



HUMBOLDT AERODROME OWNERSHIP & OPERATIONS REQUEST
FOR PROPOSAL PROCESS

Competition No. 2025-AERO

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1 INSTRUCTIONS TO PROPONENTS

- a) RFP Documents will be issued to local municipalities as well as people/groups considered to be local stakeholders. All proponents are required to register and confirm interest to participate with the Director of Public Works and Utilities. Information will be available by request on or after January 14, 2025.
- b) **Closing Date for Submission: February 24, 2025 (no later than) 2:00:00 p.m. Saskatchewan time.** Proposals submitted after the time will not be accepted.
- c) Anticipated decision date March 25, 2025, pending review and decision made by City Council.
- d) Proposals will be accepted by email or in-person envelope. Faxes will not be accepted.
- e) Maximum proposal length is 30 pages.
- f) Addendums – Any changes to the RFP Documentation will be issued to the Registered RFP Proponents.
- g) Enquiries to the attention of:
Peter Bergquist, P.Tech - Director of Public Works and Utilities
City of Humboldt, Public Works and Utilities
Telephone No: 306-682-2525, Ext 662
Email: peter.bergquist@humboldt.ca

2 PROJECT OVERVIEW

The RFP is to explore potential interest, intent and value that proponents may desire to own, maintain or operate the Humboldt Aerodrome CJU4. The proposals received will be reviewed and evaluated. The proposals will then be contemplated, and a decision made by the City of Humboldt Council.

2.1 BACKGROUND

The City of Humboldt operates a small Municipal aerodrome south of the city in the RM of Humboldt with Asphalt – 2506 feet / 764 metre and Turf – 2,552 feet / 778 metre runways. The aerodrome is used primarily by recreational and aerial applicator businesses. Winter has minimal activities however the asphalt runway is snow plowed to keep accessible during the winter seasons.

Local pilots have advocated that the city invest more and potentially expand the aerodrome. However, this is met with hesitation as the city operates the aerodrome and has many competing expenditures. The use/benefit to the community is commonly debated. The aerodrome runway and taxiways are degrading and will require significant investment in the near future.

A study called CJU4 Feasibility and Planning Study was completed in October of 2023 which outlined the status, challenges and costs associated with maintaining and possibly expanding the aerodrome as a public facility. In April 2024 approval was given for staff to distribute and seek support for a funding model that was created based on a 30km radius around the city. In July of 2024, Council was updated that all respondents (Municipal and/or Rural Municipalities) declined the proposal to participate. Authorization was then given to draft a request for proposal to determine the future of the aerodrome (this document).

2.2 LAND INFORMATION

- The lands are located within the RM of Humboldt #370
- Parcel #153171738 – 32.541 Ha (80.41 Acres) – Owners – City of Humboldt
- Parcel #153171716 – 1.957 Ha (4.84 Acres) – Owners – City of Humboldt
- With the exception of the Snow Dump Land, the remaining property would be approximately: 34.498 Ha – 3.64 Ha = 30.858 Ha (76.25 Acres)
- Easements Exist Around the majority of the Main Runway and to the SE on Ministry of Highways and Infrastructure Lands. Specific details still need to be confirmed.
- Snow Dump Location, approximately 3.64 Ha (9.0 Acres) is to be retained by the City for continued City uses. The access road and culvert which exists along the frontage of the snow dump land would continue to be maintained by the City of Humboldt. Access road beyond the frontage of the snow dump land would be the responsibility of the proponent to maintain. A shared joint use agreement would be established between the City and Proponent for access to Highway 20.

2.3 ASSET INFORMATION

- All Taxiways, Aprons, and Runways would be the responsibility of the proponent.
- Flight Centre Building – Has water service (metered) and septic tank. Building also houses old NDB electronic equipment.
- The NDB Tower (obsolete).
- Beacon Light Tower
- Runway & Taxiway Lights
- Lights Shed w/radio switch
- City Owned Sea-Cans would be removed/relocated
- Hydrant and water piping within the property lines would be the proponent's responsibility for maintenance and repair in the event of a leak. Note: The fire hydrant does not have high fire flows like hydrants within the city. The hydrant acts more like a water service flushing point (for insurance purposes).
- Water usage meters for aerial application would be requested annually and setup by the city and invoiced accordingly.
- Fuel Tank – 100LL – 4530 litres. Installed in 2012 and fencing. Note: Jet-A-1 Tank beside it is privately owned.
- Old Underground Fuel Tanks – North of the above ground tanks – Tanks were fully drained by GFL Environmental in December of 2016.
- Old Concrete Pad from the former Mechanics Shop (between Flight Centre and Fuel Tanks)
- Storm Water Culverts and ditching on the site.
- LED Street Light Poles and Power Poles – Proponent would assume Monthly Power and maintenance.
- Wind Sock and lighting
- GPS Approaches – Maintained by JetPro – Proponent would be responsible for maintenance costs if continued.
- Haying contract with farmer. Proponent to renegotiate if desired.
- Kubota Mower
- 11 lots for lease – Expectation that this would be renegotiated with tenants and/or buildings purchased from them.

