




OPERATING POLICY MANUAL

Approved November 19, 2024

This manual consolidates all prior issued policy documents #1 through #31. All previous editions of policy documents are obsolete upon approval of this manual.


Kevin O'Brien (Nov 20, 2024 21:32 CST)

DAA President Signature

INTRODUCTION

The following policy documents provide guidance and procedures for the operation of the Duluth Airport Authority. They provide general reference and operational guidance for the Directors and DAA employees in the normal conduct and implementation of Duluth Airport Authority operations and actions. These operational policies do not limit Authority Directors from directing and or authorizing special actions or decisions that may arise from the conduct of authority business. Authority Directors by a majority vote may waive or exempt specific policy items or a portion of a specific policy under special or unusual circumstances. Formal changes to operating policies will be approved by the Duluth Airport Authority Directors and signed by the President.

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REVISION HISTORY

DATE OF BOARD APPROVAL	REVISION DESCRIPTION
November 19, 2024	Adoption of Operating Policy #31: Records Retention Policy
April 16, 2024	Adoption of Updated Operating Policy #30: Duluth Airport Authority Air Carrier Incentive Policy and Program
July 18, 2023	<p>Adoption of Operating Policy #8: Lease, Agreement and Contract Policy and removal of previously adopted operating policies #6, #10, #16, and #25. To consolidate all lease, agreements, and contract policies in to one policy.</p> <p>Inclusion of Operating Policy #29: Duluth International Airport Art Policy and updated Appendix A.</p> <p>Inclusion of Operating Policy #30: Community Air Service Development Incentive Policy</p>
May 16, 2023	Adoption of Rewritten Operating Policy #18: Purchasing Policy
January 18, 2022	Adoption of Operating Policy #28: Minimum Cash Balance
July 20, 2021	Adoption of Operating Policy #27: Agreements with Political Organizations

OPERATING POLICY # 1
DISBURSEMENT POLICY

Initial Implementation Date: August 8, 1973

Revised: April 30, 1992

PURPOSE: Authorization for specific disbursements by the Executive Director.

PROCEDURES:

1. The Executive Director will authorize payroll, utilities, amounts due vendors under previously approved contracts, discounted items, and Authority Director and Employee expense account advance payments prior to approval at an Airport Authority meeting.
2. These items will be reported to the Airport Authority at the next meeting following payment.
3. All other disbursements will be approved by the Authority Directors prior to payment.

OPERATING POLICY # 2-1

EMPLOYEE REIMBURSABLE EXPENSES

Initial Implementation Date: August 3, 1973

Revised: April 30, 1992
May 16, 1998

PURPOSE: Procedures Limitations, and Approval Authority for Employee and Executive Director Expenses

PROCEDURES:

1. The Authority President is the approving authority for Airport Authority Directors and the Executive Director.
 - A. Travel by the Executive Director must have the prior approval from the Authority President or in the President's absence the Authority Vice President or Authority Secretary, with the exception of routine travel within Minnesota for Authority related business (MN/DOT, Minnesota Council or Airports, FAA, MAC, Consultants, LASAC, etc.)
2. The Executive Director is the approving Authority for all other Authority employees' travel.
3. All expenses authorized should be by individual review to determine the most economical methods relative to the Authority's operations.
4. Directors and employees will be reimbursed for the actual cost of travel related food, non-alcoholic beverage, tax, and gratuity for each meal, up to the Internal Revenue Service published reimbursable allowances. Alternatively, higher amounts for meals may be claimed and reimbursed provided that when all meal costs for the day are added together, that amount does not exceed the sum of the rates for meals which are eligible for reimbursement. Breakfast costs are eligible if travel commences before 7:00 a.m. Dinner costs are eligible if the employee returns home later than 6:00 p.m.
5. The Authority President and Executive Director may approve higher reimbursements, provided that a receipt and a written explanation of the higher cost are furnished.
6. When authorized, Directors and employees using personal vehicles for Authority business will be reimbursed at the I.R.S published reimbursable mileage rate.
7. Other expenses and expenses for other persons may be approved provided the following condition are met:
 - A. The name and official capacity of each employee and /or other person is listed.
 - B. The Authority purpose/benefit is described.
 - C. The cost may not include alcoholic beverages.

- D. A receipt must be provided.
8. Receipts will not routinely be required for the following:
 - A. Baggage handling and similar services.
 - B. Newspapers.
 9. Expense advance may be authorized for Directors' and employees' anticipated expenses by the Authority President and Executive Director as authorized by Operating Policy # 1
 10. All employees' expenses will be submitted on the attached form. Taxi fares must have a receipt for each trip.

OPERATING POLICY # 2-2

MEALS POLICY

Implementation Date: January 21, 1998 **Revised:** August 1, 1998

PURPOSE: Establishes guidance for providing meals / food for DAA directors at DAA meetings convened at normal mealtimes.

POLICY:

The Duluth Airport Authority finds that it is in the best interest of the Authority to encourage members of the Board of Directors to be available for meetings that are held after regular business hours when it is more convenient for the public to attend, and for meetings that occur at breakfast or lunch time when it is less likely that business commitments conflict with the meeting time. It further finds that the food and beverage operation at the Terminal Building is a constant matter of Authority business, and that Directors should be familiar with the operation. It also finds that receipt of reasonable sustenance during meeting times is not compensation to Directors since its necessarily incident to the attendance of a meeting. Therefore, the DAA adopts and orders the implementation of the following policy concerning meals received which are not incident to travel.

PROCEDURES:

1. Meals or snacks may be served when DAA meetings or business activities are schedules at a time when normal meals are customarily served.
2. The meals may be furnished immediately, before, during, or immediately after the Authority meeting or business activity.
3. The meeting or business activity or schedule may not be a subterfuge to justify serving a meal. There must be a bonafide reason for a meeting scheduled during a mealtime.
4. Meals furnished pursuant to this policy must be furnished in the building in which the meeting is held.

OPERATING POLICY #3

CONSTRUCTION FUND PAYMENTS

Implementation Date: August 10, 1983

Revised: August 1, 1998

PURPOSE: Guidance To The Executive Director For Authorizing Approval For Payment To Contractors On Construction Fund Projects.

PROCEDURES:

1. The Executive Director of the Duluth Airport Authority is hereby authorized to approve payment to contractors on Construction Fund Projects after receipt of necessary evidence of partial completion, provided that no payments in aggregate should exceed the amount authorized in the project account, and that Federal and State participating shares have been received.
2. The Executive Director will report all such payments so authorized to the Authority at its next regular or special meeting.

OPERATIONS POLICY # 4
FAA/TSA MANDATED CHANGES

Implementation Date: December 19, 1985

Revised: September 14, 2014

PURPOSE: Authorization for the Executive Director To Make FAA/TSA Mandated Changes.

PROCEDURES:

1. The Duluth Airport Authority Executive Director is authorized to make FAA/TSA mandated changes to the Airport Security Plan, Operations Manual and other documentation required for Airport certification.
2. Significant or major changes or revisions affecting the current or future status of Duluth International Airport Security, Operations, or Certification shall be briefed by the Executive Director at the next regular or special DAA meeting.

OPERATION POLICY #5

EMPLOYMENT INCENTIVE AWARD

Implementation Date: September 21, 1987

PURPOSE: Procedures and Guidance in the Application and Encouragement of Employment Incentive Awards.

PROCEDURES:

1. Any person assigned as a full-time employee of the Duluth Airport Authority is eligible to make application and be recommended for an incentive award.
2. Application may be initiated by any eligible employee for any other employee or in their own behalf.
3. All applications must be in writing, but need not be typewritten, and signed by an eligible employee.
4. The initial application should contain the specific suggestion or performance of the employee recommended, which in the opinion of the person submitting the application would qualify for an award.
5. The Executive Director will investigate the application with Staff members and other employees to make an initial determination of the validity of the application.
6. Determining factors of the investigation will include substantiating the overall worth of the content to Airport safety and operations efficiency. Particular attention will be paid to establishing that the application subject was outside the employee's normal and reasonable job tasks, therefore, demonstrating extraordinary interest and dedication to the Authority's operation.
7. The Executive Director will submit a recommendation concerning the award to the Airport Authority for review and action.
8. Final action concerning any award will be at the direction of the Airport Authority.

OPERATIONS POLICY #6

EMPTY

OPERATING PROCEDURES #7

SMOKING POLICY

Initial Implementation Date: March 15, 1990 **Revised:** July 18, 1995
September 16, 2004

PURPOSE: Establish Smoking and Non-Smoking Areas on the Duluth International Airport.

PROCEDURES:

1. Effective September 1, 1995, smoking will not be allowed in any portion of DAA owned buildings, including areas occupied by lessees and employees.
2. Individuals observed smoking in nonsmoking areas will be instructed by DAA employees or Airport Security personnel to extinguish smoking material and be directed toward the designated outdoor smoking areas.

OPERATING POLICY # 8

LEASE, AGREEMENT & CONTRACTS POLICY

Implementation Date: July 18, 2023

PURPOSE: To combine all lease and agreement policies under one policy to provide clear guidance to DAA directors and staff.

Rental And Security Deposits:

1. The requirement for security deposits will be determined on a lease-by-lease basis and will be included in the agreements for approval by the Authority when determined necessary.

Hangar Rental Agreements:

1. The Executive Director may authorize lease agreements for the rental of the existing Duluth Airport Authority controlled general aviation hangars.
2. Rental rates shall be approved annually by the Authority.

Vehicle Parking and Commercial Vehicle Agreements:

1. DAA staff may execute the standard form parking agreements for the use of parking stalls in the parking lots.
2. DAA staff may execute the standard form commercial vehicle agreements for the use of the commercial vehicle lane.
3. Rates shall be approved annually by the Authority.

Short-Term Advertising Contracts:

1. The Executive Director is authorized to approve short-term advertising agreements for companies to advertise within the airports and/or for the airports to advertise externally for a term of twelve (12) months or less and with a value of under \$25,000. Any contracts over twelve (12) months or \$25,000 require DAA board approval.

Processing Of Contracts:

1. Contracts and other instruments involved in the sale or transfer of title of Airport real estate need to be sent to the Duluth City Auditor because of statutory requirements for City Council approval for these functions. Any transfer of title of real estate must also be approved by the FAA as required.

2. Leases, licenses, land use agreements, and contracts not pertaining to sale or transfer of title of Airport land are not required to be approved, catalogued, or stored by the City Auditor.
3. The Executive Director is authorized to enter into short-term license and lease agreements not to exceed twelve (12) months in duration related to DAA-owned and DAA-leased property. This includes leases that have a month-to-month term that is cancellable by the DAA.

OPERATING POLICY # 9

DAA DIRECTORS PARKING LOT USE

Implementation Date: December 20, 1990

PURPOSE: Establish Guidance and Procedures for the use of the Duluth International Airport Parking Lot by Duluth Airport Authority Directors.

It is the policy of the Airport Authority that the Authority's Directors may park free of charge at the Airport's public parking areas during the time that a Director is at the Airport during a single business day, but not overnight. It is also the policy of the Airport Authority to allow the Authority's Directors to park free of charge, at the Airport's public parking areas during the time, including overnight, that Directors are involved in Airport Authority business.

PROCEDURES:

1. Airport Directors may park at no charge at the airport public parking areas during times a Director is at the airport during a single business day, but not overnight.
2. Airport Directors may park at no charge at airport public parking areas during the time, including overnight, that Directors are involved in Airport Authority business.
3. Directors shall enter the public parking area through the public access gate, obtain the standard parking ticket, and park at any available parking space which is not reserved space.
4. Upon leaving the parking area, the Director shall proceed to the pay booth, sign his or her signature to the blank side of the parking ticket together with the license plate number of the car that was parked and give the ticket to the attendant.

OPERATING POLICY # 10

EMPTY

OPERATING POLICY # 11

INFORMATION SYSTEMS PROCEDURES

Implementation Date: January 21, 1998.

Revised: October 20, 1998

PURPOSE: Define And Provide Instructions For Use of Duluth Airport Authority Information System Resources.

POLICY:

It is the policy of Duluth Airport Authority to encourage effective, efficient, ethical, and lawful use of all its equipment for completion of DAA business. This includes the use of all information system resources.

The following policy, rules and conditions apply to all users of information system resources and services available through DAA, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination and/or legal action.

The information system resources available through DAA may be used for DAA authorized purposes only. The computers and computer accounts given to employees are to assist them in the performance of their jobs. DAA has the right, but not duty, to monitor any and all use of its computer system, including employee e-mail, to ensure compliance with this policy. This also includes the right to monitor, at any time, Internet usage, including Web sites that are visited and any information that is downloaded. Employees do not have a right to privacy in anything they create, send, or receive through DAA information system systems.

DEFINITIONS:

- A. DAA Information System: It consists of all resources and services available through DAA, including, but not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal and external communication networks (internet, commercial on-line services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly through DAA's computer facilities.
- B. Users: The term "users," as defined in this policy, refers to all employees, independent contractors and other persons or entities accessing or using DAA information system resources and services.

PROCEDURES:

- A. Users must comply with all software licenses, copyrights, and all other state and Federal laws governing intellectual property.
- B. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by e-mail or other form of electronic communication, or displayed and/or stored in DAA computers. This, of course, includes searching and

receiving materials from inappropriate Internet Web sites. Users encountering or receiving such material should immediately report the incident to their supervisor.

