



Request for Qualifications
Fixed Base Operator (FBO) Services
Ken Jernstedt Airfield, 4S2
Hood River, OR



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Attachments:

- Exhibit A – Port of Hood River Minimum Standards
- Exhibit B – Vicinity Map and Facilities
- Exhibit C - Port Ordinance 23

1. OVERVIEW

The Port of Hood River (“Port”) is issuing a Request for Qualifications (“RFQ”) for Fixed Base Operator (“FBO”) services at the Ken Jernstedt Airfield (“AIRFIELD”). Ken Jernstedt Airfield is located in Hood River County Oregon, with a population of 24,000. It is in the center of the Columbia Gorge, a scenic area which extends along the Columbia River from near Portland (50 miles west) to east of The Dalles. Its industry is split between agriculture, tech and hospitality and host a community college campus. It has a vibrant pilot community with active tail wheel and glider operations fueled by the local aviation tech industry. The Western Antique Aeronautical and Auto Museum (WAAAM) is adjacent to the airport and has over 400 flyable, antique aircraft and draws over 40,000 visitors per year. WAAAM hosts an annual fly in which brings over 400 aircraft to the airport in the second week of September.

The Port seeks a Fixed Base Operator to occupy one or more of the available buildings (full list included later in the document). All aviation businesses will be subject to the Port’s Minimum Standards and Port Ordinance 24, which are attached hereto as Exhibit A and Exhibit F.

The Ken Jernstedt Airfield averages approximately 18,555 operations per year and contains 115 acres within the airport aircraft operating area. The Airfield is equipped with one asphalt runway, 7/25 which is 3,040 feet long and 75 feet wide and one Alternate Grass Landing Area (AGLA). Additionally, the Port owns and leases thirty-six (36) T-hangars and thirty-four (34) tie-downs to the public for general aviation use and one 12,000-gallon Av gas tank with self-serve fuel. Two aviation tech companies are located on the Field.

The Port’s objectives are to promote economic development, generate revenue to further enhance the Airport and to facilitate a quality and viable FBO operation that will complement existing uses and service needs at the Airport. The selected FBO will be expected to apply a proactive business plan and approach to provide needed operations at the Airfield. The anticipated FBO agreement term will be for five years. The Port requires that the FBO provide basic FBO services including: fueling, Pilot services, flight training, aviation mechanics and tie down management and offers additional opportunities for services which the FBO may wish to offer (see FBO requirements in Section 3). **However, the Port is open to an alternative FBO structure which may require more, less or a different suite of services.**

The Airport sponsor is the public agency or tax-supported organization that is authorized to own and operate an airport, to obtain property interests, to obtain funds, and to be legally, financially and otherwise able to meet all applicable requirements of the current laws and regulations.

2. FIXED BASE OPERATOR REQUIREMENTS

a) Required Services

The FBO will be required to provide a variety of commercial aeronautical services including the following unless an alternative structure is proposed by the applicant:

- Aircraft fueling services (Avgas)
- Aircraft ramp services (including towing, parking guidance, etc.)
- Operations of Unicom radio, issue necessary public information involving airport operations and status
- Tie-Down rental and management
- Aircraft maintenance
- Pilot Amenities & Facilities
- Pilot Training

b) Optional Services

The FBO, at its own option, cost and benefit, may provide a variety of other aeronautical services including, but not limited to, flight training, aircraft rental and sales, air taxi/charter, avionics and aerial surveying/photography.

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

3. AVAILABLE FACILITIES

The following Airport owned buildings are available for lease and/or use for the FBO:

Building Name	Square footage	Rental rate	Total monthly rent	Description
1. Administration Building	1800	Included as part of FBO agreement.	Included as part of FBO agreement. FBO pays utilities.	4 private offices, open area, 2 restrooms
2. Maintenance Hangar	4,000	Respondent to propose rate.	To be negotiated with successful respondent.	2 hangars, office area
3. Land Lease for residential trailer.	3,000	Respondent to propose rate.	To be negotiated with successful respondent.	
4. 34 Tie Downs	NA			

Utilities shall be paid shall be paid by the Tenant on any leased building or ground.

4. FUEL FLOWAGE FEES

Fuel flowage fees shall be applicable to every gallon of fuel sold. The fuel flowage fee shall be \$0.06/gallon up to 40,000 gallons after 40,000 gallons sold the fuel flowage shall increase to \$0.08/gallon. The FBO shall provide a monthly account of fuel sales and an annual roll up containing the current year and all years under the contract.

5. SUBMITTAL REQUIREMENTS

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

- Cover Letter

Include a cover letter identifying the operator's company/entity status and the proposal package being submitted. Include other important general information deemed significant enough to be highlighted. The letter shall provide the name, address, telephone number, and e-mail address of the individual authorized to contractually bind the company/entity.

