



Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210
(207) 786 0631 FAX: (207) 782 3024
www.flytomaine.com

Request for Proposals
Fixed Base Operator Services
Auburn Lewiston Municipal Airport, KLEW
www.flytomaine.com

Release Date: May 5th, 2023
Due Date: May 19th, 2023
Contact: Jonathan P. LaBonte, Board Chair
80 Airport Drive
Auburn, Maine 04210
207-333-6601 ext 1070
j.labonte@auburnmaine.gov

OVERVIEW

The Auburn-Lewiston Municipal Airport (KLEW) is issuing a Request for Proposals ("RFP") for Fixed Base Operator ("FBO") services. KLEW is located in Auburn, Maine, 30 miles north of Portland, and is sponsored by the cities of Auburn and Lewiston, with a combined population of over 60,000. KLEW is seeking a Fixed Base Operator to occupy one or more of the available buildings (full list included later in the document).

KLEW contains over 600 acres and is situated near Exit 75 of the Maine Turnpike (I-95). The Airfield is equipped with two asphalt runways, 4/22 which is 5,001 feet long and 100 feet wide and 17/35 which is 2,750 feet long and 75 feet wide. Additionally, KLEW owns and leases five large hangars and over sixty (60) tie-downs for the public for general aviation use and one 20,000-gallon AvGas tank and one 20,000-gallon Jet A tank. AvGas is currently provided to customers via trailer and Jet A via a truck leased under a current contract with AvFuel. The AvFuel contract (attached for reference) expires this calendar year and respondents may propose an extension or an alternative fuel supply arrangement.

KLEW's objectives are to promote aeronautical development, generate revenue to further enhance the Airport, and to facilitate a quality and viable FBO operation that will complement existing uses and service needs at the Airport.

The selected FBO will be expected to apply a proactive business plan and approach to provide needed operations. The anticipated FBO agreement term will be for three years, with subsequent terms to be negotiated if mutually desired. KLEW requires that the FBO provide basic FBO services including fueling, pilot services, hangar and tie down management and offers additional opportunities for services which the FBO may wish to offer (see FBO requirements in the next

section). **KLEW is open to an alternative FBO structure which may require more, less or a different suite of services, including flight training and access to the recently purchased Red Bird Simulator.**

SECTION ONE

FIXED BASE OPERATOR REQUIREMENTS

Required Services

The FBO will be required to provide a variety of commercial aeronautical services including the following *unless an alternative structure is proposed by the applicant*. Existing airport equipment could be available to support service delivery during the term of contract.

- Qualified personnel and equipment necessary to perform aviation fueling (AvGas and Jet A) in accordance with current FAA regulatory procedures. Lubrication products and services.
- Collection of GA Landing Fees, Hangar rentals, Tie-Down rental and management and fuel flowage fee.
- Engine pre-heating, catering services coordination, battery charging and servicing, aircraft lavatory service, de-icing, engine pre-heating and starting, tire inflation and repair.
- Service availability seven days a week, hours of operation to be negotiated.
- Removal of disabled aircraft from operational areas.
- Ramp parking and tie-down with towing equipment to safely move aircraft.
- Vehicle rental services coordination

Optional Services

The FBO service provider may provide a variety of other aeronautical services including, but not limited to, flight training (with access to the Red Bird Simulator), aircraft rental and sales, air taxi/charter, avionics and aerial surveying/photography.

The interested respondent may propose an alternative model for FBO services, which can meet KLEW's goal to increase economic vitality at the airport.

SECTION TWO

AVAILABLE FACILITIES

The following Airport owned buildings are available for lease and/or use for the FBO. See attached Exhibit with buildings number as shown below. Buildings numbered on exhibit but not detailed are either public buildings not included or tenant buildings. Utilities shall be paid by the Tenant on any leased building or ground.

