



DULUTH AIRPORT AUTHORITY

NOTICE OF THE DULUTH AIRPORT AUTHORITY

BOARD MEETING

PURSUANT TO MINN. STAT. § 13D.02

NOTICE IS HEREBY GIVEN Duluth Airport Authority will hold its *regular* meeting on **Tuesday, November 19th, 2024 at 8:00 a.m.** in the Amatuzio Conference Room, Third Floor, in the Duluth International Airport Terminal Building, 4701 Grinden Drive, Duluth, MN 55811

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

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 249 336 734 244

Passcode: ihi3nk

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



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DULUTH AIRPORT AUTHORITY MEETING AGENDA NOVEMBER 19, 2024

AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

I. *EXECUTIVE DIRECTOR'S REVIEW

- A. Information Letter to DAA Directors

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

- A. Approval of October 15, 2024 Board Meeting Minutes

III. *DAA CASH DISBURSEMENTS

- A. Operating Check Registers #26-29; Operating ACH Payment Registers #27-29;
Construction ACH Registers #14-15.

IV. *CORRESPONDENCE

- A. DLH Construction Notice
 - i. October 10, 2024: Alert: Airfield Taxiway Name Changes
 - ii. October 12, 2024
 - iii. October 17, 2024
 - iv. October 21, 2024
 - v. October 25, 2024
 - vi. November 6, 2024
- B. October 9, 2024: United Airlines Plane Makes Emergency Landing at Duluth Airport. KQDS.
- C. October 9, 2024: Plane Makes Emergency Landing in Duluth. DNT.
- D. October 9, 2024: Commercial Plane Makes Emergency Landing at Duluth International Airport. Northern News Now.
- E. October 9, 2024: Commercial Plane Makes Emergency Landing at Duluth International Airport. WDIO.
- F. October 21, 2024: Stauber Announces Funding for Duluth and Pine River Airports. Northern News Now.
- G. October 22, 2024: Funding Secured for Duluth International Airport Improvements. WDIO.
- H. October 23, 2024: Sky Harbor Airport Terminal to be Named After Local Engineer. Northern News Now.
- I. October 23, 2024: Sky Harbor Airport Terminal to be Named for Dr. Robert R. Gilruth, NASA Aerospace Pioneer. DAA Press Release.
- J. October 24, 2024: Sky Harbor Names Terminal Honoring "Father of Manned Space Program." KQDS.



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- K. October 24, 2024: New Terminal at Sky Harbor Airport Dedicated to Aerospace Engineer from Nashwauk. WDIO.
- L. October 24, 2024: Duluth's Sky Harbor Airport Terminal Named in Honor of Local Space Pioneer. DNT.
- M. October 24, 2024: Letter to Airport Sponsors: Building Better Airports Across America. FAA.
- N. November 4, 2024: How Does United Airlines Plan to Boost Capacity on Routes Served by Regional Jets? Simple Flying.
- O. November 7, 2024: Letter to White House Appropriations Committee Chair and Ranking Member: AAAE FY 2025 DOT-FAA Funding Bill. AAAE.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- A. Resolution to Approve the 2025 DLH and DYT Capital Improvement Plans.
- B. Resolution to Authorize DAA Executive Director to Execute a Memorandum of Understanding with AFSCME Local 66 Regarding Shift Duration.
- C. Resolution to Approve Amendment 2 of the Ground Transportation Lease and Operator Agreement between the Duluth Airport Authority and The Landline Company.
- D. Resolution to Approve Operating Policy #31: Records Retention Policy and Incorporate in to the DAA Operating Policy Manual.
- E. Resolution to Approve the 2025 Rates and Charges Schedule for DLH.
- F. Resolution to Approve the 2025 Rates and Charges Schedule for DYT.
- G. Resolution to Approve the Duluth Airport Authority 2025 Annual Budget.
- H. Resolution to Approve Duluth Airport Authority's Title VI Community Participation Plan.
- I. Resolution to Approve Advertising Agreement Between DAA and Giant's Ridge.
- J. Resolution to Approve an Employee Incentive Award for Mark Papko in the Amount of \$7000 in Accordance with Operating Policy #5.
- K. *September 2024 Financial Reports
- L. *November 2024 Accounts Receivable
- M. *October 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: November 19, 2024

TO: Duluth Airport Authority Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's Review

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

AIR SERVICE

- Passenger statistics will be presented at the meeting.
- Recap of recent airline meetings

OPERATIONS/CONSTRUCTION/PLANNING

- Planning:
 - New Air Traffic Control Tower (ATCT)
- Construction:
 - Taxiway A – Phase 3 Construction
 - Taxiway A – Phase 4 Construction Change Order
 - Runway 3/21 Runway Repair
 - Customs and Border Protection Federal Inspection Services Construction Update
- Operations and Maintenance:
 - Janitorial RFP Update
- Sky Harbor

BUSINESS/PROPERTY DEVELOPMENT

- LifeLinkIII Project Update
- Hangar Inspection Results
- Curt Fisher Lease Amendment
- New Air Traffic Control Tower (ATCT) Lease Planning

FINANCIAL UPDATE

- 2024 Final Property Insurance Cost
- 2025 Cost Allocation
- Auditor RFP

MARKETING/COMMUNICATIONS

- Duluth International Airport Economic Impact Study Update
- Sky Harbor Naming Event Recap



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- Programmatic Campaign
- Duluth and St. Louis County Days (Feb 12-13)

LEGISLATIVE UPDATE

- NSR

PRESENTATIONS/TOURS/TRAVEL RECAP

- NSR

OTHER

- NSR

Submitted by,

Tom Werner, A.A.E.
Executive Director



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Duluth Airport Authority

Meeting Minutes

October 15, 2024

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

DIRECTORS PRESENT: Michael Henderson, Vice President
Elissa Hansen
Jason Crawford
Michael Henderson
Sandy Hoff
Briana Johnson

DIRECTORS PARTICIPATING VIA ELECTRONIC MEANS:
Jeff Anderson, Secretary

DIRECTORS ABSENT: Kevin O'Brien, President

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 Finance Technician
Aimee Bone, DAA Administrative Coordinator
Ryan Welch, DAA Airside Manager
Rob Missinne, Monaco Air Duluth
Shawn McMahan, SEH
Kaci Nowicki, SEH
Tiffany Werner

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Kathy Leon, DAA Confidential Bookkeeper
Robb Enslin, Duluth City Attorney
James Gibson, Cirrus
Dante Tomassoni, Cirrus
Horeya Czaplewski, EXP
Paul Huston, HNTB
Don Monaco, Monaco Air Duluth
Eric Monson, Lake Superior Helicopters
Phillip Scott

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

Dir. Henderson 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, enplanements up 3% compared to 2023, crested in August. Numbers for this time of year would have been a little bit higher pre-pandemic, but a steady climb post 2021. September enplanements up 31%, Delta passengers up 26%, and United passengers up 32% compared to last year. All in all, a steady year and end of year should be finishing in positive year single digits. Regarding load factors, high 80s for both airlines and high usership.
- The capacity of total seats has come off the peak a little bit, but United is holding strong, without a significant dip, and better than previous years. Delta is up 29% for the month, United up 35% compared to last year. Year to date, Delta seat count is up 4%, and United is up 14%. United had a lot of ground to make up compared to pre-pandemic, more so than Delta. While the data shows an increase in September, year to date is modest.
- Mr. Werner shared that labor and fuel tie up more than half of the costs for airlines, airport costs (the amount that the airlines pay the airports) smaller of total percentage, other ownership costs also make up a small percentage. It's a matter of finding what can be done to control costs and attract new airlines to DLH, and much is out of the airport's control. Labor as a total operating percentage of the three main carriers at DLH (Delta, United, and Sun Country) makes up 28-32% of the total costs. With renegotiation of labor contracts post pandemic, some pilot wages have gone up significantly (45% at Sun Country, 40% at United, and 34% at Delta), notably with a new wave of pilots post pandemic after the wave of retirements. Jet fuel has come down a bit, but the conflict in the Middle East and post-election may affect this. Fuel is a big factor for air traffic with the geographic location of DLH, but very competitive with area markets. Airport costs are up almost 15% as an industry due to inflation and hire labor costs, etc. DLH wants to remain competitive, but at some point needs to pare costs and pass those along to entities that operate at DLH in a responsible way and far below the 15% industry increase. Two new EAS contracts (serving Muskegon, MI to ORD and Eau Claire, WI to ORD) have caught the DAA's attention because they have doubled since the last contract period (3-5 years). EAS is a federal government subsidy program that buys up unused seats so that smaller markets (such as the aforementioned) can have a limited air service. There are various markets nationwide that have EAS programs and those are just two mentioned. It's an expensive program. Delta is downgauging its MN EAS routes (airports include International Falls, Bemidji, and Brainerd) from a CRJ-700 aircraft (76 seats) to a CJR-550 aircraft (50 seats) beginning in November 2024. The EAS markets are pleased with this change because it becomes a dual-class product; they gain a couple of first-class seats in the new configuration as well as other Delta product lines such as economy plus and economy seating, but the reconfiguration doesn't change the cost structure to operate the aircraft. Stripping down the CRJ-700 configuration to the new CRJ-500 layout still costs the same amount to fly based on weight. DLH enjoys success in attracting customers from those markets, but DLH thinks we can serve them well without the government subsidy.
- Delta and United will start their 3-times daily frequencies on October 26th and will likely stay the same for the remainder of the year.
- Mr. Werner then shared that that there are upcoming scheduled airline meetings-Breeze on the 21st, United on the 28th, SkyWest on the 30th and still trying to work out a scheduled date with Delta. The meetings provide updates that pertain to each airline;



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with United and SkyWest, it's really about Denver and previewing next year's capacity. The meeting with Breeze Airways is an ongoing focus on how to attract them to this market and hopefully launch a couple of routes in the next couple of years. All in all, in pretty good shape for air service.

- Mr. Werner also noted a recent aircraft air emergency. There was a possible loss of one of the aircraft's engines but that is not confirmed. The aircraft left DLH, had mechanical failure at about 18 minutes and returned. Staff and emergency partners did a tremendous job and had the airfield back up and running after about 50 minutes. Mr. Welch had to pull back construction during that time to allow extra space, and Mr. Papko happened to be on that aircraft. Everyone deplaned and no injuries were reported, and Mr. Werner stated that the DAA was very happy with the response.
- Mr. Hoff asked Mr. Papko how the experience was from a passenger perspective, and Mr. Papko stated everything went smoothly and also noted that due to it being a commercial airliner, the airport brought in mutual aid on standby, which resulted in increased media attention. Mr. Papko said it was good to see how flawless the response was from a passenger standpoint.

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

- Planning:
 - New Air Traffic Control Tower (ATCT) Update 100% designs, will spend next couple of weeks going through the plan sets, will meet with the larger design and FAA teams, revision and issue for bid just after Thanksgiving. Will be completely wrapped up with the design by end of the year, funding phase to unfold.
- Construction:
 - Taxiway A – Phase 3 Construction, just finished paving, will spend the next two weeks painting and lights to be open for winter season. The nice weather recently has helped, paving looks good, and has passed tests, tenants have been patient during the process of one of most highly impacted areas on the airspace.
 - Midfield ramp Phase Two-started pouring concrete and shaping up to be open November 1st, had to do some hand pours due to space on the ramp for equipment.
 - 148th Fighter Wing deployment is back stateside. Arriving at DLH were two 747s, a 777 full of passengers, and two C-17s. Mr. Welch and his team did a fabulous job managing these large incoming aircraft and making adjustments on the fly; parking the large aircraft at DLH is not an easy feat.
 - Mr. Papko shared that he intended to talk about how to resolve and reconstruct and become a fully certified FIS facility. In checking with Customs and Border Patrol (CBP), concessions were made by them in evaluating the price of being able to do so and they agreed to look at ways to lower costs. DLH will go back to them and get with the construction-design team and see what needs to be done. The total project cost right now is about \$750,000 to get fully compliant. Part of the process is identifying what the compliance team needs, also noting that the business case isn't quite there yet. It is important to identify what can be accomplished on the lower cost side to get up and running knowing that DLH has smaller generative numbers versus a facility such as MSP. Mr. Papko shared that the goal is to have that identified by November or December and come to the board with a follow-up.
- Sky Harbor:



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- Mr. Papko shared that the new Sky Harbor Airport Terminal has reached substantial completion, with a couple of minor punch list items remaining and the facility has entered the one-year warranty period for both buildings. The new space is great, especially considering that the project was budgeted for a facility with future numbers that aren't easily predictable. The facility not only gained space but hopefully some efficiencies as well.
 - Mr. Werner mentioned the new facilities landside employee, Mr. Isaiah Chiles.
 - Mr. Papko said that Mr. Chiles is a local guy, really excited to start career opportunity, has an electrician background, has a passion for aviation, and will start a one-year probationary period. Mr. Papko also mentioned that there is a new position posted in keeping up with increased operations numbers and need. Mr. Papko referenced the data that in the last month, a record setting 17,000 aircraft operations occurred at DLH, the pace of this airport is not slowing down, and reacting with assurance of adequate staff. Winter and conditions are the driving force for needing these extra individuals, but also needed from a summer construction aspect. Excited that the job market and employee traction is turning more in DLH's favor, encouraging on the landside and a new posting on website for airside position.
 - Mr. Werner added that the adjustments to salaries this year is a direct tie to roadmap 2030 plan, so it's the beginning stages of that. Mr. Papko and Mr. Werner continue to work through a more detailed plan for what the looks like for the next few years.
 - Mr. Henderson asked if the increased air traffic is commercial or tenants on the airfield, other types of aircraft?
 - Papko said that we will get breakdowns in the next couple of months, but many are local operations such as Lake Superior College, Lake Superior Helicopters, Monaco Air, Cirrus, etc. All are seeing an increase in operations. Additionally, some of the flight schools located in nearby areas such as Cloquet and Superior come to use the DLH facility to practice approaches, interact with the ATCT to get those experiences and then return to their respective airports.

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

- LifeLink III Project Update: received updated pricing late last week from SEH and will look closely at that this week. Ms. Kayser and Mr. Werner are meeting with LifeLink's philanthropic team on October 25th to discuss options for further funding that won't be eligible according to the FAA for AIG funding.

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

- The 2025 DLH Rates and Charges Schedule draft has been finalized. For the DLH rates and charges schedule, typically have tried to keep increases as low as possible, as of now recommending a tentative 10% rate adjustment, there might be some work on the rates and charges model. The model pulls in all airport revenues and expenses and allocates them by budget category such as the terminal and airfield, etc. The 10% rate adjustment for the airlines is \$28.24, the calculated rate from the model is \$55 per square foot, so that's how much our other revenue is subsidized to keep it at the \$28.24 rate. The model does not calculate the non-airline terminal rental rate, that is adjusted



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by CPI annually with fee at 3.5% increase (\$45.11). The aircraft landing fee is 6% adjustment for aircraft landing fee, but the model suggests a \$12.00 landing fee recommended, but that would not be viewed favorably. Our signatory is calculated at \$2.45 and non-signatory is 125% of that (\$3.06). The category "All Other Aircraft" replaces the one previously referred to as "Transient," because it wasn't an FAA category. Our signatory carriers have an obligation and a commitment to us, so that is why they have a lower landing fee. The terminal per use fee has been calculated and is currently just charged to our charter operators at a non-signatory rate. The international arrivals fee is TBD for the future and refers to the FIS facility that Mr. Papko briefed on earlier in the meeting-it's not currently being utilized so those rates could be changed in the future. Ms. Bodin met with Mr. Monaco last week on the aircraft parking rates and there was a 6% increase. In the future, we may consider changing the parking rates based on aircraft size versus weight.

- Ms. Bodin shared that some analysis on the fuel flowage fee has been done over the past few years and rates have been low in that area. Rates have been adjusted to 8.3 cents, which is similar to what other operators are at who provide fuel flowage fees. DLH is right in the middle, as other operators range from 4 cents on the low end all the way up to 12 cents at some airports.
- Parking lot fees are being adjusted on an hourly rate up to a daily max, will result in some additional revenue to the airport as well.
 - Mr. Werner mentioned that our catchment area for passenger traffic is a radius that is much larger than 60 miles and capturing much of northeast Minnesota, and the airports to the north of DLH don't charge for parking. It's a balancing act. MSP charges a fee that is appropriate for a major metropolitan area. Where does DLH fit in with that-there is some method to keeping around 50% of MSP's cost and is noteworthy to mention that MSP also charges a peak rate. In terms of what is appropriate for DLH's fees, finding a happy medium was imperative.
 - Ms. Bodin stated that in a comparison based off MSP rates posted, DLH haven't been adjusted in 8 years. The only exception is that an adjustment was made once there was technology to get tiered rental pricing on the parking ramp and hope to dial in a bit more with new technology.
 - CPI adjustment of 3% for corporate parking. In the commercial vehicle lane, charging per trip fees instead of just the flat permit fee. The per trip fee is \$1.50 to match what Ubers and Lyfts pay us.
 - There are a couple of changes to badging rates, mostly to our construction contract badges.
- Ms. Bodin then shared that the Draft 2025 DYT Rates and Charges didn't have many updates. She noted a disclaimer for the float storage area about invoicing for that service. Essentially the same rates.
- Draft 2025 Annual Budget-as of now, budgeting a \$105,000 surplus, and this takes into account the aforementioned rate adjustments. DLH's operating revenues are budgeted to be at an all-time high. There is a 14% increase over the 2024 budget and data from 2023. The passenger-related concession revenue is based off 2024 numbers. 2024 was budgeted for a deficit, and how to overcome deficit and balance with increased costs that are natural to the operations. The TSA LEO reimbursement that we are not receiving right now was budgeted to resume, and our budget is flat if we don't receive it. Our non-aeronautical revenues are expected to increase due to rate adjustments. A 10% increase to signatory rental rate and 6% landing fee rate. Operating expenses are 4% over the 2024 budget and 10% over 2023 actual data. The DAA staff has worked to



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cut budgets where possible and increase rates where necessary to overcome a budgeted \$684,000 deficit for 2024 and additional \$276,000 in 2025 increased costs.

- Ms. Bodin said that the DAA continues to work to support the master plan and strategic plan initiatives, and that the annual debt service in 2025 for all long-term debt is \$1,078,271.00. Airline negotiations are upcoming and will discuss rate structure and how we came up with those numbers. That could affect what comes up for November approval as well.
- Contract security continues to increase; \$58,000 (or 21%) in 2023, some adjustments are being made and does need to be RFP'd in 2025. Also increases in communications & technology of 33% over 2023 actual. CBP/FIS estimated additional costs of \$14,800.00. Janitorial costs increased by \$23,000 (nearly 10%) over the past year. HVAC was RFP'd in 2025 with new contract budgeted nearly \$40,000.00 more than previous years, with a 30% increase in costs. Budget cuts and adjustments are being made. Those areas include potential deferred maintenance include landside pavement on Grinden Drive, jet bridges, and several other smaller possibilities.
 - Mr. Papko added they don't have 30% increase baked in, can't do much with one response when put out bid offers, times when they have to go out for RFP submissions. Only got one response for Contract Security and HVAC and not a lot to work with there.
 - Ms. Bodin added that she is always happy to go into more detail about the data she presented.
 - Mr. Werner reminded everyone that we intentionally present the budget and rates/charges in open book fashion, which gives stakeholders and board members time to digest the information and discuss prior to asking for approval, and in preparation with our briefing with the city council in December. While we are showing improvement coming out of the pandemic, 50% of DLH's operating revenue comes from passenger spending such as parking, restaurant, etc. DLH needs folks to commit to flying local; going into next year's strategic plan will encourage the board to advise how the DAA can further accomplish this as it is incredibly important to create new revenue and activity at the airport.

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

- The Duluth International Airport Economic Impact Study is underway with the survey being sent to stakeholders, last one completed in 2019, looking at what areas of growth, jobs, etc.
- Sky Harbor Naming Event naming terminal building after Robert R. Gilruth, who was involved in the NASA space program, landing someone on the moon, and working on the Apollo missions. The ceremony will take place on October 24th at 2 pm, and it will be a community focused event.
- Our Customer Survey will be working to gain better insight into DLH travelers, learning how to market them better as well. Will be entering into a data refresh in 2025, so data that is received from the customer survey will be able to guide that work as well.

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

- ATCT Advocacy Update-Mr. Jeff Anderson and Mr. Werner have been working on multiple initiatives, and recently had a virtual meeting with Senator Sandy Pappas, Chair of the Senate Capital Investment Committee, regarding \$14 million in funding. Currently waiting for next round of ATP grants, submitted application back in July for federal funding, announcing before November election, closing in on funding gap, will



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provide overall update and have one more grant cycle left, \$3-4 million to cover, will update as hear more.

- The State Air Carrier Incentive Program Policy is getting a little bit of traction, limited fundraising capacity, very early ages of this study, will invest \$3-5 million with other airports in conjunction with this, presenting to MNDOT, and may eventually turn into legislation over the next couple of years.

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

- Mr. Werner attended AAAE National Airports Conference and a lot of discussion about recent cyber-attacks, including the one at Seattle airport, SeaTac. Air mobility is getting a lot of attention, and electrification not sure how will affect regional areas like DLH, good to at least talk about it regarding infrastructure, etc.

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

- Kaplan and Kirsch has signed a professional contract to augment legal work that Mr. Enslin does, as he has a substantial amount of other responsibilities with the city so we are enlisting Kaplan and Kirsch for additional legal assistance.
- Local Air Service Action Committee (LASAC)-directors from all 9 commercial service airports work together to provide better service around the state, success with moving the needle with the congressional delegation and the FAA with several initiations throughout the years. Mr. Werner was asked to chair the committee back in 2018 after the longtime mayor of International Falls, Bob Anderson passed away. Mr. Werner announced that he won't be seeking another term as chair, proud of the work the group continues to do.

