

CHAUTAUQUA COUNTY

REQUEST FOR PROPOSALS



PROPOSAL NO. RFP-4A-19 ARPT

**Fixed Base Operator (“FBO”) Solicitation for
Chautauqua County Jamestown Airport**

PROPOSAL ISSUE DATE:	October 31, 2019
QUESTIONS DUE BY:	November 8, 2019
PROPOSAL DUE DATE:	November 22, 2019
TIME:	3:30 PM

CHAUTAUQUA COUNTY DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

TRACY FRANCE, PURCHASING MANAGER

3 NORTH ERIE ST.

MAYVILLE, NY 14757

716-753-4917

EMAIL: FRANCET@CO.CHAUTAUQUA.NY.US

**CHAUTAUQUA COUNTY
RESPONSE CHECKLIST - PROPOSAL NO. RFP-4A-19 ARPT**

Please note below a list of documents which must be submitted in full as part of this proposal. Failure to submit any of the documents as part of your proposal or failure to acknowledge any addendum in writing with your proposal may be cause for rejection of the proposal.

Submitting a proposal on any condition, limitation or provision not officially invited in this RFP (Request for Proposal) may also be cause for rejection.

Please check each item indicating your compliance:

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL.

___ RESPONSE CHECKLIST

___ NON-COLLUSION CERTIFICATE

___ IRANIAN DIVESTMENT CERTIFICATE

___ FINANCIAL AFFIDAVIT

___ AFFIDAVIT OF A FOREIGN CORPORATION

___ CORPORATE ACKNOWLEDGEMENT CERTIFICATE

___ EXCLUSION CHECK

___ PRICING SUBMISSION SHEET (PROPOSAL FORM) IF INCLUDED OR VENDOR'S OWN SUBMISSION

___ REQUIRED FORMS AS LISTED IN RFP

___ ADDENDUM(S) ACKNOWLEDGE (IF APPLICABLE)

___ ONE (1) ORIGINAL AND ONE (1) COPY OF YOUR SUBMITTED PROPOSAL

___ INSURANCE CERTIFICATES

COMPANY	TELEPHONE NUMBER
ADDRESS	EMAIL ADDRESS
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE	DATE

PROPOSAL RESPONSE FORM

Proposal No. RFP-4A-19 ARPT

Proposal Title: Fixed Base Operator (“FBO”) Solicitation for Chautauqua County Jamestown Airport

VENDOR NAME: _____

COMPANY: _____

REPRESENTATIVE: _____

EMAIL: _____ **/PH.** _____

Below are two options, please indicate which one is applicable to your response and return to the contact below:

We the above referenced Company will be preparing a proposal to submit for this project. I am returning this document to assure that I receive all further communication regarding the RFP including any addendums issued.

We the above referenced Company will not be preparing a proposal to submit for this project for the following reasons listed below. **Please check where applicable:**

_____ Project or scope not suited to our Company.

_____ Our items and/or materials do not meet your specifications.

_____ Insurance Requirements

_____ Bond Requirements too restrictive (when required)

_____ Scope of services are not clearly understood or applicable _____ too vague _____ too rigid

_____ Insufficient time allowed for preparation of proposal

_____ Other reason not listed above (or) elaborate on the checked marked reason above:

Please send your response to: Tracy France, Purchasing Manager
Phone: 716-753-4917
Email: francet@co.chautauqua.ny.us

SECTION 1: INTRODUCTION AND INSTRUCTIONS

- 1.1. **RFP** - The services that are required herein are not subject to formal competitive bidding under Section 103 of New York State General Municipal Law. Chautauqua County Purchasing Policy rules in this case require selection of a contractor through a Request for Proposal process.
- 1.2. Chautauqua County encourages all qualified applicants, including Minority-owned Business Enterprises, Women-owned Business Enterprises, Small business Enterprises and Disadvantaged Business Enterprises, to partake in the solicitation of these and all other services. The successful proposer must be an Equal Opportunity Employer.
- 1.3. Chautauqua County is exempt from all Federal and State taxes.
- 1.4 Insurance must be in place prior to execution of the agreement and shall be up to date and maintained for the contract term.
 - When sample certificates are not supplied with your proposal the awarded proposer shall supply up-to-date or corrected certificates of insurance within (5) five days of receipt of the Notice of Award. You may email your certificates to wakamata@co.chautauqua.ny.us.
 - Failure to do so may be cause for the County to declare a proposal non-responsive, with the result that the award may go to the next highest scoring proposal.
- 1.5 A copy of the Chautauqua County Minimum Insurance Requirements is attached. *Note: In addition to meeting all the requirements of attached Appendix C, solicitation should also include Hangarkeeper’s coverage in the amount of \$1,000,000.
- 1.6 The successful proposer must obtain Chautauqua County approval prior to utilizing a subcontractor in order to perform the requirements of this RFP.

SECTION 2: SUBMISSION OF PROPOSALS:

- 2.1 Sealed proposals shall be submitted to Chautauqua County Department of Finance, Division of Purchasing, 3 North Erie St., Mayville, NY by **November 22, 2019 at 3:30p.m.**

Please include the following information on the front of the sealed envelope:

Attention:	Tracy France, Purchasing Manager
Proposal No:	RFP-4A-19 ARPT
Title of Proposal:	Fixed Base Operator (“FBO”) Solicitation for Chautauqua County Jamestown Airport

Any proposals, or unsolicited amendments to proposals, received after the due date and time specified on the cover page may not be considered in the review process. No faxed or e-mailed documents will be accepted. Chautauqua County takes no responsibility for any

third party error in the delivery of the applications (e.g., U.S. Post Office, Federal Express, UPS, courier, etc.).

