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# Informal Solicitation

## Fixed Base Operation Prineville Airport (S39)

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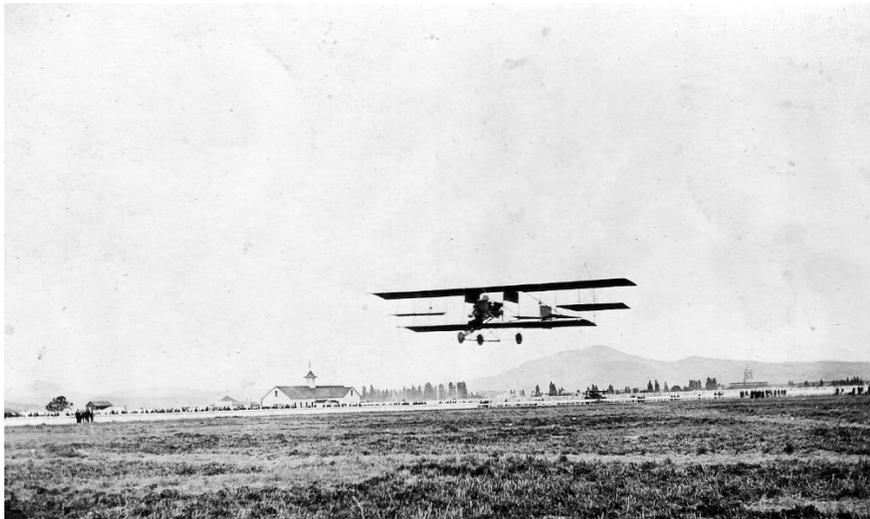
May 23, 2023

## Introduction

The Prineville/Crook County Airport (the “Airport”) is soliciting aerotactical service proposals with the intent of contracting with an experienced entity in the field of Fixed Base Operator (FBO) services. Qualified entities are encouraged to submit for this rare and unique opportunity to start on the ground floor of a fast-growing general aviation airport.

The Airport, located in the center of one of the fastest growing areas in the country, is opening the opportunity for FBO services that include an established fuel service business with new equipment and a spacious welcoming terminal building. With a supportive community, the Airport seeks entities with aspirations of growth while combining other specialty aviation services such as aircraft maintenance, avionics, flight instruction and more.

The successful proposer will be encouraged to be involved and participate in future airport planning and development and to communicate and work effectively with the airport manager and staff to explore and fulfill the potential of the Airport.



Prineville Fairgrounds 1912

**NOTICE OF INFORMAL SOLICITATION**

***Purpose***

Crook County (the “County”) is informally soliciting proposals from qualified and experienced entities interested in leasing land and improvements at the Prineville/Crook County Airport in Prineville Oregon, for engaging in commercial aeronautical activities. More specifically, the County is seeking interest from parties interested in managing, operating, and marketing the FBO products, services, and facilities at the Airport.

***Requirements***

The ideal Proposer will have substantial qualifications and experience related specifically to the aeronautical activities proposed including the submittal of detailed management, operational, marketing, and financial plans to support the activities.

***Expected Timeline***

The anticipated schedule for this process (which is subject to change) follows:

**Solicitation start date – 05/23/2023**

**Proposal Submission deadline – 06/13/2023**

**Negotiate/approve/announce selection – 07/19/2023**

**Lease management agreement start date- 08/01/2023**

***Delivery of Proposals***

Crook County requests one digital copy of the proposal and any additional supporting information submitted electronically (in a PDF format) to Kelly Coffelt / Airport Manager via email at [Kcoffelt@Cityofprineville.com](mailto:Kcoffelt@Cityofprineville.com) prior to 3:00p.m. on June 13, 2023 (Submission Deadline) with a subject line stating “**Proposal – FBO at Prineville Airport.**”



**OVERVIEW OF THE OPPORTUNITY**

*Description of the Airport/FBO Property and Facilities*

The FBO Property, located on the eastern side of the Airport, consists of the following:

**General Aviation Building**

- 765 SF – FBO Dedicated front reception area
- 175 SF – Office
- 1085 SF – Restrooms, Planning room, conference room.