- Dir. Henderson thanked everyone for their reviews and moved to item II of the agenda.

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

A. Approval of September 17, 2024 Meeting Minutes

- Dir. Henderson entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Anderson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

III. *DAA CASH DISBURSEMENTS

A. Operating Check Register Sheets #24-25 of 2024; Operating ACH Payment Registers #25-26 of 2024; Construction ACH Registers #12-13 of 2024.

IV. *CORRESPONDENCE

A. September 13, 2024: DLH Construction Newsletter.

September 20, 2024: DLH Construction Newsletter.

September 27, 2024: DLH Construction Newsletter.

October 4, 2024: DLH Construction Newsletter

B. September 13, 2024: The Duluth Airport Authority Receives Grant of Over \$10 Million. WDIO.com.

C. September 22, 2024: Sun Country Flights from Duluth to Fort Myers Returning in 2025. DNT.



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- D. September 22, 2024: Direct Flights from Duluth to Fort Myers Back by Popular Demand. WDIO.com.
- E. October 8, 2024: Letter to Tenants Regarding Impact Study. DAA.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

- A. Mr. Don Monaco virtually spoke regarding the Monaco Air sales process and the termination of the AERO agreement. Mr. Monaco mentioned that there is a new buyer interested and moving towards a possible December 2024 closing. At one of the remaining 2024 DAA meetings, Mr. Monaco said he would like time to introduce the buyer and pass some resolutions that allow Monaco to transfer the various operator agreements, terminal use agreements, and other leases to the buyer as well as an estoppel agreement. discuss details. Mr. Monaco will be sharing more info with Mr. Werner as he knows it and is excited about the new buyer's vision for the business and partnership with DLH.

VI. OLD BUSINESS

- A. None.

VII. NEW BUSINESS

- A. Resolution to Approve the Write-Off of an Accounts Receivable Balance of \$1,526.68 for Hermantown Hydraulics Per Operating Policy #23.
 - Ms. Bodin shared that policy #23 asks for approval for anything over \$1500.00. This resolution applies to two invoices and a partial invoice remaining for Hermantown Hydraulics. Debt is not collectable at this time, phone lines disconnected, outside credit collection attempt. The credit services company informed DAA that it is very unlikely that the credit will be collected in the future.
 - Dir. Henderson entertained questions or a motion.
 - Motion: Dir. Hoff
 - Second: Dir. Johnson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- B. Resolution to Approve Memorandum of Understanding Between the Duluth Airport Authority and the Federal Aviation Administration.
 - Ms. Kayser shared that the resolution is to memorialize that we are working with the FAA on exploration of the recommended site 6 for a new ATCT.
 - Dir. Henderson entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. Crawford
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- C. Resolution to Approve Revocable Right of Entry Permit between the Duluth Airport Authority and the Federal Aviation Administration.
 - Ms. Kayser shared that this document goes along with memorandum of understanding- FAA to request access to the premises of construction site for the new ATCT at no cost for 36 months.
 - Dir. Henderson entertained questions or a motion.
 - Motion: Dir. Johnson



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- Second: Dir. Hansen
- Abstain: None
- Result: This resolution was adopted unanimously by roll call.

D. Resolution to Approve the Installation of Luminary Art by Leonarda Boughton.

- Ms. Baker shared that she was approached a couple of months ago by Ms. Boughton to install art throughout the skywalk to the parking garage. Ms. Boughton has been exhibiting work in galleries and museums around the country and beyond. The installation would include colorful pieces to place within the glass panels of the skywalk, as well motion sensor activated to play a sound while walking through the skywalk. There is no financial for DAA, and the artist will be utilizing a grant, and plans would be to begin installation in December. Ms. Baker shared images and renderings submitted by Ms. Boughton and described the soothing and relaxing sounds that are activated by the motion sensor.
- Ms. Kayser confirmed that patrons would still be able to see out skywalk windows, and Ms. Baker confirmed that to be the case and that the artwork will either be on one or both sides of the skyway, depending on the grant size that is awarded.
- Mr. Hoff asked what the lifespan of the art installment is, and Ms. Baker responded that it is one year, and the artist wants the right to remove the pieces should she wish to install them elsewhere. The expected duration of the art at DLH is December 2024-December 2025.
- Ms. Johnson asked if DLH has any current policies about art installations? Ms. Baker said that DLH does not have any current policies regarding art. Mr. Werner added that DLH does have one that guides what type of art broadly and that the board will have final say on the approval. For example, we have two statues on the second floor and there are agreements that basically dictate the who/what/where/why of maintenance, etc. The DAA will provide access for the community to display art but not to be financially liable for and won't maintain it.
- Dir. Henderson entertained questions or a motion.
 - Motion: Dir. Hoff
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

E. *August 2024 Financial Reports

F. *October 2024 Accounts Receivable

G. *September 2024 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

- A. Dir. Henderson thanked Ms. Delnay for organizing the Airport Board Orientation Training and said it was very informative and helpful.
- B. Dir. Henderson also stated that Director O'Brien is going to do a review of the board attendance policy.
- C. In closing, Dir. Henderson thanked Mr. Werner for 25 years of service.

ADJOURN: The meeting was adjourned at 9:08 a.m.



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Respectfully submitted,

Aimee Bone
Administrative Coordinator

**Tom
Werner**

Digitally signed by
Tom Werner
Date: 2024.11.05
07:17:44 -06'00'

Approved: _____

DAA Executive Director

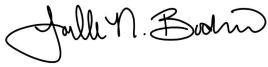
III. Cash Disbursements

DAA Operating Check Register #26-2024
October 11, 2024

Document Number From 12277 through 12287

Document Number	Date	Transaction Type	Payee	Amount
12277	10/11/2024	BILLPMT	AAAE Great Lakes Chapter	\$35.00
12278	10/11/2024	BILLPMT	AAAE Great Lakes Chapter	\$35.00
12279	10/11/2024	BILLPMT	AT&T Mobility	\$1,428.84
12280	10/11/2024	BILLPMT	City Of Duluth Comfort Systems	\$14,562.12
12281	10/11/2024	BILLPMT	Kwik Trip	\$91.54
12282	10/11/2024	BILLPMT	Minnesota Power	\$32,470.37
12283	10/11/2024	BILLPMT	NAPA Auto Parts	\$156.38
12284	10/11/2024	BILLPMT	Nextera Communications	\$1,183.77
12285	10/11/2024	BILLPMT	U.S. Customs and Border Protection	\$5,327.98
12286	10/11/2024	BILLPMT	Vonco V Duluth, LLC	\$86.26
12287	10/11/2024	BILLPMT	Ziegler, Inc.	\$24.39
Total				<u>\$55,401.65</u>




Airport Director

Finance Director


Tom Werner

Executive Director



Kevin P OBrien (Oct 10, 2024 14:21 CDT)

Board President



Jos Bailey (Oct 15, 2024 08:25 CDT)

City Treasury












Operating Check Register #26-2024

Final Audit Report

2024-10-15

Created:	2024-10-10
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVn9WSHbJiFm9qIQ49zYzovEgf7GwDdja

"Operating Check Register #26-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-10-10 - 6:53:33 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-10-10 - 6:53:39 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-10-10 - 6:53:39 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-10-10 - 6:53:39 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-10-10 - 6:53:40 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-10-10 - 6:53:57 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-10-10 - 6:54:14 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-10-10 - 6:54:23 PM GMT - Time Source: server
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-10-10 - 6:57:26 PM GMT - Time Source: server
-  Email viewed by info@kevinobrienrealtor.com
2024-10-10 - 7:20:42 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P OBrien
2024-10-10 - 7:21:57 PM GMT

 Document e-signed by Kevin P OBrien (info@kevinobrienrealtor.com)

Signature Date: 2024-10-10 - 7:21:59 PM GMT - Time Source: server

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

2024-10-15 - 1:25:35 PM GMT

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

Signature Date: 2024-10-15 - 1:25:43 PM GMT - Time Source: server

 Agreement completed.

2024-10-15 - 1:25:43 PM GMT

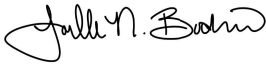
DAA Operating Check Register #27-2024
October 18, 2024

Document Number From 12288 through 12293

Document Number	Date	Transaction Type	Payee	Amount
12288	10/18/2024	BILLPMT	Baker, Natalie	\$60.00
12289	10/18/2024	BILLPMT	Benna Auto Center LLC	\$63,935.64
12290	10/18/2024	BILLPMT	Essentia Health	\$150.00
12291	10/18/2024	BILLPMT	NAPA Auto Parts	\$154.22
12292	10/18/2024	BILLPMT	Spectrum Enterprise	\$190.84
12293	10/18/2024	BILLPMT	Taylor, Dan	\$60.00
			Total	\$64,550.70



Airport Director



Finance Director

Tom Werner

Executive Director



Kevin P. O'Brien (Oct 21, 2024 05:05 PDT)

Board President



Jos Bailey (Oct 21, 2024 10:20 CDT)

City Treasury












Operating Check Register #27-2024


Final Audit Report

2024-10-21

Created:	2024-10-17
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAUw0W7cTSUwZLIiwDKmGjYFGIq6edzc_

"Operating Check Register #27-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-10-17 - 6:24:13 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-10-17 - 6:24:16 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-10-17 - 6:24:16 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-10-17 - 6:24:16 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-10-17 - 6:24:16 PM GMT
-  Email viewed by info@kevinobrienrealtor.com
2024-10-17 - 6:28:03 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-10-17 - 6:45:00 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-10-17 - 6:45:08 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-10-17 - 8:15:42 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-10-17 - 8:16:10 PM GMT - Time Source: server
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P. OBrien
2024-10-21 - 12:05:02 PM GMT

 Document e-signed by Kevin P. OBrien (info@kevinobrienrealtor.com)

Signature Date: 2024-10-21 - 12:05:04 PM GMT - Time Source: server

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

2024-10-21 - 3:20:24 PM GMT

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

Signature Date: 2024-10-21 - 3:20:35 PM GMT - Time Source: server

 Agreement completed.

2024-10-21 - 3:20:35 PM GMT

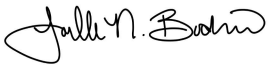
DAA Operating Check Register #28-2024
October 25, 2024

Document Number From 12294 through 12299

Document Number	Date	Transaction Type	Payee	Amount
12294	10/25/2024	BILLPMT	Advantage Emblem & Screen Printing	\$220.00
12295	10/25/2024	BILLPMT	Bodin, Joelle N	\$984.22
12296	10/25/2024	CHK	Citi Cards	\$1,848.16
12297	10/25/2024	BILLPMT	Federal Express Corporation	\$10,382.82
12298	10/25/2024	BILLPMT	U.S. Customs and Border Protection	\$872.47
12299	10/25/2024	CHK	WF Bus Payment Processing - Tom	\$2,770.42
Total				<u>\$17,078.09</u>



Airport Director



Finance Director

Tom Werner

Executive Director



Kevin P OBrien (Oct 24, 2024 13:52 CDT)

Board President



Jose Bailey (Oct 24, 2024 13:39 CDT)

City Treasury












Operating Check Register #28-2024

Final Audit Report

2024-10-25

Created:	2024-10-24
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIfpHdv3But4nBRKgYvqaz6UIBU5VCYow

"Operating Check Register #28-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-10-24 - 6:39:03 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-10-24 - 6:39:07 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-10-24 - 6:39:07 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-10-24 - 6:39:07 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-10-24 - 6:39:07 PM GMT
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-10-24 - 6:39:41 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-10-24 - 6:39:47 PM GMT - Time Source: server
-  Email viewed by info@kevinobrienrealtor.com
2024-10-24 - 6:50:59 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P OBrien
2024-10-24 - 6:52:31 PM GMT
-  Document e-signed by Kevin P OBrien (info@kevinobrienrealtor.com)
Signature Date: 2024-10-24 - 6:52:33 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-10-24 - 8:00:22 PM GMT

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

Signature Date: 2024-10-24 - 8:00:44 PM GMT - Time Source: server

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

2024-10-25 - 11:23:39 AM GMT

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

Signature Date: 2024-10-25 - 11:23:52 AM GMT - Time Source: server

 Agreement completed.

2024-10-25 - 11:23:52 AM GMT

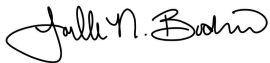
**DAA Operating Check Register #29-2024
November 12, 2024**

Document Number From 12300 through 12307

Document Number	Date	Transaction Type	Payee	Amount
12300	11/12/2024	BILLPMT	AAAE Great Lakes Chapter	\$650.00
12301	11/12/2024	BILLPMT	AT&T Mobility	\$476.44
12302	11/12/2024	BILLPMT	Cintas	\$157.02
12303	11/12/2024	BILLPMT	City Of Duluth Comfort Systems	\$7,244.85
12304	11/12/2024	BILLPMT	City Of Duluth, Minnesota	\$103,824.20
12305	11/12/2024	BILLPMT	EarthLink Business	\$1,182.58
12306	11/12/2024	BILLPMT	Minnesota Power	\$31,219.94
12307	11/12/2024	BILLPMT	NAPA Auto Parts	\$69.98
Total				<u>\$144,825.01</u>



Airport Director



Finance Director

Tom Werner

Executive Director



Kevin P. O'Brien (Nov 11, 2024 14:26 CST)

Board President



Jos Bailey (Nov 12, 2024 08:15 CST)

City Treasury












Operating Check Register #29-2024


Final Audit Report

2024-11-12

Created:	2024-11-08
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAANP-yQwm4hg2wVKJahGh4n5QgZMBEEIVF

"Operating Check Register #29-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-11-08 - 8:51:16 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-11-08 - 8:51:19 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-11-08 - 8:51:19 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-11-08 - 8:51:20 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-11-08 - 8:51:20 PM GMT
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-11-08 - 9:06:00 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-11-08 - 9:07:28 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-11-08 - 9:45:31 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-11-08 - 9:45:55 PM GMT - Time Source: server
-  Email viewed by info@kevinobrienrealtor.com
2024-11-11 - 8:25:46 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P. OBrien
2024-11-11 - 8:26:17 PM GMT

 Document e-signed by Kevin P. OBrien (info@kevinobrienrealtor.com)

Signature Date: 2024-11-11 - 8:26:19 PM GMT - Time Source: server

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

2024-11-12 - 2:15:37 PM GMT

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

Signature Date: 2024-11-12 - 2:15:51 PM GMT - Time Source: server

 Agreement completed.

2024-11-12 - 2:15:51 PM GMT

**DAA Operating ACH Payment Register #27-2024
October 11, 2024**

Confirmation #2840249

Document Number	Date	Transaction Type	Payee	Amount
00000150/1	10/11/2024	BILLPMT	1 MediaUSA Advertising Inc	\$1,400.00
00000150/10	10/11/2024	BILLPMT	Guardian Pest Solutions	\$54.00
00000150/11	10/11/2024	BILLPMT	Jamar Company	\$1,338.56
00000150/12	10/11/2024	BILLPMT	Jamar Company	\$13,068.00
00000150/13	10/11/2024	BILLPMT	Jamar Company	\$3,621.90
00000150/14	10/11/2024	BILLPMT	Kleen-Tech	\$23,566.89
00000150/15	10/11/2024	BILLPMT	Lumacurve Airfield Signs	\$1,689.84
00000150/16	10/11/2024	BILLPMT	MB Companies inc.	\$26,649.75
00000150/17	10/11/2024	BILLPMT	Menards - Hermantown	\$57.42
00000150/18	10/11/2024	BILLPMT	Menards - Hermantown	\$71.96
00000150/19	10/11/2024	BILLPMT	Menards - Hermantown	\$2.15
00000150/2	10/11/2024	BILLPMT	Apex	\$1,250.00
00000150/20	10/11/2024	BILLPMT	Menards - Hermantown	\$355.96
00000150/21	10/11/2024	BILLPMT	Menards - Hermantown	\$62.95
00000150/22	10/11/2024	BILLPMT	Menards - Hermantown	\$83.72
00000150/23	10/11/2024	BILLPMT	Menards - Hermantown	\$33.93
00000150/24	10/11/2024	BILLPMT	Metro Sales, Inc.	\$42.31
00000150/25	10/11/2024	BILLPMT	Papko, Mark	\$774.93
00000150/26	10/11/2024	BILLPMT	Paul Bunyan Communications	\$3,460.00
00000150/27	10/11/2024	BILLPMT	Schindler Elevator Corp	\$1,446.51
00000150/28	10/11/2024	BILLPMT	Short Elliott Hendrickson Inc.	\$5,350.00
00000150/29	10/11/2024	BILLPMT	Snell, Matthew J	\$635.95
00000150/3	10/11/2024	BILLPMT	Citon	\$7,718.31
00000150/30	10/11/2024	BILLPMT	Snell, Matthew J	\$162.14
00000150/31	10/11/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$942.81
00000150/32	10/11/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$899.05
00000150/33	10/11/2024	BILLPMT	Voltaire Aviation Inc.	\$2,000.00
00000150/34	10/11/2024	BILLPMT	Waste Management of WI-MN	\$315.75
00000150/35	10/11/2024	BILLPMT	Waste Management of WI-MN	\$2,045.69
00000150/36	10/11/2024	BILLPMT	Waste Management of WI-MN	\$108.89
00000150/37	10/11/2024	BILLPMT	Waste Management of WI-MN	\$305.13
00000150/38	10/11/2024	BILLPMT	Welch, Ryan	\$1,710.31
00000150/39	10/11/2024	BILLPMT	Windcave Inc.	\$360.20
00000150/4	10/11/2024	BILLPMT	Citon	\$16.51
00000150/5	10/11/2024	BILLPMT	Citon	\$765.90
00000150/6	10/11/2024	BILLPMT	Citon	\$1,060.00
00000150/7	10/11/2024	BILLPMT	Decomm Ventures, LP	\$7,000.00
00000150/8	10/11/2024	BILLPMT	Guardian Pest Solutions	\$78.00
00000150/9	10/11/2024	BILLPMT	Guardian Pest Solutions	\$78.00
Total				\$110,583.42


 Airport Director


 Finance Director

Tom Werner

Executive Director



Kevin P O'Brien (Oct 10, 2024 14:24 CDT)

Board President



Jos Bailey (Oct 15, 2024 08:25 CDT)

City Treasury












Operating ACH Payment Register #27-2024

Final Audit Report

2024-10-15

Created:	2024-10-10
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWNzGeB7Q3PalSjjSaW8UHDyF15E_kRun

"Operating ACH Payment Register #27-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-10-10 - 4:46:58 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-10-10 - 4:47:03 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-10-10 - 4:47:03 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-10-10 - 4:47:03 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-10-10 - 4:47:03 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-10-10 - 4:50:56 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-10-10 - 4:51:10 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-10-10 - 5:05:17 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2024-10-10 - 5:05:39 PM GMT - Time Source: server
-  Email viewed by info@kevinobrienrealtor.com
2024-10-10 - 6:29:24 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P OBrien
2024-10-10 - 7:24:04 PM GMT

 Document e-signed by Kevin P OBrien (info@kevinobrienrealtor.com)

Signature Date: 2024-10-10 - 7:24:06 PM GMT - Time Source: server

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

2024-10-15 - 1:25:12 PM GMT

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

Signature Date: 2024-10-15 - 1:25:21 PM GMT - Time Source: server

 Agreement completed.

2024-10-15 - 1:25:21 PM GMT

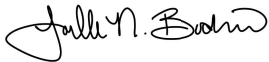
**DAA Operating ACH Payment Register #28-2024
October 18, 2024**

Confirmation #2910155

Document Number	Date	Transaction Type	Payee	Amount
00000151/1	10/18/2024	BILLPMT	ADB SAFEGATE	\$268.80
00000151/10	10/18/2024	BILLPMT	Imperial Dade	\$184.04
00000151/11	10/18/2024	BILLPMT	Inter City Oil (ICO)	\$129.00
00000151/12	10/18/2024	BILLPMT	Kayser, Jana	\$60.00
00000151/13	10/18/2024	BILLPMT	Kraemer Construction, Inc.	\$370.00
00000151/14	10/18/2024	BILLPMT	Leon, Kathy	\$60.00
00000151/15	10/18/2024	BILLPMT	Menards - Hermantown	\$221.26
00000151/16	10/18/2024	BILLPMT	Northern Engine & Supply	\$376.88
00000151/17	10/18/2024	BILLPMT	Papko, Mark	\$60.00
00000151/18	10/18/2024	BILLPMT	Sinnott, Paul	\$60.00
00000151/19	10/18/2024	BILLPMT	Snell, Matthew J	\$60.00
00000151/2	10/18/2024	BILLPMT	Airport Signs & Graphics	\$60.00
00000151/20	10/18/2024	BILLPMT	Titan Aviation Fuels	\$7,013.48
00000151/21	10/18/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$1,023.81
00000151/22	10/18/2024	BILLPMT	Welch, Ryan	\$60.00
00000151/23	10/18/2024	BILLPMT	Werner, Thomas	\$60.00
00000151/3	10/18/2024	BILLPMT	Batteries Plus	\$397.00
00000151/4	10/18/2024	BILLPMT	Best Oil Company	\$13,708.15
00000151/5	10/18/2024	BILLPMT	Bodin, Joelle	\$60.00
00000151/6	10/18/2024	BILLPMT	Durfee, Tristan	\$60.00
00000151/7	10/18/2024	BILLPMT	Goodin Company	\$518.40
00000151/8	10/18/2024	BILLPMT	Graves, John	\$60.00
00000151/9	10/18/2024	BILLPMT	Guardian Pest Solutions	\$210.00
Total				<u>\$25,080.82</u>



Airport Director



Finance Director

Tom Werner

Executive Director



Kevin P OBrien (Oct 17, 2024 17:29 GMT+2)

Board President



Jos Bailey (Oct 21, 2024 10:27 CDT)

City Treasury












Operating ACH Payment Register #28-2024

Final Audit Report

2024-10-21

Created:	2024-10-17
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADs0CgyPEIUBVqfQ7-46mO7DYS4jU-g1d

"Operating ACH Payment Register #28-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-10-17 - 3:27:05 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-10-17 - 3:27:09 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-10-17 - 3:27:09 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-10-17 - 3:27:10 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-10-17 - 3:27:10 PM GMT
-  Email viewed by info@kevinobrienrealtor.com
2024-10-17 - 3:28:21 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P OBrien
2024-10-17 - 3:29:31 PM GMT
-  Document e-signed by Kevin P OBrien (info@kevinobrienrealtor.com)
Signature Date: 2024-10-17 - 3:29:33 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-10-17 - 3:41:54 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-10-17 - 3:42:10 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-10-18 - 4:06:10 PM GMT

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

Signature Date: 2024-10-18 - 4:06:34 PM GMT - Time Source: server

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

2024-10-21 - 3:27:43 PM GMT

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

Signature Date: 2024-10-21 - 3:27:52 PM GMT - Time Source: server

 Agreement completed.

