Terminal Roadway Planning Study

Minot International Airport

Minot, North Dakota

175045, 4.00
Client No. MINOT

July 14, 2025

SEH

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Plan prepared for:
City of Minot

Plan prepared by:
Short Elliott Hendrickson Inc.

July 14, 2025

As required by Appendix E, Section E-3 of FAA Order 5100.38D, Change 1, Airport Improvement Program (AIP) Handbook:

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SEH

Executive Summary

The Terminal Roadway Planning Study for Minot International Airport (MOT) addresses the current challenges and inefficiencies in the terminal roadway and parking lot configurations. The existing layout is often considered non-intuitive by airport visitors, leading to safety and efficiency concerns. This study aims to identify improvement opportunities and provide recommendations for future infrastructure enhancements to improve the safety and efficiency of the landside vehicle parking and circulation routes at MOT.

The primary goal of the study is to plan for future infrastructure and geometric improvements that will enhance the safety and efficiency of the terminal's landside areas. This includes developing a funding plan to identify potential funding sources and ensure the airport has a viable strategy for implementing the chosen alternatives. The study involved collaboration between Minot International Airport staff, the City of Minot Traffic Engineering Department, and various airport stakeholders who provided input on the priority issues and preliminary improvement concepts.

Key issues identified in the study include:

- Confusion caused by multiple access points to the airport, each leading to different destinations.
- Frequent instances of traffic driving the wrong way down Terminal Road due to missed turns and confusing visual cues.
- Challenges posed by the Slip Lane Road and the "S-Curve" entrance, including difficulties with snow removal and traffic backups.

The study also highlights concerns related to the airport's parking facilities, such as confusion over the names/purposes of the parking lots and operational inefficiencies. Recommendations for addressing these issues include improving signage, enhancing ADA compliance, and optimizing the layout of access roads and parking lots to better accommodate the needs of airport users, while considering short, mid, and long-term implementation.

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Terminal Roadway Planning Study

Minot International Airport

Prepared for City of Minot

1 Project Overview

1.1 Project Introduction and Background

The existing terminal roadway configuration at the Minot International Airport (MOT) is often considered not intuitive by airport visitors and can cause safety and efficiency concerns. This Terminal Roadway Planning Study examines the terminal roadway and parking lot configurations at MOT to identify and consider improvement and mitigation opportunities to the roadway and parking lot system to address these concerns.

The primary goal of this study is to provide recommendations and help plan for future infrastructure and/or geometric improvements to enhance the safety and efficiency of the landside parking and circulation routes at MOT. A financial overview and funding plan was also developed to identify funding sources and ensure the airport has a viable strategy to implement the chosen alternatives.

1.2 Project Team

Minot International Airport staff and the City of Minot Traffic Engineering Department identified the priority issues for the MOT landside terminal and shared the priorities for improvements through a series of meetings. Airport stakeholders were also invited to attend a meeting and provide comments on the preliminary improvement concepts. **Table 1-1** identifies the project team members and the organization they represented. **Table 1-2** shows the contacted stakeholders.

Table 1-1 – Project Team

Name	Organization
Jennifer Eckman	Minot International Airport (MOT)
Maria Romanick	Minot International Airport (MOT)
Alex Choi	Minot International Airport (MOT)
Jessica Long	Minot International Airport (MOT)
Judy Norby	Minot International Airport (MOT)
Stephen Joersz	City of Minot – Traffic Engineer
Erin Jordan	SEH – Traffic Engineer
Josh Palmateer	SEH – Traffic Engineer
Chris Brett	SEH – Airport Planner
Kaci Nowicki	SEH – Airport Planner

Table 1-2 – Stakeholders

Business Name
Allegiant Air
AvFlight
AVIS
Enterprise Rent-A-Car / Enterprise National Alamo
FAA
FedEx
Hertz
LAZ Parking
Midwest ATC
Minot Fire Department
Oakwells
Trego Dugan Aviation
TSA
Unifi

1.3 Meeting Summary

Five (5) project team meetings were held over the course of the study beginning in January 2024. A summary of the meetings and dates are shown in **Table 1-3**. The meeting summaries are provided in **Appendix A**.

Table 1-3 – Meetings Overview

Date	Agency Representatives Present
January 24, 2024	MOT & SEH
March 14, 2024	MOT & SEH
April 17, 2024	MOT, City of Minot, SEH
June 4, 2024	MOT, City of Minot, SEH
July 15, 2024	MOT, City of Minot, LAZ Parking, Avflight, SEH

The results of this planning study were presented to the Minot City Council on July 7, 2025. No additional questions or feedback was provided.

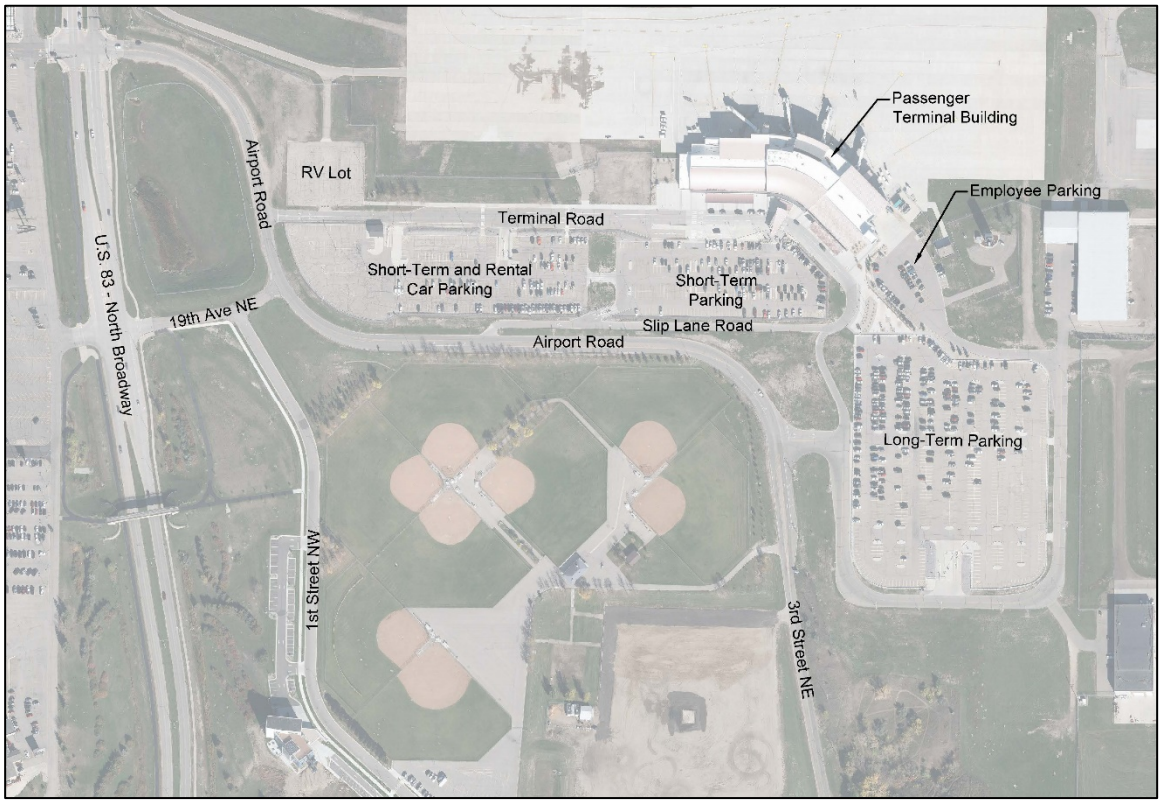
2 Existing Facility Analysis

This section inventories the existing facilities at MOT and highlights the identified issues and challenges to solve within the roadway and parking lot system. Meetings with the airport, City of Minot, airport stakeholders, examination of existing plans, and photographs gathered during on-site review of the airport influenced the development of this section.

2.1 Existing Site Conditions

MOT is located approximately 2 miles north of the Minot central business district. U.S. Highway 83 provides access to the airport. The north-south road provides direct access to downtown Minot to the south and Minot Air Force Base (AFB) located 10 miles north. Airport Road intersects with U.S. Highway 83 and provides a direct connection to MOT's parking lots and Terminal Road. From the south, the parking lots and Terminal Road are accessed via 3rd Street. **Exhibit 2-1** shows an overview of the roadways surrounding the airport and the parking lots.

Exhibit 2-1 – Airport Overview



The following sections will provide an overview of the roadways, parking lots, signage, and Americans with Disabilities Act (ADA) infrastructure at the airport.

2.1.1 Access Roads and Circulation

The primary access to the airport is provided by U.S. Highway 83, running north-south along the west side of the airfield and terminal. U.S. Highway 83 carries approximately 15,500 vehicles per day based on 2020 traffic data. Auto traffic entering the airport environment utilize Airport Road to access the parking lots and terminal circulation area; this roadway carries approximately 4,300 vehicles per day (2020 data). Traffic arriving from the west can enter the Short-Term Parking Lot, Rental Car Parking Lot, and terminal drop-off and pick-up areas through the Slip Lane Road, a one-way road running east-west and located just north of Airport Road, shown in **Photo 1-1**. The Long-Term Parking Lot can be accessed off 3rd Street Northeast, as shown in **Photo 1-2**. This route also provides access to the terminal area.

Photo 1-1 – Slip Lane Road Entrance on Airport Road (Looking East)

Photo 1-2 – 3rd Street Northeast Entrance (Looking South)

3rd Street Northeast provides access to the airport from the south, providing a secondary access point from downtown Minot, and neighborhoods on the east side of the city. Traffic arriving from the south via 3rd Street Northeast access the parking lots and terminal area via the same turn off 3rd Street Northeast, near the Long-Term Parking Lot. 3rd Street Northeast experiences similar traffic demand as Airport Road with approximately 4,200 vehicles per day. Auto traffic is prohibited from making a right turn on Slip Lane Road, restricting this access point to traffic arriving from the south/east.

While there are no turning movement counts, both airport staff and the city noted that most of the traffic to and from the airport utilizes the west entrance from U.S. Highway 83.