(\* Wi-Fi / phones / camera monitors / TV / Weather monitor, furniture included)

**North Aircraft storage Hangar**

- 6500 SF – FBO Dedicated

**South Aircraft Storage Hangar**

- 8000 SF – FBO Dedicated

**Manufactured Home**

- Short term housing for active employees / Approx. 1200 sq. ft

**Aviation Fuel Storage and Self-Service Facility**

- 12,000 gallon – Aboveground, Double-Walled Avgas Storage Tank
- 15,000 gallon – Aboveground, Double-Walled Jet A Storage Tank
- QT-Pod Self-Service Fueling System

**Aircraft Parking and Storage**

- 26 Aircraft Tiedowns (FBO Managed)

### **Vehicles**

Following are the vehicles and equipment owned by the City/County that are available for lease to the successful respondent.

- 1991 Ford, Jet A Refueling Vehicle
- One Jeep Cherokee Courtesy Car
- One Ford Taurus Courtesy Car



***Minimum FBO Products, Services and Facilities***

Following are the minimum required FBO products, services, and facilities to be provided by the successful respondent at the Airport.

- Retail aircraft fueling services (100LL and Jet A) and self-service fueling (100LL and Jet A);
- Aircraft ground handling services (including parking guidance, towing, etc.);
- Crew and passenger services (including baggage handling, ground transportation arrangements, etc.);
- Operation of the Unicom radio, monitor the CTAF and issue necessary public information involving airport operations and status (NOTAMs);
- Collection of flowage fees from contractors supplying their own fuel;
- Tie-down, and apron parking rental management;
- Crew and passenger amenities & facilities;
- Emergency service to disabled general aviation aircraft (i.e., towing/transporting disabled aircraft); and
- Sale of miscellaneous retail pilot supplies.

***Minimum Hours of Operation***

Following are the minimum hours of operation for the provision of FBO products, services, and facilities.

Fueling, Ground Handling, and Crew/Passenger Services

- Monday through Friday – 0800 to 1630
- Saturday/Sunday – Min. – 0900 to 1000
- Holidays and afterhours – On call with one-hour response time

➤ *Additional Opportunities -*

The following items the airport would like the qualified entity to consider as additional opportunities to be contracted within or possibly external from the FBO contract.

- Daily airport maintenance
- Daily runway / lighting and safety inspections
- FOD checks and removal
- Runway/beacon lighting maintenance
- Mowing
- Snow removal

➤ *Desired business expansion in the following areas-*

- Aircraft Maintenance
- Aircraft Avionics sales and service
- Aircraft parts sales
- Flight instruction / ground school
- Aircraft rentals
- Aircraft sales
- Charter Service



***Anticipated Lease Term***

Lease contract term will be will be 5 years.

***Anticipated Rents and Fees***

Rents and fees shall be proposed on either a, month/year, percentage of revenue share (%), or per gallon for the following:

- General Aviation Building (FBO dedicated) – Month/year
- South Aircraft Storage Hangar (FBO dedicated) – Month/year
- North Aircraft Storage Hangar – (FBO dedicated)-Month/year
- Aviation Fuel Storage and Self-Service Facility – per gallon
- Aircraft Parking and Storage – %
- Fuel Flowage Fee – \$0.10

The rent will be adjusted on a periodic basis (market adjustments with Consumer Price Index adjustments annually) throughout the term of the agreement. In addition, the future lessee will be responsible for all maintenance and repair, insurance, and utilities.

***Anticipated Insurance Requirements***

A letter of commitment or certificate of insurance from an acceptable insurance company setting forth the following types and amounts of insurance coverage, at a minimum, will be available at the time of commencement of the Agreement term:

- General Liability and Completed Products – \$5,000,000
- Workers Compensation – Statutory Limits
- Vehicle Liability - \$1,000,000
- Pollution Liability - \$1,000,000
- Hangar Keepers - \$5,000,000

Crook County shall be named as Additional Insured and have an indemnification agreement clause. The County reserves the right to request additional insurance coverages and amounts based on the proposed FBO products, services, and facilities.

