



Request for Proposal (RFP) Form

Instructions: Complete the Request for Proposal form and provide the information requested in the packet of materials.

Awarding Authority	City of Burnet
RFP No.	2022-002
Project Name	Fixed Based Operator Burnet Municipal Airport

Company Name	
Company Address	
City/State/Zip	
Company Telephone	
E-mail Address	
Contact Person/Title	
Date Submitted	

Signature:



Request for Proposals (“RFP”)
Fixed Based Operator Burnet Municipal Airport
Burnet, Texas

RFP No. 2022-002

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SECTION I: BACKGROUND AND GENERAL INFORMATION

A. Purpose

The City of Burnet (“City”, “Authority”), owner of the Burnet Municipal Airport (“Airport” or “BMQ”) is seeking proposals from qualified parties (“Responders”. “Respondents”) to offer full Fixed Base Operator (FBO) services at the Burnet Municipal Airport. The City is seeking a Fixed Based Operator to lease Airport-owned facilities and assume operations and provision of these services as provided by the City. Therefore, it is the intent of this RFP to solicit proposals and subsequently establish a lease and operating agreement through competitive negotiation with a Fixed Based Operator to establish, finance, and offer these, as well as other commercial aeronautical services to the public.

Respondents are encouraged to propose any combination of services they believe to be beneficial to both parties.

B. Airport Location

The Burnet Municipal Airport is located 55 miles northwest of Austin at 2302 S Water St - one mile south of Texas Highway 29 on U.S. Highway 281. The City of Burnet, the county seat of Burnet County, is a hub of industry, commerce, and trade in the Highland Lakes area.

C. Area Demographics

The City of Burnet is a proactive, business friendly community centrally located fifty-five miles northwest of Austin and ninety-nine miles north of San Antonio near the Highland Lakes which is the largest chain of lakes in Texas. Steady population growth has been experienced for the last five years with a present population estimated at approximately 6,530. Burnet County’s population is estimated at 48,966 which represents a 42% increase in population since 2000.

D. Airport

Burnet Municipal Airport is comprised of approximately 265 acres of land and has been in operation since 1959. BMQ is included in the National Plan of Integrated Airport System (NPIAS) which identified the airports included in the national airspace system, and the amounts and types of airport development eligible for federal funding under the Airport Improvement Program (AIP). Burnet is currently classified as a Local general aviation airport tasked with supporting many levels of activity, including jet and multi-engine propeller aircraft.

According to Form 5010, published annually by the Federal Aviation Administration (FAA), Burnet Municipal Airport saw approximately 21,000 operations in 2016 and is home to 52 based aircraft including three multi-engine, two jets, and two helicopters. In addition, the number of annual jet operations at BMQ has risen from 309 in 2017 to 918 operations in 2021.

The Burnet Municipal Airport has a 5,000-foot x 75-foot lighted runway (01/19) with a full-length parallel taxiway, and it is equipped with RNAV (GPS) RWY 01 and NAV (GPS) RWY 19 approaches to accommodate the corporate aviation industry as well as general aviation pilots.

Table D-1 outlines the existing conditions at the airport.

Table D.1 Existing Conditions	
Airport Name	Burnet Municipal Airport-Kate Craddock Field
FAA Designation	BMQ
Associated City	Burnet, Texas
Airport Owner/Sponsor	City of Burnet, TX
Airport Management	Part-Time city staff, Administrative Services/Airport Manager
Date Established	1959
Airport Roles	General Aviation
Commercial Air Service	None
Airport Acreage	265
Airport Reference Point (ARP)	30° 44' 20.138" N / 98° 14' 18.997" W (estimated)
Airport Elevation	1283.4 ft. (surveyed)

E. Airport Development

Over the years, the airport has grown in size and services. The Burnet Municipal Airport currently has 29 T-hangar units, 1 Community Hangar, and 24 Sun/Hail Shelters. All T-hangar, Community Hangar and Sun/Hail Shelters are currently occupied at full capacity. The Airport is home to approximately 52 based aircraft on the field, several of our tenants that are based at the Airport are part-time tenants and their aircraft are not included in the FAA National Based Aircraft Inventory count. Additionally, there are a total of three Through-the-Fence Leases. The Airport is currently in the process of updating the Airport Layout Plan (“ALP”) and is in the process of engineering for an approximately 12,000 square foot box hangar with the intent of being leased for jet aircraft.

F. Fuel Sales

Burnet Municipal Airport is served by two, city-owned, 12,000-gallon aboveground fuel storage tanks. One servicing 100LL AVGAS and the other accommodating Jet-A. Fuel is dispensed to aircraft via fuel trucks and also available via 24-hour self-service pumps located directly south of the current FBO building on the ramp.