2024-10-21 - 3:27:52 PM GMT

**DAA Operating ACH Payment Register #29-2024
November 12, 2024**

Confirmation #3130254

Document Number	Date	Transaction Type	Payee	Amount
00000153/1	11/12/2024	BILLPMT	1 Giant Voices LLC	\$6,915.00
00000153/10	11/12/2024	BILLPMT	Blueglobes LLC	\$3,097.22
00000153/11	11/12/2024	BILLPMT	Border States	\$672.56
00000153/12	11/12/2024	BILLPMT	Citon	\$1,060.00
00000153/13	11/12/2024	BILLPMT	Citon	\$765.90
00000153/14	11/12/2024	BILLPMT	Citon	\$7,673.31
00000153/15	11/12/2024	BILLPMT	DLT Solutions, LLC	\$471.50
00000153/16	11/12/2024	BILLPMT	General Security Services Corporation	\$25,238.12
00000153/17	11/12/2024	BILLPMT	General Security Services Corporation	\$1,822.20
00000153/18	11/12/2024	BILLPMT	Giant Voices LLC	\$8,000.00
00000153/19	11/12/2024	BILLPMT	Grainger, Inc.	\$193.98
00000153/2	11/12/2024	BILLPMT	Acme Tools	\$49.35
00000153/20	11/12/2024	BILLPMT	Hermantown Area Chamber	\$200.00
00000153/21	11/12/2024	BILLPMT	Inter City Oil (ICO)	\$95.83
00000153/22	11/12/2024	BILLPMT	Jamar Company	\$4,392.44
00000153/23	11/12/2024	BILLPMT	Kaplan Kirsch	\$760.50
00000153/24	11/12/2024	BILLPMT	Lift Pro	\$49.30
00000153/25	11/12/2024	BILLPMT	Menards - Hermantown	\$53.90
00000153/26	11/12/2024	BILLPMT	Menards - Hermantown	\$71.37
00000153/27	11/12/2024	BILLPMT	Menards - Hermantown	\$70.41
00000153/28	11/12/2024	BILLPMT	Menards - Hermantown	\$68.11
00000153/29	11/12/2024	BILLPMT	Menards - Hermantown	\$50.97
00000153/3	11/12/2024	BILLPMT	American Association Of Airport Executives	\$1,200.00
00000153/30	11/12/2024	BILLPMT	Menards - Hermantown	\$57.43
00000153/31	11/12/2024	BILLPMT	Menards - Hermantown	\$10.44
00000153/32	11/12/2024	BILLPMT	Menards - West Duluth	\$49.44
00000153/33	11/12/2024	BILLPMT	Metro Sales, Inc.	\$276.51
00000153/34	11/12/2024	BILLPMT	Metro Sales, Inc.	\$11.71
00000153/35	11/12/2024	BILLPMT	Oberon3, Inc.	\$126.00
00000153/36	11/12/2024	BILLPMT	Papko, Mark	\$608.07
00000153/37	11/12/2024	BILLPMT	Paul Bunyan Communications	\$3,460.00
00000153/38	11/12/2024	BILLPMT	Quadient Leasing USA, Inc.	\$265.86
00000153/39	11/12/2024	BILLPMT	Schindler Elevator Corp	\$1,446.51
00000153/4	11/12/2024	BILLPMT	B&F Fastener Supply	\$54.05
00000153/40	11/12/2024	BILLPMT	Sinnott, Paul	\$144.50
00000153/41	11/12/2024	BILLPMT	Techniques Inc	\$2,223.73
00000153/42	11/12/2024	BILLPMT	Tibodeau, Justin	\$1,303.00
00000153/43	11/12/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$153.04
00000153/44	11/12/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$52.33
00000153/45	11/12/2024	BILLPMT	Twin Ports Paper Supply, Inc	\$742.01
00000153/46	11/12/2024	BILLPMT	Viking Automatic Sprinkler	\$5,389.00
00000153/47	11/12/2024	BILLPMT	Viking Automatic Sprinkler	\$2,470.00
00000153/48	11/12/2024	BILLPMT	Viking Automatic Sprinkler	\$1,805.00
00000153/49	11/12/2024	BILLPMT	Windcave Inc.	\$384.70
00000153/5	11/12/2024	BILLPMT	Baker, Natalie M	\$1,196.83
00000153/6	11/12/2024	BILLPMT	Barnum Companies, Inc.	\$2,133.88
00000153/7	11/12/2024	BILLPMT	Barnum Companies, Inc.	\$360.00
00000153/8	11/12/2024	BILLPMT	Batteries Plus	\$524.10

00000153/9

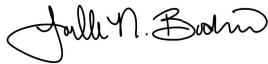
11/12/2024 BILLPMT

Batteries Plus

Total \$50.38
\$88,270.49



Airport Director



Finance Director

Tom Werner

Executive Director



Kevin P. O'Brien (Nov 8, 2024 14:09 CST)

Board President



Jos Bailey (Nov 12, 2024 08:16 CST)

City Treasury












Operating ACH Payment Register #29-2024

Final Audit Report

2024-11-12

Created:	2024-11-08
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAis_OYFGIMYohcQ_1T09mFzaELFnSIGp3

"Operating ACH Payment Register #29-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-11-08 - 8:03:07 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-11-08 - 8:03:11 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-11-08 - 8:03:12 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-11-08 - 8:03:12 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-11-08 - 8:03:12 PM GMT
-  Email viewed by info@kevinobrienrealtor.com
2024-11-08 - 8:08:10 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P. OBrien
2024-11-08 - 8:09:43 PM GMT
-  Document e-signed by Kevin P. OBrien (info@kevinobrienrealtor.com)
Signature Date: 2024-11-08 - 8:09:45 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-11-08 - 8:11:07 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-11-08 - 8:11:39 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-11-08 - 8:40:57 PM GMT

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

Signature Date: 2024-11-08 - 8:41:23 PM GMT - Time Source: server

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

2024-11-12 - 2:16:01 PM GMT

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

Signature Date: 2024-11-12 - 2:16:17 PM GMT - Time Source: server

 Agreement completed.

2024-11-12 - 2:16:17 PM GMT

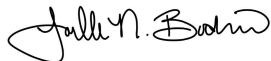
Duluth Airport Authority
DAA Construction ACH Payment Register #14-2024
October 11, 2024

Confirmation #2840178

Document Number	Date	Transaction Type	Payee	Amount
00000149/1	10/11/2024	BILLPMT	1 Gardner Builders Duluth, LLC	\$12,210.19
00000149/2	10/11/2024	BILLPMT	1 Gardner Builders Duluth, LLC	\$41,966.48
00000149/3	10/11/2024	BILLPMT	1 KGM Contractors	\$736,005.67
Total				<u>\$790,182.34</u>




Airport Director



Finance Director

Tom Wessner

Executive Director



Kevin P O'Brien (Oct 10, 2024 10:49 CDT)

Board President



Jos Bailey (Oct 15, 2024 08:23 CDT)

City Treasury












Construction ACH Payment Register #14-2024

Final Audit Report

2024-10-15

Created:	2024-10-10
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI_6BEkdJ4Fh8XWKX3SND3PQjAQFYZX-w

"Construction ACH Payment Register #14-2024" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-10-10 - 3:38:18 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-10-10 - 3:38:22 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-10-10 - 3:38:22 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-10-10 - 3:38:23 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-10-10 - 3:38:23 PM GMT
-  Email viewed by info@kevinobrienrealtor.com
2024-10-10 - 3:49:05 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P OBrien
2024-10-10 - 3:49:46 PM GMT
-  Document e-signed by Kevin P OBrien (info@kevinobrienrealtor.com)
Signature Date: 2024-10-10 - 3:49:48 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2024-10-10 - 3:52:07 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-10-10 - 3:52:19 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-10-10 - 3:52:26 PM GMT - Time Source: server

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

Signature Date: 2024-10-10 - 5:23:23 PM GMT - Time Source: server

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

2024-10-15 - 1:22:38 PM GMT

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

Signature Date: 2024-10-15 - 1:23:37 PM GMT - Time Source: server

 Agreement completed.

2024-10-15 - 1:23:37 PM GMT

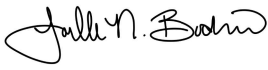
**Duluth Airport Authority
DAA Construction ACH Payment Register #15-2024
October 25, 2024**

Confirmation #2980291

Document Number	Date	Transaction Type	Payee	Amount
00000152/1	10/25/2024	BILLPMT	1 EXP US Services, Inc.	\$628,316.43
00000152/10	10/25/2024	BILLPMT	1 Short Elliott Hendrickson	\$7,265.00
00000152/11	10/25/2024	BILLPMT	1 Short Elliott Hendrickson	\$134,126.00
00000152/12	10/25/2024	BILLPMT	1 Ulland Brothers, Inc.	\$122,972.66
00000152/2	10/25/2024	BILLPMT	1 KGM Contractors	\$1,158,741.69
00000152/3	10/25/2024	BILLPMT	1 KGM Contractors	\$643,151.81
00000152/4	10/25/2024	BILLPMT	1 National Tank Outlet	\$50,101.00
00000152/5	10/25/2024	BILLPMT	1 Short Elliott Hendrickson	\$46,800.00
00000152/6	10/25/2024	BILLPMT	1 Short Elliott Hendrickson	\$58,145.00
00000152/7	10/25/2024	BILLPMT	1 Short Elliott Hendrickson	\$29,620.00
00000152/8	10/25/2024	BILLPMT	1 Short Elliott Hendrickson	\$38,205.00
00000152/9	10/25/2024	BILLPMT	1 Short Elliott Hendrickson	\$2,490.00
Total				\$2,919,934.59



Airport Director




Finance Director

Tom Werner

Executive Director

Kevin P OBrien
Kevin P OBrien (Oct 24, 2024 12:40 CDT)

Board President


Jos Bailey (Oct 24, 2024 12:55 CDT)

City Treasury












Construction ACH Payment Register #15-2024

Final Audit Report

2024-10-24

Created:	2024-10-24
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqbN6xhTKtNjKRIn9Qrcq0QTgYOcNTkjo

"Construction ACH Payment Register #15-2024" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2024-10-24 - 5:21:12 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2024-10-24 - 5:21:16 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-10-24 - 5:21:16 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2024-10-24 - 5:21:16 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2024-10-24 - 5:21:17 PM GMT
-  Email viewed by info@kevinobrienrealtor.com
2024-10-24 - 5:39:39 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P OBrien
2024-10-24 - 5:40:33 PM GMT
-  Document e-signed by Kevin P OBrien (info@kevinobrienrealtor.com)
Signature Date: 2024-10-24 - 5:40:35 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2024-10-24 - 5:54:56 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2024-10-24 - 5:55:04 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-10-24 - 5:59:44 PM GMT

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Signature Date: 2024-10-24 - 6:00:03 PM GMT - Time Source: server

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

2024-10-24 - 8:01:32 PM GMT

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

Signature Date: 2024-10-24 - 8:03:07 PM GMT - Time Source: server

 Agreement completed.

2024-10-24 - 8:03:07 PM GMT



!! ALERT: AIRFIELD TAXIWAY NAME CHANGES !!

Duluth International Airport (DLH)

October 10, 2024

Reconstruction and redesign activities are taking place this summer along the Tower Ramp, Taxiway A, and Taxiway C. Current construction is focused on Taxiway C south of Taxiway A, with Taxiway C scheduled to reopen in early November.

This project includes installing and renaming three connectors from Taxiway A and C to the Tower Ramp and Cargo Ramp. **Signage for Taxiway R5 is already installed (east access to the Tower Ramp and FBO Ramp from Taxiway A). Taxiways R6 and R7 will provide access to Taxiway C from the apron area.** These connectors are being named to meet FAA standards.

Non-FAA charts may reflect these name changes before the updated FAA Airport Diagram, which is set to be published on October 31, 2024.



A larger graphic of the figure can be downloaded [here \[PDF\]](#).

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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Construction Newsletter

Duluth International Airport (DLH)

October 12, 2024

Taxiway A - Phase 3 Reconstruction (Taxiway C South)

Throughout the week, the contractor paved all lifts of bituminous pavement for Taxiway C South, Taxiways C3 and C4 and the Cargo Ramp north and south entrances.

Upcoming Activities: Focuses for next week

- Seeding remaining turf areas
- Installation of taxiway edge lights and signs
- Pavement marking painting

Project Phasing Documents

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

Anticipated Project Schedule - Subject to change

- TWY C Phase 3C: August 27 - November 1 (est.)

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Midfield Ramp Reconstruction - Phase 2

The contractor finished grading the aggregate base and started pouring concrete on Thursday.

Upcoming Activities: Focuses for next week

- Concrete paving is anticipated to continue through this weekend and next week.

Project Phasing Documents

- [Midfield Ramp Repair Phase 2 \[PDF\]](#)

Anticipated Project Schedule - Subject to change

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Runway 27 PAPI Replacement

Work took place throughout the week, including the installation of the PAPI units themselves. A flight check is scheduled for Tuesday of next week.



PLEASE NOTE

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

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

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Construction Notice

Duluth International Airport (DLH)

October 17, 2024

Monaco Ramp Repair

The Monaco Ramp adjacent to the newly constructed SRE Ramp experienced significant heaving last winter. In an effort to mitigate future heaving, a contractor will be removing one panel width of the Monaco Ramp adjacent to the new pavement. A soil correction, drain tile, and new pavement will be installed. The repair is estimated to take approximately 14 days.

Project Phasing Documents

- [Monaco Ramp Construction Notice \[PDF\]](#)

Anticipated Project Schedule - Subject to change

- October 21 to November 4

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Project Contact Information

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

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

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Construction Newsletter

Duluth International Airport (DLH)

October 21, 2024

Taxiway A - Phase 3 Reconstruction (Taxiway C South)

The contractor completed miscellaneous grading and site cleanup. The project area has been seeded and permanent pavement markings have been painted. Installation of the taxiway edge lights, and airfield guidance signs continues.

Upcoming Activities: Focuses for this week

- Installation of taxiway edge lights and signs

Project Phasing Documents

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

Anticipated Project Schedule - Subject to change

- TWY C Phase 3C: August 27 - November 1 (est.)



Midfield Ramp Reconstruction - Phase 2

The contractor continued pouring concrete for Phase 2 of the Midfield Ramp. Concrete pouring is scheduled to finish this week.

Upcoming Activities: Focuses for this week

- Concrete paving is anticipated to wrap up this week.
- Pavement joint sealing
- Preparation for pavement markings

Project Phasing Documents

- [Midfield Ramp Repair Phase 2 \[PDF\]](#)

Anticipated Project Schedule - Subject to change

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Runway 3/21 Pavement Repair

A depression on Runway 3/21 was noticed during a runway inspection before it was set to reopen. Excavations revealed a collapsed storm sewer pipe. A new section of pipe was installed, and the area has been backfilled and paved to grade. The runway is scheduled to reopen next week.

Monaco Ramp Concrete Repair

The existing concrete panels on the Monaco Ramp, directly adjacent to the SRE Apron, heaved during the winter. This week, the panels in the area of the heaving will be removed and replaced. This work is anticipated to last two weeks.

Runway 27 PAPI Replacement

The RWY 27 PAPIs were flight-checked on Tuesday last week and are operational again.

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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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Construction Newsletter

Duluth International Airport (DLH)

October 25, 2024

Taxiway A - Phase 3 Reconstruction (Taxiway C South)

The contractor continued pulling wire and installing taxiway edge lights and airfield guidance signs. This work is anticipated to be finished today (Friday, 10/25). The contractor also began installing the Runway 3 PAPI utility lines; this work is anticipated to be completed next week.

Upcoming Activities: Focuses for next week

- Electrical work

Project Phasing Documents

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

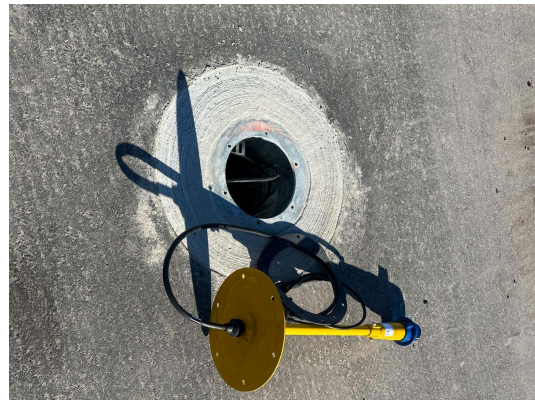
Anticipated Project Schedule - Subject to change

- TWY C Phase 3C: August 27 - November 1 (est.)

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program.

Upcoming Activities: Focuses for next week

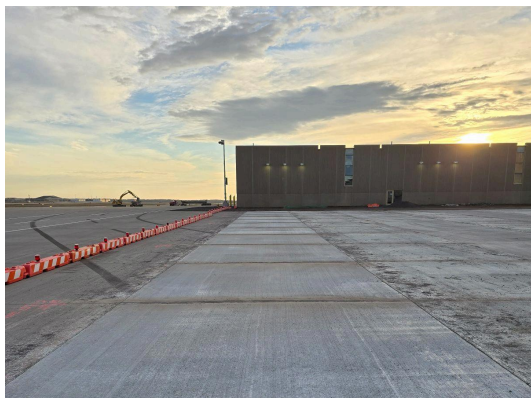
- Joint cutting and sealing.

Project Phasing Documents

- [Midfield Ramp Repair Phase 2 \[PDF\]](#)

Anticipated Project Schedule - Subject to change

- September 23 - November 1 (est.)



Runway 3/21 Pavement Repair

Runway 3-21 was reopened on Thursday morning. Discussions about grooving this patch are ongoing.

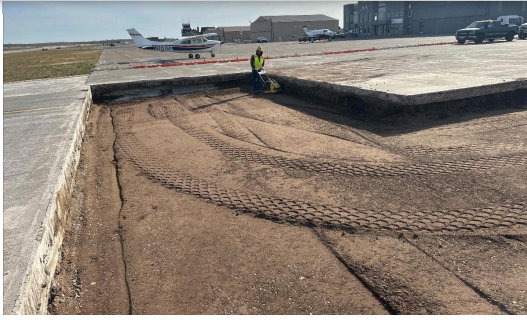
Monaco Ramp Concrete Repair

The contractor removed several concrete panels from the south side of the Monaco Ramp to the north side. This area was excavated and replaced with suitable materials. Drain tile was also installed. Concrete panels are anticipated to be poured on Monday.

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Project Contact Information

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

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

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



Construction Newsletter

Duluth International Airport (DLH)

November 6, 2024

Taxiway A - Phase 3 Reconstruction (Taxiway C South)

Late last week, Taxiway C south of Taxiway A reopened to vehicle and aircraft traffic, along with the two new connectors into the ramp area from Taxiway C. The FAA's airfield diagram was updated and published on October 31, 2024, and shows the new layout for Taxiway C and the naming of Taxiways R5, R6, and R7.

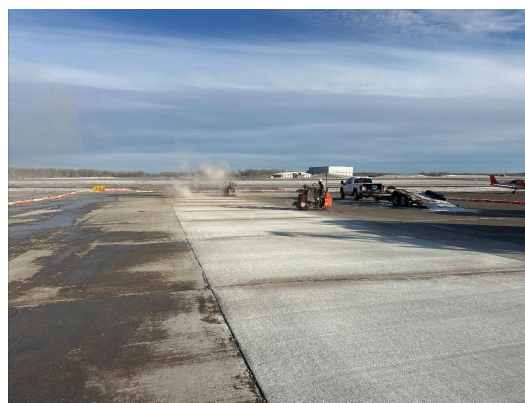
Midfield Ramp Reconstruction - Phase 2

The midfield ramp reconstruction (Phase 2) project was completed last week. The concrete needs time to cure before opening to aircraft traffic, but the area is anticipated to open for aircraft operations this week.

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Monaco Ramp Concrete Repair

The concrete repair work on the Midfield Ramp was completed last week. Similar to the Midfield Ramp, the concrete requires time to cure, and aircraft operations are expected to resume this week.



PLEASE NOTE

Dates are subject to change.

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

[Project Contact Information](#)

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IV - B.

United Airlines Plane Makes Emergency Landing at Duluth Airport

October 9, 2024 by KQDS Staff (<https://www.fox21online.com/author/kqdsstaff/>)



(<https://www.fox21online.com/content/uploads/2024/10/b/r/plane-pic.png>)

DULUTH, Minn. — A United Airlines plane made an emergency landing at the Duluth International Airport on Wednesday.

