

CITY OF FOREST LAKE, MN

REQUEST FOR PROPOSALS FOR AIRPORT MANAGER

Notice is hereby given that the City of Forest Lake, Minnesota will receive sealed proposals from qualified contractors for the position of Airport Manager for the Forest Lake/DePonti Memorial Airport. The term of this agreement shall begin on January 1, 2025 and be for two (2) years ending December 31, 2026.

One original copy and one electronic copy of your responses to this Request for Proposal. These copies are to be received at the offices of the City of Forest Lake no later than 4:00pm on August 23, 2024. Proposals should be directed and delivered to:

City of Forest Lake
Attn: City Administrator-RFP-Public Works Facility Space Needs Assessment
1408 S Lake St.
Forest Lake, MN 55025

Please direct questions to Kristina Handt 651.209.9750 or kristina.handt@ci.forest-lake.mn.us

Proposals are to be clearly labeled "**Airport Management Services.**" Any proposal received after the time noted above will be rejected.

Specifications and proposal packet may be obtained from Forest Lake City Hall or from City's website www.ci.forest-lake.mn.us under News. If you have any questions regarding this request for proposal, please contact Kristina Handt with the City of Forest Lake at (651) 209-9750 or kristina.handt@ci.forest-lake.mn.us

The City of Forest Lake reserves the right to waive irregularities in proposals, to reject any and all proposals with or without cause, and to award the contract with the successful proposer that it determines to be in the best interest of the City of Forest Lake.

The City of Forest Lake does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicap status in employment or provision of service.



Forest Lake

AS GOOD AS IT SOUNDS

**Request for Proposals
Management and Operation
of the Forest Lake Municipal
Airport**

RFP Issued: July 24, 2024

Proposals due by: August 23, 2024

REQUEST FOR PROPOSAL (RFP)
MANAGEMENT AND OPERATION OF FOREST LAKE MUNICIPAL AIRPORT

Introduction

The Forest Lake/Daniel DePonti Memorial Airport is municipal owned with about 30 hangar lots that are leased and the hangars are owned by the lessees. In addition there is one, city owned hangar that is leased out annually to three tenants. The City has adopted an Airport Layout Plan that includes additional lots, taxiways, and a runway expansion.

The City of Forest Lake (CITY) invites qualified firms and individuals to submit proposals to perform the services required to manage and operate the Forest Lake/DePonti Memorial Municipal Airport (AIRPORT). The CITY will use weighted criteria in evaluating the proposals and as further detailed elsewhere in this Request for Proposals.

CITY Resources Available for Respondent

The CITY will provide work space in the Arrival/Departure Building for the successful Respondent to operate from. The CITY intends to assign one paid CITY staff person to the Airport to be a point of contact between the CITY and the successful Respondent, to manage the contract with the successful respondent, and to address leasing of AIRPORT property and managing grants. The City's Public Works Department is responsible for all mowing and snow clearing services on public roads and facilities.

Proposal

Proposals shall be concise, containing no more than twenty (20) double-sided pages of material. Please note that a Cover letter, Table of Contents, Attachments A and B found at the end of the proposal, and Resumes will not be considered part of the twenty (20) pages.

Proposals should provide sufficient information to fully describe the scope of services to be provided in any proposed contractual arrangement with the CITY. Utilizing the cover letter or the entire proposal will not suffice as a scope of services under the contract. Applicants are expected to provide a detailed description of those tasks which the Airport Manager would conduct as the scope of services. Proposals are to include the Respondent's estimated cost for the provision of services necessary to operate the Airport and proposed terms of an agreement with the CITY. The proposed terms will be utilized in negotiation of a contract between the CITY and the successful Respondent.

This RFP does not commit the CITY to award a contract or contracts, to defray any costs incurred in the preparation of a response to this RFP, or to procure or contract for services. The CITY reserves the right to cancel, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date and submittal requirements. If the CITY cancels or revises the RFP, all Respondents of record will be notified in writing by the CITY.

