

October 3, 2023

Request for Proposals (RFP): Airport Management Services

The Airport Commission of the City of Platteville (a Wisconsin municipal corporation) is seeking proposals for an Independent Contractor to provide Airport Management Services for the Platteville Municipal Airport. Within the last 10 years, the airport has undergone upgrades to both runways, taxiways, and ramp. A new above ground fuel system has been installed, and the FBO area has been remodeled. A new 70X70-foot hangar has been built and is available for rent.

The airport is owned by the City of Platteville and operated by a Commission with the authority to make rules and govern. The airport is surrounded by crop land which is under contract. The contract along with fuel sales provides much of the funding for operations and allows the airport to be self-sufficient. The airport currently has over 30 aircraft, both private and corporate. The complete Master Plan was recently updated. The Airport Commission desires to continue to improve and grow the airport infrastructure and services to increase its value as an economic generator for the Region. (More information can be found on the Platteville City webpage at <https://www.platteville.org/airport>)

Qualifications: Must have experience in performing the administrative, managerial, and technical aspects of operating a general aviation airport. Must have experience with flight communications. Must have excellent oral and written communication, problem solving skills, knowledge and compliance with federal /state aviation regulations, laws, and guidelines. Finance, budgeting, and management skills are also important. Preference given to candidates with commercial and private pilot's licenses.

Desirable Education and Experience: Graduation from a four-year college with a degree in Aviation Management, Business Administration or related field and considerable progressively responsible airport administration and management, or any equivalent combination of education and experience.

Submittal Materials: Proposal and list of three references.

Submittal Deadline and Schedule: **Submit materials electronically to PMACMgtSer@gmail.com by October 31, 2023.** Position is available upon acceptance of proposal, or upon a time mutually agreed to. Proposals will be reviewed upon receipt, award may be made before October 30, 2023. Contract amount expected between \$80,000 and \$100,000.

1. **Scope of Work:** The Independent Contractor shall manage the Platteville Municipal Airport, acting as the Airport Facilities and Aviation Services Manager, and in such a capacity to perform the following services:

- A) General operation and maintenance of the Platteville Municipal Airport;
- B) Attend meetings of the Airport Commission and submit such oral and written reports as the Airport Commission may require;
- C) Daily inspection/testing of all airport property, including runways, taxiways, Fuel Systems, lighting systems, buildings, navigational and communications equipment, automobile parking areas and access roads; and maintain records of such inspections/tests;

- D) Oversee and monitor compliance by all persons, including other independent contractors, with applicable regulations for security, operations, maintenance of premises, fire prevention and safety;
- E) Monitor the condition of all runways and taxiways and see to the timely and efficient removal of snow and ice. Snow removal equipment is provided by the Airport, the contractor will provide the operators and supervision. Sub-contracting is also acceptable, if shown to be reliable;
- F) Act as liaison for the City and Commission with respect to the users of the airport and local, state, and federal agencies with legal authority over the airport.
- G) Manage city owned hangars to include leases, collection of rent, enforcement of Federal, State and Local ordinances, Minimum Standards, and policies.
- H) Provide notification promptly to the Federal Aviation Administration Flight Services Station regarding all conditions affecting safe use of the Airport;
- I) Take such action as is necessary to remedy, repair or neutralize any safety related concern, condition or defect which is an immediate threat to persons or property at or within the airport provided however that Contractor shall inform and confer with the Airport Commission's President or member of the Executive Committee (which consist of the President, Vice President, Secretary and Treasurer of the Airport Commission) prior to taking action which requires an expenditure not authorized in the budget.
- J) Maintain a schedule of services at the Airport of no less than 50 hours per week during Daylight Savings Time and no less than 25 hours per week during Central Standard Time.
- K) Assist in marketing and development of policies that increase airport operations and infrastructure to improve the economic status of the City and Region.

2. **Consideration:** Compensation will be in line with experience and proposal details. Favorable consideration will be given to proposals that are in line with the Airport Commissions stated goal to improve the economic status of the City and Region. The City will not provide any fringe benefits. The Contractor agrees to provide billings in a form and at such intervals as required by the City.

3. **Proposal:** Proposals should address experience, who and how each item in the scope of work will be accomplished and any additional things that can be done to address the Commissions goal on economic improvement.

Applicants selected for the final review may undergo background checks.