



Building a Better World
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MEETING SUMMARY

RE: DLH Master Plan Advisory Committee (MPAC)
Meeting #3

Date of Meeting: June 17, 2020

Project Manager: Kaci Nowicki

Time of Meeting: 7:30 a.m.

SEH No.: 150733 16.00

Location of Meeting: Virtual Meeting

Attendees:

- | | |
|---|--|
| Tom Werner – Duluth Airport Authority | John Elortanta – Congressman Pete Stauber |
| Kaci Nowicki – SEH | Ken Butler – Resident |
| Adam Fulton – City of Duluth | Kevin Carlson – MnDOT Office of Aeronautics |
| Brain Hanson – APEX | Mark Papko – Duluth Airport Authority |
| Chris Blomquist – 148 th Fighter Wing | Mark Wasserbauer – 148 th Fighter Wing |
| Curt Grayson – 148 th Air National Guard | Matt Lebens – MnDOT Office of Aeronautics |
| Daniel Rust – UW Superior | Matt Stewart – SEH |
| Don Monaco – Monaco Air | Mike Wenzholz – Duluth-Superior Metropolitan
Interstate Council (MIC) |
| Elissa Hanson – Northspan | Natalie Peterson – Duluth Airport Authority |
| Gina Mitchell – FAA | Peter Kelly – FAA |
| Hannah Alstead – US Senator Tina Smith | Tom Klevan – MnDOT Office of Aeronautics |
| Jacob Martin – FAA | Sarah Tester – MnDOT Office of Aeronautics |
| Jana Kayser – Duluth Airport Authority | Scott Sannes – SEH |
| Jayne Heim – City of Rice Lake | Shawn McMahon – SEH |
| Jeff Anderson – Duluth Airport Authority Board | Suzanne Herstad – City of Rice Lake |
| Jenn Ryan – Hermantown Chamber of
Commerce / Bremer Bank | Taylor Pederson – Superior-Douglas County
Chamber of Commerce |
| Joseph Solberg – 148 th Air National Guard | |

The following summarizes the Master Plan Advisory Committee (MPAC) meeting that was held via Zoom online meeting on June 17, 2020. The meeting utilized voice, video, screen share (presentation) and MentiMeter (written feedback/polling) to gain feedback from MPAC Members as well as general discussions. The summary references slide numbers from the meeting presentation. The presentation slides are attached to this summary. Responses from MentiMeter are also included at the end of this summary.

Vision 2040 Master Plan

- I. Welcome and introductions (**Slides 1-7**)
- II. Master Plan progress update

- A. Stakeholder and Public Outreach (**Slides 10-20**)
1. An overall update on stakeholder and public outreach was given to the group. The Public Involvement Plan (PIP) that was developed at the start of the Master Plan process will be formally updated to cover additional outreach efforts and considerations in light of COVID-19. The group was asked to share feedback on the effectiveness of outreach efforts pre COVID-19 and current outreach efforts. The feedback shared is included in the MentiMeter results at the end of this summary and will be used to update the PIP.
 2. **Mentimeter Survey** – A mentimeter survey was used to ask meeting participants to provide input on the pre-COVID-19 and current virtual outreach efforts. The results are below:
 - a. **Question 1** (20 respondents)
 - (1) How effective were outreach efforts before COVID-19? 4.9 (out of 5).
 - (2) How effective are current (and proposed) virtual outreach efforts? 4.0 (out of 5).
 - b. **Question 2** – Are there additional engagement methods we should consider while maintaining social distance guidelines?
 - (1) Advertising, breakout rooms, social media, earned media
 - c. **Question 3** – Any additional feedback on stakeholder outreach efforts? (Different methods, more or less communication, etc.?)
 - (1) People tend to participate less in large groups. Opportunities to provide input in this menti format may help.
 - (2) Press releases to all/any involved parties are a basic but easy communication tool
 3. Gina Mitchell shared that FAA has some guidance on virtual engagement during COVID-19 and indicated that many methods and tools are already being used on this project and already in the scope. She asked the group who is missing from participation. What additional ways can we reach those people?
 - a. Mike Wenzholz suggested the Port Authority. Tom noted that they are involved in the Economic Development TAC committee.
 4. Mike Wenzholz shared that the MIC and MnDOT are doing a Highway 53 corridor study and there may be value in that study and the airport engaging.
- B. Inventory Chapter Progress was summarized. This effort has included documentation of airside and landside facilities, building (DAA-owned) and pavement condition assessments, existing environmental conditions inventory and research for the Exhibit A Property map. (**Slides 21-22**)
- C. Aviation forecast / Air Service (**Slides 23-32**)
1. Kaci Nowicki and Tom Werner discussed how COVID-19 has impacted the air travel industry overall and the impacts DLH has seen on a local level. Tom discussed that major airlines are changing their strategy throughout their networks as the pandemic continues.
 2. The recovery of air service was discussed with some key points being that it may take 1.5 to 2 years for air service levels system wide to reach pre-pandemic numbers. However, that estimate is a moving number as the country moves through the pandemic. Other considerations for recovery include the potential that the recovery may be geographically uneven, there may be multiple 'dips', and that recovery may look different for different sizes of airports. Business travel may return slower than leisure travel which may impact DLH as typically there are many business travelers who use the airport.
 3. Tom noted that there are some positive signs including airlines starting to add some additional capacity (DLH will see additional flights in July) and bookings and load factors (number of seats filled) are increasing.
 4. The Master Plan will be evaluating high and low growth scenarios in the forecast. (See **slides 27-30**).
 5. **Mentimeter Survey** –
 - a. **Question 4** - What are your thoughts on the local recovery in business travel? Are there local factors that could influence recovery?
 - (1) Employers are restricting travel
 - (2) General growth of local businesses using air travel
 - (3) Fear

- (4) Potential permanent shift to virtual meetings.
- (5) Additional economic development projects
- (6) The Midwest is 'drive-able' as another means.
- (7) Slow state government opening of private sector
- (8) Having a leisure destination as COVID protocols lessen will help as people are itching to visit and get out.
- (9) Sell the cleanliness of DLH and the better alternative to driving.

III. Additional Outreach Efforts

1. Runway 3/21 Technical Advisory Committee (TAC) update (**Slides 34-36**)
 - a. An update was given about the TAC for Runway 3/21. The TAC outreach efforts have been intentionally slowed to allow time for the Part 150 noise study to catch-up and explore the impacts of a runway extension. The TAC will be reengaged in the Fall of 2020.
2. Taxiway Network Technical Advisory Committee (TAC) update (**Slides 37-45**)
 - a. A summary of the Taxiway Network TAC was given and current efforts underway. The next TAC meeting is June 30th and will present refined alternatives of the Taxiway Networks and discuss various design standards for pavement and pavement fillet designs.
3. **Mentimeter Survey** –
 - a. Question 4 – Using the Taxiway Network TAC as an example, how effective do you feel our use of TACs is? (on a scale of 0-10 with 0 being strongly disagree and 10 being strongly agree)
 - (1) The team is engaging the right stakeholders – 8.9 (out of 10)
 - (2) The frequency and methods of involvement are adequate – 8.6 (out of 10)
 - (3) Enough information is being shared with stakeholders – 8.9 (out of 10)
 - (4) Stakeholders have adequate opportunity for involvement in technical topics – 8.8 (out of 10)
4. Economic Development Technical Advisory Committee (TAC) (**Slides 46-49**)
 - a. Feedback was shared from the first Economic Development TAC in April of 2020. MPAC members were looking forward to the next Economic Development TAC and gathering more information on how DLH can continue to be an economic force in the community and region.

IV. Additional ongoing study areas (**Slide 50**)

- A. Facility Recommendations
 1. Full airside and landside evaluation
 2. Air Traffic Control Tower
 3. Airport sustainability

Additional DLH Project Updates

- V. Tom and Kaci gave an update on two ongoing project efforts at DLH, the Part 150 Noise Study and the 2020 Construction projects.
- VI. Part 150 Noise Study (**Slides 51-54**)
 - A. An overview was given of the current stages of the Part 150 Noise Study and the next steps in the study. Impacts of the Part 150 Noise study will help guide the Runway 3/21 TAC discussions. The next steps in the Part 150 Study include hosting Virtual Open Houses and Public Advisory Committee meetings. Updates will continue to be posted to the project specific website located [here](#).
- VII. Airport 2020 Projects (**Slides 55-57**)
 - A. Shawn McMahan with SEH gave an overview of the 2020 projects for DLH which includes a mill and overlay of the western portion of Taxiway A and an expansion of the terminal apron. The mill and overlay will allow the project team and Taxiway Network TAC to continue to refine taxiway alternatives and develop the preferred alternative while improving the poor pavement conditions on Taxiway A.

Online/Zoom Meeting Information

This was a virtual meeting held through Zoom. Participants were encouraged to log in to view the presentation but were also able to participate with audio-only.

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 Kaci Nowicki at knowicki@sehinc.com.

