improve the customer experience without sacrificing security and would allow TSOs to be reallocated to other areas of the screening operation."

In addition to minimizing contact with TSA officers, the goal of these programs, along with the [computed tomography X-ray systems](#) at 200-plus security checkpoints, is to "enhance security" while managing increasing passenger volumes.

"TSA anticipates that passenger volumes will continue to increase at a rate faster than TSA and airports can accommodate the need for additional Transportation Security Officers and space for checkpoint operations," the spokesperson said.

Bottom line

"Further development with facial recognition technology will continue to occur organically as TSA deploys technology to checkpoints nationwide, as states adopt mobile driver's licenses, and additional airports and airlines recognize an opportunity to serve their frequent flyer members and other travelers with innovative identity verification technologies," per the TSA spokesperson. "TSA is laying the groundwork with DHS, industry partners, and other stakeholders to ensure that biometric technology and digital identity plays a role in and facilitates an improved passenger experience."

As more airlines and airports implement some version of Touchless ID, with TSA continuing to deploy their biometric and computed tomography technologies, travelers will continue to notice a more advanced TSA security experience.

Related reading:

- [TSA to pilot self-service security screening in Las Vegas](#)

Jenny Delnay

From: Jenny Delnay
Sent: Thursday, February 29, 2024 12:48 PM
To: DAA
Subject: FW: Airport Alert: Congressional Leaders Agree to Avoid Imminent Shutdown and Temporarily Extend Federal Funding...Again

From: Joel Bacon <joel.bacon@aaae.org>
Sent: Wednesday, February 28, 2024 5:35 PM
Subject: Airport Alert: Congressional Leaders Agree to Avoid Imminent Shutdown and Temporarily Extend Federal Funding...Again



Congressional Leaders Agree to Avoid Imminent Shutdown and Temporarily Extend Federal Funding...Again

February 28, 2024

With a March 1 deadline for funding the Department of Transportation, Federal Aviation Administration and several other federal departments and agencies quickly approaching, congressional leaders this afternoon announced a pathway for avoiding an imminent partial government shutdown. The bipartisan agreement calls for extending federal funding on six annual appropriations bills — including the DOT/FAA spending measure — a week to March 8. Funding for the remaining six appropriations measures — including the DHS/TSA/CBP spending bill — will be extended to March 22.

While nothing is yet completely finalized, leaders appear to be close to final agreements on the first six bills. The extra week is expected to give negotiators time to wrap up those six measures so they can then be passed by the House and Senate next week. The second tranche of bills remains more difficult and only time will tell if the extra weeks to negotiate those measures will prove sufficient. As we have reported numerous times over the past months, these spending bills will determine funding levels for a number of key

airport priorities for the remainder of fiscal year 2024, including regular and supplemental AIP, the Contract Tower Program, exit lane staffing, LEO reimbursement, TSA staffing, and more.

The specifics of today's agreement were outlined in a statement from Senate Majority Leader Chuck Schumer (D-NY), Leader Mitch McConnell (R-KY), Speaker Mike Johnson (R-LA), and Leader Hakeem Jeffries (D-NY) along with Senate Appropriations Committee Chair Patty Murray (D-WA) and Vice Chair Susan Collins (R-ME) and House Appropriations Committee Chairwoman Kay Granger (R-TX) and Ranking Member Rosa DeLauro (D-CT):

"We are in agreement that Congress must work in a bipartisan manner to fund our government.

"Negotiators have come to an agreement on six bills: Agriculture-FDA, Commerce-Justice and Science, Energy and Water Development, Interior, Military Construction-VA, and Transportation-HUD. After preparing final text, this package of six full year Appropriations bills will be voted on and enacted prior to March 8. These bills will adhere to the Fiscal Responsibility Act discretionary spending limits and January's topline spending agreement.

"The remaining six Appropriations bills - Defense, Financial Services and General Government, Homeland Security, Labor-HHS, Legislative Branch, and State and Foreign Operations - will be finalized, voted on, and enacted prior to March 22.

"To give the House and Senate Appropriations Committee adequate time to execute on this deal in principle, including drafting, preparing report language, scoring and other technical matters, and to allow members 72 hours to review, a short-term continuing resolution to fund agencies through March 8 and the 22 will be necessary, and voted on by the House and Senate this week."

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1.1 A bill for an act
 1.2 relating to capital investment; appropriating money for capital improvements at
 1.3 the Duluth International Airport; authorizing the sale and issuance of state bonds.

1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. **AIR TRAFFIC CONTROL TOWER BASE BUILDING; DULUTH**
 1.6 **AIRPORT AUTHORITY.**

1.7 Subdivision 1. **Appropriation.** \$14,000,000 is appropriated from the bond proceeds
 1.8 fund to the commissioner of transportation for a grant to the Duluth Airport Authority to
 1.9 design, construct, furnish, and equip a new air traffic control tower base building to include
 1.10 office spaces, office support spaces, equipment rooms, workspaces, and logistic support
 1.11 spaces at the Duluth International Airport. This project includes site and associated site
 1.12 support area preparation, including demolition of obsolete buildings, construction and
 1.13 installation of utilities and stormwater retention system, and existing fuel tank replacement.
 1.14 A portion of this appropriation shall be used as a match to federal funding for the project.

1.15 Subd. 2. **Bond sale.** To provide the money appropriated in this section from the bond
 1.16 proceeds fund, the commissioner of management and budget shall sell and issue bonds of
 1.17 the state in an amount up to \$14,000,000 in the manner, upon the terms, and with the effect
 1.18 prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota
 1.19 Constitution, article XI, sections 4 to 7.

1.20 **EFFECTIVE DATE.** This section is effective the day following final enactment.

VII. New Business

VII. - A.

Duluth Airport Authority
Short Elliott Hendrickson Inc. (SEH) Work Order 2024-3 for Mitigation Replacement Planting at the Sky Harbor Airport (DYT)

Terms:

- Estimated start date of March 20, 2024
- Estimated end date of December 31, 2026

Fiscal Impact:

- Total Fee = \$13,000

Agreement Overview:

This work order includes contractor coordination and field monitoring during replacement mitigation planting at the Sky Harbor Regional Airport (DYT). The contract provisions included in the Master Agreement (dated 3-21-23) between the DAA and SEH remain in effect for this work order.

