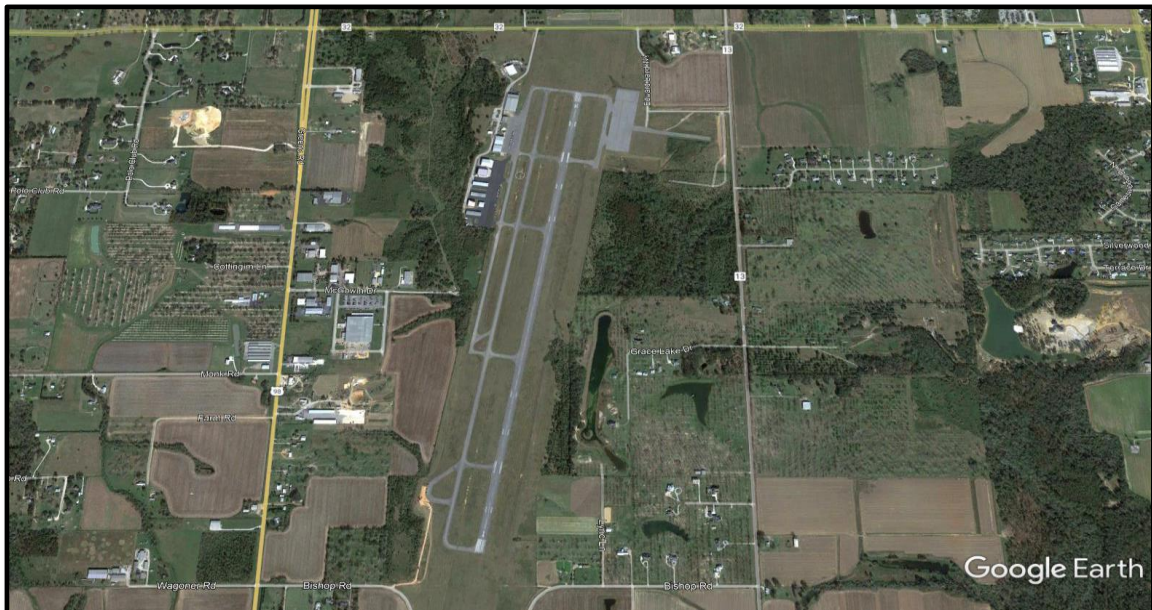




**FAIRHOPE AIRPORT AUTHORITY  
REQUEST FOR PROPOSALS**

**FULL SERVICE FIXED BASE OPERATOR  
H. L. SONNY CALLAHAN AIRPORT (CQF)  
FAIRHOPE, ALABAMA**



**Fairhope Airport Authority  
Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 1  
Notice to Respondents**

The Fairhope Airport Board through the Fairhope Airport Authority, is inviting proposals from qualified firms to operate and provide a Full-Service Fixed Base Operator (FBO) at the H. L. Sonny Callahan Airport ("Airport" or "CQF") in Fairhope, Alabama.

The RFP package can be obtained by prospective Respondents beginning April 10, 2024, by registering through Dave Friedel, the Airport Manager at [fairportauthority@gmail.com](mailto:fairportauthority@gmail.com) . It is the responsibility of each Respondent to register and frequently monitor the Airport Website at [fairhopeairport.com](http://fairhopeairport.com) for any changes or updates affecting this RFP after the original posting date.

**Sealed proposals will be received at the Fairhope City Clerk's Office at 161 North Section Street, Fairhope, Alabama, 36532 until 2 p.m. local (CDT) time on May 10,2024. Respondents may contact Dave Friedel at the email listed above with questions regarding this RFP. No more questions will be allowed after May 1, 2024. All questions and answers will be posted on the Airport website with a final addendum.**

A pre-proposal conference will be held on April 25, 2024, at the H. L. Sonny Callahan Airport located at 8600 County Road 32, Fairhope, Alabama, 36532 in the current FBO Terminal Building on the west side of the airport , beginning at 2 p.m., local time. A tour will be conducted following the meeting. People with disabilities may make requests for reasonable accommodation no later than 48 hours in advance in order to attend this pre-proposal conference. Accommodations may include alternate formats, interpreters, and other auxiliary aids. Respondents may contact Dave Friedel, Airport Manager with questions regarding pre-proposal meeting access. The right to reject any and all proposals or to accept any proposal that is deemed to be more advantageous to the public and Airport Authority is reserved.

Respondents are encouraged to thoroughly review the Minimum Standards, and Rules & Regulations for a Full-Service Fixed Base Operator as defined by the requirements of this RFP. See the attachments in the Appendix of this RFP.

In submitting an RFP "Proposal", Respondent shall be responsible for all costs, including travel, incurred in the preparation of said proposal. Respondent agrees not to seek reimbursement for such costs from the Airport Authority, regardless of whether Respondent is selected or not.

**Request for Proposals  
Full Service Fixed Base Operator (FBO) – CQF**

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**Request for Proposals  
Full Service Fixed Base Operator (FBO) – CQF**

**Section 3  
Schedule**

RFP Available	April 10, 2024
Pre-Proposal Conference	April 25, 2024
Deadline for Questions	May 1, 2024
Proposals Due	May 10, 2024
Interviews	May 13-31, 2024
Contract Commencement	October 15, 2024

*Respondents or their agents are instructed not to contact selection committee members, Airport employees, agents or contractors of the Fairhope Airport Authority, the City of Fairhope, or members of the Airport Administration or externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFP to the date of execution of the Agreement resulting from this solicitation. The Fairhope Airport Authority, in its sole discretion, may disqualify Respondents in violation of this paragraph.*



**Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 4  
General Overview**

1. REQUEST FOR PROPOSAL ("RFP")

The Fairhope Airport Authority is soliciting competitive proposals from qualified firms ("Respondent" or "Respondents") to operate and provide a Full-Service Fixed Base Operator ("FBO") for use by general aviation users of the H. L. Sonny Callahan Airport ("Airport" or "CQF") in Fairhope, Alabama.

**Objectives**

The selected full service Fixed Base Operator (FBO) will be required to manage all current FBO related facilities to facilitate a growing market for based and itinerant general aviation aircraft. The respondent shall manage the FBO, at a minimum, in compliance with the Fairhope Airport Authority objectives which includes the published Airport Rules and Regulations, and Minimum Standards. The Authority objectives include the desire to meet the demands of airport users for general aviation services and to act as an ambassador of the community. As the operator of the Airport, it is the goal of the Authority to maximize the efficiency of the Airport while offering the business and general aviation community the highest quality airport facilities and services through the development of a competitive and safe airport. As such, the Authority is in the process of constructing an all new 4,000+ square foot FBO terminal building that will be leased to the selected respondent. Consideration will be given to those Respondents that offer the most creative, sustainable, environmentally friendly, safe, and high-quality service experience offered. Knowledge of the marketplace, investment, local job creation, and non-discriminatory hiring practices are also critical.

**Background**

The Fairhope Airport Authority is in the process of determining the interest of professional aviation service providers regarding the operation and management of the sole source FBO facility on the field. As such, the Authority is soliciting proposals for operation of the FBO development at the H. L. Sonny Callahan Airport (FAA Identifier CQF).