The Duluth Airport Authority says at noon they received a report of a mechanical emergency with request to land. The plane had recently departed the airport.

The plane then landed at 12:15 p.m. with all passengers safely departing the aircraft.

DAA says crews inspected the airfield and it is open.

No injuries were reported.

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NEWS LOCAL

Plane makes emergency landing in Duluth

The United Airlines flight was headed to Chicago when it was forced to turn around and return to DLH.



A United Express plane is parked at Duluth International Airport. Dan Williamson / Duluth Media Group



By **Jimmy Lovrien**

October 09, 2024 at 4:29 PM

 Comments

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 News Reporting

DULUTH — A Duluth-to-Chicago flight was forced to turn around to make an emergency landing Wednesday.

St. Louis County Sheriff Gordon Ramsay said a 911 call came in at 11:58 a.m. for a Bombardier CRJ-200 with 50 people on board. The call reported the plane had "one engine out."

The flight reported a "mechanical emergency" shortly after its departure and requested an emergency landing, Duluth Airport Authority spokesperson Natalie Baker said. The plane landed safely at Duluth International Airport at 12:15 p.m. and passengers exited the plane.

Duluth International Airport as seen Wednesday. Dan Williamson / Duluth Media Group

"Crews have inspected the airfield and it is open," Baker said. "We appreciate the response and professionalism of our emergency services partners."

The United Airlines flight was operated by SkyWest Airlines, which is contracted by United and other larger airlines to fly regional routes.

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Bygones: Duluth dogs confined after attacking sheep in 1954(<https://www.duluthnewstribune.com/news/local/bygones-duluth-dogs-confined-after-attacking-sheep-in-1954>)

Photos: Duluth honors past, present on Indigenous Peoples

Day(<https://www.duluthnewstribune.com/news/local/photos-duluth-honors-past-present-on-indigenous-peoples-day>)

Family honors Duluth woman, speaks out about domestic

violence(<https://www.duluthnewstribune.com/news/local/family-honors-duluth-woman-speaks-out-about-domestic-violence>)

A United Airlines spokesperson declined to comment, deferring to SkyWest for details. SkyWest did not immediately respond to a voicemail and email seeking comment.

A passenger on the flight who asked her name not be used said the flight wasn't too far into its journey when "the whole plane lurched." The pilot said on the intercom there was a mechanical issue, and then a flight attendant said the plane would turn around and return to Duluth.

The passenger said fire trucks were lined up along the runway when the plane landed and crews checked the plane's left side before it returned to the gate.

"We landed. We're safe. We're good," the passenger said. It was her fourth emergency landing, she added.

Passengers were waiting on a replacement plane.

News Tribune digital producer Dan Williamson contributed to this report.

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([#conversations](#))

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

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IV. - D.

Commercial plane makes emergency landing at Duluth International Airport



There were 50 passengers on board at the time.

By [Hayley Raatsi](#)

Published: Oct. 9, 2024 at 12:31 PM CDT



1 P.M. UPDATE: According to the Duluth Airport Authority, at around noon a United Airlines flight that recently departed from Duluth to Chicago reported a mechanical emergency.

They then requested an emergency landing about 15 minutes later.

The plane safely landed back at the Duluth International Airport and the passengers got off.

Crews also inspected the airfield and it is open.

The FAA is investigating.

According to St. Louis County Sheriff Gordon Ramsay, the plane had an engine fail.

There were 50 passengers on board at the time.

It was not immediately clear where the plane took off from or if DLH was its intended destination.

While we do not know if any injuries were reported, Ramsay said the plane landed and public safety was on scene "just in case."

Northern News Now has a crew on its way to the airport.

This is a developing story. Check back for updates.

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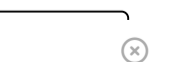
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IV. - E.

Commercial plane makes emergency landing at Duluth International Airport

By WDIO

Updated: October 9, 2024 - 5:34 PM

Published: October 9, 2024 - 1:01 PM



A representative with the Duluth International Airport has confirmed that a commercial United Airlines flight requested to make an emergency landing at Duluth International Airport due to a "mechanical emergency" at approximately 12:00p.m. on Wednesday, October 9. At approximately 12:15 p.m. the aircraft safely landed and passengers were able to depart the aircraft.

There were 50 passengers on board.

Director of Communication and Marketing Natalie Baker, with Duluth Airport Authority, said crews have inspected the airfield following the emergency landing and that the airfield is open.

"We appreciate the response and professionalism of our emergency services partners," said Baker.

SkyWest Airlines provided WDIO with following statement:

SkyWest Airlines flight 5754, operating as United Express from Duluth, Minnesota to Chicago, returned to Duluth shortly after takeoff to address an indicator light in the flight deck. The flight landed safely and passengers deplaned normally at the gate, and we are working to help them resume their travels as quickly as possible.

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

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IV. - F.

Stauber announces funding for Duluth and Pine River airports



Stauber announces funding for Duluth and Pine River airports

By [Lisi Skrien](#)

Published: Oct. 21, 2024 at 11:07 PM CDT



DULUTH, Minn. and PINE RIVER, Minn. (Northern News Now) - Federal funding is on its way for airport infrastructure in the Northland including at the Duluth International Airport.

Monday Republican Congressman Pete Stauber for Minnesota's Eighth District announced he helped secure \$1 million to replace the existing Air Traffic Control Tower at DLH, which is one of the oldest in the country.

He has also secured \$1.14 million to replace a general aviation terminal building at the Pine River Regional Airport, Northwest of Brainerd.

"I am excited that Pine River Regional Airport will focus this investment on general aviation, helping inspire the next generation of aviators and keeping our aviation industry strong," Stauber said in a press release Monday. "Additionally, I am grateful that more investment is going towards replacing the Duluth Air Traffic Control Tower. I have been advocating for this project since 2019 as its replacement is crucial to keeping up with the

growing numbers of travelers that the airport serves each year," Stauber said.

In both 2023 and 2024, Congressman Stauber and Democratic Senator Amy Klobuchar led the Minnesota delegation in sending letters to the Federal Aviation Administration and to President Biden, requesting funding for improvements at DLH.

Earlier this year, Congressman Stauber and Senator Klobuchar jointly announced \$10 million in funding for the project.

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DEVELOPING: Active police situation in Lincoln Park

KBJR6



IV. - G.

Funding secured for Duluth International Airport improvements

By **WDIO**

Updated: October 22, 2024 - 7:14 PM

Published: October 22, 2024 - 7:00 PM



Funding secured for Duluth International Airport improvements

U.S. Representative Pete Stauber (MN-08) issued a press release on Monday, October 21st, that changes are coming to Duluth International Airport. Over \$1,000,000 in federal funds will be secured to help fund the replacement of the existing [Air Traffic Control Tower](#). This is one of the oldest Air Traffic Control Towers in the country.

Also \$1,140,000 in federal funds will help replace a general aviation terminal building at the Pine River Regional Airport.

"The airports in our communities, no matter their size, contribute greatly to our regional economies. They ensure Minnesotans stay connected and bring tourism and commerce to our front doors," Stauber said. I am excited that Pine River Regional Airport will focus this investment on general aviation, helping inspire the next generation of aviators and keeping our aviation industry strong. I have been advocating for this project since 2019 as its replacement is crucial to keeping up with the growing numbers of travelers that the airport serves each year."

U.S. Senators Amy Klobuchar (D-MN) and Tina Smith (D-MN) also announced on October 3rd they secured significant federal funding for Duluth International Airport's infrastructure improvements. The grant provides \$9,478,180 to reconstruct 10,600 feet of Taxiway A.

The pavement on Taxiway A no longer meets current FAA standards. The Duluth International Airport is undertaking a phased, multiyear project to reconstruct the taxiway.

"Duluth International Airport is an essential link for residents and businesses across Northeast Minnesota," said Klobuchar. "This federal grant will make needed infrastructure updates so that the airfield meets the needs of larger civilian aircraft and the 148th Fighter Wing, ensuring the airport can continue serving travelers for years to come."

"I'm glad to see the Biden-Harris administration once again delivering for travelers in Minnesota and around the country," said Smith. Small

and regional airports like Duluth International Airport are vital parts of their communities. This funding will go directly towards repaving a taxiway so it is safe and functional for travelers.”

The funding secured is from the Airport Improvement Program (AIP). They provide federal grants for airport infrastructure projects such as runways, taxiways, signage, lighting, and markings.

In 2024, Rep. Stauber and Sen. Klobuchar led the Minnesota delegation in [a letter](#) to President Biden, requesting that his Administration prioritize funding for the traffic control tower at DLH. Earlier this year, Rep. Stauber and Sen. Klobuchar jointly announced \$10 million in funding for the project.



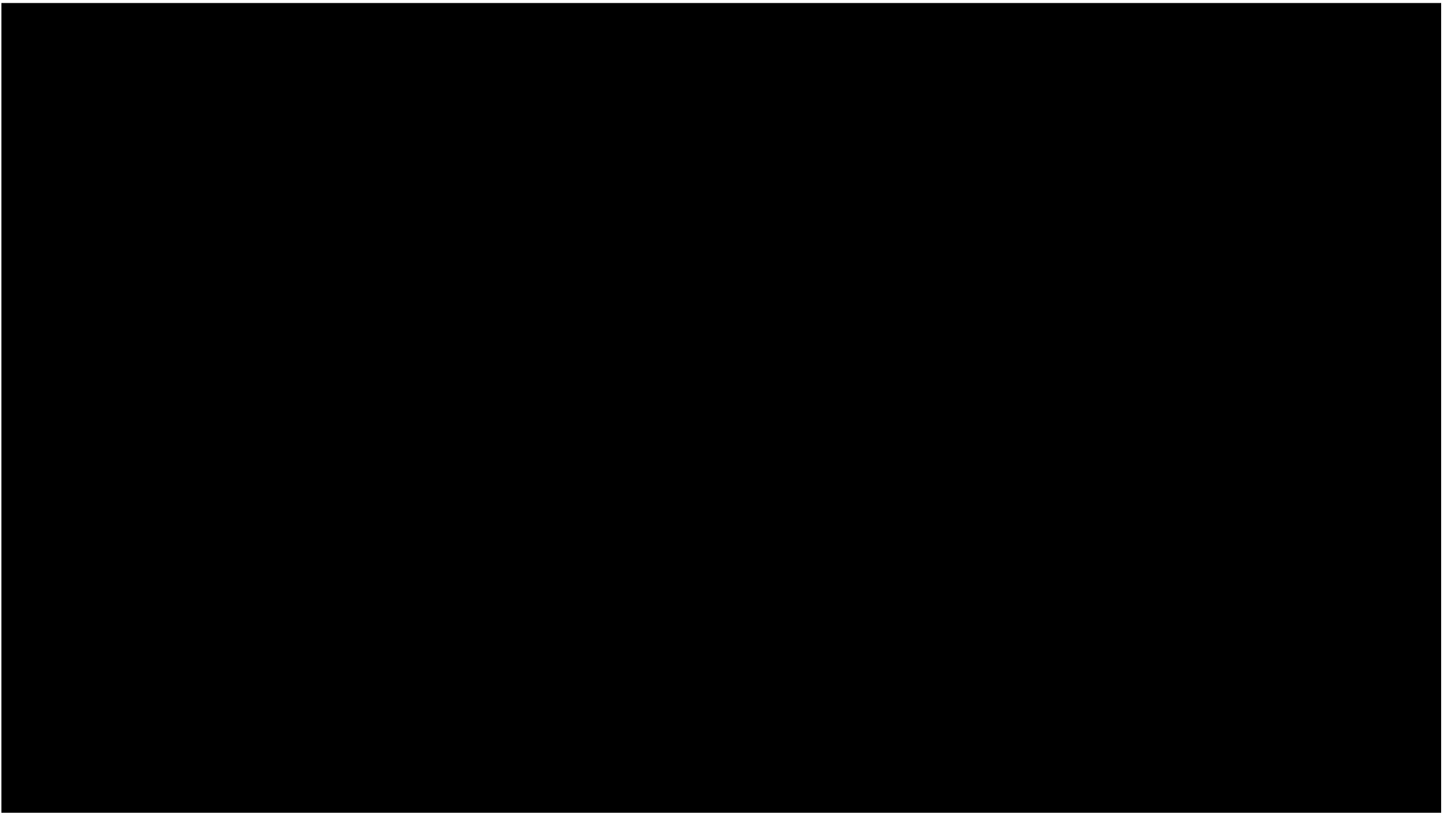
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IV. - H.

Sky Harbor Airport terminal to be named after local engineer



Gladys Pennington is now just six years younger than the oldest living person in the world.

By [T Kaldahl](#)

Published: Oct. 23, 2024 at 5:41 PM CDT | Updated: 16 hours ago



DULUTH, Minn. (Northern News Now) - A new space at Park Point's airport will be named after a local engineer on Thursday, Oct. 24.

On Thursday, the Duluth Airport Authority (DAA) is hosting a naming ceremony for the new Robert R. Gilruth Terminal at Sky Harbor Airport.

The terminal opened on July 10 and is being named after the late Dr. Robert R. Gilruth, who graduated from Duluth Central High School in 1931.

Gilruth went on to attend the University of Minnesota, earning a Bachelor of Science in Aeronautical Engineering in 1935 and a Master of Science in 1936.

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After graduating, Gilruth worked at NASA's Langley Memorial Aeronautical Laboratory.

Throughout his 40-year career, Gilruth held many leadership positions and was instrumental in driving the Space Race.



He served as the first director of NASA's Manned Spacecraft Center for 10 years, overseeing 25 human space flights during the Mercury, Gemini, and Apollo programs.

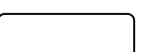
"Dr. Gilruth was a remarkable engineer who made significant contributions to flight research and space exploration," said Tom Werner, Executive Director of the Duluth Airport Authority.

The new \$2.66 million terminal includes an upscale pilot lounge, a modern flight planning room with up-to-date aeronautical information, vending options, and outdoor patio areas, which will be open to the public.

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IV. - I.

FOR IMMEDIATE RELEASE

October 23, 2024

PRESS CONTACT

Duluth Airport Authority
Natalie Baker, Director of Communication and Marketing
(218) 625-7768
nbaker@duluthairport.com

Sky Harbor Airport Terminal to be Named for Dr. Robert R. Gilruth, NASA Aerospace Pioneer

October 23, 2024 - Duluth, MN- The Duluth Airport Authority is pleased to announce the Sky Harbor Airport's new terminal will be named after Dr. Robert R. Gilruth, a legendary aerospace engineer and NASA's first director of the Manned Spacecraft Center. A dedication ceremony will be held at Sky Harbor Airport on Thursday, October 24, 2024, at 2:00pm

"Dr. Gilruth was a remarkable engineer who made significant contributions to flight research and space exploration," said Tom Werner, Executive Director of the Duluth Airport Authority. "We are proud to celebrate his northern Minnesota heritage and enduring legacy with the naming of the Dr. Robert R. Gilruth Terminal."

Gilruth was born in Nashwauk, Minnesota, and moved to Duluth as a child. He graduated from Duluth Central High School in 1931. Gilruth then attended the University of Minnesota, earning a Bachelor of Science in Aeronautical Engineering in 1935 and a Master of Science in 1936. After graduating, Gilruth worked at NASA's Langley Memorial Aeronautical Laboratory.

Throughout his 40-year career with NASA, Gilruth held many leadership positions and was instrumental in driving the Space Race. As Director of NASA's Space Task Group, Gilruth and his team worked tirelessly to understand and execute a strategy for manned space missions. Gilruth served as director of NASA's Manned Space Group for ten years, overseeing 25 human space flights during the Mercury, Gemini, and Apollo programs.

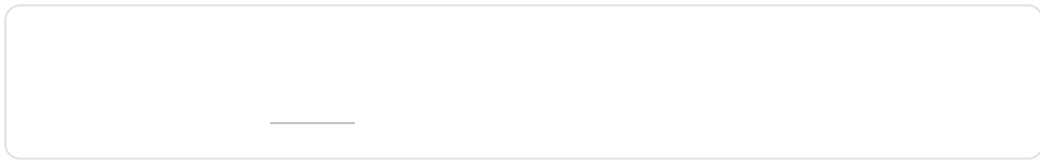
The Robert R. Gilruth Terminal at Sky Harbor Airport opened on July 10, 2024, representing a \$2.66M investment in aviation in northeast Minnesota. The terminal meets all floodplain requirements and ADA compliances. New amenities include an upscale pilot lounge, a modern flight planning room with up-to-date aeronautical information, vending options, and outdoor patio areas, which will be open to the public.

Join the Duluth Airport Authority, regional leaders, aviation enthusiasts, and the public for an official naming ceremony and reception at Sky Harbor Airport on Thursday, October 24, 2024, at 2pm.

###

About Sky Harbor Airport

Sky Harbor Airport was created for pilots and travelers with a passion for a simpler approach to flight. Our unique amphibious air base accommodates both land and seaplane traffic and has the beautiful city of Duluth and the splendor of Lake Superior as backdrops to an experience that is unlike any other. The airport has an average of 13,500 flight operations per year. Visit skyharbor.duluthairport.com, follow us on Instagram at [@duluthskyharborairport](https://www.instagram.com/duluthskyharborairport), and like us on Facebook at [facebook.com/duluthskyharborairport](https://www.facebook.com/duluthskyharborairport).



IV. - J.

Sky Harbor names Terminal Honoring “Father of Manned Space Program”

Northland native Dr. Robert R. Gilruth was a pioneer in the U.S. space program

11 hours ago by [Alex Evans](https://www.fox21online.com/author/aevans/)

DULUTH, Minn. – A terminal at Duluth’s Sky Harbor Airport was named in memory of a Northland native, and the “father of manned space flight,” on Thursday.

The late Dr. Robert R. Gilruth, who grew up in Duluth, is considered by NASA to be the father of the United States’ manned space program. Naming Sky Harbor’s new terminal after Dr. Gilruth was a combined effort by the Duluth Airport Authority and the Duluth Aviation Institute, who hope the new terminal will draw attention to the city’s rich aviation history.

“This partnership that we have allows us to be able to shine a light on our local heritage, ensuring that the stories are passed, continue to inspire future generations,” said Duluth Airport Authority Vice President Michael Henderson. He said the terminal isn’t just about acknowledging Dr. Gilruth’s Northern Minnesotan heritage, but the indispensable contributions he made to flight.

The new terminal features up-to-date equipment and lounge for pilots. It will also have an outdoor patio area and concessions that will be open to the public.

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IV. - K.

New terminal at Sky Harbor Airport dedicated to aerospace engineer from Nashwauk

By WDIO

Updated: October 24, 2024 - 9:44 PM

Published: October 24, 2024 - 8:40 PM



A dedication ceremony was held Thursday, October 24, to recognize a Nashwauk man who helped send man into space. Dr. Robert Gilruth was an aerospace engineer and NASA's first director of the manned spacecraft center. He spent 40 years with the agency, and was instrumental in the space race.

The new terminal at [Sky Harbor Airport](#) in Duluth at the end of Park Point bears his name.

Sandra Ettestad, the President and Founder of the of the Duluth Aviation Institute, says the new terminal is a beautiful attribute for the aviation community and provides important recognition to Gilruth.

"He is a legend and that is why we're bringing it forward to Duluth, to let them know what a fabulous person they nurtured here in our hillside. He's a Minnesotan. We should be really proud of him," Ettestad said. "He put man on the moon and brought them back to Duluth."

Gilruth was born in Nashwauk, Minnesota, but moved to Duluth when he was young, eventually graduating from Duluth Central High School in 1931. After attending the University of Minnesota, Gilruth worked at NASA's Langley Memorial Aeronautical Laboratory.

“Dr. Gilruth was a remarkable engineer who made significant contributions to flight research and space exploration,” said Tom Werner, Executive Director of the Duluth Airport Authority. “We are proud to celebrate his northern Minnesota heritage and enduring legacy with the naming of the Dr. Robert R.

The Robert R. Gilruth Terminal offers several amenities including an upscale pilot lounge, a modern flight planning room with up-to-date aeronautical information, vending options, and outdoor patio areas, which will be open to the public.

The terminal opened in July and was a \$2.6 Million investment.



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Two fatalities reported in Iron Range car crash



Two fatalities reported in Iron Range car crash



New terminal at Sky Harbor Airport dedicated to aerospace engineer from Nashwauk



Creating more single family and multi-family housing in West Duluth

NEWS LOCAL

Duluth's Sky Harbor Airport terminal named in honor of local space pioneer

Robert Gilruth, a Duluth Central graduate who went on to lead the nation's space exploration program, will posthumously have his legacy memorialized at Park Point's seaplane base.



A crowd welcomes Robert Gilruth to the Duluth Central High School auditorium Oct. 12, 1962. Gilruth graduated from Central in 1931. File / Duluth Media Group



By **Peter Passi**

October 24, 2024 at 5:22 PM

 Comments

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 News Reporting

DULUTH — The Duluth Airport Authority named Sky Harbor Airport's new terminal Thursday in honor of Robert R. Gilruth, an aerospace engineer and NASA's first director of the Manned Spacecraft Center.

“Dr. Gilruth was a remarkable engineer who made significant contributions to flight research and space exploration,” said Tom Werner, executive director of the Duluth Airport Authority. “We are proud to celebrate his northern Minnesota heritage and enduring legacy with the naming of the Dr. Robert R. Gilruth Terminal.”

After trees in a neighboring forest on Park Point were flagged as an obstacle by the Federal Aviation Administration, the airport's landing strip was reconfigured(<https://www.duluthnewstribune.com/news/sky-harbor-gets-federal-grant-for-runway>) to avoid cutting them down, and the entire facility has been upgraded.



