

**WILMINGTON INTERNATIONAL AIRPORT**

**REQUEST FOR PROPOSALS**

**(“RFP”)**

**TO PROVIDE**

**GENERAL AVIATION/FIXED BASE OPERATION**

**SERVICES AND FACILITIES**

**AT**

**WILMINGTON INTERNATIONAL AIRPORT**

**NEW HANOVER COUNTY AIRPORT AUTHORITY**

**1740 AIRPORT BOULEVARD, SUITE 12**

**WILMINGTON, NC 28405**

**TELEPHONE: (910) 341-4333**

**FAX NUMBER: (910) 341-4365**

Page 1

7/23/2019

## TABLE OF CONTENTS

SECTION I	-	PROPOSAL AND AWARD SCHEDULE
SECTION II	-	BACKGROUND AND GENERAL INFORMATION
SECTION III	-	SCOPE OF PROJECT
SECTION IV	-	BUSINESS TERMS
SECTION V	-	GENERAL TERMS AND CONDITIONS
SECTION VI	-	PROPOSAL REQUIREMENTS AND SUBMITTAL
SECTION VII	-	EVALUATION AND SELECTION PROCESS
ATTACHMENTS:	"A"	Site Location for FBO
	"B"	ILM Minimum Standards -Adopted January 19, 2016
	"C"	ILM Architectural Standards- Revised September 14, 2010
	"D"	Insurance Requirements

**SECTION I**  
**PROPOSAL AND AWARD SCHEDULE**

- A. RFP AVAILABLE: - August 10, 2019
- B. PROPOSAL DEADLINE: - December 2, 2019
- C. PREVIEW AND EVALUATION: - December 20, 2019
- D. NHCAA APPROVAL: - January 8, 2020
- E. CONSTRUCTION - NLT March 16, 2020
- F. OCCUPANCY - Requires Certificate of Occupancy

## **SECTION II** **BACKGROUND AND GENERAL INFORMATION**

The New Hanover Airport Authority (NHCAA) was created and declared to be a public body corporate by The State of North Carolina. The NHCAA is empowered to provide for the acquisition, construction, operation, and regulation of certain airports and air navigation facilities and, with respect to airport facilities and concessions, to provide for exclusive or limited agreements with the operators thereof. The Wilmington International Airport is under the jurisdiction of the NHCAA. Wilmington International Airport ("Airport") is the primary air-carrier airport servicing the Wilmington metropolitan area.

### **PURPOSE:**

The purpose of this RFP is to foster competition with the existing FBO at Wilmington International Airport in accordance with NHCAA's objectives and Federal Aviation Administration regulations and choose one (1) qualified Fixed Base Operator ("FBO") for the construction and operation of FBO Facilities and provision of General Aviation FBO Services at Wilmington International Airport. The contents of this RFP are provided as background and general information for Proposers and as a guide for the NHCAA to evaluate submitted Proposals.

### **FBO HISTORY:**

There is only one FBO operating at ILM at this time. Historically there have been two FBO Operations on the airfield. One of the FBO's is located on the West ramp and is still currently in operation. The other FBO was located on the South ramp and operated a satellite facility on the North ramp area as well. In early 2014 the south ramp FBO along with its satellite operation ceased operations. Upon completion of the North Ramp rehabilitation project ILM issued an RFP for General Aviation/Fixed Base Operation Services and Facilities in December of 2016. ILM did not receive any responses to this RFP. In October of 2017, ILM issued another RFP for Fixed Base Operations and did not receive any proposals on this RFP as well. The final North Ramp GA project is due to be completed in September 2019.

There is a SASO currently operating on the east side of the airfield that provides aircraft maintenance and flight instruction.

### **WILMINGTON INTERNATIONAL AIRPORT'S (ILM) MISSION STATEMENT:**

ILM is dedicated to providing an exceptional airport experience for our customers, connecting the Cape Fear Region to the global marketplace.

The construction and operation of a Fixed Base Operation Terminal Building (hereinafter referred to as "FBO") at the Airport, will support the NHCAA's mission and public policy

objectives; ensure customer satisfaction, and maximize the revenue performance for the benefit of the NHCAA and the selected Proposer.

**STATISTICS FOR GA ACTIVITY AND POPULATION:**

A. Reported Fuel Sales and General Aviation Operations. The total retail gallons does not include Commercial Airline fuel.

YEAR	TOTAL RETAIL GALLONS	TOTAL GA OPERATIONS
2014	<b>2,417,409</b>	<b>23,109</b>
2015	<b>2,212,005</b>	<b>25,323</b>
2016	<b>2,207,378</b>	<b>27,612</b>
2017	<b>2,773,866</b>	<b>34,014</b>
2018	<b>2,308,498</b>	<b>31,806</b>

B. Current Number & Type of Based Aircraft. The number of jet aircraft does not include the Commercial Airline aircraft.

AIRCRAFT TYPE	NUMBER OF AIRCRAFT 2018
Single Engine	65
Multi-Engine	13
Jet	20
Helicopter	4
<b>Total</b>	<b>102</b>

**SECTION III**  
**SCOPE OF PROJECT**

**MINIMUM QUALIFICATIONS**

The following minimum financial and experience requirements have been established as a basis for determining the eligibility of a Proposer:

- A. Continuous and active experience providing FBO type services during the last five (5) years; and
- B. Demonstrated experience in the successful operation of a full service FBO; and
- C. Evidence of insurance and insurability; and
- D. Evidence of financial responsibility and viability; and
- E. Financial capability to (1) construct the proposed Company's Improvements and (2) initiate operations.

**TERM OF AGREEMENT**

It is anticipated that the FBO Agreement shall be in effect for thirty (30) years and rents and charges will commence upon receipt of Certificate of Occupancy. Terms of the FBO Agreement may be extended 1 year for each additional investment in modifications to leasehold of at least \$135,000 for a maximum of 10 years.

**FBO LOCATION**

The NHCAA intends to lease an area of approximately thirteen (13) acres of land (hereinafter referred to as "Land") which includes approximately 186,500 sq. ft. of existing ramp area and the consolidated fuel farm area. The description and location of the Land is included in Attachment "A", Land, which is attached hereto and incorporated herein.

**RESPONSIBILITY OF SUCCESSFUL PROPOSER**

The successful Proposer's responsibilities shall be in accordance with the Airport's Minimum Standards. (Attachment B)

A. Operation of Existing Airport Facilities

The successful Proposer shall be expected to occupy and maintain existing facilities contained in the approximately thirteen (13) acre parcel shown on "Attachment A" that includes:

- 1. Approximately 186,500 sq. ft, Ramp Area

B. New Construction

The successful Proposer shall also be expected to construct new FBO facilities on the site location depicted in attachment "A". Facilities to be constructed must include at a minimum, a 5,200sf General Aviation Terminal, 10,000sf of aircraft hangar storage, an 8,000sf aircraft maintenance hangar and an above ground fuel farm.

The Proposer will be expected to include in the construction, all infrastructure, to include taxi-lanes and vehicle parking lots and roads required to access the facilities.

The above ground fuel farm is to be constructed in the consolidated fuel farm area depicted in attachment "A". The successful proposer will be expected to construct a consolidated fuel farm, to include the infrastructure for the facility and negotiate with future parties interested in installing fuel tanks in the farm. Concurrent with the RFP Wilmington International Airport is petitioning the state for ILM to take over the roadway leading to the consolidated fuel farm. If successful, FBO Operators and future fuel farm tenants will not be required to have hazmat endorsed CDL licensed operators or be required to register vehicles. Facilities to be constructed must meet the specifications identified in the Airport's Minimum Standards (attachment "B") and comply with the Airport's Architectural Guidelines (attachment "C"). Fuel servicing vehicles shall meet the requirements of the Minimum Standards and all applicable FAA Advisory Circulars.

The Proposer shall furnish and install all furniture, fixtures, draperies, and necessary equipment to conduct a high level of quality and service to the public. Said furnishing shall include the pilot lounge, business center, public restrooms and employee break areas.

The Proposer shall submit to NHCAA, in advance of any work performed, all plans, specifications, shop drawings or suitable sketches on Company's planned Leasehold improvements for NHCAA's approval.

Load rating of the existing ramp area is based on regular use (1200 annual operations) of a dual wheel aircraft up to 91,000 pounds, with up to 24 annual operations each by a 737-300 (135,000#) and by a 737-800 (174,700#), and up to 12 annual operations of a MD83 (160,000#).

