Request for Proposals

RFP 2021-008

Fixed Base Operator

San Patricio County

McC Wellton-Porter Airport

**Purpose:** San Patricio County is issuing a Request of Proposals (RFP) for qualified respondents interested in providing Fixed Based Operator (FBO) services at McC Wellton-Porter Airport (KTFC) located in 3141 FM 3512 Aransas Pass TX 78336. This RFP document provides background and general information for respondents and is to be used as a guideline to develop a proposal.

**Airport Location:** The McC Wellton-Porter Airport is located 2 miles north of the City of Ingleside, 3 miles south of Aransas Pass, 15 northeast of Corpus Christi, TX. It is classified as a local General Aviation Airport. The airport contains approximately 254 acres, an estimated 31,000 annual operations, currently 75 based aircraft, (singles, twins, turbo-pros, and Jet). Direct access to the airport is provided by State Highway 3512 to the East and Interstate 35 to the North and State Road 1069 to the South. The published airport elevation is 17 feet above mean sea level with the airfield coordinates of 27-54-46N 097-12-41W.

**Airport Description:** The McC Wellton-Porter airport is owned and managed by the County of San Patricio. The airport opened in 1991 and has operated as a General Aviation airport. The airport has one (1) Runway 13-31, 5000 x 75 feet, and is constructed in asphalt. Runway 14-32 is equipped with 2 light PAPI and REIL on each end. The taxiway is constructed of asphalt and is full length. There are twenty (15) county owned Tee hangars, 26 Tee hangar within the hangar association, fifteen pvt owned hangars. T1400 sq. ft. office space, 7,000 sq. ft. maintenance hangar, ten nine (10) tie down spaces, with 200,000 sq. ft. of ramp space.

**Annual Fuel Sales:**

Self Service Fuel Farm with the following capacity

- (1) 12,000 gal Avgas 100LL Fuel
- (1) 12,000 gal Jet A Fuel
- (1) 2500 gal Jet Fuel Truck
- (1) 300 gal Avgas mobile unit
Total Fuel by type:

<table>
<thead>
<tr>
<th></th>
<th>100LL</th>
<th>Jet A</th>
</tr>
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<tbody>
<tr>
<td>2017</td>
<td>14,000</td>
<td>8,500</td>
</tr>
<tr>
<td>2018</td>
<td>12,000</td>
<td>5,000</td>
</tr>
<tr>
<td>2020</td>
<td>5,867</td>
<td>378</td>
</tr>
<tr>
<td>2020</td>
<td>11,500</td>
<td>1,500</td>
</tr>
<tr>
<td>2021</td>
<td>5,000</td>
<td>1,400</td>
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</tbody>
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Change in fuel provider and addition of QIPOD Thru 30 June 2021

Gross fuel sale:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
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<tbody>
<tr>
<td>$</td>
<td>482,479</td>
<td>459,087</td>
<td>517,439</td>
<td>332,350</td>
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</table>

Terms: For the purpose of the RFP, the anticipated term of the agreement for FBO services will be 5 years, with a 5-year option, with a review period every 3 years, approved by both the Commissioner’s court and respondent.

Minimum Standards: The FBO must adhere to the Minimum Standards and Rules and Regulations as established by the County. The FBO shall also work to assist Airport management in identifying any tenant violation of the Minimum Standards or Rules and Regulations.

Fuel Farm Standard: The successful respondent will be responsible for ordering and keeping sufficient quantities of fuel on hand. The FBO will maintain the fuel farm premises IAW NAPA 407 and FAA standards, as well as ensure inspections/certifications, and calibrations as required by, federal, state and local laws.

Leased Facilities: The successful respondent will be responsible for the upkeep and cleaning of all leased office space and hangar area. The structure of each facility will be maintained in its current state by the lessor. The maintenance hangar, and office space conditions will be as is” at the time of the agreement. The FBO will be responsible for notifying Airport Management of the minimum standard and regulatory violations of airfield tenants.

Qualifications and Assurance: To be eligible for consideration, the Respondent must meet the following qualifications.

- A minimum of three (3) years prior experience in FBO services or comparable experience in providing a commercial aviation related service.
- Financial capability to operate an FBO
- Currently holder or be able to obtain all necessary certifications with local, state, and federal government agencies necessary to operate as an FBO.
• Abide by all federal, state, and local laws, regulations, requirements, ordinances, and rules.

• Treat all tenants fairly and equitable regarding customer service and pricing.

• Must be an active legal entity, licensed to do business in the State of TEXAS within 45 days of approval of the agreement.

