



MEETING AGENDA

May 20, 2024

4 p.m.

Baytown Township Hall

4020 McDonald Dr N, Stillwater, MN 55082

1. Welcome and Introductions -Information
2. **Approval of Meeting Minutes for 2-26-2024 -Action**
3. Public Comment (3-min. per comment)
4. **Bylaws Update - Action**
5. Community Spotlight
6. Airport User Spotlight
7. Sound Monitoring Study Scope
8. Airport Manager Update
9. Follow-up on Other Topics
10. Member Comment
11. Review Meeting Schedule
-Next meeting dates: August 26, 2024, and November 25, 2024
12. Adjourn

Unless otherwise noted, agenda topics are presented as information only.

*For assistance with meeting accommodations, please contact:
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**METROPOLITAN AIRPORTS COMMISSION
LAKE ELMO AIRPORT ADVISORY COMMISSION
DRAFT MEETING MINUTES**

Monday, February 26, 2024, 3:00 p.m.

Baytown Township Hall
4020 McDonald Drive North
Stillwater, MN 55082

The meeting started at 3:06 p.m. In attendance were:

Representatives: S. Allen, Washington County; D. Chase, At-Large; B. Cornell, West Lakeland Township; P. Evenson, EAA Chapter 54; M. Gunderson, EAA Chapter 54; M. Hanson, City of Bayport; C. Schroeder, City of Lake Elmo; G. Kreisel, Washington County; J. Kremer, Oak Park Heights; M. McComber, Oak Park Heights; C. Mueller, At-Large; L. Peterson, At-Large; N. Ruedy, Lake Elmo Aero; D. Selander, Lake Elmo Aero; J. Thomas, At-Large; L. Thron, Lake Elmo Aero; D. Weiler, At-Large; R. Weyrauch, Baytown Township

MAC Staff: J. Harris, Director – Reliever Airports; J. Lewis, Community Relations Coordinator; C. Metcalfe, Assistant Manager – Community Relations; D. Nelson, Director – Stakeholder Engagement; M. Ross, Manager – Community Relations; P. Tiedeman, Airport Manager - Lake Elmo Airport; K. Verdeja, Administrative Specialist

Other: M. Appelt, A. Bucheck, S. Dunn, L. Girard, L. Kaschmitter, M. Kaschmitter, L. Ruedy, M. Seeber, J. St. Ores, M. Vierling, T. Vierling, members of the public

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

1. Welcome and Introductions

Luke Peterson, Co-Chair, called the meeting to order at 3:06 pm. There was a total of 36 participants. He gave an overview of the commission's objective and reviewed the agenda. He also moved item 7 to later on the agenda.

2. Approval of Meeting Minutes for 11-27-2023

Chair Peterson opened the discussion regarding approving the minutes from the November 27, 2023 commission meeting.

**Representative Thomas moved and Representative Ruedy seconded to:
Approve the Minutes from the November 27, 2023 meeting as published.**

The motion passed by unanimous vote.

3. Leadership Remarks and Airport Operations Authority

Chair Peterson introduced **Joe Harris, Director – Reliever Airports at the Metropolitan Airports Commission (MAC)**. **Mr. Harris** reviewed his history at MAC and noted that he previously served as the Airport Manager at Lake Elmo Airport (21D). **Mr. Harris** introduced **Rick Weyrauch**, a current Lake Elmo Airport Advisory Committee representative, and a Joint Airport Zoning Board (JAZB) Chair for both Lake Elmo and Crystal Airports. **Representative Weyrauch** was presented with a Resolution of Appreciation at the MAC's February 20, 2024, Full Commission meeting.

Mr. Harris introduced **Dana Nelson, Director – Stakeholder Engagement at the MAC**. **Ms. Nelson** recognized that collaboration is a key part of this advisory commission. She reviewed Aviation Roles and the Federal Regulations on aircraft noise and how they relate to 21D. **Ms. Nelson** explained the MAC's role in Aircraft Noise. She showed the airport and community changes beginning in 1966, then in 1976, 1992, 2008, and 2015.

4. Noise Abatement Plan Discussion

Jennifer Lewis, Coordinator, Community Relations at the MAC introduced herself. **Michele Ross, Manager – Community Relations at the MAC**, reviewed the purpose of the 21D Noise Abatement Plan (NAP), which outlines voluntary measures for pilots to consider during their flight planning and operation of aircraft to and from the airport. She also noted the 21D NAP has been in effect at Lake Elmo Airport since 2008. The MAC determined that an update to the 21D NAP was needed based on airfield changes at 21D, airport/community concerns, and environmental and technological considerations.

Ms. Lewis also noted the importance of collaboration in drafting the 21D NAP. She noted that many robust comments and suggestions were shared regarding the Plan. She explained that the MAC FlightTracker can be accessed at www.macnoms.com and that details about complaints and operations are available at www.metroairports.org/community-connection/aircraft-noise. She reviewed input themes shared as a part of the Plan update process.

5. Public Comment Period

Chair Peterson introduced the public comment period and reminded attendees of the ground rules for public comment.

Mary Vierling commented on the Noise Abatement Plan and the Fly Neighborly Guide.

Marion Appelt commented on the Noise Abatement Plan and the Fly Neighborly Guide and shared a neighbor's comments (Ashleigh Lundy) who could not attend in person.

Laurie Girard commented on the noise at her home.

Mike Seeber commented on the Noise Abatement Plan and leaded fuel.

Ann Bucheck commented on the Noise Abatement Plan and the noise at her home.

Jack St. Ores commented on the Noise Abatement Plan, the noise at his home and lead.

6. Member Comment

Chair Peterson introduced the member comment period.

Representative Cornell shared comments regarding the Noise Abatement Plan.

Representative Hanson commented on the Noise Abatement Plan and mentioned interest in hearing more from the users and the MAC.

Representative Mueller commented on the Noise Abatement Plan.

Representative Evenson commented on the Noise Abatement Plan, lead in aviation fuel, and noted his recollection about historical airport operations and activities.

Representative Kremer commented on the Noise Abatement Plan.

Representative Ruedy commented on the Noise Abatement Plan.

Representative Gunderson commented on the Noise Abatement Plan.

Representative Weiler commented on the Noise Abatement Plan and its distribution.

Representative Weyrauch commented on the Noise Abatement Plan.

Representative Thomas commented on the Noise Abatement Plan and had a question regarding an item on the plan.

Representative Cornell made additional comments regarding the Noise Abatement Plan.

7. Action for Noise Abatement Plan

Chair Peterson reviewed the process by which the action for the Noise Abatement Plan would take place.

Representative Mueller moved and Representative Ruedy seconded to: Recommend the MAC finalize and publish the Lake Elmo Airport Noise Abatement Plan, and actively promote use of the plan measures with pilots.

Representative Weyrauch made a motion for an amendment. He suggested that the title, Noise Abatement Plan be changed to Noise Abatement Policy. After discussion, **Representative Weyrauch** modified his amendment to suggest the title be Noise Abatement Recommended Practices. **Representative Hanson** seconded the motion for this amendment.

This amendment passed by majority vote.

Representative Cornell made a motion for an amendment. He suggested that the following change be made to Item 1. E. on page 2, "Turbine-powered aircraft and itinerant aircraft departing on Runways 32 or 14 fly runway heading and turn a northerly heading after attaining an altitude of 300 feet below traffic pattern altitude." **Representative Ruedy** seconded the motion for this amendment.

