

MUNICIPALITY OF KINCARDINE

EXPRESSION OF INTEREST

Airport Operations, Maintenance and Partnership Opportunities

The Municipality of Kincardine is seeking Expressions of Interest (EOIs) from individuals, airport users, aviation organizations, community groups, businesses, or other interested parties interested in supporting the continued operation, maintenance, administration, promotion, and long-term success of the Kincardine Municipal Airport.

The purpose of this Expression of Interest is to explore potential operating models, partnerships, operational support arrangements, management opportunities, volunteer involvement, and innovative ideas that could enhance the airport while maintaining Municipal ownership and overall oversight.

The Municipality welcomes creative and practical proposals that demonstrate how interested parties could contribute to the airport's success.

Potential Areas of Support

The Municipality is seeking proposals that support the overall operation, maintenance, administration, and long-term sustainability of the airport. While respondents may propose assistance in specific areas, the Municipality is particularly interested in comprehensive operating, management, partnership, or support arrangements that address multiple aspects of airport operations and clearly identify how the airport's ongoing needs would be met.

Potential areas of support may include, but are not limited to, the following. The Municipality encourages respondents to consider how these functions could be coordinated and delivered as part of a broader operational or management solution.

- Acting as a liaison between airport users, tenants, visitors, and Municipal staff.
- Conducting routine visual inspections of airport facilities and reporting maintenance or operational concerns.
- Supporting communication regarding airport conditions, activities, and operational matters.
- Promoting the airport within the aviation community and identifying opportunities to attract new users.
- Organizing or assisting with aviation-related events and community engagement initiatives.
- Providing recommendations to improve airport operations and customer experience.
- Coordinating volunteers or community involvement.

- Identifying partnership opportunities that support the long-term sustainability of the airport.
- Assisting with airport administration and operational coordination.
- Providing airport management or oversight services.
- Monitoring airport infrastructure and identifying maintenance priorities.
- Supporting compliance with operational procedures and airport standards.
- Proposing other operating models, partnerships, or support arrangements that would benefit the airport.

The Municipality is open to a variety of approaches and encourages respondents to outline any innovative ideas they believe would enhance airport operations.

Experience and Capacity

Respondents should describe any experience, expertise, resources, organizational capacity, or other qualifications that would assist them in supporting airport operations, maintenance, administration, or related activities.

- An interest in aviation, airport operations, community development, or economic development.
- Strong communication and organizational skills.
- The ability to work collaboratively with Municipal staff, airport tenants, users, and stakeholders.
- Experience managing projects, volunteers, organizations, or community initiatives would be considered an asset.
- Knowledge of aviation or airport operations

Municipal Responsibilities

The Municipality will retain responsibility for:

- Airport ownership and overall governance.
- Regulatory compliance and Transport Canada requirements.
- Capital improvements and major maintenance.
- Snow removal and grass cutting.
- Airport budgets and financial management.
- Lease administration and fee collection.
- Any statutory or legislative responsibilities associated with airport ownership.

The responsibilities identified above reflect the Municipality's current role; however, respondents may propose alternative service delivery arrangements for Council's consideration as part of their submission.

Insurance

Depending on the services proposed, respondents should be aware that proof of appropriate insurance coverage may be required prior to entering into any agreement with the Municipality.

Submission Requirements

Interested parties are invited to submit a brief proposal outlining:

- Their organization or background.
- Their proposed operating model, partnership, or level of involvement.
- Relevant experience or qualifications.
- How they would support and promote the airport.
- Any anticipated resource or Municipal support requirements.
- The benefits their proposal would provide to the Municipality and airport users.

Proposals should outline a comprehensive approach to supporting airport operations and maintenance. Where a proposal addresses only a portion of the airport's operational requirements, respondents should clearly identify the scope being proposed and any additional resources, partnerships, or arrangements that would be required to deliver a complete operating solution.

Disclaimer

This Expression of Interest is being undertaken solely for the purpose of gathering information and assessing the level of interest in supporting the operation and maintenance of the Kincardine Municipal Airport. The Municipality has not identified a preferred operating model and is seeking input on potential opportunities, services, partnerships, and operational arrangements that may assist in supporting the airport. Submission of an Expression of Interest does not create any commitment, obligation, or agreement between the Municipality and any respondent.

The Municipality reserves the right to request additional information from respondents, to modify or discontinue this process at any time, and to determine, at its sole discretion, whether any further action will be taken as a result of the information received. Following review of submissions, the Municipality may choose to explore one or more opportunities further, undertake a future procurement process, or take no further action.

The information gathered through this process will be used to assist staff in reporting back to Council on potential opportunities and options related to the future operation and maintenance of the Kincardine Municipal Airport.

Submissions will be accepted until July 24th, 2026.

For additional information or to submit an Expression of Interest, please contact:

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