CQF is located in the southwestern region of the State of Alabama, along the eastern side of Mobile Bay. The Fairhope community is part of the area of Alabama in between the Cities of Mobile and Gulf Shores, and near the western edge of the panhandle of Florida including Pensacola. Fairhope is located in Baldwin County which has a population of approximately 240,000 people. The area includes a strong economy and community, with a mix of services, and tourism. The area is home to world class golf courses, beautiful beaches, and extensive recreational activities.

The H. L. Sonny Callahan Airport is located approximately 3 driving miles southeast of the city center of Fairhope, 14 nautical miles from Mobile International Airport, and 15 flying miles from

Gulf Shores International Airport. The airfield facility is a Public Use Regional General Aviation Airport as identified in the FAA's report to Congress regarding the National Plan of Integrated Airport Systems (NPIAS). The Airport includes both local and based general aviation activity, air taxi, business aviation, and military operations.

The airfield at CQF includes one active runway (1/19) that is 6,604 feet in length and 100 feet wide which is grooved asphalt and rated in fair condition by the FAA. The runway has RNAV (GPS) instrument procedures for both runway approaches and a 4-light PAPI visual approach light indicator on both runway ends. The runway has a weight bearing capacity of 36,000 lbs. single wheel, and 58,000 lbs. double wheel configuration. A project to rehabilitate and strengthen the runway is designed and awaiting FAA funding. Initial indications are that funding is possible in FY2025. This project will necessitate closing of the runway for up to 30 days (subject to no delays), with VFR traffic under 12,500 pounds to use the taxiway for day only operations. After completion, the runway will have a weight bearing capacity of up to 95,000 pounds double wheel. The east ramp is already constructed to this capacity. According to the Airport Authority operational data, CQF had 63,316 annual operations in the fiscal year ending February 29, 2024, or 173 per day. The operations at CQF have been classified by the FAA as 29% local general aviation, 58% transient general aviation, 4% air taxi, and 9% military.

The latest statistical data includes the CQF based aircraft and estimated operations for the 12-month period ending February 29, 2024.

<b>H. L. Sonny Callahan Airport</b>		
<b>Year</b>	<b>Total Operations</b>	<b>Based GA Aircraft</b>
2/29/2024	63,316	58

Currently, there are approximately 58 based aircraft at CQF including 48 single engine, 5 multi engine/turboprop, 2 Jets, and 3 helicopters. The general aviation fuel volumes and operations data for the past 2 years are as follows:

<b>H. L. Sonny Callahan Airport General Aviation Fuel Volume and Operations</b>			
<b>Year</b>	<b>Avgas</b>	<b>Jet-A</b>	<b>Total Gallons</b>
2022	98,128	269,762	367,890
2023	96,754	277,006	373,760

Note that the fuel volumes listed above represent all gallons delivered by the FBO. There are three other private fuel users on the field with one more fuel addendum signed. No additional private fuel users are contemplated.



### Leasehold Information

The leasehold areas and facilities associated with this RFP include the following:

Component	Type	Land/Building Area (S.F.)
Land	Unimproved Land	50,000 +/-
	Ramp/Apron	540,000
Original FBO Terminal/Hangar	FBO & 2 Hangars	26,500*
New FBO Terminal	FBO	4,148

The FBO development includes a total unimproved land area of approximately 50,000 square feet, +/-540,000 square feet of asphalt paved ramp/apron, and a two story FBO terminal encompassing 6,500 square feet flanked by two 10,000 square foot hangars. Within the current FBO building, the Authority will retain one office for use by the airport manager.

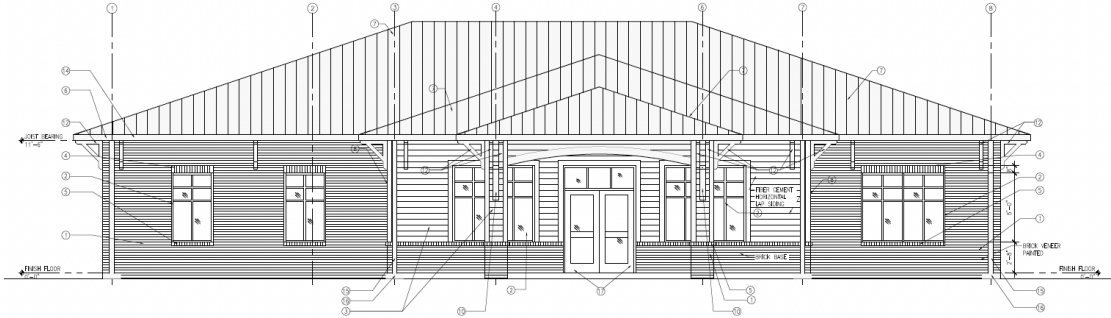
\*The current tenant leases Building E2 at the Airport which is not part of the 26,500 square foot original FBO complex. The Building E2 hangar facility is excluded from this proposal as it would not likely be considered as essential to a traditional Fixed Base Operation at the Airport and will remain with the current aircraft engine manufacturer.

The Airport currently has an older fuel storage facility on the west side of the field. This fuel storage system is consists of two single wall 10,000 gallon tanks. The tanks were inspected approximately 4 years ago. Recently the inspector confirmed that with proper maintenance, the tanks should have at least five years of useful life remaining with no additional rehab expense. The Authority expects the existing tanks will eventually be removed and replaced by a new system on the east side of the field. The new facility is estimated to contain four fuel tanks two for the FBO, one jet and one avgas, and two additional tanks for other private users. It is projected that the new FBO entity will be required to pay additional fuel flow fees, through-put user fees, or other compensation to the Authority based upon negotiations at the time of new construction.

