

**CRYSTAL AIRPORT
JOINT AIRPORT ZONING BOARD**

Tuesday, October 12, 2021
Crystal City Hall
4141 Douglas Drive North, #1696, Crystal, MN 55422

APPROVED MEETING MINUTES

Lydia Werner, Metropolitan Airports Commission, convened the Crystal Airport Joint Airport Zoning Board meeting at 8:00 AM. The following were in attendance:

Members: Brooklyn Center, Ginny McIntosh, Board Member
Brooklyn Center, Mike Elliott, Board Member
Brooklyn Center, Olivia Boerschinger, Alternate
Brooklyn Park, Todd Larson, Alternate
City of Crystal, Dan Olson, Board Member
City of Crystal, Joseph Sears, Board Member
City of Crystal, Harley Heigel, Alternate
City of New Hope, Jeff Sargent, Board Member
City of New Hope, Brandon Bell, Alternate
MAC, Rod Skoog, Commissioner
Minneapolis, Loren Olson, Board Member
Robbinsdale, George Selman, Board Member
Robbinsdale, Rick Pearson, Board Member
Robbinsdale, Thomas Helseth, Alternate

Others: Andrew Hanson, Brad Juffer, Bridget Rief, Evan Wilson, Joe Harris, Lydia Werner, Mike Wilson, Rebecca Townsend, MAC Staff, Evan Barrett, Mead & Hunt (JAZB consultant)

1. WELCOME AND AGENDA OVERVIEW

Lydia Werner opened the meeting and welcomed the attendees to the first convening of the Joint Airport Zoning Board for Crystal Airport. Ms. Werner stated that she would lead the meeting but that the Board would be selecting its chairperson.

2. BOARD MEMBER INTRODUCTIONS

Ms. Werner explained that the Board is made up of members from Brooklyn Center, Brooklyn Park, City of Crystal, City of New Hope, Minneapolis, and Robbinsdale. Bridget Reif, Metropolitan Airports Commission, added that Rod Skoog, present, is one of two MAC commissioners also on the board. Each municipal government is entitled to have two primary members on the Board, along with two alternate members who can vote in the absence of a primary member. Ms. Werner introduced the board members and which municipal government they represented.

3. JAZB PURPOSE & ROLE

Ms. Werner highlighted the JAZB's purpose to collaboratively develop an airport zoning ordinance that achieves a balance between providing for a reasonable level of safety while allowing for compatible community development.

4. SELECTION OF CHAIRPERSON

Ms. Werner read aloud Minnesota Statute section 360.063, describing JAZB requirements. Ms. Werner explained that the Chair must be someone in addition to the Board members, and not one of the members or alternates appointed by the municipalities or the MAC. If a member of the JAZB fills the role of chair, their municipalities seat must be backfilled. Ms. Werner asked for nominations.

Hearing none, Ms. Werner cited Rick Weyrauch, the chair of for Lake Elmo's Joint Airport Zoning Board, as an experienced candidate that expressed an interest in the role if Crystal's JAZB chooses to nominate him. The board discussed and favored this option.

GEORGE SELMAN, ROBBINSDALE, MOVED TO APPOINT RICK WEYRAUCH AS CHAIR OF THE CRYSTAL JOINT AIRPORT ZONING BOARD. JEFF SARGENT, NEW HOPE, SECONDED. THE MOTION CARRIED BY UNANIMOUS VOTE.

5. ORGANIZATIONAL LOGISTICS

Ms. Werner presented recommendations for organizational logistics for the JAZB meetings. Ms. Werner suggested using Robert's Rules of Order to guide meeting protocols. Ms. Werner defined a quorum as having a majority of JAZB membership in attendance to take action, meaning that eight members, including alternates, must be present to take any formal actions, and that formal actions will require a majority vote of members present to pass or fail. Ms. Werner called for a motion to adopt Robert's Rules of Order.

IT WAS MOVED BY RICK PEARSON, ROBBINSDALE, SECONDED BY GEORGE SELMAN, TO ADOPT ROBERT'S RULES OF ORDER. THE MOTION CARRIED BY UNANIMOUS VOTE.

Ms. Werner and Evan Wilson, Metropolitan Airports Commission, presented meeting format options for the board to choose their format going forward, whether entirely in person, entirely remote, or a hybrid of the two. Mr. Wilson explained the legal restriction on voting for board members attending remotely. After a brief discussion, a hybrid of in-person and remote video and conference calling was determined to be the best option. Mr. Wilson promised to look into and follow up with the board regarding the legal restriction of voting when attending remotely. Ms. Werner promised to inquire with those stakeholders not in attendance, and to follow up with the board regarding next meeting and format details. Mr. Sargent promised to check on the availability of a technologically capable meeting room in the City of New Hope's City Hall, to accommodate hybrid meetings.

6. GOALS FOR THE CRYSTAL AIRPORT JAZB

Ms. Werner stated that the overarching goal for this Board is to develop an airport zoning ordinance for review and approval by the MnDOT Commissioner of Transportation for subsequent adoption by the Board and then local communities. To accomplish this, the JAZB could consider a few sub goals. First, the Board should keep in mind that this is a balancing act between providing a reasonable level of safety while allowing for compatible community development. The Board should ensure that the ordinance is developed in a manner that includes meaningful stakeholder engagement.

7. ELEMENTS OF AN AIRPORT ZONING ORDINANCE

Evan Barrett, of Mead & Hunt, presented land use and structure height restrictions as the primary elements of an airport zoning ordinance. He explained Federal Aviation Regulations (FAR) Part 77 airspace surfaces. He presented Crystal's existing ordinance adopted in 1983, and the airspace restrictions therein.

8. AIRPORT ZONING PROCEDURAL STEPS

Mr. Barrett outlined the anticipated meetings and procedural steps involved in an airport ordinance and introduced the difference between standard and custom modeling. Mr. Barrett proposed that the next meeting focus on a work session getting into the details of the two airport zoning pathways, Custom or Commissioner's Standard. The desired outcome from the second meeting would be a decision about which airport zoning method the JAZB desires to pursue. The content of the third meeting would be based on the JAZB's decision. If the JAZB selects the Custom method, the third meeting would focus on a review of the custom zoning factors and developing a methodology for constructing the ordinance. The result for the initial phase of the JAZB's work is a public hearing to present the proposed airport zoning ordinance for public review and comment, followed by its submittal to MnDOT for review and approval.

9. INITIAL MEETING PLAN

Ms. Werner outlined November 16th at 10 am for the next JAZB meeting, to get it in before the holidays, and early 2022, January or February, for the 3rd meeting.

10. PUBLIC COMMENTS

No public comments were received.

12. ADJOURN

The meeting was adjourned at 9:45 AM.