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MEETING SUMMARY

RE: Sky Harbor Master Plan
Stakeholder Advisory Committee Meeting #1

Date of Meeting: October 1, 2020

Project Manager: Kaci Nowicki

Time of Meeting: 10:00 AM

SEH No.: 156533

Location of Meeting: Zoom

Attendees:

Tom Werner - DAA	Matt Stewart - SEH
Mark Papko - DAA	Mike Gardonio - Tenant
Kevin Lyons - DAA	Natalie Peterson - DAA
Kaci Nowicki - SEH	Nicole Wilde - Love Creamery
Andrew Lucero - Tenant	Rick Luck
Jana Kayser - DAA	Rob Cotter - Tenant
Jesse Starkson - Lake Country Air, LLC	Sandra Ettestad - Duluth Aviation Institute / Tenant
Joe Thorne - Aircraft Delivery International	Shawn McMahon - SEH
Joelle Bodin - DAA	Tom Sullivan - Floatplane Club
Korissa Klein - SEH	

The following is a summary of items discussed at the above referenced meeting. A full transcript of the meeting is also kept in the project records held via Zoom on October 1, 2020. The meeting utilized voice, video, screen share (presentation) and MentiMeter (written feedback/polling) to gain feedback from stakeholders 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.

I. Master Plan Overview – Slides 6-12

- A. Kaci Nowicki, SEH, gave a high-level overview of how master plans are designed to provide the framework needed to guide future development that will cost-effectively satisfy aviation demand while considering potential environmental and socio-economic impacts. This discussion also included stages of the Master Plan process.
- B. The group reviewed the planning objectives that the Master Plan will focus on throughout the project, which includes increasing the visibility of the hometown and airport communities, capitalizing on Sky Harbor's uniqueness, maximizing the revenue potential, financial planning, and maintaining the balance between the environment and the airport.

II. Public Involvement Plan (PIP) – Slides 14-17

- A. The group reviewed each part of the involvement plan, particularly their role in the Stakeholder Advisory Committee, which is to provide input, serve as a voice for the airport, review and share project updates and consider public perspectives.
 1. Discussion on additional outreach methods was brought up by Mike Gardonio, Tenant, and if the Park Point Community Club was involved in this Master Plan process
 - a. Kaci Nowicki and Tom Werner both reassured the group that the Park Point Community is an important voice during development at Sky Harbor and will continue efforts to update the club on airport projects and build the relationship. The club was invited to this meeting and is anticipated to participate in future meetings.

III. Schedule – Slide 20

- A. A discussion was had about the Master Plan project schedule.
 - 1. Regarding the Aviation Forecasts line on the schedule, Andrew Lucero asked how the aviation forecasts worked in relation to the airport.
 - a. Kaci N. explained that forecasts are designed to look at aircraft numbers and the level of operations that occur both on land and water. These numbers help evaluate and identify user needs and facility needs and can help project future levels of operations and based aircraft.
 - 2. Kevin Lyons, DAA, mentioned he would be a conduit between any member and SEH for the project if anyone has questions or comments between SAC Meetings.
 - 3. Sandra Ettestad, Duluth Aviation Institute, asked what is the role of the Mayor's office or the City of Duluth during this project?
 - a. Tom Werner reassured the group that while the city does not have direct involvement in the committee, DAA and SEH staff will engage the City when input from staff would be needed and could provide valuable input

IV. Airport Overview and Inventory – Slide 21-24

- A. A discussion was had about the User Survey that will be used to help build the airport inventory, forecasts and facility recommendations chapters of the Master Plan
 - 1. These surveys will be sent to Sky Harbor Tenants as well as distributed through several flying organizations and licensed pilots and aircraft owners in the region. MnDOT has provided based aircraft registration at similarly-sized airports within the region as well as other Minnesota airports with seaplane bases.
 - 2. Additional input on how the survey should be distributed was requested
 - a. Jesse Starkson, Beaver Air Tours, brought up the idea of incentivizing people to do the survey (a free tiedown night or a few dollars off gas)
 - b. Rob Cotter mentioned targeting the MAC airports as there is a lot of traffic at DYT from the metro area. Also, *Minnesota Flyer magazine*.

V. Environmental Considerations – Slide 25

- A. Kaci Nowicki briefly explained the unique environment and protected natural resources on and surrounding Sky Harbor and how it will be considered throughout the entire project.

