



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: July 15, 2019

SUBJECT: AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) PROGRAM

I. RECOMMENDED ACTION

1. Recommend approval of ACDBE Program Policy; and
2. Authorize Rick Feltner, Airport Director, to sign applicable documentation

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

The Minot International Airport (MOT) has established an Airport Concession Disadvantaged Business Enterprise (ACDBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 23. MOT is a primary airport and has received federal funds authorized for airport development after January 1988 (authorized under Title 49 of the United States Code). MOT has signed airport grant assurances that it will comply with 49 CFR Part 23. This program will help to ensure the tenants of MOT are putting forth due diligence to comply with these standards.

B. Proposed Project

N/A

C. Consultant Selection

Landrum & Brown, the air service development consultant of record, was the consultant utilized on this project.

IV. IMPACT:

A. Strategic Impact:

A compliant ACDBE program ensures that the Minot International Airport operates within the guidelines set forth by the FAA. This requirement is agreed to by the Airport when federal funding for capital projects has been accepted in the past, and will continue to be a stipulation for future airport improvement projects in the future.

B. Service/Delivery Impact:

Airport concessionaires will continue to be required to meet stringent quality guidelines when competing for permission to conduct business at MOT

- C. Fiscal Impact:
N/A

V. ALTERNATIVES

Failure to adopt a compliant ACDBE program puts past and future federal funding at risk, as well as continued certification of the Airport

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow for the continuation of compliance for MOT with the Federal Aviation Administration in regards to the concessionaires operating at MOT.

VII. LIST OF ATTACHMENTS

- A. MOT ACDBE Program Policy Statement