



City of McMinnville

AIRPORT COMMISSION MEETING

McMINNVILLE CIVIC HALL
200 NE Second Street

Tuesday, July 21, 2015
6:30 p.m.

Chair Jody Christensen

Commissioner Andy Benedict
Commissioner Doug Hurl
Commissioner Bob Peacock

Commissioner Brad Berry
Vice-Chair John Lautenbach
Councilor Alan Ruden

Welcome! All persons addressing the Airport Commission will please use the table at the front of the Board Room. If you desire to speak on any agenda item, please raise your hand to be recognized after the Chair calls the item. If you wish to address the Commission on any item not on the agenda, you may respond as the Chair calls for the *“Invitation to Citizens for Public Comment”* agenda item.

AGENDA

1. **CALL TO ORDER** (Chair Christensen)
2. **INVITATION TO CITIZENS FOR PUBLIC COMMENT**
 - *This section of the agenda allows for citizens to address the Airport Commission regarding any issue not on the agenda. The Chair will also invite airport users and business owners to report on current activities at the airport. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up at a future meeting.*
3. **CONSIDER MINUTES OF THE MARCH 3, 2015 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the January 6th meeting.**
4. **FIXED BASE OPERATOR REQUEST FOR PROPOSAL** (Martha Meeker)
 - Review of the proposed Fixed Based Operator Request For Proposal (RFP).
 - Commission Action Required: **NONE; this is an informational item for the Commission’s review and comment. Upon completion of the RFP process, the Commission will make a recommendation to the City Council regarding the preferred proposal.**

5. **FLY FRIENDLY PROGRAM CONTRACT** (Mike Bisset)
- Review of the proposed consultant scope of work related to the development of the Fly Friendly program.
 - Commission Action Required: **By MOTION and VOTE, the Commission shall make a recommendation to the City Council regarding the contract with Century West Engineering.**
6. **AIRSTRIp ATTACK EVENT UPDATE** (Rich Spofford)
7. **ITEMS FROM STAFF**
- A. Airport Manager's Report (Graham Goad)
8. **ITEMS FROM COMMISSIONERS** (All)
9. **ADJOURNMENT**

The next regularly scheduled Airport Commission meeting is on **Tuesday, September 1, 2015 @ 6:30pm** in the Civic Hall Building, 200 NE Second Street. Note that the meeting may be rescheduled to **Tuesday, October 6, 2015 @ 6:30pm** to allow the Commission to review the fixed base operator RFP results.

AIRPORT COMMISSION MEETING

Tuesday, July 21, 2015
6:30pm

Agenda Item 3. **MINUTES OF THE MARCH 3, 2015 MEETING**

- Attachment 1: Proposed minutes.

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McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall
Tuesday, March 3, 2015

1. CALL TO ORDER

The meeting was called to order at 6:30pm by Jody Christensen. Commissioners present were, Jody Christensen, Doug Hurl, Andy Benedict, Bob Peacock and John Lautenbach, others present were Martha Meeker, Mike Bisset, Rich Spofford (City of McMinnville) and Graham Goad (Airport Manager).

2. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Alan Zanuzoski registered a complaint regarding a comment he alleged Airport Manager Goad made. Airport Manager Goad indicated that the comment had been made in jest, and apologized.

Jody Lucich mentioned she had complained about helicopter noise again and was told that one time at least it was the National Guard. Jody Christensen asked Mike Bisset about the Fly Friendly program and Mike responded by saying the public meetings with residents should be happening later in the year.

3. CONSIDER MINUTES OF JAN. 6, 2015 COMMISSION MEETING

The minutes from January 6, 2015 meeting were reviewed by the Commission, and were approved by motion and vote (with all commissioners voting in favor with no corrections).

4. AIRSTRIP EXHIBITION EVENT PROPOSAL DISCUSSION

Rich Spofford introduced Ryan Fisher from Shift-S3ctor LLC. Ryan gave a little history of Shift-S3ctor and outlined the proposal for a car race event planned to be held at the McMinnville airport in August 2015. Ryan introduced and showed a 5-minute video with clips and comments from past events held at other airports in California and Colorado. Ryan detailed how the event would work and the benefits it would bring to the community.

Jody Christensen spoke of her prior meeting with Ryan and the museum personnel. She asked Ryan to detail their safety rules and record, and Ryan spoke in detail of the safety rules and said their safety record was very good.

Andy Benedict suggested to Ryan that they consider using local vendors and caterers for the event. Jody mentioned she would put Ryan in contact with local vendors.

Doug Hurl asked about the events affect on air traffic. Ryan assured Doug that the events logistics would accommodate any air traffic requirements, and if necessary the event runway could be cleared in a matter of minutes if an approaching aircraft requested the use of the longer runway.

Jody asked Rich Spofford what the next step was. Rich responded by telling the Commission that staff was in the process of drafting an Airport Use Agreement for the event.

5. AIRPORT FUND BUDGET REVIEW

Mike Bisset reviewed the proposed FY2015-16 Airport Fund budget, and answered questions from Doug Hurl and Alan Zanuzoski. Upon conclusion of the discussion, the Commission, by motion and vote, unanimously recommended that the City Council / Budget Committee approve the budget proposal.

6. ITEMS FROM STAFF

Graham Goad gave his Airport Manager's report. He discussed FAA's commissioning of the PAPI lights on runway 22.

He also noted the receipt of noise complaints since the last meeting. Bob Peacock suggested to Graham that he provide the location of Jody Lucich's house to the National Guard in Salem so they can be considerate of their noise signature on her location.

Andy asked about the frequency change project, Graham responded by talking about taking a survey of airport users to find out how many users want to change it.

Alan Zanuzoski asked that a survey be taken on the width of the runway to provide the FAA with justification to maintain the current width during the proposed runway reconstruction.

7. ITEMS FROM COMMISSIONERS

Andy Benedict talked about the improvements at the Tillamook airport and the benefits to the surrounding community. He said they used a project manager and financial advisor and suggested that the McMinnville airport could use a financial manager. Martha Meeker said that those duties would be part of the RFP for the next FBO operator.

The meeting was adjourned at 7:28

AIRPORT COMMISSION MEETING

Tuesday, July 21, 2015
6:30pm

Agenda Item 4. **FIXED BASED OPERATOR REQUEST FOR PROPOSAL**

- Attachment 1: Draft of proposed RFP.

