



Anoka County-Blaine Airport ADVISORY COMMISSION

ACBAAC

ACBAAC MEETING DATE AND TIME:

November 2, 2022 at 4 p.m.

LOCATION: Atlantic Aviation ANE

9877 N Airport Rd NE, Blaine, MN 55449

DRAFT AGENDA

1. Introductions
2. Bylaws Modification for Voting Clarity ~Action
3. Approval of Meeting Minutes: May 11, 2022 ~Action
4. Public Comment* – (up to 3-min. each speaker)
5. Tenant Highlight: Experimental Aircraft Association Chapter 237 ~Information
6. Airport User Spotlight: Tom Lymburn ~Information
7. Airport Manager Update: ~Information
 - Construction
 - Drainage
 - Clean-up
 - Tours
8. Long Term Plan Schedule ~Information
9. Aircraft Operations and Noise Complaints Summary: 3rd Quarter 2022 ~Information
10. Member Vision Remarks: what do you seek from the ACBAAC, or what is your vision for the Anoka County-Blaine Airport? (2 min.) ~Information
11. Set next meeting date: May 10, 2023 or Other?

*** For assistance with meeting accommodations, please contact:**

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ANOKA COUNTY- BLAINE AIRPORT ADVISORY COMMISSION
(ACBAAC)

METROPOLITAN AIRPORTS COMMISSION
ANOKA COUNTY – BLAINE AIRPORT ADVISORY COMMISSION

DRAFT MEETING MINUTES

Wednesday, May 11, 2022, 4:00 p.m.

Atlantic Aviation ANE

9877 N Airport Rd, NE, Blaine, MN 55449

The meeting started at 4:10 p.m. In attendance were:

Representatives: C. Daml, Northstar Flyers; K. Devries, City of Lexington; S. Erkel, City of East Bethel; B. Haake, City of Mounds View; M. Lawrence, Anoka County Aviation; S. McChesney, City of Circle Pines; B. Orr, Atlantic Aviation; M. Percy, City of Circle Pines; D. Quimby, City of Lino Lakes; J. Reinert, Anoka County; T. Ryan, City of Blaine; C. Webb, MN Helicopter; N. Zikmund, City of Mounds View

MAC Staff: B. Juffer, Manager, Community Relations; J. Lewis, Community Relations Coordinator; D. Nelson, Director – Stakeholder Engagement; M. Ross, Assistant Manager, Community Relations; K. Verdeja, Administrative Specialist

Others: M. Wolfe, City of Blaine

1. Introductions

Chair Orr called the meeting to order at 4:10 pm. He asked all attendees to briefly introduce themselves. There were 19 participants. Chair Orr also explained the Tennessee Warning forms to the participants.

A quorum of three User Representatives and three Community Representatives was established.

Public Representatives: T. Ryan; S. McChesney; D. Devries; S. Erkel; B. Haake; J. Reinert; D. Quimby; M. Percy

User Representatives: B. Orr; C. Daml; M. Lawrence; C. Webb

2. Review and Approval of Meeting Minutes: May 12, 2021

Chair Orr opened the item for discussion approving the minutes from the May 12, 2021 meeting.

Representative Devries moved and Representative Reinert seconded to:

Accept the May 12, 2021 meeting minutes as presented.

The motion passed by unanimous vote.

3. Review and Approval of Meeting Minutes: October 13, 2021

Chair Orr opened the item for discussion approving the minutes from the October 13, 2021 meeting.

**Representative McChesney moved and Representative Erkel seconded to:
Accept the October 19, 2021 meeting minutes as presented.
The motion passed by unanimous vote.**

4. Public Comment

Chair Orr introduced the public comment period and reminded attendees of the ground rules for public comment. There were no members of the public interested in commenting.

5. Nominations and Elections of Public/Community Chair

Chair Orr opened the item to nominations and discussion for the Public/Community Chair. **Representative Erkel** was the only nominee for this position.

**Representative Erkel moved and Representative Haake seconded to:
Elect Representative Erkel as the Public/Community Chair
The motion carried by unanimous vote of the Public/Community Representatives.**

6. Nominations and Elections of Airport User Chair

Chair Erkel opened the item to nominations and discussion for the Airport User Chair. **Representative Orr** was the only nomination for this position.

