



REQUEST FOR INFORMATION (RFI)
FOR A FIXED BASE OPERATOR (FBO)
AT LEESBURG EXECUTIVE AIRPORT

ISSUE DATE: April 28, 2015

INFORMATION DUE DATE: May 19, 2015, 3:00 PM

MAILING ADDRESS: Town of Leesburg
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NOTICE OF ADDENDA: Any addenda to this RFI will be posted on the Town's bid board and will only be emailed to those firms who have REGISTERED on this site. It is the firm's responsibility to provide a correct email address, and to be aware of any addenda.

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I. Purpose

The Town of Leesburg, Virginia (“Town”) is issuing this Request for Information (“RFI”) to gather information from interested parties (“Interested Parties”) whom may seek to provide non-exclusive Fixed Base Operator (“FBO”) services at the Leesburg Executive Airport (“Airport”). Information gathered is intended to provide the Town with:

1. The types of products and services the Town expects an FBO to offer at the Airport;
2. Examples of leases or use agreements the Town and Interested Parties would agree upon for this endeavor which may include:
 - a. Terms and conditions
 - b. Revenue sharing options
 - c. Alternatives to a ground lease and new construction

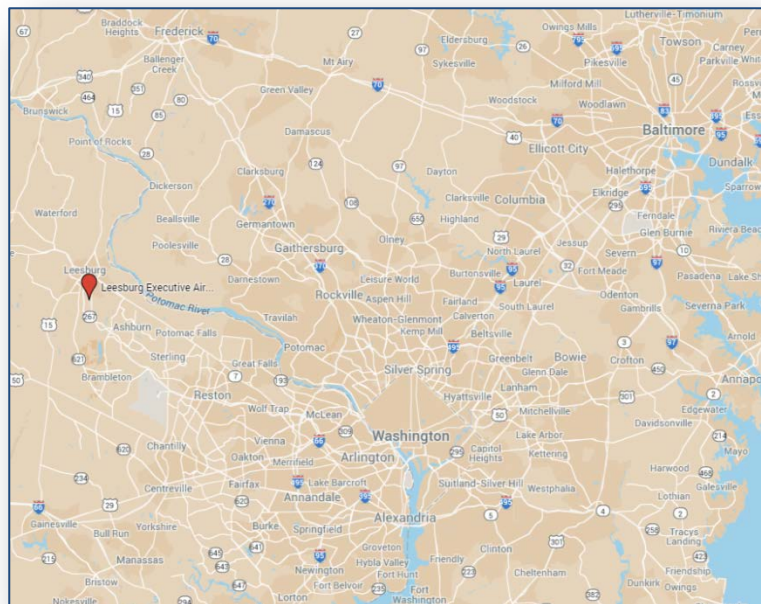
This RFI shall in no way be interpreted as a Request for Bids (RFB) or Invitation for Bid (IFB) and any information obtained as a result of this RFI may or may not be used by the Town to develop a future RFB or IFB.

Once the information received has been evaluated, and based upon information received, the Town may prepare a lease or use agreement or any other necessary document to include in any future Request for Bids (RFB) or Invitation for Bid (IFB) for the purposes of entering into a lease or use agreement with a successful bidder pursuant to the State Code of Virginia.

II. Background

The Airport is located 2.5 miles south of Leesburg and 38 miles from downtown Washington DC. The Airport is owned and operated by the Town of Leesburg.

The Airport is certified as a General Aviation Reliever Airport to be used for public purposes and to relieve congestion at Washington Dulles International Airport (IAD). The Airport is served by one runway, Runway 17/35 (5,500 feet long x 100 feet wide) which has an ILS and RNAV approaches. The Airport is non-towered and is open 24 hours per day.



The Airport has 245 based aircraft, 96 T-hangars, and 11 corporate box hangars. There is a lengthy T-hangar waiting list. Three Part-141 flight schools operate from the airport, performing primary fixed and rotor wing training.

The Airport’s sole FBO, ProJet Aviation LLC, provides fuel and customer service from the Airport’s terminal, operates a part 135 aircraft charter and management business, provides aircraft maintenance through a 3rd party provider, and stores aircraft within its own three (3) corporate

hangars. **The current FBO Operating Agreement with ProJet Aviation LLC expires on January 31, 2016.**

The Town continues to support growth of the Airport and has plans to increase aircraft hangar facilities including the construction of 22 T-hangars and 6 corporate box hangars at the airport's north end. The Airport is also seeking to add control tower services and is hosting a remote control tower technology demonstration under agreement with the Virginia Department of Aviation and Saab Sensis Corporation. The Airport plans to establish Customs Landing Rights facilities.