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FIXED BASED OPERATOR McMinnville Airport

REQUEST FOR PROPOSAL



**RFP Due
August 28th,
2015 5:00 pm**

SUBMIT PROPOSALS TO:

**Community Development Center
City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128**

**Refer Questions To
Rich Spofford
PHONE (503) 434-7312**

RFP Issue Date: August 3rd, 2015



Requests for Proposals:

Fixed Base Operator McMinnville OR Airport

August 3rd, 2015

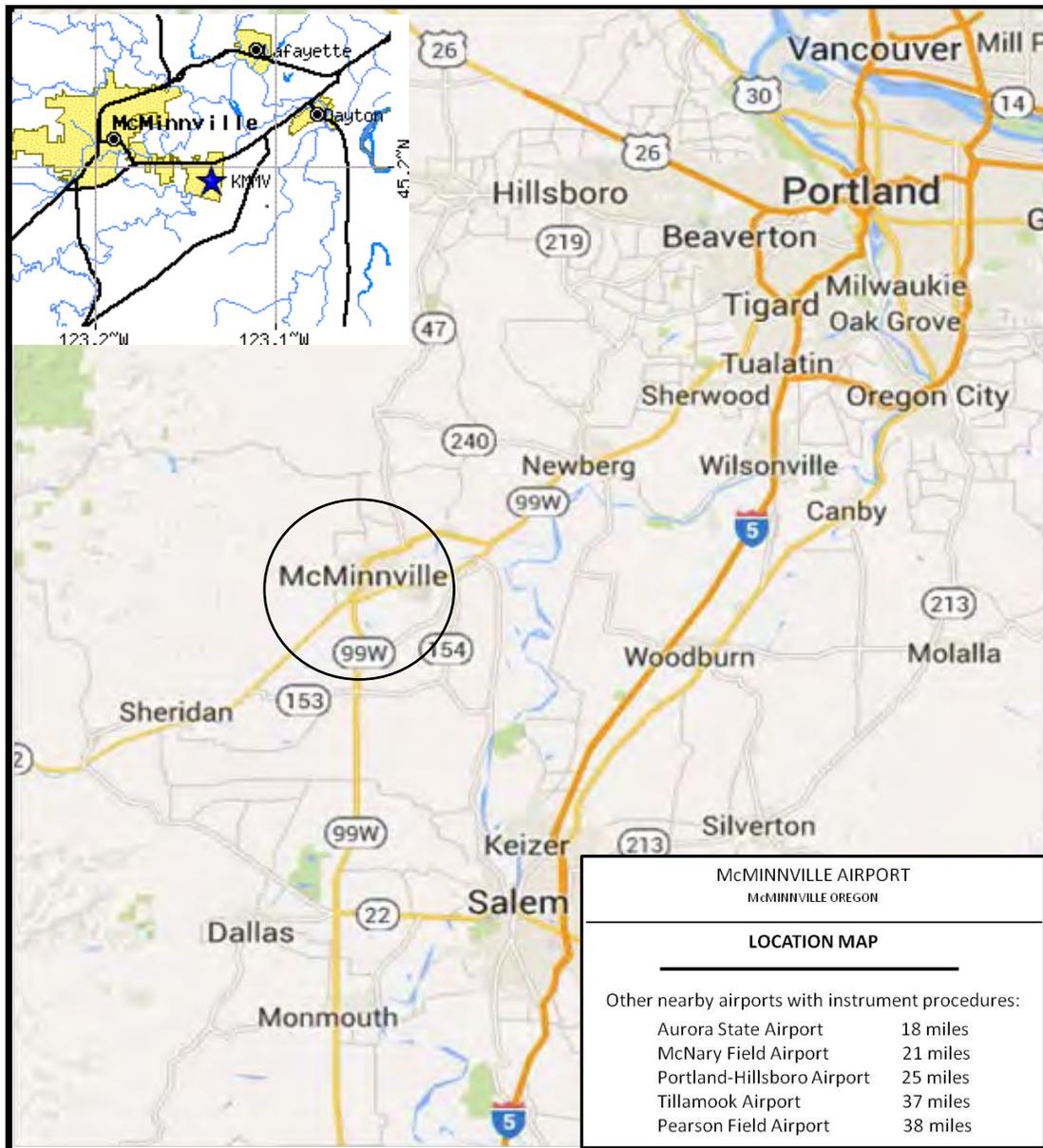


**Request for Proposals
Fixed Base Operator**

McMinnville Municipal Airport, Oregon

The City of McMinnville is soliciting competitive sealed proposals from qualified Fixed Base Operators (“FBOs”) or other aviation Commercial Service Operators (hereinafter collectively referred to as “Operator”) to lease, manage, operate, maintain, develop and promote aviation commercial operations and development at the McMinnville Municipal Airport (“MMV” or “Airport”) located approximately 35 miles southwest of Portland.