- C. Users should use the same care in drafting e-mail messages and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others. E-mail containing foul, inappropriate, or offensive language including racial, sexual, or other slurs shall not be tolerated.
- D. Users may not download, upload, or install software onto their individual computers or network without first receiving express authorization to do so from the Executive Director. Violations of copyright laws may result in substantial fines to the individual as well as the DAA.
- E. Users should not alter or copy a file of another user without first obtaining permission from the other user. The ability to read, alter or copy a file of another does not imply the permission to read, alter or copy that file.
- F. Without prior written permission the information system resources and services of DAA may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material or any other personal use.
- G. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.
- H. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- I. DAA is not responsible for the actions of individual users.
- J. Personal use of the Internet, just like personal phone calls, should be kept to a minimum. It is acceptable to pursue personal interests (involving no expense to DAA) outside of your normal working hours on our equipment.
- K. Employees aware of violations of these policies are asked to notify the Executive Director. Violations of these policies may result in disciplinary actions including termination.

OPERATING POLICY # 12

EMPLOYEE HARASSMENT

Implementation Date: October 1, 1998

PURPOSE: Definition, Policy, Procedures, and Reporting for Sexual Harassment Complaints. (Applicable Legislation-Section 703, Title VII Civil Rights Act and Minnesota Human Rights Act).

POLICY STATEMENT: Sexual harassment as well as other forms of harassment (race, religion, national origin, etc.) are contrary to the Duluth Airport Authority commitment to a nondiscriminatory work environment. The standards, requirements, and procedures set forth in this policy apply equally to all forms of unlawful discrimination. The Duluth Airport Authority prohibits unlawful harassment of its employees in any form by supervisors, coworkers, customers, and other non-employees. Any employee who engages in unlawful harassment is subject to discipline, including discharge. Harassment involving non-employees also will not be tolerated and will be addressed on a case-by-case basis. All Duluth Airport Authority employees are expected to act honestly and responsibly in complying with and enforcing this policy. The goal of the Duluth Airport Authority is to maintain a pleasant work environment free of discrimination and hostility.

REQUIREMENTS:

- A. All employees are required to be familiar with, and comply with the policy of the Duluth Airport Authority prohibiting sexual or other forms of unlawful harassment in the workplace.
- B. The Duluth Airport Authority prohibits any of its employees from harassing another employee, customer, or the public.
- C. All supervisors are required to take steps to prevent harassment. These steps include expressing strong disapproval of harassing acts, developing methods to sensitize employees to the issue, and promoting the development of a cooperative working environment.
- D. All supervisors shall be aware of the potential for harassment in the workplace and strive to prevent it from occurring. If harassment is noticed or reported: supervisors shall take actions to immediately correct the situation and eliminate the harassment or hostile situation.

DEFINITION: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to or rejection of such conduct or communication is made, either explicitly or implicitly, a term or condition of an individual's employment.
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in employment decisions affecting the employee (such as unequal application of standards, assignment of duties, discipline, and promotions).
- C. Participation in or permitting conduct or communication that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive employment environment.

PROCEDURES:

- A. The first action by an employee who believes they have experienced a situation in which harassment has occurred is to inform the harassing individual that his / her actions are unacceptable and to immediately cease any further actions. If the actions do not cease or the initial action or situation was of such a nature that further reporting is required, the following appropriate procedures should be taken as required.
- B. An employee who believes he or she has been the subject of sexual harassment has an obligation to report the matter as soon as possible to his or her immediate supervisor so that timely remedial action may be taken.
- C. If the immediate supervisor is involved in the harassment the matter should be brought to the immediate attention of the next higher-level supervisor or if more appropriate to the attention of the Executive Director.
- D. If the employee feels uncomfortable about the reporting structure or if the Executive Director is involved the employee should contact the Duluth Airport Authority President or any Duluth Airport Authority appointed Director.

INVESTIGATIONS:

- A. Investigations will normally be accomplished by an independent agency or individual outside the Duluth Airport Authority structure. Investigations will be coordinated by the Executive Director and commence within one week of the official complaint being received.
- B. Information obtained during the course of the investigation will, where possible, be maintained in confidence and will only be released on a need-to-know basis to individuals authorized by the employee or the Executive Director

- C. Whether a particular action or incident is a purely personal social matter without discriminatory effects requires a factual determination through the investigation process.
- D. If the preliminary investigation establishes that a reasonable basis for the employee's concern about continuing in the work situation exists, the Executive Director shall take intervening action to defuse the situation which may include temporarily reassigning either party until the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.

DISCIPLINARY ACTIONS:

- A. After appropriate investigation, any Duluth Airport Authority employee found to have harassed another employee will be subject to appropriate sanctions and or disciplinary actions.
- C. False accusations of sexual or any other type of harassment will also be subject to appropriate disciplinary action and sanctions.
- D. Discipline or sanctions could include a range of actions from a warning to immediate termination of employment.

OPERATING PROCEDURES # 13
CONDUCT OF PUBLIC OFFICIALS

Implementation Date: September, 18, 1992

PURPOSE: Establish Proper Standards of Conduct for Duluth Airport Authority Directors and Employees.

PROCEDURES:

1. Each DAA Director, official, and employee will:
 - A. Abide by all applicable regulations regarding conduct of public officials or employees, including the State Auditors legal compliance manual on conflicts of interest.
 - B. Refrain from any act that does or appears to constitute a pecuniary conflict of interest.
 - C. Devote his or her time and ability to DAA business as his or her station requires.
 - D. Safeguard confidential information as required by law and the interest of the DAA.
 - E. Refrain from accepting any gift or thing of value except as allowed by law.
2. Each DAA Director and Employee will abstain from any decisions or actions which are in violation of the law or may be interpreted as a conflict of interest or could reflect adversely on the Duluth Airport Authority.

OPERATING POLICY # 14

CIVIL RIGHTS

Implementation Date: January 20, 1994

PURPOSE: Support of Civil and Human Rights Standards and Compliance with all Federal, State, and Policy.

PROCEDURES:

The Duluth Airport Authority finds that it is in the best interests of the community and of its operations, to promote the just and equal treatment of all employees and individuals who have contact with the Authority. It is the policy of the Duluth Airport Authority to conduct its operations in conformance with all applicable civil rights laws and administrative rules. To include:

- A. All Federal Civil Rights laws.
 - B. The Americans with Disabilities Act.
 - C. The Minnesota Human Rights Act.
 - D. All Administrative rules duly promulgated by State and Federal agencies that administer civil rights laws.
 - E. Executive orders of the President of the United States or his designee.
2. It is the policy of the DAA that no individual upon its premises shall be subjected to illegal treatment or deprivation in violation of any law or rule as set out above, and that each individual upon its premises shall enjoy the full and equal privileges and protection of the law.
 3. It is the policy of the DAA that no employee, or applicant for employment, shall be illegally discriminated against upon the basis of race, religion, heritage, national origin, or gender, and that each such individual shall enjoy the full and equal privileges and protection of the law. It shall be the responsibility of the Executive Director to implement this policy.
 4. Administrative Process and Procedure
 - A. Incidents of sexual harassment shall be processed according to the policy and procedure adopted January 21, 1992.
 - B. Any individual believing that an act, omission, policy, or procedure of the Authority is in violation of a civil rights law or rule, shall report the offending

matter to the Executive Director, the President of the Authority, or the Deputy City Attorney. All reports shall be transmitted to the Executive Director for processing unless the Director's actions are the subject of the complaint.

- C. The Executive Director, President of the Authority, or Deputy City Attorney shall compile documentation of the complaint and whatever other documentation is appropriate, and promptly transmit it to the City of Duluth Equal Opportunity Representative, or City Claims Adjuster, and request a fact finding investigation and written report and recommendation to be sent to the Executive Director, unless the complaint is about the Director's acts, in which case the report shall be sent to the Authority President.

- D. Upon receipt of the fact-finding report and recommendation, the Executive Director or Authority President shall afford any affected party an opportunity to be heard upon the matter. The Executive Director or Authority President shall then issue a written report of his or her decision with regard to the matter and what action, if any, shall be taken. This report shall be forthwith transmitted to the Authority and included on the agenda of the next regular meeting. The Authority President may take appropriate action to preserve confidentiality of individuals involved.

OPERATING POLICY # 15

DRUG AND ALCOHOL USE

Implementation Date: May 17, 1994

PURPOSE: Policy and Guidance for Providing and Maintaining a Safe and Productive Workplace Free of Drugs and Controlled Substances.

PROCEDURES:

STATEMENT OF PURPOSE:

All Duluth Airport Authority employees have an obligation to be physically and psychologically fit to do their jobs. The DAA is concerned about, and dependent upon, the physical and psychological health of its employees. The DAA's management team also believes that a working environment free of drug and alcohol abuse is healthier, safer, and more productive, and is a condition desired by employees and their families.

The DAA is prepared to help and support employees in need of assistance and for this purpose maintains an Employee Assistance Program (EAP) which provides confidential services to employees who seek help in dealing with drugs and/or alcohol abuse or for other personal matters requiring confidential counseling. An employee's voluntary use of this service will not be disclosed outside of the Employee Assistance staff without the employee's consent except where necessary to protect the safety of others. In some cases, this service will include referral to outside treatment or rehabilitation facilities. In most cases, covered costs of the treatment will be reimbursed in accordance with the appropriate benefit plans.

The DAA will focus on prevention, identification, and treatment of chemical dependency among its employees. When employees are unwilling, or disabled by their dependency to the degree that they are unable to comply with this policy, there also is a mechanism by which administrative intervention, which is in compliance with the law and the labor contract, may be initiated.

The DAA's Drug and Alcohol Use – Intervention and Testing Procedure outlines the course of action to be taken in the event that employees do not voluntarily comply with the DAA's policies on drugs and alcohol in the workplace.

As part of this intervention, the DAA will conduct drug and alcohol testing in compliance with the provisions of Minnesota Laws, M.S.A. 181.930-181-997

POLICIES:

It is the policy of the DAA:

1. To provide a safe, productive workplace for its employees that is free of the use of drugs, or controlled substances identified in state or federal laws, or alcohol, except as such use may be allowed by paragraph #5 below; (for purposes of this policy the term “employee” does not include Directors of the Authority)
2. To maintain and encourage the use of the existing Employee Assistance Program to help employees and their families experiencing drug or alcohol related problems.
3. To prohibit the use, possession, sale or transfer of alcohol, or controlled substances identified in the state or federal laws, by any employee or other person on DAA premises, or at any work site, except when premises are licensed for alcohol sales, or are let to others for the purpose of holding a social event and employees, if present are only incidentally working in the area where the social event is being held.
4. To prohibit the use, possession, sale or transfer, by an employee, or any other person on DAA premises, work sites, in or about its vehicles, or machinery, of any alcohol, or controlled substances identified in state or federal laws, or drugs during the time such DAA employee or other person is on duty, or may be perceived by the public to be on duty, or is taking a rest break or meal break and is expected to return to duty. (For purposes of this policy statement, the terms “use” and “possession” include being under the influence of any of the stated substances, or having any of the stated substances, or its metabolites in one’s body, alone or in normally chemically combined state with other bodily chemicals.)
5. To allow the following exceptions to the above prohibitions when:
 - A. The prohibited act is performed by a police officer in accordance with department policy, and such use or possession is necessary in connection with the investigation of illegal activities.
 - B. The prohibited act is a part of a medical treatment required by a physician, and the employee has informed the supervisor of the otherwise prohibited use, cooperate in any DAA determination of fitness for duty, and has received explicit permission to use the drugs or alcohol in the workplace.
 - C. An employee has been called to work in an emergency, outside of scheduled hours; the employee has disclosed to the supervisor his use of a substance which would constitute a violation of this policy; and the supervisor has directed, and properly documented that the employee should report to work during the emergency. (See proper documentation procedures under Authorized Uses page 10 of this Operating Procedure).

- D. The employee's consumption of alcohol is authorized by the employer as part of a bona fide job responsibility. However, this exemption does not authorize the employee to drive a DAA-owned vehicle after having recently consumed alcohol.
6. To require the following individuals to submit to legal chemical testing, as authorized by law, to determine the presence in their bodies of alcohol, drugs, controlled substances, their metabolites, or their chemical by-products:
 - A. Persons who have been conditionally offered regular, or full-time employment, or have been conditionally offered employment in positions where the DAA determines there is a need to screen for substance use or abuse.
 - B. Persons whom the employer has probable cause to believe, and reasonably suspects: 1) are under the influence of drugs or alcohol, or 2) have violated this policy concerning use, sale, transfer or possession of drugs or alcohol, or 3) has caused or sustained a personal injury, or has caused or was involved in a work related accident, while under the influence of drugs or alcohol, or 4) was involved in the operation of machinery, equipment, or vehicles involved in a work-related accident. Testing in circumstances of #4 above will be done in the discretion of the employer, based upon the circumstances, and not necessarily in every case.
 7. To require those individuals, subject to #6 above, to cooperate with a supervisor's reasonable investigation of the facts surrounding an observation or allegation which leads the supervisor to believe that a violation of this policy has occurred.
 8. To have all chemical testing done in accordance with law by a licensed laboratory, and to have appropriate confirmatory tests done before acting upon the results of a chemical testing.
 9. To make these policies applicable to all DAA employees and job applicants (if there are independent contractors, they will be required- through the bid process – to apply these policies to their employees who work on DAA premises or work sites.)
 10. To accept an employee's right, under the law, to refuse testing, but to consider the refusal of an employee to submit to drug and alcohol testing in accordance with these policies as a serious and gross incident of insubordination which requires the administration of disciplinary action pursuant to applicable rule or labor contract.
 11. To consider an employee's violation of these policies to be a serious and gross incident of misconduct which requires the administration of discipline pursuant to applicable rule and labor contract. The DAA will consider that a violation of these policies has been shown upon the occurrence of one or more of the following conditions:
 - A. A confirmatory test verifies a positive indication on the initial screen test of the employee's test sample; or

- B. the employee, or other person subject to chemical testing under the law, refuses to cooperate in chemical testing, or to provide an adequate test sample; or
 - C. the employee is involved in transfer, use, sale, or possession of alcohol or controlled substances under circumstances prohibited by these written policies; or
 - D. information and evidence, independent of chemical testing, shows that the employee has been involved in use, transfer, sale, or possession of alcohol or controlled substances under circumstances prohibited by these written policies; or
 - E. the employee refuses to cooperate with a supervisor's reasonable investigation, as described in #7, above.
12. To allow any affected employee to, through the existing system of discipline, explain a positive test result; and to allow any affected employee to request, and pay for, a second confirmatory retest. The DAA shall pay for initial screening tests and confirmatory tests.
 13. In appropriate circumstances, refer any employee found to be in violation of these policies to the Employee Assistance Program.
 14. To require each employee to notify, in writing, his or her supervisor of any criminal drug statute conviction for a violation that occurred in the workplace no more than five days after such conviction.

