

Board of Airport Commissioners
Monday, August 29, 2022 12:00 PM
Council Chambers
2500 14 Street
Columbus, NE 68601

The Mayor and City Council reserve the right to go into closed session as per Section 84-1410 of the Nebraska Revised Statutes. A current agenda is on file at the office of the city clerk at City Hall, 2500 14 Street, Columbus, Nebraska. For more information, call 402-562-4224 or visit our website at www.columbusne.us.

- 1. Statement of Compliance with Open Meetings Act and roll call.**

Open Meetings Act

Neb. Rev. Stat. § 84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

Neb. Rev. Stat. § 84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

Neb. Rev. Stat. § 84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

Neb. Rev. Stat. § 84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such

individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the

members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

Neb. Rev. Stat. § 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual meetings authorized; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the

meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as

would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in
Open Meetings Act

number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

Neb. Rev. Stat. § 84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Neb. Rev. Stat. § 84-1413. Meetings; minutes; roll call vote; secret ballot; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of

the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

Neb. Rev. Stat. § 84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Neb. Rev. Stat. § 84-1415. Open Meetings Act; requirements; waiver; validity of action.

No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

2. **Amend fixed base operator agreement to extend termination date to December 31, 2022.**



The City of **Columbus**

RESPONSIBLE • RESPONSIVE • REPUTABLE

Administration Office (402) 562-4232

Fax (402) 563-1380

Memorandum

DATE: August 23, 2022
TO: Tara Vasicek, City Administrator 
FROM: Aaron Diedrichs, Airport Manager
RE: Request for extension

RECOMMENDATION:

I recommend approval of the contract extension with Avcraft as fixed base operator (FBO) to December 31, 2022.

DISCUSSION:

Avcraft is the current FBO operator. In order to allow time for the City to research all Fixed Based Operator options through a Request for Proposals (RFP), we would like to extend the term of the existing contract to December 31, 2022. Of course, Avcraft will be able to submit a proposal like any other interested party.

No changes will be made from the current lease agreement for this extension.

SECOND ADDENDUM TO FIXED BASE OPERATOR AGREEMENT

WHEREAS, the Columbus Municipal Airport through the City of Columbus, Nebraska, (hereinafter referred to as "City"), and Avcraft, Inc. (hereinafter referred to as "FBO"), entered into a "Fixed Base Operator Agreement" on or about August 15, 2016, and was approved by Resolution No. R16-91 (herein referred to as the "Agreement"); and

WHEREAS, an Addendum to the Fixed Based Operator Agreement dated September 8, 2020, was approved by Resolution No. R20-91 (herein referred to as the "First Addendum"); and

WHEREAS, the Agreement may not be modified unless such modification is agreed to in writing by each party; and

WHEREAS, the Agreement's initial term was for three years (from September 1, 2016, to August 31, 2019), and the City at its sole discretion could extend the lease for three (3) additional one (1) year periods.

WHEREAS, the Agreement was extended three times, and said extensions were for the following time frames:

- 1st extension = September 1, 2019 to August 31, 2020
- 2nd extension = September 1, 2020 to August 31, 2021
- 3rd extension = September 1, 2021 to August 31, 2022

WHEREAS, the parties desire to modify and amend the Agreement to lengthen and increase the final extension's termination date to and including December 31, 2022.

NOW, THEREFORE, in consideration of the foregoing, and the mutual benefits provided by the Agreement and this Addendum, the Agreement is hereby amended as follows:

1. This Second Addendum hereby adopts and incorporates the following amended provision to the Agreement:

1. Leased Premises. The City hereby grants to FBO the exclusive use of the following hangers, to wit:

Hangers 1307, 1334, 1340, 1430 and 1508-5 together with the tie downs located on the ramp directly to the east of said Hangers 1334 and 1340 and the general use of the apron area in common with others, together with the non-exclusive right and privilege to conduct a fixed-base operation, as defined by the Rules and Regulations of the Columbus Municipal Airport now in force and from time to time amended, for a period of three years from September 1, 2016. The City may, at its sole discretion, extend the term of this Agreement for three one-year periods; the City will notify FBO in writing of its intent

to extend the term of the Agreement at the conclusion of the second year of the initial term, the City will notify the FBO in writing one hundred eight (180) days in advance of the date of such subsequent extensions. If such extension is granted, all fees will be reviewed and brought current in accord with Section 2 for each separate one-year extension. Objective criteria will be developed upon which the FBO will be evaluated for extensions. Prior to or at the conclusion of the third and final one-year extension period (i.e. August 31, 2022), the City may in its sole discretion increase, lengthen, and extend the lease termination and final extension date to and including December 31, 2022.

