



City of Independence  
Airport Board  
MEMORANDUM

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**TO:** Airport Board  
**FROM:** Brett Soukup  
**DATE OF MEETING:** August 6, 2025  
**SUBJECT:** Review of Submitted RFPs for Flight Instruction and Mechanic Services

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**Background:**

Following direction from the Airport Board and input from the City Council at the June 2, 2025, work session, the City issued Requests for Proposals (RFPs) for **Flight Instruction Services** and **Mechanic (IA) Services** at the Independence Municipal Airport.

The city received **one RFP submission for Mechanic (IA) Services, but did not receive any RFP responses for Flight Instruction Services.**

It is now necessary for the Airport Board to review the submitted mechanic services proposal and determine whether to recommend moving forward with the respondent or to continue seeking additional options. Additionally, the Board should discuss how to proceed regarding the lack of responses for flight instruction services—whether to reissue the RFP, seek alternative outreach methods, or consider other options to ensure flight training availability at KIIB.

**Discussion Points:**

- Review of the mechanic (IA) services proposal received.
- Evaluation of the proposal's qualifications, service scope, and alignment with airport needs.
- Consideration of next steps for flight instruction services, given the absence of proposals.
- Potential impact on airport operations and long-term planning.

**Recommendation:**

Staff recommends the Airport Board:

1. Review and provide direction regarding the mechanic (IA) services proposal.
2. Discuss and provide guidance on how to proceed with securing flight instruction services (e.g., reissuing the RFP, direct outreach, or alternative strategies).

Any final decisions or contract approvals will require authorization from the City Council.

**Attachments:**

- Copy of Mechanic (IA) Services RFP Response
- Original RFP documents
- RFP evaluation criteria (if applicable)