



CITY OF MARYVILLE, MISSOURI

REQUEST FOR PROPOSALS (RFP)

**FIXED BASED OPERATOR (FBO) AT
NORTHWEST MISSOURI REGIONAL AIRPORT**

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SECTION I: BACKGROUND AND GENERAL INFORMATION

A. Purpose

The City of Maryville ("City"), owner of the Northwest Missouri Regional Airport ("Airport"), is issuing this Request for Proposals ("RFP") for qualified parties ("Responders", "Respondents") interested in providing Fixed Base Operator ("FBO") services at the Northwest Missouri Regional Airport. This RFP document provides background and general information for Responders and is to be used as a guideline to develop a proposal.

B. Airport Location

The Northwest Missouri Regional Airport ("KEVU") is located in Maryville, Missouri in northwestern Missouri, and is approximately two (2) miles west of the city of Maryville's downtown. Maryville is ideally situated in northwest Missouri and is approximately one (1) hour north of the Kansas City metro area and approximately two (2) hours from the Des Moines, Iowa and Omaha, Nebraska metro areas.

C. Area Demographics

The city of Maryville is located in the picturesque northwest corner of Missouri, ideally located about an hour from the Kansas City metro area, and approximately two (2) hours from Des Moines, Iowa, and Omaha, Nebraska metro areas. Maryville is a vibrant community of approximately 12,000 full-time residents and nearly 7,000 college students that offers a high quality of life for its residents and visitors. Outdoor recreation opportunities are abundant at the city owned Mozingo Lake Recreation Park located just outside of Maryville. Mozingo Lake Recreation Park drew over 400,000 visits in 2015 and provides two (2) top quality golf courses, with the Watson 9 golf course recently ranked as a top 15 hybrid course in North America. Mozingo Lake was also named as a Top 100 bass fishing lake in the United States by Bass Master Magazine in 2015. Fully furnished cabins, RV camping, tent camping, hiking trails, a hotel, and conference center are all amenities that are also provided at Mozingo Lake Recreation Park.

The 30-mile and 40-mile trade area for Maryville are an important demographic for the community. Within a 30-mile radius is a population of 61,250 and that population increases to over 70,000 when looking at a 40-mile radius. The median age of the community is 29 years old with an average income of \$49,500. The major employers in Maryville are Deluxe, Federal-Mogul, Kawasaki Motors, NUCOR-LMP, & St. Francis Hospital & Health Services and Northwest Missouri State University.

Since 1905, Maryville has been home to Northwest Missouri State University, a state-assisted, four-year regional university, with a recognized tradition of quality education and athletic programs with nearly 7,000 students. Quality education is also provided throughout the Maryville R-II School system, which includes an elementary, middle, high and technical school. Parents also have the opportunity to send their children to either Horace Mann Laboratory School (K-6) or St. Gregory's Barbarigo Catholic School (K-8).

Maryville provides a unique blend of small town living with the amenities of a much larger community, offering a diverse employment base of jobs in agriculture, education, and industry. Maryville benefits from a mix of employers including manufacturers, a state university, hospital and a state correctional center. The diversity of these employers contributes to a very stable local economy.

D. Northwest Missouri Regional Airport

Northwest Missouri Regional Airport has been in operation since approximately 1946 and was originally named the Maryville Memorial Airport and was renamed in 2003. Located at an elevation of 1,150-feet

above sea-level, the Northwest Missouri Regional Airport (KEVU) is a municipally owned, public use general aviation airport.

Northwest Missouri Regional Airport covers an area of 171 acres and has a single 4,600-foot x 75-foot concrete runway. Flight equipment located at the airport includes the Unicom system, beacon, wind tee, runway lighting, Automated Weather Operating System (AWOS), Data Transmission Network (DTN), and Non-Directional Beacon (NDB).

A five (5) member Airport Advisory Board is appointed by the Mayor and tasked with providing vision for the future development of the airport by the annual submission of a Capital Improvement Plan (CIP). The CIP is submitted to the Missouri Department of Transportation Aviation Division and ensures that the airport maintains a proactive approach to meeting the needs of business, industries, and visitors to the community.

