

# **REQUEST FOR PROPOSAL**

**FIXED BASE OPERATOR SERVICES with COMMERCIAL HANGAR STORAGE DEVELOPMENT**

**COUNCIL BLUFFS MUNICIPAL AIRPORT**

**COUNCIL BLUFFS AIRPORT AUTHORITY / COUNCIL BLUFFS, IOWA**

**ISSUE DATE: April 21, 2025**



## **Mission Statement:**

**To Serve General Aviation as a Regional Airport  
in a Safe and Responsible Manner**

**Overview of the Opportunity**

The Council Bluffs Airport Authority (CBAA) is requesting proposals from experienced entities interested in leasing airport property and constructing aircraft storage hangars (hereinafter referred to as the Fixed Base Operator or FBO leased and developed premises) located at Council Bluffs Municipal Airport (Airport) in Council Bluffs, Iowa for the purpose of engaging in FBO services with hangar development activities.

The CBAA values industry feedback and is receptive to suggestions, ideas, and concepts which will enable the CBAA to comply with its obligations and assurances as the airport sponsor without imposing undue constraints on the FBO.

The primary objectives of this Request for Proposal (RFP) are to:

- Provide enhanced efficiencies, innovations, quality, and value to the Airport and surrounding community through the provision of high quality FBO services,
- Identify and implement FBO industry best practices,
- Provide friendly and convenient services to Airport users and to continue enhancing the image of aviation in Southwest Iowa,
- Identify competitor-oriented objectives to effectively increase FBO market share in the greater Omaha / Council Bluffs area,
- Execute CBAA approved strategy to market and invest private capital for the construction of aircraft hangar storage based on market demand,
- Maintain companywide culture of cooperation and support with other commercial aeronautical services and not for profit entities operating on the Council Bluffs Airport, and
- Optimize and help support the safety and efficiency of KCBF, and revenues to the CBAA.

**Description of FBO Leased Premises and Future Development Areas**

The FBO leased premises are in the southwestern portion of the Airport and consist of facilities owned by the CBAA. A description of the major components of the FBO leased premises is outlined below and a photographic survey is provided in the Appendix.

Identification	Size (Square Feet)	Amenities
Building G – Terminal	@2000	Customer areas, office space, meeting rooms, pilots lounge, flight planning, kitchenette with seating
FBO Ramp Space	60,000	Managed by the FBO. Three tie down spaces.
Public Ramp Space not part of FBO Lease	30,000	Public Ramp Space / Not in FBO lease
Fuel Storage Facility	N/A	Jet and avgas / 24, 000 gallons total

The FBO leased premises has access to vehicle parking areas adjacent to Building G.

All the usual and necessary public utilities are available to the FBO leased premises including water, septic systems, and natural gas, electricity, internet, and telephone systems. The FBO leased premises are accessible from the landside via McCandless Lane and from the air side via Taxiway A and Taxiway C.

*Building G – Terminal*

Building G, which consists of approximately 2,000 total square feet of available FBO space, boasts a modern design consisting of a metal exterior (siding and roof) with an open-air atmosphere interior. The terminal, constructed in 2010, has ceramic tiled floors in the common areas and associated office space is carpet. The large northeast-facing windows overlook the airfield.

In addition to the Terminal G space for FBO activities, the terminal includes additional leased and common space for private flight school activity, and public access.

*Ramp*

The concrete apron associated with Building G was constructed in 2010. This apron has 3 tiedown spots which can accommodate both single-engine and multi-engine aircraft. Additional public ramp and tiedowns are located at south end of main ramp.

*Fuel Storage Facility*

There are two 12,000-gallon aboveground fuel tanks (one jet A and one 100LL avgas) located adjacent to McCandless Lane with self-serve capabilities located adjacent to the ramp which were both constructed in 2019. The self-serve equipment includes single-point and over-the-wing capabilities with a QTPod M4000 credit card reader. Tanker deliveries occur at the fuel storage tank location with a dedicated access road without needing to enter the aircraft operations area.

