

# **AIRPORT MANAGEMENT AND OPERATION OF THE ARROWHEAD AIRPORT (91F)**

# **1. SUMMARY AND BACKGROUND**

## **1.1 Introduction**

Arrowhead Airport (Airport) is owned by the State of Oklahoma through the Oklahoma Tourism & Recreation Department (Department). Pursuant to Title 3, Section 85(H) of the Oklahoma Statutes, the Oklahoma Aeronautics Commission (Commission) has primary jurisdiction of the Airport insofar as its design, development and operation.

The Commission and the Department are requesting proposals to operate and develop the Airport. These services would be provided under an operating and ground lease agreement (Agreement) between the Commission, the Department, and the selected Proposer. This request provides flexibility for Proposers to submit a variety of innovative operation and development options for the Airport. The base term of the Agreement will not exceed fifteen (15) years from the commencement date. Additionally, the Agreement may be extended for an additional four (4) year period upon written agreement by both parties.

The purpose of this request is to solicit Proposals from private-sector contractors that have an interest in developing the Airport into an active general aviation airport. Given that the Airport has no based aircraft and only small amounts of itinerate traffic the Proposer will have to make fairly significant private investments in facilities, such as hangars and a fuel farm, to bring in activity and make the Airport attractive to the users of our air transportation system.

## **1.2 Airport Background**

### **Oklahoma Aeronautics Commission**

The Commission is a state agency whose mission is to promote aviation, which includes ensuring that the needs of commerce and communities across Oklahoma are met by the state's 110 public airports that comprise the state's air transportation system and ensuring the growth and vitality of the state's aerospace industry.

### **Oklahoma Tourism and Recreation Department**

The Department is an agency whose mission, through the Division of State Parks, is to conserve, plan, construct, maintain, and operate parkland which is necessary and useful in promoting public use of state parks. Arrowhead State Park is a facility within the Department, operated for the benefit of the public. Facilities in the park include a golf course, boating facilities, camping, picnic sites, a group camp and an Airport.

### **Ownership of the Airport**

The Commission has primary jurisdiction over all state owned Airports for the purposes of design, development and operation. The Department has a long-term lease with the U.S. Army Corps of Engineers for Arrowhead State Park which includes the Airport. The Federal Aviation Administration (FAA) considers the Department and the Commission to be co-sponsors of the Airport and, as such, has required both parties to sign any grant agreements for the Airport.

## Infrastructure Profile

The land the Airport is located on consists of 52 acres. The Airport is approximately 2.5 miles to the southeast of the town of Canadian, OK. The Airport is developed around a single asphalt runway (runway 15/33) along with a connecting taxiway and parking apron. No published instrument approaches exist for the Airport.

Major components of the Airport's developments include:

- 3500 ft x 60 ft asphalt runway.
- 190 ft x 30 ft asphalt connector taxiway.
- 215 ft x 115 ft asphalt parking apron.
- 80 ft x 75 ft asphalt turnaround.
- 15 ft tall windsock pole for 18" diameter windsock
- 100 ft diameter segmented circle centered around windsock.
- Rotating beacon located on top of 30' beacon pole.

## Operational and Financial Profile

The Airport is part of the National Plan of Integrated Airport Systems (NPIAS) and serves as a general aviation Airport for the Lake Eufaula area. No aircraft are currently based at the Airport. The most recent operating data collected shows 100 itinerate operations for 12 months ending 9/20/2012. The Airport does not charge landing fees for any type of aircraft. The Airport currently does not generate any revenue. As a general aviation Airport in the NPIAS as well as the Oklahoma Airport System Plan it is eligible for FAA Airport Improvement Program (AIP) funds and state grant funds to enhance and maintain the Airport's infrastructure. Currently, the Airport is eligible to receive Non-Primary Entitlement (NPE) funding. This NPE program has been operating since 2001 and is currently authorized by Congress through federal fiscal year 2015. There is no guarantee that this program will operate in perpetuity beyond FY 2015 as Congress has the ultimate authority to reauthorize the NPE program. Through the NPE program the Airport is eligible to receive \$150,000 annually for capital development projects. Each year's funds are available for four years, therefore allowing the sponsor to accumulate up to \$600,000 of NPE funding for capital development on the Airport. The Airport currently has \$600,000 worth of NPE funds banked and available for use on capital development projects. This is a list of the most recent (15 year history) capital expenditures at the Airport:

- 2002 – Crack seal and seal coat of runway, connector taxiway and apron.
- 2004 – Update Airport Layout Plan
- 2006 – Rehabilitate runway, connector taxiway and apron (Design only).
- 2007 – Rehabilitate runway, connector taxiway and apron (Construction). Paint segmented circle.

