

**Request for Qualifications: 2024-006-RFQ**

**Addendum Number: 2**

**FBO Consulting Services**

**Due Date and Time: March 28, 2024 at 2:00 pm Arizona time**

The Request for Qualifications (RFQ) is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Offeror shall take this Addendum into consideration when preparing and submitting its Statement of Qualifications. Responses to questions are in **red**.

### **QUESTIONS**

The following questions were asked at the pre-submittal meeting **on February 12, 2024**:

Q1: What are your margins on your jet fuel? Contract vs retail split? Answer: **Specifics regarding margins would be discussed with the selected Offeror.**

**Calendar year 2023 numbers for retail Jet-A are approximately 720,000 gallons per year. Contract fuel is approximately 3,500,000 gallons per year, which includes government/DLA (1,300,000 gallons), tenant contract (1,300,000 gallons), corporate (500,000 gallons), and ad hoc airline (400,000 gallons).**

Q2: Would you anticipate a part of the scope to be looking at a potential lease structure (rents, fees, lease terms) if the recommendation would be to privatize? Answer: **The initial scope is the evaluation and recommendation. Any future work outside of this scope may be included in an amendment to the contract or the Airport may issue a new solicitation.**

Q3: What is your hangar demand like? ie % occupancy. Answer: **We are currently 100% occupied in the FBO's Hangar. There are private hangars on the Airport and those are at 100% occupied as well.**

Q4: What sort of FAA funding have you received in the past? Answer: As related to the FBO, the Airport has received the following:

- a. At the fuel farm, pavement was redone and added (2) 50,000 gallon tanks (thru Military Airport Program Grant)**
- b. Covid employee funding**
- c. Ramp area in front of the FBO**

Q5: Is the current FBO an independent entity or part of the overall airport operation in terms of financial reporting? Answer: **The FBO is a department of the Airport. It is part of the total Airport financials.**

Q6: Any current FAA applications for funding? Answer: **The Airport has the following applications pending with the FAA:**

- a. Runway 12C-30C Mill & Overlay**
- b. Runway 12R-30L Reconstruction**

Q7: Can you share any frustrations with running the FBO yourselves? Answer: **The biggest challenge is we are a public entity and therefore it presents different challenges when running an operation, such as flexibility, that a private entity does not have.**

Q8: Would there be any challenges with staff generating information specifically associated with the FBO financials (labor, benefits, etc) separate from the overall airport? Answer: **The Airport has that information available and it would be shared, if requested, with the selected Offeror.**

Q9: If you decided to take the FBO private would the employees be allowed to transition over to the new provider? Answer: **If the decision is made to privatize, the Airport would hope that they would be given that opportunity to transition. The evaluation is independent of this.**

#### **INFORMATION**

The following item(s) are provided as a matter of information only to all Offerors and do not modify or become part of the Contract Documents:

Attached to this Addendum is a list of attendees at the pre-submittal meeting that was held on February 12, 2024 at the Airport.

Attached to this Addendum is the presentation for the pre-submittal meeting that was held on February 12, 2024 at the Airport.

Offeror shall indicate receipt of this Addendum and any previously issued Addenda by completing and including the Addenda Acknowledgement Attachment for the RFQ.

ALL OTHER TERMS AND CONDITIONS OF THE RFQ REMAIN UNCHANGED.

The above referenced RFQ Addendum is hereby issued and executed February 12, 2024 at Phoenix Mesa Gateway Airport Authority, Mesa, Arizona.

Marian Whilden

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Procurement Officer  
Phoenix-Mesa Gateway Airport Authority



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Mesa, Arizona 85212  
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FAX 480.988.2315  
[www.gatewayairport.com](http://www.gatewayairport.com)

Attended via Zoom on-line:

<b>Name</b>	<b>Organization</b>
Michael Hodges	Airport Business Solutions
Kyle Eiserer	Airside FBO
David Vaughan	Business Aviation Group LLC

# Fixed Base Operator (FBO) Consulting Services Request for Qualifications

PRE-SUBMITTAL MEETING



## Airport Staff

- Scott Brownlee  
*Deputy Director*
- Matt Nebgen  
*Director of Gateway Aviation Services*
- Shannon Jones  
*Gateway Aviation Services Admin Manager*
- Marian Whilden  
*Procurement Officer*

# Solicitation Timeline



- Written Questions Due March 18, 2024, by 12:00 PM (AZ Time)
- RFQ Due Date and Time March 28, 2024, by 2:00 PM (AZ Time)
- Interviews (if conducted) Week of May 13, 2024
- Tentative Award June 18, 2024, Board Meeting

*Dates are subject to change*



- Requirements for Submittal

- Submit in a sealed box/envelope with solicitation number and company's name clearly indicated on the exterior
- Submit 6 copies
- Submit an electronic copy
- Page limitations and exclusions
- Sign and include all Attachments
- Failure to include all required information may cause your SOQ to be rejected and not evaluated
- Utilize Submittal Checklist
- Late SOQs will not be accepted
- Review RFQ for all requirements

# RFQ Key Requirements

- Addenda
  - Addendum 1
    - Issued on January 17, 2024
  - Addendum 2
    - Any questions asked at Pre-Submittal Meeting
    - Any questions received in writing to date
    - Sign-in Sheets
  - Posted on Airport’s website – subscribe to receive automatic notifications
  - Offeror’s responsibility
- Evaluation Criteria
  - Page 13 of the RFQ

Points	Category
40	Relevant Firm Experience
40	Team Experience & Qualifications
10	Technical Approach (including methodology and techniques used)
10	Past Performance (including time to complete, satisfaction of client/references, and financial outcome)
100	Total Score



- FBO Airport owned since 1997
- Operates 24/7/365
- One Hangar of approximately 19,000 sq ft with 19' door height
- Approximately 300,000 of direct controlled ramp space, additional with coordination
- Military/Govt (DLA) contract fuel holder
- Staff of 32
- Jet Fuel Storage of 400,000 gallons
- Avgas Storage 12,000 gallons
- Combination of owned and leased fuel trucks
- Variety of other ground support equipment

## FBO/Airport Overview cont.



- Gulfstream Aerospace West Coast Service Center 2024 scheduled completion
- Virgin Galactic manufacturing facility 2024 scheduled completion
- Allegiant Airlines summer 2024 projected 19.1% increase
- February 20, 2024 five gate terminal addition completion

- Jet A Totals
  - Just under 17MM gallons in 2023
  - Just under 19MM gallons in 2022
  - Approximately 19.5MM gallons in 2021
  - Just over 17MM gallons in 2020
- Avgas Totals
  - Just over 425K gallons in 2023
  - Just under 500K gallons in 2022
  - Just under 500K gallons in 2021
  - Approximately 660K gallons in 2020

# Key Evaluation Points

- Financial (revenues and expenses)
- Operational
- Capital
- Untapped Opportunities
- Risks/Liabilities

- Executive Summary
- Recommendation (Continue to operate/privatize/hybrid)
- Trigger Points

# Q & A

Airport staff will now take questions.

Phoenix Mesa Gateway Airport Authority thanks you for  
attending the pre-submittal meeting for FBO Consulting Services Request  
for Qualifications

Due date for questions and clarifications

March 18, 2024, by 12:00 PM (AZ Time)

Due date for SOQs

March 28, 2024, by 2:00 PM (AZ Time)