



WILLMAR



AIRPORT

AIRPORT MANAGER
City Office Building
Box 755
Willmar, Minnesota 56201
320-214-9669
Fax: 320-235-4917
www.ci.willmar.mn.us

Willmar Municipal Airport- John L. Rice Field KDBH is seeking proposals for a Fixed Base Operator (FBO); please refer to the attached request for proposal.

Facilities include:

- Airport opened in 2006 at 6600 Highway 40 SW.
- Runway 13/31- 5,500' x 100' paved runway- Approach Type: Precision (13), Non-Precision (31)
- Runway 3/21- 2,980' x 250' turf- Visual approach
- Modern Terminal Building, airport reception office, waiting area, pilots lounge w/ restroom/shower, public restrooms, concession/vending area, phone/internet connections, and 30 person conference room.
- FBO Building, 23 Private Hangars, 2 City Owned T-Hangars 18 units total plus four garage storage bays, and freestanding City equipment building. With room for expansion.
- 100LL & Jet A fuel.
- Fixed Base Operator Building 8,667 sq. ft. (86'6" x 100), support area (18' x 86'8"), reception desk in Terminal Building 120 sq. ft.
- Utility info: average monthly electric \$600 per month, average monthly natural gas \$268.00.



Request for Proposals (RFP)
City of Willmar, MN
Willmar Municipal Airport-John L. Rice Field

The City of Willmar, Minnesota is requesting proposals from fixed base operators to provide services related to airport operations, which may include the following:

1. Provide courtesy service to transient pilots and passengers.
2. Unicom radio monitoring and assistance.
3. Issue NOTAMS when Onsite Operations Manager is not on site.
4. Fuel and oil sales.
5. Complete daily fuel records and inspections.
6. Weekend and on call service.
7. Secure terminal building.
8. Ramp service.
9. Repair and maintenance.
10. Aircraft rental.
11. Flight instruction.
12. Aircraft charter service.

Ten (10) copies of the proposal should be submitted to:

Megan M. DeSchepper, AICP
Planner/Airport Manager
City of Willmar
333 6th St. SW
PO Box 755
Willmar, MN 56201

Proposals will be accepted until July 29, 2016 at 3 p.m.

The proposal should include the following:

1. Capabilities in providing identified aviation related services.
2. Experience with airport operations.
3. Personnel with experience and professional training in aviation maintenance.
4. Ability to provide aviation related services for the term of the agreement.
5. Familiarity with and proximity to the airport facilities.
6. Quality of work accomplished, per references and past history.
7. Hours of operations and number of employees and wages.
8. Specify proposed financial arrangement including rent and utilities.
9. Resume including certifications, experience, and other businesses.

The City will evaluate the proposals based on experience, price, and planned services that will best meet the needs of airport operations. Direct negotiations regarding lease and services will be conducted once finalists are determined. Subject to change based off of evolving needs at Airport. City reserves right to object all offers.