This amendment passed by unanimous vote.

Representative Cornell made a motion for an amendment. He suggested that the following change be made for a procedure to be drafted by MAC for flight training to minimize noise. **Representative Thomas** seconded the motion for this amendment.

This amendment failed by unanimous vote.

Representative Cornell made an additional motion for an amendment. He suggested that the following change be made to item 2. E. on page 3, "Avoid repetitive activity over residences, including when conducting flight training activities." **Representative Thomas** seconded the motion for this amendment.

This amendment passed by majority vote.

Representative Thomas made a motion for an amendment. He suggested that the following change be made to Item 1. E. on page 2, "Turbine-powered aircraft and itinerant aircraft departing on Runways 32 or 14 fly runway heading and turn a northerly heading after attaining an altitude within 300 feet of traffic pattern altitude." **Representative Cornell** seconded the motion for this amendment.

This amendment supersedes the aforementioned amendment regarding Item 1.E. page 2

This amendment passed by unanimous vote.

After robust discussion, **Representative Evenson moved and Representative Chase seconded to:**

Recommend the MAC finalize and publish the Lake Elmo Airport Noise Abatement Recommended Practices (NARP), and actively promote use of the NARP measures with pilots as amended.

The motion passed by majority vote.

8. Noise Abatement Plan Implementation and Distribution

Chair Peterson introduced Phil Tiedemann, Lake Elmo Airport Manager, who covered some items that we have determined would effectively implement and distribute the NARP and Fly Neighborly Guide to a broad range of pilots and airport users.

Create and Publish Fly Neighborly Guide

- Update Metroairports.org with new documentation and links

- Create a QR Code to help get to the site in a variety of ways
- Add link to pilot guide in Foreflight

FAA Chart Supplement

- Update information and links for the airport in the FAA Chart Supplement
- This data is pushed out to 3rd party entities

Newsletter Articles to Pilots

- Publish MAC news article about expected operations, including references to NARP and links
- Do this for all MAC airports and highlight Fly Neighborly Guides

Airfield Signage

- Install new Fly Neighborly Signage at Lake Elmo and at all Reliever Airports
- Coordinate with MnDOT to record the calm wind runway on the weather system broadcast

Pilot Meetings

- Lake Elmo Aero, EAA Chapter 54, Flying Clubs, and other tenant meetings
- Pilot briefings coordinated with FAASTeam

9. Review LEAAC Meeting Schedule

Chair Peterson led a discussion regarding the upcoming meetings for the 2024 calendar year.

The next LEAAC Meetings are scheduled for May 20, August 26, and November 25, 2024, at the same location to start at 4:00 p.m.

The meeting was adjourned at 5:53 p.m.

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. Members appointed to this Commission serve voluntarily and in a non-governing capacity.

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. If a designated representative is unable to serve the full two-year term, a successor may be appointed for the remainder of the term, 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 Fixed Base Operator

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 constituency. 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, including establishing meeting agendas.
- ~~2.~~ 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~~.
- ~~2.3.~~ 2.3. To form a temporary committee, if needed, and appoint its members; to serve within the term of the appointing Co-Chairperson.
- ~~3.4.~~ 3.4. 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.
- ~~4.5.~~ 4.5. 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.¹
3. Meetings will be held on a semi-annual basis at a minimum.
4. Membership will establish the location of meetings.
5. Robert's Rules of Order will preside on issues of disagreement.

¹ The Metropolitan Airports Commission is subject to Minnesota statutes regarding public data requests.

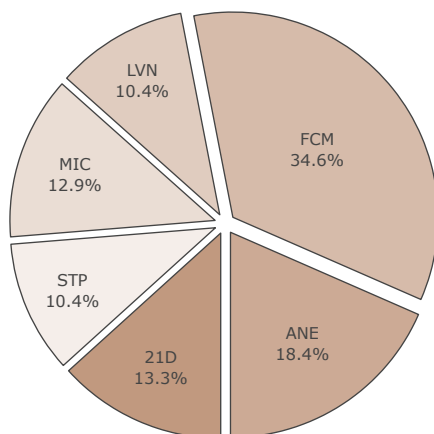
6. Financing of the Commission initiatives relative to the respective constituencies will be provided by that constituency's appointing authority, or as other sources of funding are established.

DRAFT UPDATE

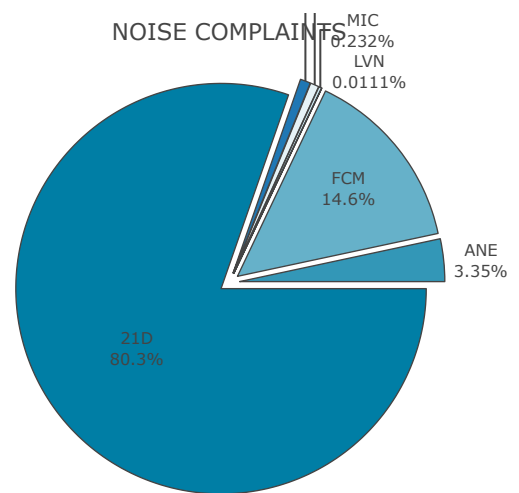
Metropolitan Airports Commission (MAC) Reliever Airport Operations and Noise Complaint Report



AIRCRAFT OPERATIONS



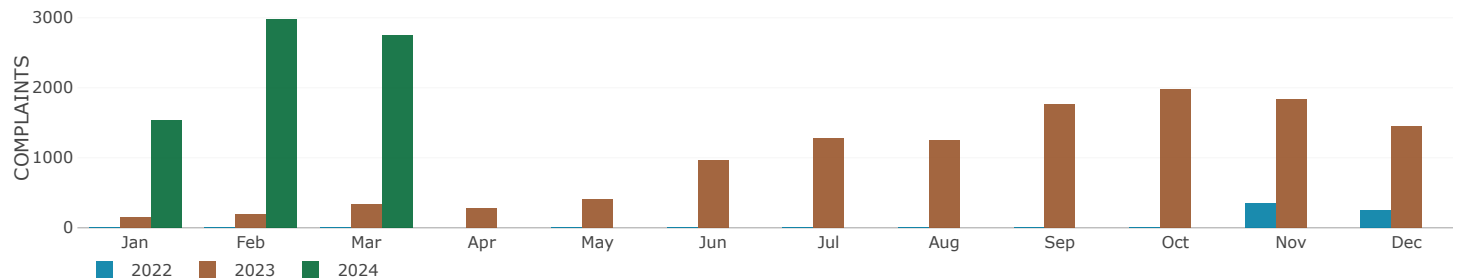
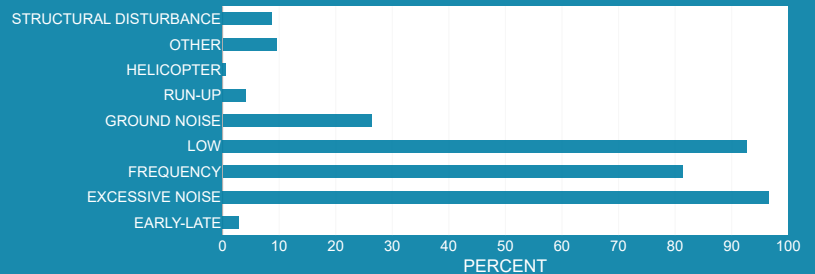
NOISE COMPLAINTS