VI. Open Conversation – Mentimeter (see attached results)

- A. In order to gain additional insight from the committee, SEH asked several using Mentimeter.
 - 1. These questions included what committee members envision in the future, how has activity changed in the last few years, what is DYT like in summer vs. winter, etc.
 - 2. The results from these questions are attached.

VII. Next Steps – Slide 27

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 Matthew Stewart at mstewart@sehinc.com.

What 2-3 words would you use to describe how you envision Sky Harbor in the future?

Fun, Inviting, Memories

Aviation Destination

Tourism

Surviving and thriving

Community friendly and aviation education

Regional access

Open aviation destination

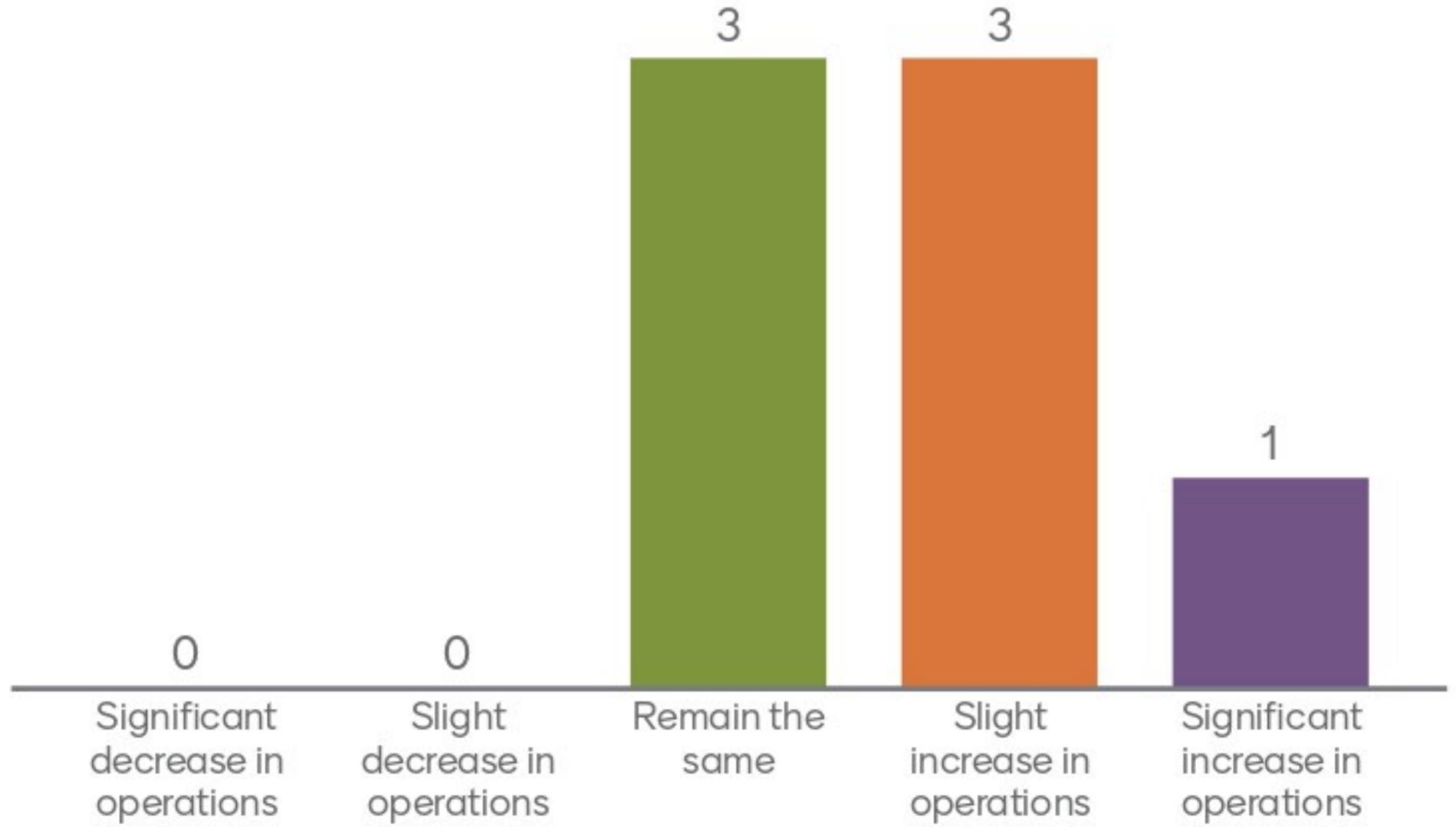
New meigs field

Seaplane training

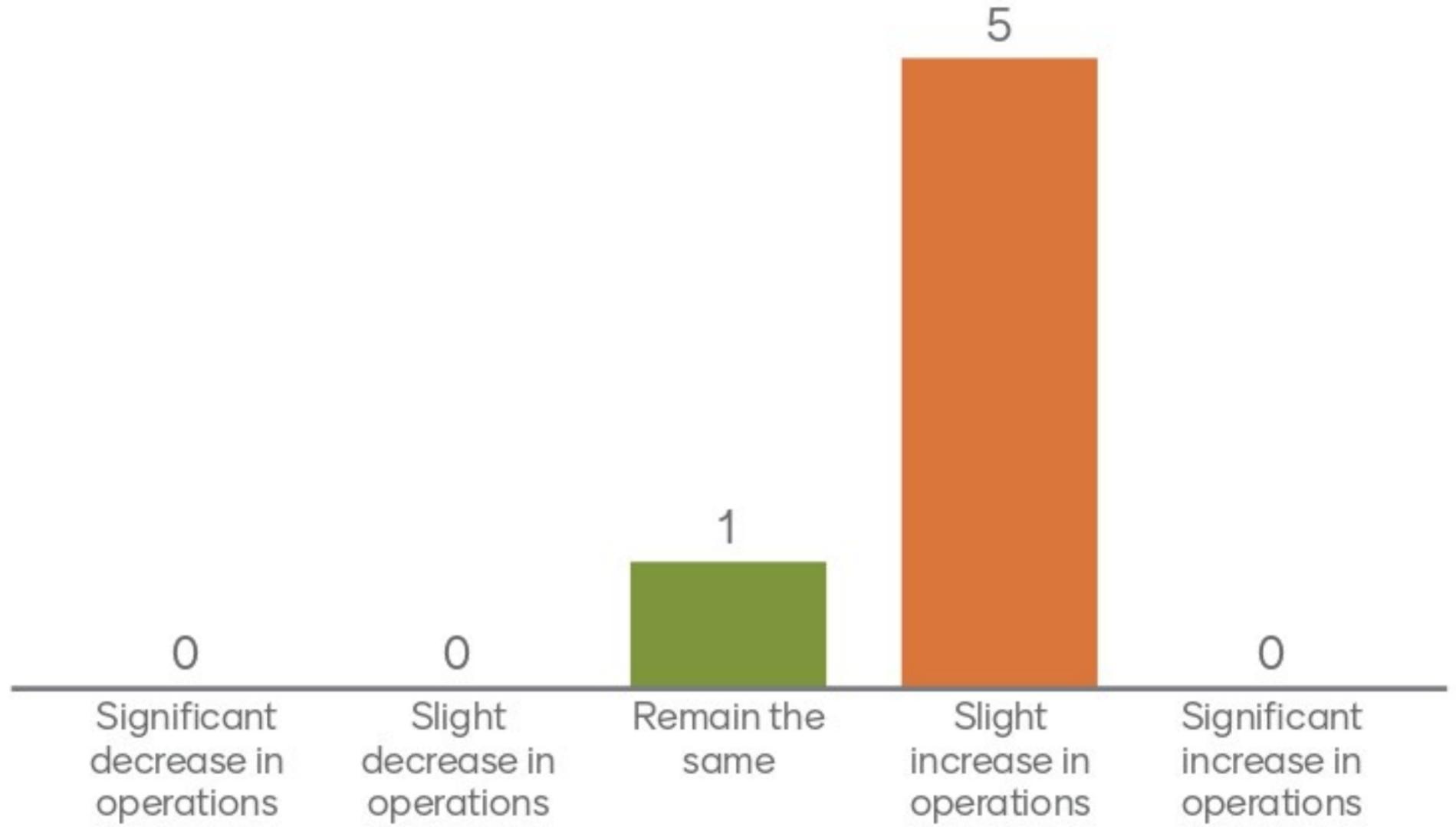
What 2-3 words would you use to describe how you envision Sky Harbor in the future?

Hopefully improved, more user friendly, busier

Thinking about your own operations, how do you see your future activity levels changing?



Thinking about OVERALL operations, how has activity changed in the past 3-5 years?