Traffic along Terminal Road flows in one counterclockwise direction, providing access to the terminal pick-up and drop-off areas. The intersection at Terminal Road and Airport Road represents the exit point for the terminal circulation route.

2.1.2 Parking Lots

The airport provides three public parking lots, a Long-Term Parking Lot, a Short-Term Parking Lot, and a combined Short-Term and Rental Car Parking Lot. The Short-Term and Rental Car Parking Lots are connected with access between the two lots, as shown on **Exhibit 2-1**. The Short-Term Parking Lot is typically intended for visitors not expecting to leave their car overnight, with higher parking fees for longer duration stays. The Long-Term Parking Lot provides a lower cost option for those visitors planning to park for a longer duration. The public parking lots are managed by Laz Parking. Rental Cars are provided by Alamo, Avis, Enterprise, Hertz, and National.

The Long-Term Parking Lot has a combined entrance and exit point located on the south end of the lot, accessed by the 3rd Street Northeast entrance shown in **Photo 1-2**. There are two entrances to the Short-Term and Rental Car Parking Lots, one off the Slip Lane Road and another along Terminal Road, shown in **Photo 1-3**. The exit for both lots is on the west end of Terminal Road.

Photo 1-3 – Short-Term and Rental Car Parking Lot Entrance

In addition to the public parking lots, there is also a parking lot for airport employees on the southeast side of the terminal. Access to this lot is provided beyond the entrance and exit point for Long-Term Parking. There is also an unused lot northwest of the Short-Term and Rental Car Parking Lot.

2.1.3 Signage

The terminal roadways and parking lots are equipped with a signage system. The system includes directional signage to assist airport users in wayfinding, restriction signage to prevent wrong-way operations, and pavement markings to direct traffic. A summary of the existing signage is provided in **Figure 2-1** (figures are located at the end of the chapter).

2.1.4 Americans with Disabilities Act (ADA) Review

It is recommended that MOT complete a comprehensive review of existing conditions and implement necessary adjustments to ensure the airport is in compliance with Americans with Disability Act (ADA) design standards. While a full ADA Assessment was not included in the scope of this study, recommendations are included based on observations made in the terminal curbside frontage and pedestrian routes. The airport plans to complete an assessment separately as part of a future project.

Per the U.S. Access Board's Guide to the ADA Accessibility Standards, the following standards are some of the primary considerations that should be accommodated in the landside terminal area:

- **Chapter 4, Accessible Routes:** Terminals must provide accessible routes from transportation stops, parking spaces, loading zones, and public streets to terminal entrances. These routes should be free of barriers and be signed correctly.
  - There are currently no accessible sidewalk connections from the public street networks (e.g., Airport Road, 3rd St NE) to the terminal area. Coordination with the City is recommended to improve the accessible network.

- **Chapter 4, Ramps and Curb Ramps:** Detectable warnings must be provided at all curb ramps and other transitions along public streets and sidewalks. A detectable warning strip shall be installed the full length of a zero-grade curb for those with visual impairments.
  - A cursory review was completed during this study; it was observed that detectable warnings do not exist at the two raised crosswalks in front of the terminal where transitions occur between sidewalks and the terminal road. MOT plans to install detectable warning strips at raised crosswalks as part of ongoing pavement maintenance activities.
- **Chapter 5, Passenger Loading Zones:** Provide loading and unloading zones for accessible vehicles every 100-feet with a minimum 20-foot-wide area. The access aisle must be at least 60 inches wide.
  - There is currently one accessible vehicle loading and unloading zone at the terminal with a curb cut and full tactile strip. It is recommended that the airport improve the accessibility of the terminal curbfront by adding additional accessible loading and unloading zones. A conceptual plan for adding accessible loading zones is shown in **Figure 2-2**. MOT plans to construct loading zones as part of the recommended changes discussed in **Chapter 3**, *Alternatives Analysis*.

2.2 Issues and Needs

Airport staff noted that many airport users are confused about where to bring their car when coming to the airport. Often, this confusion leads to additional backups along terminal road. In these scenarios, it falls to the business development officer at the airport to manage and oversee parking operations, which distracts from their primary duties at the airport. Over the last few months, the project team has met several times to identify the issues caused by the existing terminal roadway system and associated infrastructure. Additionally, the city traffic engineer completed a site visit to help identify problems with the existing layout and circulation. The concerns noted in the project meetings and in the sections below are anecdotal and based on observations made by the airport and City of Minot staff. The issues can generally be divided into two categories, airport access and parking lots.

2.2.1 Airport Access Concerns

The following highlights the primary concerns raised by airport staff:

- Too many access points to the airport, each with different combinations of specific destinations.
- There are frequent instances of traffic driving the wrong way down Terminal Road. This is typically due to traffic arriving from the south/east missing the turn into the terminal circulation area near Long-Term Parking, despite the presence of signage shown in **Photo 1-4**. It can also be due to the confusion created from the visual cue of having to drive away from the terminal when arriving from the north/west.

Photo 1-4 – Terminal Road Intersection

- The existing access points, Slip Lane Road and the 3rd Street Northeast entrance, or "S-Curve", also provide challenges to the traveling public.

2.2.1.1 Slip Lane Road

The entrance to the terminal via the Slip Lane Road is restricted to travelers arriving from the north/west, as discussed in **Section 2.1.1** and shown in **Exhibit 2-2**. This can cause confusion to traffic arriving from the opposite direction, especially if they have missed the turn prior. Airport staff have mentioned that the road poses challenges for snow removal activities, as it can be difficult to plow. Additionally, if the road is closed for snow removal, many users believe the entire airport is closed. Airport staff indicated that the road has been closed once for snow removal purposes.

Exhibit 2-2– Slip Lane Road

2.2.1.2 S-Curve Entrance

The entrance to the airport along 3rd Street Northeast, also known as the "S-Curve", is located south of the terminal building and is open to traffic arriving from any direction. The entrance is also the only way to access the Long-Term Parking Lot. Because of the relatively large number of vehicles that utilize this entrance, there can be backups along this route. Airport staff noted that during the busiest pick up and drop off times, vehicles may backup all the way through the curve,

past the intersection, and onto 3rd Street Northeast. This causes several issues for the airport and the city, as this is a main roadway through Minot.

During the site visit, the city's traffic engineer noted that the pick-up and drop-off areas in front of the terminal are not signed, as shown in **Photo 1-5**. This leads to vehicles not pulling forward far enough and occupying the initial drop-off area for a long period of time, leading to additional congestion in front of the terminal. This additional congestion contributes to the traffic backups into the "S-Curve". Airport staff has observed that the traffic is generally local passengers. There are limited operations of Ubers/Lyfts, Taxis, and other shuttle services at MOT.

Photo 1-5 – Terminal Curbfront

The geometry of this access point also poses problems for the traveling public. Large vehicles, such as semi-trucks, have a difficult time navigating the "S-Curve", and hit the curb. This damages the pavement, sometimes enough to require repairs. The intersection between Slip Lane Road and the "S-Curve" are shown in **Photo 1-6**. Additionally, because there are several turns in short succession, there is not enough time for drivers to read and digest the large amount of information presented on the directional sign, as shown in **Photo 1-7**.

Photo 1-6 – Slip Lane Road & "S-Curve" Intersection

Photo 1-7 – 3rd Street Northeast Entrance Signage

2.2.2 Parking Lot Concerns

The airport also faces several challenges regarding its parking facilities, which contribute to driver confusion and operational inefficiencies. Issues noted by airport staff include:

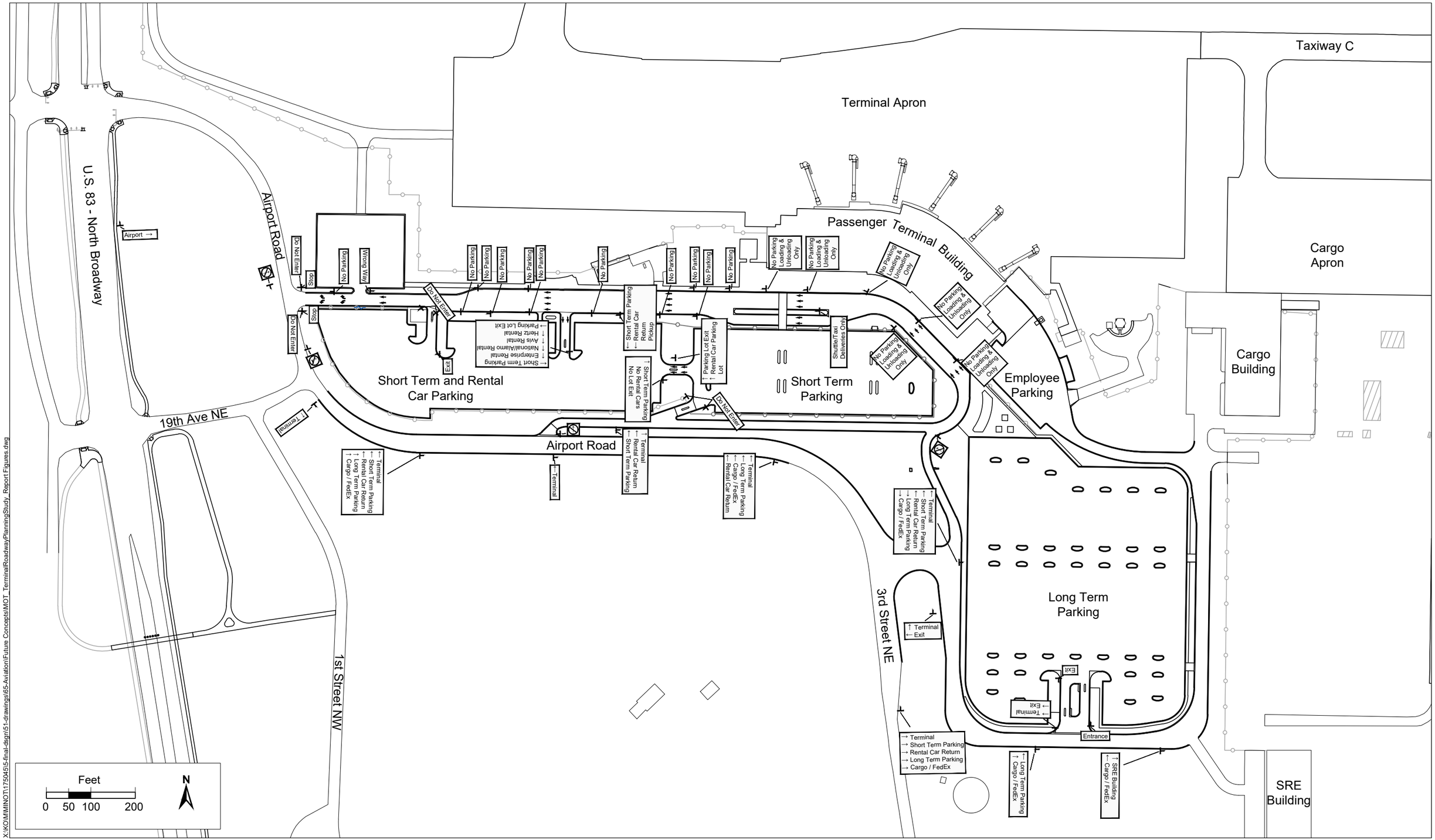
- Confusion over the names of the parking lots. Visitors may be willing to park closer to the airport for a higher price, but don't feel they are able to park for several hours or days in the Short-Term Parking Lot.
- There is also added confusion because the Short-Term Parking Lot and Rental Car Parking Lot are combined. The lack of distinct and clear signage exacerbates this confusion, leading to misdirected traffic and frustration among airport customers. The city traffic engineer also noted in his site visit that the signage for the rental car parking lot is not clear, leading to more confusion in the terminal area.
- The airport does not have a designated cell phone lot, as is common at many airports of similar size to MOT, forcing drivers picking up passengers to circle the airport or wait in undesignated areas, contributing to congestion and potential safety hazards.
- The location of the rental car lot entrance, located beyond the terminal, results in users speeding through the terminal pickup area to reach the entrance to the rental car lot. This not only poses a safety risk to pedestrians and other vehicles in the terminal area but also adds to the overall traffic congestion.

