



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, June 18th, 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 Jeff Anderson will appear remotely via interactive technology from the following public location:
202 7th St W, St Paul, MN 55155

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

[Download Teams](#) | [Join on the web](#)

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 JUNE 18, 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 May 15, 2024 Board Meeting Minutes

III. *DAA CASH DISBURSEMENTS

A. Operating Check Registers #12-15 of 2024; Operating ACH Payment Register #12-16 of 2024; Construction ACH Register #7 of 2024; Construction ACH Pay.gov Register #2 of 2024.

IV. *CORRESPONDENCE

A. DLH Construction Notice

- i. May 16, 2024
- ii. May 24, 2024
- iii. June 3, 2024
- iv. June 7, 2024

B. DLH Building 100 Demolition Construction Notice

- i. May 13, 2024
- ii. June 11, 2024

C. DYT Construction Newsletter.

- i. May 15, 2024
- ii. June 12, 2024

D. May 14, 2024: Duluth Airport Authority Celebrates First Set of Hangars Built in 25 Years. Fox21Online.

E. May 14, 2024: Duluth Airport Authority celebrates new hangar project. Northern News Now.

F. June 5, 2024: Letter from Ryan Kern, President/Founder of Duluth Airshow.

G. June 10, 2024: Email and Response regarding Data Practices Request for Midfield Ramp.

V. OPPORTUNITY FOR PERSONS TO BE HEARD



VI. OLD BUSINESS

None

VII. NEW BUSINESS

- A. Resolution to Approve Amendment #1 between the Duluth Airport Authority and EXP, Inc, for the Design of a New Air Traffic Control Tower.
- B. Resolution to Approve the Retailer Concession Contract and Addendum Between the Duluth Airport Authority and Minnesota State Lottery.
- C. Resolution to Approve the Termination of Sky Harbor Hangar 1 Seasonal Hangar Lease and the Air Tour Operator Agreement effective May 1, 2024, Between the Duluth Airport Authority and Weidendorf Investments LLC DBA Scenic Airrides.
- D. Resolution to Approve an Increased Maximum Price of \$110,000 on the Property and Equipment Insurance Agreement with the City of Duluth.
- E. Resolution to Approve FY25 Marketing Plan and to Authorize Giant Voices to Place Media on Behalf of the DAA.
- F. Resolution Approving the Creation of a Duluth Airport Authority Task Force on Fixed Based Operator Acquisition
- G. Resolution to Approve Employee Incentive Award to Tristan Durfee in the amount of \$1,000.00.
- H. Resolution to Approve the Selection of Duluth Airport Authority Officers effective July 1, 2024.
- I. *April 2024 Financial Reports
- J. *June 2024 Accounts Receivable
- K. *May 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: June 18, 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)
 - H&U Introduction
 - 2024 Airshow Recap
- Construction:
 - Building 100 Demo
 - Taxiway A – Phase 3 Construction
- Operations and Maintenance:
 - Part 139 Inspection Preview
- Sky Harbor:
 - New Sky Harbor Airport Terminal
 - New Snow Removal Equipment Building
 - Cessna 180/185 Fly-in Recap

BUSINESS/PROPERTY DEVELOPMENT

- Life Link Project Kick Off Recap
- Airport Economic Development Summit
- FBO Acquisition Due Diligence

FINANCIAL UPDATE

- Audit Update
- 2025 Budget Kick-Off & Cycle

MARKETING/COMMUNICATIONS

- Sky Harbor Ribbon Cutting (July 10)
- Sky Harbor Art Show (June 15-30)



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LEGISLATIVE UPDATE

- HF5157 & SF5242 DLH ATCT Bill
- Upcoming Airport Terminal Program Grant Application
- \$45.9M to restore the LEO Reimbursement Program in FY25 DHS Appropriations Bill

PRESENTATIONS/TOURS/TRAVEL RECAP

- JumpStart Conference & Congressional Staff Meetings

OTHER

- NSR

Submitted by,

Tom Werner, A.A.E.
Executive Director



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Duluth Airport Authority

Meeting Minutes

May 15, 2024

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

DIRECTORS PRESENT: Kim Maki
Kevin O'Brien
Michael Henderson
Sandy Hoff

DIRECTORS PARTICIPATING VIA ELECTRONIC MEANS:
Jeff Anderson

DIRECTORS ABSENT: Jason Crawford
Elissa Hansen

OTHERS PRESENT: Tom Werner, DAA Executive Director
Mark Papko, DAA Dir. of Operations
Jana Kayser, DAA Dir. of Business Development
Joelle Bodin, DAA Dir. of Finance and Administration
Natalie Baker, DAA Dir. of Marketing and Communications
Jenny Delnay, DAA Administrative Coordinator
Eli Stayer, DAA Summer Intern

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Kathy Leon, DAA Confidential Bookkeeper
Robb Enslin, Duluth City Attorney
Don Monaco, Monaco Air Duluth
Dante Tomassoni, Cirrus
Paul Huston, HNTB

CALL TO ORDER: Dir. Maki called the DAA board meeting to order at 1:00 p.m. Dir. Maki noted that Dir. Anderson is attending virtually, and Dirs. Henderson, O'Brien and Hoff are in person. Dir. Maki welcomed Dir. Hoff to his first meeting. Dir. Hoff introduced himself and shared his excitement to be on the DAA Board.

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. He shared that passenger numbers are linked to capacity. Load factors are still good, however down compared to previous months. United averaged over 90% load factors, Delta averaged in the mid-80%, and Sun Country was below 60%. Mr. Werner noted that he is meeting with Sun Country next week, so looks forward to hearing their reaction to how the season went and the possibility of routes returning next week. United's market share will grow over the summer as they are adding additional seats this summer.



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- Mr. Werner shared benchmarking comparisons for Q4-2023, using other airports in the region, including MSP, FAR, and ROC. He shared that the goal is to stay within \$100 of MSP's fares to avoid leakage, which is met for this quarter. Other regional markets are seeing similar fares.
- Mr. Werner shared that Delta is expected to meet their scope clause ceilings for regional jet flights per pilot union contracts this fall. This means that it would be harder for DLH to get additional flights if this cap is reached. Mr. Werner shared that American and United are also approaching similar ceilings.
- Mr. Werner shared that summer capacity is looking good, with United capacity up 37% over last year. There was a slight depression in last year's numbers, but that is expected to be reversed this year. Seat counts will be within 16% of 2019 levels and on par with 2017/2018 levels.
- Mr. Werner is attending the Jumpstart conference next week and will meet with 7 different airlines.
- Delta will be adding a fourth departure after July 7th. United is adding a 4th departure to support cruise days and August-October, which could be extended if successful.
- Mr. Werner reminded the board that the Denver Business case was reviewed at the last board meeting, including the cost and revenue structures. There will be more discussions on this over the summer to decide the outcome of this route.
- Dir. Maki inquired about the purpose of the scope clause ceilings and if it could be renegotiated.
 - Mr. Werner shared that the Pilot Unions want to limit the number of smaller jets in favor of larger jets associated with higher pay. He thought it unlikely it would be renegotiated.

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

- **Airshow:** Mr. Papko shared that it is Airshow week, with prep starting on Monday. There have been additional challenges with it being early this year. The "Green Lot" will not be utilized this year due to standing water, which will pose a challenge for public access, but does allow for Runway 3/21 to remain open. The Thunderbirds Advance Team arrives tomorrow and TFRs are in place for Friday, Saturday and Sunday. An invitation to attend has been extended to DAA Staff and Directors.
- **Air Traffic Control Tower Update:** 35% design review has been completed. There will be work with the zoning committee coming soon.
 - Building 100 demolition has taken place as an enabling project for the ATCT. This contract was approved, signed, and the building has come down since the last board meeting. There were some items found in the sub-soil and one component tested positive for asbestos, but less complications than expected. Some of these items were taken care of and others were carefully documented to be addressed when the Tower work starts. This will also help H+U's cost estimates for their GMP for the project. Overall, Mr. Papko noted that the Building 100 demolition project went well and there was great communication with the contractors.
- **Taxiway A Phase 3 construction** is starting Monday/Tuesday next week, after the airshow is completed on Sunday, with planes leaving Monday-Wednesday. There will be impacts to both Runways 3/21 and 9/27 at different points throughout the summer. It is a large project to undertake. Starting in August, FedEx aircraft will park at the terminal as access to their building will be limited. They have been understanding of this project as they see the long-term benefits. This project will also remediate a "Hot Spot" as



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identified by the FAA as a non-standard intersection due to the awkward geometry in the area. This will lead to increased safety.

- Sky Harbor Update: The soft opening of the Terminal will be on May 29th, in time for the May Flying Event, with about 40-50 CESNAs flying in. There are contingency plans for parking options for these aircraft. The DLH Operations Team will be there to support Mr. Durfee during this time. Planning has been happening for the last 12 months and it should be a good event.
 - Construction on the Terminal and SRE are both going well. Mr. Papko will be doing a punch list walkthrough in the next weeks.

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

- Summer Intern Introduction – Ms. Kayser welcomes Mr. Eli Strayer as the DAA intern who is from Tennessee and started on Monday. Ms. Kayser is excited to have him. This internship is spread throughout all departments to get a well-rounded experience.
 - Mr. Strayer shared that he is excited to learn more about the airport, each department and the city this summer.
- Airport Economic Development Summit Save the Date – These have been sent out to all Board Members. This Summit is for DAA partners and other airports to understand the complexities of building on an airport. Ms. Kayser noted that sharing this information can lead to better development in the future. This is being done in partnership with MnDOT and registration will be coming soon.
- LSC Lease Renewal – Ms. Kayser shared that the lease for Hangar 103 expires next summer and LSC asked about the renewal. Ms. Kayser shared that there are still 5 years left on the debt service for this building. LSC had requested a reduction in rent, but Ms. Kayser has responded that this reduction cannot happen until the debt service is completed. The details of the renewed lease are still being worked through, but may include addressing safety issues regarding snow at the entrance and removing a part of the building from the lease that is not being utilized.
- NBDA Project Update – Ms. Kayser shared that LifeLink was the only responder to the RFP for this area. The Kickoff meeting for this project is scheduled for June 6th. Ms. Kayser is excited to start this project and welcome a new tenant to the airfield.
- Cirrus Expansion Update – Ms. Kayser shared they are designing a new Hush House on the west side of their campus and she is working through the details with them. This area is not currently under their lease, but is part of the Guard's lease. The Guard will permit the area to the DAA, who will lease it to Cirrus. This may not result in additional revenue, but it will be beneficial to Cirrus.
 - Mr. Werner noted that this is the best way to help Cirrus build towards expansion.
 - Mr. Papko noted that this will not impact the FAA Part 157 noise exposure maps or contour lines.
- FBO Acquisition Due Diligence – Ms. Kayser has been working with Mr. Monaco to clean up the FBO agreement and reduce the number of amendments, which have been added over the years. They are working towards having a clean contract that will be easy to transfer to a new FBO owner. She is hoping to bring this revised contract before the board in June.
 - Mr. Werner shared that he is exploring if the DAA could purchase the FBO. This is currently under review with legal counsel.
- Dir. Hoff asked if LSC's request for a reduction in rent was due to programming issues.
 - Ms. Kayser stated that they have expressed concerns about maintaining a building that they do not own, as the current lease has them responsible for



maintenance. She noted that their program is strong and growing, however many educational institutions are currently struggling.

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

- Audit Update – Ms. Bodin shared that the audit is almost complete. She received the draft financials yesterday and will complete the written component. The auditors requested information from the attorneys, which is standard, and then will conduct an audit exit conference soon.
- Quarter 1 Financial Update – Ms. Bodin shared that the financials are currently at a positive variance of the budget of \$115,000. Operating revenue is at 104% of budget, with Parking at 113% of budget. Expenses are at 95% of budget. As a reminder, 2024 budget was approved to use \$683,000 from cash reserves.
 - Ms. Bodin shared that it is DAA policy to maintain a minimum cash balance of 180 operating days of cash on hand. Currently, this is at 185 days, largely due to Grants Receivable. She will be closely monitoring this throughout construction season.
 - Net parking revenue is up 29% over 2022, with the only change to customer pricing being the increase in ramp parking. DAA is collecting \$6.57 per passenger in 2024, compared to \$4.85 in 2022.
 - There are some changes to other fees, including collecting all fees from Sun Country for the first time this year, CFCs from car rentals being collected for every day instead of the first four days, and the loss of TSA LEO reimbursement starting this month.

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

- Ranch Hangar Ribbon Cutting Recap – Ms. Baker shared that there were over 50 people in attendance at this event. She thanked Dir. Maki and Mr. Werner for speaking at the event. Overall, the event went well and received great media coverage.
- Sky Harbor will have an Art Show June 15-30 with 12 pieces on display and a small event on June 15th 1-3pm. Sky Harbor Ribbon Cutting will take place on July 10th, likely in the afternoon.
 - Dir. Maki asked if the artist had reached out to Sky Harbor to set up the Art Show.
 - Ms. Baker confirmed that was correct. The studio is called Dock 5 and is located on Park Point, so the artist was excited about the new spaces. She is finishing a current show at Split Rock then will transition to Sky Harbor.
- Ms. Baker shared 1Q24 and 4Q23 Marketing Metrics.
 - There was an additional campaign for the Fort Myers route with the \$12,000 left to spend through the end of January to introduce Sun Country as a new airline. Ms. Baker shared examples of social posts.
 - Later campaigns continued to bolster support for Sun Country, plus Delta and United, and were tailored to both leisure and business travelers.
 - Click through rates were about double industry standards with Women ages 35-44 and 45-55 being the most active. Ms. Baker noted that it was good to confirm that the target audiences were the ones the ads were reaching. More conversations will happen about how to capture those who drive to MSP.
 - Duluth and Superior accounted for 50% of impressions.
 - There was a 33% increase in website impressions, likely due to the Sun Country giveaway, but also lots from organic searches. Ms. Baker is working on a website refresh to make it more intuitive and will share more data once completed.



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

- HF5157 & SF5242 DLH ATCT Bill – There is a bonding bill in both house and senate, which is positioned as best it can. There may be impacts from unrelated politics.
- Congressionally Directed Spending Request – Mr. Werner shared DAA was targeting \$22 million for the tower. Unfortunately, there was not a qualifying program that the tower was eligible for. Mr. Werner has been communicating this disappointment with multiple legislatures in Washington. Mr. Werner is looking to tap into AIP as part of the \$42 million request this fall.
- EPA Adds PFAS as Hazardous Substance Under CERCLA – Mr. Werner shared that airports and other facilities could be held liable for contamination to drinking water. The EPA has included a provision of being able to have discretion for how to enforce this liability, including airports under this provision. The Federal Government has specified what products must be used when providing fire fighting services for aircraft. This is currently a moving target and Mr. Werner will continue to update.
- Law Enforcement Reimbursement (LEO) Program Unfunded – This program is typically around \$100,000 annually, and will be short around \$60,000 as this program did not make it into the funding package this year. Mr. Werner is working with trade organizations and congressional delegates to hopefully get reinstated for 2025.
- The House passed FAA reauthorization this morning and it will go to the president's desk. Mr. Werner will share some of the good new programs next month.

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

- Minnesota Council of Airports Conference – Mr. Werner shared that DAA Senior Staff attended this great conference. Most of the public airports across the state attended. Mr. Werner noted that it was good to hear what was going on around the state.

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

- Organizational Roadmap 2030 – Mr. Werner shared that several months ago, he had presented brief results of the Organizational Study for the Operations Department. That led to a Compensation Study for the entire organization. The objective was to ensure staffing levels align to accomplish the mission of the DAA, to attract and retain talent and to maintain a healthy culture and work/life balance.
- Operations Department Organizational Study:
 - ADK Executive Searched performed this study focused on workload and staffing in Operations, Maintenance, and Capital Improvement Projects.
 - Recommendations from this study included:
 - Complete a Salary Study (this has already been completed)
 - Reduce or eliminate over hires/temporary employees
 - Employ Asset Management software on landside, similar to what is already done on airside.
 - Separate Airport Operations oversight from planning and construction, possibly by creating a separate Director of Planning and Construction position.
 - Finance/HR staffing alignment. There is currently a vacant position in the Finance Department, so utilizing this vacancy to best meet the current needs and build redundancies into this department.



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- The Current organizational chart was shared. There are 23 FTEs, with the Finance Technician position currently vacant. Currently, DAA is transitioning to full time staff and reducing temp/over hire positions.
- Compensation Study:
 - ADK Executive Search also completed the Compensation Study for all existing and proposed positions. It included 9 airports similar in size and climate plus other public entities and included Cost of Living adjustments.
 - Overall, entry level positions aligned with the comparison group. However, senior staff positions were under compensated. Most positions' salary scales were out of alignment with the comparison group (either the top of the scale, bottom of the scale, or both).
 - Since the Union represents most employees, Mr. Werner shared they are still working on how to adjust those scales. The managers are non-union, so it is easier to adjust their scales.
- Organizational Roadmap:
 - Mr. Werner shared financials looking forward with the anticipated growth of revenue, predicted expenses, and operating debt service. He also reviewed the Capital Improvement plan and Asset Management plan. Per the reviewed financials, Mr. Werner shared that the projections show the DAA has the capacity to make smart changes in the staffing.
 - Dir. Hoff inquired how the potential FBO acquisition fit into the plans and if it could be operated as a for profit business.
 - Mr. Werner shared that is not reflected in the shared plans. If that happens, it should hopefully boost financials, but hard to say until a formal business plan is written.
 - The Study recommended implementing scale adjustments to match the findings. Most positions would see a change in some level of their scale. Senior Staff have received salary adjustments retractive to January 1st.
 - Mr. Werner shared his desired end state, to include:
 - Separate Operations Director and Planning and Construction Director
 - Temporary employees are eliminated and replaced by permanent maintenance employees added to facilities, airfield and fleet management.
 - Technology is used to assist with asset management for workflow efficiency and tracking.
 - Financial Department is fully staffed.
 - Pay scales are competitive based on the findings of the study. (Additional work will need to be done with the union to achieve this).
- Mr. Werner stated that this work has been tasked to him per his contract. There is no board approval needed to move forward with these recommendations, but he is open to comments or advice from board members. Mr. Papko will be taking the lead on the majority of the phasing plan, as it is mostly affecting his department.
- 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 April 16, 2024 Meeting Minutes
 - Dir. Maki entertained questions or a motion.



