

**REQUEST FOR PROPOSALS (RFP)
TO LEASE HANGAR 400 AT
FRANKLIN COUNTY REGIONAL AIRPORT**



**SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY
ONE TERMINAL DRIVE, SUITE 300
MIDDLETOWN, PA 17057**

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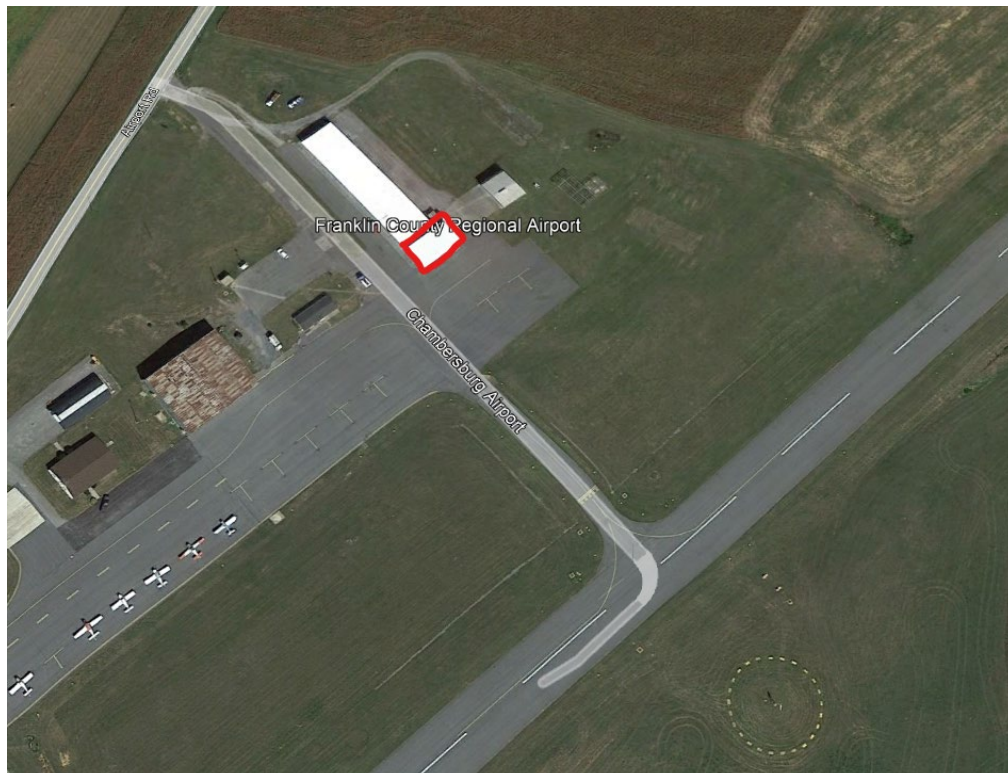
ARTICLE I - INVITATION

REQUEST FOR PROPSALS (RFP) TO LEASE HANGAR 400 AT FRANKLIN COUNTY REGIONAL AIRPORT

The Susquehanna Area Regional Airport Authority (SARAA) is seeking proposals from individuals and/or businesses interested in leasing Hangar 400 at Franklin County Regional Airport beginning approximately October 1, 2024. SARAA is a municipal authority that owns and operates Harrisburg International Airport, Capital City Airport, Franklin County Regional Airport and Gettysburg Regional Airport.

Interested parties may download the instructions from the HIA website: www.flyhia.com under BUSINESS & ADVERTISING OPPORTUNITIES, AIRPORT PROJECTS/RFQ/RFP, HANGAR 400 AT N68.

Sealed responses (one unbound original and one digital copy on a flash drive) must be submitted to Deputy Executive Director, SARAA, One Terminal Drive, Suite 300, Middletown, PA 17057 by **2:00 p.m. EST on Friday, August 23, 2024** labeled "PROPOSALS FOR HANGAR 400". SARAA reserves the right to accept, reject and/or make requests for new Proposals at its sole discretion.



