

**Request for Proposals**  
**Airport Management, Operations and Fix Based Operator (FBO) Services at**  
**Manistee County Blacker Airport (MBL)**

ISSUED BY: Manistee Blacker Airport Authority

ISSUANCE DATE: May 30, 2025

PROPOSAL DEADLINE: June 30, 2025, 12pm noon

CONTACT and SUBMITTAL: Mr. Adam L. Dontz, Chairman  
Manistee Blacker Airport Authority  
email: [rfp@flymanistee.com](mailto:rfp@flymanistee.com)

RFP QUESTIONS AND CLARIFICATIONS: Will be posted to the Airport website at:  
<https://flymanistee.com/airport-authority>

The Manistee Blacker Airport Authority envisions a management/operations scenario wherein the vendor would provide complete, “turn-key” operations of the airport to the Airport Authority working under the direction of the Airport Director to manage all hiring and employment of airport maintenance staff, provide Aircraft Rescue and Fire Fighting (ARFF) services, provide compliance with Federal Aviation Regulations (FAR) Part 139 Operational requirements, and maintain the airfield, as well as, Airport owned facilities and equipment.

In addition, the vendor would also provide appropriate Fixed Base Operator (FBO) services to the aviation users of the airport.

It is anticipated that the Airport Authority will provide the equipment and supplies necessary for the vendor to operate the airport, while the vendor would provide all equipment and supplies necessary to conduct their FBO operations and services.

It is expected that qualified firms will provide the following services:

- A. Ensure compliance with FAR Part 139 requirements to maintain the Airport’s FAA Operating Certificate (AOC):
  - 1) Work with the Airport Director to comply with the Airport Certification Manual (ACM);
  - 2) Under the ACM insure that required FAR Part 139 certification items related to airport operations are fulfilled, including, but not limited to, the following:
    - i. Inspect and insure the proper maintenance and repair of all safety areas (per §139.309);
    - ii. Inspect and insure the proper maintenance and repair of all marking, lighting and signs (per §139.311);

- iii. Prepare, maintain and insure that a snow and ice control plan is followed (per §139.313);
  - iv. Insure that all aircraft rescue and firefighting response equipment, agents and documentation is compliant with the Airport Certification Manual and law (per §139.315, .317 and .319);
  - v. Insure that proper procedures are maintained and training provided for the handling and storing of any material regulated by the Hazardous Materials Regulations (49 CFR 171 through 180) (per §139.321);
  - vi. Insure that proper traffic and wind indicators are provided and maintained (per §139.323);
  - vii. Inspect the Airport to assure compliance with Part 139 requirements in accordance with required schedule (per §139.327);
  - viii. Insure that objects which are marked or lighted, per FAA regulations are maintained (per §139.331)
  - ix. Insure there is no inadvertent entry to the movement area by unauthorized persons or vehicles, reasonable protection of persons and property from aircraft blast and fencing that meets the applicable FAA and TSA security regulations (per §139.335);
  - x. Provide for the collection and dissemination of airport condition information to all proper individuals and entities (per §139.339);
  - xi. Insure the proper marking and, if appropriate, lighting of all construction and unserviceable areas (per §139.341);
  - xii. Whenever requirements of this Section cannot be met, limit air carrier operations to the portion of the airport not rendered unsafe (per §139.343)
- 3) Conduct all required daily, monthly, quarterly, semi-annual and annual inspections as required by the ACM for the airfield and equipment and provide records to the Airport Director.
  - 4) Conduct and maintain required personnel training and maintain corresponding records
    - i. Vendor to provide all required training to their personnel as required under Part 139
    - ii. ARFF recurrent annual training will be paid for by the Authority.
  - 5) Provide sufficient ARFF coverage as required for all commercial air service flight operations and maintain corresponding records.
  - 6) Maintain accident and incident data, in cooperation with the Airport Director
  - 7) Issue and maintain required Notices to Airmen (NOTAMs).
  - 8) Follow and comply with the Airport Emergency Plan (AEP) as required.
  - 9) Comply and implement the Wildlife Hazard Management Plan (WHMP) including required recurrent annual training

- B. Maintain the airfield, airport owned facilities and airport owned equipment:
- 1) Provide janitorial services for the terminal and all Authority owned buildings
  - 2) Provide airfield pavement and lighting maintenance to comply with FAR Part 139
  - 3) Provide airfield vegetation maintenance (mowing, etc)
  - 4) Provide airfield and airport snow removal
  - 5) Provide basic maintenance for the airport terminal, airport owned hangars and other airport owned facilities
  - 6) Provide basic maintenance for airport owned equipment
  - 7) Provide basic maintenance for the perimeter fence
- C. Provide FBO Services to airport users in compliance with the minimum standard provisions of the Airport Rules and Regulations:

**Required Services:**

- 1) Aircraft fueling services:
  - i. Conduct fueling operations using Airport owned fuel farm and fueling equipment
  - ii. Maintain the Airport owned fueling equipment
  - iii. Collect and remit to the Authority any required fees imposed by Authority
  - iv. Maintain fuel records in compliance with Airport and FAA requirements
- 2) Collect and remit any Authority imposed fees (i.e. landing fees) for aircraft handled by the FBO.
- 3) Manage parking and tie down areas used for the storage of aircraft.
- 4) Provide basic flight-line services and ground handling for General Aviation aircraft.