Background:

The Sky Harbor Runway Relocation project included several aquatic and terrestrial for mitigation actions under the conditions of the permits issued by the U.S. Army Corp of Engineers (USACE) and Minnesota Department of Natural Resources (MNDNR). In 2020, installation of aquatic macrophyte and emergent plants occurred in the enhancement area at the Runway 14-End. Approximately 562 aquatic macrophytes were planted on August 13, 2020, including wild celery (*Vallisneria americana*), pondweeds (*Potamogeton* spp.), and bur-reeds (*Sparganium* spp.). The aquatic macrophyte installation is not yet meeting the performance standards outlined in the permit. As such, an additional round of plantings is required. The project permits included the commitment for only one replanting of submerged aquatic vegetation if the performance standard was not met in the second or third year of monitoring. The rationale for this standard was, if the second planting does not survive, it will be assumed that the conditions in the area are not yet ideal for submerged aquatic vegetation establishment.

This scope of services includes assisting DAA in obtaining quotes from qualified contractors for the planting efforts, permit coordination, contractor coordination and field monitoring during the replacement mitigation planting efforts. Monitoring of the mitigation planting is also included and will be completed as outlined in the environmental permits. This scope includes coordination with permitting agencies (Minnesota Department of Natural Resources and the United States Army Corps of Engineers) and funding agencies (Federal Aviation Administration and Minnesota Department of Transportation). Plantings are expected to occur in 2024 with monitoring potentially extending to 2026, depending on final agency requirements.

This project is eligible funding and is anticipated to be funded at 90 percent by the Federal Aviation Administration (FAA) and 5 percent by MnDOT. The DAA share is expected to be 5%.

**WORK ORDER
No. 2024-3
Between**

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

Dated: March 19, 2024

**MITIGATION REPLACEMENT PLANTING
SKY HARBOR AIRPORT (DYT)**

This work order includes contractor coordination and field monitoring during replacement mitigation planting at the Sky Harbor Airport (DYT). The contract provisions included in the Master Agreement (dated 3-21-23) between the DAA and SEH remain in effect for this work order.

Estimated start date is March 20, 2024; estimated end date is December 31, 2026.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$13,000.00.

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

Point of Contact: Shawn McMahon, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.



Title: _____

Title: Principal _____

Date: _____

Date: March 19, 2024 _____

Title: _____

Date: _____

ATTACHMENT A
2024 Replacement Mitigation Planting
Sky Harbor Airport (DYT)
Duluth, MN
Sponsor: Duluth Airport Authority
Permit and Contractor Coordination and Field Monitoring

Project Scope and Understanding – This project involves replacement mitigation replanting near Runway end 14 and seawall areas at the Sky Harbor Airport.

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

1. Permit Coordination
2. Mitigation Monitoring
3. Agency Memo Report
4. DNR Coordination

This work scope includes:

Work Element 1: Project Formulation

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

Work Element 2: Permit Coordination

Task 2.1 – Permit Coordination – SEH will coordinate and review all applicable permits related to the project construction. These include review and coordination of applicable US Army Corps of Engineers (USACE), and Minnesota Department of Natural resources (DNR) permits for the project to ensure all regulatory requirements are being met.

Work Element 3: Permit Coordination

Task 3.1 – Quotation Packets and Bidding – SEH will assemble and coordinate quotation packets for the approved scope of work. The packets will be emailed to a minimum of two qualified contractors. His task will include contract coordination and FAA/MnDOT grant application.

Task 3.2 – Planting Coordination – SEH will coordinate with the contractor for the planting. This task includes airport coordination, pre-planting meeting, and escorting.

Work Element 4: Mitigation Monitoring – 2024 Annual Monitoring and Agency Coordination

Task 4.1 – Monitor Aquatic and Emergent Plants – SEH will monitor aquatic and emergent plants near Runway 14 end and seawall area and monitor condition of herbivore protection fencing.

Task 4.2 – Draft Agency Memo Report – SEH will develop a draft monitoring memo report that describes construction, monitoring, and maintenance activities prepared in accordance with the approved Mitigation Monitoring Plan

Task 4.3 – Final Agency Memo Report – SEH will refine the draft monitoring memo report based on review comments from the owner and regulatory agencies as needed. The deliverable will be a final memo report submitted to the owner and regulatory agencies in electronic (.pdf) format.

Task 4.4 – DNR Coordination – SEH will coordinate with the DNR on site visits to view mitigation elements and implement any adjustments to mitigation elements or monitoring tactics as recommended.

Work Element 5: Project Management

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

Projected Submittal Dates

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

March 2024	Consideration of SEH's Proposal
March 2024	Permit Coordination
Spring 2024	Planting and Field Monitoring
Spring/Summer 2024	Agency Memo Report

**ATTACHMENT B
ESTIMATED FEES AND EXPENSES
MITIGATION REPLACEMENT PLANTING
PERMIT AND CONTRACTOR COORDINATION AND FIELD MONITORING
SKY HARBOR AIRPORT
DULUTH AIRPORT AUTHORITY
DULUTH, MINNESOTA**

Task No.	Task Description	Principal	Project Manager	Environmental Scientist	Admin Technician
<i>Project Formulation</i>					
1.1	Scoping, Review, and Coordination	4	8	2	
<i>Permit Coordination</i>					
2.1	Permit Coordination		2		
<i>Work Coordination</i>					
3.1	Quotation Packets and Bidding		4	4	
3.2	Planting Coordination		4	4	
<i>Mitigation Monitoring</i>					
4.1	Monitor Aquatic and Emergent Planting			18	
4.2	Draft Agency Memo Report		2	2	1
4.3	Final Agency Memo Report		2	2	1
4.4	DNR Coordination			2	
<i>Project Management</i>					
5.1	Overall Project Management	4	4		
Total hours per labor category		8	26	34	2

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	8	\$82.21	\$657.68
Project Manager	26	\$52.55	\$1,366.30
Environmental Scientist	34	\$42.56	\$1,447.04
Admin Technician	2	\$33.91	\$67.82
Total Direct Labor Costs:	70		\$3,538.84
Direct Salary Costs plus Overhead			\$6,723.80
Total Labor Costs			\$10,262.64

Fixed Fee on Labor Costs (15%)

\$1,539.40

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charge	70	\$5.55	\$388.50
Mileage	360	\$0.62	\$223.20
Reproductions / Miscellaneous	1	\$100.00	\$100.00
Total Expenses			\$711.70

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee

\$12,513.74

Estimated Total

\$13,000.00

**STATE OF MINNESOTA
PARTNERSHIP CONTRACT**

This Contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and the Duluth Airport Authority, acting through its Board of Directors (“Contractor”).

