

Mission Statement:

The Airport Board's mission is to advise the Council in developing the future of Independence aviation.



www.independenceia.org

Airport Board Members

Dan Callahan
Vicki Pilcher
Janet Payne
Jeff Rottinghaus
Merritt Jones

Request for Proposal: Fixed Base Operator Independence Municipal Airport 2024

The City of Independence Iowa is seeking proposals from qualified applicants for a Fixed Base Operator (FBO) to provide FBO services and flight instruction at the Independence Municipal Airport KIIB, located at 1684 230th Street, Independence, Iowa, 50644

Airport Background and Information:

The Independence Municipal Airport is a city-owned, public-use airport located 2 miles west of town. The airport is included in the FAA's National Plan of Integrated Airport Systems and categorized as an enhanced aviation airport. (KIIB) is adjacent to US Highway 20.

The Airport is currently staffed with a full-time Airport manager and one part-time employee.

KIIB has a great general aviation presence, including 26 airport-owned T-hangers, there is an Approximately 80/85 hanger Attached to the main terminal building and one commercial hanger. All hangers are currently rented. There are currently 29 aircraft based at KIIB.

The runway is 5,500 feet long by 100 feet wide with a parallel taxiway. Approach REIL/REIL and VGSI P2L/P2L.

Fuel: There are two 10,000-gallon fuel tanks underground. One is 100LL and the other is Jet A.

There are two general aviation aprons. The main apron is approximately 96,200 square feet. This apron is located adjacent to the large City hanger. An additional 65,500 square feet pad is located just to the north of the airport.

Capital Improvement Plan: The City of Independence has been very active in investing in the growth of the airport in the past 4 years. The airport added a Taxiway to the south of the airport. Refurbished concrete next to some of the T-hangers, an apron expansion, and added a new apron to the north of the airport. In 2024 the airport will be installing new LED runway and taxiway lights.

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Proposal:

The successful proposer will assume full responsibility for the day-to-day operations of the fixed base operation. Proposals will be evaluated as to the quality of services to be provided as well as to the remuneration provided to the Airport in the form of rents or service charges proposed. The minimum level of services that will be required to be provided is listed under basic services below. All services provided must be by appropriate FAA regulations and certifications and must comply with the airport's minimum standards. Proposers will be expected to abide by all Federal, State, and local laws, regulations, and ordinances. Proposers will be required to carry liability insurance with a company qualified to do business in the State of Iowa. Proposals must include:

- Proposal shall specify proposed lease rates and other items as outlined in the Proposal Requirements section.

Insurance Requirements:

The operator shall procure, maintain, and pay premiums during the term of his/her agreement for insurance with the following minimum requirements. Commercial General Liability coverage in the amount of:

- 1,000,000.00 Per person or Organization personal injury and Advertising injury.
- 2,000,000.00 for Each Occurrence of Bodily Injury and Property Damage.
- 2,000,000.00 General Aggregate that applies on a per-project basis.
- 2,000,000.00 for Products/ Completed Aggregate.

The insurance company writing the required policy or policies shall be licensed to do business in the State of Iowa. All insurance which the operator is required by the City of Independence to carry and keep in force shall include the City of Independence and their employees as additional named insurers. The operator shall furnish evidence of his/her compliance with this requirement to the City with proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than ten (10) days before any such change if the change results in a reduction. In the event of cancellation of coverages, thirty (30) days prior notification shall be conveyed to the City of Independence by the underwriter. The applicable insurance coverage shall be in force during the period of any construction of the operator's facilities and/or before his/her entry into the Airport to conduct his/her business. Updated insurance will be submitted every year in June to the City to put on file.

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Time Frame:

It is anticipated that the contract period will commence on _____, 2024 and that the initial contract period will be for _____. The agreement may include an option to renew for an additional _____ period or as negotiated.

RFP Posting – _____
Question Deadline – _____
RFP Submissions Due – _____

Proposal Formalities:

The proposal must clearly define the services the firm will provide and outline the rents and/or fees proposed to be paid to the City of Independence. Seven copies of the proposal are to be submitted by 5:00 pm, _____, 2024 to the following:

Request for Proposal – City of Independence.
FBO Services
City of Independence
331 1st Street E
Independence, Iowa 50644

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To be considered for selection, responses must be in writing and arrive at the above location on or before the date and time specified. Proposers' mailing responses should allow for normal mail delivery time to ensure receipt. Proposals received after the stated time will be returned unopened. Each copy of the proposal will be signed by an authorized representative of the firm or individual responding. All responses will become the property of the Airport and may be a matter of public record after the award of the contract or rejection of all proposals. Proposals will not be returned.

Part of the proposal process may include an interview. This interview would require a presentation on how the firm or individual plans to provide Fixed Base Operator services, discuss the proposer's experience, and capacity to meet requirements, and answer questions. All presentation materials will become the property of the City after the interview is completed. The City reserves the right to negotiate the final terms of the contract with the successful proposer. The City reserves the right without prejudice to reject all proposals. In addition, the City has the right to cancel this solicitation at any time. Remuneration will not be the sole factor in the selection of the FBO.

Proposal Requirements:

The proposal should address the following items, indicating how the proposer plans to provide the relevant services.

REQUIRED COMPLIANCE:

The successful proposer must be willing and able to comply with all Federal, State, and Local regulations or other applicable regulations required of Fixed Based Operators.