Facilities at the airport include an attractive terminal building with a 24-hour access pilot's lounge, restrooms, and a large conference room. Also on-site is a large Fixed Base Operator (FBO) office that is attached to two large hangars, a paint bay, and storage rooms. Approximately 8,000 square-feet of hangar and office space is available to the FBO.

In 2016, there are 21 aircraft based in private hangars at the Northwest Missouri Regional Airport.

E. Airport Development

The City of Maryville has recently made significant investments in the airport infrastructure along with additional improvements planned for 2017. The City recently completed a \$3 million runway replacement and facilities upgrade project. This project replaced 4,000 lineal-feet of runway with new concrete as well as widening and new concrete for the turnaround and taxiway. New runway lights and electrical systems were also included as part of this project.

The City is also planning for a \$1 million apron rehabilitation project in 2017. For this project, the existing concrete apron will be removed and replaced with new concrete and tie-downs. The project will be completed in phases to avoid any airport closures.

Infrastructure improvements for a Community Hangar or T-style hangar are also in the Capital Improvement Program plan (2015-2024). These areas of the airport are also an opportunity for the selected Respondent to build additional hangars that could be used as rentals.

The Northwest Missouri Regional Airport CIP is located in Appendix B.

F. Fuel Sales

Fueling facilities on-site include two (2) 10,000 gallon tanks installed in late 2012. Both fuel tanks are fully automated for Avgas 100LL and Jet A fuel. Current gas rates are \$3.98 for Avgas 100LL and \$2.64 for Jet A. Provided below is a summary of fuel sales:

C.Y.	Jet A Fuel (Gallons)	Avgas 100LL (Gallons)	Total Gallons
2016*	3,935*	9,895*	13,830*
2015	9,565	15,484	25,049
2014	10,333	9,870	20,203
2013	9,807	10,876	20,683

**Airport closed for runway reconstruction from June until end of November*

Given the prevalence of the agriculture based economy surrounding Maryville, the airport does receive regular traffic from crop-dusting operations. However, this is an area of operations that may be significantly expanded to attract additional crop dusting operations given the central location of Maryville in northwest Missouri.

G. Other Information

Overall, the City is seeking an energetic entrepreneur to partner with on growing the business and operations at the Northwest Missouri Regional Airport. For the past Fiscal Year, the Maryville City Council established the goals for the airport as:

- Continue strategic capital improvements to airport facilities and adjacent surface transportation infrastructure
- Increase marketing efforts of services provided and available at the airport, such as available land for hangar development, favorable lease agreements, and increased fuel capacities
- Increase local awareness of opportunities at airport, such as conference room space through interactive events, such as “fly-ins”.

The selected FBO will have the full support of the City of Maryville to ensure that the Northwest Missouri Regional Airport continues to grow and flourish.

At this time, the City intends to provide general Airport Management services.

The successful Responder will bid on leasing access to two (2) City owned hangars and one (1) large City owned office connected to the hangars for their use in providing any of the required services included in Section II. The total square-footage of the hangars is approximately 8,000 square-feet with. The City is currently updating the FBO office with new windows, paint, and carpet in the office. Previous FBO used portion of the hangars and paint bay as a mechanic shop and utilized the second hangar as rental space for aircraft. Current rental rate is \$100/month per airplane. However, the rental rate of this facility would be for the FBO to determine.

SECTION II: FIXED BASE OPERATOR SERVICES

A. Required Services

The successful proposing FBO must be able to provide the following minimum services:

1. Lease of FBO office & hangars (Approximately 8,000 square-feet)
2. Lease of fuel farm tanks (two (2) 10,000 gallon tanks – Jet A & 100LL)
3. Aircraft fueling (100LL & Jet A) and oil dispensing line services.
4. Perform all required fuel tank testing and maintain records.
5. Aircraft storage (tie-down & hangar facilities)
6. Aircraft ramp services (towing, parking guidance, etc.)
7. Maintenance and minor repair (interior & exterior) of airfield buildings owned by the City.
8. Management of subleasing of space in City owned hangars and tie-downs.
9. Emergency service to disabled general aviation aircraft (i.e. towing/transporting disabled aircraft).
10. Employment of the appropriate number of properly trained and/or certified personnel to provide satisfactory FBO service.
11. Maintenance and servicing of courtesy car.