*Future Development Areas*

Future development areas for FBO facilities have been identified as outlined below:

Identifications	Size (Acres)	Location / Status / Use
North Executive Campus	16 – 20	<u>Location:</u> Between approach end to Runway 14 and Runway 18 <u>Status:</u> Shovel ready including taxiway access to runway system, road side access and graded hangar sites. <u>Use:</u> Aeronautical development anticipated
Southwest Parcel	15	<u>Location:</u> Adjacent to Iowa Western Aviation Maintenance Facility <u>Status:</u> Limited shovel-ready <u>Use:</u> Aeronautical development

### Anticipated Use of the FBO Leased Premises

The CBAA anticipates all FBO services will be provided by a commercial aeronautical operator through a lease agreement with the CBAA. The lease agreement will outline all key provisions including, but not limited to, the facilities leased, term, and rental basis.

The FBO must provide the range, level, and quality of products, services, and facilities desired by Airport users in a safe, secure, efficient, prompt, and professional manner for a fair and reasonable price. Additionally, any entity desirous of leasing land and/or improvements and engaging in FBO services at the Airport must fully comply with the Airport's Minimum Standards.

At a minimum, the CBAA will require the FBO to provide aircraft fueling services (jet and avgas), aircraft ground handling (including aircraft line services and aircraft parking), aircraft storage (tiedown and hangar), passenger and crew services, and new hangar capacity development.

The Airport Authority is open to and desires to explore the option of having the FBO contractually supplement the Authorities full time staff when conducting seasonal maintenance activity.

### Anticipated Lease Term

The CBAA will consider capital investment by the respondent (and approved by the CBAA) to determine length of lease term. (Example: Investment levels exceeding \$2,000,000 and 20,000 square feet of commercial hangar storage are eligible for minimum lease terms of 30 years with negotiable renewal options)

### Anticipated Development of FBO Facilities

The CBAA believes development of additional aircraft storage (ranging from 10,000 square feet to 40,000 square feet ultimately based on market demand) would be appropriate for the FBO

The selected RFP respondents will be required to provide a Development Plan outlining the (1) proposed improvements, (2) associated cost, (3) amortization period, (4) source of funding, and (5) schedule for the design, development, and completion of the proposed improvements. The FBO lease agreement negotiation process with the selected RFP respondent will occur simultaneously and with the consideration of the development plan.

### Anticipated Rents and Fees

FBO facility rents and new hangar development ground lease rates will be provided to interested respondents upon request. Competitive facility rents will be based on the size, age and amenities of the ultimate spaces rented.

Currently, the fuel flowage fee for entities utilizing the CBAA-owned fuel storage facility is \$0.15 per gallon.

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**Background Information**

The Airport is part of the Omaha, NE metropolitan area and is located 7 miles southeast of Omaha's Eppley Airfield. The Airport serves as a General Aviation Reliever to Eppley Airfield which offers commercial airline services. Council Bluffs / Omaha area airports are home to approximately 100 business aircraft in addition to many aircraft used for non-commercial purposes. The metropolitan area population totals over 1,000,000 people and is growing.

The Airport offers two runways which are 5,500 x 100 and 3,650 x 60 feet in length with an instrument landing system (ILS) approaching Runway 36.

Annual aviation fuel volumes (in gallons) delivered to the Airport on a calendar year basis are outlined below:

Calendar Year	Avgas	Jet	Total
2024	130,778	151,172	281,950
2023	158,304	98,835	257,130
2022	127,788	121,735	249,523
2021	131,156	158,405	289,561

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### **Respondent Instructions**

The CBAA is soliciting respondent's proposals because the CBAA has determined this process best serves the interests of the CBAA and the public. The CBAA reserves the right to:

- reject any or all submittals for any or no reason,
- modify, supplement, or amend this RFP, the process, or the schedule,
- waive any informality,
- negotiate with any respondent,
- postpone, reissue, or cancel the RFQ at any time, or
- advertise for new Statements of Qualifications.

Receipt of respondent's proposals shall not in any way obligate the CBAA to enter into an agreement of any kind with any respondent.

### **Investigation of Conditions and Circumstances**

The submission of any proposals shall be considered conclusive evidence that the respondent: (1) has read, is thoroughly familiar with, and fully understands the RFP and all related documentation and materials, (2) considers itself fully qualified, experienced, capable, and competent to occupy and use the FBO leased premises and successfully engage in FBO activities at the Airport and is fully aware and understands all the requirements associated with doing so, and (3) is fully aware of and understands the conditions or circumstances that exist in the aviation industry, the community, at the Airport, and in the marketplace.

The CBAA does not make any representation or warranty about the information, data, documentation, and material conveyed in this RFP or otherwise provided by the CBAA. As such, respondents shall conduct independent investigation and analysis and make respondent's own assessments, judgments, and decisions regarding this opportunity.

