

**CITY OF MENDOTA HEIGHTS  
AIRPORT RELATIONS COMMISSION**

**January 18, 2023 • 6:00 p.m.**

**City Hall • 1101 Victoria Curve**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
  - a. Approve of Minutes of the November 16, 2022 Regular Meeting
- 4. Public Comments**
- 5. Unfinished and New Business**
  - a. ARC Work Plan Review
  - b. ARC Rules of Order
  - c. Resident Question Regarding Airplane Fuel Dumping
- 6. Acknowledge Receipt of Reports and Correspondence**
  - a. Review of Airport Operational Statistics (link: <https://www.macenvironment.org/reports/>)
    - i. Complaint Information
    - ii. Runway Use Information
    - iii. Turboprop Information
    - iv. Noise Monitor Information
  - b. MAC Reports
    - i. 2022 MSP Complaint Data Assessment
    - ii. 2022 Annual MSP Fleet Mix & Nighttime Operations Report
  - c. News Articles
- 7. Commissioner Comments**
- 8. Adjourn Meeting**

**CITY OF MENDOTA HEIGHTS  
AIRPORT RELATIONS COMMISSION  
November 16, 2022 • 6:00 p.m.  
City Hall • 1101 Victoria Curve**

The regular meeting of the Mendota Heights Airport Relations Commission was held on Wednesday, November 16, 2022 at Mendota Heights City Hall; 1101 Victoria Curve.

**1. Call to Order**

Chair Norling called the meeting to order at 6:00pm.

The following commissioners were present: Gina Norling, William Dunn, David Sloan, Arvind Sharma, and Jim Neuharth. Absent (excused): Kevin Byrnes and Jeff Hamiel. The following guests were present: Rose Agnew, Scott Norling, Michelle Ross, of the Metropolitan Airports Commission (MAC) and Dana Nelson (MAC). Staff present: City Administrator Cheryl Jacobson and Office Support Assistant Sheila Robertson.

**2. Approval of Agenda**

*Motion by Neuharth/Second by Dunn to approve the agenda.  
Motion passed 5-0.*

**3. Approval of Minutes**

a. Approve of Minutes of the September 21, 2022 Regular Meeting

*Motion by Dunn/Second by Sloan to approve the minutes.  
Motion passed 4-0. Commissioner Sharma abstained.*

**4. Public Comments**

Scott Norling, Mendota Heights resident, asked the MAC representatives present if it was possible to add the Eagan/Mendota Heights Corridor as an overlay on the MAC maps.

**5. Unfinished and New Business**

a. MAC MSP Airport Updates – Michele Ross, Community Relations Manager

Michele Ross, who had spent three years as the Assistant Manager and was newly promoted to Manager, shared MAC's information on the following items: Operational and turbo prop trends, complaint data from Mendota Heights households, average passengers per flight data, Minneapolis/St. Paul (MSP) runway use, Bemidji Aviation departures over Mendota Heights, and COULT departures.

i. Turbo Prop Operations

Ms. Ross noted that the MSP operations have been steady over the past decade, and they're starting to see an increase since the recent dip from the 2020 pandemic data. She also discussed the runway usage, noting that Mendota Heights arrivals at 30R have increased 11% this past year, and departures at 12L have decreased 17% this past year.

ii. FAA Implementation of Eagan Request

Ms. Ross noted that the MAC spent 400 hours moving needles and analyzing results, while needing to wait until January, 2022 to implement the request; post-pandemic. She noted the initial departure fix will be called COULT. Mendota Heights household complaints were down during the study period. The commission noted they'd like to see the complaint data points on a quarterly basis.

iii. Noise Oversight Committee (NOC) Workplan

Ms. Ross shared the NOC's 2023 workplan, noting there will be runway construction in 2023 and 2024.

Commissioner Neuharth asked if there would be communication and notification of the closures.

Ms. Ross noted there will be emails, news releases, etc. published.

b. 2023 Meeting Dates

The Airport Relations Commission is scheduled to meet the third Wednesday of odd number months. Following this schedule, the 2023 meeting dates would be as follows: January 18, March 15, May 17, July 19, September 20, and November 15.

c. Chair Norling added an item to discuss the commission's 2023 workplan and strategic goals planning.

Commissioners Sloan and Dunn suggested waiting until January, after the City Council has more direction.

d. Chair Norling added an item to discuss the homeowner's pamphlet previously produced by the commission. She wants to ensure that future homeowners are advised of the information, and asked what the best way to distribute it is.

