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MEETING MINUTES

RE: Duluth International Airport Master Plan
**Master Plan Advisory Committee (MPAC)
Meeting #1**

Date of Meeting: June 17, 2019

Project Manager: Kaci Nowicki

Time of Meeting: 11:30 a.m. – 1:30 p.m.

SEH No.: DULAI 150733 16.00

Location of Meeting: Duluth International Airport
Amatuzio Room

- Attendees:**
- Mathew Stewart – SEH
 - Scott Sannes – SEH
 - Kaci Nowicki – SEH
 - Daniel Rust - UW Superior
 - Gina Mitchell – FAA Airport District Office (ADO)
 - Lindsay Butler - FAA Airport District Office (ADO)
 - Jacob Martin - FAA Airport District Office (ADO)
 - John Mulder – City of Hermantown
 - Don Monaco – Duluth International Airport Tenant Association (DIATA)
 - Brian Hanson – APEX
 - Matt Sjoberg – State of Minnesota Iron Range Resources and Rehabilitation Board (IRRRB)
 - Ken Butler – Resident
 - Taylor Pederson – Superior-Douglas County Chamber of Commerce
 - Kevin Cornick – Canosia Township
 - Chris Blomquist – 148th Fighter Wing
 - Jason Serck – City of Superior
 - Kim Parameter – Hermantown Chamber of Commerce
 - John Elortanta – Congressman Pete Stauber
 - Jayne Heim – City of Rice Lake
 - Hannah Alstead – US Seanator Tina Smith
 - Ron Chicka – Duluth-Superior Metropolitan Interstate Council (MIC)
 - Suzanne Herstad – City Council for City of Rice Lake
 - Bob Pearson – Resident
 - Ida Rukavina – Senator Amy Klobuchar
 - Adam Fulton – City of Duluth
 - Tom Werner - Duluth Airport Authority
 - Blaine Peterson – Duluth Airport Authority
 - Joelle Bodin – Duluth Airport Authority
 - Jana Kayser - Duluth Airport Authority
 - Matt Lebens – MnDOT Office of Aeronautics
 - Kevin Carlson – MnDOT Office of Aeronautics

The following items discussed at the above referenced meeting:

- I. Welcome and Introductions
 - 1. Tom welcomed the attendees to the meeting and attendee introductions were made.

2. Following their introductions, attendees shared why the airport was important to them or the organization they represent.
 - a. Daniel Rust - UW Superior: Airport is important to the university and the access in terms of development.
 - b. Gina Mitchell – FAA Airport District Office (ADO): Work with the airport and ensure that design standards are met and the ability for the FAA to participate in funding projects.
 - c. Jacob Martin - FAA Airport District Office (ADO): Assist the airport with grants and meeting design requirements. DLH is largest assignment airport.
 - d. Lindsay Butler - FAA Airport District Office (ADO): Assist Gina and Jake while working through the Master Plan process and approvals.
 - e. John Mulder – City of Hermantown: Airport has significant role in the local economy and the City wants to support that. Wants the opportunity to have input on land use impacts.
 - f. Don Monaco – Representing several tenants on the airport. Duluth International Airport Tenant Association (DIATA): Tenants have a significant interest in terms of what happens at the airport and DIATA here to support their interests.
 - g. Brian Hanson – APEX: Excited to plan for the long term together to better the airport.
 - h. Matt Sjoberg – State of Minnesota Iron Range Resources and Rehabilitation Board (IRRRB): Movement of people and goods is fundamental to economic development.
 - i. Ken Butler – Resident. Previous Chair of the DAA and wants to continue to assist the airport.
 - j. Taylor Pederson – Superior-Douglas County Chamber of Commerce: Here for support and DAA is a strong partner in commerce and tourism.
 - k. Kevin Comnick – Canosia Township: Chairmen of JAZB. It is important to the JAZB to be part of the Master Plan process.
 - l. Chris Blomquist – 148th Fighter Wing: 148th is a big user of the airport and has a huge economic impact to the region. Without well-functioning airport hard to complete their mission.
 - m. Jason Serck – City of Superior: Here to provide support. DLH is important to businesses and residents.
 - n. Kim Parameter – Hermantown Chamber: The airport is a member of the chamber and many members are affected by what happens at the airport.
 - o. John Elortanta – Congressman Pete Stauber: Airport is important to the 8th district and wants to be of assistance where and when they can.
 - p. Jayme Heim – City of Rice Lake: Here to add input for future challenges and changes the airport may go through that impact Rice Lake.
 - q. Hannah Alstead – US Senator Tina Smith: Wants to provide support for the airport on the federal level.
 - r. Ron Chicka – Duluth-Superior Metropolitan Interstate Council (MIC): Airport participates in the MIC technical group and wants to be part of the planning process for DLH into the future.
 - s. Suzanne Herstad – City Council for City of Rice Lake: The City is a stakeholder on the JAZB and is interested in what happens to the airport because it may affect Rice Lake.
 - t. Bob Pearson – Resident: Former member of the DAA, deep interest in the Duluth Airport
 - u. Ida Rukavina – Senator Amy Klobuchar: Senator Klobuchar’s office wishes to help the airport on the federal level since it is vital to the region.
 - v. Adam Fulton – City of Duluth: Here to participate in City of Duluth Economic Development perspective as well as on the JAZB.
 - w. Matt Lebens – MnDOT Office of Aeronautics
 - x. Kevin Carlson – MnDOT Office of Aeronautics

II. Master Plan Overview (see slides 5-10)

1. Kaci Nowicki gave a high-level overview of what the Master Plan is, what influences the Master Plan, and the major project stages.
 - a. The last Master Plan process took place between 2009 and 2012. Master Plan updates for airports similar to Duluth are commonly completed every 5-10 years.
 - b. This Master Plan process is expected to take two to three years to complete.

