

# Iberia Parish Airport Authority

Solicitation of  
Request For Proposals (RFP) for  
Fixed Base Operator (FBO) services  
at the  
Acadiana Regional Airport (ARA)



RFP FBO 2019-001

August 1, 2019

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For the purposes of readability, certain terms are used interchangeably throughout this document:

- The term(s) “Proposer(s),” “Respondent(s),” and “Bidder(s)” shall mean an individual or entity who provides a formal response to this Request for Proposal.
- The term(s) “Successful Proposer,” “Successful Respondent,” and “Successful Bidder” shall mean an individual or entity who, per the defined Selection Criteria, is determined by the Authority as the most favorable respondent to this Request for Proposal.

## Overview

The Iberia Parish Airport Authority (“Authority”) issues this Request For Proposal (“RFP”) for a qualified Fixed Base Operator (“FBO”) to provide aircraft refueling, line services, aircraft storage and related-FBO services at the Acadiana Regional Airport in New Iberia, Louisiana.

Acadiana Regional Airport (“ARA” or “Airport”) is a towered, public-use, 14 CFR Part 139 (Part 139) General Aviation Airport, categorized by the Federal Aviation Administration (FAA) as a Local Airport in the National Plan of Integrated Airport Systems (NPIAS), owned by Iberia Parish Government and managed by the Iberia Parish Airport Authority.

Situated 24’ above sea level and comprised of 2,325 acres, the Airport features an 8,002’ x 200’ concrete, grooved runway with an Instrument Landing System, as well as a 5,000’ x 150’ lighted water runway for seaplane and amphibious aircraft operations. Located just north of U.S. Highway 90 and just south of Louisiana Highway 182, the Airport also features true intermodal capabilities, including direct rail access, a rail-to-truck offloading facility, plus some 125 acres of an adjoining business park.

The Airport has one incumbent FBO services provider, the leasehold and operating rights of which is the subject of this RFP, as well as numerous Specialized Aviation Operator (“SAO”) tenants. SAO tenants of the Airport include, but are not limited to; Bristow Group, a leading provider of industrial aviation services offering helicopter transportation, search and rescue and aircraft support services to government and civil organizations worldwide; Aviation Exteriors (“AvEx”), a commercial aircraft painting company with three narrow body and two widebody aircraft paint facilities; and Owen’s Flight Training, a Part 141 Flight School.

In the adjoining business park, a satellite of the South Louisiana Community College (“SLCC”), the SLCC International School of Aviation Excellence offers Associate’s Degree programs in Rotorcraft-Helicopters and Aviation Maintenance Technology (Airframe & Powerplant License). Nearby business park tenants include Halliburton, the New Iberia Research Center of the University of Louisiana at Lafayette, and various manufacturing business.

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### ➤ **Objectives of the RFP**

The Authority considers FBO services an integral part of the attraction of customers to Acadiana Regional Airport, and that the FBO serves as the aviation gateway to the community of New Iberia and the Acadiana area. The Authority seeks a Successful Respondent to partner in the goal of making ARA

into Acadiana’s Executive Airport. Consistent with that view, it is the objective of the Authority that the Successful Respondent to this RFP for FBO services:

- Foster business development and growth at the Airport;
- Attract and retain based and transient customers to the Airport, and;
- Offer a consistent, concierge-level of passenger services to business and general aviation customers to the Airport.

The Acadiana Regional Airport (ARA) is located in the center of the Acadiana area, which is comprised of 8 parishes and has a population of 605,571 as of the July 1, 2018 census estimate:

**Table 1. Acadiana area population, by Parish, July 2018.**

Parish	Acadia	Evangeline	Iberia	Lafayette	St. Martin	St. Landry	Vermilion	Acadiana Total
Est. Population	62,190	33,443	70,941	242,782	53,621	82,764	59,830	605,571

Source: [www.census.gov](http://www.census.gov)

New Iberia is the largest city in Iberia Parish, and has a population of approximately 30,617 according to the 2010 Census. Part of the Lafayette, LA Metropolitan Statistical Area (“MSA”), Lafayette is located 21 miles northwest of New Iberia and is the 4<sup>th</sup> largest city in the state with a population of 127,657 according to the 2015 Census.