- 2.2 No (Phase II) proposal will be considered which is not accompanied by pricing information for services to be rendered, and all proposals shall be signed by an authorized individual.
- 2.3 Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Proposers intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (NYS Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission on which there appears any material claimed to be protected as confidential or proprietary with the following legend, in bold face, capital letters at the top of each page: “THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW”. Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

SECTION 3: MODIFICATIONS OR WITHDRAWAL OF PROPOSAL:

- 3.1 Questions about or requests for clarification of an item for this RFP must be submitted in writing to Tracy France, Purchasing Manager at francet@co.chautauqua.ny.us. Questions must be submitted prior to the scheduled date specified herein. County responses will be submitted to all parties in the form of an Addendum to the original RFP, receipt of which must be acknowledged with each proposal submittal.
- 3.2 Other than the contact person identified in the proposal, or their designee, prospective proposers shall not approach County employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.
- 3.3 A proposal that is in the possession of Chautauqua County may be altered by a sealed letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the opening. Fax, email, telephone or verbal alterations will not be accepted. A proposal that is in the possession of Chautauqua County may be withdrawn by the vendor up to the time of the opening. Failure of the successful proposer to furnish the service awarded, as a result of this Request for Proposal, may eliminate the proposer from the active vendors list for a period of time as determined by the Purchasing Manager.

SECTION 4: EVALUATION CRITERIA:

- 4.1 Selection of one or more prospective FBO lessees/operators for subsequent negotiations of an FBO lease/operation contract will be based on the following factors/criteria:
 - A. Prospective lessee’s/operator’s management plan and identified wherewithal to implement the plan.

- B. Expertise, depth, and experience of key management personnel to undertake the proposed scope of operations.
- C. Prospective lessee's/operator's articulated understanding of the general aviation market potential at the Jamestown Airport and its proposed service delivery model to meet the identified needs/opportunities.
- D. Prospective lessee's/operator's understanding of the legal, regulatory, civic, and business environment, and its articulated strategies to address stakeholders' equities in the FBO's conduct and related aviation services in the Jamestown Airport environs.
- E. Proposed portfolio of services to be offered.
- F. Risk management strategy and contingency plans to deal with unforeseen circumstances and/or the exploitation of opportunities that may arise.

SECTION 5: PROPOSAL FORMAT AND SUBMITTALS:

5.1 Proposal Requirements: Interested Proposers are invited to submit proposals which shall include the following at a minimum:

- A. Letter of intent;
- B. Organization and resource portfolios;
- C. Letters of reference from airport authorities/sponsors, affiliated businesses, financial backers, or other parties familiar with the proposers past business performance;
- D. Relevant business experience and proposed management plan;
- E. Proposed operations portfolio and supporting business plan with pro forma Profit & Loss statement, including proposed remittances to the County; and
- F. Marketing plans.

Proposers must submit a complete proposal which addresses each component of the RFP. Please note that technically responsive proposals must convey means and methods to deliver Minimum Standards for FBO Services to the aviation patrons at the Jamestown Airport (See Attachment A). Proposers are encourage to offer additional services that impart value or benefit to all airport patrons and/or the airport sponsor. Proposers are encouraged to be creative and to propose any service they wish to offer that is beneficial, necessary, or improves the scope and quality of services provided at the airport.

SECTION 6: AWARD AND CONTRACT INFORMATION:

6.1 Award of a Fixed Base Operation lease/operation agreement pursuant to this solicitation is subject to the Exclusive Rights policies and regulations mandated by the U.S. Department of Transportation/Federal Aviation Administration (hereinafter referred to as "FAA") for federally-obligated airports. This policy is explained in FAA AC No. 150/5190-6. It is the intention of the County to lease all existing flight line facilities, including all refueling systems, to the entity selected through this solicitation.

The Jamestown Airport facilities and flight-side infrastructure represent a substantial investment of County, State and Federal funds; therefore, it is the County's objective to

select and enter into a negotiated contract with an FBO Lessee/operator best suited to sustain and grow the value of the airport to the aviation community and the public at large. As airport sponsor, the County reserves its prerogative to determine the highest and best use of County airport facilities in support of the aviation community.

- 6.2 Selection Methodology:** Selection of an FBO lessee/operator will follow a two-phased process. Phase I focuses on evaluating and selecting proposals most responsive to the scope and caliber of services sought by the County and supported by management plans and demonstrated past performance of similar work. A selection committee will evaluate each business proposal and notify technically responsive Proposers of their conditional qualification. Phase II involves negotiations with one or more technically responsive Proposers to reach agreement on business terms and financial commitments that offers best value to the County along with high assurance of financial success to both parties. At the conclusion of Phase II, the successful Proposer will be offered a multi-year lease operate contract with the County.

As part of this Phase II negotiation, successful Proposers will be asked to provide the following information:

- Demonstration of financial means to implement the objective business plan. Required documentation may include audited financial statements, credit checks, letter(s) of credit, or other demonstration of financial means.
- Credentials supporting the prospective lessee's/operator's proposed service delivery portfolio. These credentials may include, but are not limited to, licenses, certificates, permits, proof of ownership and registration records.

- 6.3** The proposer agrees that should their firm be awarded a contract, proposer will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, sexual orientation, national origin, or disability.

- 6.4** The proposer expressly warrants to the County that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.

- 6.5** Chautauqua County reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the County to do so. Explanations of County decisions shall not be required except as otherwise provided by law.