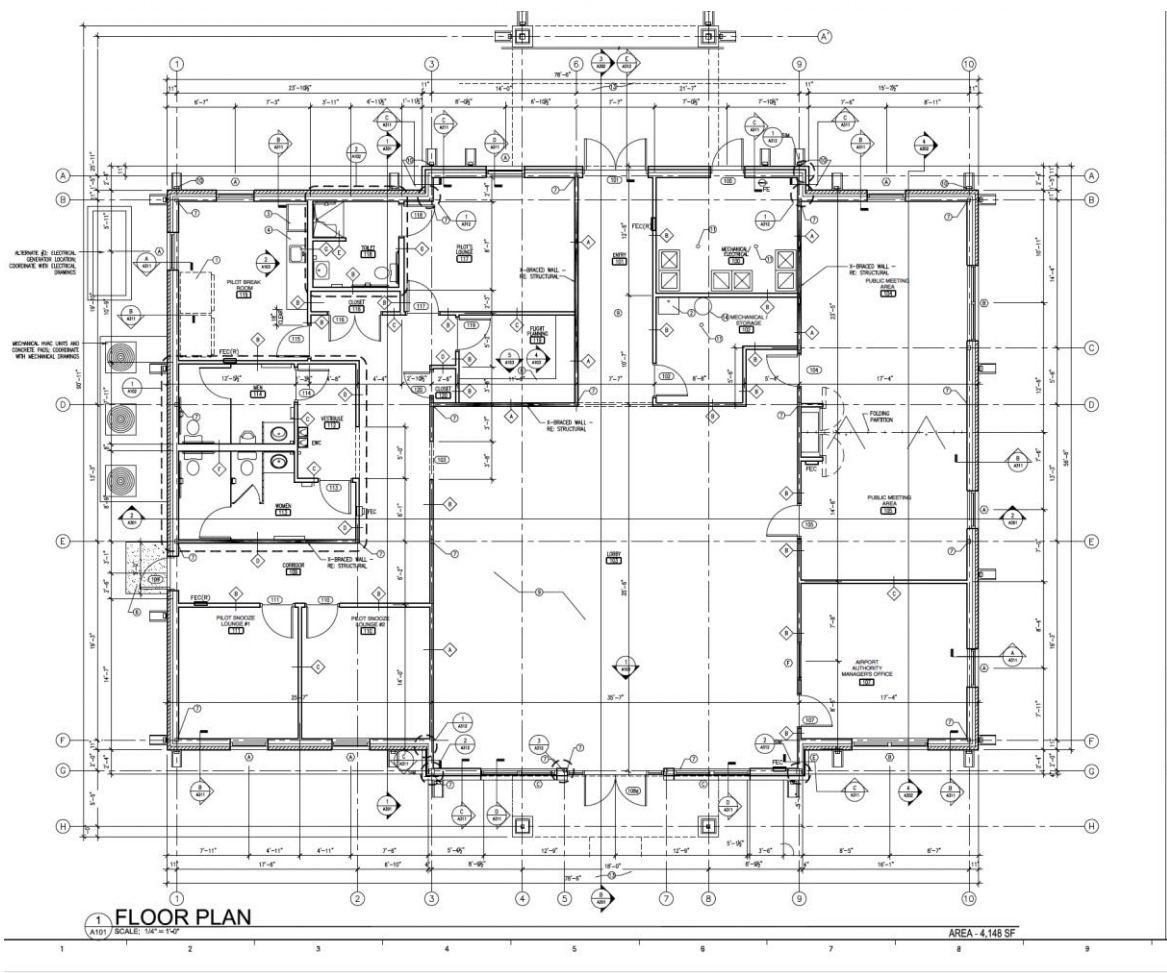
A graphic depiction of the leasehold areas discussed herein is located in Section 11. A full tour of the proposed facilities will be provided during the pre-proposal conference.

Also, part of the future leasehold is the addition of a new FBO Terminal building currently under construction on the field. This modern facility is scheduled for completion in October 2024 and will be leased to the successful FBO at the prevailing market rental rate.

# New 4,148 Square Foot FBO Terminal Facility



**A RUNWAY ACCESS EXTERIOR ELEVATION**  
SCALE: 1/4" = 1'-0"



**1 FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

AREA - 4,148 SF



## Existing Facility Photos



## 2. AGREEMENT

The Airport Authority intends to enter into a lease agreement ("Agreement") with the selected Respondent assuming operations beginning approximately October 15, 2024, and continuing for a base period of five (5) years. The Airport Authority may determine to negotiate option terms with the selected Respondent based on investment and job creation. The standard Agreement Form is attached to this RFP as an appendix. The form agreement is provided for information purposes only, however the Authority expects the final agreement with the selected vendor to have minimal changes from this form. The Airport Authority may modify the terms of the agreement at any time prior to execution.

All Respondents submitting proposals shall be those firms prepared to enter the written agreement, and manage and perform the services herein. No franchising, assignment, or distribution of the work shall be permitted unless the subcontracting relationship is proposed under this RFP and accepted by the Airport Authority.

## 3. PROCUREMENT AND ETHICS REQUIREMENTS

Respondents and the selected Respondent must agree to comply with and be governed by Airport Authority's procurement rules and ethics standards.

**REPRESENTATION REGARDING ETHICAL STANDARDS FOR AIRPORT AUTHORITY, OR CITY OFFICERS AND EMPLOYEES AND FORMER OFFICERS AND EMPLOYEES.** The Respondent represents that it has not: (1) provided an illegal gift or payoff to any officer or employee or former officer or employee of the City or Airport Authority, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the Airport Authority or City's ethical standards; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a City or Airport Authority officer or employee or former City or Airport Authority officer, employee or representative.

## 4. POINT OF CONTACT - EXPLANATION BY ADDENDUM ONLY

No interpretation of the meaning of any provision in this RFP, nor correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to this RFP shall be made to the Respondent orally. Every request for interpretation or additional information regarding this RFP shall be made in writing, via e-mail, to Dave Friedel, Airport Manager, at [fairportauthority@gmail.com](mailto:fairportauthority@gmail.com). The deadline for all questions shall be at 5:00 p.m. local (CDT) time on May 1, 2024. The Airport Authority shall not be obligated to respond to requests for such interpretation or correction. By signing and submitting this RFP, Respondent acknowledges that it has registered online at the Airport Authority website email and has viewed all materials on the website, including any addenda to this RFP.

## 5. RESPONDENT JUDGMENT

It is the responsibility of each Respondent to carefully examine this RFP and to judge for itself all of the circumstances and conditions which may affect its proposal and subsequent operation and management of Airport's concession pursuant to the agreement. Any data furnished by the Authority is for informational purposes only and is not warranted. Respondent's use of any such information shall be at Respondent's own risk. Failure on the part of any Respondent to examine, inspect, and to be completely knowledgeable of the terms and conditions of the concession requirements, operational conditions, or any other relevant documents or information shall not relieve the selected Respondent from complying fully with this RFP or subsequent Agreement.

## 6. PROPOSAL REQUIREMENTS

The submittal requirements are outlined in Section 5 and in Section 8 of this RFP. The proposal must include, at a minimum, responses to each required topic. Respondents are requested to respond in full, complete, narrative sentences. Respondents may also address other relevant issues that they consider to be critical to the success of the Fixed Base Operation.

## 7. EVALUATION CRITERIA

Proposal evaluation criteria are outlined in Section 9 to this RFP. The selection committee will consider the reasonableness of all documents, the presentation/interview, the response to the RFP, information gained while evaluating responses and any other relevant information to make its determination. The committee's selection will be that Respondent which, in the committee's sole opinion, is best able to provide the management and operation of the Fixed Base Operation.

## 8. INSURANCE AND BONDS

The selected Respondent, at a minimum and at its own cost and expense, shall secure and maintain the following policies of insurance and bonds:

- A. All insurance types, to include fire and windstorm coverage on the leased buildings, liability and other coverage and limits as described in the attached Minimum Standards and Agreement Form.
- B. All policies of insurance and bonds provided shall be issued by insurance companies qualified to do business in the State of Alabama and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570 or shall have a rating of not less than "A-" in the most current available A.M. Best Co., Inc.'s Best Insurance Report.

## 9. PRE-PROPOSAL CONFERENCE AND SUBMISSION DATE

A pre-proposal conference will be held on April 25, 2024, beginning at 2 p.m. local time at the H. L. Sonny Callahan Airport located at 8600 County Road 32, Fairhope, Alabama, 36532 in the current FBO Terminal Building on the west side of the airport. Attendance by Respondents is **mandatory**. People with disabilities may make requests for reasonable accommodation no later than 48 hours in advance in order to attend this pre-proposal conference. Accommodations may include alternate formats, interpreters, and other auxiliary aids. Respondents may contact Dave Friedel with questions regarding pre-proposal meeting access.