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Duluth Airport Master Plan

Master Plan Advisory Committee (MPAC) Meeting #3

June 17, 2020

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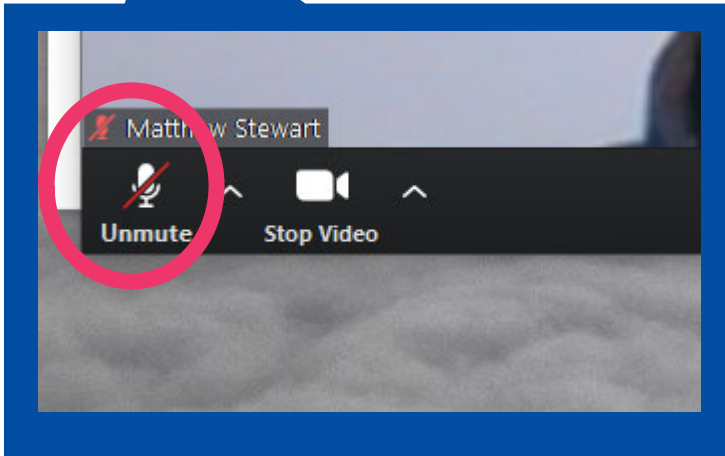
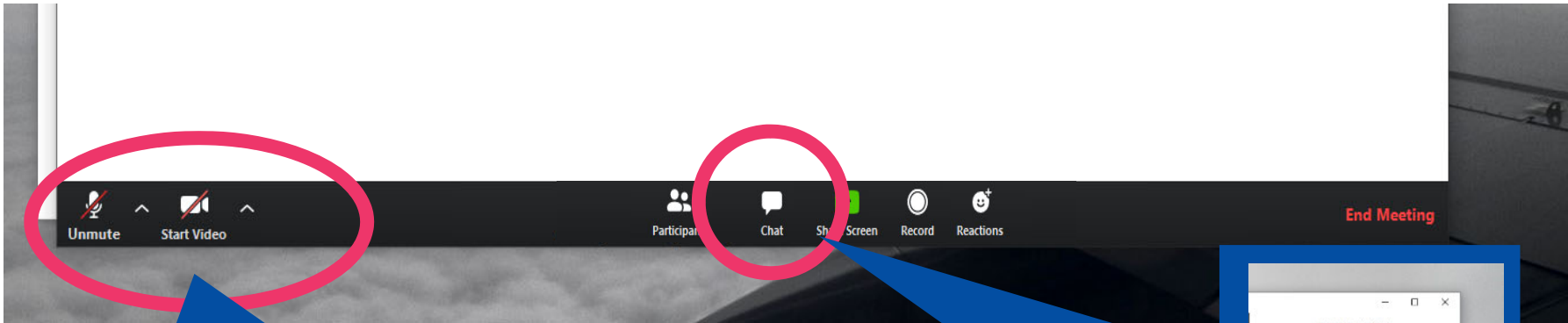
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Zoom Online Meeting Basics

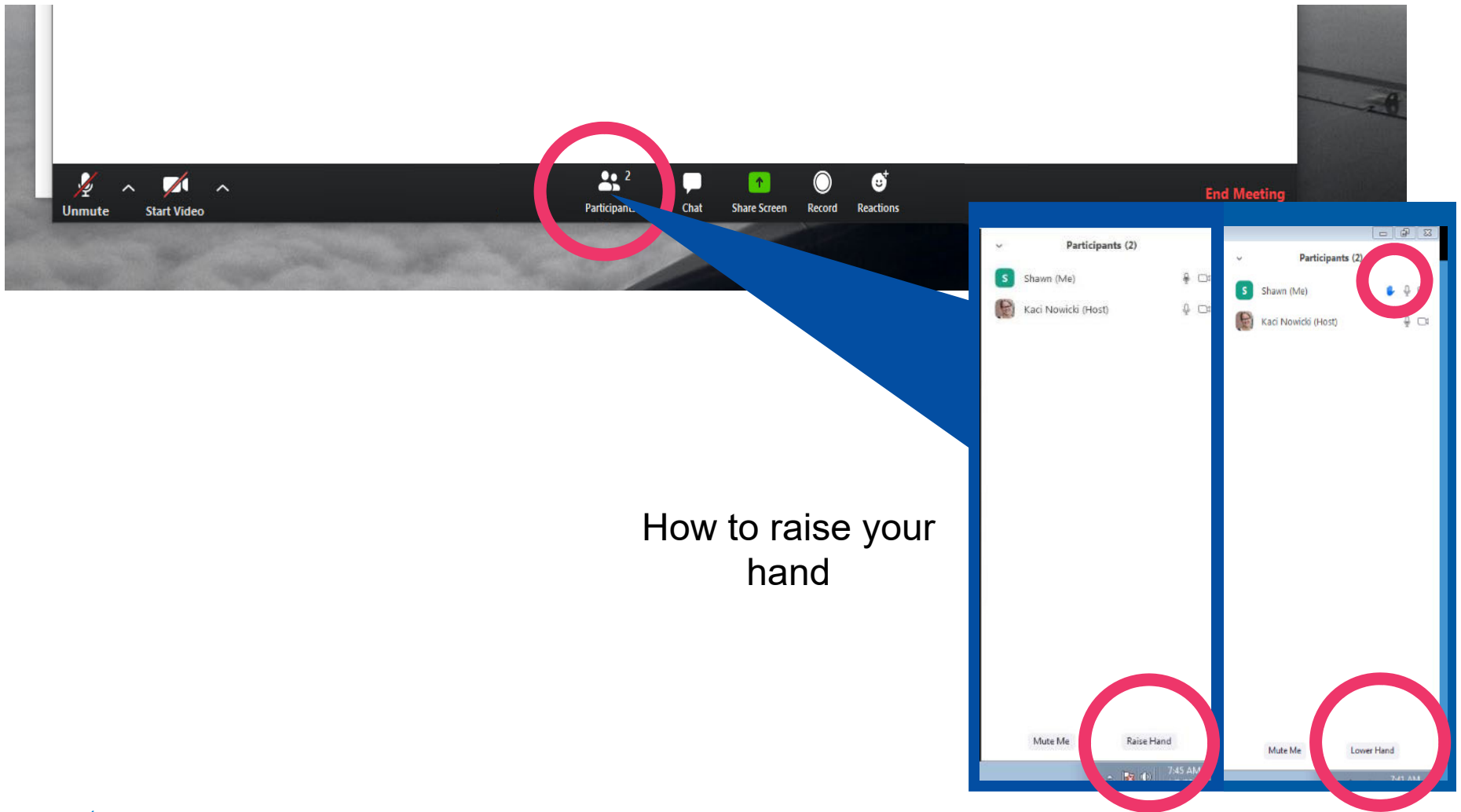


Please mute your microphone to limit feedback noise when not talking.

You can chat with the participants in the meeting by clicking *Chat*.



Zoom Online Meeting Basics



Introductions

Tom Werner C.M.
Executive Director
Duluth Airport Authority
twerner@duluthairport.com

Kaci Nowicki
Project Manager/Sr. Aviation Planner
SEH
knowicki@sehinc.com



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Introductions

- Name
- Organization
- Role

Meeting agenda

- Welcome and introductions
- Stakeholder and public outreach – adaptations for COVID
- Aviation forecast and Air Service
- Facility Recommendations
 - Technical Advisory Committee updates
- Master Plan Next Steps

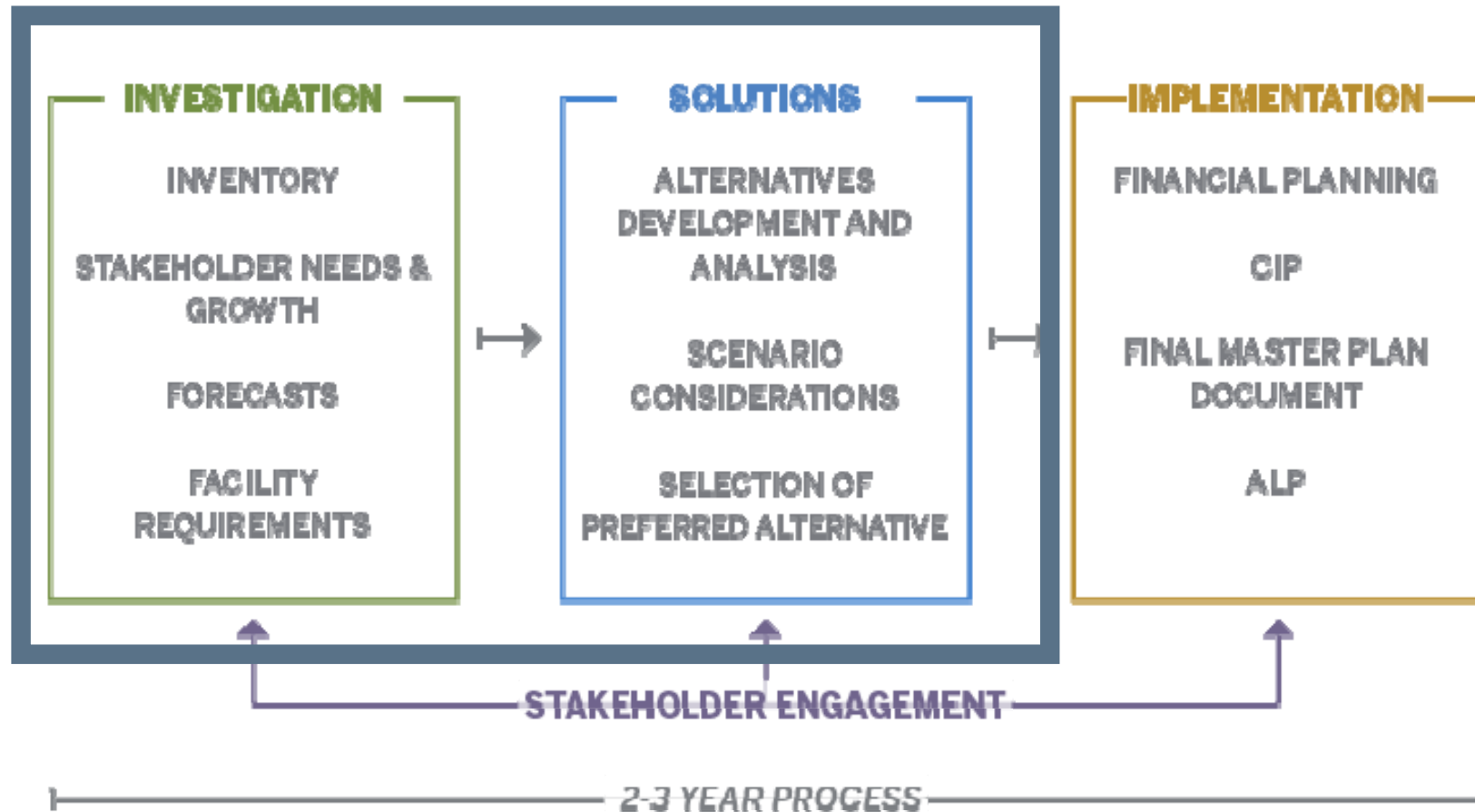
- Part 150 Noise Study update
- 2020 Airport Projects