Figure 1 - Location Map



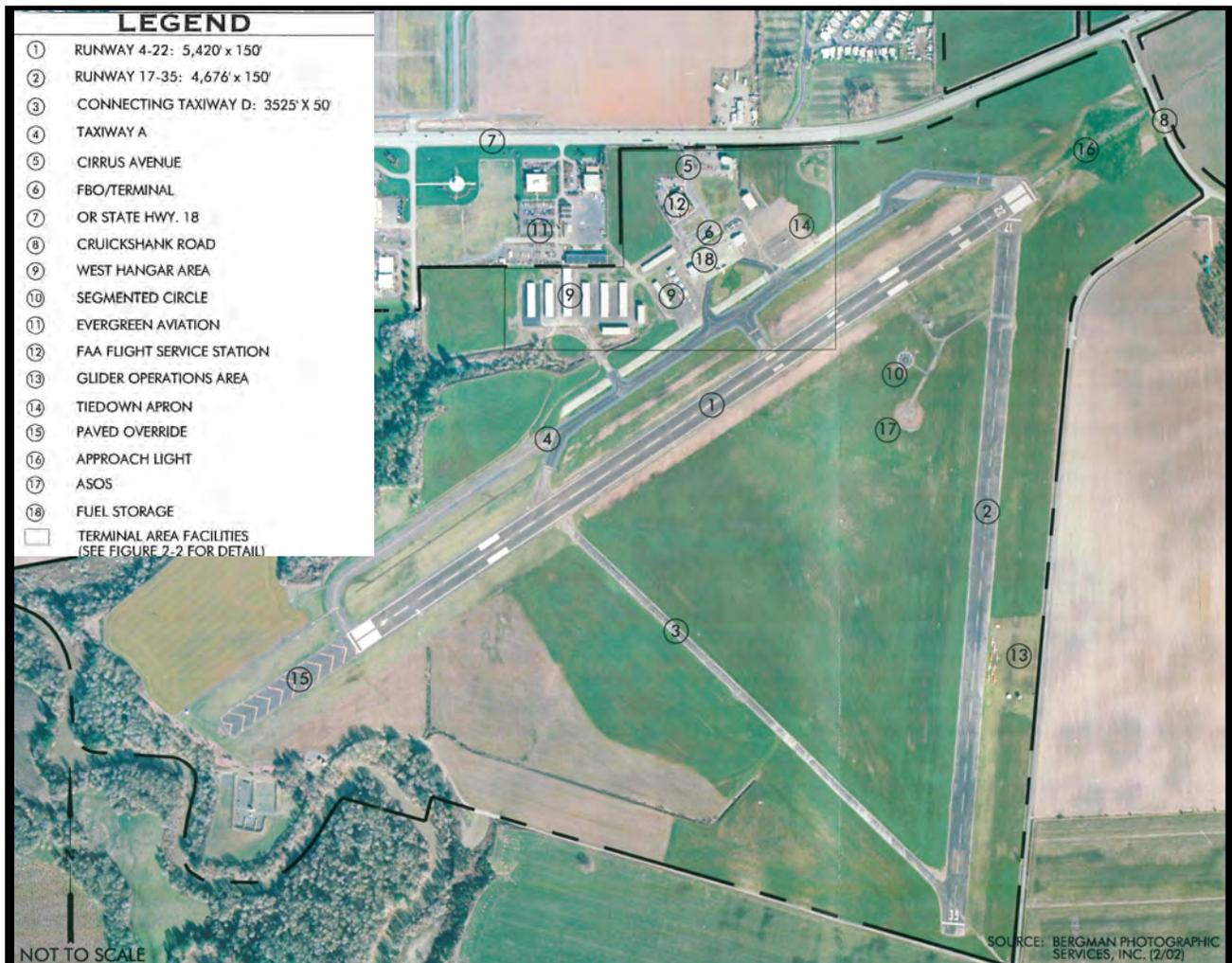
McMinnville Municipal Airport FBO Needs

The City of McMinnville owns and operates the Airport. Currently, Cirrus Aviation, provides aircraft parts and rentals, flight instruction, aircraft maintenance, and fuel (100LL and Jet A) utilizing City-owned facilities through a contract terminating June 30th 2016. The City wishes to maximize the financial viability, success and potential growth of the Airport by securing a new contract with a private sector entity for expanded capabilities including not only the aforementioned services currently provided but also airport management and economic development planning. In addition to the existing City-owned facility used for the FBO, a number of additional sites are available for review. The selected operator will have the right to lease certain real property and use the leased premises for the purposes of operating the proposed business.

About McMinnville Municipal Airport

The McMinnville Municipal Airport is located on a 650 acre site approximately three miles east of McMinnville, Oregon. Local airport activity includes business and general aviation users, commercial glider operations and visitors to the local community and surrounding area. The development of the Yamhill County's wine industry has significantly increased local tourism, which in turn contributed to increased use of the airport as a business transportation facility.

Figure 2 - Airport Layout



The Airport has two paved runways - Runway 4/22 and runway 17/35. Runway 4/22 is served by a full-length parallel taxiway with an access taxiway to the end of Runway 35. Runway 4/22 has high intensity runway edge lighting (HIRL), lighted distance remaining signs and precision instrument runway markings. Runway 17/35 is unlighted and has basic (visual) markings. Runway 4/22 has a pavement strength rating of 40,000 pounds for single wheel landing gear, 50,000 pounds for dual wheel landing gear and 80,000 pounds for aircraft with dual tandem landing gear. Runway 22 is equipped with an instrument landing system (ILS) and a medium intensity approach light system (MALSL). Runway 4 is equipped with runway end identifier lights (REIL). Precision approach path indicators (PAPI) are located on both ends of Runway 4/22.

Aircraft Fuel Data

Fuel delivery data indicates current and recent volumes of jet fuel (Jet A) are higher than recorded in the 1998 to 2002 period (annual levels ranging from 38,000 to 82,000 gallons). Despite the end of Evergreen Aviation operations at Airport in 2014, the Jet A volume in the first half of 2014 (100,713 gallons) nearly equaled the total volume for all of 2013 (112,980). Overall jet fuel use appears to be trending upward, suggesting a relatively broad customer base for both fuel sales and transient turbine aircraft operations.

Instrument operations data

An evaluation of instrument flight plan data was conducted for calendar years 2014 and 2007 to capture both current and pre-recession flight activity levels. The current/recent instrument activity at the airport (1,695 and 1,420 annual instrument operations) appears to be tracking relatively closely to the 2004 ALP forecast assumptions over the 20-year planning period in terms of actual instrument activity (450 to 700 annual instrument approaches). Table 1 summarizes the activity by Airport Reference Code (ARC). Table 2 provides a detailed breakdown by aircraft type and weight.

TABLE 1: GENERAL AVIATION INSTRUMENT OPERATIONS – (MMV) - 2007/2014

ARC	Representative Aircraft	2007	2014 ¹
A-I	Cessna 182/Beechcraft Baron 55/TBM700	690	732
B-I	Beechcraft Baron 58/Beechcraft King Air 90/Cessna Citation (CJ1)	244	318
C-I	Hawker HS125, Learjet 31	25	2
D-I	Learjet 35	110	7
A-II	Cessna Caravan/Pilatus PC12/Beech 18	38	59
B-II	Cessna Citation Bravo/Beechcraft King Air 200/Falcon 50	94	188
C-II	Bombardier Challenger (CL600)	60	92
D-II	Gulfstream 500	64	12
A-III	Douglas DC-3	3	0
B-III	ATR 42/ATR 72/Dash 8/Metro IV	0	28
C-IV	Lockheed C130	1	0
--	Blocked (assumed to be 70% B-I/II Jet and 30% C-I/II and D-I/II Jet)	64	136
--	Helicopter	27	121
	Total GA Instrument Operations	1,420	1,695