## **2. CONTENT OF PROPOSALS AND BRIEF DESCRIPTION OF REQUIREMENT**

In order to facilitate the review and evaluation of Proposals, we request that Proposals be submitted in a standard format. Each submitted Proposal shall, at a minimum, contain the sections outlined below. Proposals may include other pertinent or supporting information in the form of appendices.

All submitted Proposals must contain the following contents in standard order:

Cover Letter

Table of Contents

Section I Executive Summary

Section II Proposer Profile, Experience and History

Section III Airport Management, Operations and Development Strategies

Section IV Proposer Financial Statements, Insurance, and Litigation History

Appendices Required Attestations and Information to be determined by individual Proposer

These mandatory sections of submitted Proposals are designed to promote uniformity of preparation and to facilitate review and evaluation. This shall not inhibit Proposers from submitting additional information that will enhance our understanding of the Proposer's approach, qualifications and other relevant factors.

Each required Proposal section is discussed in greater detail below.

### **2.1 Cover Letter**

The cover letter shall introduce the Proposer and any partners that will participate in the Proposal. The cover letter shall:

- Be printed on the Proposer's official letterhead.
- Contain the name(s) and contact information (title, name of company, address, telephone number, email address) of the Proposer.
- Provide for the validity of the Proposal for a period of up to 120 days following submission.
- State that the signer is authorized to sign and submit the Proposal on behalf of the Proposer.

One copy of the Proposal (marked "Original") shall contain the original signature of an individual who has the authority to legally bind the firm.

## 2.2 Table of Contents

The Table of Contents shall identify each major section of the Proposer's proposal, along with its initial page number. Any offered attachments or appendices shall be cited here.

## 2.3 Executive Summary

This section shall provide a summary of the submitted Proposal and shall not exceed two pages in length.

## 2.4 Proposer Profile, Experience and History

This section shall include a brief profile of the Proposer's resume, organization and all principals. It shall detail the Proposer's history and any experience within the airports industry or with commercial property/real estate development. The Proposer shall also convey their relevant knowledge of airport operations and how to operate an airport in a safe and efficient manner. Provide references and professional memberships. It shall provide the names and briefly outline the relevant experience and knowledge of key personnel.

## 2.5 Airport Management Operations and Development Strategies

This section shall outline the Proposer's overall approach and methodology for the management and operation of the Airport. It shall contain the Proposer's specific strategies and timelines for the effective and efficient management, operation and development of the Airport. It shall contain a list of prospective sub-tenants and uses and a marketing plan to include methods to be used to attract new business. Details of how the Proposer plans to attract new activity to the airport shall be listed. It shall include the Proposer's future vision for the Airport. It shall include Airport emergency management, irregular operations, environmental issues, and wildlife repelling/detering methods. Section 3.0 of this RFP sets forth the minimum services to be provided. This section of the Proposal shall indicate how the Proposer plans to provide these minimum services. The Proposer should not feel limited by these services and is encouraged to expand upon them for the benefit of the Airport.

## 2.6 Proposer Financial Statements, Insurance, and Litigation History

This section shall include a copy of the Proposer's financial statements. It shall also include how the Proposer plans to fund the required capital development items listed in Section 3.0. These plans must be acceptable to the FAA in lieu of lease payments for the use of the Airport property.

It shall also contain a five year litigation history in which the Proposer was directly or indirectly involved. The Proposer shall also submit written authorization for release of information regarding past operations or dealings with aviation or aeronautics commissions, administrators, departments of any state, or any other person(s) or entity(s) in which the applicant has been engaged in the aviation business.