COMPLAINTS

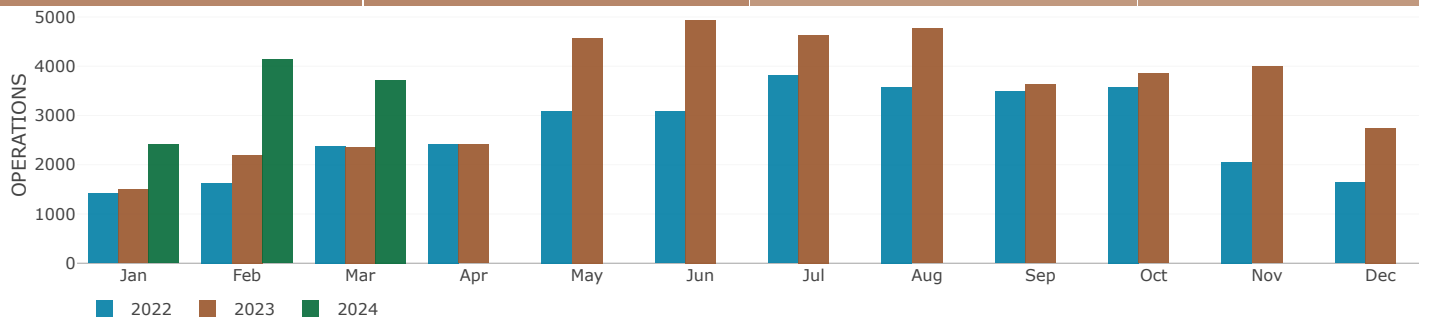
2024	7,259 COMPLAINTS	19 LOCATIONS	66 NIGHTTIME COMPLAINTS	8 NIGHTTIME HOUSEHOLDS
2023	694 COMPLAINTS	6 LOCATIONS	15 NIGHTTIME COMPLAINTS	5 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



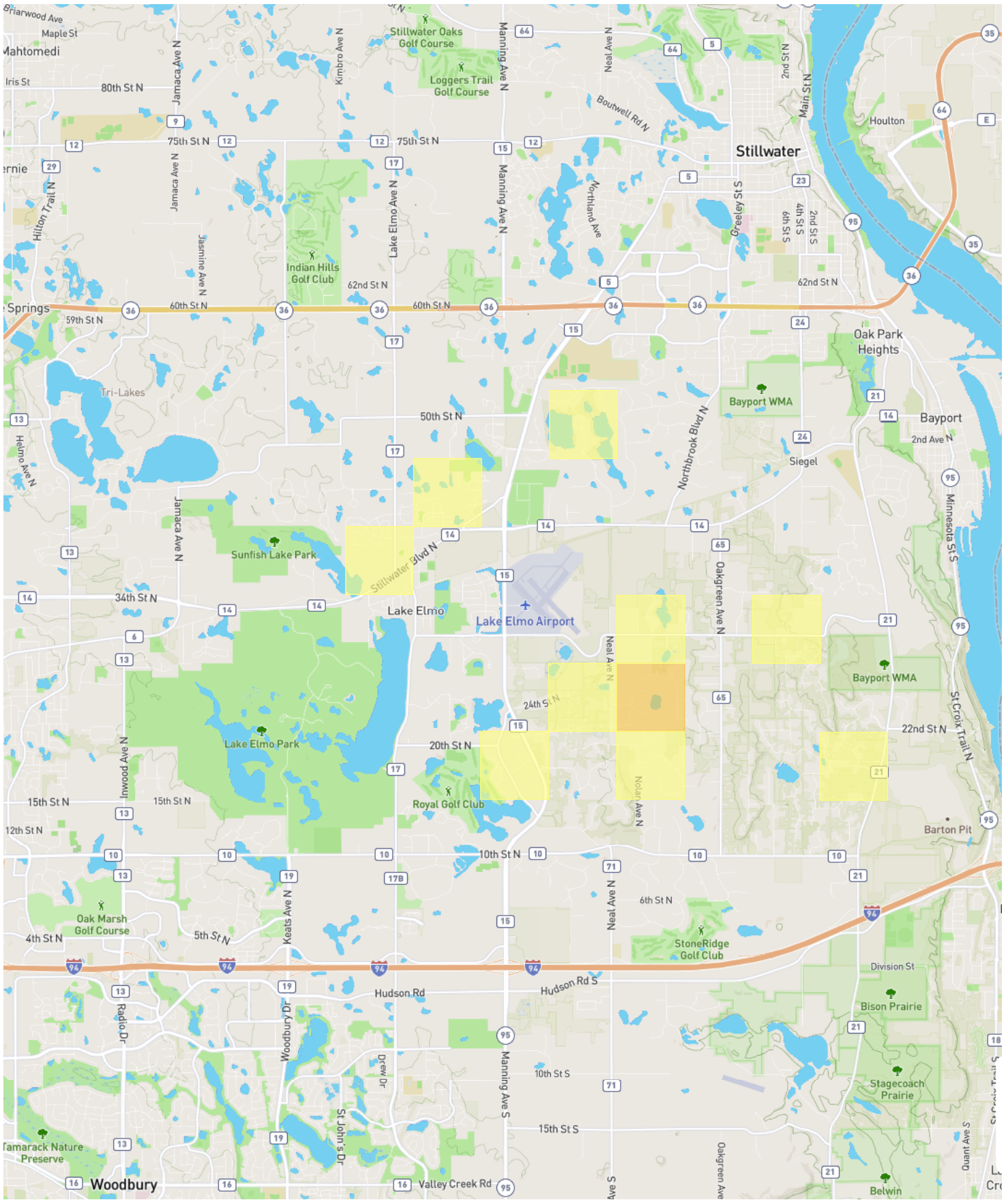
OPERATIONS

2024		2023	
10,272 OPERATIONS	24 NIGHTTIME OPERATIONS	6,046 OPERATIONS	25 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	22	0.2 %	47	0.6 %
HELICOPTER	24	0.2 %	32	0.4 %
PISTON	9,980	97.2 %	7,082	97.6 %
TURBO-PROP	18	0.2 %	30	0.4 %
UNKNOWN	228	2.2 %	68	0.9 %
RUN-UP	0	0.0 %	0	0.0 %

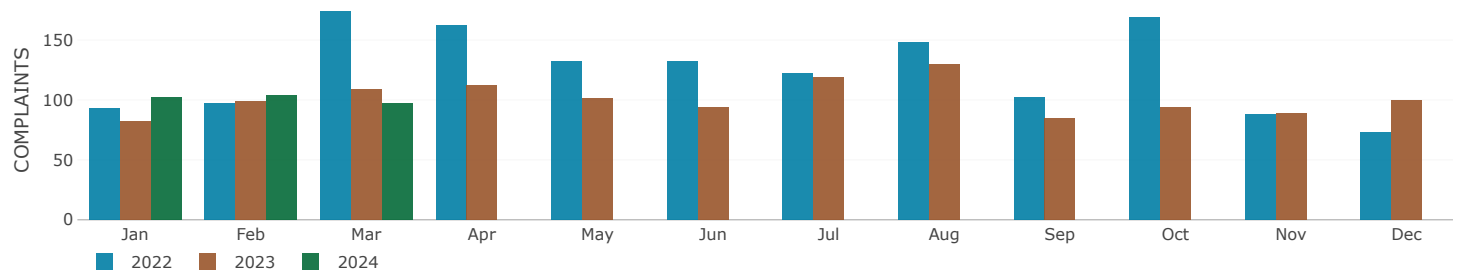
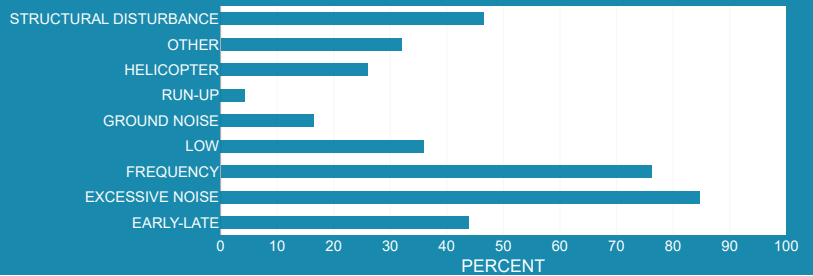
Lake Elmo Airport (21D) - COMPLAINTS HEATMAP



