

CHAUTAUQUA COUNTY

REQUEST FOR PROPOSALS



PROPOSAL NO. RFP-4B-19 ARPT

**Fixed Base Operator (“FBO”) Solicitation for
Chautauqua County Dunkirk 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-4B-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-4B-19 ARPT

Proposal Title: Fixed Base Operator (“FBO”) Solicitation for Chautauqua County Dunkirk 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. It is preferred that you attach your updated certificates of insurance along with your proposal.
 - 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 are attached for your reference. *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-4B-19 ARPT
Title of Proposal:	Fixed Base Operator (“FBO”) Solicitation for Chautauqua County Dunkirk 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 BELIEVS 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 Dunkirk 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 Dunkirk 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 Dunkirk 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 related aviation services at the Chautauqua County/Dunkirk Airport (DKK). 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 DKK). **The prospective FBO lessee/operator is encouraged to prepare a business proposal based on the minimum standards and 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/Dunkirk 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-4A-19 ARPT, for the lease/operation of the County’s FBO located at the Chautauqua County/Jamestown Airport (JHW). 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 FBOs 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/Dunkirk Airport (“DKK”), a 450-acre general aviation airport located in the Town of Sheridan, 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. Prior to November 2017, the County contracted with Dunkirk Aviation Sales & Service Inc., under a long-term contract to lease/operate a FBO. In addition to the FBO business entity, the airport hosted an avionics sales and service business, a Section 141 flight school, an aircraft sales business, and subcontracted aircraft engine repair and inspection work. These discrete business entities were all under the Nalbone family’s ownership. In November 2017, Dunkirk Aviation ceased operations at the Dunkirk Airport. In the interest of maintaining continuity of flight line services, the County entered into a short-term lease/operation FBO services contract with the Chautauqua Regional Economic Development Corporation (“CREDC”) in Fall 2017. CREDC has operated the Dunkirk Airport FBO on an interim basis since November 1, 2017. CREDC is currently licensed by New York State to operate retail aviation fuel sales concession with AvFuel as the wholesale fuel supplier.

Airport Description

The Chautauqua County/Dunkirk 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 Dunkirk Airport is classified as a commercial airport with an ARC designation B-II. The Dunkirk Airport is one of three general aviation airports in the NYSASP – Southern Tier West Region, which is comprised of Chautauqua, Cattaraugus, and Allegany counties.

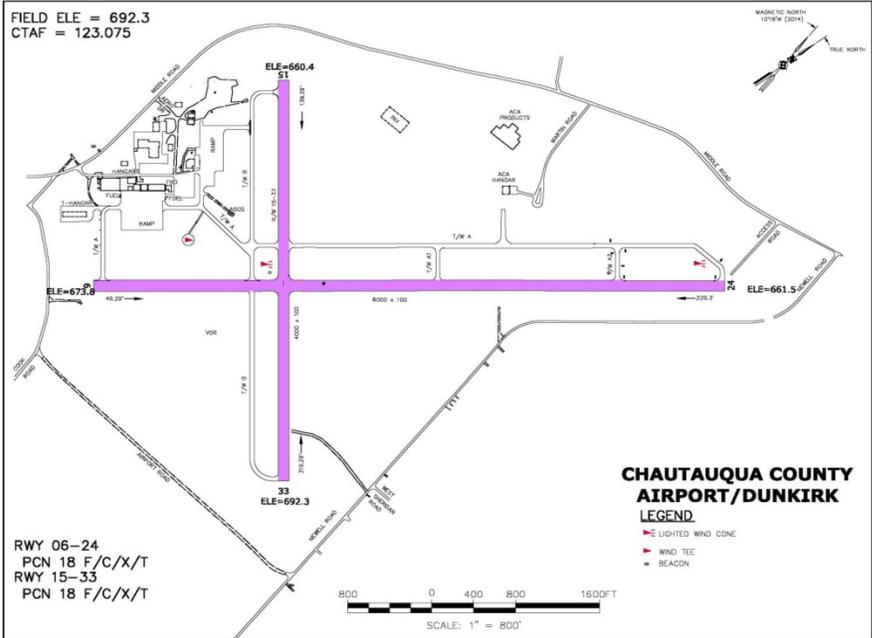
The Dunkirk airfield was built between the years 1943-1945 as a coastal defense facility to support the war effort. In the 1950's, Dunkirk Aviation was founded and operated continuously as the Dunkirk FBO until October 2017. For a period in the late '90s until 2004, Dunkirk Airport supported two FBOs.