Source: FlightAware. 1. 12 months ending November 5, 2014

TABLE 2: INSTRUMENT OPERATIONS BY AC TYPE – MMV 2007/2014

ARC	Representative Aircraft	MGTW	Landing Gear	2007	2014 ¹
Approach Category A & B Aircraft 12,500 lbs. or Less					
A-I Piston Single (≤12,500#)	Cessna 182	2,950	SW	628	562
A-I/B-I Piston Multi (≤12,500#)	Raytheon/Beechcraft Baron 58	5,500	SW	215	199
A-II Piston Multi (<12,500#)	Beechcraft E18	9,300	SW	2	0
A-I Turboprop (≤12,500#)	Socata TBM-800	7,395	SW	10	16
A-II Turboprop (≤12,500#)	Pilatus PC-12	10,450	SW	38	61
B-I Turboprop (≤12,500#)	Raytheon/Beechcraft King Air 100	11,800	SW	47	162
B-II Turboprop (≤12,500#)	Raytheon/Beechcraft King Air 200	12,500	DW	12	34
B-I Jet (≤12,500#)	Cessna Citation CJ2	12,500	SW	8	97
Approach Category A & B Aircraft > Than 12,500 lbs.					
B-II Turboprop (>12,500#)	Raytheon/Beechcraft King Air 350	15,000	DW	20	9
B-I Jet (>12,500#)	Raytheon/Beechcraft 400A	16,100	DW	26	14
B-II Jet (>12,500#)	Cessna Citation Excel (CE560)	20,200	SW	60	143
A-III Piston (>12,500#)	Douglas DC-3	25,200	SW	3	0
B-III /Turboprop (>12,500#)	ATR 42/ATR 72/Dash 8/Metro IV	16,000-50,265	DW	0	28
Blocked (B-II Jet >12,500#)	Cessna Citation Bravo (CE550)	13,500	SW	45	95
Subtotal - Large A & B				154	289
Approach Category C & D Aircraft > Than 12,500 lbs.					
C-I Jet (>12,500#)	Learjet 60	23,500	DW	25	2
C-II Jet (>12,500#)	Canadair Challenger 600	43,100	DW	60	92
D-I Jet (>12,500#)	Learjet 35	18,300	DW	110	7
D-II (Jet >12,500#)	Gulfstream 500	85,100	DW	64	12
C-IV Turboprop (>12,500#)	Lockheed C130	155,000	DW	1	0
Blocked (C-I Jet) (>12,500#)	Learjet 60	23,500	DW	2	4
Blocked (C-II Jet) (>12,500#)	Canadair Challenger 600	43,100	DW	4	9
Blocked (D-I Jet) (>12,500#)	Learjet 35	18,300	DW	8	18
Blocked (D-II Jet) (>12,500#)	Gulfstream 500	85,100	DW	5	10
Subtotal - Large C & D				279	154
Subtotal – All Large (A-D)				433	443
Helicopter				27	121
Total GA Instrument Operations				1,420	1,695

Activity Projections**TABLE 3: PROJECTED LARGE AIRPLANE OPERATIONS – (MMV)**

	2014	2015	2020	2025	2030	2035
Total Operations (TAF)	65,348	66,295	71,235	76,546	82,265	88,414
Fixed Wing Turbine Aircraft >12,500# Operations (IFR) (95%)	443	449	483	519	558	599
Fixed Wing Turbine Aircraft >12,500# Operations (VFR) (5%)	23	24	25	27	29	31
Total Fixed Wing Turbine Aircraft >12,500# Operations	466	473	508	546	587	630

Overall Airport Operations: 2014 FAA Terminal Area Forecast (TAF)

Fixed Wing Turbine Operations Activity: Derived from 2014 FlightAware Instrument Flight Activity

FAA Terminal Area Forecast (TAF)

The FAA's 2014 TAF forecast update projects based aircraft to increase from 124 to 180 (+45%) between 2012 and 2040 (1.34 % AAGR). Annual aircraft operations are projected to increase from 63,500 to 95,033 (1.45 % AAGR) during the same period. Table 4 summarizes the FAA TAF. The TAF based aircraft projection for 2013 and the annual operations total for 2012 are presented on the current FAA Master Airport Record Form (5010), dated 12 months ending 6/14/12.

- Based Aircraft: 126
- Aircraft Operations: 63,500

TABLE 4: 2014 FAA TAF FORECAST SUMMARY

	2012	2015	2020	2025	2030	2035
Based Aircraft						
Single Engine	84	89	98	108	118	128
Multi-Engine	10	10	10	10	10	10
Jet	4	4	4	4	4	4
Helicopter	11	11	12	13	13	13
Other	15	15	15	15	15	15
Based Aircraft	124	129	139	150	160	170
Aircraft Operations						
Itinerant						
General Aviation	40,000	41,804	44,987	48,415	52,101	56,063
Air Taxi & Commercial	0	0	0	0	0	0
Military	1,500	1,500	1,500	1,500	1,500	1,500
Local (All GA)	22,000	22,991	24,748	26,631	28,644	30,851
Total Operations	63,500	66,295	71,235	76,546	82,265	88,414
Average Operations per Based Aircraft	512	514	513	510	514	520

Future Construction

The City has secured \$7.8 million for a total refurbishment of Runway 4/22 scheduled for the latter half of 2016 with completion expected by the end of the year. Runway 17/35 will remain open. Other projects under consideration are listed in the airport's five year Capital Improvement Plan which is available upon request.

FBO Facilities

MMV has both aviation gasoline (AVGAS) and jet fuel available for sale. The airport has two City-owned 12,000-gallon aboveground tanks--one each for jet fuel (Jet A) and 100LL aviation gasoline (AVGAS). The FBO owns a 1,500-gallon truck for Jet Fuel and a 1,250-gallon truck for AVGAS. The tanks and fueling facilities are located near the northwest corner of the terminal apron.

The FBO currently conducts operations out of a former military barracks that was imported from Camp Adair in 1946. As a result of 62 years of growth and the changing face of McMinnville, the current FBO building has become outdated and is in need of replacement. The FBO building houses office space, a pilot waiting area and restrooms but is considered too small to effectively serve as a terminal building. In addition, there are two Quonset style hangars dating back to the 1940s. The front section of the west Quonset hangar includes two floors of finished interior space. The other hangars in the immediate terminal area were constructed in the 1950s or 1960s. The west T-hangar area was initially constructed in the 1970s with one 12-unit T-hangar and has been gradually expanded to its current capacity.

Proposers to the RFP are encouraged to submit proposals reflecting either updates to the current FBO facilities or the development of a new FBO building for which several sites are available on the Airport (see Figure 3). Ultimately, the City is interested in providing first-class FBO facilities and operations at the Airport and encourages innovative submissions that include investment and the promotion of air transportation as well as economic development at the Airport.

