



**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 AIRPORT EMERGENCY SERVICE**

**I. RECOMMENDED ACTION**

1. Recommend approval of the updated Letter of Agreement (LOA) between the Minot International Airport, Magic City Tower (Tower), Minot Central Dispatch, and Minot Fire Department to include language authorizing Minot Fire Department to monitor radio communications when Tower is closed outside of normal hours; 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 during emergency response situations.

B. Proposed Project

The Federal Aviation Administration requested language be included in the Airport Certification Manual (ACM) and the Airport Emergency Plan (AEP) to identify those responsible for monitoring radio communications during Tower closures outside of normal hours. The language to be included is as follows:

*f. NOTIFICATIONS DURING NON-TOWERED HOURS:*

*(4) Should for any reason Magic City Tower be closed outside of normal hours, Minot Fire Department (ARFF Station 3) shall monitor 118.2 until tower operations are resumed. The NOTAM shall read "Aircraft Rescue and Firefighting monitoring 118.2 (date and time or until further advised if catastrophic damage has occurred) hours local time".*

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 efficient emergency response operations.

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 will satisfy the FAA timeline.

**VII. LIST OF ATTACHMENTS**

A. Updated Letter of Agreement