Facility Name	Square Footage	Rental rate	Total monthly rent	Description
Administration/ Terminal Building (Building #1)	7,000	Respondent to propose rate.	To be negotiated with successful respondent.	Private offices, restaurant (currently under lease), conference room with A/V capabilities, open area, two public restrooms, and one private restroom
FBO Hangar (Building #2)	8,800	Respondent to propose rate.	To be negotiated with successful respondent.	Heated hangar, office area, restroom (Portion of Hangar #3 under lease to Dirigo Aerospace for A/P services and would need to be accommodated)
Cold Storage Hangar (World War II Hangar/Building #3)	8,000	Respondent to propose rate.	To be negotiated with successful respondent.	Unheated hangar
White Hangar (Building #9)	9,600	Respondent to propose rate.	To be negotiated with successful respondent.	Heated hangar, office area, restroom, current location of Red Bird Simulator
Building #5 (Formerly used by Lufthansa)	50,000	Respondent to propose rate.	To be negotiated with successful respondent.	Heated hangar with mezzanine level
West Ramp and East Ramp Tie Downs	N/A (62 total tie-downs)	Respondent to propose rate.	To be negotiated with successful respondent.	Parking rates are based on current airport rate sheet (attached) but changes may be negotiated.

FUEL SERVICES

Existing Fuel and Fuel Contract

An existing contract for fuel is in place with a term expiration at the end of 2023. Respondents should provide details on how they propose handling existing purchased fuel (AvGas and Jet A) and future supply. The airport owns the AvGas fuel trailer and leases the Jet A fuel truck from our existing fuel supplier.

Total Volume Sales (in gallons)	Calendar Year 2021	Calendar Year 2022
AvGas	27,569	24,058
Jet A Retail and Non Contract	46,218	35,084
Jet A Contract	42,871	40,360
Jet A Commercial	21,334	25,302

Fuel Flowage Fees

KLEW owns and operates a fuel farm for both 100LL and Jet A. Fuel flowage fees shall be applicable to every gallon of fuel delivered. Flowage fees are set through the rate sheet approved by the Board of Directors and is currently \$0.10/gallon for both AvGas and Jet A. The FBO shall

provide a monthly account of fuel sales and an annual roll-up containing the current year and all years under the contract.

SECTION THREE

SUBMITTAL REQUIREMENTS

In order to expedite and to maintain consistency in the evaluation process, each submittal shall be organized in accordance with this section. Qualifications that do not follow the specific format outlined below, or that fail to provide the required documentation may receive lower scores or be disqualified if found to be non-responsive. In the event of any conflict between any of the Proposal documents, resolution thereof shall be at the airport's sole and subjective discretion. Qualifications shall, at a minimum, include the following information.

1. **Cover Letter** Include a cover letter identifying the operator's company/entity status and the proposal package being submitted. Include other important general information deemed significant enough to be highlighted. The letter shall provide the name, address, telephone number, and e-mail address of the individual authorized to contractually bind the company/entity.
2. **Qualifications and Experience** (limit to 10 pages)

Provide a statement of the operator's corporate status, type of legal entity and the names of its principal officers including Chief Executive Officer and Chief Financial Officer or Treasurer and include percentage interest if applicable. Respondents should also provide a brief history of the entity (corporation, partnership, etc.), and a detailed description of its experience in providing aviation-related services. Specific details about experience with the customer mix likely to be served at KLEW would be valuable to include here.

- a. Describe the qualifications and experience to provide the services required by this RFP. Include details of current FBO services under management and description of other similar projects.
- b. Describe the qualifications and experience of any subconsultants and subcontractors proposed. Provide a list with the name, address, phone number, contact person, and a brief description of the entity's organizational capacity and qualifications.
- c. Provide an organizational chart of the proposed FBO. The organizational chart must reference the services being proposed and include staffing in operational phases. Cite the position title, and responsibilities on this project; provide brief resume and qualifications of key team members.
- d. Provide a list of any current litigation in which the respondent is named, and a list of any cases that have closed within the past five years in which the respondent paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

- e. Provide corporate safety records including brief description of corporate safety program
 - i. TRIR (Total Recordable Incident Rate)
 - ii. DART (Days Away, Restricted or Transferred)
 - iii. EMR (Experience Modification Rate)
- f. Provide documentation of all applicable licensure or certification or any specific credentials required to provide the services being proposed.
- g. Provide confirmation that the following insurance limits can be met;
 - i. General Liability - At least \$1,000,000
 - ii. Aviation Liability, including completed operations coverage - At least \$1,000,000
 - iii. Workers Compensation - Meeting at least the statutory minimum limits
 - iv. Successful respondent taking operation of airport mobile equipment would include insurance for physical damage
- h. Provide a list of three (3) References including contact name, telephone, and email address.

3. **Vision Statement**

Each Respondent shall include a vision statement for KLEW and what role they see the FBO playing in that vision. This could include the airport brand, growth potential, operational changes or other inputs for the future of the airport.

