



DULUTH AIRPORT AUTHORITY

Duluth Airport Authority

Meeting Minutes

November 19, 2024

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

DIRECTORS PRESENT: Kevin O'Brien, President
Michael Henderson, Vice President
Jeff Anderson, Secretary
Elissa Hansen
Jason Crawford
Sandy Hoff
Briana Johnson

DIRECTORS PARTICIPATING VIA ELECTRONIC MEANS:

DIRECTORS ABSENT:

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
Derek Anderson, DAA
Roger Engelmeier, DAA
Matthew Johnson, DAA
Paul Sinnott, DAA
Dan Taylor, DAA
Eric Monson, Lake Superior Helicopters

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:

Kathy Leon, DAA Confidential Bookkeeper
James Gibson, Cirrus
Dante Tomassoni, Cirrus
Horeya Czaplewski, EXP
Paul Huston, HNTB
Matthew Stewart, SEH
Robb Enslin, Duluth City Attorney
Don Monaco, Monaco Air Duluth
Shawn McMahon, SEH
Kaci Nowicki, SEH

CALL TO ORDER: Dir. O'Brien called the DAA board meeting to order at 8:00 a.m. Dir. Hansen arrived at 8:02 AM.



Dir. O'Brien 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 are up 6% with a very healthy peak season for the summer and the numbers haven't leveled off for the fall as they have in previous years. Mr. Werner predicted a yearly increase of about 9-10% over last year, with just a couple thousand less than 2018's numbers, which was a very strong year going into 2019. All in all, very strong and October enplanement is up with Delta up 26% and United up 66%, overall, all numbers up 37% from October 2023. Load factors remain strong (around 90th percentile), and planes have been full for quite a while. This is all very positive data for going into a shoulder season, healthy numbers overall, as well as very healthy competition between Delta and United. Both carriers have a lot more seats filled compared to last year-Delta up 29% and United up 81%. Total seats year-to-date have increased by 6% for Delta and 21% for United.
- Mr. Werner shared Sun Country revenue per seat mile data, which compared DLH and several markets with similar warm-weather destination routes with the carrier and costs versus revenue. Due to the expense and cost of fuel and low fares, the data shows that revenue is below goal. Sun Country will be returning for flights to Fort Myers in early 2025, and Mr. Werner added that there need to be stronger numbers to support increasing flights on the carrier and expanding from DLH.
- Mr. Werner also added that Spirit filed for bankruptcy, and that Boeing is laying off about 10% of its global workforce, which will help them cut costs to mitigate their losses.
- Mr. Werner shared that he met with Breeze Airlines to discuss several leisure aircraft routes. Breeze operates primarily on the east coast but is in the process of expanding options and moving flights west and projects strong growth for the next several years. There will be a larger market presence coming in the next few years in popular destinations west of DLH. Mr. Werner then shared that Breeze was pleased with our proposal. To recap, the chamber's foundation is putting together a minimum revenue guarantee as well as marketing support, which Breeze viewed favorably.
- Mr. Werner then shared that he had a good meeting with the chamber foundation about their fundraising efforts, which should begin in the next few weeks.
- Mr. Werner shared that he had a meeting with United and SkyWest and confirmed that the cost model to Denver is accurate and not operable with the 76-seat target. The route isn't sustainable without a subsidy, and it is not feasible to continuously subsidize a route that can't stand on its own. DLH has a sizeable federal grant to launch a Denver service. Mr. Werner and Ms. Baker will meet with the DOT in D.C. to discuss repurposing the grant money and they have put together a detailed and competitive business case to target a network carrier. The primary westbound network carriers are Delta or United. Mr. Werner stated that we are trying to target a hub out west and will see what DOT's outlook is on that-if favorable, DLH will create a business plan and meet again with our pledgors who



made up our local share back in 2019 and ensure they're still on board with our new business case.

