



Henry Heaberlin - *Chairman*
Edward Hyde - *Vice Chairman/Treasurer*
Wade Carr - *Secretary*

LONDON-CORBIN AIRPORT BOARD

566 Hal Rogers Drive
London, Kentucky 40744
606-878-9100
Matthew Singer, Airport Manager



Thor Bahrman - *Member*
Matt Kauffman - *Member*
Phil Williams - *Member*

04 January 2023

LONDON-CORBIN AIRPORT BOARD REQUEST FOR PROPOSAL

Flight Training, Aircraft Rental, and Scenic Tour Operator

Utilizing Board-Owned Aircraft Under Dry Lease Arrangement

1. Purpose

1.1. The purpose of this Request For Proposal (RFP) is to solicit proposals from qualified firms to offer Flight Training, Aircraft Rental, and Scenic Tour services at the London-Corbin Airport.

1.2. Aircraft utilized for training, rental, and tour operations are owned by the London-Corbin Airport Board (the Board) and are offered for dry lease by the Board to the operator at a rate to be determined by negotiation between the Board and the successful firm.

1.3. This RFP is to be in no way construed as the Board giving exclusive rights to the successful firm for flight training, aircraft rental, or scenic tour operations. As a public use airport, the Board is bound by Federal Aviation Administration (FAA) grant assurances that it will allow free and open competition for services so long as operators abide by the regulations, standards, and requirements set by federal, state, and local authorities as well as any additional minimum standards and requirements set by the Board.

2. Background

2.1 The London-Corbin Airport Board is a Special Purpose Government Entity established in 1964 as a joint organization by the Cities of London and Corbin. The Board is composed of six members, with each city represented by three members appointed by the respective mayors. The Board governs issues related to airport infrastructure, property, and finances with day-to-day operations overseen by an Airport Manager employed by the Board.

2.2 The London-Corbin Airport is in Laurel County, Kentucky with an airport identifier of LOZ. Over the six-month period ending 31 December 2022, FlightAware reported 3033 separate arrivals and/or departures for the Airport.



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2.3 The Airport has historically supported a robust student and certificated pilot population, predominantly using aircraft owned by and rented from the Board, with flight training conducted by part time instructors. This business model has proven to be incapable of meeting the demand for flight training and aircraft rental in the local area. Flight time for training, tours, and rentals is approximately 100 hours per month. An increase in flight instructor numbers and availability is warranted and desired. There is currently a full-time flight training/tour operator on the Airport utilizing a mix of company owned and Board owned aircraft.

3. Board Owned Aircraft

3.1 **N734MX** is a 1977 Cessna 172N. N734MX is equipped with a Garmin G5 Attitude Indicator, Garmin G5 Directional Gyro/Horizontal Situation Indicator, Stratus ESG ADS-B Out transponder with Stratus 3 ADS-B In receiver, and Bendix/King nav/comm setup. N734MX engine overhaul was completed in August 2018 and has approximately 1500 hours TSO. Last 100 hour/annual inspection performed December 2022.

3.2 **N8299E** is a 1979 Cessna 172N. N8299E is equipped with a Garmin G5 Attitude Indicator, a Garmin G5 Directional Gyro/Horizontal Situation Indicator, an S-Tec 55X autopilot, Garmin GNS530W nav/comm setup, Ryan TCAD 9900BX Traffic Avoidance System, and Stratus ES ADS-B Out transponder with Stratus 3 ADS-B In receiver. N8299E engine overhaul was completed in July 2022 and has approximately 200 Hours TSO. Last 100 hour/annual inspection performed January 2023.

4. Schedule

4.1 RFP Released 04 January 2023

4.2 Written Question/Answer Period 04 – 10 January 2023

4.3 Response to RFP Due 16 January 2023, no later than 6pm EST

4.4 Board Meeting with RFP Submissions Review on Agenda 16 January 2023, 6pm EST

4.5 Vendor Selection and Notification 16 January 2023 – 23 January 2023

4.6 Vendor Commences Aircraft Management and Operations 01 February 2023



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5. Pre-Review Questions

5.1 The Airport Manager will receive questions regarding this RFP until 12pm EST, 10 January 2023. Questions must be submitted in writing via email to londoncorbinairportmanager@gmail.com. Questions in any other form will not be accepted.

5.2 Answers will be developed and disseminated via email to all questions submitted prior to the question deadline. All questions and answers will be returned via email no later than 4pm EST, 10 January 2023.

5.3 It is recommended that all interested firms submit a question reflecting their interest to ensure inclusion on the list of questions and answers.

6. Responding to RFP

6.1 Interested and qualified firms shall submit their written response to this RFP with one copy of this document with Acknowledgement section completed and one printed copy of the firm's responses to the Proposal Specification section of this document. Any other material associated with this proposal (such as firm promotional materials or hard copy PowerPoint slides) may be included in the envelope as well.