2. This Second Addendum shall be attached to and shall become a part of the Agreement.
3. The Second Addendum shall be effective as of the signature date of each Party.
4. All terms and conditions of the Agreement and First Addendum, not otherwise amended or altered by this Second Addendum, shall remain in full force and effect.

Executed this _____ day of _____, 2022 by the City of Columbus, Nebraska.

CITY OF COLUMBUS

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

Executed this 25 day of August, 2022 by Avcraft, Inc.

ACVCRAFT, INC.

Keith Harbour
Signature

Janace Harbour
Signature

KEITH HARBOUR
Printed Name

JANACE HARBOUR
Printed Name

1334 BILL BABKAR
Address

1334 BILL BABKAR
Address

402 564 7884
Phone Number

402 564 7884
Phone Number

avcraftinc@gmail.com
Email

3. **Request authorization to issue request for proposals for fixed base operator services.**



The City of Columbus

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Administration Office (402) 562-4232

Fax (402) 563-1380

Memorandum

DATE: August 23, 2022

TO: Tara Vasicek, City Administrator 

FROM: Aaron Diedrichs, Airport Manager

RE: Request for proposals

RECOMMENDATION:

I recommend authorizing the issuance of a request for proposals (RFP) for the fixed base operator (FBO) at the Columbus Airport.

DISCUSSION:

The City has had Avcraft as the main FBO for 32 years. As the new airport manager I see a great deal of potential at Columbus. We would like the current FBO to have an opportunity to invest in the future of this airport, but would also like to offer new services that could help the aviation community in Columbus grow.

Currently we have a hand full of businesses that operate out of the Columbus airport. Two things we do not have with the current FBO is a Part 141 Flight School and a Part 135 Charter Service. A 141 flight school offers specific training to anyone in the community as basic as a private pilot's license all the way up to airline transport Pilot (ATP). This airport is a perfect fit for a full-time flight school with three high schools and a community college it gives great opportunities for youth and adults. Secondly, a 135 operation. This offers pilot service such as charters to the general public as well as business who are not yet interested in buying a charter plane of their own but have occasional needs to fly out of Columbus on a charter. An RFP will allow the City to understand what FBO's are interested in Columbus and exactly what they are able to offer. A committee of staff and Airport Board members will make the final recommendation after reviewing the proposals.





The City of **Columbus**

RESPONSIBLE • RESPONSIVE • REPUTABLE

Administration Office (402) 562-4232

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Request for Proposals
Airport Fixed Base Operator (FBO)
Columbus Municipal Airport
August 29, 2022

- I. Introduction
- II. Scope of Work
- III. Contents of Proposal
- IV. Contract Minimum Requirements
- V. Selection Process

I. INTRODUCTION

The City of Columbus is seeking proposals from qualified applicants for a Fixed Base Operator (FBO) to lease, manage and operate general aviation facilities at the Columbus Municipal Airport, located at 1308 Bill Babka Dr. Columbus, NE 68601. Each proposal shall be reviewed for compliance to the RFP by a committee appointed by the City Administrator. Once the committee determines the ideal FBO based on the proposals received, the City Administrator will negotiate a contract which will be provided to the Airport Board and City Council for consideration.

Airport background:

Columbus Municipal Airport is a general aviation C-II category airport located in Platte County, Nebraska at an elevation of 1,444 MSL. Aircraft currently based on the field is fifty.

The airport's concrete runway 14/32, is 6,800 x 100 feet with additional 950' displaced and has 43,000 pounds single wheel rated; is dual wheel rated at 58,000 lbs. The airport's crosswind grass runway 02/20 is 4,135 x 150 feet.

Runway 14 has Precision Approach Path Indicators (PAPIs) in addition to Medium Intensity Approach Lighting System MALSR and Medium Intensity Runway Lights (MIRLs), with Runway 32 having Runway End Identifier Lights (REIL) on the primary. RNAV/LPV GPS runway 14 and 32 with also VOR/DME is available. Runway 14/32 has connecting taxiways B, C, D, E, F, and G, with turnarounds. An apron provides approximately 32,000 square yards of paved area with twenty-three tie downs. Two 12,000 gallon fuel tanks and pumps dispense AV gas and Jet-A fuel.