- Business Experience

Provide a statement of the operator's corporate status, type of legal entity and the names of its principal officers including Chief Executive Officer and Chief Financial Officer or Treasurer and include percentage interest if applicable. Respondents should also provide a brief history of the entity (corporation, partnership, etc.), and a detailed description of its experience in providing aviation related services.

- Vision Statement

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

- Business Plan

Please include:

- Services proposed to be offered and revenue structure
- Days and hours of operation proposed
- A list of all the operator's employees that includes position titles
- A list of the key personnel assignments and responsibilities
- A copy of current permits and/or licenses
- An estimated time for commencement of business operations
- Fee schedule
 - Building fee proposal
 - Any subsidy payment requested
- Any construction or improvements proposed
- Specific description of any relevant experience with public agencies.

6. PRE-PROPOSAL MEETING

A pre-proposal meeting to discuss the proposal process can be scheduled on an as-needed basis. Please contact Anne Medenbach at (541) 386-5116 or at amedenbach@portofhoodriver.com to schedule a meeting.

7. EVALUATION MEATHOD

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

a) Initial Evaluation

Each Proposal received shall first be evaluated for responsiveness (meets the minimum requirements).

b) Evaluation

The Port anticipates a minimum of a five-person committee to evaluate each of the responsive “hard copy” Qualifications submitted in response to this RFQ. The evaluation committee consisting of two members of the Port of Hood River Executive Staff, two members of the Airport Advisory Committee as well as one Port Commissioner will rank the Qualifications and submit their recommendation to the Port Executive Director. After reviewing the recommendations of the selection team, Port management may select one more applicant with which to negotiate. The Port will then select an FBO and move into an agreement which will be subject to approval by the Port of Hood River Board of Commissioners.

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

The Port reserves the right to conduct a “Best and Finals” negotiation at their sole discretion. Such “Best and Final’s negotiation may include oral interviews with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Port in a timely manner. In this case, with no longer than 10 days after the beginning of such negotiation with the firms deemed to be in the competitive range.

The written Qualifications will be evaluated and scored based upon the following proposal criteria:

EVALUATION POINTS:

	Proposed	Minimum Points	Factor Description
1	Qualifications (Experience and knowledge)	20	Aviation Fixed Base Operations Experience, Management, and Capacity shall be reviewed and evaluated. The previous experience will be evaluated as it reflects the Proposer’s demonstrated ability to successfully carryout and maintain an operation of this type, size, and complexity in an efficient manner
2	Services Proposed and Business Plan	10	The overall quality and depth of proposed services to the Ken Jernstedt Airfield and general aviation customers will be evaluated pursuant to the Airport Minimum Standards and the needs of the local aviation and airport business

			customers.
3	Cover Letter	5	Contains all required contact information.
4	Vision Statement	10	Contains a vision that coincides with Port goals and offers insight and ingenuity into improving airport operations.
5	Services proposed and offered	10	Meets all required services and suggests improvements or changes as needed.
6	Days and hours of operation proposed	5	Meets requirements
7	A list of all operator's employees	5	Includes all employees
8	A list of key personnel	5	Includes all key personnel.
9	A copy of current permits	5	Includes applicable permits and certifications.
10a	An estimated time for business commencement	5	Includes a timeline.
10b	The proposed fee schedule: buildings	5	Includes which buildings are needed and a proposed fee schedule.
11	The proposed subsidy	5	Includes either a request for subsidy and justification for such subsidy or a no request for subsidy.
12		100	

9. DEADLINE AND SCHEDULE

January 19	RFQ issued and advertised
February 19	Proposals Due
February 22-26	Review and evaluation of proposals
March 1	Applicant interviews
March 9	Board review of proposals and draft FBO agreement
March 23	Approval of FBO contract

All responses to this RFQ are to be submitted to:

Port of Hood River
Attn. Michael McElwee
1000 E. Port Marina Drive
Hood River OR, 97301
porthr@gorge.net

and must be received by Port **no later than 10:00 AM, February 19, 2021.**

*Due to COVID-19 restrictions, the office is closed. Qualifications may be delivered via mail or dropped in the Port drop box located at the address above.

1. DISCLAIMERS AND RESERVATION OF RIGHTS

- a. **Right to Reject, Waive, or Terminate the RFQ.** The Port reserves the right to reject any or all Qualifications, to waive any informality in the RFQ process, and/or to terminate the RFQ process at any time, in Port's sole and absolute discretion, if deemed by the Port to be in its best interests. In no event shall Port have any liability for a cancellation. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.
- b. **Right to Terminate Negotiations.** The Port reserves the right to terminate negotiations at any time during the RFQ process or in the negotiation of any necessary agreements. Port in its sole and absolute discretion and for any reason or purpose may terminate this process by providing notice in writing to a selected FBO of such termination of negotiations. The Port shall have no obligation to compensate a selected FBO for any costs incurred in responding to this RFQ and including travel.