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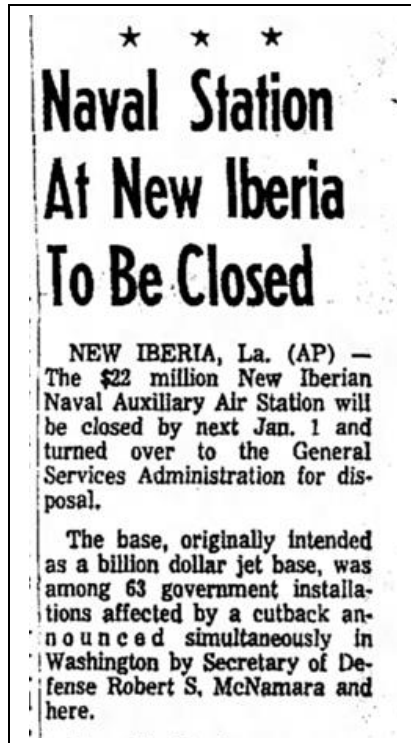
➤ **Timeline**

Proposals shall be clearly marked “**2019-001 Request for Proposal, FBO Services, Acadiana Regional Airport**” and shall be submitted in hardcopy triplicate, along with two USB/Flash Drives containing electronic versions of the same proposal, in a sealed envelope or box, and **shall be received no later than 2:00 P.M. on January 10, 2020**

Other than the RFP Proposal Due deadline, the following date(s) and times are estimates only and subject to change. Note: All dates times expressed are Central Standard Time (CST).

Contact Person	Karen Tauzin Iberia Parish Airport Authority (337) 365-7202 <a href="mailto:ktauzin@iberiagov.net">ktauzin@iberiagov.net</a>
Submittal Address	Attn: Karen Tauzin Iberia Parish Airport Authority Acadiana Regional Airport 1404 Hangar Drive New Iberia, LA 70560
RFP Format	See Section <b>XX</b>
RFP Release Date	November 15, 2019
RFP Proposals Due	January 10, 2020
Preliminary Notification of Successful Respondent	February 17, 2020
Property Inspection	By arrangement with Contact Person Above
Anticipated FBO Provider Start Date	April 1, 2020

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### ➤ Airport History

Anticipating military needs to protect oil refineries in southeast Louisiana from a possible German U-boat threat, Iberia Parish bought 942 acres west of New Iberia in 1942 and began developing plans for an airport.<sup>1</sup>

Activated February 1944, as an Auxiliary Airfield, the Airport was returned to civilian hands after World War II, operating as a general aviation airport until 1954. In 1954 the Department of Defense selected the Airport for development into Naval Auxiliary Air Station (“NAAS”) New Iberia, to be operated by the US Navy.

In 1958, construction of an 8,002-foot long by 200-foot wide runway, an aircraft hangar, and apron area began. By February 1960, the Navy’s training squadron at Kingsville relocated to the newly improved NAAS New Iberia, with the base opening on March 5, 1960. NAAS New Iberia was principally an Anti-Submarine Warfare (ASW) training facility and served as home to Training Squadron



VT-27, the “Boomers.” NAAS New Iberia saw a host of ASW Navy aircraft during the early 60s, including the TS-2A Tracker, E-1 Tracer, P-2 Neptune, P5M Marlin, and EC-121 Warning Star, and the P-3 Orion. By late 1964, VT-27 relocated to Naval Air Station Corpus Christi, Texas, and by 1965, NAAS New Iberia was closed, to be returned to civilian hands.

In 1966, the Iberia Parish Airport Authority was formed, and petitioned the Federal Government for an acquisition of the infrastructure comprising the former NAAS New Iberia to the Airport. Following the 2,000-acre land acquisition from the Federal Government in 1966 and prior to the creation of the Iberia Parish Airport Authority in 1970, the Iberia Parish Police Jury began selling the land surrounding the Airport. Specific requirements for the development of the property surrounding the Airport were developed in order to ensure operational continuity.<sup>2</sup>

In 1970, the airport was renamed Acadiana Regional Airport, managed by the Iberia Parish Airport Authority, who also oversees the nearby LeMaire Memorial Airport. In 1975, the Acadiana Regional Airport received its FAR Part 139 certification from the FAA.

Today, the Acadiana Regional Airport is home to a number of commercial aviation tenants, including an offshore helicopter transport operator, widebody commercial aircraft painting company, a Part 141 flight school, a nearby Community College offering aviation technical degree programs and- rare for a Part 139 airport- a seaplane facility with a 5,000 foot seaplane runway.

### ➤ Airport Operational Statistics

Acadiana Regional Airport is classified as a Non-Primary, General Aviation, Local Airport in the FAA’s NPIAS 2019-2023 Report. In describing airports of this category, the FAA report notes “Local

<sup>1</sup> Acadiana Regional Airport Master Plan, Kutchins & Groh.