The land lease amount is 0.374 SFY for improved and 0.319 SFY for unimproved.

First rights of refusal will not be granted.

The successful proposer will be required to pay property tax on all buildings.

If or when needed, access will be available for the successful proposer to access the Commercial Airline Ramp and Terminal.

C. Services:

Services to be provided by the successful Proposer for the operation of a FBO at the Airport, are set forth in Attachment "B" Minimum Standards. The Minimum Standards are not meant to be all-inclusive and are negotiable in terms of any additional services that proposers may want to provide. The successful Proposer(s) will be subject to applicable Federal, State, and local laws, codes, ordinances, directives and other similar regulatory measures, including NHCAA rules and regulations pertaining to all such activities. The successful Proposer may wish to consider additional allocations of space in the FBO for such uses as Specialized Aviation Service Operators (SASOs), provisions for the accommodation of non-scheduled and charter flight operations, and other activities, as approved by the NHCAA.



**SECTION IV**  
**BUSINESS TERMS**

**PROPOSAL BOND:**

The Proposal bond must be in the form of a bond in the amount of ten thousand dollars (\$10,000.00) payable to the NHCAA, which NHCAA will hold until the Agreement is executed with the successful Proposer. Failure on the part of the selected Proposer to enter into good faith negotiations towards a final Agreement with NHCAA within fourteen (14) business days of notice of selection shall result in forfeiture of Proposer's security deposit as liquidated damages. Thereafter, NHCAA may award the Agreement to another Proposer. After an Agreement has been executed with the Proposer selected to construct and operate a FBO, Proposal bonds will be returned to companies not selected by the NHCAA. Negotiation of a final agreement is anticipated to be completed within forty-five (45) days of notification of selection.

**PAYMENT TO NEW HANOVER AIRPORT AUTHORITY (NHCAA):**

For the rights and privileges granted herein, the successful Proposer agrees to pay a fuel flowage fee, and ground rent, as outlined in the Lease Agreement and collect landing and other user fees on behalf of the Airport.

**SECURITY FOR PAYMENT:**

Company shall provide NHCAA on or before the commencement date of this Agreement with a contract bond, irrevocable letter of credit or other similar security acceptable to NHCAA ("Contract Security") in an amount equal to the estimate of three (3) months' rentals, fees and charges payable by Company, to guarantee the faithful performance by Company of its obligations under this Agreement and the payment of all rentals, fees and charges due hereunder. Such Contract Security shall be in a form and with a company reasonably acceptable to Authority and licensed to do business in the State of North Carolina. In the event that any such Contract Security shall be for a period less than the full period required hereunder or if Contract Security shall be canceled, Company shall provide a renewal or replacement Contract Security for the remaining required period at least forty-five (45) days prior to the date of such expiration or cancellation.

**SECTION V**  
**GENERAL TERMS AND CONDITIONS**

**INSURANCE REQUIREMENTS:**

Prior to commencement of FBO operations, the successful Proposer shall procure and maintain insurance as specified for business operations in attachment "D".

**BINDING OFFER:**

A Proposer's submittal shall remain valid for a period of ninety (90) days following the Proposal deadline and will be considered a binding offer to perform the required services, assuming all terms are satisfactorily negotiated. The submission of a proposal shall be taken as prima facie evidence that the Proposer has familiarized itself with the contents of the RFP.

**PUBLIC ENTITY CRIMES:**

A person or Affiliate who has been placed on the convicted vender list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vender list.

**COMPLIANCE.**

Proposer shall comply with all local, State and federal directives, orders, codes and laws as applicable to this proposal and subsequent agreement including construction of Company's Improvements.

**NON-EXCLUSIVITY OF AGREEMENT:**

The successful Proposer(s) understands and agrees that any resulting contractual relationship is non-exclusive and the NHCAA reserves the right to seek similar or identical services elsewhere if deemed in the best interests of the NHCAA.

**COLLUSION:**

Proposals may be rejected if there is reason for believing that collusion exists among Proposers, and no participant in such collusion will be considered in any future proposals for the operation of any concession for the next six (6) months following the date of the Proposal submission.

**HOLD HARMLESS:**

The successful Proposer(s) shall hold NHCAA harmless from and against all suits, claims, demands, damages, actions, and/or causes of action of any kind or nature in any way arising out or resulting from tenancy and activities on the Airport and shall pay all expenses in

defending any claims made against the NHCAA by reason of tenancy and activities on the Airport.

**GOVERNANCE:**

If any of the language or information in this Proposal conflicts with language in the Agreement as prepared by the NHCAA, the language of the final Agreement, as executed, will govern.

**PUBLIC DISCLOSURE:**

All Proposals and other materials or documents submitted by Proposer in response to this RFP will become the property of the NHCAA. Furthermore, this proposal is subject to public information laws.

**SECTION VI**  
**PROPOSAL REQUIREMENTS AND SUBMITTAL**

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFP. Proposals sent by facsimile (FAX) will **NOT** be accepted. Any Proposal received after 5:00pm on December 2, 2019 shall be deemed unresponsive and will be returned to Proposer unopened.

Proposer shall carefully review and address all of the evaluation factors previously outlined in this RFP as well as responding to *all* questions contained in Section VII, Proposal Form. In order to be considered, Proposer must be able to demonstrate that it meets the minimum qualifications established in the RFP and has the resources, both staff and financial, to build, operate and manage a full service FBO.

A. **NUMBER OF PROPOSALS:**

Five (5) Original (clearly marked "ORIGINAL") and one (1) Copy on a flash drive.

B. **DELIVERY OF PROPOSALS:**

The delivery of the proposal to the Authority prior to the deadline is solely and strictly the responsibility of the Proposer. The delivery deadline is 5:00pm December 2, 2019 EST. The New Hanover Airport Authority (NHCAA) will in no way be responsible for delays caused by the United States Postal Service or for delays caused by any other occurrence.

1. **Hand Delivery:**

Wilmington International Airport (ILM)  
Attn: Julie A. Wilsey, Airport Director  
1740 Airport Blvd. Suite 12  
Wilmington NC 28405

(Proposals delivered in person will be given a time/date receipt by ILM staff.)

2. **Mail Delivery:**

Wilmington International Airport  
Attn: Julie A. Wilsey, Airport Director  
1740 Airport Blvd. Suite 12  
Wilmington, NC 28405

3. **Sealed and Labeled:**

All Proposals shall be sealed and labeled - **SEALED PROPOSAL:**  
To Provide General Aviation/Fixed Based Operation Services at Wilmington  
International Airport

C. **EXECUTION OF PROPOSAL:**

The Proposal shall be executed by Proposer, or an official of Proposer's firm authorized to do so as stated in this RFP under Section VII, K -Acknowledgement of Proposal Required.

D. **REJECTION OF PROPOSALS:**

The RFP shall in no manner be construed as a commitment on the part of the NHCAA to award a contract. The NHCAA reserves the right to reject any or all proposals; to waive minor irregularities in the RFP process or in the responses thereto; to re-advertise this RFP; to postpone or cancel this process; and to change or modify the RFP schedule at any time.

E. **COST OF PREPARATION:**

The cost of preparing a proposal to this RFP shall be borne entirely by the Proposer.

F. **RFP COMPLIANCE:**

It is the responsibility of each Proposer to examine carefully this RFP and to judge for itself all of the circumstances and conditions which may affect its proposal and subsequent construction, operation and management of the Airport's FBO pursuant to the Agreement. Any data furnished by the NHCAA is for informational purposes only and is not warranted. Proposer's use of any such information shall be at Proposer's own risk. Failure on the part of any Proposer to examine, inspect, and to be completely knowledgeable of the terms and conditions of the Agreement, operational conditions, or any other relevant documents or information shall not relieve the selected Proposer from fully complying with this RFP. Proposals submitted early by Proposers may be withdrawn or modified prior to the Proposal deadline. Such requests must be in writing. Modifications received after the Proposal deadline will not be considered.

G. **REQUESTS FOR INTERPRETATION OR CLARIFICATION:**

If discrepancies or omissions are found by any prospective Proposer or there is doubt as to the true meaning of any part of the RFP, a written request for a clarification or interpretation must be submitted in writing, addressed to the NHCAA, Attn: Gary W. Broughton, Deputy Airport Director, 1740 Airport Blvd. Suite 12, Wilmington NC 28405. Telefax and e-mail requests for interpretations will be accepted for this project. The telefax number is (910) 341-4365 and the e-mail address is gbroughton@flyilm.com. It is the responsibility of the Proposer to verify that the NHCAA received telefax and e-mail requests. To be given consideration, such requests must be received at least ten (10) business days prior to the due date set for the submission of proposals. All such interpretations and any supplemental instructions will be in the form of a written addendum and placed on the ILM website in the same location as the RFP. Failure of any Proposer to receive any such addendum or interpretation shall not relieve said Proposer from any obligation contained therein.

