



MEETING AGENDA

February 27, 2023

3 p.m.

Baytown Township Hall

4020 McDonald Dr N, Stillwater, MN 55082

1. Welcome and Introductions -Information (~2 min.)
2. Approval of Meeting Minutes for 11-28-2022 -Action (~2 min.)
3. Commission Purpose -Information (~2 min.)
4. Proposed 2023-2024 Work Plan - Action (~5 min.)
5. Community Member Co-Chair Election -Action (~10 min.)
6. User Member Co-Chair Election -Action (~10 min.)
7. Airport Manager Update -Information (~3 min.)
8. Airport User and Community Spotlights -Information (~5 min.)
9. Q4 2022 Aircraft Operations and Noise Complaints -Information (~5 min.)
10. Public Comment (3-min. per comment) -Information (~6 min.)
11. Member Comment -Information (~10 min.)
12. Review LEAAC meeting schedule -Information (~2 min.)
13. Adjourn

(~Noted discussion times are approximate)

For assistance with meeting accommodations, please contact:

Jennifer Lewis, MAC Community Relations Coordinator

Jennifer.lewis@mspmac.org or 612-725-6327

3275 Manning Avenue, Box 2, Lake Elmo, Minnesota 55042

Philip Tiedeman, MAC Airport Manager • Philip.Tiedeman@mspmac.org • 763-717-0001





**METROPOLITAN AIRPORTS COMMISSION
LAKE ELMO AIRPORT ADVISORY COMMISSION
DRAFT MEETING MINUTES**

Monday, November 28, 2022, 3:00 p.m.

Baytown Township Hall
4020 McDonald Drive North
Stillwater, MN 55082

The meeting started at 3:12 p.m. In attendance were:

Representatives: D. Elder, Washington, County; T. Gladhill, City of Stillwater; M. Just, City of Lake Elmo; S. St. Ores, City of Bayport, L. Peterson, At-Large; D. Selander, Lake Elmo Aero; J. Thomas, At-Large

MAC Staff: J. Harris, Director – Reliever Airports; J. Lewis, Community Relations Coordinator; M. Ross, Manager, Community Relations; R. Skoog, MAC Commissioner; P. Tiedeman, Airport Manager, Lake Elmo Airport; K. Verdeja, Administrative Specialist

A quorum of at least three User Representatives and three Public Representatives was established.

1. Welcome and Introductions - Information

Luke Peterson, Co-Chair, called the meeting to order at 3:12 pm. There was a total of 13 participants. He gave an overview of the agenda, including the goal and purpose of the advisory commission. Chair Peterson invited attendees to introduce themselves.

2. Approval of Meeting Minutes for 8-24-2022

Chair Peterson opened the discussion regarding the approval of the minutes from the commission meeting on August 24, 2022. There was no discussion.

**Representative St. Ores moved and Representative Thomas seconded to:
Approve the Minutes from the August 24, 2022 Meeting as presented.**

The motion passed by unanimous vote.

3. LEAAC Accomplishments

Chair Peterson led a discussion that outlined the accomplishments of the Lake Elmo Airport Advisory Commission (LEAAC). This included an airport orientation for commission members, an overview of the flight training process, a definition of airport noise, the sound monitoring study, and monitoring developments on and off-airport, an explanation of the evaporator and drainage briefing, updates about land-use developments, updates on complaints and airport

operations, tours of the airport, the new runway grand opening, (Runway 14/32), spotlights of airport users, the Young Eagles Program, recognition for Brad Latvala, regular updates from the Airport Manager and security briefings.

Representative Just suggested a one-page document with information that representatives can have regarding noise. She felt this would be helpful for current and new representatives on the LEAAC when speaking with people outside of the meeting.

4. LEAAC Leadership Update

Chair Peterson mentioned that Co-Chair Kylo has retired. Elections for both co-chair positions will be held at the next meeting of the commission.

5. Airport User Spotlight

Chair Peterson highlighted an airport user. **Donaven** grew up in Lake Elmo and flies an RV-8.

Chair Peterson also highlighted **Jen** who is a mechanic working at Lake Elmo Aero. She earned her Airframe and Powerplant degree.

6. Airport Manager Update

Philip Tiedemann, Manager – Lake Elmo Airport reviewed the construction that has already taken place at the airport to date which included new Runway 14/32, both new and improved taxiways and runup areas, new lighting vault to house new regulators and radio equipment, added lighting and signage infrastructure, graded and prepped portions of the airport for additional work scheduled in 2023 and tree and obstruction removal. He also discussed the anticipated construction projects for 2023, 2024 and 2025 such as continuing the final phases of construction started in 2022, finishing the conversion of old Runway 14/32 into a taxiway, Runway 4/22 pavement and North Building Area and North Service Roads rehabilitation, MAC Material and Equipment Storage Building, Northside Taxiway reconstruction and the Long-Term Comp Plan.

Mr. Tiedeman spoke about future hangar development explaining there are some preliminary ideas of what MAC would like to see and build. There is a plan to analyze the airport, demand, utility connections, access and vehicle traffic flows, operational impacts like snow, and other factors. This is a part of the Long-Term Comp Plan process. It is also an opportunity to engage the tenants and stakeholders in creating a plan on how the airport will develop over the next few years.

He also reviewed the winter operations. There was a new full-time employee hired earlier this year named Craig. He has been a tremendous help so far. There has also been a new piece of equipment for snow removal and a temporary job trailer to improve working conditions for the crew.

There was some discussion about the next noise abatement study timing.

Mr. Tiedemann responded to an inquiry regarding the hangar inspections. He also explained what happens during a hangar inspection and the reasoning behind it.

7. Q3 2022 Aircraft Operations and Noise Complaint Trends

Jennifer Lewis, Technical Advisor, reviewed the process by which complaints are taken at the Metropolitan Airports Commission regarding aircraft. She explained that there were 426 complaints from 31 households located throughout the Twin Cities area at Lake Elmo Airport by city based on data from 2017-2022. **Ms. Lewis** responded to numerous inquiries regarding households and complaints and reviewed the monthly complaint levels (also based on the same data from 2017-2022).

Ms. Lewis stated there were 6 noise complaints from 4 locations and zero nighttime complaints from zero nighttime locations in Q3 2022. There were 10,888 operations and 224 nighttime operations recorded for Lake Elmo Airport during the quarter. She also compared the wind conditions for Q3 from 2022 to Q3 of 2021. **Representative Selander** agreed that the winds were noticeably higher this quarter. He also mentioned that there had been an increase in evening flight training.

Ms. Lewis explained that more detail about complaints and operations is available at www.metroairports.org/community-connection/aircraft-noise. She also gave information about accessing MAC FlightTracker at www.macnoms.com.

Co-Chair Peterson asked **Ms. Lewis** to clarify the number of households that complain. **Ms. Lewis** stated that 90 percent of the complaints come from four households. **Representative Selander** asked for more information regarding the way complaints are tracked.

8. Public Comment

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

9. Member Perspectives

Co-Chair Peterson recognized **Jennifer Lewis** and her support of the LEAAC.

**Co-Chair Peterson made a motion and Representative Selander seconded to:
Recognize Jennifer Lewis for her dedication to the Lake Elmo Airport Advisory
Commission**

The motion passed by unanimous vote.

10. Set LEAAC Meeting Schedule

Chair Peterson led a discussion regarding the date of the next year of meetings.

The next LEAAC Meeting is to be held on February 27, 2023 at 3:00 pm at a location to be determined. The other dates chosen were May 22, August 28 and November 27, 2023.

