



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Maria Romanick, Interim Airport Director

**DATE:** July 19, 2021

**SUBJECT: OAG AVIATION WORLDWIDE, LLC (OAG) LICENSE AGREEMENT RENEWAL**

**I. RECOMMENDED ACTION**

1. Recommend Council approve the annual support agreement with OAG for the airport’s website flight information; and
2. Authorize the Mayor to sign the agreement.

**II. DEPARTMENT CONTACT PERSONS**

Maria Romanick, Interim Airport Director 701-857-4724

**III. DESCRIPTION**

A. Background

OAG has provided automated flight information for the airport’s website for several years. The annual support agreement will provide continuous flight information to the website as well as any technical assistance to airport staff. This is an updated contract provided by OAG.

B. Proposed Project

To implement a support agreement to best serve the Minot Airport and ensure a positive experience for users of the website. Through the support agreement, airport staff will receive the necessary support to properly address any concerns. OAG is well known in the industry and serves other North Dakota airports, as well as airports worldwide. The expertise and industry knowledge provided by OAG is beneficial to the airport in that they are constantly upgrading their program to best serve airports and their customers.

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

Adequate information and proper functioning of this system is a critical component of the services provided to the flying public when utilizing the airport’s website.

B. Service/Delivery Impact:

Airport staff, tenants, and the traveling public all benefit from the information provided on the airport’s website, namely flight information.

C. Fiscal Impact:

<u>Project Costs</u>	
Subscription Fee	<u>\$5,336.10</u>
Total	\$5,336.10

Project Funding  
Books and Subscriptions = 11050000 - 46400

**V. ALTERNATIVES**

Alt 1. City Council could recommend that this agreement not be executed and that flight information not be displayed on the airport's website. Although it would save money, an airport website that does not display flight information is inconsistent with industry norms.

**VI. TIME CONSTRAINTS**

Council's timely approval of the recommendation will minimize any disruptions or lapses in the updated website.

**VII. LIST OF ATTACHMENTS**

A. OAG License Agreement