Fuel sale records (in gallons) are available in **Table F-1** below for the past five fiscal years:

Table F.1 Fuel Sales		
FY	Av Gas Gallons Sold	Jet-A Gallons Sold
16-17	62,348	98,353
17-18	60,862	90,992
18-19	44,377	80,899
19-20	44,585	59,346
20-21	62,392	106,410

G. Other Information

The City of Burnet currently provides the following equipment for use by the FBO.

- (1) Courtesy vehicle- 2018 Dodge Caravan
- 2005 Isuzu 100LL AvGas Truck – 1,000 Gallon Capacity
- 2003 Crane Carr Jet-A Truck – 3,000 Gallon Capacity
- (2) 2020 Kawasaki Golf Carts
- Icon- A120E/120 Radio Transceiver
- QT Pod M4000 Self-Serve Fuel System
- Lavatory Cart
- Pilots Lounge Furniture

Use or inclusion of hangar facilities in the lease will be discussed during the lease negotiation phase of the RFP process.

SECTION II: FIXED BASE OPERATOR SERVICES

A. Current Services

The current practice at Burnet Municipal Airport is for the FBO to be paid a flat fee on a monthly basis for providing line and counter services to include at a minimum: fuel, oil and air; tie down and towing. The City of Burnet is responsible for the ordering, purchasing, and the retail pricing of Avgas and Jet A at BMQ. The gross mark up on fuel is the property of the City and there are no flowage fees associated with fuel purchase transactions. **(The City currently pays the FBO \$54,400 per year for services rendered and the FBO pays the City \$14,400 for hangar rental.)**

The FBO is currently operated in a City owned building that is approximately 1,900 square feet, which includes an office, pilot's lounge, restrooms, and other aviation related amenities. Pictures of the Building are attached as "**Exhibit 1**"

The building has been leased for approximately 30 years by the soon to be retired FBO, Faulkner's Air Shop, who will be retiring in June of 2022. The current FBO also runs an Aircraft Maintenance Facility in the approximately 7,000sq ft Hangar portion of the building.

B. Required Services

The successful proposing FBO must be able to provide the following minimum services:

1. Aircraft fueling (100LL & Jet A) and oil dispensing. Jet A and 100LL must be available via fuel truck.
2. Aircraft ramp services (towing, parking guidance, etc.).
3. Monitoring and communicating maintenance needs on the airfield.
4. Monitoring and communicating maintenance needs (interior and exterior) of airfield buildings owned by the City.
5. Operation of the fuel farm for the storage, handling and delivery of aviation fuel products.
6. Emergency service to disabled general aviation aircraft (i.e. towing/transporting disabled aircraft).

7. Employment of the appropriate number of properly trained and/or certified personnel to provide satisfactory FBO service and meet fuel supplier's minimum training requirements to qualify BMQ for supplier's excess liability coverage.
8. The FBO shall be open seven days a week, 365 days per year, with the exception the FBO may close (or reduce hours of operation) to observe New Year's Day, Thanksgiving Day and Christmas Day holidays. Any additional closures must be approved by the City Manager.
9. Maintain on-call staff available after normal operating hours to provide service outlined above.

C. Optional Services

The successful proposing FBO may provide other services, including but not limited to:

1. Maintenance, repair and servicing of aircraft.
2. Flight Training.
3. Aircraft Rental.
4. Air Taxi/Charter.
5. Aircraft Sales.
6. Avionics Repair.
7. Specialized maintenance (upholstery, etc.).
8. Snack bar.
9. Miscellaneous retail (pilot supplies, promotional clothing, etc.).
10. Other types of services agreed to in the final executed contract for FBO services.

D. Revenues

The successful proposing FBO shall propose revenue streams or customer services within their business plan which may include, but not be limited to:

1. Flight training and aircraft rental fees
2. Aircraft maintenance fees
3. Any other type of aeronautical or non-aeronautical revenue stream not listed.

SECTION III: SCOPE / QUALIFICATIONS

A. Minimum Qualifications

To be eligible for consideration for the award of this RFP, the Responder must have a minimum of five (5) years prior experience in the FBO business or closely related aviation commercial business, demonstrate financial capability of performing services, and/or any other equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the contract.

B. Term of Agreement

The City proposes an initial five (5) year agreement, however the City is agreeable to discuss a longer term agreement and/or renewal terms with the successful respondent.

Ground lease options will also be considered for Respondents who wish to provide their own facilities in lieu of utilizing City owned facilities.

C. General Obligations

The successful Responder will be responsible for complying with all terms and conditions contained within the negotiated agreement with the City, in addition to the Airport Rules and Regulations and Commercial Minimum Standards; all other Local, State and/or Federal rules which may apply; and all applicable Federal Aviation Regulations (FARs).