The meeting was adjourned at 4:12 p.m.



Work Plan 2023-2024

LEAAC Work Plan focuses on furthering the general welfare of the community and the Lake Elmo Airport

Advise/Cooperate/Recommend

1. Sound Monitoring Study
2. Noise Abatement Plan (NAP) and Pilot Guide

Communication/Coordination

3. Monitor Developments on and off-airport
4. Receive Updates about Land-use Developments
5. Receive Updates about Airport Operations and Noise Complaints
6. User and Community Interest Hot Topics

Education/Orientation

7. Airport 101
8. Noise 101
9. Environment 101
10. Airport User and Tenant Highlights
11. Community Highlights
12. Airport Tour

3275 Manning Avenue, Box 2, Lake Elmo, Minnesota 55042

Philip Tiedeman, MAC Airport Manager • Philip.Tiedeman@mspmac.org • 763-717-0001



**BYLAWS OF THE
LAKE ELMO AIRPORT ADVISORY COMMISSION (LEAAC)**

ARTICLE I

The name of this organization shall be the Lake Elmo Airport Advisory Commission, hereinafter referred to as the "Commission." By appointing representatives to this Commission, the appointing authorities do hereby endorse the purpose and goals as identified in these bylaws and authorize and support the Commission as an advisory body to the respective appointing bodies.

ARTICLE II

PURPOSE AND GOALS

GOAL: This Commission is formed to further the general welfare of the community and the Lake Elmo Airport, a public airport in Baytown Township, County of Washington, state of Minnesota, through minimizing or resolving problems created by the aircraft operations at the airport.

PURPOSE: 1. The Commission shall advise the community and the Metropolitan Airports Commission with regard to all matters affecting the Lake Elmo Airport, the classification, rules and regulations supplied to the operation of the Airport and the development of lands adjacent to the Airport.

2. The Commission shall cooperate with the Metropolitan Airports Commission staff in reviewing matters affecting the use and control of the Lake Elmo Airport.

3. The Commission shall make its recommendations to the Metropolitan Airports Commission regarding any proposal affecting the use or operations of Lake Elmo Airport.

ARTICLE III

MEMBERSHIP

1. Officially designated representatives and their alternate representatives shall be appointed to serve for two (2) year terms and until their successor is appointed. Vacancy shall be filled by the appointing authority for a new two (2) year term commencing with the date of appointment of such successor representative.
2. In addition to the designated USER and PUBLIC Representatives (or their appointed alternate), non-voting membership to the Commission may include TECHNICAL ADVISORS.

TECHNICAL ADVISORS – Officially recognized organizations or agencies may be called upon to advise the Commission that include: the Federal Aviation Administration (FAA), Minnesota Pollution Control Agency (MPCA), Metropolitan Airports Commission Board Members or staff, and any other organization or agency that can provide technical assistance to matters of interest to the Commission.

3. Voting membership of the Commission is as follows:

Public Representatives (Official City Council, Town Council or County Appointment)

- One (1) representative from City of Bayport
- One (1) representative from Baytown Township
- One (1) representative from City of Lake Elmo
- One (1) representative from City of Oak Park Heights
- One (1) representative from City of Stillwater
- One (1) representative from West Lakeland Township
- One (1) representative from Washington County

User Representatives (Airport Manager Appointment)

- Two (2) representatives from Experimental Aircraft Association Chapter 54
- Four (4) representatives from airport business or at-large airport user
- One (1) representative from airport FBO

Both Public and User representatives must be vested to represent on behalf of their entire constituency and vote accordingly.

ARTICLE IV

VOTING RIGHTS OF MEMBERSHIP

1. A quorum at all meetings of the Commission shall consist of attendance by three (3) USER REPRESENTATIVES and three (3) PUBLIC REPRESENTATIVES, or duly designated alternatives.
2. Each USER and PUBLIC REPRESENTATIVE, or a duly designated alternate, shall have one (1) vote.
3. The Bylaws may be amended by majority vote of membership provided that notice of such proposed amendments shall have been given ten (10) days prior to the Commission meeting. Voting may be conducted via email, or by members in attendance at a meeting in-person or through use of virtual collaboration tool.

ARTICLE V

CO-CHAIRPERSONS

The representatives shall elect by majority vote from membership present (in-person or through use of virtual collaboration tool) at the time of voting two (2) chairpersons; one (1) from the PUBLIC REPRESENTATIVE constituency and one (1) from the USER REPRESENTATIVE. The chairpersons will alternate conducting chairperson duties from one meeting to the next. The Chairpersons shall serve for a two (2) year term or until his/her representation on the Commission terminates, whichever occurs first; and until his/her successor is elected. The powers and duties of the Chairpersons are as follows:

1. To preside at all meetings of the Commission.
2. To call special meetings of the Commission as he/she deems necessary, or upon request by two (2) USER or two (2) PUBLIC REPRESENTATIVES.
3. To sign as Chairpersons of this Commission, with the approval of the membership, certifications and other papers and instruments in writing that may require such signature.
4. To perform such other duties and tasks as these Bylaws or as the membership shall from time to time prescribe.

ARTICLE VI

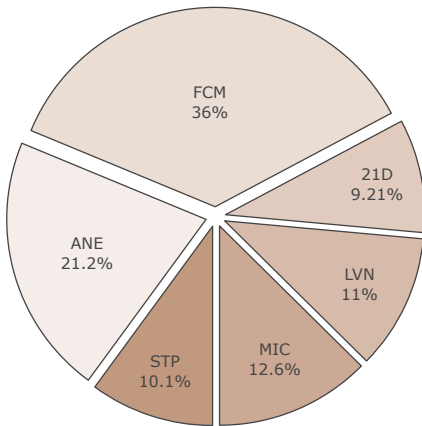
RULES OF ORDER

1. All administrative support will be provided by a staff member of the Metropolitan Airports Commission.
2. All record retention will be provided by the Metropolitan Airports Commission.
3. Meetings will be held on a semi-annual basis at a minimum.
4. Membership will establish the location of meetings.
5. Roberts Rules of Order will preside on issues of disagreement.
6. Financing of the Commission initiatives relative to the respective constituencies will be provided by that constituencies appointing authority, or as other sources of funding are established.

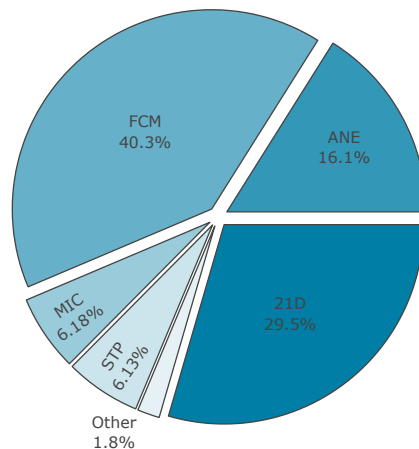
Metropolitan Airports Commission (MAC) Reliever Airport Operations and Noise Complaint Report