<sup>2</sup> Acadiana Regional Airport Master Plan, Kutchins & Groh

airports are a critical component of our general aviation system, providing communities with access to local and regional markets. Typically, local airports are located near larger population centers but not necessarily in metropolitan areas. They also accommodate flight training and emergency services. These airports account for 39 percent of all NPIAS airports and have moderate levels of activity with some multiengine propeller aircraft.” (FAA NPIAS 2019-2023, September 2018).

The following tables provide a breakdown of based aircraft by category, annual operations and airport fuel volume for Acadiana Regional Airport:

**Table 2. Based Aircraft by Category**

Aircraft Type/Category	Number
Single Engine	19
Multi Engine	6
Jets	1
Helicopters	13

**Table 3. Annual Operations, 2014-2018**

2014	2015	2016	2017	2018
87,408	74,549	57,236	63,739	63,950

**Table 4. Fuel Volume by Product Type, 2014-2018**

	2014	2015	2016	2017	2018
Jet A	377,297	467,995	449,358	415,026 <sup>3</sup>	479,836
Avgas/100LL	39,577	30,040	31,764	39,577	30,511
Total(s)	418,888	498,035	481,122	454,603	510,347

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### ➤ Airport Infrastructure<sup>4</sup>

Acadiana Regional Airport infrastructure includes runways, taxiways, apron areas, and associated navigational aids (NAVAID). The current FAA Airport Reference Code for ARA, which defines the typical size of aircraft that the Airport can accommodate, is D-VI.

<sup>3</sup> Note: June 2017 gallons unavailable, estimated annual volume based on 11 months data.

<sup>4</sup> Acadiana Regional Airport Master Plan, Kutchins & Groh.



The Acadiana Regional Airport has an Airport Traffic Control Tower located on the airfield. This is a Federal Aviation Administration (FAA) Contract Level One, Visual Flight Rules (VFR), non-radar facility. The control tower is open seven days a week from 6:00 am until 9:00 pm.

ARA has one primary runway with a parallel seaway. Runway 17-35 is considered the primary runway, and it houses the ARA’s instrument landing system. Runway 17W-35W is the parallel seaway, and it is equipped with green, medium intensity runway lights (MIRLs), making it the only lighted seaway in the United States.

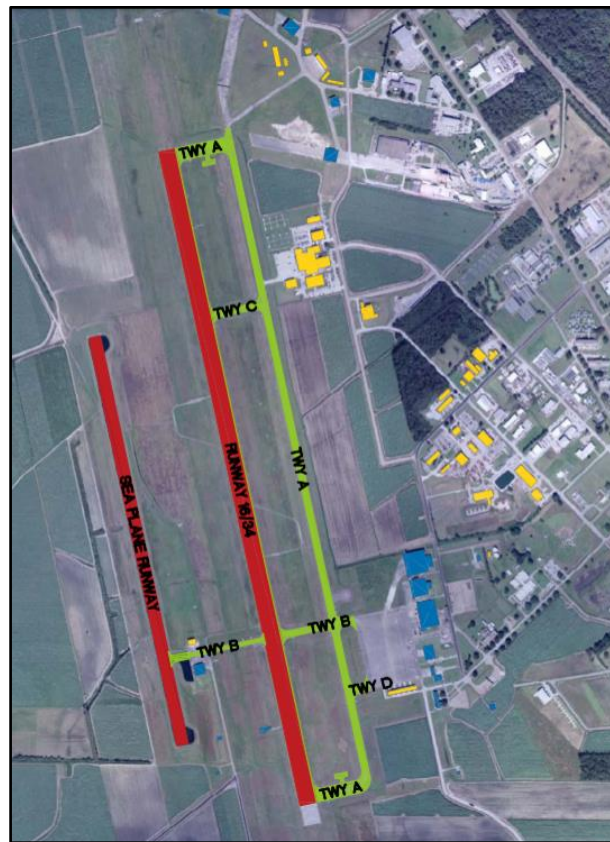
Runway 17-35 is generally oriented in a north-south alignment. It is 8,002 feet in length with a width of 200 feet and is outfitted with High-Intensity Runway Lights (HIRL) and Precision Approach Path Indicator IIII (PAPI-4) equipment for both runway ends. The pavement is constructed of Portland Cement Concrete and has the following published pavement strengths: 105,000 pounds for single-wheel main gear aircraft; 163,000 pounds for dual-wheel main gear aircraft, and: 400,000 pounds for dual-tandem wheel main gear aircraft.

