



**Request for Information
for a
Fix Based Operator (FBO)
at
Roanoke Blacksburg Regional Airport**

Issue Date: February 4, 2020

Information Due Date: March 4, 2020

Mailing Address: 5202 Aviation Drive, Roanoke, VA 24012

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Email: erinh@flyroa.com

Note of Addenda: Any addenda to this RFI will be posted on the Commission's website and will only be emailed to those firms that provide a correct email address.

Table of Contents

I. Purpose	3
II. Background	3
III. Available Facilities	5
IV. Required Services	6
V. Submittal Information	7

I. PURPOSE

The Roanoke Regional Airport Commission (Commission) is issuing a Request for Information (RFI) to gather information from interested parties who may seek to provide non-exclusive Fixed Base Operator (FBO) services at the Roanoke Blacksburg Regional Airport (Airport). Information gathered is intended to provide the Commission with:

1. The types of products and services the Commission expects an FBO to offer the Airport;
2. Examples of leases or use agreements the Commission 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

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

Once the information received has been evaluated, and based upon information received, the Commission 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 three miles northwest of Roanoke Virginia and is governed by the five-member Roanoke Regional Airport Commission, which includes representatives from both the city and country of Roanoke. The Airport has two runways and over 60 scheduled flights a day; and, it covers some 912 acres.

The Airport is served by two runways. Runway 6-24 being the longest at 6,900 feet by 150 feet and is equipped with an LDA/DME approach system; and, Runway 16-34 is 5,810 feet by 150 feet and is equipped with CAT 1B ILS approach system. The Airport has a tower and it is operational 24 hours per day.

The Airport has 90 based aircraft, 3 T-hangar buildings with a total of 40 spaces, and 4 corporate box hangars and 4 private hangars. There is one flight school operating from the Airport.

The Airport's sole FBO, Signature Flight Support provides fuel and customer service from their Executive Terminal located at 22 Waypoint Drive on the Airport premises. They operate maintenance, fuel, hangar storage and tie-downs.

The following businesses are also located in the General Aviation area:

- Roanoke AERO Services
- Kane Aviation
- Executive Air, Inc. Charter Services
- Star Flight Training

The current FBO Operating Agreement with Signature Flight Support expires in November 2021.

The Commission continues to support growth of the Airport and has plans to increase the number of aircraft hangar facilities. An updated Master Plan for the Airport will be completed in Fall of 2020.

The FAA Air Traffic Activity System (ATADS) show historical and forecast operations of:

Estimated Annual Operations	
Calendar Year 2017	51,474
Calendar Year 2018	53,055
Calendar Year 2019	52,298

III. AVAILABLE FACILITIES

Executive Terminal

In addition to any potential lease or use agreement, the Commission seeks an FBO to provide customer services from the current FBOs Executive Terminal located at 22 Waypoint Drive. The building's exterior dimensions are approximately 56' x 80'. The successful bidder will have exclusive use of the FBO Executive Terminal including: Five offices, two public restrooms, one private restroom, kitchenette behind counter, large barista on the public side

with a coffee machine, a large conference room, snack machine area, a large pilot’s lounge, a large lobby that includes a television and area where they can file flight plans.

Fuel Farm

Any potential lease or user agreement will include the use of:

Two (2) 20,000 gallon above-ground **Jet A** fuel tanks; and, one (1) 12,000 gallon below-ground fuel tank. In addition, there is one (1) 12,000 gallon **100 LL** below-ground fuel tank; and, one (1) 3,000-gallon **AV** gas above-ground tank. There is a 275-gallon sump tank.

The successful bidder will be responsible for the daily operations 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.