Recitals

1. Under Minnesota Statutes Section 174.02, subdivision 6, the Commissioner of Transportation may enter into agreements with governmental or nongovernmental entities for research and experimentation, for sharing facilities, equipment, staff, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services or that further the development of innovation in transportation for the benefit of the citizens of Minnesota
2. Minnesota Statutes §360.017 authorizes the State to expend state airports fund dollars to promote interest and safety in aeronautics through education and information.
3. The Contractor wishes to organize a training for the general aviation community, including economic developers and planners and airport management and staff, on relevant aviation law topics.
4. The State wishes to provide financial assistance to Contractor for the training.
5. Contractor represents that it is duly qualified and agrees to perform all services described in this Contract to the satisfaction of State.

Contract

1. Term of Contract; Incorporation of Exhibits

- 1.1. **Effective Date:** This Contract will be effective on the date signed by all necessary state officials, as required by Minnesota Statutes §16C.05, subdivision 2. The Contractor must not begin work under this contract until this contract is fully executed and the Contractor has been notified by the State’s Authorized Representative to begin the work.
- 1.2. **Expiration Date:** This Contract will expire on 12/31/2024, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive to give effect to their meaning will survive the expiration or termination of this Contract, including, without limitation, the following clauses: 8. State Audits; 9. Government Data Practices; 10. Venue.

2. Scope of Work

- 2.1. The Contractor will organize a training session for the general aviation community on airport law.
- 2.2. State will provide the following:
 - 2.2.1. Partial funding for the training as described in Paragraph 3.
 - 2.2.2. Provide access to Airtap for registration and advertisement at no additional charge to the Contractor.
- 2.3. Contractor will do the following:
 - 2.3.1. Develop a curriculum covering important legal topics and find qualified instructors to educate the general aviation community about the topics.
 - 2.3.2. Pay all travel related expenses for any presenters attending the training in-person.
 - 2.3.3. Pay all fees to presenters for preparation of any presentation materials and for the presenters’ time at the training.
 - 2.3.4. Provide a copy of the proposed topics to the State for review and State approval of the curriculum.
 - 2.3.5. Provide 10 seats for State staff to attend the training.

- 2.3.6. Promote the training to the general aviation community.
- 2.3.7. Provide conference space for the training and a virtual option for those wishing to attend the training online.
- 2.3.8. Prepare and provide hand-out materials for attendees as applicable.
- 2.3.9. Validate attendees' parking.
- 2.3.10. Provide refreshments to attendees and presenters attending in-person.

3. Consideration of Payment

- 3.1. A lump sum of \$ 15,000.00.
- 3.2. The total obligation of State for all compensation and reimbursements to Contractor under this Contract will not exceed \$15,000.00.

4. Terms of Payment

- 4.1. All services provided by Contractor under this Contract must be performed to State's satisfaction, as determined at the sole and reasonable discretion of State's Authorized Representative.
- 4.2. The State will make payments to the Contractor when the following conditions have been met:
 - 4.2.1. Encumbrance by the State of the State's full and complete State funded lump sum payment.
 - 4.2.2. Execution of this Contract
 - 4.2.3. The State's receipt of a written request from Contractor for the advancement of funds. The request will include certification by Contractor that all necessary parties have executed the training contract.
 - a. Electronic invoices are preferable. Please send electronic invoices to:
T7901AccountsPayable.DOT@state.mn.us.
 - b. Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State's District Accounts Payable Group.

5. Contract Personnel

- 5.1. State's Authorized Representative will be:
 - Name/Title: Ryan Gaug, Director of Office of Aeronautics, or successor
 - MnDOT – Central Office
 - Street Address: 395 John Ireland Blvd
 - City State Zip: St. Paul, MN 55155
 - Telephone: 612-422-8601
 - Email: ryan.gaug@state.mn.us
- 5.2. Contractor's Authorized Representative will be:
 - Name/Title: Tom Werner, Executive Director, or successor
 - Street Address: 4701 Grinden Drive
 - City State Zip: Duluth, MN 55811
 - Telephone: 216-625-7766
 - Email: twerner@duluthairport.com

6. Assignment, Amendments, Waiver and Contract Complete

- 6.1. **Assignment.** The Contractor may neither assign nor transfer any rights or obligations under this Contract without the prior consent of State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Contract, or their successors in office.
- 6.2. **Amendments.** Any Amendment to this Contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the Original Contract, or their successors in office.

- 6.3. **Waiver.** If State fails to enforce any provision of this Contract, that failure does not waive the provision or its right to subsequently enforce it.
- 6.4. **Contract Complete.** This Contract contains all prior negotiations and contracts between State and the Contractor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

7. Indemnification

- 7.1. In the performance of this Contract by the Contractor, or the Contractor's agents or employees, the Contractor must indemnify, save, and hold harmless State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by State, to the extent caused by the Contractor's: 1) Intentional, willful, or negligent acts or omissions; or 2) Actions that give rise to strict liability; or 3) breach of contract or warranty.
- 7.2. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for State's failure to fulfill its obligation under this Contract.

8. State Audits

- 8.1. Under Minnesota Statutes §16C.05, subdivision 5, the Contractor's books, records, documents and accounting procedures and practices relevant to this Contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Contract.

9. Government Data Practices

- 9.1. The Contractor and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Contractor under this Contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Contractor or State.

10. Venue

- 10.1. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination; Suspension

- 11.1. **Termination.** State or the Commissioner of Administration may terminate this Contract at any time, with or without cause, upon 30 days' written notice to the Contractor.
- 11.2. **Suspension.** State may immediately suspend this Contract in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by the Contractor during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

12. Additional Provisions

- 12.1. NONE.

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CONTRACTOR

The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: President _____

Date: _____

By: _____

Title: Secretary _____

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By:

Date:

SWIFT Contract # _____

SWIFT Purchase Order # _____

COMMISSIONER OF TRANSPORTATION, as delegated

By:

Date:

COMMISSIONER OF ADMINISTRATION, as delegated

By:

Date:

VII. - C.

Resolution to Approve Naming of Sky Harbor Terminal Building

WHEREAS, the Duluth Aviation Institute proposes to name the new terminal building after Robert R. Gilruth; and

WHEREAS, the Duluth Aviation Institute has not yet received naming rights from the family or estate; and

WHEREAS, the Duluth Airport Authority recognizes the impact Robert R. Gilruth had on human space flight; and

NOW, THEREFORE, BE IT RESOLVED, CONTINGENT UPON receiving consent from the family or estate to use Robert R. Gilruth's name in this manner, the DAA Board of Directors approves of naming the Sky Harbor Airport terminal building, the Robert R. Gilruth Terminal.