AIRCRAFT OPERATIONS



NOISE COMPLAINTS

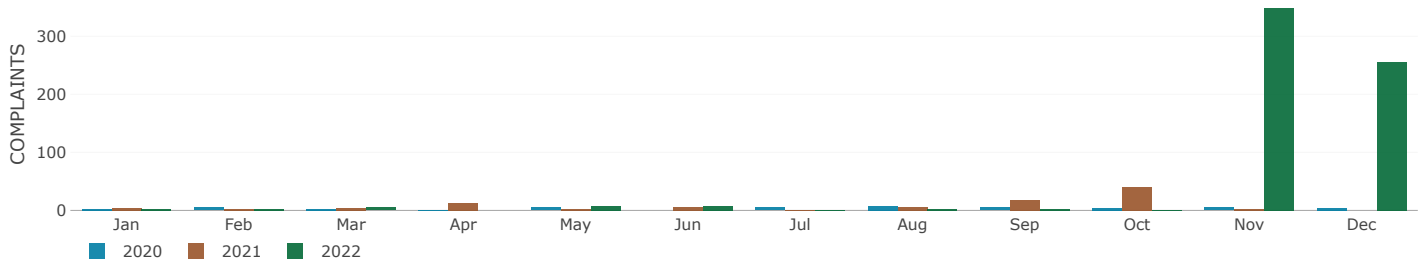
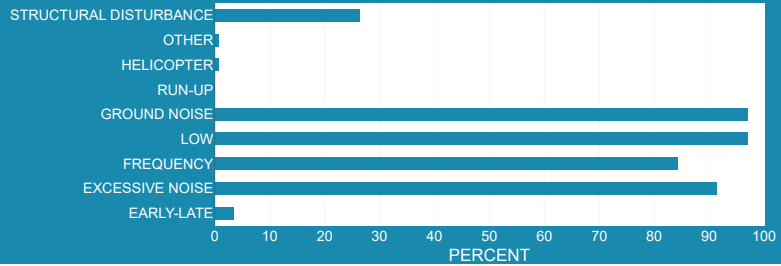


Beginning on July 1, 2021, the MACNOMS methodology for counting operations was updated to more accurately reflect total aircraft departures or arrivals at MAC airports.

COMPLAINTS

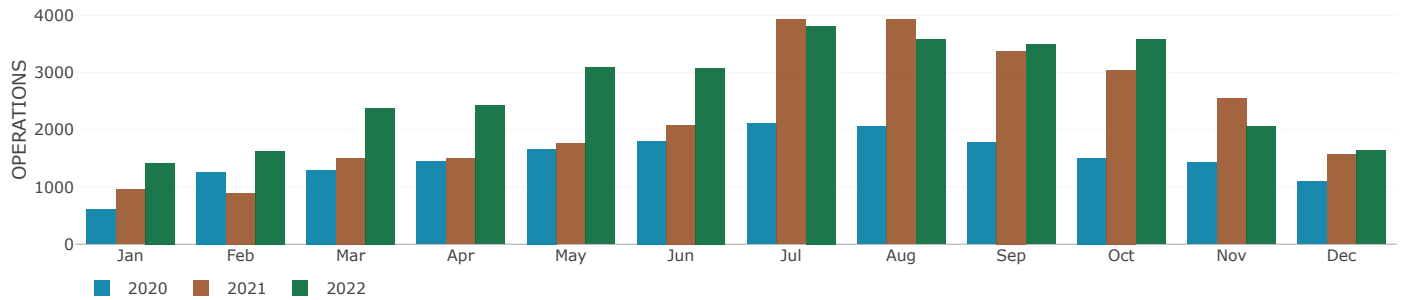
2022	606 COMPLAINTS	3 LOCATIONS	3 NIGHTTIME COMPLAINTS	2 NIGHTTIME HOUSEHOLDS
2021	43 COMPLAINTS	4 LOCATIONS	7 NIGHTTIME COMPLAINTS	2 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



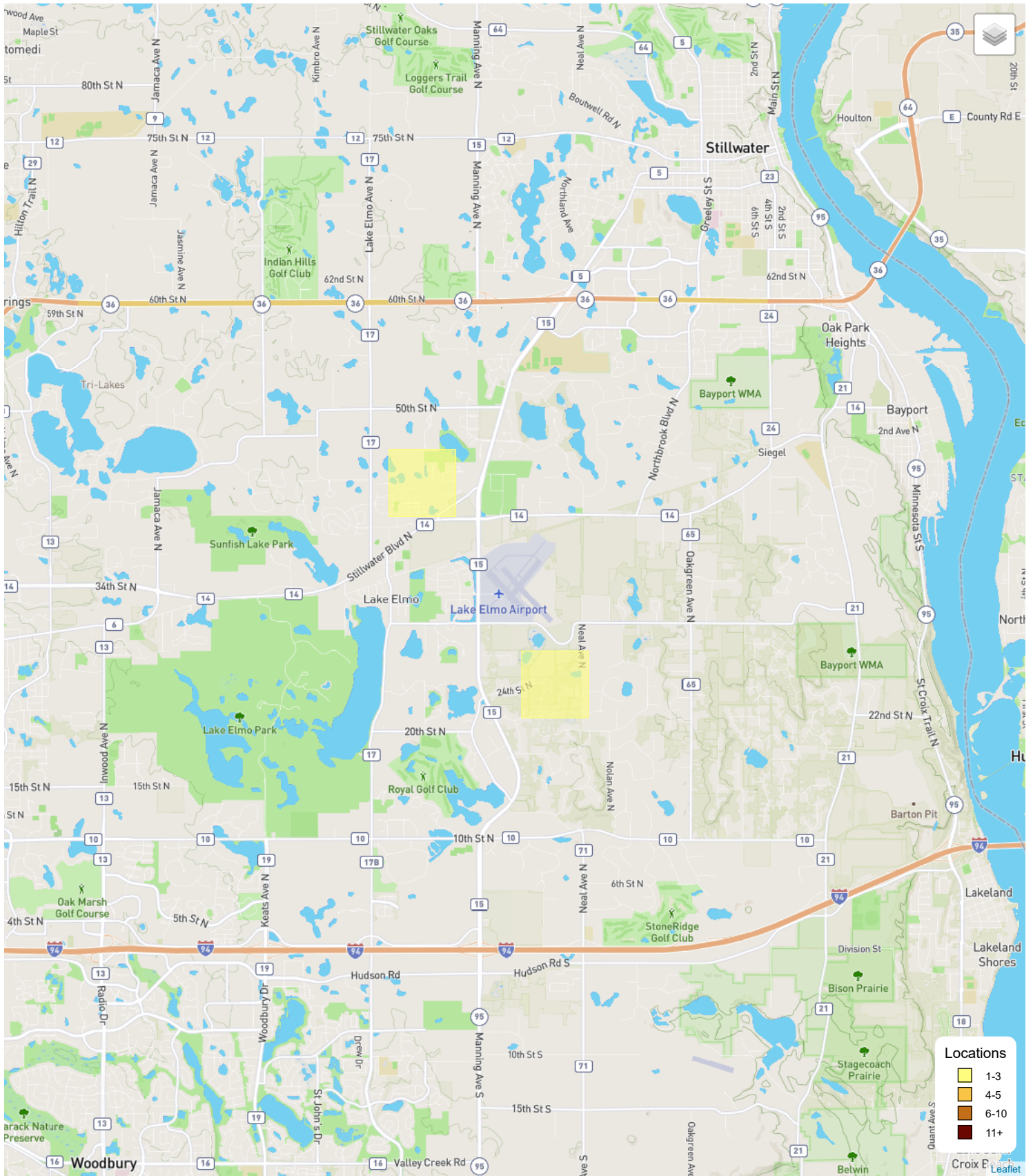
OPERATIONS

2022		2021	
7,272 OPERATIONS	36 NIGHTTIME OPERATIONS	7,164 OPERATIONS	45 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	5	0.1 %	4	0.7 %
HELICOPTER	51	0.7 %	1	0.2 %
PISTON	7,065	97.2 %	583	96.2 %
TURBO-PROP	21	0.3 %	4	0.7 %
UNKNOWN	130	1.8 %	14	2.3 %
RUN-UP	0	0.0 %	0	0.0 %