COMPLAINTS

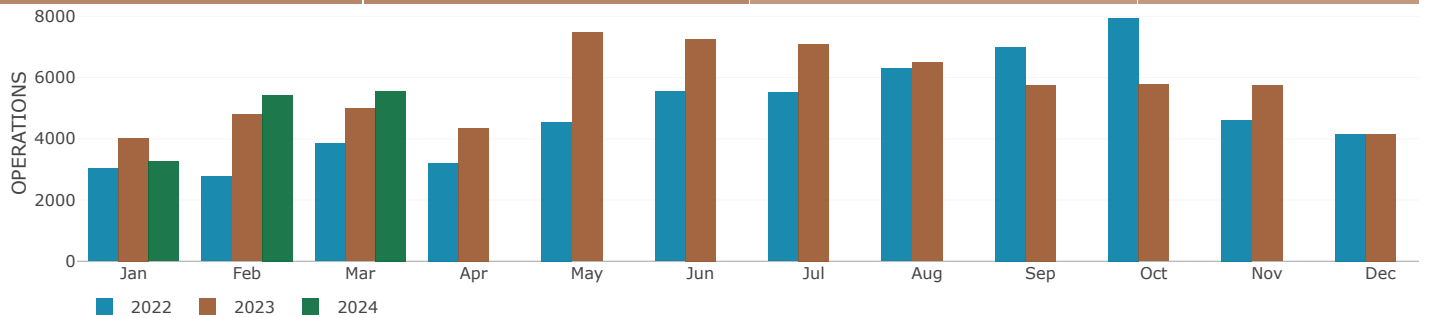
2024	303 COMPLAINTS	13 LOCATIONS	111 NIGHTTIME COMPLAINTS	8 NIGHTTIME HOUSEHOLDS
2023	290 COMPLAINTS	8 LOCATIONS	123 NIGHTTIME COMPLAINTS	6 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



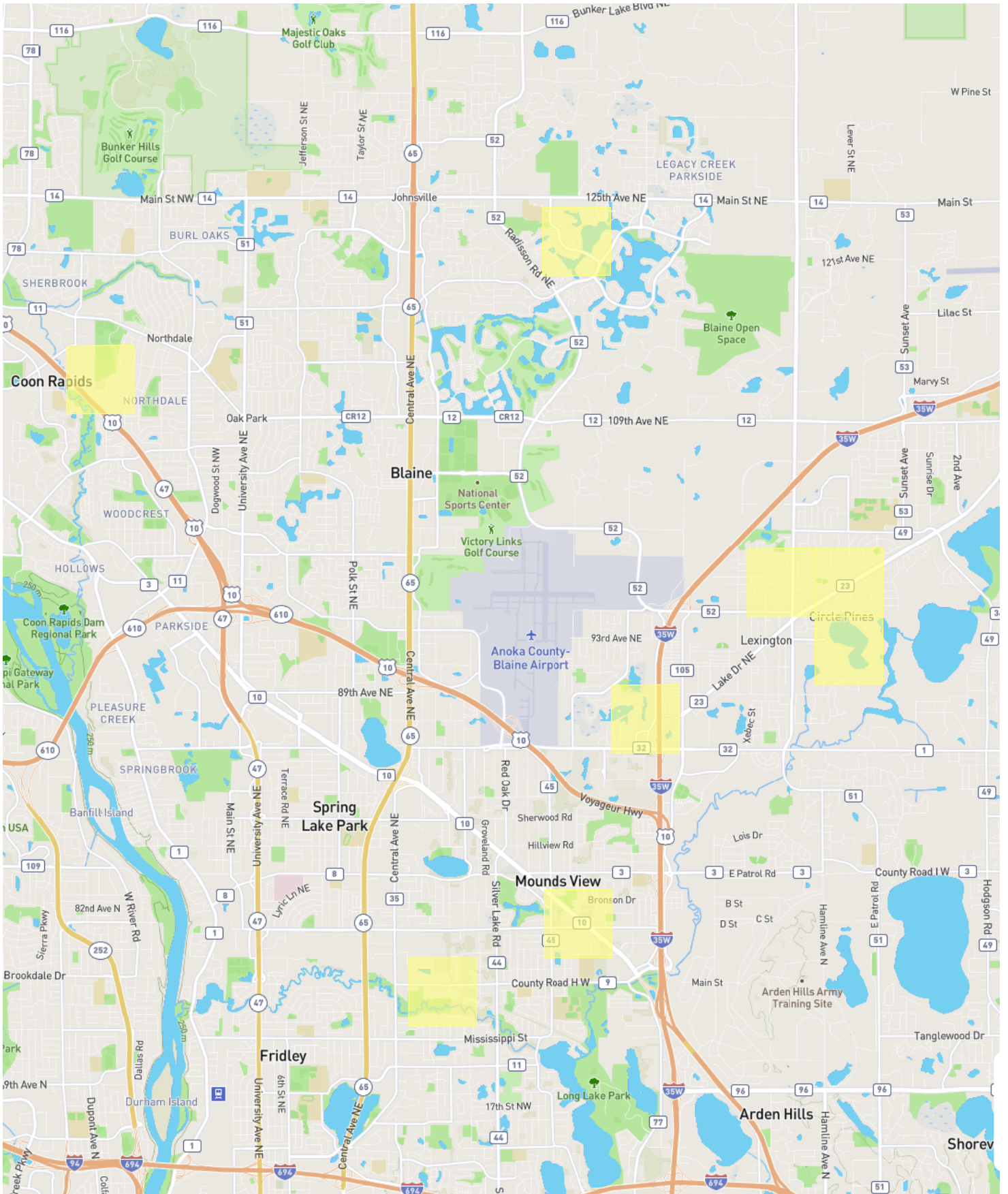
OPERATIONS

2024		2023	
14,251 OPERATIONS	557 NIGHTTIME OPERATIONS	13,806 OPERATIONS	698 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	463	3.2 %	40	13.2 %
HELICOPTER	375	2.6 %	46	15.2 %
MILITARY	4	0.0 %	2	0.7 %
NOT-CORRELATED	0	0.0 %	5	1.7 %
PISTON	12,501	87.7 %	144	47.5 %
TURBO-PROP	788	5.5 %	66	21.8 %
UNKNOWN	120	0.8 %	0	0.0 %
RUN-UP	0	0.0 %	0	0.0 %