DRUG TESTING

It is the policy of the DAA to comply with the Federal Department of Transportation Drug-Free Workplace Act 41 USC 701-707, and the duly and validly promulgated Federal Department of Transportation rules pertaining to operation of a hazardous liquid, gas, or liquefied gas distribution system, including 49 CFR part 40, 49, CFR part 199, 192, 193, and 195 and 53 FR 47002, and any amendments thereto, or successor regulation.

PROCEDURE:

1. In administering the requirements of the above-mentioned Federal Department of Transportation laws and rules, officials shall utilize the procedures for implementing the DAA drug and alcohol policy.
2. The Medical Review Officer required by Federal Department of Transportation rules shall be the industrial medical services vendor retained by the City of Duluth.
3. The Federal Department of Transportation regulation requires pre-employment, post-accident, periodic, reasonable cause, random drug testing of specified employees, or contractors, or other workers. The individuals to be tested will be selected for testing in the following manner:

- A. The City of Duluth Loss Control Manager will determine which job titles or positions, by positions, by nature of their duties, make the individuals working in them eligible for random drug testing, according to the requirements of the Federal Department of Transportation rules.
- B. The Loss Control Manager shall use the Social Security number of each employee who is eligible for random testing as that individual's identification number. (Reference DOT Regulation 49CFR, part 40).
- C. The individual medical services vendor retained by the City shall be given the Social Security identification numbers, and instructed to conduct random selection, testing, and review according to the procedures, and strictly in compliance with, the Federal Department of Transportation regulations.
- D. The City Loss Control Manager shall maintain the records required by the Federal Department of Transportation regulations and assure compliance with Federal Department of Transportation confidentiality rules.
- E. Contractors/Vendors performing work covered by the Federal Department of Transportation drug testing rules, shall provide written documentation on their drug testing policy and procedures, proving compliance with the Federal Department of Transportation rules.

DRUG AND ALCOHOL USE – INTERVENTION AND TESTING PROCEDURE

1.
 - A. An employee who learns that any DAA employee has violated this policy should inform a supervisor or other superior of his/her knowledge or observations. If an employee wishes to anonymously make this report, he/she may contact the Deputy City Attorney, who will conduct an investigation in accordance with these procedures.
 - B. Referral to the Employee Assistance Program can be made at any time by a supervisor, co-worker, family member or through self-referral.
2. Any supervisor who observes anything, or obtains any information, indicating that any person has violated the DAA's policy forbidding use, sale, possession or transfer of alcohol or drugs, shall record, in writing, the information or observation, retain the record, and inform his/her superior of the existence of the record. If the violation involves the possession, sale or transfer of illegal drugs, the supervisor should immediately contact the Police Department.
3. When a supervisor has a suspicion that any person has violated the DAA drug and alcohol policy, the supervisor shall monitor and observe the person in question and attempt to fairly form an opinion of whether a violation has occurred. Information obtained while monitoring and observing shall be recorded and retained as in #2 above.

4. When a supervisor has reasonable cause, based upon observations or reports, to believe that a person has violated the DAA drug and alcohol policy, he/she shall:
 - A. Inform his/her superior of his/her belief.
 - B. Having so notified his/her superior, the supervisor, or a person designated by the supervisor's superior, shall conduct a reasonable, thorough, and discreet investigation of the facts surrounding the observation or report. This investigation, and its results, should be documented in the fashion described in procedure #2, above.
 - C. Maintain at all times concern for the confidentiality and sensitivity of the information gathered and to limit discussion of the information to authorized officials in private surroundings.
 - D. If a supervisor has kept notes or records pursuant to procedures 1-4, and the notes or records are six months old or older, the records shall be processed as follows:
 1. If any disciplinary action is initiated, the records and related documents shall be transferred to the employee's personnel file, and the employee notified.
 2. If any chemical testing is requested or performed, the records shall be transferred to the employee's personnel file along with any chemical test records, and the employee notified.
 3. If no disciplinary action is initiated, the records are to be destroyed, and the employee notified.
 - E. Any applicable labor contract shall be honored. If the supervisor interviews the person believed to have violated the policy, it should be done with a witness present. The supervisor should not discuss what discipline should be imposed. That can be done at a later meeting. If the employee wishes, a union representative may be allowed to be present.
5. When a supervisor reasonably suspects that an employee has used drugs or alcohol in violation of the DAA policy and that drugs or alcohol are currently in the person's body, he/she shall:
 - A. Follow procedures 1 through 4 above and all other applicable procedures.
 - B. Show the employee the DAA's drug and alcohol testing policy.

- C. Inform the employee that he/she will be chemically tested, in conformance with state law, to determine whether alcohol, drugs, or their chemical by-products are in the employee's body.
 - D. Immediately contact the City of Duluth Loss Control Manager, Employee Benefits Administrator, or Manager, Personnel Services, to arrange for a chemical test.
 - E. Ensure that the Employee Chemical Test Form (Attachment A) is presented to the employee, read to the employee, and complete the form. It may be done at the work site or the testing site. However, the supervisor is responsible for assuring that the form is completed.
 - F. Follow the instructions of the City of Duluth Administrative Services Division as to where to bring the employee for testing.
6. The city of Duluth Administrative Services Division shall ensure that all testing procedures are in compliance with current state statutes and shall maintain copies of applicable legislation for public review. The following describes the testing process as it exists on the approval date of this procedure:
- A. The employee/job applicant must provide verifiable picture identification at the time of specimen collection.
 - B. The collection of the specimen, either blood or urine, will be done in a controlled atmosphere to balance the need to prevent specimen tampering and respect the employee's privacy. The employee will be provided with a gown and leave street clothes and personal belongings outside a "dry room" while voiding and then delivering a urine specimen. A "dry room" is to be provided for the collection of the specimen. The person collecting the specimen will check the temperature of the specimen in a manner that does not contaminate the specimen. Blood specimens will be obtained by trained medical technicians.
 - C. Starting at the time of collection, a specimen's chain of custody shall be documented. Chain of custody is a legal term that refers to the ability to trace the specimen from time of collection, through analysis and to reporting the results. Chain of custody requires that each time the sample changes hands it is signed for and kept in a secure area to insure against inadvertent or intentional switching with another sample.
 - D. A blood alcohol test will be considered positive if the concentration of alcohol detected is .01 grams percent or greater.
 - E. Each urine specimen will be given a drug screening using an immunoassay technique.

- F. If the immunoassay test result is positive, a confirmatory test known as a Gas Chromatography-Mass Spectrometer (GC-MS) drug screen will be performed.
7. To require those individuals, subject to policy #6 above, to cooperate with a supervisor's reasonable investigation of the facts surrounding an observation or allegation which leads the supervisor to believe that a violation of this policy has occurred.
 8. When an employee informs the supervisor that the employee will be using drugs or alcohol on the job as part of a medical treatment program, the supervisor will:
 - A. Record and retain information in accordance with the steps set out in procedure 2 and procedure 3 above.
 - B. Acquire assistance from a medical authority in determining whether the employee will be fit for duty while using the medically prescribed drugs or alcohol.
 - C. Inform the employee, in writing, of the employer's decision concerning his/her drug or alcohol use.
 5. When the initial chemical test and automatic retest show a positive result, the employer, acting through its designee, shall:
 - A. Inform the employee, as required by law, using the Notice of Test Results form (Attachment B).
 - B. Upon the request of the employee, arrange for a confirmatory (second) retest from the original specimen but at the employee's own expense in accordance with State law, subparagraph 9.
 10. When investigation shows that an employee has violated the DAA's drug and alcohol policy (including a positive result on a confirmatory test, and if requested a confirmatory retest), the supervisor shall:
 - A. Inform his/her superior.
 - B. Inform the employee that disciplinary action may be taken in accordance with the applicable labor contract.
 - C. Refer the employee to the Employee Assistance Program.
 - D. Inform the employee of the time and place when the disciplinary action will be determined.
 - E. Continue to record events, as in #2 above.

- F. Hold in abeyance the imposition of discipline determined through this process while verifying if the employee has become actively engaged in the plan recommended by EAP.
- G. Determine if the discipline will be suspended, modified, or withdrawn in cases when an employee successfully completes the plan recommended by EAP.
- H. Notify the employee of the discipline that will be imposed.
- I. Send all records generated by the incident to be included in the personnel record of the employee.
- J. Follow the disciplinary provision of the applicable labor agreement.

JOB APPLICANTS:

- 1. When job applicant has been conditionally offered employment the department head or his/her designee shall:
 - A. Provide the job applicant a copy of the DAA Drug and Alcohol Use Policy, and Intervention and Testing Procedure.
 - B. Have the job applicant complete the Chemical Test Form (attachment A).
 - C. Arrange for a chemical test.
- 2. Chemical testing for job applicant will be performed in accordance with procedure 6 (a) through (e) above.
- 3. When the chemical test of a job applicant shows a positive result, procedure 9 (a) and (b) above shall be followed. The offer of employment shall be withdrawn in all cases, except those where the positive result was due to the use of prescription or over-the-counter medication at therapeutic level, and such use would not affect performance in the job classification in which the applicant was offered employment.

AUTHORIZED USES:

- 1. If an employee is called to work in an emergency, or at a nonscheduled time, and he has ingested controlled substances, drugs, or alcohol, the following procedures shall be followed:
 - A. The employee reports that he/she has ingested controlled substances, drugs, or alcohol.

- B. The supervisor produces a written record that shows the time, date, employee name, and report of what was ingested, and the supervisor's instructions to the employee.
 - C. The supervisor determines if the employee will be required to report to work and informs his/her superior of this decision no later than the next regular business day.
 - D. The supervisor gives the employee a copy of the record produced according to (b) above.
2. If any employee is authorized by the employer to consume alcohol as part of bona fide job responsibility, that employee must:
- A. Exercise sound judgement concerning the amount of alcohol that he/she consumes.
 - B. Under no circumstances operate a DAA-owned or leased motor vehicle after having recently consumed alcohol.

OPERATING POLICY # 16

EMPTY

OPERATING POLICY # 17
DIRECTORS SERVICE AWARDS

Implementation Date: April 18, 1995 **Revised:** September 16, 2014

PURPOSE: Authorization and Limitation for Service Awards for Directors.

PROCEDURES:

1. Authority Directors, upon completing their service with the Duluth Airport Authority will be eligible to receive a plaque memorializing their service.
2. The cost of said plaque shall not exceed \$65.00.
3. The Authority must approve each such expenditure.

OPERATING POLICY # 18

PURCHASING POLICY

Initial Implementation Date: May 21, 1996

Revised: October 29, 2012
May 16, 2023

PURPOSE: To establish procedures, limitations, and guidance for authorization and purchasing of goods or services.

POLICY: DAA Charter, State Statutes, and Federal regulations (where applicable) must be strictly followed when making purchases on behalf of the Authority. No person has the authority to bypass these rules.

1. Definitions:

- A. Agreement/Contract- a written record of the terms and conditions of an arrangement between the DAA and another party that involves mutual obligations and an exchange of consideration (usually money).
- B. Best Value: The basis for awarding contracts for services to the offeror which optimizes quality, cost, and efficiency, among responsive and responsible offerors. Non-price factors may be addressed to determine Best Value. Non-price factors include, but are not limited to, reliability of a product; efficiency of operation; difficulty/ease of maintenance; useful lifespan; ability to meet needs regarding timeliness of performance and experience of a service provider with similar contracts.
- C. Bid/Quote - The firm price that a supplier agrees to charge for a good or service.
- D. Contractual Service - The purchase, including rental of equipment, or the construction, alteration, repair, or maintenance of real property.
- E. Department – A division of the organization (i.e., Operations, Finance and Administration, Business Development, Communications and Marketing, etc.).
- F. Department Head - The staff director or manager responsible for the department.
- G. Designee – Individual specifically designated by signed letter or memo.
- H. Emergency - defined as a situation that threatens public health or welfare; or that if left undone would result in greater expense to the DAA if immediate action is not taken.
- I. Professional Services - defined in MN Statute 16C.08 as those services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation. They do not include the provision of supplies or materials except as incidental.