President
Duluth Airport Authority

Date

Secretary
Duluth Airport Authority

Date

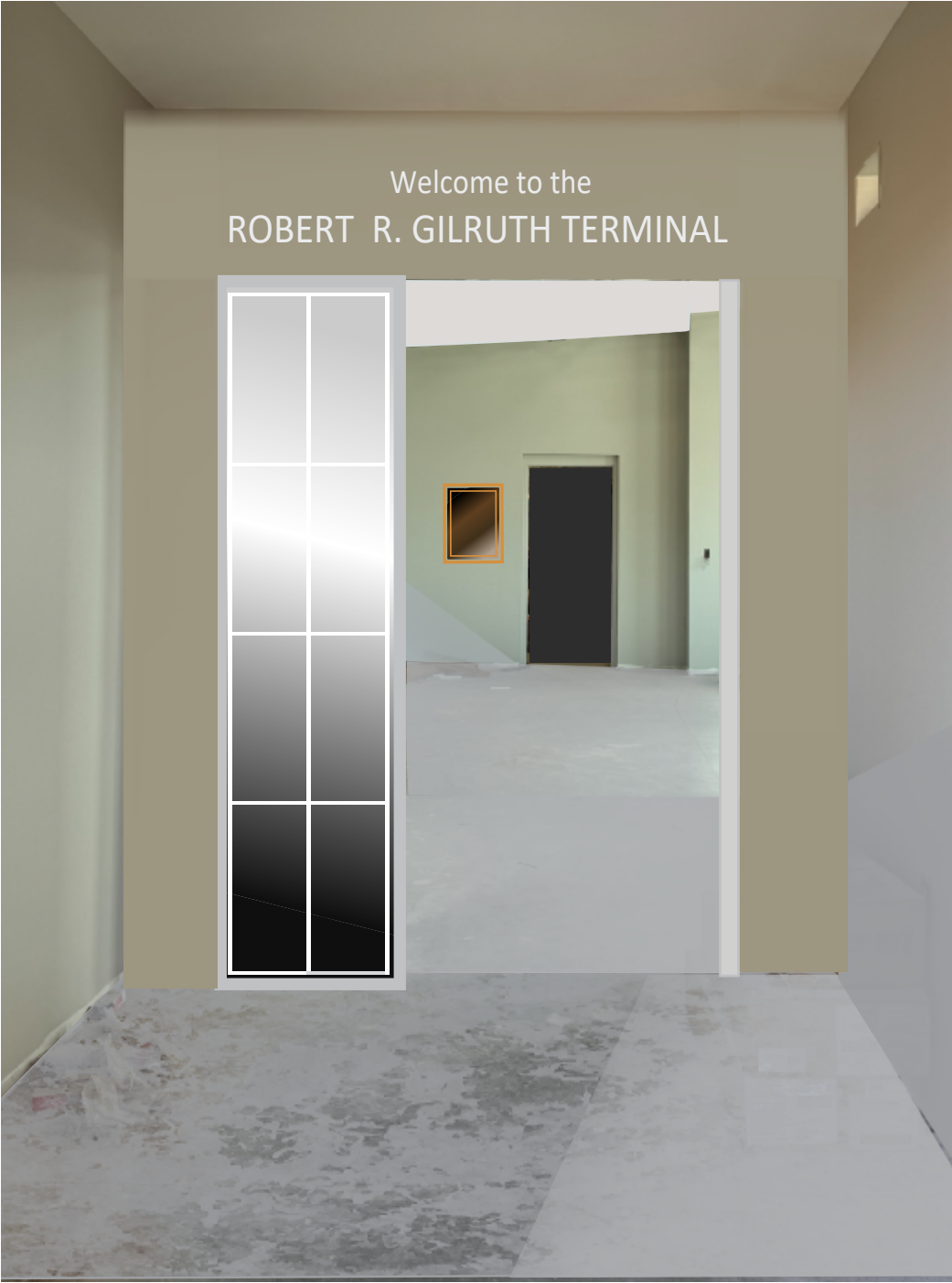






Entryway Sign
Letter Size 4"-4.5" High

Welcome to the
ROBERT R. GILRUTH TERMINAL



Plaque Location



1913 - 2000

ROBERT R. GILRUTH

Father of Human Space Flight

Robert R. Gilruth grew up on Duluth's hillside, went to school at Central High School, continued his education at Denfeld Junior College and received his Master of Science degree in Aeronautical Engineering from the University of Minnesota. In 1937, he went to work for NACA now NASA as a public servant.

In 1961, President John F. Kennedy announced America would put a man on the moon before the end of the decade.

Gilruth, leader of the Space Task Group, became NASA's first director of the Manned Spacecraft Center later renamed the Johnson Space Center.

He led our nation's effort to land man on the moon with the Mercury, Gemini, Apollo, and Space Shuttle programs.

His leadership skill and aeronautical engineering mind placed the astronauts on the moon and brought them safely back to earth.



VII. - D.

Resolution to Approve New Logo for Sky Harbor Airport

Overview:

- DAA staff participated in an in-depth re-branding process with Giant Voices to develop the new logo for Sky Harbor Airport to reflect and align with the beautiful new terminal.
- This logo will be displayed in the new terminal, used on collateral pieces, letter head, marketing materials, etc.



Duluth Airport Authority
Monaco Air Duluth, LLC
Operator Agreement Amendment #14

Terms:

- Remains unchanged

Background:

- Monaco Air Duluth invested \$371,033 in 2010 to develop the North Business Development Area (NBDA).
- The \$371,033 was treated as prepayment of lease payments.
- There has not been any development on the NBDA and it remains vacant.
- The remaining balance on the prepayments is \$148,406 with a remaining term of approximately 6 years.

Amendment Overview:

- Amendment 14 provides payment to Monaco Air Duluth for the balance of the prepaid lease payments in the amount of \$148,406 and an additional \$15,000 for potential revenues that could have been realized by Monaco.

Why were the changes in key terms needed/wanted?

- Amendment 14 allows the DAA to develop the NBDA and generate new lease and operational revenue.

AMENDMENT #14
MONACO AIR DULUTH, LLC OPERATOR AGREEMENT

Parties to this Fourteenth Amendment are the Duluth Airport Authority ("Authority") and Monaco Air Duluth, LLC ("Operator").