Cumulative total gallons delivered for last three calendar years:

Fuel Sold			
	AV Gas	Jet A	Total
Calendar Year 2017	75,846	539,438	615,284
Calendar Year 2018	58,607	576,609	635,216
Calendar Year 2019	25,634	291,241	316,875 thru 5.31.19

In addition to this, the 2019 estimated volume for air carriers is listed below:

ROA AIRLINE AND CARGO TENDERED FUEL VOLUMES	
Allegiant	351,691
American	1,100,000
Delta	950,580
FedEx	249,255
UPS	405,000
United	1,020,000
TOTALS	4,076,526

The Commission currently requires the FBO to provide all of the following general aviation services:

- Parking, tie-down and storage for itinerant general aviation aircraft, which are aircraft not based at the Airport;
- Provision and sale of av gas, jet fuel, and other aviation petroleum products available 24 hours per day, seven days per week;
- Terminal operations and services staffed and available 24 hours per day, seven days a week;
- Engine and accessory maintenance and repair of general aviation aircraft; and
- Aircraft radio and instrument sales, services and repairs.

The following services are available by Specialty Fixed Base Operators:

- Aircraft Charter
- Aircraft Maintenance
- Repair and Maintenance
- Avionics Installation
- Annual Inspections
- Engine Overalls
- Part 61 Flight School
- BFR, IPC, Currency
- Aircraft Rentals

There are currently six (6) pads available for hangar construction.

Three existing hangars at the Airport are equipped for aircraft maintenance operations.

Signature provides underwing-overwing services for Allegiant; and they also provide sorting services for UPS Air Cargo.

IV. REQUIRED SERVICES

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

- Aircraft fueling (Jet A, 100 LL and AV Gas) and oil dispensing

- Aircraft maintenance & Repair
 - Major Airframe and power plant repairs
 - Avionics Repairs and Service
- Management and subleasing of transient tie-down spaces
- Operation of existing fuel farm for the storage, handling and delivery of aviation fuel products
- Minimum hours of operation 24 hours per day, 7 days a week

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 to be considered for any future IFB.

- A. Operations Plan: In addition to the required Services listed in Section IV, 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 lease document (or suggested language) including special terms and conditions you would expect to have incorporated.