- J. Proposal - Document submitted by a vendor that details the goods/services that they will provide along with a proposed fee.
- K. Purchase Order (PO) or Requisition (RQ) – Electronic entry in the DAA's accounting system (Netsuite) used to request the purchase of and encumber funds for supplies or services, which is approved per this policy. This document once approved may also be provided to a supplier to detail supplies requested, price, delivery location, due date or other terms related to the transaction.
- L. Purchasing Card (P-Card) - A credit card issued to DAA employees for the purpose of purchasing goods and services required by the DAA.
- M. Request/Invitation for Bid/Quote - Used when cost is the governing factor in determining the lowest responsible bidder.
- N. Request for Proposal (RFP) - Process used when factors other than cost need to be considered, or for complex purchases where standard specifications cannot be provided.
- O. Request for Qualifications (RFQ) - Process used to pre-select/pre-qualify vendors prior to the RFP or negotiation process.
- P. Sole Source - There is only one vendor that can provide the supply or service. (OEM parts)
- Q. Single Source – Supply or service may be available from more than one vendor, however DAA wants to purchase from one particular vendor for a valid reason, such as the need to match existing equipment, timeliness of delivery, etc.
- R. Surplus Property – Personal property which is no longer needed and is declared excess property.
- S. Single Source - Although the supply or service is available from multiple vendors, only one can meet our requirements for timeliness, quality, to match existing systems or equipment, or some other valid criteria.

2. **General**

Purchases of services and supplies for the Duluth Airport Authority are governed by this purchase policy, and subject to the limitations outlined in Minnesota State Statute 471.345 – Uniform Municipal Contracting Law. For purchases funded in whole or in part with federal funds, federal procurement regulations must also be followed.

3. Authorization

- A. Department Heads and their employees are authorized to spend money on the Authority's behalf. Authorization is granted by the Authority with approval of the Department Head and Finance Director or designee up to \$10,000.
- B. The Executive Director, Finance Director, or their Designee is authorized to approve supplies or contractual service purchases of up to \$150,000. Contractual or service purchases over \$150,000.00 require DAA board approval.
- C. The Executive Director, Finance Director, or their Designee is authorized to approve professional services purchases up to \$50,000. Professional services purchases over \$50,000.00 require DAA board approval.
- D. In the event of an absence, the Executive Director is authorized to approval all purchases up to the threshold which requires board approval.

4. Purchasing Cards Authorization

- A. Purchasing Cards may be issued to employees of the DAA for operational purchases. Authorization of employees' use of P-Cards will be administered by the Finance Director. Spending authority thresholds and approvals must meet the requirements of this purchase policy. Maximum purchase limits may be set below the thresholds included in this policy as determined by the Finance Director. No contract for services shall be entered into to using p-cards unless otherwise approved by the Finance Director.

5. Unauthorized Purchases

- A. Except as provided in this policy, it shall be unlawful for any employee to order the purchase of any supplies or make any contract within the purview of this policy other than through the means defined in this policy. Any purchase ordered or contract made contrary to the provisions of this policy shall not be approved by the DAA and the DAA shall not be bound thereby unless proper justification is provided.

6. Conflicts of Interest

- A. All employees and directors of the Authority are expressly prohibited from accepting rebates, gifts, money, or anything of value from any person who has been or may be awarded a contract or purchase order.
- B. Individuals authorized to approve purchases will be required to complete and sign a "DAA Conflict of Interest Disclosure."
- C. Employees shall report any conflicts of interest to the Executive Director immediately.

7. Spending Authority Thresholds

Services/Supplies/Contractual Services						
Dollar Amount	PO Required?	Method	Requirements	Authorization	Contract Required? (Construction)	DAA Board Approval?
\$10K or less	Yes - After Purchase	PO or P-Card	Open Market, Direct Negotiation, or 2 Quotes	Department Head/Employee or Finance Director or Executive Director	No	No
\$10,000.01 to \$25K	Yes	PO	Open Market, Direct Negotiation, or 2 Quotes	Finance Director or Executive Director	No	No
\$25,000.01K to \$150K	Yes	PO	Direct Negotiation; Min. 2 Quotes needed, State Contract Should be Checked	Finance Director or Executive Director	Yes	No**
\$150,000.01 and up	Yes	PO	Publicly posted sealed bid	DAA Board	Yes	Yes
**Note that sole source purchases over \$50K, or purchases where only one responsible bid was received must be approved by the DAA Board.						

Professional Services						
Dollar Amount	PO Required?	Method	Requirements	Authorization	Contract Required? (Construction)	DAA Board Approval?
\$10K or less	Yes - After Purchase	PO or P-Card	Informal Proposal**	Department Head/Employee or Finance Director or Executive Director	No	No
\$10,000.01 to \$50K	Yes	PO and Service Agreement	Informal Proposal**	Finance Director or Executive Director	No	No
\$50,000.01 and over	Yes	PO and Service Agreement	Request for Proposal**	DAA Board	Yes	Yes
**Note that competitive process is not required for the professional services; however, in the interest of promoting fair and open competition, a request for proposal process is encouraged when possible. In addition, some funding sources require a competitive process.						

- A. Purchases of \$150,000 or less
 - a. \$.01 - \$10,000

Purchases \$10,000 or under may be made either using a PO or DAA issued P-Card. PO and P-Card purchases, as with any purchase, must serve a public purpose and be budgeted. POs and P-cards should not be used to purchase goods

and services that are on an annual (blanket) contract. Purchases made by employees will be reviewed and approved by the Department Head prior to Finance Director approval. The Finance Director will approve purchases either before or after the purchase is completed.

Purchases cannot be split and/spaced within 60 days to avoid the single transaction limit or DAA Purchasing threshold limits.

b. \$10,000.01 and over (All Services and Supplies)

Any purchase over \$10,000 requires a PO. The requester must enter the PO into the DAA's financial accounting system or ask that a supervisor enter the PO into the DAA's financial accounting system unless a contract has been approved by the board. Quotes, specifications and/or delivery instructions should be included in the route for approval. The Finance Director, Executive Director, or their designee must approve the PO. Other approvals may be required depending on the funding source and items purchased. The Finance Director may authorize P-Card purchases when necessary for purchases over \$10,000.

c. \$10,000.01 to \$150,000.00 (Supplies and Contractual Services)

Can be awarded by a simplified bid process or direct negotiation. For a simplified bid, a minimum of two quotes should be obtained if possible.

Specifications need to be detailed but generic enough to allow for fair competition.

The State of Minnesota Materials Management Division contracts should be checked for preferred pricing of purchases over \$25,000.

There are additional requirements for constructions contracts over certain thresholds. See section 9 below.

d. \$10,000.01 to \$50,000.00 (Professional Services)

Professional services may be awarded without the bid/quote process; selection is based on DAA employee discretion. However, a competitive RFP process is encouraged with practicable.

The Department Head must submit a PO for approval, following the processes stated above. The Finance Director or Executive Director must approve the PO. In addition, a Professional Services Agreement must be executed; including a written proposal from the consultant stating the work to be completed and the cost, a rate sheet (if applicable) and proof of insurance meeting the DAA's requirements.

e. \$50,000.01 and up (Professional Services)

Professional services may be awarded without the bid/quote process; selection is based on DAA employee discretion. However, a competitive RFP process is encouraged when practicable, and is required for projects funded in whole or in part with federal monies.

The requester must submit an approved PO and provide the proposal and other documents stated above.

These purchases require DAA board approval. A resolution with the consultant's proposal and a draft of the negotiated agreement must be approved by DAA board prior to execution of the agreement.

Once approved by the DAA board, the signed agreement with all attachments will be routed for DAA signature.

B. Purchases Exceeding \$150,000

Purchases expected to exceed \$150,000 must be awarded through a publicly posted, sealed bid process unless available for purchase on a State of Minnesota contract or other approved cooperative purchasing agreement.

Invitations for formal sealed bids must be posted in the official newspaper of the City, or on the City Website for not less than 11 days. Information must be posted on the DAA website when practicable.

Bid opening dates, times and place must be noted on the invitation for bids. Bids must be opened publicly at the date and time specified in the invitation. A tabulation of the bids must be posted to the city website once the bids have been reviewed.

Bid solicitations must include language stating the DAA's right to waive informalities in the bids, and to reject any or all bids.

Bids must be awarded to the lowest responsible bidder. In addition to price, the purchasing agents must consider other factors such as the ability, skill, and experience of the bidder, the quality of the bidder's previous work, the bidder's financial resources and the ability of the bidder to provide support through the term of the contract. Awards to other than the low bidder must be justified and fully documented.

Bids must be for a firm, fixed, not-to-exceed price.

All purchases exceeding \$150,000 require DAA board approval and execution of a written agreement or contract with all of the required associated documentation.

A Best Value contracting process may be used for construction projects over \$150,000.

8. **Specifications**

All requests for bids, quotes, and proposals must contain a clear and accurate description of the technical requirements for the material, product, or service desired. Specifications may not be for a specific brand or model or be so detailed as to limit competition. Instead, the specification should describe the characteristics of the products or service and the minimum standards that must be met for the intended result. Brand name specifications may be used as long as approved equals will also be accepted. Any critical features of the brand name product must be clearly stated.

9. **Construction Contracts**

A formal signed contract is required for any construction project over \$25,000. An insurance certificate, payment and performance bonds, an Affidavit of Non-Collusion form, and other documents (if Federal or State funding is involved) will be required as a part of the contract package.

A Completed Responsible Contractor Form must be included in the invitation for bids and must be submitted with all bids for construction projects \$50,000 and over.

“Cost plus” contracts where the supplier is reimbursed for allowable costs plus an agreed-upon percentage, are NOT permitted. These types of contracts provide an incentive for the contractor to increase costs and thereby increase their total payments.

10. **Insurance**

Certificates of Insurance meeting the DAA’s requirements and naming the DAA and the City as additional insured are required for all written contracts and for any work performed on DAA property prior to the commencement of any work. In addition, professional liability insurance pay is required for certain professional services contracts, regardless of the dollar value, at the discretion of the City Attorney’s Office.

For informal quote requests and simplified bids, prospective bidders must be made aware of the DAA’s standard insurance requirements at the time that quotes are requested, otherwise the quote is invalid and updated quotes will be required from all bidders.

11. **Bonds**

Bid bonds may be required for bids.

Performance and payment bonds in the full amount of the contract may be required for contracts for engineering and architectural projects over \$25,000.

The Finance Director has the authority to waive the performance and payment bond requirement up to the State limit of \$175,000. In order for the Finance Director to consider a waiver, a written request stating the justification for the waiver and detailing any associated risk must be approved by the Department Head requesting the waiver. Under no

circumstances will the Finance Director waive the requirement when a general contractor has one or more subcontractors involved.

For informal quote request and simplified bids, prospective bidders must be notified of a bond requirement at the time that quotes are requested, otherwise the quotes are invalid and updated quotes will be required from all bidders.

12. **Data Retention**

All purchasing materials, invoices, receipts, or backup must be kept until an audit has been completed of the financial records for the period of which the purchase was complete or as required by law, or adopted policy, whichever is longer.

13. **Sole/Single Source Purchases**

“Sole source” or “single source” are sometimes used interchangeably. Sole/single source purchases must be justified and approved by the Department Head. A PO entered by a Department Head with attached justification satisfies that requirement. All sole/single source purchases over \$50,000 must be approved by the DAA Board. For projects over \$250,000 that are funded in whole or in part with Federal funds, **written prior approval from the federal agency issuing the funds is required** and must be received prior to entering into a sole source procurement contract.

14. **Emergency Purchases**

Only the Executive Director or designee can authorize an Emergency purchase above typical purchasing thresholds. In an Emergency, contact two vendors for quotes if possible. Contact the Executive Director for approval. Notify the Finance Director within 24 hours of the incident and provide a detailed explanation of the situation, the reason for the purchase, and the action taken. The purchasing party must write a justification which will be shared with the DAA Board at the next scheduled meeting.

15. **Federally Funded Purchases**

Federally funded projects have additional requirements. Strict adherence to the requirements must be reviewed and maintained. Requesters must notify purchasing that the purchase is against federal funds so that the proper process is followed. DAA staff and Purchasing will review the requirements for that particular funding source and make the appropriate adjustments to the solicitation and the contract documents.

16. **Suspended or Debarred Vendors/Contractors**

When required by funding source, before a purchase or contract is executed, the DAA must verify that the proposed vendor or contractor is not currently suspended or debarred by the state or federal government. The appropriate Notice to Bidders shall be included in the bid advertisement for all state funded projects. In addition, for all projects funded in whole or in part with state or federal funds, purchasing will perform an exclusion search for the vendor/contractor on the State of Minnesota and the federal System for Award Management (SAM) websites. A copy of the search results showing that the vendor/contractor is not suspended or debarred may be included in the contract when possible or retained.

17. Disadvantaged Businesses

The DAA will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. The DAA has an FAA approved Disadvantaged Business Enterprise (DBE) program.

18. Surplus Property

DAA staff will dispose of surplus property competitively and cost effectively in accordance with applicable law. In addition, surplus property may be sold, transferred for nominal or no consideration, or donated as follows:

- A. DAA staff with the assistance of the Finance Director may sell, or transfer for nominal or no consideration, surplus property to another public corporation, federal agency, state agency or political subdivision in accordance with Minnesota Statutes Sections 471.85 or 471.64. Any transfer or donation of surplus property valued at \$10,000 or greater must be approved by Duluth Airport Authority.
- B. DAA Staff with assistance from the Finance Director may donate surplus property to a nonprofit organization in accordance with Minnesota Statutes Section 471.3459.

