Chair Kevin Comnick welcomed everyone and opened the meeting at 3:31 p.m.

1. **Roll Call:**

   **Present:**

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<tr>
<th>Kevin Comnick</th>
<th>Canosia</th>
<th>Dan Golen</th>
<th>Canosia</th>
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<tr>
<td>John Hegstrom</td>
<td>Rice Lake</td>
<td>Suzanne Herstad</td>
<td>Rice Lake</td>
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<tr>
<td>Frank Jewell</td>
<td>St. Louis Co</td>
<td>John Geissler</td>
<td>Hermantown</td>
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<tr>
<td>Don Monaco</td>
<td>Duluth</td>
<td>Margie Nelson</td>
<td>Duluth</td>
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<td>Steve Hanke</td>
<td>Assistant City Attorney</td>
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   **Absent:** Steve Gerads, Brent Malvick, Duluth; Keith Musolf, St. Louis County, Eric Johnson Hermantown

   **Visitors:** Tom Werner, Mark Papko, Mary Ann Wittkop, Darren Christopher, Kaci Nowicki and Kyle Deming.

2. **Approval of Minutes of Previous Meetings:** Motion by Frank Jewell to approve the minutes of the December 12, 2019 meeting, seconded by Suzanne Herstad. All ayes, motion carried.

3. **Agenda Items:** Motion by John Geissler to approve the agenda items. Seconded by Don Monico. All ayes, motion carried.

4. **Community Reports:** Brief community updates around the table. Margie Nelson announced she would be stepping down from this Board and a new planning commissioner will replace her. She was thanked for her participation on this Board.

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

6. **Reports of Committees:** None.

   **Communications:** Chair Comnick introduced the new DAA Director of Operations, Mark Papko. Chair Comnick spoke on the communication included in this packet and explained with the help from MnDOT, DAA and the Monaco Air Foundation the funding for the work scope for the airport zoning ordinance revision has been secured. Tom Werner, DAA Executive Director, detailed on the MnDOT grant offer, cost sharing and timeline. Questions
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and discussion followed. Chair Comnick made a motion for the Work Scope Committee, Steve Hanke, Don Monaco and Mark Papko, work with RS&H and DAA to ensure the work is completed as to the funds allocated. John Geissler seconded. All ayes, motion carried.

7. **Unfinished Business:** Chair Comnick overviewed on the Board of Adjustment (BOA) terms and appointments. Communities need to appoint representatives and forward that information to Kyle Deming, Duluth City Planner. He will schedule a meeting with the new board appointees. Mr. Deming detailed further.

8. **New Business, Motions and Resolutions:** Chair Comnick referred to the Monaco Foundation correspondence to address the recommended items and actions. Suzanne Herstad moved to approve items one through five – 1. Approve the RS&H scope of work totaling $89,885; 2. Approve accepting MnDOT’s $62,919.50 grant; 3. Approve accepting the DAA’s offer to cover up to $20,000; 4. Approve the Monaco Air Foundation’s offer to cover up to $6,965.5; and 5. Approve to have the existing JAZB subcommittee oversee the project. Margie Nelson seconded. All ayes, motion carried. Discussion followed on funding, community contributions and the process.

**Adjourn:** Frank Jewell made a motion to adjourn the meeting. Don Monaco seconded. All ayes. Motion carried. Chair Comnick adjourned the February 6th JAZB meeting at 3:57 p.m.

Respectfully Submitted,

Mary Ann Wittkop 
Recording Secretary