Any objection to the specifications and requirements as set forth in this RFP must be filed in writing with the NHCAA not less than ten (10) days prior to the Proposal deadline.

H. **WARRANTY:**

The Proposer warrants that the Proposal submitted is not made in the interest of or on behalf of any undisclosed party; that the Proposer has not, directly or indirectly, induced any other Proposer to submit a false Proposal; or that Proposer has not paid or agreed to pay to any party, either directly or indirectly, any money or other valuable consideration for assistance or aid rendered or to be rendered in attempting to procure the contract for the privileges granted herein.

I. **OPENING:**

There will be no "formal" proposal opening for this project. Proposals will be opened and evaluated, after the published December 2, 2019 deadline at the New Hanover Airport Authority Administrative Office, Wilmington International Airport, 1740 Airport Blvd. Suite 12, Wilmington NC 28405. See Section VII, Evaluation and Selection Process, for further information.

J. **SUPPLEMENTAL INFORMATION:**

The NHCAA reserves the right to request any supplementary information it deems necessary to evaluate Proposer's experience or qualifications. This may include: supplemental financial information, scheduled interview(s) and/or additional presentations by the Proposer.

**SECTION VII**  
**PROPOSAL FORM**

Proposals shall be typed, double-spaced with each page numbered at the bottom, and using one side of the paper only. Proposer shall respond to all questions and requirements below. All questions must be completed in full, as a condition of the RFP. Proposals shall be stapled or otherwise bound, and assembled in organized sections that include a table of contents and tabs with each section title.

Proposers are asked to pre-qualify themselves by completing the following:

A. **PROPOSER'S COMPANY INFORMATION:**

Date Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Legal Name: \_\_\_\_\_ (Individual, Partnership or Corporation)

Place of Incorporation: (if applicable) \_\_\_\_\_

Check One: Individual ( ) Partnership ( ) Corporation ( )

Principal Office Address: \_\_\_\_\_

Official Representative: \_\_\_\_\_

The Proposer submitting this proposal warrants that it is not operating as, or is an affiliate company of a FBO at ILM; and Proposer is (select one of the following):

**INDIVIDUAL ONLY:**

That he/she is an individual doing business under the name of \_\_\_\_\_  
at \_\_\_\_\_ in the City of \_\_\_\_\_,  
County of \_\_\_\_\_, State of \_\_\_\_\_:

That the following is a complete and accurate list of the names and addresses of all persons interested in this Proposal:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

And that he/she is represented by the following resident agents (if any) in Wilmington:

NAME

ADDRESS

---

---

---

**PARTNERSHIP ONLY:**

That the person signing this form is duly authorized representative of a partnership, doing business under the name of \_\_\_\_\_, in the City of \_\_\_\_\_, State of \_\_\_\_\_:

That the partnership is a (general) (limited) partnership, organized on \_\_\_\_\_ (date), and the Partnership Agreement is recorded in the City/County of \_\_\_\_\_, State of \_\_\_\_\_.

That the following is a complete and accurate list of the names and addresses of the partners:

NAME

ADDRESS

---

---

---

And that said partnership is represented by the following resident agents (if any) in Wilmington:

NAME

ADDRESS

---

---

---

**CORPORATION ONLY:**

That the person signing this form is the duly authorized, qualified and acting \_\_\_\_\_ (title) of \_\_\_\_\_ (corporation), (type of corporation), a corporation organized on \_\_\_\_\_ (date) and existing under the laws of the State of \_\_\_\_\_:



That the following is a complete and accurate list of the officers and directors of said corporation:

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>
President	_____	_____
Vice Pres.	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Local Manager		
Or Agent:	_____	_____
Directors:	_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stockholders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And that the following officers are fully authorized to execute contracts on behalf of said corporation:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**B. REFERENCES.**

1. List below the names and addresses of Proposer's landlords for the operations listed in Paragraph c.2. below:

<u>OPERATION</u>	<u>LANDLORD</u>	<u>ADDRESS</u>	<u>PHONE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1. Have any leases for the operation of a FBO (or similar privilege) held by Proposer's organization ever been cancelled for any reason?

YES ( ) NO ( ) If yes, give details on a separate sheet.

**C. EXPERIENCE:**

1. List the number of years experience Proposer has had in the operation of fixed base operation: \_\_\_\_\_
2. Provide the following information for all airports which Proposer's organization has conducted a fixed base operation (attach separate sheet, if necessary):
- a) Airport Name
  - b) Location
  - c) Dates of Operation
  - d) A detailed description of services provided.

**D. FINANCIAL INFORMATION:**

1. State the largest gross receipts Proposer's organization has realized from the operation of any of the facilities in Paragraph c.2. in a 12 month period, realized within the last 3 years:

Products/services:

Dollar Amt: \$ \_\_\_\_\_ Location: \_\_\_\_\_ 12 Month Period: \_\_\_\_\_

Fuel Sales:

Dollar Amt: \$ \_\_\_\_\_ Location: \_\_\_\_\_ 12 Month Period: \_\_\_\_\_

2. Provide a statement, satisfactory to the NHCAA, which demonstrates the Proposer's financial responsibility, from a bank or trust company.

3. Bank References:

<u>NAME</u>	<u>ADDRESS</u>	<u>CONTACT</u>
-------------	----------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Provide the latest available fiscal statements certified by an Independent Certified Public Accountant.

E. **PROPOSED COMPANY'S IMPROVEMENTS, CONSTRUCTION AND DELIVERY:**

1. Proposed Improvements Sketch. Attach a composite sketch or artist rendering of proposed Company's Improvements.
2. Lavout and Floor Plans. Attach sketch of proposed Company's Improvements layout and floor plans which shall include no less than the minimum square footage of the following Company's Improvements Proposer plans to provide.
3. Construction Process. Attach a description of the construction methods, materials and delivery system design such as, bid build, design build, construction management, etc. and overall project schedule that Proposer plans to utilize in providing the proposed Company's Improvements, and an estimate of the overall investment.

F. **BUSINESS PLAN:**

1. Operations Plan. Attach a complete and detailed narrative description of the Proposer's scope of operations, setting forth specifically each business activity proposed and the scope of such activity. Include proposed fees and charges.
2. Customer Service Plan. Attach a complete and detailed narrative description of the Proposer's customer service plan that includes the ability to meet the needs/requests of customers as well as a means for resolving customer complaints.

3. Management Structure and Operating Personnel Schedule. Attach a complete description of the Proposer's proposed management structure and operating personnel schedule. Identify the individual that will be the primary day-to-day contact on this project. Include resume(s), outlining the experience and qualifications, of the personnel Proposer would assign to the FBO, and job descriptions, including a list of specific job duties.
4. Marketing Program. Attach a complete description of the marketing program Proposer plans to use in attracting general aviation activity to the FBO. Include Proposer's estimated annual advertising budget.
5. Movable Equipment. Attach a complete description of movable equipment Proposer plans to use and the investment therefore. Describe the parts inventory proposed to be maintained and the investment therein.
6. Proforma:  
Provide a proforma that reflects Proposer's business plan, using the following format:

A. Projected Fuel Sales (in Gallons)

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6	Yr. 7	Yr. 8	Yr. 9	Yr. 10
AvGas										
Jet A										

B. Projected Income Statement

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6	Yr. 7	Yr. 8	Yr. 9	Yr. 10	TTL
INCOME											
HANGAR											
TIE DOWN											
AVGAS											
JET A											
OIL											
SHOP INCOME											
FLT/INSTRUCTION											
A/C RENTAL											
MISC. INCOME											
AVIONICS											
FINANCE CGS											
VENDING											
MISC. LINE											
PILOT SHOP											
TOTAL INCOME											

G. **ADDITIONAL INFORMATION:**

Attach any other background information about the qualifications and experience of Proposer's organization or personnel that may be useful to the NHCAA in evaluating your capabilities.