The number of aircraft currently based at the airport is 245. The FAA Air Traffic Activity System (ATADS) show historical and forecast operations of:

| Estimated Annual Operations | |
|-----------------------------|---------|
| Calendar Year 2014 | 113,116 |
| Calendar Year 2015 | 115,655 |
| Calendar Year 2016 | 118,255 |

Cumulative total gallons delivered for all FBO's during the last three calendar years were:

| | Fuel Sold | | |
|--------------------|-----------|---------|---------|
| | 100LL | Jet A | Total |
| Calendar Year 2012 | 200,818 | 564,542 | 765,360 |
| Calendar Year 2013 | 201,467 | 527,507 | 728,974 |
| Calendar Year 2014 | 198,961 | 528,872 | 727,833 |

III. Available Facilities

In addition to any potential lease or use agreement, the Town seeks an FBO to provide customer services from our Terminal Building. The successful bidder will have exclusive use of 760 sq. ft. including the customer service counter, line office, manager office, storage and a pilot store. Space available to the general public but not included in any potential lease or use agreement include general waiting areas, flight planning room and a pilot lounge.

Any potential lease or user agreement will include a 15,000 gallon Jet-A above-ground fuel tank and a 12,000 gallon 100LL above-ground fuel tank. The successful bidder will be responsible for the daily operation of the fuel farm, including maintaining the operational components on the fuel system (i.e. filters, hoses, etc.). The successful bidder will maintain the fuel farm premises in accordance with NFPA standards as well as obtain all certifications required by federal, state and local laws.

The Town currently requires all FBO's to provide aircraft maintenance services as a part of the adopted Rules, Regulations & Minimum Standards.

A single pad site is currently available for new hangar construction. This Pad Site "B" is adjacent to the airport terminal access road and aircraft apron (see figure 1). The parcel is approximately 33,150 sq. ft. (excluding the existing aircraft apron) and could potentially accommodate an aircraft hangar approximately 120' x 120' plus additional office and automobile parking.

Three existing hangars at the airport are equipped for aircraft maintenance operations. These three hangars are operated by ProJet Aviation LLC through long-term land-lease agreements. Inquiries to perform aircraft maintenance services within these hangars would be under a separate agreement with ProJet Aviation LLC.



Figure 1

IV. Required Services

The Town's expectation is that the following services would be the required minimum passenger, crew and aircraft ground services, support and amenities:

- Aircraft fueling (100LL & JET A) and oil dispensing
- Aircraft Maintenance & Repair
 - Major Airframe and power plant repairs
 - Avionics Repair and Service
- Management and subleasing of 10 transient tie-down spaces
- Operation of existing fuel farm for the storage, handling and delivery of aviation fuel products
- Emergency service to disabled general aviation aircraft (i.e. towing/transporting disabled aircraft)
- Employment of the appropriate number of properly trained and/or certified personnel to provide satisfactory FBO service
- Minimum hours of operation: 14 hours per day, 7 days a week.
- After hours, on-call service
- Aircraft marshalling (direct to parking)
- Aircraft parking and tie down
- Aircraft towing
- Oxygen services
- Nitrogen services
- Compressed air services
- Lavatory services
- Potable water service
- Aircraft ground power (direct current or DC)
- Baggage handling and related services
- Customer Service Desk
- Pilot Supplies Store

- Courtesy transportation
- Car Rental arrangements
- Ground transportation arrangements
- Accommodation arrangements
- Aircraft catering arrangements
- International Arrivals Coordination (future) including handling regulated garbage.

In addition to the above required services, an FBO shall have option to provide additional aeronautical services in compliance with the [Rules, Regulations, and Minimum Standards](#).

V. Submittal Information

As stated earlier, the information received from this RFI may be used in the development of a formal solicitation to select an FBO for the airport. In addition to the specific information requested below, we encourage you to provide detailed information on alternative plans, products or services you recommend be considered for any future RFP or RFB.

- A. Operations Plan: In addition to the Required Services listed in Section II, provide a detailed narrative description of any alternate or additional services that will be provided. Suggested additional services may include: Flight Training, Aircraft Rental, Air Taxi/Charter, Aircraft Sales, Aerial Surveying/Photography, Specialized maintenance (upholstery, etc.), miscellaneous retail (pilot supplies, promotional clothing etc.)
- B. New Construction Option: Provide an outline of the facilities you might propose at the Airport including the type of facility, size, approximate cost and timeline to construct.
- C. Lease Document: Provide a sample of the lease document (or suggested language) including special terms and conditions you would expect to have incorporated.
- D. Questionnaire
 1. What is the preferred term of an FBO Services Contract?
 2. What additional services should the Airport require?
 3. Would you construct a new hangar facility on the available pad site?
 4. What is the preferred term of a new hangar / land lease?
 5. Should the term of an FBO Services Contract run concurrent with a hangar land lease?
 6. Should the Airport restrict use of the hangar space to only conducting aircraft maintenance operations?
 7. Should the Town offer an option in which the Respondent negotiates a separate lease of existing suitable hangar space in which to conduct its aircraft maintenance operations?
 8. Should the Town include performance goals in an FBO Services Agreement?

VI. General Terms and Conditions

- A. The Airport has established [Rules, Regulations, and Minimum Standards](#). Respondents seeking to operate from the Airport are required to meet these requirements.