- 6.6** The successful proposer will be required to enter into and sign an Agreement or an Agreement of Services (Contract) with the County with reasonable adjustments acceptable to the County. This RFP and the response of the successful proposer may become a part of the Contract and will be in effect for the duration of the contract. The Contract language will control over any conflicting language contained within this RFP.

SECTION 10: CONTRACT TERM:

- 9.1 Contract Term:** It is anticipated that the FBO Agreement shall be for a base period of not less than two (2) years and not more than twenty (20) years.
- 9.2 Insurance& Bonds:** Please attach your insurance certificates and bonds (if applicable). Certificates must match the Counties attached “Minimum Insurance Requirements” and sample certificates. Bonds must meet the attach “Bond Requirements” (when required). All required documents are to be attached to your proposal.

The County may allow a five (5) day grace period for insurance certificates and bonds (if applicable) that may need corrections. This period will begin from the time that the Proposal has been awarded. If all certificates and/or bonds have not been received within the five (5) days from said request the County may decide the go to the next highest scoring proposal.

1. RFP-SPECIFIC INFORMATION:

SECTION I – Intent of Proposal

The purpose of this Request for Proposal (hereinafter referred to as “RFP”) is to solicit proposals from prospective FBO Lessees/operators for operation of flight line and hangar management services and other aviation services at the Chautauqua County/Jamestown Airport (JHW). The objective proposal will describe the prospective Lessee’s/operator’s business, operations, management and service delivery model for core FBO services (see Attachment A: Minimum Standards for FBO Services to the General Aviation Patrons at JHW). The prospective FBO Lessee/operator is encouraged prepare a business proposal based on the minimum standards and services delineated in Attachment A. Interested FBO lease/operators are encouraged to propose additional services above and beyond core FBO services delineated in Attachment A. Chautauqua County (hereinafter referred to as “the County”), will evaluate proposals with the objective of selecting one or more prospective Lessees/operators for subsequent negotiation of a best value contract.

At the proposer’s option, you may elect to also propose optional business lines and service delivery plans for other aviation or non-aviation related services that would provide a broader portfolio of services at the airport. Any Special Aviation Service Operations (“SASO”) that the proposer intends to establish at the Chautauqua County/Jamestown Airport within the constructs of a lease/operation agreement with the County shall be enumerated as optional or supplemental services in your proposal.

Special Instructions – This RFP is being issued by the County concomitant with a similar solicitation, RFP-4B-19 ARPT, for lease/operation of the County’s FBO located at the Chautauqua County/Dunkirk Airport (DKK). Any proposer interested in operating the FBO services at both airports under a single management plan/structure is invited to submit a combined proposal for both solicitations. If your plan proposes to operate FBO’s at both the Jamestown and Dunkirk Airports, please clearly convey that intent in your proposal cover letter and submit a single combined proposal responding to both solicitations.

Site Visit - A site visit of the Jamestown Airport and facilities can be arranged by contacting the Airports Manager, Ron Almeter, at: (716) 661-8930 or via email: FlyJHW@co.chautauqua.ny.us.

Request for Proposal Timeline:

Date	Activity
October 31, 2019	Issue RFP
November 1-8, 2019	Site visits by appointment
November 8, 2019	Questions due from prospective proposers
November 22, 2019	Proposals due to Chautauqua County Airports
November 24- December 2, 2019	Selection Committee evaluates proposals
Dec. 3-11, 2019	Negotiations with technically responsive proposers
Dec. 13, 2019	Notification of Award
January 31, 2020	Effective contract date

Section II – Background and Facilities Description

Background: The Chautauqua County/Jamestown Airport (“JHW”), a general aviation airport located in the Town of Ellicott, New York, is owned by the County and operated as a division within the County’s Department of Public Facilities. The County maintains and operates all air-side facilities and infrastructure. FBO operations at the Jamestown Airport have been provided under a lease/operation agreement with Jamestown Aviation since 2002. The current lease agreement with Jamestown Aviation will terminate for convenience of the lease effective January 31, 2020. In addition to the FBO business entity, the airport hosts an avionics sales and service business, an aircraft sales business, and subcontracted aircraft engine repair and inspection work. These discrete business entities are all under the Nalbhone family’s ownership.

Airport Description

The Chautauqua County/Jamestown Airport is designated by the FAA as a publicly-owned, public-use facility and is characterized as a general aviation (GA) facility under the 2013-2017 National Plan of Integrated Airport Systems (“NPIAS”). Under the New York State Aviation System Plan (“NYSASP”), the Jamestown Airport is classified as a Regional airport Category 1 – national/commercial service having an ARC designation B-II. The Jamestown Airport is one of three general aviation airports in the NYSASP – Southern Tier West Region which is comprised of Chautauqua, Cattaraugus, and Allegany counties.

The Jamestown airfield was opened in 1932 as a federal Civil Works Administration project and was acquired by the City of Jamestown in 1935. The City transferred ownership to Chautauqua County in January 1971. The FBO has been operated by the Nalbhone family since 2002 under a lease agreement between Jamestown Aviation and the County. Under the current agreement, Jamestown Aviation provides core FBO services and delivers flight training and aircraft rental services under the business entity “Majestic Aviation” and operates a car rental franchise under license with Hertz.

With the termination for convenience of the Jamestown Aviation lease, all FBO services currently provided under the agreement, including flight training, and aircraft and car rental, will cease.

Under a separate lease/operation agreement, Lou Nalbhone operates Chautauqua Aircraft Sales Inc., and occupies leased space in Hangar E. Chautauqua Aircraft Sales Inc., will continue to occupy Hangar E and operate an aircraft repair facility. It is important to note that upon the termination of the Jamestown Aviation lease on January 31, 2020, no other FBO service providers will be in place at the Jamestown Airport. In the past, the Jamestown Airport was served by multiple FBOs simultaneously. The County does not exclude such an arrangement in the future; however, this solicitation seeks to engage a single business entity to operate all County facilities currently supporting FBO operations under a single, consolidated aviation services agreement.