Terminal Roadway Planning Study

Figure 2-1

Minot International Airport
Minot, North Dakota

Existing Conditions - Overview
09/2024; MINOT 175045



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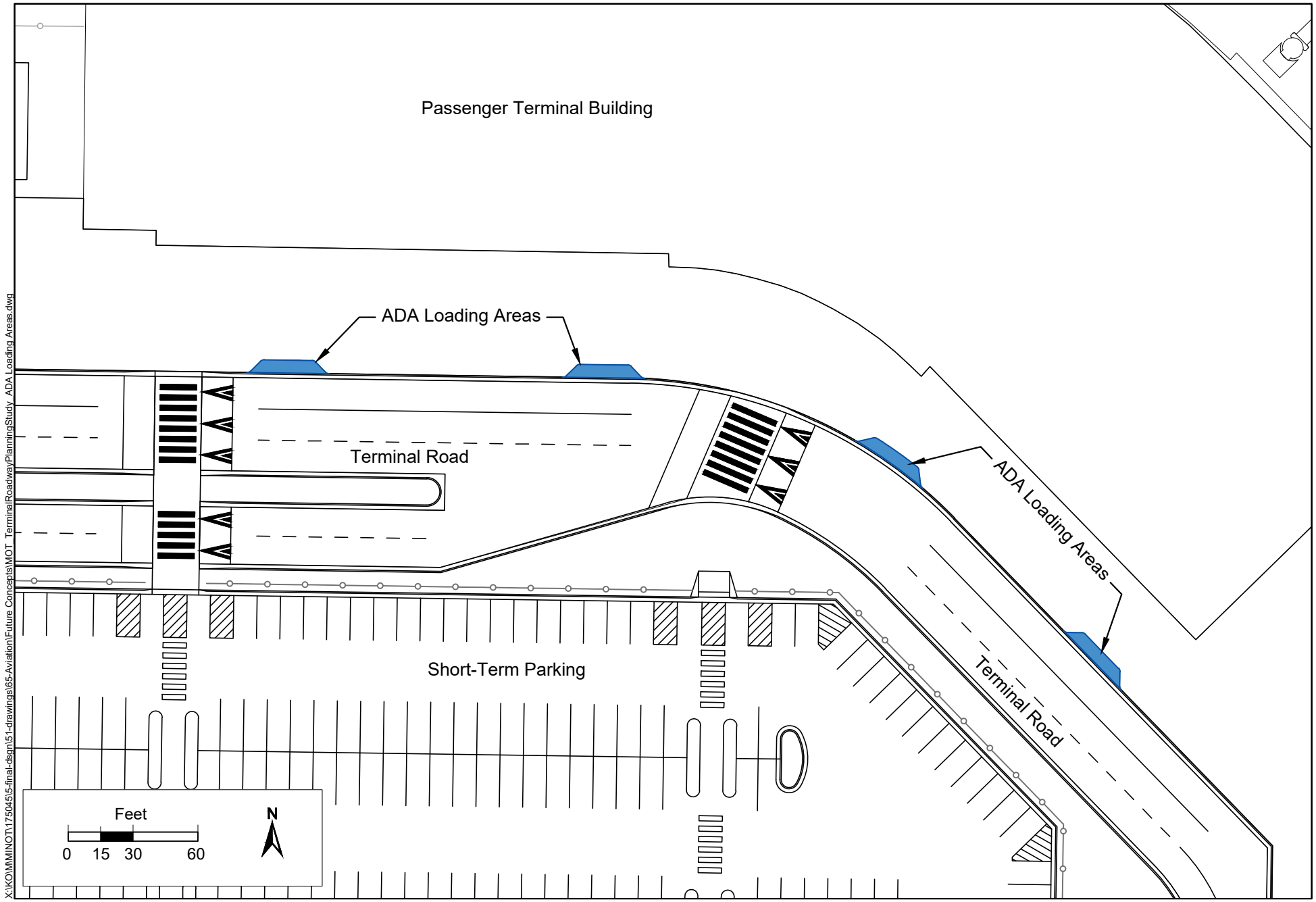
Terminal Roadway Planning Study

Figure 2-2

Minot International Airport
Minot, North Dakota

Potential ADA Loading Areas
11/2024; MINOT 175045



3 Alternatives Analysis

This chapter outlines the modifications proposed to mitigate the concerns identified by airport personnel and the City of Minot. The recommended improvements are organized into three categories: Short-Term Concepts, Medium-Term Concepts, and Long-Term Concepts. By categorizing these changes, the airport can promptly implement smaller, cost-effective measures to more quickly address some of the identified safety concerns. Larger, more capital-intensive changes will require additional planning and investment. Furthermore, this approach allows the airport to assess the impact of short-term adjustments on the terminal roadway environment before committing to major alterations. Additionally, the chapter also explores the FAA's approval authority based on the recommended improvements introduced.

The following sections describe the three concept categories, the objectives they aim to achieve, and the potential changes considered but not selected.

3.1 Short-Term Concept

The Short-Term Concept focuses on addressing higher priority safety and efficiency concerns through cost-effective, easily implementable modifications. These adjustments usually involve updating and altering directional signage. The main objective of these signage updates is to minimize the amount of information on each sign, making it easier for drivers to read and comprehend the presented details. Additionally, by incorporating advance notice signage, drivers are given the opportunity to anticipate decision points before reaching an intersection.

Primary Concerns

- Preventing wrong-way operations on Terminal Road
- Alleviate congestion on the "S-Curve"
- Improve movement of traffic in front of terminal and prevent stalling and congestion

Early-State Improvement Ideas

- Improve directional signing to clarify direction
- Create "zones" in front of the terminal doorways
- Implement potential 15-minute parking area past terminal doorways (shown in **Photo 1-8**)

Photo 1-8 – Potential 15-minute Parking

- Reverse the direction of flow on Terminal Road to improve sightlines and queueing space for terminal area

Ultimately, the group chose not to move forward with the ideas to create “zones” in front of the terminal, implementing 15-minute parking areas, nor reversing the direction of flow on Terminal Road. Marking “zones” in front of the terminal could be confusing for passengers, and there is not enough space to justify more than two zones. While the airport and the Transportation Security Agency (TSA) had no official reason to oppose the 15-minute parking, both entities were uncomfortable with allowing this activity from a security standpoint, and the airport would not be able to regulate this activity effectively. Reversing the flow of traffic on Terminal Road would be confusing for drivers and passengers. The change would have through lanes on the right side of the road and would push passengers exiting vehicles into the flow of traffic. The safety and overall system impacts were determined to be too extensive.

3.1.1 Preferred Alternative

The alternatives recommended for the Short-Term Concept are shown graphically in **Figure 3-1**. The updates include:

- Signage updates to provide clearer direction
- Rename Short-Term and Long-Term Parking Lots to Premium Parking and Economy Parking
- Introduce “Arrival” and “Departure” zones and signage in front of the terminal
- Remove merge point between Slip Lane Road and the “S-Curve”, with additional pavement added to allow semi-trucks to traverse the intersection
- Reserve space in the “RV Lot” (shown in **Photo 1-9**) for a potential Cell Phone Waiting Lot

Photo 1-9 – Potential Cell Lot (right side of road)

In addition to the general signage improvements, renaming the Short- and Long-Term Parking Lots is intended to clearly identify the intended use of the lots and allow the airport more freedom to set parking rates. The addition of “Arrival” and “Departure” zones and a potential Cell Phone Waiting Lot is intended to reduce congestion along the terminal curbfront and allow drivers to navigate more easily to their destination. The removal of the merge point between the “S-Curve” and Slip Lane Road should also help traffic flow more freely through the system.

The location of the Cell Phone Waiting Lot will allow drivers to access the lot without navigating through Terminal Road or allow drivers who have arrived on Terminal Road too early to continue through the circulation area without adding congestion. An entrance could be constructed along Airport Road, however both airport and city staff noted this might cause some logistical and operational problems with traffic along Airport Road, particularly due to the spacing of access points. The concept is shown on **Figure 3-1**, but additional analysis should be performed before constructing this connection point.