6.2 Responses shall be sealed and submitted with responding firm's name and contact information visible on the outer envelope. Delivery address for mail and courier service is:

Matthew Singer, Airport Manager
London-Corbin Airport
566 Hal Rogers Dr
London, KY 40744

7. Selection of Firm

7.1 The Airport Board in conjunction with the Airport Manager will make its decision based on the quality of proposals to determine the firm best suited to meet the responsibilities of detailed in this RFP. This is not wholly a bid process. The selected



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firm will be based on the Board's evaluation of which firm is best suited to meet the needs of the airport, will work professionally and truthfully with the Board and Airport staff, will work diligently to expand aviation opportunities in the region, and will represent the Airport in a positive light. Feedback from applicable references, both submitted to and solicited by the Board, will be considered in the decision-making process.

8. Proposal Specifications

8.1 Aircraft Lease Terms:

Proposed Dry Lease Fee: \$_____ per Hobbs Hour

Proposed Lease Term:

Initial Term: _____

Extension Options: _____(number) for _____(years) each

Lease-To-Own Aircraft: YES NO

Termination Notice: _____ DAYS prior to effective date with no penalty

8.2 Aircraft Insurance:

Firm will:

Add Aircraft to firm's policy YES NO

Pay 100% of Insurance Premium YES NO

Add the Board as Additional Insured YES NO

Notify the Board Immediately if Insurance Cancelled YES NO

Maintain Insurance Coverage in the Following Amounts YES NO

Bodily Injury/ Property Damage Liability \$1,000,000/Incident

Sub-Limits no less than \$100,000/person/Incident and individual

Aircraft stated hull value

Pay any and all insurance deductibles resulting from a claim YES NO



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8.3 Aircraft Utilization:

Firm will:

Ensure maximum availability of both Aircraft YES NO

Provide schedule availability for non-student pilots YES NO

Please explain how: _____

Provide an online, user-friendly scheduling system YES NO

Develop a renter/student "bump" plan in the event of scheduling
conflicts due to scheduled/unscheduled maintenance, weather, or
other circumstances YES NO

8.4 Aircraft Location:

Based at London-Corbin Airport for duration of contract? YES NO

8.5 Flight Services Offered

Training (Please Circle All Applicable)

Types: Introductory Ground In-flight Test Prep BFR

Ratings: Private Instrument Commercial CFI CFII

Other: _____

Renters

Provide aircraft availability for local casual flyers and certificated
pilots building hours towards next rating YES NO

Provide opportunities for certificated, properly qualified pilots to
conduct multi-day trips outside of the local flying area YES NO



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Scenic Tours

Firm Intends to Obtain Letter of Authorization (LOA) to
conduct Part 91.147 Tour Operations originating at the
London-Corbin Airport YES NO

Firm will conduct and comply with all FAA drug testing
and recordkeeping required by Part 91.147 YES NO

8.6 Aircraft Maintenance

Firm will be responsible for all scheduled and unscheduled maintenance,
to include all parts, labor, and other expenses incidental to completion of
the maintenance YES NO

Firm agrees to perform scheduled maintenance as required by the
manufacturers of the airframe and powerplant or the FAA and to ensure
the maintenance is performed by personnel with appropriate FAA
certifications and training for type of maintenance being performed
YES NO

Firm agrees to perform scheduled maintenance as recommended by the
manufacturers of the airframe and powerplant and to ensure the
maintenance is performed by personnel with appropriate FAA
certifications and training for type of maintenance being performed
YES NO

8.7 Operator Specific

Days and Hours of Operation/Availability _____

Number of Employees Typically Available _____

Provide Aircraft Hourly Usage Report for previous month on or before
first business day of the following month YES NO

Settle Dry Lease, Fuel, and other invoices prior to the 10th day of each
month YES NO



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9. Approval of Contract

9.1 Once a firm is selected, the Board attorney will create a dry lease agreement for each aircraft that addresses the requirements of this RFP.

10. Failure to Perform

10.1 Should the selected firm fail to meet the material requirements of the contract, the Airport Manager will notify the firm verbally with the expectation that the deficiency will be corrected immediately.

10.2 More serious deficiencies will be addressed by written notice from the Airport Manager requesting immediate remedy.

10.3 The Board may terminate the contract after three (3) written notices.

11. Assignment and Subletting

11.1 The selected firm shall not assign the contract or sublet any facilities, in whole or in part, without the prior written consent of the Board.

12. Public Use

12.1 The selected firm acknowledges that the Airport is a public use facility and to conduct business, will make available to the public all products and services without discrimination or unreasonable delay, charges, or fees.



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13. Acknowledgement

This section **MUST** be completed and signed by an authorized official of the responding firm and returned with the firm’s proposal

13.1 Acknowledgement of Requirements

I have read and understand the requirements as detailed in the Request for Proposal dated 04 January 2023.

Signature of Authorized Official

Printed Name of Authorized Official and Title