



DULUTH AIRPORT AUTHORITY

Duluth Airport Authority Special Meeting Minutes

February 3, 2026

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

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

DIRECTORS PRESENT VIA ELECTRONIC MEANS:
Jason Crawford, Vice President (convenience)
Elissa Hansen, Secretary (convenience)
Briana Johnson (convenience)

OTHERS PRESENT: Jana Kayser, DAA Dir. of Business Development
Joelle Bodin, DAA Dir. of Finance and Administration
Natalie Baker, DAA Dir. of Communications and Marketing
Ryan Welch, DAA Dir. of Operations, Planning, and Construction
Aimee Bone, DAA Administrative Coordinator
Hannah Morgan, KBJR

CALL TO ORDER: Dir. Henderson called the DAA board meeting to order at 8:00 a.m.

I. *EXECUTIVE DIRECTOR'S REVIEW
N/A

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

III. *DAA CASH DISBURSEMENTS
N/A

IV. *CORRESPONDENCE
A. January 27, 2026. Letter of Support from Cirrus Aircraft to DAA Board of Directors RE: DAA's Commitment of Matching Funds in Connection With Its Application to the U.S. Economic Development Administration (EDA) for Grant Funding.

V. OPPORTUNITY FOR PERSONS TO BE HEARD
None.

VI. OLD BUSINESS



N/A

VII. NEW BUSINESS

A. Resolution Approving the Encumbrance of Airport Operating Funds for EDA Grant Match.

- Ms. Kayser shared that the DAA has been working for several months on an EDA grant application and was informed that it must demonstrate that \$595,770 is formally encumbered as the required local match. Once the grant is submitted, DAA will know for certain whether the funds are needed if the grant is awarded. The listed amounts are estimates and will be finalized after the project goes out to bid. She noted that the EDA has been a strong partner on past projects and that the grant would support economic development at the former Hangar 101 site and improvements to Hangar 104, including door repairs and heating installation. Ms. Kayser will keep the board updated on the status of the grant.
 - Dir. O'Brien asked about potential return on investment for the grant, and Ms. Bodin explained that committing the local match does not limit DAA's ability to pursue additional funding, including possible state aeronautics funds, and that the local share may be reduced. Ms. Kayser added that the local share match is to leverage federal funding through the grant.
- Dir. Henderson entertained questions or a motion.
 - Motion: Dir. Hoff
 - Second: Dir. O'Brien
 - Abstain: None.
 - Result: This resolution was adopted unanimously by roll call.

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).

ADJOURN: The meeting was adjourned at 8:07 a.m.

Respectfully submitted,

Aimee Bone
Administrative Coordinator

Tom
Werner

Digitally signed by
Tom Werner
Date: 2026.03.04
10:35:44 -06'00'

Approved: _____