## 2.7 Appendices

### 2.7.1 Non-Collusion Affidavit

### 2.7.2 Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation the prospective primary participant and any subcontractor certifies, to the best of their knowledge and belief, that they and their principals or participants:

2.7.2.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;

2.7.2.2 Have not within a three-year period preceding this proposal been convicted of or pled guilty to had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

2.7.2.3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 2.7.2.2 of this certification; and

2.7.2.4 Have not within a three-year period preceding this application/proposal had one or more public (Federal, State or local) contracts terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

2.7.3 Proposers may include other pertinent information to support the content of their Proposals.

### **3.SCOPE OF SERVICES TO BE PROVIDED BY THE AIRPORT OPERATOR/LESSEE**

The Agreement must comply with all applicable federal, state and local laws and regulations, including terms, conditions and assurances in FAA grants received for the Airport, and the lease between Department and the U.S. Army Corps of Engineers. The Airport must be available for public use and to all aeronautical users on fair and reasonable terms. Nothing in the Agreement may be construed to grant or authorize the granting of an exclusive right forbidden by Section 308 of the Federal Aviation Act of 1958.

The Agreement will be subordinate to the provisions of any existing or future agreement between the Commission, the Department and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the receipt of federal funds for the development of the Airport. Failure of the Proposer to comply with any term implied or stated in the Agreement required by any existing or future agreement between the Commission, the Department and the United States is a default.

The Proposer will be responsible for providing the following services for the benefit of all tenants and users of the Airport:

#### **3.1 Administrative Services**

Provide administrative services to support the operation of the Airport, its infrastructure and facilities. These services will include:

- Managing Airport administrative functions.
- Managing and training any Airport operator personnel.
- Cooperating with and assisting the Commission or Department in dealing with all Federal, State and Local agencies in all matters related to the operation and management of the Airport.
- Attending meetings and conferences with Federal, State and Local officials as requested by the Commission or Department.
- Attending meetings and conferences of the Commission or Department as requested by those agencies.
- Providing other miscellaneous administrative services in support of Airport management and operations.
- Designate a person as Airport manager who will have oversight and responsibility for operation of the Airport. This person will be listed on the FAA master record (form 5010-1) as the Airport manager.
- Creating a marketing plan to detail how the Proposer plans to increase activity at the airport. Both standard and unique strategies to bring in activity should be considered. Items to include could be regular fly-ins, a social media presence,

discounted gas on select days, advertising in various publications, or partnering with local attractions such as a golf course or marina.

### 3.2 Airport Operations and Maintenance

Operate and maintain Airport consistent with sound airport operating and safety practices:

- Maintaining Airport grounds to include:
  - Mowing all Airport grassy areas to appropriate heights on a regular basis.
    - 2-4 inches for the first 15 feet from pavement edge on all sides.
    - 6-12 inches between 15 and 80 feet from pavement edge on the sides of the runway.
    - 6-12 inches between 15 and 240 feet from the pavement edge on each runway end.
    - 12-24 inches for the rest of the Airport property.
  - Removing grass encroachment from all pavement edges and removing all occurrences of grass growing in the pavement surfaces.
  - Keep all Airport lighting and navigational aids (not owned by FAA) in good working order.
  - Regularly removing all rock, gravel or other Foreign Object Debris (FOD) from all runways, taxiways, aprons and other aircraft operating areas.
  - Maintaining all operator-owned facilities and structures in good physical appearance and operating condition.
  - Ensuring the proper and safe operation of the Airport's fuel farm in compliance with all applicable regulatory requirements.
  - Pay all utility charges associated with the Airport and any applicable trash removal costs.
  - Any other items as requested by the Commission or Department.
- Operation of the Airport to include:
  - Operate and manage the Airport on behalf of the Commission and Department for the use and benefit of the public.
  - Foster and reasonably facilitate the usual and customary aeronautical, and aeronautical-related, activities at the Airport.
  - Inspect the Airport on a regular basis to ensure the facilities are in a safe and useable condition. If any portion of the Airport is deemed to be unfit for use by the operator/lessee, notify the Commission and Department immediately.
  - Conduct Airport security functions to ensure the safe operation of all Airport functions and to protect lives and property from malicious acts.



### 3.3 Airport Property/Real Estate Management

Perform real estate and property management duties including:

- Overseeing and enforcing compliance by all Airport tenants with operating standards, environmental standards and any federal, state or local regulations.
- The operator shall use its best efforts to attract prospective tenants and users as may be desirable for the Airport
- Enforce the obligations of any tenant to maintain and repair in such a manner, all Airport buildings and structures including, without limitation, plumbing, electrical, sprinkler, heating and air conditioning systems, and other equipment, as required by normal use.
- Developing a Security Plan that will explain how the Proposer plans to secure the airport property, in particular, securing the new investments that are required by the Proposer in Section 3.4.