D. QUESTIONNAIRE

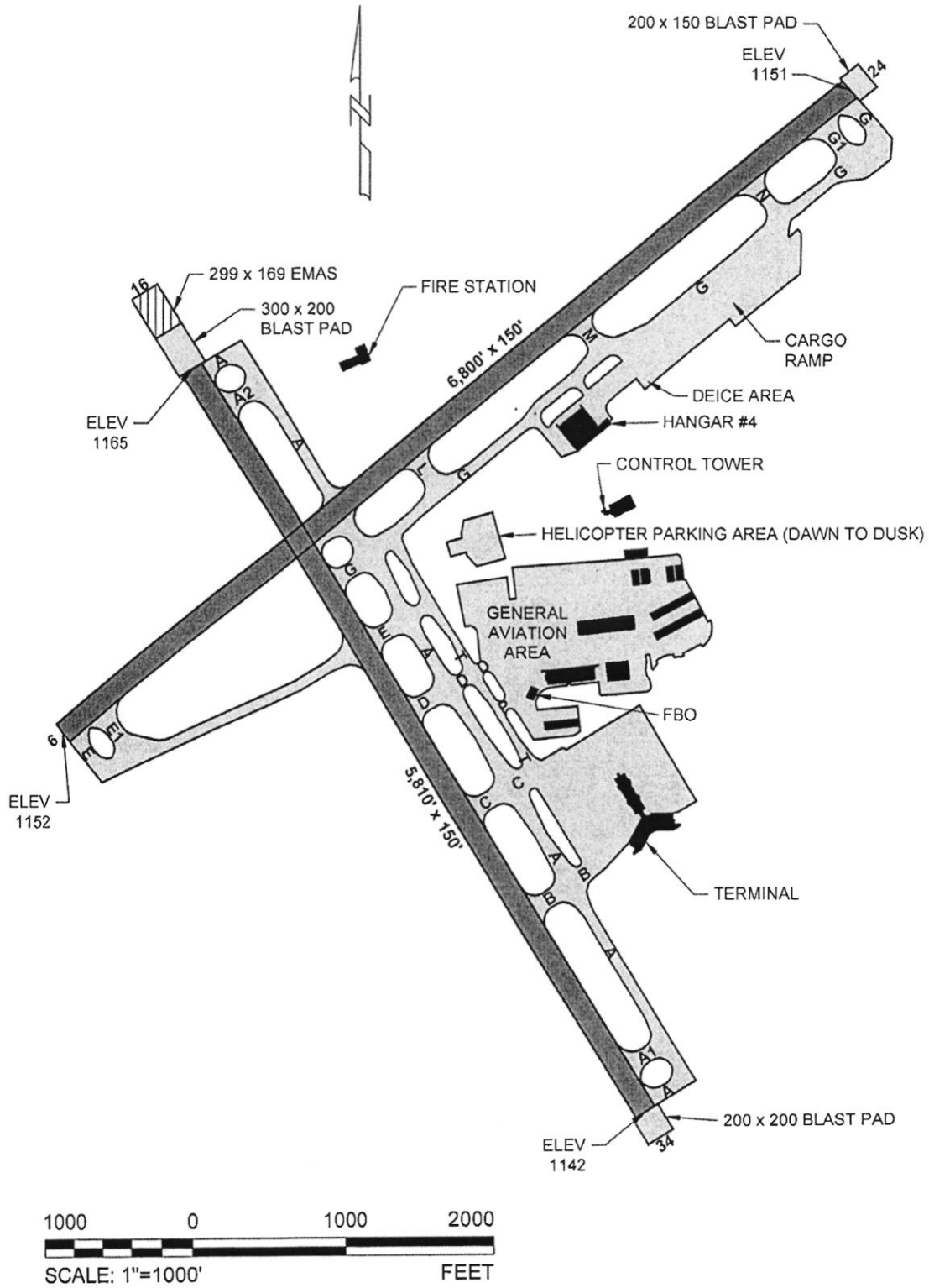
1. What is the preferred term of an FBO Services Contract?
2. What additional services should the Airport require?
3. Would you construct a new hangar on an available pad site?
4. What is the preferred term of a new hangar/land lease?
5. Should the term of an FBO Services contract run concurrent with a hangar land lease?
6. Should the Airport restrict the hangar space to only storage of aircraft?

7. Should the Commission 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 Commission include performance goals to an FBO Services Agreement?

SOLICITATION CAVEAT

The proposer understands and agrees that the Commission shall have no financial responsibility for any costs incurred by the proposer in responding to this RFI and shall not be liable for any proposer's costs attributed to the preparation of the RFI.