Should FBO operations need to be temporarily relocated to allow construction, facilities exist that can accommodate satellite operations out of an existing facility. It is highly desirable that any construction take place in conjunction with reduced operations during Runway 4/22 reconstruction.

Hangar and Miscellaneous Facilities

Part of any proposal should include management and minor maintenance of the following City owned facilities.

Common Name	Building	Existing Use
HANGAR G100-G109	T-Hangar "Golf" (9-units) (west hangar area)	Aircraft Storage
5 HANGARS City Community C1-C5	T-Hangar "Charlie" (6-units) (west end of Terminal Area)	Aircraft Storage
HANGAR D10-D17	T-Hangar "Alpha" (8-units) (NW corner of Terminal Area)	Aircraft Storage
4 SINGLE HANGARS B1-B4	Conventional Hangars "Bravo" (4 building cluster)	Aircraft Storage
WEST HANGAR	Conventional Hangar (Quonset west end of Apron)	Aircraft Storage/Maintenance
ADMINISTRATION BUILDING (FBO)	Terminal Building	Aircraft Maintenance
EAST HANGAR	Conventional Hangar (Quonset east end of Apron)	Commercial Use; Aircraft Storage
FUEL TANK ABOVE GROUND		
BEACON & WIND TEE		

Figure 3 – FBO Development Sites



Proposal Scope of Work and Submission Criteria

The City of McMinnville, Oregon is soliciting competitive proposals from qualified Fixed Base Operators or other aviation commercial service operators to lease, manage, operate, maintain, develop and promote aviation commercial services and development at McMinnville Municipal Airport, Oregon. Currently, there is one FBO at the Airport operated by Cirrus Aviation. The City's contract with Cirrus Aviation terminates May 2016 and this solicitation is for replacement services following the end of this contract.

The City wishes to maximize the financial viability, success and potential growth of the Airport by securing a new contract with a private sector entity for expanded capabilities including not only the aforementioned services currently provided but also airport management and economic development planning. The City is also interested in receiving proposals that afford first-class FBO services at the Airport through a long-term lease arrangement. The City reserves the right to discontinue or alter this solicitation at any time.

Required Services

THE FBO WILL PROVIDE THE FOLLOWING MINIMUM SERVICES	
Aircraft Fueling (100LL / Jet A)	Catering
Aircraft Servicing (LAV / Oxygen)	Flight Instruction
Aircraft Ramp Services (Towing / Parking Guidance)	Aircraft Rental
GPU Service	Aircraft Storage
Flight Planning Area	On Site Airport Management (airfield maintenance, maintenance and minor repair of City owned assets, public relations, customer relations, FOD checks, FAA Communications, Coordinate and schedule all activities and special events at the Airport)
Comfortable Pilot Lounge	Airport Economic Development and Promotion
Interior Restrooms	Manage Land (including Mowing); Manage leases for Hangars & Tie Down
Public Telephone	FBO services as required by the FAA
Wi-Fi Internet	Maintain and operate the airport and the airport facilities safely and efficiently and in accordance with state and FAA specified conditions and grant assurances
Courtesy Transportation	

Services will be available from 08:00 AM to 5:00 PM 7 days a week

Inherent within economic development and promotion is the development of a strategic business plan which is expected to include an industry overview and market analysis about trends and competition, discussion about products and services and possible future changes, review of the legal and regulatory context, and management policies and procedures used in the conduct of business. This plan should look at a 20-year time horizon, with firmer information for the 10-year horizon.



A. Submission Format*For official and confidential use by the City of McMinnville*

Respondents shall prepare their proposal into the following sections:

- Section 1 – Introduction
- Section 2 – Company Information
- Section 3 – Qualifications
- Section 4 – Proposal
- Section 5 – Rents and Fees
- Section 6 – Declarations

Section 1 – Introduction. Provide a general overview of your company and its interest in providing FBO Services at McMinnville Municipal Airport.

Section 2 – Company Information. Provide specific information regarding your company, including:

Purpose/Instructions: The following information will be used by the City in determining whether or not the identified Proposer has, in the opinion of the City, the financial capability to lease the Lease Parcel.

- Official Company/Entity Name: (hereinafter “Proposer”)
- Mailing Address
- If at this address less than a year, please include prior address
- Primary contact
- Telephone Number
- Email Address
- Social Security Number if a sole proprietorship
- FID if a corporation / partnership / business association or a joint venture / LLC
- Date the organization established
- Registered state of the organization
- Proposer Principals. Names of owners, officers, directors, trustees and principal representatives of the entity. Please include title and mailing address for each.
- If the Proposer is a subsidiary or parent of or affiliated with, any other corporation or corporations, please provide the name and address of the corporation or firm, his or her relationship to the proposer and the common officers / directors / owners / trustees / representatives of the corporation or firm.
- If the Proposer is different than the parent corporation or firm, will the parent corporation or firm guarantee performance under this proposal?
- If the Proposer or the parent corporation (if any), or any subsidiary or affiliated corporation of the Proposer or parent corporation, or any of the Proposer’s officers or principal members, shareholders or investors have filed for bankruptcy, either voluntary or involuntary within the past 10 years, provide the name of the individual, the date bankruptcy was filed and the status.
- If the Proposer or the parent corporation (if any), or any subsidiary or affiliated corporation of the Proposer or parent corporation, or any of the Proposer’s officers or principal members, shareholders or investors have defaulted on a loan or other financial obligation please explain the circumstances.
- If the Proposer or the parent corporation (if any), or any subsidiary or affiliated corporation of the Proposer or parent corporation, or any of the Proposer’s officers or principal members, shareholders or investors have been party to any past pending criminal litigation provide the date filed, the name of the court and charge.

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- If the Proposer or the parent corporation (if any), or any subsidiary or affiliated corporation of the Proposer or said parent corporation, or any of the Proposer's officers or principal members, shareholders or investors are party to pending civil litigation that could potentially impact the financial capability of the Proposer to complete the proposed development please provide the date filed, the court and the current status of the litigation.
 - If any employee of the City of McMinnville has direct or indirect personal interest in the Proposer or in the redevelopment or rehabilitation of the property being proposed by the Proposer, please explain said interest.
 - Attach to this statement a certified financial statement showing the assets and the liabilities, including contingent liabilities, of the Proposer fully itemized in accordance with accepted accounting standards and based on a proper audit. If the date of this certified financial statement precedes the date of this submission by more than nine months, also attach an interim balance sheet not more than 60 days old.
 - List Insurance claims filed during the last five (5) years
 - List any environmental violations and/or claims against proposer(s)
 - Attach any additional evidence deemed helpful to demonstrate the Proposer's financial capacity and capability to complete the proposed transaction.