12. Recommended hours of operation – attended year round*

- a. Monday-Friday (0800 – 1800)
- b. Saturday (0800 – 1700)
- c. Sunday (0800 – 1200)

**This is a recommended schedule and final hours of operation to be re-evaluated with selected Respondent.*

B. Optional Services

The successful proposing FBO may provide the following optional aeronautical services:

1. Maintenance, repair, servicing of aircraft
2. Maintenance of airfield (mowing, snow removal)
3. Flight Training
4. Aircraft Rental
5. Air Taxi/Charter
6. Aircraft Sales
7. Avionics Repair
8. Specialized maintenance (upholstery, etc.)
9. Any other type of aeronautical service not listed
10. Airport Management Services

The successful proposing FBO may provide the following optional customer services:

1. Miscellaneous retail (pilot supplies, promotional clothing, etc.)

C. Revenues

The successful proposing FBO shall propose revenue streams or customer services within their business plan which may include, but not limited to:

1. Fuel sales subject to a flowage fee
2. Flight training and aircraft rental fees
3. Aircraft maintenance fees
4. City-owned hangar rental fees & tie-down rental fees

SECTION III: SCOPE/QUALIFICATIONS

A. Minimum Qualifications

To be eligible for consideration for the RFP, the Responder must demonstrate the following minimum qualifications:

1. A minimum of three (3) years prior experience in the FBO business or an aviation commercial enterprise, or substantial equivalent.
2. Financial capability to operate the FBO.

B. Term of Agreement

The City proposes an initial three (3) year agreement. Consideration will be given to requests for additional renewal options in five (5) year increments.

C. General Obligations

The successful Responder will be responsible for complying with all terms and conditions contained within the negotiated agreement (see Appendix A for sample FBO agreement) with the City, in addition

to the Airport Rules and Regulations; all other Local, State and/or Federal rules which may apply; and all applicable Federal Aviation Regulations (FARs).

The successful Responder must be an active legal entity, licensed to do business in the State of Missouri, within thirty (30) days of approval of the agreement by the City.

The successful Responder will maintain the following – all runways, taxiways, taxilanes, ramps and any associated lighting/navigation aids owned by the City; parking lots and perimeter roads; on-site stormwater facilities; and the equipment list provided in Section I, Part G. The City will provide the financial means for such maintenance and improvements.

D. Insurance

Provided below are the minimum recommended insurance amounts for FBO operations at the Northwest Missouri Regional Airport. While these are the recommended minimum amounts, the City will review and consider all proposed insurance coverages by Responders. Prior to commencement of FBO operations, the successful respondent will carry and maintain, at their sole cost, adequate insurance as agreed upon between the City and Respondent. All such policies of insurance shall show on their face that the FBO is a named insured and that the City is named as an additional insured. The City of Maryville recommends the following insurance categories and amounts:

1. Comprehensive General Liability
 - a. \$2,000,000.00 each occurrence
 - b. \$5,000,000.00 each occurrence (if offering turbine maintenance)
2. Completed Operations/Products Liability
 - a. \$2,000,000.00 in aggregate
 - b. \$5,000,000.00 in aggregate (if offering turbine maintenance)
3. Hangarkeeper's Liability
 - a. Each Aircraft
 - i. \$2,000,000.00 each occurrence
 - ii. \$5,000,000.00 each occurrence (if offering turbine maintenance)
 - b. Each Loss
 - i. \$2,000,000.00 each occurrence
 - ii. \$5,000,000.00 each occurrence (if offering turbine hanging)
4. Premises Medical Payments
 - a. \$5,000.00 each person
 - b. \$20,000.00 each accident
5. Worker's Compensation
 - a. Bodily Injury by Accident - \$1,000,000.00 each accident
 - b. Bodily Injury by Disease - \$1,000,000.00 policy limit
 - c. Bodily Injury by Disease - \$1,000,000.00 each employee
6. Pollution Liability (for fuel tanks)
 - a. \$1,000,000.00 each occurrence
 - b. \$2,000,000.00 in aggregate

All policies must include the City, its officers, agents, employees and volunteers as "Additional Insured" under its policies and must be endorsed to the applicable policy. The insurance coverage and limits are set at the sole discretion of the City and are subject to change or revision as the need arises.