3.2 Medium-Term Concept

The Medium-Term Concept moves beyond the signage and smaller pavement changes to introduce larger, more cost-intensive upgrades to the terminal roadway system. The main goal of the Medium-Term Concept is to separate access points along the circulation route to keep traffic separated and ensure there is adequate space for advance directional signage.

Primary Concerns

- Simplify geometry of terminal roadway system
- Separate entry and exit points
- Allow for additional distance between decision points

Early-State Improvement Ideas

- Add pavement between Premium Parking Lot and Rental Car Parking Lot
- Add entrance to Rental Car Lot at 19th Street intersection
- Redesign “S-Curve” entrance

The group chose not to move forward with additional pavement between the Premium and Rental Car Parking Lots nor the additional entrance to the Rental Car Parking Lot at 19th Street. The airport noted that many of the spaces in the Rental Car Parking Lot are leased to the car rental agencies, and not able to be converted to public parking spaces. The group also felt that an entrance point at 19th Street would have the potential to introduce backups along Airport Road, a critical through point for the overall system. The City of Minot also preferred not to add a controlled intersection at that location as the sight distance for vehicles leaving the car rental parking lot would be a safety concern.

3.2.1 Preferred Alternative

The Medium-Term Concept recommended alternatives are shown in **Figure 3-2**. The updates include:

- New entry point for the Rental Car Parking Lot along Airport Road
- New exit point for the Premium Parking Lot onto Terminal Road
- Separation of the Premium Parking Lot and Rental Car Parking Lot
- Redesign of “S-Curve” entrance, with two alternatives for development

The new entry and exit points for the parking lots are required once the lots are separated but are also placed in a manner to allow for ample distance between decision points within the system.

The two alternatives for the “S-Curve” redesign limit the number of access points to the terminal area by removing the eastern portion of the Slip Lane Road and redesigns the geometry for a more efficient entry point.

Alternative 1 would keep the entrance to the terminal in the same location (off of 3rd Street Northeast) but would straighten the S-Curve along the fence line of the Economy Parking Lot. This option would result in a smaller amount of new pavement and would allow the airport to reuse much of the existing signage and marking. However, this alternative also leaves several decision points within a short distance, and results in signage with large amounts of information, adding to driver confusion.

Alternative 2 would relocate the entrance to the terminal further north along the curve between Airport Road and 3rd Street Northeast. This location decouples the entry points to Terminal Road and Economy Parking, allowing for two distinct entrance points with ample signage and decision-making time. However, this alternative would also result in higher costs, as it would require additional pavement and necessitate additional signage and marking changes along Airport Road to accommodate turn lanes, wayfinding, etc.

The airport opted to display both options to ensure greater flexibility and will determine the preferred layout based on factors present at the time of construction.

3.3 Long-Term Concept

The Long-Term Concept is the final set of alternatives for the planning period. These concepts focus on the ultimate layout of the terminal roadway and parking system. The goals of this final layout are generally the same as the Medium-Term Concepts, to minimize airport user confusion by separating entry and exit points, allow for clear, concise signage prior to decision points, and protect the safety of all airport users.

Primary Concerns

- Simplify geometry of terminal roadway system
- Separate entry and exit points
- Allow for additional distance between decision points

Early-State Improvement Ideas

- Introduce a roundabout on Airport Road
- Shift 3rd Street East entrance farther south
- Remove Slip Lane Road

The group decided not to move forward with the roundabout nor the shift in the 3rd Street East entrance. The airport and city both noted that roundabouts are not popular in the Minot area, and the addition of a roundabout would most likely lead to more driver confusion and stress. The 3rd Street Northeast entrance would be cost prohibitive, as there is a steep grade between the proposed connection points, as shown in **Photo 1-10**.

Photo 1-10 – 3rd Street Northeast and 19th Avenue Intersection (Looking South)

3.3.1 Preferred Alternative

The final preferred concepts are shown on **Figure 3-3**. The recommended alternative:

- Removes Slip Lane Road

The entrance to the Premium Parking Lot is redesigned to a typical, 90-degree intersection. This removes any vehicle restrictions from the turn, and further separates the entrance from the Rental Car Parking Lot entrance.

3.4 Federal Approval Authority

Section 743 of the FAA Reauthorization Act of 2024 limits regulation of non-federally sponsored property. The FAA's approval authority is limited to revisions that affect three specific "zones of interest", or those land uses that: materially impact the safe and efficient operation of aircraft at, to, or from the airport; adversely affect the safety of people or property on the ground adjacent to the airport as a result of aircraft operations; or adversely affect the value of prior federal investments to a significant extent.

The terminal roadway project does not affect aircraft operations at the airport; therefore, the first two "zones of interest" do not apply to this project. As to the third "zone of interest", the FAA examines whether the proposed project would adversely affect: areas/facilities that received any federal funds, areas/facilities that are on any land granted from the U.S. under certain land grant programs, or critical aeronautical infrastructure. While the parking lots and roadway system have received federal funding in the past, it is not anticipated that any changes proposed will constitute significant adverse effects. The work proposed will enhance safety and efficiency of operations on the airport. Additionally, the land was not acquired using federal funds, and it is not anticipated that the project will adversely affect any aeronautical infrastructure. As demonstrated above, the FAA is not anticipated to have approval authority based on Section 743. However, if federal funds are used for improvements, it is assumed that the FAA will retain approval authority, as there would be a new federal investment. Approval authority would be limited to the portions of the

project that are funded with federal dollars. Funding sources will be explored in the following chapter. The proposed geometrical changes to the roadway infrastructure will be shown on an ALP sheet update.

Terminal Roadway Planning Study

Figure 3-1

Minot International Airport
Minot, North Dakota

Short-Term Concept
03/2025; MINOT 175045

General Recommendations

- Review and Optimize Pedestrian Oriented Signage
- Reserve Space on Future Wayfinding Signs for Cell Phone Waiting Lot

Note: Final signage/markings will be determined during final design to comply with MUTCD. All signing/striping recommendations are preliminary for planning purposes.

Future Cell Phone Waiting Lot Entrance

Future Snow Removal Access and Gate

Future Quick Turnaround (QTA) Facility

Terminal Apron

Passenger Terminal Building

Arrivals

Departures

Cell Phone Waiting Lot

Premium and Rental Car Parking

Premium Parking

Employee Parking

Economy Parking

Cargo Apron

Cargo Building

SRE Building

U.S. 83 - North Broadway

Airport Road

19th Ave NE

1st Street NW

3rd Street NE

Short-Term Concept - Preferred Alternative

- Signage updates to provide clearer direction
- Rename Short-Term and Long-Term Parking Lots to Premium Parking and Economy Parking
- Introduce “Arrival” and “Departure” zones and signage in front of the terminal
- Remove merge point between Slip Lane Road and the “S-Curve”, with additional pavement added to allow semi-trucks to traverse the intersection
- Reserve space in the “RV Lot” for a potential Cell Phone Waiting Lot

Legend

Future Pavement

N

Feet

0 50 100 200

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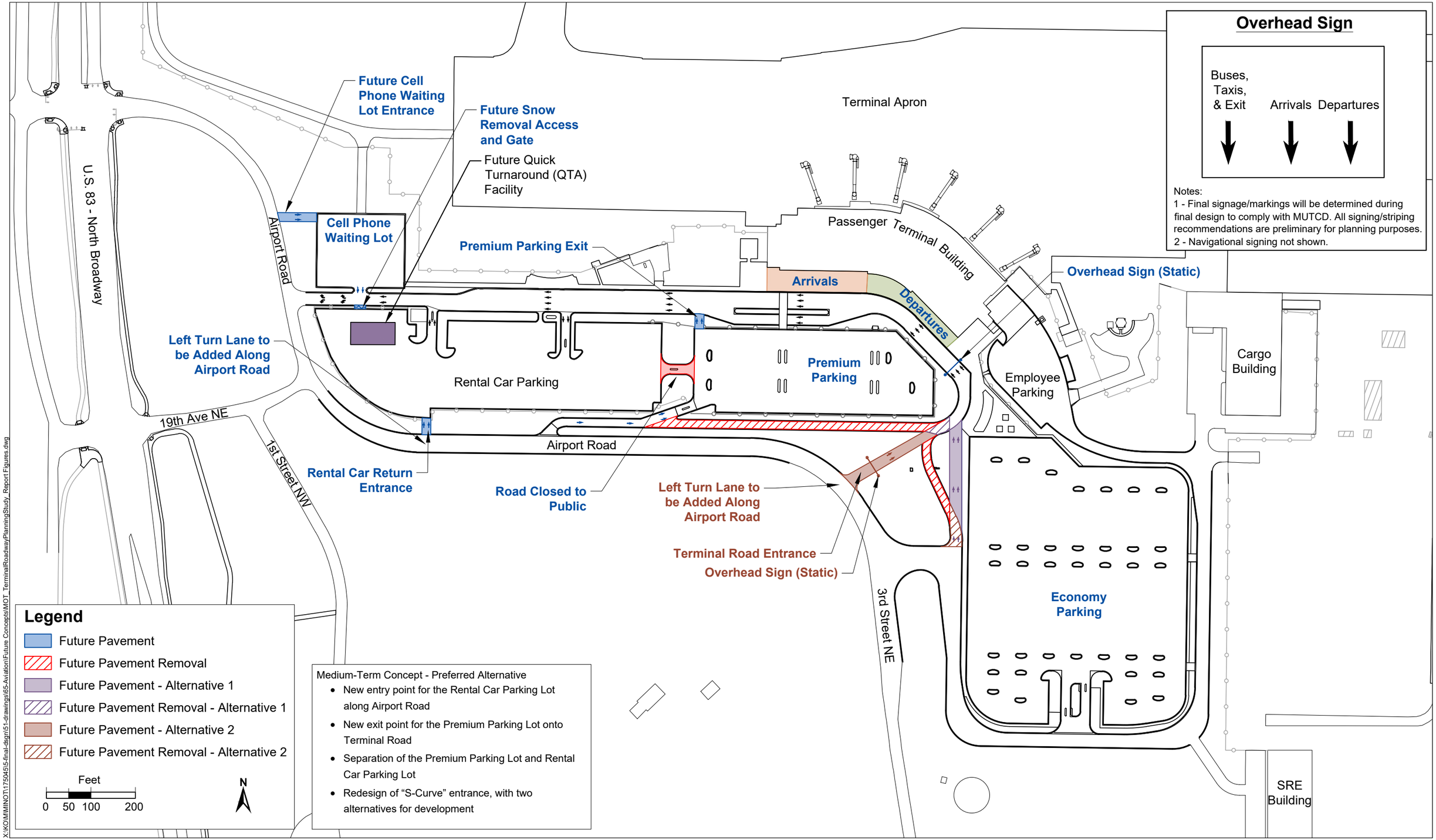
Terminal Roadway Planning Study