If mail delivery is used, it is advised that the proposal be mailed early enough to ensure arrival by the deadline. Use of the U.S. Postal Service or courier service will be at Respondent's own risk. The CITY will not be liable or responsible for any late delivery of proposals.

The CITY reserves the right to request additional information and/or clarification from any or all Respondents to this RFP. These requests will be made in writing by the CITY.

All submitted Proposals and proposal documents are subject to the provisions of the Minnesota Data Practices Act. All Proposals and related documents are to become the property of the CITY and may become a public record.

SCOPE OF SERVICES

The CITY desires to obtain comprehensive proposals from Respondents to manage and operate the Airport. Utilizing the cover letter or the entire proposal will not suffice as a description of the scope of services, Respondents are expected to provide a detailed description of those tasks which the Airport Manager would conduct as the scope of services.

Each Respondent should include at a minimum the basic services listed below as well as any other additional services that Respondent believes will enhance the management and operation of the Airport, and a description of Respondent's plan to achieve all such services.

Term and Amount

The term of this agreement shall begin on January 1, 2024 and be for two (2) years ending December 31, 2026.

The amount to be paid to the Manager by Sponsor for the duties and responsibilities of the Manager of the Airport listed herein shall be on a monthly basis. This amount shall continue for the first two (2) year term of the agreement.

Basic Services including Development of Minimum Use Standards

In coordination with the CITY, manage and operate the Airport and associated aviation activities and facilities, except for grounds maintenance and snow removal which will be completed by the City's Public Works staff. The CITY is also in need of someone to lead the development, review and adoption of Minimum Use Standards for the AIRPORT. Although specific services, and the manner in which those services may be provided, will be determined through negotiations, the CITY requests each Respondent respond with services which would typically include, but are not limited to:

- Perform all the tasks set forth herein under the general supervision of the CITY.

Administrative Services:

- Assists with the preparation and management of the AIRPORT budget during the fiscal year through the CITY's Public Works and Finance Departments.
- Along with the CITY's ongoing economic development efforts, market the AIRPORT to potential tenants, aviation groups, and the general public.
- Along with the CITY, develop and put in place airport rules and regulations consistent with Minnesota Statute 360.038, subdivision 3.
- Provide, if called upon, information to the CITY Administrator related to the operation of the AIRPORT that might be needed for the CITY's annual budget development process, and assist, if called upon, with

questions related to airport operations and the airport budget or expenses that might arise as a part of the CITY's or any funding source's annual audit of the AIRPORT.

- Report maintenance concerns to public works director in timely fashion and/or issue NOTAM if maintenance needed has or will cause an unsafe situation.
- Make recommendations to the CITY concerning the acquisition of needed non-capital facilities, supplies, consumables and services, for which reimbursement is expected, and submit to the CITY from time-to-time as needed.
- Obtain and maintain a copy on-site of all plans, licenses, permits, authorizations and approvals required by federal, State and local laws to operate the AIRPORT, and keep detailed records at the AIRPORT of all such licenses, permits, authorizations and approvals, a copy of which shall be provided to the CITY and which shall be subject to inspection of the CITY from time-to-time.
- Shall not permit the use of the AIRPORT to be used for any illegal or unauthorized purpose, or any hanger, vehicle or equipment for any illegal or unauthorized use and shall notify the CITY and the appropriate law enforcement agency as needed.
- Work with the CITY to ensure that the AIRPORT is always adequately insured.
- All CITY equipment shall remain on the AIRPORT premises and not be used for personal use or gain, or any purpose other than the operation of the AIRPORT and operators shall be trained and, where appropriate, licensed and insured for the operation of the equipment they use.