DRAWING: ROA Airport Diagram.dwg LAYOUT: L1

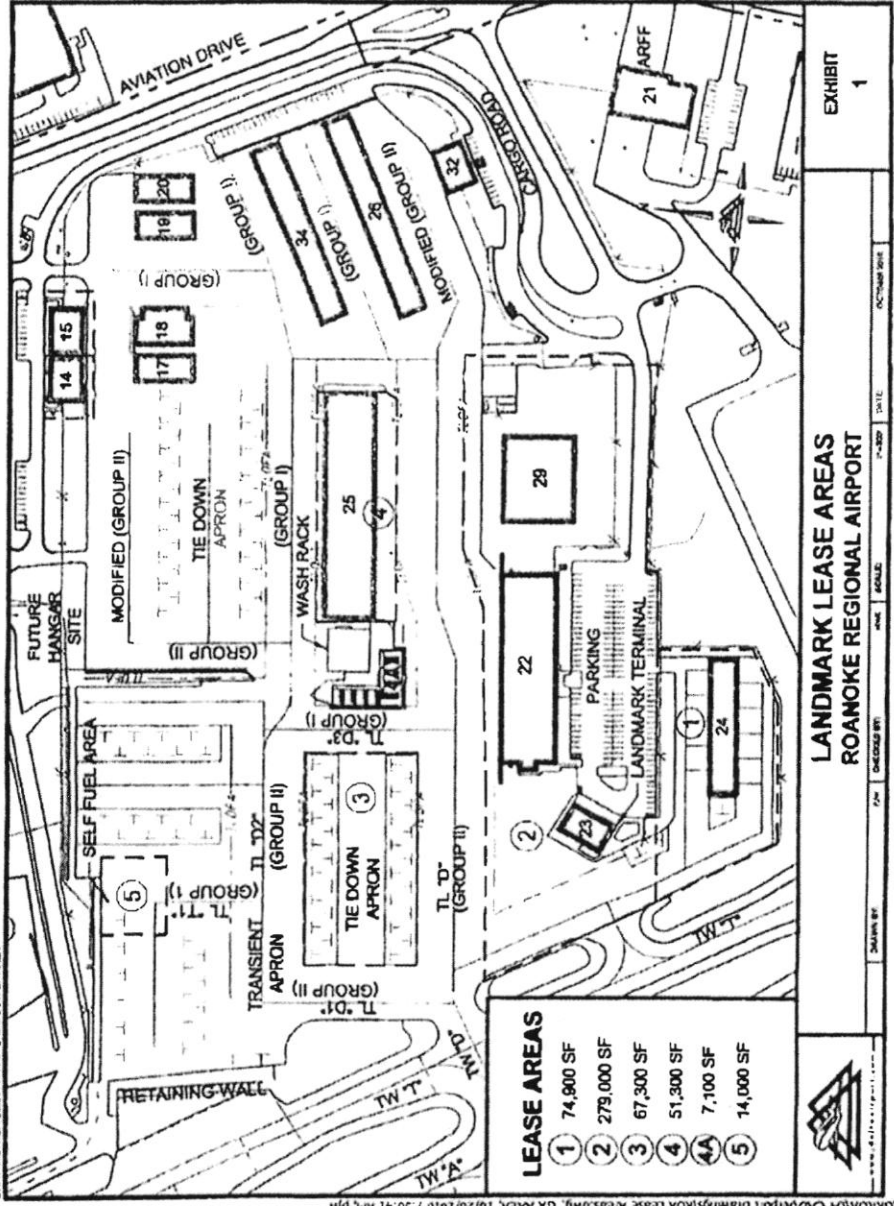


www.dellaairport.com

AIRPORT DIAGRAM ROANOKE-BLACKSBURG REGIONAL AIRPORT

EXHIBIT
1

DRAWN BY: PJW CHECKED BY: BDM SCALE: 1"=1000' DATE: FEBRUARY 2014



LEASE AREAS

①	74,900 SF
②	279,000 SF
③	67,300 SF
④	51,300 SF
④A	7,100 SF
⑤	14,000 SF

**LANDMARK LEASE AREAS
ROANOKE REGIONAL AIRPORT**



EXHIBIT 1

DATE: 10/26/2010
SCALE: 1/8" = 1'-0"
DRAWN BY: [Name]
CHECKED BY: [Name]

H:\VCK\0404\CD\Airport Drawings\ROA Lease Areas.dwg, CA AREA, 10/26/2010 7:50:41 AM, PM