Robert Gilruth, left, speaks with President John F. Kennedy in the early 1960s. Gilruth led NASA's Apollo manned spaceflight program. Contributed / NASA / Johnson Space Center

Gilruth was born in Nashwauk and moved to Duluth as a child. He graduated from Duluth Central High School in 1931. Gilruth then attended the University of Minnesota, earning a bachelor of science degree in aeronautical engineering in 1935 and a master of science degree in 1936. After graduating, Gilruth worked at NASA's Langley Memorial Aeronautical Laboratory.

Throughout his 40-year career with NASA, Gilruth held many leadership positions and was instrumental in driving the space race. As director of NASA's Space Task Group, Gilruth and his team worked tirelessly to understand and execute a strategy for manned space missions. Gilruth served as director of NASA's Manned Space

Group for 10 years, overseeing 25 human space flights during the Mercury, Gemini and Apollo programs.

In 2015, Gilruth was inducted into the Minnesota Aviation Hall of Fame. (<https://www.duluthnewstribune.com/news/honors-for-duluth-space-pioneer>) A local educational program (<https://www.duluthnewstribune.com/lifestyle/institute-brings-aviation-duluth-classrooms>) also has been established in Gilruth's honor.

The Robert R. Gilruth Terminal at Sky Harbor Airport opened July 10, representing a \$2.66 million general aviation investment in Northeastern Minnesota. The terminal meets all floodplain requirements and is accessible to people with disabilities. New amenities include an upscale pilot lounge, a modern flight planning room with aeronautical information, vending options and outdoor patio areas, which will be open to the public.

Sky Harbor Airport was created for pilots and travelers with a passion for a simpler approach to flight. The unique amphibious air base accommodates both land and seaplane traffic. The airport hosts an average of 13,500 flight operations per year.

ALSO READ



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Oct 9

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Federal Aviation
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Dear Airport Sponsor:

Today, Secretary Buttigieg announced a Notice of Intent to Fund projects selected under the FY 2025 Bipartisan Infrastructure Law (BIL) Airport Terminal Program (ATP). Congratulations! Your project is included as one of the 128 projects selected at 125 airports for \$970 million in funding available.

This is the fourth year of our five-year ATP. This valuable program not only continues to modernize our airports to meet the needs of travelers today, and for years to come, but also continues to create good-paying job opportunities in communities both large and small. These investments further increase our terminal sustainability and address the needs of aging airport traffic control towers around the nation.

A full list of the final selections as well as other ATP information can be found on our website at www.faa.gov/bil/airport-terminals. Please reach out to your FAA and/or State Block Grant representative to move forward with implementation of the selected project. As a reminder, airports must be in a position to receive a grant award, based on bids, no later than **July 2025**.

The FAA's communications team will reach out to your communications department to share materials to support promoting your award. If you have any questions or need assistance, they can be reached at digital@faa.gov. I would like to also request you work with and keep the local Airports District Office (ADO) or Regional Office (RO) apprised of any groundbreaking or grand opening ceremonies taking place on these projects. Representatives from the FAA and the Department of Transportation are looking for opportunities to engage the airport community as you put this BIL funding to work.

We've gotten some great photos over the last few years and want to see more as your projects get underway, once complete, and anywhere you're using BIL signage. Please submit photos [using this upload form](#).

Congratulations again!

Sincerely,

Shannetta R. Griffin, P.E.
Associate Administrator for Airports

IV. - N.

How Does United Airlines Plan To Boost Capacity On Routes Served By Regional Jets?



It is widely known that



United Airlines, which has for the past few years posted the US aviation industry's second-highest profits, has it out to claim the top spot in the industry. For over a decade now, Atlanta-based Delta Air Lines has long served as the industry's leader in terms of everything from profitability to passenger experience, a title that the leadership team at United Airlines has their sights on.

Get all the latest [aviation news](#) from Simple Flying!

United, over the past decade, has emerged from its merger with Continental Airlines as a stronger carrier, one which is prepared to use innovation and non-traditional strategies to profit in what has been a traditionally unreliable industry. From [purchasing Boeing 777-300ER aircraft over 15 years after the plane hit the market](#) to developing an entirely new kind of premium lounge and turning its loyalty program into a multi-billion-dollar cash-generating machine, **United has no issues throwing the old rulebook out the window.**

Therefore, it is unsurprising that United, an airline that operates one of the most extensive regional flight networks anywhere on the planet, has extensive plans to eliminate significant portions of its regional fleet. Given the company's current set of resources (hubs and aircraft spread across the country), there are **limited places for post-pandemic growth that are not already heavily targeted by the company's competition.**



United, like most US airlines, operates a hub-and-spoke network. The airline funnels passengers through large hubs, and any passenger looking to fly between two destinations that are not United hubs will likely have to connect somewhere along the way (with extremely limited exceptions). United hubs, [which are likely to be well-known to the airline's loyal customers](#), include all the following airports in the contiguous United States:

- Washington Dulles International Airport (IAD)
- Newark Liberty International Airport (EWR)
- Chicago-O'Hare International Airport (ORD)
- Denver International Airport (DEN)
- George Bush Intercontinental Airport (IAH) in Houston
- Los Angeles International Airport (LAX)
- San Francisco International Airport (SFO)

United Airlines' regional subsidiary, United Express, has [continued to expand its operations over the decades](#), slowly becoming the biggest airline at many of its hubs by a significant margin. These facilities are now being pushed to the brim, with extremely little room still available for expansion. [According to Crain's Chicago Business](#), for example, United Airlines has recently hit a 20-year-high watermark for flight operations at its Chicago-O'Hare International Airport hub.



Expansion at these facilities requires adding more seats to each flight

For United to expand its capacity at airports like Newark, Chicago, and Houston, where the airline's networks already push these facilities to their maximum operational capabilities, the airline must consider adding more seats to each flight. This has become somewhat of an industry trend, as air traffic controllers and congested airspace, alongside airport capacity constraints, have pushed airlines towards operating larger aircraft, [according to Reuters](#).





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November 7, 2024

The Honorable Tom Cole
Chair
House Appropriations Committee
Washington, D.C. 20515

The Honorable Rosa DeLauro
Ranking Member
House Appropriations Committee
Washington, D.C. 20515

Dear Chair Cole and Ranking Member DeLauro:

As Congress moves to finalize annual appropriations bills for fiscal year 2025, the American Association of Airport Executives (AAAЕ) and the thousands of airport professionals we represent from across the country urge your support for the following critical airport priorities:

FY 2025 DOT/FAA Funding Bill

- **Full Funding for AIP and Additional Funding for Supplemental Discretionary Airport Grants:** The Airport Improvement Program (AIP) provides federal grants to U.S. airports for projects to enhance airport safety, capacity, and security, and to address environmental concerns. According to the FAA, airports have \$62.4 billion in AIP- and BIL-eligible projects – some \$12.5 annually – through FY27. Those estimates do not include other non-eligible infrastructure projects and requirements, which increase total airport capital needs to more than \$23 billion annually. *To help ensure that airports do not fall further behind in addressing critical infrastructure needs, we urge Congress to provide \$4 billion for the traditional AIP account as proposed by both the House and Senate; maintain additional funding for supplemental discretionary grants to airports of all sizes as proposed the Senate; and include sufficient funding to support the congressionally directed spending projects in the House and Senate bills.*
- **Help Airports Transition to Fluorine-Free Firefighting Foam:** The recently enacted FAA Reauthorization Act authorized \$350 million for a PFAS replacement program for commercial service airports. While the House bill does not include funding for this important transition to fluorine-free firefighting foam at airports, the Senate bill includes \$70 million. *AAAЕ urges the Committee to provide \$70 million in FY25 to help airports transition to fluorine-free firefighting foam.*
- **Contract Tower Funding:** The FAA Contract Tower Program provides 265 smaller airports in 46 states with cost-effective air traffic control services that enhance aviation safety and help connect smaller airports and rural communities with our national air transportation system. Both the House and Senate bills recognized the value of this program and increased funding in FY25, which would permit several new airports to be added to the program. *AAAЕ urges Congress to provide \$256 million for the FAA Contract Tower Program in FY25.*
- **Small Community Air Service Programs:** We urge Congress to fully fund the Essential Air Service and Small Community Air Service Development programs. Both programs help to ensure that people who live in rural and less populated areas have access to our national aviation system.

FY 2025 DHS/TSA/CBP Funding Bill

- **TSA Exit Lane Staffing:** Despite clear direction from Congress and permanent provisions in federal law requiring TSA to staff exit lanes at airports where the agency performed those duties on December 1, 2013, the FY25 budget proposes once again to shift these responsibilities to airport operators. Congress has repeatedly rejected this proposal, and **AAAE urges Congress to include \$111 million to maintain existing TSA staffing at airport exit lanes in FY25, consistent with current law.**
- **Restore Funding for Law Enforcement Officer (LEO) Grants and Canine-Team Reimbursements:** Despite strong program support, Congress in FY24 eliminated funding for TSA's LEO reimbursement program and the officer's stipend for state and local-led canine teams, shifting these costs to airport operators. Consequently, airports have been forced to divert resources from other security purposes to pay for officer salaries. Additionally, some airports have had to reduce the number of canine teams operating in their facilities, reducing visible deterrence measures. The House-passed bill provides \$45.6 million for the law enforcement officer reimbursement grants and \$34.1 million for the state and local-led canine team reimbursements. **AAAE urges Congress to restore funding for these two critical reimbursements in FY25.**
- **TSA Staffing and Technology Investments:** Since late May, TSA has regularly broken records for the number of passengers screened at checkpoints with daily enplanements predicted by TSA to reach 3.1 million in 2025. We are pleased the House-passed bill provided supports additional resources requested by the agency to hire Transportation Security Officers to meet the growing travel volumes without increasing wait times; however, airports remained concerned that insufficient technology funding will delay the deployment of critical security screening technologies that are better able to detect the latest threats while also providing passengers with the convenience of keeping laptops, liquids, and aerosols in their carry-on bags. **AAAE urges Congress to fully fund new TSOs as requested and provide \$175 million as proposed by the House to expedite the acquisition and deployment of the latest security screening technologies to airport checkpoints.**
- **CBP Officers:** Airports and airlines have experienced double-digit growth in international travel and expect further growth through 2025. We remain concerned that CBP does not have enough officers to process international arrivals safely and efficiently without lengthy wait times. CBP's most recent workload staffing model identifies a shortfall of more than 5,000 officers to meet current and anticipated travel volumes at airports and other locations. Yet the FY25 budget only requests 150 new CBP officers, which is only 3 percent of the identified need. **We urge Congress to provide funding to sustain all current CBP officers and hire an additional 1,000 new officers in FY25 to address ongoing staffing shortages at airports.**
- **Aviation Worker Screening:** In September, Category X, I, and II airports had to significantly increase airport-performed screening of employees as part of TSA's issued aviation worker screening mandate. The second phase of this requirement is for airports to procure explosive detection systems to screen these employees no later than April 26, 2026. This will require airports to establish a costly new screening infrastructure that parallels and duplicates what TSA already has for travelers. **AAAE urges Congress to direct TSA to rescind the requirement for airports to procure and utilize explosive detection screening equipment to screen workers.**

Gaining funding for these important priorities is critical to enabling airports to meet growing infrastructure needs while meeting important security imperatives. Thank you for your consideration and support.

Sincerely,



Todd Hauptli
President and CEO

VII. New Business

Resolution Approving the 2025 Capital Improvement Plan for the Duluth International Airport (DLH) and the Sky Harbor Airport (DYT)

WHEREAS, Duluth Airport Authority (DAA) staff coordinated a Capital Improvement Plan (CIP) for Federal Fiscal Year 2025 (October 1, 2024 – September 30, 2025), and State Fiscal Year's 2025-2026 (July 1, 2024 – June 30, 2025 and July 1, 2025 – June 30, 2026) with Federal Aviation Administration (FAA) and Minnesota Department of Transportation Aeronautics Division (MnDOT) staff;

RESOLVED, that DAA approves the 2025 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A; and

FURTHER RESOLVED, that DAA staff are authorized to execute agreements and make payments consistent with the 2025 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A.

STATEMENT OF PURPOSE: This is an overview of projects and equipment that Duluth International and Sky Harbor will seek federal and state assistance through various Federal and/or state funding sources. The 2025 Capital Improvement Plan (CIP) was coordinated with the FAA and MnDOT Aeronautics development staff. The projects identified in the CIP with impending grant action, and listed below, are included in Federal Fiscal Year 2025 (October 1, 2024 – September 30, 2025), and State Fiscal Year's 2025-2026 (July 1, 2024 – June 30, 2025 and July 1, 2025 – June 30, 2026).

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

- Air Traffic Control Tower
 - Construction
- Taxiway A Reconstruction
 - Phase 6 – Construction and Construction Administration
 - Phase 7 - Design
- Midfield Ramp Repair
 - Phase 3
- NBDA Hangar Development
- Hangar 101 Site Development – Phase 2 Design
- Snow Removal Equipment (SRE) Acquisition (Rotary Blower)
- FIS Facility Improvements
- Airside Pavement Maintenance
- Pavement Deice Tank/Slab/Foundation

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

- Snow Removal Equipment Building Construction Reimbursement
- GA Terminal Building Construction Reimbursement

DLH

Updated
13-Nov-24

**Table 7-11 Duluth International Airport (DLH)
CIP 2021-2040**

Annual Entitlements through 2020: \$ -
Annual Entitlements 2021: \$ 1,588,761

FEDERAL OR STATE FISCAL YEAR (FFY/SFY)	Future Development	Project Type	Cost	Funding Rates			FAA Funding	AIP Funding (Entitlement and Discretionary)	AIG Funding (Allotment)	AIG Funding (Terminal)	State Funding	MCCA Funding	PFC Funding	CARES/CRSSA/ARP	DAA Reserves	Other Funding	Other Funding Source	Local Funding Source	AIP Entitlement Balance Tracking	AIG Allotment Balance tracking	
				FAA	MnDOT	Local															
CALENDAR YEAR 2025																				\$ 1,534,000	\$ 1,689,613
PLANNING AND ENVIRONMENTAL																				\$ 1,534,000	\$ 3,826,251
FY2025	Drainage Master Plan (AIG Eligible)	Environmental	\$ 111,680.00	95%	2.5%	2.5%	\$ 106,096.00	\$ 106,096.00	\$ -	\$ -	\$ 2,792.00	\$ -	\$ 2,792.00	\$ -	\$ -	\$ -	\$ -			\$ 3,826,251	
AIRSIDE ENGINEERING AND CONSTRUCTION																					
FFY 2025	Taxiway A (Phase 6) - Construction/Construction Administration	Construction/Eng	\$ 11,300,000.00	PR	PR	PR	\$ 8,440,000.00	\$ 8,440,000.00	\$ -	\$ -	\$ 430,000.00	\$ 2,000,000.00	\$ 430,000.00	\$ -	\$ -	\$ -			\$ -		
FFY 2025	Hangar 101 (Phase 2) - Slab and Foundation Removal - Design	Construction/Eng	\$ 200,000.00	95%	2.5%	2.5%	\$ 190,000.00	\$ 190,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -			\$ -		
FFY 2025	Pavement De-ice Tank Slab/Foundation	Construction	\$ 100,000.00	95%	2.5%	2.5%	\$ 95,000.00	\$ 95,000.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -			\$ -		
FFY 2025	Taxiway A (Phase 7) - Design	Engineering	\$ 800,000.00	PR	PR	PR	\$ 665,000.00	\$ 665,000.00	\$ -	\$ -	\$ 17,500.00	\$ 1,000,000.00	\$ 17,500.00	\$ -	\$ -	\$ -			\$ -		
SFY 2026	Midfield Ramp Repair (Phase 3)	Construction/Eng	\$ 1,000,000.00	0%	70%	30%	\$ -	\$ -	\$ -	\$ -	\$ 700,000.00	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -			\$ -		
SFY 2026	Airside Pavement Maintenance	Maintenance	\$ 150,000.00	0%	70%	30%	\$ -	\$ -	\$ -	\$ -	\$ 105,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -			\$ -		
LANDSIDE ENGINEERING AND CONSTRUCTION																					
ARCHITECTURE AND BUILDINGS																					
CY 2025	NBD Hangar Development	Construction	\$ 3,500,000.00	60%	30%	10%	\$ 2,100,000.00	\$ -	\$ 2,100,000.00	\$ -	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -			\$ -		
CY 2025	FIS Improvements	Construction/Eng	\$ 800,000.00	0%	0%	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000.00	\$ -			\$ -		
EQUIPMENT																					
FFY 2025	SRE Blower	SRE	\$ 900,000.00	95%	2.5%	2.5%	\$ 855,000.00	\$ 855,000.00	\$ -	\$ -	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -	\$ 30,000.00	\$ -			\$ -		
SFY 2025	Runway Fod Magnet		\$ 220,000.00	0%	70%	30%	\$ -	\$ -	\$ -	\$ -	\$ 154,000.00	\$ -	\$ -	\$ -	\$ 66,000.00	\$ -			\$ -		
SFY2026	Tractor/Mower - Vehicle #25	Mower	\$ 220,000.00	0%	70%	30%	\$ -	\$ -	\$ -	\$ -	\$ 154,000.00	\$ -	\$ -	\$ -	\$ 66,000.00	\$ -			\$ -	\$ -	
CALENDAR YEAR TOTALS			\$ 19,081,680.00				\$ 12,451,096.00	\$ 10,066,096.00	\$ 2,385,000.00	\$ -	\$ 2,489,292.00	\$ 3,000,000.00	\$ 817,792.00	\$ -	\$ 1,253,500.00	\$ -			\$ -	\$ -	

VII - B.

RESOLUTION TO AUTHORIZE DAA EXECUTIVE DIRECTOR TO EXECUTE A
MEMORANDUM OF UNDERSTANDING WITH AFSCME LOCAL 66 REGARDING SHIFT
DURATION

RESOLVED, by the Duluth Airport Authority (DAA) that the DAA hereby authorizes DAA Executive Director to execute a memorandum of understanding (MOU) with AFSCME Local 66 regarding shift duration.

FURTHER RESOLVED, by the DAA, that the proper DAA staff will fully review the current Collective Bargaining Agreement and Employee Handbook and Personnel Policies to ensure that all impacts to the agreements and policies are well understood.

FURTHER RESOLVED, by the DAA, that the proper DAA staff will draft the MOU which includes all edits to the Collective Bargaining Agreement that are necessary to ensure proper implementation can be achieved.

Approved by the Duluth Airport Authority this 19th day of November, 2024.

ATTEST:

Executive Director

VII. - C.

Duluth Airport Authority
The Landline Company
Second Amendment
Ground Transportation Lease and Operating Agreement

Terms:

- Term remains unchanged.

Background:

- The Landline agreement began in 2019, and the leased premises was located on the 2nd floor.
- The First Amendment approved in March 2023 moved Landline leased premises to first floor ticket counter and included a leased area for luggage cart.

Agreement Overview:

- This Second Amendment modifies the leased premises to remove storage area for luggage cart.
- This amendment also updates the exhibit to reflect the change in leased premises.
- This amendment also adds Exhibit B, Federal Mandatory Provisions.

Why were the changes in key terms needed/wanted?

- Landline is no longer using the luggage cart and requested to have it removed from their lease.

**GROUND TRANSPORTATION LEASE AND OPERATOR AGREEMENT
BY AND BETWEEN
DULUTH AIRPORT AUTHORITY AND THE LANDLINE COMPANY
SECOND AMENDMENT**

The parties to this Second Amendment are the DULUTH AIRPORT AUTHORITY, a governmental body organized and existing under Chapter 577 of the Laws of Minnesota, 1969, (the "Authority"), and The Landline Company, (a C corporation incorporated in the State of Delaware) hereinafter referred to as "Operator."

WHEREAS, on February 19, 2019, Operator and the Authority entered into a Ground Transportation Lease and Operator Agreement (the "Agreement") at the Duluth International Airport controlled by the Authority in order for Operator to provide ground transportation services to the public;

WHEREAS, on May 1, 2023, Operator and the Authority entered into a First Amendment to modify the Leased Premises, Exhibit A-1, Per Passenger Fee, and Per Departure Fee;

WHEREAS, the parties desire to further amend the Agreement to remove the luggage cart storage space from the Agreement as set forth below, replace Exhibit A-1 and add new Exhibit B, Federal Mandatory Provisions.

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

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

1. Beginning on December 1, 2024, Section 6, Subsection A-b, is hereby removed.
2. Exhibit A-1 is hereby replaced with Exhibit A-2 to remove Luggage Cart Storage and is attached hereto.
3. Add new Exhibit B attached hereto.
4. Except as provided for in this Second Amendment, the terms and conditions of the Agreement shall remain in force and effect.
5. This Second Amendment may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Second Amendment transmitted by facsimile, by electronic mail in "portable document format" ("pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Second Amendment, shall have the same effect as physical delivery of the paper document bearing the original signature.