ARTICLE II - GENERAL INFORMATION

2.01 DEFINITIONS - the following terms and definitions will apply throughout this Request for Qualifications.

"Agreement"	refers to the document allowing Operator to lease Hangar 400 at the Airport
“Airport”	means Franklin County Regional Airport in Chambersburg, PA
“Airport Minimum Standards”	refers to the document adopted by Authority on January 25, 2012, to set standards for an entity engaging in commercial activities at the Airport
"Authority"	for the purposes of this document, Authority refers the Susquehanna Area Regional Airport Authority that owns and operates the Airport
“Director”	refers to the Executive Director who has responsibility for the overall management and administration of the Airport
“FBO”	means Fixed Base Operator
“Operator”	means the successful company, individual, or group of individuals who will lease the Hangar
“Proposal”	document submitted by Respondent(s) to be considered for leasing Hangar 400 at the Airport
“Respondent(s)”	any company or organization submitting a Proposal
“RFP”	means Request for Proposals

2.02 AIRPORT BACKGROUND

The Susquehanna Area Regional Airport Authority (SARAA) is a joint municipal authority created in 1998, under the Pennsylvania Municipality Authorities Act of 1945, to own and operate an airport system. The airport system consists of Harrisburg International Airport, as the commercial airport, and three general aviation airports, Capital City Airport, Franklin County Regional Airport and Gettysburg Regional Airport. The Authority is responsible for the operations, management, and development of these airports.

Franklin County Regional Airport (N68) is located in Chambersburg, Franklin County, PA and is comprised of approximately 95 acres of land. N68 is a general aviation airport with approximately 12,000 operations in 2023. The Airport is served by a single runway, Runway 6/24 (3,300 feet long x 75 feet wide) and is open 24 hours per day. Currently, there are approximately 21 aircraft based on the field.

Other amenities and facilities include:

- Medium Intensity Runway Lights (MIRL)
- RNAV approaches
- AWOS
- Self-serve 100LL fuel farm currently being installed
- On-site aircraft maintenance

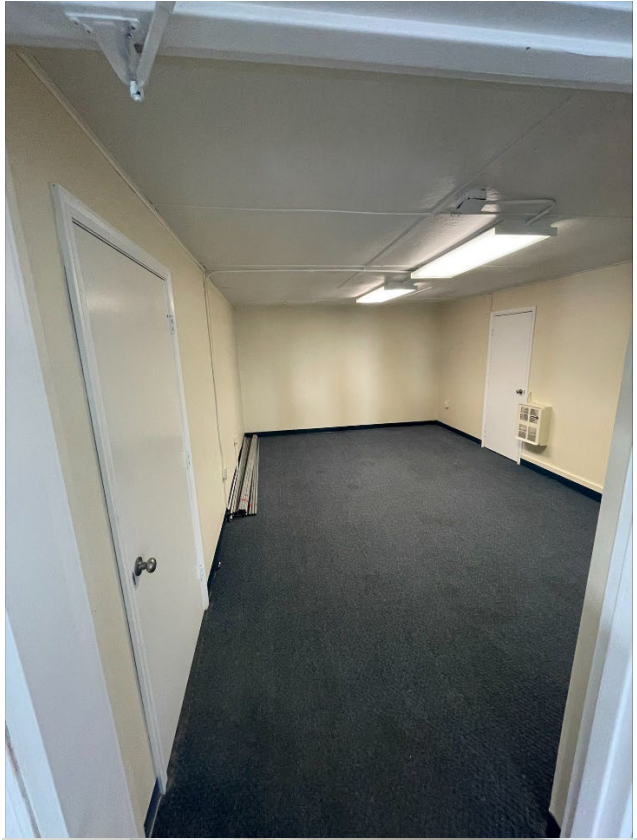
2.03 HANGAR 400 BACKGROUND

Hangar 400 at the Airport totals approximately 2,840 square feet and is at least 50 years old. The hangar is a 60-foot x 40-foot clear span box hangar with attached office space and an unfinished bathroom area. The hangar is enclosed via sliding doors which provide an opening of approximately 53 feet wide and 15 feet, 6 inches high. The hangar has recently undergone significant renovations that include:

- Fresh paint (interior/exterior)
- New insulation
- Floor leveling and petroleum resistant epoxy coating installation
- New electrical service and infrastructure (SARAA to install outlets in final locations)
- New LED light fixtures
- New exterior pedestrian door
- Office space renovation







ARTICLE III – INSTRUCTIONS TO RESPONDENTS

3.01 INTRODUCTION. The Authority is seeking Proposals from individuals/businesses interested in leasing Hangar 400 at the airport.

3.02 RESPONSIBILITY FOR PROPOSAL. Each Respondent is responsible for carefully examining the terms and conditions set forth in this Request for Proposals, for making an inspection of the hangar, and for otherwise judging for itself all the circumstances and conditions affecting the Respondent's Proposal. Submission of a Proposal shall be conclusive evidence that the Respondent has made such examinations and investigations.

Failure on the part of the Respondent to make such examination and to investigate fully and thoroughly shall not be grounds for any declaration that the Respondent did not understand the conditions of the RFP.

3.03 PROPOSAL SUBMITTAL - Respondents shall abide by all the procedures set forth in the Request for Proposals in the preparation and submission of their Proposal. Each Respondent must include one unbound original and one digital copy, on a flash drive, of the Proposal. Mail or deliver this material to:

Ryan Collins
Deputy Executive Director
Susquehanna Area Regional Airport Authority
Harrisburg International Airport
One Terminal Drive, Suite 300
Middletown, PA 17057

3.04 PROPOSAL DEADLINE - Proposals must be received at the address provided in Section 3.03 herein no later than Friday, August 23, 2024, by 2 p.m. EDT.

3.05 AIRPORT MINIMUM STANDARDS – If a Respondent's Proposal includes a commercial activity offering services to the public, the Respondent will be required to comply with the Airport Minimum Standards, which can be found at www.flyhia.com, BUSINESS & ADVERTISING OPPORTUNITIES, AIRPORT PROJECTS/RFQ/RFP, HANGAR 400 AT N68.

3.06 WRITTEN AGREEMENT. The selected Operator shall be required to enter into a written Agreement with the Authority with standard terms and conditions. The minimum term shall be one (1) year and shall not exceed twenty (20) years. An Operator conducting a business in the leased space will also be required to have an Operating Agreement. Samples of these agreements can be found at www.flyhia.com, BUSINESS & ADVERTISING OPPORTUNITIES, AIRPORT PROJECTS/RFQ/RFP, HANGAR 400 AT N68

3.07 SBE/DBE - The Authority is committed to promoting of development of small business enterprises (SBE) and disadvantaged business enterprises (DBE) in this area. All SBE and DBEs are encouraged to participate in this RFP process and the Authority agrees to comply

with all applicable federal, state and local laws, including the Civil Rights Act of 1964 as amended.

3.08 AUTHORITY CONTACT - Inquiries on all matters pertaining to this RFP or the process should be directed to:

Ryan Collins
Deputy Executive Director
Susquehanna Area Regional Airport Authority
One Terminal Drive, Suite 300
Middletown, PA 17057
Telephone: 717.948.3900 X4601
Email: ryan.collins@saraa.org

Inquiries shall be limited to this RFP, or questions related to clarification of the contents of this RFP. All clarifications will be supplied to known Respondents and posted on HIA's website, www.flyhia.com, BUSINESS & ADVERTISING OPPORTUNITIES, AIRPORT PROJECTS/RFQ/RFP, HANGAR 400 AT N68.