### **Preparation of Proposals**

Respondents Proposals must be complete, accurate, and free from ambiguity, or irregularities of any kind. In case of conflict between words and numerals, the words, unless obviously incorrect, shall govern. Respondents are cautioned to verify and confirm all aspects of the proposal prior to submittal. Negligence or omission on the part of the respondent or any entity preparing any portion of the Proposal on behalf of the respondent confers no right to withdraw or make changes, additions, or deletions to the Proposal after the RFP Submission Deadline (Due Date).

The CBAA shall not, under any circumstances, be responsible for any costs or expenses associated with the Respondents Proposals submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the Statement of Qualifications or any other related information, data, documentation, and material. All costs and expenses incurred by the respondent in connection with the Proposals submitted shall be the sole responsibility of the respondent.

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### Prohibition Against Lobbying

The respondent shall not lobby, either on an individual or collective basis, the CBAA, its board, employees, or advisors, or any federal, state, or local elected or public officials or staff members regarding this RFP or its submittal. Respondents, respondent's agents, or other representatives shall not contact the CBAA, its board, employees, or outside advisors, or any federal, state, or local elected or public officials or staff members to arrange meetings, visits, or presentations (beyond those contemplated in this RFP) to influence the outcome of the process. Violation of this provision, by or on behalf of a respondent, intentionally or unintentionally, will result in disqualification of the respondent and/or rejection of the submittal.

### Anticipated Schedule

The anticipated schedule for this RFP process (which is subject to change) follows:

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| ➤ Issue date of RFP                                | April 21, 2025                                     |
| ➤ Respondent's Question Submission Deadline        | May 12 <sup>th</sup> , 2025 (by 3:00 p.m. Central) |
| ➤ Respondent's Request for Receiving Addendums     | May 12 <sup>th</sup> , 2025 (by 3:00 p.m. Central) |
| ➤ CBAA's Response Deadline for Answering Questions | May 16 <sup>th</sup> , 2025                        |
| ➤ Proposal Submission Deadline (Due Date)          | June 2 <sup>nd</sup> , 2025 (by 3:00 p.m. Central) |

### Pre-Submission Meeting

The CBAA is willing to accommodate individual, on-site meetings with prospective respondents.

If desired, prospective respondents must contact Mr. Andy Biller, Executive Director, prior to May 12<sup>st</sup>, 2025 (by 3:00 p.m. Central) to schedule an on-site meeting. During an on-site meeting, the CBAA is willing to provide a tour of the Airport and the FBO leased premises as well as provide an overview of the RFP.

### Respondent Request for Receiving Addendums

Notification of respondents interest in receiving addendums to this RFP shall be submitted, in writing to Mr. Andy Biller, Executive Director, via email to [andybiller@cbairport.com](mailto:andybiller@cbairport.com) prior to 3:00 p.m. Central on May 12<sup>th</sup>, 2025. Respondents are encouraged to submit requests as early as possible in the process.

### Questions

Any questions, comments, or requests concerning the RFP must be submitted in writing to Mr. Andy Biller, Executive Director, via email to [andybiller@cbairport.com](mailto:andybiller@cbairport.com) prior to 3:00 p.m. Central on May 12<sup>th</sup>, 2025 (the question submission deadline). Respondents are encouraged to submit questions, comments, or requests as early as possible in the process.

The CBAA's responses to questions, comments, or requests will be provided in the form of a written addendum to the RFP no later than May 16<sup>th</sup>, 2025. Any addendum issued by the CBAA will be emailed to all entities who have requested inclusion to receive addendums.

Oral communications from the CBAA or its agents shall not be binding on the CBAA and shall in no way modify any provision of the RFP. Only written responses (in the form of a written addendum to the RFP issued by the CBAA) shall be binding on the CBAA.

All addendums must be acknowledged in the respondent's Cover Letter.

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### Delivery of Statement of Qualifications

One digital copy of the completed Respondents Proposal and any additional supporting information must be submitted electronically to Mr. Andy Biller, Executive Director, at [andybiller@cbairport.com](mailto:andybiller@cbairport.com) with a subject line stating “**PROPOSAL – Fixed Base Operator – Council Bluffs Municipal Airport**” prior to 3 p.m. Central on June 2<sup>nd</sup>, 2025. Email submissions in either Microsoft Word or Adobe PDF are acceptable and must be confirmed by returned email. Facsimiles will not be accepted.