Runway 35 is the primary runway due to the prevailing winds out of the North and is equipped with a full Instrument Landing System (ILS), including Glide Slope (GS), Localizer, and a Medium Intensity Approach Lighting System (MALSR). Runway 17 is equipped with an omnidirectional approach lighting system (ODALS) and Runway Edge Identifier Lights (REILS). Additionally, Runway 17-35 is served by full parallel taxiway Alpha (A)

Runway 17W-35W is a 5,000-foot long by 150-foot wide seaway oriented along a north-south alignment and is parallel to Runway 17-35. It is equipped with green, Medium Intensity Runway Lights (MIRLs) with amber threshold lights. The seaway is four feet in depth and is equipped with one turn-around on the north end of the runway, as well as one turn-around on the south end of the runway. Runway 17W-35W is a visual approach runway. There is a perpendicular taxiway (B) on the south end of the runway that connects the seaway to the south ramp.

### Available Facilities | Overview

The FBO-services provider leasehold is currently located at 1314 Hangar Drive, near the approach end of Runway 35, and includes improvements in the form of an (approximately) 15,000 square foot hangar and terminal complex with 2,750 square foot single-story lean-to structure, plus an above ground fuel farm of approximately 250,000 gallons storage capacity, split between twelve (12) tanks ranging in size from 6,000 gallons to 16,000 gallons of varying capacities. The improvements are situated on an approximate 350,000 square foot leasehold, which together are the subject of this RFP.



#### LEGEND:

- |  |  |
|--|--|
| <span style="display: inline-block; width: 15px; height: 10px; background-color: yellow; border: 1px solid black;"></span> Non-Airport owned building/facility | <span style="display: inline-block; width: 15px; height: 10px; background-color: lightgreen; border: 1px solid black;"></span> Taxiway |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: blue; border: 1px solid black;"></span> Airport owned building/facility       | <span style="display: inline-block; width: 15px; height: 10px; background-color: red; border: 1px solid black;"></span> Runway         |



As depicted in Figure 1 below, a grouping of 10 T-Hangars adjoin the primary FBO leasehold on its southernmost boundary. In addition to customary lease terms as required by the Minimum Standards, the Successful Proposer shall cooperate with the Authority to preserve a right-of-way easement across the southern portion(s) of its leasehold to accommodate for these hangars.



Figure 1. Approximate FBO Leasehold Offered

(Credit: Google)

### ➤ FBO Development Contingency

Consistent with the Acadiana Regional Airport Master Plan, and by virtue of submitting a Proposal, the Successful Proposer acknowledges and agrees to relocate the Fixed Base Operation from its present location at 1314 Hangar Drive to a new, substantially similarly sized leasehold in the northeastern

quadrant of the airport, within the first five (5) years of operations, contingent upon the Authority’s construction of a new service road to nearby Highway 88. The approximate location of the new FBO/General Aviation Development Site is depicted in a red circle in Figure 2 below. The current FBO leasehold shall either (1) be returned to the Authority upon beneficial occupancy of improvements to be constructed by the Successful Proposer, or (2) may be retained by the FBO under a separate lease.

Note: In the event the proposed service road to the new FBO/GA Development Site is not constructed within the first five (5) years of the Successful Proposer’s occupancy of the current FBO leasehold (Figure 1), the Successful Proposer shall be relieved of the obligation to relocate FBO operations, develop and occupy the new FBO/GA Development Site in Figure 2; however, the Successful proposer shall **not** be relieved of the capital commitment as described in section entitled “Minimum Capital Commitment.”



Figure 2. Future FBO/GA Development Site, Generally (Red Circle). Source: Acadiana Regional Airport Master Plan

### ➤ FBO/GA Future Development Site

The future FBO/GA Development Site, adjacent to approach end of Runway 17 and designated by a red circle in Figure 2 above, is an undeveloped site and part of the general aviation redevelopment plan for the northeastern corner of the Acadiana Regional Airport. Emanating from the Master Planning process, and consistent with the Authority’s objective of creating an “Executive Airport,” the FBO/GA Future Development Site was chosen by the Authority among the General Aviation Development Areas listed in the Master Plan based upon access to key airport infrastructure, but also its proximity to current and future landside infrastructure, including a new access road, and ease of access to Highway 90, the main north-south thoroughfare connecting nearby Lafayette and points north.

To ensure the Acadiana Regional Airport is a viable alternative to Lafayette Regional Airport for business and general aviation travelers requires that the FBO/General Aviation be located on the northeastern corner of the airport, in order to facilitate the most efficient landside access, significantly reducing both distance and commute times to Lafayette for users of Acadiana Regional Airport.