SECTION IV: PROPOSAL CONTENTS

A successful proposal should contain the following items at a minimum:

A. General Information

1. Names and qualifications of corporate/company officers/owners.
2. Company address/location(s) and other appropriate contact information
3. Brief history of the company
4. A full description of the Responder's entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all persons or entities having a beneficial interest in the proposal.
5. A statement signed by an authorized representative committing to provide the services described within the written proposal.
6. Proposed exceptions or suggested modifications to the sample agreement provided in **Appendix C**.

B. Financial Fitness

1. The Respondent must be able to provide sufficient proof supporting the Responder's financial ability to fulfill the obligations contained in the agreement. Financial statements including, but not limited to, audited balance sheets and income statements for the past two (2) years must be provided.
2. Annual contribution to the City's economic base (projected annual sales/income).

C. Business Plan

1. *Operations Plan:* Attach a description of the Respondent's scope of operations, setting forth each business activity proposed in accordance with Section II and III of the RFP, and the means to be employed to operate the FBO in order to provide high quality service to general aviation patrons and the general public. Include proposed fees and charges for providing the services listed in Section II. Include a description of operations plan in regards to property maintenance, including lawn care, snow removal, and building maintenance.
2. *Management Structure and Operating Personnel Schedule:* Attach a description of the Respondent's proposed management hierarchy and operating personnel schedule and salary structure of each. Proposed job titles and descriptions should be included. Designate specific senior staff required to be committed to FBO operation at Northwest Missouri Regional Airport.
3. *Marketing Program:* Attach a description of the marketing program Respondent would propose to use in attracting new general aviation activity to the FBO. Include any programs of marketing cooperation with the City.
4. *Leases:* Proposed lease rate for City owned FBO offices/hangar and fuel systems. This is to be the lease rate paid by Responder to the City for use of City owned facilities.
5. *Background:* State any current legal actions as either plaintiff or defendant related to FBO business, and also discuss any lawsuits related to FBO business settled within the past five (5) years.
6. *Other:* Include a description of any alternative revenue streams or additional customer services not included in this RFP that the Responder proposes (and will be negotiated with the City).

D. References

1. Provide contact information for three (3) individuals that have had experience with the Responder's company.

E. Other Information

1. Respondent may provide other relevant information to support their qualifications to provide the services described herein.
2. Respondent should describe anticipated capital investment, if any, to be made in the FBO facility upon execution of the lease.

SECTION V: PROPOSAL SUBMITTAL

A. Submittal Package

Respondents shall submit two (2) hard copies and one (1) digital file of its proposal.

B. Delivery

Proposals must be submitted to the following:

City of Maryville
Attn: Sheila Smail, City Clerk
415 N. Market Street
Maryville, MO 64468
RE: AIRPORT FBO

Proposals will be received until **March 3, 2017 at 10:00am.**

C. Schedule

Issue Request for Proposal (RFP).....	January 9, 2017
Airport Site Visit.....	Call to schedule
Proposals Due.....	March 3, 2017
Optional Shortlist Interviews.....	TBD
Selection.....	TBD
City Council Approval.....	TBD
Lease Negotiation Deadline.....	TBD

D. Site Visit

Any Responders wishing to conduct a site visit of the Airport, please contact Assistant City Manager Ryan Heiland at (660) 562-8001 or rheiland@maryville.org if you wish to schedule a showing date.

E. Questions

All questions must be submitted to Ryan Heiland at rheiland@maryville.org. For all relevant questions, an addendum to this RFP will then be issued to all parties with responses to all questions that have been received. Questions will not be accepted in person, via telephone, via fax, or via mail.