H. **RESOLUTION OF BOARD OF DIRECTORS:**

Proposer shall attach hereto a certified copy of a Resolution of the Board of Directors of Proposer stating that it is duly authorized to submit this Proposal and to enter into and execute a Lease and License Agreement for a FBO, naming the officers of the Proposer who are authorized to negotiate and to execute a the Agreement on Proposer's behalf.

I. **INSURANCE AND INSURABILITY:**

Proposer shall attach hereto a current insurance certificate outlining limits and a letter from Proposer's current insurance company stating that the insurance company would provide insurance at the limits required herein.

J. **RELEASE FORM:**

Proposer shall complete Release Form on page 22, to be used in the verification of financial and reference information.

K. **ACKNOWLEDGEMENT OF PROPOSAL REQUIRED:**

The submittal of this Proposal is a duly authorized, official act of Company and the undersigned officer of Company is duly authorized and designated by Resolution of Company to execute this Proposal on behalf of and as the official act of Company, this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**BY:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

ATTESTED BY:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

**CORPORATE INQUIRY WAIVER**

**AUTHORITY FOR RELEASE OF INFORMATION**

I hereby authorize full disclosure to Wilmington International Airport and New Hanover County Airport Authority all financial information concerning the business, its owner(s) or shareholders, for the purpose of determining qualifications and financial solvency to engage in business at the Wilmington International Airport. This may include, but is not limited to, business claims, financial and credit status, outstanding litigation and any other type of financial information pertinent to the operation of the proposed business, regardless of confidentiality status.

I hereby release the airport and members of the organization from any liability or damage which may result from furnishing the information requested above. I understand that Wilmington International Airport will not reveal the contents of any confidential reports received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE NOTARIZED**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for said county and state, do hereby certify that \_\_\_\_\_ personally appeared before me this day and signed the forgoing instrument. Witness my hand and seal, this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**SECTION VIII**  
**EVALUATION AND SELECTION PROCESS**

**OBJECTIVE:**

It is the NHCAA's intention to solicit Proposals from potentially qualified Proposers; to evaluate their Proposals; to negotiate terms; and to award a contract with one (1) Proposers whose Proposal is determined to serve in the best interest of the NHCAA.

**EVALUATION AND RECOMMENDATION:**

An evaluation committee, consisting of NHCAA staff and any outside resource chosen by NHCAA will review and evaluate all Proposals received by the submittal date as set forth in this RFP, or as amended by addenda. The NHCAA reserves the right to request additional information and clarification of any information submitted, including any omission from the original Proposal. All Proposals will be treated equally with regard to this item. Based on its technical review, the committee will prepare a tabulation of all firms, indicating the top three (3) scoring firms with complete proposals.

In order to achieve maximum scores, Proposers must demonstrate to the NHCAA's Evaluation Team that they are fully qualified to provide the services required by this RFP. Fully qualified Proposals will have the qualifications (financial resources, expertise and skills) and experience (documented, successful, and relevant) necessary to meet the requirements of the RFP.

The following evaluation criteria have been established in determining which Proposer will best contribute to the overall goals of the NHCAA:

**Evaluation Criteria**

Experience/Reputation as a FBO Operator

Financial Information

Proposed Company's Improvements, Construction, Investment & Delivery

Business Plan

The NHCAA may schedule interviews as part of its evaluation process. If the Proposer's firm is invited to interview with the Evaluation Committee, the person identified in Section VII, F, #3, as the primary day-to-day contact on this project should play the lead role in the interview.

**SELECTION:**

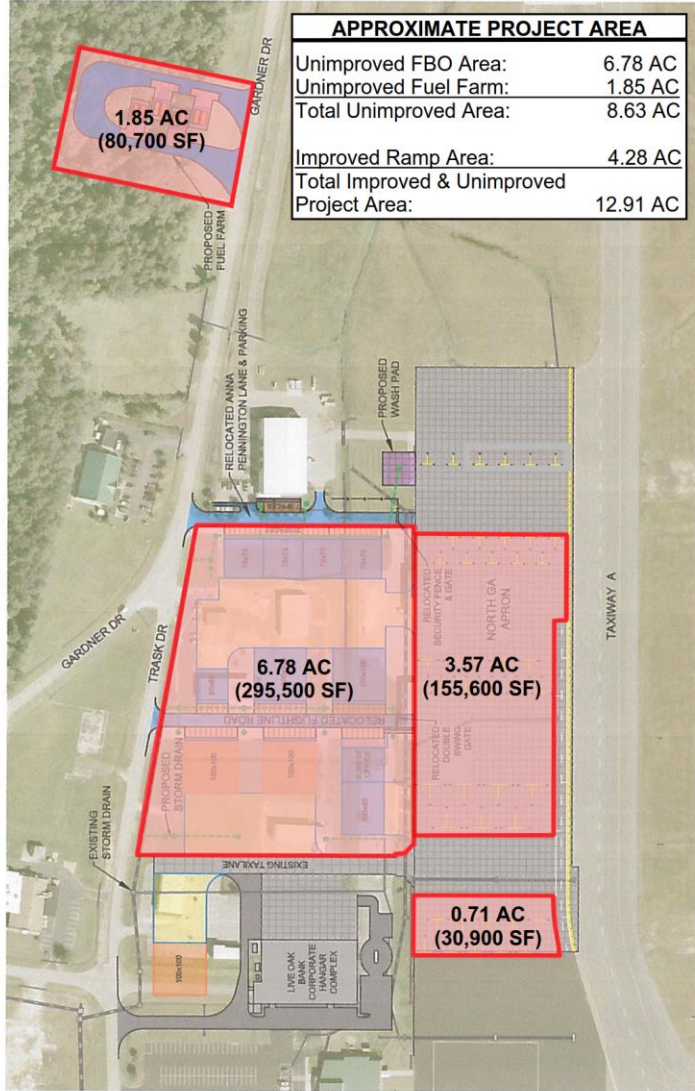
The selection and approval of the successful Proposer shall be made by the NHCAA in accordance with its competitive selection process. The Evaluation Committee will evaluate Proposals on the basis of the guidelines set forth in this RFP. The Committee will present its findings to ILM's Airport Director. The Airport Director will present the committee's recommendation and request NHCAA's approval at the January 8, 2020 Board meeting. Results of the evaluation will not be disclosed prior to the January 8, 2020 Board meeting.

**CONTRACT EXECUTION:**

The NHCAA will transmit to the Proposer copies of the actual Agreement for execution. The Proposer agrees to deliver two (2) duly executed Agreements to NHCAA within seven (7) days from the date of receipt of said notice and Agreements.



# ATTACHMENT A SITE LOCATION FOR FBO



SCALE: 1" = 200'



WILMINGTON INTERNATIONAL AIRPORT  
WILMINGTON, NORTH CAROLINA  
NORTH GENERAL AVIATION SITE DEVELOPMENT  
Ultimate Development Concept  
October 19, 2017

M:\33001 (047)\1822 North GA Site Development\Sheet17 1019 N GA Dr in Field Printing.dwg, 08 Dec

## ATTACHMENT B

### MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM

#### Sec. 8-271. – General.

- (a) The Airport Authority desires that certain General Aviation services and activities on the airport be furnished by and engaged in for the benefit of the general flying public and to the benefit of civil aviation by General Aviation service providers (Fixed Base Operators and/or Special Aviation Services Operators) who meet the standards set forth and administered by the New Hanover County Airport Authority. Such standards are prescribed in this article.
- (b) The Airport Authority in recognition of its responsibilities as to exclusive rights imposed by 49 USC§ 47101, FAA AC 150/5190-7 series and in certain obligations contained in certain contracts and agreements between the Airport Authority and the United States of America relative to the development and operation of the airport, desires and determines that all such aeronautical activities be conducted on the airport by General Aviation service providers in a fair and equitable manner.
- (c) The operating standards outlined in this section are the minimum requirements for General Aviation service providers as a condition of their right to lease premises and provide stated General Aviation activities at the Wilmington International Airport (ILM).
- (d) In the event of a direct conflict between the Minimum Standards Policy and any agreement entered into prior to the effective date of the Minimum Standards Policy, the agreement shall govern to the extent of such conflict. It is not intended in the Minimum Standards Policy to alter or change the rights under any pre-existing agreement, however, if any pre-existing agreement requires the lessee or operator there under to comply with airport rules or regulations, then the Minimum Standards Policy shall be incorporated into such pre-existing agreement as a result of such provisions and shall apply to the lessee or operator there under to the extent that such policy is not in direct conflict with the agreement.