The parties acknowledge the following:

- A. Each is a party to an operator agreement dated November 1, 2005; Amendment #1 dated July 24, 2006; Amendment #2 dated May 1, 2007; and Amendment #3 dated December 16, 2008; Amendment #4 dated September 10, 2010; Amendment #5 dated March 26, 2012; Amendment #6 dated May 15, 2012; Amendment #7 dated February 19, 2013; Amendment #8 dated February 21, 2013; Amendment #9 dated June 7, 2013; Amendment #10 dated October 21, 2014; Amendment #11 dated June 23, 2015; Amendment #12 dated May 16, 2017; and Amendment 13, dated February 16, 2022 (the operator agreement and Amendments #1 through #13 are hereinafter referred to as the "Operator Agreement").
- B. The parties wish to terminate the lease agreement regarding the property located at Duluth International Airport commonly referred to as the North Business Development Area ("NBDA").
- C. The Authority agrees to repay Operator the remainder of Operator's \$371,033 initial prepayment of lease payments for the NBDA. Notwithstanding any other provisions of this Operator Agreement, Authority will pay, and Operator will accept, \$148,406 as full and final satisfaction of the remainder of its initial prepayment described in this Operator Agreement.
- D. The Authority agrees to pay, and Operator agrees to accept, \$15,000 as compensation for any and all potential revenues that could be realized by Operator related to its lease of the NBDA.
- E. The Authority agrees to pay, and the Operator agrees to accept, the total amount of \$163,406 as full and final satisfaction for the lease agreement of the NBDA agreed to in the Operator Agreement.

Now, therefore, in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties do agree as follows:

1. Upon execution of this Amendment #14, Authority shall pay to the Operator the amount of one hundred and sixty-three thousand four hundred and six dollars (163,406.00) and both parties agree to terminate Operator's lease of the property

located at Duluth International Airport commonly referred to as the North Business Development Area ("NBDA").

(For purposes of the following, added terms will be indicated by underline, deleted by ~~strikeout~~.)

2. That SECTION 1, DEFINITIONS, of Operator Agreement is hereby amended as follows:

C. Facility: Unless as otherwise set forth herein. "facility" shall mean the land and buildings leased to Operator and any current or future buildings owned by Operator on leased parcels of land as shown on Exhibit A ~~and Exhibit C~~ and Exhibit D-1 attached hereto.

3. That SECTION 4, of Operator Agreement is hereby amended as follows:

~~A-1. NBDA Lease: Beginning on October 1, 2010, the Authority does hereby lease to Operator and Operator does hereby take from the Authority those parcels of land situated at the Airport as shown on Exhibit C attached hereto and made a part hereof ("the NBDA Leased Premises"). For the use of the land, Operator agrees to pay to Authority a monthly base rent of \$1,648.42, or \$.131 per square foot, on or before the 1st day of each month. The lease rate shall be adjusted as provided for in Section 4.B of the Agreement beginning on November 1, 2010 and annually thereafter for the term of the NBDA Lease. The payment to the Authority of \$371,033 as set forth in Paragraph 1 of Amendment #4 to Operator Agreement shall be considered a prepayment of future lease payments for the NBDA Leased Premises. The outstanding prepayment balance shall be adjusted beginning on November 1, 2010 and annually thereafter for the term of the NBDA lease using the same method of calculation provided for in Section 4.B of the Agreement. Notwithstanding any other provision of this Agreement, Operator shall have the ability to sublease the NBDA Leased Premises or any portion thereof upon the prior written approval of the Executive Director, which approval shall not be unreasonably withheld. Operator shall give preference to sublessees using the premises for aviation and aviation-related purposes. The sublease may address concession fees to be provided to the Authority. Additionally, the parties may amend this Operator Agreement or enter into a separate agreement, or Authority may enter into an agreement with the sublessee pursuant to which the Authority may charge a "land improvement fee" in order to recover the Authority's capital investment in and operating costs associated with~~

~~the NBDA. Prior to any such amendment, agreement, or sublease, Operator and the Authority shall meet and confer in good faith about the amounts to be charged to Operator or to sublessee as rent and as the land improvement fee so as to assist in the recovery by the parties of their respective investments and expenses with respect to the NBDA. Both parties agree to disclose all amounts it shall charge to sublessees as well as any other information pertinent to the pricing of the sublease payments. The parties shall agree on amounts to be charged as rent and as a land improvement fee prior to either party entering into an agreement with a sublessee.~~

4. That SECTION 5, TERM, of Operator Agreement is hereby amended as follows:

The term of this Agreement shall be for seventy (70) years commencing on November 1, 2005, and terminating on October 31, 2075, unless sooner or later terminated as herein provided. ~~The term of the NBDA Lease shall be until such time as the outstanding prepayment balance as set forth in Paragraph A - 1 of Section 4 equals zero dollars (\$0).~~

Capital Investment: During the first five years of the term of this Agreement, Operator shall complete capital improvements to the facility and equipment at a cost of at least \$500,000 excluding interest. ~~For purposes of this Paragraph of Section 5, the term "facility" shall exclude the NBDA.~~ For each additional expenditure of \$500,000 for capital improvements to the facility, excluding interest, Operator shall be qualified to renew this Agreement, ~~excluding the NBDA Lease.~~ for an additional five (5) year term. Operator may serve written notice of intention to renew for another five (5) year term or less within 60 days after completion of approved capital investment.

~~With respect to the NBDA, for every expenditure by Operator of \$500,000 in capital improvements to the NBDA, Operator shall be qualified to renew the NBDA Lease for an additional five (5) year term. Operator may serve written notice of intention to renew for another five (5) year term within 60 days after completion of approved capital investments. Notwithstanding the above, in the event that a renewal of the NBDA Lease would cause its term to be greater than~~

~~that of this Operator Agreement, the five (5) years shall be distributed between the Operator Agreement term and the NBDA Lease term so as to make said terms coterminous. In no event shall the term of the NBDA Lease be greater than the term of this Operator Agreement.~~

If Operator's performance has been satisfactory to Authority and required capital investment has been made, it shall approve the renewal, subject to the right of either party to negotiate rent and fee amounts before the renewal is implemented.

On and after the expiration of the term of this Agreement or any extension thereof, it shall be continued on a month-to-month basis until a new Agreement is reached, subject to the right of either party to terminate it without cause upon thirty (30) days' written notice to the other party. ~~The provision of this paragraph shall also apply to the NBDA Lease.~~

5. Except as provided for in this Amendment #14, the terms and conditions of the Operator Agreement shall remain in force and effect.