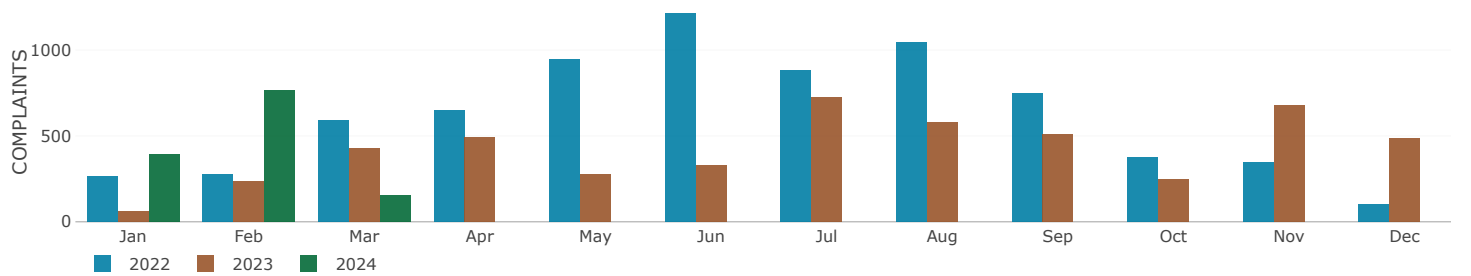
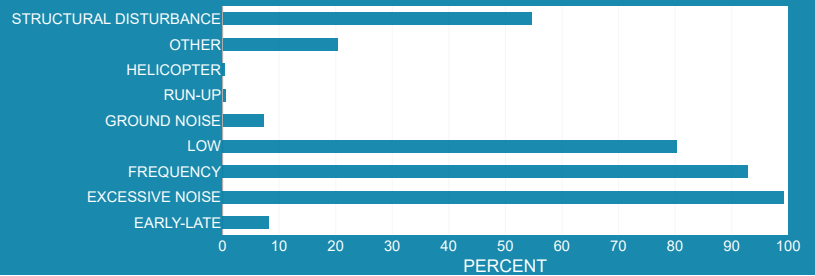
Anoka County-Blaine (Janes Field) Airport (ANE) - COMPLAINTS HEATMAP



COMPLAINTS

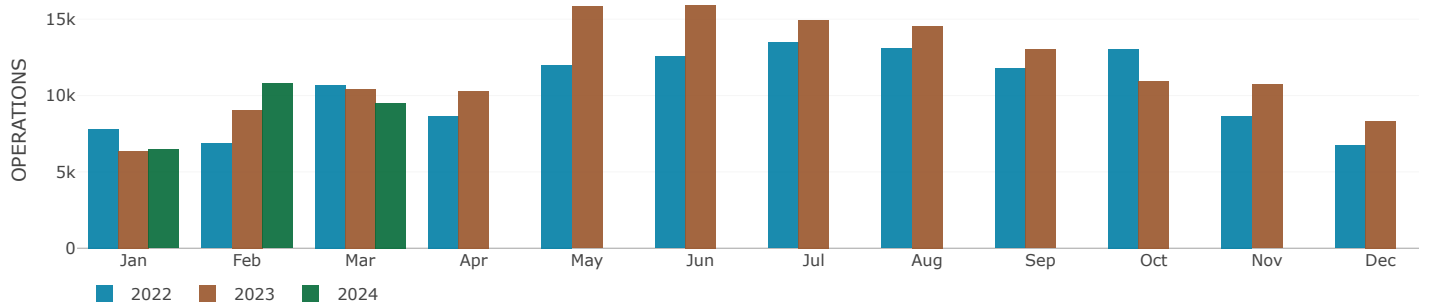
2024	1,318 COMPLAINTS	33 LOCATIONS	72 NIGHTTIME COMPLAINTS	19 NIGHTTIME HOUSEHOLDS
2023	726 COMPLAINTS	22 LOCATIONS	59 NIGHTTIME COMPLAINTS	14 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



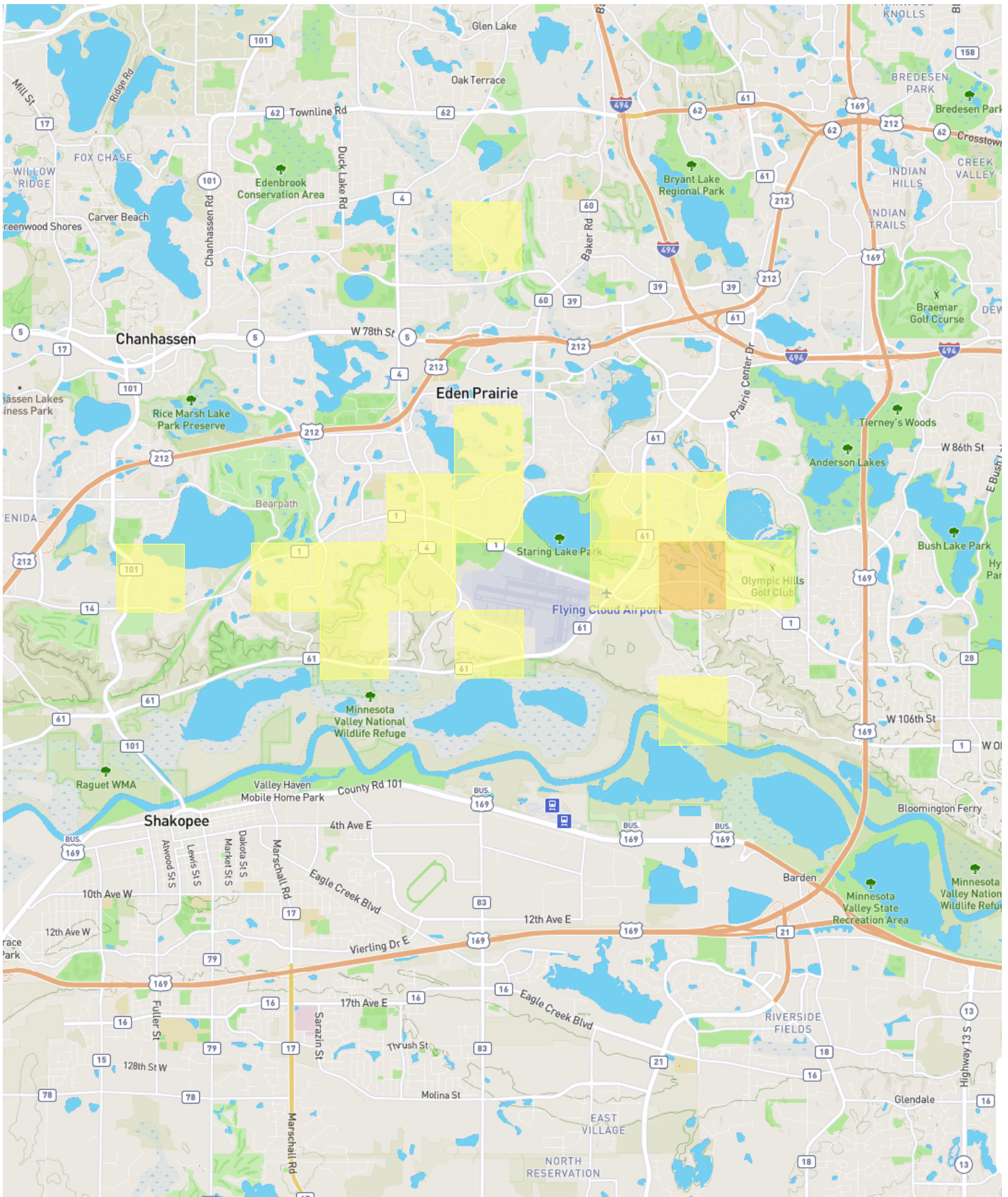
OPERATIONS

2024		2023	
26,746 OPERATIONS	651 NIGHTTIME OPERATIONS	25,841 OPERATIONS	806 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	2,287	8.6 %	36	2.7 %
HELICOPTER	758	2.8 %	9	0.7 %
NOT-CORRELATED	0	0.0 %	1	0.1 %
PISTON	22,189	83.0 %	1,208	91.7 %
TURBO-PROP	1,392	5.2 %	60	4.6 %
UNKNOWN	120	0.4 %	4	0.3 %
RUN-UP	0	0.0 %	0	0.0 %

