



Request for Proposal: Fixed Base Operator

Clinton Municipal Airport February 1, 2019

The Clinton Municipal Airport (CWI) Commission is seeking proposals from qualified applicants for a Fixed Base Operator (FBO) to lease the Terminal and Corporate hangar at the Clinton Municipal Airport, located at 2000 South 60th Street, Clinton, Iowa, 52732.

Airport Background and Information:

The Clinton Municipal Airport is a city owned, public use airport located 6 miles southwest of the central business district of the City of Clinton, in Clinton County Iowa. The airport is included in the FAA's National Plan of Integrated Airport Systems and categorized as a general aviation airport. CWI is located adjacent to US Highway 30 and the Lincolnway Industrial Rail and Air Park.

For the past 15 years the Airport staff has provided some of the FBO services. Airport management and grounds keeping will remain with Airport staff. The Airport is currently staffed with a full time Airport manager, assistant manager and two part time employees.

CWI has a healthy general aviation presence that includes 25 airport owned T-hangars, 4 box hangars, and 5 storage units. All hangars are currently rented. There are currently 35 aircraft based at CWI including: 29 single engine, 3 multi engine, 2 ultralight and 1 jet. For the past 20 years, Clinton Municipal Airport has been the host of the Annual Cessna 150/152 Fly-in.

CWI has an Aerobatic Practice Area over the field. The APA is available year round from sunrise to Sunset. Box dimensions are:

West box approximately 8000 x 2400 Feet, SFC to 6000 AGL

East box approximately 5200 x 3600 Feet, SFC to 6000 AGL

Runways:

Features	Runway	
	3/21 design group C II	14/32 design group B II
Dimensions	5204' long 100' wide	4200' long 75' wide
Instrument approaches	ILS Rwy. 3, RNAV(GPS) 3 & 21 VOR 21	RNAV (GPS) 14 & 32
Pavement	Concrete	Concrete
Strength (pounds)	85,000 (dual) 68,000 (single)	55,000 (dual) 41,000 (single)
Lighting	HIRL, MALSR (3), REIL (21)	MIRL, REIL (14 & 32)
Approach slopes Aids	VASI (21)	PAPI (14 & 32)
Taxiway	Full length parallel	Turn around both ends

There are two general aviation aprons. The main apron is approximately 73,000 square feet. An additional 38,000 square feet of apron space is located adjacent to the large corporate hangar.

In 2017 new above ground fuel tanks and pumps systems were installed. They include 12,000 gallon Jet A and 10,000 gallon AVGAS tanks. Both the Jet A and AVGAS are available 24 hrs. with a Credit Card reader.

Historical fuel sales include:

	Jet A	AVGAS
2018	47,379	23,858
2017	48,729	23,162
2016	52,943	24,585

Capital Improvements

CWI has a healthy capital improvement program including the completion of taxiway D reconfiguration project, new terminal building in 2014, new above ground fuel tanks in 2017, with plans for pavement maintenance through 2025.

A 2017 wildlife assessment study was completed to implement the 2018 Wildlife Hazard Management Plan.

In 2014 a new 3000 square foot terminal building was completed with an attached 10,000 square foot heated hangar with an 80 foot wide by 20 foot high bi-fold door and 2 garage doors. The terminal building includes the following: 24 hour access lounge, conference room, crew lounge, office space, flight planning area, break room, and large terminal area.

Proposal

The successful proposer will assume full responsibility for 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 in accordance with appropriate FAA regulations and certifications, and must be in compliance 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:

- At least one reference from airport management from another local government or Airport authority
- The successful proposal shall specify proposed lease rates for building A.

