



## **STAFF REPORT**

DATE: March 2, 2021  
**REGULAR**

**AGENDA ITEM:** Appointments to Lake Elmo Airport Advisory Commission  
**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

The city has received notice from the Metropolitan Airports Commission (MAC) that they will be creating a Lake Elmo Airport Advisory Commission. They are requesting two representatives from Lake Elmo a primary representative and an alternate to serve on the commission.

### **ISSUE BEFORE COUNCIL:**

Who should Council appoint to the Lake Elmo Airport Commission?

### **PROPOSAL:**

The Commission will provide an open and balanced forum for strengthening relationships between MAC, airport users, stakeholders and the community. The proposed membership consists of representatives from surrounding cities, townships, Washington County, airport businesses, pilots and the Experimental Aircraft Association. The role of the Committee will be to participate in discussions about matters concerning the Lake Elmo Airport as well as share information with their respective communities about the Airport. The first meeting is anticipated to held during the second quarter of 2021, with quarterly meetings the remainder of the year. If necessary, virtual meetings will be held due to the health pandemic to be consistent with Governor Walz's directives. Attached are two documents providing more information about the Commission: 1) proposed draft bylaws; and 2) draft annual work plan.

Director Ken Roberts has served on the Joint Airport Zoning Board for the last couple years along with previous Council member Bloyer. Given his familiarity with the MAC, he is willing to serve on this commission as well. Council may select another member to serve as alternate but they too must be vested to represent their entire constituency.

### **FISCAL IMPACT:**

NA

### **OPTIONS:**

Council may appoint any member of staff or the Council who is vested to represent the entire constituency.

### **RECOMMENDATION:**

**“Motion to appoint Director Roberts as the primary representative and \_\_\_\_\_ as the alternate representative to the Lake Elmo Airport Advisory Commission.”**

### **ATTACHMENTS:**

- MAC Letter 2-12-21 and attachments



## Metropolitan Airports Commission

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

February 12, 2021

Ms. Kristina Handt  
Lake Elmo City Administrator  
3800 Laverne Ave. N. Suite 100  
Lake Elmo, MN 55042

Dear Ms. Handt:

The Metropolitan Airports Commission (MAC) invites the City of Lake Elmo to participate as a member of a newly formed Lake Elmo Airport Advisory Commission ("Commission"). This Commission will support the ongoing efforts to engage the stakeholders of the Lake Elmo Airport community.

This Commission will provide an open and balanced forum for strengthening relationships between MAC, airport users, stakeholders and the community. The proposed membership consists of representatives from surrounding cities, townships, Washington County, airport businesses, pilots and the Experimental Aircraft Association. The role of the Committee will be to participate in discussions about matters concerning the Lake Elmo Airport as well as share information with their respective communities about the Airport. The first meeting is anticipated to held during the second quarter of 2021, with quarterly meetings the remainder of the year. If necessary, virtual meetings will be held due to the health pandemic to be consistent with Governor Walz's directives. Attached are two documents providing more information about the Commission: 1) proposed draft bylaws; and 2) draft annual work plan.

We invite the City of Lake Elmo to appoint a primary representative and an alternate to serve on this Commission for a two-year term. Please provide formal appointment documentation (e.g., resolution or official letter). The representative must be vested to represent their entire constituency. MAC staff will follow-up with a phone call to answer questions you may have about the commission and discuss representation.

We look forward to working with your appointed representatives over the next two years.

Sincerely,

Dana Nelson  
MAC Director, Stakeholder Engagement

Cc: Ken Roberts, City of Lake Elmo Planning Director  
Joe Harris, MAC Director, Reliever Airports

**LEAAC Draft Work Plan (2021-2022)**

1. NAP and pilot guide
2. Airport 101
3. Noise 101
4. Environment 101
5. Mobile Noise Monitoring Study
6. Monitor developments on airport
7. Receive updates about Land-use developments (comp plan updates, etc.)
8. Airport Tour
9. Celebrate runway grand-opening Summer 2022

*DRAFT BYLAWS OF*  
*LAKE ELMO AIRPORT ADVISORY COMMISSION (LEAAC)*

ARTICLE I

The name of this organization shall be the Lake Elmo Airport Advisory Commission, hereinafter referred to as the "Commission." By appointing representatives to this Commission, the appointing authorities do hereby endorse the purpose and goals as identified in these bylaws and authorize and support the Commission as an advisory body to the respective appointing bodies.