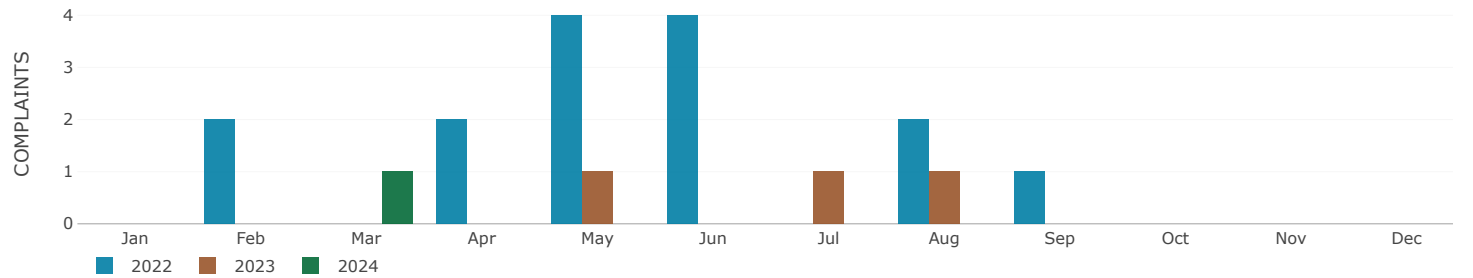
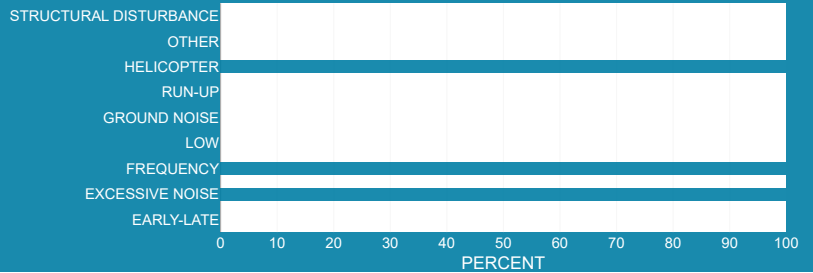
Flying Cloud Airport (FCM) - COMPLAINTS HEATMAP



COMPLAINTS

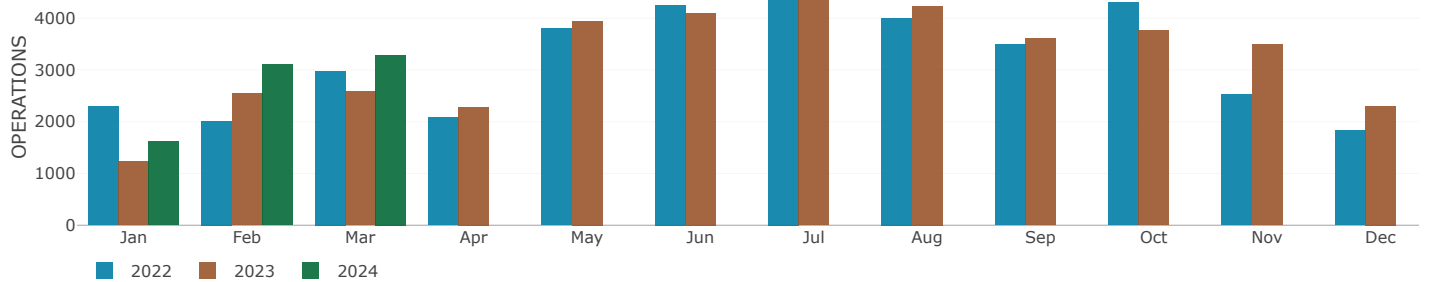
2024	1 COMPLAINTS	1 LOCATIONS	0 NIGHTTIME COMPLAINTS	0 NIGHTTIME HOUSEHOLDS
2023	0 COMPLAINTS	0 LOCATIONS	0 NIGHTTIME COMPLAINTS	0 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



