

**MINUTES  
SPECIAL MEETING  
AIRPORT MASTER PLAN  
COOK AIRPORT COMMISSION  
APRIL 26, 2018 – COOK MUNICIPAL AIRPORT – 3:00 PM**

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**TIME AND PLACE:** A Special Meeting of the Cook Airport Commission was held at 3:00 PM on Thursday, April 26, 2018 at the Cook Municipal Airport (CQM).

**CALL TO ORDER:** Airport Commission Chair Karen Hollanitsch called the Special Meeting to order at 3:00 PM.

**ATTENDANCE:** Present were Mayor Harold Johnston, Airport Commission Chair and City Councilor Karen Hollanitsch, and Airport Commission members Dave Bowser, Jack Schelde, Earl Grano, and Stephen and Pam Towle. Also present was Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Stephanie Beaudry, SEH Engineers Kaci Nowicki, Benita Crow, and Shawn McMahan, City of Cook maintenance personnel Don Flack and Tim Lilya, Airport Coordinator Jim Prepodnik, Allen Hoover, Ernie Seppala, and the Cook News Herald.

The S.E.H. Agenda:  
Review the Master Plan draft

Administration Martinson stated that executive summaries were sent to all hangar owners and thanked those who were present at the meeting.

SEH Engineer Kaci Nowicki presented the Master Plan draft information.

The Master Plan consists of a 20-yr, 10-yr and 5-yr CIP. The Master Plan is a long-term planning tool, the City is not bound by any of it; it can be changed at any time.

Master Plan sections: Inventory, Aviation Activity Forecast, Demand Capacity Analysis, Facility Recommendations, Alternative Analysis, Environmental Overview, and Financial Implementation Plan. The Airport Layout Plan must be approved, signed, and filed with the FAA. For a project to even be considered for approval, it must be included in the Layout Plan portion of the Master Plan.

**SECTION 1 - Inventory:** What inventory Cook Airport currently has. It describes what is on property from our runway lights to our A&D building. Also included in the Inventory section was information gathered from an SEH-conducted User Survey to get a better understanding of the volume and character of the users at the Cook Airport. Other parts of section 1 include airport property legal descriptions, easement information, possible encroachments, and an environmental inventory and zoning. It was also noted that the state formerly had mineral rights to two parcels. As of March 31, 2016, these rights were terminated.

**SECTION 2 - Aviation Activity Forecast:** This section provides updated forecasts of activity for the evaluation of future development alternatives. Operations (take offs and landings) are looked at. One flight is considered two operations; the takeoff is one operation and the landing is another operation. It is very difficult to get estimations of total operations. There is not a way to track that. Based aircraft numbers and determination of critical aircraft is also looked at. Nowicki stated that you always want to be above 10 based aircraft in the FAA's eyes.

**SECTION 3 – Demand Capacity Analysis:** This section consists of estimated hourly demand, theoretical hourly capacity, annual service volume, and summary or airside demand/capacity relationship.

**SECTION 4 – Facility Recommendations:** This section identifies airfield and building area facilities needed to satisfy the 20-year forecast of demand. Outlined in this section: runway design code, runway length & width design standards, instrument approach requirements, taxiway system, airport visual aids, communications, & weather reporting, and lastly, building area facilities. SEH is going a master plan at a local level. Every five years, the state does its own assessment. Cook is currently considered an intermediate airport. At the system level, the state will say, “What does an intermediate airport look like?” Cook Municipal Airport currently doesn’t have an LPV (Localizer Performance with Vertical guidance) approach. This isn’t a requirement but is a recommendation. All of the pavement is in pretty good shape. In the future, CQM will have to plan for pavement rehab. In the future, it is recommended that Runway 13/31 be updated to Runway 14/32. Towards the end of the 20 years, the runway will need to be reconstructed. The FAA also looks at the wind coverage. The FAA would like to see an airport accommodate 95% wind coverage; Cook has about 97% wind coverage.

Obstructions were also looked at in this section. Drawings from the packet were referred to as far as which areas were the most important. There are various areas marked in the drawings provided which show trees and/or shrubbery that need to be removed. There is also terrain penetration (terrain that is higher than the runway) which would need to be looked at. There isn’t a cost effective solution at this time to take care of terrain penetration. Looking forward, if Cook were to do a parallel runway, then this would have to be looked at.

The crosswind (7/25) runway was closed for a number of reasons: the snowmobile trail, wetland impacts, and it is not completely flat. In the FAA’s eyes, the runway wasn’t necessary. If the City wanted to keep it, the FAA would not assist with future funding on any airport project. Pam Towle expressed concern about making any changes to the crosswind runway area, just in case that in the future, the city could reopen it. Displaced threshold vs. closing a night approach was also touched upon. SEH engineer, Benita Crow, stated that the FAA is tightening the screw on crosswind runways; it’s part of a larger change.

**SECTION 5 – Alternative Analysis:** This section touches on key areas which need to be improved at CQM to meet existing standards and to accommodate projected demand. A parallel runway is recommended. (This would take wetland fill and the blasting of rocks.) Removing the “red” (see drawings in Master Plan document) taxiway is recommended and perhaps adding one to the south. It is important to make it more obvious that a pilot is entering a runway area. Apron expansion is recommended in the future as well. Currently there is no buildable hangar space. The drawing in this section showing a design for more hangar space is not set in stone.

**SECTION 6 – Environmental Overview:** This section touches on environmental impacts that must be addressed if improvements are to be made.

**SECTION 7 – Financial Implementation:** This section discusses various sources of potential funding, gives a short description of planned projects and summarizes the CIP. The 5-year CIP included such things as crack seal, the access road & parking lot, as well as building area development. The 10-year CIP suggests a parallel runway, an apron expansion and fuel system relocation. The 20-year CIP includes such things as reconstructing the runway & taxiways, phase 2 building area, and the first phase of wildlife fencing.

**Other discussion:** The snowmobile trail was discussed. Norwicki stated that at some point the FAA would like to see the snowmobile trail moved. Administrator Martinson asked if the FAA has a timeline on the moving of the snowmobile trail. Norwicki stated that the City could do what is called a “land release” but the trail would still be an issue in some areas. Having the snowmobile trail at an airport is unapproved non-aeronautical use of

airport land. Martinson suggested future discussions regarding the trail between the City, the State, the DNR, and the snowmobile club.

Norwicki stated that CIP is not set in stone. The City can update it as much as it needs to.


**Next steps:**

Final submittal of the Master Plan and the Airport Layout Plan (pages are in the packet).

The meeting adjourned at 4:25 PM.

CITY OF COOK – Cook, MN 55723

  
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Harold Johnston, Mayor

  
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Attest: Theresa Martinson, Administrator Clerk/Treasurer

  
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Recorder: Stephanie Beaudry, Deputy Clerk/Treasurer