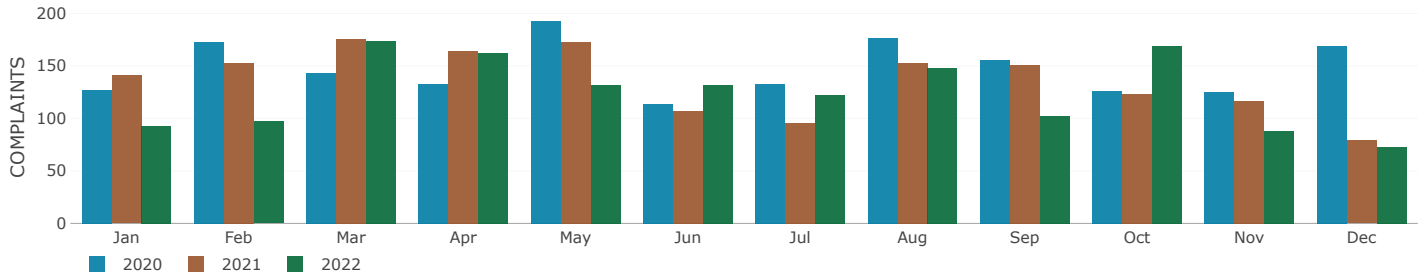
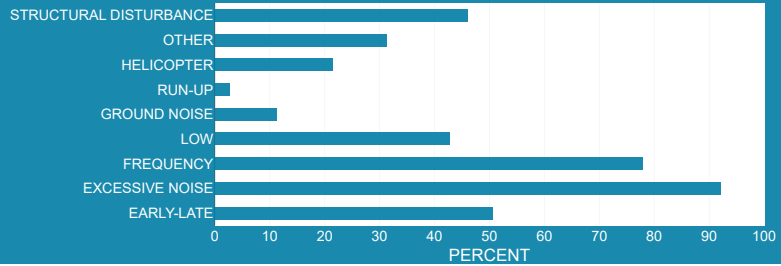
Lake Elmo Airport (21D) - COMPLAINTS HEATMAP



COMPLAINTS

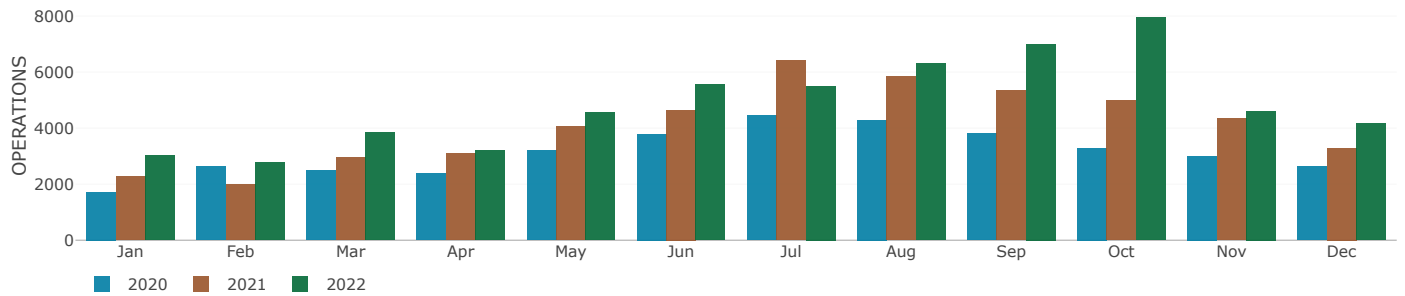
2022	330 COMPLAINTS	17 LOCATIONS	115 NIGHTTIME COMPLAINTS	9 NIGHTTIME HOUSEHOLDS
2021	319 COMPLAINTS	17 LOCATIONS	89 NIGHTTIME COMPLAINTS	11 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



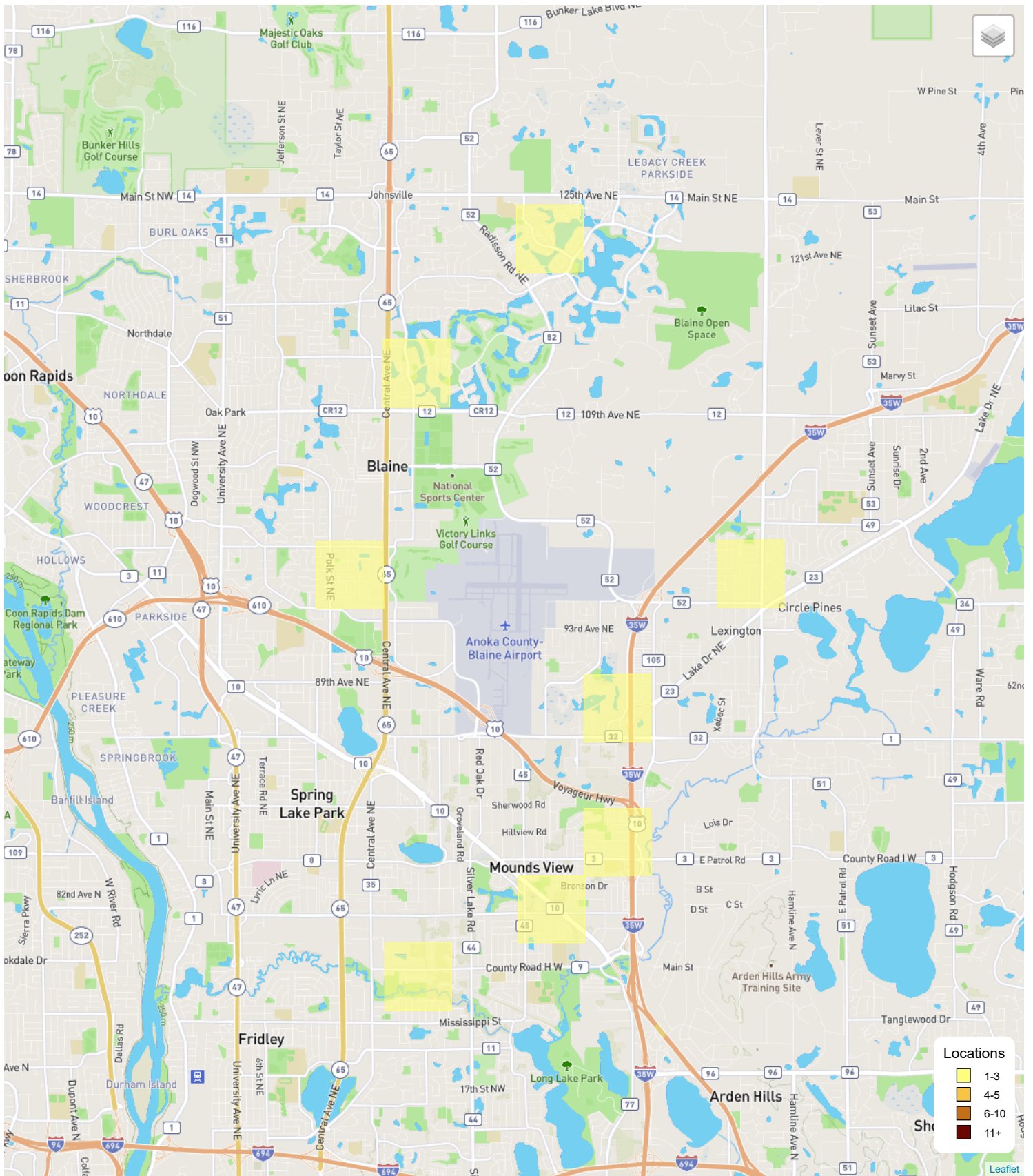
OPERATIONS

2022		2021	
16,719 OPERATIONS	630 NIGHTTIME OPERATIONS	12,626 OPERATIONS	567 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	558	3.3 %	34	10.3 %
HELICOPTER	533	3.2 %	33	10.0 %
MILITARY	2	0.0 %	1	0.3 %
NOT-CORRELATED	0	0.0 %	2	0.6 %
PISTON	14,389	86.1 %	182	55.2 %
TURBO-PROP	1,022	6.1 %	73	22.1 %
UNKNOWN	215	1.3 %	5	1.5 %
RUN-UP	0	0.0 %	0	0.0 %

