
City of Minot



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: June 5, 2017

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH TRILLION AVIATION FOR
AIR SERVICE DEVELOPMENT CONSULTING**

I. RECOMMENDED ACTION

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1. Recommend approval to extend the budgeted Professional Services Agreement for Air Service Development Consulting Agreement with Trillion Aviation; and
 2. Authorize the Mayor to sign the attached agreement

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director

857-4724

III. DESCRIPTION

A. Background

Trillion Aviation is a skilled consulting firm with many years' experience in the aviation industry. Their previous work with the Minot International Airport affords them invaluable information about its operations and history.

B. Proposed Project

With this agreement, Trillion Aviation will provide continued assistance with/by:

- Develop airline presentations as part of air service meetings with airlines at carrier headquarters or air service conferences.
- Ongoing analytical support.
- Representation at conferences and meetings.
- Monthly update of load factors, future capacity changes, etc.
- Operational performance review.
- Ongoing communication & dialogue with airlines and the broader aviation community.
- Traffic/Operation forecast.
- Advisory services as needed.

C. Consultant Selection

Trillion Aviation has provided Air Service Development Consulting services to the Minot International Airport in the past; their work has been satisfactory and of high quality.

IV. IMPACT:

A. Strategic Impact:

The airport will be able to better plan short, medium, and long-term development plans to meet future aviation demand.

B. Service/Delivery Impact:

With the assistance of Trillion Aviation, the Minot International Airport will be able to better serve the community with additional and/or alternative air service routes, aircraft, and air services.

C. Fiscal Impact:

These consulting services were budgeted for the 2017 fiscal year and are being budgeted for the 2018 fiscal year; this agreement will be entirely funded by Airport Revenues. Nine months will be funded with 2017 revenues; \$30,000.00 was budgeted in 2017 for this purpose. The remaining three months will be funded with 2018 revenues.

Project Costs

Consultant Agreement	\$24,000.00
Travel-Related Expenses	<u>6,000.00</u>
Total	\$30,000.00

Project Funding

2017-2018 Airport Revenues	\$30,000.00
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V. ALTERNATIVES

Alt 1. The current contract could be allowed to expire without extension and the Airport would not utilize consultant services to assist with air service development.

Alt 2. The current contract could be allowed to expire without extension and the Airport could put together an RFP for air service development and look for an alternate provider.

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow for the Air Service Development Consulting Agreement to continue without lapse and continue through March 31, 2018.

VII. LIST OF ATTACHMENTS

- A. Air Service Development – Statement of Work