III. Duluth Vision 2040 and process objectives (see slides 11-14)

1. Tom Werner introduced the DLH Vision 2040 and the commitments the DAA has made in this process (see slide 13).
 - a. Provide opportunities for businesses to grow and or relocate
 - b. Anticipate the evolving demand for air service in our region
 - c. Better respond to the needs of general aviation
 - d. Improve agility in responding to tomorrow's opportunities and challenges
 - e. Complement its neighboring communities
 - f. Maintain the DAA's financial sustainability
2. Tom discussed the DAA's process objectives for the Master Plan:
 - a. Develop a decision tree that guides short, medium and long term land use planning while allowing for flexibility in a dynamic environment
 - b. To provide a graphic representation of existing airport features, future airport development and anticipated land use.
 - c. Identify development zones and site packets
 - d. To establish a realistic schedule for implementation of the proposed development.
 - e. To identify a realistic financial plan to support the development.
 - f. Develop a comprehensive Capital Improvement Plan (CIP) document; Airport CIP is only a subcomponent.
 - g. Technically and procedurally validate the plan through investigation of concepts and alternatives on technical, economic and environmental grounds.
 - h. Prepare and present the plan to the public after seeking their input that adequately addresses all relevant issues and satisfies local, state and federal regulations.

IV. Public Involvement Plan Overview (see slides 15-22)

1. Tom introduced the Public Involvement Plan and the many written and in-person ways stakeholders can engage throughout the project.
 - a. Tom requested MPAC members let Kaci or Tom know about any additional stakeholders beyond those listed on Slides 16-19 that should be included in the process.
2. Copies of the Public Involvement Plan were available for attendees. The Public Involvement Plan will be a living and adaptable document and will be updated as needed throughout the project.

3.

B. MPAC role

1. Kaci Nowicki introduced the role of the MPAC. (see slides 20 and 21)
 - a. Represent the broad range of stakeholders
 - b. Review, understand and share project updates
 - c. Provide input and serve as a voice for key stakeholders
 - d. Validate the overall process and DAA progress on commitments for stakeholder outreach
2. There will be approximately 6 meetings over the life of the project, scheduled roughly every 4 months.

V. Airport Overview (see slides 23-40)

1. Tom gave a high-level overview of the airport and the role it plays as an economic driver in the region. Tom also discussed the past and future infrastructure investment on the airport.
2. Tom gave an overview of the infrastructure, activity and services on the airport.

VI. Break

VII. Duluth Master Plan Introduction (see slides 42-51)

1. Kaci Nowicki gave a high-level overview of the Master Plan process and task items specific to DLH.
2. Tom Werner identified key focus areas of the Master Plan:
 - a. Runway 3/21 – Identify the existing and future needs and the best alternative to meet those needs.
 - b. Taxiway Network – Evaluate the taxiway network needs and alternatives.
 - c. Air Traffic Control Tower (ATCT) – Evaluate the need for a new air traffic control tower and siting alternatives
 - d. Identification of development and redevelopment areas throughout the airport. The southwest quadrant of the airport has several opportunities for redevelopment and development. Several other areas throughout the airport have opportunities that will be explored as well.

VIII. Airport zoning (see slides 52-53)

1. Tom gave a very high-level overview of Airport Zoning and the Joint Airport Zoning Board.
 - a. The JAZB is currently updating the zoning ordinance for DLH. The impacts of alternatives to airport zoning will be evaluated as part of the master plan.
2. Zoning statutes have recently changes to allow for a more flexible approach to airport zoning (effective 8/1/2019).

IX. Part 150 Noise Study (separate concurrent project) (see slides 54-57)

1. Kaci Nowicki introduced the Part 150 Noise Study, a separate project moving in parallel to the Master Plan. While they are two separate projects on parallel tracks, both projects influence each other.
 - a. The Part 150 Study will include the development of noise exposure maps, a noise compatibility program and public involvement.
 - b. The project is anticipated to start once the airport receives a grant for the work, likely in August.

X. Next Steps

- A. The project team will be focusing on the website development, inventory and activity forecast efforts over the next few months.
- B. The next MPAC meeting will be in September, 2019 and is anticipated to cover:
 1. Inventory information
 2. Preliminary activity forecasts
 3. Runway 3/21 preliminary information

XI. Discussion/Questions

1. Bob Pearson was wondering if DTY was included in this process. Tom indicated that while Sky Harbor does have a smaller scale plan in place, this Master Plan is only for Duluth International Airport.
2. Brian Hanson asked about land development to the North West between terminal and Midway Road and if that could be included in this process.

- XII. Next Meeting – Save the date! - The remaining MPAC meeting dates will take place on the 3rd Wednesday of every fourth month. The meeting dates are as follows.
- A. September 18, 2019 at 7:30 a.m. – 9:30 a.m.
 - B. December 18, 2019 at 2:30 p.m. – 4:30 p.m.
 - C. March 18, 2020 at 11:30 a.m. – 1:30 p.m.
 - D. June 17, 2020 at 7:30 a.m. – 9:30 a.m.
 - E. September 16, 2020 at 2:30 p.m. – 4:30 p.m.
 - F. December 16, 2020 at 11:30 a.m. – 1:30 p.m.
 - G. March 17, 2021 at 7:30 a.m. – 9:30 a.m.

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

If there are errors contained in this document, or if relevant information has been omitted, please contact Error! Reference source not found. **at** knowicki@sehinc.com.

c: Attachment – Meeting presentation

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