

The Commissioners' Court of Jackson County, Texas is requesting sealed proposals for the following:

**Jackson County Airport  
Fixed Base Operator (FBO)**

Specifications may be obtained at the office of the County Auditor, Jackson County Courthouse, 115 W. Main, Room 209B, Edna, Texas 77957.

Proposals shall be received by Michelle Darilek, County Auditor, 115 W Main, Room 209B, Edna, Texas 77957, until **Wednesday, May 4 at 2:00 P.M.** The Commissioners' Court shall review the proposals and meet with those parties being considered for the airport fixed base operator for any further negotiations or clarifications of terms as necessary. Depending on the time required for evaluation of proposals, it is anticipated that the Commissioners' Court will select the airport fixed base operator on Monday, May 9, 2011 at the regularly scheduled Commissioners' Court meeting.

The outside of the envelope shall be plainly marked:

**County Airport Fixed Base Operator**

The Commissioners' Court shall have the right to reject any and all proposals, or to waive any informality in proposal or proposals as may be deemed in the best interest of Jackson County.

Michelle Darilek, CPA  
Jackson County Auditor

Publish on: April 13, 2011  
April 20, 2011

# **REQUEST FOR PROPOSAL**

## **JACKSON COUNTY AIRPORT**

### **FIXED BASE OPERATOR**

The Jackson County Commissioners' Court requests proposals from qualified individuals/firms to provide fixed base operation (FBO) services at the Jackson County Airport. The Jackson County Commissioners' Court will receive proposals at the office of the County Auditor located in Room 209B, Jackson County Courthouse, 115 W Main, Edna, Texas 77957, until 2:00 PM, May 4, 2011.

### **FIXED BASE OPERATOR**

#### **LEASEHOLD DESCRIPTION:**

The FBO leasehold will include any combination of 10,000 square foot large open hanger, 5,600 square foot maintenance hanger and/or up to fifteen (15) acres of land. Proposer should consider non-exclusive use requirements.

The County of Jackson currently performs some of the traditional FBO functions such as hangar services and Unicom operation. These operations will cease if an agreement is made as a result of this solicitation. Fuel sales FBO proposals are also accepted in this solicitation. The current fuel sale FBO agreement is due for renegotiation.

There is currently one 5,000-gallon aviation fuel tank on the premises. Land lease will be negotiated if needed for construction or installation of an aviation fuel storage facility that meets EPA, FAA, NFPA and all other regulatory standards.

#### **SERVICES:**

The County considers the following to be services the FBO could offer:

1. Management of the airport on a day-to-day basis including operating the Unicom system and providing all routine maintenance on the airport grounds. Rents from the six (6) T-hangar slots and the open hangar to be collected and retained by the FBO.
2. Airframe or power plant repair
3. Fueling: Fuel pumps and trucks must meet all applicable local and State codes and be approved for use by the local fire marshal.
4. Line service
5. Aircraft sales and/or rental
6. Flight instruction
7. Avionics
8. Aircraft storage
9. Air taxi and charter
10. Other as agreed on by contract

Hangar space, office area, restrooms, lounge area, automobile parking and other equipment shall not necessarily be accumulative for each service provided. Some areas will necessarily be considered "common" areas.

**PROPOSAL FORMAT:**

Format of the proposal is at the discretion of the proposer. The following items must be covered in the proposal:

1. Name, address, and location of the proposer to include:
  - Entity name and address,
  - Names and addresses of principal stockholders or partners,
  - If corporation or proposer is a subsidiary of another company or corporation, names and addresses of the parent company and principal stockholders.
2. Detailed information concerning previous experience in fixed base operations or activities relevant to the proposed operation.
3. Business plan and pro-forma financial statements for the first three years of operations of the leased premises. Business plan shall include:
  - a. All services that will be offered
  - b. Facilities and/or land desired to be leased
  - c. Equipment and special tooling to be provided
  - d. Number of persons to be employed
  - e. Periods (days and hours) of proposed operation
4. Financial statement of the entity for the immediate preceding year showing assets and liabilities; statement of income and statement of cash flow; and other financial data indicating stability and management of company.
5. Types and coverage of insurance the proposer will maintain.
6. Estimated compensation to the County.
7. Applicable FAA certificates.
8. Facility improvement and construction (if any) proposer is willing to undertake and time constraints in the lease term for completing improvements and construction.
9. Proposed term of lease; not to exceed three (3) years.

NOTE: In the evaluation process, proposed compensation will be used only to relate to other factors such as term of lease, and proposed facility improvement. The proposer with the highest compensation proposal may or may not be selected.

The County believes that the needs of the Airport and the FBO can best be met through negotiations. For that reason, the proposals, although a principal consideration in selecting an FBO, are not the only consideration. Selection criteria will include, but not be limited to:

- Qualifications and experience including reputation
- Economic impact to the county
- Allocation of resources, including personnel and property betterments
- Compensation to the County

THE JACKSON COUNTY COMMISSIONER S' COURT RESERVES THE RIGHT TO  
REJECT ANY AND/OR ALL PROPOSALS RECEIVED.

It is the intent of this request for proposals to solicit from interested parties recommendations and suggestions for innovative or unique arrangements whereby the objectives of the County can be achieved. No exclusive right can be extended to the proposer for any services or requirements. This is due to the provisions of U.S. Government funding arrangements administered through the Federal Aviation Administration.

For questions or information, contact Larry Deyton, Jackson County Commissioner, (361) 872-2345 or Michelle Darilek, Jackson County Auditor, (361) 782-2072.