Sources Used for Compliance:

- Minnesota Statutes: 471.345 Uniform Municipal Contracting Law
- FAA Assurances for Airport Sponsors
- FAA Sponsor-Risk Assessment Certification Checklist
- DAA Enabling Legislation

OPERATING POLICY # 19

DAA DIRECTOR INDEMNIFICATION

Initial Implementation Date: July 20, 1999

PURPOSE: Provide For The Defense And Indemnification of Appointed Duluth Airport Authority Directors.

POLICY: The Duluth Airport Authority by resolution on July 20, 1999, authorized for the defense and indemnification of Directors appointed to the Duluth Airport Authority.

PROCEDURES:

- A. The Duluth Airport Authority shall defend and indemnify each Director of the Authority from and for any claim brought against the Director which is based upon an act or omission of the Director committed in the scope of the Directors duties for the Duluth Airport Authority, and done in good faith to further the interest of the DAA.
- B. The Duluth Airport Authority will not defend and indemnify in the following Circumstances:
 - 1. The Director acts outside his scope of authority.
 - 2. The claim arises out of a motor vehicle accident which does not involve a vehicle owned or operated by the Duluth Airport Authority.
 - 3. The claim is for Worker's Compensation benefits for a Director.
 - 4. The claim arises out of malfeasance or nonfeasance of the Director.
 - 5. The claim arises out from circumstances where the Director has committed a crime against the DAA or has failed to follow laws or directives of a government.
 - 6. The defense or indemnification is forbidden by law.
- C. Duluth Airport Authority specifically does not, by adopting this resolution waive any legal limits of liability, or any immunity from suit, nor any other legal defenses, immunities, or advantage granted to it by law.
- D. Appointed Directors will notify the Executive Director in the event they are informed legal action will be taken against them as a result of service or decisions relative to the Duluth Airport Authority.

- E. The Executive Director will notify the office of the Duluth City Attorney who will obtain the situational information from the affected Director(s).
- F. If the Director was acting in accordance with the guidance in paragraph B above the City Attorney will assume the coordination for the defense of the Director (s) involved.

OPERATING POLICY #20

HEARING CONSERVATION PROGRAM

Initial Implementation Date: October 1, 1999

PURPOSE: Delineate Policy and Procedures for the Duluth Airport Authority Hearing Conservation Program.

POLICY: An industrial noise exposure survey was completed in July of 1999 and identified snow removal operations and heavy equipment operations as activities which expose DAA employees to sound levels in excess of OSHA maximum limits. The procedures and training delineated in this Operations Policy are applicable and mandatory for all DAA employees engaged in operation of DAA heavy equipment and snow removal operations.

PROCEDURES:

1. TRAINING PROGRAM:

- A. Every Duluth Airport Authority employee engaged in heavy equipment operation or snow removal operation will receive initial hearing conservation training and annual refresher training. This training will normally be accomplished in September or October each year (prior to the snow removal season.)
- B. The Duluth Airport Authority field foreman is responsible for scheduling and documenting this training. He is responsible for ensuring each designated permanent and temporary employee receives the training and for providing the proper documentation to the Director of Finance and Administration for entry into the designated individual's personnel file.

2. INITIAL AND ANNUAL AUDIOMETRIC EXAMS:

- A. Each applicable Duluth Airport Authority employee will receive an initial audiometric exam and an annual audiometric examination in September or October of every year.
- B. The Duluth Airport Authority field foreman will coordinate with the Director of Finance and personnel for scheduling the initial and annual audiometric examinations.
- C. The field foreman is responsible for providing the documentation of completed examinations to the Director of Finance and Administration for entry into the personnel records.
- D. The foreman is responsible for ensuring each applicable employee receives the results of the initial and annual audiometric examination.

3. ISSUE AND WEAR OF HEARING PROTECTION DEVICES:

- A. All Duluth Airport Authority employees engaged in heavy equipment operations or snow removal are required to will wear DAA approved hearing protection.
Employees will not conduct snow removal operations or heavy equipment operations without wearing DAA approved hearing protection devices.
- B. The Duluth Airport Authority field foreman (or in his absence the shift supervisor) is responsible for ensuring each applicable DAA employee is wearing the approved hearing protection devices when engaged in snow removal or heavy equipment operations.
- C. The Duluth Airport Authority will provide approved hearing protection devices to employees engaged in snow removal or heavy equipment operations.

OPERATING POLICY # 21

TEMPORARY EMPLOYEES

Implementation Date: January 1, 2006

PURPOSE: This policy establishes procedures for the selection, hiring, and work assignment of Duluth Airport Authority temporary employees. It further establishes two types of temporary employees based on Duluth Airport Authority work requirements.

DEFINITIONS:

Temporary Employee: Any employee who occupies a non-classified position and will not exceed 67 workdays in any calendar year.

Scheduled Temporary Employee: An employee who will be scheduled to work a maximum total of 67 workdays in a calendar year.

On Call Temporary Employee: An employee who is only on call for airport contingencies and has no expectation of working for any specific number of workdays. This category of temporary employee will also be bound by the maximum 67 workdays in a calendar year.

PROCEDURES:

1. The Director of Finance and Personnel will maintain two availability lists for temporary employees. One will be for “Scheduled Temporary Employees” who can be scheduled to work up to 67 days per calendar year. Another availability list will be maintained for “On Call” temporary employees who are available for immediate response to support airport contingencies and who will not normally be scheduled to work up to 67 days per year.
 - a. Candidates for the On Call and Scheduled Temporary Employee availability lists will be selected by an interview and review of qualifications provided by the applicant.
 - b. Interviews and selection will be accomplished by a staff Director and the maintenance supervisor, or buildings and grounds supervisor as appropriate.
 - c. Temporary employee applicants selected for employment under either of the two types of airport temporary employees will complete required employment and security forms. The employee will then be assigned to the supervising Director for orientation and safety training in accordance with Attachment C. The employee will not perform any DAA job related duties until all appropriate items in Attachment C (Employee Orientation Requirements Form) have been completed and the forms signed by the appropriate DAA supervisor.

- e. A current DAA employee may not participate in the interview or selection process of a family member nor be allowed immediate supervisory responsibility of a family member employed by the DAA.
 - f. Individuals previously employed by the DAA within the past 18 months may be given a refresher orientation and safety orientation training course at the discretion of the appropriate Director. If refresher training is given, it will be noted on a copy of Attachment C.
 - g. All training records will be completed and filed with the Finance Director for a period of three years.
2. The Executive Director may appoint a temporary employee who has skills or knowledge of a temporary critical nature to the DAA. Generally, this employee will normally work directly for the Executive Director. This employee will accomplish and complete all employment and security forms. The Executive Director will determine the orientation and safety training requirements.
3. A Duluth Airport Authority staff Director will determine the need for hiring a temporary employee.
- a. On Call Temporary Employees can be approved for immediate short-term employment by a DAA staff Director to support immediate airport contingency needs if all employment and security forms have been completed and orientation and safety training has been accomplished and documented. This does not require Executive Director approval. The employee will be selected from the availability list of On Call or Scheduled Temporary employees. (A Scheduled Temporary employee must not have exceeded or will not exceed the 67-day maximum employment rule.)
 - b. When the length of temporary employment will exceed one week duration the staff Director will:
 - (1) Obtain approval of the Executive Director.
 - (2) Outline the duties the temporary employee will perform and provide a tentative work schedule for the requested period.
 - (3) Select the appropriate job title and appropriate wage from the following:
 - Unskilled: (Laborer)
 - No special skills required or skills easily learned. Employee works under direct supervision and or tasks have clear instructions and are repetitive in nature.
 - Skilled: (Light Equipment Operator, Clerical Assistant, Utility Maintenance Worker)
 - Requires specific skills (training/experience prior to hire) Employee generally works independently with little supervision. Job may require serving as a crew leader.
 - Specialist: (Heavy Equipment Operator, Project Foreman)

- Requires skills in specialized field. Requires special training, license, certification, or degree. Employee works independently and develops own methods for accomplishing work.

4. Administrative Procedures:

- (a) Prior to the hire date, the candidate must report to the Administrative Offices to complete a job application, security identification application (if applicable) and payroll paperwork.
- (b) The appointing staff Director will verify with the Director of Finance and Administration that the Duluth Airport Authority has not employed the candidate in a temporary position for 67 days in the current calendar year. The appointing staff Director will ensure all pre-employment documentation and security and orientation training has been accomplished and recorded.
- (c) Inform the selected candidate with an offer of employment using Attachment A.
- (d) Schedule a physical for all temporary employees who will be operating or maintaining any DAA equipment.
- (e) On Call temporary employee(s) will be notified to report for work upon the receipt of the results of the physical examination.
- (f) Whenever possible, the employee should be scheduled to begin work at the beginning of a pay period. Scheduling start dates on the middle of a pay period will result in a two-week delay in receiving the first paycheck. The employee will begin receiving pay when orientation and safety training begins.

5. Termination:

Before a temporary employee is to be terminated, the appointing Director shall notify the employee (using Attachment B) of the termination date and other pertinent information.

OPERATING POLICY #22

FREEDOM OF SPEECH AND PICKETING

Duluth Airport Authority adopts the following policy and procedure for the exercise of freedom of speech and the conduct of picketing at Duluth airports:

Findings

Duluth airports are places of business, dedicated to the conduct of aeronautical activities, and activities supporting aeronautics, as set out in Laws of Minnesota 1969, Chapter 577. Most of the activities at the airport are commercial or military in nature. No area of the airport has been established as a public forum for the exercise of constitutionally protected rights of speech or of assembly, nor has any area been traditionally used for any such purpose, and the DAA intends that no public forum area be established. Signs and announcements at the airport are for commercial purposes, which are important to DAA's revenues, regulatory purposes, or security purposes. It may be in the best interest of the community that some constitutionally protected speech and assembly be allowed, at times, at the airports, but only in such reasonable manner that is safe, orderly, and does not interfere with the commercial and governmental operations at the airport, including the convenient use of all aspects of the facilities by the traveling public.

Policy and Regulation

It is the policy and standard of DAA that its facilities be used only for commercial or governmental operations, as authorized in Laws of Minnesota 1969, Chapter 577, and that no public forum area for free expression be established at the airports.

- (1) Commercial activity. No person shall use the airports or any portions thereof for the conduct of a commercial enterprise, or other form of revenue producing activity, without first obtaining authorization therefore from the DAA by means of a written agreement, lease, license, or permit and paying the rentals, fees, and charges as established therefore.
- (2) Advertising and solicitation. No person or organization of any nature shall post, distribute or display, including, but not limited to, signs, advertisements, literature, circulars, pictures, sketches, drawings or other forms of printed or written matter or engage in any form of solicitation or advertising upon the premises of the airports without prior written permission secured from or through the airport director, and compliance with any requirement to pay fees.
- (3) Vandalism and damage to airport property. No person shall willfully destroy, injure, damage, or deface in any way public property of any nature located on the airports. Any person causing or liable for damage of any nature shall report such damage to the office of the airport director and, upon demand by such office, shall reimburse the DAA for the full amount of the damage. Anyone failing to Comply with this regulation may be refused the use of any airport facility until the DAA has been fully reimbursed for damage done.

- (4) Picketing, marching, demonstrations. No person may walk in a picket line as a picket or take part in a labor or other public demonstration on any part of the airports, except in or at the place specifically assigned by the airport director for picket lines or other permitted public demonstrations. Any such picketing shall be conducted in a peaceful and orderly manner in compliance with all laws and regulations, without physical harm, molestation, threat or harassment of persons; without violence, breach of the peace or other unlawful conduct; without obstructing the ingress, egress, or use of said airports by others; and without hindrance to or interference with the proper, safe and efficient operation of said airports, and the activities conducted thereupon.
- (5) Conduct of constitutionally protected expression.
- A. Each participant shall identify himself or herself to the airport director or his designated representative each day the participant engages in speech or assembly activity hereunder authorized, or upon demand.
- B. Constitutionally protected expression shall not be conducted in the following areas:
- (1) Beyond the security check points through which passengers and visitors are required to pass when moving to the aircraft gate positions;
 - (2) In restroom facilities or baggage claims areas;
 - (3) In any area leased exclusively to an airport tenant;
 - (4) On or immediately adjacent to any escalator, doorway, stairway, or elevator;
 - (5) In any place other than where authorized in writing by the airport director.
- C. No participant shall approach any person in line at a ticket counter, security check point, or in any other line.
- D. No participant shall place a table, bench, chair, or other structure on the airports' property without written permission of the airport director.
- E. No participant shall impede or approach any person or persons loading or unloading baggage from any vehicle.
- F. No participant shall use any musical instrument, noise-making device, sound, or voice-amplifying apparatus, engage in singing or chanting, nor do anything else which would interfere with the effectiveness of the public address system.
- G. No participant shall pin, tie, or attach any flower or other symbol, insignia, article, flyer or object on the clothing, luggage, or vehicle of persons at the airports without their consent.

- H. No participant shall touch any person without their consent.
- I. Each participant shall comply with the airport security plan and FAA security regulations.

Procedure

Each person or organization wishing to conduct constitutionally protected speech or assembly at an airport shall first, or upon demand, describe to the airport director the activity for which permission is requested, or, at the director's option, complete a written request form.