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Master Plan Progress Update

Master Plan Stages



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Stakeholder and Public Outreach

Public Involvement Plan - Goals

- Conduct a transparent, inclusive and collaborative planning master planning process
- Build stakeholder trust and support for the process through proactive, consistent, collaborative and meaningful engagement.
- Educate and inform project stakeholders
- Solicit stakeholder feedback
- Identify areas of interest and concern
- Conduct a flexible and adaptable stakeholder engagement process



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Stakeholder Outreach Overview

Written:

-  Newsletters
-  Website blog posts
-  Social media posts

In Person:

-  Public Open House
-  One-on-one stakeholder meetings
-  Technical Advisory Committees (TACs)
 - Runway 3/21
 - Taxiway network and aircraft parking
 - Economic Development
 - Additional TACs will be established throughout
-  Stakeholder presentations and events

Website

Sample May 1 to June 5

- Total of 302 page views
- Top pages
 - 1ST - [master plan homepage](#) (55.6% of all page views)
 - 2ND – Blog: [Duluth International Airport economic Benefits](#)
 - 3rd – Blog: [Who uses DLH and where do they go?](#)
- The majority of users (83%) come to the site directly



Public Involvement Plan - Goals

- Conduct a transparent, inclusive and collaborative planning master planning process
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Adapting Outreach Methods for COVID-19

- Public Involvement Plan
 - To be updated
- How have we adapted so far?
 - Continued project meetings using virtual platforms
 - Goal – Provide meaningful ways to continue involvement virtually.
 - Methods –
 - Zoom meetings
 - Screen share and video
 - Use of mentimeter



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FAA Guidance on Public Involvement during COVID-19

- Efforts should be made to reach the maximum number of people.
 - Use email or regular mail, Facebook page, Twitter, the sponsor's website, or other social media methods.
- Draft documents should be made available by paper copy or CD for persons with limited access to internet
- A reasonable extension of time for public comment should be given when feasible



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FAA Guidance on Public Involvement during COVID-19



- Virtual meetings - enable individuals to participate in meetings or discussions via an Internet and/or telephone connection.
 - Should consider that not everyone may have a reliable internet connection to stream a virtual meeting
 - Should be accommodating of persons with hearing or visual impairments and persons who have limited English-speaking capability or do not feel comfortable communicating in English

In-person Evolves to Virtual – Proposed Stakeholder Outreach Methods



Public Open Houses

- Virtual when needed
 - If in person, consider a parallel virtual platform.
- Digital project materials available online (written available if requested)
- Consideration for live online presentations and/or recorded video presentations
- Opportunity for online feedback
 - Surveys
 - Comment submission



In-person Evolves to Virtual - Proposed Stakeholder Outreach Methods



Project Committee Meetings

- Virtual when needed
 - If in person, consider a parallel virtual platform.
- Digital meeting materials
(written available if requested)
- Web and phone meeting platforms (ie. Zoom)
- Opportunity for written and verbal feedback



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Inventory Chapter Progress

Inventory Chapter Progress

- Airside facilities - Complete
- Building and pavement assessments - Complete
- Landside facilities – Complete
- Existing environmental inventory – 90% complete
- Exhibit A Property Map – Research complete, Mapping in progress

- *Inventory Chapter is in a working draft.*



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Aviation Forecast and Air Service



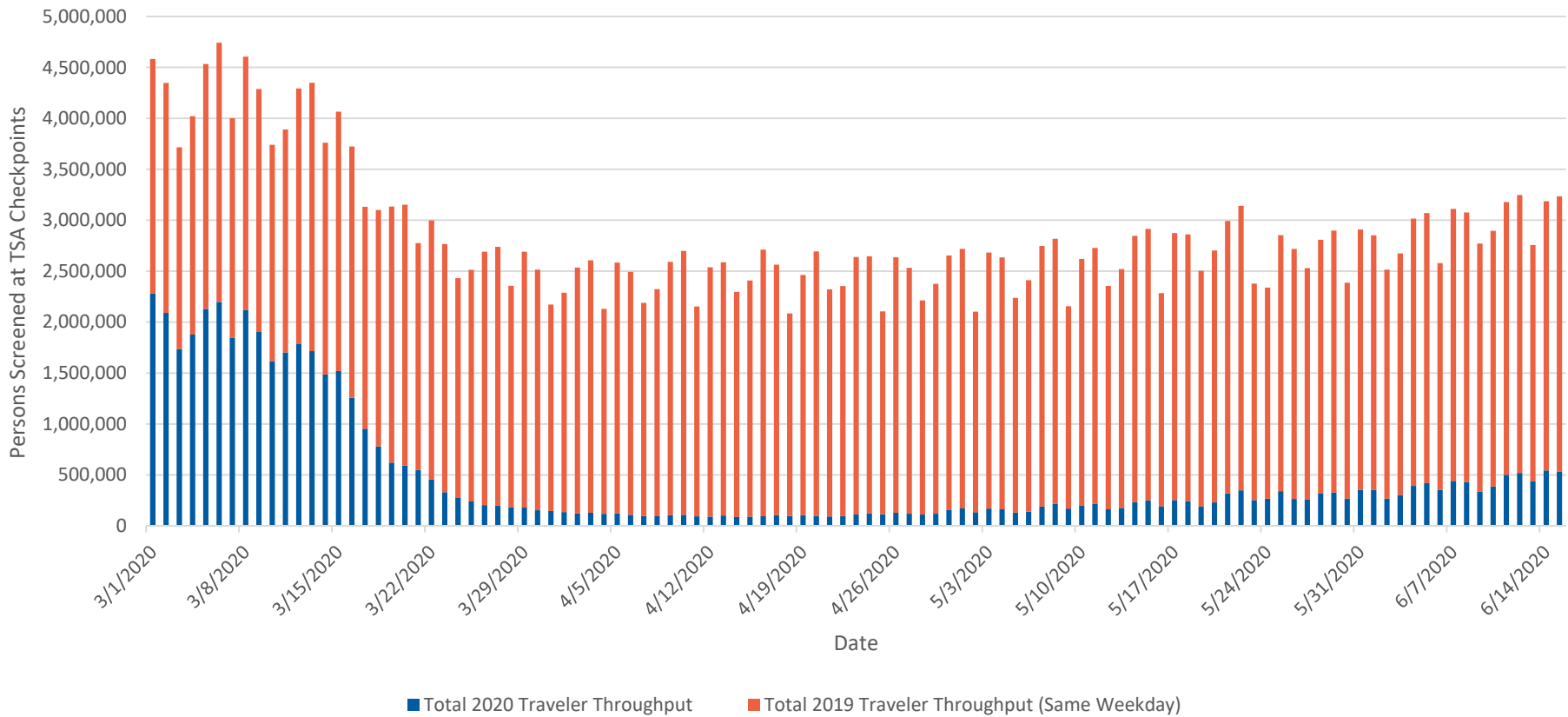
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Airline Service – Forecasts Update

- COVID-19 has significantly impacted air travel

U.S. Daily TSA Checkpoint Throughput



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Airline Service – Forecasts Update

- What does recovery of air service look like?
 - Many forecasts show 1.5 to 2 year recovery to pre-pandemic levels.
 - Recovery could be geographically uneven
 - Recovery could have multiple ‘dips’ with pandemic flare ups
 - Recovery could look different for different sizes of airports
 - Recoveries for business and leisure travel may look different
 - Recovery scenarios may impact DLH leakage to MSP
- On the positive – Some encouraging signs
 - Bookings and load factors are increasing
 - Airlines starting to add some capacity



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Air Service – Pandemic impacts on DLH

- Delta and United currently providing 1 flight per day at DLH. Increasing to 2 flights per day in July.
- Potential for limited connections until frequencies increase network wide.
 - Potential to impact leakage
- Slow return to business travel may delay recovery at airports like DLH with strong business use



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Updated Air Service Forecast Scenarios

- **Low Growth Scenario** – Includes a slower return post-pandemic as well as overall lower growth.
 - Slower growth in larger aircraft (>60 seat aircraft)
 - Lower load factors
 - More total operations (more operations with fewer seats)
 - Reflects loss of American service
- **High Growth Scenario** – Includes slightly quicker return post-pandemic and higher overall growth.
 - Faster growth larger aircraft (>60 seat aircraft)
 - Higher load factors
 - Fewer total operations (less operations but more seats)
 - Reflects loss of American service