*Airport Profile and Infrastructure*

Item	Information
<i>Airport Name</i>	Prineville/Crook County Airport
<i>FAA Airport Identifier</i>	S39
<i>City and State</i>	Prineville, Oregon
<i>Distance/Direction from CBD</i>	3 miles Southwest of the Central Business District
<i>Airport Sponsor (Type)</i>	Crook County
<i>Airport Governing Body</i>	Crook County Court
<i>Type of Airport Governing Body</i>	<input checked="" type="checkbox"/> Elected <input type="checkbox"/> Appointed
<i>Airport Operator (Type)</i>	City of Prineville
<i>Part of an Airport System</i>	No
<i>Service Level (NPIAS)</i>	<input type="checkbox"/> Primary <input type="checkbox"/> Non-Primary Commercial Service <input type="checkbox"/> Large Hub <input type="checkbox"/> Medium Hub <input type="checkbox"/> Small Hub <input type="checkbox"/> Non-Hub <input type="checkbox"/> General Aviation Reliever <input checked="" type="checkbox"/> General Aviation
<i>Airport Role (NPIAS)</i>	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National
<i>Airport Reference Code (ARC)</i>	AAC: <input type="checkbox"/> A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E ADG: <input type="checkbox"/> I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V RVR: <input type="checkbox"/> VIS <input type="checkbox"/> 5000 <input type="checkbox"/> 4000 <input type="checkbox"/> 2400 <input type="checkbox"/> 1800 <input type="checkbox"/> 1200 <input checked="" type="checkbox"/> N/A
<i>Market Segments Served</i>	<b>Industry</b> <input type="checkbox"/> Air Carrier <input type="checkbox"/> Military <input checked="" type="checkbox"/> General Aviation <b>General Aviation</b> <input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Business <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Government
<i>Air Traffic Control Tower</i>	<input type="checkbox"/> FAA <input type="checkbox"/> Contract <input checked="" type="checkbox"/> None
<i>Acreage</i>	991.3 acres
Airport Infrastructure	
Details	
<b>Runway 29/11</b>	
Length/Width	5405' x 75'
Weight Bearing Capacity	SW: 30K
Runway Pavement/Condition	Asphalt/Good
Taxiways (WBC and Width)	Unknown
Precision Approaches	None
Non-Precision Approaches	29: RNAV (GPS) 11: RNAV (GPS)
Other Navigation Aids	4 –Light PAPI
Lighting	Medium Intensity Runway Lights
<b>Runway 33/15</b>	
Length/Width	4053 x 20'
Weight Bearing Capacity	SW 5k
Runway Pavement/Condition	Asphalt/poor
Taxiways (WBC and Width)	
Precision Approaches	None
Non-Precision Approaches	None
Other Navigation Aids	None
Lighting	Yes

***Airport Sponsor***

The Airport is owned by Crook County and operated by the City of Prineville, Oregon and governed by Crook County.

***Aircraft Operations***

Estimated aircraft operation per year is 30-40k.

***Based Aircraft***

Prineville/Crook County Airport currently bases approx. 130 aircraft on the field.

***Fuel Volumes***

Figure below depicts the aviation fuel volumes (by type – jet fuel and avgas, full serve and self serve) at the Prineville Airport from 2018 to present.

<b>General Aviation Fuel Volumes</b>			
<b>Year</b>	<b>Avgas</b>	<b>Jet Fuel</b>	<b>Total</b>
2018/19	51,006	71,618	122,624
2019/20	46,010	30,390	76,400
2020/21	44,608	100,994	145,602
2021/22	47,379	112,471	159,850
*2022/23	30,457	99,585	130,042

\*Total ending April 2023

***Commercial Operators at Prineville/Crook County Airport***

Crook County and the City of Prineville are the current supplier of FBO facilities, fuel (Jet A, Avgas) line service, parking and hangar rental.

