



**CITY OF INDEPENDENCE  
AIRPORT BOARD  
MEMORANDUM**

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**TO:** Airport Board

**FROM:** Brett Soukup Airport Director

**DATE OF MEETING:** December 3, 2025

**ITEM TITLE:** Review and Recommendation – RFQ for Engineering Services: Tractor Procurement Specification

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**DISCUSSION:**

The Independence Municipal Airport intends to purchase an **American-made tractor with a front-mounted snow blower and box blade** to support airport operations and winter maintenance. Because this purchase is included in the Airport's **Airport Capital Improvement Plan (CIP)** and will follow FAA procurement and funding requirements, the city must use a **Qualifications-Based Selection (QBS)** process to hire an engineering consultant. This ensures:

- Compliance with federal procurement standards
- Evaluation based solely on qualifications (not price)
- Clear documentation supporting FAA Buy American requirements
- Eligibility of project expenditures under federal or reimbursable programs

**RECOMMENDATION:**

Staff recommends that the Airport Board review and evaluate all submitted proposals, score and grade each based on the established criteria, and identify the most qualified candidate. Once the evaluation is complete and a final decision on the best candidate has been made, the Board should vote to forward a recommendation to the City Council for their final approval.