



ARDMORE
DEVELOPMENT AUTHORITY

Request for Proposals

Fixed Base Operator Services at Ardmore Municipal Airport

All proposals shall be addressed to:

**Ardmore Development Authority
410 W. Main Street
Ardmore, Oklahoma 73401**

Deadline for proposals is Friday, September 20th, 2019 at 5:00 PM

Section I. Background and General Information

Purpose

The Ardmore Development Authority is issuing this Request for Proposals (RFP) for qualified parties (Respondents) interested in providing Fixed Based Operator (FBO) services at the Ardmore Municipal Airport located in Ardmore, Oklahoma. The successful Respondent will be primarily located in the Airport terminal at 620 General Drive, Ardmore, OK 73401. This RFP document provides background and general information for Respondents and is to be used as a guideline to develop a proposal.

Airport Location

The Ardmore Municipal Airport is 13 miles Northeast of Ardmore, Oklahoma. Geographically it is located just East of Gene Autry, Oklahoma. It is classified as a Local General Aviation Airport within the Federal Aviation Administration's (FAA) *National Plan of Integrated Airport Systems* (NPIAS) and as a Regional Business Airport within the Oklahoma Airport System Plan. The Airport contains approximately 1,500 acres, experiences an estimated 25,000+ annual operations, and bases 21 General Aviation aircraft. Direct access to the airport is provided by State Highway 53 to the West and South. Interstate 35 is approximately 8 miles to the West. The published airport elevation is 777 feet above mean sea level (MSL), with airfield coordinates of 34° 18.23' N and 97° 01.24' W.

Airport Description

The Ardmore Municipal Airport (Airport) is owned by the City of Ardmore (City), and it is operated by the Ardmore Development Authority (Authority). The Airport was built by the U.S. Army in 1942 and was ultimately released to the City in 1959. The Airport lies within Class D Airspace and includes a Federal Contract Air Traffic Control Tower. The Airport has two active runways. Runway 17/35 is 5,404 feet long, 100 feet wide and is constructed in asphalt. Runway 13/31 is 9,002 feet long, 150 feet wide and is constructed in concrete. Runway 13/31 is equipped with an ILS approach system, a MALS lighting system, and both PAPI and VASI approach lighting. The Airport also contains six active taxiways, both in asphalt and concrete. All taxiways are lit with LED edge lighting except Taxiways C and D which are unlit. The Airport has one asphalt parking apron in use, which extends along the West side of the Airport Operations Area and contains approximately 20 acres (100,000 square yards) of aircraft parking and maneuvering space. This concrete apron is located adjacent to the terminal building and FBO. The facility offers 11 Airport-owned hangars of various sizes, with plans to build another 15 hangars in the next 12 months. The Airport's GA terminal, accessible from Highway 53, consists of approximately 5,000 square feet of space. The terminal provides a lounge area, restrooms, conference room, office area, and flight planning space. This facility also is leased to various local businesses. There is one hangar option currently available for FBO use with approximately 5,000 square feet available to accommodate overnight and short-term transient aircraft. For the purpose of this RFP, the successful Respondent will supply its own fueling equipment. The successful Respondent will be required to maintain all facilities to federal, state, and local standards, regulations, and rules.

Annual Fuel Sales

	100 LL	Jet-A	
2017	48,950 gallons	133,600 gallons	
2018	49,677 gallons	139,150 gallons	
2019	21,580 gallons*	66,505 gallons*	*as of July 31 st , 2019

Section II. Fixed Based Operator Services

The Respondent shall provide the following services, support, and amenities:

