



TO: Mayor
Members of the City Council

FROM: Jennifer K. Eckman

DATE: December 18, 2023

SUBJECT: MINOT INTERNATIONAL AIRPORT RULES AND STANDARDS

I. RECOMMENDED ACTION

- A. Authorize City staff to adopt Rules and Standards; and
- B. Authorize the City staff to adopt the City Ordinance for Rules and Standards on first reading; and
- C. Authorize the Mayor and/or Airport Director to sign any necessary documentation.

II. DEPARTMENT CONTACT PERSONS

- A. Jennifer Eckman, Airport Director 857-4724
- B. Jessica Long, Airport Business and Development Manager 857-4725

III. DESCRIPTION

A. Background

The Minot International Airport (MOT) has worked through a continuous process of updating the Airport Rules and Standards throughout the last few years.

During this process, we have consulted the FAA, an Aviation Business Consultant, and the City Attorney's Office to best create a document that will assist the Airport and Tenants to provide the best standards for the passengers and customers.

B. Proposed Project

Update the Rules and Standards and adopt those with the intention of superseding the City Ordinances and allow the Rules and Standards document to be the living document for City Ordinances as they apply to MOT.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

The updated document will provide information and regulations for MOT and its tenants in order to best serve the City and the customers/passengers.

B. Service/Delivery Impact:

The updated document will provide information and regulations for MOT and its tenants in order to best serve the City and the customers/passengers.

C. Fiscal Impact:

No fiscal impact.

V. CITY COUNCIL ASPIRATIONS

This memo aligns with the City Council's Resilient and Prepared aspirations.

VI. ALTERNATIVES

- A. Council can reject the Rules and Standards/updated Ordinances and the current outdated documents can continue to be used.

VII. TIME CONSTRAINTS

Completed document approved as soon as possible in order to enforce updated regulations.

VIII. LIST OF ATTACHMENTS

- A. MOT Rules and Standards
- B. Ordinance Rules and Standards