



Metropolitan Airports Commission

4300 Glumack Drive, Suite 3000, Saint Paul, MN 55111 • 612-725-6464 • metroairports.org

Thank you for your interest in operating a cart at the Minneapolis-St Paul International Airport (“MSP” or “Airport”). MSP is one of the nation’s busiest Airports with approximately forty (40) million passengers per year. The Airport is operated by the Metropolitan Airports Commission (“MAC”). MSP is an international airport, a hub for Delta Airlines, and a gateway to the Upper Midwest region.

As part of the cart program, MAC has developed an application process in order to make it easier and more affordable to operate a business at MSP. Keep in mind that the Airport environment is different from a mall in that people are not necessarily here to shop; they are here to travel. However, our shops and restaurants provide our travelers and Airport employees with some terrific and unique opportunities. The cart program only adds to those opportunities.

It is important for applicants to note that the MSP operating environment presents the following set of unique challenges that do not exist in a typical commercial mall setting:

1. This concession will be operated behind Airport security.
2. Employees of the concessionaire need to pass background checks and be issued Airport badges for operating at MSP. (There is a fee to obtain a badge.)
3. The MSP customer has a limited amount of time; therefore, quick service is essential.
4. The Airport traveler shopping habits are not the same as mall shoppers. For example, there is no “Black Friday” for MSP stores. However, there is spring break and other peak times of the year.

It is imperative that each applicant carefully examines the application, Lease Agreement and related documents, and the facilities of the Airport.

When filling out the application, please be as complete as possible. Attach documents and photos as necessary. Please do not send product samples or “gifts” as part of the application process. Tell us about the business and why you believe it would be a successful addition to the MSP cart program. We are looking for enough information about your product offering that will show us how you’re brand/offering is different from what is currently available to the MSP customer. This should be in the form of a business plan. The plan should include the following:

1. Description of the company.
2. Financial information that demonstrates the company is financially stable enough to operate at MSP.
3. Show how you plan to staff the cart based on operating seven (7) days a week from 7:00 a.m. to 8:00 p.m. at a minimum.

4. Show how you plan to merchandise the cart based on the diagrams of the cart included as part of the application.

As part of the cart program, MAC encourages local, small businesses to apply. Additionally, MAC has a program for women and minorities available called the Airport Concession Disadvantaged Business Enterprise (“ACDBE”) program. If you think you may qualify as an ACDBE and would like to learn more about the program, please contact MAC’s Office of Diversity at 612-726-8193 or visit the website at: <http://osdbu.dot.gov/>.

For questions on the application process, cart availability, etc. please don’t hesitate to contact me via phone or email.

Thank you again and I look forward to reviewing your application.

Sincerely,



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