The airport director or his designee shall then provide a copy of this policy to the applicant and shall describe the areas where activity will be allowed and restrictions thereon, using this policy statement as the standards for determining the restrictions and designated area. The applicant may then respond, and thereafter the airport director or his designee shall issue the written permission describing the areas and restrictions, or the determination refusing permission and the reasons therefore.

If a permittee violates the regulations, he or it shall be notified, afforded a hearing before the airport director or his designee, and, if found in violation, in addition to any other sanctions under law, may be denied permission to continue the permitted activity for up to 60 days.

OPERATING POLICY # 23

ACCOUNTS RECEIVABLE WRITE OFF

Implementation Date: July 1, 2006

Revised: September 16, 2014

PURPOSE: Establishment of approval levels for write-offs of accounts receivable determined to be uncollectible

PROCEDURES:

1. Accounts receivable of \$50.00 or less require the written approval of the Finance Director prior to being written off as uncollectible.
2. Accounts receivable of more than \$50.00 and \$1,000.00 or less require the written approval of the Executive Director prior to being written off as uncollectible.
3. Accounts receivable of more than \$1,000.00 requires DAA Board of Director approval prior to being written off as uncollectible.

OPERATING POLICY #24

WIRELESS COMMUNICATION AND REIMBURSEMENT

Initial Implementation Date: October 29, 2012

PURPOSE:

This policy defines acceptable and unacceptable uses of wireless communication devices to ensure such usage is consistent in the best interest of the Airport without unnecessary restriction of employees in the conduct of their duties. This policy has been implemented to prevent improper use or abuse of wireless communication devices, ensure Airport employees exercise the highest standards of care with property in their use and provide a layer of security when accessing Airport data from a mobile device. It is the objective of the Duluth Airport Authority to prevent and correct any abuse or misuse of wireless communication devices through the application of this policy. Employees who abuse or misuse such devices may be subject to disciplinary action under the personnel policy or a collective bargaining agreement.

POLICY:

Based on business need, the Executive Director or designee will determine which positions require a wireless communications device and whether the needs are best served through the allocation of an Airport-purchased/leased wireless communications device or through authorizing an employee to use his/her own personal device for Airport business, for which he/she will receive a reimbursement by the Airport as outlined below. Some of those needs include, but are not limited to:

- When safety of self or others may be of concern
- To provide immediate communication with staff in the department and other agencies, as required, to coordinate programs or to provide customer service
- To retrieve messages from voice mail while working in the community
- To contact customers in situations where a land line is not available
- In personal emergencies including unexpected illness, car trouble, inclement weather, etc.
- When the employee's main work location is in the field where land lines are not available
- When on call

Employees receiving a cell phone reimbursement will be paid a rate of \$20 per month. Employees requiring texting service for Airport business will receive a reimbursement of \$10 per month. Employees requiring data service for Airport business on a smart phone device may receive an additional reimbursement of up to \$30 per month; however, the total amount of monthly reimbursement shall not exceed \$60 per month. Employees on the reimbursement

method shall provide proof that they have a wireless device by providing a copy of their cellular service bill and shall sign the Wireless Device Allowance Agreement at least annually. The employee shall be reimbursed on a quarterly basis, at the end of each quarter.

Information related to the use of a personal device for Airport business may be government data. However, it may be considered personnel data, which is classified as private data on an individual, but pursuant to court order.

Employees receiving either an Airport-purchased wireless communications device or personal wireless device reimbursement are subject to the following requirements:

- The wireless communications device must be available for use during all hours of work and when the employee is subject to call.
- Use of the device must not provide a distraction to the employee during work hours. This includes limiting personal use during work hours and setting the wireless communications device to a “silent alert” mode during meetings and other times that an interruption is undesirable.
- All employees must follow federal, local, and state laws pertaining to wireless device use (texting, emailing and voice communications) while driving a motor vehicle.
- Adequate security for the device must be provided by the employee to prevent unauthorized users from finding client/work-related information stored in the device’s memory.
- All employees must notify their supervisor immediately if a device becomes lost, stolen or otherwise compromised.
- Use of public resources, as it relates to this policy, by Airport employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and punishable by disciplinary action which may include termination and/or criminal prosecution, depending on the nature and severity of the transgression.
- Personal use of an Airport-provided cellular phone is not allowed, except in case of emergency calls to 911 or in personal emergencies including unexpected illness, car trouble, inclement weather, etc.
- All Airport provided cellular phone devices will be audited periodically to ensure they are being utilized for Airport business.
- All employees with an Airport provided cellular device required to travel internationally with their device must notify the Director of Finance and Administration to apply an international service plan.

**DULUTH AIRPORT AUTHORITY
WIRELESS COMMUNICATION DEVICE REIMBURSEMENT AGREEMENT
FOR PERSONAL WIRELESS SERVICE**

I agree to the following regarding use of my personal cellular phone and service:

- I have read and agree to use my personal wireless device in accordance with the policies and procedures set forth within the Wireless Communication Device Policy. _____ (*Employee's Initials*)
- I agree that my personal cellular phone will be used in the ordinary course of Duluth Airport Authority (Airport) business to perform my job duties.
- I understand that in exchange for me providing and using my personal cellular device and service to conduct Airport business, the Airport will reimburse me a possible allowance of \$20 per month for cellular phone service, \$10 per month for texting service and up to an additional \$30 if a data plan is also required.
- I understand that some months the Airport business-related usage may be more or less than the per month reimbursement, and; I understand that the per month reimbursement is an estimate of business usage and the Airport will not be reimbursing for business calls, data, or text usage in months that exceed the reimbursement amount.
- I also understand that, with proper notice to my supervisor and the Director of Finance and Administration, I may terminate this agreement.
- I understand that information related to the use of a personal device for Airport business may be considered governmental data, and may be subject to disclosure; if it is deemed personnel data which is classified as private, it still may be released pursuant to court order. _____ (*Employee's Initials*)
- I have attached a copy of my cell phone bill to this agreement.
- I understand that the Airport is providing me access to the following services for business use:

Phone Service	\$20.....	<input type="checkbox"/>	_____ (<i>Exec Director's Initials</i>)
Data Service	\$30.....	<input type="checkbox"/>	_____ (<i>Exec Director's Initials</i>)
Texting Service	\$10.....	<input type="checkbox"/>	_____ (<i>Exec Director's Initials</i>)
Total Monthly Reimbursement Amount			\$_____ (<i>Shall not exceed \$60</i>)

Employee Name (*print*)

Employee Job Title

Employee Name (*signature*)

Employee Cell Phone Number

Executive Director/Designee's (*signature*)

Date

OPERATING POLICY # 25

EMPTY

OPERATING POLICY #26

MEDIA RELATIONS POLICY AND GUIDELINES

Initial Implementation Date: September 15, 2015

PURPOSE: The Duluth Airport Authority (DAA) has established the following Media Relations Policy in order to ensure clear, factual communications with the public and protect the interests of all our members.

Scope: This document applies to all external news media including broadcast, electronic and print. This media policy applies to all employees of the DAA as well as its Board of Directors.

Designation of Company Spokesperson: The Director of Communications and Marketing is designated as DAA principal media contact and company spokesperson.

In the event the Director of Communications and Marketing is absent, inquiries should be directed to Executive Director.

Depending on the situation, an individual may be asked to be a spokesperson on a particular issue due to the individual's knowledge, experience, and expertise. The Director of Communications and Marketing will work with that designated spokesperson to prepare them for the media interview as needed.

Where DAA Board of Director comment may be warranted, the Director of Communications will coordinate with the Executive Director and the Board President for a statement. The Board President or designee is the only Board Member authorized to speak on behalf of the DAA, governed by the process outlined above.

Guidelines for Talking with the Media: A reporter, producer or other news media may contact you for a number of reasons. Refer all media calls to the Director of Communications. Please do not say you are not allowed to talk to a reporter or have to get permission to do so. Instead, tell the reporter: "The Duluth Airport Authority policy is to refer all media inquiries to the Director of Communications and Marketing. You can reach him/her at (218) 625-7768."

Please act quickly when approached by the media to ensure that the reporter's deadline is met. Please remember to contact the Director of Communications and Marketing if and when you have been approached by the media.

Guidelines for Photographs and Film: A similar process as described above will be used when someone from the media is requesting permission to take photographs or to film inside our facilities. Refer the caller to the Director of Communications and Marketing.

Guidelines for Seeking Media Coverage:

- In circumstances in which you believe you have a positive news story to share with the public, contact the Director of Communications and Marketing.
- Do not call a reporter directly without first consulting the Director of Communications and Marketing
- The Director of Communications and Marketing will work with you to gather information and determine if and how the news media should be contacted. Similar measures used by editors and reporters will be considered to determine if your story is newsworthy.

OPERATING POLICY # 27

AGREEMENTS WITH POLITICAL ORGANIZATIONS

Initial Implementation Date: July 20th, 2021

PURPOSE: To ensure that political organizations as defined by 26 U.S.C. § 527 and below, provide payment of event fees or other charges per contract for events held on airport property prior to holding an event.

POLICY: It is the policy of the Duluth Airport Authority to ensure proper agreements and fees are in place to protect the interests of the Duluth Airport Authority. Political organizations, candidates, and elected officials who are currently campaigning are all required to pay in advance all past due and current applicable fees in accordance with the agreement and the procedures set forth below. Elected officials who are visiting the airport on official business, unrelated to a campaign activity or a fundraiser will not be subject to the provisions of this policy. Duluth Airport Authority staff will follow the procedures of this policy as set forth below.

DEFINITIONS:

1. **Political Organization:** The term "political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) organized and operated primarily for the purpose of directly or indirectly accepting contributions or making expenditures, or both, for an exempt function.

PROCEDURES:

1. The Duluth Airport Authority staff will draft an agreement for any lease, operation or event held on Airport property by a political organization to ensure all financial, legal, insurance and operating requirements are met.
2. The DAA will charge an event fee for events held on airport property requiring use of DAA controlled spaces, equipment, or personnel for the purpose of campaigning and/or hosting a public, media, or fundraising event. All aircraft parking, fuel flowage and landing fees, when applicable will be charged based on the current adopted airport rates and charges.
3. All fees are required to be paid in full 24-hours prior to the commencement of any activity on airport property.
4. All fees, charges, taxes, and other debts or obligations that are due from the political organization and payable to the DAA regarding any matter are required to be paid in full 24-hours prior to the commencement of any activity on airport property.

OPERATING POLICY # 28

MINIMUM CASH BALANCE POLICY

Initial Implementation Date: January 18, 2022

PURPOSE: To ensure that Duluth Airport Authority staff maintains a sufficient level of liquid funds to satisfy all obligations, maintain annual required debt service, avoid operating cash shortfalls, and meet maintenance and planning objectives.

POLICY: It is the policy of the Duluth Airport Authority to ensure a minimum cash balance is maintained in DAA accounts to protect the interests of the Duluth Airport Authority. The minimum cash balance required is to be calculated annually upon completion of the financial audit. The minimum cash balance shall be 180 days of operating expenses, less depreciation and amortization. The calculation of the current cash balance will include current operating cash available plus grants receivable, as those funds are guaranteed to be received. From time to time the Duluth Airport Authority's fund balance will drop below the minimum cash balance due to delays in federal and state construction grant reimbursements. The DAA staff will draw on the line of credit with the City of Duluth to satisfy its obligations until such time as grant reimbursements are received. The line of credit is only a contingency. The line of credit balance will be paid, and minimum cash balance restored at the DAA's earliest opportunity. Duluth Airport Authority staff will follow the procedures of this policy as set forth below.

DEFINITIONS:

2. Minimum cash balance: 180 days of operating expenses less depreciation and amortization. $((\text{Previous Year's Operating Expenses} - \text{Depreciation \& Amortization}) / 365) * 180$
3. Days cash on hand: The days cash on hand represents the number of days the DAA can continue to pay its operating expenses with the current cash it has available. $\text{Days Cash on Hand} = \text{Cash Available} / ((\text{Previous Year's Operating Expenses} - \text{Depreciation \& Amortization}) / 365)$

PROCEDURES:

5. Annually, following the completion of the financial audit, the Finance Director or designee will calculate the minimum cash balance for the upcoming year using the previous year's operating expenses, less depreciation and amortization.
6. On a monthly basis DAA finance staff will measure the success of maintaining the minimum cash balance by verifying the actual cash balance plus grants receivable is more than the minimum cash balance.
7. The following information will be provided in the monthly financials included in the board packet and presented with the quarterly financials.
 - a. Current cash balance vs Minimum cash balance per this policy
 - b. Current days cash on hand vs 180-day benchmark

OPERATING POLICY # 29

DULUTH INTERNATIONAL AIRPORT ART POLICY

1. Introduction

- 1.1. The Duluth International Airport strives to create an atmosphere exemplifying the natural beauty and economic and cultural diversity of Northeast Minnesota. By providing a venue for artists, the Duluth International Airport can enhance the traveler experience and provide a venue for creative works. Artwork may include rotating exhibits, permanent art, and temporary installations.
- 1.2. This document establishes policies and procedures for art at Duluth International Airport.

2. Mission Statement

To use the arts to improve and enhance the traveler experience at Duluth International Airport. To create and maintain an art program that is a point of pride for the Duluth Airport Authority, employees, and Northeast Minnesota residents.