Anoka County-Blaine (Janes Field) Airport (ANE) - COMPLAINTS HEATMAP



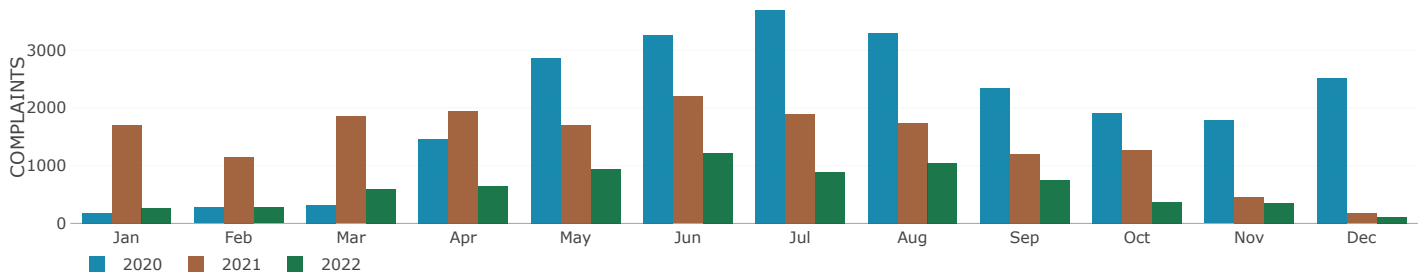
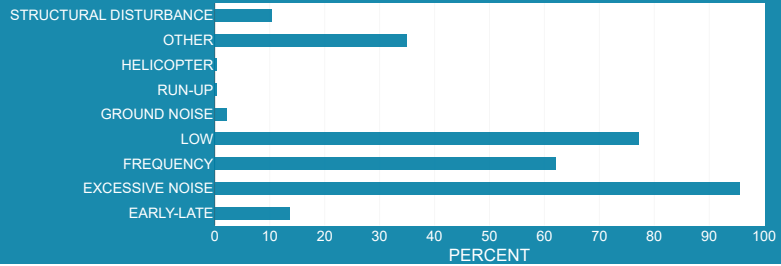
Locations	
[Light Yellow Box]	1-3
[Orange Box]	4-5
[Dark Orange Box]	6-10
[Red Box]	11+



COMPLAINTS

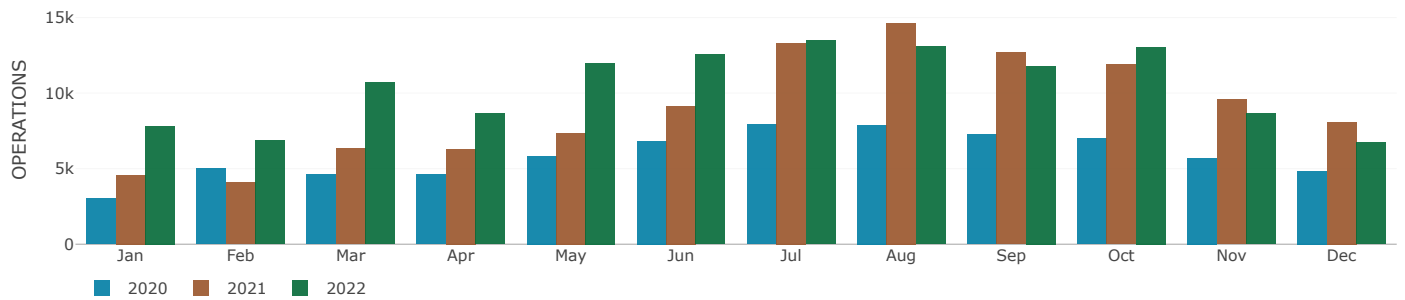
2022	828 COMPLAINTS	28 LOCATIONS	126 NIGHTTIME COMPLAINTS	17 NIGHTTIME HOUSEHOLDS
2021	1,896 COMPLAINTS	51 LOCATIONS	302 NIGHTTIME COMPLAINTS	36 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