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- Motion: Dir. O'Brien
- Second: Dir. Henderson
- Abstain: None
- Result: This resolution was adopted unanimously by roll call.

III. *DAA CASH DISBURSEMENTS

- A. Operating Check Registers #9-11 of 2024; Operating ACH Payment Register #9-11 of 2024; Construction ACH Register #6 of 2024; Construction ACH Pay.gov Register #1 of 2024.

IV. *CORRESPONDENCE

- A. DLH Building 100 Demolition Construction Notice
 - i. April 18, 2024
 - ii. May 6, 2024
- B. April 15, 2024: DYT Construction Newsletter.
- C. April 10, 2024: Duluth Airport Authority Displays Plans for New Air Traffic Control Tower. Fox21Online.
- D. April 10, 2024: Duluth International Airport showcases Air Traffic Control Tower replacement plans. WDIO.
- E. April 11, 2024: Duluth Airport leaders shares latest plans for multi-million dollar project. Northern News Now.
- F. April 11, 2024: Duluth airport to replace traffic control tower – the third-oldest in US. Duluth News Tribune.
- G. April 18, 2024: Reinstate Law Enforcement (LEO) Reimbursement Program Funding. Letter to Congressman Pete Stauber.
- H. April 29, 2024: Airport Alert: Lawmakers Reach Agreement on Final FAA Bill. AAE Federal Affairs Email.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

- A. None.

VI. OLD BUSINESS

- A. None.

VII. NEW BUSINESS

- A. Resolution to Approve Task Order #2 of the Decomm Aviation Consulting Master Services Agreement for Fixed Based Operator Acquisition Consulting Services
 - Mr. Werner shared that he has been talking with board members regarding the potential acquisition and potential benefits of the DAA acquiring an FBO. Mr. Werner advised that this resolution would bring in expertise from someone who has worked with airports acquiring FBOs before. He pointed out that there is already a Master Agreement with Mr. DeCoster, which this would fall under. The total amount of fees are unknown, but the rates are listed. Mr. Werner recommended approval.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.



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- B. Resolution to Accept and Award State Grant Agreement for the 2024 Mower and Attachments Acquisition at the Sky Harbor Airport and Seaplane Base, in the amount of \$280,330.00.
- Mr. Papko shared that this is a new Grant. Last year, after the DAA budget was passed, the State of MN came out with a competitive equipment program. It has been a long time since the airport has gotten equipment from the state. Airports can apply for up to \$200,000 for equipment. The DAA applied for a new tractor for Sky Harbor, which could be used for both snow removal and mowing at DYT and DLH. The local match for this grant would be \$84,000 with state funding at \$196,000. Without this grant, equipment would be 100% locally funded. It is unlikely to receive any federal funding for this type of equipment. Mr. Papko recommended approval.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Anderson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- C. Resolution to Accept and Award State Grant Agreement for the 2024 Terminal Plow/Sander at the Duluth International Airport, in the amount not to exceed \$153,988.61.
- Mr. Papko shared that the above grant program had a second round that DAA was eligible to apply for. This piece of equipment was in the first draft of the DAA's 2024 budget but did not make the final budget. Mr. Papko was notified the DAA would be receiving this grant about two weeks ago, so was not able to get updated/finalized numbers, but he is estimating the final number to be closer to \$100,000 but will not exceed the amount listed in the resolution. This would be replacing a 2005 truck and is needed equipment.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. O'Brien
 - Second: Dir. Hoff
 - Abstain: None
 - Dir. Maki expressed her gratitude to Mr. Papko for being on the ball and being able to take new opportunities as they arise.
 - Result: This resolution was adopted unanimously by roll call.
- D. Resolution to Accept and Award the Contract for the Acquisition of Snow Removal Equipment – Wheel Loader at the Duluth International Airport (DLH) between the Duluth Airport Authority and Zeigler Inc. Contingent on an Approved Buy American Waiver in the amount of 829,295.00.
- Mr. Papko shared this is being procured with federal entitlement funds. As a reminder, the DAA receives around \$1.6-1.7 million each year from the FAA. This is typically used for matching funds for taxiway projects. The last couple of years, the DAA has been looking to use these funds for higher priority items, such as snow removal equipment. This additional equipment is partially due to the recent additional impervious surfaces that have been added to the airfield. There was an RFP process completed for this equipment. It initially came in around \$688,000 but has been increased to \$829,000 with the additional pieces needed, which the FAA understands. This is on the CIP plan.
 - Dir. O'Brien asked if there was an existing loader the DAA could sell.
 - Mr. Papko shared that there is a "snowball effect" with this equipment. Pieces will be moved around from airside to landside and eventually there will be something that leaves, but not sure what yet.



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- Dir. Maki asked for explanation on the Buy American Waiver contingency.
 - Mr. Papko shared that per FAA regulations, it needs to be certified that the equipment is 100% American made or complete a waiver for any components not from America. This is completed on all federally funded items, but typically is completed before being presented to the board.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hoff
 - Second: Dir. O'Brien
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- E. Resolution to Approve Amendment No. 1 to Work Order KACC 2023-01 between Duluth Airport Authority and Kraus Anderson Construction Company.
- Ms. Kayser shared that this is a basic amendment to reimburse Kraus Anderson for the permits with the City of Duluth for the Ranch Hangar project, per the DAA request for them to handle these permits.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Hoff
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- F. Resolution Authorizing an Agreement to Insure Certain Duluth Airport Authority Property and Equipment Under the City of Duluth's Property and Boiler Insurance Policies.
- Ms. Bodin shared this is a renewal of the Insurance policies. The Insurance Companies remain the same, with the only changes being price and updating exhibits to match the new properties, including the Ranch Hangars and Sky Harbor buildings.
 - Dir. Maki entertained questions or a motion.
 - Motion: Dir. Hoff
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- G. Resolution Authorizing an Amended Annual Salary Compensation of \$172,614 for Thomas J. Werner, Executive Director, to be Effective Retroactively as of January 1, 2024.
- Dir. Maki shared that in December each year, the board reviews the compensation of the Executive Director. There have been questions the last couple years about if Mr. Werner's compensation was in line with similar positions. The Compensation Study confirmed that his current salary is not in line with market competition. This adjustment would bring it to the 50th percentile of the compensation study.
 - Dir. O'Brien noted that he, Dir. Henderson and Dir. Anderson were tasked to review other Executive Director's salary at similar airports and agreed that this amount was in line with what they found as well.
 - Dir. Maki noted that this will be retroactive to January 1st, to stay consistent with what Mr. Werner has done with other staff who have received adjustments.
 - Dir. Maki made the motion.
 - Second: Dir. Obrien
 - Abstain: None



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- Result: This resolution was adopted unanimously by roll call.

- H. *March 2024 Financial Reports
- I. *May 2024 Accounts Receivable
- J. *April 2024 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

- A. Mr. Werner reminded the board that next month will include the election of new officers.

ADJOURN: A motion to adjourn was made by Dir. Henderson and seconded by Dir. O'Brien. The meeting was adjourned at 2:59 p.m.

Respectfully submitted,

Jenny Delnay
Administrative Coordinator

Tom Werner

Digitally signed by Tom
Werner
Date: 2024.05.28
12:13:41 -05'00'

Approved: _____

DAA Executive Director

III. Cash Disbursements

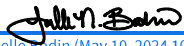
**DAA Operating Check Register #12-2024
May 13, 2024**

Document Number From 12143 through 12150

Document Number	Date	Transaction Type	Payee	Amount
12143	5/13/2024	BILLPMT	Cartier Agency	\$18,150.00
12144	5/13/2024	BILLPMT	City Of Duluth Comfort Systems	\$16,393.19
12145	5/13/2024	BILLPMT	Linde Gas & Equipment Inc.	\$82.49
12146	5/13/2024	BILLPMT	Minnesota Power	\$36,130.89
12147	5/13/2024	BILLPMT	Northern Tool & Equipment	\$899.99
12148	5/13/2024	BILLPMT	Shel/Don Group Inc.	\$190.96
12149	5/13/2024	BILLPMT	Sherwin-Williams Co.	\$197.90
12150	5/13/2024	BILLPMT	State of MN Depart of Public Safety EPCRA Program	\$100.00
Total				<u>\$72,145.42</u>



Airport Director



Joelle Bodin (May 10, 2024 10:24 CDT)

Finance Director

Tom Werner

Executive Director



Kim Maki (May 17, 2024 11:55 CDT)

Board President



Jos Bailey (May 10, 2024 11:20 CDT)

City Treasury












Operating Check Register #12-2024

Final Audit Report

2024-05-17


Created:	2024-05-10
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYWQLEKM4LDoNZCiEkj9-yfVqKQaRIAB1

"Operating Check Register #12-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-10 - 2:58:45 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-10 - 2:58:48 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-10 - 2:58:48 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-10 - 2:58:49 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-10 - 2:58:49 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-10 - 2:59:09 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-10 - 2:59:53 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-05-10 - 3:19:56 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-05-10 - 3:24:47 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-10 - 4:20:36 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-05-10 - 4:20:43 PM GMT - Time Source: server

 Email viewed by makik@stlouiscountymn.gov

2024-05-17 - 4:54:30 PM GMT

 Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki

2024-05-17 - 4:55:11 PM GMT

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)

Signature Date: 2024-05-17 - 4:55:13 PM GMT - Time Source: server

 Agreement completed.

2024-05-17 - 4:55:13 PM GMT

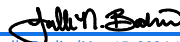
**DAA Operating Check Register #13-2024
05/10/2024 & 05/15/2024**

Document Number From 12151 through 12156

Document Number	Date	Transaction Type	Payee	Amount
12151	5/15/2024	BILLPMT	Baker, Natalie	\$60.00
12152	5/15/2024	BILLPMT	City Of Duluth Comfort Systems	\$182.02
12153	5/10/2024	RFND	Duluth Flying Club	\$885.92
12154	5/15/2024	BILLPMT	Minnesota Pollution Control Agency	\$937.69
12155	5/10/2024	RFND	Monaco Air Duluth	\$2,001.47
12156	5/15/2024	BILLPMT	Taylor, Dan	\$60.00
Total				<u>\$4,127.10</u>



Airport Director




Joelle Bodin (May 15, 2024 14:51 CDT)

Finance Director


Tom Werner

Executive Director



Kim Maki (May 15, 2024 15:34 CDT)

Board President



Jos Bailey (May 15, 2024 15:10 CDT)

City Treasury












Operating Check Register #13-2024

Final Audit Report

2024-05-16

Created:	2024-05-15
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtaLgiCWscxopf3cdGO9RiH773144qXy

"Operating Check Register #13-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-15 - 7:50:00 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-15 - 7:50:05 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-15 - 7:50:05 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-15 - 7:50:05 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-15 - 7:50:05 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-05-15 - 7:51:13 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-05-15 - 7:51:35 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-15 - 8:10:15 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-05-15 - 8:10:21 PM GMT - Time Source: server
-  Email viewed by makik@stlouiscountymn.gov
2024-05-15 - 8:34:13 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-15 - 8:34:24 PM GMT

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)

Signature Date: 2024-05-15 - 8:34:26 PM GMT - Time Source: server

 Email viewed by Tom Werner (twerner@duluthairport.com)

2024-05-16 - 12:44:49 PM GMT

 Document e-signed by Tom Werner (twerner@duluthairport.com)

Signature Date: 2024-05-16 - 12:44:57 PM GMT - Time Source: server

 Agreement completed.

2024-05-16 - 12:44:57 PM GMT

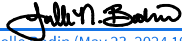
**DAA Operating Check Register #14-2024
May 20 and May 24, 2024**

Document Number From 12157 through 12163

Document Number	Date	Transaction Type	Payee	Amount
12157	5/24/2024	CHK	Citi Cards	\$5,485.60
12158	5/24/2024	BILLPMT	Curtis Oil & Propane	\$451.82
12159	5/20/2024	RFND	Kern & Kompany	\$1,600.00
12160	5/24/2024	BILLPMT	Sherwin-Williams Co.	\$164.44
12161	5/24/2024	BILLPMT	Tars and Stripes	\$2,000.00
12162	5/24/2024	BILLPMT	Thyssen Krupp Airport Systems, Inc.	\$2,365.00
12163	5/24/2024	CHK	WF Bus Payment Processing - Tom	\$76.42
Total				\$12,143.28



Airport Director

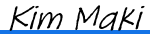


[Joelle Bodin \(May 23, 2024 19:12 CDT\)](#)

Finance Director

Tom Werner

Executive Director



[Kim Maki \(May 23, 2024 14:29 CDT\)](#)

Board President



[Jos Bailey \(May 23, 2024 15:01 CDT\)](#)

City Treasury












Operating Check Register #14-2024

Final Audit Report

2024-05-24

Created:	2024-05-23
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEJbjfBmR_cWPRbS42nofpb6qgN0b-MfD

"Operating Check Register #14-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-23 - 7:23:12 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-23 - 7:23:18 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-23 - 7:23:18 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-23 - 7:23:18 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-23 - 7:23:18 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2024-05-23 - 7:29:17 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-23 - 7:29:30 PM GMT
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2024-05-23 - 7:29:32 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-23 - 7:30:08 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-23 - 7:30:29 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-23 - 8:01:38 PM GMT

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

Signature Date: 2024-05-23 - 8:01:45 PM GMT - Time Source: server

 Email viewed by Joelle Bodin (jbodin@duluthairport.com)

2024-05-24 - 0:11:36 AM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)

Signature Date: 2024-05-24 - 0:12:04 AM GMT - Time Source: server

 Agreement completed.

2024-05-24 - 0:12:04 AM GMT

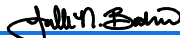
**DAA Operating Check Register #15-2024
May 31, 2024**

Document Number From 12164 through 12169

Document Number	Date	Transaction Type	Payee	Amount
12164	5/31/2024	BILLPMT	Duluth Tire And Oil, Inc.	\$60.00
12165	5/31/2024	BILLPMT	Federal Express Corporation	\$177.14
12166	5/31/2024	BILLPMT	NAPA Auto Parts	\$1,010.85
12167	5/31/2024	BILLPMT	Northern Tool & Equipment	\$114.98
12168	5/31/2024	BILLPMT	NorthStar Ford	\$191.10
12169	5/31/2024	BILLPMT	U.S. Customs and Border Protection	\$4,974.10
			Total	<u>\$6,528.17</u>



Airport Director




Joelle Bodin (May 31, 2024 11:10 CDT)

Finance Director


Tom Werner

Executive Director



Kim Maki (May 30, 2024 10:46 CDT)

Board President



Jos Bailey (May 30, 2024 10:47 CDT)

City Treasury












Operating Check Register #15-2024


Final Audit Report

2024-05-31

Created:	2024-05-30
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAARGL5CT92se-00u24gFDSero-OsRa3cny

"Operating Check Register #15-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-30 - 3:42:28 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-30 - 3:42:31 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-30 - 3:42:31 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-30 - 3:42:31 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-30 - 3:42:31 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-30 - 3:43:51 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-30 - 3:44:04 PM GMT - Time Source: server
-  Email viewed by makik@stlouiscountymn.gov
2024-05-30 - 3:46:43 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-30 - 3:46:55 PM GMT
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2024-05-30 - 3:46:57 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-30 - 3:47:41 PM GMT

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

Signature Date: 2024-05-30 - 3:47:53 PM GMT - Time Source: server

 Email viewed by Joelle Bodin (jbodin@duluthairport.com)

2024-05-31 - 4:10:48 PM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)

Signature Date: 2024-05-31 - 4:10:57 PM GMT - Time Source: server

 Agreement completed.