(Ord. of 1-20-2004)

#### Sec. 8-271.5. – Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Air Charter/Taxi:* An entity that provides on-demand, non-scheduled passenger service in aircraft having no more than thirty (30) passenger seats. This entity must operate under the appropriate Federal Aviation Regulations (FARs).

*Air Operating Area (AOA):* The ramp, apron, runway and taxiway system at the airport.

*Airport Authority:* A corporate body that is appointed by the New Hanover County Board of Commissioners and serves as the governing body of the Wilmington International Airport and

## **ATTACHMENT B**

### **MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

adopts the policies, rules and regulations pertaining to the use of the airport and its facilities by its tenants and the public.

*Aircraft maintenance:* The inspection, repair, calibration, preservation and preventive maintenance or replacement of parts that falls within the scope of work that can be performed by an A&P Mechanic or IA and may require the need of a certificate issued under FAR Part 145.

*County:* The County of New Hanover, North Carolina that is supervised by the New Hanover Board of Commissioners.

*Fixed Base Operator (FBO):* Only those individuals, firms or corporations that satisfactorily furnish and engage in the full and complete range of aircraft services and activities for the general public as required by the Airport Authority in Sec. 8-274. FBOs may offer other services at their discretion above and beyond the required services.

*General Aviation Service Providers:* Any aeronautical activity intended to secure earnings, income, compensation or profit to corporate and /or General Aviation aircraft. General Aviation service providers may be classified as either a fixed base operator (FBO) or a specialized aviation services operator (SASO).

*Independent Operators:* Is an individual operator who has been permitted by the Airport Authority to perform a single-service aeronautical activity on the airport such as maintenance, aircraft washing, etc. The permit will provide a level of regulation and compensation satisfactory to the airport. This permit may require an annual fee or percentage of the operator's gross receipts.

*Repair Station:* An aircraft maintenance operation that is certified by the FAA and possesses a license in accordance with FAR Part 145.

*Specialized Aviation Services Operator (SASO):* SASOs are sometimes known as single-service providers or special FBOs performing less than full services. These types of companies differ from a full service FBO in that they typically offer only a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services, for example.

*Specialized Flight Operations:* Specialized flight operations are services, persons or corporations engaged in activities specifically excluded from FAR Part 135. Examples include: banner towing and aerial advertising, aerial photography or survey, fire fighting or fire patrol, power line or pipeline patrol, or any other operation with written approval of the Airport Authority.

(Ord. of 1-20-2004)

#### **Sec. 8-272. – Procedures of introduction.**

All parties wishing to provide aviation services at the airport shall introduce themselves to the Airport Authority by using the following procedures:

- (1) Request a meeting with the Airport Director;

**ATTACHMENT B**  
**MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

- (2) Submit a letter of intent to the Airport Director;
- (3) Submit a proposal and working drawings to the Airport Director and
- (4) Submit an audited financial report, or financial statements of the principals in the firm, to the Airport Director.
- (5) Final approval rests with the Airport Authority.

**Sec. 8-273. – General aviation service providers.**

- (a) Any General Aviation service provider who wishes to engage in the business of providing General Aviation services at ILM must comply with applicable regulations and standards; local, state, and federal laws and regulations; and the requirements and procedures established by this code.

There shall be two categories of General Aviation service providers:

- (1) Fixed Base Operators (FBO) shall provide for: the sale of aviation petroleum products, basic aircraft engine and accessory maintenance and repair, aircraft rental, aircraft charter and taxi, tie-down, line service and ground handling, disabled aircraft recovery, hangar rental and aircraft storage, aircraft washing, and flight planning and flight service facilities.
  - (2) Specialized Aviation Service Operators (SASO) shall provide one (1) or more of the services listed in Sec. 8-275 and meet requirements for that specific activity.
- (b) The Airport Authority reserves the right to temporarily waive any requirement provided a maximum time limit is set to comply.
  - (c) All applicants desiring to establish and operate an aviation operation at the airport must furnish evidence satisfactory to the Airport Authority and the Airport Director that such person possesses all of the following qualifications:
    - (1) Has never been held in default of any lease agreement, contract, license or permit relating to the operation of a business, by a court of law or other cognizant legal authority.
    - (2) A composite credit appraisal rating of "satisfactory" as determined by the applicants' financial institution or Dun & Bradstreet
    - (3) A current financial net worth showing the applicant holds unencumbered current assets in a total amount at least equaling three months' estimated maintenance and operating expenses. The applicant must also demonstrate that he has the capital required or unconditional financial backing sufficient to construct all leasehold improvements required by these standards and must unconditionally commit himself to the construction.

**ATTACHMENT B**  
**MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

- (4) Employs a staff and full-time, on-site manager or supervisor with adequate experience in the operation of General Aviation operations to the reasonable satisfaction of the Authority.
- (d) All construction required of or desired by General Aviation service providers on the airport shall be in accordance with applicable, state, local and ILM Architectural Standards required for the facility or activity involved. Construction standards include but are not limited to building, American Disabilities Act (ADA), and fire code requirements.
- (e) All General Aviation service providers shall be required to furnish the payment and performance bonds commensurate with any construction required under the Minimum Standards fixed in this article or under any contract or lease by and between any aviation operator and the Airport Authority.

The Airport Authority may accept letters of credit or personal guarantee in lieu of performance bond requirements referenced.

- (f) All General Aviation service providers shall conduct their activities and render their services in a safe, responsible and efficient manner and shall be solely responsible for all the acts of their agents and/or employees and shall save and hold the Airport Authority, its agents, New Hanover County and its agents, harmless from any act of the aviation operator, its agents and employees.
- (g) All General Aviation service providers shall abide by and comply with all of the laws and ordinances of the state, the County, and the rules and regulations of the Federal Aviation Administration.
- (h) All contracts and leases between all General Aviation service providers and the Airport Authority shall be subordinate to the provisions of any existing or future agreements between the Airport Authority, the County and the United States of America, relative to the operation, maintenance or development of the airport, the execution of which has been or may be required as a condition precedent to previous or future expenditure of federal funds for the operation, maintenance or development of the airport property.
- (i) All General Aviation service providers shall provide certificates of insurance with New Hanover County , Airport Authority and their agents listed as additional insured for comprehensive General Liability, Hangar Keeper and Property Insurance. For General Liability, the minimum liability limit per single occurrence for bodily injury and property damage shall be that amount determined by the Airport Authority. Companies providing such insurance will be subject to Airport Authority approval.

**Sec. 8-274. – Fixed Base Operators (FBO).**

- (a) FBOs at ILM shall be subject to minimum service standards, minimum staffing standards and minimum facility requirements as follows. An FBO will be required to provide either directly or by sublease/subcontract all of the following services:

**ATTACHMENT B**  
**MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

- (b) In the case of the specific activities, the following minimum service standards shall apply.
  - (1) Aircraft Maintenance and Repair
    - a. Sufficient equipment, supplies, and spare parts to perform maintenance and repairs with personnel who are currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating; or (2) maintain a current FAR Part 145 Certificate
    - b. Uniformed and trained personnel in sufficient numbers to meet demand for the maintenance services. Specifically, at least one (1) A & P mechanic available during normal business hours. One (1) A & P mechanic shall be on call at all other times.
  - (2) Tie down, Line Service or Ground Handling.
    - a. Adequately trained personnel and equipment, with never less than one (1) person on duty on the Leased Premises at all times during required hours of operation.
    - b. Aircraft parking and tie-down facilities and equipment, including ropes, chains, wheel chocks, and any other types of restraining devices suitable to accommodate at least 15 aircraft.
    - c. Ground support equipment for the turnaround of aircraft, including energizers, and starters, ground power units, fire extinguishers and an auxiliary power unit.
    - d. Transportation for transient passengers and pilots (i.e. access to a car for hire, shuttle or crew car).
    - e. Equipment, parts and personnel for performing minor maintenance such as inflating aircraft tires, window and interior cleaning, and aircraft washing.
  - (3) Disabled Aircraft Recovery
    - a. Aircraft towing and other equipment as necessary for removal of disabled aircraft from the runway, taxiway or other operational areas on the airport.
    - b. Aircraft towing and other equipment as necessary for retrieval of disabled aircraft from any landing area off the airport.
    - c. Trained and experienced personnel as necessary to operate the equipment identified above in a timely and efficient manner
  - (4) Retail Oil and Fuel Sales