1. Aircraft fueling (100LL & Jet-A) with full-service capabilities (mobile fueling vehicles) maintained in a professional manner and compliant with all federal, state, and local rules and regulations regarding fuel quality and safety
2. Complete fuel tank inspections as required by law, and provide supporting documentation to minimize liability claims associated with aviation fuel sales
3. Aircraft towing and ground handling, including emergency service to disabled general aviation aircraft
4. Oil dispensing for aircraft
5. Employment of the appropriate number of properly trained and/or certified personnel to provide satisfactory FBO services, such as fueling and line service. Fueling certification training, as a minimum, needs to be recognized by the FAA (for example: Safety 1st, NATA). The successful Respondent will be required to have a designated individual certified as a Supervisor/Trainer on staff, in addition to lineman certified for fueling.
6. An on-call aircraft mechanic either on staff or contract to respond to emergency aircraft maintenance needs on the Airport (mechanic must have valid FAA Airframe and Powerplant licensure)
7. Annual Fire Extinguisher training per FAA requirement
8. Minimum hours of operation: 10 hours per day, 6 days per week, or an acceptable alternative that may be considered by the Authority
9. Aircraft parking spaces and overnight/short-term hangar space
10. Courtesy vehicle(s)
11. Rental car options for those requiring ground transportation options other than courtesy cars
12. Operate and maintain a pilot and passenger lounge
13. Concierge service to both pilots and passengers
14. Internet based web page with a listing of services
15. If the Respondent proposes not to provide any of the services listed above, the Respondent should indicate how they will provide an alternative means of providing the services, or explain why the services should not be provided in the Business Plan listed in Section V.

The Respondent may provide any of the optional aeronautical services, subject to prior approval by the Authority:

1. Aircraft rental
2. Aircraft sales
3. Flight training services (must provide appropriate certifications to provide this service)
4. Airframe and power plant maintenance and repair services (must provide appropriate certifications to provide this service)
5. Avionics repair
6. Specialized maintenance (such as upholstery, paint, aircraft detailing, etc.)
7. Aerial Surveying/Photography
8. Miscellaneous retail products (pilot supplies, promotional items, etc.)
9. Other types of aviation services not listed (subject to approval with appropriate certifications by the Authority)

In order to maintain a fair and equitable airfield environment, the successful Respondent may not limit tenant access to FBO services through exclusive rights or unfavorable lease conditions or unequitable fuel pricing. In other words, the successful Respondent must provide the same pricing and discount volumes to all airfield customers. Similarly, the successful Respondent may not limit the rights and opportunities of other similar aviation businesses from operating or relocating to the Airport through exclusive rights or unfavorable lease conditions or unequitable fuel pricing.

Terms

For the purpose of this RFP, the anticipated term of the agreement for FBO services will be five years with an option, approved by both the Authority and the successful Respondent, with a five-year renewal period after five years.

Minimum Standards

The FBO must adhere to the Minimum Standards and Rules and Regulations as established for the Airport by the Authority on April 22nd, 2019, including amendments. The Minimum Standards shall apply to any new and existing agreements. The FBO shall also work to assist Airport management in identifying any tenant violations of the Minimum Standards or Rules and Regulations.

Fuel Standards

The successful Respondent will be responsible for ordering and keeping sufficient quantities of fuel on hand. The FBO will maintain the fuel farm premises, as well as ensure inspections/certifications as required by federal, state, and local laws. The FBO shall fully require and enforce all applicable codes applied to above ground fueling storage tanks and systems as required by federal, state, and local laws.

The FBO shall provide proper disposal for any and all used oil, fluids, solvents, filters, fueling parts, and hazardous waste as determined by federal, state, and local law.

The successful Respondent may upgrade their bulk fuel facilities upon written approval from the Authority. Before beginning the contract with the Authority, the successful Respondent shall provide a written Spill Prevention, Control, and Countermeasures Plan that meets regulatory measures as identified by federal, state, and local rules and regulations. The successful Respondent shall be responsible for all annual permitting fees for fueling operations as required by the federal, state, and local regulatory authorities.

Leased Facilities

The successful Respondent will be responsible for the upkeep and cleaning of all leased office space and hangars. The roof and structure of each facility will be maintained in its current state by the Authority. All hangar and office space conditions will be "as is" at the time of the agreement. The FBO will be responsible for notifying Airport Management of minimum standard and regulatory violations of all airfield tenants.

Section III. Qualifications and Assurances

To be eligible for consideration, the Respondent must meet the following qualifications:

1. A minimum of 3 (three) years prior experience in FBO services or comparable experience in providing a commercial aviation related service.
2. Financial capability to operate the FBO.
3. Currently hold or be able to obtain all necessary certifications with local, state, and federal government agencies necessary to operate as an FBO.
4. Abide by all federal, state and local laws, regulations, requirements, ordinances, and rules.
5. Treat all tenants fairly and equitably regarding customer service and pricing (policies in place and shared with all staff members).
6. Must be an active legal entity, licensed to do business in the State of Oklahoma within 30 days of approval of the agreement by the Authority.