**Insurance:** At all times during the term of this Agreement or any agreed upon extended term hereof, Lessee shall maintain in force a policy or policies of insurance issued by a company or companies duly authorized to do business in the State of Texas and with a Best Rating of B+ or better, covering the Leased Premises and any additional premises necessary or incidental to Lessee's operations with the following coverages:

a) Commercial General Liability Insurance with a minimum bodily injury and property damages per occurrence limit of $1,000,000.00 for coverage of bodily injury and property damage; personal and advertising injury; and products/completed operations. Additionally, the policy shall contain Independent Contractor Coverage, Ground Hangar-keeper's liability, blanket contractual liability coverage for liability assumed under the Lease, and medical expense coverage of $5,000.00 any one person.

b) Business Automobile Liability Insurance for all owned, non-owned, and hired vehicles with a combined single limit of $1,000,000.00 for bodily injury and property damage.

c) Aircraft Liability Insurance for all Operator owned or operated aircraft with a minimum bodily injury and property damage per occurrence limit of $1,000,000.00. The policy shall also contain non-owned aircraft liability and blanket contractual coverage for liability assumed under the Lease.

d) Workers' Compensation and Employers Liability coverage with limits consistent with the Texas Workers' Compensation Act and minimum policy limits for Employers Liability of $1,000,000.00.

These limits may be changed from time to time by the County.

Section 8.2 The County, its elected officials, officers, and employees shall be named as additional insureds for commercial general liability and business automobile liability; certificates evidencing such coverage shall be provided to the County. The workers' compensation and employer's liability must contain a waiver of subrogation in favor of the County. All policies shall be endorsed to provide for notice by the company to the County in writing at least thirty (30) days prior to the amendment, cancellation, or termination of any policy or policies of insurance provided by the Lessee pursuant to the terms of this Agreement.

Section 8.3 The Lessee shall at all times during the term hereof, provide fire and extended coverage insurance for each permanent or temporary building or other facility situated within the Leased Premises, in an amount adequate to provide for the repair or replacement of each structure if damaged or destroyed. Such insurance shall provide coverage at all times in an amount equal to
at least ninety percent (90%) of the replacement cost of each building or facility, and shall be issued by a company duly authorized to do business in the State of Texas; and such insurance shall name the County as an insured as its interest shall appear.

Section 8.4 The proceeds of such insurance shall be used by the Lessee exclusively for the repair or replacement of each such building or facility damaged or destroyed by fire or other covered peril in the minimum possible time, and the building or facility shall be returned to its pre-damaged condition or so improved or modified as to be equivalent in value to the pre-damaged building or facility, unless otherwise agreed to in writing by the County.

Section 8.5 The Lessee shall be solely responsible for providing and maintaining any insurance required by it covering fire, theft and/or other peril on the contents of buildings and facilities occupied by it or its subtenants within the Leased Premises.

Section 8.6 The Lessor shall, under no circumstance, be liable for any loss of revenue to Lessee due to diminished, impeded, or complete loss of operational capability which is a result of fire, other destruction, or partial destruction, of any building or equipment that is insurable under any policy provided by Lessee or Lessor.

Financial Fitness:

- Sufficient proof supporting the respondent’s financial ability to provide FBO services
- Authority reserves the right to request additional information from any of the respondents as necessary, regarding financial fitness.

Utilities:

The respondent will be responsible for the follow:

- Trash collection
- Electricity in the leased facilities
- Television, telephone, Wi-Fi of leased facilities
- Courtesy vehicle

Lessor Responsibilities: Major repairs defined as major replacement of materials, element components, and fixtures to keep the airside and landside facilities in safe, functional, and operating condition.

Examples of major repairs: include but not limited to.

- Hangar door motors, structural replacements and act of GOD.
- Hangar door cables
- Electrical wiring
• Repair and maintenance to Runway and Taxiways, aprons, fencing, airfield lighting, aircraft movement structures.

• AWOS and communication systems associated with functional operation of the AWOS.

**Evaluation Criteria:**

The County will evaluate each proposal as follows:

- Qualification/Experience/Expertise 25 Points
- Financial Strength 25 points
- Operations plan 25 Points
- Minimum Annual Guarantee/Fees 15 Points
- Staffing 10 Points
- Total Points 100 Points

**Schedule:**

Request for Proposal Released 15 July 2021
Pre-Submit Tour of McCampbell-Porter Airport 29 Jul 2021
Proposals Due 2:00 PM 5 Aug 2021
Selection Date 12 Aug 2021
Commissioner's court Approval Date 16 Aug 2021

**Airport information available at AIRNAV**

Airport ID
KTFP