Joint Airport Zoning Board Minutes  
December 12, 2019  
Duluth International Airport  
Amatuzio Conference Room

Chair Kevin Comnick welcomed everyone and opened the meeting at 3:30 p.m.

1. **Roll Call:**

<table>
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<th>Present:</th>
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<tr>
<td>Kevin Comnick</td>
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<td>John Hegstrom</td>
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<td>Eric Johnson</td>
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<td>Frank Jewell</td>
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   **Absent:** Steve Gerads, Don Monaco, Margie Nelson, Brent Malvick, Duluth; Beth Olson, St. Louis County

   **Visitors:** Mary Ann Wittkop, Tom Werner, and Darren Christopher.

2. **Approval of Minutes of Previous Meetings:** Motion by Suzanne Herstad to approve the minutes of the November 7, 2019 meeting, seconded by John Geissler. All ayes, motion carried.

3. **Agenda Items:** Motion by Suzanne Herstad to approve the agenda items. Seconded by Chair Comnick. All ayes, motion carried.

4. **Community Reports:** Brief community updates around the table.

5. **Opportunity for Citizens to be Heard:** None.

6. **Reports of Committees:** Chair Comnick spoke on the work scope and the RS&H professional services agreement. He invited Mr. Tom Werner, DAA Executive Director to speak on the timeline for this project. Mr. Werner overviewed the timeline and actions needed for the work scope process. Questions followed on the funding of this project and possible commitments from each community. Chair Comnick recommended each Board member have discussions with their community regarding the work scope.

7. **Communications:** Chair Comnick spoke on the letter from MnDOT with update information
on the airport zoning statute. Discussion and questions followed on the letter and zoning ordinance process.

8. **Unfinished Business:** Chair Comnick overviewed on the Board of Adjustment (BOD) membership and appointments. The next BOD meeting is scheduled for January. Discussion followed, Chair Comnick asked communities to bring any recommendations for appointments at the next meeting.

9. **New Business, Motions and Resolutions:** Chair Comnick recommended monthly JAZB meetings the first Thursday of every month, 3:30 p.m. to commence in February. Discussion followed on work scope steps.

**Adjourn:** Frank Jewell made a motion to adjourn the meeting. John Geissler seconded. All ayes. Motion carried. Chair Comnick adjourned the December 12th JAZB meeting at 4:08 p.m.

Respectfully Submitted,

Mary Ann Wittkop
Recording Secretary