### ➤ Proposed Lease Term

The proposed lease term shall be a primary term of ten (10) years with two ten (10) year options to renew for a total of thirty (30) years from the date of the fully executed perfected lease instrument. In the event the Successful Respondent is required by the Authority to relocate to the new FBO/GA Development Site (See “FBO Leasehold Contingency”) within the first five (5) years of operations, an additional five (5) years shall be added to the then-remaining lease term, for a total of thirty five (35) years of lease term. Thereafter, Louisiana RS 2:135.1 shall apply to any successive terms.

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## **Minimum Fees**

The Successful Proposer agrees to the following Minimum Fees associated with the lease of ground and improvements at the Airport:

**Minimum Rent** | The minimum rent to be offered in the Successful Respondent's proposal shall be no less than \$5,000.00 per month, for a total of \$60,000 per annum. This minimum rent is based upon a ground rent of \$0.14 per square foot per annum over 350,000 square feet of leasehold offered, plus building/improvement rent.

Notwithstanding the foregoing, if the Successful Respondent provides receipts totaling no less than \$100,000 in updates to the current FBO and hangar facility at 1314 Hangar Drive within the first year of

occupancy, a rent credit of \$2,000.00 per month shall be applied (including retroactively for the first year), for a total available credit of \$120,000 over 60 months.

Such capital commitment shall be:

- Used only to upgrade facilities (not furnishings, fixtures or equipment), including the FBO's passenger terminal, hangar, or fuel farm
- Commenced only after renderings/plans are submitted, reviewed and authorized (in writing) by the Authority

Note: For each successive five (5) year period after the effective date of the lease, and to include the original term and any extensions thereof, the annual rental shall increase by a compound rate of 10%.

**Fuel Flowage Fees** | The Successful Proposer shall provide to the Authority fuel (and lubricating oils) flowage fees as follows:

- 1) An amount equal to four (4%) of the operator's cost of fuel, but never less than \$0.03 per gallon
- 2) 12% of the operator's cost of oil and lubricants, never less than \$0.09 per gallon

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## **Minimum Capital Commitment**

In consideration of the lease term offered, and the Authority's stated objective to offer a consistent, concierge-level of passenger services to business and general aviation customers to the Airport, the Successful Respondent shall commit no less than \$2,000,000 to FBO facility redevelopment within the first five (5) years of operations, subject to the following Development Requirements:

The Successful Proposer shall:

- 1) Accept the property in an "AS IS, WHERE IS" condition, without any express or implied warranties or representations.
- 2) Prepare a set of schematic and conceptual site plans, floor plans, and elevations for proposed projects for review and approval by the Authority, before commencing construction and development within the time frame approved by the Parish.

- 3) Obtain any and all land use entitlement, zoning approvals and all necessary building, grading and construction permits required for the proposed project from the Parish and any other required governing agency.
- 4) Comply with National, State and Local Environmental Protection ordinances, Agencies, and any associated requirements related to project design and development.
- 5) Pay any and all fees and obtain all required approvals for any and all utilities required for project development.
- 6) Maintain the proposed operational site, including but not limited to, the Leased Premises, approaches thereto, and current and future improvements in good, safe and sanitary order, condition and repair.
- 7) Coordinate construction of the proposed project with other development, construction or aviation activities taking place adjacent to the proposed project development. The Successful Proposer shall be responsible for repairing or paying for the costs of repairing any damage that its activities may cause to any existing public and or private infrastructure.
- 8) Cause all improvements to be lien free, completed at Lessee's cost in a workmanlike manner and in compliance with all applicable law. County agrees when requested by Lessee to execute and deliver any applications, consents, or other instruments required to permit Lessee to complete such Lessee improvements or to obtain permits for the work.

If any agency, division or department of any governmental entity with appropriate jurisdiction condemns the improvements or any part of the improvements as unsafe or not in conformity with any of the laws or regulations controlling their construction, occupation or use, or orders or requires any alteration, repair or reconstruction of the improvements the responsible party shall be the Lessee who at its sole cost and expense (and without any right of reimbursement from the Authority or Parish) shall immediately effect all necessary alterations and repairs required for the improvements full and exact compliance. All alterations and improvements made, and fixtures installed, by Lessee shall remain Lessee property until termination of the Lease. Trade fixtures may be removed by Lessee at or prior to the expiration of the Lease; provided however, that such removal of trade fixtures does not cause injury or damage to the premises or improvements beyond normal wear and tear.