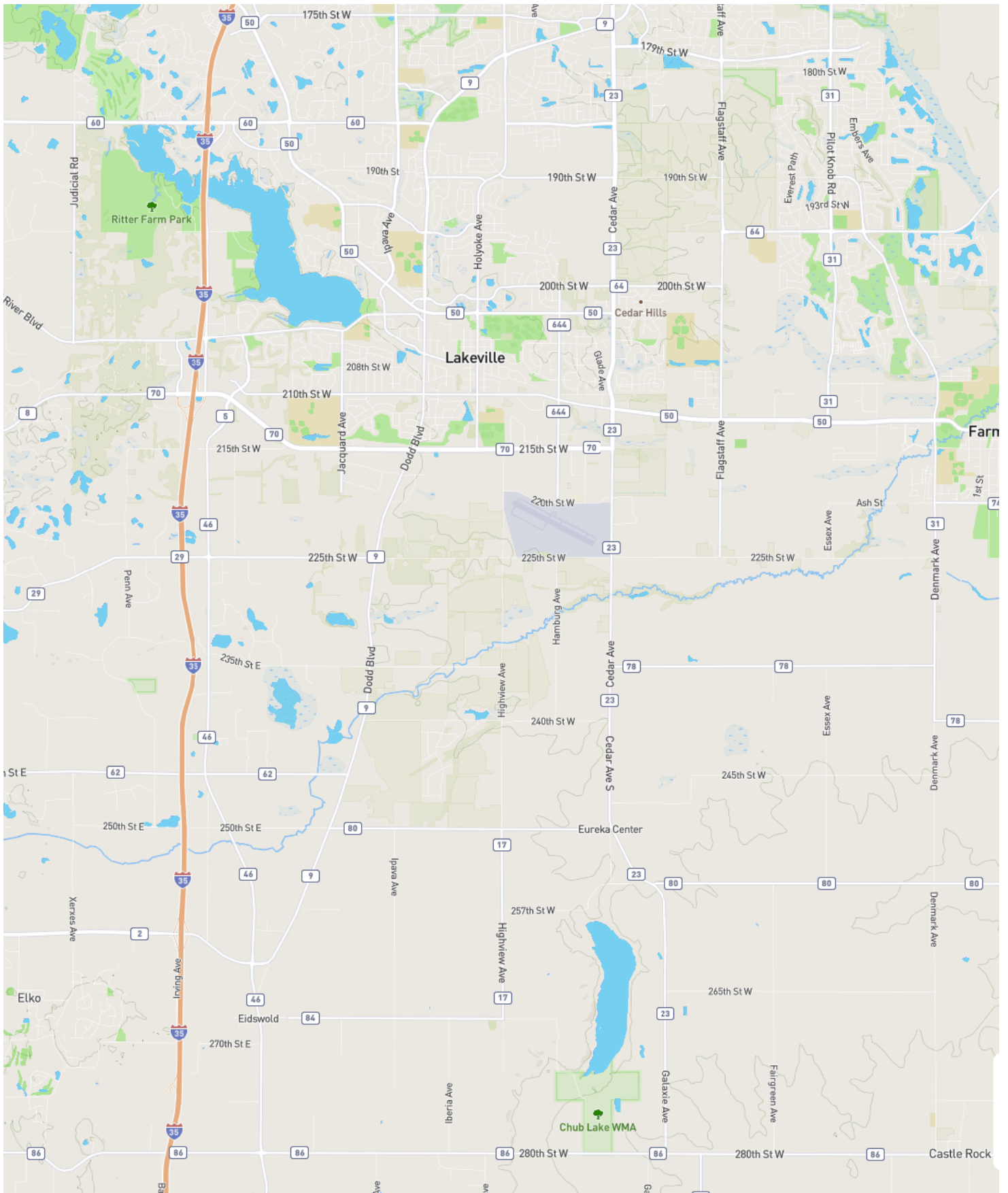
OPERATIONS

2024		2023	
8,006 OPERATIONS	39 NIGHTTIME OPERATIONS	6,358 OPERATIONS	44 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
PISTON	7,765	97.0 %	1	100.0 %
HELICOPTER	86	1.1 %	0	0.0 %
JET	41	0.5 %	0	0.0 %
TURBO-PROP	24	0.3 %	0	0.0 %
UNKNOWN	90	1.1 %	0	0.0 %
RUN-UP	0	0.0 %	0	0.0 %

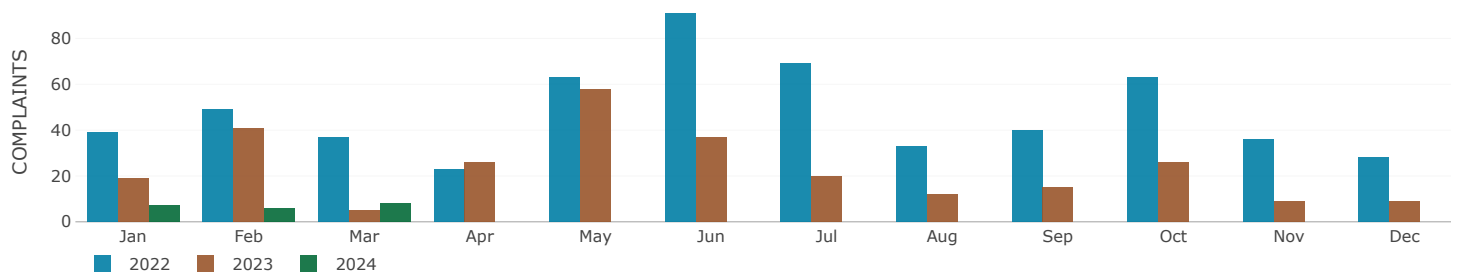
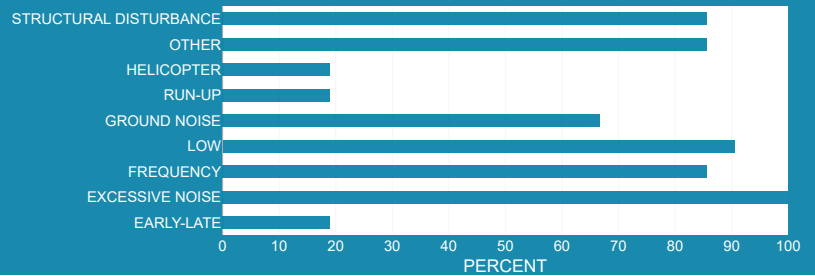
Airlake Airport (LVN) - COMPLAINTS HEATMAP



COMPLAINTS

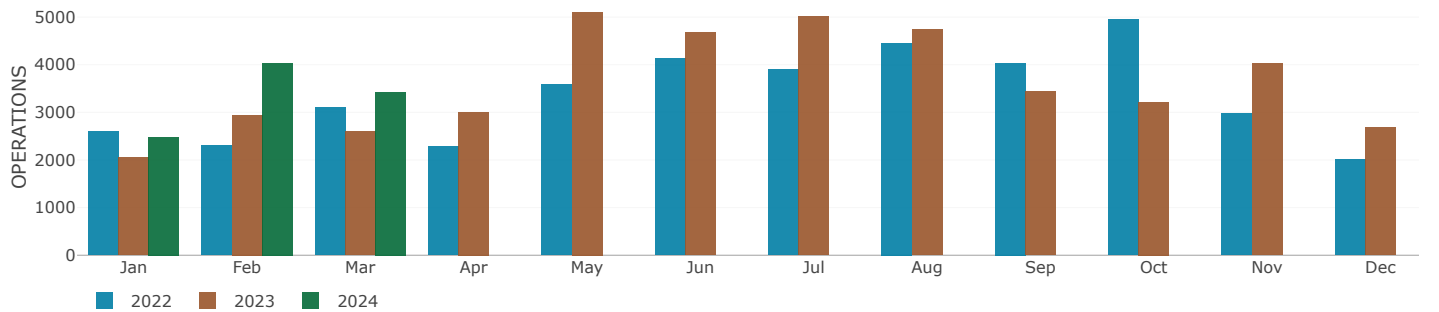
2024	21 COMPLAINTS	4 LOCATIONS	1 NIGHTTIME COMPLAINTS	1 NIGHTTIME HOUSEHOLD COMPLAINTS
2023	65 COMPLAINTS	7 LOCATIONS	4 NIGHTTIME COMPLAINTS	4 NIGHTTIME HOUSEHOLD COMPLAINTS