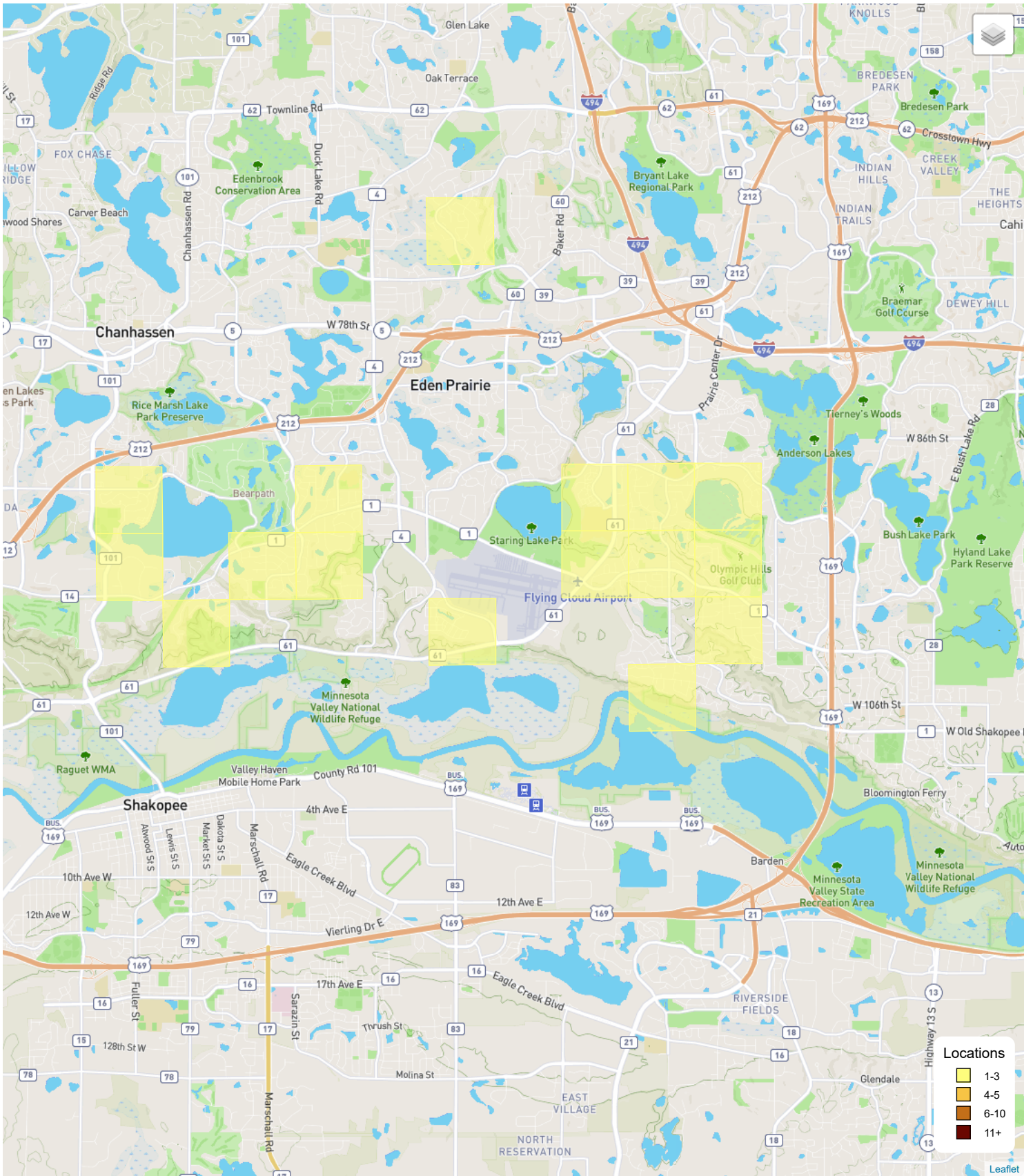
OPERATIONS

2022		2021	
28,410 OPERATIONS	681 NIGHTTIME OPERATIONS	29,565 OPERATIONS	755 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	2,827	10.0 %	257	31.0 %
HELICOPTER	477	1.7 %	5	0.6 %
PISTON	23,054	81.1 %	429	51.8 %
TURBO-PROP	1,941	6.8 %	127	15.3 %
UNKNOWN	111	0.4 %	10	1.2 %
RUN-UP	0	0.0 %	0	0.0 %

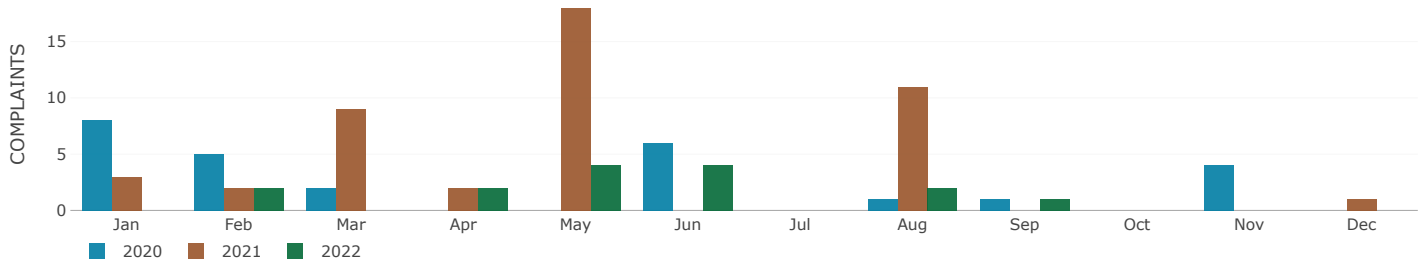
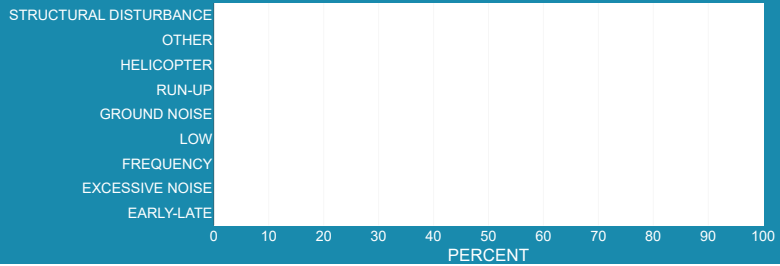
Flying Cloud Airport (FCM) - COMPLAINTS HEATMAP



COMPLAINTS

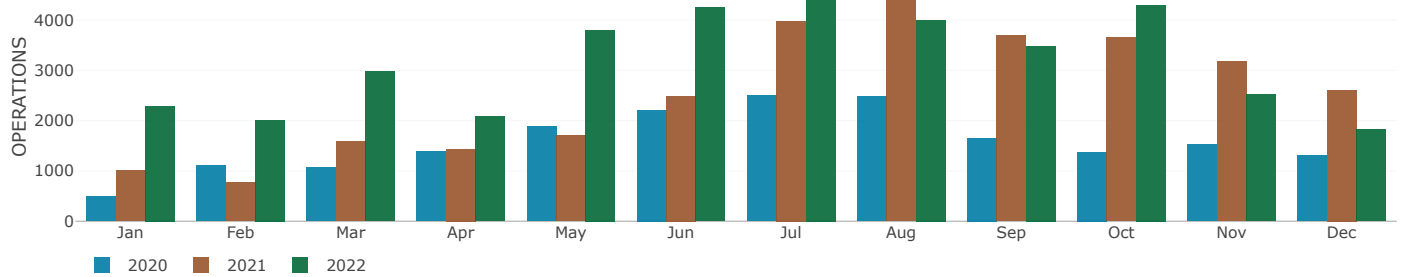
2022	0 COMPLAINTS	0 LOCATIONS	0 NIGHTTIME COMPLAINTS	0 NIGHTTIME HOUSEHOLDS
2021	1 COMPLAINTS	1 LOCATIONS	0 NIGHTTIME COMPLAINTS	0 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



