

## **City of Burns**

### **Request for Proposals - Airport Manager**

In accordance with ORS 279B.070, the City of Burns is informally soliciting proposals from qualified persons or firms to provide the following airport management services (collectively, the "Services"):

- 1. Plan, implement and supervise all airport activities, including airport safety, facility maintenance and compliance inspection; Plan, develop and manage airport budget; maintains budgetary control and be accountable for expenditures within approved department budget; presents annual budget and long term capital improvement programs. Construction and maintenance of a dedicated airport web site.*
- 2. Conduct fuel sales at prices to be determined by City and maintain all fuel systems. Contractor shall be knowledgeable about the complete computerized aircraft fueling system, the fuel tanks, including the filter system, testing of fuels, be fit and able to inspect all tanks and components of the fuel supply system, be knowledgeable regarding fuel reconciliation and ordering of fuel.*
- 3. Enforce security; including maintenance of security gates and fences and appropriate locks.*
- 4. Maintain the Airport and its grounds in good order and free from unauthorized vehicles and structures.*
- 5. Assist the City Administrative staff in collection of any fees due for Airport usage and properly account to City for such collections; Report and past due accounts to City Administration and assist in the collection of past due accounts.*
- 6. At all times have and maintain in good working order cellular telephones, the numbers of which have been provided to the City.*
- 7. Provide all tools and equipment required for general maintenance other than those required to be provided by City.*
- 8. Maintain all runways, taxiways, parking areas, the beacon tower and lighting systems in good condition. Contractor shall be knowledgeable with respect to the entire runway system, including lighting and alignment of lights, have the capability of efficiently removing any obstacle, including disabled aircraft, from runways, taxiways and other areas upon the Airport.*
- 9. Report monthly to City's city manager as to the status of airport operations. The form of such report shall be specified by the City. At the request of the city manager, represent the airport before City Council meetings and before federal, state and regulatory agencies, boards, commissions and other agencies as requested.*
- 10. Prepare and submit recommendations and specifications for capital improvement projects.*

*11. Coordinate construction work and snow removal with the City, airport users and the public.*

*12. Coordinates with the fire and public works departments for personnel to provide airport rescue and safety programs.*

*13. Researches grant opportunities; provide input and draft grant applications and assist in the administration of grants associated with the airport.*

*14. Assist the city manager and staff in the negotiation and administration of contracts and agreements with tenants for land and commercial leases.*

*15. Contact potential businesses and provides other economic development activities for the airport. Communicate economic development activities with other government agencies and development personnel.*

*16. Be a Federal screener or secure that status within three months of contract.*

*17. Any additional services agreed upon and contained within the final contract.*

A person or firm interested in performing the Services must submit a signed and dated written proposal to the City containing the following information:

1. Person or firm's name, address, contact information, and the name of the primary contact in reference to the proposal.
2. Brief information concerning the person or firm (e.g., background, size, types of services provided, and types of similar engagements).
3. Identification of the person(s) who will be assigned and responsible to perform the Services.
4. Identification of the monthly fees the person or firm will charge the City for the performance of the Services.

To be considered, please submit your proposal to Don Munkers, City Manager, via email at [dmunkers@ci.burns.or.us](mailto:dmunkers@ci.burns.or.us) or by mail or hand delivery at the appropriate addresses provided below:

Mail:  
City of Burns  
Attn: Don Munkers  
242 S. Broadway  
Burns, Oregon 97720

Hand Delivery:  
City of Burns  
Attn: Don Munkers  
242 S. Broadway  
Burns, Oregon 97720

Proposals must be received by the City on or before 12:00 p.m. on August 4, 2010. Proposals received after the deadline date/time will not be considered. The City reserves the right to reject any and all proposals. If a contract is awarded, the City will award the contract to the proposer

whose proposal will best serve the City's interests, taking into account price and various other considerations including, without limitation, experience and expertise. Proposers responding to this informal solicitation do so at their own expense. The City is not responsible for any expenses associated with the preparation of any proposals.

If a contract is awarded, the City and the selected proposer will enter into a contract concerning the Services. The contract will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to the City. Without otherwise limiting the generality of the immediately preceding sentence, the contract will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, and representations and warranties.

If you have any questions regarding this solicitation, please contact Don Munkers at 541-573-5622.