**ATTACHMENT B**  
**MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

- a. Retail aviation fuel sales fully trained and qualified service personnel to dispense aviation fuels and lubricants on the premises during all hours of operation
  - b. FBOs shall dispense aviation fuels and lubricants to aircraft in the customs area in accordance with the policies and procedures set forth by the Department of Homeland Security and U.S. Customs. FBO personnel and vehicles shall have proper identification/markings, credentials and equipment prior to entering the Customs area.
  - c. At least two (2) metered, filter-equipped fueling trucks adequate for dispensing aviation fuels. Trucks shall meet all applicable safety and other regulatory requirements.
  - d. Construct and maintain permanent, above ground, aviation fuel storage facilities for a minimum of ten thousand (10,000) gallons of both Jet A and 100 LL aviation fuel. Maintenance shall be in accordance with all applicable airport, county, State, and Federal laws, rules and regulations.
  - e. FBOs shall maintain a current Spill Prevention Control and Counter measure (SPCC) plan. The plan shall be maintained and updated in accordance with 40 CFR 112. A copy shall be provided to the Airport Director.
- (5) Hangar Rental and Aircraft Storage
- a. A FBO shall provide at least one aircraft storage hangar for the permanent and itinerant storage of aircraft. The hangar shall meet the Minimum Standards for storage hangars under Minimum FBO Facility Standards set forth below.
  - b. FBO managers shall provide a periodic review of their vacant hangar space and make provisions to build additional hangars as required to meet reasonable market demands.
  - c. The following items shall not be stored in FBO aircraft hangars: containers of flammable liquids, paint thinners, fuels, volatile materials, uncovered waste containers, compressed gasses and other items which may cause a fire hazard.
- (6) Flight Planning and Flight Service Facilities
- a. A flight planning facility equipped with adequate communication and other necessary flight planning materials.
- (c) Minimum Staffing Standards. An FBO offering any of the services listed herein shall



**ATTACHMENT B**  
**MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

have at a minimum two (2) employees (with ratings appropriate to the work to be performed) on-site during normal business hours. At all other times, the FBO shall have one (1) person available, on call, to respond to customer inquiries and airport emergencies. In addition, minimum service, management and staffing standards for the activities listed above shall be provided. Multiple responsibilities may be assigned to personnel to meet staffing requirements for required activities.

(d) Minimum FBO Facility Standards

1. The leasehold shall contain the appropriate acreage to provide for the specific use area requirements established for the services of the following required activities: aircraft maintenance and repairs, plus the requirements set out in this section for the dispensing of aviation fuel and lubricants and hangar rental. (Specific use spaces need not be additive where combination use can be reasonably and feasibly established.)
2. A building to provide adequate and heated space for office, public lounge, pilot briefing room and restrooms must be leased or constructed. Aircraft hangar rental space appropriate for the type of aircraft to be stored. For FBO's with an FAA certificated repair station a separate hangar facility with minimum shop and floor space is required.
3. Ample public amenities for their customers to include a conveniently located, heated and air-conditioned lounge and separate sanitary restrooms for men and women, public telephone service, pilot briefing room and snack and/or beverage vending services available during required hours of operation.
4. Sufficient facilities and/or procedures for washing aircraft.
5. Paved off-street parking outside of the Air Operations Area (AOA), but within the Leased Premises, for a minimum number of automobiles as specified by New Hanover County
6. Electronic security gate with closed circuit camera monitoring and continuous recording equipment to restrict unauthorized access to the ramp.

(d) Other Items Required by an FBO

1. All equipment specifically required for each required activity and elected additional activities must be provided with appropriate company identification markings, rotating beacon and radio equipment to move on the AOA.

**Sec. 8-275. – Specialized Aviation Service Operators (SASO).**



**ATTACHMENT B**  
**MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

- (a) A SASO can operate through a direct lease with the Airport Authority or through an Airport Authority approved sublease/subcontract with an FBO or other SASO, provided it satisfies the Minimum Standards. SASOs at ILM shall be subject to minimum service standards, minimum staffing standards and minimum facility requirements as follows.
- (b) Minimum Service Standards. Aviation services permitted to be conducted, if permitted by the applicable Lease, by a SASO may include, but shall not be limited to the services listed herein.
  - (1) Aircraft sales. A SASO offering aircraft sales shall have one (1) person with a current commercial pilot's certificate with rating appropriate for the type of aircraft to be demonstrated as well as adequate staffing to service aircraft and accessories during warranty periods (new aircraft only).
  - (2) Aircraft Maintenance and Repairs. A SASO offering maintenance and repairs shall have one (1) uniformed and trained mechanic certified by the FAA as an A & P mechanic with ratings appropriate for work being performed with sufficient equipment, supplies and availability of parts to maintain the operation. The office shall be attended during hours set by the SASO.
  - (3) Avionics Sales, Installation and Repair. SASOs desiring to provide a radio or instrument or repair must hold a FAA repair station certificate and rating. One (1) FAA certified repairman qualified in accordance with the terms of the repair station certificate must be provided. The hours of operation shall be as set by the SASO.
  - (4) Instrument and Propeller Repair Services. SASOs desiring to provide propeller repair service must hold a FAA repair station certificate and rating. One (1) FAA certified repairman qualified in accordance with the terms of the repair station certificate must be available during hours set by the SASO.
  - (5) Flight Instruction. A SASO offering flight instruction services shall make available for flight training currently airworthy aircraft, including at least one (1) aircraft suitable for instrument flight instruction. The aircraft may be owned or leased.
  - (6) Specialized Commercial Flight Operations. Specialized commercial flight operators must have one (1) person with a current commercial pilot's certificate with appropriate rating for the aircraft to be flown.
  - (7) Aircraft Washing and Detailing. Sufficient facilities and/or procedures as per the ILM NPDES permit.
- (c) Minimum SASO Facility Requirements.
  - (1) Where the SASO has a direct Lease with the Airport Authority, the ground lease and facility requirements will be determined by the authority based on the specific operation to be conducted and will be provided for in the lease.

**ATTACHMENT B**  
**MINIMUM STANDARDS FOR GENERAL AVIATION SERVICES AT ILM**

- (2) Any SASO performing activities or services under a sublease shall have sufficient office space, hangar space, ramp area, tie-down area, public areas, parking spaces and other facilities and amenities adequate to support its commercial activity and as specified by governmental requirements.
  - a. Prohibited SASO Services: A SASO shall be prohibited from the sale or dispensing of aircraft fuels.

**Sec. 8-276. – Hangars and Associated Buildings to be Constructed on the Airport.**

All structures constructed or installed by GA Service Providers shall comply with ILM's Architectural Standards and must be constructed with properly designed doors and shall be stressed for hurricane area winds as dictated by local, state and national building requirements. Floors and ramps shall be of concrete with properly compacted subgrade of sufficient design load strength to sustain all types of aircraft that may use the facility. Buildings shall be of metal or masonry construction or any other comparable fire-resistant material and shall be properly fireproofed in accordance with the local Fire Marshal and NFPA requirements. Sufficient hose connections, oil and water separators for washing of aircraft, washing ramps or other purposes must be installed. Construction of hangars shall include adequate paved, off-street parking in accordance with governmental requirements and installation of an electronic security gate for controlled vehicle access. In addition, the Airport Authority may require a new fire hydrant if the new facility is more than five hundred (500) feet from an existing fire hydrants.

# ATTACHMENT C ARCHITECTURAL GUIDELINES

## WILMINGTON INTERNATIONAL AIRPORT Wilmington, North Carolina

### POLICY AND PROCEDURE

---

Title: **ARCHITECTURAL GUIDELINES**

Section: Facility Management

Effective Date: March 2000

Policy Number:

Revision Date: September 14, 2010

Contact: Deputy Director

---

Approved: \_\_\_\_\_  
Airport Director

Date: \_\_\_\_\_

---

#### I. PURPOSE

The purpose of this policy is to establish architectural guidelines that will provide for the orderly and attractive development of the Airport, and to support its' strategic plan.

The primary objectives in establishing these Guidelines are:

- To protect Airport property values and enhance each Airport Lessee's investment by insuring a well-planned and maintained development within the Airport;
- To provide a harmonious relationship among all structures and other improvements located within the Airport;
- To minimize disturbing influences on adjacent or neighboring Airport properties; and
- To contribute to a favorable environment for the Airport and the Airport Lessee/occupants located therein.

