

# Saint Paul Downtown Airport ADVISORY COUNCIL

DAAC

## DAAC Meeting Date and Time:

October 15, 2024 at 3:00 p.m.

## Meeting Location:

Saint Paul Downtown Airport (STP) Terminal Building  
644 Bayfield Street, St. Paul, MN 55107

*Remote Participation is available through TEAMS:*

[Click here to join the meeting](#)

Meeting ID: 230 008 802 729 Passcode: axM9d8

**Or call in (audio only) [612-405-6798](tel:612-405-6798)** Phone Conference ID: 382 138 198#

## Agenda

1. Introductions & Roll Call
2. Action Items:
  - a. Approval of Meeting Minutes: October 17, 2023
  - b. Chair Election
  - c. Vice Chair Election
  - d. Approval of Work Plan 2025
3. Information Items:
  - a. Airport Manager Update
  - b. Aircraft Operations & Noise Complaints Overview
  - c. Fly Neighborly Update
  - d. Annual STP Sound Study (2024)
  - e. Bylaws Discussion
4. Public Comment Period– (up to 3-min. each speaker)
5. Member Announcements
6. Set Next Meeting Dates: March -May 2025?
7. Adjourn

*For assistance with meeting accommodations, please contact:  
Jennifer Lewis, MAC Community Relations Coordinator  
[Jennifer.Lewis@mspmac.org](mailto:Jennifer.Lewis@mspmac.org) or 612-725-6327*

**644 Bayfield Street, Saint Paul, MN 55107**

Blaine Peterson, MAC Airport Manager • [blaine.peterson@mspmac.org](mailto:blaine.peterson@mspmac.org) • 651-224-4306





St. Paul Downtown Airport Advisory Council

**DRAFT MEETING MINUTES**

Tuesday, October 17, 2023, at 3:00 PM

644 Bayfield Street, St. Paul, MN 55107

Saint Paul Downtown Airport (STP) Terminal Building

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**Call to Order**

A regularly scheduled meeting of the St. Paul Downtown Airport Advisory Council (DAAC) was held Tuesday, October 17, 2023, at the STP terminal building. **Chair Weibel** called the meeting to order at 3:02 PM. In attendance were:

**Representatives:** T. Rehkamp, Hubbard Broadcasting; D. Wagner, Minnesota National Guard; G. Weibel, At-Large Representative; L. Hinsperger, Carlson Companies; J. Fure, District 17 Planning Council – Capitol River; A. Jerve, - City Planner City of St. Paul; A. Wall, Manager - South St. Paul Airport; D. Schaab, District 5 – Payne Phalen; K. Schmaltz, Signature; N. Nix, City of St. Paul; A. Jerve, City of St. Paul

**Staff:** R. Brown, MAC Administrative Assistant; N. Her, MAC Landside Operations Specialist; A. Kes, MAC Event Coordinator; C. Leque, MAC Vice President – Management and Operations; J. Lewis, MAC Community Relations Coordinator; D. Nelson, MAC Director, Stakeholder Engagement; B. Peterson, MAC Airport Manager – Flying Cloud Airport; M. Ross, Manager, MAC Community Relations; K. Verdeja, MAC Administrative Specialist; M. Wilson, MAC Assistant Director – Field Maintenance

**Other:** J. Widing, Aviation Planner, Metropolitan Council

**1. Introduction and Roll Call**

**Chair Weibel** called the meeting to order at 3:02 pm. There was a total of 22 participants.

A quorum of three User Representatives, two Public Representatives and one Government Representative was established.

**User Representatives:** T. Rehkamp, G. Weibel, L. Hinsperger; D. Wagner; K. Schmaltz

**Public Representatives:** J. Fure, D. Schaab

**Government Representatives:** N. Nix, A. Wall

**2. Approval of Meeting Minutes: April 18, 2023**

**Chair Weibel** opened the item for discussion, approving the minutes from the April 18, 2023 meeting.

**Representative Rehkamp moved and Representative Fure seconded to:**

**Accept the April 18, 2023 meeting minutes as presented**

**The motion passed by unanimous vote.**

### 3. Public Comment Period

**Chair Weibel** introduced the public comment period and reminded attendees of the ground rules for public comment. There were no public comments.