**Supplemental Services:**

The Authority believes the following “Supplemental Services” enhance the airport; however, these services are not budgeted services by the Authority. To clearly and equitably assess RFP responses, if the respondent plans to provide any of the following services, please list them separately in your response and note that the Authority is not expecting to provide financial support for the provision of these services.

- 1) Aircraft rental services
- 2) Flight training services
- 3) Air Charter services

- 4) Aircraft and engine maintenance/repair (specify type of aircraft for which services is provided)
- 5) Fuel truck
- 6) Aircraft deicing service
- 7) Aircraft ground power service
- 8) Specialized flight services (including but not limited to scenic air-tours, aerial applications, photography, advertising and fire patrol)
- 9) Terminal vending machine concessions

D. Operate and maintain Authority owned Airport assets, as outlined in Exhibit 2 with high standards of management, operations and maintenance:

- 1) Perform effective and efficient maintenance operations, and conduct cross training of employees to ensure proper coverage of duties.
- 2) Coordinate with the Airport Director, within the approved airport operating budget, according to the Airport Authority Purchasing Policies and FAA purchasing guidelines, for the procurement of all equipment, tools, appliances, materials, and supplies reasonably necessary for the care, maintenance and operation of the airport.
- 3) Conduct routine property inspections and reporting.
- 4) Implement and document preventative maintenance on all vehicles and equipment.
- 5) The term maintenance here means that the vendor shall provide the labor for all regular basic maintenance and regular preventative maintenance for the airfield, facilities, and equipment. The Authority shall be responsible for providing all maintenance supplies, parts and equipment. Maintenance and repairs outside of basic maintenance shall be the responsibility of the Authority.

**Respondents should provide the following:**

- 1) Provide an initial strategic plan (maximum of three pages) detailing Vendor's ability to perform required services, supplemental services (if applicable), and to assist airport in its growth objectives. Examples might include, private and/or public investment into on airport facilities such as hangars, maintenance facilities, etc., additional on airport businesses, or any other growth opportunities.
- 2) Provide prior experience as an FBO and operational successes. Include at least two letters of support from prior clients for which Respondent has provided FBO or aviation services.
- 3) Each Vendor shall provide financial statements for the three (3) most recently completed fiscal years, demonstrating its financial ability to successfully execute its Proposal, including any anticipated capital investment. Financial statements should include:

- i. Opinion Letter (auditor's report)
  - ii. Balance Sheet
  - iii. Income Statement
  - iv. Statement of cash flow
  - v. Footnotes; provided that, if any set of financial statements did not include, when prepared, any of the above, then the Respondent will include an explanation for such non-inclusion
- 4) Respondent shall provide an annual lump sum amount required to provide the required services detailed in sections A-D above which shall be billed to the Authority monthly.

**Exhibit 1**  
**Manistee Blacker Airport Authority Strategic Plan**

The Strategic Plan can be found on the Manistee County Blacker Airport's website at  
flymanistee.com/airport-authority  
(or via direct link <https://flymanistee.com/wp-content/uploads/2025/05/Airport-Authority-Board-Strategic-Plan-2017-update.pdf>)

**Exhibit 2**  
**Inventory of Airport Owned Assets**

Commercial and GA Terminal Building  
Equipment Building – Bays 1-3  
Equipment Building – Bays 4-9  
Box Hangar  
10 Unit T-Hangars  
4 Unit T-Hangars  
Electric Vault  
Fuel Farm  
Airport Beacon  
Approximately 250 acres maintained airfield  
Runway 10-28  
Runway 1-19  
Taxiways A, C, E, F  
Navigation Aids  
Parking Lots and Ramps  
Airport Perimeter Fence  
Oshkosh Snow Plow  
Sterling Snow Plow  
Oshkosh Snow Blower  
ARFF Truck  
Ops Pickup Truck  
New Holland Tractor  
MB Runway Broom  
Flex-wing Mower  
Zero Turn Mower  
Various small equipment and building fixtures

**Exhibit 3**  
**Fuel Sales**  
**January 1, 2022 – May 30, 2025**

**Summary:**

Fuel Sold - Gallons

	100LL Retail	Jet A Retail
2022	6124.3	46405.1
2023	5206.3	44395.4
2024	8978.2	57636.1
2025 – May	1735.2	8505.8