Figure 3-2

Minot International Airport
Minot, North Dakota

Medium-Term Concept
03/2025; MINOT 175045



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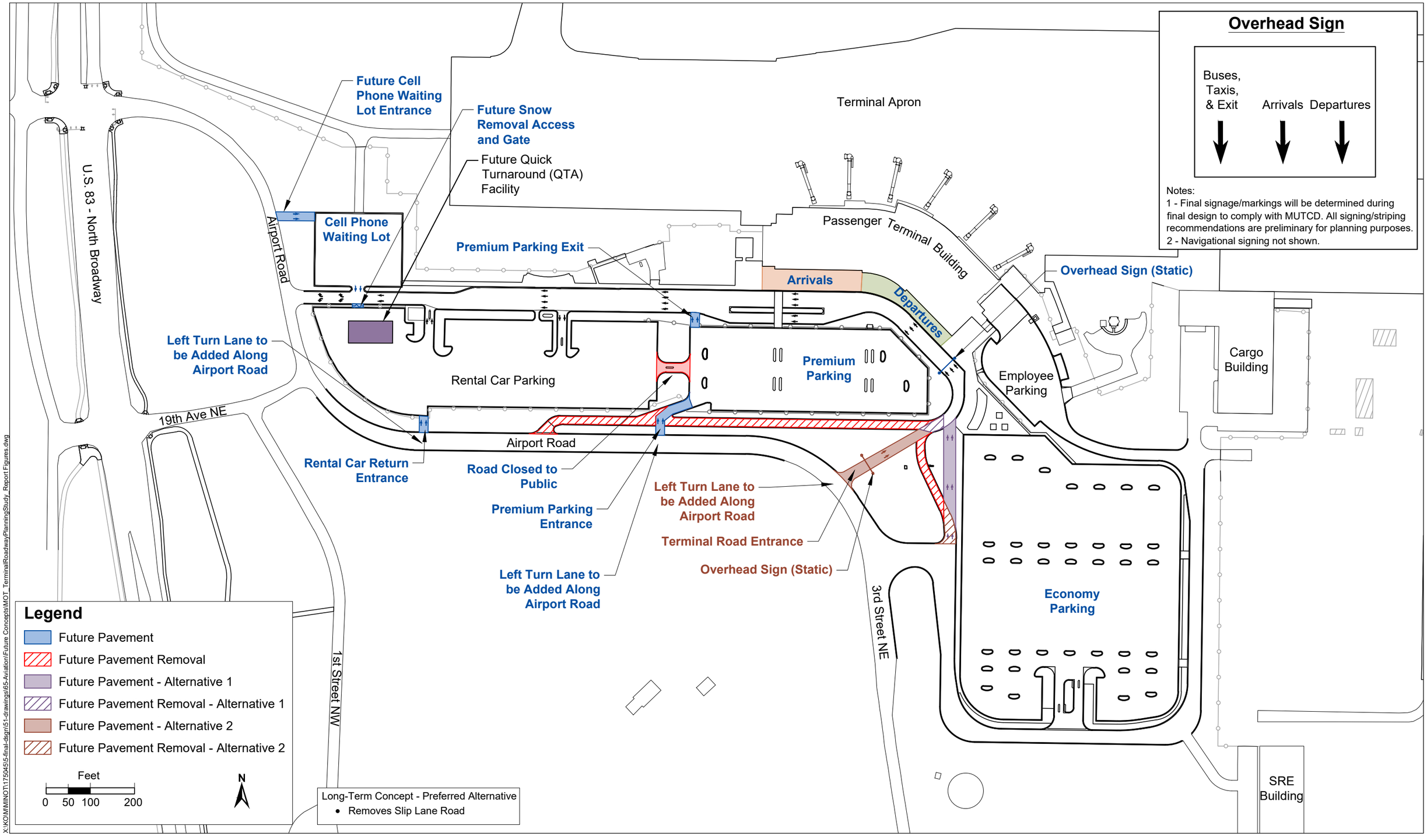

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4 Implementation Plan

The previous chapters of the Terminal Roadway Planning Study evaluated the existing terminal roadway and parking lot system, identified areas for mitigations, and detailed the selected alternatives and recommendations. Regardless of the identified need for improvements, the timing and feasibility of project implementation will ultimately depend on available funding. This chapter provides an overview of the financial implications of each concept, identifies potential funding sources, and proposes a schedule for implementation.

4.1 Cost Estimates

Planning level cost estimates have been developed for the Short-, Medium-, and Long-Term concepts. **Table 4-1** shows the costs separated by concept.

Table 4-1 – Cost Estimates

Concept	Total Cost
Short-Term	$250,000
Medium-Term	$300,000
Long-Term	$100,000
Total	**$650,000**

Source: SEH

4.2 Funding Sources

As shown in **Section 4.1**, total costs for the project identified in this study are estimated to total $650,000. Projects are expected to be funded through the FAA's Airport Improvement Program (AIP), North Dakota Aeronautics Commission (NDAC), airport operating funds, third party funds, and Customer Facility Charges (CFCs).

4.2.1 FAA Grants

Federal participation is based on the Airport Improvement Program (AIP) as reauthorized under the FAA Reauthorization Act of 2024 Federal grants are provided in the form of entitlement grants (based on annual enplaned passenger levels), discretionary grants, and letter-of-intent (LOI) grants. FAA AIP funds are distributed each year based on the appropriation received from Congress. If AIP is fully appropriated, the current legislation provides eligible Primary airports with entitlement funds which are calculated based on the airport's number of enplaned passengers each year.

Allocation of funds from the FAA to the nation's airports is based upon a number of eligibility criteria and tied to a priority system that is used to rank each request and determine which projects will be funded and which will not during any given fiscal year. The priority system employed by the FAA has different criteria for different projects. For instance, planning projects are assessed using specific criteria that are applicable to planning types of projects. Generally, projects that enhance the safety of aircraft operations and those that enhance capacity in the system are higher priority projects. The priority system also ranks projects based on the size of the airport and the number of aircraft and aircraft operations at the facility. Discretionary and LOI grants are distributed by each FAA region on the basis of availability and project priorities.

Discretionary grants are generally made immediately available to fund project costs, while LOI grants are distributed to the Airport over a number of years at defined annual funding levels.

Guidance on issues of eligibility is provided in FAA Order 5100.38D Airport Improvement Program Handbook. The Federal funding share for these projects is generally 90 percent for eligible projects at non-hub commercial service airports such as MOT. In general, only those projects that are related to non-revenue producing items, such as land acquisition, airfield construction, certain public areas of the terminal area building, and safety/security projects are eligible for FAA AIP funding. Specific to this planning study, it should be noted that roadways to revenue-producing parking lots, car rental space, and other non-airport passenger terminal access typically are not eligible for federal funding. Similarly, signage on these roadways is also not eligible for federal funding. See **Figure 4-1** for additional information on anticipated eligible areas.

Close agency coordination is often required to address more complex issues relative to project eligibility and eligibility discussions should begin well in advance of implementing a project. Additionally, it is reasonable to assume that there may be changes in eligibility criteria over the course of the planning period.

Eligible portions of the proposed improvements can be funded at ninety five percent (95%) in federal fiscal year 2025 through 2026 and ninety percent (90%) in federal fiscal year 2027 and later.

4.2.2 North Dakota Aeronautics Commission

State funding for airport development is managed by the North Dakota Aeronautics Commission (NDAC). NDAC normally receives biennial appropriations from the state legislature, using funds collected from aviation fuel taxes, aircraft excise taxes, and aircraft registrations. Airports may apply for state grants to cover up to 50 percent of the local share for federal AIP-funded projects. Airports may also apply for state grants to cover up to 50 percent of the cost of airport development projects that are not funded through the federal AIP program.

4.2.3 Local Funds

The balance of project costs (i.e., after consideration of FAA, State grants, and other funding sources) must be funded through the local sponsor. Local funding of airport improvements can come from Passenger Facility Charges (PFCs), Customer Facility Charges (CFCs), Airport cash, or through issuance of bonds or other debt. Given that some of the proposed projects will benefit the rental car companies, it is anticipated that a portion of the local funding will be derived from Customer Facility Charges (CFCs).

4.2.3.1 Rental Car Customer Facility Charges (CFCs)

A customer facility charge (CFC) is a fee paid by airport customers for the use of some non-aeronautical service at the airport. The Airport collects rental car CFCs to pay for capital costs associated with rental car industry improvements and operating costs. This includes the counters and office space in the terminal and the ready/return parking lot. The CFC is charged and collected by the various rental car companies operating at the Airport and then remitted to the Airport on a monthly basis. CFC revenue needs to be used for capital and operating costs that are for the benefit of the rental car industry.

4.3 Proposed Schedule

The proposed schedule for the terminal roadway improvements is based on the need for the project and the availability of funding. The improvements have been identified as significant to protect the safety of passengers at MOT and increase the efficiency of the roadway system. However, the airport has indicated that it would prefer to utilize city services to make the recommended lower-cost signage changes, to lower overall project costs. It is anticipated therefore that the initial signage improvements will occur in 2025. After these changes have been made, the airport and the City of Minot will monitor driver and passenger behavior changes before continuing with the larger changes recommended in the Short-Term Concept, with the earliest potential construction date of 2026.

