

Request for Proposals

Fixed Base Operator(s) for Belfast Municipal Airport

Due 3:00 PM, Monday, June 29th, 2015

1. PURPOSE OF THIS REQUEST FOR PROPOSALS

The City of Belfast, on behalf of Belfast Municipal Airport, is currently seeking proposals from one or more Fixed Base Operators (FBOs) who desire to locate at/expand to Belfast Municipal Airport and lease one or more City/airport-owned facilities located there, to provide aviation-related services.

Up until recently, Belfast Municipal Airport had had an FBO that provided a variety of aviation-related services, including aircraft maintenance, charter flights, scenic flights, flight training, tie-down services, and aviation fuel (100 low-lead) fuel sales; it is the hope of the City of Belfast to again have a similar level of aviation-related services provided at the airport.

2. OVERVIEW OF BELFAST MUNICIPAL AIRPORT

Belfast Municipal Airport (airport code BST or KBST) is a 320-acre general aviation airport possessing a 4,000-foot by 100-foot main runway, originally built in the 1940's, which caters to corporate jets and small aircraft; regular commercial service does not exist at this airport.

The airport has instrument approach procedures for both ends of its runway (runways 15 and 33), in the form of area navigation (RNAV) approaches, which include Localizer Performance with Vertical guidance (LPV). The airport is also equipped with pilot-activated Medium Intensity Runway Lights (MIRL) and Runway End Identifier Lights (REIL), a pilot-activated Automated Weather Observation System (AWOS-3), nighttime obstruction lights, a rotating beacon, and free wireless internet for the Old and New Aprons and the Terminal Building.

Estimates of numbers of operations at this airport vary. The Federal Aviation Administration's (FAA's) current formula-based estimate for the number of annual aircraft operation is 10,000. The airport also has equipment that records all radio transmissions made at/near the airport on the airport's Common Traffic Advisory Frequency (CTAF); according to this system, the airport averages 93.5 operations per month (approximately 1,122 annual operations). (While this number is much smaller than FAA's estimate, the system's current settings assume 9 radio transmissions as equivalent to 2 operations, which may be potentially understating the number of airport operations.) Two of Belfast's largest companies (athenahealth and Front Street Shipyard) are known to make regular use of the airport.

The City's most recent records indicate that there are 17 aircraft which are based at the airport. The City currently has 25 ground leases in effect at the airport; 24 of those locations contain privately-owned aircraft hangars of various sizes.

3. FACILITIES AVAILABLE FOR LEASE

The following facilities are available to be leased and used for aviation-related purposes only; they are presented here in roughly in order of location (the letters correspond to those in the airport layout plan, which is a supporting document for this request for proposals):

A) **T-Hangar**. constructed in 1950, this hangar is located adjacent to the *Low Hangar* (closer to the runway 15 end). It is a steel hangar with a concrete floor and a manually-operated sliding wooden door. It has a height of 12', an opening/maximum width of 40.5', and a depth of 26', with a total area of 682 square feet. No utilities serve this hangar.

B and C) **Low Hangar**. constructed in 1970, this hangar is located off of Airport Road and taxiway B, consisting of two bays, each one being 16' high, 44' wide, and 37' deep (3,293 total square feet), each of which has their own motorized bi-fold door. The building is a "pole building" with treated structural verticals, with a steel exterior, has a concrete floor, and is minimally insulated. There is also a lobby/entrance structure of 116 square feet (which comes through C), bringing the total area for the entire structure to 3,409 square feet. The building is serviced by forced hot air (oil) heat (2 250-gallon tanks), 100-amp electricity, and municipal water, but no municipal sewer is available and there is no bathroom in this building. The hangar bay located closest to the runway 15 end (B) also has a waste oil heater (a 250-gallon tank). This building had served as the maintenance operations for the previous FBO. (*An FBO could potentially lease one or both of the bays in the Low Hangar.*)

D) **Tie-Downs (New Apron):** a new apron (46,926 square feet in size) was constructed in 2011 to accommodate larger aircraft. This apron has located upon it 7 tie-downs (4 smaller ones on the side closest to the runway, 3 larger ones on the side farthest from the runway); each of these tie-downs has access to its own engine block heater outlet. (These devices are on the City's electricity account for the airport runway lights.)