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 combined single limit per occurrence for bodily injury, personal injury, and property damage. Hangar Keepers Liability coverage in the amount of \$500,000 single limit per occurrence for any loss or damage to aircraft of third persons in the custody of the Operator for storage, repair or safekeeping on the airport. Product Liability coverage in the amount of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. Automobile Liability coverage for vehicles owned and operated by the operator in the amount of \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage. 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 Commission to carry and keep in force shall include the City of Clinton and Clinton Airport Commission and their employees as additional named insured's. The operator shall furnish evidence of his/her compliance with this requirement to the Commission Chairperson 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 prior to 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 Commission by the underwriter. The applicable insurance coverages shall be in force during the period of any construction of the operator's facilities and/or prior to his/her entry upon the Airport to conduct his/her business.

Time Frame

It is anticipated that the contract period will commence on or before July 1, 2019, and that the initial contract period will be for five years. The agreement may include an option to renew for an additional five year period or as negotiated.

RFP Posting –	February 1, 2019
Question Deadline –	February 25, 2019
RFP Submissions Due –	5:00 pm March 4, 2019

Proposal Formalities

The proposal must clearly define the services the firm will provide as well as outline the rents and/or fees proposed to be paid to the Clinton Municipal Airport Commission. Seven copies of the proposal are to be submitted by 5:00 pm, March 4, 2019 to the following:

Request for Proposal – Clinton Municipal Airport
Clinton Municipal Airport Commission
2000 South 60th Street
Clinton, Iowa 52732

In order 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 subsequent to 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 proposers experience, capacity to meet requirements, and answer questions. All presentation materials will become the property of the Airport after the interview is completed. The Airport reserves the right to negotiate the final terms of the contract with the successful proposer. The Airport reserves the right without prejudice to reject any and all proposals. In addition, the Airport 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.

Pre-Bid Walk Through (Not Required)

An optional pre-bid walk though can be scheduled by appointment only by contacting the Airport Manager at 563-242-3292.

I. REQUIRED COMPLIANCE:

The successful proposer must be willing and able to comply with all Federal, State and Local regulations. Including but not limited to compliance with NFPA 407, and any other applicable regulations required of Fixed Based Operators.

II. BASIC SERVICES:

General requirements are outlined in the Minimum Standards, and must include the following:

A. Public presence; On-site services

The Airport desires a welcoming public presence. 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 five days per week, during the hours of operation of the terminal building, which is 8:00 a.m. to 5:00 p.m. Actual hours are subject to negotiation. The FBO must also arrange for 24/7 telephone on-call availability for services or emergencies.

B. Ground service, Towing and tie-down service.

These services shall be provided. Tie-down service fees, and other attendant fees must be approved by the Airport. An aviation tug and appropriate tow bars are required.

C. Fueling services

The FBO shall have, responsibility, and management of all fueling services, including monitoring tanks, pumps, ordering fuel timely, and aircraft fueling. The FBO must provide fueling services during regular business hours. On call and after hours service is required. The proposer shall purchase the fuel. The proposer must provide Jet-A and AVGAS fuel. The Clinton Municipal Airport Commission will retain ownership of the fuel tanks and associated equipment.

Lessee (FBO) will pay to Lessor (Clinton Municipal Airport Commission) a fuel flowage fee as established by the Lessor. Flowage fees are payable monthly, by the tenth day of the following month. Lessee will submit to Lessor a report of fuel purchases each month by the tenth of the following month.

Proposed Fuel Flowage Fees:

AVGAS	\$0.10 per gallon
Jet A	\$0.10 per gallon

FBO employees must complete training and provide the Clinton Municipal Airport Manager with a Fuel Training Certificate or letter as required. Arrangements will need to be made with Clinton Airport Commission for purchase of existing fuel on the premises. All fuel, oil and other related products must be produced by a recognized supplier of such products.

The following listing of essential codes will be enforced as they apply to above ground fuel storage tanks:

- NFPA 407: Standard for Aircraft Fuel Servicing, 2017 Edition
- NFPA 101: Life Safety Code, 2018 Edition
- NFPA 30: Flammable and Combustible Liquids Code, 2018 Edition

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, and attending pilot meetings. The Commission encourages all proposers to continue to host the annual Cessna 150/152 Fly-in.