As discussed in **Section 4.1**, the Medium-Term Concept is anticipated to be more capital-intensive and require a more robust design period. The additional time and funding restraints will require the airport to delay the implementation of the project. The current airport Capital Improvement Plan (CIP) lists the project to be completed in 2027. However, this plan should be revisited after construction of the Near-Term Concept. Shifting the project out an additional year to help analyze the effects of the Near-Term Concept on the terminal and parking environment may be beneficial to identify additional focus areas for the airport. Additionally, the airport could consider moving forward with the full Long-Term Concept in lieu of the Medium-Term Concept if desired.

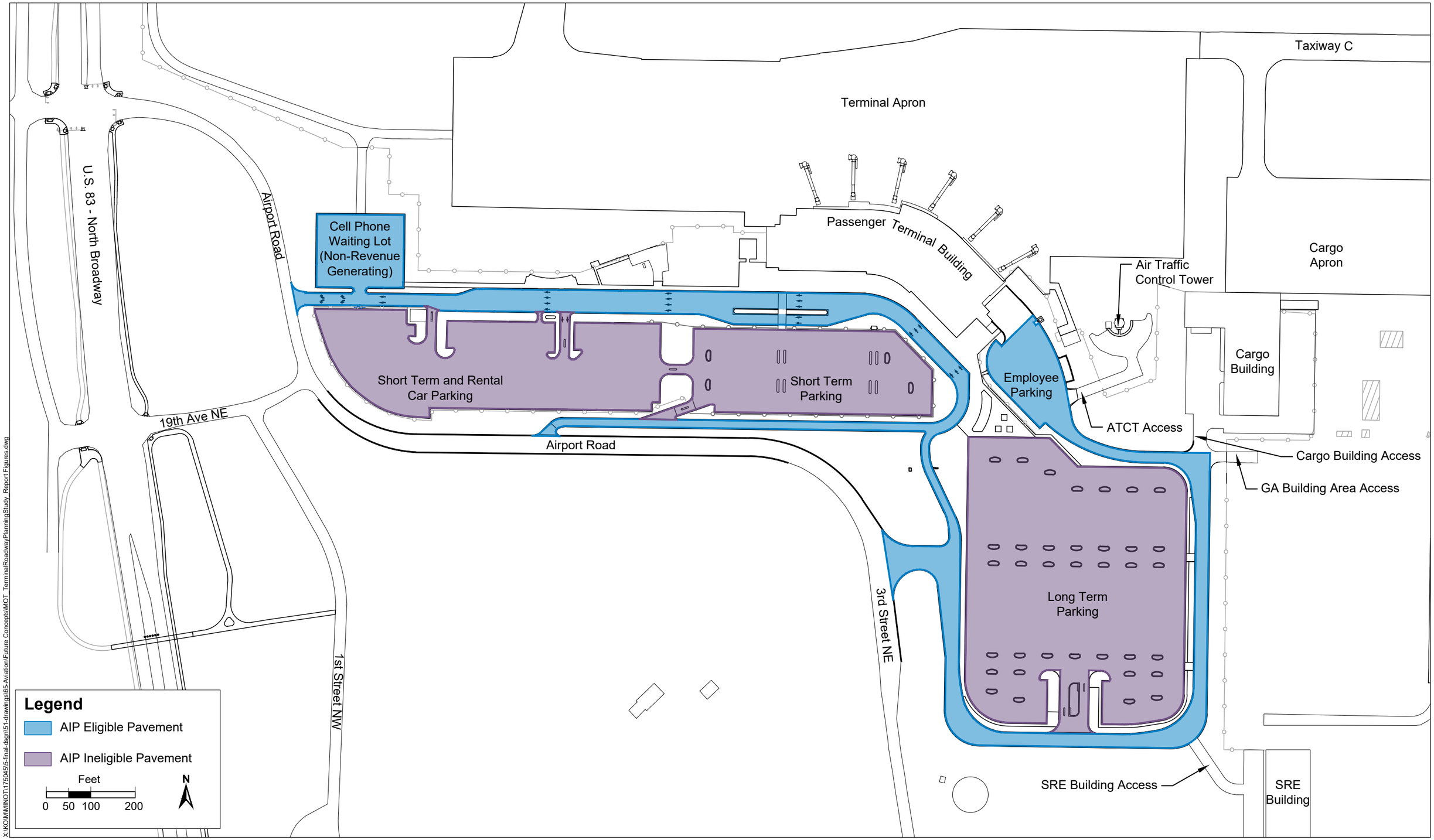
The Long-Term Concept is not anticipated to be implemented in the 5-year planning period. The airport should continue to evaluate the need for the implementation of the Long-Term Concept after the completion of the previous projects. A suitable timetable for the final concept should be established when the airport considers it appropriate and there is adequate funding.

Terminal Roadway Planning Study

Figure 4-1

Minot International Airport
Minot, North Dakota

AIP Eligibility
03/2025; MINOT 175045



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Appendix A

Meeting Minutes

Building a Better World for All of Us®

MEETING MINUTES

MOT Terminal Roadway Planning Study
1/24/2024
3:00 p.m.
Teams

Copies to: Attendees

I. Introductions
- A. Jennifer Eckman – MOT Airport Director
- B. Maria Romanick – MOT Operations and Maintenance Manager
- C. Erin Jordan – SEH Traffic Engineer
- D. Josh Palmateer – SEH Traffic Engineer
- E. Kaci Nowicki – SEH Airport Planner
- F. Chris Brett – SEH Airport Planner
- G. Jarrod Nelson – SEH Airport Engineer

II. Study background and meeting purpose
- A. Jennifer shared a few issues she has with the existing design:
  1. The current design leaves many confused on where to bring their car when coming to the airport.
  2. The design is confusing for both Minot and non-Minot visitors to the airport.
  3. The access point for the short-term and rental car parking lot leads to a lot of the confusion.

III. Existing conditions review
- A. Confirm conditions
  1. Josh shared the existing conditions figure with the team.
     - a. MOT Staff confirmed the location of the entrance and exit points for the short-term and rental car parking lot.
     - b. SEH will attach the existing conditions figures with the meeting minutes.

IV. Issues / opportunities discussion
- A. Maria and Jennifer shared their thoughts on the existing issues with the terminal roadway design:
  1. Short-Term and Rental Car Parking Lot
     - a. These lots should be separated into their own lots.
     - b. Having car rentals in their own designated lot will clear up much of the confusion.
  2. Slip Road
     - a. The road can be difficult to plow when there is a lot of snow, and there is not much room to pile snow.
     - b. It is hard to see the second access point when the road needs to be closed – some users will just assume the airport is closed.
  3. Second Access Road / 19th Avenue
     - a. This road often backs up when larger aircraft deplane, or multiple aircraft deplane at once.
       - (1) The backup can sometimes push as far back as 3rd Street NE, which is a main north-south road through Minot.

b. Semi-trucks and other large vehicles coming through are not able to navigate the tight turn and will often hit the curb, damaging the pavement.
   (1) These trucks are typically heading to the west side of the terminal.
   (2) Semi-trucks can park in the bay outside the short-term parking lot with advanced notice – although this doesn't typically happen.
c. Signage can be confusing on 19th Avenue – there are several lines of directions included in the sign immediately before a decision point.

4. Safety
   a. Car rental employees will speed through Terminal Road, near the curbside pickup and drop-off point, to access the rental car parking lot.
      (1) Hope to limit access to rental car parking lot to derail this behavior.
      (2) Should be able to access the lot via the Slip Road instead.
   b. No reported accidents yet – most likely because vehicles are moving slowly in front of the terminal.
5. Miscellaneous
   a. There are several access points into the airport which often leads to confusion.
   b. There is currently no cell phone lot for the terminal.
      (1) The old rental car lot west of the terminal could be used for this in the short-term, but a user would have to circulate through the whole terminal roadway system to reach it.
   c. People will often drive the wrong way down Terminal Road if they miss the access points to the south or believe this to be the only access point.

V. Preliminary recommendations discussion

A. Short-Term

1. Clean up directional signage so there is less information contained on each sign.
   a. Jennifer noted that she would like to look at the signage to understand what the airport is currently showing and what other signs can be used to improve safety and circulation.
2. Adjust locations of directional signage to allow more advanced notice to users prior to decision points.
3. Repaint directional arrows on the terminal roadways – many seemed faded on Google Maps.
   a. Maria shared that these were repainted in the summer.
4. Allow right turn from Airport Road onto the Slip Road.
   a. This could be explored, but the turn would be difficult for larger vehicles.
5. Pedestrian Circulation
   a. If needed, adding Rectangular Rapid Flashing Beacons (RRFB) signs may help ensure pedestrian safety at crosswalks.
      (1) MOT Staff noted that they don't hear about problems with this, but it could be explored in the future if concerns grow.
   b. MOT Staff shared that the biggest challenge for pedestrians is the length of the walk to the rental car lot – especially in the winter.
      (1) Finding the lot is typically not an issue for pedestrians.
      (2) Including distance to parking lots on signage might help set expectations.
6. Change "Short-Term Parking" to "Premium Parking" to accurately convey purpose.
   a. LAZ Parking is contracted to manage parking lots – they would need to make this change.
7. Add flashing do not enter signs at the west side of Terminal Road to discourage wrong way traffic.
   a. MOT Staff noted that they already have flashing signs and they have not worked to derail wrong way traffic.
8. Direct passengers to be picked up further west of the terminal building.
   a. This could help reduce queueing issues backing up onto 19th Avenue and 3rd Street.

b. Maria noted that the airport has no way of actually implementing this without using traffic enforcement.
(1) A new employee is starting next week, and this is part of their job description.
(2) Enforcement will hopefully increase with this new employee.
c. MOT Staff noted that most of the pickup and drop-off traffic are local passengers.
(1) Not many Uber/Lyfts.
(2) There is only one taxi service in town that recently started – only have 3 cars.
(3) There are some hotels and casinos that have agreements to pickup with small buses or vans.