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

DATE: _____

DULUTH AIRPORT AUTHORITY

THE LANDLINE COMPANY

By: _____
President

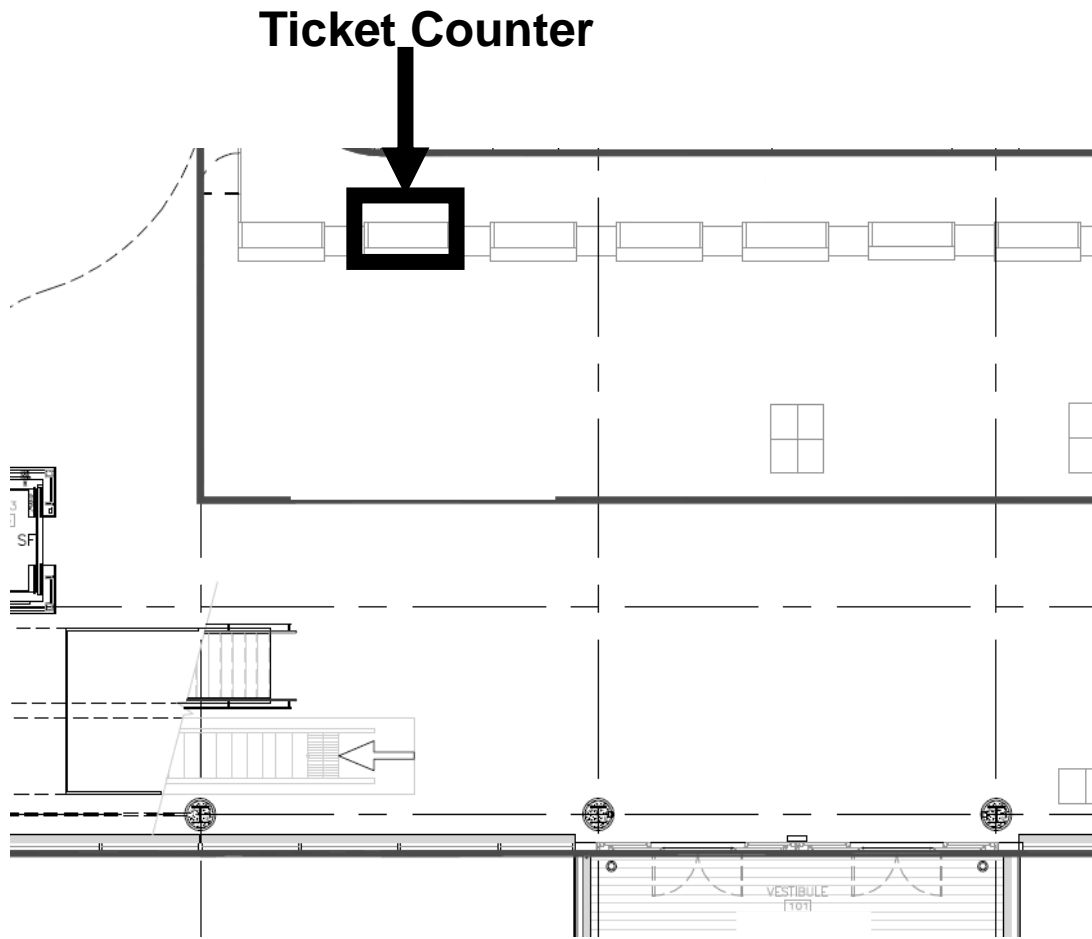
By: _____

By: _____
Secretary

Printed Name

Title

Exhibit A-2



Duluth International Airport First Floor

Exhibit B

Federal Mandatory Clauses

GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

If the Contractor transfers its obligation to another, the transferee is obligated in the same manner as the Contractor.

The above provision obligates the Contractor for the period during which the property is owned, used or possessed by the Contractor and the airport remains obligated to the Federal Aviation Administration.

Title VI Solicitation Notice:

The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

The Sponsor must include this contract clause in:

- 1) Every contract or agreement (unless the Sponsor has determined, and the FAA concurs, that the contract or agreement is not subject to the Nondiscrimination Acts and Authorities); and
- 2) Service contracts with utility companies that are not already subject to substantively identical nondiscrimination requirements.
- 3) Other types of contracts with utility companies involving property covered by A6.4.2, A6.4.3, or A6.4.4.

Compliance with Nondiscrimination Requirements:

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the

contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

This applies to agreements such as leases where a physical portion of the airport is transferred for use—for example a fuel farm, apron space, or a parking facility—and will be included as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Sponsor with other parties for all transfers of real property acquired or improved under the Airport Improvement Program.

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE AIRPORT IMPROVEMENT PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Sponsor pursuant to the provisions of the Airport Improvement Program grant assurances:

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the

consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Federal Aviation Administration activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Nondiscrimination Acts and Regulations listed in the Title VI List of Pertinent Nondiscrimination Acts and Authorities (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, (***Title of Sponsor***) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the (***Title of Sponsor***) will have the right to enter or re-enter the lands and facilities thereon, and the above-described lands and facilities will there upon revert to and vest in and become the absolute property of the (***Title of Sponsor***) and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

This applies to agreements such as leases of concession space in a terminal and any future deeds, leases, licenses, permits, or similar instruments entered into by the Sponsor with other parties for the construction or use of, or access to, space on, over, or under real property acquired or improved under the Airport Improvement Program.

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (***Title of Sponsor***) pursuant to the provisions of the Airport Improvement Program grant assurances.

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Title VI List of Pertinent Nondiscrimination Acts and Authorities.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, (***Title of Sponsor***) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and

repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, (**Title of Sponsor**) will there upon revert to and vest in and become the absolute property of (**Title of Sponsor**) and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

VII. - D.

Resolution to Approve Operating Policy #31: Records Retention Policy and
Incorporate in to the DAA Operating Policy Manual

Executive Summary

Overview:

- The DAA has an Operating Policy Manual which guides various activities of the DAA and is approved by the DAA Board.
- The DAA had not previously adopted a records retention policy.
- DAA staff is reviewing all electronic documents to reorganize and clean-up storage.
- Staff needs appropriate guidance to ensure that all public records are retained in accordance with state and federal requirements.
- Operating Policy #31 authorized DAA staff to use a general records retention schedule which is continuously adopted as the reference to records retention requirements. This policy ensures all employees have appropriate guidance for document retention activities.

Prepared by Joelle Bodin

OPERATING POLICY #31

RECORDS RETENTION POLICY

Initial Implementation Date: November 19, 2024

PURPOSE:

To establish requirements for records retention of physical and digital documents in accordance with state and federal requirements.

To adopt the “General Records Retention Schedule for Minnesota Cities” as the retention schedule for DAA document retentions activities.

The purpose of a records retention schedule is to provide a plan for managing government records by giving continuous authority to dispose of records under Minnesota Statutes section 138.17. The City General Records Retention Schedule for Minnesota Cities establishes minimum retention periods for municipal records based on their administrative, fiscal, legal, and historical value. It lists records series common to municipalities and identifies how long to retain them.

ADOPTED RETENTION SCHEDULE:

General Records Retention Schedule for Minnesota Cities as updated:

<https://www.mnhs.org/preservation/state-archives/government>

POLICY:

Document Retention:

All employees of the DAA must retain and dispose of records in accordance with the General Records Retention Schedule for Minnesota Cities as updated. Employees should always refer to the most recent records retention schedule found at the above website to determine retention requirements for documents.

Projects funded by Federal and State grants may have additional records retention requirements. Staff should always refer to funding source documents or grants to determine additional records retention requirements.

Responsible Parties: The first manager or director in the supervisory chain is responsible for compliant retention of documents in accordance with this policy. All employees must comply with this policy under the direction of their supervisor.

Training of Employees: The Administrative Coordinator or designee shall train employees on this records retention policy and program.

Documents Storage: Official DAA documents will be stored in both physical and digital locations as determined by the appropriate department director or supervisor. All files should all be named based on information they contain to best determine the future retention requirements for each document.

Document Disposal: Any questions regarding the disposal of documents should be directed to your supervisor. The Administrative Coordinator or designee shall work with the appropriate staff to facilitate the disposal of records in accordance with this policy when needed.

Sources Used for Compliance:

- Minnesota Statutes: 138.17: Government Records
- MN Department of Administration: Records Management: <https://mn.gov/admin/data-practices/data/rules/records-management/>
- Office of the State Auditor: Records Retention: <https://www.osa.state.mn.us/audit-resources/audit-guidance/avoiding-pitfalls-articles/records-retention/>
- Minnesota Historical Society: Government Records Services: <https://www.mnhs.org/preservation/state-archives/government>

VII. - E.

Resolution to Approve the 2025 Rates and Charges Schedule for DLH

Executive Summary

Terms:

- Calendar year of 2025

Overview:

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

Summary of Changes:

- The airline rates and charges model calculates a recommended rate for the airlines. A 6% increase to landing fees and a 10% increase to the terminal rental rate for 2025 was included.
- The terminal per use fee is based on the terminal requirement and estimated operations.
- Aircraft Parking fees were increased by CPI.
- FBO Charged In-to Plane Fuel Flowage Fees were increased to market rate.
- Hangar Rents were increased by CPI except for the new 4825 Ranch Hangars.
- CFC Charges are updated to show the definition of a "Transaction Day".
- Rental Car Ready Return Fees adjusted to have differential pricing for surface and a ramp rates.
- The corporate parking lot fees were increased by CPI.
- Parking lot rates were increased as the rates have not been adjusted in 8 years aside from for dual rate pricing for ramp vs surface.



DULUTH INTERNATIONAL AIRPORT

2025 Rates and Charges Schedule

Effective January 1, 2025 - Adopted November 19th, 2024

Passenger Terminal Fees (Per Square Foot)	Airline Leased Premises	\$28.24	
	Non-Airline Terminal Tenant Rate	\$45.11	
Aircraft Landing Fee (Per 1,000 lbs MGLW)	Signatory Carrier	\$2.45	
	Non-Signatory Carrier (125% more)	\$3.06	
	All Other Aircraft	\$3.06	
	Exemptions: Aircraft operated or chartered by the United States Federal Government or State of Minnesota and non-revenue generating aircraft under 12,500 lbs MGLW are exempt		
Terminal Per Use Fee	Non-Signatory Carriers & Charters	\$828.35	
Aircraft Definitions	Signatory: Aircraft covered by an Airline Use and Lease Agreement with the DAA or by an agreement with the DAA containing terms and conditions similar with those contained in such an agreement. Non-Signatory: Aircraft using the Airport facilities that are not covered by an Airline Use and Lease Agreement with the DAA and not covered by an agreement with the DAA containing terms and conditions similar with those contained in such an agreement; diverted Airline aircraft not using the Airport Terminal; and commercial air carrier aircraft making regularly scheduled flights to the Airport. Any Non-Signatory aircraft utilizing the terminal must be reported by the ground handler.		
Terminal International Arrivals Facility Per Use Fee	Less than 50,000 lbs. MGLW	\$75.00	
	50,001-175,000 lbs. MGLW	\$175.00	
	175,001 lbs. MGLW and above	\$275.00	
Non-Terminal (FBO) International Arrivals Facility Fee	US Customs Facility (GAF)	\$0.00	
Non-Terminal FBO & DAA Ad Hoc Charged Aircraft Parking (Per 1,000 lbs MGLW)	<u>Category by MGLW (lbs.)</u>	<u>Per Night (24 hour period)</u>	<u>Per Month (Calendar)</u>
	12,499 & Under	\$18.02	\$146.28
	12,500 - 49,999	\$76.32	\$614.80
	50,000 - 99,999	\$152.64	\$1,219.00
	100,000 & Over	\$312.70	\$2,496.30
Fuel Flowage Fee (Fee Per Gallon)	FBO Charged In-to Plane Fee	\$0.083	
	FBO Charged Aviation, Heating & Auto Fuel Fee	\$0.09	
	Fee Per Gallon - Other Airport Operator	Set by Operator Agreement	
Preferential Use Cargo Ramp Fee Per Aircraft	Per Calendar Month Preferential Use Cargo Ramp Fee		<u>Per Month (Calendar)</u> \$1,695.00
Passenger Facility Charge (PFC)	Per Enplaned Commercial Passenger, Per FAA Approved PFC Application		\$4.50
DAA Owned Hangar Rental Rates (Per Each) *\$50 Discount if paid in full by January 31 of lease year.	<u>Hangar Type</u>		<u>Per Month (Calendar)</u>
	West T-Hangars*		\$223.00
	East T-Hangars*		\$223.00
	East Ranch Hangars*		\$285.00
	4825 Airport Rd. Ranch Hangars (12ft high door)*		\$675.00
	4825 Airport Rd. Ranch Hangars (14ft high door)*		\$700.00
	Other	Set by Lease Agreement	
Airport Car Rental Customer Facility Charge (CFC) (Full per day fee should be charged for each transaction day or any fraction thereof.)	Fee Per Car Rental Transaction Day		\$4.00
	"Transaction Day" means a 24-hour period or fraction thereof for which a rental car customer is provided the use of a rental car for compensation regardless of the duration or length of the rental term. If the same rental car is rented to more than one customer within such continuous 24-hour period, then each such rental shall be calculated as a Transaction Day, except that a partial day that is a grace period of no more than 2 hours after the last 24-hour day booked shall not be considered a Transaction Day.		
Rental Car Ready Return & Overflow Fees (Per Each Space) (Tax Not Included)	Per Month, Per Space Fee	<u>Surface</u> \$19.19	<u>Ramp</u> \$19.75
Parking Lot Fees (Includes Tax)	Hourly Rate (Up to Daily Maximum)	<u>Surface</u> \$3.00	<u>Ramp</u> \$6.00
	Daily Maximum	\$15.00	\$18.00
	Additional Drive-off Fee	\$125.00	\$125.00
Parking Permits (Includes Tax) *DAA Employees and DAA Directors are exempt for airport business		<u>Per Month (Calendar)</u>	<u>Annual</u>
	Corporate Surface Permit (Annual)		\$1,420.00
	Corporate Garage Permit (Annual)		\$2,350.00
	Airport Tenant Employee Permit (Annual)*		\$100.00
	Airline Crew Overnight Permit (Monthly or Annual)	\$51.00	\$612.00
	Tenant Commercial Parking Agreement (Monthly or Annual)	\$250.00	\$3,000.00
Ground Transportation Fees & Permits (Includes Tax)	Taxi/Limo/Hotel Shuttle Permit (Annual)	\$25.00	Per Each Vehicle
	Taxi/Limo/Hotel Shuttle Permit Per Trip Fee	\$1.50	Per Pick-Up & Drop-Off
	Passenger Shuttle Service Permit - Reqs. Operator Agreement (Annual)	\$500.00	Per Each Vehicle
	Transportation Network Company Permit (Annual) (Agreement Required)	\$1,500.00	Per Company
	Transportation Network Company Per Trip Fee (Agreement Required)	\$1.50	Per Pick-Up & Drop-Off
	Peer-To-Peer Car Sharing (Agreement Required)	10% of Gross Revenue	Per Agreement
Ground Transportation & Vehicle Violations	Airport Tenant Employee Parking Violation		TBD
	Ground Transportation Vehicle Violation		\$100.00
	Other		Set by Agreement



DULUTH INTERNATIONAL AIRPORT

2025 Rates and Charges Schedule

Effective January 1, 2025 - Adopted November 19th, 2024

Business Services Club Pass (Sponsorship Agreement Passes will not be charged)	Per Pass Fee to Access Business Services Club Room \$150 per pass																					
Conference Room/Space Rates & Fees (20% Discount for Airport Terminal Tenants)	<u>Room/Space</u> 1st Floor Baggage Claim - Wall Up 2nd Floor Secure Business Club Conference Room 2nd Floor Mezzanine 2nd Floor Conference Room - Room 250 3rd Floor Conference Room - Amatuzio A 3rd Floor Conference Room - Amatuzio B or C 3rd Floor Conference Room - Amatuzio A+B 3rd Floor Conference Room - Amatuzio B+C 3rd Floor Conference Room - Amatuzio A+B+C	<table border="0"> <thead> <tr> <th style="text-align: center;"><u>0-4 Hours</u></th> <th style="text-align: center;"><u>4-8 Hours</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$300.00</td> <td style="text-align: center;">Per Agreement</td> </tr> <tr> <td style="text-align: center;">\$40.00</td> <td style="text-align: center;">\$80.00</td> </tr> <tr> <td style="text-align: center;">\$250.00</td> <td style="text-align: center;">\$350.00</td> </tr> <tr> <td style="text-align: center;">\$100.00</td> <td style="text-align: center;">\$150.00</td> </tr> <tr> <td style="text-align: center;">\$150.00</td> <td style="text-align: center;">\$200.00</td> </tr> <tr> <td style="text-align: center;">\$100.00</td> <td style="text-align: center;">\$200.00</td> </tr> <tr> <td style="text-align: center;">\$175.00</td> <td style="text-align: center;">\$250.00</td> </tr> <tr> <td style="text-align: center;">\$175.00</td> <td style="text-align: center;">\$250.00</td> </tr> <tr> <td style="text-align: center;">\$200.00</td> <td style="text-align: center;">\$300.00</td> </tr> </tbody> </table>	<u>0-4 Hours</u>	<u>4-8 Hours</u>	\$300.00	Per Agreement	\$40.00	\$80.00	\$250.00	\$350.00	\$100.00	\$150.00	\$150.00	\$200.00	\$100.00	\$200.00	\$175.00	\$250.00	\$175.00	\$250.00	\$200.00	\$300.00
<u>0-4 Hours</u>	<u>4-8 Hours</u>																					
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\$100.00	\$200.00																					
\$175.00	\$250.00																					
\$175.00	\$250.00																					
\$200.00	\$300.00																					
Fiber Internet (Contract required. Higher speeds available upon request with pricing established per contract)	<u>Internet Speed</u> 100 MB Fiber Internet with 1 static IP address 200 MB Fiber Internet with 1 static IP address Each Additional Static IP Address	<u>Per Month (Calendar)</u> \$120.00 \$180.00 \$24.95																				
Badging Fees (DAA Employees, ARFF, CBP, Duluth PD, Fire & Public Works, & MN Air National Guard Badges are exempt)	SIDA & Sterile Badge SIDA & Sterile Signatory Only AOA Badge AOA Signatory Only Landside Badge Incomplete SIDA & Sterile Renewal AOA Renewal Renewal > 30 Days Past Expiration (SIDA, AOA, Sterile) Lost or Non-Returned Badge Badge Handling Fee (ex: company change, access change, etc.) Contractor Badge Contractor Badge Handling Fee Contractor Badge Late Fee	\$200.00 \$150.00 \$125.00 \$65.00 \$65.00 \$100.00 \$115.00 \$65.00 \$125.00 \$125.00 \$65.00 \$175.00 \$150.00 \$125.00																				

VII. -F.

Resolution to Approve the 2025 Rates and Charges Schedule for DYT Executive Summary

Terms:

- Calendar year of 2025

Overview:

- Annually DAA staff reviews the referenced Rates and Charges Addendum to recommend rate adjustments where necessary and additional rates to be added.
- Survey data of surrounding airports is used to make comparisons.

Summary of Changes:

- A 6% CPI adjustment was done to the hangar rate as this rate has not been adjusted in three years.



2025 Rates & Charges
Effective January 1st, 2025 - Adopted November 19, 2024

Fuel Price	To be determined by airport manager and published on the Duluth Sky Harbor website, ForeFlight, SkyVector, AirNav, GlobalAir and 100LL.com.		
Fuel Discounts Discounts may not be stacked Tenant Discount requires fuel card	Sky Harbor Tenant with lease agreement or Commercial Operator Agreement	\$0.25	Per Gallon
Tie-down	Per Night (1-6 nights) Per Week (1-3 weeks) Per Month Six Month Season (Must be paid in advance)	\$10.00 \$30.00 \$90.00 \$450.00	Per Night Per Week Per Month Per Six Month Season
Float Storage	Monthly Float Storage Seasonal / Winter Only Annual / 12-Month	\$20 \$100 \$180	Per Month Per Winter Season Per 12-Months
Contact the Sky Harbor Airport manager for details. Float storage location determine by airport manager.			
Aircraft Parking & Float Storage Rules	<p>Aircraft parking and tie-down spaces are non-reservable and shall be occupied on a first come, first served basis.</p> <p>A. No person shall park, store, tie down or leave an aircraft and/or floats on any area of the airport other than designated parking spaces or those designated by the Airport Manager.</p> <p>B. The pilot and owner of an aircraft and/or floats are solely responsible for storing floats, parking and tying down their aircraft and shall properly secure their aircraft and/or floats while it is parked or stored on the airport. Pilots and owners of aircraft and/or floats are solely responsible for securing aircraft and/or floats in a manner necessary to avoid damage to other aircraft, floats, or buildings on the airport in the event of wind or other severe weather conditions. The pilot and owner of an aircraft and/or floats shall be held responsible and liable for any damage or loss whatsoever resulting from failure to comply with this rule.</p> <p>C. With respect to aircraft parking, tie-down and float storage, the Airport Manager is authorized to control and direct activities that the Airport Manager determines concern the health, welfare and safety of Sky Harbor, its tenants, and users.</p> <p>All invoiced aircraft parking tie-down and float storage fees shall be paid within thirty (30) days of invoice date. In the event that fees are not paid within thirty (30) days of invoice date and such failure to pay continues for a period exceeding ninety (90) days after invoice date, the aircraft or floats owner shall be in default. Upon default, the Duluth Airport Authority may exercise any one or more of the following remedies (in its sole discretion): (i) utilize a collections agency and/or an attorney to recover said amount, including reasonable attorney's fees, court costs, and collection costs, (ii) enter the premises where the aircraft or floats are located and take immediate possession of and remove (or disable in place) the aircraft or floats by self-help, summary proceedings or otherwise without liability; and (iii) eject and trespass the aircraft pilot, owner or float owner from Sky Harbor.</p>		
Hangar 1 Aircraft Storage Fee	Per hangar space Utility surcharge will be charged during winter months.	\$292.00	Per Month
Overnight Vehicle Parking	Per Vehicle	\$5	Per Night
Land Lease	Spaces are limited. Parking space to be determined by the manager and must be for aviation related purposes. Price per agreement with Duluth Airport Authority		
Operator Agreements	All individuals or businesses providing sales, service or commercial operations out of Sky Harbor must have an agreement with the Duluth Airport Authority.		

