

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
DULUTH SEAWAY PORT AUTHORITY  
APRIL 26, 2017  
10 A.M.**

THE FOLLOWING IS AN ABBREVIATED CAPSULE OF THE MINUTES OF THE MEETING. IT IS NOT INTENDED TO BE COMPLETE OR TO QUOTE VERBATIM. THE FULL MINUTES ARE ON RECORD AT THE PORT AUTHORITY AND ARE AVAILABLE FOR TRANSCRIPTION.

Pursuant to due notice, a Regular Meeting of the Duluth Seaway Port Authority was held on Wednesday, April 26, 2017, at 10:00 a.m. in the Administration Building at 1200 Port Terminal Drive.

**10 A.M. PUBLIC HEARING RE AIRPARK LAND SALE**

**I. ROLL CALL**

Present: President Ray Klosowski, Vice President Rick Revoir (attended via conference call), Secretary Tony Sertich, Treasurer Yvonne Solon, Assistant Treasurer Norm Voorhees, Commissioners Patrick Boyle and Pete Stauber.

Also present: Executive Director Vanta Coda, Legal Counsel Robert Maki, Executive Assistant Becky McMillan, Chief Financial Officer Kevin Beardsley, Government & Environmental Affairs Director Deb DeLuca, Director of Business Development Kate Ferguson, Facilities Manager Jason Paulson, Public Relations Director Adele Yorde, Director of Port Planning and Resiliency Jim Sharrow, Staff Accountant Shellie Golden, Accounting Analyst Sheryl Toland, Administrative Assistant Anne Mann and Jonathan Lamb of Lake Superior Warehousing Co.

**Airpark Land Sale – United Piping, Inc.**

Director of Business Development Kate Ferguson said Spee Dee Delivery Service, founded by the Weeres family in 1978, is a Midwest courier service which currently has a location in Airpark. She said the company is looking to expand and has signed a Purchase Agreement for Lot 20, Block 4 of Airpark (3-acre parcel) for \$210,000. She noted ground work will begin after the purchase approval and if there is a need for soil corrections the Agreement will reopen to negotiation and reapproval.

It was acknowledged that proper notice of the public hearing was published and no opposition was heard.

**I. ROLL CALL**

Same as Public Hearing roll call.

**II. APPROVAL OF MINUTES**

**Annual Meeting, March 22, 2017**

Sertich/Voorhees moved approval, motion unanimously carried.

**III. REPORT OF TREASURER**

**Preliminary Financial Statement ending, March 31, 2017**

**RESOLUTION NO. 20-17**

Voorhees/Sertich moved approval, motion carried and Res. 20-17 unanimously adopted.

**IV. COMMITTEE REPORTS**

1. Other

**V. DEPARTMENT REPORTS**

1. Government/Environmental Affairs (DeLuca)
2. Business Development (Ferguson)
3. Port Planning (Sharrow)
4. Public Relations (Yorde)
5. Facilities Management (Paulson)

**VI. ACTION ITEMS (Resolutions)**

**1. Airpark Land Sale – Spee Dee Delivery Services**

**RESOLUTION NO. 21-17**

Solon/Boyle moved approval, motion carried and Res. 21-17 unanimously adopted. (See attached Resolution).

**2. FTZ Zone Schedule Update**

**RESOLUTION NO. 22-17**

Sertich/Solon moved approval, motion carried and Res. 22-17 unanimously adopted. (See attached Resolution).

**3. 1120 Garfield Site Remediation**

**RESOLUTION NO. 23-17**

Voorhees/Sertich moved approval, motion carried and Res. 23-17 unanimously adopted. (See attached Resolution).

**4. Backup Warehouse Bathroom Addition**

**RESOLUTION NO. 24-17**

Stauber/Boyle moved approval, motion carried and Res. 24-17 unanimously adopted. (See attached Resolution).

**5. Canadian Pacific Tract 32 Lease & Property Exchange**

**RESOLUTION NO. 25-17**

Solon/Sertich moved approval, motion carried and Res. 25-17 unanimously adopted. (See attached Resolution).

**6. Amendment to Bylaws**

**RESOLUTION NO. 26-17**

Solon/Boyle moved approval, motion carried and Res. 26-17 unanimously adopted. (See attached Resolution).

**7. Legal Services Contract**

**RESOLUTION NO. 27-17**

Stauber/Voorhees moved approval, motion carried and Res. 27-17 unanimously adopted. (See attached Resolution).

**VII. BUDGETED ITEMS UNDER \$15,000**

1. Accounting Software Training – RSM US LLP
2. Microsoft Surface Pro Tablet (DCC) – CW Technology
3. Rail Track Inspections for Fiscal 2018 – Lakehead Constructors
4. Janitorial Contract for Administration Bldg. – Goodwill Industries
5. Signs and Photos for Trade Show Booth – Shel/Don Reproduction Centre
6. Annual Roof Inspection of Port Authority Buildings – AW Kuettel & Sons
7. Repair to Rail Switch #7 – Lakehead Constructors
8. Lawn Care Maintenance for Administration Bldg. – Goodwill Industries
9. Great Plains Software Annual Subscription & Support – RSM US LLP
10. Agreement for Purchase of Services – St. Louis County
11. Tour Bus Rental for Terminal Tour – Minnesota Coaches & Voyageur Bus Co.
12. Title Services – Consolidated Title & Abstract
13. Groundwater Monitoring & Sampling – Twin Ports Testing
14. DCC Business Card Holders – L&M Radiator

**VIII. GENERAL DISCUSSION**

1. Other

**IX. OTHER MATTERS**

1. Future Board Meetings: May 24, June 28

Meeting Adjourned: Voorhees/Sertich



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Tony Sertich, Secretary