

**Downtown Airport Advisory Council  
MEETING MINUTES**

Tuesday, September 11, 2007, 4:00 p.m.  
Administration Building, St. Paul Downtown Airport – Holman Field

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**Call to Order**

A meeting of the Downtown Airport Advisory Council (DAAC), having been duly called, was held Tuesday, September 11, 2007, in the Administration Building of the St. Paul Downtown Airport. MAC Noise Program Coordinator, Scott Skramstad, called the meeting to order at 4:05 p.m. The following were in attendance:

**Representatives:** Clayton, Weibel, Englin, Hagerty, Rudd, Miersch, Dorer, Hunt, Berquist, Brunsvold, Jorgenson

**MAC Staff:** S. Skramstad, G. Fries, C. Leqve, J. Geisen, P. Mosites

**Others:** T. Diamond, M. Howard - FAA

**AGENDA ITEMS**

**1) Introduction**

**Scott Skramstad**, Technical Advisor, briefed the group on the meeting's agenda items and formal introductions were done.

**2) DAAC Goals and Mission Statement**

**Scott Skramstad**, Technical Advisor, gave a brief overview of the Mission Statement and the Goals of the Downtown Airport Advisory Council. **Skramstad** explained that the Council was formed in 1982 and its purpose was to advise the MAC and the FAA on issues involving the operation of the airport and the impact the airport had on the community. The goals of the group are:

1. To study and evaluate complaints arising from operations at Holman Field.
2. To propose and initiate methods to alleviate problems arising from operations at Holman Field.
3. To provide a means of communication between citizens and the "Airport Community".
4. To serve in an advisory role regarding future airport use and development.

**Skramstad** noted that the Council was instrumental in the formulation of a noise abatement plan for STP and that the group last met in 2002 and 2003 to discuss issues relating to the airport floodwall and airport noise.

**3) Review DAAC Bylaws**

**Skramstad** briefly reviewed the group's bylaws. He informed the group that the Council is made up of an equal number of members representing the airport and an equal number of members representing the citizens in the communities around the airport. He explained that this was consistent with the original intent of the group, which was to have a balanced membership between airport users and community representatives, allowing for a balanced discussion on airport issues and issues affecting the communities.

Discussion followed regarding participation of members appointed to serve on the Council. **Representative Weibel** noted that it's important for the appointed representatives to attend all meetings and suggested modifying the bylaws to incorporate provisions to replace appointed members who miss several meetings.

**4) Bylaw Membership Changes**

**a. Changes in Composition of Council**

**Skramstad** informed the Council that since they last met and since the bylaws were initially adopted, there has been a change in the composition of the council. **Skramstad** explained that the bylaws can be amended to change the membership of the Council to reflect material changes in the group, get active participation of additional members or to address areas that may be impacted due to changed flight patterns.

**Skramstad** informed the group that Exec-U-Air, U.S. Army Reserves, and Wings were no longer operating at the airport and that H/C Inc., Minnesota Jet, and St. Paul Flight Center have agreed to participate on the Council.

**Representative Berquist** stated that if the bylaws were going to be amended that he feels District 6 – North End should be added as an additional Public Representative on the Council.

Discussion followed as to the process of modifying the bylaws and as to whether or not the group was going to elect a chair. **Skramstad** noted that the group will be electing a Chair and a Vice-Chair and that the Council shall use Robert's Rules of Order for meeting proceedings and to decide questions of order.

**b. Additional Representation**

**Skramstad** noted the request to add District 6 to the Council. He stated that if an additional member is added to the public representation that an additional member should be added as airport user representation to ensure the group's membership remains balanced.

**Representative Hunt** informed the group that she is not aware of District 6 making an official request to be included in the Council's membership. She stated that she would like to table the discussion to a later meeting so she could go back to the City and gather additional information.

It was moved by Representative Hunt to table the discussion regarding additional public representation.

**IT WAS MOVED BY REPRESENTATIVE WEIBEL AND SECONDED BY REPRESENTATIVE BRUNSVOLD TO AMEND THE BYLAWS TO REPLACE THE TENANTS NO LONGER OPERATING AT THE AIRPORT WITH H/C INC., MINNESOTA JET, AND ST. PAUL FLIGHT CENTER/AVITAT.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

**Skramstad** stated that the group will need to elect a Chairperson and a Vice-Chairperson. He informed the group that the Chairperson of the Council is responsible for:

1. Presiding at all meetings of the council.
2. Calling special meetings of the council.
3. Signing as chairperson of the council, and
4. Performing duties and tasks that the bylaws or the membership may require.

**Skramstad** informed the group that the Vice-Chairperson of the Council will be responsible for performing the duties of the Chairperson in the Chair's absence and that both positions are elected to serve two-year terms.

**Skramstad** stated that he would like the group to nominate a person for the position of Chairperson of the Council and Vice-Chairperson of the Council and hold elections at the next meeting.

**Representative Berquist** stated that the Dayton's Bluff area is highly impacted by aircraft operations from the airport and that he would like to have a public representative elected to the position of Chairperson. **Berquist** nominated Representative Dorer from Dayton's Bluff for the position of Chairperson of the Council. The nomination was seconded.