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

DULUTH AIRPORT AUTHORITY

MONACO AIR DULUTH, LLC

By _____
Its President

By _____

By _____
Its Secretary

Its _____



DULUTH AIRPORT AUTHORITY

March 5, 2024

MEMORANDUM FOR RECORD

RE: Employee Incentive Recommendation

In accordance with the Duluth Airport Authority's (DAA) Operating Policy 5 (OP 5), I recommend a \$1000 incentive award for Jana Kayser.

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

Jana has led the implementation of Vision 2040's property development initiatives. This includes the development of the business case, planning, and construction oversight of the \$2,000,000 5-bay ranch hangar complex. This is the first DAA sponsored hangar development in approximately 30 years. Jana leveraged her considerable skills to fully research and develop a market-appropriate rental rate that recouped the DAA's local investment in an expeditious manner and established a new premium product that diversified the hangar offerings at the Duluth International Airport. She quickly filled the new hangars with general aviation tenants along with any vacated legacy hangars on the airfield. Jana's work resulted in 100% of DAA-owned hangar spaces being filled with the addition of the new hangars. In addition, the new hangars represent another initiative supporting the DAA's goal of improving stagnant or underperforming revenues streams.

Jana's growth in her role as Director of Business and Property Development has been meteoric. She has fully realized the vision for the position set when she was selected to lead the organization's business and property development work several years ago. She is an incredible talent and I'm proud that she is on our team. Please refer questions regarding this recommendation to the undersigned.

Sincerely,

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

Duluth Airport Authority
DAA Board Packet Budget vs. Actual Summary
Jan 2024

UNAUDITED

Financial Row	Prior Year Actual (Jan 2023)	Current Year Actual (Jan 2024)	Budget Amount (Jan 2024)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2024 - Adjust 2024)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	302,701	338,451	305,623	110.74%	35,751	32,828	3,270,423
Non-Passenger Aeronautical Revenue	185,230	188,849	180,460	104.65%	3,620	8,389	1,699,641
Passenger Airline Aeronautical Revenue	115,692	128,822	132,000	97.59%	13,131	(3,177)	1,626,676
Total - Income	603,622	656,123	618,084	106.15%	52,501	38,040	6,596,739
Gross Profit	603,622	656,123	618,084	106.15%	52,501	38,040	6,596,739
Expense							
Miscellaneous Expenses	9,376	14,292	12,944	110.41%	4,916	1,348	96,690
Personnel Compensation & Benefits	147,197	126,302	159,628	79.12%	(20,895)	(33,326)	3,015,668
Services and Charges	214,547	206,630	224,226	92.15%	(7,917)	(17,596)	2,433,958
Supplies	87,504	93,753	102,164	91.77%	6,249	(8,411)	767,463
Total - Expense	458,624	440,977	498,962	88.38%	(17,647)	(57,985)	6,313,779
Net Ordinary Income	144,998	215,146	119,122	180.61%	70,148	96,024	282,959
Other Income and Expenses							
Other Income							
Capital Contributions	2,387,321	0	0	0.00%	(2,387,321)	0	0
Non-Operating Revenue	77,200	71,011	64,015	110.93%	(6,189)	6,996	648,529
Total - Other Income	2,464,521	71,011	64,015	110.93%	(2,393,510)	6,996	648,529
Other Expense							
Non-Operating Expense	11,830	10,098	11,764	85.83%	(1,732)	(1,667)	141,174
Total - Other Expense	11,830	10,098	11,764	85.83%	(1,732)	(1,667)	141,174
Net Other Income	2,452,690	60,913	52,251	116.58%	(2,391,777)	8,663	507,355
Net Income Exclusive of Project Expenses, Depreciation & Amortization	2,597,689	276,060	171,372	161.09%	(2,321,629)	104,687	790,315
Projects/Grants	(2,176,594)	265,731	1,647,538	16.13%	2,442,326	(1,381,807)	19,770,462
Depreciation & Amortization	0	0	(895,304)	0.00%	0	895,304	(10,743,651)
Net Income	421,094	541,791	923,607	58.66%	120,697	(381,816)	9,817,126

- **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 104K.
- **Operating Revenue:** Non-Aeronautical Revenue is \$32k over budget overall. Concessions are nearly flat and corporate parking revenues and reimbursed expenses are over budget. Non-passenger aeronautical revenue is 8k over budget due to increased rent. Passenger Airline Aeronautical revenue is 3k under budget due to less landing fees than predicted. Operating Revenues are nearly \$38k over budget overall.
- **Operating Expenses:** Personnel Compensation and Benefits are \$33k under budget. Supplies are 8k under budget. Services and charges are 17k under budget. Operating expenses are nearly \$58k under budget overall.
- **Non-Operating Revenue:** Non-operating revenue is over budget by \$6.9k due to increased interest income of nearly \$10k. PFCs came in \$3k under budget.
- **Non-Operating Expenses:** Non-Operating Expenses of interest expense are down \$1.6k, as the line of credit was not been utilized in 2024.
- **Report Disclaimer:** The results of this report are expected to change slightly with delayed revenue and expense postings as well as audit adjustments.
- **OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 3/13/2024:**
 - Minimum Cash Balance Goal: \$2,801,956
 - Current Balance: \$4,970,494 (does not include grants receivable)
 - Days Cash on Hand: 319 days currently vs 180 day benchmark (139 days over goal)