### 3.4 Airport Development (Capital Projects)

Most of the development for Airport infrastructure will be conducted by the Commission and Department. The Commission will provide the financial match for federal grants for airport infrastructure. No financial match for state grants for airport infrastructure will be required because the Airport is state owned. This includes, but is not limited to:

- maintenance and rehabilitation of pavement areas that are available to the public,
- construction of new pavement areas that are available to the public,
- lighting and other navigation aids,
- fencing (along the highway and around any hangars or fuel system),
- obstruction removal and instrument approach procedure development.

All Airport development must be identified on an FAA approved Airport Layout Plan (ALP). Airport development must also be approved by the Commission, Department and the U.S. Army Corps of Engineers and must comply with all federal, state and local regulations.

The following development will be constructed on the Airport by the Proposer:

- A 100LL self-serve fueling system with 24 hour credit card payment capabilities for the benefit of Airport users within 5 years from the date of the Agreement.
- A hangar unit that will be able to accommodate at least 6 single engine aircraft within 5 years from the date of the Agreement.

## **4. PROPOSAL SUBMISSION AND RESPONSE DUE DATE**

The Proposer shall submit two copies of the completed Proposal to:

Elaine Spell, Chief Operations Officer  
Oklahoma Aeronautics Commission  
120 N. Robinson Ave. Suite 1244W  
Oklahoma City, OK 73102

All proposals must be received at the above location no later than 5 p.m. Friday, March 7, 2014. Late proposals will be returned unopened. The Commission and Department reserve the right to disqualify incomplete or noncompliant proposals.

During the time the RFP is open the Commission and Department can provide access to view the Airport property and the current, approved ALP to any interested parties that intend to submit a Proposal.

## **5. PROPOSAL EVALUATION AND NEGOTIATION**

### **5.1 Proposal Evaluation Procedures and Criteria**

All qualified Proposals will be reviewed and evaluated by a committee consisting of staff from both the Commission and the Department. Proposals will be reviewed for completeness and accuracy and evaluated based on the criteria outlined below. Each proposal will be rated utilizing the weights established for each criterion (shown in parentheses next to each criterion). Proposers will be invited to make oral presentations to the committee regarding their Proposals. Presentations shall cover all topics included in the written Proposal with a period at the end of the presentation to allow for questions from the committee. These activities will be evaluated using the same guidelines for the written Proposals.

- Proposer qualifications, knowledge, experience and history in the realm of Airport management. (25 points)
- Proposer's approach, methodology and strategies in developing and increasing the activity of the Airport. (20 points)
- Specificity of proposed plans and systems for the operation, management and development of the Airport. (15 points)
- Details and timeline for compliance with Proposer's required capital development at the Airport. (30 points)
- Clarity, completeness and professionalism of written/presented materials provided by Proposer. (10 points)

## 5.2 Contract Negotiations with Selected Proposer

Based on the cumulative evaluation of written Proposals and oral presentations, the committee anticipates initiating the contract negotiation process with the highest ranked Proposer. However, Proposers may be asked to provide additional information or clarification to the committee on the contents of their Proposals.

It is understood that the Commission and the Department reserve the right to accept or reject any or all Proposals for any services covered in this RFP. In addition, the Commission and the Department may waive irregularities or technical deficiencies and negotiate with Proposers, any desired changes in any contract to be entered into, which, in the sole judgment of the Commission and the Department, best meet the needs of the Airport.

The successful Proposer(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance where the combined single limit for bodily injury and property damage must not be less than \$500,000 per occurrence, and general liability in an amount of not less than \$500,000 per occurrence and not less than \$1,000,000 aggregate, as applicable or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The insurance coverage required in the Agreement must include the Commission and the Department as additional insureds. The Proposer awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Commission with evidence of such insurance and renewals.

## 5.3 For Additional Information or Clarification, Contact:

Grayson Ardies, Aviation Program Manager  
Oklahoma Aeronautics Commission  
120 N. Robinson Ave., Suite 1244W  
Oklahoma City, OK 73102  
(405) 604-6900  
[gardies@oac.ok.gov](mailto:gardies@oac.ok.gov)