**Notice to Bidders: The cost of acquisition (or lease) of mobile refuelers, ground support equipment, furniture, fixtures and equipment, shall NOT be considered part of the Minimum Capital Commitment. Additionally, should the Successful Respondent divest the FBO or be acquired within the first five (5) years of operations, any remaining portion of the Minimum Capital Commitment obligation shall be binding upon the acquiring party.**



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## Minimum Qualifications

To be considered eligible to respond, Proposers shall submit their proposals in a timely manner and in proper form. Respondents shall provide evidence that they are fully competent and that they have the necessary experience and capacity to fulfill the requirements herein. In addition to compliance with and any and all Federal, State and Local regulations governing the operation of a Fixed Base Operation at a federally-obligated, public use, Part 139 airport, the Iberia Parish Airport Authority requires any interested party meet or exceed the following Minimum Requirements for their Proposal to be considered.

The Successful Proposer at a minimum:

1. Shall meet or exceed the Minimum Standards for an FBO at the Airport (2009 Edition), a current copy of which is available at <https://www.acadianaregionalairport.com/site/wp-content/uploads/2019/07/ara-minimum-standards-1.pdf>
  - a. Note: A Proposer shall directly provide the minimum service requirements for an FBO as defined in section V.1.A (Aircraft Line Services and Enclosed Hangar Storage) but may meet the additional service requirements of Sections V.2 (a)(b)(c)(d) through the use of sublessees, licensees, or other third-parties.
  - b. See “Required FBO Services” in this RFP for additional details.
  - c. In cases where the Required FBO Services associated with this RFP and the Minimum Standards differ, the Proposer shall adhere to the more stringent standard.



2. Shall be a current operator of an FBO at a Part 139 Airport <or> shall have operated an FBO at a Part 139 Airport for a continuous period of two (2) years within the past five (5) years.
  - a. Note: If a Proposer meets neither minimum requirement above, a Proposer may meet these criteria if they have operated an FBO meeting at a Part 139 Airport for five (5) years within the preceding ten (10) years.
3. Shall demonstrate, in Authority's sole determination, the financial capacity to maintain compliance with the Minimum Standards for the Proposed Lease Term.
4. Shall submit the past two (2) years of financial statements prepared in accordance with generally accepted accounting principles ("GAAP"). See "Proposal Requirements" for additional details on financial statements required.
5. Shall not currently be in default with the Authority, or in default with any other airport with which the Proposer conducts business.
6. Shall be qualified and licensed to conduct business in the State of Louisiana. If not qualified and licensed, Proposer must confirm in writing that, if selected, such licensing will be obtained within thirty (30) days following notice of selection.
7. Shall complete all required attachments, forms, and affidavits of this RFP.

## Required FBO Services

Respondents are encouraged to review the Iberia Parish Airport Authority's Minimum Standards for Fixed Base Operators at Acadiana Regional Airport, the most recent copy of which is available on the Acadiana Regional Airport website at (<https://www.acadianaregionalairport.com/site/wp-content/uploads/2019/07/ara-minimum-standards-1.pdf>) and as an attachment to this RFP.

In addition, by submitting a Proposal, respondents agree to provide at a minimum, the following FBO services:

1. Appoint a full-time FBO General Manager with the authority to make binding decisions on behalf of the Proposer, who is dedicated to and principally offices at the Acadiana Regional Airport, with at least five (5) years FBO or related-aviation experience
2. Onsite FBO staffing seven (7) days per week from Dawn until Dusk, with 24-hour availability at all other times
3. Aircraft refueling services of Jet A and Avgas/100LL fuels, using mobile aircraft refuelers of no greater than 10 years of age at the time of RFP award, of the following minimum number and capacities:
  - a. One Jet A mobile refueler of at least 3,000 US Gallons
  - b. One Avgas/100LL mobile refueler of at least 1,000 US Gallons
4. Bulk fuel storage, fuel farm maintenance and management of the fuel farm
5. Aircraft towing service, using either towbarless tractor-type tugs (E,g. Lektro or similar) or traditional tug and tow bar, with an assortment of tow heads for common aircraft types

6. Emergency services to disabled aircraft on any runway, taxiway or non-movement area at the request of the aircraft owner/operator, or the Authority, or a designated representative of either
7. FBO line services, including aircraft oils and lubricants, ground power, lavatory service, potable water service, compressed air and/or nitrogen for tire servicing, aviator's breathing oxygen (ABO) service
8. Aircraft parking and storage, including aircraft marshalling, aircraft chocking, aircraft parking, tie down, and hangar storage
9. Airside customer service including customer greeting and reception, baggage handling, planeside customer and rental car vehicle valet and/or airside vehicle escort, catering (via third-party) and de-catering services, cabin cleaning (either directly or via third-party)
10. Concierge-services including the provision of customer hotel reservations, rental car and chauffeured-transportation reservations, aircraft catering and customary lobby amenities, such as a variety of beverages, snacks and assorted sundries
11. Pilot amenities including flight planning computers and printers, telephone, WiFi internet, pilot lounge, and/or pilot rest area/snooze room