Airfield Facilities

The Dunkirk Airport is configured with two intersecting runways. Runway 6-24 is the primary runway measuring 6,000 ft. x 100 ft. Runway 15-33 measures 4,000 ft. x 100 ft. Both runways are accessed from parallel taxiways. Presently, Dunkirk has published, non-precision instrument approaches based on global positioning satellite navigation equipment. Straight-in night IFR approaches are currently not available due to obstructions to the 20:1 visual surface on the main and secondary runways.

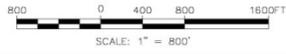
FIELD ELE = 692.3
CTAF = 123.075



RWY 06-24
PCN 18 F/C/X/T
RWY 15-33
PCN 18 F/C/X/T

**CHAUTAUQUA COUNTY
AIRPORT/DUNKIRK
LEGEND**

- LIGHTED WIND CONE
- ▲ WIND TEE
- BEACON



Landside Facilities

Hangars



Facility	Usable Space (ft ²)	Purpose
Hangar #1	4680	GA based aircraft
Hangar #2	4680	GA based aircraft
Hangar #3	3720	GA based aircraft – currently undergoing reconstruction/upgrade scheduled for completion in Fall 2020.
Hangar #4	4,200	Conditioned space – based aircraft
Hangar #5	1280	Aircraft Maintenance
Hangar #6	21,600	GA based and transient aircraft. Includes partitioned /conditioned bay for turbine aircraft
Hangar #7	4800	Conditioned space – GA/Corporate based aircraft
Hangar #8	4,470 + 2340 mixed use space	Conditioned space – corporate based aircraft
T-hangar	9776	8 partitioned bays for single engine GA plus 2 storage bays

Offices

The FBO office building is a 2,350 ft² multi-purpose facility with conference/training rooms, lobby, crew lounge, restrooms, and staff offices.



Fuel Farm

Fuel storage and handling facilities consists of 100LL avgas and Jet A underground storage tanks (“UST”) and associated piping, pumps, and dispensers. The 100 LL avgas system is located on the north edge of the GA apron and is comprised of two (2) 6,000-gallon, double-walled USTs with a

single fuel dispensing pump/meter. The Jet A system is located to the south of the GA apron and is comprised of two (2) 10,000-gallon single-walled USTs with a single dispensing pump. Jet A fuel is dispensed directly to a 3,000 gallon refueler truck, and all turbine aircraft refueling is performed from the Jet A refueler. Piston aircraft can refuel from the over-the-wing dispenser at the 100 LL pump. Currently all 100 LL refueling is performed by FBO staff. However, the County approved a 2018 capital project to construct new above-ground fuel storage and distribution systems that will include a self-serve pump/metering system for 100 LL fuel sales.

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

Fuel Sales

Fuel Type	CY 2016	CY2017	2018	2019*
100 LL	23662	23786	13402	11901
Jet A	36000	47767	28731	40675