3. Art Program Oversight

- 3.1. The Duluth Airport Authority Executive Director or designee will have final authority over any Airport art decision.
- 3.2. The Duluth Airport Authority Board of Directors will provide guidance, leadership, and support for the Airport art program.
- 3.3. The Duluth Airport Authority Board as needed to support the Airport art program.
Responsibilities may include:
 - 3.3.1. Review or Consider Temporary art submissions.
 - 3.3.2. Recommendations to resolve aesthetic issues and real or perceived conflicts of interest as related to airport art.
 - 3.3.3. Review and confirm the acceptance or refusal of unsolicited gifts of art.
 - 3.3.4. Review and confirm the acquisition or de-accession of commercial art.

4. Inventory Guidelines

- 4.1. Art may only be displayed in the predetermined spaces, as further described, and depicted in the attached Appendix A. The predetermined spaces will be reviewed periodically by the Duluth Airport Authority Executive Director together with the Duluth Airport Authority Board; changes the predetermined spaces may be revised with approval of the Executive Director.
- 4.2. Artwork displays may be rotated annually, seasonally, quarterly, or as appropriate to promote a positive traveler experience.
- 4.3. Generally, art or promotional displays will focus on the following subject matter, but individual pieces may be abstract art, patterns or materials which blend with the following themes:
 - 4.3.1. James "Jim" Oberstar
 - 4.3.2. Outdoor Recreation/Tourism

- 4.3.3. Northeast Minnesota Economy
- 4.3.4. Aviation History/Future
- 4.3.5. Regional Heritage
- 4.3.6. Natural Setting/ Scenery/ Wildlife
- 4.4. The Duluth International Airport may partner with existing public agencies or non-profit organizations such as museums, educational institutes, tourism, and economic development organizations to obtain art at little or no cost to the Duluth International Airport.
- 4.5. A strong emphasis will be on artwork that enhances the passenger/traveler experience and that showcases Northeast Minnesota.
- 4.6. Art should be used to achieve a unifying and integrated traveler experience. Unified treatments are defined herein as "continuous applications of decor or consistently designed elements intended to knit together the overall fabric of the space." These elements, either through repetition or continuous application, contribute to a coherent design character within individual spaces and the airport as a whole. Using integrated and functional art to create a unifying treatment helps both enrich the airport environment and assist the traveling public in wayfinding.
 - 4.6.1. Examples of ways art could be used to improve the traveler experience and serve as focal points, defined herein as "unique features that create interior or exterior landmarks" include:
 - 4.6.1.1. Frame a view.
 - 4.6.1.2. Draw special attention to a particular location.
 - 4.6.1.3. Provide orientation and identifiable meeting or gathering places.
 - 4.6.1.4. Emphasize accessibility to handicapped or aged persons.
 - 4.7. It is imperative that artwork contribute to the function and aesthetics of the airport, and at all times support the mission of the airport and this policy document.

5. Restrictions and Disclaimers

- 5.1. Safety and security are primary concerns at the Airport. Airport staff may immediately remove or discontinue any art project or installation for safety or security reasons. Duluth International Airport staff will attempt to notify the artist of any discontinuation or removal within a reasonable amount of time. The airport will not provide any financial compensation for removal or discontinuation.
- 5.2. All material must be family-friendly and appropriate for public display. Artwork considered obscene or indecent will not be approved for display.

6. Artist and Artwork Selection

- 6.1. Artist and artwork selection processes and procedures will take into consideration local community standards and will consider the Criteria Development Worksheet as a guiding document. See Worksheet in Appendix B.

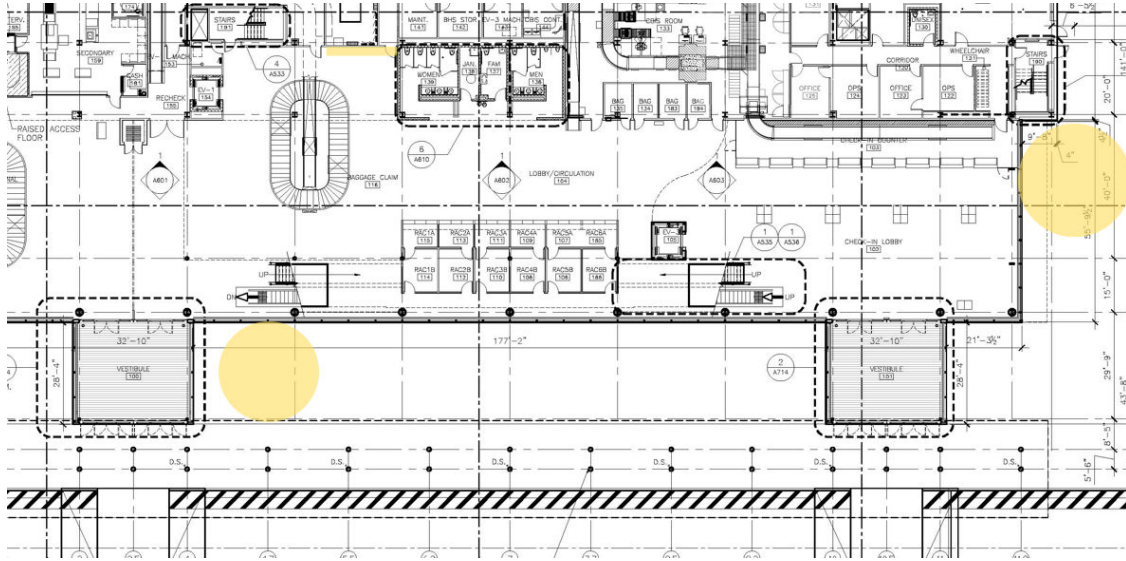
- 7. Temporary and Seasonal Art Display:** Duluth International Airport will work with artists and arts organizations to enhance the traveler experience while keeping art infrastructure costs low.
- 7.1. **Review:** All temporary and seasonal art submissions will be reviewed and considered on a periodic basis, or as directed by the Duluth Airport Authority Executive Director. Artists must submit a display request in writing to the Duluth Airport Authority Executive Director, including work samples or a link to the artist website with work samples.
 - 7.2. Art display periods may be shortened or extended beyond the originally designated timeframe at the discretion of the Duluth Airport Authority Executive Director, or designee.
 - 7.3. The artist or owner will be responsible for all costs related to displaying artwork. The Airport will provide an environment in which to display art.
 - 7.4. The Duluth International Airport may work with local businesses to sponsor special art displays. Sponsor recognition will be displayed along with a description of the art. Sponsor recognition must be done in a tasteful and unobtrusive manner. The sponsor will pay the airport a sponsorship fee in recognition of marketing exposure received through sponsorship.
 - 7.5. Unless otherwise agreed in writing, the artist, sponsor, or donor is responsible for all costs associated with transporting and regular maintenance of art. Costs may include, but are not limited to, those associated with packing and shipping, insurance, other handling expenses, set up, take down, and risk of loss or damage to the art piece incurred in the delivery of art from the donor to the port, or damage to Duluth International Airport property.
 - 7.6. The responsible party will obtain commercial general liability insurance and name the Duluth Airport Authority as additional insured on the policy, in an amount not less than \$300,000 per occurrence. Some exhibits may require a one million dollar insurance policy or more; the Executive Director will have sole authority to determine when a higher liability amount is needed.
 - 7.6.1. This insurance will be in place at all times while the piece is on airport property. A copy of this insurance policy and endorsement naming the Duluth Airport Authority as additional insured must be provided to the airport before any art is displayed on airport property.
 - 7.7. The artist or sponsoring organization is responsible for all aspects of setup and removal of the art, including coordination with airport staff for security screening and escorting into restricted areas.
- 8. Permanent Art Displays:** Duluth International Airport will consider permanent displays under the following conditions:
- 8.1.1. The artwork is relevant to this policy document and the stated mission of the Duluth International Airport.

- 8.1.2. The legal title of the art is firmly established.
- 8.1.3. The art is of high quality.
- 8.1.4. The art is appropriate in size, scale, material, form, and style to the environment where it is to be placed.
- 8.1.5. The art is durable and maintainable at a reasonable cost.
- 8.2. The Duluth International Airport will not display any art if there is good reason to believe it is of questionable provenance or was stolen. If it appears that a work of art is of questionable provenance or stolen, or is in the United States illegally, the Duluth International Airport staff will promptly report the pertinent facts to law enforcement.
- 8.3. Prior to display acceptance by the Duluth International Airport, donors should provide an appraisal with an estimated value in US dollars, as well as written maintenance criteria for the art, if applicable.
- 9. Stewardship:** The Duluth International Airport will make reasonable accommodations to assure the safety and preservation of artwork in its custody. Maintenance criteria are to be provided by the artist in writing. Airport staff shall make regular condition surveys of the artwork, and notify the artist of any damage within a reasonable amount of time.
 - 9.1. Artists should include appraisals with any valuable works to maintain current insurance valuations for the individual artworks.
 - 9.2. Artists shall provide maintenance criteria at the time of project submittal.
 - 9.3. The Executive Director, or designee, may make exceptions to this policy when it is in the best interest of the traveler, on a case-by-case basis.
- 10. Removal:** Art shall be removed from Duluth International Airport property within ten (10) business days of written notice to the art display's designated agent from the Duluth Airport Authority Executive Director or designee.
 - 10.1. Art not removed within the ten (10) business day notice period, or an approved written extension from the Duluth Airport Authority Executive Director, will be donated to charity or otherwise permanently disposed of from Duluth International Airport property, at the sole expense of the art owner and/or designated agent.
- 11. Ownership:** The Duluth International Airport will not accept permanent donations of art without written approval from the Duluth Airport Authority Executive Director and consult of the Duluth Airport Authority Board of Directors.
 - 11.1. Unless otherwise specific in separate written contract, art remains the property of the artist and/or art display's designated agent at all times.
 - 11.2. Art may be removed prior to the specified term by the artist and/or art display's agent after written notice is provided by the art display's designated agent to the Duluth Airport Authority Executive Director, and a date and time for removal is agreed upon in writing between the art display's designated agent and the Duluth Airport Authority Executive Director.
 - 11.3. The Duluth International Airport will not store art.

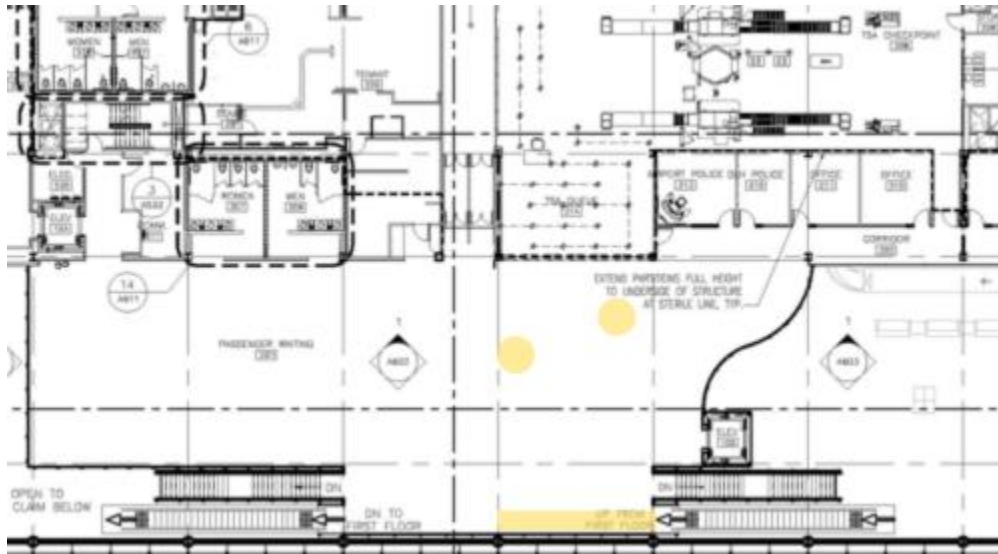
APPENDIX A

APPROVED PUBLIC ARTWORK LOCATIONS

First Floor



Second Floor



APPENDIX B

CRITERIA DEVELOPMENT WORKSHEET

The following factors will be considered when evaluating art, considering a new art space, or issuing open submissions for Duluth International Airport art:

Expressive Vocabulary

- What should the artwork communicate to the public?

Relationship to the public

- Who are the primary and secondary audiences for the artwork?
- What is the anticipated interaction of the artwork with the viewing public?

Relationship to the site

- How does the artwork support the mission statement of the Duluth International Airport Art Program?
- Is the artwork appropriate for public viewing?
- How will the artwork function within the public space?
- What are the budget ramifications of site preparation and ongoing maintenance? Are there other potential costs?
- What size artwork is appropriate in relation to the physical site?
- What types of media are appropriate for the site?
- What are the necessary safety, functional, or technical requirements?
- What is the maintenance capacity of the site?
- If applicable, describe the potential for vandalism and any precautionary recommendations.

APPENDIX C

DULUTH INTERNATIONAL AIRPORT ART LOAN & DISPLAY CONTRACT

This Art Agreement (“**Agreement**”) is between the undersigned lender (“**Lender**”) and the Duluth Airport Authority (“**Airport Authority**”). For the purposes of this agreement, the term “**Art**” will include any item or object identified in Exhibit A.