## Proposal Requirements

In addition to requirements outlined in the Minimum Qualifications, Required FBO Services, Capital Commitment, and related affidavits, attachments, representations and warranties, Proposals shall be:

- No greater than 25 pages total, excluding a cover page, required attachments, forms and financial statements. Each page shall be single-sided and use a minimum 11-point font. The use of larger fonts, and stylistic choices such as italics and bold is permitted. Diagrams, charts, renderings, and other visual aspects of a respondent's proposal is also permitted.
- Proposals must include, at a minimum, narrative responses to each required topic. Except when providing lists of information where applicable and appropriate, respondents are requested to respond in complete sentences.

In order to expedite and to maintain consistency in the evaluation process, each Proposal shall be organized in accordance with this section. Proposals that do not follow the specific format outlined below, or that fail to provide the required documentation may 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 Authority's sole and subjective discretion.

### Proposals shall, at a minimum, include the following information:

- **Cover Letter** | Not to exceed two (2) pages, 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.
- **Executive Summary** | Not to exceed two (2) pages, include a summary containing highlight of the proposal, describing how the operation would be organized and how the operator will ensure responsiveness to the Authority and FAA requirements as well as airport user needs.

- **Business Entity Description** | Not to exceed two (2) 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. If the respondent is a corporation, provide a certification from the Secretary of State indicating the complete legal name of the corporation and the date of incorporation. 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.
  
- **Contact Information** | Not to exceed one (1) page, provide the name, title, address, and telephone number of the operator’s designated contact person for communication pertaining to this proposal.
  
- **Business Plan** | Not to exceed eighteen (18) pages, please include:
  - A full and detailed presentation of the operator’s experience in operating FBOs, including relevant experience with DESC/Military fueling and related ground handling
  - An organizational chart of the key management personnel to be assigned to the FBO, including names, titles and experience
  - Proposed FBO services to be offered, include any minimum service commitments provided customers
  - Proposed business plan
  - Proposed marketing plan detailing how the Proposer intends to specifically market the FBO at Acadiana Regional Airport
  - Proposed rents and fees to be paid the Authority (See “Minimum Fees”)
  - Proposed Capital Commitment (See “Minimum Capital Commitment”)
  - Any construction or improvements proposed
  
- **Financial Statements** | In a separately attached envelope or file which shall not count against the page total maximum, include copies of financial statements for the company/entity that is to perform the services outlined in the resulting Lease Agreement for the most recent two years. Financial statement(s) for the company/entity shall be marked “CONFIDENTIAL” and, at a minimum, include:
  - A current balance sheet (no greater than 30 days old from the date of submission)
  - Income statements for the previous two years including profit and loss statement with net worth present and pro-forma business projections for the future.

The Proposer shall further demonstrate it can provide the required financing from either (1) internally generated funds, or (2) commitments from external sources. In the event funds are to be borrowed to finance a portion of the total investment, the Proposal shall include Letters of Intent from a bank or other recognized lending institution.

Indicate if the respondent has been involved in any litigation or other disputes that have the potential to result in a financial settlement or judgment which may materially and adversely effect the Respondent’s ability to complete the plan of operation. Indicate whether or not the Respondent has ever filed for bankruptcy or had operations foreclosed upon.

**Note: The financial information provided by Respondents shall remain confidential to the Authority and shall be used only for the purposes of determining the financial fitness and viability of the Respondent.**

## Lessee Requirements

In addition to the Minimum Standards, Required FBO Services, Minimum Capital Commitment, and FBO Leasehold Contingencies noted herein, the Successful Bidder, acknowledges and agrees to be subject to the following requirements as a Lessee of the Acadiana Regional Airport, including but not limited to:

- The rights and privileges granted to the Lessee shall be subordinate to the rights of the United States Government now, or in the future, affecting the use, control, operations and regulations of the Airport.
- Any right and privilege granted to the Lessee will not be an exclusive right or an exclusive privilege, and like rights and privileges may be granted to others when the Airport usage, demands and conditions require and warrant such granting of additional rights and privileges.
- The Lessee while exercising rights granted herein, shall observe and comply with, at its own cost and expense, requirements of Federal, State and Local statutes, ordinances, regulations and standards applicable to Lessee or its use of the leased premises, other rules and regulations promulgated from time-to-time by the Iberia Parish Airport Authority and the Iberia Parish Council for administration of the Airport.
- At its sole expense, Lessee shall procure and maintain during the term of the agreement, all licenses, permits and similar authorizations required for the conduct of its business operations.
- The Lessee shall agree, in writing, in the exercise of the rights and privileges granted to it, not to discriminate against any person or group of persons on the grounds of age, race, color, creed, sex, national origin, or physical handicap (condition) in any manner prohibited by Part 21 of the Regulations of the Secretary of Transportation, Title VII of the Civil Rights Acts of 1964 (42 USC 2000d-2000d4), Section 504 of the Rehabilitation Act of 1973 (26 USC 794).