9. The old rental car lot on the west side of the terminal has concrete barriers in front of it to deter illegal parking.
10. SEH should include a future QTA facility in any potential figures.
11. CFCs may be used to fund some of the proposed changes needed in the terminal roadway system.

B. Mid-Term
1. Switch one of the "In" lanes to an "Out" lane for the rental car parking lot.
a. This change would need to be discussed with LAZ.
2. Improve geometrics on S-Curve between 19th Avenue and Terminal Road, potential to increase to two lanes.
a. Jennifer is under the impression that there is significant electrical utility in that area.
b. Jennifer also noted that she would support this change, however it may be limited due to utilities in the area.
3. Convert the Slip Road into the short-term parking lot.
4. Potentially allow two-way traffic on Terminal Road just east of Airport Road.
a. Allow entrance to parking lot and potentially the old rental car lot.
b. MOT Staff had concerns about snow removal.

C. Long term
1. Separate all the parking lots.
a. This would allow for easier signage and clearer access points.
b. Main concern is time and money.
c. Need to determine where to allow access points.
(1) Try to maintain at least 500 feet between access points to allow room for signage.
2. Roundabout
a. Likely not a need, and potentially not enough space for it.
(1) Would need to be multiple lanes for merging and access points.
b. Jennifer shared that roundabouts are not very popular in Minot.
(1) There are a few roundabouts in town, and they often lead to confusion.
c. Roundabouts likely work against goal of creating the simplest design, as people can often be stressed when traveling.

VI. Next steps – Erin
A. Draft improvement concepts and MOT staff meeting
B. Outreach with stakeholders (i.e., car rental agencies)
C. Meet with City of Minot / review recommendations
1. Jennifer would like to meet with the city before meeting with the stakeholders; ensure we have city support before presenting to stakeholders.
D. Study report (draft and final)

VII. Draft schedule discussion – Kaci
- Draft improvement concepts – End of February 2024
- Stakeholder outreach – March 2024
- City discussion / Confirm recommendations – April 2024
  - *Update: city will be engaged prior to Stakeholder outreach

- Draft and Final Study Report – April/May 2024

Attachments:

A. Draft MOT Terminal Existing Conditions Schematic

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Building a Better World for All of Us®

MEETING MINUTES

MOT Terminal Roadway Planning Study
3/14/2024
9:00 - 10:00 AM
Microsoft Teams

Copies to: Attendees

- ✓ Jennifer Eckman – MOT Airport Erin Jordan – SEH
- ✓ Jessica Long – MOT Airport
- ✓ Lindsay Reidt – MOT Airport
- ✓ Chris Brett – SEH
- ✓ Erin Jordan – SEH
- ✓ Kaci Nowicki – SEH
- ✓ Joshu Palmateer – SEH

I. Summary of study goals

II. Existing conditions review

III. Preliminary improvement concepts review and discussion

A. Short term

General Discussion:

1. Consider striping additional “through only” painting
2. Josh noted the signing improvements to be more clear and add more advanced signing / warning
3. Jennifer mentioned that possibly change the terms to be “premium” and “economy” parking instead of short-term parking signing. Kaci noted that many airports this size are changing to this model to help clarify that there isn’t a time limit for parking. Some airports are able ot play with the pricing structure a little bit more (people are willing to pay more for “premium”). This could also shorten the text on the sign.
   a. Current short vs. long term confuses some passengers.
   b. Should check with LAZ – the contracted parking management company on this idea.
4. Josh noted that autoturn was reviewed for WB right turn onto the slip ramp from Airport Road – suggest restricting trucks for this turn.
   a. Jennifer supports this idea, but would like to confirm with their traffic layout.
   b. Erin to look through previous study/design to understand the reasoning.
   c. A lot of people currently make this turn.
   d. Rental Car Return – change from Vehicle Rental (keep consistent with industry)
5. “S-curve” discussion
   a. Might require additional pavement to make turn a little more reasonable so conflicts aren’t as a concern.
   b. Idea to add a lane to help increase the throughput into the terminal. Might be wide enough to stripe for 2 lanes.
   c. Big trucks will likely cross over the two lanes; would have to wait for an opening to make that turn safely.
   d. Feedback

(1) Jessica thinks that the two lanes would help with the congestion – currently there's confusion on who has right of way, etc. Amount of semis that come through are one-offs; not consistently every day (maybe 1 per week).

6. Zone discussion
   a. Jessica's feedback is that she's open to suggestions. Their passengers are really challenging to work with and don't' follow instructions as much.
   b. Consider changing the zones to a drop off/pickup areas.
   c. Think about the least regular customer for their typical passenger.
7. 15-minute parking zone discussion
   a. Jennifer noted that this is NOT an option to sign for security reasons. People already do this and they do not want to encourage this activity.
   b. Jessica likes having the option for people to go to wait. Most of the time now people are sitting in their vehicle because they know they can't be ticketed if they're in the vehicle. She likes the idea, but understands the security issue. TSA may have an issue with this.
   c. Currently, short term parking is free for the first 10 minutes
      (1) Used to be an hour and they changed it, don't have the reasoning
   d. Maria noted that there is usually space in the short term parking – never completely full (sometimes close, but not often)
      (1) Airport to think about opportunity to change the time to get people off the curb.
   e. Jessica to check with TSA about the option to have 15 minute parking limit on the street to see if they'd approve this.
      (1) Make sure there's room for snow removal too.
   f. Could update the sign to say "Rental Car Return" – instead of showing all the brands/company names at the entrance.

B. Mid term
   1. Concern about adding the area for short term parking will have to be a car rental area / rented area. Car renters won't like to walk any further west. Thought to have an exit from short term parking where we're currently showing "Additional Parking."

C. Long term
   1. People like to drop off their friends and family and then go park a lot of the times – so if they can have a second entrance on the terminal side for the car rental and short term that would be appreciative. Update these comments/provide packet.

IV. Next steps

~~A. Draft improvement concepts and MOT staff meeting~~

B. Meet with City of Minot
C. Outreach with stakeholders (i.e., car rental agencies)
D. Study report (draft and final)

V. Draft schedule discussion

- ~~Draft improvement concepts – End of February 2024~~
- City discussion / Confirm recommendations – March 2024
- Stakeholder outreach – March/April 2024
- Finalize improvement concepts – April/May 2024
- Draft and Final Study Report – April/May 2024

Action Items Summary:

SEH:

- Update alternative concepts and share with MOT staff to review and provide comments
- Reach out to City for dates to discuss alternatives / planning goals

MOT Staff:

- Check with LAZ to discuss idea of moving to “premium” and “economy” parking vs. short/long term parking
- Confirm if signing WB right-turn onto the slip ramp to parking lot is OK with traffic plans
- Check on opportunity to change the amount of free parking time in short-term lot to minimize vehicles parked on the curb
- Discuss with TSA the option to have 15-minute parking signed on the street, west of the terminal doors.

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MEETING MINUTES

MOT Terminal Roadway Planning Study
4/17/2024
9:00 - 10:00 AM
Microsoft Teams

Copies to: Attendees

- ✓ Stephen Joersz – City of Minot Traffic Engineer
- ✓ Jennifer Eckman – MOT Airport
- ✓ Jessica Long – MOT Airport
- ✓ Maria Romanick – MOT Airport
- ✓ Chris Brett – SEH
- ✓ Erin Jordan – SEH
- ✓ Kaci Nowicki – SEH
- ✓ Joshua Palmateer – SEH
- Jarrod Nelson – SEH
- Lindsay Reidt – SEH

I. Introductions

II. Study background and meeting purpose

Purpose: To discuss preliminary improvement concepts and next steps for the MOT Terminal Planning Study.

The FAA funded this study to explore short, mid and long-term project possibilities to improve efficiencies at the terminal.

III. Existing conditions review

IV. Preliminary improvement concepts review and discussion

SEH shared their preliminary concepts on the screen for discussion. Notes below include a summary of the discussion for each concept alternative (Short, Mid, and Long-Term Improvements)

A. Short-Term Improvement Recommendation Summary:

- Address wrong-way entry into the Terminal.
- Improve signage to improve clarity for travelers.
- Consider adding pavement for tracking larger trucks, including a second lane for entry.
- Improve drop-off and pickup efficiency to reduce queueing with Arrival and Departure zones.
- **WB Movements on Airport Rd at slip lane:**
  - Suggest prohibiting right turns for trucks.
- **Consistent Messaging:**
  - Jennifer will follow up with LAZ Parking regarding “Premium” parking.
  - Consider using consistent language for Pickup/Drop off vs. Arrival/Departure.
- **15-min Parking and Fence Proximity:**
  - The goal is to provide a designated area for passengers to wait while being picked up.
  - To prevent people from parking in the RV lot to the west, consider alternatives.

- Jennifer opposes allowing 15-minute parking on the curb due to rideshare vehicles potentially occupying the space.
- One option is to open up the lot to the Cell Phone Lot, but enforcement would be necessary to prevent extended parking.
- Jessica will discuss parking opportunities with the inspector during the comprehensive inspection.

B. Mid-Term Improvement Recommendation Summary:

- Focus on cost-effective solutions for 3-5 year timeframe.
- Objectives:
  - Establish entry/exit points for each parking lot.
  - Enhance signage.
  - Eliminate the merge point at the S-curve.
- **Questions:**
  - Stephen asked the following:
    - Is there room for additional winter maintenance space? Josh mentioned utility conflicts and pinch points. Long-term improvements may address this concern.
  - Maria asked the following:
    - Can we straighten the alignment along the Economy Parking fence line? This would place it on the other side of the junction box. This option was discussed with the group and will be updated in next iteration of recommendations.
- **Other Discussion:**
  - Utilize the existing slip ramp entrance directly into the Rental Car Parking lot.
  - Josh expressed concern about decision-making time.
  - Erin emphasized removing entrance points on the slip ramp if feasible.
  - Next iteration of schematics will review option for alignment of roadway along the Economy Parking lot.