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



VII. - G.

Resolution to Approve the Duluth Airport Authority 2025 Annual Budget

Executive Summary

Terms:

- Calendar year of 2025

Overview:

- Annually DAA staff prepares the upcoming year's budget for approval by the DAA board.
- Once approved by the DAA board, the budget will go to the City Council for approval (Scheduled December 9th)
- DAA staff continues to budget to support master plan and strategic plan initiatives.
- In 2024, staff had budgeted to utilize \$684k in reserves. For 2025 many rate adjustments were considered to overcome not only the \$684k from 2024, but also cover increased costs from 2024 to 2025.
- In 2025 the budget assumes DAA will have an overall surplus of \$81k.
- The only changes from the draft budget in October are:
 - Increased costs for contract security per the updated agreement.
 - Some alternations in utility costs.
 - Some adjustments in wages based on a board approved pay adjustment.
 - A decreased in janitorial costs, based on RFP results.
 - Increase in car rental revenue based on current experience.
 - Increase in parking revenue due to rate increases.
 - Addition of the local share cost of an airfield magnet
- Additional budget assumptions are attached as a part of this package for your review.



DULUTH AIRPORT AUTHORITY

2025 ANNUAL BUDGET

Financial Row	Annual Budget 2025
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$37,250
Concession Revenue	\$770,233
Customer Facility Charges	\$322,644
Miscellaneous Revenues	\$97,740
Parking	\$2,020,903
Permits	\$5,755
Plowing Services	\$1,500
Reimbursed Expenses	\$69,555
Rent	\$181,978
Sponsorship Income	\$68,000
State Aid	\$306,322
Total - Non-Aeronautical Revenue	\$3,881,880
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$72,000
Concession Revenue	\$228,551
Event Income	\$40,575
FBO Parking	\$3,300
Landing Fees	\$37,629
Ramp Fees	\$19,752
Rent	\$1,448,378
Security Reimbursement	\$100,000
Tie Downs	\$4,050
Total - Non-Passenger Aeronautical Revenue	\$1,954,234
Passenger Airline Aeronautical Revenue	
Landing Fees	\$379,872
Per Use Fee	\$0
Terminal Office/Space Rental	\$1,414,069
Total - Passenger Airline Aeronautical Revenue	\$1,793,941
Total - Income	\$7,630,056
Gross Profit	\$7,630,056
Expense	
Miscellaneous Expenses	\$106,140
Personnel Compensation & Benefits	
Benefit Administration Fees	\$1,100
Employer Contributions for Retirement	\$301,710
Employer Paid Insurance	\$493,249
Retiree Benefits	\$130,622
Unemployment Compensation	\$0
Wages & Salaries	\$2,249,195
Worker's Compensation	\$42,000
Total - Personnel Compensation & Benefits	\$3,217,876
Services and Charges	
Advertising	\$1,850
Badging	\$14,000
Central Services Fee	\$133,200
Communications & Technology	\$299,919
Employee Development Services	\$86,931
Employee Physicals	\$2,000
Finance Charge	\$0
Insurance	\$160,800
Marketing	\$217,189
Professional Services	\$512,930
Rentals	\$12,300
Repairs and Maintenance - Contractual/Services	\$556,242
Sponsorship Expenses	\$7,850
Transportation	\$3,850
Utility Services	\$652,923
Total - Services and Charges	\$2,661,983

Supplies	
Merchandise for Resale	\$62,500
Office Supplies	\$29,029
Operating Supplies	\$172,585
Repairs & Maintenance Supplies	\$401,124
Total - Supplies	\$665,238
Total - Expense	\$6,651,236
Net Ordinary Income	\$978,819
Other Income and Expenses	
Other Income	
Capital Contributions	\$0
Non-Operating Revenue	
Gain/Loss on Asset Disposal	\$0
Interest Income	\$177,852
Passenger Facility Charges	\$505,652
Total - Non-Operating Revenue	\$683,504
Total - Other Income	\$683,504
Other Expense	
Non-Operating Expense	
Interest Expense	\$118,271
Total - Non-Operating Expense	\$118,271
Total - Other Expense	\$118,271
Net Other Income	\$565,232
Net Income Exclusive of Project Expenses, Depreciation & Amortization	\$1,544,052
Projects/Grants	
Capital Contributions	
Contributed Capital	
Other	\$0
Total - Contributed Capital	\$0
Grants	
Federal Grants	\$15,646,557
Other Grants	\$0
State Grant	\$2,000,000
Total - Grants	\$17,646,557
Total - Capital Contributions	\$17,646,557
Total - Projects/Grants	\$17,646,557
Capital Improvement Costs	\$18,971,000
Loan Principal	\$980,000
CFC's Reserved for Approved Projects	\$97,529
Coverage for Hangar 103 Amortization	\$75,000
PFCs To be Collected In the Future	(\$480,323)
Future Development Rents	(\$534,443)
Positive (Negative) Budget Variance	\$81,846
Depreciation & Amortization	(\$11,379,210)
Net Income	\$7,811,399



DULUTH AIRPORT AUTHORITY

2025 BUDGET ASSUMPTIONS

MAJOR TAKE AWAYS:

- DAA staff has budgeted for a \$81k budget surplus in 2025.
- Operating revenues are budgeted to be an all-time high. This over a 15% increase over the 2024 budget and 2023 actual experience.
- Passenger related concession revenue was estimated based on similar activity to 2024. Other revenues were determined based on current activity and contracted rates.
- TSA LEO reimbursement was budgeted resume. If we do not receive this award the budget will be a \$15k deficit.
- Non-Aeronautical revenue increases are expected due to rate adjustments to landing fee and fuel flowage fees.
- A 10% rate increase to the Signatory Airline rental rate has been proposed as well as 6% to the landing fee rate.
- Operating expenses are 5% over the 2024 budget and 11% over 2023 actual.
- DAA staff worked diligently to cut budgets where possible and increase rates where necessary to overcome the \$684k deficit budgeted for 2024 as well as additional \$337k in increased costs for 2025.
- We continue to work to support the master plan as well as our strategic plan initiatives.
- Our annual debt service in 2025 for all long-term debt is \$1,078,271.
- Airline negotiations with a new rate structure are anticipated in the future which may include adjustments to airline rate methodology and require additional board approvals.

OPERATING REVENUE:

Non-Aeronautical Revenue:

- Concession projections were determined estimating similar passengers to 2024 and using 2022-2024 trend data. Concession revenues were not budgeted as conservatively as in previous years as we have continued to outpace our budget.
- Actual income assumed per individual rental/lease contracts.

Non-Passenger Aeronautical Revenue:

- Landing Fees and concessions were projected reviewing three-year averages with more weight placed on 2023-2024 trend data.
- Actual income assumed per individual rental/lease contracts.
- Fuel flowage and landing fee concessions are expected to increase substantially due to the proposed rates and charges adjustments.

Passenger Airline Aeronautical Revenue:

- Proposed 6% adjustment to landing fee rate and 10% to the terminal rental rate as rates were held flat during COVID while the airport expected significant increases in supply costs and contract pricing.
- Assumed similar service to 2024.
- Included Sun Country activity and revenue based on their return service.

OPERATING EXPENSES:

Central Services/City Admin Fee:

- The city has provided the budget fee of \$133,200 for city services in 2025 which is an increase of \$55,250 or 70% more than 2024.

Personnel Compensation & Benefits:

- Assumed one additional airside maintenance staff is hired. This is in an effort to support the staffing adjustments recommended by the organizational assessment completed in early 2024.
- Assumed actual wages after step increases for all CBA & Management employees.
- Assumed 1% increase in health insurance premiums as approved by the JPE.
- Retiree insurance premiums adjusted for current retiree cost.

- Work comp insurance premiums based on current experience.

Utilities:

- Assumed similar usage to last year.
- Increased natural gas to be more in line with 2022-2023 as the 2023-2024 winter was mild.
- Storm Water: Budgeted for fees based on 2024 experience. Working for exempt status.

Professional Services:

- Increase in professional services to support legal services agreement. Other professional services budgets were reduced to during budget cuts for 2025.
- Contract Security: Continues to increase per the contract or 5% over 2023 actual.

Travel/Training:

- Each department projected actual travel and training.

Supplies & Services:

- Operating and repair and maintenance supplies to support maintenance initiatives has been evaluated. As airfield pavement and equipment have been improved, some costs have been estimated to decrease.
- Departments worked to reduce any “discretionary” spending where possible as contract increases over the past few years have been substantial.
- Increased cost of contractual services anticipated.
- Communications & Technology: Contractual costs increased by 33% over 2023 actual.
 - Addition of CBP Recurring Expenses of \$14,800.
- Janitorial: We saw an increase in the cost by over \$23,000 within the last year or nearly 10%.
- HVAC was RFP'd in 2025 with a new contract budgeted close to \$40k more than previous years. This is a 30% increase in cost.

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

SKY HARBOR:

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

- Land/Field Rent: Based on 2024-2025 actual leases.
- Concessions: Estimated based on current and expected continued activity
- Av Gas Sales: Projected to be an increase from 2023-2024.
- Hangar Rental: Based on current rental agreements.
- State Aid M&O: Assumed same as 2023-2024 state fiscal year.

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

- Costs of Goods Sold: Budgeted for an increased to support budgeted sales.
- 2025 will be a year of learning what operational costs for two new buildings will be versus one old facility.

DEBT SERVICE:

- Our annual debt service for 2025 for all our long-term debt is \$1,078,271.
- We currently have three loans from the City which were funded with a GO Bond issuance.
 - The first was for terminal/parking structure expenses and has a payback to the city using PFCs, CFCs and DAA operating dollars.
 - This was a 15-year loan, which goes through 2026.
 - This bond was refunded in 2021 and the general revenue share was paid off, leaving only the PFC and CFC portion left to pay.
 - The second was to fund our parking structure and has a payback using parking lot revenues.
 - This is a 15-year loan, which goes through 2027.
 - The third loan funded renovations to LSC’s Center for Advanced Aviation. Rent revenues pay the annual debt service plus 5% over levy.
 - This is a 15-year loan, which goes through 2030.

VII. - H.

Resolution to Approve the Duluth Airport Authority's Title VI Community Participation Plan

Executive Summary

Terms:

- Effective January 1st, 2025

Overview:

- On June 11, 2021 the Department of Transportation Title VI Program directed DOT operating administration to ensure that recipients of Federal financial assistance comply with their statutory obligations to ensure against discrimination on the basis of race, color, national origin, sex (including sexual orientation and gender identity), or creed.
- As a recipient of FAA Airport Improvement Program (AIP) and Bipartisan Infrastructure Law (BIL) grants, the DAA commits to ensuring against discrimination in our activities as a condition of receiving these funds (Airport Grant Assurance 30).
- DOT requires the FAA to confirm each sponsor's probable compliance with nondiscrimination requirements before an award of a grant. Therefore, the FAA developed a sponsor checklist and required sponsors to develop a Title VI Plan and Community Participation Plan.

Summary of Title VI Community Participation Plan

- The purpose of this CPP is to ensure stakeholders or communities affected by the DAA's projects or operations can be informed, participate, and have their input thoughtfully considered in the key stages during airport planning efforts.
- DAA will ensure members of the public are advised of our nondiscrimination obligations.
- This CPP applies to all airport planning and decision-making efforts, whether or not the project is directly supported by Federal assistance.

- DAA will use the following to communicate project details, nondiscrimination obligations and points of contact for the public to share project or operational feedback
 - Social Media
 - Email Newsletters
 - Duluthairport.com/news/
 - Flyers for Public Meetings

- Within 30 days of the end of each fiscal year DAA will create a CPP Report for the completed FY.

Prepared by: Natalie Baker

October 11, 2024

Duluth Airport Authority Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by the Duluth Airport Authority projects or operations can be informed and participate and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.³ This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the Duluth Airport Authority CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Natalie Baker	Director of Communication and Marketing
2 Kaci Nowicki	Principal- SEH, INC

Responsible officials’ contact information is shared with the public through the following methods:

Website⁴, In-person, and Other Communication Methods

1 Website - duluthairport.com/compliance/
2 At In-Person Events

In addition, **Duluth Airport Authority** will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with **Duluth Airport Authority** and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of **Duluth Airport Authority’s** Title VI Plan.

Duluth Airport Authority also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

¹ See DOT Order 1000.12C, “The U.S. Department of Transportation (DOT) Title VI Program,” Ch. 2, Sec. 4. (Jun. 11, 2021). <https://www.transportation.gov/sites/dot.gov/files/2021-08/Final-for-OST-C-210312-002-signed.pdf>

² Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

³ Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

⁴ [If adding a website, include the relevant webpage location address]

Website⁵, In-person, and Other Distribution Methods

1 Website duluthairport.com/compliance/

2 In-Person

2. Goals and Objectives

This CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

Duluth Airport Authority's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

- 1. Taxiway Alpha Reconstruction – Weekly Construction Meetings**
- 2. North Business Area Development**
- 3. Air Traffic Control Tower Construction**

Duluth Airport Authority seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Form on DAA website duluthairport.com/compliance/	# 1,2,3
B. QR Code Displayed at all public meetings	# 1,2,3
C. Tenant Meetings	# 1
D. Public Open House	# 3
E. Board Meeting	# 1,2,3

⁵ If adding a website, include the relevant webpage location address

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of **Duluth Airport Authority’s** Title VI Plan, for detailed discussion of Affected Communities.]

The specific steps **Duluth Airport Authority** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁶ are provided below.

4. Effective Communication

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) ⁷	Focused Outreach Steps
i. City of Duluth	City Leaders Chamber of Commerce Business Leaders	a. Construction Update Newsletters via email b. Invitations to Public Meetings c.
ii. City of Hermantown	City Leaders Chamber of Commerce Business Leaders	a. Construction Update Newsletters via email b. Invitations to Public Meetings c.
iii. City of Rice Lake	City Leaders Business Leaders	a. Construction Update Newsletters via email b. Invitations to Public Meetings c.

Duluth Airport Authority will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of **Duluth Airport Authority’s** Title VI Plan.

⁶ “Affected communities” means any readily identifiable group impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.
⁷ Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. These representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

5. Communication Platforms

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and points of contact for the public to share project or operational feedback with our office and the FAA.

Social Media, Monitors, and Other Communication Platforms

1 Social Media

2 Email Newsletters

3 News Page on Website <https://duluthairport.com/news/>

4 Flyers for Public Input Meetings

6. Records

This section includes the procedures **Duluth Airport Authority** will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

Website⁸, In-person, and Other Storage Methods

1 Common Drive, DAA Internal Electronic Storage

2

Records will be kept for community input. The records will document how **Duluth Airport Authority** considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

Website⁹, In-person, and Other Storage Methods

1 Common Drive, DAA Internal Electronic Storage

2

⁸ *If adding a website, include the relevant webpage location address*

⁹ *If adding a website, include the relevant webpage location address*

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.¹⁰ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1 Voluntary disclosure via QR code at public meetings

2 Voluntary disclosure on website duluthairport.com/compliance/

CPP records will be made available to the public using the same methods for other information outlined within this plan.

7. Reporting Outcomes

Within 30 days of the end of each fiscal year (FY),¹¹ Duluth Airport Authority will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. The results of those efforts for the completed FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with **Duluth Airport Authority's** Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

¹⁰ This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

¹¹ The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.

VII. - I.

Resolution to Approve the Advertising Agreement Between the Duluth Airport Authority and Guest Services Inc, DBA Giants Ridge Recreation Area

Term:

Base Term of November 19, 2024 – December 31, 2025 Followed by two one-year option terms.

Overview:

- \$450 per month
- Giants Ridge will advertise above Baggage Claim 2

**DULUTH AIRPORT AUTHORITY
LICENSE AGREEMENT
FOR THE DISPLAY OF ADVERTISING**

PARTIES TO THE AGREEMENT ARE the DULUTH AIRPORT AUTHORITY, the governmental authority organized and existing under the Laws of Minnesota, 1969, Chapter 5, (hereafter referred to as “Authority”) and Guest Services Inc, DBA Giants Ridge Recreation Area, (hereinafter referred to as “Giants Ridge” or “Advertiser”)

THE PARTIES ACKNOWLEDGE THE FOLLOWING:

1. The Authority is the operator of the Duluth International Airport (hereinafter “Airport”), including its passenger terminal facility (hereinafter “Terminal”) located in the City of Duluth, State of Minnesota and is in the business of promoting and managing aviation activity at the Airport; and
2. Giants Ridge desires to be a partner sponsor at the Airport and advertise its products and services within the Terminal.
3. Authority desires to have Giants Ridge as a partner sponsor and to provide a presence in the Terminal as described in more detail herein.

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

**SECTION 1
DEFINITIONS**

The following terms, as used in this Lease Agreement, shall have the meanings as ascribed to them thereunder.

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

SECTION 2 TERM

Notwithstanding the date of this Agreement, this Agreement shall commence on November 19, 2024, and will continue through December 31, 2025 unless earlier terminated as set forth herein. At the termination of the Initial Term, this Agreement may be renewed upon agreement of the Executive Director and Giants Ridge for up to two additional one-year periods. Such renewal shall be under the same terms and conditions stated in this Agreement.

SECTION 3 LICENSE

Authority hereby grants to the Advertiser a limited, non-transferable license in the area of the Terminal identified on the attached Exhibit A (the "Licensed Space"). The Licensed Space shall be used solely for the purpose of displaying the Advertiser's advertisement. Advertiser takes the Licensed Space in an "as is" condition without representations or warranties of any kind, and Authority shall not be obligated to make any alterations or improvements on or to the Licensed Space.

SECTION 4 ADVERTISING SPECIFICATIONS

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

or sale of products similar to or competitive with Advertiser.

SECTION 5 LICENSE AND RELATED FEES

In consideration of the rights and benefits granted to the Advertiser pursuant to this Agreement, the Advertiser shall pay to Authority a monthly fee in the amount of \$450.00. (the "Fee") to be paid in advance of the first day of each and every month of the year at the address set forth in Paragraph 21 below. The initial payment shall be due upon execution of this Agreement.

The Advertiser agrees to pay any property tax related to the installation of this advertisement.

SECTION 6 ADVERTISEMENT INSTALLATION

Advertising shall be installed in a manner acceptable to and approved in writing by the Executive Director.

- A. The timing of the installation shall be coordinated with the Executive Director or designee, and work must be performed such that it does not have a material impact on the operations of the Airport or negatively impact any tenants operating at the Airport as determined in the sole discretion of the Executive Director.
- B. An authorized representative of the Advertiser shall be available at all reasonable times at the site to coordinate the work of the advertisement installation.

SECTION 7 MAINTENANCE

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

maintenance due to Advertiser's failure to do so shall be the responsibility of the Advertiser and not that of the Authority.

SECTION 8 RESTRICTIONS ON ASSIGNMENT

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

SECTION 9 REPRESENTATIONS AND WARRANTIES

GIANTS RIDGE represents and warrants to Authority that:

GIANTS RIDGE owns or validly possesses the right to make, use, perform, sell and display GIANTS RIDGE Intellectual Property at the Airport or to promote its presence at the Airport;

GIANTS RIDGE has full power and authority to execute and deliver this Agreement and to perform all of its obligations hereunder;

this Agreement has been duly authorized and approved by all necessary and proper corporate action on the part of GIANTS RIDGE and is the valid, legally binding and enforceable obligation of GIANTS RIDGE in accordance with its terms; and

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

SECTION 8 INDEMNIFICATION

To the fullest extent permitted by law, Giants Ridge agrees that it shall defend, indemnify, and hold harmless the Authority and/or the City of Duluth, their officers, employees, and agents, from and against any and all costs or expenses, claims or liabilities, including but not limited to, reasonable attorney's fees and expenses, whether asserted by Giants Ridge

or any third party. Said obligations to defend, indemnify, and hold harmless shall include, but not be limited to the obligation to defend, indemnify, and hold harmless the Authority and/or the City of Duluth in all matters where claims of liability against the Authority and/or the City of Duluth arise out of, relate to, are attributable to, are passive or derivative of, or vicarious to the negligent, intentional, or wrongful acts or omissions of the Giants Ridge, including but not limited to the failure to supervise, breach of warranty, the failure to warn, the failure to prevent such act or omission by Giants Ridge, its employees, or its agents, and any other source of liability. Said obligations to defend, indemnify, and hold harmless shall be triggered upon the assertion of a claim for damages against Authority and/or the City of Duluth. On ten days' written notice from the Authority and/or the City of Duluth, the Giants Ridge shall appear and defend all lawsuits against the Authority and/or the City of Duluth growing out of such injuries or damages. Giants Ridge shall not be required to indemnify Authority and/or the City of Duluth for amounts found by a fact finder to have arisen out of the intentional, willful, or wanton acts or omission of the Authority and/or the City of Duluth. This Section, in its entirety, shall survive the termination of this Agreement if any amount of work has been performed by Giants Ridge. Nothing in this provision shall affect the limitations of liability of the Authority and/or the City of Duluth as set forth in Minnesota Statutes Chapter 466.

The Giants Ridge understands this provision may affect its rights and may shift liability and specifically agrees to the same.

SECTION 10 TERMINATION

Authority shall have the right to terminate this Agreement upon breach by GIANTS RIDGE of any of its representations, warranties, covenants or obligations under this Agreement, which breach has not been cured within ten (10) business days after receipt of notice specifying such breach. In the event of a termination by Authority pursuant to this Paragraph, GIANTS RIDGE shall forfeit all Fees paid and shall further be responsible for payment of the remaining portion of the Fees due under this Agreement. In addition, Authority shall have the right to pursue all other rights and remedies at law or in equity.