E) **Tie-Downs (Old Apron):** the older apron extends from the Terminal Building towards the runway. This apron contains 6 tie-downs (a set of 2 directly in front of the Terminal Building, and another set of 4 located closer to the runway). (These tie-downs do not have engine block heater outlets.)

F) **Terminal Building:** constructed in 1950 (moved at a later date to its current location), this building is located between Wright Brothers Drive and the old apron, is 8' in height, and totals 1,092 square feet in size (over two floors; a ground floor and a finished basement). The building has electricity, is heated with propane (2 250-gallon tanks), and contains a bathroom (septic field), and has a wood siding exterior. (The City's radio, weather, and surveillance systems are located in this building and are on the same electric meter as this building.) This building had served as the office and classroom for the previous FBO, and currently serves as a pilot planning area/lounge (accessible by keypad).

G) **Concrete Fuel Pad:** this structure is a concrete pad located between the Terminal Building, the old apron, and Wright Brothers Drive, is approximately 42' in width, approximately 29' in depth, and at least 1' in thickness. This pad is currently used for the storage of the previous FBO's 5,000-gallon 100 low-lead aviation fuel tank (not in use), and had also been previously used for the storage of the previous FBO's aviation fuel truck. There is likely the ability to add/improve electrical service in this area, as there exists extra/unused conduit (the fuel tank has an electrical pump and alarm system; this is likely on the same meter as the Terminal Building). *(If an FBO has interest in purchasing this fuel system, the City of Belfast can provide contact information for the previous FBO.)*

4. REQUIREMENTS AND NOTIFICATIONS

Any and all FBOs will be required to keep, at their own expense, any City/airport-owned facilities insured against liability by purchasing a general liability policy, in the amount of \$500,000.00 for each occurrence and in the aggregate annually. At all times, any and all FBOs shall cause the City of Belfast to be identified as an additional insured, said insurance company must be acceptable to the City of Belfast. Any and all FBOs shall comply with all state and federal requirements to carry unemployment and workers compensation insurance in such amounts as are normal and usual in the industry, and shall provide proof of the same to the City of Belfast on an annual basis.

The City of Belfast will not grant an exclusive right for the use of the airport to any person providing, or intending to provide, aeronautical services or commodities to the public and will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct aeronautical activities.

Any and all FBOs will be registered to do business in the State of Maine prior to offering any services.

Any and all FBOs will comply with any airport minimum standards for Belfast Municipal Airport, if and when they are developed.

FBOs may be asked to support the operation of the airport by performing one or more of the following tasks: a) issuing, rescinding, and managing Notices to Airmen (NOTAMS); b) evaluating the runway surface during inclement weather; c) reporting emergencies and major issues to the Airport Manager in a timely manner; d) directing requests for minor maintenance and repairs to the City's Facilities Manager; e) regularly testing runway lights, radio, and weather system and reporting issues to the Airport Manager; f) replacing bulbs in the rotating beacon (with the City paying for the bulbs); g) managing the public parking area adjacent to the Terminal Building; and h) periodically inspecting all paved surfaces at the airport and reporting findings to the Airport Manager.

5. FORMAT/REVIEW CRITERIA

There is neither a specific format, nor a minimum length, nor a maximum length (brevity will be appreciated, however) for a proposal. The City will evaluate a proposal according to the following criteria; a successful proposal will address each and every one of them in some manner:

A) Facilities Desired by the FBO: indicate which facilities your FBO desires to lease (from the above list), a lease price (or price range) for each facility, and a minimum and maximum lease term length. *The City of Belfast will consider a proposal from an FBO that proposes to utilize a larger number of facilities more favorably than one that will propose to utilize a smaller number of facilities. Also, please note, the amount of lease payments will not be the sole factor in the City of Belfast's selection process; the City may select one or more FBOs who do not offer the highest lease payments.*

B) FBO Aviation-Related Services: indicate which types of aviation-related services the FBO intends to provide. Specify which services would be offered immediately upon signing of a lease, and which ones would be offered in the future (for those, please provide an estimated timeframe for when they would be offered, and if applicable, indicate any conditions that would need to exist for those services to be provided). *The City of Belfast will consider a proposal from an FBO that proposes to provide a larger number of aviation-related services more favorably than one that proposes to provide a smaller number of aviation-related services.* Also indicate where on airport property each service that will be provided will be located (for example, if there are services that will be tied to specific facilities that an FBO desires to lease).