Section 3 – Qualifications and Experience Operating FBOs. Provide a detailed description of qualifications to operate an FBO at McMinnville Municipal Airport. Minimally include:

- Business Plan: The City is committed to fiscal prudence; to doing the right thing for the right reasons; and to delivering high quality projects to its citizens. Given the City's limited staff with an indepth knowledge of airport operations, it is critical the selected firm effectively represent the City and deliver service aligned with the City's values. In light of this, the proposal should illustrate the firm's ability to develop Strategic Business Plans that guide long term success while building a collaborative environment dedicated to integrity and excellence.
- Experience providing FBO services at airports similar to MMV
- Experience in airport operations and management
- Identify a minimum of three (3) references, preferably of airport owners or operators, with which the firm has completed business within the last five (5) years

Section 4 – Proposal. Provide a narrative of up to 50 single-sided 8” x 11” pages describing your overall proposed operation of an FBO at McMinnville Municipal Airport. Any graphics or site plan layouts may be presented on 11” x 17” paper. The narrative must include at a minimum:

- Site Selection and Development
 - Site selection and proposed development, or if existing facilities, improvements thereto
 - Amount, in U.S. dollars, of capital improvements(s) / investment(s) proposed
 - Proposed phasing and implementation schedule
- Facility Management and Operations
 - Financial Management
 - Implementation and Mobilization Plan
 - Marketing and Business Development Plan, including annual budget for the first three (3) years of lease
 - Operations Plan including Flight Operations, Ramp Management, Fueling Operations, Safety Plan and Staff Plan

Section 5 – Rents and Fees. Describe in detail your financial proposal to the City. The minimum term of the agreement will be five (5) years. The maximum term of an agreement, and/or renewals are negotiable and are dependent on the proposed overall capital investment at the Airport. Identify, at a minimum, fees and rents to be paid to the City in the following categories:

- Rent
- Fuel Flowage Fees
- Percentage of Gross Sales
- Minimum Annual Guarantee (MAG) to the City

Section 6 – Declarations and Understandings. Include an originally signed copy of the “Proposer’s Declarations” located at the end of this document.

Section 7 – Proposal Process

A. RFP SCHEDULE

The schedule for the RFP process follows.

August 3rd, 2015 RFP advertisement released

August 21st, 2015 Deadline for questions, requests for clarification and solicitation protests

August 28th, 2015 (5:00pm) Deadline for City responses to questions, requests for clarification and solicitation protests

September 4th, 2015 (5:00pm) Proposals due

September 18th, 2015 (tentative) Notify consultants of results of selection process

September 25th, 2015 (tentative) Deadline for written protest of selection results

October 2nd, 2015 (tentative) City response to protest

October 6th, 2015 (tentative) Airport Commission approval

October 13th, 2015 (tentative) City Council approval

B. PROPOSAL DUE DATE

Proposers shall submit sealed proposals containing one (1) signed, clearly marked, easily reproducible original and four (4) complete copies to:

Rich Spofford

City of McMinnville Community Development Center

231 NE Fifth Street

McMinnville, OR 97128

The sealed proposals are due no later than 5:00 PM September 4th, 2015. Proposals received after the deadline will be rejected and returned unopened. Proposals may be mailed to the City, but must be received by the above stated date and time. Facsimile and electronically transmitted proposals will not be accepted.

C. QUESTIONS AND CLARIFICATION

Questions and requests for clarification regarding this RFP solicitation must be directed in writing (either email or fax is acceptable) to:

Rich Spofford
City of McMinnville Community Development Center
231 NE Fifth Street
McMinnville, OR 97128
Phone: (503) 434-7312
Fax: (503) 474-4955
Email: Rich.Spofford@ci.mcminnville.or.us

The deadline for submitting questions or requests for clarification is seven (7) days prior to the proposal due date. If a substantive clarification is necessary, an addendum will be issued no later than 72 hours prior to the due date to all recorded holders of the RFP solicitation. Note that statements made by the City are not binding upon the City unless confirmed by written addendum.

D. SOLICITATION PROTEST

A proposer who believes the proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a protest, or request to change, in writing. Protests or requests to change any provision of this RFP, including the submittal requirements, evaluation criteria, or contract terms, must be submitted no later than seven (7) days prior to the proposal due date. No protest of the selection of a consultant, or award of a contract, because of a RFP provision, submittal requirements, evaluation criteria, or contract term will be considered after such time.

The protest or request for change shall include:

- The reason for the protest or change;
- The proposed language to address the protest or change; and
- The reason(s) why the proposed language will benefit the City.

The City shall consider the protest or request for change, and may reject the protest or request for change, issue an addendum, or cancel the RFP. Protests or requests for change must be submitted in writing to:

Rich Spofford
City of McMinnville Community Development Center
231 NE Fifth Street
McMinnville, OR 97128
Phone: (503) 434-7312
Fax: (503) 474-4955
Email: Rich.Spofford@ci.mcminnville.or.us

E. PROPOSAL MODIFICATIONS OR WITHDRAWAL

Proposal modifications or erasures made before signing by the authorized representative must be initialed and dated in ink. Once submitted, proposals may be modified in writing before the time

and date set for proposal closing. Any modifications shall be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked "Proposal Modification", and identifying the proposal title and closing date and time. Proposer may not modify proposal after proposal closing time. Any proposal may be withdrawn at any time before the proposal due date and time by providing a written notification on company letterhead signed by an authorized person. The withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

F. CANCELLATION, DELAY OR SUSPENSION OF RFP SOLICITATION; REJECTION OF PROPOSALS

Nothing in this RFP shall restrict or prohibit the City from cancelling, delaying or suspending the RFP solicitation at any time. The City may reject any or all proposals, in whole or in part, if in the best interest of the City, as determined by the City.

G. IRREGULARITIES

The City reserves the right to waive any non-material irregularities or information contained in this RFP, or in any received proposal.

H. PROPOSAL COSTS

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. Execution of a contract is subject to the availability of funds.

I. AVAILABILITY OF RFQ RESPONSES; PROPRIETARY INFORMATION

Per the terms of ORS 279C.107, the City will open the proposals so as to avoid disclosing the contents to competing proposers during the process of negotiation. Proposals will not be available for public review until after the issuance of the Notice of Intent to Award. To the extent possible, the City will withhold from disclosure to the public trade secrets, as defined in ORS 192.501, and information submitted to the City in confidence, as described in ORS 192.502, that are contained in the proposal. Proposals must clearly identify such material, keep it separate, and provide separate notice in writing of the status of this material to:

Rich Spofford
City of McMinnville Community Development Center
231 NE Fifth Street
McMinnville, OR 97128
Phone: (503) 434-7312
Fax: (503) 474-4955
Email: Rich.Spofford@ci.mcminnville.or.us

Section 8 - Proposal Evaluation Criteria.

