



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: April 2, 2019

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH LANDRUM & BROWN
AVIATION FOR AIR SERVICE DEVELOPMENT CONSULTING**

I. RECOMMENDED ACTION

1. Recommend approval of the Master Services Agreement with Landrum & Brown for Air Service Development Consulting; and
2. Authorize the Mayor to sign any applicable documentation.

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director

701-857-4724

III. DESCRIPTION

A. Background

Landrum & Brown (formerly 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, Landrum & Brown 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 (now Landrum & Brown) 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 Landrum & Brown, 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 2019 fiscal year and are being budgeted for the 2020 fiscal year; this agreement will be entirely funded by Airport Revenues.

<u>Project Costs</u>	
Consultant Agreement	\$24,000.00
Travel-Related Expenses	<u>5,000.00</u>
Total	\$29,000.00
 <u>Project Funding</u>	
2019-2020 Airport Revenues	\$29,000.00

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 through March 31, 2021.

VII. LIST OF ATTACHMENTS

- A. Landrum Brown – Master Services Agreement