



TRUCKEE TAHOE AIRPORT DISTRICT

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March 13, 2017

REQUEST FOR QUALIFICATION

This request for qualification (RFQ) is being requested by the Truckee Tahoe Airport District, a California Special District hereafter referred to as "District". The District is requesting qualifications from firms interested in leasing space from the District to perform specified aeronautical services. These services will include: fixed wing aircraft and rotorcraft repair and maintenance to include:

1. Ability to perform annual inspections on fixed wing and rotor aircraft with reciprocating and turbine propulsion.
2. Ability to perform pitot static checks and transponder checks in compliance with FAR part 91.413 and 91.411.
3. Ability to perform fill, refill, and certification of aircraft oxygen systems.
4. Ability to perform aircraft preheat.
5. Ability to perform aircraft recovery post incident or accident.
6. Ability to perform aircraft ground handling with a tug or vehicle.
7. Ability to perform aircraft on demand call out services during off hours for aircraft repair.
8. Other services as required to service the based aircraft fleet and other itinerate aircraft such as turbo prop aircraft and turbine aircraft.
9. Ability to perform factory certified, specific aircraft type maintenance.

OVERVIEW OF AIRPORT & COMMUNITY

The District provides aviation services for the eastern portion of Placer and Nevada Counties. The District is governed by a five-member Board of Directors, locally elected to four-year overlapping terms. The Board of Directors determines the policies and sets the agenda for the District. The Board hires a General Manager, who in turn hires and supervises the staff. The General Manager serves as the District's Chief Executive Officer and oversees the day to day operations of the District. Under the direction of the General Manager 22 full time employees provide services for airport users and constituents. Employees serve in three departments:

- Operations and Maintenance
- Aviation and Community Services
- Finance and Administration

The District owns and leases 220 hangars, 20 of which are Executive or Box hangars, for aeronautical purposes and storage. In 2016 the Airport saw a total of 32,524 operations. Airport operations are comprised of a mix of piston, turbo prop, glider, and jet aircraft operations. The District serves as the fixed based operator providing fueling (full-service and self-service), line services, and aircraft parking (hangar and tie-down).

The District boundaries include the Town of Truckee which, with its proximity to Lake Tahoe, is a popular tourist destination and sees seasonal influxes of visitors to the region. The largest employment sectors in the Town are arts, entertainment, recreation, accommodation, and food services; educational services, health care and social assistance; and construction.

LOCATION AND SIZE OF HANGAR 1

Proposals shall be based on leasing the following facility from the District:

A metal aircraft maintenance hangar located to the east of the airport terminal with approximate measurements as follows:

- 4,800 square feet of hangar space
- 2,120 square feet of adjoining office space

- Approximately 8 parking spaces totaling 1,500 square feet
- Asphalt apron adjacent to hangar door
- Non-exclusive use of six tie-down spaces
- Utilities paid by tenant

ANTICIPATED USE

Anticipated use of the District facility will be as a full and complete Specialized Aeronautical Services Operation (SASO), excluding fuel services. Services to be provided include, but are not limited to, the following: performing annual inspections, preheat aircraft, perform aircraft ground handling, aircraft recovery post incident or accident, fixed wing aircraft and rotorcraft repair and maintenance. Additional services may include aircraft rental, aircraft charter services, and flight instruction. Conditions and weather permitting, the business will be open and available between the hours of 8:00 a.m. and 5:00 p.m., five days per week, and at other times will provide an on-call service for the public on a continual basis. The purpose of a lease is to facilitate an aeronautical business enterprise. Services to be provided must show a commitment to general aviation on behalf of the business and a willingness to comply with the District's Minimum Standards.

INSTRUCTIONS FOR SUBMISSION

Each response shall include no more than two pages of single spaced response font size 11 in Arial. The response shall include:

1. Description of services provided by the firm including those services ancillary to maintenance and repair of aircraft; example may be aircraft rental, charter, aircraft sales.
2. History of company, past performance on similar airports, experience of key personnel, three references of airport contacts who awarded or administered a lease or permit for services.
3. A brief description of financial solvency and the reference to a qualified banking institution whom you authorize the District to speak with.
4. A four year plan of future development or business offering if any.
5. A list of licenses, certifications, and authorized repair station credentials.

All letters of qualification shall be submitted to the Truckee Tahoe Airport District, ATTN: Hardy Bullock, Director of Aviation & Community Services, 10356 Truckee Airport Road, Truckee, CA 96161. The submission deadline is 5:00 P.M. on Friday, April 14, 2017. Proposals will be evaluated based on the best overall value to the District using the following criteria: pertinent experience and past performance of firm, quality of experience of key personnel, and overall quality of proposal and references. If a firm is selected by the District, the selected firm shall be notified within thirty (30) days after the close of the submission deadline.

This RFQ is designed to provide fair and equal access to qualified parties who wish to offer services and lease property from the District. The District reserves the right to take no action, select an offeror based on criteria outlined here, or negotiate directly with an offeror for additional information. Questions contact Jill McClendon, Project Coordinator, Truckee Tahoe Airport District. jill.mcclendon@truckeetahoeairport.com – (530)587-4119.