GIANTS RIDGE shall have the right to terminate this Agreement upon breach by Authority of any of its representations, warranties, covenants or obligations under this Agreement, which breach has not been cured within ten (10) business days after receipt of notice specifying such breach provided, however, that if such breach is incapable of being cured within such ten (10) business days after notice, and if Authority commences and diligently prosecutes the appropriate steps to cure such breach, no default shall exist so long as Authority is

proceeding to cure such breach. In the event of termination by GIANTS RIDGE pursuant to this Paragraph, GIANTS RIDGE shall have no further responsibility for Fees due under this Agreement. In addition, GIANTS RIDGE shall have the right to pursue all other rights and remedies at law or in equity.

SECTION 11 NO THIRD-PARTY RIGHTS

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

SECTION 12 APPLICABLE LAW

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

SECTION 13 COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this contract, the Advertiser, for itself, its assignees, and successors in interest (hereinafter referred to as the “Advertiser”), agrees as follows:

- A. Compliance with Regulations: The Advertiser will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- B. Nondiscrimination: The Advertiser, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Advertiser will not participate directly or indirectly in the discrimination prohibited by the

Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

- C. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Advertiser for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- D. Information and Reports: The Advertiser will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or Guidelines for Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects Issued on May 24, 2023 Page 23 refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Advertiser's noncompliance with the nondiscrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to: a. Withholding payments to the Advertiser under the contract until the Advertiser complies; and/or b. Cancelling, terminating, or suspending a contract, in whole or in part.
- F. Incorporation of Provisions: The Advertiser will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Advertiser will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Advertiser becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

SECTION 13

TITLE VI CLAUSES FOR USE TO REAL PROPERTY ACQUIRED UNDER THE FACILITY

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by The Authority pursuant to the provisions of the Airport Improvement Program grant assurances.

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Title VI List of Pertinent Nondiscrimination Acts and Authorities.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, The Authority will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities hereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the Authority will there upon revert to and vest in and become the absolute property of the Authority and its assigns.*

SECTION 13

NOTICES

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

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

Duluth Airport Authority
Executive Director

Duluth International Airport
4701 Grinden Drive
Duluth, Minnesota 55811

Any notice to the Lessee hereunder shall be sent to:

GIANTS RIDGE
PO Box 190
6329 Wynne Creek Drive
Biwabik, MN 55708

SECTION 14 COUNTERPARTS

This Agreement may be amended only by a written instrument signed by both parties. This Agreement may be executed in counterparts, each of which shall be deemed to be original and all of which together shall constitute the binding and enforceable agreement of the parties hereto. This Agreement may be executed and delivered by a party by facsimile or PDF transmission, which transmission copy shall be considered an original and shall be binding and enforceable against such party.

SECTION 15 ENTIRE AGREEMENT

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

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

DATED:

DULUTH AIRPORT AUTHORITY

GIANTS RIDGE INC.

By: _____
President

By: _____

Printed Name: _____

By: _____
Secretary

Title: _____

EXHIBIT A
LICENSED SPACE





DULUTH AIRPORT AUTHORITY

November 12, 2024

MEMORANDUM FOR RECORD

RE: Employee Incentive Recommendation

In accordance with Duluth Airport Authority's (DAA) Operating Policy 5, I recommend a \$7000 incentive award for Mark Papko. I have investigated the circumstances and support its consideration by the DAA Board of Directors. The following is a summary supporting the award recommendation:

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

- Taxiway A - Phase 3 Construction
- Taxiway A - Phase 5 Design
- Taxiway C South - Construction
- Taxiway D – Mill and Overlay
- Midfield Ramp - Phase 2 Construction
- Midfield Ramp - Phase 3 Design
- Air Traffic Control Tower - Design
- Hermantown Hydraulics - Demolition
- DYT Terminal Building - Construction
- DYT SRE Building Design - Construction

The aforementioned projects resulted in 8 miles of new electrical wire and removed nonstandard geometry; improving aircraft safety at the Duluth International Airport. Additionally, the construction of new public facilities at Sky Harbor Airport improved the customer experience and provided new revenue opportunities for the DAA.

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

Sincerely,

Tom Werner

Digitally signed by Tom
Werner
Date: 2024.11.12 09:57:38
-06'00'

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

VII. - K.

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

UNAUDITED

Financial Row	Prior Year Actual (Jan 2023 - Sep 2023)	Current Year Actual (Jan 2024 - Sep 2024)	Budget Amount (Jan 2024 - Sep 2024)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2024 - Adjust 2024)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	2,746,751	2,937,543	2,540,235	115.64%	190,792	397,308	3,270,423
Non-Passenger Aeronautical Revenue	1,279,013	1,287,615	1,279,701	100.62%	8,602	7,913	1,699,641
Passenger Airline Aeronautical Revenue	1,076,148	1,250,996	1,232,580	101.49%	174,848	18,416	1,626,676
Total - Income	5,101,912	5,476,154	5,052,517	108.38%	374,242	423,637	6,596,739
Gross Profit	5,101,912	5,476,154	5,052,517	108.38%	374,242	423,637	6,596,739
Expense							
Miscellaneous Expenses	73,124	183,451	73,903	248.23%	110,328	109,549	96,690
Personnel Compensation & Benefits	2,032,205	2,003,156	2,196,060	91.22%	(29,049)	(192,904)	3,015,668
Services and Charges	1,714,636	1,942,942	1,833,574	105.96%	228,305	109,367	2,433,958
Supplies	562,192	515,186	578,541	89.05%	(47,007)	(63,356)	767,463
Total - Expense	4,382,157	4,644,734	4,682,078	99.20%	262,577	(37,344)	6,313,779
Net Ordinary Income	719,755	831,420	370,439	224.44%	111,665	460,981	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	666,583	543,853	529,170	102.77%	(122,730)	14,683	648,529
Total - Other Income	3,066,904	543,853	529,170	102.77%	(2,523,051)	14,683	648,529
Other Expense							
Non-Operating Expense	106,473	91,035	105,880	85.98%	(15,438)	(14,846)	141,174
Total - Other Expense	106,473	91,035	105,880	85.98%	(15,438)	(14,846)	141,174
Net Other Income	2,960,431	452,818	423,290	106.98%	(2,507,613)	29,528	507,355
Net Income Exclusive of Project Expenses, Depreciation & Amortization	3,680,186	1,284,238	793,728	161.80%	(2,395,948)	490,509	790,315
Projects/Grants	6,845,276	17,871,276	14,827,846	120.53%	11,026,000	3,043,429	19,770,462
Depreciation & Amortization	(8,533,699)	0	(8,057,738)	0.00%	8,533,699	8,057,738	(10,743,651)
Net Income	1,991,763	19,155,513	7,563,837	253.25%	17,163,750	11,591,677	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 \$490k.
- **Operating Revenue:** Non-Aeronautical Revenue is \$397k over budget overall. Concessions revenues are \$54k over budget, parking revenues are \$164k over budget and customer facility charges are \$140k over budget. Rent is now showing under budget, due to the loss of rent from Hydrosolutions. Non-passenger aeronautical revenue is nearly 8k over budget due to increased rent and concessions. Security reimbursements are down over \$37k due to the loss of the TSA LEO reimbursement program and aviation gas sales at Sky Harbor are down \$11k. Passenger Airline Aeronautical revenue is \$18k over budget. Operating Revenues are 423k over budget overall.
- **Operating Expenses:** Miscellaneous Expenses are \$109k over budget, mostly due to the North Business Development Area Buyout. Personnel Compensation and Benefits are \$193k under budget. Supplies are \$63k under budget. Services and charges are \$109k over budget due to increases in contract security, communications and technology and other professional services. Operating expenses are \$37k under budget overall.
- **Non-Operating Revenue:** Non-operating revenue is over budget by \$15k. Interest income is under budget by \$18k and PFCs are over budget by nearly \$76k. There was a loss on disposal of capital assets of \$43k.
- **Non-Operating Expenses:** Non-Operating Expenses are under budget by \$15k due to reduced interest expense as the line of credit has 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 11/12/2024:**
 - Minimum Cash Balance Goal: \$2,930,908 Current Balance: \$4,443,533 (does not include grants receivable)
 - Days Cash on Hand: 273 days currently vs 180 day benchmark (93 days OVER goal)

Duluth Airport Authority
Income Statement
From Jan 2024 to Sep 2024

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$29,998.00
Concession Revenue	
ATM	\$388.00
Car Rental Concession	\$505,375.89
Food & Beverage Concession	\$80,996.52
Lottery Concessions	\$855.81
Per Departure Fee	\$2,170.00
Per Passenger Fee	\$22,416.00
Services/Other	\$796.30
TNC Per Trip Fee	\$10,890.00
Vending	\$4,963.44
Total - Concession Revenue	\$628,851.96
Customer Facility Charges	\$317,656.00
Miscellaneous Revenues	\$99,643.07
Parking	\$1,311,774.43
Permits	\$5,566.02
Reimbursed Expenses	\$83,747.83
Rent	\$160,470.83
Sponsorship Income	\$38,000.00
State Aid	\$261,835.03
Total - Non-Aeronautical Revenue	\$2,937,543.17
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$55,242.51
Concession Revenue	
Aeronautical Supplies	\$1,230.34
Aircraft Parking	\$3,555.00
Deicing	\$3,085.29
Flight Training/Tour Operations	\$21,958.62
Fuel Flowage Fees	\$89,486.42
Hangar Rent	\$4,104.45
Landing Fees	\$19,164.14
Mechanic	\$465.99
Misc Sales/Other	\$7,649.57
Total - Concession Revenue	\$150,699.82
Event Income	\$38,179.00
FBO Parking	\$275.00
Landing Fees	\$29,260.41
Ramp Fees	\$15,255.00
Rent	\$959,698.76
Security Reimbursement	\$36,274.26
Tie Downs	\$2,730.00
Total - Non-Passenger Aeronautical Revenue	\$1,287,614.76
Passenger Airline Aeronautical Revenue	
Landing Fees	\$282,767.17
Per Use Fee	\$2,831.24
Terminal Office/Space Rental	\$965,397.64
Total - Passenger Airline Aeronautical Revenue	\$1,250,996.05
Total - Income	\$5,476,153.98
Gross Profit	\$5,476,153.98
Expense	
Miscellaneous Expenses	
Miscellaneous Expenses	\$101,362.07
Bad Debt Expense	\$1,526.68

Financial Row	Amount
Licenses & Taxes	\$8,841.17
Memberships, Dues & Subscriptions	\$14,504.19
Transaction Fees	\$57,217.07
Total - Miscellaneous Expenses	\$183,451.18
Personnel Compensation & Benefits	
Benefit Administration Fees	\$244.80
Employer Contributions for Retirement	\$180,930.53
Employer Paid Insurance	\$328,965.55
Retiree Benefits	\$102,122.86
Wages & Salaries	\$1,371,520.48
Worker's Compensation	\$19,371.53
Total - Personnel Compensation & Benefits	\$2,003,155.75
Services and Charges	
Advertising	\$473.19
Badging	\$5,395.90
Central Services Fee	\$58,465.00
Communications & Technology	\$234,811.77
Employee Development Services	\$54,100.76
Employee Physicals	\$2,073.00
Insurance	\$106,594.92
Marketing	\$155,490.10
Professional Services	\$394,876.46
Rentals	\$12,463.59
Repairs and Maintenance - Contractual/Services	\$403,846.52
Sponsorship Expenses	\$6,350.00
Transportation	\$2,170.65
Utility Services	\$505,829.79
Total - Services and Charges	\$1,942,941.65
Supplies	
Merchandise for Resale	\$50,164.79
Office Supplies	\$72,769.41
Operating Supplies	\$90,894.25
Repairs & Maintenance Supplies	\$301,357.25
Total - Supplies	\$515,185.70
Total - Expense	\$4,644,734.28
Net Ordinary Income	\$831,419.70
Other Income and Expenses	
Other Income	
Capital Contributions	
Grants	\$17,871,275.76
Total - Capital Contributions	\$17,871,275.76
Non-Operating Revenue	
Gain/Loss on Asset Disposal	(\$43,439.86)
Interest Income	\$159,539.06
Passenger Facility Charges	\$427,753.58
Total - Non-Operating Revenue	\$543,852.78
Total - Other Income	\$18,415,128.54
Other Expense	
Non-Operating Expense	
Interest Expense	\$91,034.89
Total - Non-Operating Expense	\$91,034.89
Total - Other Expense	\$91,034.89
Net Other Income	\$18,324,093.65
Net Income	\$19,155,513.35

Duluth Airport Authority
Balance Sheet
End of Sep 2024

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$4,711,226.51
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$108,693.03
Accounts Receivable Billed	\$606,754.75
Accrued Receivable	\$21,520.30
Allowance for Doubtful Accounts	(\$1,526.68)
Grants Receivable	\$10,204,375.56
ST Lease Receivable	\$29,630.33
Total Accounts Receivable	\$10,969,447.29
Other Current Asset	\$218,481.62
Total Current Assets	\$15,899,155.42
Fixed Assets	
Accumulated Depreciation	(\$162,432,537.64)
Capital Assets	\$280,306,395.86
Work in Progress	\$24,489,236.67
Total Fixed Assets	\$142,363,094.89
Other Assets	
Accumulated Amortization	(\$3,152,423.67)
Airport Planning Projects - Contributed	\$5,518,016.49
Airport Planning Projects - Invested	\$772,784.00
Deferred Outflows - OPEB	\$225,995.00
Deferred Outflows - Pension	\$408,765.00
LT Lease Receivable	\$2,229,714.06
Total Other Assets	\$6,002,850.88
Total ASSETS	\$164,265,101.19
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$213,238.81
Contracts Payable	\$5,544,929.42
Credit Cards Payable	\$148.51
Lottery Payable	\$7,647.44
Total Accounts Payable	\$5,765,964.18
Credit Card	\$2,810.44
Other Current Liability	
Accrued Interest	\$65,686.63
Accrued Sales Taxes Payable - All	\$13,762.00
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	\$112,543.32
Unearned Revenue - Non Current	\$10,932.40
Total Other Current Liability	\$4,273,451.40
Total Current Liabilities	\$10,042,226.02
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	\$146,703,348.15
Total Liabilities & Equity	\$164,265,101.19

VII. - L.

**Duluth Airport Authority
Duluth A/R Aging Report
As of November 13, 2024**

Customer	60 Days	90 Days	>90 Days	Total
	Open Balance	Open Balance	Open Balance	Open Balance
Bellamy Bill	\$0.00	\$143.06	\$0.00	\$143.06
Churchill, Sean	\$0.00	\$0.00	\$0.00	\$254.28
Cirrus Design Corporation	\$0.00	\$0.00	\$0.00	\$4,656.00
City of Duluth	\$1,823.45	\$0.00	\$0.00	\$3,646.90
Civil Air Patrol	\$309.79	\$0.00	\$417.79	\$727.58
Cohen, Marc	\$0.00	\$0.00	\$0.00	\$51.00
Delta Airlines	\$0.00	\$0.00	\$0.00	\$42,319.23
DeSutter, Peter	\$0.00	\$0.00	\$0.00	\$51.00
Divine Carriers	\$0.00	\$0.00	\$685.60	\$685.60
Duluth Hangar, LLC	\$0.00	\$0.00	\$0.00	\$899.04
Dunker, Christopher L	\$0.00	\$0.00	\$8,853.20	\$8,853.20
Ellefson, Nicholas	\$0.00	\$0.00	\$0.00	\$745.00
Enterprise Leasing Company	(\$23,794.73)	\$0.00	\$0.00	(\$47,589.46)
Federal Aviation Administration	\$13,026.00	\$13,026.00	\$52,104.00	\$96,066.75
Federal Express Corporation	\$0.00	\$0.00	\$0.00	\$1,066.67
FEDEX Duluth C/O CBC Fisher Group	\$0.00	\$0.00	\$0.00	(\$540.14)
Galchus, Kurt	\$21.96	\$0.00	\$0.00	\$276.24
General Services Administration	\$0.00	\$0.00	\$0.00	\$5,725.48
Goritchan Boris	\$0.00	\$0.00	\$2,004.00	\$2,004.00
Griffith Evans	\$0.00	\$0.00	\$0.00	\$90.00
Hagberg, Rick	\$0.00	\$0.00	\$0.00	\$254.28
Hall John	\$0.00	\$0.00	\$0.00	\$312.67
Harris, Melissa	\$153.00	\$0.00	\$0.00	\$153.00
Hatfield, Dan	\$0.00	\$0.00	\$0.00	\$254.28
Hillman Colin	\$0.00	\$0.00	\$0.00	\$300.00
Hunstad, Nicholas	\$0.00	\$0.00	\$0.00	\$114.83
Johnson, Richard	\$0.00	\$0.00	\$0.00	\$583.30
Johnston, Paul	\$0.00	\$0.00	\$0.00	\$254.28
K & D Auctions	\$0.00	\$0.00	(\$8,493.06)	(\$8,493.06)
Kleen-Tech Services, LLC	\$729.97	\$0.00	\$0.00	\$1,459.94
Lake Superior College	\$0.00	\$0.00	\$0.00	\$34,468.27
Lake Superior Helicopters	\$0.00	\$0.00	\$0.00	\$6,832.30
MediaUSA Advertising Inc	\$1,762.00	\$0.00	\$0.00	\$1,762.00
Minnesota Air National Guard	\$0.00	\$0.00	\$96,352.79	\$96,708.12
Minnesota Department of Transportation	(\$219,641.82)	\$140,016.06	\$1,167,527.85	\$3,512,201.18
Minnesota Power	\$0.00	\$0.00	\$0.00	\$466.46
Monaco Air Duluth	\$0.00	\$0.00	\$0.00	\$5,230.49
National Weather Service	\$0.00	\$0.00	\$125.00	\$125.00
Northland Constructors, Inc.	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC	\$0.00	\$0.00	\$0.00	\$12,783.36
Opack Matthew Jr.	\$0.00	\$0.00	\$0.00	\$249.15
Parsons Electric	\$65.00	\$0.00	\$0.00	\$65.00
Payne, Robert	\$0.00	\$0.00	\$0.00	\$329.02

Pfaltzgraff, George	\$0.00	\$0.00	\$0.00	\$745.00
Plucinak, Joseph	\$0.00	\$0.00	\$0.00	(\$1,481.00)
Rasier, LLC	\$0.00	\$0.00	\$0.00	(\$2,406.00)
Rogers, Alexander	\$0.00	\$0.00	\$0.00	\$254.28
RS&H	\$120.00	\$0.00	\$0.00	\$2,959.82
Safstrom Jon	\$153.00	\$0.00	\$0.00	\$153.00
Stevens, Mike	\$0.00	\$0.00	\$0.00	\$254.28
Sun Country, Inc. dba Sun Country Airlines	\$0.00	\$0.00	\$0.00	\$1,503.72
Sydow Dan	\$0.00	\$0.00	\$0.00	\$329.02
The Landline Company	\$0.00	\$0.00	\$0.00	\$3,389.19
Thornton, Paul	\$0.00	\$0.00	\$0.00	(\$510.00)
Transportation Security Administration	\$0.00	\$0.00	\$0.00	\$88.17
Ulland Brothers	\$875.00	\$0.00	\$0.00	\$1,225.00
unifi	\$1,365.00	\$515.00	\$4,147.00	\$6,942.00
United Airlines	\$0.00	\$0.00	\$0.00	(\$1,758.39)
United Parcel Service	\$0.00	\$0.00	\$65.00	\$65.00
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	(\$223,032.38)	\$153,700.12	\$1,323,789.17	\$3,799,530.17

VII. - M.
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	6,907	167	7,040	178	14,292	3,915	128	4,047	109	8,199	-	-	-	-	-
JUL	7,761	196	8,393	217	16,567	5,180	120	5,167	122	10,589	-	-	-	-	-
AUG	8,882	215	8,769	228	18,094	6,346	160	6,405	163	13,074	-	-	-	-	-
SEP	7,796	156	7,118	177	15,247	6,238	100	6,062	114	12,514	-	-	-	-	-
OCT	7,590	213	7,158	209	15,170	5,991	160	6,200	154	12,505	-	-	-	-	-
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	65,129	1,757	65,508	1,858	134,252	44,098	1,107	44,855	1,062	91,122	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	-	-	-	-	-	10,822	295	11,117	11,087	287	11,374	22,491	1,389	1,691	3,080
JUL	-	-	-	-	-	12,941	316	13,257	13,560	339	13,899	27,156	1,182	1,670	2,852
AUG	-	-	-	-	-	15,228	375	15,603	15,174	391	15,565	31,168	1,859	2,349	4,208
SEP	230	-	230	-	460	14,264	256	14,520	13,410	291	13,701	28,221	3,394	3,208	6,602
OCT	181	-	-	-	181	13,762	373	14,135	13,358	363	13,721	27,856	3,852	4,081	7,933
NOV	-	-	-	-	-	-	-	-	-	-	-	-	(9,058)	(8,811)	(17,869)
DEC	-	-	-	-	-	-	-	-	-	-	-	-	(8,306)	(8,412)	(16,718)
Total	905	-	721	-	1,762	114,303	2,872	117,175	115,113	2,928	118,041	235,216	(10,690)	(4,490)	(15,180)

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	538	1,213	1,601	(388)
June	601	13	1,196	614	519	7	1,196	526	1,140	1,558	(418)
July	578	15	1,196	593	740	10	1,196	750	1,343	1,879	(536)
August	495	13	1,196	508	644	8	1,196	652	1,160	1,697	(537)
September	318	12	828	330	366	4	828	1,198	1,528	902	626
October	383	3	1,104	386	554	10	1,104	1,668	2,054	1,083	971
November				-				-	-	1,190	-
December				-				-	-	1,616	-
	5,345	122	11,086	5,467	6,158	114	11,086	8,204	13,671	20,390	(3,913)