Operations and Maintenance:

- Operate and maintain the AIRPORT in accordance with and in full compliance with the regulations of the all Federal, State of Minnesota and local laws.
- Be responsible for safety and security of the AIRPORT. Enforce Airport rules, Bylaws, and regulations. Operate and maintain the AIRPORT for the safe use and benefit of the public. Assure safe operating procedures are followed for various events. Recommend changes or new ordinances and regulations as required to ensure the safe and efficient operation and use of the Airport.
- Operate and maintain all equipment and property comprising the AIRPORT, including runways, taxiways, ramps, radio equipment, buildings, storage tanks, pumps, vehicles, airport lighting, airport signs and pavement markings, weather and navigational aids, parking lots and entry road (free of debris), walkways, and other airport infrastructure, in good, safe and operational condition, so long as necessary maintenance or repair does not to exceed the sum of \$500, in which case the need shall immediately be reported to CITY management.
- Inspect the AIRPORT on a regular basis, including but not limited to runways, taxiways, ramps and parking areas, and airport equipment such as airport lighting, the MIRL, the UNICOM, the REIL, and the beacon to ensure the AIRPORT is in a safe condition for aeronautical activities. Document discrepancies and initiate work orders with the CITY as needed for corrective actions.
- In addition to managing the fuel transactions (ordering and selling of fuel), set prices, perform or coordinate with others the inspections required by the owner of fuel storage and dispensing equipment, regularly inspect fuel storage and dispensing equipment for leaks and safe operation, including dispensing vehicles, fuel farms, fuel pumps, and any variances from required safety and environmental standards shall immediately be reported to the owner of the equipment and the CITY.
- Complete Annual Homeland Security Tier II Emergency Hazardous Chemical Inventory.
- Ensure prompt cleaning and removal of all foreign objects and debris, soil, stones, and other hazards to aircraft or aviation from the runways, taxiways, ramps, and aircraft parking areas.

Equipment:

- Arrange for non-routine capital replacement of CITY equipment through the CITY's Public Works Department, or as agreed to or directed by the CITY Administrator.
- Make recommendations to the CITY concerning capital facilities and equipment acquisition and replacement, and submit the recommendations to the CITY on an annual basis.

Property Leases:

- The AIRPORT OPERATOR shall assist the CITY to manage leased property at the AIRPORT and shall assist the CITY to make available AIRPORT facilities and services (runways, taxiways, ramp, pilot facilities, parking) on fair and reasonable terms and without discrimination. The CITY shall grant all such privileges by lease, permit or other appropriate means upon recommendation of the AIRPORT OPERATOR and the CITY shall not unreasonably withhold approval of leasehold requests or requests to provide aeronautical services. No rights to possession or ownership of AIRPORT property are conveyed herein to the AIRPORT OPERATOR.
- Be responsible for all activities relating to AIRPORT leases as directed by CITY, which may include renewal, insurance tracking, issuance of new leases, enforcement of lease obligations and enforcing airport rules and regulations on the activities of lessees. The AIRPORT OPERATOR shall be responsible for general enforcement of the airport rules and regulations on airport lessees, pilots and passengers, and commercial service providers. The AIRPORT OPERATOR shall not enter into leases permitting nonaeronautical use of any place on the property, without CITY and MnDOT concurrence.
- Oversee annual inspections of all leased lots for private and commercial hangars to ensure compliance with lease terms.
- Manage agricultural leases and make recommendations to the CITY regarding the same.

Airport Closure:

- Close the airport if it is deemed that an emergency exists justifying closure, immediately notify emergency response authorities. The AIRPORT OPERATOR shall immediately issue a Notices to Airmen (NOTAM) and notify the FAA of the closure. The AIRPORT OPERATOR shall also clearly designate the closure with markings, signs and devices consistent with FAA regulations, cooperate fully with the FAA and the Minnesota Department of Transportation Aeronautics (MnDOT) and, as appropriate, with the National Transportation Safety Board ("NTSB") with accident investigation, and work to clear the incident, repair any damage, and re-open the airport only when safe.

Communications and Meetings:

- The AIRPORT OPERATOR will lead the development, review and adoption of Minimum Use Standards for the AIRPORT. This will involve meetings and consultation with stakeholders, the Airport Commission, CITY staff and City Council. These standards shall be in place within 6 months of execution of a contract between the CITY and AIRPORT OPERATOR.
- Issue Notices to Airmen (NOTAM) as appropriate pertaining to airfield conditions and facilities.
- Keep regular posted business hours at the AIRPORT, as needed, and be on call twenty-four (24) hours a day, seven (7) days per week, three hundred sixty-five (365) days a year.
- Represent the CITY at construction meetings, permitting meetings, meetings with the airport's engineer, meetings with the public, meetings with the MnDOT and such other AIRPORT-related meetings at such times and places as the CITY may request. Develop and maintain

communication and goodwill with all entities having an interest in the Airport.

