



Request for Proposal (RFP): Flight Instruction Services

Independence Municipal Airport (KIIB)
City of Independence, Iowa – 2025

I. INTRODUCTION

The City of Independence, Iowa, is seeking qualified applicants to provide Flight Instruction Services at the Independence Municipal Airport (KIIB), located at 1684 230th Street, Independence, Iowa 50644. This RFP outlines the requirements, background, and process for submitting a proposal to operate these services as an independent contractor with the city.

II. AIRPORT BACKGROUND

- Public-use airport owned by the City of Independence, located 2 miles west of town, but within the City Limits.
 - FAA National Plan of Integrated Airport Systems: Classified as an Enhanced Aviation Airport.
 - Staffed by a full-time Airport Director and two part-time employees.
 - Facilities:
 - 5,500' x 100' runway with full parallel taxiway
 - REIL/VGSI approach lighting systems
 - 26 T-hangars (fully occupied), plus a large terminal and one commercial hangar
 - 29 based aircraft
 - Fuel: Two 10,000-gallon underground tanks (Jet A and 100LL)
 - Apron: 96,200 sq. ft. main (south), 65,500 sq. ft. north apron
 - Recent Improvements: Taxiway addition, apron expansions, LED lighting upgrades
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III. SCOPE OF PROPOSAL

The successful respondent will assume responsibility for non-exclusive flight instruction operations. Proposals will be evaluated on service quality, experience, business viability, and financial offering to the City. All services must comply with FAA regulations, airport minimum standards, and local, state, and federal laws.

IV. INSURANCE REQUIREMENTS

Minimum coverage requirements:

- \$1,000,000 personal injury/advertising injury
 - \$2,000,000 per occurrence
 - \$2,000,000 general aggregate (per project basis)
 - \$2,000,000 products/completed operations.
 - City of Independence must be listed as an additional insured.
 - Annual certificate due in June; 30-day cancellation notice required.
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V. CONTRACT TIMELINE

- **Anticipated Start Date:** October 1, 2025
- **Initial Contract Period:** Three Years
- **Renewal Options:** Bi-annual two-year renewals after the initial term.

Milestone	Date
RFP Posting	6-20-2025
Question Deadline	7-11-2025
Proposal Due	7-25-2025



VI. SUBMISSION INSTRUCTIONS

- **Paper Submission:** Seven (7) copies of the proposal must be submitted by **4:00 PM on 7-25-2025** to:
City of Independence – Flight Instructor Services
331 1st Street E
Independence, IA 50644
 - Clearly mark the envelope:
"Request for Proposal – Independence Airport Flight Instruction Services"
- **Electronic Submission:** E-mail to airportmgr@independenceia.gov before **4:00 PM on 7-25-2025**. Clearly indicate in the subject, **"Request for Proposal – Independence Airport Flight Instruction Services."**
 - All submittals **MUST BE PDF FILES**. Other file types will not be accepted.

Late submissions will not be accepted.

VII. EVALUATION CRITERIA

The Airport Commission, Airport Director, and City Manager will evaluate proposals based on:

- Flight instruction experience
 - Business and operational plans
 - Qualifications and references
 - **Demonstrated business plan for growth, sustainability, and marketing."**
 - Understanding of FAA regulations
 - Interview presentation and proposal quality
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VIII. PROPOSAL REQUIREMENTS

Proposals must include the following:

Section I: Resume / Company Profile

- Ownership and personnel information
- Relevant aviation and instruction experience

Section II: References

- Three personal references
- Three business references

Section III: Business Plan

- Start-up needs and aircraft availability.
- Building space needs
- ~~Marketing and 3–5-year growth plan~~ “Detailed marketing strategy and 3–5-year growth plan, including plans for community engagement and promotion of airport services.”
- Financial viability and funding plan

Section IV: Lease Proposal

- Proposed lease terms for space, Office space, and optional areas
- ~~Rent structure suggestions, including any financial offerings to the City beyond rental fees.~~ “Proposed lease terms and rent structure”

Section V: Insurance Documentation

- Current policy or letter of insurability

Section VI: Operational Commitments

- Unicom monitoring
- Aircraft availability within 30 days (preferably IFR-capable)
- ~~Towing/tie-down services~~
- Hospitality and community engagement (fly-ins, promotions, marketing)
- Participation in meetings and facility maintenance support



Optional Services (if applicable):

- Charter flights
- Aircraft sales
- Pilot supply sales

IX. AVAILABLE SPACE

The respondent may request access to:

- Main terminal Building office (approx. 12' x 11')
- ~~(2) T-hangers.~~ **“(1) T-hangar, with the option to negotiate for a second hangar if needed.”**
- Temporary space in the main terminal building for winter operations.

Proposals shall include proposals for the lease rate per square foot based on industry standards.

X. CONTACT INFORMATION

All RFP questions must be directed to:

Brett Soukup

Airport Director

Independence Municipal Airport

1684 230th Street, Independence, IA 50644

☎ (319) 332-0118

✉ airportmgr@independenceia.gov