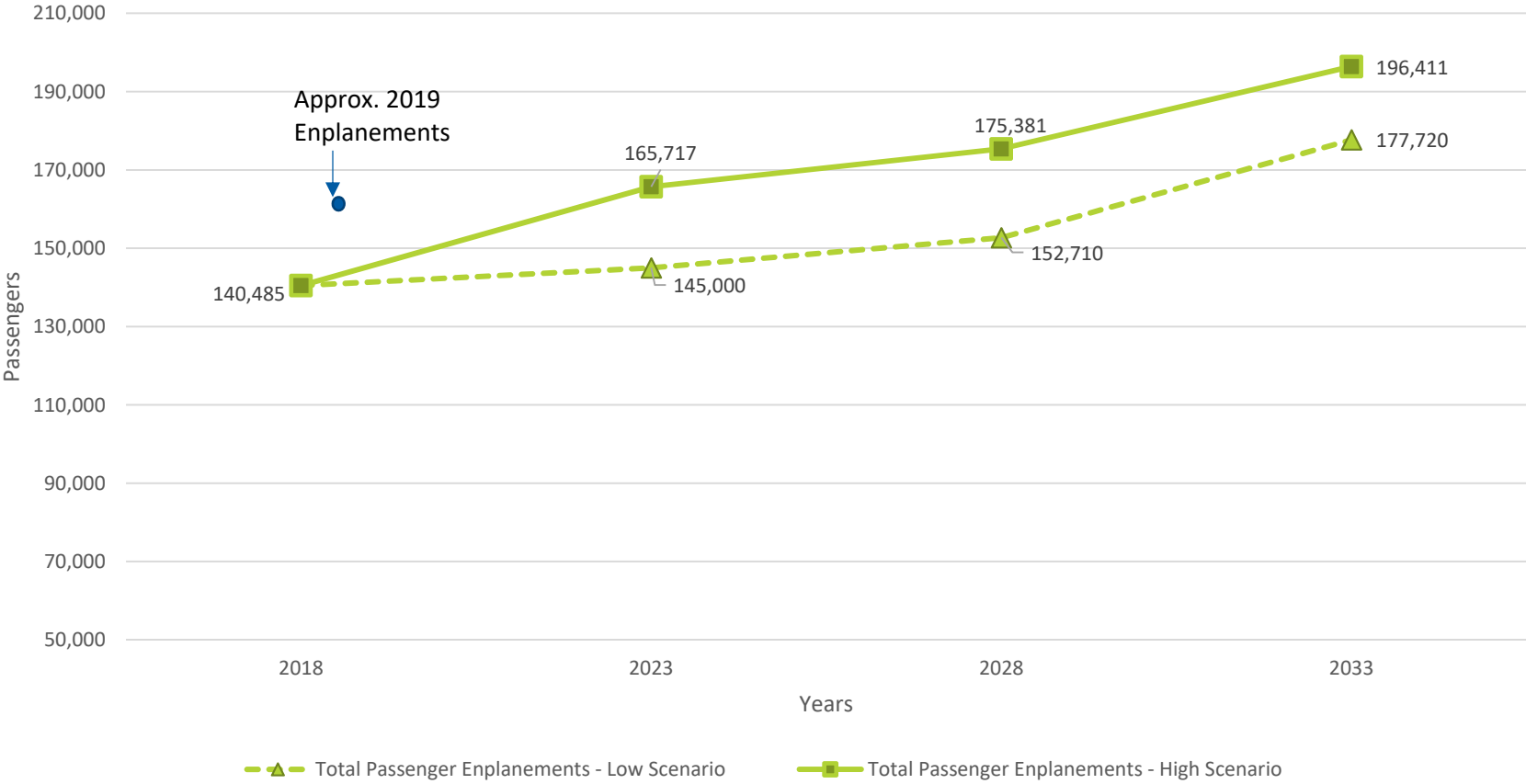


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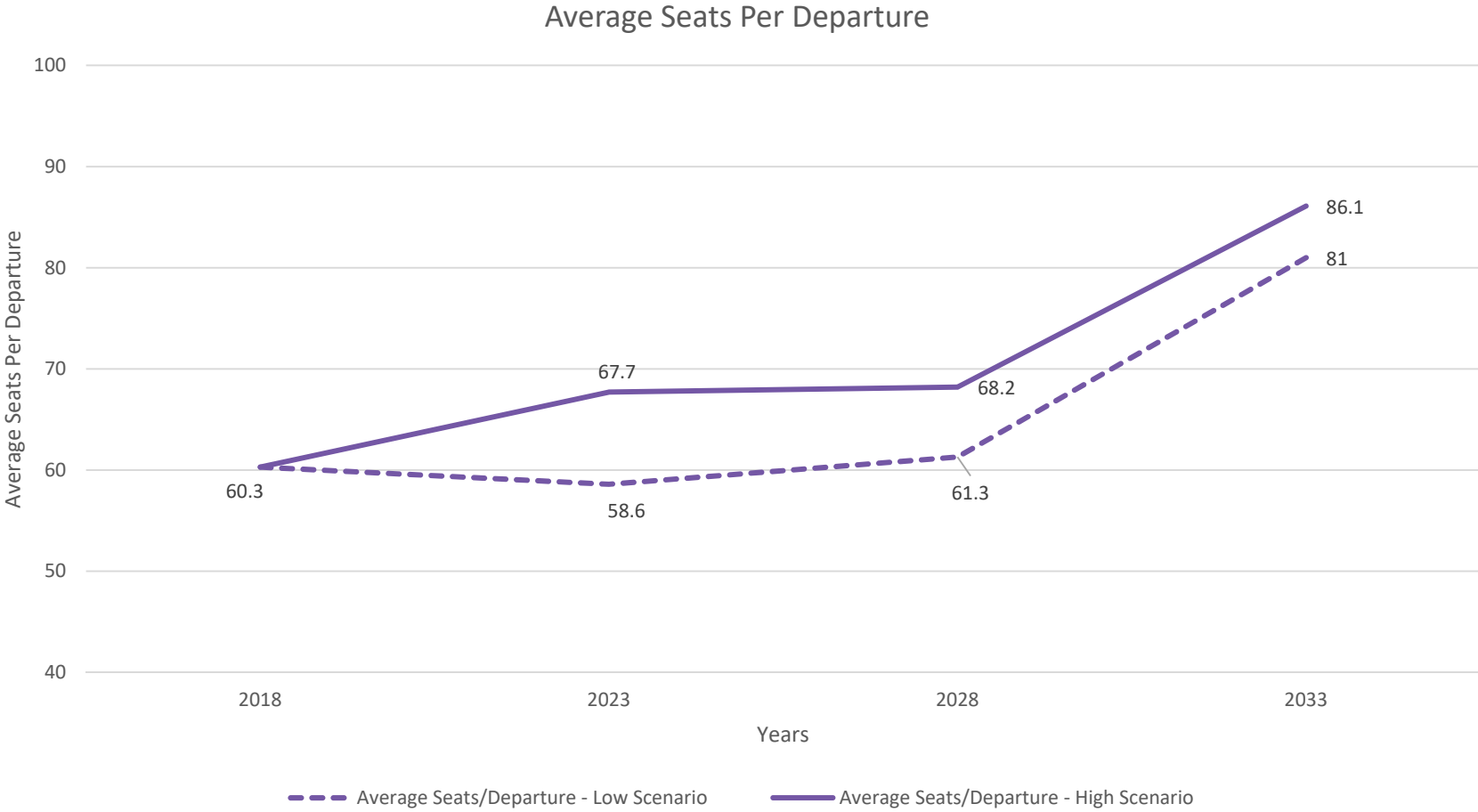


Updated Forecast Scenarios - Enplanements

Total Passenger Enplanements



Updated Forecast Scenarios – Seats per Departure



Alternatives

- **Alternative 1: DEN – DLH Service**
 - 14,000 – 17,428 additional enplanements
- **Alternative 2: Seasonal leisure service -**
 - 10,150 to 15,226 additional enplanements
- **Alternative 3: Both DEN and seasonal leisure service**



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Forecasts – General Aviation

- Based Aircraft
 - 2018: 68 aircraft
 - 2038: 85 aircraft
 - 1.12% CAGR – Could grow faster with growth in available hangar space.
- Operations
 - 2018: 49,039 operations
 - 2038: 62,775 operations
 - 1.24% CAGR – Reflects higher than GA industry average growth for those operations associated with Cirrus and LSC.



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Break

Runway 3/21 TAC Update

Existing Runway 3/21

5,719' x 150'

Non-Precision
Instrument Runway

Air Carrier and General
Aviation runway



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Next Steps

- Part 150 Noise Study (separate project) is evaluating noise impacts of extension.
- Anticipate re-engaging with TAC in fall 2020



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Taxiway Network TAC

TAC participants

- Minnesota Air National Guard 148th Fighter Wing
- Duluth International Airport Tenant Association (DIATA)
- Airport commercial operators (airlines and cargo carriers)
- Lake Superior College
- Lake Superior Helicopters
- General aviation tenants
- City of Duluth
- Federal Aviation Administration (FAA)
 - Air Traffic Control Tower
 - Airport District Office
- Minnesota Department of Transportation (MnDOT)