## 10. ADDITIONAL INFORMATION AND INQUIRIES

- A. The Authority reserves the right to cancel or modify the terms of this RFP at any time. The Authority will provide Respondents with written notice of the cancellation or modification. The Authority additionally reserves the right to accept or reject any or all proposals.
  
- B. Respondents or their agents are instructed not to contact Authority selection committee members, City employees, agents or contractors of the City or Authority, the Mayor's office, or members of the Airport Authority Board, or externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFP to the date of execution of the Agreement resulting from this solicitation. Airport Authority, in its sole discretion, may disqualify Respondents in violation of this paragraph.

## 12. RESPONDENTS PREPARATION COSTS

In submitting an RFP "Proposal", Respondent shall be responsible for all costs, including travel, incurred in the preparation of said proposal. Respondent agrees not to seek reimbursement for such costs from the City, or Airport Authority, regardless of whether Respondent is selected or not.

**Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 5  
Submittal and Qualification Requirements**

1. SUBMISSION DATE

Proposals must be physically received in the Fairhope City Clerk's office, not later than 2 p.m. local (CDT) time on May 10, 2024, addressed regular surface mail to:

Respondents may mail, hand deliver, or courier their proposals to:

Dave Friedel  
Fairhope Airport FBO RFP Response  
C/O Fairhope City Clerk  
161 North Section Street  
Fairhope, Alabama, 36532

The selection committee may determine to interview one or more of Respondents. These Respondents will be notified in advance of the interview date and will be provided with written information with respect to the interview format.

2. SUBMITTAL REQUIREMENTS

- A. One (1) original and five (5) printed copies, and one (1) PDF electronic copy via USB thumb drive of the Statement shall be submitted. Proposal must be submitted in a sealed package with Respondent's name, address, submittal date, and the words "Proposal for Full Service Fixed Base Operator" on the outside of the package. Proposals must be complete and must contain all of the information and documents required in this RFP. Proposals will become the property of the Authority and will not be returned to Respondents.
- B. Proposals shall be single sided and limited to thirty (30) pages in length, excluding cover sheets, financials, and equipment specifications and diagrams.
- C. The Proposal Form, included with this RFP as Section 12, must be completed, and returned with the proposals.
- D. Respondents must complete and submit the Affidavit of Non-collusion that is included as Section 13 to this RFP.
- E. Respondents are instructed not to add, delete, or alter any of the terms and conditions of these RFP documents. If Respondent makes any changes to any of the documents, Authority may, in its sole discretion, reject the Proposal.



- F. Each proposal shall be accompanied by a bank cashier's check, certified check, or proposal bond payable to Fairhope Airport Authority in the amount of Twenty Thousand Dollars (\$20,000). The check or bond shall be given as security to guarantee that the successful Respondent will enter into a Full-Service Fixed Base Operator Agreement. The check or bond will be forfeited and surrendered to Authority should the selected Respondent fail to enter into Agreement. Checks or bonds will be returned to unsuccessful Respondents within thirty (30) days from the date Agreement is executed.
- G. The Airport Authority is subject to the requirements of the Freedom of Information Act and Alabama public records laws, including Section 36-12-40, Ala Code 1975. All materials submitted by Respondent to the Authority are subject to disclosure unless such materials are exempt from disclosure pursuant to FOIA. The burden of claiming an exemption from disclosure shall rest solely with each Respondent. Any materials for which Respondent claims a privilege from disclosure shall be submitted marked as "Confidential" and accompanied by a statement from Respondent explaining Respondent's claim of exemption from disclosure. Authority will promptly notify Respondent of any requests made for disclosure of documents submitted under a claim of confidentiality. Respondent may, at Respondent's sole expense, take any appropriate actions to prevent disclosure of such material. Respondent specifically waives any claims against Authority related to disclosure of any materials required by FOIA. In order to comply with FOIA, please note the following:
  - i. Respondent shall not stamp all materials confidential. Only those materials for which a claim can be made under the act, such as trade secrets, pricing, non-public financial information, etc. should be stamped.
  - ii. Respondent must submit a letter stating the reasons for claiming confidentiality for every type of information that is stamped. Failure to submit this letter may result in the publication of this information.

### 3. QUALIFICATIONS OF RESPONDENTS

To be considered for award, Respondents must submit their proposals in a timely manner and in proper form. Respondents must provide evidence that they are fully competent and that they have the necessary experience and capability to fulfill Agreement requirements. Respondent must have, at a minimum, the following qualifications:

- A. Respondent shall have a minimum of three (3) years of combined successful, continuous, and recent experience in the operation and management of a Full-Service Fixed Base Operation at a commercial service and/or general aviation airport of similar size or larger than CQF.
- B. Respondent must demonstrate financial responsibility. Respondents shall submit the past three (3) years of financial statements prepared in accordance with generally accepted accounting principles and with an independent CPA's statement attached. Any existing debt or previous default on an Agreement with the City, State, or Airport Authority may be cause for immediate rejection of the

proposal. Any failure to fulfill the previous provisions of any previous Agreement with the City, State, or Airport Authority may be cause for rejection of the proposal and disqualification of the Respondent.

- C. Respondent must demonstrate, in Authority's sole determination, a net worth sufficient to sustain the business operations required to be performed and maintained pursuant to Agreement requirements.
- D. Respondent must be qualified and licensed to conduct business in the State of Alabama. If not qualified and licensed, Respondent must confirm in writing that, if selected, such licensing will be obtained within thirty (30) days following notice of selection.

#### 4. RESPONDENTS PREPARATION COSTS

In submitting an RFP "Proposal", Respondent shall be responsible for all costs, including travel, incurred in the preparation of said proposal. Respondent agrees not to seek reimbursement for such costs from the Airport Authority regardless of whether Respondent is selected or not.

**Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 6  
Leasehold Area and Minimum Requirements**

- A. There is no specific minimum capital investment requirement set forth in this RFP. It is at the discretion of the Respondent to provide a development and investment schedule that they feel is representative of their vision for the Airport. However, the Authority strongly suggests that additional capital investments be proposed for the future years and should include any options for development of additional storage hangars. Respondents should prepare a preliminary investment plan and development timetable as part of their proposal if the respondent deems appropriate. It should be noted that Respondents will be responsible for paying standard ground rent (at the prevailing Authority rate) for any areas proposed for facilities, with consideration for available land and market demand. The extent of this additional capital investment is at the discretion of the Respondent and based on clear market demand. However, the Respondent's minimum investment commitment, both initial and long-term, shall be included as part of the proposal and will be part of the evaluation criteria.
- B. The successful Respondent shall accept the premises on an "as is" basis and will be responsible, at its sole cost, for the completion of all improvements necessary to make the premises suitable for a Full-Service Fixed Base Operation consistent with the requirements of this RFP. This includes the existing fuel storage facility. The successful Respondent shall be responsible for any required upgrades or modifications necessary at the commencement of and during the entire term of the lease, to include any renewal options/extensions.
- C. The rights to be granted to the selected Respondent are non-exclusive. While the Authority does not currently have any agreements at CQF with other concessionaires who provide any of the services contemplated under this RFP, the Authority cannot offer any guarantee that such agreements may not be negotiated in the future. It is the sole responsibility of Respondents to determine the feasibility of the proposed Fixed Base Operation.
- D. The selected Respondents will meet the requirements of the State of Alabama and local City Codes and the Rules and Regulations and Minimum Standards at CQF. Respondent shall propose annual rental amounts deemed appropriate for the opportunity, but not less than the lease rates set forth in this RFP for all land, ramp and building areas.
- E. Additional consideration will be given to the Respondent who provides the most creative, green, sustainable, and environmentally sound, and user-friendly improvements/development of the leasehold area. In addition, the Authority encourages Respondents to offer facility and development proposals that are consistent with the local culture and environment of the Alabama shore region.

**Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 7  
Non-Discrimination**

**NONDISCRIMINATION**

The following language will be incorporated into the written agreement between the selected Respondent and Authority:

"This agreement is subject to the requirements of the U.S. Department of Transportation's regulations 49 CFR Part 23, and Part 26. The tenant agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, creed, or sex in connection with the award or performance of any concession agreement covered by 49 CFR Part 23, and Part 26.

The Respondent agrees to include the above statements in any subsequent concession agreements that it enters and cause those businesses to similarly include the statements in further agreements."

**Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 8  
Proposal Response Format and Requirements**

All of the information requested below must be included in Respondent's response to this RFP. Respondents are requested to respond in full, narrative form and to include charts or other illustrations as appropriate. Responses are to be given in the same order as the inquiries, and each inquiry is to be restated prior to its response. Omission, inaccuracy, misstatement, or failure to respond may cause the rejection of the proposal.

Please follow the same format set forth below for your response. The following information must be submitted.

1. Respondent Information

Name of Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Entity: \_\_\_\_\_

2. Ownership and Management Experience

- A. Respondent's experience during the previous three (3) years in owning and managing Fixed Base Operations. For each FBO please specifically describe the Respondent's experience at reliever airports. Describe the type of customers at each FBO – corporate/general aviation, amount of fuel gallons dispensed, number of employees, services provided and size of leasehold areas.
- B. List all agreements that relate to your relevant experience for each of the locations identified (no more than 5). Include the name, addresses, and e-mail of contact persons at each airport for verification and background information.
- C. Provide the date of incorporation, state in which entity is incorporated, and or type of entity, LLC or other. List former name(s) of proposing entity within the past five (5) years. Provide the firm's Federal Tax ID number.
- D. Provide the names and addresses of all beneficial owners of Respondent, and non-owner managers.



3. Financial Strength of Respondent

- A. Provide information demonstrating Respondent's financial strength and ability to successfully operate the Fixed Base Operation. Include three years of financial statements that indicate the strength of the Managing Entity.
- B. Describe in detail, the method and source in which capital funding will be appropriated for the development of the operation at the H.L. Sonny Callahan Airport (CQF).

4. Proposed Payment to Authority

The proposed rent structure at CQF will reflect a minimum ground, and ramp rent as set by Authority. In addition, minimum annual rents per square foot are proposed for the existing hangar/terminal facilities comprising the FBO development.

It should be noted that the following rates are considered minimums. Respondents may propose rents exceeding these rates at their discretion.

Authority Minimum Proposed Rental Rates for the leasehold areas are:

<b>Unimproved Land Area</b>	<b>\$0.10 Per Square Foot/Year</b>
<b>Improved Land Area</b>	<b>\$0.20 Per Square Foot/Year</b>
<b>FBO Terminal/Office/Hangar</b>	<b>\$3.50 Per Square Foot/Year</b>

In addition to the foregoing, the successful Respondent shall be required to pay a Fuel Flowage Fee on all fuel delivered to the FBO fuel storage facility by their fuel supplier. This rate shall be determined by the Authority in accordance with prevailing policy. The current rate is \$0.10 per gallon, and is subject to review on an annual basis. Respondent will also be required to pay a 2% airport fee on all airport revenue excluding fuel.

Annual rent shall be the sum of the areas and facilities proposed to be leased, as well as fuel flowage fees.

Fuel Flowage Fee at \$0.\_\_\_\_ per gallon @ \_\_\_\_\_ Gallons\*\* \$\_\_\_\_\_

Additional Fuel Flowage Fee

at \$0.\_\_\_\_ per gallon @ \_\_\_\_\_ Gallons\*\* \$\_\_\_\_\_

Unimproved Land Area **50,000 est.** S.F. @ \$0.\_\_\_\_ S.F./Year\* \$\_\_\_\_\_ (Minimum of \$0.15/S.F./Year) \*\*\*

Improved Land Area **540,000** S.F. @ \$0.\_\_\_\_ S.F./Year\* \$\_\_\_\_\_ (Minimum of \$0.20/S.F./Year) \*\*\*

Old Terminal & Storage Hangar – **26,500** S.F. @ \$\_\_\_\_ S.F./Year\* \$\_\_\_\_\_ (Minimum - \$3.50/S.F./Year) \*\*\*

New FBO Terminal – **4,148** S.F. @ \$\_\_\_\_ S.F./Year \$\_\_\_\_\_ (Minimum - \$3.50/S.F./Year) \*\*\*

Notes:

\* Respondent's proposed square footage rate per year.

\*\*Respondent's estimated gallons of aviation fuel per year

\*\*\* Respondent's Proposed Hangar, Office and Ground Area Rents shall be adjusted upward annually by CPI as outlined in the Agreement.

Other Proposed Fees Payable to Authority \$\_\_\_\_\_

Please provide additional comments and explanations of proposed fees as an attachment to your proposal.

5. Business Plan

- A. Describe the facility improvements and services to be provided as part of the proposed FBO. Provide detailed data regarding FBO office and other facilities that distinguish your operations. Specifically describe your plans to provide state-of-the-art amenities such as WiFi on the ramp and other pilot and/or passenger amenities.
- B. Describe your plans to generate new general aviation activity and business at the Airport.
- C. Describe your procedures for providing arrival/departure services, rental cars, crew cars, and other services to corporate/private aircraft owners and pilots.

- D. Describe your overall service standards including, hangar operation policies, quality control procedures, customer conflict resolution, employee training, customer service and security policies/procedures.
- E. Provide a detailed list of all proposed major service equipment.
- F. Describe how you plan to provide aircraft maintenance and repair, aircraft charter/rental, and towing/assistance to disabled aircraft.
- G. Provide a schedule of proposed rates and charges for all proposed services and how you determine said fees and fuel pricing strategies.
- H. Describe any other services you plan to provide, not already identified in the Minimum Standards.
- I. Include a complete written narrative description of the Respondent's marketing plan that outlines specific actions the Respondent would implement to attract new customers to CQF, including both based and itinerant customers.
- J. Please describe in detail the planned ongoing maintenance and upkeep of existing and proposed facilities.
- K. Provide an organizational chart showing the proposed personnel responsible for the overall management and operation. Respondent should identify the person who will be responsible for the day-to-day operation of the facility and how the Respondent intends to hire local personnel and management that are experienced with the CQF airport. Provide a detailed matrix of the staffing levels by hour of the day and day of the week.
- L. Provide a spreadsheet of projected gross revenues and expenses by category, and projected fuel sales by gallon and type of fuel for the first five (5) years of operation, and demonstrate your operational plan for increasing revenues on an annual basis.