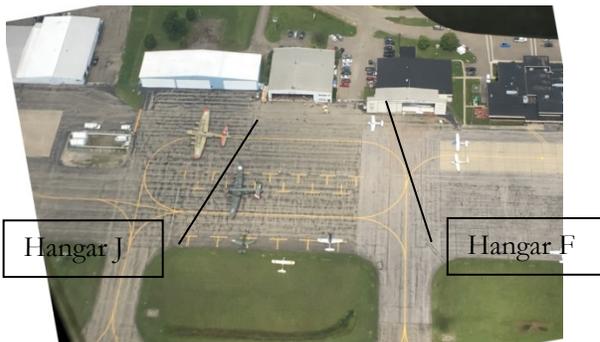
Airfield Facilities

The Jamestown Airport is configured with two intersecting runways. Runway 7-25 is the primary runway measuring 5,300 ft. x 100 ft. Runway 13-31 measures 4,500 ft. x 100 ft. Both runways are accessed from parallel taxiways. Presently, the Jamestown Airport has published, precision instrument approach on Runway 25 and non-precision approaches on Runways 7, 13, and 31.



Flight line Facilities

Hangar	Size (ft ²)	Facilities/features
A	25,000	General Aviation use
F	4,000*	Heated, plumbing, *West bay only
J	11,500	Includes 8,000 g.s.f. hangar plus mixed use space including offices, workshops; currently configured as FBO front office and flight school offices
L	23,500	Insulated but heating inoperative. Adjoining office and shop space
C	10,000	Currently unserviceable due to derelict hangar door and deteriorated building envelop. Rehabilitation planned for 2020 under NYS DOT aviation grant.



Hangar J – FBO hangar (Jamestown_



Hangar L interior



Hangar L (Jamestown)

Offices

The FBO office is located in Hangar J and is configured with conference/training rooms, lobby, crew lounge, restrooms and staff offices. Total area of the two-level office/lounge area is approximately 3,200 g.s.f.

Fuel Farm

Fuel storage and handling facilities consists of one (1) 12,000 gallon 100LL avgas and one (1) 12,000 Jet A double-walled, above ground fuel storage tanks and associated piping, pumps, and dispensers. Aircraft are currently refueled from refueler trucks filled from the fuel farm. Single engine piston aircraft can be refueled directly from the dispenser at the fuel farm, but use of refueler trucks is necessary for multi-engine and jet aircraft. The County will take ownership of the existing above ground fuel tanks and associated dispenser equipment when the current FBO Lessee/operator vacates its lease. The fuel system will be maintained by the County and will be designated for operation/use by the FBO Lessee/operator under terms of the agreement.

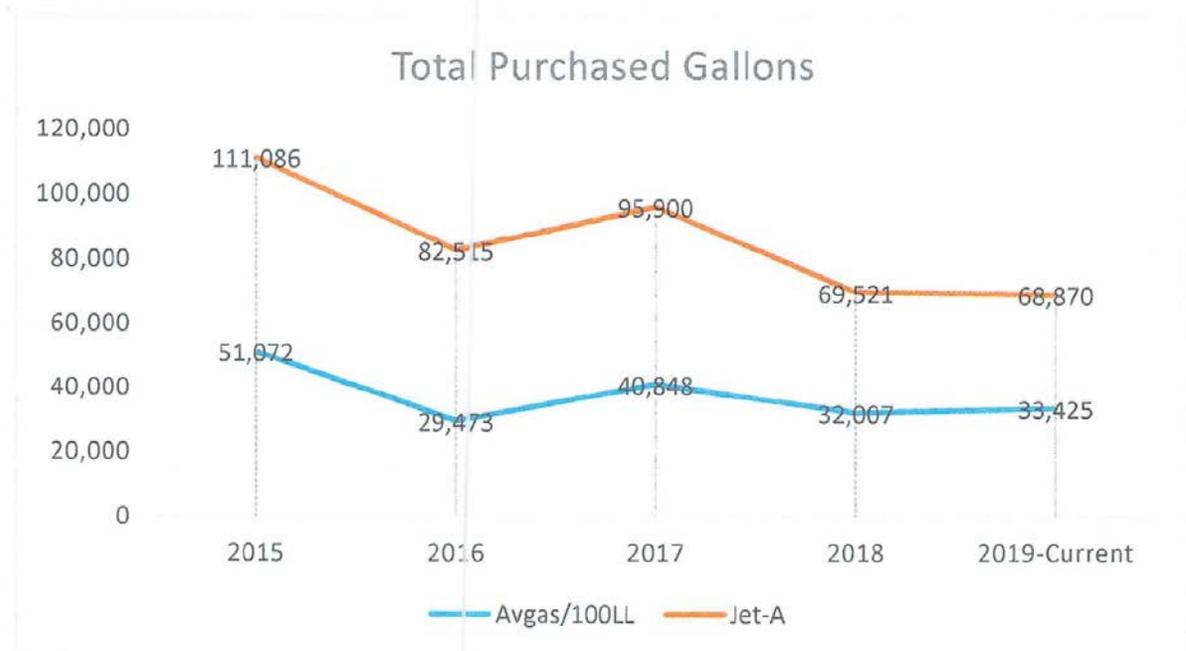
The responsive FBO Lessee/operator must obtain certification by the designated flight line supervisor as a "Fuel Safety Supervisor" in compliance with 14 CFR §139.321 to operate the County-owned fuel systems.