- Dir. O'Brien asked how much the grant was for, and Mr. Werner confirmed \$750k plus a local match of \$340k for a total package of \$1.129 million. Dir. Anderson asked about the expiration for the grant and Mr. Werner confirmed that it's January 2027. Dir. Anderson then asked if it's common to ask the DOT to rework those, Mr. Werner said it's not common, but the timeline did not go as planned. Airport staff put together a business case back in 2019 based on the industry at that time, but the pandemic changed everything, hence why it's being done now.
- Dir. Hoff asked about capturing more tourism/leisure travel to DLH and area, and Mr. Werner replied that there are other things to drive passenger growth aside from tourism, such as business travelers. Dir. O'Brien said fares overall seem to be down out of DLH, and Mr. Werner stated that he expects numbers from October to be better than they've been in a while because the fares are down but also because we're coming off peak season, and they lower the fares a bit to fill those seats.
- Mr. Werner then shared data about the infrastructure program grants. DLH was the only airport tower to receive grant money in our three-state district. There is a difference in funding for hub and non-hub airports and how they receive funding. Nationally, there was \$1 billion in funding awarded FY2025, with a vast number of those awards for terminals. Overall, \$44 million was awarded to tower funding, and Duluth tied for 5th most funding out of 9 in that group. There is one grant cycle left and will look at funding and eligibility to get as much as possible. There are ATP grants for federally eligible funding, going for \$14 million in bond funds with the state for non-federally eligible work scopes, other paths through a tax bill and as many paths to achieve the funding as possible. Also anticipating the possibility of a sales tax exemption bill to make our construction materials exempt for a certain period of time to include the tower project, which could potentially save us \$3 million. DLH did receive a matching grant from MNDOT for about \$3.3 million to match the ATP grant. Also looking at other possible sources and paths of funding, it is getting more difficult. Need to stay vocal in our three competitive grant programs which are ATP, DCIP, and state bonding. Because of the competitiveness of these, it is important to stay visible on the federal, state, and local community levels while in pursuit of those. Ms. Bodin is working on a couple of projects to determine what our debt service capacity would be, and time will tell how the numbers end up being. Mr. Werner opened the floor for questions.
 - Dir. Henderson asked how long the grant funds are available to be used, and Mr. Werner responded that we have four years to use them. Dir. Henderson also asked about funding and bipartisan support post-election. Dir. Anderson stated that regarding the state legislature, he believes odds are still good for 2025, favorable for infrastructure, and feels that we are well positioned to get funding. Dir. Hoff asked about funding support with the new administration, and Mr. Werner said it'll be clearer after inauguration day, but that on a state level, the bi-partisan legislature works well together. Dir. Hoff also stated that the newly elected DOT secretary is from Iowa and is likely familiar with DLH.



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

- Planning:
 - New Air Traffic Control Tower (ATCT): Update-design team met for 100% plan set review, final comments are in, and federal staff traveled to DLH to be at the meeting as well and funding will follow. Will have final 100% issue for bid on December 13th.
- Construction:
 - Taxiway A Tenant Construction Update-SEH flew a drone to survey the new concrete pavement on the east/west and a little bit on the north/south. Removed quite a bit of ramp space for to allow additional room snow removal to avoid visual obstruction, realigned C. Dir. O'Brien asked if the whole taxiway was pulled out and Mark said yes and soil correction, Mr. Hoff asked if it was put back as concrete and Mark said that A was all concrete but C not due to cost analysis, made sense from a cost standpoint and not feasible to rip up every decade, last 30 or so years.
 - Taxiway A Phase 4 Construction Change Order-last year did Phase 4, because it adjoined an old piece of pavement on the Monaco ramp that saw significant movement of three inches. FAA partnered with DLH and provided 95% of the funding for repair, and the solution was to create a transitional section. This repair was able to be completed without much impact on our tenants and was the oldest pavement on the airport. Will continue to replace other sections with state funding, expect to have 8-9 phases for that.
 - Runway 3/21 Repair-Upon final runway inspection, discovered a significant divot and a sink hole that popped up overnight and hadn't been there when a daily inspection was conducted the day before. The asphalt was removed and a six to seven-foot drop was revealed and a collapsed stormwater pipe that had corroded. It was able to be repaired within two days because there were materials on site already.
 - Customs and Border Protection Federal Inspection Services -This project originally started because DLH wasn't up to full FAA standards. A document was located that was an acceptance letter to be fully certified. DAA is currently working with CBP to confirm what else is required for certification. This may include such items as a surveillance camera for the area, but less than what was projected with costs to get the design up to FAA standards and board approval needs.
- Operations and Maintenance:
 - Janitorial RFP Update-closed a couple of weeks ago, received eight submissions, six were accepted and two were late, so not accepted. Will be welcoming a new partner because the incumbent was one of the late submissions. Expect to have a full contract for approval at the December board meeting.
- Blue Angel #7 will be here briefly for a winter visit. Prewinter meeting today at 8 AM. 2025 Air Show is over the 4th of July weekend.
- Sky Harbor- 2024 projects included building the SRE terminal, as well as aquatic plant mitigation.
- Reflecting on project statistics for 2024: \$25.9 million spent in design and construction projects, for both DLH and DYT. 16,000 tons of asphalt, 19,000 square yards of concrete, 70,000 cubic yards of excavation/dirt work (equating to 3,500 dump truck loads), and 33,000 square feet of painting. 27,000 construction labor hours at DLH and 12,000 at DYT.