4. **Business Plan**

- a. Please include:
 - Services proposed to be offered and revenue structure
 - Days and hours of operation proposed
 - A list of the key personnel assignments and responsibilities
 - A copy of current permits and/or licenses
 - An estimated time for commencement of business operations
 - Fee schedule
 - Building fee proposal for those buildings proposed to be managed
 - Any construction or improvements proposed

SECTION FOUR

PRE-PROPOSAL MEETING AND EVALUATION

A pre-proposal meeting to discuss the proposal process can be scheduled on an as-needed basis. Please contact Jonathan LaBonte at (207)333-6601 Ext 1070 or at j.labonte@auburnmaine.gov to schedule a meeting.

KLEW intends to select an FBO based on a “Best Value” basis. In evaluating the proposal under these criteria, the combined experience and resources of all principals as well as the airport vision and business and development plan will be considered. KLEW will evaluate all requested information submitted.

a) Initial Evaluation

Each Proposal received shall first be evaluated for responsiveness (meets the minimum requirements). The written Qualifications will be evaluated and scored based upon the following proposal criteria:

	Proposed	Maximum Points	Factor Description
1	Qualifications (Experience and knowledge)	30	Aviation Fixed Base Operations Experience, Management, and Capacity shall be reviewed and evaluated. The previous experience will be evaluated as it reflects the Proposer’s demonstrated ability to successfully carryout and maintain an operation of this type, size, and complexity in an efficient manner
2	Services Proposed, Business Plan, Day/Hours of Operation	30	The overall quality and depth of proposed services to KLEW and our aviation customers will be evaluated pursuant to the Airport Minimum Standards and the needs of the local aviation and airport business customers. Meets all required services and suggests improvements or changes as needed.
3	Cover Letter and Vision Statement	10	Contains all required contact information and a vision that coincides with KLEW’s goals and offers insight and ingenuity into improving airport operations.
4	A list of key personnel and permits/certifications	10	Includes all required information.
5	An estimated time for business commencement	10	Includes a timeline that meets KLEW’s desire to implement before July 1, 2023
6	The proposed fee schedule including buildings and requested subsidy model (if requested)	10	Includes which buildings are needed and a proposed fee schedule for negotiation.
	TOTAL	100	

b) Evaluation

The airport anticipates a committee to evaluate each of the responsive submissions. The evaluation committee will rank the qualifications and select one or more applicants with which to negotiate. Any negotiated agreement will be subject to approval by the full Board of Directors.

c) Potential “Competitive Range” or “Best and Finals” Negotiations.

The airport reserves the right to conduct a “Best and Finals” negotiation at their sole discretion. Such “Best and Final’s negotiation may include oral interviews with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the airport in a timely manner.

All responses to this RFP are to be submitted with one hard copy as well as electronic copy and must be received by the airport no later than 5:00 PM, May 19, 2023.

Please submit to:

Auburn Lewiston Municipal Airport
Attn: Jonathan P. LaBonte, Board Chair
80 Airport Drive, Auburn, Maine 04210
j.labonte@auburnmaine.gov

SCHEDULE

May 5 TH	RFP issued and advertised
May 19 th	Proposals Due
May 22-23	Review and evaluation of proposals
Week of May 22 nd and May 29 th	Request for Applicant interviews/negotiations
Week of May 29	Board review of proposal(s) and action on FBO agreement
July 1	Latest target date for commencement of services (Preference for earlier, phasing possible)

DISCLAIMERS AND RESERVATION OF RIGHTS

a. Right to Reject, Waive, or Terminate the RFP. The airport reserves the right to reject any or all proposals, to waive any informality in the RFP process, and/or to terminate the RFP process at any time, in the airport's sole and absolute discretion, if deemed by the airport to be in its best interests. In no event shall the airport have any liability for a cancellation. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

b. Right to Terminate Negotiations. The airport reserves the right to terminate negotiations at any time during the RFP process or in the negotiation of any necessary agreements. The airport in its sole and absolute discretion and for any reason or purpose may terminate this process by providing notice in writing to a selected FBO of such termination of negotiations. The airport shall have no obligation to compensate a selected FBO for any costs incurred in responding to this RFP and including travel.

Any agreement negotiated by the airport is subject to approval by the Board of Directors in their sole and absolute discretion.

By responding to the RFP and submitting a proposal, the successful Proposer acknowledges and agrees that the FBO and the airport will only execute agreements prepared by airport which are substantially approved as to form and substance by the airport and airport counsel.