#### II. POLICY:

It is the policy of the Airport that the Administrative Staff receive and complete the detailed review of all proposals, verify development criteria, monitor adherence to these Guidelines, and present all proposals to the Airport Authority. The Airport Authority is the reviewing body, and approves (or disapproves) all plans presented by the Administrative Staff. It primarily focuses on the need and compatibility of each Lessee's plans with the overall general Airport Master Plan and/or Business Park Development Plan.

## ATTACHMENT C ARCHITECTURAL GUIDELINES

The Airport Development Plan is comprised of three types of properties which shall be defined as follows:

- **"Business Park Properties"** means those lot(s) in the Airport which are located along primary and secondary thoroughfares (Airport Boulevard, Gardner Drive, Hall Drive, and Hewlett Drive). The proposed facilities shall be corporate campus and/or service related companies.
- **"Industrial Properties"** means those lot(s) in the Airport which are located near the rear of the business park with tertiary thoroughfares (Trask Drive, Control Tower Drive or Morris Road). The proposed facilities shall be cargo and/or, distribution facilities, light manufacturing, or other type of industrial use.
- **"Aviation Properties"** means those lots located inside or adjacent to the air operations area. The proposed facilities shall be for hangar storage, maintenance and/or aviation related business.

Notwithstanding anything to the contrary, nothing contained in these Guidelines shall take precedence over requirements imposed by federal, state, and local laws, ordinance and regulations applicable to the Airport and the Development thereof. All construction must fully comply with FAA requirements including height, lighting, radio and microwave transmissions, and regulatory governing NAVAIDS.

### III. PROCEDURE:

#### A. INTRODUCTION, DESIGN REVIEW, AND APPROVAL PROCESS

**Introduction Process:** As a general introduction, the Proposed Lessee shall provide a written request to the Airport Authority describing the size, type, and intended use of facility to be constructed. Refer to ILM Facility Approval Checklist (Appendix A) for details.

**Preliminary Approval:** Before commencing the construction or alteration of any building addition, enclosure, fence, entry or exit way, parking facilities, storage area, landscaping or any other structure or improvements on any lot, the Proposed Lessee shall provide to the Airport Authority schematic development plans illustrating the following.

1. A general site development plan of the lot showing the location of all contemplated improvements and structures, all setback lines, the number and location of all parking spaces, loading areas, service areas, driveways, utilities, storm water management facilities and dry retention basins on the lot.

## ATTACHMENT C ARCHITECTURAL GUIDELINES

2. All building exterior elevations showing building dimensions and a general description of materials and color schemes to be used.
3. Description of the intended use/type of business.
4. Four (4) copies of plans shall be submitted to the Airport Administrative Office.
5. Review Process
  - The Airport Authority requires 20 business days to respond to the plans.
  - The Lessee shall respond to Airport Authority's comments within 20 business days.
  - The Airport Authority shall respond to revised plans within 20 business days.
  - The Airport Authority's approval of the Lessee's schematic development plans does not relieve the Lessee's obligations to comply with any of these Guidelines.

**Final Plan Submittal:** After approval of the Preliminary schematic plans, final sealed plans shall be submitted for acceptance and shall illustrate the following:

1. A site development plan which illustrates:
  - Identification of all structures and all improvements to be located on the lot.
  - Depiction of all setback lines, right of ways, easements, and buffers relative to the location of structures and other improvements.
2. Grading and landscaping plan including walls, fences, planting areas, trees, hedges and other plantings, irrigation system and barricades of any type.
3. A topographical map of the final grading plan.
4. A traffic circulation and parking plan showing the arrangement and number of parking spaces to include ADA designated spaces.
5. Design plan for all utilities including storm water management system with storm water built upon calculation and size/footprint of dry retention basin.
6. Exterior site lighting plan showing the type of exterior lighting which shall include the location and height of all light poles; together with a description of the type of light to be used.
7. The location, size and appearance of all signs including colors and description of materials to be used.
8. With respect to structures and all improvements;
  - Locate and identify finish floor elevation.
  - Locate and identify the elevation of the top of the highest point of anything located on the lot including, but not limited to, antennae, etc.
  - Locate and identify main floor entrances and exits to and from the structure. Include fire suppression system as required.

## ATTACHMENT C ARCHITECTURAL GUIDELINES

- Identify any truck loading and service areas.
  - Location of any proposed outside storage areas for materials, equipment as well as ongoing parking for any service vehicles.
  - Garbage storage or “dumpster” site areas and the location of appendages to exterior of the building.
  - Elevations for each of the structures together with the specifications for exterior materials and colors, including color renderings or boards.
9. Such other plans and specifications as the Airport Authority may reasonably request.
  10. All final plans shall be under seal by a North Carolina licensed architect or engineer.
  11. Provide a statement that the development meets or exceeds all building code requirements and complies with all rules and regulations of the federal, state and local agencies having authority over the development in this jurisdiction.
  12. The Airport Authority shall have 30 business days to approve the final plans and specifications.
  13. The Airport Authority, at its option, can submit final plans and specifications to a third party Architect and/or Engineer for review and Lessee shall pay any reasonable fees/expenses incurred by the Developer in connection thereto with fees not to exceed \$300.00.
  14. Construction may not begin until the Airport Authority has approved final plans and the lessee has completed a pre-construction conference with airport administrative staff.

### **B. BUILDING LAND RATION:**

**Maximum Site Coverage:** Building, parking and all other impervious surfaces shall not exceed 65% of the land area of the Lot inclusive to the road right of way (including buffers and setback areas). The remaining site area shall be maintained as landscaped areas or required buffer/safety areas.

**Retaining Walls:** All parking areas, interior driveways, parking and building setbacks must meet the requirements of the respective zoning. Governmental rules and regulations (collectively called Zoning Regulations) applicable thereto. Unless stipulated otherwise by Zoning Regulations, setbacks shall be as follows:

#### Building Setbacks:

Front Yard: Industrial Properties: A minimum of 50 feet from any street right of way to the face of the building.  
Business Properties: 100 feet from any street right

## ATTACHMENT C ARCHITECTURAL GUIDELINES

of way to the face of the building for any property fronting on North 23<sup>rd</sup> Street, Airport Boulevard, the first block of Gardner Drive or Dolan Drive.

**Side Yard:** The minimum setback shall be per Zoning Regulations, but shall not be less than a minimum setback of 15 feet from any lease line to the face of the building.

**Rear Yard:** Minimum rear yard setback shall be per Zoning Regulations and not less than 25 feet. The minimum rear yard setback for those lots adjacent to a taxiway or ramp shall be the minimum taxiway clearance required by the FAA.

**Parking, Fence, Driveway and Loading Areas:** Minimum setbacks shall be 10 feet from any street right of way as well as any property line.

**Parking:** All parking areas located upon the lot shall be designed in a manner to integrate with the existing terrain or areas to be landscaped within the boundaries of the lot. The Airport Authority shall limit a “run” of parking spaces to no more than thirteen (13), with a landscape island at least twelve feet (12’) wide and eighteen feet (18’) long, in between each “run” of parking spaces. Identify location of ADA spaces.

**Exterior Lighting:** All lights for purposes of illuminating areas located upon the Lot shall not exceed thirty feet (30’) in height. Lights in excess of thirty feet (30’) in height may be permitted in areas provided for the maneuvering of trucks or other special equipment or areas designated for concentrated parking subject to Airport Authority’s approval. All parking lights shall be installed on black anodized aluminum poles. The approved parking lot fixture used at the airport is a Domus style fixture manufactured by Lumec with a fluted pole. For access roads and drives, the approved fixture is a twenty-five foot (25’) high Serenade DSX series manufactured by Lumec. Substitute light fixtures must be noted on the drawings for approval by the Authority.

Any light with amber, yellow or orange coloration, strobe, flashing or neon lights will be prohibited. The location for all lights for signage or illumination of the exterior of structures to be located upon the lot and lights installed as part of the security for the structures must be identified and located upon the plans and are subject to the approval of the Airport Authority. Lighting must not interfere with aeronautical activity or cause unsafe condition for

## **ATTACHMENT C ARCHITECTURAL GUIDELINES**

pilots. Lighting that interferes with aeronautical activity must be removed and/or modified.

### **Signage:**

Except as otherwise approved by the Airport Authority, all signage will be located within the Front Yard setback area.

Each Lessee shall be permitted to erect one temporary sign during construction. (Must be removed within 30 days after certificate of occupancy). Other messages such as bank's, contractor's and sub-contractor's information shall be incorporated into the one temporary sign.

Upon substantial completion of improvements, free standing, permanent identification and directional sign(s) may be erected in as approved by the Airport Director.