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

- LifeLinkIII Project Update: Making progress, updates coming soon, and currently working on eligibility piece and the FAA with what is projected so far.
- Hangar Inspection Results: Ms. Kayser has one tenant left who hasn't provided their annual inspection update, and she will be sending them a letter via certified mail stating that their contract will be terminated if they do not comply.
- Curt Fisher Lease Amendment: Curt Fisher is the owner of the FedEx building at DLH. Working on a basic amendment to remove the pavement and clean up the previous land that was included in the lease that shouldn't have been. More information to follow.
- New Air Traffic Control Tower (ATCT) Lease Planning: Ms. Kayser is starting to work on the new tower lease, and they want three years of previous costs for the current tower. Ms. Kayser stated that Mr. Papko shared with them that it will be an imbalanced comparison but will comply and it's going to be a complex process. Mr. Werner added that the other crucial element is to have the FAA absorb some of the debt and costs, which will indicate what we can do with the project. Dir. O'Brien asked if the numbers were straightforward regarding square footage, etc., and Ms. Kayser said they look at market rate for office space lease in our area and tower information around the country. Dir. Hoff asked if they look at legacy lease info; it doesn't fairly represent to ask if need it. Dir. Anderson added that working directly with the FAA places us in better shape.

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

- 2024 Final Property Insurance Cost: approved \$100k to begin with and was later amended to \$110k. The actual price was \$103k.
- 2025 Cost Allocation: \$133,000 and put in an info request received last week, will brief as we learn more.
- Auditor RFP: City Auditor required, process has been completed, both were qualified and just came down to cost. Waiting to issue and let them know that they will receive the award. DAA financials will be audited by the firm and not by state officials this year. Making sure staff is getting things ready in a timely manner, expected to be a 3-year contract, and will present at December's board meeting.
- Storm water update: SEH did a good job putting together maps and what can be charged and what are exempt surfaces acceptable for FAA policies with what is submitted to the city.
- Financial update: Ms. Bodin shared the quarterly financial DAA Board Report with a PowerPoint presentation. Budget was forecasted to have a deficit but has a positive variance of \$490,000.
 - Ms. Bodin reviewed that the minimum cash balance policy is \$2.9 million and is currently \$4.4 million. She stated that the airport didn't utilize any lines of credit for projects in 2024. Cash reserves are kept to fund projects and support local shares of grants that do not have other sources of reimbursement.
 - Ms. Bodin discussed the status on grants receivable-total is \$4 million, current is \$1.7 million and waiting an ATCT grant of \$1.1 million. In the process of closing out grants to get them executed and reduce the grants receivable amount.
 - Ms. Bodin shared that Revenue was 108% of budget and Expenses were 99% of budget.
 - Continuing to watch the Customer Facility Charge (CFC) revenues. They are now collected on each day of a car rental in 2024 versus up to 4 days cap. This has yielded a significant increase in CFC revenues.



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- Ms. Bodin shared that Ms. Kayser continues to work on land leases and rents for new development projects. Ms. Kayser has also been working on updating the Fixed Base Operator (FBO) rent and concession revenues under the updated agreement and rates.
- TSA Law Enforcement Officer (LEO) reimbursement ended in May 2024, but there has been discussion to get that funding back.
- Interest income is coming down due to interest rates dropping a bit, and that cash is used to cashflow construction projects, there is loss in interest income.
- Continuing to work on new tower lease.
- New equipment was acquired by the DAA for sand and deice maintenance. Deicing fluid expenses have increased, sand has decreased, and this data was used for 2025 budgeting.
- Contractual services: costs have increased substantially, janitorial will hopefully come in lower with bids for the new contract and lots of competition.
- Local shares of grants: always try to have another source of funding for our local shares of grants with PFPs, CFCs, or the Guard, but sometimes there are shares that are not reversible by another source.
- 2024 Liability Long-Term Analysis: Parking structure and terminal loan will be paid off in 2026. Second payment of the parking structure in 2027, Hangar 103 payment goes through 2030.