2.4 CONTRACT TERMS

The Successful Proponent will be required to enter a contract or sales contract based on the plan or negotiated components within it. The contract supplied by the city will be reviewed by the Proponent, City Officials and the City's Solicitor. Additions, removals, or modifications to the supplied contract may be requested. Negotiations between the City and the Successful Proponent will then occur until terms are agreed, or no agreement is deemed possible.

3 METHODOLOGY

3.1 GOVERNANCE PLAN

Demonstrate and convey in detail the intent of the plan. The governance structure, specifically if the facility will remain public or private will impact things like access to grants (CAP & Others), property/liability insurance, design standards for the aerodrome, operational personnel/contacts, registration and security.

Details desired to be answered include:

- What type of management or ownership model is being proposed? Private ownership, long-term lease of land, partnership?
- Will the proponent have an active or silent municipal partner to seek Community Airport Partnership or other Public Grants? The study noted that the local RM's appeared to benefit the most from the aerodrome because of the Aerial Application Services provided to the region. Obtaining a partnership with an RM may want to be explored by the proponents.
- Will the proponent commit to leaving the land to be an aerodrome for a certain period? If so, how long?
- Does the proponent want to buy the property or sign a long-term lease?
- Is the intent to make the aerodrome private?
- Does the proponent intend to own the land and facilities?
- Will the proponent purchase the buildings from the current lessee's?
- Will the proponent provide a secure 5 or 10 year lease agreement with the current lessee's?
- Can the proponent secure sufficient property and liability insurance for the aerodrome?

3.2 OPERATIONAL PLAN

Demonstrate and convey in detail the intent of the plan. Details desired to be answered include:

- Will fuel continue to be sold? Note, Sask Environment approval is required for fuel tank approvals at this location. Liability for Fuel Spills/Cleanup
- Winter Operations and Clearing
- Haying/Mowing
- Line Painting on Runway
- Will emergency or search and rescue services be allowed to land?

4 PURCHASE PROPOSAL

In the event that the proponent wants to fully own the aerodrome property, please state the value proposed along with all questions and concerns addressed in this RFP.

5 EVALUATION

The evaluation of proposals will be undertaken by City Staff and presented to City Council for information and decision.

5.1 EVALUATION CRITERIA

The city will evaluate the proposals and determine which is the most advantageous to the City. The evaluation will consider the proponents' understanding of the key issues, concerns and challenges remaining. The evaluation will also consider if the proposed purchase price, partners, treatment of the existing Lessee's and access for emergency aircraft is reasonable for the proposal provided. The city may contact the proponent with additional questions or invite the proponent in for a meeting. The interview may occur over video conferencing or in person.

6 RFP CONDITIONS:

6.1 GENERAL

The proponents are solely responsible for their own expenses related to the preparation of the proposal. The accuracy of the information is to be used as a guideline and the City gives no representation whatsoever as to the accuracy or completeness of any of the information set out in the RFP. Proponents will make an independent assessment of the accuracy and completeness of the supplied information. By submitting a proposal, the proponent acknowledges that there is to be no liability or claims able to be made against the City, Provincial or Federal governments for violation or perceived violation of the terms and conditions of the RFP.

6.2 ACCEPTANCE OF PROPOSAL

The City reserves the right to reject any or all proposals for any reason, without explanation, whether arbitrary, unreasonable, or otherwise. The winning proposal may not necessarily be chosen based on the highest price. The City may also waive any minor irregularities in any proposal as well as negotiate for the modification of a proposal.

6.3 PROPOSAL REVISIONS

Proposal revisions must be received prior to the closing date and time.

6.4 DISCLOSURE

All documents submitted by proponents shall become the property of the City of Humboldt. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to the City of Humboldt obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Humboldt.

7 ATTACHMENTS AVAILABLE UPON REQUEST

All attachments are available upon request.

- Humboldt CUJ4 – Municipal Aerodrome – Concept Plan
- Schedule of Airport Fees and Charges – 2014
- General Information about the Humboldt Aerodrome – May 1, 2023
- CUJ4 Feasibility and Planning Study – October 2023
- Schedule “A” Airport Hay Land Lease Drawing – May 30, 2023.
- Property Line and Area Information Drawing – October 21, 2024.
- 2024 Attempted Funding Model Information and Responses