Fuel is currently supplied to Jamestown Aviation FBO under a Fixed Base Operator Aviation Fuel Supply agreement with AvFuel Corporation that includes AvFuel's AVTRIP and Contract Fuel Dealer programs.

All other equipment, material, supplies, and other resources necessary to provide aircraft refueling services are the sole responsibility of the FBO Lessee/operator. It is the FBO Lessee's/operators sole responsibility to acquire, maintain and operate all equipment necessary to deliver the minimum services enumerated in Attachment A. The fuel dispensing system is not currently configured for self-service operation and the County has no plans to install self-service capabilities. However, prospective FBO Lessees/operators may seek to install self-serve refueling equipment at their own cost. Prior approval from the County and regulatory entities would be required to make any modifications to the refueling systems.

Jamestown Aviation Company, LLC
Purchase of Fuel by Gallons

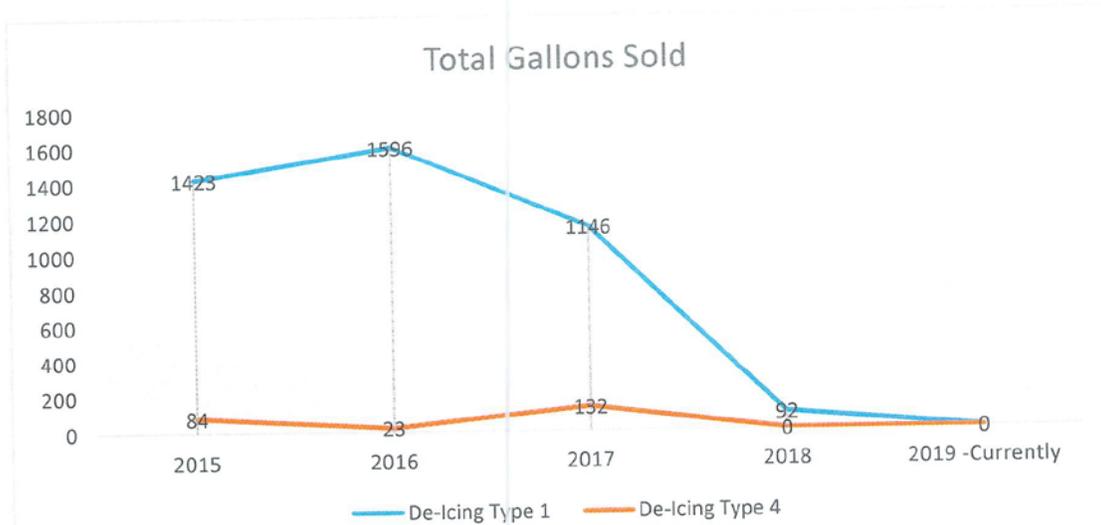
	2015	2016	2017	2018	2019-Current
Avgas/100LL	51,072	29,473	40,848	32,007	33,425
Jet-A	111,086	82,515	95,900	69,521	68,870



The County does not have access to Jamestown Aviation financial records that reveal fuel sales or net revenue.

**Jamestown Aviation Company, LLC
Total De-Icing Fluid Sold by the Gallon**

	2015	2016	2017	2018	2019 -Currently
De-Icing Type 1	1423	1596	1146	92	0
De-Icing Type 4	84	23	132	0	0



The County does not have access to Jamestown Aviation financial records that reveal net revenue from de-icing services.

Current Based Aircraft

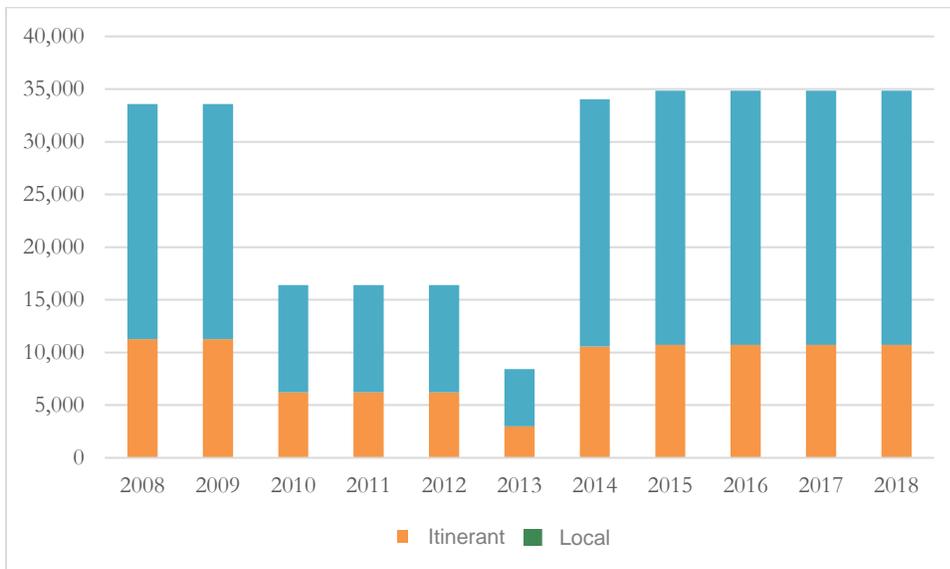
Aircraft Type	On Hand as of 7/22/2019
Single Engine	20
Multi Engine	5
Jet	0
Helicopter	1
Total	26

JHW Aircraft Operations (2018)

Operation Type	Operations
Air Carrier	1,925
Air Taxi	0
GA Local	24,116
GA Itinerant	7,969
Military	827
Total Annual Operations	34,837

Note: Operations listed match those listed in the FAA TAF for the year 2018.
 Source: FAA Form 5010-1, *Airport Master Record*, for the 12-month period ending 5/31/2018; C&S Engineers, Inc., 2019

FAA TAF Historical Operations



Source: FAA TAF, February 2019; C&S Engineers, Inc., 2019

Hangar Leases: Currently Jamestown Aviation holds all hangar sub-leases with based aircraft in Hangars A, J, and L, and the West bay of Hangar F. Three based aircraft are NOT in FBO lease-managed facilities. These aircraft include one single-engine, one multi-engine, and one helicopter housed in the East bay of Hangar F, a privately-owned hangar for which the FBO bears no responsibility and produces no hangar rental revenue.