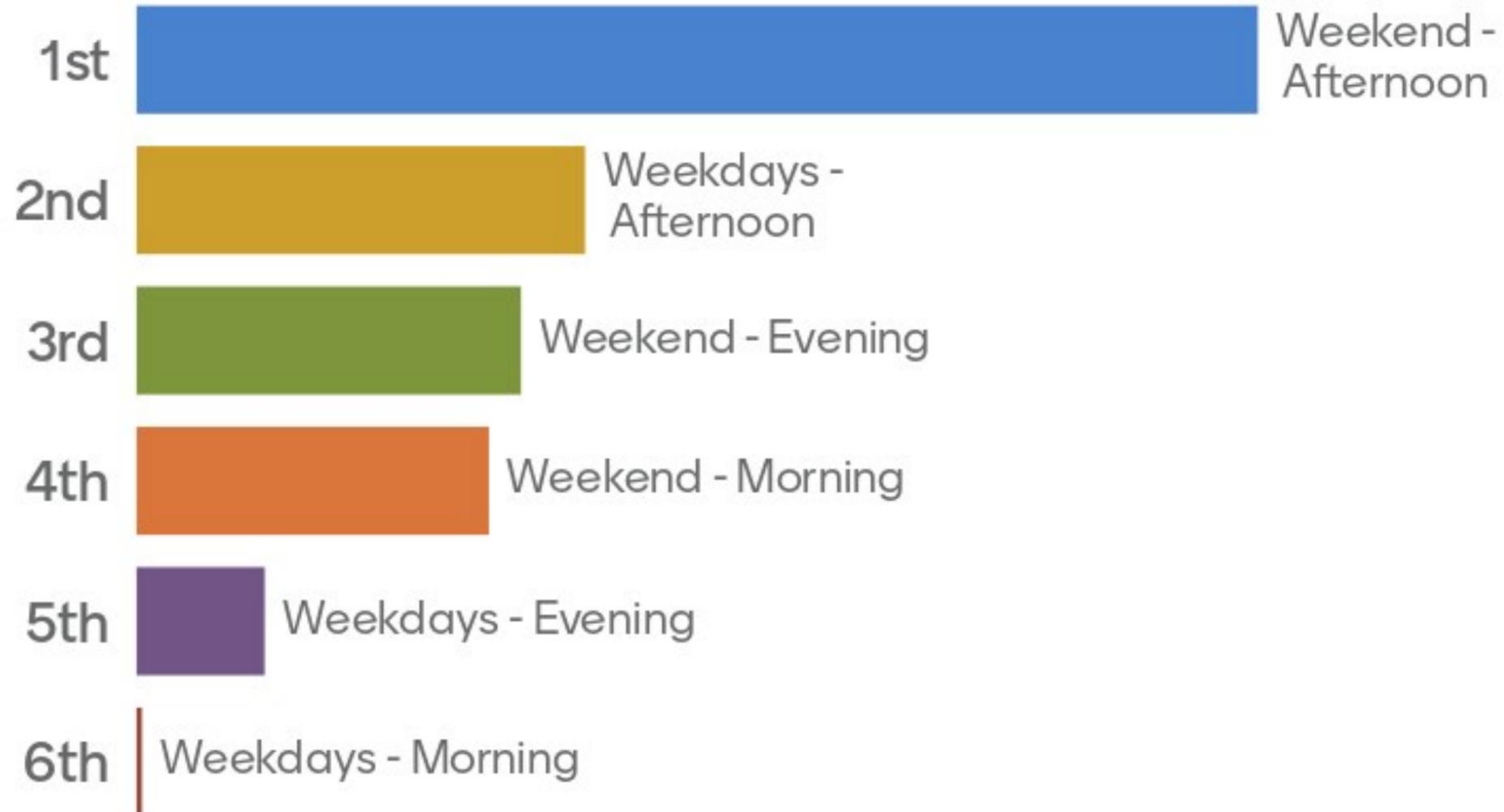
On average, how many takeoffs and landings do you estimate occur on a busy summer day?

20 fifty
don't know
50-80
25 40 50 5

On average, how many takeoffs and landings do you estimate occur on a typical winter day?

5 five to ten
again don't know
10 10-20
30 16 15

Rank the time of the week when the seaplane base is the busiest



On those busy days, what improvements, if any, are needed for the seaplane base?