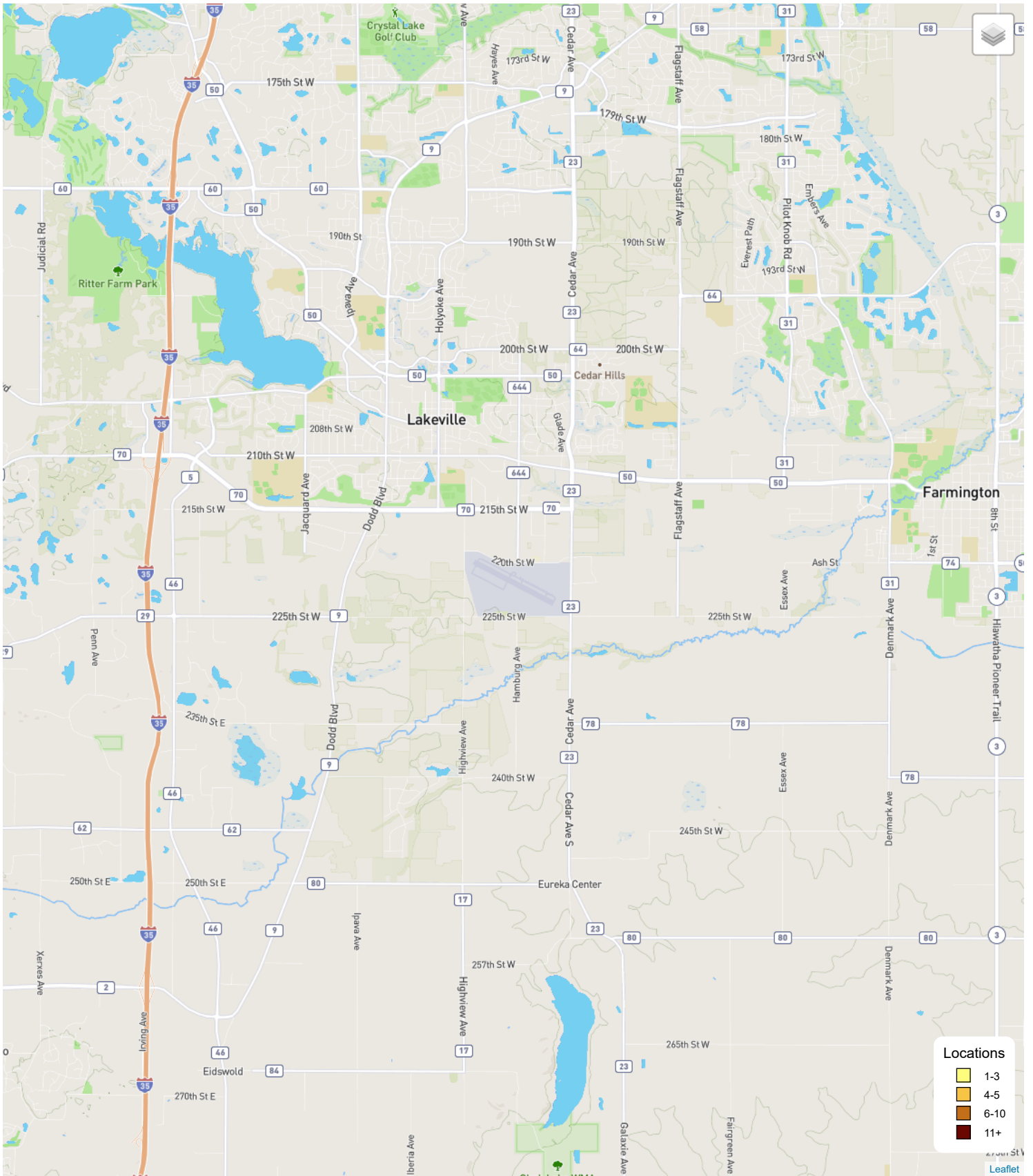
OPERATIONS

2022		2021	
8,656 OPERATIONS	35 NIGHTTIME OPERATIONS	9,451 OPERATIONS	45 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	17	0.2 %	0	NaN %
HELICOPTER	60	0.7 %	0	NaN %
PISTON	8,403	97.1 %	0	NaN %
TURBO-PROP	38	0.4 %	0	NaN %
UNKNOWN	138	1.6 %	0	NaN %
RUN-UP	0	0.0 %	0	NaN %

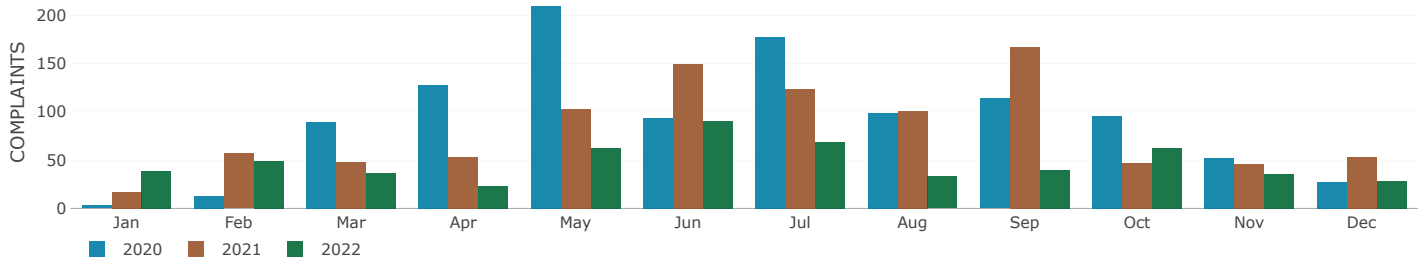
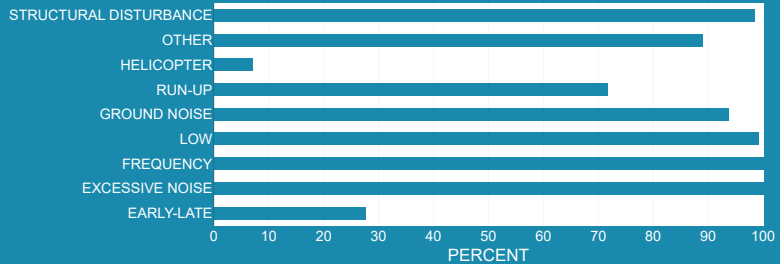
Airlake Airport (LVN) - COMPLAINTS HEATMAP



COMPLAINTS

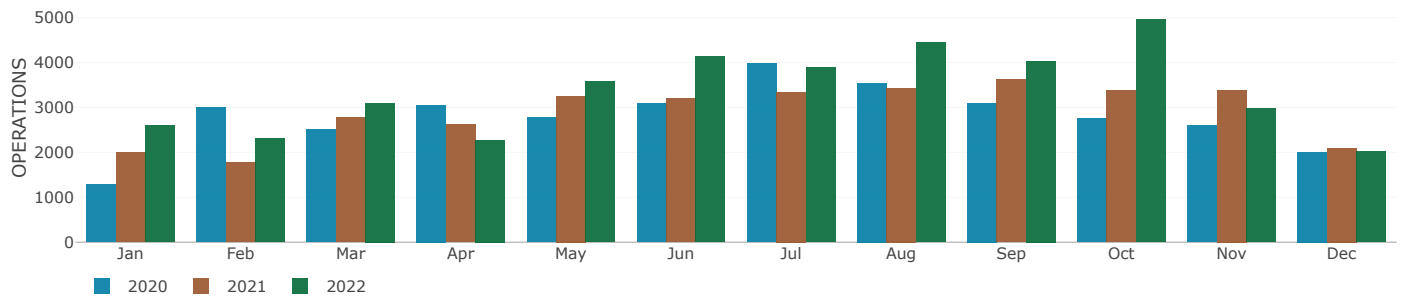
2022	127 COMPLAINTS	3 LOCATIONS	16 NIGHTTIME COMPLAINTS	2 NIGHTTIME HOUSEHOLDS
2021	146 COMPLAINTS	4 LOCATIONS	5 NIGHTTIME COMPLAINTS	1 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



