

REQUEST FOR PROPOSALS (RFP)

for a

FIXED BASE OPERATOR (FBO)

at the

WINONA MUNICIPAL AIRPORT

to begin operations

May 1, 2027

January 5th, 2026

City of Winona
207 Lafayette Street
Winona, MN 55987
www.winonamn.gov

GENERAL CITY & AIRPORT INFORMATION

The City of Winona (population 25,700) is located in southeastern Minnesota along the Mississippi River, approximately one hour east of Rochester and approximately two hours south of the Twin Cities area. There are 29 parks and over 2,000 acres of parkland in Winona. There are two colleges and one technical school within Winona and host many activities and events. There are also many community events throughout the year that attract people from across the country.

The Winona Municipal Airport (ONA) is a city-owned public use airport located at the western edge of Winona at 100 Galewski Drive. The ONA property includes over 500 acres of City-owned land. The airport's elevation is 656 feet above mean sea level.

The airport began operations at its current location in 1948 and houses approximately 30 based aircraft. The bituminous runway was resurfaced in 2015, and the base was reclaimed and injected to reinforce the runway. The length is 5,679 feet long and 100 feet wide. Structures at the airport to be rented to the FBO consist of an Arrival/Departure Building, an FBO maintenance hangar, two 6-Unit T-Hangars, and the old Technical College Aviation Center. A map of the airport has been included as Appendix A.

Since 1997, the City has contracted daily airport operations to a Fixed Based Operator (FBO). The Winona Airport FBO has historically provided airport services such as fueling, aircraft repair and maintenance, overnight aircraft storage, aircraft rental, and pilot instruction.

The current airport engineering consulting firm is Toltz, King, Duvall, and Anderson (TKDA). TKDA is under contract until April of 2028 to provide project and airport engineering services. The City of Winona liaison between the FBO and TKDA is the Director of Public Works.

AIRPORT INFRASTRUCTURE

Arrival/Departure Building:

The Arrival/Departure Building is over 3,100 square feet in size. It is located along the main apron and houses a conference room, a restroom and shower, a pilot lounge and preparation area, and pilot training space. Currently a project to rehabilitate or reconstruct the Arrival/Departure building is on the Airport Capital Improvement Plan for 2027 or whenever funding becomes available.

T-Hangars:

There are two T-Hangars that would be included in the lease for the FBO. One was constructed in 1991 and the other is pre-1990. Both have six units.

Hangar No. 1:

The hangar is 120 feet by 100 feet in size with an attached lean-to structure approximately 30 feet by 100 feet in size. The hangar door height is 19'.

Apron Area & Tie-Down Space:

There are five tie downs near the main apron that would support wingspan of at least 30'. Two are grass areas and three are pavement areas.

Fuel System:

The fuel system is funded and scheduled for construction of a new fuel system in 2026.

Visual & Navigational Aids:

As the airport sponsor, the City of Winona is responsible for the navigational and visual aids consisting of the airport beacon, the wind cone, runway and taxiway lights, airfield signage, the dual light visual approach slope indicators, and the MALSR. The State of Minnesota owns the automated weather observation system and the very high frequency omnidirectional radio range with distance measuring equipment.

Utilities:

Water is provided to the airport facilities via an eight-inch (8") City water main that runs into the airport property from Galewski Drive. Sanitary sewer is served by an eight-inch (8") City sanitary sewer line. Electricity is provided by Xcel Energy. Gas service is provided by Xcel Energy.

Stormwater drainage is primarily surface drainage. Predominant flow is away from runways and buildings.

AIRPORT CAPITAL IMPROVEMENTS

Recent major airport improvement projects consist of a large runway reconstruction which increased the landing length to 5,679 feet and reinforced the total section by injecting the aggregate base, a perimeter fence project completed in 2023 and a taxiway upgrade that was completed in 2025. Upcoming projects include a new fuel farm to be completed in 2026, renovations to Hangar 1 roof and reconstruction or rehabilitation of the Arrival Departure building. The current Capital Improvement Plan (CIP) has been included. As shown on the CIP, airport infrastructure improvements are funded primarily through Federal and State grant allocations.

PROPOSALS

The successful proposer will be awarded a Fixed Base Operator (FBO) contract and assume full responsibility for day-to-day operations at the Winona Municipal Airport beginning on May 1, 2027. General services anticipated to be provided by the FBO include, but are not limited to, regular on-site presence and availability, hospitality towards all visitors, ground/tie-down, aircraft repairs, maintenance, and fueling.

The FBO, and all services to be provided, must comply with Federal Aviation Administration (FAA) regulations and certifications. The successful proposer is also expected to follow all Federal, State, and local laws, regulations, and ordinances.