### 4. Information Items

#### a. Recognition

**Jennifer Lewis, MAC Community Relations Coordinator**, gave an overview of the Downtown Airport Advisory Council's (DAAC) accomplishments. They met four times in two years; April 19, 2022, October 18, 2022, April 18, 2023, and October 17, 2023. The DAAC accomplished review of the annual sound studies in 2022 and 2023 and received updates on aircraft noise complaints and aircraft operations data. The DAAC had a tour of the STP airport in 2022. There were highlights of tenants, and airport updates, including airfield developments and planning overviews. **Ms. Lewis** noted that there will be a presentation to the Metropolitan Airports Commission (MAC) to showcase the accomplishments of the Council at the full MAC Board meeting on December 18, 2023.

#### b. Airport Manager Update

**Michele Ross, MAC Manager of Community Relations**, explained that **Mike Wilson** has been promoted to Assistant Director – Field Maintenance, and she introduced **Blaine Peterson** as the new STP airport manager. **Ms. Ross** noted that there would be a detailed update at the next meeting in the spring.

**Blaine Peterson**, Airport Manager – Flying Cloud Airport, introduced himself and noted he would be taking over completely at the St. Paul Downtown Airport on or around November 1. He gave a brief history of his professional background.

**Chair Weibel** encouraged **Mr. Peterson** to meet with **Co-Chair Fury** in the near future.

#### c. Aircraft Operations and Noise Complaints Summary Q3 2023

**Jennifer Lewis, Community Relations Coordinator**, gave an overview of the MAC Reliever Interactive Reports, the MAC FlightTracker, and MACNOMS which stands for Metropolitan Airports Commission Noise and Operations Monitoring System. **Ms. Lewis** shared the link for more details about operations which is available at <https://customers.macnoms.com/reports/>

**Ms. Lewis** stated there were 9,941 operations and 696 nighttime operations recorded at St. Paul Airport during the quarter. For the same period, there were 87 noise complaints from 14 locations and 19 nighttime complaints from 8 nighttime locations in Q3 2023. **Ms. Lewis** explained the noise complaint location map.

**d. Annual STP Sound Study**

**Michele Ross, Manager of Community Relations**, gave an overview and a history of the Annual Sound Study. The purpose of the St. Paul Downtown Airport (STP) Annual Aircraft Sound Study is to evaluate STP aircraft operations and associated noise events occurring in neighborhoods surrounding the airport. The MAC conducts an annual study in accordance with the commitments of the Supplemental Conditions of Agreement for the airport floodwall.

Ms. Ross explained that each study assesses seven consecutive days of aircraft activity and these studies have been conducted each year since 2007. Studies in August include 2010, 2017, 2020, 2021, 2022, and 2023. She also mentioned 2020, 2021, and 2022 studies were field measurement studies that were augmented with an Aviation Environmental Design Tool (AEDT) analysis.

Ms. Ross explained the study for STP was conducted August 13-19, 2023 was conducted only using the AEDT analysis as directed by DAAC members during the April 2023 meeting. She reviewed the MACNOMs data for STP Aircraft Activity per Runway during the Study period. Ms. Ross noted that the FAA tower counts for aircraft operations differed from the MACNOMs data and the difference was incorporated into the model.

The 2023 STP Sound Study AEDT analysis results were based on 15 nautical miles around the airport. The study noted sound events that exceeded 65 dBA per day. Ms. Ross compared the numbers from 2020, 2021, 2022 and 2023. She explained the modeled numbers and how they differed year to year. She also explained the aircraft noise complaints that were filed during the study period and documented in the 2023 STP Sound Study.

Ms. Ross responded to a clarifying question from Chair Weibel comparing the modeling software study results to the measured data. Representative Rehkamp commented that the modeling study information seems like a favorable process. He recommended a field measurement study be conducted in a few years to verify the modeled data. Chair Weibel suggested that modeling studies seem to be the best information. A recommendation was made that the modeling studies be continued for the next two years at STP.

**5. Membership Renewal**

Jennifer Lewis, **Community Relations Coordinator**, noted that the DAAC representatives' two-year terms expire on 12/31/2023. She asked that members take steps to renew their official appointments as soon as possible and send the renewed or newly appointed representatives' information as soon as they are known to Jennifer Lewis.

**6. Member Feedback and Reflection**

**Vice-Chair Fure** thanked MAC Staff and **Chair Weibel** for all of the preparation and hard work.

**Representatives Rehkamp** and **Hinsperger** also recognized the hard work of MAC staff and of Chair Weibel during his service to the Council.

**Chair Weibel** offered recommendations to the council members for future meetings. He thanked everyone for their participation and willingness to have open discussions.