- Serve as the point of contact for airport business as designated by the CITY, but shall be only one of multiple point of contact(s) for the CITY with respect to grants of MnDOT.
- Consult frequently and as needed with the CITY (typically at least once each week) by phone, in-person or in writing concerning pending issues and matters of business at the AIRPORT and is required to attend regular AIRPORT Commission meetings, staff meetings of CITY staff and regular meetings of the CITY Council.
- Coordinate with and assist commercial providers in their operations at the AIRPORT.
- Cooperate with the CITY's airport engineering firm with its long-term and infrastructure planning efforts and capital projects at the AIRPORT.
- Lead CITY coordination of Annual Fly IN Event Setup and Takedown.
- Attend meetings of the Airport Commission and advise the CITY Clerk on items for discussion or business to include on the agenda; the AIRPORT OPERATOR shall make presentations of interest which include the number of operations, fuel sold, airport planning and development, and other topics of timely interest. Submit both oral and written reports to the Airport Commission and City Council as requested.

General:

- The agreement between the CITY and the AIRPORT OPERATOR shall be subordinate to the provisions of any existing or future agreement between the CITY and the State of Minnesota, the execution of which has been or may be required as a condition precedent to the expenditure of state funds for the development of the AIRPORT. In the event that the CITY reasonably determines that this Agreement or any provision hereof is contrary to the obligations of the CITY to the State of Minnesota, the CITY shall have the unilateral right to modify or terminate this Agreement to ensure the CITY's compliance with all such agreements with the State of Minnesota.

Additional Services

In coordination with CITY, the Respondent may propose additional services to further manage, operate, and maintain the Airport and associated aviation activities and facilities.

Each Respondent can propose services based on the needs of the Airport and the capability of the responding firm or individual(s).

MIMINUM QUALIFICATIONS

Respondent must have a minimum of five (5) years experience as an Airport Manager at a similar or larger size airport, or any combination of training, education and experience that meets the requirement. The CITY at their sole discretion will determine if qualifications meet the minimum requirements. The Respondent must have demonstrated successful experience complying with all applicable federal, state and local regulations. Respondent must have the ability to respond to the airport in a reasonable amount of time when called for an emergency. The Airport must be run as an enterprise with customer service and profitability a priority. Respondent must be able to demonstrate business acumen in the areas of airport revenue and expenditure projections, budgeting and the ability to identify and reach business objectives. A firm will be considered in compliance with these requirements by demonstrating that one or more of its principals has the requisite experience.

SUBMITTAL

Proposals must include the following:

Cover Letter - Summarizing the Proposal and key aspects of the services to be provided as well as Respondent's relevant history in the aviation industry. The letter must be signed by an individual having the legal authority to negotiate and sign contracts on behalf of the Respondent and identify the individual designated as the primary point of contact.

Management, Qualifications and Experience - Identify the individual or individuals that would be actively engaged in the management and operations of the Airport. Include a description of their credentials, business acumen, familiarity with airport operations and experience in managing airport enterprises. Specifically describe recent, within the past five (5) years, experience with an emphasis on experience at airports of a similar size and with similar regulatory requirements. Resumes may also be included as an attachment to the Proposal.

Familiarity with the Unique Needs of Municipal Airports - Describe municipal airport's general challenges and strengths and the steps Respondent would propose to maximize or mitigate same as appropriate.

Conceptual Plan and Approach - Describe the specific services Respondent anticipates providing; how it plans to partner with the CITY and with City staff in policy decisions and implementation; its approach to customer service and relations with existing tenants and contractors; and any other information Respondent deems relevant to the services to be provided.

Scope of Services - Address each basic service with details regarding Respondent's capability. List other additional services and Respondent's capabilities related to those additional services.