6. Proposed Facilities and Capital Investment

- A. Describe the proposed redevelopment and/or new hangar facilities planned for the CQF FBO site.
- B. Proposed Total Capital Investment.

7. Fee

Complete and submit the "Proposal Form," which is attached to this RFP as Section 12.

8. Schedule

Submit a construction and/or development schedule for the future proposed capital investments.

9. Financial and Business References

Submit references from the following:

At least one bank or financial institution

At least one landlord/sponsor

At least one supplier

As many customer testimonial letters or recommendations as practical

10. Bid Security

Submit a bank cashier's check, certified check, or proposal/bid bond payable to The Fairhope Airport Authority in the amount of \$20,000. Checks submitted as a bid security are deposited into the Airport Authority account.

**Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 9  
Evaluation Criteria and Basis for Award**

**EVALUATION CRITERIA**

Initially, a review of each proposal will be completed by Airport Authority staff to ensure compliance with the terms, conditions, and requirements of the RFP. Any proposals that fail to meet all of the Minimum Qualifications listed in Section 5.3 of the RFP shall be deemed non-responsive.

Award will be made to Respondent who, in the Airport Authority's sole judgment, is most responsive in meeting the Authority's requirements associated with the Full Service Fixed Base Operator (FBO) at CQF. The evaluation criteria and the weighted percentage are as follows:

1. Ownership and Management Experience (20%)
  - A. Emphasis on the past ownership strength, and management experience with FBO entities at airports that are similar in scope and business level at CQF.
  - B. The completeness of all materials, documents, and information required in the RFP.
  - C. Respondent's organizational structure.
2. Financial Strength (15%)
  - A. Respondent's ability, and strength to operate a Full Service FBO.
  - B. Respondent's demonstrated ability to fund and maintain new and modern facilities.
3. Proposed Payment to Authority (15%)

Respondent's proposal to provide rents and fees as described herein.
4. Proposed Facilities and Capital Investment (15%)
  - A. Respondent's plan to remodel the terminal and hangar facilities to meet the demands of the corporate and general aviation users at CQF.
  - B. Scope of planned facilities, amenities, quality of finishes and user friendly/safe design. Additional consideration will be given to facilities constructed with environmental appeal and green technology.
  - C. Proposed capital investment by Respondent.



5. Overall Business Plan (20%)

Respondent's ability to establish a high-quality operation with proven procedures, reasonable pricing policies, customer service acumen, stringent training, and high levels of security.

6. Management and Staffing (15%)

Respondent's ability to hire local personnel, and to select a local manager with experience managing FBO facilities. Significant consideration will be given to the Respondent who hires a general manager with experience in the region.

Each member of the selection committee shall use the percentage weights above to establish their own ranking of the Respondents. The committee shall then use these individual rankings to establish an aggregate ranking of all the acceptable proposals.

The Airport reserves the right to conduct interviews with the highest ranked Respondents. Respondents are reminded that the selection committee shall look at the reasonableness of all aspects of the proposal and shall, in the selection committee's sole judgment, choose the Respondent with the best overall proposal.

**Request for Proposals  
Full Service Fixed Base Operator (FBO) - CQF**

**Section 10  
Service Requirements**

1. MINIMUM SERVICE REQUIREMENTS

The selected Respondent must meet the requirements of the Authority.

2. MINIMUM OPERATING REQUIREMENTS

Following are minimum operating requirements for the FBO:

- A. The operator will employ at all times a sufficient number of personnel necessary to assure prompt, courteous, and efficient service.
- B. The Fixed Base Operation will be open to the public from 6:00 AM to 8:00 PM daily, three hundred sixty five (365) days per year, unless otherwise authorized in writing by Authority. The FBO must be available on-call for all non-business hours with a minimum response time of 60 minutes.
- C. The operator will select and employ a full-time, experienced on-site manager, fully authorized to represent, and act on behalf of the selected operator in all matters pertaining to the day-to-day operation of the Fixed Base Operation.
- D. The operator will provide regular monitoring and timely response for repair of equipment and reimbursements resulting from malfunction.
- E. The Fixed Base Operation shall be kept in a clean, neat, businesslike, and orderly condition at all times. The operator will provide for timely disposal of trash and debris off Airport. Routine maintenance for repairs, cleaning, and sanitizing must be performed on a regular basis to ensure clean, safe, and operational equipment.
- F. The operator shall comply with all requirements of the current Americans with Disabilities Act (ADA).

3. RESTRICTED USE OF CONCESSION SPACE & PROHIBITED ITEMS

The following is a list of restrictions that the Authority requires all concessionaires/tenants to follow in connection with the use of Airport facilities.

- A. Any form of advertising for persons/firms other than the successful Respondent unless otherwise pre-approved in writing by Authority.
- B. Banner ads or similar displays.

- C. Advertising Restrictions. In submitting proposals, Respondents acknowledge that a separate contract for advertising at all of Airport's facilities is in effect, and that all signage, including promotional material and activities of Respondent, whether or not in connection with its business at Airport, may be subject to the provisions of the advertising contract. The successful Respondent will cooperate with the Authority in establishing appropriate signage standards and guidelines that will enhance the overall appearance and operation of the FBO.
- D. Storage. Storing hazardous or combustible materials in the Premises of anywhere else on the leasehold except as used in the normal course of business; storing merchandise outside or adjacent to the Premises; and storing or placing merchandise, trash, or other materials so as to impair access into the Premises.
- E. Alcoholic Beverages. Selling or allowing the sale or consumption of any intoxicating or alcoholic beverages in any part of the Premises not approved for that purpose. The selected Respondent shall not sell such beverages to or allow their consumption on the Leased Premises by anyone not of legal age. The sale of alcohol beverages shall conform to all State and City requirements.

#### 4. UTILITIES AND MAINTENANCE

The successful Respondent will be responsible for bringing in power, cable, and other utilities required (including the installation of utility meters) at its sole expense. The successful Respondent will be solely responsible for all charges and fees for utilities separately metered to the Premises. The successful Respondent also will be solely responsible for all maintenance, repair, and janitorial services associated with the FBO.

If chemicals are used, Material Safety Data Sheets (MSDS) sheets must be submitted to Authority within ten (10) calendar days prior to the commencement of operations.

#### 5. NON-EXCLUSIVITY

Although Authority does not currently intend to have more than one (1) Full Service Fixed Base Operator (FBO) at CQF, the Authority may, at any time, solicit proposals or enter into negotiations for additional Full Service Fixed Base Operator (FBO ) services at the sole discretion of the Authority.