High Desert Aviation, an aircraft maintenance facility.

Prineville Aviation, an aircraft maintenance facility.

Lasar, an aircraft maintenance and parts facility.

Erickson Air-Crane, leases property (Helipad and training area) Helicopter training throughout the year.

Samson Motors, concept/development of flying car

USFS, Central Oregon Helibase. Rappel center.

Oregon Department of Forestry – Single engine tanker base

## **PROPOSAL CONTENT**

Proposals must be organized so that each element (identified in this section) is addressed in the order indicated. Proposers must answer all questions completely and accurately and furnish all required information and materials – failure to do so may result in disqualification of the Proposer and/or rejection of the proposal.

The Cover Letter must identify the legal name and business trade name of the proposing entity or entities as well as the Proposer’s primary office location and contact information. The Proposal shall be signed by a representative authorized to make commitments and/or enter into agreements on behalf of the Proposer along with the representative’s contact information.

### ***Executive Summary***

The Executive Summary must summarize the key elements of the proposal in a clear and concise manner including, but not necessarily limited to, the following:

- Qualifications and experience of the Proposer as it relates specifically to the aeronautical activities proposed, including a summary of the products, services, and facilities currently being provided by the Proposer at other airports.
- Proposers understanding of the objectives of the Airport as it relates specifically to the opportunity regarding the products, services, and facilities proposed to be provided at the Airport.
- Summary of the compensation (rents, fees, and other charges) proposed to be paid to the Airport.
- If applicable, a summary of the capital investment in the Subject Property and other improvements to be made as well as the cost of proposed improvements, source of funding, and the schedule for development and completion.
- Anticipated timeframe for initiating operation.
- Statement explaining why the Proposer is the best selection.

### ***Qualifications and Experience***

The Qualifications and Experience section will provide a thorough description of the Proposer’s qualifications and experience to engage in the commercial aeronautical activities proposed at the Airport, including, but not limited to:

- Number of years engaged in the planning, development, operation, management, and/or marketing of commercial aeronautical activities.
- Bio for each member of the management team including industry experience.
- Identification of all aviation businesses (by name and location of the business – airport, city, and state – and the type and history of the business) owned and/or operated by the Proposer.
- Provide the names of where the Proposer has leased airport property and engaged in commercial aeronautical activities within the last five years.

***Management Plan***

The proposal must address the following:

- Statements of Proposer’s mission, vision, and values.
- Description of the roles and responsibilities of the Proposer’s principals and on-site general manager.
- Anticipated staffing levels and hours of operation.
- Description of the training and quality assurance programs to be implemented.

***Operational Plan***

The proposal must address the following:

- Description of the proposed products and services including type, range, level, and quality.
- Description of the policies and procedures to ensure the anticipated products and services will be provided in a safe, secure, efficient, prompt, and professional manner.
- Proposed types and limits of insurance to be obtained specifically related to the opportunity.

***Marketing Plan***

The proposal must address the following:

- A description of the Proposer’s target markets, future outlook as for the activities proposed.
- Marketing strategies utilized to reach the target market.
- Description of the Proposer’s pricing strategies for all products, services, and facilities.
- Overall value to the aviation community.

***Financial Plan***

The proposal must address the following:

- Statement of financial capacity from a qualified financial institution or other source easily verified that identifies the sources and the funds available to provide working capital to initiate the proposed activities and make any proposed capital investment.
- Three-year historical income (profit and loss) statement.
- Identification of rents, fees, and other charges proposed to be paid to the Airport.
- Evidence of ability to obtain required insurance

(This material may be submitted under separate cover marked as Confidential Information and will remain confidential to the extent allowed by law.)

***Additional Services***

The Airport desires the following services to be provided. Proposer must address its desire and capabilities to engage in as many as possible. Provide size/scale, time frame, and requirements to be able to provide such services. The airport is very interested in knowing what levels and types of support are needed to establish the following services.