DRAWING: ROA Tie-Down & T-Hangar Numbering.dwg LAYOUT: GA AREA

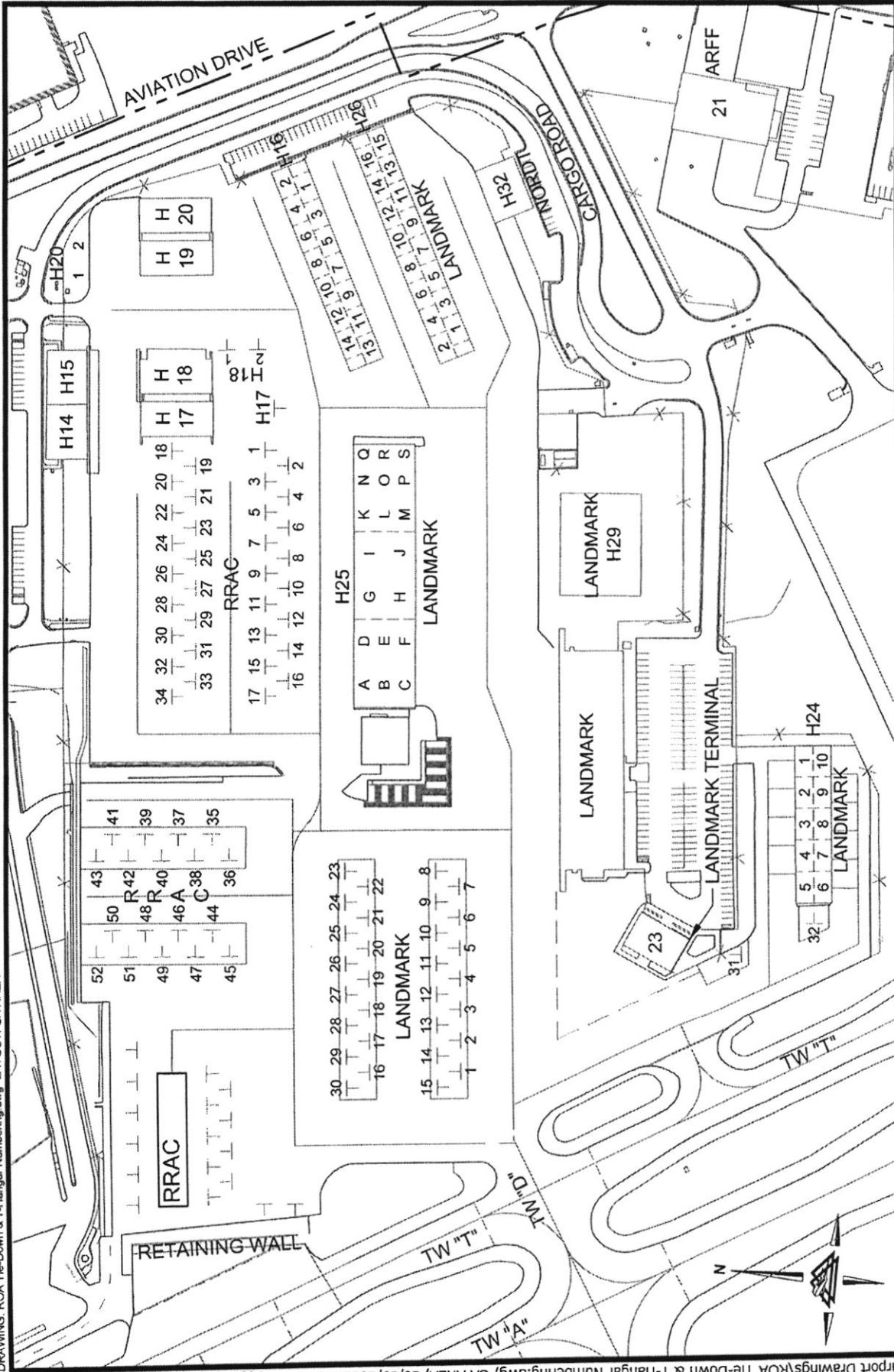


EXHIBIT
1

**TIE-DOWN & T-HANGAR NUMBERING
