



**CITY OF COALINGA**  
*The Sunny Side of the Valley*

**REQUEST FOR QUALIFICATIONS (RFQ)  
AIRPORT MANAGEMENT & COMPLIANCE  
CONSULTING SERVICES (STAFF AUGMENTATION)**

**JUNE 16, 2026**

Submittal Due Date:  
July 16, 2026  
No later than 4:00 P.M.

City of Coalinga  
155 W. Durian Ave  
Coalinga, CA 93210  
(559) 935-1533  
[www.coalinga.com](http://www.coalinga.com)



## **NOTICE TO CONSULTANTS**

### **City of Coalinga**

The City of Coalinga (“City”) is soliciting Statements of Qualifications (“SOQ”) from qualified aviation consulting firms or independent aviation professionals to provide Airport Management & Compliance Consulting Services for the City of Coalinga Municipal Airport.

The selected consultant shall provide professional airport management, operational oversight, FAA compliance assistance, grant administration support, maintenance coordination, tenant coordination, and related aviation consulting services for the City-owned general aviation airport.

The Airport is a public-use general aviation airport with no scheduled commercial airline service and supports civil aviation, private pilots, aviation-related businesses, and related airport operations.

The City intends to enter into a professional services agreement with the selected consultant for ongoing airport management and compliance support services.

SOQs must be submitted via email no later than 4:00 PM Pacific Time on July 16, 2026, to Sean Brewer, City Manager, at [sbrewer@coalinga.com](mailto:sbrewer@coalinga.com).

**Note: The City of Coalinga will not accept hard copy submissions.**

Please contact Sean Brewer, City Manager, at (559) 935-1533 ext. 143 or [sbrewer@coalinga.com](mailto:sbrewer@coalinga.com) if you have any questions regarding this notice.



## **REQUEST FOR QUALIFICATIONS FOR AIRPORT MANAGEMENT & COMPLIANCE CONSULTING SERVICES FOR THE CITY OF COALINGA MUNICIPAL AIRPORT**

The City of Coalinga is seeking qualified aviation consultants to provide comprehensive airport management and regulatory compliance services for the New Coalinga Municipal Airport.

The selected consultant will serve as the City's contracted Airport Manager and primary aviation operations advisor, assisting the City in maintaining compliance with Federal Aviation Administration (FAA) requirements, Airport Improvement Program (AIP) grant assurances, California Division of Aeronautics requirements, and general airport operational responsibilities.

The City desires a consultant with demonstrated experience managing or supporting small-to-medium sized general aviation airports, particularly airports receiving FAA grant funding and subject to ongoing federal compliance obligations.

### **AIRPORT INFORMATION**

The New Coalinga Municipal Airport is a publicly owned general aviation airport operated by the City of Coalinga. The Airport supports general aviation activities including private pilots, transient aircraft, hangar tenants, aviation-related businesses, and special aviation activities.

The Airport currently participates in FAA Airport Improvement Program funding and is involved in ongoing and future aviation capital improvement planning and regulatory coordination efforts. The City is actively pursuing aviation-related operational improvements, economic development opportunities, and FAA-funded infrastructure projects.

The Coalinga Municipal Airport (248 acres) is located four miles east from the town center. The New Coalinga Municipal Airport is annexed within the city limits and located at 622 feet elevation. Coalinga lies in the far west side of Fresno County. The airfield system consists of two runways and associated taxiways. Runway 12/30 is Visual Flight Rules (VFR) runway that is 100 feet wide and 5,000 feet in length., capable of accommodating small corporate jets and single-engine aircraft are the fleet mix at the Airport. The Airport has approximately 16 based aircraft.

## **REQUESTED SCOPE OF SERVICES**

The selected consultant shall provide professional airport management and aviation consulting services including, but not limited to, the following:

### **A. AIRPORT MANAGEMENT & OPERATIONS**

The Consultant shall:

- Serve as the City's primary point of contact for airport operational matters.
- Conduct regular onsite airport inspections and operational assessments.
- Coordinate day-to-day airport operational activities.
- Assist with implementation and enforcement of airport rules, regulations, minimum standards, and lease requirements.
- Coordinate with airport tenants, pilots, aviation users, businesses, and stakeholders.
- Respond to operational concerns and airport-related inquiries.
- Assist the City with hangar lease administration and tenant coordination.
- Monitor airport operational conditions and identify safety or maintenance deficiencies.
- Provide recommendations regarding airport operational improvements and best practices.

### **B. FAA COMPLIANCE & REGULATORY SUPPORT**

The Consultant shall:

- Assist the City in maintaining compliance with FAA Grant Assurances.
- Coordinate with FAA Airport District Office staff and other aviation agencies.
- Assist with FAA reporting and documentation requirements.
- Support Airport Improvement Program (AIP) grant compliance efforts.
- Coordinate and assist with NOTAM-related operational communications as necessary.
- Monitor compliance with applicable FAA regulations and advisory circulars.
- Provide guidance regarding aeronautical and non-aeronautical use compliance.
- Assist with airport inspections conducted by FAA or other agencies.
- Advise the City regarding operational and regulatory risks.

### **C. GRANT ADMINISTRATION & FUNDING SUPPORT**

The Consultant shall:

- Assist with identifying eligible aviation funding opportunities.
- Assist with FAA and Caltrans aviation grant administration.
- Coordinate with engineering consultants on grant-funded projects.
- Assist with grant compliance tracking and reporting requirements.
- Assist with Airport Capital Improvement Program (CIP) planning and ACIP development.
- Support grant closeout activities.