**Representative Brunsvold** noted that Representative Weibel has an extensive background with the MAC reliever airport system and nominated Representative Weibel for the position of Vice-Chairperson of the Council. The nomination was seconded.

**Representative Dorer** noted that he has little experience with the airport and that he felt he would be more qualified and willing to serve as Vice-Chairperson of the Council.

**REPRESENTATIVE WEIBEL MOVED, AND REPRESENTATIVE BRUNSVOLD SECONDED, TO NOMINATE HIMSELF AS CHAIRPERSON OF THE COUNCIL AND REPRESENTATIVE DORER AS VICE-CHAIRPERSON OF THE COUNCIL AND TO ELECT THOSE REPRESENTATIVES TO THE POSITIONS OF CHAIRPERSON AND VICE-CHAIRPERSON OF THE COUNCIL.**

**THE MOTION PASSED BY UNANIMOUS VOTE.**

**5) Review Supplemental Conditions of Agreement**

**Skramstad** reviewed the resolution passed by the City of St. Paul on August 31, 2006 approving the floodwall for the St. Paul Downtown Airport. **Skramstad** informed the group that the resolution calls for the MAC to abide by their "Supplemental Conditions of Agreement" passed on June 19, 2006 and that the MAC would develop a process for taking and responding to Holman Field aircraft noise and operations complaints during business hours. **Skramstad** informed the group that the MAC currently has a process available for taking and responding to Holman field complaints and can review this with the group at a later date.

**Skramstad** reviewed the MAC's "Supplemental Conditions of Agreement". He informed the group that the conditions of agreement state that the MAC will initiate an update of the STP Noise Abatement Plan to include the following elements:

1. Use of the runways at the Airport.
2. Appropriate flight tracks for aircraft arriving at, or departing from, the Airport.
3. Voluntary restraint on nighttime aircraft operations and recommended procedures for any such operations that must occur.
4. Voluntary restraint on nighttime aircraft engine runups.
5. Implementation of a pilot/FBO information and education program designed to inform Airport Users and Fixed Base operators of the elements contained in the Noise Abatement Plan.
6. Completion of an annual study of aircraft noise in the areas surrounding the Airport.

Discussion followed regarding completion of an annual noise study. **Skramstad** stated that if a study is going to be done for 2007 the MAC needs direction to proceed as soon as possible. He stated that the MAC's portable monitors do not function properly in below-freezing temperatures and that there is still enough time left this year to complete a noise study. **Skramstad** informed the group that a noise study was previously conducted in 2001 for the Dayton's Bluff Community Council and the study format would be easy to replicate. **Skramstad** briefly reviewed the 2001 study with the group. **Skramstad** explained that MAC staff has sited five locations for proposed monitoring, with one site in each community district represented on the council. He explained that the five monitoring sites were selected based on following criteria:

1. Flight track density – analyzed ½ mile grid and looked for site with the most aircraft over flights in each district. Located site at or next to ½ mile grid with most over flights.
2. Looked for a site with public property (school or park).
3. Ensured the site was near residential areas.

**Representative Weibel** suggested the group move ahead with the study and, at the November 2007 meeting, compare the new study to the old study conducted in 2001.

**Representative Berquist**, WSCO Representative, asked if District 1 Representative Miersch was content with locating the noise monitor at Highwood Hills Elementary. **Miersch** replied that he believes the location is a good one and that he has no issues with it.

**Representative Weibel** stated he believed the monitoring location could be moved if the data collected from the study was not sufficient.

**Representative Dorer** asked if monitors would be permanently established if a survey is to be conducted annually. **Chad Leqve**, Technical Advisor, noted that permanent monitors are a significant expense but added that the mobile monitors can replicate the analytical capabilities of the ANOMS system used at Minneapolis-St Paul International Airport. He stated that data from the mobile monitors can be collected and imported into ANOMS to conduct analysis relative to actual flight track data. **Leqve** stated that the intention is to maximize the functionality of the mobile monitors to provide the best data monitoring possible.

It was asked if the mobile monitors are being used at any of the other reliever airports. **Skramstad** noted that they are used at Flying Cloud Airport and **Leqve** added that the mobile monitors were purchased for the purpose of use at the reliever airports.

**Representative Hagerty** noted that the Highwood Hills Elementary monitor location appears to be well-situated in the area that is generating the majority of noise complaints.

**Representative Hunt** stated she appreciated the efforts that have been made to move the 2007 study forward at that this time.

**Berquist** stated that he could not support a motion to move forward with the 2007 study as he feels that Roosevelt Elementary is not the best location for placement of a monitor on the west side of St. Paul. **Berquist** stated that he would like more time to review past noise data in order to determine a more suitable site for the monitor. **Representative Weibel** noted that time is of the essence in conducting the study. **Berquist** stated that he felt Henry Park would be a more suitable location for the placement of a monitor in District 1. **Leqve** noted that a monitor could be placed in Henry Park if that were the will of the group. The group moved to vote on a motion related to the study.