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

- Duluth International Airport Economic Impact Study Update-data collection going well, UMD collected and previous study was 2019, double this time around, wrapping up this week and have been contacting stakeholders who haven't responded.
- Sky Harbor Naming Event Recap: strong news coverage leading up to it and following it.
- Programmatic Campaign: how we can target individuals linking to MSP, retarget individuals who are primarily located in Duluth, leakage data and how many to capture to encourage to fly out of DLH.
- Duluth and St. Louis County Days (February 12th-13th): preparing booth and materials.
 - Dir. Johnson said good job at explaining funding at the legislative stakeholders' breakfast recently, asked what we need is needed from board members for the St. Louis County Days. Ms. Baker said advocacy and support. Dir. O'Brien said that the staff usually puts together some talking points for the board prior to, and Ms. Baker confirmed that the DAA can again do that.

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

- Mr. Werner echoed Dir. Johnson's compliments to Ms. Baker-a great opportunity for an emerging leader.
- Mr. Werner shared that he would be traveling to D.C. this week to meet with the offices of our congress members. The purpose of the meeting is to secure additional ATCT funding and give them an update as they have been very supportive as well as giving them an update on the LifeLink project and potential funding assistance.

G. Presentations/Tours/Travel Recap: None.

H. Other: Mr. Werner provided an update on the following: None.



- Dir. O'Brien 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 October 15, 2024 Meeting Minutes

- Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
 - Dir. Anderson who was absent from the meeting during roll call from 9:12 AM – 9:14 AM.

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

- October 10, 2024: Alert: Airfield Taxiway Name Changes
- October 12, 2024
- October 17, 2024
- October 21, 2024
- October 25, 2024
- 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.
- 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

- A. None.

VI. OLD BUSINESS

- A. None.

VII. NEW BUSINESS

A. Resolution to Approve the 2025 DLH and DYT Capital Improvement Plans.

- Mr. Papko shared that typically, estimates are a little high on CIPs to provide a buffer, receive funding for future years, will get grants this year and reflecting in next year's budget. Having the board approve the CIPs allows the momentum to continue without lags in funding. Projects at DLH in the CIP include the Taxiway A Phase 6 and Phase 7 design, Hangar 101 Phase 2 pad design, a deice tank, Midfield ramp Phase 3 funded, and the LifeLinkIII hangar development. Those projects may be on the same calendar year but might be on separate fiscal years due to funding limitations per year. The ATCT project will continue to receive grants but no movement until 2025. The main CIP for Sky Harbor for 2025 includes payments for SRE and the terminal building, and some equipment procurement.
- Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Johnson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

B. Resolution to Authorize DAA Executive Director to Execute a Memorandum of Understanding with AFSCME Local 66 Regarding Shift Duration.

- Mr. Papko shared that airfield staff would like to move to 10-hour shifts, found to be mutually beneficial and cover historical gaps in coverage, moving to this schedule would close those gaps and have full time coverage. This gives Mr. Werner the ability to sign the MOU. The goal is to execute this between now and the next board meeting. Mr. Papko doesn't expect an increase in overtime and stated that it's difficult to quantify with variables. Will review at end of year if any changes need to be made. New schedule to carry until end of 2025, bridge until then. The change is driven by AFSCME members, no current concerns about the discussed shift schedule changes, and strengthens employee recruitment and retention.
- Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Anderson
 - Second: Dir. Hoff
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.



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- C. Resolution to Approve Amendment 2 of the Ground Transportation Lease and Operator Agreement between the Duluth Airport Authority and The Landline Company.
- Ms. Kayser shared that in 2019, Landline began operations at the airport and at one time were located on the second floor. In anticipation of operational needs and a partnership with Sun Country for ground handling, they were allowed to move to the first floor. Due to recent operational changes, Landline is no longer in need of the luggage cart lease space. Nothing else needs to be changed and anticipate renewing the agreement in full.
 - Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Hoff
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- D. Resolution to Approve Operating Policy #31: Records Retention Policy and Incorporate into the DAA Operating Policy Manual.
- Ms. Bodin shared that the DAA is working to go through the common drive cleanup and is required to maintain certain files as a public entity, follows records retention as stated by the Minnesota Historical Society. By adopting this policy, DAA is compliant with obligations.
 - Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Johnson
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- E. Resolution to Approve the 2025 Rates and Charges Schedule for DLH.
- Ms. Bodin stated that much of the detail that was shared with the draft at the last board meeting remained the same, one exception being the Customer Facility Charge (CFC) language updated to define "transaction day" and making sure that all rental car entities are charging the same. Overall, CPI rate changes between 6-8%. The biggest change was an adjustment to parking rates, which hadn't been changed in 8 years, a 10% increase to airline terminal rental rate, and 6% increase to the landing fee rate.
 - Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Crawford
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- F. Resolution to Approve the 2025 Rates and Charges Schedule for DYT
- Ms. Bodin shared there was one change from the draft to the current rates, which was a 6% CPI adjustment to the hangar rate as it had not been adjusted in three years. Had waited until construction at DYT was completed to implement this rate change.
 - Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Hoff
 - Second: Dir. Johnson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.