City Administrator Jacobson noted that the Community Development Director has access to the document and can distribute it in the planning phases of some city projects. She also mentioned that a "realtor day" could be a possible way to distribute the information but was uncertain whether or not the St. Paul Area Association of Realtors hosts those any longer.

**6. Acknowledge Receipt of Reports and Correspondence**

a. Review of Airport Operational Statistics (link: <https://www.macenvironment.org/reports/>)

i. Complaint Information

City Administrator Jacobson noted that complaint information is compiled by city staff and has not been assigned to a commissioner. She added that when a new member is appointed assignments should be reconsidered.

ii. Runway Use Information

Commissioner Neuharth noted some potential errors on the 12L and 12 R total operations charts. Commissioner Neuharth agreed to take over the commission duties related to runway use information and data.

iii. Turboprop Information

Commissioner Neuharth stated he'll work with Michele Ross (MAC) and Bemidji Aviation regarding turbo prop information.

iv. Noise Monitor Information

Commissioner Dunn noted there will was no significant change over the last six months.

b. News Articles

City Administrator Jacobson will send out to the commission. Chair Norling will take over the commission duties related to News Articles.

**7. Commissioner Comments**

Commissioner Sharma suggested providing a thank you card or gift to Commissioner Byrnes before he leaves the commission.

**8. Adjourn Meeting**

*Motion by Neuharth/Second by Dunn to adjourn the meeting.*

*Motion passed 5-0.*

Chair Norling adjourned the meeting at 7:18pm.



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**Airport Relations Commission**

**DATE:** January 18, 2023  
**TO:** Airport Relations Commission  
**FROM:** Cheryl Jacobson, City Administrator  
**SUBJECT:** Rules of Order

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**BACKGROUND**

The Airport Relations Commission's Rules of Order were created in April, 2010. A number of updates are needed to bring them to current Commission structure and practices.

Attachment: ARC Rules of Order-2010

**ACTION REQUIRED**

Staff will lead the Commission through an overview of the existing Rules of Order and proposed updates.

# MENDOTA HEIGHTS AIRPORT RELATIONS COMMISSION

## RULES OF ORDER

In accordance with the City of Mendota Heights Ordinance No. 290, “Establishing An Airport Relations Commission,” the following rules of order are adopted by the Airport Relations Commission to facilitate the performance of its duties and the exercising of its functions as a Commission created by the City Council.

### SECTION 1. MEETING

1.1 – Time. Regular meetings of the Commission are held on the second Wednesday of each month at 7:00 P.M., unless otherwise agreed to and so stated in the agenda.

When the regular meeting day falls on a legal holiday, there is no meeting that month unless otherwise noted.

1.2 - Special Meetings. Special meetings may be called by the Chairperson or the Secretary.

1.3 – Place. Meetings are held in the City Hall Large Conference Room, 1101 Victoria Curve.

1.4 – Public. All meetings and hearings, and all records and minutes are open to the public.

1.5 – Quorum. A majority of Commission members constitute a quorum for the transaction of business.

When a quorum is not present, the Chairperson may adjourn the meeting for the purpose of hearing interested parties on items on the agenda. No final or official action is taken at such a meeting. However, the facts and information gathered at such a meeting may be taken as a basis for action at a subsequent meeting at which a quorum is present.

1.6 – Vote. Voting is by voice. Commission members voice votes on each issue are recorded. In the event that any member shall have a financial interest in a matter before the Commission, the member shall disclose the interest and refrain from voting upon the matter, and the secretary shall so record in the minutes that no vote was cast by such member.

### SECTION 2. ORGANIZATION

2.1 – Membership. The number of members of the Airports Relations Commission is established by the City Council. Appointments are made by the Mayor and approved by the City Council.

2.2 – Absenteeism. A Commission member with three unexcused absences per year is dropped from the Commission and the Secretary then informs the City Council so that another appointment is made.

An absence is excused if the member notifies the Secretary or Chairperson before 4:00 P.M. of the day of the meeting that the member will be unable to attend. Minutes of the meetings will record whether the absent member was excused or not excused.

In the event of excessive absenteeism, the commission may recommend to the Mayor and City Council that they seek replacement of a commission member.

2.3 – Election of Officers. At the February meeting each year, the Commission elects from its membership a Chairperson and a Vice-Chairperson.

If the Chairperson retires from the Commission before the next organizational meeting, the Vice-Chairperson becomes Chairperson. If both Chairperson and Vice-Chairperson retire, new officers are elected at the next meeting.