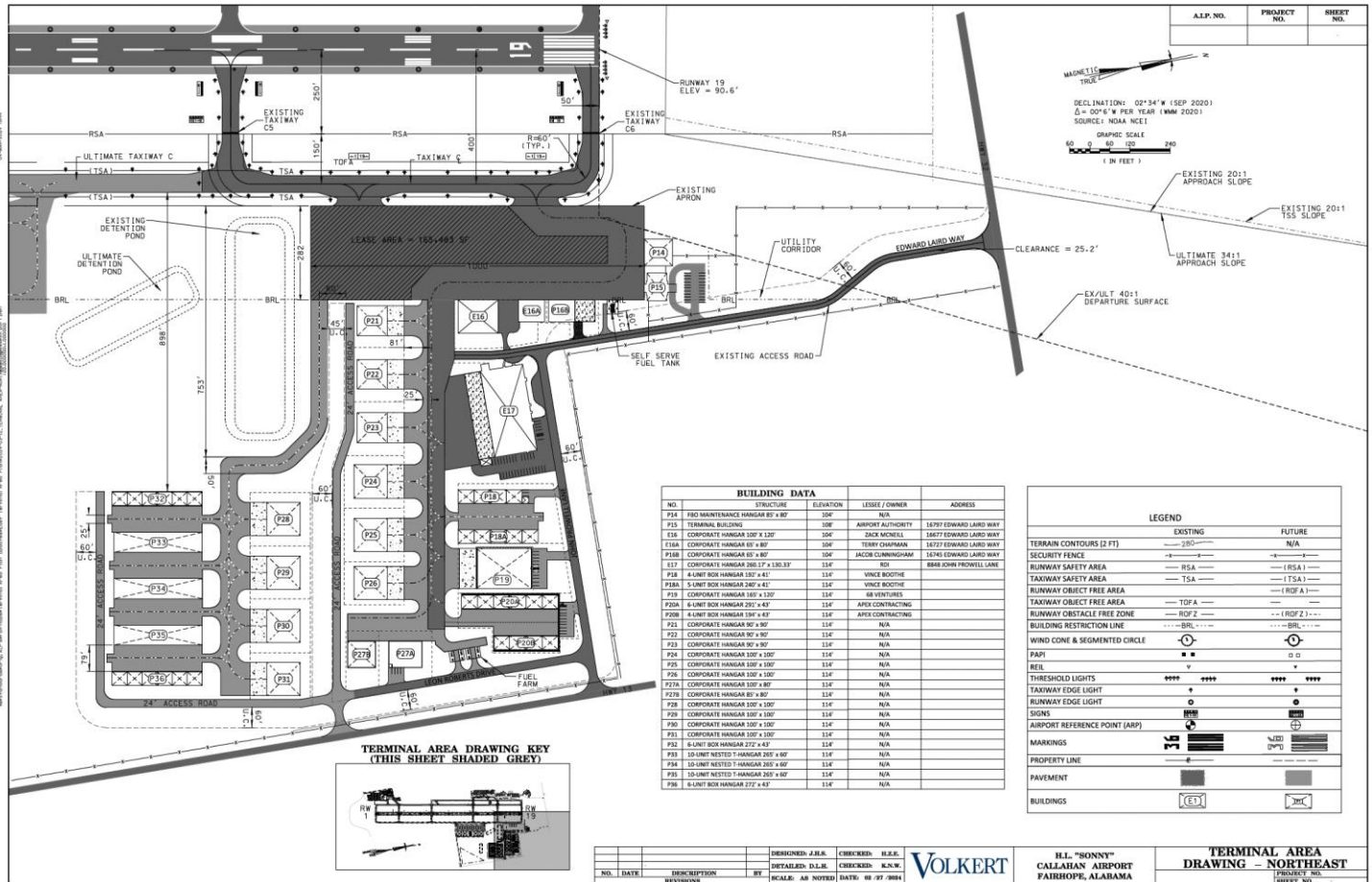
# Request for Proposals Full Service Fixed Base Operator (FBO)

## Section 11 Leasehold Location

### Leasehold Areas

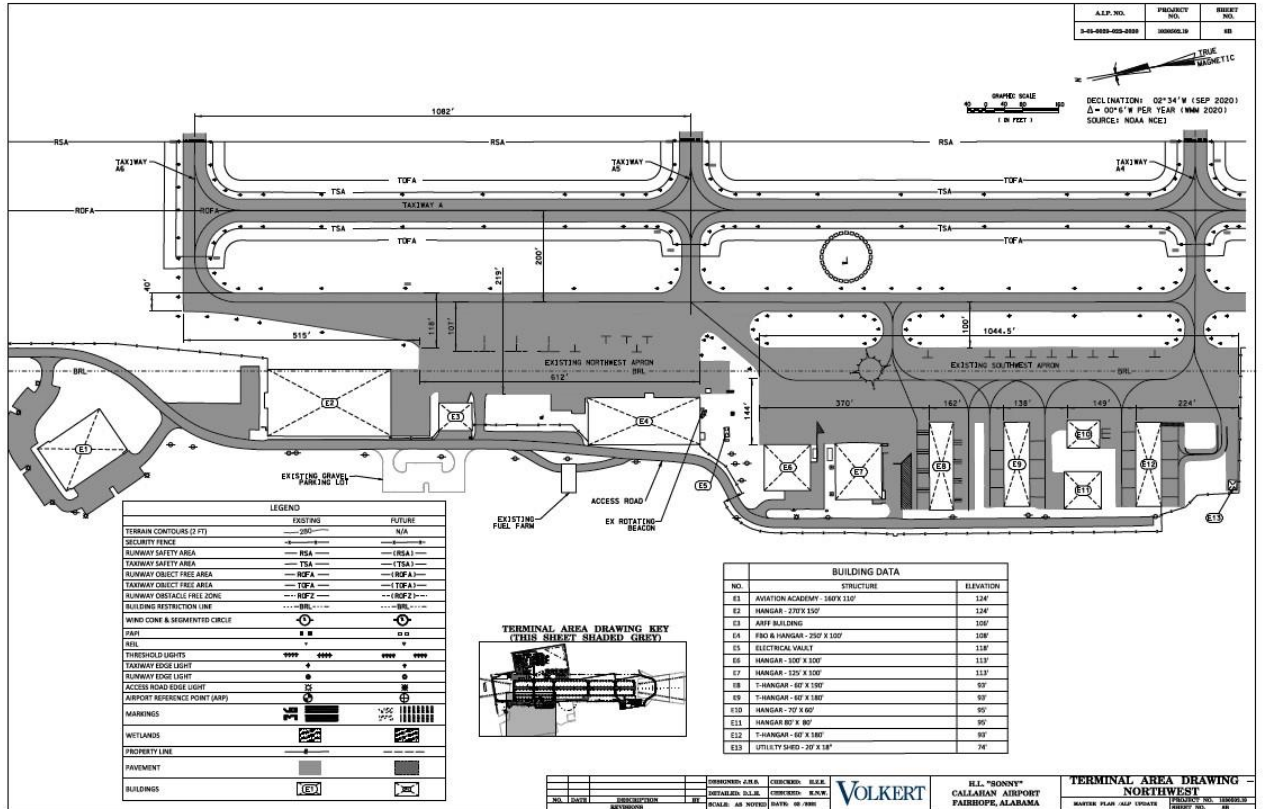
#### East Side layout

P15 is the new terminal P16 - P20 and P27A & P27B are contracted or constructed. The remainder are prospective.