G. Resolution to Approve the Duluth Airport Authority 2025 Annual Budget.

- Ms. Bodin shared the request to approve the 2025 Select rates were increased to mitigate higher operating costs. Budgeting an overall surplus of \$81,000 including the TSA LEO award. A few changes include a few alterations in utility costs, wage adjustments, a decrease in janitorial costs based on RFP bids, an increase in car rental and parking revenues, and the addition of the local share cost of an airfield magnet.
- Dir. O'Brien entertained questions or a motion. Dir. O'Brien and Dir. Johnson thanked Ms. Bodin for her many hours of work on financial reports and for providing so much information.
 - Motion: Dir. Johnson
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

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

- Ms. Baker shared that because we received federal grants, we are required to provide assurance of non-discrimination obligation. This CPP applies to all planning and decision-making, whether or not the project is directly supported by Federal assistance.
- Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Anderson
 - Second: Dir. Henderson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

I. Resolution to Approve Advertising Agreement Between DAA and Giant's Ridge

- Ms. Baker shared that it is a standard advertising agreement above baggage claim two, one year duration to start and two additional single years if they choose to do so.
- Dir. O'Brien entertained questions or a motion. Dir. O'Brien asked if Giant's Ridge approached the airport about advertising at DLH and Ms. Baker confirmed that they did. Dir. Anderson asked if we have any remaining advertising space after this space is filled. Ms. Baker mentioned that there is space in the exit corridor where Minnesota Power cut back on some of their advertising. Mr. Werner asked Ms. Baker about a couple of new areas identified for advertising. Ms. Baker mentioned two areas of development which include the exterior of the jet bridges and a large metal wall in the exit area of the west door by the parking lot.
 - Motion: Dir. Hoff
 - Second: Dir. Hansen
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.

J. Resolution to Approve an Employee Incentive Award for Mark Papko in the Amount of \$7000 in Accordance with Operating Policy #5.

- Mr. Werner shared the opportunity to recognize capital improvements this year. Mr. Werner stated that Mr. Papko has maximized the potential of this team to do more, complete overdue projects, and has done a wonderful job of being at the helm. Mr. Werner thanked Mr. Papko and Mr. Papko stated that there's a lot of support behind the scenes. Dir O'Brien stated that the incentive is well deserved, and Dir Henderson commended Mr. Papko for maximizing efforts.
- Dir. O'Brien entertained questions or a motion.



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

- K. *September 2024 Financial Reports
- L. *November 2024 Accounts Receivable
- M. *October 2024 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

- A. Dir. O'Brien, Dir. Henderson, and Dir. Crawford will review the board policy for attendance and will provide an update about any changes by January 2025.
- B. Dir. O'Brien addressed the board that they should have received an email from him about next month's evaluation of Mr. Werner. Please complete and return it to him by November 26, 2024.

ADJOURN: The meeting was adjourned at 9:41 a.m.

Motion: Johnson

Second: Hansen

Respectfully submitted,

Aimee Bone

Administrative Coordinator

Approved: *Tom Werner*

DAA Executive Director






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Final Audit Report

2024-12-06

Created:	2024-12-06
By:	Aimee Bone (abone@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAV6Vw_9MK4mK1nhoLpHN-fybnZzVGiPqQ

"DAA Minutes 11-19-2024" History

-  Document created by Aimee Bone (abone@duluthairport.com)
2024-12-06 - 5:57:45 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2024-12-06 - 5:57:49 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2024-12-06 - 5:58:34 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2024-12-06 - 5:58:49 PM GMT - Time Source: server
-  Agreement completed.
2024-12-06 - 5:58:49 PM GMT