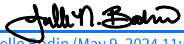
2024-05-31 - 4:10:57 PM GMT

**DAA Operating ACH Payment Register #12-2024
May 10, 2024**

Confirmation #1300165

Document Number	Date	Transaction Type	Payee	Amount
00000128/1	5/10/2024	BILLPMT	1 MediaUSA Advertising Inc	\$1,115.00
00000128/10	5/10/2024	BILLPMT	Dalco	\$81.69
00000128/11	5/10/2024	BILLPMT	Doorco Inc.	\$620.00
00000128/12	5/10/2024	BILLPMT	Grainger, Inc.	\$247.28
00000128/13	5/10/2024	BILLPMT	Grainger, Inc.	\$63.41
00000128/14	5/10/2024	BILLPMT	Innovational Water Solutions, Inc.	\$148.00
00000128/15	5/10/2024	BILLPMT	Inter City Oil (ICO)	\$3,363.67
00000128/16	5/10/2024	BILLPMT	Jamar Company	\$722.84
00000128/17	5/10/2024	BILLPMT	Jamar Company	\$3,915.00
00000128/18	5/10/2024	BILLPMT	Kleen-Tech	\$23,566.89
00000128/19	5/10/2024	BILLPMT	Kraemer Construction, Inc.	\$225.00
00000128/2	5/10/2024	BILLPMT	ADK Consulting, Inc.	\$11,750.00
00000128/20	5/10/2024	BILLPMT	Menards - Hermantown	\$25.96
00000128/21	5/10/2024	BILLPMT	Menards - Hermantown	\$140.42
00000128/22	5/10/2024	BILLPMT	Menards - Hermantown	\$332.22
00000128/23	5/10/2024	BILLPMT	Menards - Hermantown	\$140.16
00000128/24	5/10/2024	BILLPMT	Menards - Hermantown	\$115.11
00000128/25	5/10/2024	BILLPMT	Menards - Hermantown	\$11.14
00000128/26	5/10/2024	BILLPMT	Menards - Hermantown	\$127.73
00000128/27	5/10/2024	BILLPMT	Menards - West Duluth	\$57.74
00000128/28	5/10/2024	BILLPMT	Menards - West Duluth	\$216.91
00000128/29	5/10/2024	BILLPMT	Metro Sales, Inc.	\$22.64
00000128/3	5/10/2024	BILLPMT	Baker, Natalie M	\$311.92
00000128/30	5/10/2024	BILLPMT	Minnesota State Auditor	\$10,227.50
00000128/31	5/10/2024	BILLPMT	Oakwells CR LLC	\$3.60
00000128/32	5/10/2024	BILLPMT	Oakwells CR LLC	\$175.68
00000128/33	5/10/2024	BILLPMT	Paul Bunyan Communications	\$3,460.00
00000128/34	5/10/2024	BILLPMT	Pomp's Tire Service, Inc.	\$74.28
00000128/35	5/10/2024	BILLPMT	Schindler Elevator Corp	\$1,446.51
00000128/36	5/10/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$435.88
00000128/37	5/10/2024	BILLPMT	Waste Management of WI-MN	\$105.41
00000128/38	5/10/2024	BILLPMT	Waste Management of WI-MN	\$301.83
00000128/39	5/10/2024	BILLPMT	Waste Management of WI-MN	\$1,870.58
00000128/4	5/10/2024	BILLPMT	Best Oil Company	\$5,729.48
00000128/40	5/10/2024	BILLPMT	Waste Management of WI-MN	\$312.02
00000128/41	5/10/2024	BILLPMT	Welch, Ryan	\$116.21
00000128/42	5/10/2024	BILLPMT	Windcave Inc.	\$323.60
00000128/5	5/10/2024	BILLPMT	Bodin, Joelle N	\$172.38
00000128/6	5/10/2024	BILLPMT	Citon	\$1,455.56
00000128/7	5/10/2024	BILLPMT	Como Lube & Supplies	\$15.00
00000128/8	5/10/2024	BILLPMT	Cossalter, Wade	\$146.04
00000128/9	5/10/2024	BILLPMT	Cummins Inc.	\$223.94
Total				<u>\$73,916.23</u>


 Airport Director

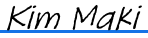


Joelle Bodin (May 9, 2024 11:57 CDT)

Finance Director

Tom Werner

Executive Director



Kim Maki (May 9, 2024 10:52 CDT)

Board President



Jos Bailey (May 9, 2024 12:36 CDT)

City Treasury












Operating ACH Payment Register #12-2024

Final Audit Report

2024-05-09

Created:	2024-05-09
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1p70YQTm4kpPfJhp2ZwOcHe3E09TWq0e

"Operating ACH Payment Register #12-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
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-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-09 - 3:48:53 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-09 - 3:48:53 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-09 - 3:48:53 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-09 - 3:48:53 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2024-05-09 - 3:51:36 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-09 - 3:51:58 PM GMT
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2024-05-09 - 3:52:00 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-09 - 3:59:28 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-09 - 4:00:02 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-05-09 - 4:57:38 PM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)

Signature Date: 2024-05-09 - 4:57:55 PM GMT - Time Source: server

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2024-05-09 - 5:36:12 PM GMT

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

Signature Date: 2024-05-09 - 5:36:21 PM GMT - Time Source: server

 Agreement completed.

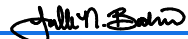
2024-05-09 - 5:36:21 PM GMT

Duluth Airport Authority
DAA Operating ACH Register #13-2024
10-May-24

Document Number	Date	Transaction Type	Payee	Amount
	5/10/2024	BILLPMT	Auto-Owner's Insurance	\$18,160.15
Total				\$18,160.15



Airport Director



Joelle Bodin (May 9, 2024 13:12 CDT)

Finance Director

Tom Werner

Executive Director



Kim Maki (May 9, 2024 13:18 CDT)

Board President



Jos Bailey (May 9, 2024 13:19 CDT)

City Treasury












Operating ACH Payment Register #13-2024

Final Audit Report

2024-05-09

Created:	2024-05-09
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2oWtVvjIBU7s5TrSN2CeC13zAzKIWVRu

"Operating ACH Payment Register #13-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
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-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-09 - 6:10:36 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-09 - 6:10:36 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-09 - 6:10:36 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-09 - 6:10:36 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-05-09 - 6:12:38 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-05-09 - 6:12:48 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
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Signature Date: 2024-05-09 - 6:16:55 PM GMT - Time Source: server
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2024-05-09 - 6:18:12 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-09 - 6:18:27 PM GMT

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)

Signature Date: 2024-05-09 - 6:18:29 PM GMT - Time Source: server

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

2024-05-09 - 6:19:44 PM GMT

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

Signature Date: 2024-05-09 - 6:19:52 PM GMT - Time Source: server

 Agreement completed.

2024-05-09 - 6:19:52 PM GMT

**DAA Operating ACH Payment Register #14-2024
May 16, 2024**

Confirmation #1360383

Document Number	Date	Transaction Type	Payee	Amount
00000129/1	5/16/2024	BILLPMT	1 Giant Voices LLC	\$11,509.52
00000129/10	5/16/2024	BILLPMT	Doorco Inc.	\$218.75
00000129/11	5/16/2024	BILLPMT	Durfee, Tristan	\$60.00
00000129/12	5/16/2024	BILLPMT	General Security Services Corporation	\$1,822.20
00000129/13	5/16/2024	BILLPMT	General Security Services Corporation	\$833.76
00000129/14	5/16/2024	BILLPMT	Giant Voices LLC	\$9,180.00
00000129/15	5/16/2024	BILLPMT	Grainger, Inc.	\$296.03
00000129/16	5/16/2024	BILLPMT	Graves, John	\$60.00
00000129/17	5/16/2024	BILLPMT	IdentiSys Incorporated	\$1,072.63
00000129/18	5/16/2024	BILLPMT	IdentiSys Incorporated	\$287.81
00000129/19	5/16/2024	BILLPMT	Innovational Water Solutions, Inc.	\$148.00
00000129/2	5/16/2024	BILLPMT	Bodin, Joelle	\$60.00
00000129/20	5/16/2024	BILLPMT	Innovational Water Solutions, Inc.	\$248.00
00000129/21	5/16/2024	BILLPMT	Inter City Oil (ICO)	\$101.47
00000129/22	5/16/2024	BILLPMT	Jamar Company	\$13,068.00
00000129/23	5/16/2024	BILLPMT	Kayser, Jana	\$60.00
00000129/24	5/16/2024	BILLPMT	Leon, Kathy	\$60.00
00000129/25	5/16/2024	BILLPMT	Marsh & McLennan Agency LLC	\$1,103.00
00000129/26	5/16/2024	BILLPMT	Menards - Hermantown	\$121.55
00000129/27	5/16/2024	BILLPMT	Menards - Hermantown	\$64.31
00000129/28	5/16/2024	BILLPMT	Menards - Hermantown	\$32.97
00000129/29	5/16/2024	BILLPMT	Menards - Hermantown	\$140.56
00000129/3	5/16/2024	BILLPMT	Century Link	\$7.20
00000129/30	5/16/2024	BILLPMT	Menards - Hermantown	\$73.96
00000129/31	5/16/2024	BILLPMT	Menards - Hermantown	\$49.99
00000129/32	5/16/2024	BILLPMT	Menards - Hermantown	\$18.34
00000129/33	5/16/2024	BILLPMT	Menards - Hermantown	\$9.99
00000129/34	5/16/2024	BILLPMT	Menards - Hermantown	\$15.41
00000129/35	5/16/2024	BILLPMT	Oberon3, Inc.	\$126.00
00000129/36	5/16/2024	BILLPMT	Papko, Mark	\$60.00
00000129/37	5/16/2024	BILLPMT	Papko, Mark	\$2,792.81
00000129/38	5/16/2024	BILLPMT	Sinnott, Paul	\$60.00
00000129/39	5/16/2024	BILLPMT	Snell, Matthew J	\$60.00
00000129/4	5/16/2024	BILLPMT	Century Link	\$7.20
00000129/40	5/16/2024	BILLPMT	Snell, Matthew J	\$15.00
00000129/41	5/16/2024	BILLPMT	Snell, Matthew J	\$185.59
00000129/42	5/16/2024	BILLPMT	State Supply	\$61.11
00000129/43	5/16/2024	BILLPMT	State Supply	\$911.91
00000129/44	5/16/2024	BILLPMT	State Supply	\$119.25
00000129/45	5/16/2024	BILLPMT	T & D Enterprises LLC	\$749.78
00000129/46	5/16/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$473.26
00000129/47	5/16/2024	BILLPMT	Welch, Ryan	\$60.00
00000129/48	5/16/2024	BILLPMT	Werner, Thomas	\$60.00
00000129/5	5/16/2024	BILLPMT	Citon	\$2,190.17
00000129/6	5/16/2024	BILLPMT	Citon	\$752.70
00000129/7	5/16/2024	BILLPMT	Citon	\$249.61
00000129/8	5/16/2024	BILLPMT	Citon	\$1,060.00
00000129/9	5/16/2024	BILLPMT	Citon	\$7,682.31

Total \$58,400.15



Airport Director



Joelle Bodin (May 15, 2024 14:27 CDT)

Finance Director

Tom Werner

Executive Director



Kim Maki (May 22, 2024 07:49 CDT)

Board President



Jos Bailey (May 15, 2024 14:24 CDT)

City Treasury












Operating ACH Payment Register #14-2024

Final Audit Report

2024-05-22


Created:	2024-05-15
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfJ9h1jI0wgrroUaaiPTTZXNT_t_NFhjT

"Operating ACH Payment Register #14-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-15 - 7:23:27 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-15 - 7:23:33 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-15 - 7:23:33 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-15 - 7:23:33 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-15 - 7:23:33 PM GMT
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-15 - 7:24:30 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-05-15 - 7:24:39 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-05-15 - 7:27:21 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-05-15 - 7:27:55 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-16 - 12:45:06 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-16 - 12:45:29 PM GMT - Time Source: server

 Email viewed by makik@stlouiscountymn.gov

2024-05-22 - 12:48:28 PM GMT

 Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki

2024-05-22 - 12:49:10 PM GMT

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)

Signature Date: 2024-05-22 - 12:49:12 PM GMT - Time Source: server

 Agreement completed.

2024-05-22 - 12:49:12 PM GMT

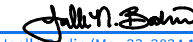
**DAA Operating ACH Payment Register #15-2024
May 24, 2024**

Confirmation #1440342

Document Number	Date	Transaction Type	Payee	Amount
00000130/1	5/24/2024	BILLPMT	American Association Of Airport Executives	\$785.00
00000130/10	5/24/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$367.59
00000130/11	5/24/2024	BILLPMT	Welch, Ryan	\$80.09
00000130/2	5/24/2024	BILLPMT	Anderson, Derek	\$901.36
00000130/3	5/24/2024	BILLPMT	Guardian Pest Solutions	\$210.00
00000130/4	5/24/2024	BILLPMT	Ironwood Studio LLC	\$231.00
00000130/5	5/24/2024	BILLPMT	Menards - Hermantown	\$560.94
00000130/6	5/24/2024	BILLPMT	Menards - West Duluth	\$301.24
00000130/7	5/24/2024	BILLPMT	Metro Sales, Inc.	\$257.03
00000130/8	5/24/2024	BILLPMT	Sound Central Service, LLC	\$131.00
00000130/9	5/24/2024	BILLPMT	Spectrum Business	\$190.84
Total				<u>\$4,016.09</u>



Airport Director



Joelle Bodin (May 23, 2024 19:13 CDT)

Finance Director


Tom Werner

Executive Director

Kim Maki

Kim Maki (May 23, 2024 13:47 CDT)

Board President



Jos Bailey (May 23, 2024 15:05 CDT)

City Treasury












Operating ACH Payment Register #15-2024

Final Audit Report

2024-05-24

Created:	2024-05-23
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAArO4jARRcyKbEqSFchleCObl6MoJnKNSs

"Operating ACH Payment Register #15-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-23 - 6:43:49 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-23 - 6:43:52 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-23 - 6:43:52 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-23 - 6:43:52 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-23 - 6:43:53 PM GMT
-  Email viewed by makik@stlouiscountymn.gov
2024-05-23 - 6:45:54 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-23 - 6:47:06 PM GMT
-  Document e-signed by Kim Maki (makik@stlouiscountymn.gov)
Signature Date: 2024-05-23 - 6:47:08 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-23 - 7:28:37 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-23 - 7:29:00 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-23 - 8:05:31 PM GMT

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

Signature Date: 2024-05-23 - 8:05:39 PM GMT - Time Source: server

 Email viewed by Joelle Bodin (jbodin@duluthairport.com)

2024-05-24 - 0:13:17 AM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)

Signature Date: 2024-05-24 - 0:13:43 AM GMT - Time Source: server

 Agreement completed.

2024-05-24 - 0:13:43 AM GMT

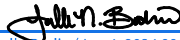
**DAA Operating ACH Payment Register #16-2024
May 31, 2024**

Confirmation #1510119


Document Number	Date	Transaction Type	Payee	Amount
00000132/1	5/31/2024	BILLPMT	Cummins Inc.	\$92.21
00000132/2	5/31/2024	BILLPMT	Grainger, Inc.	\$708.23
00000132/3	5/31/2024	BILLPMT	Menards - Hermantown	\$51.21
00000132/4	5/31/2024	BILLPMT	Mobile Radio Engineering, Inc.	\$277.85
00000132/5	5/31/2024	BILLPMT	Turbo Diesel & Electric	\$303.60
00000132/6	5/31/2024	BILLPMT	Veoci Inc.	\$10,763.52
00000132/7	5/31/2024	BILLPMT	Viking Industrial Center	\$410.86
00000132/8	5/31/2024	BILLPMT	Ziegler, Inc.	\$9,344.81
			Total	<u>\$21,952.29</u>




Airport Director


Joelle Bodin (Jun 4, 2024 00:53 CDT)
Finance Director

Tom Werner
Executive Director


Kim Maki (May 30, 2024 10:01 CDT)
Board President


Jos Bailey (May 30, 2024 09:46 CDT)
City Treasury












Operating ACH Payment Register #16-2024

Final Audit Report

2024-06-04

Created:	2024-05-30
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEgJKjN8NuAa2-pSSh-WI2KaislpYg7QB

"Operating ACH Payment Register #16-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-30 - 2:39:43 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-30 - 2:39:46 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-30 - 2:39:46 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
2024-05-30 - 2:39:46 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-30 - 2:39:46 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-30 - 2:44:09 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-30 - 2:44:22 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-30 - 2:46:09 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-05-30 - 2:46:17 PM GMT - Time Source: server
-  Email viewed by makik@stlouiscountymn.gov
2024-05-30 - 2:51:41 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-30 - 3:01:01 PM GMT

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)

Signature Date: 2024-05-30 - 3:01:03 PM GMT - Time Source: server

 Email viewed by Joelle Bodin (jbodin@duluthairport.com)

2024-06-04 - 5:52:54 AM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)

Signature Date: 2024-06-04 - 5:53:05 AM GMT - Time Source: server

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2024-06-04 - 5:53:05 AM GMT

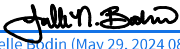
**Duluth Airport Authority
DAA Construction ACH Payment Register #7-2024
May 30, 2024**

Confirmation #1500056

Document Number	Date	Transaction Type	Payee	Amount
00000131/1	5/30/2024	BILLPMT	1 Gardner Builders Duluth, LLC	\$114,997.13
00000131/10	5/30/2024	BILLPMT	Citon	\$879.60
00000131/2	5/30/2024	BILLPMT	1 Gardner Builders Duluth, LLC	\$218,047.94
00000131/3	5/30/2024	BILLPMT	1 Short Elliott Hendrickson	\$24,116.00
00000131/4	5/30/2024	BILLPMT	1 Short Elliott Hendrickson	\$69,600.00
00000131/5	5/30/2024	BILLPMT	1 Short Elliott Hendrickson	\$9,648.00
00000131/6	5/30/2024	BILLPMT	1 Short Elliott Hendrickson	\$4,465.00
00000131/7	5/30/2024	BILLPMT	1 Short Elliott Hendrickson	\$2,490.00
00000131/8	5/30/2024	BILLPMT	1 Short Elliott Hendrickson	\$912.00
00000131/9	5/30/2024	BILLPMT	1 Tom Kraemer, Inc.	\$105.00
Total				\$445,260.67



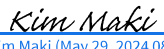
Airport Director




Joelle Bodin (May 29, 2024 08:58 CDT)
Finance Director

Tom Werner

Executive Director



Kim Maki (May 29, 2024 08:36 CDT)
Board President



Jos Bailey (May 29, 2024 08:26 CDT)
City Treasury












Construction ACH Payment Register #7-2024

Final Audit Report

2024-05-29

Created:	2024-05-29
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAF3wmcO_b-WEHTZmjPwRdinuwpjrhSWkw

"Construction ACH Payment Register #7-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-29 - 1:25:13 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-29 - 1:25:16 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-29 - 1:25:16 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
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-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-29 - 1:25:16 PM GMT
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-29 - 1:25:57 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-05-29 - 1:26:08 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-29 - 1:31:52 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-29 - 1:32:03 PM GMT - Time Source: server
-  Email viewed by makik@stlouiscountymn.gov
2024-05-29 - 1:36:12 PM GMT
-  Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki
2024-05-29 - 1:36:27 PM GMT

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)

Signature Date: 2024-05-29 - 1:36:29 PM GMT - Time Source: server

 Email viewed by Joelle Bodin (jbodin@duluthairport.com)

2024-05-29 - 1:55:17 PM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)

Signature Date: 2024-05-29 - 1:58:06 PM GMT - Time Source: server

 Agreement completed.

