

**CITY OF MENDOTA HEIGHTS
AIRPORT RELATIONS COMMISSION
City Hall • 1101 Victoria Curve
Meeting Minutes**

March 15, 2023 • 6:00 p.m.

The regular meeting of the Mendota Heights Airport Relations Commission was held on Wednesday, March 15, 2023 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, Jim Neuharth, Bruce Bobbitt, and Arvind Sharma. Absent: Jeff Hamiel.

Staff present: City Administrator Cheryl Jacobson and City Clerk Christine Lusian.

2. Election of Officers—Chair and Vice Chair

Motion by Dunn and second by Bobbitt to nominate Gina Norling as Chair for 2023.

No other nominations made.

Motion carried 6-0.

Motion by Sloan and second by to nominate Arvind Sharma as Vice Chair for 2023.

No other nominations made.

Motion carried 6-0.

3. Approval of Agenda

Motion by Neuharth/Second by Dunn to approve the agenda.

Motion passed 6-0.

4. Approval of Minutes

a. January 18, 2023 Regular Meeting Minutes

Motion by Dunn/Second by Neuharth to approve the minutes.

Motion passed 4-0-2

5. Public Comments

None.

The Commission welcomed new member Bruce Bobbitt.

6. Unfinished and New Business

a. ARC Rules of Order

City Administrator Jacobson stated that the Commission's Rules of Order were approved in 2010 and need updating to incorporate City Council directed changes relating to Commissioner term limits and attendance requirements, in addition to general house keeping changes such as meeting dates and times.

City Administrator Jacobson noted that the City Council has asked that term limits be reinstated for the Commission and noted that language doing so has been added to the bylaws. Going forward, Commissioners will serve terms of four years, with a maximum of serving three consecutive full terms. Additionally, the city council has asked that the terms be staggered, so that at least two members shall expire each year. To achieve a reorder of staggering, existing commissioners will be grandfathered in.

Commissioner Dunn asked that the City Administrator determine the staggering of terms and which commissioner is placed in which term.

City Administrator Jacobson highlighted the council attendance requirements noting the uniqueness of the Commission and its schedule of meeting every other month. She noted that absences in a calendar year shall not exceed two consecutive meetings or more than 25 percent of the total meetings.

Commissioner Bobbitt suggested that the language regarding notification from the city administrator shall be received after two absences, removing the reference to missing two consecutive absences.

Commissioner Bobbitt asked if the Commission uses a specific parliamentary procedure for conducting meetings and it's there was a parliamentarian or expert attending.

City Administrator Jacobson explained that the city (council) generally uses Robert's Rules of Order but that no specific procedure has been approved for use. She and the other Commissioners noted that the ARC is less formal and generally follows Roberts Rules for conducting meetings.

*Motion by Dunn/Second by Sloan to adopt the ARC Bylaws with the proposed amendment to Section 5 regarding attendance notification.
Motion passed 6-0*

b. ARC 2023 Work Plan

Norling introduced and City Administrator Jacobson presented for review and discussion its current work plan for recommend updates or new action items for inclusion.

Jacobson explained the higher level vision and values that is needing update versus the more measurable goals and tasks that agency staff carry out. Various other work plans feed into ARC work plan, such as the City Council, NOC, FAA, MAC, NRC, etc. ARC's specific priorities may include education and outreach and mitigation of noise exposure.

Action: Jacobson to email ARC. Norling to create a one-page document by strategy.

c. FAA RNAV Project Update

City Administrator Jacobson provided an update of information received as part of the Noise Oversight Committee meeting. An online slideshow showed departure assignments, south

flow layers of arrival and departures, project preferred alternate list, and concourse and gate changes primarily.

Older navigation technology (VOR) is being phased out and replaced with satellite based technology (RNAV) during summer 2025 with no change in departure procedures. NOC would like to update federal representatives about the FAA RNAV project, as a past project didn't go well; Olson is leading discussions on the concerns.

Action: Jacobson to send NOC link to ARC where the presentation is and when the upcoming stakeholder event is.

7. Acknowledge Receipt of Reports and Correspondence

- a. Review of Airport Operational Statistics (link: <https://www.macenvironment.org/reports/>)
 - i. Complaint Information
Commissioners present reviewed complaint information.
 - ii. Runway Use Information
Commissioner Neuharth reviewed 12L total operations, 12L night, 12R total, night, and north of corridor and had no concerns.
 - iii. Turboprop Information
City Administrator asked if the Commission needs to continue to track this data. Commissioner Neuharth and City Administrator Jacobson suggested talking with Michele Ross of MAC about trends. If the data continues to trend downward, then the Commission can take it off its monitoring list.
 - iv. Noise Monitor Information
None.
- b. MAC Reports
None.
- c. News Articles
None.

8. Commissioner Comments

Commissioner Bobbitt expressed his appreciation for the welcome and introductions.

9. Adjourn Meeting

*Motion by Neuharth/Second by Dunn to adjourn the meeting
Motion passed 6-0*

Chair Norling adjourned the meeting at 7:32pm.