

## **Request for Proposals (RFP) Airport Management Services at Graham Municipal Airport**

The City of Graham Airport Board in unison with the City of Graham City Manager are requesting proposals for Airport Management services at Graham Municipal Airport (RPH) a City of Graham owned facility. The Board and Manager will hire as soon as a suitable applicant is identified after July 17<sup>th</sup>, 2020.

The Airport provides self-service fuel facilities offering 100LL and Jet A is available by attendant. All land for hangers is owned by the City of Graham however Hangers of lease's are maintained and managed by lessee. There are approximately 24 aircraft based on-field. The main hangar and the FBO are owned and maintained by the City of Graham and there is room to work on and maintain planes. The City anticipates the implementation of a single source Jet A truck this fiscal year.

The Board and Manager anticipates this position to be full-time with the successful applicant (or authorized representative) on site at least 8 hours a day, 6 days a week and Sunday service as needed. Checking, testing and recording fuel system data is a 7 day per week requirement.

### **Request for Proposal**

List of expected duties that the Airport Manager's position would encompass include, but are not necessarily limited to, the following;

1. Administer City monies budgeted for annual airport operations.
2. Assistance as needed with collection of ground lease fees when due, managing the City courtesy vehicle(s).
3. General maintenance duties which include, but are not necessarily limited to, building maintenance such as keeping premises neat and tidy, keeping restrooms cleaned and serviced with necessary supplies and obtaining repair services for items such as plumbing and electrical problems, as required.
4. Ordering fuel and maintaining the Self-Service card reader (changing paper and monitoring function, testing and recording results daily)
5. Daily monitoring of runway and taxiway conditions, including Foreign Objects and Debris (FOD) lights and rotating beacon, FAA equipment such as the AWOS facility, and timely reporting of discrepancies to appropriate authorities for correction.
6. Composing and timely submission of Notices to Airmen (NOTAMS) regarding airport facilities and conditions, as required.
7. Coordinating with the City Finance Director on timely payment of bills submitted for work performed by various contractors at the airport, as well as monthly recurring costs.
8. Periodic condition and security inspections of all City-owned and privately-owned buildings on the airport site for needed repairs and/or security corrections.
10. Coordinate with the Board, Manager, Lessees and Renters to ensure compliance with the terms of their current leases and/or rental agreements.

11. Help coordinate, with The Board and aviation groups, activities designed to promote increased general airport usage, and increased community awareness of the importance of airport to the general City welfare.

12. Research and pursue appropriate funding sources and opportunities (including state and federal grants), and coordinate the application process for such funding.

13. Recommend, promote and continue marketing efforts that portray aviation in Young County in a positive manner. In addition to the Airport Manager duties, applicants are encouraged to engage in as many aircraft-related revenue-raising activities and services as they are qualified for, such as (but not limited to) licensed maintenance and inspections, flight training, aircraft-related manufacturing, aircraft electronics installation and repair, and environmentally compliant aircraft painting services, particularly if such activities and services might result in employment of additional members of the local work force. Additional space requirements for such activities may be negotiated as part of the management contract.

If the proposal includes aircraft-related services and/or activities, please specify those activities and the types of aircraft that will be in operation. (if any) The Board recognizes any proposal may or may not include services not previously provided by the City of Graham Airport Manager, which will impact proposed compensation requirements. References are appreciated but not required. Please refer all questions regarding this RFP to Brandon Anderson, City Manager at 940-549-3325 or 940-521-2301 or [banderson@grahamtexas.net](mailto:banderson@grahamtexas.net). Proposals must be received no later than 5:00 PM July 17, 2020 to receive consideration.

Please mail your proposal to:

City of Graham  
Attn: Airport Management Position  
612 Elm Street  
Graham, TX 76450

Or submit electronically to:

[banderson@grahamtexas.net](mailto:banderson@grahamtexas.net)