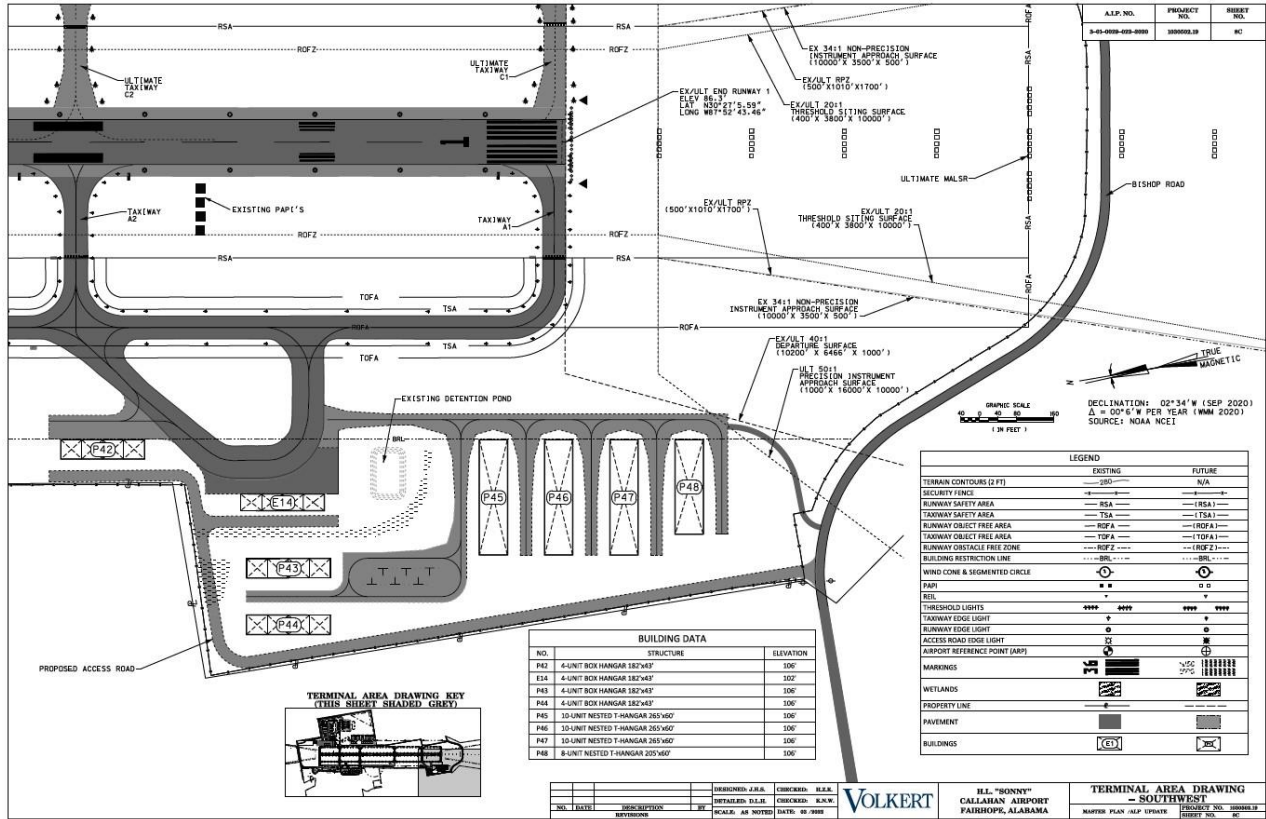
# North West Side Layout

E4 is the current FBO with two 10,000 sf Hangars



# South West Side Layout

E14 is constructed, the remaining spaces are prospective



**Request for Proposals  
Full Service Fixed Base Operator (FBO)**

**Section 12  
Proposal Form**

PROPOSAL FORM

Submitted by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

The undersigned Respondent, promising that it is representing only itself and no other third party, hereby submits to the Fairhope Airport Authority this proposal for the operation and management of a Full Service Fixed Base Operation at the H. L. Sonny Callahan Airport.

The undersigned, having examined carefully the RFP and the Agreement, visited the designated and proposed FBO site, become familiar with all of the terms and conditions specified in the RFP and the Lease and Operating Agreement, and completed answers to questions, hereby submits this Proposal as and for compensation for the privilege of and permission to operate the business opportunity, to be paid to the Authority by the undersigned in consideration of the execution of the Agreement and the performance of all terms and conditions therein agreed by Respondent on its part to be kept and performed.

Respondent: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Note: If a partnership, a general partner must sign; if a corporation, an authorized corporate officer must sign.)

Respondent's Acknowledgement of Addenda Received: By signing and submitting this RFP, Respondent acknowledges that it has registered on the Airport Authority website and has viewed all materials on the website, including any addenda to this RFP.





**Request for Proposals  
Full Service Fixed Based Operator (FBO)**

**Section 14  
Statistical Information**

**STATISTICAL INFORMATION**

The latest statistical data includes the CQF based aircraft and estimated operations for the 12-month period ending February 29, 2024.

<b>H. L. Sonny Callahan Airport</b>		
<b>Year</b>	<b>Total Operations</b>	<b>Based GA Aircraft</b>
2/29/2024	63,316	58

Currently, there are approximately 58 based aircraft at CQF including 48 single engine, 5 multi engine & turboprop, 2 Jets, and 3 helicopters. The general aviation fuel volumes and operations data for the past 5 years are as follows:

<b>H. L. Sonny Callahan Airport General Aviation Fuel Volume and Operations</b>			
<b>Year</b>	<b>Avgas</b>	<b>Jet-A</b>	<b>Total Gallons</b>
2022	98,128	269,762	367,890
2023	96,754	277,006	373,760

Note that the fuel volumes listed above represent all gallons delivered by the FBO. There are three other private fuel storage systems on the field.

**Fuel Farm Tanks & Capacity**

<b>Fuel Type</b>	<b>Tank Size</b>	<b>Year Built</b>	<b>Condition</b>
100 LL	10,000 Gallons	Approx. 2000	Inspected and determined to have 5 years useful life before additional rehab with proper maintenance
Jet A	10,000 Gallons	Approx. 2000	Inspected and determined to have 5 years useful life before additional rehab with proper maintenance

It is the responsibility of each Respondent to carefully examine this RFP and to judge for itself all of the circumstances and conditions which may affect its proposal and subsequent operation of the Full Service Fixed Base Operation (FBO) concession pursuant to the Agreement. Any statistical or other data furnished by Authority is for informational purposes only and is not warranted. Respondent's use of any such information shall be at Respondent's own risk. Failure on the part of any Respondent to examine, inspect, and to be completely knowledgeable of the terms and conditions of the Agreement, operational conditions, or any other relevant documents or information shall not relieve the selected Respondent from fully complying with this RFP or the Agreement.

# **APPENDIX**

**Attachment 1 – CQF FBO Exemplar lease**

**Attachment 2 – CQF Minimum Standards**

**Attachment 3 – CQF Rules & Regulations**