Evaluation of the RFP will be based on a point system where responses to the requests for information will be scored by members of the Evaluation Committee. The possible point values are listed by each evaluation criterion. Results obtained in reference checks may be used to score any relevant evaluation criteria. Reference checks will be limited to information that is listed within the evaluation criteria. The Evaluation Committee may contact Proposers for clarification of proposal responses; however no additions, deletions or substitutions that cannot be termed as clarifications may be made to proposals.

The criteria to be used by the City in evaluating responses to perform the requested services are listed below:

A. Proposer's qualifications	30%
B. FBO management and development experience	20%
C. Proposed Operating Plan including	20%
- Transition Plan	
- FBO Staffing Plan	
- Airport Marketing Plan	
D. Proposed Capital Improvement Plan	20%
E. Revenue to City/Airport	10%

Proposer's Declaration

PROPOSER UNDERSTANDS, AGREES, AND WARRANTS:

- a. That Proposer has carefully read and fully understands that the information provided by the City was provided for general informational purposes only.
- b. That Proposer has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c. That Proposer's information must be submitted with the proposal and is attached hereto.
- d. That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to 5:00 PM, local time, on the date that the proposal is due but may not be withdrawn for a period of 120 days after such date.
- e. That all information contained in the proposal is true and correct to the best of Proposer's knowledge and belief.
- f. That Proposer did not, in any way, collude, conspire, or agree directly or indirectly with any person, firm, corporation, or other Proposer in regard to the amount, terms, or conditions of this proposal.
- g. That Proposer did not receive unauthorized information from, nor initiate contact with, the McMinnville City Council, Airport Advisory Committee, the Airport Staff, the Airport Legal Counsel, or the Airport Consultant(s) during the proposal period except as provided for in the Request for Proposals proposal package.
- h. That no officer or employee of the City of McMinnville or other affiliated City officer or employee shall have a financial interest, direct or indirect, in any contract with the City, or shall be financially interested, directly or indirectly, in the sale to the City of any materials, supplies, or service.
- i. That the City reserves the right to reject any and all proposals and to negotiate fees, terms, and provisions which, in the County's sole opinion, is in the best interest of the City of McMinnville.

- j. That by submission of this Proposal, the Proposer acknowledges that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make said inquiries, and to provide any and all requested documentation in a timely manner.

Acknowledged and Accepted By: _____

Title: _____

Print Name: _____

Date: _____

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AIRPORT COMMISSION MEETING

**Tuesday, July 21, 2015
6:30pm**

Agenda Item 5. **FLY FRIENDLY PROGRAM CONTRACT**

- Attachment 1: Proposed consultant scope of work and cost

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McMINNVILLE MUNICIPAL AIRPORT

FLY FRIENDLY PROGRAM

SCOPE OUTLINE

June 8, 2015

GENERAL

The City of McMinnville has recently seen an increasing number of noise complaints at the McMinnville Municipal Airport (MMV) due to helicopter noise. City Staff have met with a limited number of residents neighboring the airport. As a way to address these noise complaints, the City desires to develop a formal noise complaint process and a Fly Friendly program to mitigate resident concerns.

This scope outlines the various tasks and activities associated with the development of these programs.

TASK 1-PROJECT ADMINISTRATION

This task includes activities associated with the administration and management of the project. Anticipated activities include:

- Coordination with City
- Coordinate and schedule meetings
- Individual neighbor contacts/site visits
- Airport user contacts/site visit
- Manage, file and collate user comment/complaint notebook
- Project invoicing
- Project QA/QC

TASK 2-AIRPORT PUBLIC MEETING (Neighbors and Operators)

This meeting is specifically directed at soliciting input and for educating the public, users, and the airport advisory commission, on FAA rules, regulations, and requirements.

Anticipated activities include:

- Prepare materials for public meeting (aerial photo display, meeting display boards, power point presentation, meeting sign-in, neighbor survey forms)
- Facilitate and attend the public meeting
- Presentation by noise consultant (ESA Airports), Q&A support*

- Attendance, for Q&A, by an FAA flight standards representative (if available)
- Prepare meeting summary/notes

*Note: The presentation by noise consultant, ESA Airports, will include copyrighted materials. The City of McMinnville shall have the right to use the presentation material for internal staff educational purposes. Posting of the presentation materials on the City's website or transmittal by electronic means is prohibited without the express written consent of ESA.

Objectives of the meeting are to:

- Understand public/neighbor concerns;
- Understand user patterns and limitations/flexibility;
- Understand FAA rules and City jurisdictional limitations;
- Keep the Airport Advisory Committee informed on noise issues.

TASK 3-AIRPORT USER MEETING

The effort for this activity is included in Task 2.

TASK 4-AIRPORT ADVISORY COMMITTEE MEETING

The effort for this meeting will be conducted by City Staff. No consultant involvement or effort is anticipated.

TASK 5-DEVELOP DRAFT FLY FRIENDLY PROGRAM AND BROCHURE

- Prepare draft fly friendly program materials and brochure
- Incorporate input from prior meetings, FAA, and City Staff

TASK 6-FLY FRIENDLY PROGRAM, PUBLIC MEETING

This effort is to be conducted by City Staff. No consultant involvement is anticipated.