**Details:**

Fuel Use/Sales (Gallons)

2022	100LL Retail	100LL Airline	100LL FBO	100LL Total	JetA Retail	JetA Airline	JetA Total
January	93.8	3354.6	0.0	3448.4	18.0	0.0	18.0
February	82.8	2688.8	43.4	2815.0	5.5	0.0	5.5
March	84.9	3073.9	34.3	3193.1	554.5	0.0	554.5
April	205.0	3075.2	80.8	3361.0	997.6	0.0	997.6
May	164.7	6272.8	150.9	6588.4	2950.4	0.0	2950.4
June	729.8	3965.8	314.4	5010.0	9966.8	0.0	9966.8
July	2847.3	6880.3	765.1	10492.7	6727.6	0.0	6727.6
August	682.5	9383.9	438.0	10504.4	11106.0	0.0	11106.0
September	689.8	9300.4	215.5	10205.7	10163.1	0.0	10163.1
October	295.0	8540.4	450.3	9285.7	2231.1	0.0	2231.1
November	113.1	6140.6	24.2	6277.9	482.5	0.0	482.5
December	135.6	4137.1	0.0	4272.7	1202.0	0.0	1202.0
	6124.3	66813.8	2516.9	75455.0	46405.1	0.0	46405.1



2023	100LL Retail	100LL Airline	100LL FBO	100LL Total	JetA Retail	JetA Airline	JetA Total
January	26.9	3935.8	20.9	3983.6	249.3	0.0	249.3
February	102.6	3720.5	49.8	3872.9	1050.1	0.0	1050.1
March	207.8	3706.7	51.2	3965.7	1512.0	0.0	1512.0
April	119.3	4650.7	64.9	4834.9	2105.9	0.0	2105.9
May	706.8	4969.6	104.9	5781.3	4194.9	0.0	4194.9
June	456.6	9221.8	312.7	9991.1	4769.0	0.0	4769.0
July	1337.5	9161.2	528.2	11026.9	7054.3	0.0	7054.3
August	849.8	10458.7	500.4	11808.9	9008.3	0.0	9008.3
September	876.7	10620.8	389.8	11887.3	8560.3	0.0	8560.3
October	323.5	10818.3	447.8	11589.6	3879.6	0.0	3879.6
November	127.9	10416.8	69.3	10614.0	1900.0	0.0	1900.0
December	70.9	5016.5	27.2	5114.6	111.7	0.0	111.7
	5206.3	86697.4	2567.1	94470.8	44395.4	0.0	44395.4

2024	100LL Retail	100LL Airline	100LL FBO	100LL Total	JetA Retail	JetA Airline	JetA Total
January	145.2	5177.4	10.0	5332.6	1306.0	0.0	1306.0
February	194.7	5109.8	24.8	5329.3	740.8	0.0	740.8
March	371.4	5287.0	37.7	5696.1	125.0	0.0	125.0
April	434.1	5200.6	30.0	5664.7	651.5	0.0	651.5
May	1141.1	6864.6	120.8	8126.5	7376.9	0.0	7376.9
June	439.3	11123.7	243.8	11806.8	10316.8	0.0	10316.8
July	1168.4	10432.0	621.3	12221.7	7530.9	0.0	7530.9
August	1518.1	10596.5	431.9	12546.5	9449.7	0.0	9449.7
September	2389.8	10382.1	311.5	13083.4	12965.4	0.0	12965.4
October	1060.9	0.0	765.6	1826.5	5416.1	177.5	5593.6
November	115.2	0.0	87.3	202.5	545.7	1220.3	1766.0
December	0	0.0	42.5	42.5	1211.3	1653.5	2864.8
	8978.2	70173.7	2727.2	81879.1	57636.1	3051.3	60687.4

2025	100LL Retail	100LL Airline	100LL FBO	100LL Total	JetA Retail	JetA Airline	JetA Total
January	84.1	0.0	43.9	128.0	0.0	749.0	749.0
February	58.3	0.0	16.6	74.9	1400.0	773.0	2173.0
March	237.7	0.0	114.2	351.9	650.0	3208.0	3858.0
April	368.6	0.0	147.1	515.7	1596.7	0.0	1596.7
May	986.5	0.0	162.9	1149.4	4859.1	423.0	5282.1
	1735.2	0.0	484.7	2219.9	8505.8	5153.0	13658.8

Notes:

- 1) FBO Usage is for FBO provided services including Air Tours and Aircraft Rentals
- 2) Airline Usage through Sep 2024 was air service provided by Cape Air who fueled at both ORD and MBL
- 3) Airline Usage after Sep 2024 is Contour Airlines who now fuels exclusively in ORD unless irregular ops require fuel at MBL
- 4) Airline Usage is at a fixed negotiated markup of \$0.75/gal
- 5) Retail Sales are at full markup / market rate

## **Exhibit 4**

### **Airport Highlights & Statistics**

#### **Background Information**

The airport is a FAR Part 139 non-Primary Commercial service airport and part of the federal Essential Air Service (EAS) program. The airport has two runways, 10/28 is 5,501 ft. and 1/19 is 2,721 ft. MBL has instrument landing capabilities.