C) FBO Capacity: discuss the capacity of your FBO. Specifically, your FBO's financial capacity (demonstrating the ability to survive the start-up phase and/or business/economic downturns) and your FBO's staff capacity (indicate who will be doing which role within the FBO, and what their relevant qualifications are).

D) City Assistance: if your FBO requires assistance, financial or otherwise, from the City of Belfast in order to be able to establish an FBO, please specify that assistance.

6. SUBMISSION PROCESS

Please submit your proposal in accordance with either one of the following two methods:

A) mail or hand-deliver 3 hard copies of your proposal (including all supporting documentation) to Thomas Kittredge, Airport Manager, Belfast City Hall, 131 Church Street, Belfast, Maine 04915; or

B) e-mail your proposal (including all supporting documentation) as 1 Adobe Acrobat (.pdf) file to Thomas Kittredge, Airport Manager, at economicdevelopment@cityofbelfast.org.

The deadline for proposal submissions will be 3:00 PM on Monday, June 29th, 2015, regardless of the submission method chosen.

7. REVIEW PROCESS

Proposals submitted by the deadline will be evaluated by a team consisting of the Belfast City Manager, the Belfast Municipal Airport Manager, and a pilot from the area who is familiar with Belfast Municipal Airport, who will then issue a recommendation to the Belfast City Council. The City of Belfast reserves the right to not recommend any submitted proposals for approval. The Belfast City Council will be responsible for approving a selection and authorizing City staff to subsequently negotiate a lease or leases. The City of Belfast may conduct background and/or reference checks of a potential FBO prior to finalizing a lease agreement.

The City may request additional documentation from a respondent and/or an in-person meeting with a respondent in order to more fully evaluate a proposal and/or to make a recommendation to the Belfast City Council. All documents submitted become the property of the City of Belfast and will not be returned.

8. SUPPORTING DOCUMENTS

Following this request for proposals are several supporting documents which may be of use to you in the development of your proposal:

A) a portion of Belfast Municipal Airport's airport layout plan, indicating the airport facilities available for lease.

B) color photographs of the airport facilities available for lease.