If both Chairperson and Vice-Chairperson are absent from a meeting, the Commission elects a temporary Chairperson by voice vote.

The Secretary to the Airport Relations Commission is appointed by the City Administrator from the City Staff.

2.4 – Tenure of Officers. The Chairperson and Vice-Chairperson take office immediately following their election and hold office until their successors are elected and assume office.

2.5 – Duties of Officers. The Chairperson, or if absent, the Vice-Chairperson presides at meetings, appoints committees and performs other duties as may be ordered by the Commission.

The Chairperson conducts meetings so as to keep them moving as rapidly and efficiently as possible and reminds members, witnesses and petitioners to discuss only the subject at hand.

The Chairperson is a voting member of the Commission.

The Secretary is responsible for recording the minutes, keeping records of Commission actions, conveying Commission recommendations to the City Council and providing general administrative and clerical service to the Commission.

### SECTION 3. MISCELLANEOUS

3.1 – Public Comment. The ARC does not hold public hearings, but may from time to time have public comment.

a. Items not previously scheduled on the agenda may be heard prior to business section of the meeting.

3.2 – Amendments or Suspension. These By-laws may be amended or suspended with the approval by voice vote by a majority of the members of the Commission.

3.3 – Adoption. These By-laws were duly adopted by the Airport Relations Commission of the City of Mendota Heights on this 14<sup>th</sup> day of April, 2010.



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**Airport Relations Commission**

**DATE:** January 18, 2023

**TO:** Airport Relations Commission

**FROM:** Gina Norling, ARC Chair

**SUBJECT:** Resident Inquiry—Dumping of Airplane Fuel

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**BACKGROUND**

A resident approached councilmember Sally Lorberbaum regarding airplane fuel dumping. The specific question was if airplanes are dropping fuel before they land. The resident said that she periodically smells the fumes and has for a couple of years.

Questions Councilor Lorberbaum asked the ARC:

1. Does the ARC know if planes are dropping fuel recently or occasionally?
2. If not who can we ask?

This specific concern and list of questions are consistent with the ARC's 2021-2022 Strategic Priority to Conserve, Protect and Enhance Natural Resources: Research MAC EPA Studies. The specific strategy to determine if PM2.5 particles were identified in the community is not too far removed from the suspected fuel dumping, i.e. industrial pollution, the resident brought forth to Sally.

**ACTION REQUIRED**

Commissioners are asked to review a recent Star Tribune article regarding Purple Air monitors that measure fine particulate matter of industrial pollution. Johnson, Chloe. "Minneapolis expands network of air-testing devices." Star Tribune, 1/8/2023, B1.

Additionally, members should determine how to proceed.



## Complaints by Location—By Month (2021, 2022)

Location = Complainants

2021	Mpls	Eagan	Edina	MH	Blmgtn
January	65	32	3	6	3
February	57	27	4	4	2
March	112	49	16	8	4
April	84	48	16	10	11
May	115	62	13	14	10
June	111	67	12	10	8
July	102	90	8	8	11
August	90	74	10	10	11
September	124	55	15	11	6
October	135	55	11	14	5
November	50	45	7	6	3
December	43	41	6	4	3