The County does not have access to Jamestown Aviation financial records and therefore cannot provide current hangar rental revenue.

Hangars and facilities not included in the scope of this solicitation include Hangar E, currently under lease to Chautauqua Aircraft Sales for use as an aviation repair facility until December 2024, and two bays (Center and East) in Hangar F, which are privately owned and maintained. For planning purposes, the County intends to extend to Chautauqua Aircraft Sales the right to park and tie-down up to 6 single or multi-engine propeller aircraft on the apron immediately in front of Hangar E.

Existing and future flight line facilities and services commitments

In addition to hangars currently leased or owned by others, the County reserves, at its sole prerogative, the right to offer hangar use privileges to a commercial air carrier for permanent hosting of air carrier aircraft at the Jamestown Airport. The County is currently petitioning the U.S. Department of Transportation to enter into an Essential Air Service (EAS) contract with a commercial air carrier. In the event that an EAS contract is awarded, the County intends to allow the commercial air carrier to house up to two (2) Pilatus PC-12 or equivalent aircraft in an existing hangar at no cost to said carrier. In this eventuality, the County will negotiate with the FBO Lessee/operator for equitable consideration to off-set the loss of hangar rental revenue directly resulting from the allocation of hangar space to the commercial air carrier.

In addition to the no-cost use of existing hangar space, the County will also make available to the commercial air carrier reasonable apron staging and tie-down space on the apron in front of the terminal. The County will also waive all landing and ground handling fees for commercial air carrier aircraft operating under an EAS subsidy contract. No additional consideration will be extended to the FBO Lessee/operator for apron or maneuvering surfaces use by commercial air carrier aircraft.

Section III - Business Opportunity

The successful Proposer shall provide services and amenities as described in Minimum Standards for FBO Services to the General Aviation Patrons at JHW (See Attachment A). Minimum Standards for FBO Services are subject to FAA policies pertaining to Minimum Standards for Commercial Aeronautical Activities as enumerated in FAA AC 150/5190-7.

In addition to the minimum standards outlined in Attachment A, the prospective FBO Lessee/operator is encouraged to provide additional flight line services, amenities, and capabilities to airport patrons. Prospective FBO Lessees/operators are invited and encouraged to propose additional Special Aviation Service Operations (“SASO”) as part of their business plan and service delivery model. Proposed SASOs will be evaluated on the basis of expected value to the aviation community and extrinsic value to the County. SASO services or business lines may be provided by the FBO Lessee/operator directly under a lease/operation contract with the County or through a subcontract, partnership, joint venture, or other business relationship acceptable to the County. SASO services/business lines may include but shall not be limited to the following:

- a) Aircraft sales;
- b) Aircraft maintenance and repair;
- c) Avionics sales, installation and repairs;
- d) Instrument and propeller repair services;
- e) Flight instruction, including UAV pilot instruction; and
- f) Specialized commercial flight operation.

The County will consider the portfolio of SASO services offered by the prospective FBO Lessee/operator in evaluating the merit of each technical/business proposal.

Minimum SASO Facility Requirements.

Where the SASO provider has a direct lease with the County, the ground lease and facility requirements will be determined by negotiated agreement between the Lessee/operator and the County based on the specific operation to be conducted that will be provided for in the lease. For purposes of developing proposals, assume that only the facilities identified for FBO lease/operation in this solicitation will be available for FBO Lessee/operation use.

Non-aviation service operations

The FBO Lessee/operator may directly perform non-aviation services or through a subcontract, partnership, joint venture, or other business relationship acceptable to the County, provide other non-aviation services at the Jamestown Airport. Such services may include, but not be limited to, the following:

- a) Car rental;
- b) Livery services;
- c) Special Event hosting/sponsorship; and
- d) Food services/catering.

All SASOs and non-aviation service operations are subject to prior approval of the County and may be subject to approval by other authorities having jurisdiction over said operations. Any and all SASO and non-aviation service operations shall be expressly authorized in the lease/operation agreement or amendment thereof.

Responsibilities of the FBO Lessee/Operator

The FBO Lessee/operator will manage all existing hangar leases and will negotiate lease extensions or renew expiring leases under terms compliant with FAA Order 5190.6B: FAA Airport Compliance Manual. Legacy hangar lease agreements shall be honored by the FBO operator until lease expiration.

The FBO Lessee/operator must obtain and maintain an Aviation Fuel Retailer Supplier permit with the New York State Department of Taxation and Finance.

The FBO Lessee/operator is responsible for all fees and charges associated with the delivery of utility services and the establishment/repair of existing services. Responsibility for the following utilities is assigned to the FBO Lessee/operator:

- a) Electric and Natural Gas (for hangars, appendages to the FBO building, and fuel storage/dispensing systems);
- b) Water and wastewater;
- c) Telephone, internet, and other communication services;
- d) Contaminated petroleum, waste oil, lubricant holding, and recycling services; and
- e) Trash collection and recycling.