Other than set forth in this section, no Respondent shall contact, or attempt to contact, any elected or appointed official, employee, or contractor of the City of Maryville regarding this RFP. Improper contact of a City official, employee, or contractor shall be grounds for disqualifying the respondent from responding to this RFQ.

F. City Reservations

The City reserves the right to:

1. Modify or otherwise vary the terms and conditions of the RFP at any time, including but not limited to, deadlines for submissions, schedules and proposal requirements.
2. Shortlist more than one (1) firm and have those firms complete a presentation to the Selection Committee and City Council.
3. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.
4. Negotiate with any or all Respondents in order to obtain terms most beneficial to the City.
5. Not enter into an agreement.
6. Issue similar RFP's or RFQ's in the future.
7. Respondents are liable for all errors or omissions contained in the SOQ submittals.
8. Respondents will not be allowed to alter submittals after the deadline for submission. The City of Maryville reserves the right to make corrections or amendments due to clerical errors in submittals by the City or respondent.
9. Any and all costs arising from preparation of the SOQ and participation in the selection process incurred by any respondent shall be borne by the respondent without reimbursement by the City
10. Respondents assume the risk of the method of dispatch of the qualifications chosen. No responsibility is assumed for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

SECTION VI: APPENDIX A

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly
(NAME) (OFFICE HELD)

sworn on my oath, affirm _____ is enrolled and will continue to
(COMPANY NAME)

participate in a federal work authorization program in respect to employees that will work

in connection with the contracted services related to _____ for the duration of
(BID/SFS NUMBER)

the contract, if awarded in accordance with RSMo Chapter 285.530 (2). I also affirm that

_____ does not and will not knowingly employ a person who is an
(COMPANY NAME)

unauthorized alien in connection with the contracted services related to _____
(BID/SFS NUMBER)

for the duration of the contract, if awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am commissioned as
(DAY) (MONTH, YEAR)
a notary public within the County of _____, State of _____, and my
(NAME OF COUNTY) (NAME OF STATE)
commission expires on _____.
(DATE)