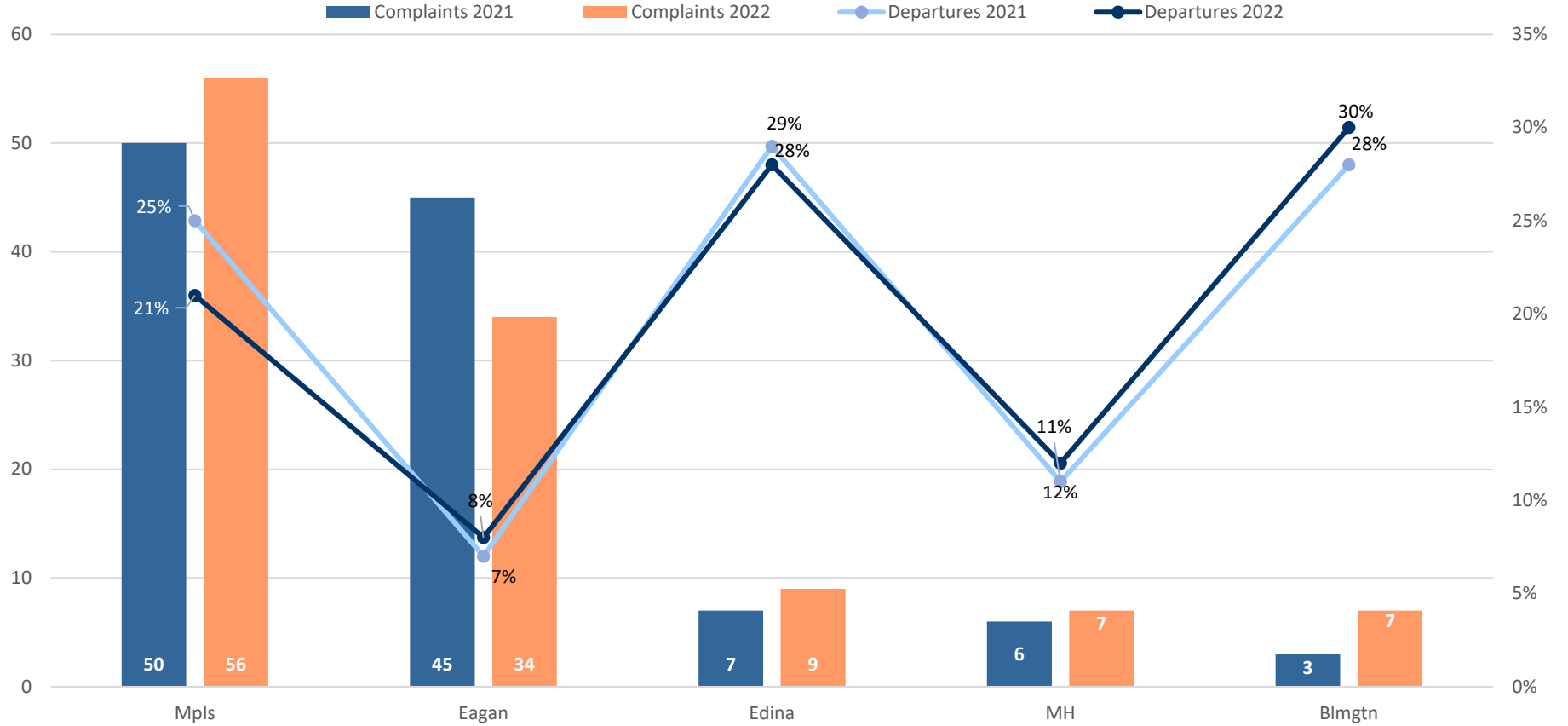
2022	Mpls	Eagan	Edina	MH	Blmgtn
January	39	33	6	2	2
February	39	29	7	2	3
March	68	45	21	5	3
April	54	37	6	6	3
May	92	55	10	10	6
June	132	63	8	12	8
July	109	67	14	10	11
August	123	83	19	16	16
September	114	41	13	9	9
October	74	45	12	10	6
November	56	34	9	7	7
December	32	23	7	4	2

## Percent of All Departures by Location (2021, 2022)

2021	Mpls/ Richfield 30R	Eagan 12R	Edina 30L	MH 12L	Blmgtn 17
January	25%	26%	32%	16%	1%
February	30%	17%	39%	11%	2%
March	16%	27%	26%	20%	11%
April	34%	13%	28%	11%	15%
May	24%	15%	11%	21%	29%
June	25%	7%	18%	14%	35%
July	16%	9%	15%	19%	41%
August	16%	8%	16%	19%	41%
September	23%	7%	24%	13%	34%
October	20%	21%	21%	20%	19%
November	25%	7%	29%	11%	28%
December	20%	11%	27%	14%	28%