The County will provide an above ground fuel storage and aircraft refueling station for both JetA and 100 LL fuels near the existing UST's. The fuel storage and dispensing systems provide 12,000 gallon storage of Jet A and 12,000 gallon storage of 100 LL avgas. The FBO Lessee/operator will be responsible for the operation, maintenance, calibration, and inspection of all fuel storage, dispensing, and monitoring/alarm systems. The FBO Lessee/operator shall additionally furnish, operate, and maintain at least one refueler truck of Jet A and one refueler truck of 100 LL avgas for the refueling of aircraft. The County will not require the FBO Lessee/operator to have hazmat endorsed CDL licensed operators or require New York State inspection or registration of refueler vehicles provided said vehicles are operated only on County Airport property.

The FBO Lessee/operator will be responsible for all repairs to hangars, fuel storage facilities, other flight line facilities, or County property resulting from accidental damage, negligence, or willful neglect on the part of the FBO Lessee's/operator's employees or aircraft owners/pilots. Hangar space leased to third party aircraft owners shall be subject to and shall incorporate in the sub-lease agreement Exhibit B titled, "Work that may be performed by a non-licensed aircraft owner on his/her own plane".

The FBO Lessee/operator shall enter into written lease agreements with third parties with whom it intends to sub-lease hangars or other County-owned facilities. Standard hangar or other facility sub-lease agreements shall be submitted by the FBO Lessee/operator to the County for review and approval prior to execution between the FBO Lessee/operator and any third party. All hangar lease agreements shall require proof of insurance with not less than \$1,000,000 general liability and shall name Chautauqua County as additional insured for liability coverage.

County Provided Services and Equipment (Chautauqua County Department of Public Facilities/Airports Division)

The County will perform all preventative and routine corrective maintenance of the hangars and supporting facilities, excluding the fuel farm.

The County will maintain and operate all air-side movement surfaces, airfield lighting, and aids to air navigation.

The County will service and maintain all pedestrian and vehicle access gates and all parking area improvements.

The County will be responsible for refurbishing, renovating, and replacing facilities and infrastructure as such facilities reach the end of their useful life through normal wear and tear. In the event the FBO Lessee/operator determines that existing facilities are inadequate or unsuitable for intended use, the FBO Lessee/operator may choose, with prior coordination and approval by the County, to renovate or replace existing facilities and infrastructure with improvements that meet bonafide business needs.

All existing tools, furnishings, office equipment, technical manuals, and aircraft handling equipment will be temporarily assigned to the FBO Lessee's/operator's custody upon execution of a lease/operation contract. Ownership of said equipment will remain with the County and possession will revert to the County upon termination of the contract.

The County will maintain an FCC AF license for the Unicom base station located in the FBO office building. FBO Lessee/operator is responsible for maintenance of the radio equipment.

Capital Improvements

The County recognizes that existing flight line facilities and infrastructure present certain constraints on the scope and quality of services that can currently be provided by the FBO Lessee/operator. It is in the County's interest to collaborate with the FBO Lessee/operator to modernize and renovate existing facilities and/or invest in new facilities to position the airport for future growth and provide improved value to the GA community. Therefore, the County will consider proposed business plans that include capital improvements funded in whole or in part with private equity funds. The County is also intent upon pursuing airport capital improvement grant funds made available on an annual basis through the New York State Department of Transportation ("NYSDOT") Aviation Capital Grant Program. A NYSDOT grant was recently awarded for reconstruction of the Jamestown Hangar C to provide for rehabilitation and upgrades to the hangar and office area on the footprint of the existing 10,000 ft² structure. The County is interested in pursuing additional capital improvements through this NYSDOT program and would favorably consider business proposals from prospective FBO Lessees/operators prepared to take an equity stake in a new or refurbished facility project. According to past NYSDOT grant program guidelines, proposals that include a significant local share or private investor equity stake receive preferential consideration. Prospective FBO Lessees/operators are invited to propose cost share strategies for candidate projects under the

Resources: The following background and reference documents can be found on the Chautauqua County/Dunkirk Airport website: <http://www.co.chautauqua.ny.us/834/Business-Opportunities>

- Chautauqua County Airports Economic Impact Analysis; W.A. Wiedermann & Associates, Inc., June 2016
- Chautauqua County/ Dunkirk Airport Master plan, May 2017; Passero Associates
- Registered Underground Fuel Storage Tanks
- Sample hangar lease agreement

For more information concerning the airport and current operations, please contact the Chautauqua County Airports Manager, Ron Almeter, by phone at (716) 661-8930 or by email at:

FlyJHW@co.chautauqua.ny.us. Questions specific to this request for proposal should be submitted in writing via email to: FlyJHW@co.chautauqua.ny.us.

“Attachment A”

Jamestown Airport Fixed Base Operation (FBO) Lease Operate Solicitation

Minimum Standards for FBO Services to the General Aviation Patrons at JHW

FBOs at JHW shall be subject to minimum service standards, minimum staffing standards, and minimum facility requirements. Specifically, the FBO will be required to provide either directly or by sublease/subcontract all of the following services:

- (1) Aircraft Maintenance and Repair
 - a. Sufficient equipment, supplies, and spare parts to perform maintenance and repairs with personnel who are currently certified by the FAA with ratings appropriate to the work being performed and who hold an airframe, power plant, or aircraft inspector rating; or maintain a current FAR Part 145 Certificate.