Signature of Notary

Date

SECTION VII: APPENDIX B

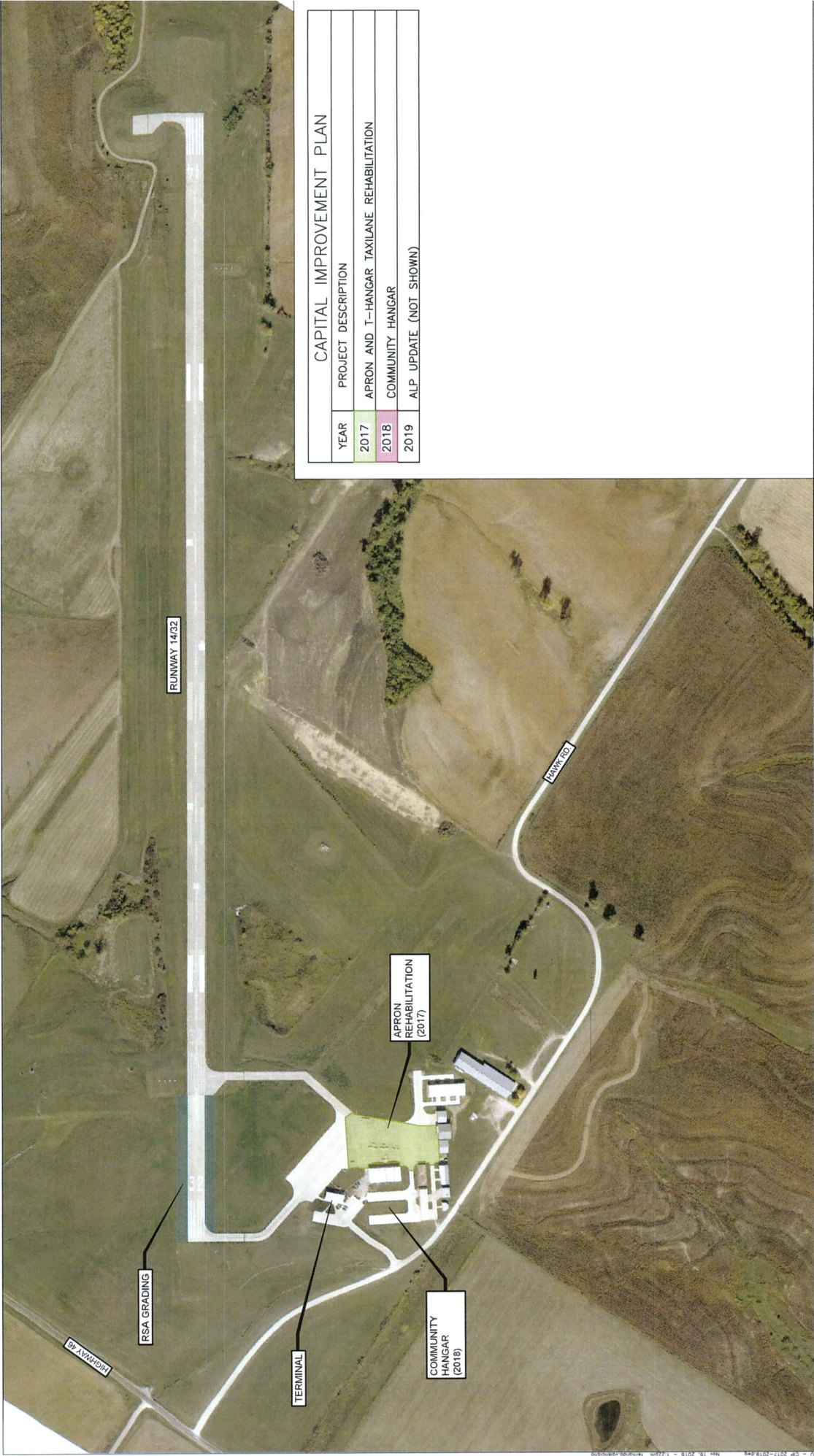
Capital Improvement Plan/Airport Layout

**** SEE ATTACHED****

CAPITAL IMPROVEMENT PROGRAM (2017-2019)

City of Maryville

Priority	Project Description	CIP Designation	NPR	Proposed Year	MoDOT Status	Total Project Est	Potential Funding Source			Remarks
							Federal	State	Local	
1	Rehabilitate Apron	RE, TW, IM	64	2017	Sponsor CIP	900,000	810,000		90,000	
2	Community Hangar	ST, BD, MS	31	2018	Sponsor CIP	450,000	405,000		45,000	80' x 80'
3	ALP Update	PL, PL, MA	64	2019	Sponsor CIP	200,000	180,000		20,000	
	Subtotal					1,550,000	1,395,000		155,000	
CIP 2020-2024 follows (Not Shown on Exhibit. Subject to modification after 2019 ALP Update)										
4	Environmental Assessment	EN, PL, MA	64	2020	Sponsor CIP	75,000	67,500		7,500	
5	Land acquisition	ST, LA, DV	38	2021	Sponsor CIP	200,000	180,000		20,000	
6	Extend runway 14-32	ST, RW, IM	47	2022	Sponsor CIP	1,000,000	900,000		100,000	
7	Roadway Construction (Runway 18-36)	ST, RW, IM	47	2023	Sponsor CIP	500,000	450,000		50,000	
8	Construct runway 18-36	ST, RW, IM	47	2024	Sponsor CIP	5,000,000	4,500,000		500,000	
	Subtotal					6,775,000	6,097,500	0	677,500	



CAPITAL IMPROVEMENT PLAN	
YEAR	PROJECT DESCRIPTION
2017	APRON AND T-HANGAR TAXILANE REHABILITATION
2018	COMMUNITY HANGAR
2019	ALP UPDATE (NOT SHOWN)