COMPLAINT DESCRIPTORS



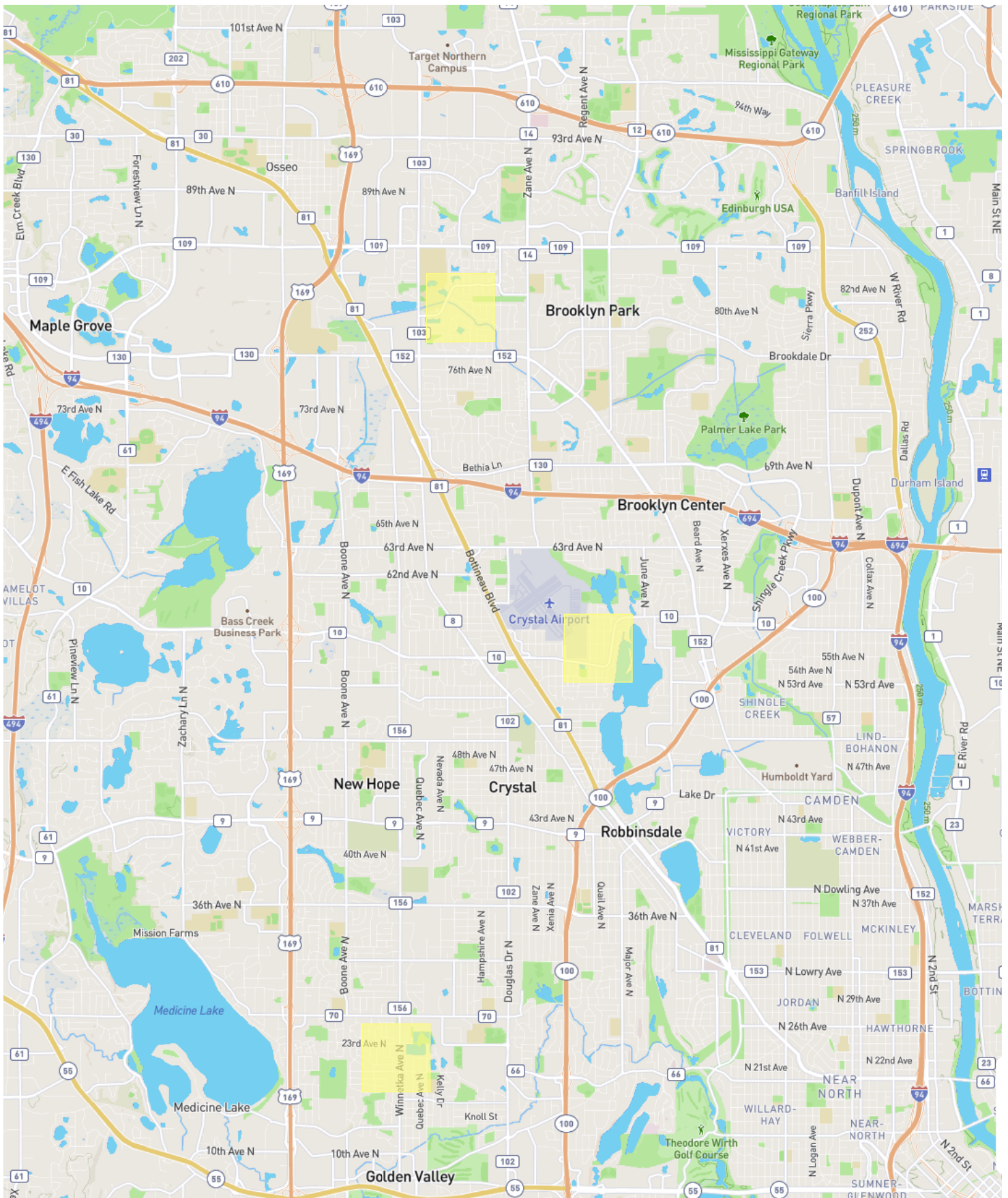
OPERATIONS

2024		2023	
9,946 OPERATIONS	64 NIGHTTIME OPERATIONS	7,594 OPERATIONS	71 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
HELICOPTER	81	0.8 %	1	4.8 %
PISTON	9,644	97.0 %	18	85.7 %
UNKNOWN	209	2.1 %	2	9.5 %
TURBO-PROP	12	0.1 %	0	0.0 %
RUN-UP	0	0.0 %	0	0.0 %

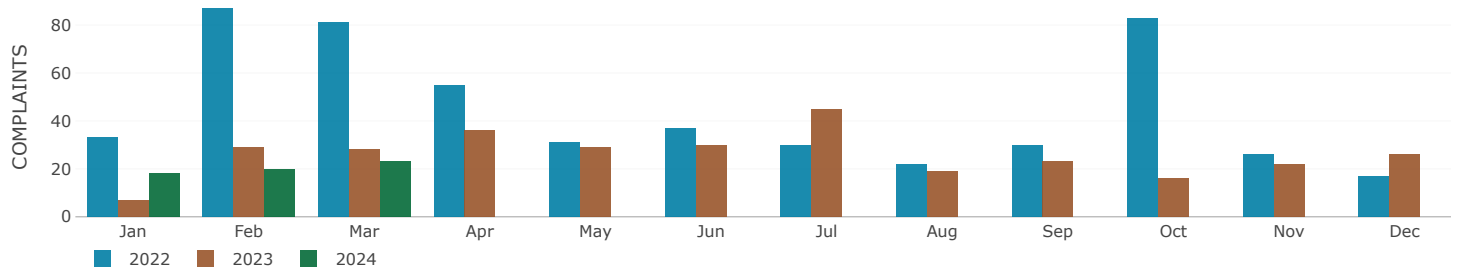
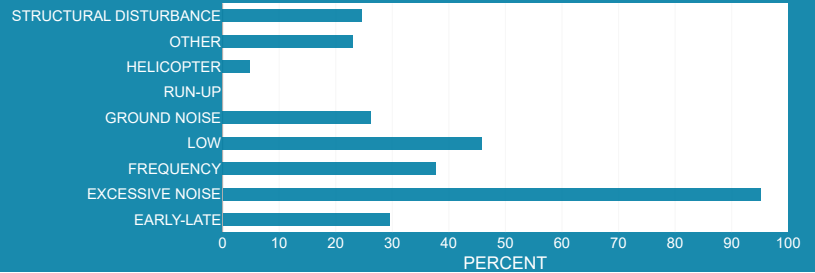
Crystal Airport (MIC) - COMPLAINTS HEATMAP



COMPLAINTS

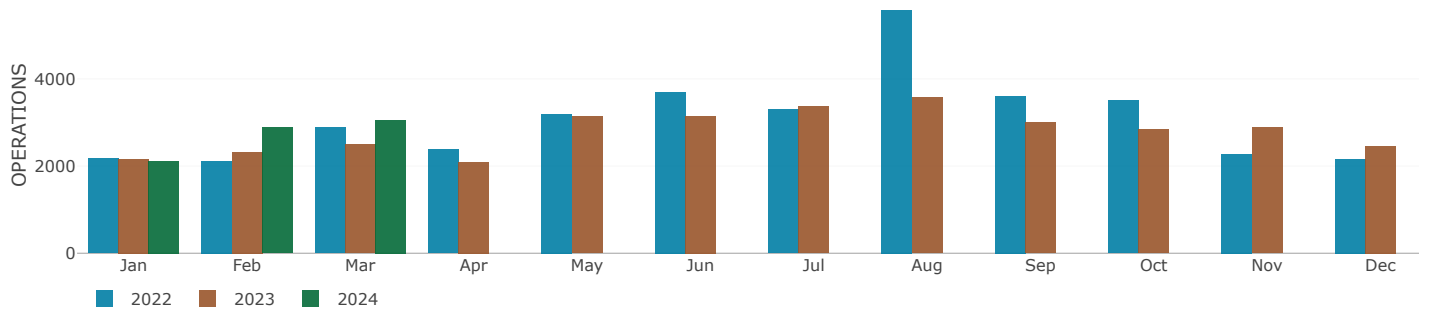
2024	61 COMPLAINTS	13 LOCATIONS	12 NIGHTTIME COMPLAINTS	7 NIGHTTIME HOUSEHOLDS
2023	64 COMPLAINTS	10 LOCATIONS	27 NIGHTTIME COMPLAINTS	6 NIGHTTIME HOUSEHOLDS

COMPLAINT DESCRIPTORS



OPERATIONS

2024		2023	
8,059 OPERATIONS	434 NIGHTTIME OPERATIONS	6,995 OPERATIONS	553 NIGHTTIME OPERATIONS



AIRCRAFT TYPE	OPERATIONS	%	COMPLAINTS	%
JET	2,350	29.2 %	36	59.0 %
HELICOPTER	368	4.6 %	2	3.3 %
PISTON	4,339	53.8 %	12	19.7 %
TURBO-PROP	926	11.5 %	10	16.4 %
UNKNOWN	76	0.9 %	1	1.6 %
RUN-UP	0	0.0 %	0	0.0 %

St Paul Downtown Holman Field (STP) - COMPLAINTS HEATMAP

