

# REQUEST FOR PROPOSALS (RFP)

## Fixed Base Operator (FBO) Services & Lease Agreement

**McCook Ben Nelson Regional Airport (KMCK)**  
McCook, Nebraska

**Issued by:**  
City of McCook, Nebraska  
McCook Economic Development Corporation (MEDC)

**Issue Date:** February 16, 2026  
**Proposal Due Date:** April 1, 2026 by 4:30 p.m. CDT

---

### 1. INTRODUCTION & PURPOSE

The City of McCook, Nebraska (“City”), in coordination with the McCook Economic Development Corporation (“MEDC”) (collectively, the “Sponsor”), invites proposals from qualified aviation service providers to serve as the Fixed Base Operator (“FBO”) at McCook Ben Nelson Regional Airport (“Airport” or “KMCK”).

The Airport is a publicly owned, federally obligated, FAA Part 139 certificated facility serving commercial, general aviation, business aviation, agricultural aviation, and regional economic development needs in southwest Nebraska. Commercial air service is currently provided by Denver Air Connection utilizing Fairchild SA227-DC Metro 23 aircraft with nine passenger seats.

In 2025, the Airport completed an updated Airport Master Plan and Airport Layout Plan (ALP). In January 2026, the Airport hired its first dedicated Airport Manager, signaling a strategic transition toward enhanced operational oversight, service quality, and long-term sustainability. The Sponsor seeks an experienced FBO partner capable of delivering safe, reliable, compliant services while investing in the long-term success of the Airport and region.

The selected proposer will enter into a long-term lease and operating agreement with the City and MEDC to provide aeronautical and non-aeronautical services in compliance with all applicable federal, state, and local regulations.

---

## 2. AIRPORT OVERVIEW & ASSETS

### General Airport Information

- **Airport Name:** McCook Ben Nelson Regional Airport
- **FAA Identifier:** KMCK
- **Location:** McCook, Nebraska
- **FAA Part 139 Classification:** Class IV
- **Primary Use:** Commercial and General Aviation
- **Based Aircraft:** Approximately 20

### MEDC-Owned FBO Assets (Acquired 2025)

- Office / Warehouse Building – 2,885 sq. ft. (built 1940)
- Office / Hangar Building – 5,230 sq. ft. (built 1970; expanded 2000)
- Shop / Warehouse Building – 5,436 sq. ft. (built 2000; expanded 2015)
- Aircraft Hangar – 12,000 sq. ft. (built 2005)
- Fuel Farm – Two (2) 12,000-gallon underground tanks (100LL and Jet A)
- Fuel Trucks – Two (2) fuel trucks for 100LL and Jet A

### City-Owned Airport Infrastructure

- Runway 12/30 – 6,448' x 100' (concrete) with a 750' permanently displaced threshold on RWY 30
- Runway 4/22 – 4,000' x 75' (concrete)
- Taxiways Alpha, Bravo, Charlie, and Delta
- Airfield lighting, signage, and navigational aids
- Terminal apron – approximately 800' x 250'
- City-owned self-fueling facility (two 10,000-gallon above-ground tanks), self-service pumps scheduled for construction beginning Spring 2026

---

## 3. OBJECTIVES OF THE RFP

The objectives of this RFP are to:

- Select a qualified FBO operator capable of providing safe, reliable, and compliant aeronautical services
- Establish a long-term lease and operating framework that supports sustainable Airport operations
- Ensure fair, reasonable, and nondiscriminatory access to services for all Airport users
- Promote general aviation, business aviation, transient traffic, and regional economic development
- Maintain compliance with FAA grant assurances, federal regulations, and City policies

---

## 4. SCOPE OF SERVICES

The selected FBO shall provide, at a minimum, the following core aeronautical services, either directly or through approved subcontracting arrangements consistent with Airport Minimum Standards.

### Required Services

- Aircraft fueling and lubricant sales (Jet A and 100LL) - Ensuring compliance with FAA-assured fuel requirements
- Aircraft parking and storage (ramp and hangar)
- Ground handling services, including ramp use, hangar management, towing and tie-downs
- Airframe and Powerplant (A&P) maintenance and repair services (routine and/or MRO), with the capability to perform annual inspections through an Inspection Authorization (IA)
- UNICOM operations
- Flight planning support and access to current weather information and briefing services.
- Pilot, passenger, and crew amenities (lounge, Wi-Fi, refreshments, ground transportation coordination)
- Courtesy vehicles and ground transportation services

### Optional / Value-Added Services

Proposers are encouraged to identify additional services, including but not limited to:

- Part 135 charter operations or support
- Aircraft sales, brokerage, and rental
- Flight training
- Aerial application services
- Avionics or instrument services
- Concierge and catering coordination
- Aircraft de-icing services

All services must be provided in a fair, reasonable, and nondiscriminatory manner consistent with FAA requirements.