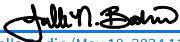
2024-05-29 - 1:58:06 PM GMT

Duluth Airport Authority
DAA Construction ACH Pay.gov Register #2-2024
May 13, 2024

Document Number	Date	Transaction Type	Payee	Amount
ACH	5/13/2024	Pay.gov	Federal Aviation Administration	\$328,259.11
Total				\$328,259.11




Airport Director


Joelle Bodin (May 10, 2024 11:57 CDT)


Finance Director

Tom Werner

Executive Director


Kim Maki (May 10, 2024 13:24 CDT)

Board President


Jos Bailey (May 10, 2024 11:14 CDT)

City Treasury












ACH Pay.gov Register #2-2024

Final Audit Report

2024-05-10


Created:	2024-05-10
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGMYZMIwhJoAMCMNtgm37zr3xiBqhpDQW

"ACH Pay.gov Register #2-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-05-10 - 4:11:39 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-05-10 - 4:11:42 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-05-10 - 4:11:42 PM GMT
-  Document emailed to makik@stlouiscountymn.gov for signature
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-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-05-10 - 4:11:42 PM GMT
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-05-10 - 4:13:54 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-05-10 - 4:13:59 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-05-10 - 4:14:07 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-05-10 - 4:35:16 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-05-10 - 4:35:34 PM GMT - Time Source: server
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-05-10 - 4:57:55 PM GMT - Time Source: server

 Email viewed by makik@stlouiscountymn.gov

2024-05-10 - 6:24:16 PM GMT

 Signer makik@stlouiscountymn.gov entered name at signing as Kim Maki

2024-05-10 - 6:24:30 PM GMT

 Document e-signed by Kim Maki (makik@stlouiscountymn.gov)

Signature Date: 2024-05-10 - 6:24:32 PM GMT - Time Source: server

 Agreement completed.

2024-05-10 - 6:24:32 PM GMT



Construction Notice

Duluth International Airport (DLH)

May 16, 2024

Taxiway A - Phase 3 Reconstruction

Following this weekend's Air Show, the reconstruction of Taxiway A (Phase 3) and Taxiway C south of Taxiway A is set to begin on Tuesday, May 21, starting with Phase 3 (A, A-1, and B).

Preparation for the project is underway, including repainting and relocating helicopter parking markings on the Tower Ramp. The Tower Ramp will be restricted to aircraft with wingspans less than 49 feet to comply with FAA safety clearances for taxilanes.

Beginning Tuesday, a flagger will be stationed at the intersection of Taxiway C and Taxiway C3 to direct vehicle traffic crossing Taxiway C3. Taxiway C will be closed for the duration of the project and will be used as a construction haul route. During this phase of the project, Taxiway C3 will remain open to allow aircraft access to the Cargo Ramp, as well as the Ranch and T-Hangar areas.

Project Phasing Documents

- [Phase 3 \(A, A-1,B\) \[PDF\]](#)
- [Phase 3 \(C, C-1\) \[PDF\]](#)

Anticipated Project Schedule - Subject to change

- TWY A Phase 3A: May 21 - July 30
- TWY A Phase 3A-1 (RWY 3/21 Closure) - Dates TBD
- TWY A Phase 3B (RWY 9/27 Closure) - Dates TBD

- [Project Schedule \(April 4, 2024\) \[PDF\]](#)

Runway 27 PAPI Replacement

The Runway 27 Precision Approach Path Indicator (PAPI) replacement is scheduled for this summer. The PAPI will be replaced in the same location as the existing system. This project will run concurrently with Phase 3A; Runway 9/27 RSA work will occur during the planned 60-hour runway closure.

Anticipated Project Schedule - Subject to change

- Runway 27 PAPI Replacement: June 10 - July 26

PLEASE NOTE

Dates are subject to change.

Airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.

Project Contact Information

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

Adinda Van Espen, Project Manager - SEH - avanespen@sehinc.com

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



Construction Newsletter

Duluth International Airport (DLH)

May 24, 2024

Taxiway A - Phase 3 Reconstruction

After the conclusion of the airshow, this week started slow on Tuesday due to rainy weather. The DAA, KGM, and Safety Signs installed low-profile barricades around the construction area. Fahrner removed taxiway lead-in lines to prevent aircraft from entering the construction area. Northwoods Sodding installed erosion control measures. Mavo Systems performed sawcutting. Parsons removed the existing taxiway lights and began work on the underground electrical infrastructure. K OConnor began milling away the bituminous pavement.

After Memorial Day, the bituminous milling will continue throughout the week. KGM will begin excavating the project site and also start storm sewer work. Parsons will continue to work on the underground electrical infrastructure.

**NOTE: THERE WILL BE NO WORK THROUGH THE HOLIDAY WEEKEND.
WORK WILL RESUME ON TUESDAY, 5/28.**

Project Phasing Documents

- [Phase 3 \(A, A-1,B\).\[PDF\]](#)
- [Phase 3 \(C, C-1\).\[PDF\]](#)

Anticipated Project Schedule - Subject to change

- TWY A Phase 3A: May 21 - July 30
- TWY A Phase 3A-1 (RWY 3/21 Closure) - Dates TBD
- TWY A Phase 3B (RWY 9/27 Closure) - Dates TBD



The Runway 27 Precision Approach Path Indicator (PAPI) replacement is scheduled for this summer. The PAPI will be replaced in the same location as the existing system. This project will run concurrently with Phase 3A; Runway 9/27 RSA work will occur during the planned 60-hour runway closure.

Anticipated Project Schedule - Subject to change

- Runway 27 PAPI Replacement: June 10 - July 26

PLEASE NOTE

Dates are subject to change.

Airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.

Project Contact Information

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

Adinda Van Espen, Project Manager - SEH - avanepen@sehinc.com

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**DULUTH
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Duluth International Airport

(218) 727-2968

daa@duluthairport.com



Construction Newsletter

Duluth International Airport (DLH)

June 3, 2024

Taxiway A - Phase 3 Reconstruction

Last week, the contractor continued milling the existing bituminous pavement from Tuesday through Friday. The electrical contractor also continued installing the DAA and FAA duct banks. Work also began to remove the concrete pavement beneath the bituminous pavement.

This week, work will continue on removing the underlying concrete pavement, and further excavation of the proposed pavement section is anticipated to begin. Electrical duct bank work is also expected to continue throughout this week.

Project Phasing Documents

- [Phase 3 \(A, A-1,B\). \[PDF\]](#)
- [Phase 3 \(C, C-1\). \[PDF\]](#)

Anticipated Project Schedule - Subject to change

- TWY A Phase 3A: May 21 - July 30
- TWY A Phase 3A-1 (RWY 3/21 Closure) - Dates TBD
- TWY A Phase 3B (RWY 9/27 Closure) - Dates TBD
- TWY C Phase 3C: July 31 - October 14
- TWY C Phase 3C-1 (RWY 3/21 Closure): Dates TBD



Runway 27 PAPI Replacement

The Runway 27 Precision Approach Path Indicator (PAPI) replacement is scheduled for this summer. The PAPI will be replaced in the same location as the existing system. This project will run concurrently with Phase 3A; Runway 9/27 RSA work will occur during the planned 60-hour runway closure.

Anticipated Project Schedule - Subject to change

- Runway 27 PAPI Replacement: June 10 - July 26
-

Airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.

Project Contact Information

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

Adinda Van Espen, Project Manager - SEH - avanepen@sehinc.com

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Construction Newsletter

Duluth International Airport (DLH)

June 7, 2024

Taxiway A - Phase 3 Reconstruction

This week, KGM continued removing the underlying concrete pavement from TWY A and TWY C. This concrete was crushed and processed on site to be used in the first layer of the new pavement section! Parsons continued working on the underground electrical infrastructure.

Next week, the above-mentioned work items will continue in addition to KGM beginning placement of the first subsurface layer of the new pavement section. It is anticipated that storm sewer removal and installation of new storm sewer will begin.

RUNWAY 3/21 IS EXPECTED TO BE CLOSED FROM JUNE 17 THRU JUNE 23.
TAXIWAY C3 WILL REMAIN OPEN FOR CROSSING. PLEASE REVIEW NOTAMS.

Project Phasing Documents

- [Phase 3 \(A, A-1,B\).\[PDF\]](#)
- [Phase 3 \(C, C-1\).\[PDF\]](#)

Anticipated Project Schedule - Subject to change

- TWY A Phase 3A: May 21 - July 30
- TWY A Phase 3A-1 (RWY 3/21 Closure) - Dates TBD
- TWY A Phase 3B (RWY 9/27 Closure) - Dates TBD
- TWY C Phase 3C: July 31 - October 14
- TWY C Phase 3C-1 (RWY 3/21 Closure): Dates TBD



Runway 27 PAPI Replacement

The Runway 27 Precision Approach Path Indicator (PAPI) replacement is anticipated to begin on Monday, June 10. The PAPI will be replaced in the same location as the existing system. This project will run concurrently with Phase 3A; Runway 9/27 RSA work will occur during the planned 60-hour runway closure.

Anticipated Project Schedule - Subject to change

- Runway 27 PAPI Replacement: June 10 - July 26
-

Airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.

Project Contact Information

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

Adinda Van Espen, Project Manager - SEH - avanспен@sehinc.com

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Construction Notice

Building 100 Demolition

Duluth International Airport (DLH)

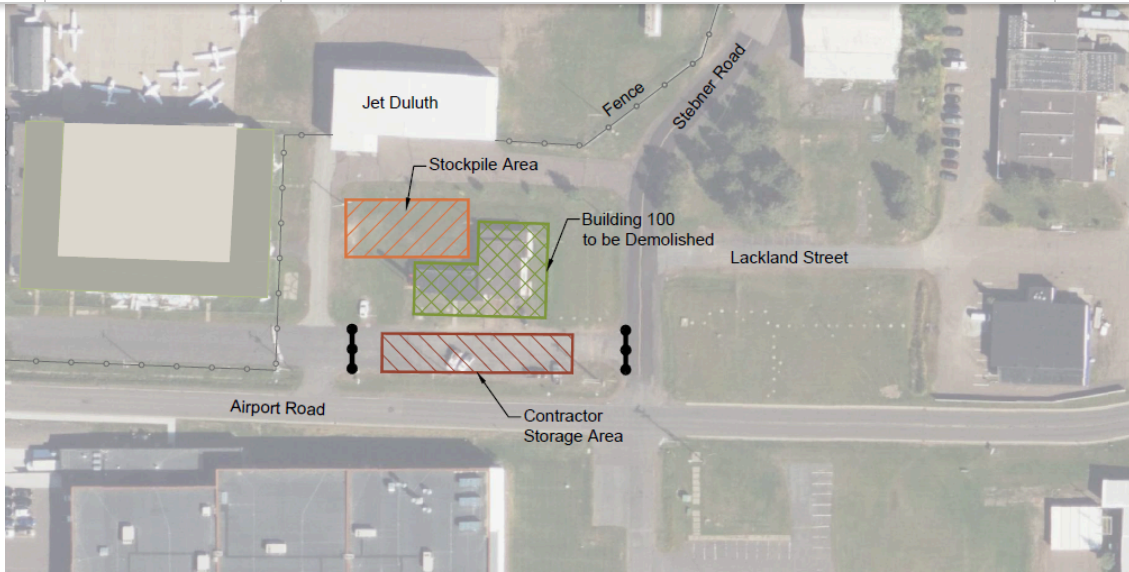
May 13, 2024

Building 100 Demolition

Building 100 has been demolished and removed from the project site. The contractor has also removed all asbestos and regulated waste materials and disposed of them at a certified facility. The contractor is nearing completion of the soil remediation and will begin backfilling the site. The project is still on schedule to have the area in a good, safe condition for the upcoming Airshow. No work will take place during the Airshow.

This project is scheduled to be completed within the next two weeks.





PLEASE NOTE

Dates are subject to change.

Project Contact Information

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

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

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Construction Notice

Building 100 Demolition - Complete

Duluth International Airport (DLH)

June 11, 2024

Building 100 Demolition

The demolition of Building 100 is complete, the site has been fully restored, and the contractor has demobilized. Erosion control items will remain in place until the grass is established. Additional testing may take place onsite to confirm soil conditions.



Project Contact Information

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

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

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Construction Newsletter

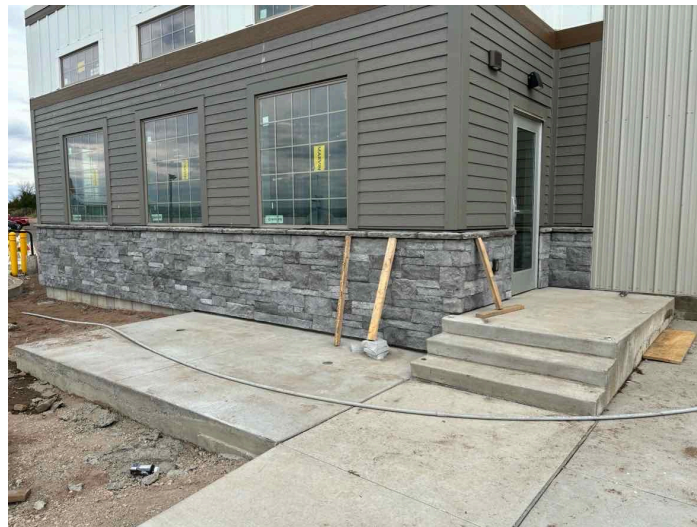
Sky Harbor Airport (DYT)

May 15, 2024

Terminal Building and SRE Building Construction

The project is nearing completion. The interior work is wrapped up, and if the weather cooperates, the exterior site work should be complete within the next week. The project team is expected to conduct a walk-through next week to ensure everything is satisfactory before opening the Terminal to the public. The project is still ahead of schedule and targeting opening for the upcoming fly-in event.

The SRE Building project is also nearing completion. The prefabrication building has been installed, and the contractor is working towards completing the interior building elements. This project is also ahead of schedule and is expected to be completed at the same time as the Terminal Building.



Terminal building construction progress.



SRE Building construction progress.

*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
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Construction Newsletter

Sky Harbor Airport (DYT)

June 12, 2024

Terminal Building and SRE Building Construction

The terminal building is fully operational, and pilots and users can use it. The contractor will continue to work on minor punch list items associated with the project. We appreciate your patience as we put the finishing touches on the Terminal Building!

The Snow Removal Equipment (SRE) Building is nearing 100% completion. A few outstanding items remain for the contractor, but the contractor will look to wrap up the project in the next week and have the building fully operational for the Airport. The contractor will also have minor punch list items to continue to work on.



Terminal building construction progress.



SRE Building construction progress.

*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



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Duluth Airport Authority Celebrates First Set Of Hangars Built In 25 Years

May 14, 2024 by Emma Propp (<https://www.fox21online.com/author/eppopp/>)



(<https://www.fox21online.com/content/uploads/2024/05/1/h/new-hangar.jpg>)

DULUTH, Minn. — The Duluth Airport Authority is celebrating the completion of the first set of hangars built in 25 years.

The Ranch Hangar Project totaled about \$1.8 million with 90% federal funding, 10% local match. It will be able to house up to 5 aircrafts with a space that is heated and secure. This is just the beginning of the next decade of initiatives with plans to do a series of hangar expansions.

“Guided by our vision and strategic plan. We are revitalizing underutilized properties to realize our goals. This project is evidence of our commitment to excellence and expansion. Increasing opportunities for additional aircraft based at Duluth International Airport contributes to the vitality to various organizations located on our airfield,” said Kim Maki, Board President of the DAA.

The new hangars will help grow Duluth’s general aviation community and highlight their importance.

“You know less than 1% of Americans have a pilot’s license so, it’s a small community that supports an entire industry. And that community begins with general aviation. It begins with people learning how to fly and being interested in flight. It begins with things like the Duluth Airshow this weekend which gets people excited about flying. And it begins with investments like these ranch hangars that give pilots and general aviation a place to call home,” said Duluth Mayor Roger Reinert.

According to an Airport Economic Impact Study done in 2019, the Duluth International Airport makes a big contribution to the state’s economy, totaling more than 3 quarters of a billion dollars annually. Officials say projects like this only entice economic activity further.

Categories: [Business](https://www.fox21online.com/category/news/business/) (<https://www.fox21online.com/category/news/business/>), [News](https://www.fox21online.com/category/news/) (<https://www.fox21online.com/category/news/>), [News – Latest News](https://www.fox21online.com/category/news/latest-news/) (<https://www.fox21online.com/category/news/latest-news/>)

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IV. - E.

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Duluth Airport Authority celebrates new hangar project



The hangars will become an area for maintenance, repair, or refurbishment of a single engine aircraft.

By [Mikayla Rentsch](#)

Published: May. 14, 2024 at 8:54 PM CDT



DULUTH, Minn. (Northern News Now) - There's a high demand for more airport hangars throughout the state of Minnesota and now five small planes can call a newly developed hangar at the Duluth International Airport, home.

The hangars will become an area for maintenance, repair, or refurbishment of a single-engine aircraft.

Tom Werner, the Executive Director for the Duluth Airport Authority, said the general aviation community makes up the lifeblood of an airport.

"We have a long waiting list of general aviators that own their own aircraft waiting for hangar space," said Werner.

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"A couple years ago we engaged in a master planning process and the results of that process showed that the airport needed to diversify and expand its offering for the general aviation community," said Maki.

Maki said the five-hangar complex will provide opportunities for people who engage in general aviation, to store their planes in a heated and secured environment.