- (2) Tie-down, Line Service or Ground Handling.
 - a. Adequately trained personnel and equipment, with never less than one (1) person on duty on the premises at all times during scheduled hours of operation.
 - b. Aircraft parking and tie-down facilities and equipment, including ropes, chains, wheel chocks, and any other types of restraining devices suitable to accommodate at least ten (10) aircraft.
 - c. Ground support equipment for the turnaround of aircraft, including energizers, and starters, ground power units, fire extinguishers, and an auxiliary power unit.
 - d. Transportation for transient passengers and pilots (i.e. access to a car for hire, shuttle or crew car).
 - e. Equipment, parts and personnel for performing minor maintenance such as tire inflating.
 - f. Tugs, tow bars, and related equipment necessary to handle aircraft in ADG group III and smaller.
 - g. Lavatory servicing cart and off-site waste disposal services

- (3) Disabled Aircraft Recovery
 - a. Aircraft towing and other equipment as necessary for removal of disabled aircraft from the runway, taxiway, or other operational areas on the airport, aircraft tires, window and interior cleaning, and aircraft washing.

- (4) Retail Oil and Fuel Sales
 - a. Fully trained and qualified service personnel to dispense aviation fuels and lubricants on the premises during scheduled hours of operation.
 - b. FBOs shall dispense aviation fuels and lubricants to aircraft in the customs area in accordance with the policies and procedures set forth by AC 150/5230-4A, NFPA 407 and NFPA 385 (current editions), and 6 NYCRR Part 613.
 - c. Operate and maintain at least two (2) metered, filter-equipped fueling trucks adequate for dispensing aviation fuels. One refueler shall be equipped/configured for over-wing delivery of 100 LL avgas and one refueler shall be equipped/configured for over-wing and in-wing delivery of Jet A. Trucks shall meet all applicable safety and other regulatory requirements.

d. Operate and maintain (County-furnished) permanent, aviation fuel storage facilities for a minimum of ten thousand (10,000) gallons of both Jet A and 100 LL aviation fuel. Maintenance shall be in accordance with all applicable airport, County, State, and Federal laws, rules and regulations.

e. FBOs shall maintain a current Spill Prevention Control and Counter measure (“SPCC”) plan. The SPCC plan shall be maintained and updated in accordance with 40 CFR 112. A copy shall be provided to the County Airport Director.

(5) Hangar Rental and Aircraft Storage

a. FBO shall operate and maintain aircraft storage hangar listed in “Landside Facilities” for the permanent and itinerant storage of aircraft.

b. FBO managers shall provide a periodic review of their vacant hangar space and make recommendations to build additional hangars as required to meet reasonable market demands.

c. FBO shall ensure compliance with County standards/guidelines for use of hangars through periodic inspection of facilities and enforcement of hangar sublease agreements. The following items shall not be stored in FBO aircraft hangars: containers of flammable liquids, paint thinners, fuels, volatile materials, uncovered waste containers, compressed gasses, and other items which are considered a fire hazard.

(6) Flight Planning and Flight Service Facilities

a. A flight planning facility equipped with adequate communication and other necessary flight planning materials/resources.

(7) Snow Removal

a. The FBO shall maintain aprons and ramps clear of snow within 10 feet of all hangar doors, fueling stations, and pedestrian walkways.

(8) Aircraft De-icing

a. Trained personnel and equipment capable of de-icing aircraft with maximum tail height of 21 feet. De-icing capability must be available during attended hours of operation and available outside attended hours of operation with 4-hour call-in notice.

Minimum Staffing Standards. An FBO offering any of the services listed herein shall have at least one (1) employee (with ratings commensurate to the work being performed) on-site during scheduled business hours. At all other times, the FBO shall have one (1) person available, on-call, to respond to customer inquiries and airport emergencies. In addition, minimum service, management, and staffing standards for the activities listed above shall be provided. Multiple responsibilities may be assigned to personnel to meet staffing requirements for required activities.

Exhibit B

WORK THAT MAY BE PERFORMED BY A NON-LICENSED AIRCRAFT OWNER ON HIS OWN PLANE

1. Removal, installation and repair of landing gear tires.
2. Replacing elastic shock absorber cords on landing gear.
3. Servicing landing gear shock struts by adding oil, air, or both.
4. Cleaning and greasing landing gear wheel bearings.
5. Replacing defective safety wiring or cotter keys.
6. Lubrication requiring no disassembly other than removing cowlings, cover plates and fairings.
7. Making simple fabric patches not requiring rib stitching or the removing of structural parts or control surfaces
8. Adding hydraulic fluid.
9. Refinishing decorative coating of interior or exterior surfaces, except for balanced control surfaces when removal or disassembly of any part is not required.
10. Applying protective coatings.
11. Repairing upholstery.
12. Making simple repairs to fairings, non-structural cover plates. Cowlings and small patches or reinforcements.
13. Replacing side windows.
14. Replacing safety belt.
15. Replacing approved seats.
16. Repairing broken circuits, wiring in landing lights.
17. Replacing bulbs, reflectors, and lenses of position lights and landing lights.
18. Replacing wheels and skis not requiring weight and balance computations.
19. Replacing any cowling not requiring the removal of the propeller or disconnection of night controls.
20. Replacing or cleaning spark plugs and setting spark plug gaps.
21. Replacing any hose connection except hydraulic connections.
22. Replacing fabricated fuel lines.

23. Cleaning and replacing fuel strainers and oil filters.
24. Replacing and servicing batteries
25. Replacement or adjustment of non-structural fasteners.
26. Installation of anti-miss-fueling devices to reduce the diameter of fuel tanks filler openings.
27. Removing, checking and replacing magnetic ships detectors.