



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS STAFF REPORT**

AGENDA TITLE: Contract Award – Aviation Fuel Supplier
MEETING DATE: Wednesday, September 25, 2024
PREPARED BY: Robb Etnyre, General Manager

RECOMMENDED ACTION: Board approves staff recommendation of contract award for an aviation fuel supplier effective October 1, 2024.

STRATEGIC PLAN:

1.A. OPERATE: Practice fiscally responsible and inclusive budgeting, as well as sound financial management of District resources.

BACKGROUND: On August 29, 2024, TTAD management released a request for proposals; RFP-KTRK-07-29-2024 soliciting aviation fuel suppliers. The current aviation fuel supply agreement terminates September 30, 2024. The current aviation supply agreement is with AvFuel Corporation starting October 1, 2013. TTAD management terminated the current aviation fuel supply agreement based on expired terms in the previous agreement, and to seek current market conditions for an aviation fuel supplier.

The purpose of this Request for Proposal (RFP) was to solicit offers from qualified producers and suppliers of aviation fuels and lubricants to supply bulk and branded Jet-A/SAF and 100LL Avgas aviation fuels for storage and resale, and to provide other business support service to the Truckee Tahoe Airport, the sole Fixed Base Operation (FBO) at KTRK. The Truckee Tahoe Airport represents all available Jet A/SAF and 100LL aviation fuels available for sale at the Airport. Upon selection of a successful Proposer, the Airport enters into an appropriate supply agreement (Fuel Supply Agreement).

Proposal Evaluation:

The Fuel Supplier will be selected by the Airport based upon the Airport’s evaluation of the qualifications of the Proposer, the price basis for the supply of aviation fuels, the support, and

services to be provided to the Airport by the Proposer, the contract terms offered by the Proposer and the additional considerations offered by the Proposer.

The Airport will select the Proposer that best suits the needs of the Airport as determined in the sole and absolute discretion of the Airport. Upon selection, the Proposer and the Airport will negotiate the terms of the Fuel Supply Agreement.

Except for offered pricing, payment terms, and term (length) of the respective Fuel Supply Agreements for the Airport, other aspects of the agreement may vary from the contract terms offered by the Proposer. It is possible that the Airport and the Proposer may agree upon modifications and addendums to certain contract terms offered by Proposer, and in such cases, the modifications and addendums will be incorporated into the Fuel Supply Agreement. If the Airport and the Proposer cannot agree on certain contract terms or if the Proposer fails to promptly provide a Fuel Supply Agreement acceptable to the Airport, the Airport may abandon its discussions with the successful Proposer and select another Proposer as the Fuel Supplier.

The following criteria were used to evaluate proposals.

Item #	Selection Criteria	Score
1.	Vendor Aviation Fuel Pricing	25
2.	Vendors Ability to Support Sustainable Aviation Fuel (SAF)	25
3.	Vendors Distribution Delivery Capability	25
4.	Vendors Service Experience, Qualification in the Industry, References, and Key Personnel	25
	Total	100

Two qualified proposals were responsive to the RFP and evaluated. Based on the above criteria, the following scoring reflected TTAD management’s recommendation to award a contract.

Avfuel Corporation	95/100
Ascent Aviation Group, Inc (World Fuel Services)	80/100

SAMPLE MOTION(S): I move to (approve, deny) and authorize the General Manager to contract with Avfuel Corporation as KTRK’s aviation fuel supplier for the term of three years with two option years, effective October 1, 2024.

Attachments:

RFP-KTRK-07-29-2024