ADVERTISEMENT

The \$1.8 million project was funded by the federal bipartisan infrastructure law. Project leaders call it a boost for the industry all across our region.

"We knew that the demand was there for this facility," said Werner, "extremely excited to be able to have tapped into funding sources to make it a reality and ultimately allow for more based aircraft at Duluth."

This new hangar marks the beginning of a series of hangar expansions planned by the Duluth Airport Authority over the next decade.

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June 5, 2024

Duluth International Airport
c/o Tom Werner
4701 Grinden Drive
Duluth, MN 55811



Tom,

As we conclude the 2024 Duluth Air and Aviation Expo, presented by Essentia Health, I want to thank you for your partnership! The Duluth Airshow, presented by Essentia Health continues to grow in reach and scale, and we could not host this world-class event in Duluth without your support! Our initial estimates show a much-needed influx of tourism dollars into our local economy of over \$15 million dollars during the event week. Additionally, your partnership allows us to support more than 65 area non-profit and civic groups who worked the event and generated revenue from the airshow to benefit their organization. In some cases, you helped us erase debt for groups and put them on the path to sustainment.

The Duluth Airshow, presented by Essentia Health, also provided educational opportunities in aviation and aerospace careers. With the help of NASA, local colleges, universities, and STEM programming we were able to feature our community as a mecca for aviation as well as showcase our hospitality and tourism sectors. With this year's show being held in during the school year in May, we prioritized education outreach and partnered with local schools, the Boys and Girls Club, and the St. Louis County STEAM Festival to bring performers and NASA representatives into place and spaces where they could connect with our youth and future workforce!

New this year, we introduced a live-streamed preshow to the event and engaged visitors traveling to the airshow as well as those who were already onsite. Programming included event specific messaging, sponsor interviews as well as featured partner and performer spotlights. We look forward to continuing to leverage our social platforms to connect you and your organization with our audience in new and exciting ways!

Planning is well underway for next year's show that will take place in just over 12 months on July 5th and 6th, 2025 when we will welcome back the United States Navy Blue Angels!

On behalf of the Duluth Airshow Leadership Team, Committee Members, Staff and Volunteers, I want to personally thank you for your commitment to the 2024 show and for your ongoing support of Duluth Air and Aviation Expo, presented by Essentia Health, as we head into 2025.

Respectfully,

Ryan Kern
President/Founder
Duluth Airshow

IV. - G.

Jenny Delnay

From: DAA
Sent: Monday, June 10, 2024 2:22 PM
To: Tim Watkins; DAA
Cc: John Graves
Subject: RE: Data Practices Request - DIA Midfield Ramp Repair Ph2 & Deicing Storage Tank Pad
Attachments: Data Practices Request - Midfield Ramp.pdf

Good afternoon,

Please see attached response to your data practices request.

Have a great day.
Thank you,

Jenny Delnay

Administrative Coordinator
Duluth Airport Authority
(218) 625-7773
jdelnay@duluthairport.com



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From: Tim Watkins <twatkins@fcfmn.org>
Sent: Monday, June 10, 2024 10:57 AM
To: DAA <daa@duluthairport.com>
Cc: John Graves <jgraves@duluthairport.com>
Subject: Data Practices Request - DIA Midfield Ramp Repair Ph2 & Deicing Storage Tank Pad

Good morning, Mr. Werner.

Attached is a data practices request seeking the names of all contractors and subcontractors who have worked or are scheduled to work on this project.

Please contact me with any questions. Thank you for your time and have a great day!

Tim
Tim Watkins
Education & Policy Coordinator
Fair Contracting Foundation of Minnesota
Email: TWatkins@FCFMN.ORG
Office: 651-797-2726

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Mr. Tom Werner
Executive Director
Duluth Airport Authority
4701 Grinden Drive
Duluth, MN 55811

Via E-mail only

RE: Data Practice Request – DIA Midfield Ramp Repair Phase 2 & Deicing Storage Tank Pad (SP No. A6901-216, City of Duluth No. 24-4405)

Dear Mr. Werner:

This is a request under the Minnesota Government Practices Act, Minn. Stat. Sec. 13.01, et seq., for public information related to the above-named construction project.

Please provide the names of all contractors and subcontractors who have worked or are scheduled to perform work on the project.

We respectfully request that you provide us with these documents as soon as reasonably possible. Please send these documents electronically to avoid costs as prescribed by Minn. Stat. Sec. 13.03, subd. 10. If you have any questions or concerns, please contact me. Thank you for your prompt cooperation.

Sincerely,

/s/ Tim Watkins

Tim Watkins
Education & Policy Coordinator
twatkins@fcfmn.org

cc: Mr. John Graves, Airport Facilities Manager (via email only)



DULUTH INTERNATIONAL AIRPORT

Tim Watkins
Education & Policy Coordinator
twatkins@cfmn.org

Re: Data Practice Request – DIA Midfield Ramp Repair Phase 2 & Deicing Storage
Tank Pad (SP No. A6901-216, City of Duluth No. 24-4405)

Dear Mr. Watkins,

Thank you for your data practices request received on Monday, June 10th, 2024 in regard to contractors and sub-contractors performing work on Midfield Ramp Reconstruction – Phase 2.

The DAA did not accept any bids (24-4405) during the original solicitation date March 14th, 2024. The same project is out again for solicitation (24-4409) as part of a larger scope in an effort to receive improved overall pricing.

Sincerely,

Jenny Delnay
Administrative Coordinator
Duluth Airport Authority
daa@duluthairport.com

VII. - A.

Duluth Airport Authority EXP Services, Inc. (EXP) Work Order 2023-2 (Amendment No. 1) for Design of the Air Traffic Control Tower at the Duluth International Airport

Terms:

- Estimated start date of February 1, 2024
- Estimated end date of June 7, 2024

Fiscal Impact:

- Base Bid Fee = \$3,881,868.98
- Alternate Fee = \$86,317.26
 - Additional Geotech Borings: \$10,664.96
 - Tower Elevator Reconfiguration: \$7,256.86
 - Additional 50% Submittal: \$17,897.28
 - Additional city coordination: \$50,498.16
- Total Fee = \$3,968,186.24

Agreement Overview:

This work order amendment includes \$86,317.26 for the Design of the Air Traffic Control Tower (ATCT) at the Duluth International Airport (DLH). The contract provisions included in the Agreement (dated 07/05/2023) between the DAA and EXP remain in effect for this work order.

Background:

Amendment request includes efforts related to additional borings at Stebner road, reconfiguration of the tower floor plan to accommodate the requested relocation of the elevator, the added 50% submittal, and efforts associated with rezoning of the project site, legal survey changes to the site, the design of relocated public utilities, and coordination associated with relocation of private utilities.

WORK ORDER
No. 2023-2 (Amendment #1) Between

**The Duluth Airport Authority (DAA) (Owner) and
EXP U.S. Services Inc. (EXP) (Consultant)**

Dated: May 16, 2024

Additional Geotech Borings, Elevator Relocation, Rezoning/Legal Survey/Utility Work, and 50% Submittal

DULUTH INTERNATIONAL AIRPORT (DLH) ATCT

This work order includes additional geotechnical borings at Stebner road, mirroring of the tower floor plan to accommodate the elevator relocation, the added 50% submittal, as well as efforts associated with rezoning, legal survey, and utility work for the DLH ATCT project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated July 5, 2023) between the DAA and EXP remain in effect for this work order.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$93,315.08.

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

Point of Contact: Horeya Czaplewski

APPROVED:

Duluth Airport Authority (DAA)

EXP US Services, Inc.

Title: _____

Title:  Executive Vice President

Date: _____

Date: May 16, 2024

Title: _____

Date: _____

ATTACHMENT A

PROPOSAL FOR ENGINEERING AND ARCHITECTURAL SERVICES

DLH ATCT – AMMENDMENT FOR - ADDITIONAL GEOTECH BORINGS, ELEVATOR RELOCATION, 50% SUBMITTAL, AND REZONING/LEGAL SURVEY/UTILITY WORK

DULUTH INTERNATIONAL AIRPORT

PROJECT SCOPE AND UNDERSTANDING:

EXP has been requested to provide services that exceed the current scope of work per the current Work Order 2023-2 including additional borings due to the relocation of Stebner Road, reconfiguration of the tower floor plan to accommodate the requested relocation of the elevator, the added 50% submittal, and efforts associated with rezoning of the project site, legal survey changes to the site, the design of relocated public utilities and coordination associated with relocation of private utilities.

SCOPE OF SERVICES:

Specific tasks to be performed by the Consultant and/or subconsultants are as follows:

Work Element 1: Additional Geotechnical Borings

1. Subconsultant Fees: Braun Intertec Corporation has submitted a fee proposal to characterize subsurface geological conditions at selected boring locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the Stebner Road pavements due to the relocation of Stebner Road (subconsultant's proposal included below)
2. Subconsultant Coordination: EXP will work with subconsultant Braun Intertec to confirm proposed boring locations and to review the received evaluations.
3. Project Management: This task includes project coordination and administration, including budget updates and monthly invoices, contracting, issuance of sub-agreement amendments and overall communication with DAA and project team members.

Work Element 2: Reconfiguring of Tower Floor Plan to Accommodate Elevator Relocation

1. Subconsultant Fees: RWDI USA LLC has submitted a fee proposal to include an update of the structural wind load analysis based on revised properties associated with the relocation of the elevator and MEP shafts (subconsultant's proposal included below)
2. Subconsultant Coordination: EXP will work with subconsultant RWDI to provide updated structural properties to allow RWDI to conduct their wind load analysis.
3. EXP Design Fees: This task includes revision to all discipline drawings as well as discipline coordination associated with the floor plan revisions to accommodate the requested elevator relocation.
4. Project Management: This task includes project coordination and administration, including budget updates and monthly invoices, contracting, issuance of sub-agreement amendments and overall communication with DAA and project team members.

Work Element 3: Additional 50% Submittal

1. EXP Design Fees: This task includes effort associated with printing and compiling both the 50% Quality Control Submittal and the 50% Issued Submittal as well as efforts associated with the quality control review of the 50% submittal by all disciplines.

Work Element 4: Rezoning or Project Site, Legal Survey, Design of Relocated Public Utilities, Private Utility Relocation Coordination

1. Subconsultant Fees: Short Elliott Hendrickson Inc. has submitted a fee proposal associated with their additional efforts to rezone the project site, to identify and execute the necessary legal survey changes to the site, including exhibits to vacate existing easements and public roadways, and for the coordination and design of public and private utility relocations. (subconsultants proposal included below)
2. Project Management: This task includes project coordination and administration, including budget updates and monthly invoices, contracting, issuance of sub-agreement amendments and overall communication with DAA and project team members.

Subconsultants performing work under this proposal include the following:

1. Short Elliott Hendrickson, Inc (SEH). Civil services.
2. Braun Intertec. Geotechnical services.
3. RWDI USA LLC (RWDI). Wind Testing services.

**ATTACHMENT B ESTIMATED FEES AND EXPENSES –
Additional Geotech Borings, Elevator Relocation, Rezoning/Legal Survey/Utility Work, and 50% Submittal**

**DULUTH INTERNATIONAL AIRPORT ATCT
DULUTH, MN**

Task No.	Task Description Work Element 1 - Borings	Project Manager	Sr. Architect	Architect	Project Engineer	Senior Technician	Admin Technician
<i>Project Formulation</i>							
1.0	Subconsultant Coordination				4		
2.0	Project Management	4					
Total hours per labor category		4	0	0	4	0	0

Task No.	Task Description Work Element 2 - Elevator	Project Manager	Sr. Architect	Architect	Project Engineer	Senior Technician	Admin Technician
<i>Project Formulation</i>							
1.0	Subconsultant Coordination				24		
2.0	Project Management	4					
3.0	EXP Design		4	16			
Total hours per labor category		4	4	16	24	0	0

Task No.	Task Description Work Element 3 – 50%	Project Manager	Sr. Architect	Architect	Project Engineer	Senior Technician	Admin Technician
<i>Project Formulation</i>							
1.0	Subconsultant Coordination						
2.0	Project Management						
3.0	EXP Design		16	8	40		
Total hours per labor category		0	16	8	40	0	0

Task No.	Task Description Work Element 4 - Civil	Project Manager	Sr. Architect	Architect	Project Engineer	Senior Technician	Admin Technician
<i>Project Formulation</i>							
1.0	Subconsultant Coordination						
2.0	Project Management						
Total hours per labor category		4	0	0	0	0	0

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Fee
Project Manager	12	\$224.54	\$2,694.48
Sr. Architect	20	\$272.95	\$5,459.00
Architect	24	\$180.25	\$4,326.00
Project Engineer	68	\$272.95	\$18,560.60

Total EXP Labor Costs

\$31,040.08

January 11, 2024

Proposal QTB189644

Ms. Horeya Czaplewski
EXP U.S. Services, Inc.
205 North Michigan Avenue, Suite 3600
Chicago, IL 60601

Re: Proposal for a Geotechnical Evaluation
Proposed Stebner Road Relocation
Duluth International Airport
4701 Grinden Drive
Duluth, Minnesota

Dear Ms. Czaplewski:

Braun Intertec Corporation respectfully submits this proposal to complete additional geotechnical evaluation for the proposed base building and Air Traffic Control Tower (ATCT) project at the referenced site. This geotechnical evaluation will be to complete additional soil borings and lab testing for the Stebner Road relocation.

New Project Information

We have completed our scope of services for penetration test borings and laboratory testing as described in Proposal QTB182804, dated October 6, 2023. Soil boring locations for the Stebner Road relocation were based on a preliminary site sketch for the Airport Facilities Terminal Integration Laboratory (AFTIL) Site 6 Location.

We received an updated site sketch created by SEH, Inc., dated December 18, 2023. The updated Stebner Road relocation is planned to be approximately 100 feet east of our borings. The locations of the additional soil borings will be along the updated relocation alignment.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the Stebner Road pavements.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on previous site visits, it appears that the site is accessible to a floatation tire-mounted drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including debris or obstruction removal or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the boring locations from those proposed to facilitate accessibility. Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

We will stake prospective boring locations, as selected by you, and obtain surface elevations at those locations using GPS (Global Positioning System) technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. A Braun Intertec representative will schedule an on-site meet with the utility locators. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

We proposed to drill 6 standard penetration test (SPT) borings for the project, extending each boring to a depth of 10 feet. Standard penetration tests will be performed continuously to 5 feet and at 2 1/2-foot intervals beyond 5 feet.

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

MDH Notification and Sealing Record

Since our planned exploration will be less than 15 feet in depth, the Minnesota Statutes will not require that we complete any notifications or sealing records. If we extend any of the borings to a depth of 15 feet or greater, the Statutes requires that we seal the boreholes and complete a Sealing Record. If 25 feet or greater, the Statutes also require us to complete a Sealing Notification Form. If the Record or Form are required, we will contact you to discuss the additional fees and sealing requirements.

Borehole Abandonment

After completing the soil borings, the borings will be backfilled with cuttings. Over time, subsidence of borehole backfill may occur, requiring surface grades to be re-leveled. Braun Intertec is not assuming responsibility for re-leveling subsequent to initial backfilling.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing 6 moisture content tests and 3 mechanical analyses (through a #200 sieve only). We will adjust the actual number and type of tests based on the results of our borings.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to structure design and performance.

Report

We will prepare a report including:

- A CAD sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing pavement subgrades, and the selection, placement, and compaction of fill.
- Recommendations for the design and construction of a bituminous pavement section.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 6 weeks following receipt of written authorization

- Field exploration – 1 day on site to complete the work
- Classification and laboratory testing – within 2 weeks after completion of field exploration
- Preliminary results – within 1 week after completion of field exploration
- Final report submittal – within 4 weeks after completion of field exploration

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of \$8,675. Please note that our drilling/field services were budgeted to occur within our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs. Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

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

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 or (atast@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Aaron M. Tast
Aviation Account Leader, Senior Project Manager



Colin L. Anderson, PE
Project Engineer



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

Attachments:
General Conditions (1/1/18)

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

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us.*

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.*

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s)

attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 *Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.*

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 *For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken.* This increased fee is not the purchase of insurance.

6.5 *You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.*

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.*

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.



ADDITIONAL SERVICES REQUEST #1

PROJECT DETAILS **Project Name:** Airport Traffic Control Tower, Duluth International Airport

RWDI Project #: 2400329

EXP Project #: CHI-23010514-A0

Client: Horeya Czaplewski, AIA, NCARB, LEED AP BD+C

Senior Project Manager

EXP Services, Inc.

Horeya.Czaplewski@exp.com

Date: May 9, 2024

BACKGROUND

RWDI USA LLC (RWDI) has been retained by EXP U.S. Services, Inc. (EXP) to provide wind tunnel modeling assessments for the cladding wind pressures and structural wind loads on the Airport Traffic Control Tower, Duluth International Airport project. RWDI's approved scope of work for the Structural Wind Loads Assessment included testing of 1 design configuration and analysis for 1 set of structural properties.

This Additional Services Request (ASR) is to expand RWDI's approved scope of work to include update of the structural wind loads analysis based on revised properties from EXP due to a change in the floorplan that would result in changes to the elevator and MEP shafts.

TERMS

Current terms and conditions under the Subconsultant Agreement between EXP and RWDI dated December 1, 2023 will apply.



SCOPE

In addition to the current approved scope for wind engineering, RWDI 's scope will be updated to include the following:

Updated Structural Wind Loads – Revised Properties

- Revision of RWDI's report and structural wind loads based on revised structural properties of the air traffic control tower to be provided by EXP.
- For one set of revised properties.