Meeting #1 – Dec. 2019

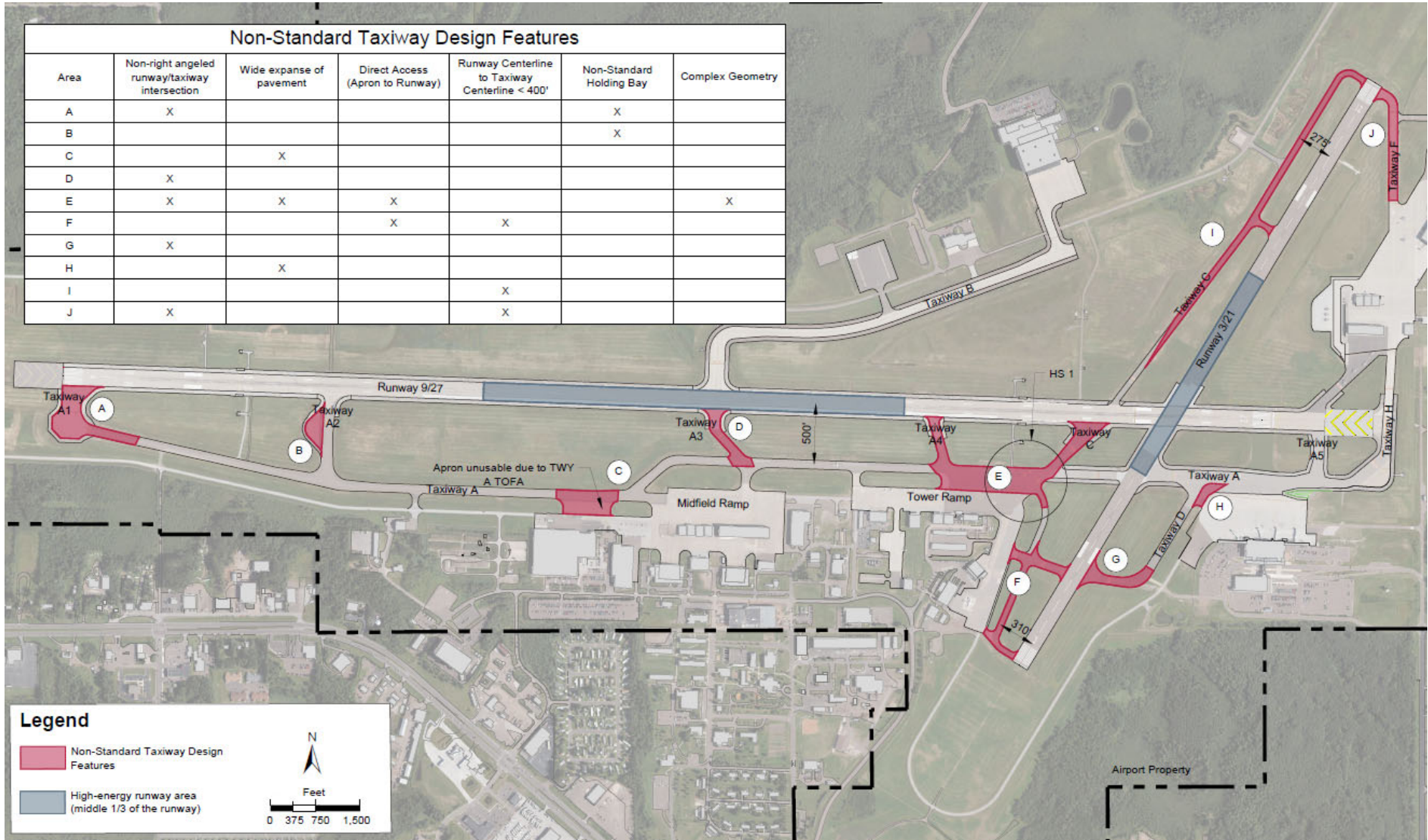
- Goal: Information gathering - Identify problems and user needs.
 - How stakeholders use the airport's taxiway system
 - What kind of aircraft are important for the system to serve
 - Non-standard design features of DLH's taxiway and apron network
 - Stakeholder feedback on taxiway network and parking areas



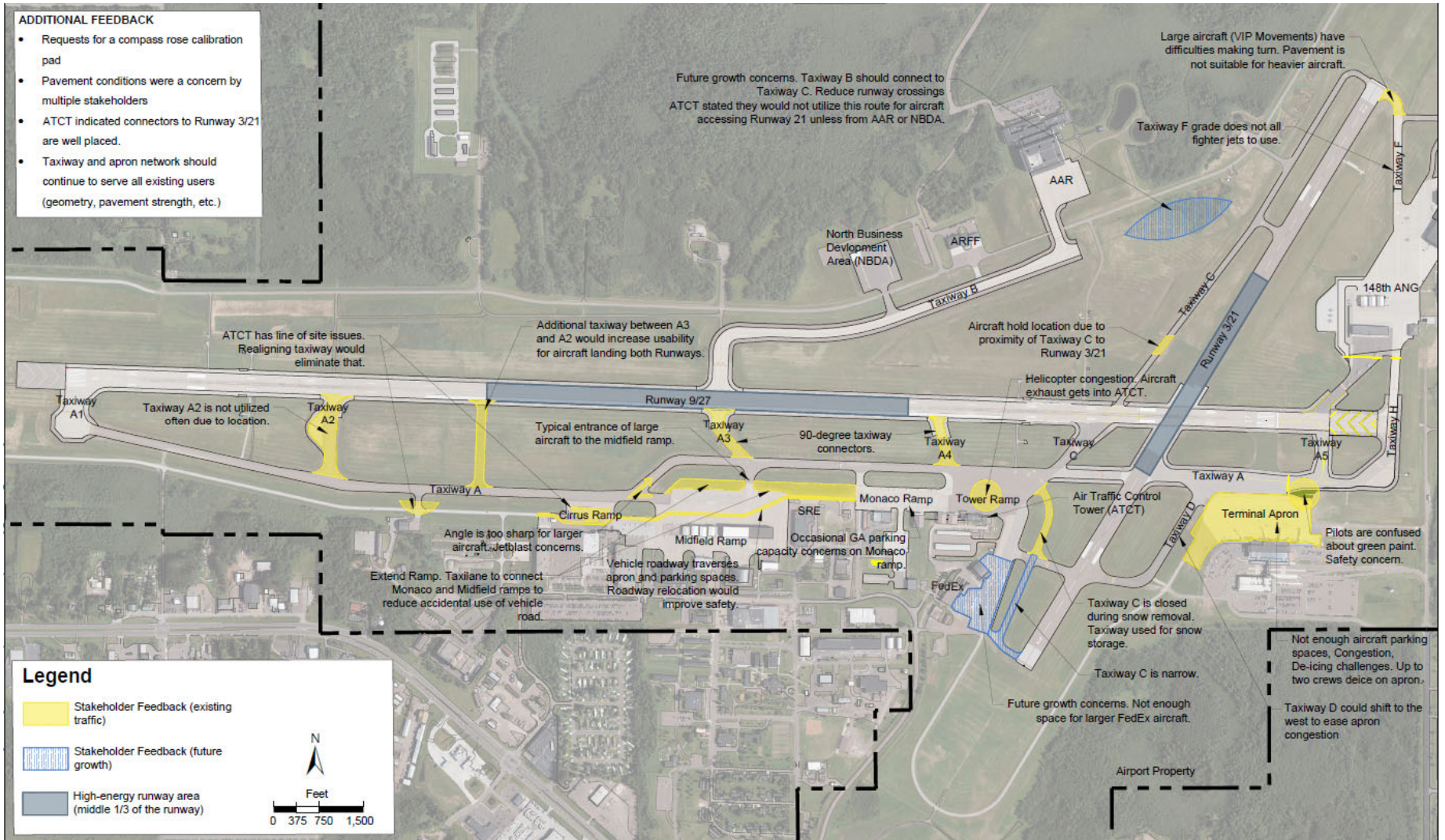
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FAA Non-Standard features



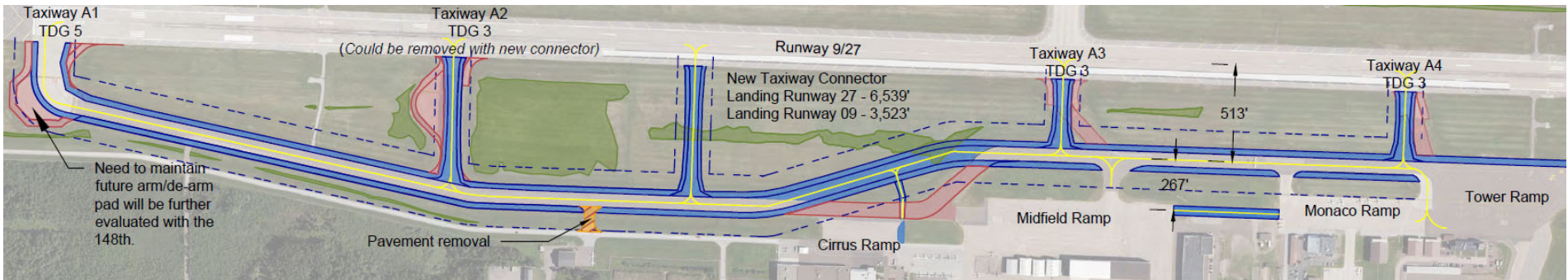
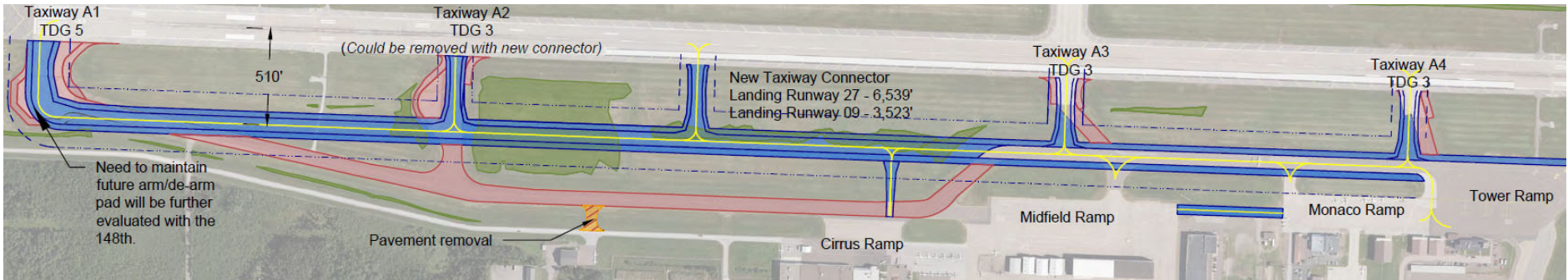
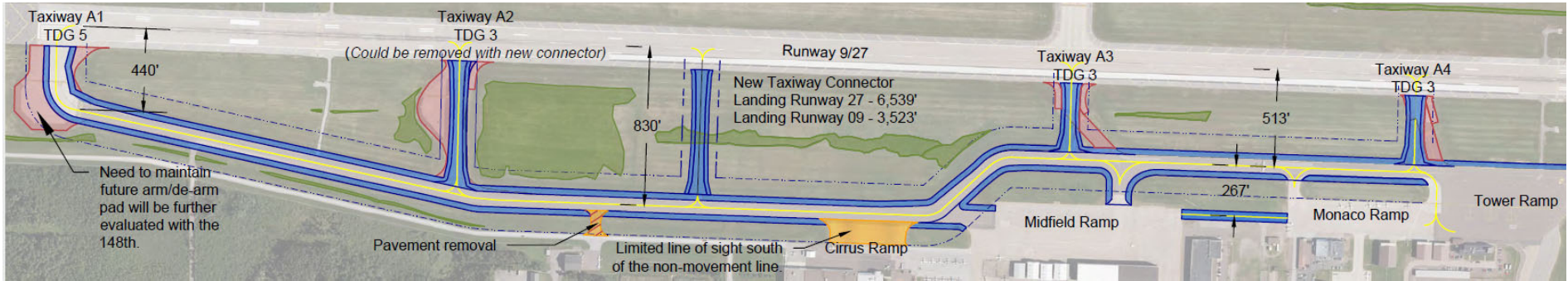
Meeting #1 User Feedback