Public presence; On-site services

The City of Independence desires a welcoming public presence with a high level of customer service. The proposal should address how the level of hospitality to pilots and visitors will be maintained, and how the FBO/Building will be staffed. The FBO would be required to have someone on-site a minimum of two days per week when the city staff is not available to be there due to holidays or staff development. For operation of the terminal building, which is 8:00 a.m. to 5:00 p.m. The FBO must also arrange for 24/7 telephone on-call availability for services or emergencies.

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Ground service, Towing, and tie-down service:

These services shall be provided. Tie-down service. An aviation tug and appropriate tow bars are required.

Fueling services:

The FBO must provide fueling services during regular business hours for larger aircraft that require assistance. On-call and after-hours service is required. The City of Independence will retain ownership of the fuel tanks and associated equipment.

FBO employees must complete training and provide the Independence Airport Manager with a Fuel Training Certificate or letter as required. All fuel, oil, and other related products must be produced by a recognized supplier of such products.

The FBO must provide at least light aircraft maintenance with a properly licensed ANP.

The FBO is expected to be welcoming to pilots and visitors and to actively liaison with pilots. This may include coordination and support of flying clubs or partner-owned aircraft, assisting pilots in arranging flight instruction. The Commission encourages all proposers to continue to host the annual fly-in event.

Courtesy Car:

The City of Independence will provide a courtesy car for pilot use. The FBO will work in accordance with the Airport manager with the proper procedures for the pilot's use of the car.

Flight instruction and Aircraft rental:

Within 30 days of contract signage, the successful proposer must provide a licensed flight instructor and a suitable rental/training aircraft to provide services at the FBO. CFII and IFR capable aircraft are preferred. Also preferred is an instructor with tailwheel endorsement and access to tailwheel training aircraft.

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Unicom Service:

The FBO will monitor the Common Traffic Advisory Frequency / Unicom (122.8) during hours of operation.

OPTIONAL SERVICES The proposal may address any additional services such as:

- A. Charter flights
- B. Aircraft Sales
- C. Avionics repair and installation
- E. Any other related services

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer must provide a detailed listing of the relevant experience, with a minimum of ten years prior aviation experience the proposer has in providing the same or similar types of service with an airport. The statement should include the name, address, telephone number, or email address of contact persons who can verify such experience. Other references may be provided. The proposer should also highlight all of the relevant training and experience that the proposer has in providing such services.

OPTIONS:

The option to rent the main terminal building which is more or less 80 by 85. A parts room that is more or less than 24 by 18. Three classrooms above the main terminal. Proposals shall include lease terms itemized and Industry standard price per square foot.

CONTACT:

All questions concerning submissions and procedures to this RFP should be directed to:

Airport Manager
1684 230th St. Independence, IA 50644
(319)332-0118
airportmgr@independenceia.org

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Proposals shall include (in the following order):

Section I:

A resume of the company or person documenting ownership and/or partners' names, qualifications, experience, and a description of the person or company's ability to operate a full-service aviation FBO.

Section II: Three personal and business references each.

Section III: A Business Plan defining the following:

- Start-up requirements
- Requirements for building space
- 3–5-year business and marketing plans
- Plan for equipment for fueling and services
- Other plans that would result in a successful business enterprise, including information concerning the financial viability of the applicant
- Plans for growth

Section IV: Proposed general lease considerations and/or comments. A final lease, including flowage fees and base lease payment to the Airport, will be negotiated with the successful applicant.

Section V: Documentation of, or ability to obtain, Hangar Keeper's Insurance and General Liability Insurance.

Section VI: It is recommended the FBO applicant provide the following. Each of the items should be discussed in the proposal for appropriateness and applicability for the operation. The list is not to be considered all-encompassing, and applicants are urged to add to or tailor the list.

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Services being proposed.

1. Provide proposed FBO staffing hours. Minimum normal operating hours are 8:00 am – 5:00 pm, Saturday and Sunday, or when the city staff is not available to be there due to holidays or staff development.
2. Keep and dispense sufficient aviation lubricating oils to meet public demand. Other aviation materials such as pilot supplies and publications should be made available.
3. Promote the airport with activities such as fly-ins and other scheduled promotional events to bring individuals to the community.
4. The FBO will be required to attend Airport Commission Meetings and Submit a monthly report to the Airport Manager.
5. The FBO will be responsible for helping airport staff with snow removal on sidewalks and up next to the fuel farm. Facilities are clean and presentable the garbage gets taken out and restrooms are cleaned regularly.
6. Additional services that may be provided.

Note: The Airport will continue to provide Airport management and grounds-keeping staff which provides airfield maintenance including snow removal, mowing, lighting, pavement/markings maintenance, issuance of NOTAMs, etc.

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Selection Process:

Qualified applicants will be interviewed and rated by the Independence Municipal Airport Commission and Airport Manager.

Major rating criteria used to evaluate applicants are:

- FBO experience.
- Business operations plan.
- Qualifications of personnel.
- Knowledge of FAA rules and regulations.
- Other criteria as selected.
- FBO applicants will also be rated on the quality of their presentation and submission.

Submission Instructions:

Seven copies of the proposal must be received by 5:00 pm _____. Submissions shall be delivered in a sealed envelope and clearly marked:

Request for Proposal – Independence Airport
FBO Services
City of Independence Airport
331 1st Street E
Independence, Iowa 50644