ROANOKE REGIONAL AIRPORT**

SEPTEMBER 2011

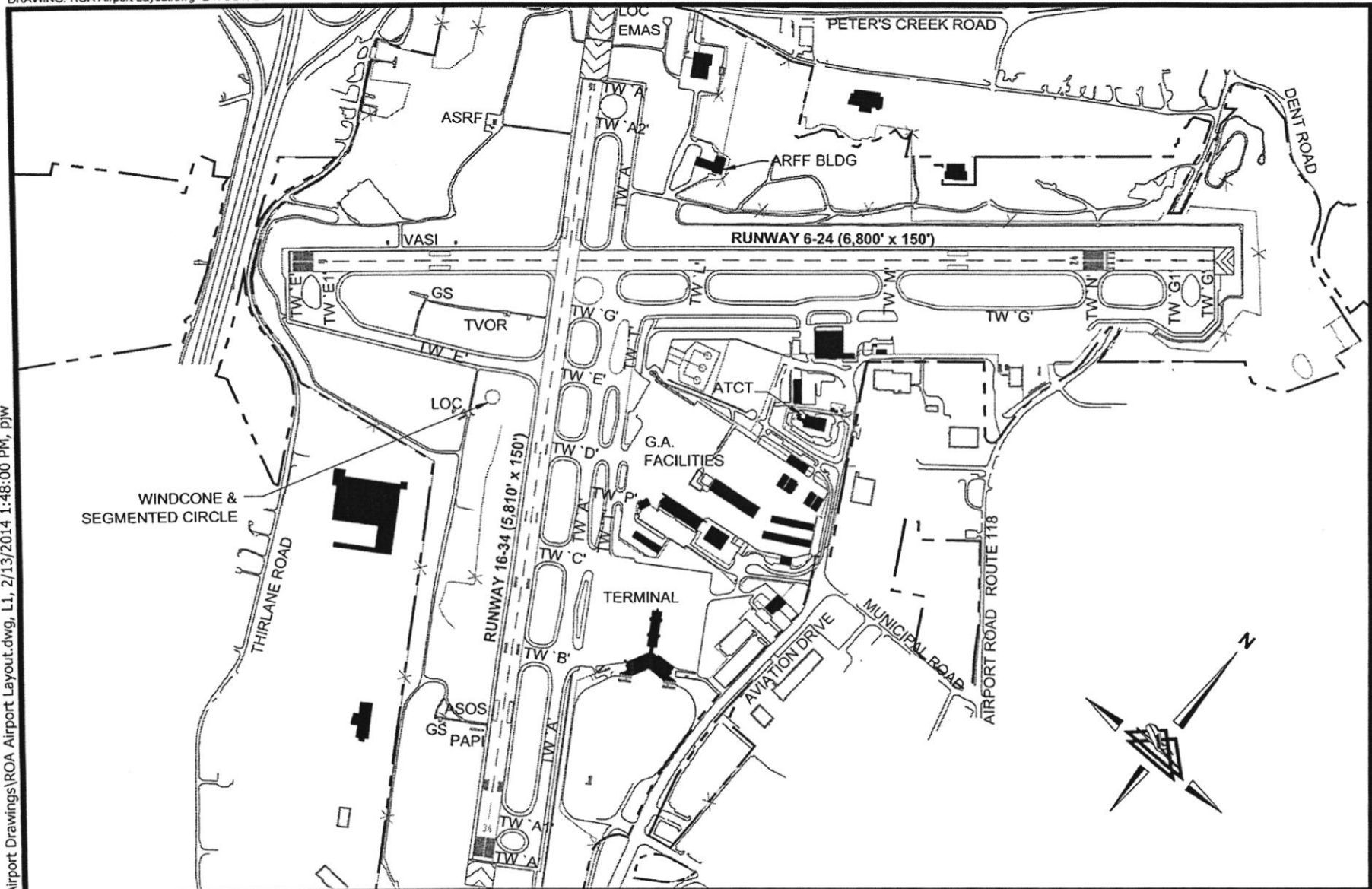
DATE: 11-2007

SCALE:

CHECKED BY: P/JW

DRAWN BY:





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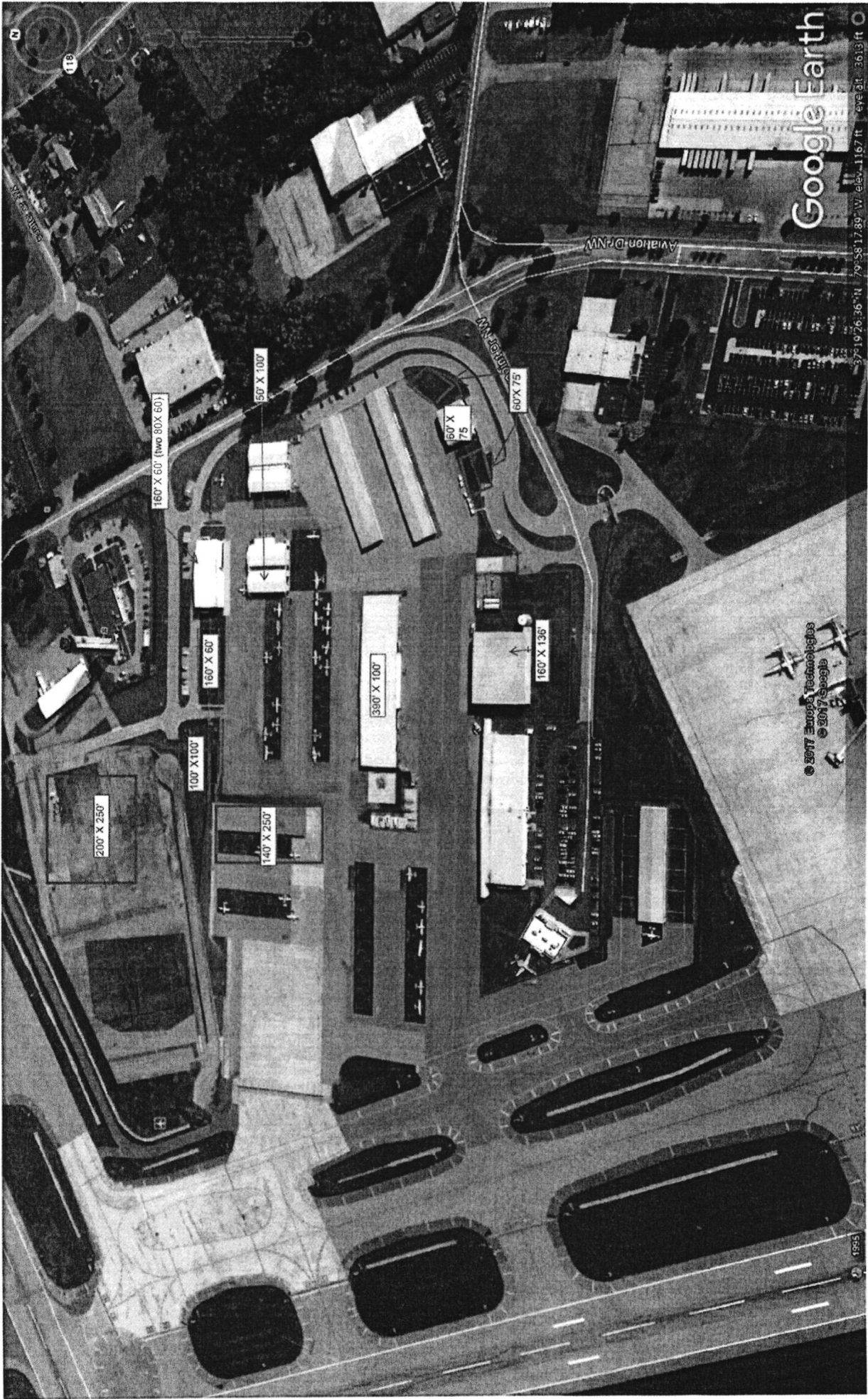
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AIRPORT LAYOUT ROANOKE-BLACKSBURG REGIONAL AIRPORT

EXHIBIT

1

DRAWN BY:	PJW	CHECKED BY:	BDM	SCALE:	1"=1000'	DATE:	FEBRUARY 2014
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POTENTIAL HANGAR SITES