AUTHORIZATION

We hereby authorize RWDI USA LLC (RWDI) to provide the services selected below and outlined in this ASR #1, dated May 9, 2024 for the Airport Traffic Control Tower, Duluth International Airport project, located in Duluth, MN. RWDI is authorized to proceed with the following services:

SERVICE	PRICING (USD)	CHECK IF ACCEPTED
Updated Structural Wind Loads – Revised Properties	\$4,000	<input type="checkbox"/>

AUTHORIZING CLIENT

_____	_____
Name (Please Print)	Company
_____	_____
Title	Date

Signature (I am authorized to bind this corporation)	

RWDI and the Client agree that this Proposal may be communicated and/or accepted by email or facsimile transmission and that the said communication and/or acceptance shall be legal and binding upon RWDI and the Client. RWDI and the Client further agree that reproductions of signatures by telecommunications will be treated as original signatures.



Building a Better World
for All of Us®

May 6, 2024

RE: Duluth ATCT
SEH Services Amendment #1
SEH No. EXPIL 175978

Horeya Czaplewski
Project Manager
EXP

Dear Ms. Czaplewski,

Throughout the development of DLH ATCT project, it has been determined that additional services have been required outside of the original contract scope.

Our original contract for the DLH ATCT project is \$617,300. The additional work outlined in this letter reflects a contract amendment of \$49,600. A detailed description of the additional work follows below, and a fee breakdown can be found in Attachment A.

Task 1 Rezoning of Project Site

This work includes 2 meetings with the City Planning department to establish an approach for rezoning and considerations for future rezoning needs. This also includes preparation of the rezoning application documents and attendance at a planning commission meeting.

Task 2 Legal Survey

This work includes identification and execution of necessary legal survey changes to the site. This includes 4 meetings with the City Planning department to establish a mutual understanding of the preferred approach from the property standpoint. This also includes exhibits to vacate existing easements, vacate existing public roadways, and establish new easements as well as preparation of the application. Permit fees are included as a separate expense. There will be 8 total exhibits signed by a licensed surveyor to support this process.

Task 3 Design of Relocated Public Utilities

As part of the vacating of the public street, there is a need to relocate public utilities including water, gas, and sanitary sewer. The City requires that relocated public utilities be submitted as a separate deliverable with an 11x17 border and only showing the public utility work. This supplemental design package will be submitted concurrently with the remainder of the project design documents.

Task 4 Private Utility Relocation Coordination

This work includes coordination with multiple utility companies, including MnPower, CenturyLink/Lumen, and Paul Bunyan, to relocate their utilities. This includes a site visit with each utility to review the plan as well as subsequent meetings to review the proposed design and incorporate into the project plans.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

The total of the extra design services is \$49,600 and we are requesting a contract amendment for that amount.

Please call me after you review this request with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Adinda Van Espen".

Adinda Van Espen, PE
Project Manager
(Lic. MN, FL, AL, WY, TX, ID, OR, NY, CA, OH, WI)

c: Shawn McMahon, SEH
Kaci Nowicki, SEH

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ATTACHMENT A
AMENDMENT #1 - FEES AND EXPENSES
AIR TRAFFIC CONTROL TOWER DEVELOPMENT
 EXP
 DULUTH, MN
 SEH Project No. EXPIL 175978

Task No.	Task Description	Project Director	Project Manager	Project Engineer	Sr. Civil Engineer	Civil Engineer	Project Planner	Senior Technician	Licensed Surveyor	Survey Crew Chief	Administrative Assistant
1.0	Rezoning of Project Site	1	4	4	4	4	4	12	4		2
2.0	Legal Survey	1	4	6	4	24	4	24	24	48	2
3.0	Design of Relocated Public Utilities		4	4	8			36			2
4.0	Private Utility Relocation Coordination		12	8	12		4	12			
Total hours per labor category		2	24	22	28	28	12	84	28	48	6

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	2	\$ 82.21	\$ 164.42
Project Manager	24	\$ 64.50	\$ 1,548.00
Project Engineer	22	\$ 48.86	\$ 1,074.92
Sr. Civil Engineer	28	\$ 62.04	\$ 1,737.12
Civil Engineer	28	\$ 38.50	\$ 1,078.00
Project Planner	12	\$ 52.20	\$ 626.40
Senior Technician	84	\$ 34.69	\$ 2,913.96
Licensed Surveyor	28	\$ 54.71	\$ 1,531.88
Survey Crew Chief	48	\$ 48.03	\$ 2,305.44
Administrative Assistant	6	\$ 32.00	\$ 192.00

Total Direct Labor Costs:	282	\$ 13,172.14
Overhead on Direct Labor Costs		\$ 25,027.07
Total Costs		\$ 38,199.21
Fee (15%) on Total Costs		\$ 5,729.88

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Survey Equipment - Total Station/GPS	48	\$ 45.00	\$ 2,160.00
Survey Equipment - Truck	48	\$ 4.90	\$ 235.20
Technology Charge	282	\$ 5.55	\$ 1,565.10
Permit Fees	1	\$ 1,543.00	\$ 1,543.00
Parking	4	\$ 9.00	\$ 36.00
Reproductions / Miscellaneous	1	\$ 100.00	\$ 100.00

Total Expenses	\$ 5,639.30
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SUMMARY:

Total Costs + Expenses + Fee	\$ 49,568.39
Estimated Total	\$ 49,600.00

VII. - B.

Duluth Airport Authority
MN Lottery Retailer Concession Contract & Addendum

Terms:

- 1 year

Agreement Overview:

- Retailer Contract for MN Lottery vending machines (2) located in the terminal
- MN Lottery installs the machines and is responsible for their maintenance
- DAA staff handles day to day operation of machines
- Machines do not pay out cash; tickets must be brought to local retailer such as gas station or mailed in
- Concession rates to be paid to the DAA are:
 - 5.5% of sales on Lotto
 - 6% for each pack of scratch tickets sold
 - 1.5% of the value of Lottery tickets redeemed and validated at machines

Addendum Overview:

- Liability and Indemnification language suggested to be replaced in contract with addendum by City of Duluth Legal Department



Retailer Number
131185

MINNESOTA STATE LOTTERY RETAILER CONTRACT

THIS AGREEMENT is entered into this 15th day of May, 2024, by and between the MINNESOTA STATE LOTTERY (hereinafter referred to as the “MSL” or the “Lottery”) and, CITY OF DULUTH, DBA DULUTH AIRPORT AUTHORITY, a CORPORATION, whose business address is 4701 GRINDEN DRIVE, DULUTH, MN 55811 (hereinafter referred to as the “Retailer”).

In signing this agreement, the parties acknowledge that they have read and understood the terms of this Contract and agree to be bound thereby.

THE MINNESOTA STATE LOTTERY CITY OF DULUTH

By: _____
Lottery Signature

By: _____
Retailer Signature

Title: Lottery Director

Title: _____

Date: May 15, 2024

Date: _____

1. Definitions

- a. “Accounting Week” - The start of business on Tuesday through the end of business on the subsequent Monday.
- b. “Business Location” – The site, as described by the address stated in this Contract, where the Retailer is authorized to sell Lottery Tickets.
- c. “Contract” – This agreement between the Retailer and the MSL authorizing the Retailer to sell Lottery Tickets.
- d. “Director” - The Director of the Minnesota State Lottery or the Director’s designee.
- e. “Lottery Games” - Lotto Games and Scratch Games.
- f. “Lottery Tickets” - Lotto Game Tickets and Scratch Game Tickets.
- g. “MSL” - The Minnesota Lottery.
- h. “Lotto Game” - A lottery game sold to the public through the use of a Lotto Game Terminal.
- i. “Lotto Game Terminal” - A terminal installed by the MSL at the Retailer’s Business Location that is connected to a MSL system for the purpose of selling and redeeming Lotto Game Tickets and Scratch Game Tickets.
- j. “Lotto Game Ticket” - A ticket purchased for participation in a Lotto Game.
- k. “Retailer” - The business authorized by the MSL to sell Lottery Tickets.
- l. “Scratch Game” - A lottery game sold to the public on pre-printed tickets containing play data under a latex coating.
- m. “Scratch Game Ticket” - A pre-printed ticket purchased for participation in a Scratch Game.

2. Scope of the Contract; Term

This Contract authorizes the Retailer to sell Lottery Tickets for the MSL according to the terms of this Contract. The Retailer agrees to only sell Lottery Tickets at the Retailer's Business Location. This Contract is subject to the terms and provisions of Minnesota Statutes, chapter 349A, Minnesota Rules, chapter 7856, and the game procedures adopted by the Director for each Lottery Game and the Retailer agrees to comply and be bound by any applicable law, rule, instruction and order issued by the Lottery. This Contract is effective on the date it is finally executed by both parties and shall remain in effect for one year, from May 15, 2024 until midnight on May 14, 2025 unless canceled or suspended by either party. This Contract is not assignable or transferable to any person or entity, nor is it transferable to any location. The Retailer shall not conduct any business or hold itself out as a Lottery Retailer unless a renewal Contract has been timely granted.

3. Sale and Redemption of Lottery Tickets

- a. The Retailer must offer for sale all Lotto Games offered by the MSL and must offer for sale a minimum number of Scratch Games set by the MSL.
- b. The Retailer may not sell Lottery Tickets to any person under the age of 18 years or redeem a prize for a person under the age of 18 years.
- c. The Retailer must prominently display the most current odds posters for Lottery Games supplied by the MSL.
- d. The Retailer must display the problem gambling helpline sticker supplied by the MSL at or near the point where Lottery Tickets are sold.
- e. The Retailer must display at its Business Location, the certificate to sell Lottery Tickets issued by the MSL.
- f. The Retailer must mount a decal provided by the MSL in a prominent place near the entrance to its Business Location.
- g. The Retailer must sell Lottery Tickets only for coin, currency, money orders, debit/check cards or checks.
- h. The Retailer must only sell Lottery Tickets at a price set by the Director pursuant to the game procedures adopted for each Lottery Game.
- i. The Retailer must not condition the sale of Lottery Tickets on the purchase of any other item or service or impose any similar restriction upon the sale of a Lottery Ticket.
- j. The Retailer must make the purchase of Lottery Tickets convenient and readily accessible to the public and make Lottery Tickets available for purchase during normal business hours.
- k. The Retailer must begin the sale of Scratch Game Tickets on the date set by the MSL for each Scratch Game and must cease selling Scratch Game Tickets for a particular Scratch Game on the date set by the MSL.
- l. The Retailer must validate and pay all prizes from winning Lottery Tickets up to \$600, consistent with the Retailer's normal business hours and cash on hand policies or as agreed to between the MSL and the Retailer. The Retailer may be responsible for redeemed Lottery Tickets that are not validated prior to payment to a player.
- m. The Retailer must settle packs of Scratch Game Tickets to activate billing according to procedures established by the MSL.
- n. The Retailer acknowledges that funds received from the sale of Lottery Tickets constitute a trust fund until paid to the MSL and that the Retailer is personally liable for those funds.
- o. The Retailer must maintain a bank account for payment of proceeds to the MSL.
- p. The Retailer must deposit in its designated bank account all funds due the MSL from the previous Accounting Week prior to the Thursday following the end of the accounting week. The amount due to the MSL will be electronically taken from this bank account by the MSL each Thursday.
- q. Failure to timely pay the MSL all amount due from a particular Accounting Week may subject the Retailer to a penalty of \$20 and interest as designated by rule. The Retailer agrees that it may be liable for costs incurred by the MSL to collect any amount due to the MSL under this Contract, including attorney's fees.

4. Compensation/Payments to Retailers

The MSL will pay the Retailer a commission of 5½% for lotto sold by the Retailer, a 6% commission for each pack of scratch tickets sold by the Retailer, and pay the Retailer a commission of 1½% of the value of Lottery Tickets redeemed and validated by the Retailer. The MSL will reimburse the Retailer for all prizes paid by the Retailer according to the procedures established by the MSL.

5. Marketing Requirements

The Retailer agrees to comply with all MSL marketing requirements and to display MSL provided point-of-purchase materials and signage in a prominent area of its Business Location according to instructions issued by the MSL. Retailer agrees to utilize Scratch ticket dispensers (including any in-counter dispensers) provided by the MSL in the manner prescribed by the MSL. The Retailer agrees to abide by all promotional guidelines adopted by the MSL.

6. Security Deposit

The MSL may require the Retailer to maintain a security deposit in the amount set by the Director if the Retailer does not have a favorable credit history, has repeated accounting problems and/or NSF's, or has no credit history. The security deposit must be in a form as set out in Minnesota Statutes, section 349A.06, subdivision 3.

7. Minimum Sales

The MSL has the right to set a minimum sales level for a Retailer. If the MSL sets a minimum sales level for a retailer, the Retailer must maintain that sales level in order to remain a Lottery Retailer.

8. Property Provided by MSL

All property provided to the Retailer by the MSL, or a vendor under Contract with the MSL, is, and shall remain the property of the MSL or its vendors. The MSL or its vendors shall have the right to enter the property of the Retailer during regular business hours to install and remove any and all such property at any time. The Retailer agrees not to relocate, repair, or modify any property of the MSL or its vendors without the prior written agreement of the MSL. The MSL will provide the Retailer with dispensers to be utilized to sell Scratch Game Tickets and a Lotto Game Terminal. The Retailer must provide sufficient counter space for the Lotto Terminal and Scratch Game Ticket dispensers. The Retailer must provide appropriate electrical utilities for MSL provided equipment. Upon expiration of this Contract, the Retailer shall return, or allow MSL employees or vendors to remove, all MSL property.

9. Responsibility for Tickets

The Retailer agrees that all Scratch Game Tickets accepted from the MSL or its distributor are deemed to have been purchased by the Retailer at the price established by the MSL less appropriate Retailer commission, unless the unsold tickets are returned to the MSL according to procedures established by the MSL. The Retailer agrees that all Lotto Game Tickets issued by the Retailer's Lotto Game Terminal are deemed to have been purchased by the Retailer unless canceled as authorized by the MSL game procedures. The Retailer will exercise diligence in the storage of Lotto Game Ticket stock and to provide physical security and control of the Lotto Game Ticket stock. The Retailer agrees not to borrow or lend Lotto Game Ticket stock or Scratch Game Tickets to/from another Retailer or location. The Retailer is responsible for lost, stolen, or missing Lottery Tickets.

10. Audit of Retailers

The Retailer must maintain current and accurate records of all lottery transactions and make them available for inspection or audit by employees of the MSL and to employees of the Department of Public Safety, Alcohol and Gambling Enforcement Division. The Director may select an auditor to perform the audit and the Retailer may be required to pay the costs of the audit.

11. Cancellation, Suspension and Refusal to Renew Contract

- A. This Contract may be cancelled by the Retailer at any time upon notice to the MSL.
- B. The Director must cancel this Contract or prohibit the sale of Lottery Tickets if the Retailer has:
 - a) been convicted of a felony, gross misdemeanor, or a gambling related offense;
 - b) a person that owns more than 5% of the Retailer, or an officer or director of the Retailer that has been convicted of a felony, gross misdemeanor, or gambling related offense;
 - c) committed fraud, misrepresentation, or deceit;
 - d) provided false or misleading information to the MSL;
 - e) acted in a manner prejudicial to the public confidence in the integrity of the MSL;
 - f) owes \$500 or more in delinquent taxes to the State of Minnesota; or
 - g) been conducting business solely to sell Lottery Tickets.

- C. The Director may cancel, suspend, or non-renew this Contract, or prohibit the sale of Lottery Tickets if the Retailer has:
 - a) ceased conducting business at the Business Location;
 - b) failed to comply with any provision of this Contract;
 - c) failed to accurately account for the proceeds from the sale of Lottery Tickets;
 - d) failed to remit to the MSL on a timely basis the proceeds from the sale of Lottery Tickets;
 - e) failed to account for Lottery Tickets received from the MSL;
 - f) acted in a manner such that the Retailer's participation as a Retailer is inconsistent with the public interest, convenience and necessity;
 - g) experienced a material change in any factor considered by the Director in entering into this Contract;
 - h) failed to maintain a security deposit as required by the MSL;
 - i) failed to maintain a minimum level of Lottery Ticket sales as set by the MSL;
 - j) retained an employee involved in the sale of Lottery Tickets who has been convicted of a gambling-related offense or a crime involving moral turpitude;
 - k) bartered, furnished, or given alcoholic beverages to a person under 21 years of age in violation of Minnesota law, two or more times within a two-year period;
 - l) experienced a change so that it no longer has the financial stability or responsibility to act as a Retailer;
 - m) experienced a substantial change in ownership;
 - n) committed an act which impairs the Retailer's reputation for honesty and integrity;
 - o) sold Lottery Tickets to a person that the Retailer knows or has reason to know will re-sell the Lottery Tickets to another person;
 - p) conducted illegal gambling at the Business Location or has allowed illegal gambling to be conducted by others at the Business Location;
 - q) violated a provision of Minnesota Statutes, chapter 349A or Minnesota Rules, chapter 7856, game procedures, order or directive issued by the Director; or
 - r) experienced any material change in any of the qualifications for a Retailer under Minnesota Statutes, section 349A.06, subdivision 2 or Minnesota Rules part 7856.2020.
- D. The Director may temporarily suspend this Contract or prohibit the sale of Lottery Tickets at the Business Location without prior notice to the Retailer, for any reason specified in this Contract, provided that pursuant to Minnesota Statutes, section 349A.06, subdivision 11(e), a hearing is conducted within seven days after a request for a hearing is made by the Retailer.
- E. The cancellation, suspension, or non-renewal of this Contract, or the prohibition of the sale of Lottery Tickets is a contested case under the Administrative Procedures Act (Minnesota Statutes, Chapter 14).