**Representative Smith moved and Representative Devries seconded to:
Elect Representative Erkel as the User Chair
The motion carried by unanimous vote of the User Representatives.**

7. 2022-2023 Work Plan Approval

Jennifer Lewis, Technical Advisor, introduced the topic of the 2022-2023 Work Plan. **Ms. Lewis** went over the proposed Work Plan for the Commission for 2022-2023.

Dana Nelson, Director – Stakeholder Engagement, responded to inquiries from **Representative Haake** regarding the 2022-2023 work plan.

**Representative Reinert moved and Representative Ryan seconded to:
Accept the Anoka County – Blaine Airport Advisory Commission Work Plan 2022-2023 as drafted.
The motion carried by unanimous vote.**

8. Tenant Highlight

Chair Orr introduced Chris Webb, General Manager, MN Helicopters. Mr. Webb explained that MN currently has roughly 20 pilots. They offer training, scenic tours and charters. He continued by showing a video to the group that can be found at: [youtube.com Elite Access: Coach Fleck Takes to the Air! - YouTube](https://www.youtube.com/watch?v=...)

9. MAC Reliever Airport Video

Jennifer Lewis, Technical Advisor, explained that the Metropolitan Airports Commission (MAC) Reliever Airports now has a video that showcases the six reliever airports. The video can be found at [Our Airports - What is General Aviation?](https://www.youtube.com/watch?v=...)

10. Airport Update

Jennifer Lewis, Technical Advisor, gave an overview of the ACBAAC – Airport Update. She shared the airport newsletter with the attendees. The newsletter gave an overview of the annual report, airport construction, hangar inspections, aircraft storage lease and renewals, and the upcoming events.

11. Aircraft Operations and Noise Complaints Summary – 1st Quarter 2022

Jennifer Lewis, Technical Advisor, explained the Metropolitan Airports Commission Noise and Operation System (MACNOMs) updates and how the operations were tracked. **Ms. Lewis** stated there were 364 noise complaints from 16 locations and 118 nighttime complaints from 7 nighttime locations. There were 9,643 operations and 557 nighttime operations recorded for Anoka County-Blaine Airport during the quarter. **Ms. Lewis** explained that more detail about complaints and operations is available at www.macnoise.com/tools-reports/interactive-reports

12. Member Comments

Chair Orr thanked all in attendance for participating and opened the discussion to the representatives.

Representative Daml expressed a concern regarding a development being built south of the airport. There was a discussion surrounding the process that requires a disclosure that acknowledges when an airport is located near new developments.

Chair Orr updated the group mentioning that the American Red Cross has been hosting successful blood drives. He updated that there are EAA events going on steadily at the airport. He mentioned there were a lot of things going on at the airport to renew interest in aviation.

10. Set next Meeting Date

Chair Orr led a discussion regarding the date of the next meeting. It was decided the meeting would be held on Wednesday, October 12, 2022 at 4:00 pm with a location to be determined prior to the next meeting.

The meeting was adjourned at 5:15 pm.

BYLAWS OF

ANOKA COUNTY-BLAINE AIRPORT ADVISORY COMMISSION (ACBAAC)

ARTICLE I

The name of this organization shall be the Anoka County-Blaine 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 Anoka County-Blaine Airport, a public airport in the City of Blaine, County of Anoka, 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 Anoka County Blaine 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 Anoka County Blaine Airport.
3. The Commission shall make its recommendations to the Metropolitan Airports Commission regarding any proposal affecting the use or operations of Anoka County-Blaine Airport.

ARTICLE III

MEMBERSHIP

1. Representatives and 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 – The Manager of Anoka County-Blaine Airport shall be the Technical Advisor of the Commission. Other officially recognized organizations or agencies may be called upon to advise the ACBAAC that include: the Federal Aviation Administration (FAA), Minnesota Pollution Control Agency (MPCA), Metropolitan Airports Commission (MAC) 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 or County Appointment)

- One (1) representative from Circle Pines
- One (1) representative from Blaine
- One (1) representative from Mounds view
- One (1) representative from Lexington
- One (1) representative from Lino Lakes
- One (1) representative from East Bethel
- One (1) representative from Anoka County

User Representatives (Airport Manager Appointment)

- Two (2) representatives from Anoka County Aviation Association
- Two (2) representatives from Experimental Aircraft Association
- Three (3) representatives from airport business or at-large airport user

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 by members in attendance at a meeting in-person, or through email or use of a virtual collaboration tool when an in-person meeting is not available.

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.