**IT WAS MOVED BY REPRESENTATIVE MIERSCH AND SECONDED BY REPRESENTATIVE HUNT TO MOVE FORWARD WITH A 2007 AIRCRAFT NOISE STUDY AS OUTLINED AND RECOMMENDED BY THE MAC, WITH MOBILE NOISE MONITOR LOCATIONS IN EACH NEIGHBORHOOD COUNCIL DISTRICT AS NOTED IN THE PRESENTATION MATERIALS PROVIDED TO THE DOWNTOWN AIRPORT ADVISORY COUNCIL MEMBERS, AND FOR 2001 NOISE STUDY DATA TO BE PROVIDED TO THE COUNCIL ALONG WITH RESULTS FROM THE 2007 STUDY AT THE NOVEMBER 2007 COUNCIL MEETING.**

**THE MOTION CARRIED BY MAJORITY VOTE.**

6) **Noise Complaints**

**Scott Skramstad**, Technical Advisor, directed Council members to information he had provided to them on noise complaints for Holman Field received during June-August 2007. **Skramstad** noted the handout provided shows neighborhoods represented on the Council and identifies complainants. He pointed out that the larger the dot representing a complainant, the more complaints that person has filed. He noted there were 23 total complaints from 11 different people and that all 23 complaints were filed during June-July 2007. **Representative Berquist** asked how the complaints were received. **Skramstad** stated the majority were filed via the Internet. **Berquist** asked if there is a phone number available that residents can call to file a complaint. **Skramstad** noted there are two such numbers, one for St. Paul (651.224.2203) and one for Minneapolis (612.726.9411). **Representative Dorer** noted that residents in his area have commented that they have received no response to complaints they have filed in the past. **Chad Leqve**, Technical Advisor, noted that all complaint calls are filed and that residents are contacted if they specifically request a call back when filing a complaint. **Leqve** asked Council members to let their constituents know to request a call back if they would like to receive one. **Leqve** noted that normal business hours for filing a complaint via the Noise Complaint Hotline are 8am-5pm, Monday-Friday. **Skramstad** noted that complaints can also be filed via the Internet at [www.macnoise.com](http://www.macnoise.com).

7) **Other Items Not on the Agenda**

**Representative Dorer**, District 4 Community Council, suggested that a council member who has three unexcused absences from Council meetings in the course of one year will be removed from the Council. **Representative Brunsvold** asked if there would be a formal process for appointing alternate members to the Council. **Scott Skramstad**, Technical Advisor, noted that the Bylaws state each membership can have one (1) duly appointed alternate representative to take the place of the appointed representative when necessary; the alternate representative has the same voting privileges as the appointed member.

**Representative Weibel** suggested the Council's Bylaws be amended to state that, if a member or member's alternate, is removed from the Council due to three unexcused absences from Council meetings in the course of one year, the same member or member's alternate cannot be re-appointed to the Council.

**IT WAS MOVED BY REPRESENTATIVE DORER AND SECONDED BY REPRESENTATIVE BRUNSVOLD TO AMEND THE COUNCIL'S BYLAWS TO STATE THAT, IF A MEMBER OR MEMBER'S ALTERNATE HAS THREE UNEXCUSED ABSENCES FROM COUNCIL MEETINGS IN THE COURSE OF ONE YEAR, THAT MEMBER OR MEMBER'S ALTERNATE WILL BE REMOVED FROM THE COUNCIL.**

**THE MOTION CARRIED BY UNANIMOUS VOTE.**

IT WAS MOVED BY REPRESENTATIVE DORER AND SECONDED BY REPRESENTATIVE CLAYTON TO AMEND THE COUNCIL'S BYLAWS TO STATE THAT, IF A MEMBER OR MEMBER'S ALTERNATE, IS REMOVED FROM THE COUNCIL DUE TO THREE UNEXCUSED ABSENCES FROM COUNCIL MEETINGS IN THE COURSE OF ONE YEAR, THE SAME MEMBER OR MEMBER'S ALTERNATE CANNOT BE RE-APPOINTED TO THE COUNCIL.

THE MOTION CARRIED BY UNANIMOUS VOTE.

**Skramstad** asked if Council members were amenable to using e-mail for Council-related correspondence. He noted that e-mail is quicker than post mail and added that it saves on resources. **Skramstad** passed around a sign-in sheet and asked Council members to list their e-mail address for use for future correspondence, noting that post mail will still be sent to those members who do not have or wish to use e-mail.

**Skramstad** informed the group the St. Paul Noise Abatement Plan and the noise study results will be posted to the MAC's noise website at [www.macnoise.com](http://www.macnoise.com), and reminded the group that he will send noise study results to them as well prior to the November 2007 meeting.

**Representative Hunt** noted it would be helpful to receive minutes from today's meeting within one week.

**Representative Dorer** asked who would be filling the role of Recording Secretary for the Council. **Skramstad** noted that he and Greg Fries will coordinate the recording and production of minutes, in addition to filling the roles of Technical Advisors.

The next meeting of the DAAC is scheduled for 4:00pm on Tuesday, 13 November 2007.

The meeting adjourned at 5:00pm.

Respectfully submitted,

Christene Sirois, Recording Secretary  
612.725.6455