TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Maria Romanick, Interim Airport Operations Manager  
DATE: February 7, 2022  
SUBJECT: UPDATED LETTER OF AGREEMENT (LOA) FOR RUNWAY SAFETY AREAS (RSA)  

I. RECOMMENDED ACTION  
1. Recommend approval of the updated Letter of Agreement (LOA) between the Minot International Airport, Midwest-Minot ATCT, and Northwest Dakota System Support Center (NW DAK SSC)/Technical Operations (Tech Ops) to include language authorizing operational activity within runway safety areas (RSA) under certain conditions; and  
2. Authorize the Mayor to sign any applicable documentation.  

II. DEPARTMENT CONTACT PERSONS  
Maria Romanick, Interim Airport Operations Manager 857-4724  

III. DESCRIPTION  
A. Background  
The Airport has an LOA in place outlining the responsibilities and procedures that the parties must consider when accessing, operating within, and exiting the RSA.  
B. Proposed Project  
- Update the language within the LOA to include the following:  
  o LOA will be limited to VFR operating conditions only.  
  o ATCT must:  
    ▪ Advise Airport Director (AD), or her/his representative, and Tech Ops which runway end and correlating taxiways are in use.  
    ▪ Where possible, coordinate and restrict RSA access to airport zones opposite of the runway end and taxiways in use.  
- Update mowing diagram within LOA document.  

C. Consultant Selection  
N/A  

IV. IMPACT:  
A. Strategic Impact:  
N/A
B. **Service/Delivery Impact:**
The updated LOA will allow for the continued safe and more efficient snow removal, landscaping, and maintenance operations of the airfield.

C. **Fiscal Impact:**
N/A

V. **ALTERNATIVES**
Alt. 1. Council could recommend that the current LOA remain as-is.
Alt. 2. Council could recommend additional language be added and/or removed.

VI. **TIME CONSTRAINTS**
Timely approval of the recommended action will allow the Airport to immediately implement the updated LOA, which effects snow removal operations at this time of year.

VII. **LIST OF ATTACHMENTS**
A. Updated LOA