Respondents should anticipate the time required for email submissions to be received. As such, the Proposals should be submitted as early as possible to ensure receipt prior to 3 p.m. Central on June 2<sup>nd</sup>, 2025. CBAA is not responsible for delays in transmission or technical issues related to the submission of a response.

Respondents’ internal networks may have limits on the size attachments for sending emails. Therefore, it is incumbent on the respondent to ensure that PROPOSALS can be transmitted by respondents’ network and accepted by the CBAA network.

If attachments exceed these limitations, the CBAA will accept PROPOSALS in multiple emails, provided all applicable emails (and attachments) are received by 3 p.m. Central on June 2<sup>nd</sup>, 2025. Under this circumstance, respondent shall note in the description of the email that the PROPOSAL will be provided in multiple parts and include the total number of components and which component, of the total, the particular attachment represents.

Any PROPOSALS and all additional supporting information received after the submission due date, regardless of the reason for the delay, will not be accepted and will be returned to the respondent.

Proposals must conform to the requirements stipulated in the RFP. By submitting a PROPOSAL, each respondent agrees that the PROPOSAL represents genuine interest in the FBO opportunity at the Airport. Further, each respondent agrees that all information, data, documentation, and material submitted or provided by the respondent shall become the property of the CBAA and shall not be returned to the respondent. As such, the CBAA shall have the right to copy, reproduce, disclose, publicize, or dispose of the information, data, documentation, and material in any way, for any purpose, and/or at any time that the CBAA selects. In addition, the CBAA shall be free to use as its own any ideas, concepts, suggestions, recommendations, techniques, or plans submitted or provided by the respondent without obligation for compensation or liability of any kind to the respondent.

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The CBAA is subject to the Iowa Open Records Law and all materials submitted by respondent to the CBAA are subject to disclosure. All information provided as part of any PROPOSALS will remain confidential only to the extent permitted by law and expressly agreed by the CBAA in writing. Respondent specifically waives any claims against the CBAA related to the disclosure of the Proposals and any material submitted if made under a public records request.

The Evaluation Committee will not disclose any part of any PROPOSALS before announcing a recommendation for award and the CBAA will not disclose any part of any PROPOSALS before announcing an award, on the grounds that there is a substantial public interest in not disclosing submittals during the evaluation process. After the announcement of a recommended award, all PROPOSALS received in response to this RFQ will be subject to public disclosure. If respondent believes there are portions of the PROPOSAL which are exempt from disclosure under the Iowa Open Records Law, respondent must identify as such and state the specific provision in the Iowa Code which provides exemption as well as the factual basis for claiming the exemption.

#### Discrimination

In its evaluation of PROPOSALS, the CBAA shall not discriminate against any person or class of persons because of race, color, national origin, religion, sex (including pregnancy and gender identify), genetic information, age, disability, or sexual orientation.

#### Disqualification of Respondent and/or Rejection of PROPOSALS

A respondent may be disqualified and/or a PROPOSAL may be rejected by the CBAA for any of the following reasons:

- Submission of PROPOSALS after Due Date.
  - Submission of more than one (1) PROPOSALS by an individual, firm, or corporation under the same name unless individual, firm, or corporation is a party to more than one (1) PROPOSAL.
  - Collusion among respondents unless respondents are developing a joint PROPOSALS
  - Existence of any unresolved claim between the respondent and the CBAA.
  - Respondent, for any reason, does not fully meet the qualifications, requirements, or standards established by the CBAA as determined by CBAA in its sole discretion.
  - Respondent provides inaccurate or false information, data, documentation, or material or misrepresented any material fact in the a PROPOSAL and/or in supporting information, data, documentation, or material.
  - Respondent fails to make full disclosure in the PROPOSAL and/or in supporting information, data, documentation, or material.
  - Respondent (or an officer, director, agent, representative, shareholder, or employee of the respondent) has a record of violating federal, state, or local regulatory measures (including those established by the FAA, the State of Iowa, the CBAA or any other airport owner/operator).
  - Respondent (or an officer, director, agent, representative, shareholder, or employee of the Respondent) has defaulted in the performance of any agreement or sublease at the Airport or at any other airport.
  - Respondent fails to demonstrate that it possesses adequate financial resources or that it is reasonably capable to undertake the proposed activity.
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- Respondent (or an officer or director of the respondent) has been convicted of a felony or a crime involving moral turpitude.
- Respondent's interests and/or the proposed activity, use, or improvement is inconsistent with the Airport's Master Plan, Airport Layout Plan, Land Use Plan; goals, or objectives; the best interests of general public and/or the CBAA; or, any airport assurances.
- The proposed leased premises are not appropriate or not adequate for the proposed activity.
- Respondent has made unauthorized contacts, either on an individual or collective basis, to the CBAA (its board, employees, or outside advisors) or any federal, state, or local elected or public official or staff/support personnel regarding this RFP or its submittal.

