

AIRPORT COMMITTEE

Tuesday, January 3, 2017
Immediately following the Finance and Improvements Committee
(No earlier than 4:30 p.m.)
City Council Chambers

A G E N D A

1. [Request for Qualifications, Terminal Advertising](#)
2. [Lease Transfer of Lot 4, Block 9, Airport 2nd Addition- Russell Gohl to Delos Haugen](#)
3. [Assignment of Lease of T-Hangar No. 3 to Galen, Jacob and Matthew Marsh](#)
4. [Airport Activities, Reports and Project Updates](#)

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MEMO TO: Airport Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, January 3, 2017 – No earlier than 4:30 pm

1. Request for Qualifications, Terminal Advertising

The Minot International Airport Terminal was wisely designed with programmable video displays throughout, and has the capability to generate significant revenue from both local and national advertisers. The advantage of digital advertising is that physical displays, which are costly to construct and occupy valuable floor space, are not necessary. Ads can be designed and changed out easily, thereby increasing their value to advertising customers.

There are a number of advertising firms that specialize in airports, and have relationships with national and international companies that desire to promote their products to the travelling public. Typically, when an airport enters into an agreement with one of these agencies, they receive a minimum annual guarantee (MAG) in terms of revenue with the opportunity to generate income in excess of the MAG.

Airport staff believes this is an avenue that should be explored to gauge interest and assess the financial opportunity. Staff is therefore, requesting permission to issue the RFQ to applicable agencies for Terminal Advertising, assess the responses, and provide the City Manager and Airport Committee with recommendations based on the findings.

2. Lease Transfer of Lot 4, Block 9, Airport 2nd Addition- Russell Gohl to Delos Haugen

Minot Airport general aviation hangar tenant, Russell Gohl, has requested approval from the Airport Committee and City Council to transfer the lease of Lot 4, Block 9, Airport 2nd Addition, to Delos Haugen.

Fiscal Impact: Monthly ground rent will remain the same at \$54.85.

It is recommended the Committee and Council approve the [lease transfer](#) and further authorize the Airport Director to sign any necessary documents.

3. Assignment of Lease of T-Hangar No. 3 to Galen, Jacob and Matthew Marsh

There is one vacancy out of sixteen T-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Galen, Jacob, and Matthew Marsh are next on the waiting list.

Mr. Galen Marsh, along with Jacob and Matthew Marsh, have indicated interest in renting a T-hangar at a rate of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month to month, which may be terminated by the City or the tenant with a 30 day notice.

Fiscal Impact: T-hangar will provide \$75.00/month in rental revenue; no change from previous lease

It is recommended the Committee and Council authorize Galen, Jacob and Matthew Marsh to rent T-hangar No. 3 for the price of \$75.00 per month and further authorize the Mayor to sign the [lease agreement](#).

4. Airport Activities, Reports and Project Updates

The Airport Director will give a presentation on Airport activities, reports and project updates.