Proposals should take the form of a business plan and include the following information:

- Contact information including business entity description and jurisdiction
- A narrative describing airport management history and experience
- A list and description of relevant qualifications and certifications, including degrees and training
- A minimum of three (3) professional references who can attest to airport management experience, knowledge of FAA rules and regulations, and overall capability
- Demonstrate or document the ability to obtain insurance
- Disclosure of any active or pending litigation (any confidential information should be marked as such)
- A service/operations plan including descriptions of all services to be provided and who specifically will be providing each service
- Airport building maintenance activities to be provided, including any maintenance activities expected to be performed by the City of Winona
- A financial plan, including a fuel pricing strategy, and any rent or fees proposed to be paid to, or by, the City of Winona
- A general plan for the next 5-10 years including airport promotion and development
- Anticipated Financial investment into Airport Buildings, Grounds, or Airport operations. The plan must be detailed and include a timeline for the proposed improvement, specifying tentative start and completion dates, along with the associated costs. All improvements are subject to City approval and must comply with all applicable local, state, and federal laws, regulations, and ordinances.
- Include any other information deemed relevant.

SUBMITTAL INSTRUCTIONS

Submit three (3) printed copies and one electronic copy (USB Drive) of the proposal by 4:00 PM on Tuesday, February 10, 2026. Proposals received after the deadline will not be accepted. It is the responsibility of the proposer to ensure timely delivery of the proposal to the City.

Proposals must be received by the deadline to the City Clerk's Office located at:

City Clerk's Office
City of Winona
207 Lafayette St
Winona, MN 55987

PRE- PROPOSAL QUESTIONS

Pre-proposal questions or inquiries must be submitted by email to the City Clerk's Office at cityclerk@winonamn.gov by 4:00PM on Tuesday, January 20th, 2026. Questions will be answered and posted on the city's website by 4:00 p.m. on Tuesday, January 27, 2026.

EVALUATION & SCORING

Proposals will be scored by a Community Evaluation Committee, and a subsequent recommendation will be presented to the City Council for their selection of an FBO to enter negotiations. The City of Winona reserves the right to negotiate final contract terms. Once a contract has been negotiated, the agreement will be brought back to the City Council for final approval.

Proposals will be evaluated and scored based on overall quality utilizing the following criteria:

Scoring Criteria	Points
Experience & Overall Understanding	20
Qualifications, Certifications, & References	10
Proposed Services/Operations Plan including Proposed Financial Investment into Airport	30
Proposed Financial Plan	20
5-10 Year Plan	20
	Total: 100

CRITERIA DESCRIPTIONS:

Experience & Overall Understanding (Max 20 Points)

Please give a detailed description of all experience related to running an airport as a Fixed Base Operator. Describe in detail how any experience will benefit the Winona Airport in operations as well your understanding of what your operations will be as the Fixed Base Operator.

Qualifications, Certifications, & References (Max 10 Points)

Please list any and all qualifications, certifications, and references that you or your employees have as it relates to airport operations.

Proposed Services/Operations Plan including Proposed Financial Investment into Airport (Max 30 Points)

Describe in detail your overall plan for the operations as well as the services you plan to provide at the airport. Also, describe in detail any proposed financial investment you plan to invest in the airport either directly through your company or through solicitation of private entities or businesses' investment.

Proposed Financial Plan (Max 20 Points)

Describe your financial plan for running the airport and any and all expectations you would have from the City in this plan.

5-10 Year Plan (Max 20 Points)

Lay out an outline of your plan for the airport over the next 5 years and 10 years.

PROPOSAL TIMELINE:

RFP Posting:	Tuesday, January 6, 2026
Optional Walk-Thru at Airport	10:00 AM, Tuesday, January 13, 2026
RFP Questions Due:	4:00 PM, Tuesday, January 20, 2026
RFP Question Responses Posted:	4:00 PM, Tuesday, January 27, 2026
Proposals Due:	4:00 PM, Tuesday, February 10, 2026
Council Selection of Contractor:	Anticipated March 2, 2026
Council Approval of FBO Contract:	Anticipated April 20, 2026

Proposals received after the deadline will not be accepted. It is neither the City's responsibility nor practice to acknowledge receipt of any proposal. It is the proposer's/responder's **responsibility to assure that a proposal is received in a timely manner by the City.** The City will not reimburse any expenses incurred by the proposer/responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at any interviews, if required.

The City reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, to negotiate terms and conditions with proposers/responders, and further reserves the right to select the proposal which furthers the best interests of the City in the City's sole judgment and discretion. The approval of the selected proposer will be made by the City Council.

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the selected proposer be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another proposer or reject all of the proposals. Upon completion of negotiations agreeable to the City and the proposer selected, a contract shall be executed. The form of the contract with the City shall be the form required by the City and contain terms and conditions similar to the City's standard consultant services contract and lease agreement as amended for the services required in this

RFP and such other services and containing such other terms and conditions as the City may require.

Any Proposal may be withdrawn or modified prior to the scheduled deadline for submitting proposals. After the submittal deadline, proposers may not modify, withdraw or cancel their proposals for a minimum of ninety (90) days following that date.

This RFP does not obligate the City to select any proposal or award a contract or complete any specific RFP process. The City reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the City. All proposals submitted in response to the RFP will be retained by the City and not returned unless the same are not timely submitted. All Proposals submitted must provide the information as indicated in this RFP or the same may be rejected by the City at its option and in its sole judgment and discretion.