Duluth Airport Authority
Income Statement
Jan 2024

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$250.00
Concession Revenue	
Car Rental Concession	\$32,459.76
Food & Beverage Concession	\$7,110.84
Lottery Concessions	\$92.42
Per Departure Fee	\$240.00
Per Passenger Fee	\$2,928.00
Services/Other	\$61.27
TNC Per Trip Fee	\$807.00
Vending	\$467.00
Total - Concession Revenue	\$44,166.29
Customer Facility Charges	\$17,148.00
Miscellaneous Revenues	\$6,524.78
Parking	\$194,555.60
Permits	\$2,755.46
Reimbursed Expenses	\$16,246.38
Rent	\$30,804.89
Total - Non-Aeronautical Revenue	\$312,451.40
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$704.37
Concession Revenue	\$12,199.41
Landing Fees	\$3,016.12
Ramp Fees	\$1,695.00
Rent	\$103,949.47
Security Reimbursement	\$9,139.90
Tie Downs	\$180.00
Total - Non-Passenger Aeronautical Revenue	\$130,884.27
Passenger Airline Aeronautical Revenue	
Landing Fees	\$21,552.86
Per Use Fee	\$707.81
Terminal Office/Space Rental	\$106,561.72
Total - Passenger Airline Aeronautical Revenue	\$128,822.39
Total - Income	\$572,158.06
Gross Profit	\$572,158.06
Expense	
Miscellaneous Expenses	\$14,292.06
Personnel Compensation & Benefits	
Employer Contributions for Retirement	\$9,138.69
Employer Paid Insurance	\$35,342.61
Retiree Benefits	\$11,436.20
Wages & Salaries	\$70,384.27
Total - Personnel Compensation & Benefits	\$126,301.77
Services and Charges	
Central Services Fee	\$6,505.00
Communications & Technology	\$29,449.55
Employee Development Services	\$4,870.04
Marketing	\$24,648.37
Professional Services	\$30,554.95
Rentals	\$601.82
Repairs and Maintenance - Contractual/Services	\$34,131.01
Transportation	\$1,097.53
Utility Services	
Electric	\$44,318.48

Financial Row	Amount
Natural Gas	\$14,285.12
Propane	\$602.60
Refuse Disposal	\$3,057.13
Storm Water	\$11,012.83
Water	\$1,495.47
Total - Utility Services	\$74,771.63
Total - Services and Charges	\$206,629.90
Supplies	
Merchandise for Resale	\$5,101.78
Office Supplies	\$1,977.79
Operating Supplies	
Cleaning & Janitorial	\$4,005.36
Customer Service	\$191.29
Meeting Supplies	\$90.03
Motor Fuels	\$16,315.31
PPE Reimbursement	\$550.46
Safety & Environmental	\$566.33
Total - Operating Supplies	\$21,718.78
Repairs & Maintenance Supplies	\$64,954.63
Total - Supplies	\$93,752.98
Total - Expense	\$440,976.71
Net Ordinary Income	\$131,181.35
Other Income and Expenses	
Other Income	
Capital Contributions	
Grants	\$265,731.31
Total - Capital Contributions	\$265,731.31
Non-Operating Revenue	
Interest Income	\$28,331.46
Passenger Facility Charges	\$42,679.58
Total - Non-Operating Revenue	\$71,011.04
Total - Other Income	\$336,742.35
Other Expense	
Non-Operating Expense	
Interest Expense	\$10,097.82
Total - Non-Operating Expense	\$10,097.82
Total - Other Expense	\$10,097.82
Net Other Income	\$326,644.53
Net Income	\$457,825.88

Duluth Airport Authority
Balance Sheet
End of Jan 2024

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$6,359,333.52
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$44,646.52
Accounts Receivable Billed	\$565,524.90
Accrued Receivable	\$22,029.61
Grants Receivable	\$4,775,543.74
ST Lease Receivable	\$77,794.05
Total Accounts Receivable	\$5,485,538.82
Other Current Asset	\$392,314.66
Total Current Assets	\$12,237,187.00
Fixed Assets	
Accumulated Depreciation	(\$152,234,067.04)
Capital Assets	\$265,308,374.21
Work in Progress	\$21,716,177.54
Total Fixed Assets	\$134,790,484.71
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	\$153,567,531.33
Liabilities & Equity	
Current Liabilities	
Accounts Payable	\$3,606,330.35
Credit Card	\$5,806.88
Other Current Liability	
Accrued Expense	(\$6,100.00)
Accrued Interest	\$10,097.78
Accrued Sales Taxes Payable - All	\$10,953.68
Accrued Vacation	\$122,778.26
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	\$955,000.00
Unearned Revenue - Current	\$79,168.90
Unearned Revenue - Non Current	\$81,784.85
Total Other Current Liability	\$3,654,372.84
Total Current Liabilities	\$7,266,510.07
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$3,210,000.00
Net Pension Liability	\$1,647,368.00
Total Other Post Employment Benefit Liability	\$3,451,083.45
Total Long Term Liabilities	\$8,308,451.45
Equity	
Contributed Equity	\$16,621,668.70
Retained Earnings	\$120,829,110.15
Net Income	\$541,790.96
Total Equity	\$137,992,569.81
Total Liabilities & Equity	\$153,567,531.33

VII. - H.

**Duluth Airport Authority
Duluth A/R Aging Report
As of March 7, 2024**

Customer	60 Days Open Balance	90 Days Open Balance	>90 Days Open Balance	Total Open Balance
Avis Rent A Car	\$0.00	\$0.00	\$0.00	\$2,180.90
Beier Properties, LLC	\$2,941.03	\$0.00	\$0.00	\$2,941.03
Bemidji Aviation	\$0.00	\$0.00	\$0.00	\$919.02
BKR Investments DBA Duluth Pack	\$250.00	\$250.00	\$500.00	\$1,250.00
Brenholdt, Jacob	\$51.00	\$51.00	\$0.00	\$102.00
Brown, James	\$0.00	\$0.00	\$0.00	\$264.02
Budget Rent A Car	\$0.00	\$0.00	\$0.00	\$1,862.75
Case, Ronald Jr.	\$0.00	\$0.00	\$0.00	\$51.00
Churchill, Sean	\$47.72	\$95.44	\$0.00	\$397.44
Cirrus Design Corporation	\$0.00	\$0.00	\$1,045.76	\$24,840.04
City of Duluth	\$0.00	\$0.00	\$2,080.00	\$3,915.34
Civil Air Patrol	\$989.25	\$0.00	\$0.00	\$989.25
Clobes, Nathan	\$153.00	\$0.00	\$0.00	\$153.00
Cohen, Marc	\$0.00	\$0.00	\$0.00	\$51.00
Dal Santo, Frances M	\$254.28	\$0.00	\$0.00	\$503.43
Delta Airlines	\$0.00	\$0.00	\$0.00	\$60,917.46
DeSutter, Peter	\$0.00	\$0.00	\$0.00	\$51.00
Divine Carriers	\$147.60	\$147.60	\$404.80	\$847.60
Dudley Bruce	\$0.00	\$0.00	\$90.00	\$90.00
Duluth Hangar, LLC	\$0.00	\$0.00	\$0.00	\$869.48
Duluth Seaway Port Authority	\$0.00	\$2,093.23	\$0.00	\$2,093.23
Dunker, Christopher L	\$0.00	\$0.00	\$9,103.20	\$9,103.20
Ellefson, Nicholas	\$0.00	\$0.00	\$0.00	\$490.72
Enterprise Leasing Company	\$0.00	\$0.00	\$0.00	\$5.45
Federal Aviation Administration	\$0.00	\$0.00	\$0.00	(\$265.00)
FeraDyne Outdoors	\$6,837.00	\$0.00	\$0.00	\$6,837.00
General Services Administration	\$0.00	\$0.00	\$0.00	\$5,631.76
Goritchan Boris	\$0.00	\$0.00	\$2,004.00	\$2,004.00
Griffith Evans	\$0.00	\$0.00	\$0.00	\$90.00
Hagberg, Rick	\$0.00	\$0.00	\$0.00	\$254.28
Hall John	\$0.00	\$0.00	\$0.00	\$315.47
Harris, Melissa	\$153.00	\$0.00	\$0.00	\$153.00
Hatfield, Dan	\$254.28	\$0.00	\$0.00	\$508.56
Hermantown Hydraulics	\$714.90	\$714.90	\$96.88	\$2,241.58
Hillman Colin	\$0.00	\$0.00	\$0.00	\$300.00
Hunstad, Nicholas	\$0.00	\$0.00	\$0.00	\$114.83
HydroSolutions Of Duluth, Inc.	\$0.00	\$0.00	\$0.00	\$3,466.75
Johnson, Josiah H	\$0.00	\$0.00	\$0.00	\$189.92
Johnston, Paul	\$0.00	\$0.00	\$0.00	\$254.28
K & D Auctions	\$0.00	\$0.00	(\$3,472.44)	(\$3,721.44)
Kleen-Tech Services, LLC	\$0.00	\$0.00	\$708.69	\$1,438.66
Lake Superior College	\$0.00	\$0.00	\$0.00	\$34,468.27
Lake Superior Helicopters	\$0.00	\$0.00	\$0.00	\$6,741.04
Lucero Andrew	\$0.00	\$0.00	\$0.00	\$90.00
Mark Marino	\$2,150.53	\$0.00	\$0.00	\$2,150.53