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## Insurance Requirements

In addition to the Minimum Qualifications, Required FBO Services, Minimum Capital Commitment and other parts of this RFP, the following Insurance Requirements shall be met by the Successful Respondent:

- A letter of commitment or certificate of insurance from an acceptable insurance company (A.M. Best rating of A- VIII), evidencing insurance coverage of the following types and amounts, provided at the time of commencement of the lease:

<b>Insurance Type</b>	<b>Minimum Coverage Amount</b>
Airport General Liability	\$100,000-\$300,000 bodily injury; \$250,000 property damage
Workers Compensation	Statutory Limit
Aircraft Hull and Liability Insurance	Not Listed
Vehicle Liability	Not Listed
Pollution Liability	Not Listed
All Risk Property	Not Listed
Hangar Keepers	Not Listed

Note: The Authority reserves the right to request additional insurance coverage(s) and amounts in the final lease agreement negotiated between the Authority and the Successful Respondent.

## **Selection Criteria**

Per LA Rev Stat 2:135.1, “The lessor shall accept only the highest bid submitted which yields the greatest benefits to the public in services and financial return to it by a person or persons who meet all of the conditions of this Part.”

**Hence, the Successful Proposer selected shall not necessarily be the highest bidder with respect to the Minimum Capital Commitment, but rather the bidder who, in the sole and absolute discretion of the Authority, yields the greatest overall benefit to the users of the Acadiana Regional Airport.**

Notwithstanding the foregoing, proposals shall be considered based upon the following criteria (presented in no order, nor weighted):

- Completeness of the Bid Proposal
- Proposer’s Alignment with Authority Objectives of the RFP
- Proposer’s Management Capabilities and Experience
- Proposer’s Plans for Operations including Quality of Services to be Offered
- Proposer’s Financial Capability and Responsibility
- Proposer’s Capital Commitment

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## **Authority's Rights**

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

Right to Reject Any Proposal. The Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.

Right to Not Award. The Authority reserves the right not to award a contract pursuant to this RFP.

Right to Determine Financial Responsibility and Viability. The Authority reserves the right to require of Proposer information regarding financial responsibility and viability or such other information as the Authority determines is necessary to ascertain whether a proposal is in fact the most responsive and responsible proposal submitted.

Right to Add Terms and Conditions. The Authority reserves the right to add terms and conditions to the RFP and any necessary Agreements.

Right to Retain Written Proposals. The Authority reserves the right to retain all written proposals submitted to Authority by all Proposers in response to this RFP.

Right to Negotiate Fees. The Authority reserves the right to negotiate the fees proposed by the successful Proposer.

No Obligation to Compensate. The Authority shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP, including travel.

Public Disclosure of Proposal Documents. Notwithstanding required financial statements marked "Confidential" provided by a Proposer in conjunction with this RFP, documents submitted in connection with this RFP may be subject to disclosure pursuant to the extent required by law.

Right to Terminate Negotiations. The Authority reserves the right to terminate negotiations at any time during the RFP process or in the negotiation of any necessary agreements. Authority 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 Authority shall have no obligation to compensate a selected FBO for any costs incurred in responding to this RFP, including travel.

Representations and Warranties. The information presented in this RFP is the best available to the Authority. No representation is made as to its completeness or accuracy. It is expected that the FBO operator will perform any required diligence regarding their proposal, at their own cost and risk. The Authority makes no representation or warranties with respect to these matters.

## **List of Attachments/Forms**

The following attachments/forms are to be completed and submitted by all Respondents to accompany a proposal to this RFP:

- 1) **Lease Application | Lease of Land and/or Facilities**  
(<https://www.acadianaregionalairport.com/site/wp-content/uploads/2018/02/acadiana-regional-airport-lease.pdf>)
- 2) **Lease Application | Exhibit A** (<https://www.acadianaregionalairport.com/site/wp-content/uploads/2018/02/acadiana-regional-airport-exhibit-a.pdf>)
- 3) **Lease Application | Exhibit B** (<https://www.acadianaregionalairport.com/site/wp-content/uploads/2018/02/acadiana-regional-airport-exhibit-b.pdf>)

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