Meeting #2 Summary (March 9, 2020)

- Goal: Follow-up information gathering and preliminary alternatives review
 - Overview of the FAA (civilian) and Military requirements for taxiway design
 - Presented initial taxiway alternatives and considerations
- Additional one-on-one meetings with stakeholders occurred as a follow-up to Meetings #1 and #2.

Taxiway A Alternatives



Next Steps of Taxiway TAC

- Meeting #3 – June 30th
 - Refined alternatives analysis
 - Further development of preferred alternatives
- Initiation of detailed level planning
 - Taxiway turn fillet design
 - Holding bay design
 - Apron parking layouts
 - Development and redevelopment area considerations



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Economic Development TAC

Economic Development TAC Meeting #1

- Virtual meeting held on April 9th
- Goals of the TAC
 - Inform the Master Plan process and how the airport can support economic development
 - Inform the ultimate airport land use
 - Inform future DAA investments
 - Understand the role DLH plays in the overall regional economy



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Economic Development TAC Meeting #1 Feedback

What challenges does the existing air service present? Mentimeter

Cost, connecting locations,	Less now than before!	Reliability of current service
Access only through MSP or Chicago, and weather delays.	Reliability during winter	Schedule with connecting flights cause long layovers in some cases, and costs are typically a little higher
Need more direct connections to major hubs	Limited options on making effective connections to the larger market.	Only two other commercial airlines after AA leaves. Usually only MSP or Chicago access.

What are the aeronautical development needs? Mentimeter

Recreational hangar space	Expansion space for manufacturing	Improved infrastructure
Potential UAV users, updated and expanded facilities for manufacturing	Additional "rent ready" hangar development. (New HOA Hangars)	RWY 3/21 extension Additional ramp space for large aircraft or hangar development
Business tenant that need runway access	Expansion area for Cirrus, adjacent to existing. Runway 327. Large site on north side - 50 to 100+ acres. Access for commercial use of supersonic airspace over Lake Superior?	Ability to develop more areas on the south side of the field where business with higher customer flows can operate with ease of access in an affordable way.

Economic Development TAC Meeting #1 Feedback

What are the biggest barriers to economic development? Mentimeter

Cost of housing in the area	High construction costs for new facilities.	Workforce
Availability of large contiguous easily developable sites, ease of access to the north side,	Cost to develop on field	Population
employment training	Workforce. Housing. Broadband. Construction costs. Image - business friendly attitude.	Soil contamination at the airport

What do you see the role of DLH being in growing the overall regional economy? Mentimeter

Maintain strong infrastructure	Access point that's easy and affordable for business travelers	Significant role - both for aviation/airport based businesses and for attracting new business to the region.
Continue to expand airline service, partner with other entities, advocate for manufacturers	Growth of DHL provides relevancy to our region	Fantastic service at the terminal. Opportunity to identify large sites.
Transportation for businesses, making it easy to attract new businesses, supply chain	Support new and current businesses in a model which supports growth	

What are the next tasks?

- Forecast submittal and FAA approval
- Finalizing facility recommendations
- Preferred taxiway alternatives
- Apron and aircraft parking layout
- Building area development and redevelopment alternatives
- Air traffic control tower alternatives
- Sustainability plan



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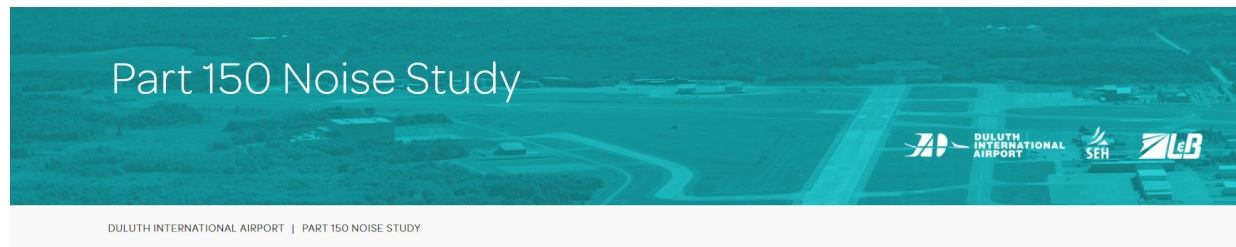


Part 150 Noise Study

Project Update

Part 150 Noise Study

- Where to learn more and get involved?
 - Project website
 - <https://duluthairport.com/noise-study/>
 - Involvement in Public Advisory Committee (PAC)



OVERVIEW | DOCUMENTS | COMMUNITY INVOLVEMENT | FAQ

Welcome to the Duluth International Airport Part 150 Study

The Duluth Airport Authority (DAA) is initiating a study, commonly referred to as a Part 150 Noise Compatibility Study (Part 150 Study), to document the levels of noise from aircraft operations at Duluth International Airport (DLH).

Calendar

View upcoming events.

No Upcoming Events

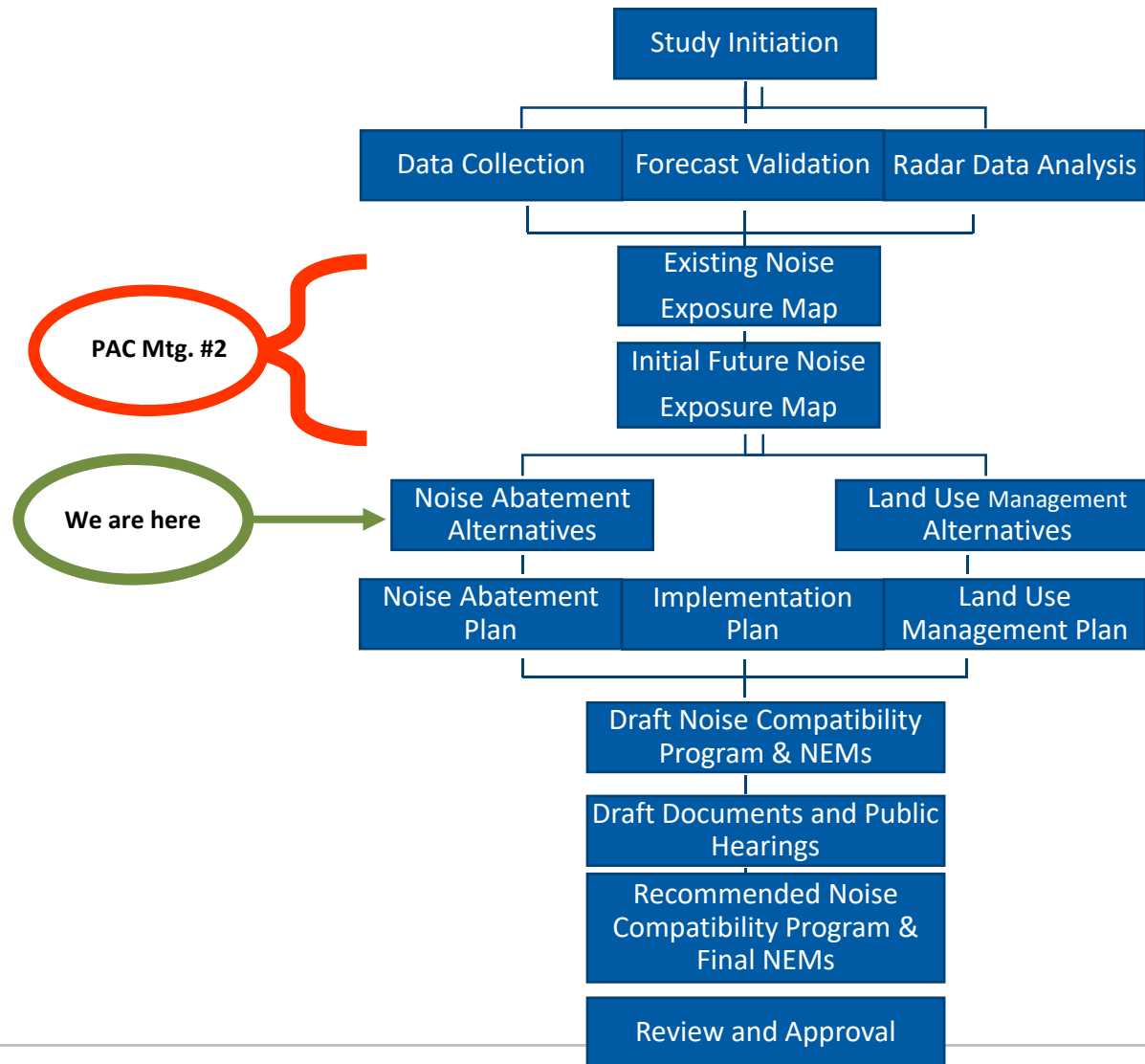
[View All / Past Events »](#)