### Evaluation Criteria

An evaluation committee will review and evaluate the PROPOSALS received and determine which entities are most qualified for the FBO / Hangar Development opportunity. Respondents may be required to interview with the evaluation committee at a date, time, and manner to be determined. The CBAA reserves the right to request additional information or clarification from respondents and to conduct such investigations as CBAA considers appropriate with respect to the qualifications and experience of any respondent or the information submitted by any respondent.

Respondent must submit evidence clearly demonstrating the respondent is qualified, experienced, and competent and the respondent has the ability and financial resources to fully comply with this RFP. PROPOSALS shall be evaluated based on the following criteria:

Initial Selection Criteria June 2<sup>th</sup>, 2025 required by proposal submission deadline (Due Date):

- Cover Letter
- Executive Summary / Project Background and Scope
- Qualifications and Experience
- Hangar Development Vision
- Capital Investment Timing Commitment Strategy

Although there is no obligation to do so, each Proposer should feel free to provide a description of other factors not accounted for in the RFP that will underscore the Proposer qualifications to undertake the opportunity and what is "unique" about their services and development concept.

Any respondents to this RFP selected after the June 2<sup>nd</sup> proposal submission deadline will be required to provide the following additional information on a mutually agreeable time frame at the request of the CBAA:

- Marketing Plan
- Operational Plan
- Management Plan
- Development Plan
- Financial Plan and Funding Ability

### Evaluation Committee

An evaluation committee will review and evaluate the PROPOSALS received based on the criteria identified in this RFP. After completing the evaluation process, the evaluation committee will make a

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recommendation to the CBAA and the CBAA will determine approval, as determined by the CBAA in its sole discretion.

#### Selection and Lease Negotiation

Upon Initial approval by the CBAA, selected respondent shall receive notice of intent to request/ review additional proposal information (Final Round) and if selected, lease negotiations will be initiated by Mr. Andy Biller, Executive Director and members of the CBAA Board of Directors. The start date of the next CBAA FBO lease agreement to be negotiated is anticipated to be July 1, 2026 (The current FBO lease agreement concludes June 30, 2026).

The CBAA may negotiate with one or more respondents before awarding a lease agreement. The CBAA may discontinue negotiations at any time for any reason.

All respondents will be notified in writing if selected for lease negotiation.

Following agreeable negotiations, selected respondent shall execute and deliver the lease agreement to the CBAA in the proposed form and provide all other required information to the CBAA. The lease agreement shall only be binding upon execution by the CBAA. In the event of a conflict between the lease agreement and RFP or the respondents Proposal, the lease agreement shall prevail.

The CBAA reserves the right to cancel the award of an agreement without liability.

#### Failure to Execute Agreement

If the selected respondent refuses or fails to provide information requested following the June 2<sup>nd</sup>, 2025 Proposal Submission Deadline, or execute the lease agreement, the CBAA may enter lease negotiations with the next ranked respondent.

#### Failure to Meet and/or Perform Related Obligations

If the selected respondent fails to meet and/or perform all other related obligations in a diligent and timely manner, the CBAA may: (i) withdraw the notice of intent to award the lease agreement to the selected respondent and issue a notice of intent to award the lease agreement to another respondent, (ii) reject all proposals (i.e., not award the lease agreement to any respondent), or (iii) take such other action as the CBAA deems appropriate.

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## **Appendix**

### **Page 1 Photo – Existing Facilities**

- 1. Main ramp and terminal.**
- 2. 24,000 above ground fuel storage facility**
- 3. 100LL and Jet A self-serve fueling dispenser including both single-point and overwing nozzles**
- 4. Southwest parcel aeronautical development area**

### **Page 2 North Executive Campus Development Plan**

**Shovel ready hangar development area with completed taxiway, fueling apron and gated access road.**

**Utilities include water, gas and electricity within 50-100 feet of hangar sites.**

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