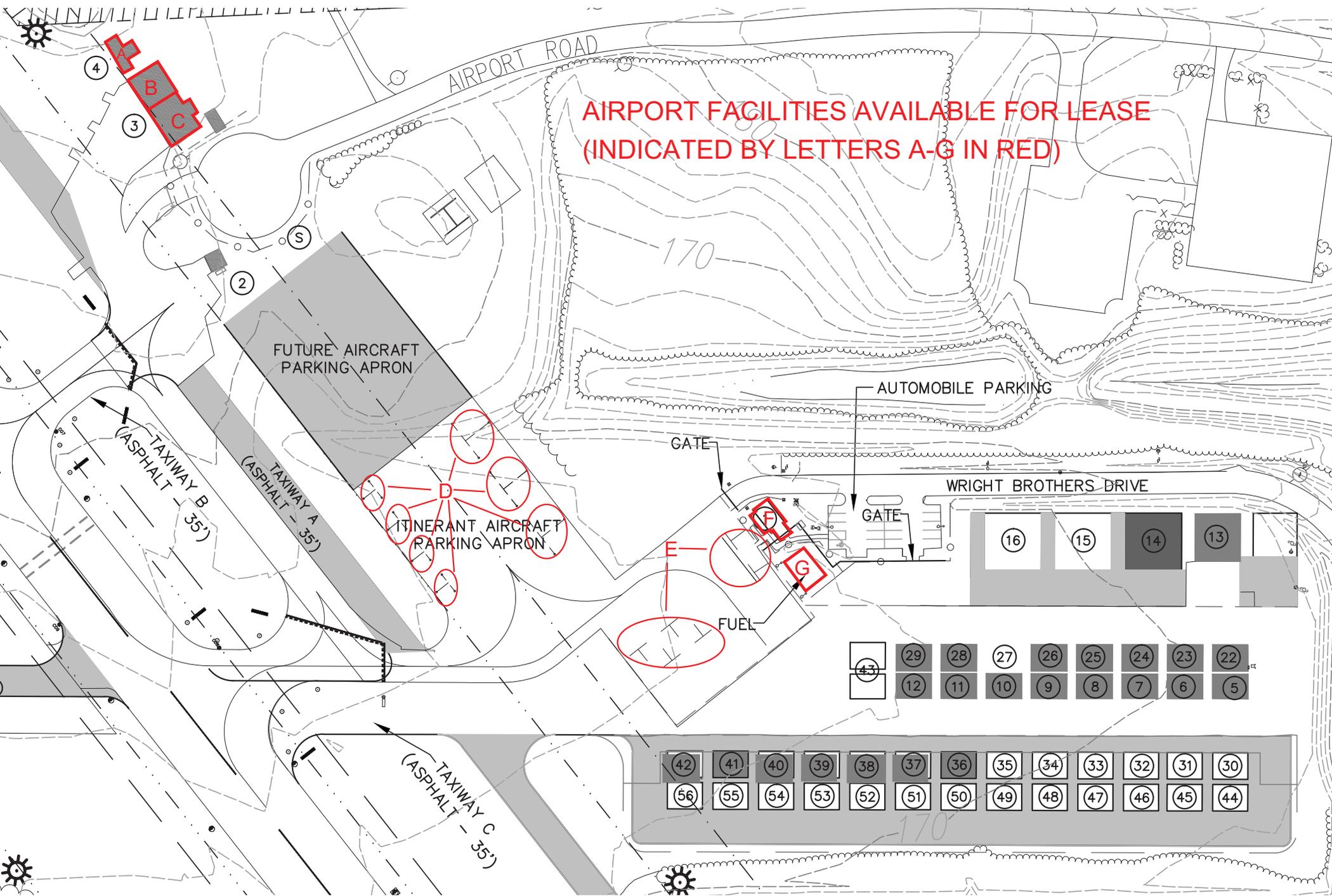
9. QUESTIONS, FACILITY TOURS, AND ADDITIONAL INFORMATION

If you have questions concerning this request for proposals or Belfast Municipal Airport, or wish to schedule a brief tour of the airport's facilities, please contact:

Thomas Kittredge
Economic Development Director, City of Belfast
Airport Manager, Belfast Municipal Airport
131 Church Street
Belfast, Maine 04915
(207) 338-3370 extension 16
economicdevelopment@cityofbelfast.org

Additional information regarding Belfast Municipal Airport is also available at www.cityofbelfast.org/airport.

**AIRPORT FACILITIES AVAILABLE FOR LEASE
(INDICATED BY LETTERS A-G IN RED)**



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(INDICATED BY LETTERS A-G IN RED)

A B C

D

F

G

E



A (T-Hangar) (exterior)



