



## STAFF REPORT

DATE: November 20, 2018  
**CONSENT**

**AGENDA ITEM:** Appointments to Joint Airport Zoning Board (JAZB)

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

The city has received notice from the Metropolitan Airports Commission that they will be creating a Joint Airport Zoning Board (JAZB) for the Lake Elmo Airport as provided in state statute. They are requesting two representatives from each affected community to participate in the JAZB.

### **ISSUE BEFORE COUNCIL:**

Who should Council appoint to the JAZB?

### **PROPOSAL:**

In talking with other communities, they are leaning towards appointing a combination of elected and staff members to the JAZB. The city also has the option not to participate in the process. Staff would recommend against that given the proximity of the airport to the city.

I would recommend Council member Bloyer and Planning Director Roberts be appointed as the two Lake Elmo representatives.

### **FISCAL IMPACT:**

NA

### **OPTIONS:**

- 1) Appoint Council Member Bloyer and Director Roberts to the JAZB
- 2) Appoint two different individuals to the JAZB
- 3) Do not participate in the JAZB

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to appoint Council Member Bloyer and Director Roberts to the JAZB.”***

### **ATTACHMENTS:**

- MAC Letter 10-26-18



## Metropolitan Airports Commission

6040 28th Avenue South, Minneapolis, MN 55450-2799 • 612-726-8100 • metroairports.org

October 26, 2018

Ms. Kristina Handt  
City Administrator  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

Dear Ms. Handt:

As discussed at the informational meeting held on Tuesday, October 9, 2018, the Metropolitan Airports Commission (MAC) intends to establish a Joint Airport Zoning Board (JAZB) to develop an Airport Safety and Land Use Zoning Ordinance (Airport Zoning Ordinance) for Lake Elmo Airport.

Airport Safety and Land Use Zoning is addressed in Minnesota Statute 360.061 through 360.074 and MnDOT Aeronautics Rules 8800.1200 and 8800.2400. Through a collaborative process, the JAZB will seek to develop an Airport Zoning Ordinance that considers MnDOT's model regulations and achieves a reasonable level of safety while considering compatible community development. The ordinance must regulate the creation of airport hazards in the vicinity of Lake Elmo Airport, particularly off the runway ends.

State Statute requires MAC to create a JAZB for Lake Elmo Airport. The JAZB will consist of two representatives from each affected community and two representatives from MAC. The communities that will likely be affected by the Airport Zoning Ordinance are Baytown Township, Lake Elmo, Oak Park Heights, Washington County, and West Lakeland Township.

In order to move forward with this process, MAC requests that each affected community appoint two representatives to participate in the Joint Airport Zoning Board for Lake Elmo Airport within 60 days of receiving this notice. Each community may also identify up to two individuals as alternate members who can serve in the event that a primary member is absent.

Each community has the option to decide not participate on the JAZB. Be advised that state law allows the participating members of the JAZB to adopt and enforce an Airport Zoning Ordinance in all affected communities regardless of participation on the JAZB. Please let us know if you decide not to join the JAZB. Also note that failure to respond or appoint two representatives within 60 days will be taken as a decision to not join the JAZB.

We look forward to receiving information for appointments. If you would like additional information regarding formulation of the JAZB for Lake Elmo Airport, please contact Neil Ralston, Airport Planner, at (612) 726-8129.

Sincerely,

Bridget M. Rief, P.E.  
Vice President, Planning and Development