1. **Loan.** Lender loans the Airport Authority the objects identified in the Schedule of Art attached as Exhibit A (the “Art”) for the period stated on Exhibit A, for the Airport Authority’s public display at Duluth International Airport (“DLH”). The Airport Authority may determine specific display locations within DLH at the Airport Authority’s sole discretion, and under consultation with the Airport Authority’s Executive Director. Lender warrants that the Art are in suitable condition for public display.
2. **Loss or Damage.** At all times during the Airport Authority’s possession of the Art the Lender will be responsible for its loss or damage, including normal wear and tear. Airport Authority will notify Lender of any loss or damage to Art as soon as reasonably possible. Lender shall advise the Airport Authority in writing of any Art received in a damaged condition within three (3) days of its return. The values stated on Exhibit A are the agreed-upon value for purposes of this section.
3. **Insurance.** The Lender will obtain insurance for the art, and name the Duluth Airport Authority as additional insured on the policy. A copy of this insurance policy and endorsement naming the Duluth Airport Authority as additional insured must be provided to the Airport Authority before any art is displayed on airport property.
 - 3.1. The Lender will obtain commercial general liability insurance, and name the Duluth Airport Authority additional insured on the policy, in an amount not less than \$300,000 dollars per occurrence. Some exhibits may require a one million dollar insurance policy or more; the Airport Authority Executive Director will have sole authority to determine when a higher liability amount is needed.
 - 3.2. This insurance will be in place at all times while the piece is on airport property.
4. **Indemnification.** The Lender agrees that it will protect, save, defend, hold harmless and indemnify the Airport Authority, its officers, employees and agents from any and all demands, claims, judgments, or liability for loss or damage arising as a result of accidents, injuries, or other occurrences, occasioned by either the negligent or willful conduct of the Lender, its agents, or any person or entity holder under this Contract or any person or entity on the Airport Authority’s property as a result of the Lender’s activity or Art, regardless of who the injured party may be.
5. **Maintenance Fee.** When applicable, the Airport Authority will charge a minimum \$200 maintenance fee to return the terminal to its original condition once artwork has been removed. Examples include repairing nail or screw holes that have been drilled into the

walls, setup or removal of wires hung from ceilings, etc. The fee will be specified in this Contract and must be paid in advance. Maintenance fees may be waived by the Airport Authority Executive Director.

- 6. **Care.** If the Lender authorizes periodic cleaning and maintenance of the Art while in the Airport Authority’s possession, the Lender will provide instructions as to how the piece should be maintained and cleaned. The Airport Authority will not otherwise clean, repair, or alter the Art without Lender’s written permission.
- 12. **Removal.** Lender shall remove Art at his/her sole expense within ten (10) business days of written notice from the Airport Authority Executive Director or designee.
 - 12.1. Art not removed by Lender within the ten (10) business day notice period, or an approved written extension from the Airport Authority Executive Director, will be donated to charity or otherwise permanently disposed of from Duluth International Airport property, at the sole expense of Lender.
- 13. **Image Consent.** Lender authorizes the Airport Authority, or any other party authorized by the Airport Authority to use photographic or other images taken of the Art for any purpose, including commercial purposes.
- 14. **General.** Lender has received a copy of the Duluth International Airport Art Policy and agrees to abide by the rules of the policy document. This Agreement is governed by the laws of the State of Minnesota. Any exhibits, schedules, and other attachments referenced in this Contract are part of this Contract.

EXECUTED, this ____ day of _____, 20__

DULUTH AIRPORT AUTHORITY

LENDER

By _____

By _____

Its President

Its _____

Certificate of Secretary

The foregoing instrument was approved at a duly held meeting of Duluth Airport Authority by a majority vote of directors, a quorum being present and proper notice of meeting having been previously given and the signatures of the proper officials are genuine and were executed before me.

By _____

DAA Secretary

LOAN & DISPLAY CONTRACT EXHIBIT A

Contact Name _____

Phone _____

Email _____

Maintenance Fee _____

Schedule of Artifacts

Artwork Title	Description/Condition	Value	Loan Period	DLH Location

Artist/Lender to attach any maintenance, cleaning, or other special instructions for the art.

OPERATING POLICY # 30

DULUTH AIRPORT AUTHORITY AIR CARRIER INCENTIVE POLICY

Initial Implementation Date: June 2018

Revised: April 16, 2024

SUPERSEDES

This Air Carrier Incentive Policy supersedes the 2018 Community Air Service Development Incentive Policy and is compliant with the guidelines set forth by Federal Aviation Administration's (FAA) Air Carrier Incentive Program guidance issued December 7, 2023. The general principles of that guidance include:

- Discrimination between carriers participating in an Air Carrier Incentive Program (ACIP) and non-participating carriers must be justified and time limited.
- A sponsor may not use airport revenues to subsidize air carriers.
- A sponsor may not cross-charge non-participating carriers or other aeronautical users to subsidize ACIP carriers.
- The terms of an ACIP should be made public.
- Use of airport funds for an ACIP must not adversely affect airport operations or maintenance.

DEFINITIONS

Incentives: are a fee reduction or waiver of landing fees, terminal rent and fees, or the use of airport revenue for acceptable marketing costs. Marketing of any new service may be paid by Duluth Airport Authority (DAA) either directly to the marketing provider or be provided to the air carrier only after the carrier has submitted a marketing plan to the DAA Executive Director, paid the marketing provider and submitted an invoice with supporting documentation to the DAA.

New Service is defined as:

- Non-stop service where non-stop service has not been offered for a minimum of twenty-four (24) consecutive months.
- New entrant carrier serving Duluth International Airport (DLH) who has not offered scheduled service for at least twenty-four (24) consecutive months.
- Seasonal nonstop service, where non-stop service is not currently offered for less than seven months of the calendar year and has not been offered for a minimum of twenty-four (24) consecutive months.
- A Significant Increase in capacity on preexisting service to a specific airport destination provided by:
 - An incumbent is defined by the number of seats and/or frequencies increased per week in the ACIP.
 - A new air carrier is defined by the minimum number of seats and/or frequencies per week in the ACIP.

AIR CARRIER INCENTIVE PROGRAM

The ACIP maximizes available commercial air service that supports economic growth, stability, and quality of life in the region. It identifies airport destinations, incentivized by the DAA for new service. The promotional incentives to airlines aim to:

- Increase travel using DLH and/or
- Promote air carrier competition at DLH.

The ACIP shall be updated at the discretion of the DAA. The program is approved by the DAA Board of Directors. Once adopted it shall be posted on DLH's website for 30 days before becoming active.

ELIGIBILITY:

The ACIP is available to any commercial airline who does or is willing to provide regularly scheduled service to and from DLH. There is no obligation to provide incentives to commercial airlines for those destinations not listed in the ACIP.

LENGTH OF PROGRAM

Use of an incentive limited to new service is not in itself unjust discrimination and therefore compliant with FAA grant assurances provided that qualifying incentives are limited to:

- One (1) year for routes already served and meeting the definition of Significant Increase in service. Incentives are limited to the new capacity added and not the existing capacity in the case of an incumbent carrier significantly increasing capacity on the route.
- Two (2) consecutive years for nonstop service to an airport destination not currently provided.
- Three (3) consecutive years for nonstop service to an airport destination not currently served seasonally.

Any agreed to incentives require the air carrier to provide the new service for no less than applicable durations provided above. Discontinuing the new service early will subject the air carrier to incentive recoupment per the terms of the Incentive Agreement.

In the event the length of program offered causes any violation of grant assurances or other similar covenants, rules, or regulations, the ACIP and the Incentive Agreement shall be amended to provide for compliance to any such requirement.

LIMITED BUDGET

Due to limited budget for new service to an airport destination not currently served from DLH, the DAA may restrict incentives to one carrier, the first air carrier that establishes the new service. This restriction will be noted on the ACIP.

AIR CARRIER INCENTIVE AGREEMENT

An incentive agreement shall be executed between the air carrier and the DAA detailing the incentives available pertaining to the new service being offered and the terms governing their use.

Duluth Airport Authority Air Carrier Incentive Program for the Duluth International Airport

Effective: May 16, 2024

Expires: Carrier must sign an incentive agreement no later than December 31, 2025

Service Type	New/Underserved Market (Airport Code)	Incentive Available Landing Fees	Incentive Available Rents/Fees	Incentive Available Marketing/ Promotional Support	Significant Increase in Service (Routes Already in Service)	Budgetary Limitation
Seasonal	PHX, AZA (Phoenix/Mesa, AZ)	100% waiver for 36 mos	100% waiver for 36 mos	The DAA will spend a minimum of \$50,000 over 36 mos that either exclusively promotes the new service or mentions the service within a broader context. No less frequently than quarterly, the air carrier shall provide reporting on: past performance, advanced bookings, load factors, etc to the DAA to assist DAA with its marketing efforts.		Limited to the first air carrier. If service is provided by an air carrier already serving DLH the following provisions apply: a) landing fee waivers shall apply to the incremental increase in service. b) terminal rent/fee waivers shall apply to the incremental increase of passengers in the joint use cost allocation formula. c) on the day the route is launched.
Year-round	DTW (Detroit, MI)	100% waiver for 24 mos	100% waiver for 24 mos	The DAA will spend a minimum of \$30,000 over 24 mos that either exclusively promotes the new service or mentions the service within a broader context. No less frequently than quarterly, the air carrier shall provide reporting on: past performance, advanced bookings, load factors, etc to the DAA to assist DAA with its marketing efforts.		Limited to the first air carrier. If service is provided by an air carrier already serving DLH the following provisions apply: a) landing fee waivers shall apply to the incremental increase in service. b) terminal rent/fee waivers shall apply to the incremental increase of passengers in the joint use cost allocation formula. c) on the day the route is launched.
Seasonal	LAS (Las Vegas, NV)	100% waiver for 36 mos	100% waiver for 36 mos	The DAA will spend a minimum of \$50,000 over 36 mos that either exclusively promotes the new service or mentions the service within a broader context. No less frequently than quarterly, the air carrier shall provide reporting on: past performance, advanced bookings, load factors, etc to the DAA to assist DAA with its marketing efforts.		Limited to the first air carrier. If service is provided by an air carrier already serving DLH the following provisions apply: a) landing fee waivers shall apply to the incremental increase in service. b) terminal rent/fee waivers shall apply to the incremental increase of passengers in the joint use cost allocation formula. c) on the day the route is launched.
Year-round	ORD (Chicago, IL)	100% waiver for 12 mos. See DLH Air Carrier Incentive Policy for applicability.	100% waiver for 12 mos. See DLH Air Carrier Incentive Policy for applicability.	The DAA will spend a minimum of \$30,000 over 12 mos that either exclusively promotes the new service or mentions the service within a broader context. No less frequently than quarterly, the air carrier shall provide reporting on: past performance, advanced bookings, load factors, etc to the DAA to assist DAA with its marketing efforts.	<i>Incumbent Carrier</i> - 1,064 increase in weekly seats during incentive period. <i>New Entrant Carrier</i> - 1,064 weekly seats minimum during incentive period	Limited to the first air carrier. If service is provided by an air carrier already serving DLH the following provisions apply: a) landing fee waivers shall apply to the incremental increase in service. b) terminal rent/fee waivers shall apply to the incremental increase of passengers in the joint use cost allocation formula. c) on the day the route is launched.
Seasonal	PIE (Tampa/St Petersburg, FL)	100% waiver for 36 mos	100% waiver for 36 mos	The DAA will spend a minimum of \$50,000 over 36 mos that either exclusively promotes the new service or mentions the service within a broader context. No less frequently than quarterly, the air carrier shall provide reporting on: past performance, advanced bookings, load factors, etc to the DAA to assist DAA with its marketing efforts.		Limited to the first air carrier. If service is provided by an air carrier already serving DLH the following provisions apply: a) landing fee waivers shall apply to the incremental increase in service. b) terminal rent/fee waivers shall apply to the incremental increase of passengers in the joint use cost allocation formula. c) on the day the route is launched.
Seasonal	MCO, SFB (Orlando/Sanford, FL)	100% waiver for 36 mos	100% waiver for 36 mos	The DAA will spend a minimum of \$50,000 over 36 mos that either exclusively promotes the new service or mentions the service within a broader context. No less frequently than quarterly, the air carrier shall provide reporting on: past performance, advanced bookings, load factors, etc to the DAA to assist DAA with its marketing efforts.		Limited to the first air carrier. If service is provided by an air carrier already serving DLH the following provisions apply: a) landing fee waivers shall apply to the incremental increase in service. b) terminal rent/fee waivers shall apply to the incremental increase of passengers in the joint use cost allocation formula. c) on the day the route is launched.
Seasonal	VPS (Destin, FL)	100% waiver for 36 mos	100% waiver for 36 mos	The DAA will spend a minimum of \$50,000 over 36 mos that either exclusively promotes the new service or mentions the service within a broader context. No less frequently than quarterly, the air carrier shall provide reporting on: past performance, advanced bookings, load factors, etc to the DAA to assist DAA with its marketing efforts.		Limited to the first air carrier. If service is provided by an air carrier already serving DLH the following provisions apply: a) landing fee waivers shall apply to the incremental increase in service. b) terminal rent/fee waivers shall apply to the incremental increase of passengers in the joint use cost allocation formula. c) on the day the route is launched.

*The Duluth Airport Authority reserves the right to amend the ACIP at its discretion. New ACIPs shall be posted on the Duluth Airport Authority's website for 30 days prior to becoming active.

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>






OPERATING POLICY MANUAL

Final Audit Report

2024-11-21

Created:	2024-11-20
By:	Joelle Bodin (jbodin@duluthairport.com)
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