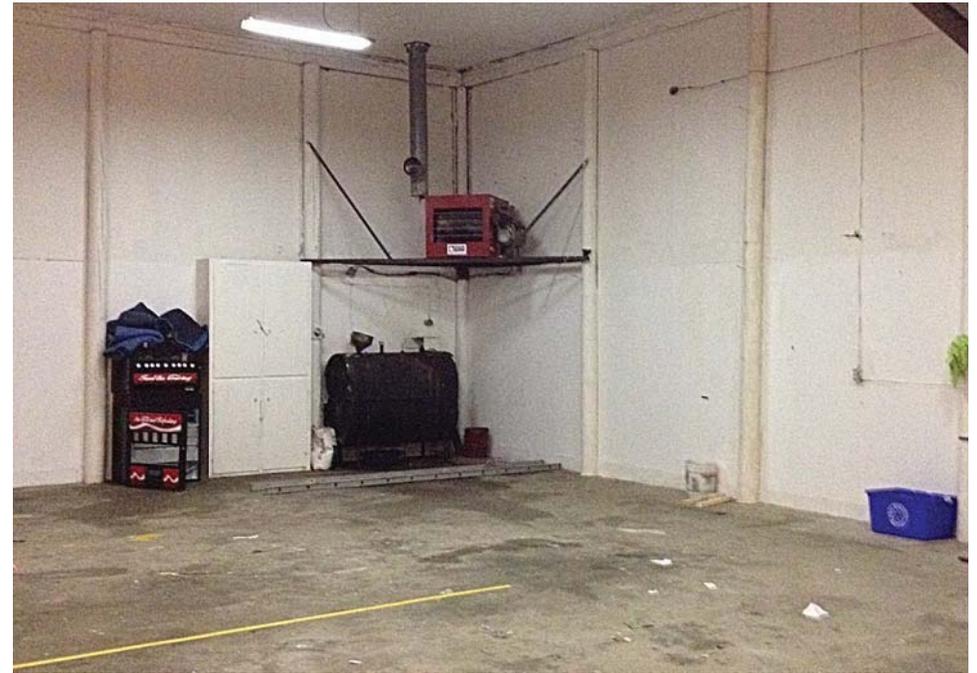
A (T-Hangar) (interior)



B and C (Low Hangar) (exterior)



B (Low Hangar - bay closest to runway 15) (interior)



C (Low Hangar - bay farthest from runway 15) (interior)



D (Tie-Downs (New Apron))



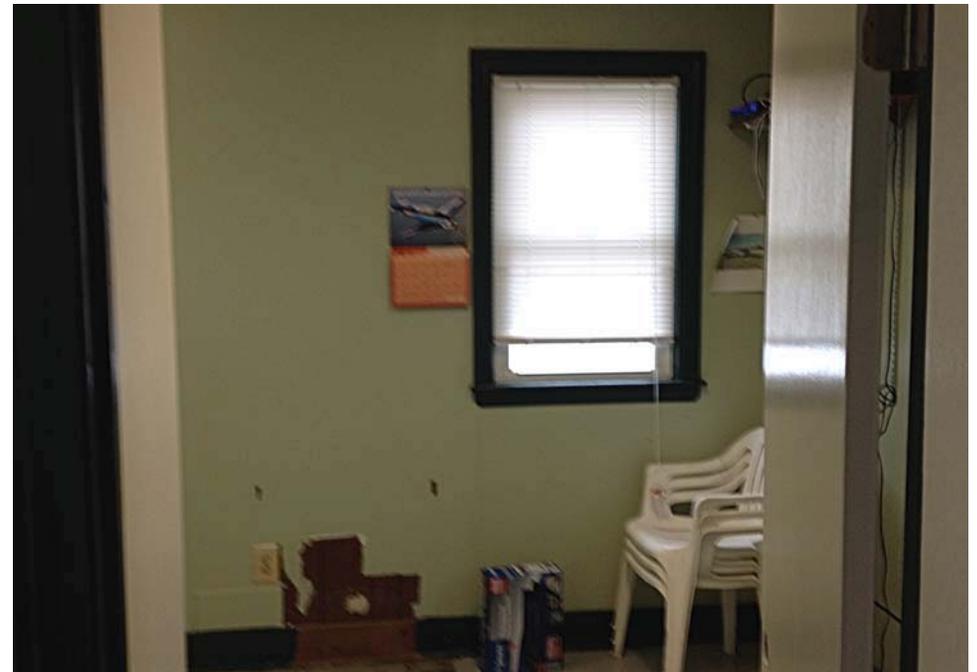
E (Tie-Downs (Old Apron))



F (Terminal Building) (exterior)



F (Terminal Building) (ground floor interior)



F (Terminal Building) (ground floor interior, basement interior)



G (Concrete Fuel Pad)