**7. Set next meeting dates for spring and fall 2024**

**Chair Weibel** polled the group and recommended the next meetings would be held on Tuesday, April 16, 2024, and October 15, 2024, at 3:00 pm at the St. Paul Downtown Airport.

**Chair Weibel adjourned the meeting at 3:41 p.m.**

BYLAWS OF  
DOWNTOWN AIRPORT ADVISORY COUNCIL

**ARTICLE I**

The name of this organization shall be the (Saint Paul) Downtown Airport Advisory Council (DAAC), hereinafter referred to as the “Council.”

**ARTICLE II**

Purpose and Goals

**GOAL:** This Council is formed to further the general welfare of the community and the Saint Paul Downtown Airport - Holman Field, a public airport in the City of Saint Paul, County of Ramsey, State of Minnesota, through minimizing or resolving problems created by the operation of the airport and aircraft.

- PURPOSE:**
- 1) To advise the Metropolitan Airports Commission (MAC) on future airport use and development.
  - 2) To study and evaluate complaints and problems concerning the airport and aircraft operations.
  - 3) To propose and promote reasonable and effective methods to minimize or resolve problems arising from and connected with aircraft operations and the airport.
  - 4) To disseminate information to the affected communities, neighborhoods and users of the airport.
  - 5) To bring information from the affected communities, neighborhoods and users of the airport back to the MAC.

**ARTICLE III**

Council Powers

The Council powers and business of the Council shall be vested in, and exercised, conducted and controlled by the membership of the Council through the USER REPRESENTATIVES, PUBLIC REPRESENTATIVES and GOVERNMENT REPRESENTATIVES, all as hereinafter provided, with exercise of said powers by the membership and through its Council Officers and Sub-committee(s).

## ARTICLE IV

### Membership

- (1) The Council membership, as hereinafter set forth, shall consist of the officially designated representatives with authority to act upon all matters within the purview of the Council's Bylaws.
- (2) Upon appointment of the officially designated representatives by the governing board or executive head of agencies, corporations and associations and neighborhood groups with respect to USER and PUBLIC representation, and by the governmental units with respect to GOVERNMENT representation, the appointing authority shall file in the office of the Council a notice of the appointment of such designated representatives setting forth their names, email addresses, and mailing address.
- (3) Representatives shall be appointed to serve for a two (2) year term or until their successor is appointed. Vacancy shall be filled by the appointed authority for a new two (2) year term commencing with the date of appointment of such successor representative.

Voting membership of the Council is as follows:

#### USER REPRESENTATION

One (1) representative from the Minnesota Army National Guard.  
Seven (7) at-large airport user representatives to be determined by the MAC.

#### PUBLIC REPRESENTATION

One (1) representative from the Dayton's Bluff District 4 Council.  
One (1) representative from the CapitolRiver District 17 Council.  
One (1) representative from the Payne-Phalen District 5 Council.  
One (1) representative from the West Side District 3 Council.  
One (1) representative from the North End District 6 Council.

#### GOVERNMENT REPRESENTATION

One (1) representative from the City of Saint Paul.  
One (1) representative from the City of South Saint Paul.  
One (1) representative from the City of West Saint Paul.

Changes in the composition of the Council or in the USER, PUBLIC and/or GOVERNMENT representation thereon, through amendment of the Bylaws, shall be entertained to permit active participation of additional members in the user, public or government categories or as may be required to reflect material changes in the population of directly affected governmental units or change in the impact on governmental units by reason of changed flight patterns.

- (4) In addition to the designated USER, PUBLIC and GOVERNMENT representatives non-voting membership to the Council should include representatives from the following category:

TECHNICAL ADVISOR - Officially recognized organization or agency that directly deals with aircraft operations to include: Federal Aviation Administration (FAA), Minnesota Pollution Control Agency (MPCA), Commissioner(s) and/or staff members from the Metropolitan Airports Commission (MAC), and any other organization or agency that can provide technical assistance with majority approval by the Council.

- (5) ATTENDANCE – The Committee membership shall consist of sixteen (16) officially designated representatives. In the absence of any designated representative, an alternate representative may be appointed by the designated representative to participate in the Council meeting on their behalf with authority to act upon all matters within the purview of the Bylaws.
- (6) UNEXCUSED ABSENCES – Designated members who miss two (2) consecutive Council meetings in the course of one (1) calendar year, without appointing an alternate, may be subject to removal from the Council. If a member is removed from the Council in this manner, the same member cannot be reappointed to the Council.

