

RFP No. 2025-01
Pierson Municipal Airport
Management Services
Request for Proposals

DATE: October 29, 2025

FROM: Yvonne Braddock, Town Clerk

SUBJECT: **RFP 2025-01 Pierson Municipal Airport Management Services**

Introduction

The Town Council is requesting proposals from professionals that are qualified to operate, maintain and develop new revenue sources at Pierson Municipal Airport. These services will be provided under an operating and ground lease agreement or other arrangement (Agreement) between the Town and the selected Respondent.

This request is intended to provide flexibility for Respondents to submit a variety of innovative operation and development options for the Airport. The purpose of this request is to solicit Proposals from private-sector contractors that have an interest in developing the Airport into an active general aviation airport. Given that the Airport has very few based aircraft and limited itinerate traffic, it is anticipated that the Proposer will have to make substantial private investments in facilities, such as hangars and/or a fuel farm, to bring in activity and make the Airport attractive to users.

Respondents shall submit one (1) original and four (4) copies and one (1) electronic copy on a thumb drive of its proposal with sufficient documentation to establish the qualifications to manage and develop the airport.

The Town reserves the right to waive compliance with any provision contained in this request whenever the Town, in its sole discretion, believes such a waiver is in the Town's best interest. The Town Council will be the final authority on acceptable alternatives. It is the Respondent's responsibility to ensure the proposal submittals are in accordance with all requirements. The Town of Pierson reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality or information in the proposal and to accept the proposal considered to be in the best interest of the Town.

Deadline

The submittal deadline for receipt of proposals is Friday, January 2, 2026, at 3:00 p.m. Envelopes should be sealed and marked: RPF 2025-01 Pierson Municipal Airport Management Services.

ATTENTION: Town Clerk
Town of Pierson
116 W. 1st Avenue
Pierson, FL 32180

The deadline for questions regarding this matter is Friday, December 12, 2025 @ 3:00 pm, and should be addressed to Town Clerk Yvonne Braddock or Deputy Clerk Ryan Smith, at 116 W. 1st Avenue, Pierson, FL 32180, info@townofpierson.org.

Airport Description:

The Town of Pierson, Florida is approximately 17 miles north of DeLand and 25 miles northwest of Daytona Beach. Pierson Municipal Airport (FAA Identifier: 2J8) is located within the Town's limits on the east side of US Highway 17 approximately 220' north of the intersection of US Highway 17 and East Washington Avenue. Originally established during World War 2, the airport has been owned and managed by the Town of Pierson since 1946. The airport features a single turf runway measuring 2,600 ft x 200 ft, 4-single aircraft metal airplane hangars and tie-down space for about 10 airplanes. The airport serves largely recreational and flight-training activity, including operations by Embry-Riddle Aeronautical University and local law enforcement agencies.

Scope of Work

The scope of services required will consist of, but are not limited to, the following:

- Oversee operations and maintenance of the airport on behalf of the Town of Pierson consistent with sound airport operating and safety practices and accordance with any/all state and federal regulations and/or licensing standards. Tasks include regular airport inspections, mowing all airport grassy areas to appropriate heights on a regular basis, removing foreign object debris from runways and aircraft operating areas, and maintaining airport property, facilities and structures in good physical appearance and operating conditions,
- Issue Notices to Airmen and Temporary Flight Restrictions, and enforcement of applicable rules/regulations and minimum standards.
- Serve as the Town's liaison with FDOT, FAA, DEP and other federal and local stakeholders as needed regarding Airport operations.

- Attend meetings with governmental and aviation organizations including the Town Council and staff meetings as needed.
- Pay all utility charges associated with the airport and any applicable trash removal costs.
- Oversee and enforce compliance by all airport tenants with operating standards, environmental standards and any federal, state or local regulations.
- The operator shall use its best efforts to attract prospective tenants and users as may be desirable for the airport.
- Enforce the obligations of any tenant to maintain and repair in such a manner, all Airport buildings and structures including, without limitation, plumbing, electrical, sprinkler, heating and air conditioning systems, and other equipment, as required by normal use.
- Develop a detailed airport master plan and a feasible capital improvement plan for approval by the Town Council that identifies specific projects intended to increase the airport's activity and revenue generation. All Airport development must be identified on an FAA approved Airport Layout Plan (ALP).
- Oversee and manage the development of the airport.

PROPOSAL FORMAT

The proposal must contain the following information:

1. A cover letter introducing the Respondent and any partners that will participate in the proposal. Include in the cover letter a statement that the proposal will be valid for a period up to 120 days.
2. A table of contents identifying each major section of the proposal and attachments.
3. The full name, physical address, telephone number, and email address of the Respondent.
4. The full name and tax identification number and corporate office address of the entity, which would enter any contract or lease with the Town of Pierson.
5. Provide a comprehension description of the Respondents' corporate ownership history.
6. An executive summary of the Respondents' proposal.
7. A section that describes the Respondents' history and experience within the airports industry. The Respondent shall specifically convey their relevant knowledge of airport operations, maintenance and management of airport capital improvements. Provide an organization chart and resumes of the key individuals that will provide direct services to the Town of Pierson which shall demonstrate they are technically qualified to manage and provide the requested scope of services.
8. Provide client references including names, titles, addresses and telephone numbers.
9. A statement indicating whether the Respondent or its Principals has ever been terminated, fired or replaced by a client. If so, provide the name of the client with contact information and describe the details.

10. A statement indicating whether the Respondent or its principals has ever been involved in any litigation against or from a client. If so, provide the name of the client with contact information and a description of the litigation.
11. A section describing in detail the Respondents' overall approach and methodology for delivering the requested scope of services.

Proposal Evaluation

All qualified proposals will be reviewed for completeness and accuracy and evaluated based on the criteria outlined below.

- Respondents' qualifications, knowledge, experience and history in the realm of Airport management.
- Respondents' qualifications, knowledge, experience and history in the realm of Airport development.
- Respondents' approach, methodology and strategies in developing and increasing the activity of the Airport.
- Specificity of proposed plans and systems for the operation, management and development of the Airport.
- Clarity, completeness and professionalism of written/presented materials provided by the Respondent.

The Respondents will be invited to make a presentation to the Town Council regarding their proposal. The presentations shall cover all topics included in the written proposal with a period at the end of the presentation to allow for questions from the Town Council.

Contract Negotiations with Selected Respondent

Based on the cumulative evaluation of written Proposals and oral presentations, the Town anticipates initiating the contract negotiation process with the Respondent the Town Council determines to be in the best interest of the Town.

Respondents may be asked to provide additional information or clarification to the Town on the contents of their Proposals.

It is understood that the Town reserves the right to accept or reject any or all proposals for any services covered in this RFP. In addition, the Town may waive irregularities or technical deficiencies and negotiate with Respondents any desired changes in any contract to be entered into, which, in the sole judgment of the Town best meet the needs of the Town.

The successful Respondent(s) awarded the Agreement shall obtain and retain insurance, including workers' compensation, automobile insurance where the combined single limit for bodily injury and property damage must not be less than \$1,000,000 per occurrence, and

general liability in an amount of not less than \$1,000,000 per occurrence and not less than \$2,000,000 aggregate, as applicable or as required by State or Federal law, prior to commencement of any work in connection with the Agreement. The insurance coverage required in the Agreement must include the Town of Pierson as Additional Insureds. The Respondent awarded the Agreement shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement and shall provide the Town with evidence of such insurance and renewals.