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Part 150 Noise Study Progress



Part 150 Study Next Steps

- Public Open House (virtual)
- Public Advisory Committee (virtual)
 - Noise abatement alternatives
 - Land use management alternatives
- Public Workshop (virtual)



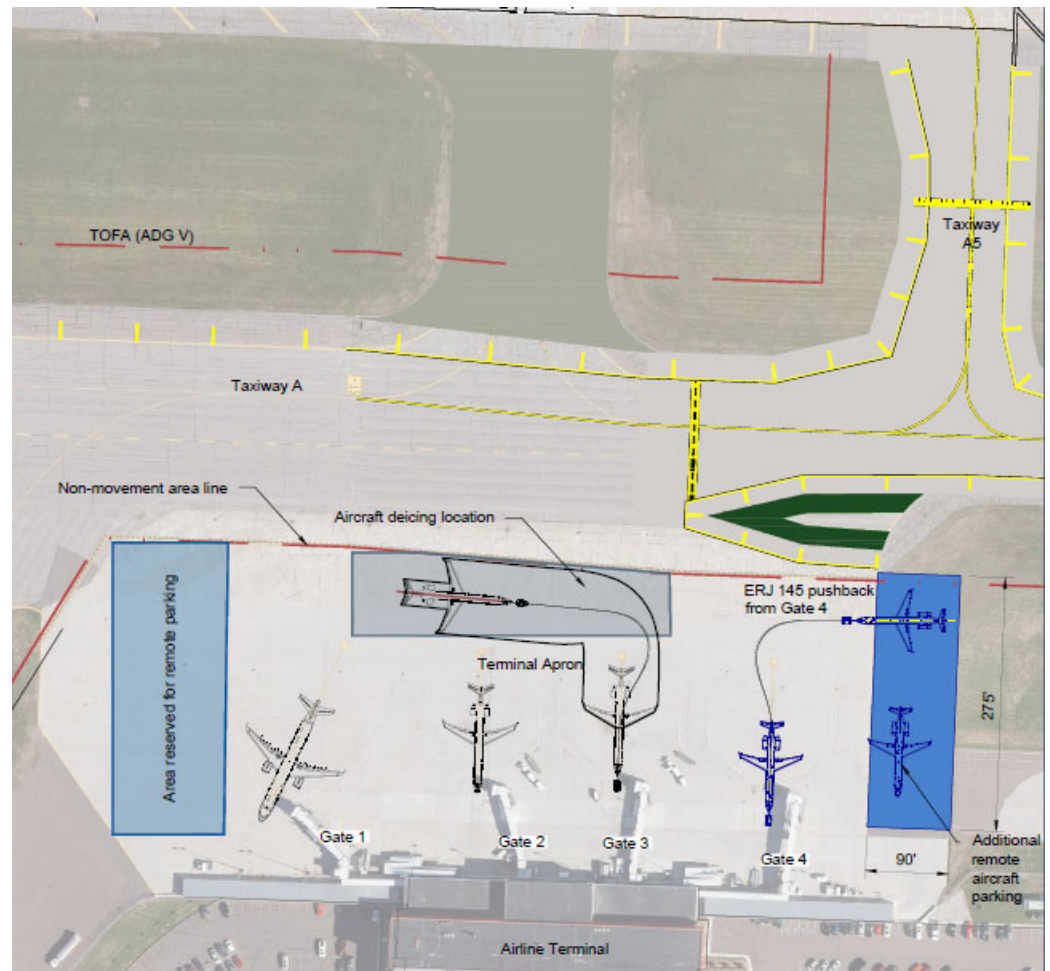
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2020 Airport Projects

Terminal Ramp Expansion

- Terminal ramp eastern expansion
- 100% federal funding under CARES Act
- Accommodates improved push back from Gate 4
- Provides additional remote parking

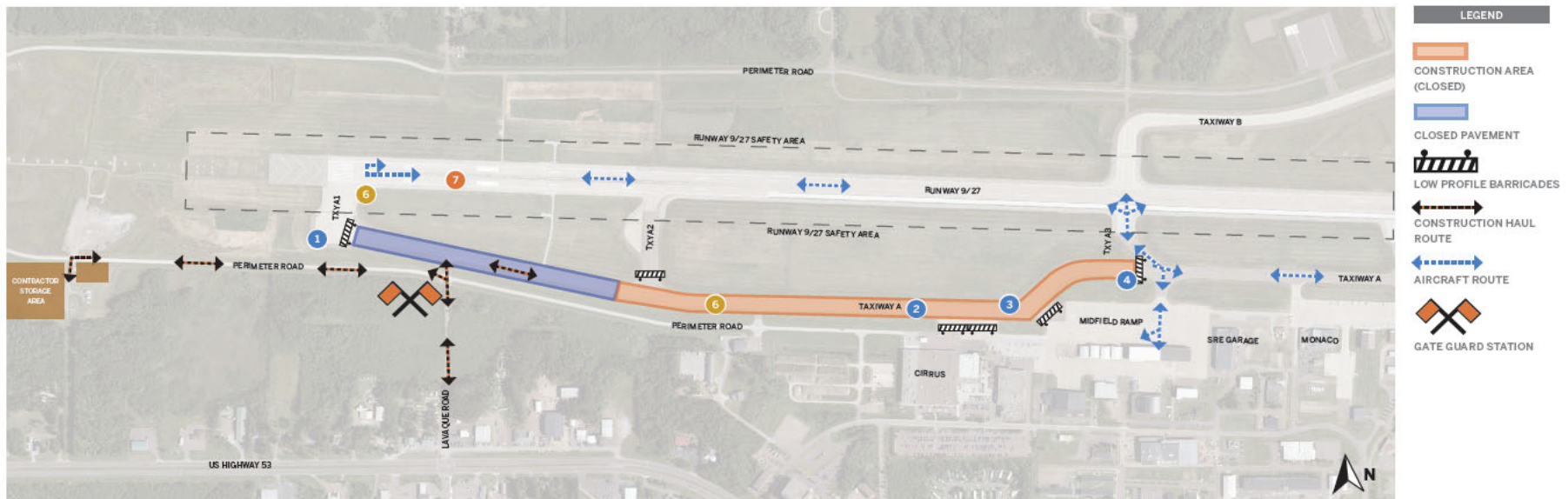


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Taxiway A West - Mill and Overlay

- Poor pavement conditions on western portion of Taxiway A. **Short term fix.**
- Project planned for summer of 2020, 100% federally funded through CARES Act
- Allows for further planning of Taxiway A to take place in Master Plan



What's Next?