## ARTICLE V

### Powers and Duties of Membership

Subject to the voting provisions herein set forth, the membership shall have the following powers and duties:

- (1) To appoint and remove at pleasure all officers of the Council other than representatives; to prescribe such duties for them as may be consistent with the law.



- (2) To conduct, manage and control the affairs and activities of the Council, relating to the GOAL and PURPOSE of the Council, and as more fully set out in these Bylaws; and to make such recommendations consistent with the law or these Bylaws, as they may deem best.
- (3) To fix, from time to time, the office of this Council.
- (4) To do and perform every act and thing whatsoever that may pertain to their function as representatives; and to exercise all powers and perform all acts which this Council can legally exercise and perform under its Bylaws.

## **ARTICLE VI**

### **Voting Rights of Membership**

- (1) At all meetings of the Council, attendance by two (2) USER REPRESENTATIVES, one (1) PUBLIC REPRESENTATIVE and one (1) GOVERNMENT REPRESENTATIVE, shall constitute a quorum for the conduct of business.
- (2) Each USER, PUBLIC and GOVERNMENT REPRESENTATIVE, or their appointed alternate, shall have one (1) vote.
- (3) Voting may be conducted via email, or by members in attendance at a meeting in-person or through use of virtual collaboration tool.
- (4) These Bylaws may be amended or altered by majority vote of membership provided that notice of such proposed amendments shall have been given ten (10) days prior to a general membership meeting.

## **ARTICLE VII**

### **Chairperson of the Council**

The representatives shall by majority vote of the membership present at the time of voting (in-person or through virtual collaboration tool) elect from amongst the constituency of the Council a Chairperson who shall serve for a two (2) year term or until their representation on the Council terminates, whichever occurs first; and until their successor is elected. The powers and duties of the Chairperson are as follows:

- (1) To preside at all meetings of the Council.

- (2) To call special meetings of the Council as he/she deems necessary, or upon request by any three (3) USER, or two (2) PUBLIC, or one (1) GOVERNMENT REPRESENTATIVE(S).
- (3) To sign as Chairperson of this Council, with the approval of the membership, certifications and other papers and instruments in-writing that may require such signature.
- (4) To form a Sub-committee as necessary, and appoint its members, for special projects.
- (5) To perform such other duties and tasks as these Bylaws or as the membership shall from time to time prescribe.

### **ARTICLE VIII**

#### **Vice-Chairperson**

The representatives shall by majority vote of the membership present at the time of voting (in-person or through virtual collaboration tool) elect from amongst the constituency of the Council a Vice-Chairperson who shall serve for a two (2) year term or until their representation on the Council terminates, whichever occurs first; and until their successor is elected. The powers and duties of the Vice-Chairperson in the absence of the Chairperson are as follows:

- (1) To preside at meetings of the Council.
- (2) To call meetings.
- (3) To perform the duties and exercise the powers of the Chairperson.

### **ARTICLE IX**

#### **Technical Coordinator**

The Manager of the Saint Paul Downtown Airport shall be the Technical Coordinator of the Council. The duties of the Technical Coordinator or designee shall include the following:

- (1) To prepare the agenda in consultation with the Chairperson, members of the Council and technical advisors for meetings of the Council and its committees.
- (2) To keep a full and complete record of the proceedings of the Council and of the meetings of the members.

- (3) To maintain an up-to-date roster of Council membership, including the dates of appointment and time of service of each representative.
- (4) To inform each member as to the termination of the term of service of each representative, no less than thirty (30) days prior to such termination.
- (5) To make service and publication of all notices that may be necessary or proper.

## **ARTICLE X**

### **Council Meetings**

- (1) The Council shall meet biannually each calendar year, or as determined necessary by the Council. Special meetings of the Council shall be held on-call as heretofore provided.
- (2) The Technical Coordinator or designee shall email notice and the agenda of general Council meetings or special Council meetings, and minutes of the previous meeting, to each representative. Matters requiring Council discussion may be considered which are not on the agenda by majority vote of representatives in attendance.
- (3) All meetings shall be held at Saint Paul Downtown Airport (644 Bayfield St, St. Paul, MN 55107) or at such other place or places as determined by a majority vote of participating Council representatives. The place and time of meeting shall be set forth in notices of the meeting.
- (4) The Council shall use Robert's Rules of Order to decide all questions of order not otherwise provided for by the Bylaws.