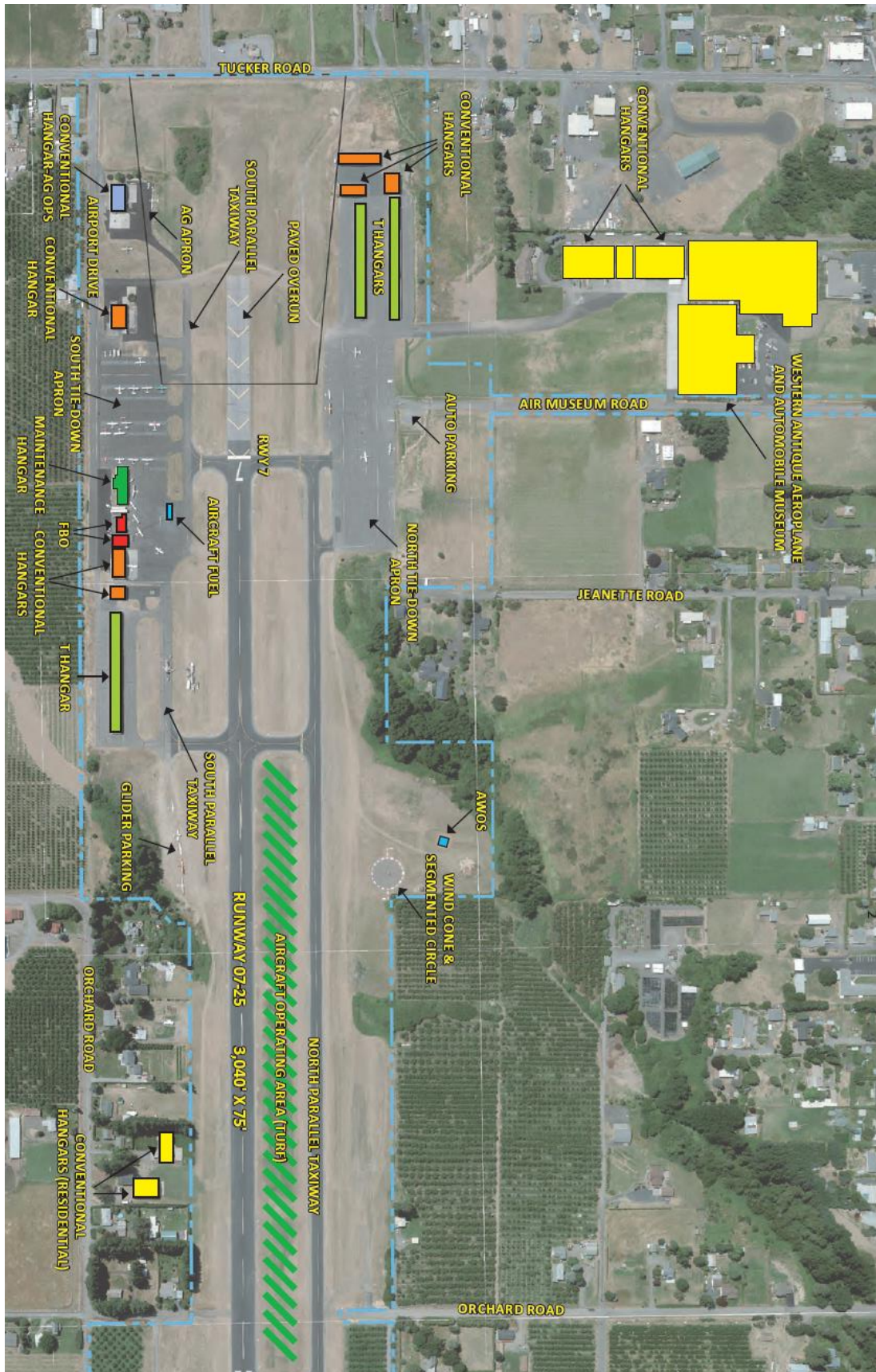
Any agreement negotiated by the Port is subject to approval by the Board of Supervisors for the Port of Riverside in their sole and absolute discretion.

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

**EXHIBIT A
MINIMUM STANDARDS**

<https://portofhoodriver.com/wp-content/uploads/2018/10/2018-Minimum-Standards.pdf>

EXHIBIT B



**EXHIBIT C
PORT ORDINANCE 23**

<https://portofhoodriver.com/wp-content/uploads/2018/10/Ordinance-23-2018.Signed-1.pdf>