



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING AGENDA DECEMBER 17, 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 November 19, 2024 Board Meeting Minutes

III. *DAA CASH DISBURSEMENTS

- A. Operating Check Register #30; Operating ACH Payment Registers #30-31;
Construction ACH Register #16.

IV. *CORRESPONDENCE

- A. November 15, 2024: Plane Makes Emergency Landing at Duluth Airport. WDIO.
- B. November 25, 2024: Duluth Airport Sets Traffic Record. Business North.
- C. November 25, 2024: Grand Rapids Area Chamber of Commerce Letter of Support for the Duluth Airport Authority Tower Upgrade. Letter. GRACC.
- D. November 25, 2024: DLH Achieves Record-Breaking Operations in September 2024: A Call for Continued Funding Support. Press Release. DAA.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- A. Resolution to Approve the Duluth Airport Authority's Air Carrier Incentive Agreement Template.
- B. Resolution to Approve a Professional Services Agreement and Statement of Work for Audit Services Between the Duluth Airport Authority and CliftonLarsonAllen, LLP.
- C. Resolution to Approve Service Agreement Between the Duluth Airport Authority and Marsden Central, LLC for Janitorial Services at Duluth International Airport.
- D. The Meeting Will Now Close to the Public Pursuant to Minn. Stat. 13D.05 Subd.3 (a) to Evaluate the Performance of Executive Director, Tom Werner. The Meeting Will



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- Reopen to the Public at the Time Announced Upon Completion of the Evaluation. Members of the Public Will Need to Log Out or Be Removed During the Closed Meeting and Will Need to Log Back into the Meeting When it Reopens to the Public.
- E. Regular Meeting Reopened to the Public Pursuant to Minnesota Statutes Chapter 13D.
 - F. Summary of Year 2024 Performance Evaluation of Executive Director.
 - G. Resolution Authorizing an Annual Salary Compensation of _____ and a One-Time Incentive Payment of _____ to Executive Director Thomas J. Werner Pursuant to Employment Contract.
 - H. Resolution to Approve Executive Director's 2025 Work Plan.
 - I. *October 2024 Financial Reports
 - J. *December 2024 Accounts Receivable
 - K. *November 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).