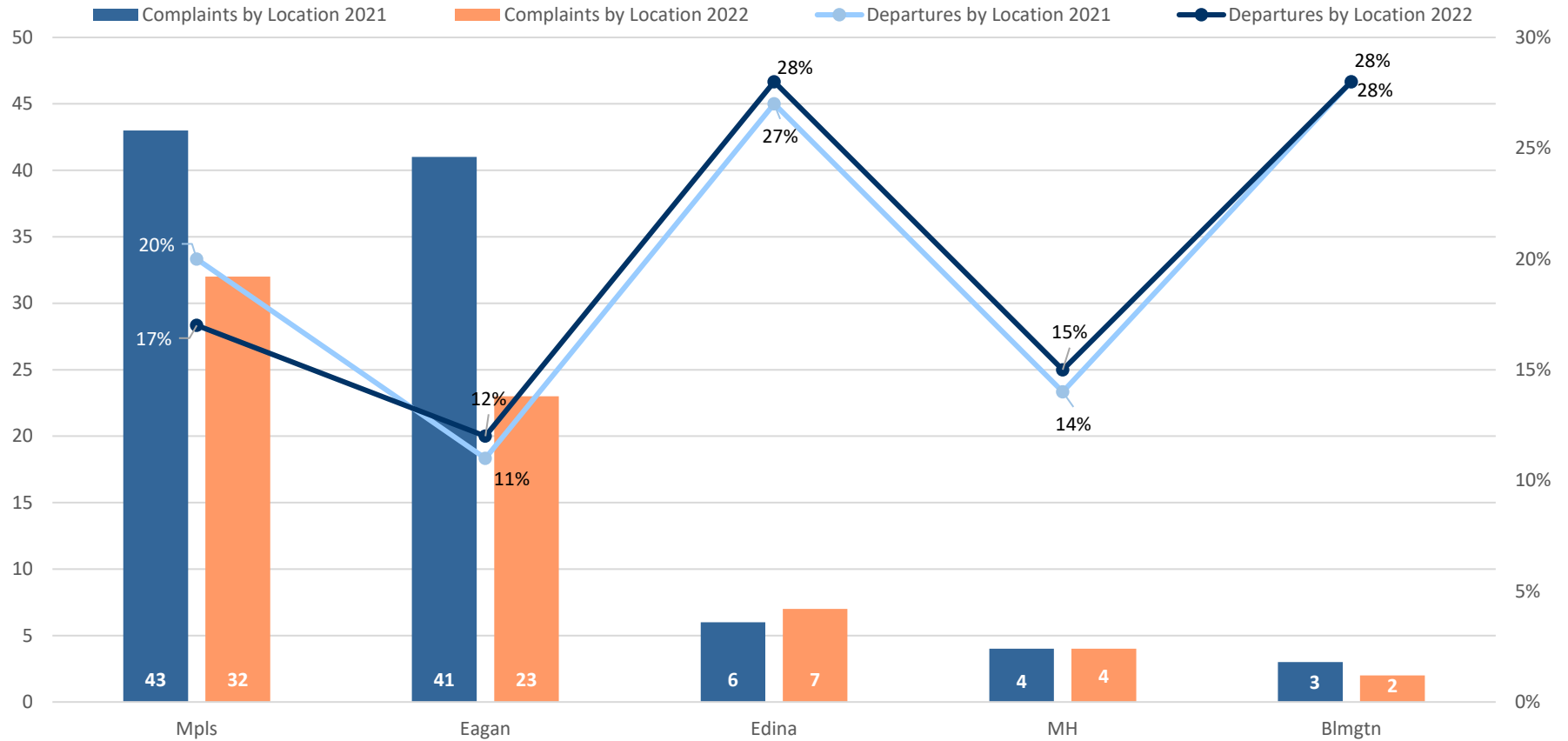
2022	Mpls/ Richfield 30R	Eagan 12R	Edina 30L	MH 12L	Blmgtn 17
January	23%	8%	28%	12%	29%
February	29%	6%	36%	8%	21%
March	27%	7%	39%	9%	19%
April	12%	14%	19%	18%	37%
May	18%	11%	22%	15%	33%
June	22%	9%	25%	12%	31%
July	20%	9%	22%	15%	33%
August	19%	7%	21%	16%	38%
September	18%	28%	24%	22%	7%
October	24%	15%	31%	14%	15%
November	21%	8%	28%	12%	30%
December	17%	12%	28%	15%	28%

## November Complaints by Location and Departures by Location



	November Complaints			November Night Departures		
	2020	2021	2022	2020	2021	2022
Minneapolis (30R)	2,916	1,944	893	19	96	54
Eagan (12R)	949	2,299	1,837	25	107	139
Edina (30L)	574	194	201	102	130	156
Mendota Heights (12L)	297	320	672	8	69	46
Bloomington (17)	4	103	96	2	7	25
<b>Total</b>	<b>4,740</b>	<b>4,860</b>	<b>3,699</b>	<b>156</b>	<b>409</b>	<b>420</b>

## December Complaints by Location and Departures by Location



	December Complaints			December Night Departures		
	2020	2021	2022	2020	2021	2022
Minneapolis (30R)	2,762	2,056	669	12	106	94
Eagan (12R)	1,072	2,120	1,621	53	146	178
Edina (30L)	629	252	186	90	192	235
Mendota Heights (12L)	108	474	323	39	85	57
Bloomington (17)	104	90	19	4	19	17
<b>Total</b>	<b>4,675</b>	<b>4,992</b>	<b>2,818</b>	<b>116</b>	<b>548</b>	<b>581</b>