931 WILLOW DRIVE • SUITE 101 • JEFFERSON CITY, MO 65109
PHONE: 573-636-3200 • FAX: 573-636-3201
WWW.JVAVIATION.COM

NORTHWEST MISSOURI REGIONAL AIRPORT
MARYVILLE, MISSOURI
CAPITAL IMPROVEMENT PLAN
(2017-2019) OVERALL PLAN

DATE: DECEMBER 1, 2016 SHEET 1 OF 1

As Sponsor of Maryville - Northwest Missouri Regional Airport, I expect to use my non-primary entitlement (NPE) funding on the following project(s):

Use of 2013 and 2014 NPE

The Airport's remaining 2013 and 2014 NPE will be used/has been used for: Has been used for

Apron/Runway Design and Reconstruction of the Runway

Anticipated use for 2015 NPE

Must be under grant by end of FFY 2018

Project(s) Description Apron/Runway Design and Reconstruction of the Runway

Expected date of first need (Check One):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Already Under Grant | <input type="checkbox"/> FFY 2017 (Oct 1, 2016 – Sept 30, 2017) |
| <input type="checkbox"/> FFY 2018 (Oct 1, 2017 – Sept 30, 2018) | <input type="checkbox"/> Unknown at this time |

Anticipated use for 2016 NPE

Must be under grant by end of FFY 2019

Project(s) Description Apron Reconstruction

Expected date of first need (Check One):

- | | |
|---|--|
| <input type="checkbox"/> Already under grant | <input checked="" type="checkbox"/> FFY 2017 (Oct 1, 2016 – Sept 30, 2017) |
| <input type="checkbox"/> FFY 2018 (Oct 1, 2017 – Sept 30, 2018) | <input type="checkbox"/> FFY 2019 (Oct 1, 2018 – Sept 30, 2019) |
| <input type="checkbox"/> Unknown at this time | |

RETURN TO:
Email: Bryan.Gregory@modot.mo.gov
Fax: 573-526-4709

MoDOT, Attn Bryan Gregory (MO)
105 W. Capitol, PO Box 270
Jefferson City, MO 65102

Anticipated use for 2017 NPE

Must be under grant by end of FFY 2020

Project(s) Description Apron Reconstruction/Community Hangar. Dependent on timing of funds.

Expected date of first need (Check One):

- | | |
|--|---|
| <input checked="" type="checkbox"/> FFY 2017 (Oct 1, 2016 – Sept 30, 2017) | <input type="checkbox"/> FFY 2018 (Oct 1, 2017 – Sept 30, 2018) |
| <input type="checkbox"/> FFY 2019 (Oct 1, 2018 – Sept 30, 2019) | <input type="checkbox"/> FFY 2020 (Oct 1, 2019 – Sept 30, 2020) |
| <input type="checkbox"/> Unknown at this time | |

Anticipated use for 2018 NPE

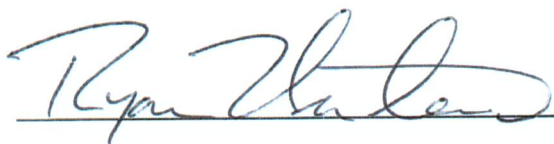
Must be under grant by end of FFY 2021

Project(s) Description Community Hangar

Expected date of first need (Check One):

- | | |
|--|---|
| <input checked="" type="checkbox"/> FFY 2018 (Oct 1, 2017 – Sept 30, 2018) | <input type="checkbox"/> FFY 2019 (Oct 1, 2018 – Sept 30, 2019) |
| <input type="checkbox"/> FFY 2020 (Oct 1, 2019 – Sept 30, 2020) | <input type="checkbox"/> FFY 2021 (Oct 1, 2020 – Sept 30, 2021) |
| <input type="checkbox"/> Unknown at this time | |

I understand that this form is advisory and does not constitute a commitment from the Sponsor or MoDOT to fund these projects. I will notify MoDOT of any changes to this information as soon as it is available.

 Asst City Mgr 11.30.16
Signature and Title Date

RETURN TO:
Email: Bryan.Gregory@modot.mo.gov
Fax: 573-526-4709

MoDOT, Attn Bryan Gregory (MO)
105 W. Capitol, PO Box 270
Jefferson City, MO 65102