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June 30, 2021

Ms. Maria Romanick
Interim Airport Director
City of Minot
Minot International Airport
305 Airport Rd,
Minot, ND 58703

RE: MOT Task Order #8 – Minimum Standards Update

Dear Maria,

Landrum and Brown (L&B) is pleased to submit this proposed request for task order authorization to provide the above referenced services under L&B's Contract for Aviation Business and Finance Consulting Services with the City of Minot administration (City).

Task- Minimum Standards Update

Background

The current Minimum Standards were adopted in 2015 and are outdated and do not represent industry best practices. Since they were adopted, a new terminal and parking lot were developed, concessions programs have been added, there has been a sale of the FBO, parking lot management services are in the midst of changing, and a cargo hangar has been developed. In addition, future planning calls for the updating of other general aviation areas and the potential addition of a light maintenance rental car facility.

Since minimum Standards and Rules and Regulations define the operating environment at the Airport for Commercial and Non-Commercial Aeronautical Operators, it is essential that the resulting document(s) reflect a consistent and fair position to protect the City from economic discrimination claims and provides a reasonable standard for similarly situated businesses and users to operate under at the Airport. In addition, there has been a movement to combine Rules and Regulations with the Minimum Standards document to create a merged Rules and Standards document. This provides one resource document that defines the rules and standards and has the administrative component so that there is not inconsistency when trying to administer multiple documents. The task as proposed is for a merged Rules and Standards document.

The proposed Task Order and process for the Rules and Standards document will be as follows:

1. Develop a draft merged document in a redline format and review with Airport Administration and City for input and feedback. (60 days)
2. Update based on internal feedback.
3. Develop the initial official draft of the document and the Airport will post it and distribute it to key stakeholders.
4. Conduct a series of on-site meetings with key stakeholders and a general public input session to receive feedback.
5. Develop a second draft for internal review and feedback.
6. Issue/post the revised second draft to the public for review. Conduct a video meeting public input session. Revise as determined by the Airport Director.
7. Revise final draft and submit to the City Council for an official public hearing and adoption.



Proposed Timeframe: 120 days from NTP

Proposed Fee: \$15,000 Lump sum payable 50% upon NTP and 50% upon completion

Expenses: Travel expenses will be reimbursable at cost without mark-up. Propose LJ Marciano and Joh DeCoster for the on-site and virtual meetings.

Although you have had requests regarding different fueling options, we recommend that a decision not be made until the Rules and Standards are adopted so as not to put the City in a position to implement fueling decisions that could be contrary to what the City adopts in the Rules and Standards.

Thank you for considering L&B for this task. Since we have worked with the Airport for a number of years, our knowledge of the businesses at the Airport will provide strong insight into the drafting of the document in an expedient manner. If you have any questions, please feel free to contact me.

Sincerely,

John DeCoster
Associate Vice President

ACKNOWLEDGED AND AGREED

City of Minot

Landrum & Brown, Inc.

By: _____

By: DeB

Printed Name: _____

Printed Name: Don Benzon

Title: _____

Title: EVP

Date: _____

Date: 6/30/21