



TASK ORDER

This Task Order No. 6 between Landrum & Brown, Inc. (“L&B”) and the City of Minot, North Dakota (“MOT”) is governed by the Master Services Agreement (“MSA”) in effect between the parties and, upon execution of this Task Order by both parties, is incorporated therein pursuant to MSA Section “Services”. All terms and conditions of the MSA shall apply to this Task Order unless clearly stated to the contrary herein.

<u>CONTACT</u>	
L&B:	Mike Bown
MOT:	Maria Romanick

<u>TITLE</u>	<u>DESCRIPTION</u>
SERVICES TO BE PERFORMED:	<p>L&B to provide the following Air Service Development services:</p> <ul style="list-style-type: none"> • Develop airline presentations as part of air service meetings with airlines, either at carrier headquarters or air service conferences. This would include the following airlines & conferences: <ul style="list-style-type: none"> ○ United Airlines ○ Allegiant Airlines ○ Delta Air Lines ○ JumpStart and/or Routes Air Service Conference ○ Or Selected airlines as part of Airport Director’s choosing • The above meetings/presentations would include the following analytics: <ul style="list-style-type: none"> ○ Illustration of oil industry trends from W. North Dakota and how MOT fits within those trends. ○ Tied to above, economic growth trends from the region, including estimates of future population, income & employment growth. ○ Discussion of airport constraints at other regional airports and how MOT is/will benefit from this. ○ Demonstration of traffic, revenue & yield/fare trends from MOT and surrounding airports, with a focus upon positive supply/demand characteristics

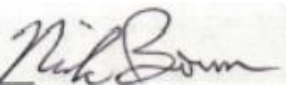
	<p>currently in place.</p> <ul style="list-style-type: none"> ○ Analysis of carrier profitability from MOT and throughout the region. ○ Benchmarking of relative MOT results to rest of carrier-in-question's system. ○ Illustration of how MOT would fit into the network of the carrier-in-question's network. Could include a forecast of local O&D demand. ○ Result would be a roughly 20-page powerpoint presentation <ul style="list-style-type: none"> ● Ongoing analytical support, including the following reports: <ul style="list-style-type: none"> ○ Quarterly Air Service Updates that would include the following <ul style="list-style-type: none"> ▪ Analysis of current/recent carrier results at MOT ▪ Future (4-5 month) capacity by airline/route, based upon published schedules ▪ Benchmarking versus selected regional airports of passenger and average fare paid – both on an absolute and year/year changed basis ▪ “Leakage” trends ▪ Published Fare Comparison versus BIS ▪ Long-term traffic, average fare and airline revenue trends ▪ Carrier share trends ▪ Carrier/route profitability analysis based upon mileage-adjusted RASMs ▪ Quarterly (over 2 years) Load Factor Trends by airline/route ▪ Final deliverable is a roughly 15 slide presentation ○ Monthly Update <ul style="list-style-type: none"> ▪ Carrier/Route Load Factor updates ▪ Future capacity changes ▪ Leakage updates ▪ Published air fare comparisons in top 10 MOT O&D market, as compared to BIS ○ Operational Performance review <ul style="list-style-type: none"> ▪ Done Quarterly ▪ On-time performance by carrier/route
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	<ul style="list-style-type: none"> ▪ Completion factor by carrier/route • Ongoing communications & dialogue with Airlines & the broader aviation community. • Traffic/Operations forecast, in total & by airline. This would be done at the discretion of the Executive Director. Would include updated forecasts & variance analysis to budget. As a part of this process, would also include analysis tied to upside/downside, what variables would drive each. • All air service related advisory services would be provided as needed by client. Would include up to two onsite Airport Board and Partnership presentations, providing guidance/update on airline industry, as determined by the airport.
PRICING:	<p>Fee: \$2,000 per month (\$24,000 per year in fees, plus estimated travel-related expenses of \$5,000 per year that would be invoiced as incurred; the total contract value is \$58,000 if the estimate of travel-related expenses is incurred). Invoices are due and payable Net 30.</p> <p>Expenses: Travel-related (e.g., airfare, hotel, meals, parking) and conference expenses will be reimbursed separately.</p>
COMMENCEMENT DATE:	April 1, 2021
DURATION:	March 31, 2023 (2 years)

The parties hereto accepted and approved this Task Order as of the latest date written below and this Task Order may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Any signature delivered by facsimile shall be treated for all purposes as an original.

Landrum & Brown, Inc.

City of Minot, North Dakota

By:  _____
Name: Mike Bown
Title: Vice President
Date: _____

By: _____
Name: _____
Title: _____
Date: _____