- MPAC Meeting #4
 - September 16, 2020 at 2:30 pm



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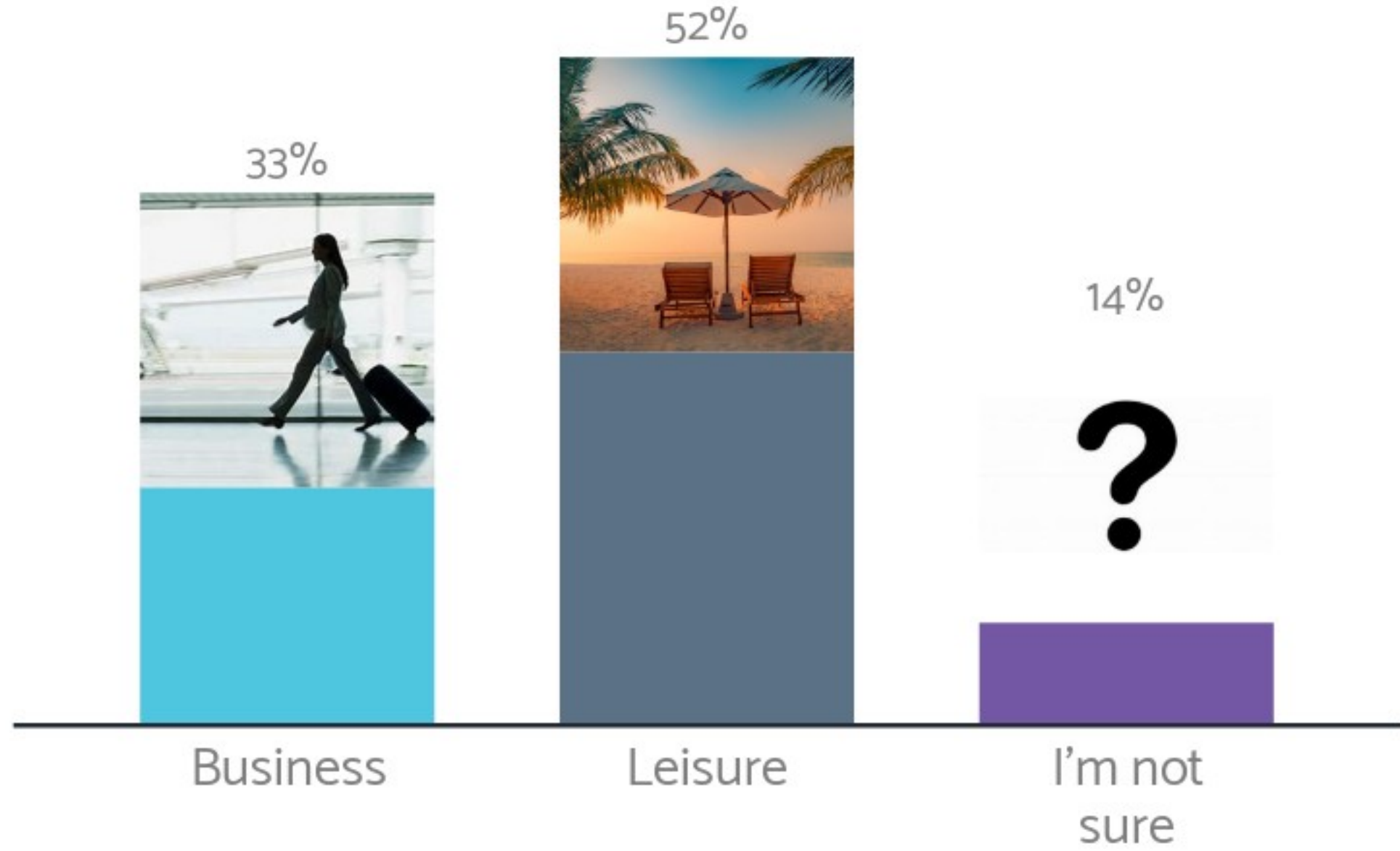
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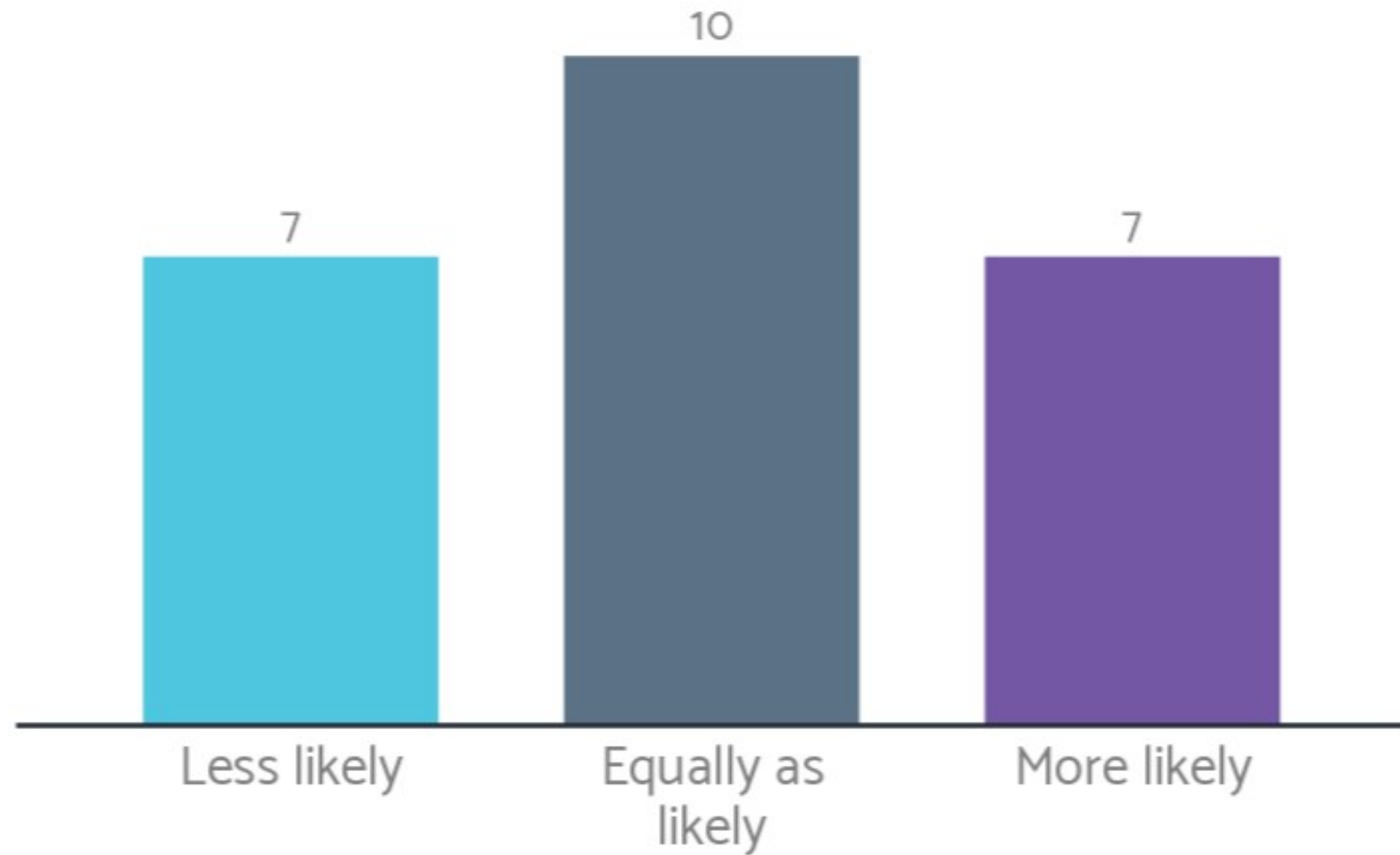
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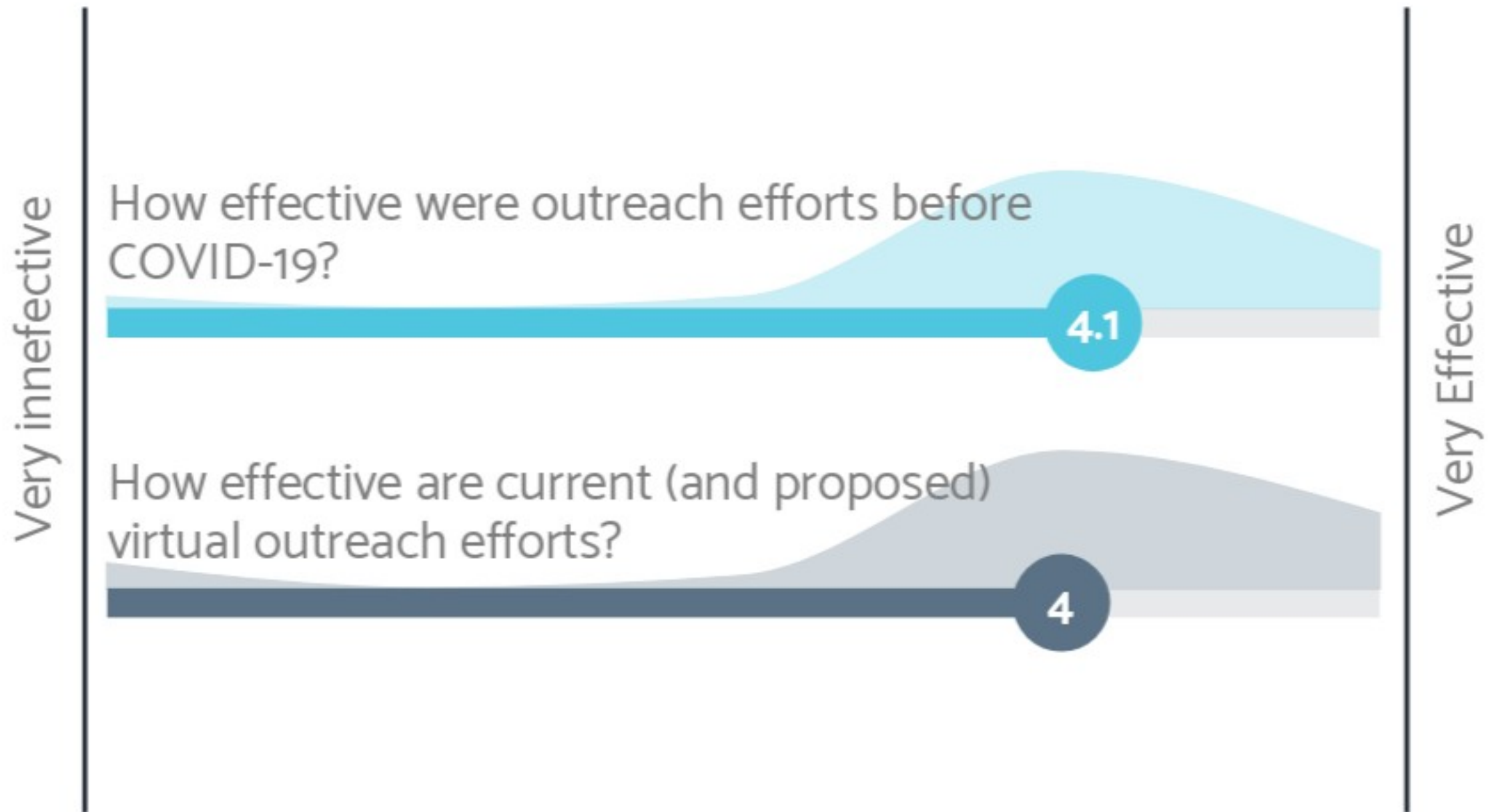
What will be the first type of trip you will take once you start traveling again?



On that first trip, how likely will you be to travel by air?



Public Invovlement



Are there additional engagement methods we should consider while maintaining social distance guidelines?

I think you've got it covered

Advertising?

Emphasize cleanliness enhancements.

If you are looking to brainstorm or involve small group discussion, Mural or Zoom breakouts work great!

None

Earned media

Social media?

Mentimeter works well for these group question engagement. You have used it well.

Earned Media



Are there additional engagement methods we should consider while maintaining social distance guidelines?

none



Any additional feedback on stakeholder outreach efforts? (Different methods, more or less communication, etc?)

none

Na

People tend to participate less in large group. Opportunity to provide input in this menti format May help.

I believe press releases to all/any involved parties are a basic but easy communication too.



What are your thoughts on the local recovery in business travel? Are there local factors that could influence recovery?

Employers restricting travel

Permanent shift to more virtual meetings.

Slow state government opening of private sector

general growth of local businesses using air travel

Additional economic development projects

Having a leisure destination as COVID protocols lessen will help as people are itching to visit and get out.

Fear

The Midwest is "drive-able" as another means.

Sell the cleanliness of DLH and the better alternative to driving.



Using the taxiway network TAC as an example, how effective do you feel our use of TACs is?

