



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Fixed Base Operator Proposals
Date: 8/26/2024

Below is what will be advertised for the city to seek proposals for new Fixed Based Operator. The City will provide a month for the proposals. The proposals will be reviewed at the October 2024 Airport Board meeting. The airport board will provide a recommendation to the city council for approval at the October 28th meeting.

Request for Proposals (RFP) for Fixed Base Operator (FBO) Services
Oelwein Municipal Airport
OLZ
A Truck Stop for the Sky

Introduction:

The City of Oelwein is seeking proposals from qualified Fixed Base Operators (FBO) to provide comprehensive aviation services at Oelwein Municipal Airport. The selected FBO will be responsible for offering airplane annuals, airplane repairs, flight school, and aviation promotion.

The City of Oelwein will provide a shop to the FBO. The FBO agrees to pay rent agreed upon by the city council. The FBO will hold a contract with the Oelwein City Council for services.

Scope of Services:

The future FBO will be expected to provide some or all of the following services:

- Airplane Annuals:
 - Conduct annual inspections and certifications for various types of aircraft.
 - Ensure compliance with all FAA regulations and standards.
- Airplane Repairs:
 - Provide maintenance and repair services for aircraft.
 - Maintain a well-equipped repair facility with a certified mechanic.
- Flight School:
 - Offer flight training programs for private, commercial, and instrument ratings.
 - Employ certified flight instructors and maintain a fleet of training aircraft.
- Aviation Promotion:
 - Promote aviation activities and events within the community.
 - Engage in outreach programs to encourage interest in aviation.

Proposal Requirements:

Interested parties should submit a proposal that includes the following information:

- Company Profile:



- Name, address, and contact information.
- Brief history and overview of the company.
- Relevant experience and qualifications.
- Service Plan:
 - Detailed description of how the FBO will provide the required services.
 - Proposed staffing and management structure.
 - Equipment and facilities to be used.
- Financial Proposal:
 - Proposed fee structure for services.
 - Any additional costs or fees.
 - Type of insurance policy.
- References:
 - Contact information for at least three references from similar projects.

Submission Details:

Proposals must be submitted by October 3, 2024 before 4:30 PM to:

Dylan Mulfinger
City Administrator
City of Oelwein
20 2nd Ave SW Oelwein, Iowa 50662
City Hall- 319-283-5440
Cell- 319-238-0039
dmulfinger@cityofuelwein.org
Proposals submitted via email are encouraged.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and qualifications.
- Quality and comprehensiveness of the service plan.
- Financial proposal.
- References and past performance.

The city council will have the Airport Board review and provide a recommendation to the city council for formal approval.

Timeline

- August 26- The city council motions to seek proposals
- October 3- Proposals due to City Hall
- October 9- the Airport Board reviews and provides a recommendation to the city council
- October 28- A formal contract is voted on by the City Council



Contact Information:

For any questions or further information, please contact:

Dylan Mulfinger

City Administrator

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