Draft Cost Proposal - With the understanding that the successful Respondent and CITY will enter into good faith negotiations to finalize mutually acceptable compensation, services and other provisions to be incorporated into a Services Agreement, Respondents are requested to submit a draft cost proposal that has one or all of the following components: The anticipated compensation expected for each of the basic or additional services as proposed;

References- Include the name, address, phone number and email address of at least three references who are willing to provide information as to Respondent's experience and performance within the last five (5) years related to airport management. Include a brief description of the airport management services that were provided either as a direct employee or under a similar airport management contract.

Attachments-Completion and submission of Attachment A (Organizational Information Cover Sheet) and Attachment B (Certification Letter from Signatory Authority) included at the end of this RFP.

SUBMISSION REQUIREMENTS AND COMMUNICATIONS

Respondents shall submit their Proposal in a sealed envelope bearing the name and address of the Respondent and clearly marked "Airport Management Services" on the outside of the envelope. Proposals must be submitted **no later than 4:00 p.m. local time on Friday, August 23, 2024**, to the address set forth below:

Mail:

City of Forest Lake
Attn: Kristina Handt
1408 Lake St. S.
Forest Lake, MN 55025

Hand Delivery:

1408 Lake St. S
Forest Lake, MN 55025

Proposals received after this date and time will not be considered.

Questions regarding this RFP or to request a site visits should be written and directed to Kristina Handt at kristina.handt@ci.forest-lake.mn.us

The CITY reserves the right, in its sole discretion, to reject any Proposal which fails to meet the requirements outlined in this RFP in any respect, to reject all Proposals for any reason whatsoever and to waive minor irregularities in any Proposal. Respondent is solely responsible for all costs incurred responding to this RFP.

SELECTION PROCESS & WEIGHTED CRITERIA

CITY staff will review each response for proposal completeness and compliance and technical scoring in each category. A consensus score will be assigned to each response based on the following weighted evaluation criteria:

Overall qualifications and Experience

30 Points

Overall qualifications and experience in the field of airport management, demonstrated success in the running and managing of airport business operations, meeting revenue projections, accomplishing business objectives, and a demonstrated capacity to provide airport management, operations services and an overall ability to perform as set forth in this document and in the contract agreement which is attached hereto as an Exhibit.

Familiarity with the Unique Needs of Municipal Airports

30 Points

Overall familiarity with municipal, state funded airports, and familiarity with their particular strengths and challenges. This may include detailing conceptual plans and approaches to implementation, and evidence of an understanding of the scope of services being requested.

Proposed Fee Structure

30 Points

The fees proposed should be detailed to ensure a meaningful and accurate reflection of total anticipated costs in providing the services requested.

References**10 Points**

At least three references shall be provided who the AIRPORT OPERATOR has worked with in the last five years.

Review of the Proposals. Respondents will be ranked, and one or more Respondent may be asked to participate in an interview. Whether or not interviews are conducted the successful Respondent will enter into good faith negotiations with the CITY to determine mutually acceptable compensation, services and other provisions to be incorporated into a Services Agreement.

Limitations: All reports and pertinent data or materials shall become the property of the CITY. This RFP does not commit the CITY to award an Agreement, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for any services. The CITY reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified Respondent, or to cancel in part or in its entirety this RFP, if it is in the best interest of the CITY to do so.

Attachment A

**ORGANIZATIONAL INFORMATION COVER SHEET
(Required for all Proposals)**

Name of Organization: _____

Address of Organization: _____

Contact Person: _____

Phone Number: _____

Total Number of Staff: _____

Federal ID Number: _____

Corporation No. _____ (if applicable)

Attachment B

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION: The information contained in this proposal fairly presents the organization and its proposed operating plans and budget for Airport Management Services. I acknowledge that I have read and understand the requirements and provisions of the RFP.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should the City of Forest Lake desire to do so.

I agree that our organization will abide by the rules, regulations, state and local policies, as applicable to law, regulations, and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

Authorizing Official's Name and Title

Authorizing Official's Signature

Date

Social Security Number or Taxpayer ID Number