



**City of Independence  
Airport Board  
MEMORANDUM**

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**TO:** Airport Board  
**FROM:** Brett Soukup, Airport Director  
**DATE OF MEETING:** September 2, 2025  
**SUBJECT:** Review of Revised RFPs for Flight Instruction Services and Mechanic (IA) Services

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**BACKGROUND:**

At the August 25th City Council meeting, the City Council acknowledged the need to reissue the RFPs for Flight Instruction Services and Mechanic (IA) Services. Following that direction, the Airport Director has compiled draft RFPs for both services. Revisions have been made to these documents based on comments and recommendations received from Airport Board members during previous reviews. In order to move these RFPs forward, staff would like the Board to review the updated versions, provide any additional feedback or suggested changes, and confirm readiness to release them to the public.

**RECOMMENDATION:**

Staff recommends that the Airport Board:

1. Discuss the revised RFPs for Flight Instruction Services and Mechanic (IA) Services.
2. Provide guidance to staff on any additional changes that should be made before release.
3. Advise staff on preferred methods and locations for public advertisement of these RFPs.
4. Move forward with reissuing the RFPs in accordance with the City Council's direction from the August 25th meeting.

**Action Requested:**

Airport Board review and discussion of the revised RFPs, with direction to staff on final changes, advertisement strategy, and compliance with City Council's request to reissue the RFPs.