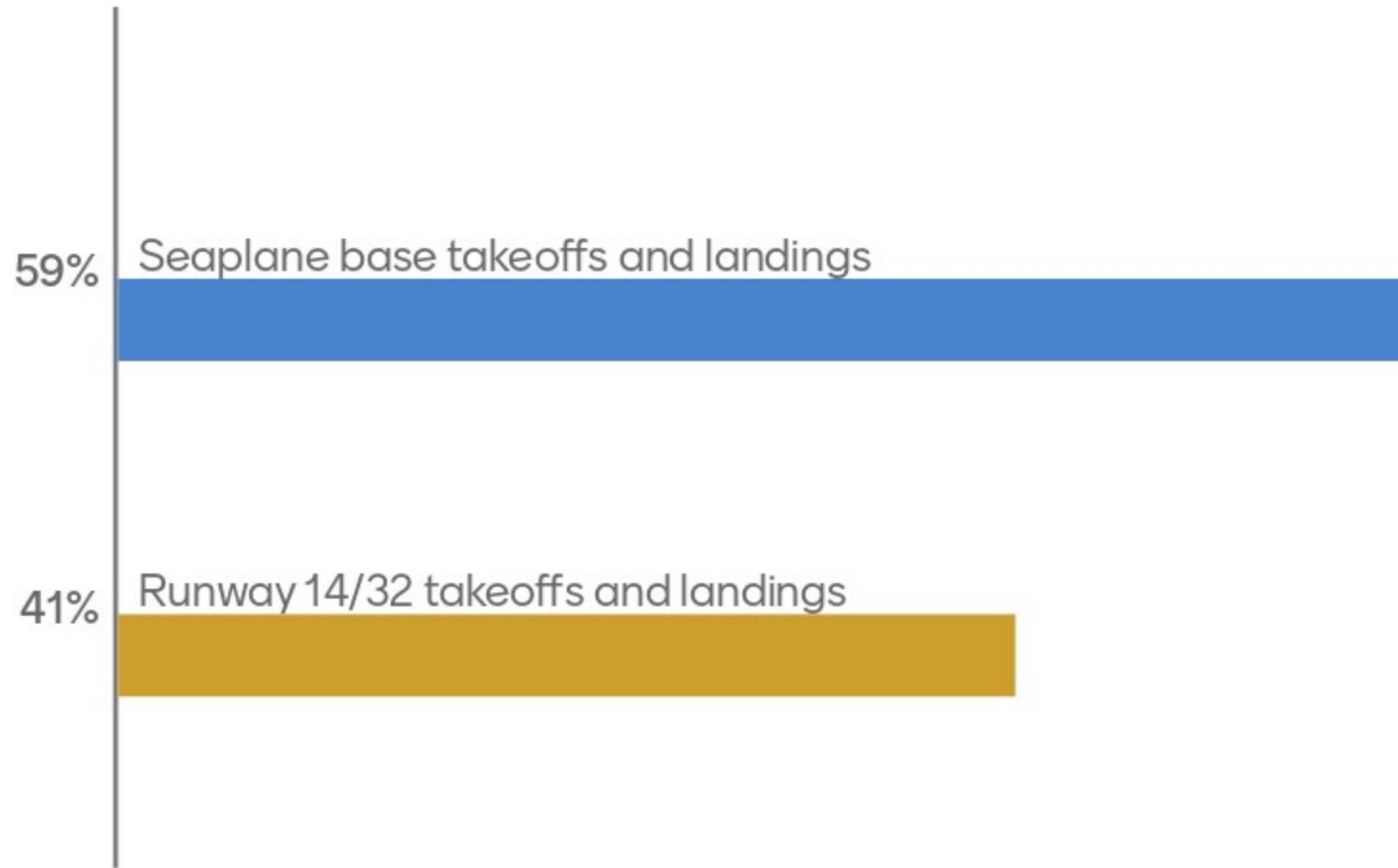
50.50

Amenities for visitors to watch aviation activity.

Someone make sure the docks is cleaned daily, possible staff to help welcome the seaplanes, better bumpers on dock, longer fuel hose

dock work as mentioned, food, transportation

What percentage of operations do you estimate occur on the water (seaplane base) versus the runway?



What could be done to increase visibility in the community?

Ex. public viewing area

Signage outside the fence - airport history, seaplane info, etc

open house with activities

A viewing area along the fence at the high spot near the new antenna would be nice

Public viewing, open houses once/twice a summer, family oriented events (movie on the hangar), food/beverage service

Event hosting

Access to WiFi

food trucks

Amenities for tourists and beach visitors.

Bicycle rental or loaning

What types of services or facilities would add value or improve your experience at Sky Harbor?

food services, transportation, better fueling facility, better lounge

Access to WiFi

The public area in Hangar 1 is out of date and not a good reflection of our aviation community. Landscaping.

"North Shore Themed" FBO for guests, clean facilities, deck off the FBO for families to come use grills or have food delivered, bikes for visitors to enjoy

Camping site maintained

Bikes and scooters

Shower

Camper amenities.