Section IV. Insurance

Respondent shall procure and maintain at all times, in full force and effect, a policy or policies of insurance as specified herein, naming the Ardmore Development Authority as an additional insured and covering all public risks related to the leasing, use, occupancy, maintenance, existence or location of the Airport.

Minimum insurance required:

1. Comprehensive General Coverage: \$1,000,000 each occurrence

2. General Liability Coverage: \$1,000,000 each occurrence
3. Operations/Product Liability: \$1,000,000 each occurrence
4. Hangar Keeper Liability: \$100,000 each aircraft; \$300,000 each loss
5. Workers' Compensation Statutory Requirement

Each insurance policy to be furnished by Respondent shall include the following conditions by endorsement to the policy:

1. Each policy shall name the Ardmore Development Authority as an additional insured as to all applicable coverage;
2. Each policy shall require that 30 days prior to the cancellation, nonrenewal or any material change in coverage, a notice thereof shall be given to the Authority by certified mail. If the policy is canceled for nonpayment of premium, only 10-days written notice to the Authority is required;
3. All provisions of the Contract concerning liability, duty and standard of care together with the indemnification provision, shall be underwritten by contractual liability coverage sufficient to include such obligations within applicable policies.

Insurance furnished by the Respondent shall be in accordance with the following requirements:

1. Any policy submitted shall not be subject to limitations, conditions or restrictions deemed inconsistent with the intent of the insurance requirements to be fulfilled by the Respondent. The Authority's decision thereon shall be final;
2. All policies are to be written through companies duly licensed to transact that class of insurance in the State of Oklahoma; and
3. All liability policies required herein shall be written with an "occurrence" basis coverage trigger.

Section V. Proposal Contents

A successful proposal should contain the following minimum items:

General Information

1. Names and qualifications of company officers and owners
2. Company address
3. Brief history and introduction of the Respondent

4. A full description of the Respondent's entity, including organizational chart, and identification of all parties including disclosure of all persons or entities having a beneficial interest in the proposal

Financial Fitness

1. Sufficient proof supporting the Respondent's financial ability to provide FBO services
2. The Authority reserves the right to request additional information from any of the Respondents, as necessary, regarding financial fitness.

Business Plan

1. *Operations Plan*: attach a complete and detailed narrative description of the scope of operations you propose to provide. Include the means and methods to be used to operate an FBO in order to provide high quality service to general aviation customers.
2. *Customer Service Plan*: describe your philosophy on customer service and your ability to meet the needs/requests of customers.
3. *Management*: Describe your management structure and operating personnel. Proposed job titles and assigned duties for each.
4. *Marketing program*: describe how you would market the airport to retain current tenants and attract new general aviation activity to the Airport.
5. *Mobile Equipment*: list and describe the mobile equipment you plan to use.
6. *Minimum staffing requirements and proposed schedule to include emergency or after-hour service, emergency contact procedures, and processes to train and certify staff in refueling and aircraft handling operations.*
7. Provide a pro forma financial statement, cash flow statement, and budget for services to be provided
8. References

Section VI. The Authority's Responsibilities

The Authority will invoice the FBO monthly for the following utility services:

1. Water/Sewer/Trash collection
2. Electricity
3. Natural Gas

The services above will be billed a pro rata share based on estimated usage.

Television, telephone, Wi-Fi, Respondent internet requirements, and other service billing accounts will be the responsibility of the successful Respondent to provide to their facilities.

In addition, the Authority will provide the following:

1. Major repairs defined as major replacement of materials, elements, components, and fixtures to keep the airside and landside facilities in a safe, functional, and operating condition. Examples of major repairs include, but are not limited to, electrical wiring, hangar door motors, adjusting hangar door cables, structural replacement, and acts of God. The FBO will be responsible, however, for returning leased premises back to their present state for damages caused by the FBO, FBO staff, and tenants.
2. Supply major repairs and maintenance to the runways, taxiways, aprons, fencing, airfield lighting, and aircraft movement structures.
3. AWOS and communication systems associated with the functional operation of the AWOS

The Authority's employees, representatives, and contractors shall have the right at all times to enter the premises for the purpose of inspecting the same, for observing the performance of the FBO of its obligations as identified under the contract, interview tenants, and for doing any act or purpose which the Authority may be obligated or have the right to do under the contract, as long as said visit does not interfere with the right of the FBO to conduct its normal business.