The successful Responder must be an active legal entity, licensed to do business in the State of Texas, or capable of being licensed within thirty (45) days of approval of the agreement by the City.

The successful Responder will be expected to monitor and communicate all known maintenance needs to the City on the runway, taxiway, ramp and any associated lighting/navigation aids owned by the City; parking lots and perimeter roads; on-site stormwater facilities; and the equipment list provided in Section I, Part G.

D. Insurance

Prior to the commencement of FBO operations, the successful respondent will carry and maintain at its sole cost and expense all policies of insurance described below. All such policies of insurance shall show on their face that the FBO is a named insured and that the City is named as an additional insured. Such insurance shall include coverage against liability for death, bodily injury or property damage arising out of the acts or omissions of or on behalf of the FBO or involving any owned, non-owned, leased or hired vehicle in connection with any of the obligations or activities of the FBO of the equipment, and shall be in the following categories and amounts:

1. Comprehensive General Liability
2. Completed Operations/Products Liability
3. Hangar keeper's Liability
4. Premises Medical Payments

All policies must include the City, its officers, agents, employees and volunteers as "Additional Insured" under its policies and must be endorsed to the applicable policy.

The insurance coverage and limits are set at the sole discretion of the City and are subject to change or revision as the need arises.

SECTION IV: PROPOSAL CONTENTS

All RFP submittals should contain the following items at a minimum:

A. General Information

1. Request for Proposal (RFP) Form
2. Names and qualifications of corporate/company officers/owners.

3. Company address/location(s) and other appropriate contact information
4. Brief history of the company.
5. A full description of the Responder's entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all persons or entities having a beneficial interest in the proposal.

B. Financial Fitness

1. The Respondent must be able to provide sufficient proof supporting the Responder's financial ability to fulfill the obligations contained in the agreement.

C. Business Plan

1. *Operations Plan:* Attach a description of the Respondent's scope of operations, setting forth each business activity proposed in accordance with this RFP, and the means to be employed to operate the FBO in order to provide high quality service to general aviation patrons and the general public.
2. *Management Structure and Operating Personnel Schedule:* Attach a description of the Respondent's proposed management hierarchy and operating personnel schedule proposed job titles and descriptions should be included.
3. *Marketing Program:* Attach a description of the marketing program the Respondent would propose to use in attracting new aviation activity to the FBO.
4. *Other:* Include a description of any alternative revenue streams or additional customers services not included in this RFP that the Responder proposes (and will be negotiated with the City).

D. References

Provide contact information for three individuals that have had experience with the Responder's company.

E. Other Information

1. Respondent may provide other relevant information to support their qualifications to provide the services described herein.
2. Respondent should describe anticipated capital investment to be made in the FBO facility upon execution of the lease, if any.

SECTION V: PROPOSAL SUBMITTAL

A. Submittal Package

Respondents shall submit five (5) printed copies and one electronic PDF copy on a thumb drive of Proposal.

B. Delivery

Proposals must be submitted to the City Secretary's Office, Attn: Kelly Dix, City Secretary, 1001 Buchanan Drive, Suite #4 Burnet, Texas 78611

Proposals must be in a sealed envelope, marked "Airport FBO, RFP #2022-002, DO NOT OPEN". Proposals received after Due Date and time as provided for in Section C will not be accepted. It is the responsibility of the submitting Fixed Based Operator to ensure that the Proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting Fixed Based Operator.

C. Schedule

EVENT	DATE
Issuance of RFP	Wednesday, February 16, 2022
1st Publication Date	Wednesday, February 16, 2022
2nd Publication Date	Wednesday, February 23, 2022
Pre-RFP Meeting/Facility Tour (9:00a.m.)	Thursday, March 10, 2022
RFP Question Deadline (2:00p.m.)	Friday, March 18, 2022
RFP Due Date (2:00p.m.)	Thursday, April 7, 2022

D. Site Visit

Responders wishing to conduct a site visit of the Airport must attend the RFP Meeting/Facility Tour on the date and time provided for herein. The Pre-RFP Meeting/Facility Tour will be held at 2402 South Water Street, Burnet, Texas 78611.

Separate meetings/site visits will not be held with prospective respondents.

E. Questions

All questions must be submitted in writing to afeild@cityofburnet.com by the RFP Question Deadline provided for in Section C.

All submitted questions will be posted to the City's website at www.cityofburnet.com/rfps under the Proposal item for all parties to view.

F. City Reservations

The City reserves the right to:

1. Modify or otherwise vary the terms and conditions of the RFP at any time, including but not limited to, deadlines for submission, schedules and proposal requirements.
2. Shortlist more than one firm and have those firms complete a presentation to the Selection Committee and City Council.
3. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.
4. Negotiate with any or all Respondents in order to obtain terms most beneficial to the City.

Exhibit 1