---

## 5. FACILITIES & DEVELOPMENT

Proposers shall describe:

- Facilities and leasehold areas to be utilized
- Planned improvements, renovations, or new construction
- Phasing plans and implementation timelines
- Compliance with the Airport Layout Plan (ALP) and FAA design standards

- Responsibility for utilities, maintenance, snow removal, and capital investment

All development must comply with FAA grant assurances, Airport Minimum Standards, environmental regulations, and applicable local building codes.

---

## 6. REGULATORY & SAFETY COMPLIANCE

The selected FBO must comply with all applicable requirements, including but not limited to:

- FAA 14 CFR Part 139
  - FAA Grant Assurances
  - TSA security requirements (as applicable)
  - Airport Minimum Standards and Rules & Regulations
  - Environmental regulations (including SPCC and SWPPP)
  - Federal, state, and local nondiscrimination requirements
  - All applicable federal, state, and local laws and ordinances
- 

## 7. LEASE TERMS (SUMMARY – SUBJECT TO NEGOTIATION)

The final lease and operating agreement will be negotiated with the selected proposer and is anticipated to include:

- **Lease Term:** Long-term lease options with the ability to renew or extend overtime.
  - **Leasehold Areas:** Hangars, apron, terminal space, fuel facilities, and related premises may be available.
  - **Rent Structure:** Base rent, fuel flowage fees, percentage fees, or a combination thereof
  - **Utilities & Taxes:** FBO responsible for all utilities, taxes, and assessments on leased premises.
  - **Maintenance & Snow Removal:** FBO responsible for leased areas.
  - **Insurance & Indemnification:** Coverage limits to be defined in final agreement.
  - **Assignment/Sublease:** Prohibited without City approval.
  - **Performance Standards & Default Remedies:** As defined by the Sponsor.
- 

## 8. PROPOSAL SUBMISSION REQUIREMENTS

Each proposal shall include, at a minimum:

### A. Executive Summary

### B. Company Qualifications & Experience

- Ownership structure, years in business, comparable FBO operations, and references

### **C. Operational Plan**

- Services provided, staffing and management structure, hours of operation, fueling and maintenance plans, safety and compliance program

### **D. Facilities & Development Plan**

- Use of existing facilities, proposed improvements, equipment inventory

### **E. Financial Proposal**

- Proposed rent and escalation, fuel flowage fee, capital investment commitments, financial capacity

### **F. Safety Management System (SMS) Overview**

### **G. Disadvantaged Business Enterprise (DBE) Participation (if applicable)**

### **H. Transition Plan**

- Timeline, staffing, training, and continuity of service

### **I. Exceptions or Requested Modifications**

---

## **9. EVALUATION CRITERIA**

Proposals will be evaluated using a best-value approach based on, but not limited to:

- Demonstrated experience and qualifications in operating Fixed Base Operator (FBO) services; preference and/or additional evaluation points will be awarded to proposers with prior FAA Part 139 airport experience
- Quality and completeness of services and operational plan
- Financial strength and long-term viability
- Capital investment and development commitment
- Customer service philosophy and safety record
- Regulatory compliance and SMS implementation
- Proposed lease and financial terms
- Transition readiness

The Sponsor reserves the right to request interviews, clarifications, or additional documentation.

---

## 10. PROCUREMENT SCHEDULE

- RFP Issued: February 16, 2026
- Questions Due: March 13, 2026
- Responses Issued: March 20, 2026
- Proposals Due: April 1, 2026 by 4:30 p.m. CDT
- Individual Presentations/Interviews: April 7 – 17, 2026
- Anticipated Award Date: April 20, 2026

---

## 11. CONDITIONS & RESERVATIONS

The Sponsor reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Negotiate with one or more proposers
- Modify, suspend, or cancel this RFP at any time
- Accept a proposal that is in the best interest of the Airport and community

---

## 12. POINTS OF CONTACT

**Kyle Potthoff**  
Public Works Director  
City of McCook  
Email: [potthoff@cityofmccook.com](mailto:potthoff@cityofmccook.com)  
Phone: (308) 345-2022

**Charlie McPherson**  
Executive Director  
McCook Economic Development Corporation  
Email: [Charlie@mccookne.org](mailto:Charlie@mccookne.org)  
Phone: (308)345-1200

---

## 13. SUBMISSION INSTRUCTIONS

Please submit 8 hard copies of RFP to:  
McCook Economic Development Corporation  
c/o Charlie McPherson, Executive Director  
402 Norris Ave. | Suite 301  
McCook, NE 69001

Please also submit an electronic copy of RFP to:  
[Charlie@mccookne.org](mailto:Charlie@mccookne.org)