12. Liability and Indemnification

The Retailer agrees that in its capacity as a contractor to sell Lottery Tickets, the Retailer is not acting on behalf of the MSL or the State of Minnesota as an agent, officer, or employee, but is acting in the capacity of an independent contractor. The Retailer agrees to release, indemnify and hold harmless the MSL and the State of Minnesota, its officers, directors, employees and agents from and against any and all loss, claims, damages, expenses and costs (including attorney fees) arising out of or resulting from any and all acts or omissions of the Retailer, its owners, employees or agents arising in the connection with conducting the sale of Lottery Tickets. The Retailer further agrees that any contractual or tortious liability incurred by the Retailer in connection with the sale of Lottery Tickets shall be the Retailer's sole responsibility.

13. Miscellaneous

The Retailer agrees that if they fail to comply with any term of this Contract, the Lottery may temporarily stop delivery of additional Scratch Game Tickets and prohibit the use of the Retailer's Lotto Game Terminal and pursue any other appropriate remedy to protect its interests and property.

14. Applicable Law and Venue

This Contract and all matters related to it shall be governed by and interpreted by the laws of the State of Minnesota. Any matter arising under this Contract shall be brought in a court of competent jurisdiction in Ramsey County, Minnesota.

**Duluth Airport Authority
Addendum to the Minnesota State Lottery
Retailer Contract**

This Addendum (“Addendum”) is made and entered into with respect to the Minnesota State Lottery Retailer Contract (“Contract”) dated [_____] by and between Duluth Airport Authority, a government body organized and existing under Chapter 577 of the Laws of Minnesota, 1969, (“DAA”) (“Retailer”) and the Minnesota State Lottery (“MSL”).

The following provision applies to the Contract between Retailer and MSL regarding the sale of lottery tickets within the state of Minnesota. The capitalized terms used in this Addendum shall have the same meaning as in the Contract. **To the extent that anything in this Addendum conflicts with the Contract, this Addendum shall control.**

12. Liability and Indemnification:

Each party will be responsible for its own acts and the results thereof. Neither Retailer nor MSL waives their respective immunities under state or federal law.

The provisions in this Addendum are agreed to by:

The Minnesota State Lottery

By: _____

Printed Name: _____

Title: _____

Date: _____

Duluth Airport Authority

By: _____

Printed Name: _____

Title: _____

Date: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

VII. - C.

Duluth Airport Authority
Weidendorf Investments LLC DBA Scenic Airrides
Termination Resolution

Background:

- Scenic Airrides has been an air tour operator at Sky Harbor since the spring of 2022.
- Scenic Airrides leases hangar space for aircraft in Authority owned Hangar 1.
- Authority was notified they were not returning for the 2024 season and wanted to terminate their agreements.

Resolution Overview:

- Resolution is to approve the early termination of their leases effective May 1, 2024.
- Scenic Airrides also has a small, shed type building they used for staff located at Sky Harbor and that shall be removed by June 30, 2024.

Duluth Airport Authority

Resolution to authorize an early termination of the Sky Harbor Hangar 1 Seasonal Hangar Lease and Air Tour Operator Agreements between the Duluth Airport Authority and WEIDENDORF INVESTMENTS LLC DBA SCENIC AIRRIDES.

RESOLVED, by the Duluth Airport Authority Board ("DAA") that the DAA hereby authorizes an early termination of the Sky Harbor Hangar 1 Seasonal Hangar Lease and Air Tour Operator Agreements effective May 1, 2024.

BE IT FURTHER RESOLVED that all property belonging to WEIDENDORF INVESTMENTS LLC DBA SCENIC AIRRIDES shall be removed from Sky Harbor Airport property by end of day June 30, 2024.

Approved by the Duluth Airport Authority this 16th day of June 2024.

ATTEST:

Executive Director

VII. - D.

RESOLUTION TO APPROVE AN INCREASED MAXIMUM PRICE
OF \$110,000 ON THE PROPERTY AND EQUIPMENT INSURANCE
AGREEMENT WITH THE CITY OF DULUTH

Terms:

- Length of Agreement: 2/16/24 – 2/16/25
- Estimated Price: Up to \$110,000 to be confirmed once finalized.
- Deductible: \$100,000
- Insurance Provider:
 - Property & Equipment Insurance: Hanover Insurance
 - Boiler Insurance: Hartford Steam Boiler

Overview:

- The DAA board approved an agreement to cover property and equipment under the City of Duluth's insurance policies at the May 2024 board meeting with a maximum price of \$100,000.
- The Duluth City Council approved the same agreement with an approved maximum of \$110,000 at their June 10th, 2024 meeting.
- The updated price of \$110,000 comes after DAA staff was informed that price of insurance could be over the approved maximum of \$100,000.
- DAA will only pay a proportionate share of the premium based on the actual insurance cost up to the maximum of \$110,000.

Prepared by: Joelle Bodin

Resolution to Approve FY25 Marketing Plan and to Authorize Giant Voices to Place Media on Behalf of the DAA

Term:

- July 2024-June 2025

Overview:

- In accordance with Operating Policy 8
- Media plan is over the \$25,000 threshold for Executive Director approval
- Resolution authorizes Giant Voices to sign contracts to place planned media for the specified period
- Some media placements may change as strategies shift. The plan will be brought forward for additional approval if contracts are over \$25,000, pursuant to Operating Policy 8.

	Fiscal Year 1st Quarter 2024			Fiscal Year 2nd Quarter 2024			Fiscal Year 3rd Quarter 2025			Fiscal Year 4th Quarter 2025			2024/2025 TOTAL
	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
AGENCY SERVICES													
Account Management, Design, Strategy, Copywriting, Implementation, etc.	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$42,000.00
Organic Social Media Management	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$18,000.00
Creative Refresh	\$0.00	\$0.00	\$0.00	\$15,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Website Maintenance	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$2,400.00
Agency Services Total:	\$5,200.00	\$5,200.00	\$5,200.00	\$20,200.00	\$10,200.00	\$10,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$87,400.00
OUT OF HOME ADVERTISING													
Outdoor -- Douglas County (all Superior locations)													
Panel #10221 2811 E 2ND ST E/L F/N - March 2025 -- 81,414 imp per wk													
Panel #10187 215 BLKNAP ST N/L F/E - November 2024 -- 106,348 imp per wk	\$0.00	\$0.00	\$0.00	\$0.00	\$940.00	\$0.00	\$0.00	\$0.00	\$910.00	\$0.00	\$0.00	\$0.00	\$1,850.00
Outdoor -- St Louis County													
Panel #10032 HWY 53 300' N/O CR 52 E/L S/F (Cotton) - February 2025 - 23,620 imp per wk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
Outdoor - Carlton County													
Panel #10485 1-35 AT 9331 WESTGATE BLVD F/E PROCTOR - December 2024 - 68,373 imp per wk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00
Outdoor - Duluth Only Location													
Panel #10115 215 E CENTRAL ENTRANCE F/S -- January 2025 - 100,666 imp per wk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,035.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,035.00
Out Of Home Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00	\$1,035.00	\$875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,510.00
PRINT													
Duluthian (6) 1/4 Page Full Color 3.4773" x 4.8125"	\$720.00	\$0.00	\$720.00	\$0.00	\$720.00	\$0.00	\$720.00	\$0.00	\$720.00	\$0.00	\$720.00	\$0.00	\$4,320.00
Positively Superior(6) 1/4 Page Full Color Ad - 3.4773" x 4.8125"	\$0.00	\$660.00	\$0.00	\$660.00	\$0.00	\$660.00	\$0.00	\$660.00	\$0.00	\$660.00	\$0.00	\$660.00	\$3,960.00
Print Subtotal:	\$720.00	\$660.00	\$720.00	\$660.00	\$720.00	\$660.00	\$720.00	\$660.00	\$720.00	\$660.00	\$720.00	\$660.00	\$8,280.00
DIGITAL ADVERTISING													
Paid Social Media - Facebook	\$200.00	\$200.00	\$200.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$200.00	\$200.00	\$200.00	\$4,200.00
Paid Social Media - LinkedIn	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00				\$1,800.00
Google	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$1,000.00	\$800.00	\$1,000.00	\$750.00	\$750.00	\$750.00	\$9,550.00
Programmatic Campaign	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$10,000.00
Digital Subtotal:	\$950.00	\$950.00	\$950.00	\$2,550.00	\$2,550.00	\$2,550.00	\$3,800.00	\$3,600.00	\$3,800.00	\$1,950.00	\$950.00	\$950.00	\$25,550.00
RADIO													
MPR													
MPR News (172) :15 spots													
YourClassic MPR (58) :15 spots (40) :15 bonus spots airing between 12/25 and 3/31	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00	\$2,940.00
Midwest Communications - KQDS Plan													
KQ Morning Show Live :30 - Live Call-in OR Script Read - 1 per week for 26 weeks	\$0.00	\$0.00	\$0.00	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00	\$0.00	\$0.00	\$0.00	\$1,440.00
Radio Subtotal:	\$245.00	\$245.00	\$245.00	\$485.00	\$485.00	\$485.00	\$485.00	\$485.00	\$485.00	\$245.00	\$245.00	\$245.00	\$4,380.00
TV													
KBJR													
KBJR/NBJR Custom News Package													
Morning/Evening News ==> 30 Week Package - (36) :30 spots aired during Northern News Now at 6-7A & 5-5:30P	\$0.00	\$0.00	\$0.00	\$507.00	\$507.00	\$507.00	\$507.00	\$507.00	\$507.00	\$513.00	\$0.00	\$0.00	\$3,555.00
WDIO													
WDIO Custom DAA Package (week on/week off placement FY 24-25)													
(153) :15 spots; Morning News 5-9A, The Lift 4:30-5P, Early News Evening News 5-6:30P	\$0.00	\$0.00	\$0.00	\$790.00	\$790.00	\$790.00	\$790.00	\$790.00	\$790.00	\$795.00	\$0.00	\$0.00	\$5,535.00
Fox													
Fox 21 Morning/Evening News Rotation(90) :30 Morning News & :15 Evening News placements - 30 week rotation	\$0.00	\$0.00	\$0.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$0.00	\$0.00	\$1,820.00
TV Subtotal:	\$0.00	\$0.00	\$0.00	\$1,557.00	\$1,557.00	\$1,557.00	\$1,557.00	\$1,557.00	\$1,557.00	\$1,568.00	\$0.00	\$0.00	\$10,910.00
Agency Services + Media Grand Total:													\$142,030.00

Authorized Signature gives approval to Giant Voices, Inc. to plan and place media schedules according to plans and budgets as shown. Cancellation policy for radio and internet varies, but most often notice given 2 weeks prior to Monday of active week will be sufficient.



Heather Wink - Account Executive



DULUTH AIRPORT AUTHORITY

Resolution Approving the Creation of a Duluth Airport Authority Task Force on Fixed Based Operator Acquisition

WHEREAS, Monaco Air Duluth LLC, Duluth Flying Club LLC, Monaco Aviation LLC, and Vanguard Aircraft LLC, collectively known as the fixed based operator (FBO) are for sale and;

WHEREAS, the Duluth Airport Authority (DAA) desires to inquire and evaluate a potential purchase of the FBO at the Duluth International Airport and;

WHEREAS, the DAA Board grants the authority to the Executive Director to create the FBO Acquisition Task Force pursuant to its authority under the Laws of Minnesota 1969, Chapter 577, Section 3, Subdivision 7;

WHEREAS, pursuant to this grant of authority over the FBO Acquisition Task Force, the Executive Director shall be responsible for any and all work conducted by the FBO Acquisition Task Force;

WHEREAS, the DAA Board grants the Executive Director authority to name any DAA employee, DAA Board Director, or private consultant to the FBO Acquisition Task Force;

WHEREAS, the duties of the FBO Acquisition Task Force shall be limited to performing due diligence and advising the Executive Director in evaluating the potential purchase of the FBO;

WHEREAS, the Executive Director shall, within a reasonable timeframe following the passage of this resolution, report to the DAA Board the list of persons on such Task Force;

WHEREAS, the FBO Acquisition Task Force shall cease to exist when either 1) the Executive Director presents the DAA Board with a written report including a recommendation on the potential purchase of the FBO, or 2) the DAA is eliminated from contention for purchase as a part of the FBO's vetting process.

NOW, THEREFORE, BE IT RESOLVED, that the Duluth Airport Authority does hereby approve the creation of the FBO Acquisition Task Force.



DULUTH AIRPORT AUTHORITY

Approved by the Duluth Airport Authority this 18th day of June 2024.

President
Duluth Airport Authority

Date

Secretary
Duluth Airport Authority

Date



DULUTH AIRPORT AUTHORITY

June 4, 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 Tristan Durfee.

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

Over the past several months Tristan has led the construction of a new Sky Harbor Airport General Aviation Terminal and a Snow Removal Equipment Building. Work began in the fall of 2023 and is slated for completion in July. Tristan has worked tirelessly around the clock to ensure construction activities do not disrupt Sky Harbor's busy summer season.

Sky Harbor's spring has been all but quiet, welcoming two major milestones at the airport. Lake Superior Helicopter began their inaugural season of operating out of DYT every Friday – Sunday, Memorial Day through Labor Day. In addition, the DAA staff, led by Tristan, welcomed the Cessna 180/185 national club of aircraft to DYT for their annual convention. Planning began almost 12 months ago and came to fruition as Sky Harbor saw 125 members and nearly 40 Cessna 180/185 aircraft called it home for the weekend. The group had over 250 aircraft operations over the weekend in and out of DYT without a single incident. Tristan put in countless hours of planning and operational support during their visit to ensure every pilot left happy. The success of the event is owed much to the work that Tristan did. Attached is an email written by the group's event organizer echoing much of what you are reading above.

Please refer questions regarding this recommendation to the undersigned.

Sincerely,

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

Attachment



DULUTH AIRPORT AUTHORITY

Hi Mark,

As our week has now wrapped up, I wanted to thank you and your team for all the support we received from you over the past year as we put this together, as well as the tremendous help you were letting us use your airport.

I'd like to share that it is not just my opinion either - but I received numerous comments from members throughout the week, complimenting the airport, but particularly complimenting Tristan on his exceptional service and help he was to absolutely everyone. Tristan really impressed all of us with his genuine kindness, willingness to help, and effort he put in to make everyone feel welcomed in Duluth, all while simultaneously making this a safe and smooth running event. We had over 250 Skywagon operations between members and non-members throughout that week including the fly-out, and arrival and departures, and there was not a single incident of bent metal, or even a close call. That is in no small part a result of Tristan's efforts in parking, briefing and talking to the pilots throughout the week.

The week and hospitality we received left all 125 registered members, sponsors and guests with a VERY positive view of Duluth and Sky Harbor airport. The new terminal that DYT has is a fantastic modern touch to the airport that is rarely seen somewhere of that size. It made for a positive first impression with all that came through.

As more media gets posted about the event I'll share it, but EAA has already posted this:
<https://www.instagram.com/reel/C7sgsPtNQtc/?igsh=MjJoMTF1NWFkNG0w>

Thank you again for all of your efforts!

Austin Levin, P.E.

Airport Development Engineer Bureau of Aeronautics

Wisconsin Department of Transportation

VII. - I.

**Duluth Airport Authority
DAA Board Packet Budget vs. Actual Summary
From Jan 2024 to Apr 2024**

UNAUDITED

Financial Row	Prior Year Actual (Jan 2023 - Apr 2023)	Current Year Actual (Jan 2024 - Apr 2024)	Budget Amount (Jan 2024 - Apr 2024)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2024 - Adjust 2024)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	1,137,998	1,115,037	1,038,337	107.39%	(22,961)	76,700	3,270,423
Non-Passenger Aeronautical Revenue	581,740	600,096	571,606	104.98%	18,357	28,490	1,699,641
Passenger Airline Aeronautical Revenue	432,911	537,461	545,046	98.61%	104,550	(7,585)	1,626,676
Total - Income	2,152,648	2,252,594	2,154,989	104.53%	99,946	97,605	6,596,739
Gross Profit	2,152,648	2,252,594	2,154,989	104.53%	99,946	97,605	6,596,739
Expense							
Miscellaneous Expenses	35,125	141,206	37,177	379.83%	106,081	104,030	96,690
Personnel Compensation & Benefits	892,639	838,668	962,516	87.13%	(53,971)	(123,848)	3,015,668
Services and Charges	797,593	854,363	845,639	101.03%	56,771	8,724	2,433,958
Supplies	337,104	280,563	348,992	80.39%	(56,541)	(68,429)	767,463
Total - Expense	2,062,460	2,114,801	2,194,324	96.38%	52,340	(79,523)	6,313,779
Net Ordinary Income	90,188	137,793	(39,335)	-350.30%	47,605	177,129	282,959
Other Income and Expenses							
Other Income							
Capital Contributions	2,400,321	0	0	0.00%	(2,400,321)	0	0
Non-Operating Revenue	306,220	255,917	260,316	98.31%	(50,303)	(4,399)	648,529
Total - Other Income	2,706,541	255,917	260,316	98.31%	(2,450,624)	(4,399)	648,529
Other Expense							
Non-Operating Expense	47,321	40,391	47,058	85.83%	(6,930)	(6,667)	141,174
Total - Other Expense	47,321	40,391	47,058	85.83%	(6,930)	(6,667)	141,174
Net Other Income	2,659,220	215,526	213,258	101.06%	(2,443,694)	2,267	507,355
Net Income Exclusive of Project Expenses, Depreciation & Amortization	2,749,408	353,319	173,923	203.15%	(2,396,089)	179,396	790,315
Projects/Grants	(1,716,775)	2,996,381	6,590,154	45.47%	4,713,156	(3,593,773)	19,770,462
Depreciation & Amortization	(3,795,491)	0	(3,581,217)	0.00%	3,795,491	3,581,217	(10,743,651)
Net Income	(2,762,858)	3,349,699	3,182,860	105.24%	6,112,558	166,840	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 \$179K.
- **Operating Revenue:** Non-Aeronautical Revenue is \$97k over budget overall. Concessions revenues are \$6k under budget, parking revenues are \$66k over budget and customer facility charges are \$31k over budget. Non-passenger aeronautical revenue is 28k over budget due to increased rent, aviation gas sales, and concessions. Passenger Airline Aeronautical revenue is 7k under budget due to less landing fees than predicted. Operating Revenues are 97k over budget overall.
- **Operating Expenses:** Miscellaneous Expenses are \$104k over budget, mostly due to the North Business Development Area Buyout. Personnel Compensation and Benefits are \$123k under budget. Supplies are \$68k under budget. Services and charges are \$8k over budget. Operating expenses are \$79k under budget overall.
- **Non-Operating Revenue:** Non-operating revenue is under budget by \$4k. Interest income of is over budget by over \$6k and PFCs under budget by \$10k due to delays in receipt.
- **Non-Operating Expenses:** Non-Operating Expenses is under budget by 6k due to reduced interest expense 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.
- **OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING BASED ON 2023 AUDITED FINANCIALS AS OF 6/11/2024:**
 - Minimum Cash Balance Goal: \$2,930,908
 - Current Balance: \$3,788,147 (does not include grants receivable)
 - Days Cash on Hand: 233 days currently vs 180 day benchmark (53 days over goal)