D. Courtesy Car

The FBO will provide a courtesy car for pilot use. The proposer will perform regularly scheduled maintenance on the vehicle.

E. Flight instruction and Aircraft rental

Within six (6) months of contract signage, the successful proposer must provide a licensed flight instructor and a suitable rental/training aircraft to provide services at the FBO.

F. Overnight Hangar Parking

The FBO will provide tug and tow services as well as overnight hangar storage for itinerant aircraft.

G. Unicom Service

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

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

A. Aircraft Maintenance

B. Charter flights

C. Aircraft Sales

D. Avionics repair and installation

E. Any other related services

IV. STATEMENT OF EXPERIENCE AND QUALIFICATONS

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 with providing such services.

V. OPTIONS

The option to rent Buildings B, D, E and F or any variation or section thereof is negotiable. Proposals shall include lease terms itemized by structure.

CONTACT:

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

Airport Manager
2000 S. 60th St. Clinton, IA 52732
(563)242-3292
clintonairport@gmtel.net

Proposals shall include (in the following order):

Section I:

A resume of 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 financial viability of applicant

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. Proposed landing and ramp fees are also negotiable.

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 as all encompassing, and applicants are urged to add to or tailor the list to suit services being proposed.

1. Provide proposed FBO staffing hours. Minimum normal operating hours are 8:00 am – 5:00 pm, Monday - Friday.
2. Keep and dispense sufficient aviation fuels and lubricating oils to meet public demand. Other aviation materials such as charts, wind-screen cleaners, 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 as requested.
5. The FBO will be responsible for grounds-keeping to include snow removal and mowing around leased premises.
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, and issuance of NOTAMs.*

Selection Process:

1. Qualified applicants will be interviewed and rated by the Clinton Municipal Airport Commission and Airport Manager.
2. Major rating criteria used to evaluate applicants are:
 - a. Financial viability
 - i. Applicants are to submit a current balance sheet of the company, along with personal financial statements of all owners.
 - ii. Applicant shall disclose any current or pending litigation.
 - iii. Provide any other financial information the applicant feels pertinent.
 - iv. Any confidential information should be marked as such.
 - b. FBO experience
 - c. Business operations plan
 - d. Qualifications of personnel
 - e. Knowledge of FAA rules and regulations
 - f. Other criteria as selected
3. 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 March 4, 2019. Submissions shall be delivered in a sealed envelope and clearly marked:

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Clinton Municipal Airport Commission
2000 South 60th Street
Clinton, Iowa 52732

This RFP is not a guarantee that Clinton Municipal Airport will contract with any of the applicants for the FBO position. The decision of whether or not to hire an FBO from the pool of applicants will be determined by what is in the best interest of the Airport and City of Clinton.



A: Building A is the Terminal and attached hangar.

B: Building B is a 58 x 110 foot heated hangar, with 2 bi-fold electric doors. There is an attached 684 Square foot office building that was formally used as a Club House for the Aeroclub based on the field. The Club House includes a bathroom, kitchen and office space.

Note: Half of this hangar is currently rented by a hangar tenant. The other half is rented by an aviation maintenance shop.

C: Shop and attached hangar. This building will remain under the control of the Airport Commission for use by airport staff.

D: A Hangars

- 9 T-Hangars with electric bi-fold doors, sizes range from 1230 square feet – 1410 square feet
- 1 storage room used by the FAA to store support equipment
- 1 5050 square foot heated box hangar with bi-fold electric door

E: B Hangars

- 5 T-hangars with electric bi-fold doors
- Sizes range from 1200 square feet to 3100 square feet
- Includes 3, 500 square foot end unit storage garages and 1 1000 square foot storage garage

F: C Hangars

- 10 T-hangars with electric bi-fold doors
- 8 are 1050 square feet, 2 are 1223 square feet
- Includes 1, 500 Square foot storage garage