



## **AIRPORT**

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

Willmar Municipal Airport- John L. Rice Field KDBH is seeking proposals for an Airport Operations Supervisor starting in January 2013; 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 with staff office 259 sq. ft. (for use by Operations Supervisor), 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 fueling, FBO courtesy cars.





**REQUEST FOR PROPOSALS (RFP)**  
**WILLMAR MUNICIPAL AIRPORT- JOHN L. RICE FIELD**  
**CITY OF WILLMAR**  
**AIRPORT OPERATIONS SUPERVISOR**

The City of Willmar, Minnesota is requesting proposals from individuals or businesses to provide services related to airport operations, which may include the following:

- On-site management of the airport and staffing of the terminal building during regular business hours and 24/7 on-call staffing.
- Issuing and rescinding NOTAMS as needed due to weather and runway conditions/hazards.
- Provide janitorial services for terminal building including pilot lounge, conference room, and public rest rooms.
- Set traffic patterns and ground movement.
- Perform daily runway inspections and keep logs.
- Repair/replace runway/taxiway lights, guidance signs and NAVAIDS owned by the City of Willmar.
- Monitor septic tank for routine maintenance activity.
- Provide general maintenance of the airfield gates.
- Mark, barricade, or close off any hazardous condition that may exist to aeronautical or public users and notify City in writing.
- Perform general inspections and maintenance and preventative actions on all Airport City owned facilities, grounds, Hangars etc.
- Check airport user's credentials to ensure appropriate users and notify proper agencies of any violators.
- Provide mowing of all Airport grounds/runway etc. (an average of 218 hours a year), weeding of F-14 landscaping, and trimming along fence lines and buildings and snow removal of sidewalk along terminal and FBO buildings.
- Keep a weekly log of airplane activity and best effort counts of take offs and landings.
- Monitor HVAC equipment, water softener, heating units, air conditioning units and report repair needs to the City. Perform minor repairs and maintenance with expenses not greater than \$500, City approval and possible contracting for work over said amount.
- Perform MS4 stormwater activities as per SWPPP permit for MPCA.
- Work with City Staff and/or the Economic Development Commission to market the airport.
- Maintain a preventative maintenance needs list, to coincide with budgeting processes.
- Perform bird depredation permit matters as needed along with any additional Wildlife conflicts within the airport boundaries.
- Follow all current Federal Aviation Administration and Minnesota Department of Aeronautics rules and regulations.

The proposal should include the following:

1. A brief work history of each person proposed to perform the services and airport operations experience including a list of references.
2. Licenses, diplomas, certifications verifying education/experience and expertise in airport operations.
3. Proof of financial viability and ability to keep proper insurance including workers compensation insurance for possible employees, public liability insurance with a limit of not less than \$1,000,000 of coverage with the City listed as additional insured.
4. Requested salary (year/monthly) fee to perform said services.

A detailed proposal will be reviewed by a selection committee that may also interview the candidates after proposal submittals.

Selection criteria will be based on the following:

1. Professional experience of all personnel.
2. Experience/education in airport operations.
3. Capabilities in providing identified aviation services.
4. Ability and cost to provide services for term of agreement.
5. Familiarity and proximity to the airport facilities.
6. Report on work ethic, knowledge, character etc. from references.

The City of Willmar intends to retain the selected party for two years or until services are terminated in accordance with provisions included in any agreement between the City of Willmar and the selected party.

Negotiation for any fees, charges or services not herein identified will be accomplished with the selected party after the City of Willmar has made its selection.

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

Five copies of the proposal shall be submitted no later than August 24, 2012 to:

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