



# DULUTH AIRPORT AUTHORITY

## DULUTH AIRPORT AUTHORITY MEETING AGENDA DECEMBER 16, 2025

### AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

#### I. \*EXECUTIVE DIRECTOR'S REVIEW

- A. Information Letter to DAA Directors

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

- A. Approval of November 18, 2025 Board Meeting Minutes

#### III. \*DAA CASH DISBURSEMENTS

- A. Operating Check Registers #27-29, 2025; Operating ACH Payment Registers #30-32, 2025; Construction ACH Register #14, 2025.

#### IV. \*CORRESPONDENCE

- A. December 5, 2025. DLH Construction Newsletter.
- B. November 17, 2025. Press Release from DAA RE: DAA Receives Over \$20 Million in Federal Grant Award for Air Traffic Control Tower Replacement.
- C. November 17, 2025. \$20 Million in Federal Funds Announced for Duluth Air Traffic Control Tower Replacement. WDIO.com.
- D. November 17, 2025. Duluth International Airport Receives \$20 Million in Federal Funding for a New Air Traffic Control Tower. NNN.
- E. November 17, 2025. Feds Pledge \$20 Million to Help Replace Aged Duluth Air Tower. DNT.
- F. November 18, 2025. Allegiant Air Coming to La Crosse. WIZM News.
- G. November 24, 2025. Letter to DYT Tenants Announcing Cole Venberg as New Sky Harbor Airport Manager.
- H. December 4, 2025: Minnesota Electric Aviation Network Study, Executive Summary August 2025. MnDOT. PDF.

#### V. OPPORTUNITY FOR PERSONS TO BE HEARD

#### VI. OLD BUSINESS

None.



**VII. NEW BUSINESS**

- A. Resolution to Approve the Duluth Airport Authority's Strategic Plan 2026-2030.
- B. Resolution to Approve the Duluth Airport Authority's Air Carrier Incentive Program 2026-2027 for the Duluth International Airport.
- C. Resolution to Approve Line of Credit Note Agreement between the City of Duluth and Duluth Airport Authority.
- D. Resolution to Approve Payment in the Amount of \$142,600 to the City of Duluth for the 2026 Cost Allocation Fee.
- E. Resolution to Approve an Employee Incentive Award to Tristan Durfee, Paul Sinnott, and Derek Anderson.
- F. Award Contract Between the Duluth Airport Authority and Johnson Wilson Constructor for Hangar 103 Canopy.
- G. The Meeting Will Now Close to the Public Pursuant to Minn. Stat. 13D.05 Subd.3 (a) to Evaluate the Performance of Executive Director, Tom Werner. The Meeting Will Reopen to the Public at the Time Announced Upon Completion of the Evaluation. Members of the Public Will Need to Log Out or Be Removed During the Closed Meeting and Will Need to Log Back into the Meeting When it Reopens to the Public.
- H. Regular Meeting Reopened to the Public Pursuant to Minnesota Statutes Chapter 13D.
- I. Summary of Year 2025 Performance Evaluation of Executive Director.
- J. Resolution Authorizing an Annual Salary Compensation of \_\_\_\_\_ Effective January 1, 2026, and a One-Time Incentive Payment of \_\_\_\_\_ to Executive Director Thomas J. Werner Pursuant to Employment Contract.
- K. Resolution to Approve Executive Director's 2026 Work Plan.
- L. \*October 2025 Financial Reports
- M. \*December 2025 Accounts Receivable
- N. \*November 2025 Airline Statistics, Landline Statistic

**VIII. DIRECTOR'S REPORTS**

***Items annotated by an asterisk (\*) are approved by consent and require no discussion or action unless questioned by a Director (in accordance with resolution passed by Directors on March 19, 2002).***