TASK 7-FINALIZE, PUBLISH, AND ADOPT FLY FRIENDLY PROGRAM

- Prepare final fly friendly brochure
- Deliver PDF copy to City for posting on City website
- Print 200 copies for distribution

PROJECT TITLE:
 CLIENT:
 JOB NUMBER:

McMINNVILLE MUNICIPAL AIRPORT-FLY FRINEDLY PROGRAM
 CITY OF McMINNVILLE
 TBA

PROJECT TASK	PRINCIPAL	PROJ			SR AIRPORT	CADD	CLER.	TOTAL	PROJECT	TASK	
	ENGR	ENGR	ENGR	PLANNER	DSGN	HRS					COST
PHASE I-PREDESIGN SERVICES											
TASK 1-Project Management/Administration										\$5,156.00	
1 Coordination with City	2		0	0	0	2	4		\$544.00		
2 Coordinate and Schedule Meetings	2		0	0	0	2	4		\$544.00		
3 Neighbor Contacts/Visits	0		8	0	0	2	10		\$1,030.00		
4 Airprot User Contacts/Visits	0		8	0	0	2	10		\$1,030.00		
5 Assemble/Manage Project Complaint Notebook	0		8	0	0	2	10		\$1,030.00		
6 Project Invoicing	0		0	0	0	2	2		\$110.00		
7 Project QA/QC	4		0	0	0	0	4		\$868.00		
TASK 2-Airport Neighbor Public Meeting										\$7,750.00	
1 Prepare Public Meeting Materials	2		4	8	8	2	24		\$3,004.00		
2 Facilitate and Attend Public Meeting	8		0	16	0	0	24		\$4,216.00		
3 Presentation by Noise Consultant			By Subconsultant, ESA Airports								
4 FAA Flight Standards Representative			By FAA Representative, if available								
5 Prepare Meeting Notes/Summary	0		0	2	0	4	6		\$530.00		
TASK 3-Airport User Meeting			Effort for this meeting is included in Task 2								\$0.00
1 Prepare Meeting Materials							0		\$0.00		
2 Facilitate and Attend Meeting with Airport Users							0		\$0.00		
3 Prepare Meeting Notes/Summary							0		\$0.00		
TASK 4-Airport Advisory Committee Meeting			Meeting Held by City Staff, no consultant participation								\$0.00
1 Prepare Meeting Materials							0		\$0.00		
2 Facilitate and Attend Meeting							0		\$0.00		
3 Prepare Meeting Notes/Summary							0		\$0.00		
TASK 5-Develop Fly Friendly Brochure										\$4,984.00	
1 Develop draft brochure	2		8	8	24	2	44		\$4,984.00		
TASK 6-Fly Friendly Public Meeting			Eliminate meeting, or meeting held by City Staff, no consultant participation								\$0.00
1 Prepare Meeting Materials							0		\$0.00		
2 Facilitate and Attend Meeting							0		\$0.00		
3 Prepare Meeting Notes/Summary							0		\$0.00		
TASK 7-Finalize and Publish Brochure										\$2,794.00	
1 Incorporate Meeting Comments	0		0	2	0	0	2		\$310.00		
2 Finalize and Publish Brochure	2		0	2	16	2	22		\$2,374.00		
3 Print Brochure Copies	0		0	0	0	2	2		\$110.00		
Labor Subtotal	22	0	0	36	38	48	24	168	\$20,684.00	\$20,684.00	

EXPENSES:

Travel:	Cost	Air	Ground	R.T.		Markup	
	Per Unit	Trips	Trips	Days	Miles		
Lodging	\$125.00				1	1.1	\$137.50
Milage-Planner Trips	\$0.60		1		520	1.1	\$343.20
Milage-PE Trips	\$0.60		2		90	1.1	\$118.80
Milage-Principal Trips	\$0.60		1		320	1.1	\$211.20
Airfare	\$0.00		0		0	1.1	\$0.00
Meals	\$30.00				1	1.1	\$33.00
Misc. expenses:							
MISC							\$50.00
PHOTO COPIES							\$50.00
POSTAGE							\$75.00
PRINTING							\$1,000.00
PLOTTING							\$750.00
FIELD SUPPLIES							\$0.00
Sub-Consultants:							
1. ESA Airports-Noise Consultant					\$4,900.00	1.1	\$5,390.00
2. Not Used					\$0.00	1.1	\$0.00
3. Not Used					\$0.00	1.1	\$0.00
Subtotal - Expenses							\$2,768.70
Subtotal - Subconsultants							\$5,390.00
Total -							\$28,842.70

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AIRPORT COMMISSION MEETING

**Tuesday, July 21, 2015
6:30pm**

Agenda Item 6. **AIRSTRIP ATTACK EVENT UPDATE**

- Attachment 1: Event update from Shift-S3ctor LLC

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Dear Rich, Nathan, and Jody

Here are where things currently stand for the event:

Drivers: We have over 100 drivers signed up per day. We are about to shut down registration for Saturday Drivers as being sold out. We will take a few more spots on Sunday and then mark that as sold out as well. This is fantastic.

Spectators: As of right now, we have pre-sold 501 Saturday spectator tickets and 463 Sunday spectator tickets. This is amazing for our first time there. Our California event (which we have been doing for several years) only receives about 400 presold spectator tickets per day. We're still 6 weeks out.

We decided that we are going to cap spectators at 1250 per day to make sure we can accommodate. Our Colorado event saw close to 3,000 per day but we had a bigger space. We will cap pre-sale spectator tickets around 750 per day and allow for 500 each day at the gate.

Vendors: Kelly at Grain Station has a team setting up and handling the beer garden (to sell to spectators, not drivers obviously). We are also on par to have 5 or 6 food vendors as well. As far as event sponsors, we have some big name Race Shops and even vehicle manufacturers (Kawasaki USA will be bringing out their fastest production motorcycle for example). More are coming in as well.

Utilities: Bathrooms, trash, barricades, and grandstands are all being finalized right now as we shop different vendors. We are also looking into having a Jumbotron at the event (as we did in Colorado and was a huge success)

PD/Fire/Tow: Police officers have already been established and are all set. We are finalizing our fire requirements. I reached out to the Chief via email but haven't heard back. I am planning to call this week. We will also be hiring private security as well. Our standby tow truck will be provided by Gale's Towing (local tow company).

Staging/Traffic Control: We are still set to stay in line with the diagrams. Spectator traffic and parking is something where we would like to have a backup location in case the primary parking fills up. This is something we can hopefully work out with Rich.

Press Release/Media: We are finishing up some flyers and promotional materials. Based on the amazing spectator response already, we actually don't want to promote it TOO crazy and have 10 x the amount of people we are prepared for. However, we are still planning to strategically promote the event and have already been in touch with the local newspapers and are looking into radio stations as well.

Just based on the vehicles registered (everything from half a million dollar exotics, to classic camaros, and record setting race cars) and the spectator response, we know the event will be fantastic. A few promotional nuances and logistics to workout, but overall we are on point to have a fantastic event.

Thank you again for this opportunity. We are very excited and we hope you are too.

Best Regards,

Ryan Fisher
Partner and Legal Counsel
Shift-S3ctor LLC
Ryan@Shift-S3ctor.com
(949)606-4910

SHIFT S3CTOR

www.shift-s3ctor.com

 [Shift-S3ctor On Facebook](#)