A pre-proposal visit to the hangar may be scheduled between 7 am and 3 pm Monday through Friday by contacting:

Jamie Sides
Deputy Director of Maintenance
717-525-1171

ARTICLE IV - POST SUBMITTAL EVENTS

4.01 EVALUATION OF PROPOSALS - The Authority will use evaluation criteria it judges most appropriate to the review process and the relative importance of this criteria will be determined at the sole discretion of the Authority. No Respondent shall have any cause of action against the Authority arising out of a failure to secure an agreement with the Authority, failure by Authority to consider a Respondent's Proposal or the methods by which the Authority evaluated Proposals received. The selection of the prospective Operator and the decision to engage in negotiations with that Operator shall be at the sole discretion of the Authority.

The Authority intends to enter into an Agreement with selected Operator whose Proposal(s), in the sole judgment of Authority, is advantageous to Authority and users of the Airport. The Authority reserves the right 1) to accept the Operator it deems most suitable and beneficial, 2) to reject any or all Proposals for any reason, and 3) to waive any of the requirements of the Proposal procedures explained in this document. The Authority reserves the right to retain all copies of Proposals submitted by prospective Respondents.

4.02 PROPOSAL SELECTION - The Authority intends to select an Operator to lease Hangar 400 at the Airport but reserves the right to accept none of the Proposals, to negotiate for modification of any Proposal with the mutual consent of the Operator, to accept the

Proposal which, in the judgment of the Authority, shall be deemed the most advantageous to the Authority, and/or to proceed in any other manner deemed to be in the Authority's best interest.

4.03 SELECTION CRITERIA - Although not intended to be an all-inclusive list of factors to consider, the following items will be evaluated when selecting an Operator:

- a. Use of building: The Authority has identified the following priorities for the use of this hangar, from highest to lowest priority:
 - i. Commercial business providing services to the public, including, but not limited to aircraft maintenance, flight school, charter, OR aircraft leasing
 - ii. Storage of aircraft not currently based at N68
 - iii. Storage of aircraft currently based at N68
- b. Proposed repair work to Hangar 400 to be performed by the Respondent
- c. Rent. Minimum rent shall be \$1800.00 per month (NNN), as is, but is negotiable based on proposed improvements. Proposals may include a rent higher than the minimum, which will be taken into consideration during the proposal review process.
- d. Business Plan (if applicable)
- e. Background of the Respondents
- f. DBE/SBE participation

4.04 NOTICE OF ACCEPTANCE OF PROPOSAL - Upon the Authority's selection of a Proposal, the selected Operator will be notified not later than Friday August 30, 2024, by telephone or email, of the selection. Should the selected Operator fail or refuse to so perform, the Authority reserves the right and shall be free to revoke such selection. The selected Operator will enter into an Agreement with the Authority. The Operator and Authority will schedule a meeting to discuss the Agreement, if necessary.

4.05 RIGHT TO KNOW LAW – The Proposals will be subject to the Pennsylvania Right to Know Law. A Respondent acknowledges, in submitting a Proposal, that any documents or information provided to the Authority may be subject to release to the public under the Pennsylvania Right to Know Law. All Respondents shall appropriately label any document or information that the Respondent considers a trade secret or confidential proprietary information. The Authority will make reasonable attempts to maintain the confidentiality of any trade secrets or proprietary information identified by a Respondent and shall notify the Respondent in accordance with the Pennsylvania Right to Know Law when a request has been made under the Right to Know Law for the release of such document or information. However, under no circumstances shall the Authority be liable to any Respondent, or to any other person or entity, for any disclosure of any such trade secret or confidential information. The Authority may not consider Proposals in which all or a substantial portion of the Proposal is declared by Respondent to constitute trade secrets or confidential information.

ARTICLE V - SCHEDULE

5.01 SCHEDULE OF EVENTS

RFP Advertised	Friday, August 9, 2024
Proposals Due	Friday, August 23, 2024, 2 pm EDT
Review of Proposals	Monday, August 26, 2024
Board Approval	Wednesday, August 28, 2024
Notify All Respondents	Friday, August 30, 2024
Agreement Effective	No later than October 1, 2024