Commercial air service through the EAS program is provided by Contour Airlines operating ERJ and CRJ jets. Contour has interline agreements with American and United airlines. Currently Contour operates two roundtrip flights per day to Chicago (ORD), providing connections across America and around the world. The current EAS contract is for a three-year term, October 1, 2024 through September 30, 2027.

MBL is a non-Primary Commercial service airport, but expects to achieve Primary airport status in 2025. MBL is currently on track to achieve 40% growth in enplanements this year with the new commercial service being provided by Contour Airlines.

The airport also serves the general aviation (GA) market, and currently offers services to the GA community through the FBO. The current FBO also provides aircraft rental and air tours of the region.

The airport is owned and operated by the Manistee Blacker Airport Authority.

#### **Airport Statistics**

Total Operations	6,845
Commercial Ops	1,990
GA Ops	4,855
Commercial Enplanements (2024)	6,900
Annual Snow Fall (inches)	54.98
Total Pavements (ft <sup>2</sup> )	1,081,575
Runways (ft <sup>2</sup> )	754,393
Taxiways (ft <sup>2</sup> )	137,726
Aprons (ft <sup>2</sup> )	189,456
Total Number of Staff	5-7

## Manistee Area Information

Through the partnerships with the Manistee Area Chamber of Commerce and Manistee County Tourism Authority, the Manistee Blacker Airport Authority has direct resources to provide local business, economic development, and tourism resources to ensure success towards the goals of the Airport Authority.



## VISITOR PROFILES & DATA

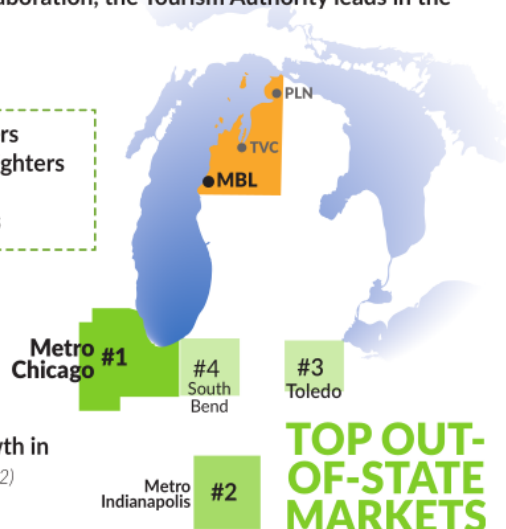
The mission of the Manistee County Tourism Authority is to enhance Manistee County's position as a premier northern Michigan travel destination. Through marketing, education, and collaboration, the Tourism Authority leads in the development and promotion of a prosperous tourism economy.

# 639,645

**TOTAL VISITORS\***

\*Based on cell phone tracking data and multipliers provided by Near Intelligence Holdings, Inc. 2021 year to date data for visitors originating 50 miles outside of Manistee County with a minimum 4 hour stay within the area.

49.61% are in-state overnights  
17.63% are out-of-state overnights  
25.73% in-state daytrippers  
7.03% out-of-state daytrippers



# \$141.8 Million

**IN TOTAL VISITOR SPENDING FOR 2022**

Manistee County and surrounding region has seen a consistent growth in tourism travel over the past 10 years. (Source: MEDC/Tourism Economics 2022)

# 7.2 Million

**TOTAL OVERNIGHT PERSON-TRIPS**

7.2 million total overnight person-trips to the Northwest Michigan Region with 12% indicating that air travel was a form of transportation into the region. (Source: Michigan Travel USA 2022 overnight report, MEDC)

## AREA EMPLOYMENT DATA - TOP MANISTEE CO. EMPLOYERS

The Manistee Area Chamber of Commerce mission is to build a dynamic and sustainable organization to serve the business, workforce, and economic development needs of all in Manistee County. The Chamber is responsible for Legislative Advocacy, Economic Development, Leadership & Professional Development, and the Manistee Downtown Development Authority (DDA).

COMPANY	INDUSTRY	EMPLOYED
Little River Casino Resort	Casino	850
Munson Healthcare Manistee	Hospital Healthcare	350
Packaging Corporation of America	Manufacturing	345
Oaks Correctional Facility	Prison	311
Meijer 279	Retail	253
Little River Band of Ottawa Indians	Government	214
Manistee Area Public Schools	Education	200
Martin Marietta Magnesia Specialties	Manufacturing	200
West Shore Community College	Education	163