



**City of Independence  
Airport Board  
MEMORANDUM**

---

**TO:** Airport Board  
**FROM:** Brett Soukup, Airport Director  
**DATE OF MEETING:** February 11, 2026  
**SUBJECT:** Review of RFPs for Flight Instruction Services and Mechanic (IA) Services

---

**BACKGROUND:**

At a previous Airport Board meeting, staff reported that the city received one RFP submission for Mechanic (IA) Services, but no submissions for Flight Instruction Services. The Board discussed maintaining service continuity with a temporary six-month mechanic services arrangement while re-advertising RFPs for both services.

Following that direction, the city re-advertised the RFPs. The city received two proposals for Mechanic (IA) Services. One of the respondents also indicated that they may be interested in starting a flight school in the future, potentially providing flight instruction services at a later date.

**Recommendation:**

Staff recommends the Airport Board:

1. Review and score each proposal using the Score Compilation Sheet.
2. Discuss the merits of the proposals and provide direction regarding which, if any, should be retained.
3. Recommend moving a selected proposal to the City Council for contract development and authorization.



**City of Independence  
Airport Board  
MEMORANDUM**

**REQUEST FOR PROPOSALS (RFP)**

**SCORE COMPILATION SHEET**

**Mechanic (IA) Services  
Independence Municipal Airport**

**Proposer Name:** \_\_\_\_\_

**Board Member Name:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

---

**Instructions:**

Evaluators shall score each proposal based on the criteria listed below. Scores should reflect the proposer's ability to meet the operational, technical, and long-term needs of the Independence Municipal Airport. Points awarded for each category may not exceed the maximum points indicated.

---

**Evaluation Criteria**

**1. Mechanic Services Experience.**

Maximum Points: 30

Consider the proposer's experience providing IA mechanic services, familiarity with general aviation airport operations, and experience in similar operational environments.

Points Awarded (0–30): \_\_\_\_\_

Comments:

---



**City of Independence  
Airport Board  
MEMORANDUM**

**2. Operational Plan.**

Maximum Points: 15

Evaluate the clarity, feasibility, and effectiveness of the proposed operational plan, including staffing, hours of operation, response capabilities, and coordination with airport operations.

Points Awarded (0–15): \_\_\_\_\_

Comments:

---

**3. Qualifications and References.**

Maximum Points: 15

Assess certifications, licenses, personnel qualifications, and references demonstrating the proposer's ability to provide compliant and reliable mechanic services.

Points Awarded (0–15): \_\_\_\_\_

Comments:

---

**4. Business Plan for Growth, Stability, and Marketing.**

Maximum Points: 20

Evaluate the proposer's demonstrated business plan, long-term stability, commitment to growth, and marketing efforts that support airport activity and community engagement.

Points Awarded (0–20): \_\_\_\_\_

Comments:

---



**City of Independence  
Airport Board  
MEMORANDUM**

**5. Interview Presentation and Proposal Quality.**

Maximum Points: 20

Evaluate the quality, organization, and completeness of the written proposal, as well as the effectiveness and professionalism of the interview presentation, if applicable.

Points Awarded (0–20): \_\_\_\_\_

Comments:

---

**Individual Evaluator Scores**

<b>Evaluation Category</b>	<b>Max Points</b>	<b>Points Awarded</b>
Mechanic Services Experience	30	____
Operational Plan	15	____
Qualifications and References	15	____
Business Plan for Growth, Stability & Marketing	20	____
Interview & Proposal Quality	20	____
<b>TOTAL SCORE</b>	<b>100</b>	____