



DULUTH AIRPORT AUTHORITY

Duluth Airport Authority Meeting Minutes September 22, 2025

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

DIRECTORS PRESENT: Michael Henderson, President
Sandy Hoff
Kevin O'Brien

DIRECTORS PARTICIPATING VIA ELECTRONIC MEANS:
Jason Crawford, Vice President
Elissa Hansen, Secretary (10:13 a.m. arrival)

OTHERS PRESENT: Tom Werner, DAA Executive Director
Ryan Welch, DAA Dir. of Operations, Planning, and Construction
Jana Kayser, DAA Dir. of Business Development
Joelle Bodin, DAA Dir. of Finance and Administration
Natalie Baker, DAA Dir. of Communications and Marketing
Jenny Delnay, DAA Finance Technician
Aimee Bone, DAA Administrative Coordinator

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Peter Kirsch, Kaplan & Kirsch

CALL TO ORDER: Dir. Henderson called the DAA board meeting to order at 10:00 a.m.

I. *EXECUTIVE DIRECTOR'S REVIEW
N/A

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

III. *DAA CASH DISBURSEMENTS
N/A

IV. *CORRESPONDENCE

- A. April 29, 2025. DLH Stormwater Study Drainage Basin Document Memo – Memo to DAA from SEH RE: DLH Watershed Boundaries Documentation, describing how drainage map information was prepared.
- B. February 2025. DULAI_Figure 1_Stormwater Map – Map showing the stormwater flow at DLH with area in the North Watershed flowing to detention Basin #3 and ultimately to the Wild Rice Lake Reservoir outside of the City of Duluth.
- C. April 17, 2025. DAA Stormwater Fee Letter with Enclosure 17APR25 V2 – Letter to City Administration.
- D. May 1, 2025. DAA Storm Water Utility Fee Adjustment Request – Letter to Utilities Director.



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- E. June 11, 2025. DAA Utility Adjustment Request Response – Letter from Utilities Director to DAA.
- F. June 24, 2025. DAA Storm Water Utility Fee Adjustment Appeal Notice – Letter to Clerk per City Code Noticing the Appeal to the PUC.
- G. June 24, 2025. DAA Storm Water Utility Fee Adjustment Appeal Enclosure – Enclosures for the Notice Letter to the PUC.
- H. June 30, 2025. DAA Letter to City RE: Sponsorship – Letter to City Administration.
- I. July 23, 2025. DAA Stormwater Fee Adjustment Appeal Response Letter – Letter from Utilities Director to DAA.
- J. August 8, 2025. 2025 DAA Stormwater Assessment Appeal Slides – PowerPoint presentation for the August 19, 2025 Appeal Hearing.
- K. August 19, 2025. Public Utilities Commission Agenda. Document.
- L. August 27, 2025. Letter from Duluth City Administrator Matthew Staehling to DAA.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

None.

VI. OLD BUSINESS

N/A

VII. NEW BUSINESS

- A. Discussion of City of Duluth Stormwater Fees, the DAA's Recent Appeal to the Public Utilities Commission, and Continuing Efforts of the DAA.
 - o Director Henderson opened discussion of the agenda item. Mr. Werner reminded everyone that this is a special meeting of the board and that we are restricted to discussing only the topic on the agenda and it serves as a dialogue between DAA staff, legal representation, and the board. There are no items to be voted on today. Mr. Werner introduced Mr. Peter Kirsch (of Kaplan & Kirsch) to provide insight and discussion on the issue. Mr. Kirsch summarized ongoing discussions with the City of Duluth regarding stormwater fees assessed to both Duluth International and Sky Harbor airports. The DAA appealed the assessed fees to the City's Public Utilities Commission. Mr. Kirsch further summarized that the appeal was denied on the basis that the Commission lacked authority to grant exemptions. Discussion followed between the board, Mr. Kirsch, and staff regarding next steps.

VIII. DIRECTOR'S REPORTS

ADJOURN: The meeting was adjourned at 10:46 a.m.



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Respectfully submitted,

Aimee Bone
Administrative Coordinator

Approved: **Tom
Werner**  Digitally signed by
Tom Werner
Date: 2025.11.24
12:21:11 -06'00'

DAA Executive Director