Duluth Airport Authority
Income Statement
From Jan 2024 to Apr 2024

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$5,474.00
Concession Revenue	
ATM	\$168.00
Car Rental Concession	\$138,188.89
Food & Beverage Concession	\$28,810.38
Lottery Concessions	\$499.97
Per Departure Fee	\$990.00
Per Passenger Fee	\$11,252.00
Services/Other	\$271.98
TNC Per Trip Fee	\$3,631.50
Vending	\$2,080.34
Total - Concession Revenue	\$185,893.06
Customer Facility Charges	\$91,756.00
Miscellaneous Revenues	\$33,225.01
Parking	\$641,909.61
Permits	\$4,959.82
Reimbursed Expenses	\$38,561.68
Rent	\$87,257.45
Sponsorship Income	\$26,000.00
Total - Non-Aeronautical Revenue	\$1,115,036.63
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$6,676.92
Concession Revenue	
Deicing	\$3,044.78
Flight Training/Tour Operations	\$5,555.75
Fuel Flowage Fees	\$33,088.59
Hangar Rent	\$1,984.67
Landing Fees	\$6,924.53
Mechanic	\$182.15
Misc Sales/Other	\$2,162.08
Total - Concession Revenue	\$52,942.55
Event Income	\$39,779.00
Landing Fees	\$12,464.34
Ramp Fees	\$6,780.00
Rent	\$444,459.28
Security Reimbursement	\$36,274.26
Tie Downs	\$720.00
Total - Non-Passenger Aeronautical Revenue	\$600,096.35
Passenger Airline Aeronautical Revenue	
Landing Fees	\$103,244.99
Per Use Fee	\$2,123.43
Terminal Office/Space Rental	\$432,092.54
Total - Passenger Airline Aeronautical Revenue	\$537,460.96
Total - Income	\$2,252,593.94
Gross Profit	\$2,252,593.94
Expense	
Miscellaneous Expenses	
Miscellaneous Expenses	\$97,207.25
Licenses & Taxes	\$8,575.17
Memberships, Dues & Subscriptions	\$11,305.00
Transaction Fees	\$24,118.98
Total - Miscellaneous Expenses	\$141,206.40
Personnel Compensation & Benefits	

Financial Row	Amount
Benefit Administration Fees	\$81.60
Employer Contributions for Retirement	\$73,203.13
Employer Paid Insurance	\$142,056.21
Retiree Benefits	\$48,593.41
Wages & Salaries	\$565,905.00
Worker's Compensation	\$8,828.68
Total - Personnel Compensation & Benefits	\$838,668.03
Services and Charges	
Central Services Fee	\$25,990.00
Communications & Technology	\$107,613.89
Employee Development Services	\$25,681.66
Employee Physicals	\$1,307.00
Insurance	\$47,375.52
Marketing	\$100,678.08
Professional Services	\$121,990.04
Rentals	\$11,423.28
Repairs and Maintenance - Contractual/Services	\$149,709.78
Sponsorship Expenses	\$4,000.00
Transportation	\$1,178.97
Utility Services	
Electric	\$159,955.25
Natural Gas	\$34,266.82
Propane	\$1,716.83
Refuse Disposal	\$11,318.55
Storm Water	\$44,069.90
Water	\$6,087.58
Total - Utility Services	\$257,414.93
Total - Services and Charges	\$854,363.15
Supplies	
Merchandise for Resale	\$10,831.26
Office Supplies	\$33,312.22
Operating Supplies	\$62,049.15
Repairs & Maintenance Supplies	
Airfield	\$115,381.20
Building	\$23,402.33
Heavy Equipment	\$22,255.74
Heavy Equipment Accessories	\$1,117.95
Jet Bridge	\$193.38
Large Tools	\$40.28
Light Equipment	\$7,694.56
Sand/Deicer	\$489.02
Shop Supplies	\$2,458.91
Small Tools	\$1,337.16
Total - Repairs & Maintenance Supplies	\$174,370.53
Total - Supplies	\$280,563.16
Total - Expense	\$2,114,800.74
Net Ordinary Income	\$137,793.20
Other Income and Expenses	
Other Income	
Capital Contributions	\$2,996,380.62
Non-Operating Revenue	
Interest Income	\$91,847.62
Passenger Facility Charges	\$164,069.19
Total - Non-Operating Revenue	\$255,916.81
Total - Other Income	\$3,252,297.43
Other Expense	
Non-Operating Expense	
Interest Expense	\$40,391.28
Total - Non-Operating Expense	\$40,391.28
Total - Other Expense	\$40,391.28
Net Other Income	\$3,211,906.15
Net Income	\$3,349,699.35

Duluth Airport Authority
Balance Sheet
End of Apr 2024

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
Lottery Account	\$5,501.61
Petty Cash	\$128.01
Pooled Cash - City Balance	\$3,351,917.43
Total Bank	\$3,357,547.05
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$85,797.28
Accounts Receivable Billed	\$456,794.27
Accrued Receivable	\$21,520.30
Grants Receivable	\$5,027,152.14
ST Lease Receivable	\$29,630.33
Total Accounts Receivable	\$5,620,894.32
Other Current Asset	
Inventory Assets	\$23,984.80
Prepaid Items	\$77,684.25
Undeposited Funds	\$181,942.47
Total Other Current Asset	\$283,611.52
Total Current Assets	\$9,262,052.89
Fixed Assets	\$128,044,185.21
Other Assets	\$6,002,850.88
Total ASSETS	\$143,309,088.98
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$178,181.31
Contracts Payable	\$445,155.67
Credit Cards Payable	\$64.65
Lottery Payable	\$4,999.78
Total Accounts Payable	\$628,401.41
Credit Card	\$13,476.00
Other Current Liability	
Accrued Interest	\$40,391.28
Accrued Sales Taxes Payable - All	\$14,437.00
Accrued Vacation	\$122,778.26
Deferred Inflows - Lease Asset	\$2,155,143.79
Deferred Inflows - OPEB Liabilities	\$435,328.00
Deferred Inflows - Pension	\$402,277.00
Loans Payable to City of Duluth	\$955,000.00
Unearned Revenue - Current	\$113,862.67
Unearned Revenue - Non Current	\$10,932.40
Total Other Current Liability	\$4,250,150.40
Total Current Liabilities	\$4,892,027.81
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$3,210,000.00
Net Pension Liability	\$1,252,584.00
Total Other Post Employment Benefit Liability	\$3,056,943.02
Total Long Term Liabilities	\$7,519,527.02
Equity	
Contributed Equity	\$16,621,668.70
Retained Earnings	\$110,926,166.10
Net Income	\$3,349,699.35
Total Equity	\$130,897,534.15
Total Liabilities & Equity	\$143,309,088.98

VII. - J.

**Duluth Airport Authority
Duluth A/R Aging Report
As of June 11, 2024**

Customer	60 Days	90 Days	>90 Days	Total
	Open Balance	Open Balance	Open Balance	Open Balance
Avis Rent A Car	\$0.00	\$0.00	\$0.00	\$2,660.90
Azbell, Austin	\$0.00	\$153.00	\$0.00	\$153.00
Bellamy Bill	\$0.00	\$86.30	\$0.00	\$86.30
BKR Investments DBA Duluth Pack	\$250.00	\$250.00	\$250.00	\$1,000.00
Brenholdt, Jacob	\$0.00	\$0.00	\$102.00	\$102.00
Budget Rent A Car	\$0.00	\$0.00	\$0.00	\$14,165.48
Case, Ronald Jr.	\$0.00	\$0.00	\$0.00	\$51.00
Chad's Pad, LLC	\$0.00	\$0.00	\$0.00	\$502.90
Churchill, Sean	\$0.00	\$0.00	\$47.72	\$302.00
Cirrus Design Corporation	\$1,885.85	(\$375.00)	\$1,138.57	\$26,443.70
City of Duluth	\$0.00	\$0.00	\$0.00	\$1,770.34
Cohen, Marc	\$0.00	\$0.00	\$0.00	\$51.00
Dahlstrom, Heidi	\$0.00	\$0.00	\$0.00	(\$153.00)
Delta Airlines	\$0.00	\$0.00	\$0.00	\$45,055.27
DeSutter, Peter	\$0.00	\$0.00	\$0.00	\$51.00
Divine Carriers	\$147.60	\$147.60	\$847.60	\$1,290.40
Dudley Bruce	\$0.00	\$0.00	\$90.00	\$90.00
Duluth Hangar, LLC	\$0.00	\$0.00	\$0.00	\$899.04
Dunker, Christopher L	\$0.00	\$0.00	\$9,028.20	\$9,028.20
Ellefson, Nicholas	\$0.00	\$0.00	\$0.00	\$745.00
Enterprise Leasing Company	\$58.24	\$154.42	\$0.00	\$2,778.70
Federal Aviation Administration	\$12,901.00	\$0.00	\$0.00	\$25,927.00
Galchus, Kurt	\$0.00	\$0.00	\$0.00	\$254.28
General Services Administration	\$0.00	\$0.00	\$0.00	\$5,631.76
Goritchan Boris	\$0.00	\$0.00	\$2,004.00	\$2,004.00
GSSC	\$115.00	\$0.00	\$0.00	\$115.00
Hagberg, Rick	\$0.00	\$0.00	\$0.00	\$254.28
Hall John	\$0.00	\$0.00	\$0.00	\$300.17
Hatfield, Dan	\$0.00	\$0.00	\$0.00	\$254.28
Hermantown Hydraulics	\$0.00	\$0.00	\$1,526.68	\$1,526.68
Hillman Colin	\$0.00	\$0.00	\$0.00	\$275.00
Hunstad, Nicholas	\$0.00	\$0.00	\$0.00	\$114.83
HydroSolutions Of Duluth, Inc.	\$0.00	\$0.00	\$0.00	\$3,466.75
JET Duluth	(\$65.00)	\$0.00	\$0.00	(\$65.00)
Johnson, Richard	\$0.00	\$0.00	\$0.00	\$583.30
Johnston, Paul	\$0.00	\$0.00	\$0.00	\$254.28
K & D Auctions	(\$1,968.62)	\$0.00	(\$249.00)	(\$2,256.82)
Karsell, Kris	\$0.00	\$0.00	\$0.00	\$2,203.90
Kleen-Tech Services, LLC	\$729.97	\$0.00	\$0.00	\$1,689.94
Kraus-Anderson Construction Company	\$0.00	\$0.00	\$0.00	\$875.00
Lake Superior College	\$0.00	\$0.00	\$0.00	\$34,468.27
Lake Superior Helicopters	\$0.00	\$0.00	\$0.00	\$6,439.79
Lucero Andrew	\$90.00	\$0.00	\$0.00	\$90.00
Minnesota Air National Guard	\$4,770.90	\$0.00	\$0.00	\$10,460.96
Minnesota Department of Transportation	\$884,602.11	\$17,325.22	\$2,375,660.87	\$3,649,878.83
Miscellaneous	\$300.00	\$0.00	\$0.00	\$300.00
MN State Lottery	\$0.00	\$0.00	\$0.00	\$12,000.00

Monaco Air Duluth	\$0.00	\$0.00	\$0.00	\$4,441.52
Northland Constructors, Inc.	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC	\$0.00	\$0.00	\$0.00	\$8,769.84
Opack Matthew Jr.	\$0.00	\$0.00	\$0.00	\$249.15
Parthe, Lance	\$0.00	\$0.00	\$0.00	\$329.02
Payne, Robert	\$0.00	\$0.00	\$0.00	\$329.02
Pfaltzgraff, George	\$0.00	\$0.00	\$0.00	\$745.00
Plucinak, Joseph	(\$870.00)	\$0.00	\$0.00	(\$870.00)
Rogers, Alexander	\$0.00	\$0.00	\$0.00	\$129.28
RS&H	\$0.00	\$0.00	\$0.00	\$2,761.77
SEH	\$0.00	\$0.00	\$0.00	\$245.00
Stevens, Mike	\$0.00	\$0.00	\$0.00	\$254.28
Sun Country, Inc. dba Sun Country Airlines	\$0.00	\$120.00	(\$5.04)	(\$941.56)
Sundquist, Margie	\$0.00	\$0.00	\$51.00	\$51.00
Sydow Dan	\$0.00	\$0.00	\$329.01	\$329.01
The Landline Company	\$0.00	\$0.00	\$0.00	\$618.19
Tie Downs at Sky Harbor	\$0.00	\$0.00	\$0.00	(\$20.00)
Transportation Security Administration	\$0.00	\$0.00	\$0.00	\$9,215.58
unifi	\$0.00	\$0.00	\$4,147.00	\$4,147.00
United Airlines	\$1,758.39	\$0.00	\$0.00	\$3,516.78
Valentine, Ian	\$0.00	\$0.00	\$0.00	\$51.00
Williams, Ron	\$0.00	\$0.00	\$0.00	\$254.28
Winter, Detrich	\$0.00	\$0.00	\$0.00	\$745.00
Total	\$904,705.44	\$17,861.54	\$2,394,968.61	\$3,899,651.37

VII. - K.
Year to Date Airline Statistics

Month	DELTA					UNITED					SUN COUNTRY				
	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	
JAN	5,411	119	4,885	151	10,566	2,540	46	2,309	44	4,939	-	-	-	-	-
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
MAR	5,206	165	5,145	158	10,674	3,252	89	3,374	83	6,798	1,563	3	1,465	2	3,033
APR	5,260	211	5,125	214	10,810	4,013	103	4,232	102	8,450	947	-	1,184	1	2,132
MAY	5,493	165	5,959	171	11,788	3,969	145	4,418	125	8,657	177	4	177	4	362
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AUG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	26,193	810	27,030	849	54,882	16,428	439	16,974	400	34,241	4,121	8	3,943	8	8,080

Month	CHARTERS					2024 Total Passenger Data Including Charters							2023 - 2024 Difference		
	2024 Enplanements		2024 Deplanements		Total	2024 Enplanements			2024 Deplanements			Total Passenger	Enplanements	Deplanements	Total Passengers
	Revenue	Non Rev	Revenue	Non Rev		Rev	Non Rev	Total	Rev	Non Rev	Total				
JAN	182	-	180	-	362	8,133	165	8,298	7,374	195	7,569	15,867	(466)	(1,364)	(1,830)
FEB	-	-	-	-	-	8,911	207	9,118	9,674	202	9,876	18,994	(408)	(323)	(731)
MAR	181	-	217	-	398	10,202	257	10,459	10,201	243	10,444	20,903	(3,337)	1,896	(1,441)
APR	181	-	180	-	361	10,401	314	10,715	10,721	317	11,038	21,753	(79)	(17)	(96)
MAY	-	-	-	-	-	9,639	314	9,953	10,554	300	10,854	20,807	(712)	(458)	(1,170)
JUN	-	-	-	-	-	-	-	-	-	-	-	-	(9,728)	(9,683)	(19,411)
JUL	-	-	-	-	-	-	-	-	-	-	-	-	(12,075)	(12,229)	(24,304)
AUG	-	-	-	-	-	-	-	-	-	-	-	-	(13,744)	(13,216)	(26,960)
SEP	-	-	-	-	-	-	-	-	-	-	-	-	(11,126)	(10,493)	(21,619)
OCT	-	-	-	-	-	-	-	-	-	-	-	-	(10,283)	(9,640)	(19,923)
NOV	-	-	-	-	-	-	-	-	-	-	-	-	(9,058)	(8,811)	(17,869)
DEC	-	-	-	-	-	-	-	-	-	-	-	-	(8,306)	(8,412)	(16,718)
Total	544	-	541	-	1,121	47,286	1,257	48,543	48,524	1,257	49,781	98,324	(79,322)	(72,750)	(152,072)

2024 Landline Passengers

Arrivals

Departures

	Arrivals				Departures				2023 Grand		
	Revenue	Non-Rev	Seats (AU)	Total	Revenue	Non-Rev	Seats (AU)	Total	Grand Total	Total	Inc /Dec
January	446	13	1,104	459	732	17	1,104	749	1,208	2,206	(998)
February	614	13	1,150	627	703	16	1,150	719	1,346	2,064	(718)
March	638	13	1,242	651	693	20	1,242	713	1,364	2,266	(902)
April	613	11	1,058	624	685	6	1,058	691	1,315	2,328	(1,013)
May	659	16	1,012	675	522	16	1,012	1,550	2,225	1,601	624
June				-				-	-	1,558	-
July				-				-	-	1,879	-
August				-				-	-	1,697	-
September				-				-	-	902	-
October				-				-	-	1,083	-
November				-				-	-	1,190	-
December				-				-	-	1,616	-
	2,970	66	5,566	3,036	3,335	75	5,566	4,422	7,458	20,390	(3,007)