

Request for Proposal

Operator for the Town of Hammonton's Municipal Airport

Summary

The Town of Hammonton is seeking proposals for the provision of comprehensive aviation services at the Hammonton Municipal Airport. The selected organization/individual will have the opportunity to lease a hangar (100 X 90) and will possess a combination of the following qualifications. **Applicants are not required to meet every qualification to be considered.**

Detailed Specifications

General Requirements

- A. The Operator must comply with all applicable local, state, and federal laws governing aviation operations.
- B. All staff must hold relevant certifications and licensure, including but not limited to FAA Airframe and Powerplant (A&P) licenses for maintenance personnel.

Service Specifications

The Operator shall provide, at a minimum, the following services:

- A. **Aircraft Maintenance and Repair Services:**
 - 1. Provide routine and emergency maintenance as per FAA regulations, including inspections, repairs, and modifications.
 - 2. Maintain repair logs and provide documentation as required for compliance with 14 CFR Part 43.
 - 3. Employ qualified maintenance staff that holds current licenses.
- B. **Customer Support Services:**
 - 1. Provide customer service to meet the needs of all airport users.
 - 2. Offer flight planning services, including weather information and routing assistance.
- C. **Flight Training and Aviation Development**
 - 1. The Operator shall demonstrate a plan to recruit and establish a certified flight school at the Hammonton Airport.

Service Requirements

The successful Operator shall adhere to the following service requirements:

- A. Maintain a responsive and professional atmosphere for all airport users and stakeholders.
- B. Ensure that personnel are appropriately trained and regularly certified in their respective fields of operation.
- C. Implement and maintain safety programs that meet or exceed OSHA regulations and FAA safety guidelines.
- D. Regularly review and update operational procedures to ensure compliance with changing regulations and standards.
- E. Provide annual reports to the Town of Hammonton regarding operational performance, aircraft identification numbers, safety metrics, and customer satisfaction.
- F. Engage in ongoing marketing efforts to promote the services of Hammonton Municipal Airport and attract additional traffic.

Delivery Requirements

The Operator must follow strict delivery requirements to ensure services are available promptly and efficiently:

- A. All maintenance services shall be readily available during regular operational hours with emergency services available after hours as needed.
- B. Orders for aircraft parts and supplies must be fulfilled within specified timeframes, with priority given to emergency repairs.
- C. Timely submission of reports, including safety audits, operations reports, and customer feedback, to the Town of Hammonton as required.
- D. The operator has the ability to sell AV gas and the Town will control the Jet A fuel sales.

The qualifications submitted should include:

- A. **Proposal for the monthly lease payment**
- B. **A detailed description of the services offered**
- C. **Evidence of regulatory compliance, including any necessary licenses and certifications**
- D. **A summary of past experience in operations, including references and case studies if applicable**
- E. **Personnel qualifications, including resumes or profiles of key staff members designated for airport operations**

Conclusion

The selected organization or individual must demonstrate an ability to deliver outstanding service, maintain high safety standards, and comply with all relevant aviation regulations. **Proposals should be submitted to Frank Zuber Town of Hammonton 100 Central Ave Hammonton, NJ 08037 or email to fzuber@townofhammonton.org. Submission deadline is Friday July 31, 2026 by 4 pm. The Town reserves the right to reject any or all proposals submitted.**