II. SCOPE OF WORK

The City is seeking a qualified applicant, which can provide the following aeronautical services at the airport. The City of Columbus asks that each proposal specify if their business will be able to provide the following services as the FBO at the Columbus Municipal Airport:

- Demonstrated ability to work with city governments and airport advisory boards to actively promote aviation at the airport.
- Ability to comply with the airport's minimum standards for aeronautical services and liability insurance standards.
- Demonstrated experience in procurement and negotiation with established vendors supplying fuel products and aircraft parts through the aviation supply chain.
- Adequate on-site personnel, security, and monthly activity reporting.
- Demonstrated success in providing aeronautical services to an active airport through all or part of the services listed below:
 - Superior customer service
 - Full aviation A&P mechanical services
 - Competitive fuel sales-during business hours and after hour emergencies
 - Aircraft maintenance and repair station employing 14CFR Part 65 Certified mechanics, including IA
 - Part 141 Flight school and rental aircraft
 - Part 135 Charter operations
 - Courtesy cars
 - Development of additional revenue sources for the airport and FBO
 - Monitoring Unicom Radio System during business hours
 - Completion of monthly reports

III. CONTENTS OF PROPOSAL

1. A resume of company or person documenting ownership and/or partners' names, qualifications, experience, and a description of the person or company's ability to operate a full-service general aviation FBO
2. Five personal and business references each, including active vendor references
3. A Business Plan defining the following:
 - Start-up requirements (applicable to all but current FBO)
 - Any requirements for building plans
 - 3-5 year business and marketing plans
 - Plans for equipment fueling and servicing
 - Other plans that would result in a successful business enterprise, including information concerning financial viability of applicant
 - Ability of the Proposer to meet provide the services listed in Section II.
4. Proposed general lease considerations and/or comments, including flowage fees and base lease payment to the City.
5. Documentation of or ability to obtain Hangar Keeper's Insurance and General Liability Insurance

IV. CONTRACT MINIMUM REQUIREMENTS

Verification of ability to fulfill these minimum contract requirements will be provided in the proposal.

It is recommended the FBO applicant provide the following. Each of the items should be discussed in the proposal for appropriateness and applicability for the operation. The list is not to be considered as all encompassing, and applicants are urged to add to or tailor the list to suit services being proposed.

1. Provide proposed terminal staffed hours (preferred 7am-7pm) and call in hours.
2. Keep and dispense sufficient aviation fuels at a competitive rate and lubricating oils to meet public demand. Other aviation materials such as charts, wind screen cleaners, pilot supplies, and publications should be made available.
3. Promote the airport with activities such as fly-ins and other scheduled promotional events to bring individuals to the community.
4. The City will provide professional maintenance staff which provides: Building/Hangar maintenance, airfield maintenance including snow removal, mowing, lighting, pavement/markings maintenance, and issuance of NOTAMs. FBO will periodically be requested to issue NOTAMs and attend Airport Advisory Board meetings. The City and FBO will coordinate and communicate on the issuance of NOTAMs for the safe operation of the airport.
5. Attend scheduled meetings with City staff and other special groups, and provide City with a roster of current staff employed by the FBO.
6. The successful FBO will be required to carry premises and operators liability insurance with a liability limit of \$1,000,000 as evidenced by a certificate of insurance issued by a qualified provider. The FBO shall further carry hangar keeper liability insurance with liability limits of \$100,000 per airplane and \$200,000 per incident. The FBO shall cause the City to be named as additional insured on said policies. The insurance will be required to cover the leased premises and leased fuel trucks.
7. Additional services that may be provided.

V. SELECTION PROCESS

1. The City reserves the right to select a proposer based on the submitted proposals, not select any of the proposals, or may select a short list of Providers and request additional information or interviews.
2. The Selection Committee will be the City Administrator, Airport Manager, and three (3) Airport Advisory Board Members.
3. All submittals must be received in the office of the City Clerk at the address noted below by 4:30 p.m. on Friday, September 30, 2022. Proposers shall submit five (5) hard copies of the proposal and one (1) digital format (thumb drive). Submittals shall be labeled:

PROPOSAL for FIXED BASE OPERATOR

City of Columbus
Attn: City Clerk's Office
2424 14 Street
P. O. Box 1677
Columbus, NE 68602-1677

4. All discussions with the City regarding this request for proposals shall be directed in writing to Tara Vasicek, City Administrator, via email: tara.vasicek@columbusne.us. City Administrator may direct any questioning or contact with others.
5. The selected proposal notification is anticipated to be on or before October 31, 2022.
6. The City reserves the right to negotiate with the second best Proposer if a mutually accepted agreement cannot be established with the first selected Provider.
7. This Request for Proposals does not commit the City to enter into agreement for the services described herein. The City reserves the right to modify or cancel this Request for Proposals.

4. **Adjournment.**