ARTICLE II

PURPOSE AND GOALS

- GOAL: This Commission is formed to further the general welfare of the community and the Lake Elmo Airport, a public airport in the City of Lake Elmo, County of Washington, state of Minnesota, through minimizing or resolving problems created by the aircraft operations at the airport.
- PURPOSE:
1. The Commission shall advise the community and the Metropolitan Airports Commission with regard to all matters affecting the Lake Elmo Airport, the classification, rules and regulations supplied to the operation of the Airport and the development of lands adjacent to the Airport.
  2. The Commission shall cooperate with the Metropolitan Airports Commission staff in reviewing matters affecting the use and control of the Lake Elmo Airport.
  3. The Commission shall make its recommendations to the Metropolitan Airports Commission regarding any proposal affecting the use or operations of Lake Elmo Airport.

ARTICLE III

MEMBERSHIP

1. Officially designated representatives and their alternate representatives shall be appointed to serve for two (2) year terms and until their successor is appointed. Vacancy shall be filled by the appointing authority for a new two (2) year term commencing with the date of appointment of such successor representative.
2. In addition to the designated USER and PUBLIC Representatives (or their appointed alternate), non-voting membership to the Commission may include TECHNICAL ADVISORS.

TECHNICAL ADVISORS – Officially recognized organizations or agencies may be called upon to advise the Commission that include: the Federal Aviation Administration (FAA), Minnesota Pollution Control Agency (MPCA), Metropolitan Airports Commission Board Members or staff, and any other organization or agency that can provide technical assistance to matters of interest to the Commission.

3. Voting membership of the Commission is as follows:

**Public Representatives** (Official City Council, Town Council or County Appointment)

One (1) representative from City of Bayport  
One (1) representative from Baytown Township  
One (1) representative from City of Lake Elmo  
One (1) representative from City of Oak Park Heights  
One (1) representative from City of Stillwater  
One (1) representative from West Lakeland Township  
One (1) representative from Washington County

**User Representatives** (Airport Manager Appointment)

Two (2) representatives from Experimental Aircraft Association Chapter 54  
Four (4) representatives from airport business or at-large airport user  
One (1) representative from airport FBO

Both Public and User representatives must be vested to represent on behalf of their entire constituency and vote accordingly.

## **ARTICLE IV**

### **VOTING RIGHTS OF MEMBERSHIP**

1. A quorum at all meetings of the Commission shall consist of attendance by three (3) USER REPRESENTATIVES and three (3) PUBLIC REPRESENTATIVES, or duly designated alternatives.
2. Each USER and PUBLIC REPRESENTATIVE, or a duly designated alternate, shall have one (1) vote.
3. The Bylaws may be amended by majority vote of membership provided that notice of such proposed amendments shall have been given ten (10) days prior to the Commission meeting. Voting may be conducted via email, or by members in attendance at a meeting in-person or through use of virtual collaboration tool.

## **ARTICLE V**

### **CO-CHAIRPERSONS**

The representatives shall elect by majority vote from membership present (in-person or through use of virtual collaboration tool) at the time of voting two (2) chairpersons; one (1) from the PUBLIC REPRESENTATIVE constituency and one (1) from the USER REPRESENTATIVE. The chairpersons will alternate conducting chairperson duties from one meeting to the next. The Chairpersons shall serve for a two (2) year term or until his/her representation on the Commission terminates, whichever occurs first; and until his/her successor is elected. The powers and duties of the Chairpersons are as follows:

1. To preside at all meetings of the Commission.
2. To call special meetings of the Commission as he/she deems necessary, or upon request by two (2) USER or two (2) PUBLIC REPRESENTATIVES.
3. To sign as Chairpersons of this Commission, with the approval of the membership, certifications and other papers and instruments in writing that may require such signature.
4. To perform such other duties and tasks as these Bylaws or as the membership shall from time to time prescribe.

## **ARTICLE VI**

### **RULES OF ORDER**

1. All administrative support will be provided by a staff member of the Metropolitan Airports Commission.
2. All record retention will be provided by the Metropolitan Airports Commission.
3. Meetings will be held on a semi-annual basis at a minimum.
4. Membership will establish the location of meetings.
5. Roberts Rules of Order will preside on issues of disagreement.
6. Financing of the Commission initiatives relative to the respective constituencies will be provided by that constituencies appointing authority, or as other sources of funding are established.