- Fuel Sales for 2019 are as of 31 August 2019

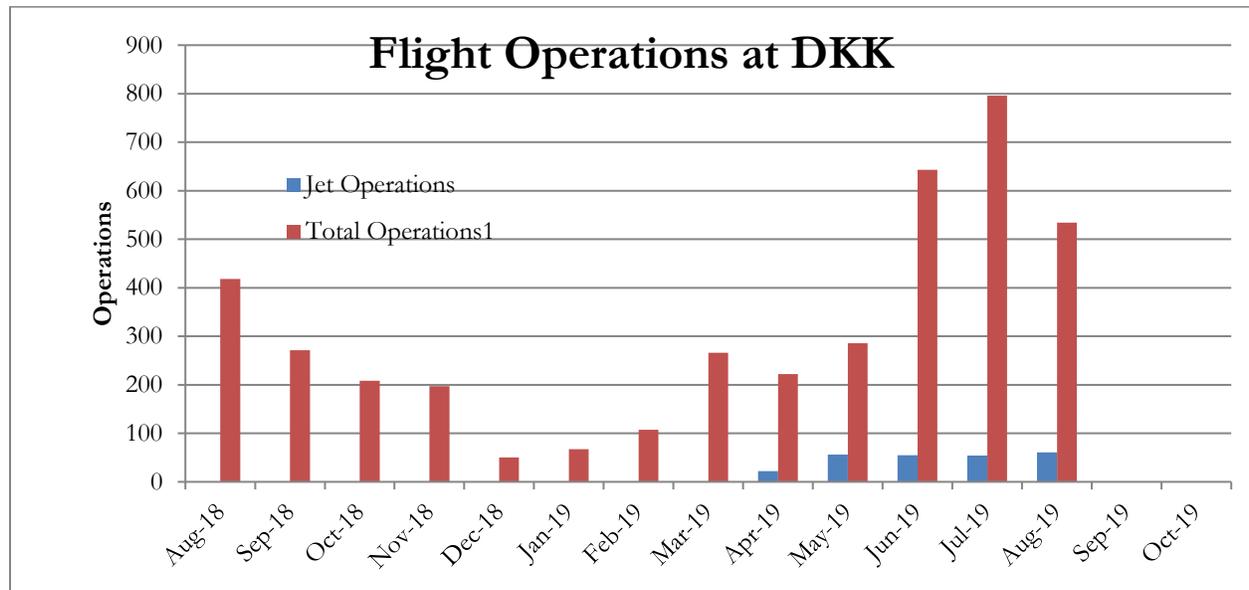
Current Based Aircraft

Aircraft Type	On Hand as of 09/16/2019
Single Engine	22
Multi Engine	3
Jet	2
Helicopter	1
Total	28

Active Hangar Leases:

Tail #	Lease Term		Rent (\$/month)	Hangar	Aircraft	Notes
	Start Date	End Date				
N435HP	7/1/2019	6/30/2021	\$ 1,250	6	Citation Mustang plus 6	2nd year rent = \$1,325
N2349S		8/31/2018	\$ 500	7	Cessna 421	current lease is m-to-m
N3502J		4/8/2020	\$ 200	2	Cessna 182	Month - to - month
N390KC		9/30/2020	\$ 180	1	GS-2 Sportsman	seaplane kit aircraft
N5373L		9/30/2020	\$ 180	2	Piper Cherokee PA-28	1-year
N20418		8/31/2020	\$ 250	T-4	Cessna 172	1-year paid in advance
N510KS		8/31/2021	\$ 1,095	4	Cessna 182T	\$1000 maintenance improvement
N6361Q		10/30/2019	\$ 150	1	Mooney M20	Month - to - month
		12/31/2019	\$ 250	T-7	Pitts	
ators		10/31/2019	\$ 1,250	8	Crop Dusters (3)	Includes apron tie-down space
N/A		10/31/2018	\$ 100	T/E-1	storage only	Lou Nalbone
N/A		10/31/2019	\$ 83	T/E-2	storage only	Carl Bjurlin
N6277H		10/31/2018	\$ 200	T-8	Cub J-3	Carl Bjurlin
N19TW		10/31/2018	\$ 300	2	Cessna 180	
N1559D		10/31/2019	\$	2	Cessna 195A	Month - to - month
N1853B		10/31/2018	\$ 250	T-2	Beechcraft 95-B55	Month - to - month
N495DB		10/31/2018	\$ 180	2	American Champion 8GCBC	Seaplane - hangar queen
N628BF		10/31/2018	\$ 180	2	Russel Skybolt	biplane - hangar queen
N922SF			\$ 800	7	MD 900 Starflight helo	lease includes office space
N9841G		10/31/2018	\$ 200	T-5	Cessna U206G	Month - to - month
N5520X		10/31/2018	\$ 200	T-6	Cessna 172S	Month - to - month
N/A		10/31/2018	\$ 100	T-3	Firefly	Month - to - month
N/A		10/31/2018	\$ 100	T-3	Aventura U/L	Month - to - month
N75384		10/31/2018	\$ 250	T-1	Piper Archer	Month - to - month
Total hangar rent revenue (monthly)			\$ 8,248			

Contemporary Aeronautical Activity (observed)



Section III - Business Opportunity

The successful Proposer will be expected to provide services and amenities as described in Minimum Standards for FBO Services to the General Aviation Patrons at DKK (see Attachment A).

In addition to the minimum standards outlined in Attachment A, the prospective FBO lessee/operator may propose to provide additional flight line services, amenities, and capabilities to airport patrons. Prospective FBO lessees/operators are also invited and encouraged to provide 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/operate 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.

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 Dunkirk Airport. Such services may include, but not be limited to, the following:

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

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 10,000 gallon storage of Jet A and 10,000 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. Fuel trucks currently owned and operated by CREDC are available for sale to the prospective FBO lessee/operator in "as-is" condition at the time of contract execution between the parties. 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 FBO lessee's/operator's employees.

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, fuel farm, and supporting facilities.

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 Dunkirk Airport's Hangar 3 to provide for a new, conditioned-space hangar and office area on the footprint of the existing 3420 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 NYSDOT Aviation Facilities grant program.

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”

Dunkirk Airport Fixed Base Operation (FBO) Lease Operate Solicitation

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

FBOs at DKK 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 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) Tiedown, 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 inflating.
- (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 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 Airports Manager.

(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 that 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.

(7) Snow Removal

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

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.