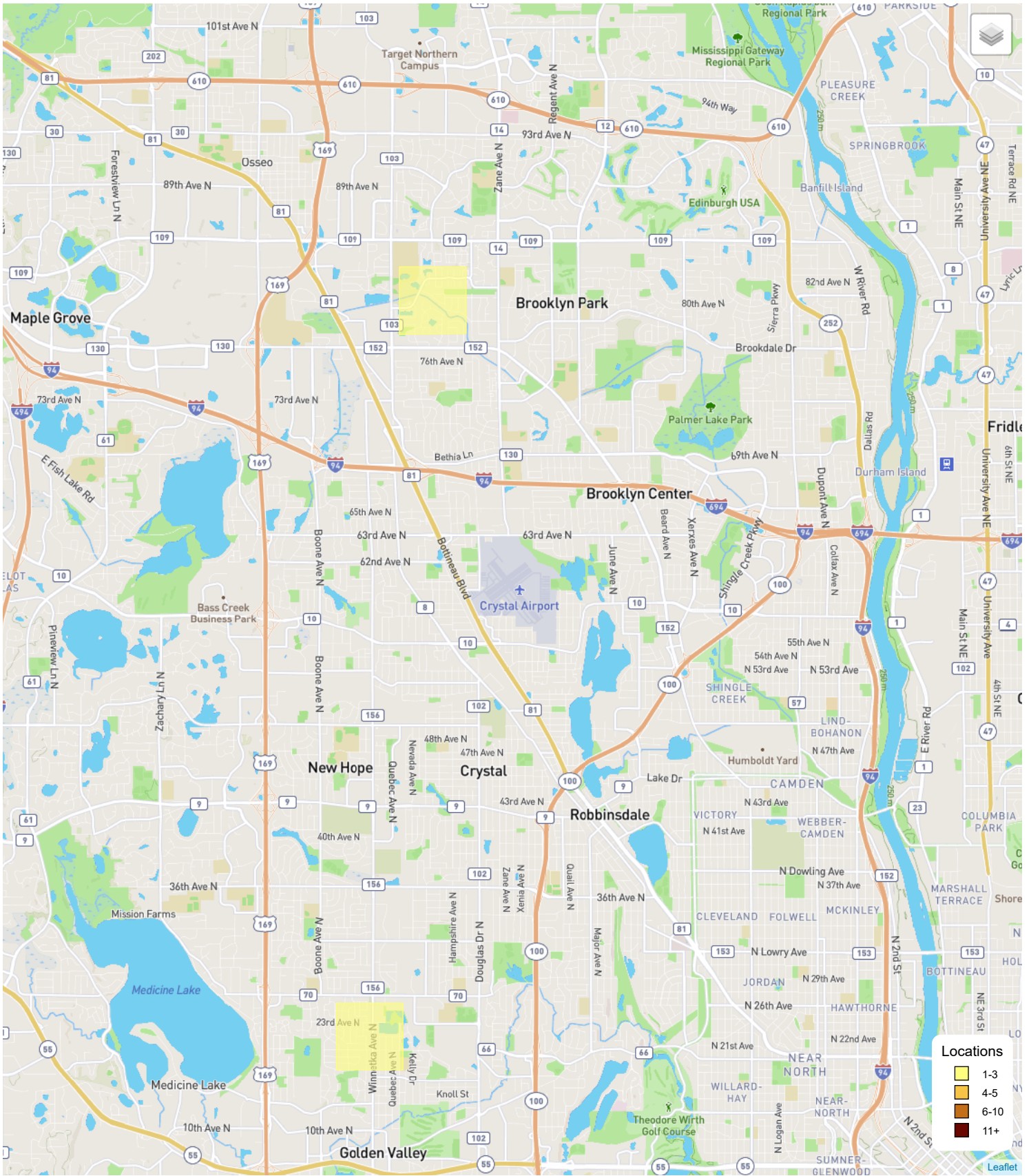
OPERATIONS

2022		2021	
9,943 OPERATIONS	136 NIGHTTIME OPERATIONS	8,862 OPERATIONS	76 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	5	0.1 %	5	3.9 %
HELICOPTER	147	1.5 %	9	7.1 %
PISTON	9,553	96.1 %	101	79.5 %
TURBO-PROP	31	0.3 %	9	7.1 %
UNKNOWN	207	2.1 %	3	2.4 %
RUN-UP	0	0.0 %	0	0.0 %

Crystal Airport (MIC) - COMPLAINTS HEATMAP



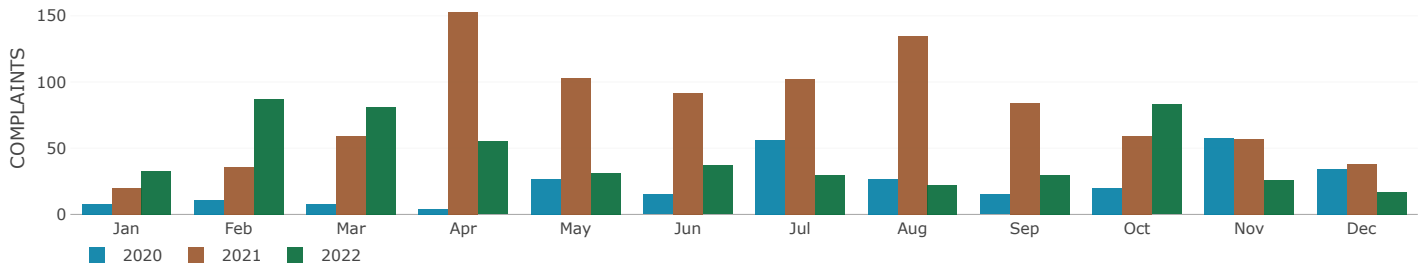
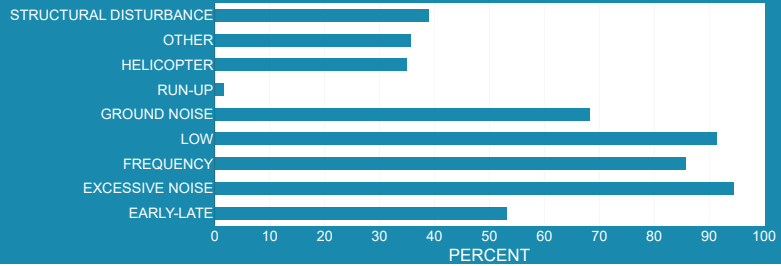
Locations

Lightest Yellow	1-3
Light Orange	4-5
Orange	6-10
Darkest Orange/Brown	11+

COMPLAINTS

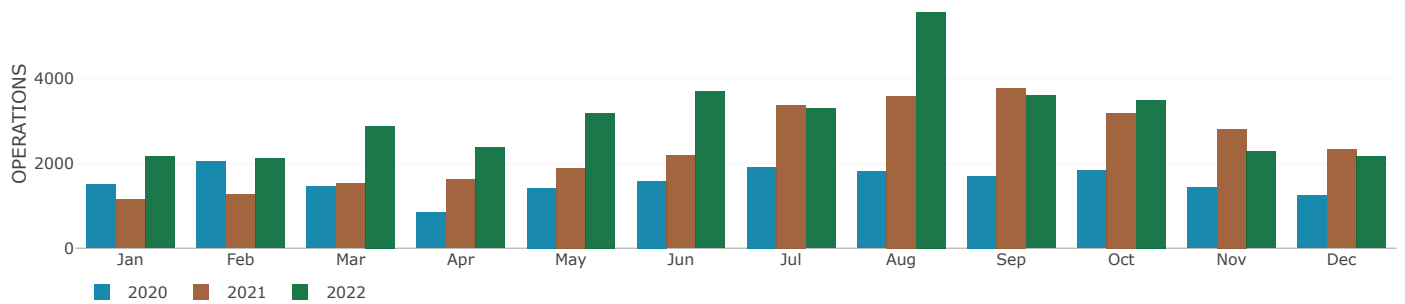
2022	126 COMPLAINTS	12 LOCATIONS	61 NIGHTTIME COMPLAINTS	8 NIGHTTIME HOUSEHOLDS
2021	154 COMPLAINTS	18 LOCATIONS	43 NIGHTTIME COMPLAINTS	8 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



OPERATIONS

2022		2021	
7,942 OPERATIONS	528 NIGHTTIME OPERATIONS	8,343 OPERATIONS	584 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	2,962	37.3 %	51	40.5 %
HELICOPTER	492	6.2 %	39	31.0 %
NOT-CORRELATED	0	0.0 %	1	0.8 %
PISTON	3,016	38.0 %	8	6.3 %
TURBO-PROP	1,291	16.3 %	27	21.4 %
UNKNOWN	181	2.3 %	0	0.0 %
RUN-UP	0	0.0 %	0	0.0 %

St Paul Downtown Holman Field (STP) - COMPLAINTS HEATMAP