### **D. AIRFIELD MAINTENANCE COORDINATION**

The Consultant shall:

- Coordinate routine airfield inspection activities.
- Identify maintenance deficiencies involving pavement, lighting, signage, fencing, vegetation, drainage, and safety-related infrastructure.
- Coordinate maintenance recommendations with City staff.
- Assist in prioritizing maintenance and operational repair needs.
- Monitor compliance with FAA maintenance expectations and standards.
- Assist with wildlife hazard and airfield safety coordination.

#### **E. RECORDKEEPING & REPORTING**

The Consultant shall:

- Maintain airport operational and compliance documentation.
- Maintain inspection and maintenance coordination records.
- Maintain grant compliance documentation and operational records.
- Prepare monthly status reports to the City Manager.
- Attend meetings and provide periodic presentations to City Council or City staff as requested.

#### **F. SPECIAL PROJECTS & AVIATION EVENTS**

The Consultant may assist with:

- Coordination of aviation and non-aeronautical events.
- FAA coordination related to temporary operational activities.
- Aviation-related economic development opportunities.
- Coordination with consultants and agencies on airport development projects.

#### **SUBMITTAL REQUIREMENTS**

Interested consultants shall submit a Statement of Qualifications containing the following information:

1. Cover Letter
2. Firm or Consultant Overview
3. Relevant Airport Management Experience
4. Project Team and Resumes
5. Description of Similar Airport Experience
6. References for Similar Work
7. Proposed Approach to Services
8. Availability and Response Capabilities
9. Proposed Fee Structure
10. Proof of Insurance
11. Any Additional Information Relevant to the Consultant's Qualifications

#### **MINIMUM QUALIFICATIONS**

Interested firms or individuals shall demonstrate the following minimum qualifications:

1. Minimum five (5) years of experience providing airport management, airport operations, or aviation consulting services.
2. Demonstrated experience with FAA-funded general aviation airports.
3. Demonstrated knowledge of FAA Grant Assurances and Airport Improvement Program requirements.

4. Experience coordinating with FAA Airport District Offices.
5. Experience supporting aviation grants and regulatory compliance.
6. Experience coordinating airport operational inspections and maintenance activities.
7. Experience with airport lease administration and tenant coordination.
8. Ability to provide timely response to operational and regulatory issues.
9. Ability to attend onsite meetings and inspections as necessary.

**PREFERRED QUALIFICATIONS**

Preference may be given to firms or individuals with:

1. Experience serving small or rural municipal airports.
2. Experience working with California public agencies.
3. Familiarity with California Division of Aeronautics programs.
4. Experience with airport events and temporary operational approvals.
5. Experience with airport capital improvement planning and ACIP development.
6. Experience with airport rules and regulations, minimum standards, and rates/fees studies.

**ANTICIPATED SELECTION SCHEDULE**

The schedule for the RFQ process (subject to change) is as follows:

<b>RFQ Schedule</b>	
RFQ is available for Public Distribution	6/16/2026
Written Questions Submittal Due Date	6/30/2026
Due Date for responses to RFQ due at 4:00PM local time	7/16/2026
Ranking of submittals and notifications by the Consultant Selection Team	7/29/2026
Consultant Interviews/Presentation-Virtual (if needed), notification of award	Week of 8/3/2026
Negotiation of Professional Services Agreement Between City staff and selected consultant	Week of 8/13/2026
City Council Approval of Professional Services Agreement	8/20/2026
Agreement executed by both parties	Week of 8/21/2026

**DELIVERY OF STATEMENT OF QUALIFICATIONS**

Submittals shall be brief and concise, containing no more than 50 pages of material. Submittals more than 50 pages will be considered nonresponsive.

SOQ must be received on or before 4:00 PM Pacific Time on July 16, 2026

Any SOQ received after 4:00PM Pacific Time will not be accepted. All SOQs and other materials submitted by each firm for this RFQ will become property of the City and shall not be returned to the firm.

**POINT OF CONTACT:** All questions and contacts regarding this RFQ should be addressed to:

Sean Brewer, City Manager  
 155 W. Durian, Coalinga CA 93210  
 (559) 935-1533 x143  
[sbrewer@coalinga.com](mailto:sbrewer@coalinga.com)

**INQUIRES OR CLARIFICATIONS**

Inquires or clarifications regarding this Request for Qualification must be submitted before the Questions Submittal Due Date of June 30, 2026, to Sean Brewer, at [sbrewer@coalinga.com](mailto:sbrewer@coalinga.com):

**SELECTION PROCESS**

The Proposals will be evaluated utilizing the following selection criteria: references; firm qualifications and experience; recent experience with comparable airport projects, key personnels experience and availability, and familiarity with location.

**EVALUATION OF STATEMENT OF QUALIFICATIONS**

Statements of Qualifications may be evaluated based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Experience with General Aviation Airports	25%
FAA Compliance & Grant Experience	25%
Qualifications of Assigned Personnel	20%
Understanding of Scope & Operational Needs	15%
Responsiveness & Availability	10%
References	5%

The City reserves the right to interview selected firms or consultants prior to final selection.

**GENERAL CONDITIONS**

- The City reserves the right to reject any or all submittals.
- The City reserves the right to waive minor irregularities in any proposal.
- The City is not responsible for costs incurred in preparing responses to this RFQ.
- The selected consultant will be required to enter into the City’s standard professional services agreement.
- The selected consultant shall maintain all required insurance coverage.
- All submitted materials shall become property of the City and may be subject to disclosure under applicable public records laws.