- Aircraft Maintenance
- Aircraft Avionics Sales and Service
- Aircraft Parts Sales
- Flight Instruction / ground school
- Aircraft Rentals
- Aircraft Sales
- Charter Service

***Additional Information***

Proposer may include additional information considered useful in helping the Airport evaluate the qualifications and experience of the Proposer.

Proposer is responsible for undertaking such investigation as necessary to formulate the basis of its proposal and determine Proposer's ability to comply with this request.

The final agreement between the future Lessee/Operator and the Prineville/Crook County Airport will incorporate the Proposer's proposal submitted in response to this request and all related materials including all attachments, exhibits, etc

The Lessee will be leasing the improvements in an "as is" condition without representations or warranties from the Prineville/Crook County Airport for engaging in any activity or for use by any type, category, or class of aircraft. Proposers shall conduct their own independent investigation and due diligence to make their own assessments, judgments, and decisions regarding this opportunity.

- ***Anticipated Schedule***

The anticipated schedule for this process (which is subject to change) follows:

- ***Delivery of Proposals (6/13/2023)***

One digital copy of the proposal and any additional supporting information must be submitted electronically (in a PDF format) to the Airport Manager prior to 3:00 pm on Jun 13, 2023 with a subject line stating “**Proposal – FBO at Prineville/Crook County Airport.**”

Proposers should anticipate the time required for email submissions to be received. As such, the proposal shall be submitted as early as possible to ensure receipt prior to 3:00 p.m. Pacific on June 13, 2023. Airport is not responsible for delays in transmission or technical issues related to the submission of a proposal.

Proposers’ internal networks may have limits on the size attachments for sending emails. Therefore, it is incumbent on the Proposer to ensure the proposal can be transmitted by Proposers’ network and accepted by the network. If attachments exceed these limitations, the Airport will accept proposals in multiple emails, provided all applicable emails (and attachments) are received prior to the Proposal Submission Deadline.

Any proposal and all additional supporting information received after the Proposal Submission Deadline, regardless of the reason for the delay, will not be accepted and will be returned to the Proposer.

The Airport is subject to the open record requirements of Oregon law and all materials submitted by Proposer are subject to disclosure. All information given as part of any proposal will remain confidential only if marked as such and only to the extent permitted by law. Proposer specifically waives any claims related to the disclosure of the proposal and any material submitted if made under a public records request.

In its evaluation of proposals, the Airport will not discriminate on the grounds of race, color, national origin, religion, sex (including pregnancy and gender identity), genetic information, age, disability, or sexual orientation.

***Selection and Negotiation (07/19/2023)***

Upon approval by the Crook County Court, the selected Proposer(s) shall receive notice of intent to award an FBO lease agreement and negotiations will be initiated by the County. County may negotiate with one or more Proposers before awarding an agreement. The County may discontinue negotiations with any Proposer and/or withdraw any proposed agreement at any time before the agreement has been executed by both parties.

All Proposers will be notified in writing if selected or rejected for negotiation.

***Award of Lease (08/01/2023)***

Following agreeable negotiations, the agreement will be drafted and returned to the selected Proposer(s). The agreement will only be binding when executed by both parties. In the event of a conflict between the agreement and the request or the Proposer's proposal, the agreement shall control or prevail. County reserves the right to terminate negotiations at any time.

***Additional or Supplemental Information***

Proposers may be required to provide additional or supplemental information or other material to the Airport. The Airport has the right to conduct such investigations as the Airport considers appropriate with respect to the qualifications, experience, competencies, capacities, abilities, or reputation of the Proposer or the information or other material provided by the Proposer.

The Airport has the right to consider, in its evaluation and selection process, additional information or other material obtained from the Proposer or obtained by Airport through its own independent investigation.

Crook County, in accordance with the provisions of Title VI of the civil rights act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

*Aviation Fuel Storage and Self-Service Facility*



*General Aviation Building/Office*



*General Aviation Building/Office*



*General Aviation Building/Office*



*Curtesy Cars*



*1991 Jet A refueler*



*North Aircraft Storage Hangar*



*South Aircraft Maintenance/Storage Hangar*



*Mobile home/Limited stay housing*