The Authority's employees, representatives, contractors, and furnishers of utilities and other services, shall have the right, at its own expense and cost, for its own benefit, the benefit of the FBO, or the benefit of land lease tenants at the Airport, to maintain existing and future facilities, mechanical, electrical, and other systems, and to enter upon the premises at all reasonable times to make such repairs, replacements, or alterations, thereto as may, in the opinion of the Authority, be deemed necessary.

FBO Fuel Flowage Fees

The Authority will invoice the FBO monthly for a fuel flowage fee. The FBO will provide a fuel report at the end of every month documenting the total amount of each fuel type sold. This rate will be \$0.015 per gallon until April 30th, 2021. Fuel flowage rates will be adjusted to match state averages following this date, and the Authority will reserve the right to review and adjust this rate on an annual basis.

Section VII. Proposal Submittal

Respondents shall submit Three (3) completed hard copies of their completed proposal. Proposals must be received in sealed envelopes, clearly marked with the proposal number, closing date and company submitting proposal **no later than Friday, September 20th, 2019, at 5:00PM**. Any proposal received after the time and date listed below, regardless of the mode of delivery, shall be returned unopened. Submissions sent via facsimile or e-mail will not be considered.

Proposals are to be delivered to:

Ardmore Chamber of Commerce
410 W. Main Street
Ardmore, Oklahoma 73401

If there are any questions regarding the RFP, submittal, FBO requirements or Airport conditions, please email Chase Tindle, Manager of Airport Operations for the Ardmore Municipal Airport, at ctindle@ardmore.org.

A selection committee will be used to evaluate the RFPs. The final selection by the committee will generally be made following the completion of review of proposals. The selection committee does, however, reserve the right to conduct interviews with the top Respondent(s) if the committee deems it necessary. If interviews are conducted, the selection will be made following interviews. However, the Authority reserves the right to make its selection solely off the information provided in the RFP. **As a result, it is highly important to provide a complete and thorough response to this RFP.**

Any contact regarding this RFP for FBO services with those associated with the Authority, other than the individual listed above, prior to the submission of the RFP or during the evaluation period afterwards may result in disqualification for consideration.

Reserved Rights

The Authority reserves the right to:

1. Modify or otherwise vary the terms and conditions of this RFP at any time, including but not limited to, deadlines for submission, schedules and proposal requirements.
2. Waive irregularities in the proposals.
3. Waive the need to interview Respondent
4. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.
5. Negotiate with any or all Respondents in order to obtain terms most beneficial to the Airport and the Authority.
6. Accept the proposal, which, in the Authority's sole and absolute discretion, best serves the interests of the Airport.

Requests for Interpretation or Clarification

Interpretations and clarifications of the RFP may be made in writing only.

All requests must be submitted in writing to Chase Tindle, Manager – Airport Operations, via email: ctindle@ardmore.org.

Evaluation Criteria

The Authority will evaluate each proposal as follows:

Qualifications/Experience/Expertise	20 points
-------------------------------------	-----------

Operations Plan	20 points
Financial Strength	15 points
Customer Service/Marketing Plan	15 points
References	5 points
Lease Agreement	5 points
Staffing/Schedule	5 points
Minimum Annual Guarantee/Fees	15 points
Total:	100 points

Section VIII. Schedule

Request for Proposal Released	Tuesday, September 3 rd , 2019
Pre-Submittal Tour of Ardmore Municipal Airport	Friday, September 13 th , 2019 at 10:00AM
Proposals Due	Friday, September 20 th , 2019 at 5:00PM
Interviews (Optional for the Authority)	TBD
Selection Deadline	Friday, October 4 th , 2019 at 5:00PM

Pre-Submittal Tour of the Ardmore Municipal Airport

Any Respondent interested in participating in a pre-bid meeting and tour of the airport may do so on Friday, September 13th, 2019, at 10:00AM at the Ardmore Municipal Airport, 620 General Drive Suite 1, Ardmore, OK 73401. Attendance to this pre-submittal meeting is optional but highly recommended.