Minnesota Air National Guard	\$0.00	\$0.00	\$0.00	\$5,371.43
Minnesota Department of Transportation	\$1,422,446.18	\$94,795.92	\$338,158.69	\$2,439,546.69
Minnesota Power	\$0.00	\$0.00	\$0.00	\$16,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$400.00
Monaco Air Duluth	\$0.00	(\$2,326.95)	\$0.00	\$4,519.39
Mountain Air Cargo	\$0.00	\$0.00	\$0.00	\$1,695.00
Northland Constructors, Inc.	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC	\$0.00	\$0.00	\$0.00	\$120.00
On Site Enterprises, Inc	\$0.00	\$0.00	(\$2.00)	(\$2.00)
Opack Matthew Jr.	\$0.00	\$0.00	\$0.00	\$249.15
Parking Lot Miscellaneous Customers	\$0.00	\$0.00	\$0.00	(\$7,524.00)
Parthe, Lance	\$329.02	\$329.02	\$276.64	\$1,263.70
Payne, Robert	\$0.00	\$276.64	\$0.00	\$605.66
Pfaltzgraff, George	\$0.00	\$0.00	\$0.00	\$745.00
Premium Air, LLC	\$0.00	\$0.00	\$65.00	\$65.00
Rehabilitation Counselors, Inc.	\$0.00	\$0.00	(\$75.00)	(\$75.00)
RS&H	\$0.00	\$0.00	\$0.00	\$2,641.77
Safstrom Jon	\$153.00	\$0.00	\$0.00	\$153.00
St. Luke's Hospital	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Stevens, Mike	\$0.00	\$0.00	\$0.00	\$254.28
Sun Country, Inc. dba Sun Country Airlines	\$0.00	\$2,459.04	(\$5.04)	\$3,957.72
Sundquist, Margie	\$0.00	\$0.00	\$0.00	\$51.00
Sydow Dan	(\$65.00)	\$329.01	\$0.00	\$593.03
The Landline Company	\$3,786.19	\$0.00	\$0.00	\$4,404.38
Transportation Security Administration	\$0.00	\$0.00	\$0.00	\$9,139.90
unifi	\$4,147.00	\$0.00	\$0.00	\$4,147.00
United Airlines	\$0.00	\$0.00	\$0.00	\$99.31
Williams, Ron	\$0.00	\$0.00	\$0.00	\$254.28
Total	\$1,455,739.98	\$99,214.85	\$350,979.18	\$2,677,009.04

VII. - I. February Airline Statistics

Month	DELTA					UNITED					SUN COUNTRY					CHARTERS - SUN COUNTRY				
	2024 Enplanements		2024 Deplanements		Total	2024 Enplanements		2024 Deplanements		Total	2024 Enplanements		2024 Deplanements		Total	2024 Enplanements		2024 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	
JAN	5,411	119	4,885	151	10,566	2,540	46	2,309	44	4,939	-	-	-	-	-	182	0	180	0	362
FEB	4,823	150	5,916	155	11,044	2,654	56	2,641	46	5,397	1,434	1	1,117	1	2,553	0	0	0	0	-
MAR					-					-					-					-
APR					-					-					-					-
MAY					-					-					-					-
JUN					-					-					-					-
JUL					-					-					-					-
AUG					-					-					-					-
SEP					-					-					-					-
OCT					-					-					-					-
NOV					-					-					-					-
DEC					-					-					-					-
Total	10,234	269	10,801	306	21,610	5,194	102	4,950	90	10,336	1,434	1	1,117	1	2,553	182	0	180	0	362

2024 Landline Passengers

Arrivals

Departures

	Arrivals				Departures				2023		
	Revenue	Non-Rev	Seats (AU)	Total	Revenue	Non-Rev	Seats (AU)	Total	Grand Total	Grand Total	Inc /Dec
January	446	732	1,104	1,178	732	17	1,104	1,853	3,031	2,206	825
February	614	13	1,150	627	703	16	1,150	1,869	2,496	2,064	432
March				-				-	-	2,266	-
April				-				-	-	2,328	-
May				-				-	-	1,601	-
June				-				-	-	1,558	-
July				-				-	-	1,879	-
August				-				-	-	1,697	-
September				-				-	-	902	-
October				-				-	-	1,083	-
November				-				-	-	1,190	-
December				-				-	-	1,616	-
	1,060	745	2,254	1,805	1,435	33	2,254	3,722	5,527	20,390	1,257