C. Long-Term Improvement Recommendation Summary:

- **Economy Parking Driveway on 3rd St**:
  - Maintain two entrance lanes for improved traffic flow.
  - Maintain the existing entrance on 3rd St due to the hill/steep grade.
  - Evaluate whether to keep the existing entrance on 3rd Street for both mid-term and long-term plans.
- **Airport Rd Driveways:**
  - Possibly shift the entrance closer to the proposed location from the mid-term plan, with a bit more distance from the slip lane location.
  - Retain the location of the entrance to the Rental Car Parking from mid-term to long-term (Jennifer emphasized this requirement).
  - Shift the entrance on the slip ramp further east toward premium parking.
- **Queueing and Operations**:
  - No queueing reported into the rental car lot or short-term lot.
  - There is more queueing in the long-term lot due to confusion about operations.
- **Other Discussion:**
  - Stephen opposes an all-way stop if proposed access is at 19th Ave NE.
  - The southern entrance proposed on 3rd St intersects with a significant hill on the east side.
  - MOT Staff invited Stephan to observe busy times on April 29th.
  - Stephen asked about available video at the terminal:
    - The airport has 30 days' worth of recording, covering most areas, including the slip ramp.

- The city can also deploy additional cameras to monitor other potentially restricted locations.

V. Next steps
   A. Outreach with stakeholders (i.e., car rental agencies)
   B. Study report (draft and final)

VI. Schedule
- ~~Draft improvement concepts – End of February 2024~~
- ~~City discussion / Confirm recommendations – March 2024~~
- Stakeholder outreach – March/April 2024
- Finalize improvement concepts – April/May 2024
- Draft and Final Study Report – May 2024

Action Items Summary:

SEH:
- Update alternative concepts after the 4/29 observations and feedback provided by MOT and City. Updated concepts will be shared prior to stakeholder engagement.
- Review consistent language for Arrival/Pickup vs. Departure/Dropoff

MOT Staff:
- Check with LAZ to discuss idea of moving to “premium” and “economy” parking vs. short/long term parking
- Review opportunity for cell phone lot
- Discuss with TSA the option to have 15-minute parking signed on the street, west of the terminal doors.

City of Minot:
- Provide summary of observations from April 29th Activity at terminal.

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Building a Better World for All of Us®

MEETING MINUTES

MOT Terminal Roadway Planning Study
6/4/2024
3:00 p.m.
Microsoft Teams

Copies to: Attendees

- ✓ Stephen Joersz – City of Minot Traffic Engineer
- ✓ Jennifer Eckman – MOT Airport
- ✓ Jessica Long – MOT Airport
- Maria Romanick – MOT Airport
- ✓ Chris Brett – SEH
- ✓ Erin Jordan – SEH
- ✓ Joshua Palmateer – SEH
- Kaci Nowicki – SEH

I. Welcome

II. Stephen's Observations / SEH Feedback
   A. Reconfiguration of through lanes
      1. Stephen felt that third lane is underutilized, could repurpose to allow for more drop-off/pickup space.
      2. Josh stressed importance of keeping third lane for through traffic.
      3. Jennifer doesn't want to get rid of bus/shuttle area, as it keeps this traffic out of arrival/departure lanes.
      4. Addition of overhead signage may help understand purpose of lanes, keep arrival traffic moving past departure area.
   B. Reversal of traffic flow
      1. Stephen noted that this would allow for longer sightlines, increased queueing space.
      2. Josh had concerns about reversal of typical traffic flow:
         a. Through traffic in right lanes
         b. Passenger safety when exiting vehicles.
      3. Would switching arrival and departure areas of the terminal allow for more efficient movements?
         a. Layout of terminal would prohibit this.
      4. The group decided that direction of traffic flow should not be changed.
   C. Additional Items from Site Visit
      1. The S-Curve seems to be the biggest issue with terminal access. More cars are using this than the "slip lane", causing large backups.
         a. Stephen thinks that changes here would probably be the highest priority for the airport, whether that is signage/marking, or larger geometric changes.
         b. Short-Term change to allow a second lane and remove the merge point will help; Stephen suggested adding a "Lane Added" sign.
            (1) Concepts will be updated with a "Lane Added" Sign.

2. Stephen does not think the City will have issue with any signage changes on Airport Road and 3rd Street if it helps safety and circulation.

III. Remaining Action Items
   A. Review opportunity for cell phone lot
      1. Jessica and Jennifer are not opposed to the idea, especially since the area is currently unused.
      2. Concern for rental car usage once QTA is opened.
      3. Pavement condition will need to be monitored.
      4. Concepts will be updated to show this area as a potential cell lot.
         a. Any new signage should reserve space for addition of a cell lot.
   B. TSA comment on 15-minute parking west of terminal
      1. TSA had no official reason to not allow this operation, however they were not fond of the idea.
      2. MOT's Airport Security Plan does not prohibit operation; however, airport staff are not in favor of the idea.
         a. Would pose a security concern.
         b. Users would most likely take advantage of this option; airport cannot always regulate.
      3. Concepts will be updated to remove the 15-minute parking signs west of the terminal.
   C. Premium Parking – "No Charge" time limit
      1. Increase time limit and awareness for free parking in premium lot to move vehicles off curb front.
      2. Airport noted that LAZ will not be in favor of this option.
      3. Not necessary to add signage, will clutter existing signage at terminal.
      4. No change to existing signage and parking limits.

IV. Review of Updated Improvement Concepts
   A. Short Term
      1. Update from "Dropoff / Pickup" to "Departures / Arrivals"
   B. Medium Term
      1. Geometric updates
   C. Long Term
      1. Restored existing access to Economy Parking
      2. Geometric updates
   D. Jennifer noted that the overhead, dynamic message signs would most likely be cost-prohibitive, and not necessary for a facility of MOT's size.
      1. Concept drawings will be updated to show these as static signs.

V. ADA Considerations
   A. Guidance from the FAA for loading and unloading zones for accessible vehicles.
      1. Every 100 feet, 20-foot-wide area.
      2. Jennifer wants to make sure the airport is in compliance.
   B. SEH will include ADA requirements, high-level recommendations in report.
      1. Full ADA assessment will be recommended with any further terminal access project.

VI. Next steps
   A. Outreach with stakeholders
      1. SEH to send out potential meeting times with updated concepts.
      2. Jessica will reach out to affected tenants with a meeting time and date.
         a. Virtual or In-Person
   B. Study report (draft and final)

cjb

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MEETING MINUTES

MOT Terminal Roadway Planning Study
7/15/2024
3:00 p.m.
Microsoft Teams

Copies to: Attendees

Jennifer Eckman – MOT Airport
Jessica Long – MOT Airport
Maria Romanick – MOT Airport
Judy Norby – MOT Airport
Stephen Joersz – City of Minot Traffic Engineer
Steve Martinson – LAZ Parking
Chris Howley – LAZ Parking
Chad Gaynor – LAZ Parking
Dave Parks – Avflight
Chris Brett – SEH
Erin Jordan – SEH

I. Introductions

II. Study background and meeting purpose
   A. Roadway system not efficient, confusing for public users, address safety concerns.
      1. Wrong way traffic on terminal road
      2. S-Curve back ups
   B. Meeting goal is to bring stakeholders together for concerns and feedback.

III. Existing conditions review

IV. Preliminary improvement concepts review
   A. Short Term
      1. Relatively low-cost changes – signage and markings.
      2. Provide advance signage to give users advanced warning of upcoming turns, parking locations.
      3. Keep traffic moving towards arrival doors.
      4. Add pavement to S-curve to provide more capacity into terminal area.
      5. Change parking lot naming from short/long term to premium/economy to encourage people to park in premium lot.
      6. Potentially convert lot in northwest corner to a cell phone lot – will require additional work.
   B. Medium Term
      1. Straighten out S-curve, widen to two lanes.
      2. Separate entry and exit points for parking lots.
      3. Add exit to premium parking, and an entry to rental car parking.
      4. Overhead sign to inform public which lanes are used for arrivals, departures, etc.
         a. Improve efficiency and capacity in terminal area.
   C. Long term

1. Similar concept as medium term – separate entry points to allow ample space for advance warning signs.

V. Stakeholder Feedback and Discussion
   A. Short/Long Term vs Premium/Economy
      1. LAZ agrees that there is confusion with Short and Long term labels. More concise to relabel Premium and Economy.
   B. MOT would like to see a "Return to Terminal" sign added at western end of Terminal Road.
   C. MOT does plan to cut off parking lots between Rental Car and Premium lots.
      1. LAZ noted that the Premium Parking Lot will lose spots because of this, potentially causing the lot to fill quicker.
      2. Almost all spaces in the rental car lot are leased – there are maybe a dozen that are not leased in the middle of the lot.
      3. Pavement and gate arms will remain in this area. Will no longer automatically open for public. This will aid in snow removal activities.
      4. MOT recommended installing a cattle gate in the lots to get snow removal equipment in and out of the parking lots.
         a. Would involve demolition of curb to help with drainage, etc.
         b. Could be installed near future QTA facility, MOT does not want to lose parking spaces in premium lot.
   D. There needs to be better exit signage.
   E. Rental Cars
      1. MOT noted that the semi-truck that delivers vehicles to the rental car lots has a hard time maneuvering into and out of the area.
         a. Report should note that turning movements for semi-trucks should be run for any entrance and exit points during the design phase.
         b. Stephen noted that the exit onto Terminal Road would also be tight for semi-trucks.
      2. Rentar car companies currently manage the situation well, so adding semi-truck access does not need to be a high priority.
   F. Location of snow piles should be considered – do the entry and exit points have impacts on snow removal operations?
      1. MOT to provide a figure to SEH showing the location of snow piles.

VI. Next steps
   A. Finalize Improvement Concepts
      1. Meeting Minutes to be provided to all stakeholders.
      2. Allow 1 week for additional comments in writing.
      3. Will schedule an additional meeting to discuss feedback if necessary.
      4. Concepts will be finalized after the final round of comments.
   B. Study report (draft and final)
      1. Final report and concepts will be shared with stakeholders, as well as FAA and NDAC.

cjb

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