### **Utilities:**

All utility lines, whether public or private, shall be installed underground and shall have locating filament to allow for future identification.

### **Service Areas:**

No loading, service, or outside storage area shall be permitted between the front of the primary building or structure to be located upon the lot and the front street boundary nor the Airport Boulevard frontage. All loading and material handling areas shall be located to the rear or the side of the primary building or structure to be located upon the lot provided, however, the Airport Authority may permit Lessee to install or construct loading, service and outside storage and material handling areas where same would otherwise be prohibited if the Lessee proposes and installs or constructs sufficient (in the reasonable judgement of the Airport Authority) compatible screening of such areas from Lots and streets and rights of way adjacent to the lot upon which same are located. All loading, service, or outside storage areas shall be screened so to minimize from the view of streets, parkways, and other lots. The location of all screening, fences, barricades or walls to be constructed upon the lot shall be included within the plans to be approved by the Airport Authority as well as a description of the materials to be utilized.

### **Curbing:**

**Business Properties:** Concrete curbing shall be required in all parking, driveway, loading areas and service areas.

**Industrial Properties:** Concrete curbing shall be required in all driveways providing ingress/egress from street right of ways as well as all parking or service areas located in the front of the lot or an area adjacent to the street right of way. Acceptable pavement



## ATTACHMENT C ARCHITECTURAL GUIDELINES

edging shall be required in all driveways, parking service or loading areas located in the side yard of the Lot, unless otherwise approved by Airport Authority. No curbing will be required in the parking, service or loading areas located in the rear yard area of the Lot.

### C. BUILDING STANDARDS

- Building Exteriors:** In its review of plans, the Airport Authority shall require materials used in connection with the exteriors of buildings or other structures to be of good quality and compatible in design and material components with all other structures within the Lot as well as the structures within each zoning classification and the Airport Complex. Business Properties shall have a brick façade on all exterior walls which face a street. The approved brick color is Old Colony. All other exterior walls must comply with the standard airport colors. (See Appendix B)
- Security Fence:** Where necessary for security of the building and/or airport security, the Airport Authority will review the type and construction methods for the security fence. There are two types of authorized fencing and both meet TSA security standards. Business properties with street frontage shall install 7 foot high Industrial Hamilton fence made by Alimu-Guard, which is a decorative security fence. Areas that face the rear of the business property may use a galvanized 8 foot fence with three strands of barb wire.
- Exterior Equipment:** The Airport Authority shall have the right to approve the installation and location of any exterior equipment, including transformers, antennae, electronic receivers, storage tanks, generators, cooling towers, and other similar equipment. If so approved, then such equipment shall be 1) screened from vehicular or pedestrian traffic 2) located so as to minimize to the extent reasonably practical, visibility from adjacent lots and streets.

### D. LANDSCAPING STANDARDS

Landscaping and natural terrain shall be maintained and controlled in order to provide a uniform and compatible appearance. The Airport Authority reserves the right of exclusive maintenance of the setback areas and Lessees Lots should any Lessee inadequately maintain its landscaping. The Airport Authority shall maintain all common areas. Maintenance shall be performed to a standard and quality observed by the Airport Authority with respect to its maintenance of the common areas, or any other Properties maintained by the Airport Authority. All landside lots shall be landscaped in accordance with the Airport's Landscaping plan (See

## **ATTACHMENT C ARCHITECTURAL GUIDELINES**

Appendix C). Airside landscaping shall be kept to a minimum to discourage wildlife and their habitat. Landscaping work must be completed in accordance with approved plans within 30 days following completion of building improvements. All lots shall be kept free of trash and other unsightly material. Appropriate provisions shall be made by Lessee for watering and other maintenance of grounds, including setback areas, easement areas, and rights of way located on or adjacent to any lot.

### **E. GENERAL MAINTENANCE STANDARDS:**

Each Lessee shall be responsible for maintaining their respective property in a neat and slightly manner. The Airport Authority shall be responsible for enforcement of maintenance standards. At a minimum, each Lessee shall be responsible for 1) maintaining the structure and other improvements in a well kept manner, consistent with the overall appearance of the Airport, 2) maintaining their landscaping to a standard and quality observed by the Airport Authority and 3) Keeping all security fences and parking lots clear of weeds and debris.

# ATTACHMENT C ARCHITECTURAL GUIDELINES

## Appendix B

### WILMINGTON INTERNATIONAL AIRPORT STANDARD EXTERIOR COLORS

The Standard Airport Color Scheme provides a thread of continuity throughout the airport complex. The theme and overall intent is to provide uniformity on a macro view while providing the ability to add details and personalization from the selected color palette. The standard colors, listed below, were chosen to withstand various architectural trends and to resist fading over time. Office buildings and businesses on Airport Boulevard, Trask Drive, Hall Drive, Blue Clay Road, and Gardner Drive are required to have a brick façade all sides of the building which face a road. The brick color shall be Old Colony.

<u>Color</u>	<u>Paint Code</u>	<u>Use*</u>
<b>Gypsum</b> (off-white)	Pittsburgh#520-1	Main body of building
<b>Crushed Velvet</b> (reflex blue)	Pittsburgh#264-7	Accent stripes (optional)
<b>Roasted Pepper</b> (red)	Duron#AC116N	Accent stripes (optional)
<b>Hunter Green</b>	TBD-Color in Transition	Roof, Roof Band, Doors, and Exterior Doors

The Airport Authority will approve exterior color schemes for all existing and new facilities. In the case of a manufactured building, the developer will use the closest available color match as identified by the Deputy Airport Director to the standard airport color. If a comparable match is not available, then the developer will have to paint the building or trim with the standard color. Note that as paint lines change color codes and mix designs, these colors may have subtle changes. It is recommended that a color board or sample be submitted for comparison to the standard colors.

# ATTACHMENT C ARCHITECTURAL GUIDELINES

## Appendix C

### WILMINGTON INTERNATIONAL AIRPORT LANDSCAPE MASTER PLAN

The landscape plan represents a finalization of all facilities and a final visual display of the design statement. The landscaping plan should emphasize entry points, strengthen sight lines, buffer treatments to adjacent future development, and provide seasonal beauty and color.

The design selections provide a theme and overall intent to plant groupings and masses of color to enhance the facility. Note the tiering and hierarchy of plants when used to control views: the progression of turf to shrubs, then understory to medium trees, then finally large trees.

It should be noted that edging and mulch should be installed in the beds to embellish the facility image while also reducing maintenance requirements.

The following is a list of suggested plant materials to be used for landscaping around buildings and parking areas. This list is a guideline only and replacements or additions to the chart are encouraged as long as integrity of the plan is not drastically changed.

COMMON NAME	BOTANICAL NAME	HEIGHT	SPREAD
<b>Large/Medium Trees</b>			
Red Maple	Acer rubrum	40'	20'
Southern Magnolia	Magnolia grandiflora	80'	40'
Japanese Black Pine	Pinus thunbergiana	80'	40'
Sawtooth Oak	Quercus acutissima	60'	40'
Sourwood	Oxydendrum arboreum	30'	15'
<b>Ornamental Trees</b>			
Washington Hawthorn	Crataegus phaenopyrum	25'	20'
Crepe Myrtle	Lagerstroemia indica	10'-15'	10'-15'
Oleander	Nerium oleander	8'-12'	8'-12'
Kwanzan Cherry	Prunus serrulata	30'	20'
<b>Shrubs</b>			
Winter Daphne	Daphne odora	4'	3'
Southern Wax Myrtle	Myrica cerifera	10'-15'	9'
Fraser Photinia	Photinia fraseri	15'-20'	13'
Indian Hawthorn	Raphiolepis indica	4'	5'
Kurume Azalea	Rhododendron kurume	2'	4'
Firepower Nandina	Nandina domestica	1'	3'
<b>Ground Covers</b>			
Blue Rug Juniper	Juneripus horizontalis	6"	Spreading
Liriope	Liriope muscari	12"	Spreading
Centipede Grass		-	-
Tall Fescue	'Rebel' and 'Hounddog'	-	-

# ATTACHMENT C ARCHITECTURAL GUIDELINES

## Appendix A ILM FACILITY APPROVAL CHECKLIST

### General Information

- ID Lessee/Company that desires to have a lease agreement with ILM
- Proof of performance bond prior to construction and letter of credit
- ID facility use, desired location, and size of leasehold
- ID number of employees on site (per day)
- Submit a site and facility plan to Airport Director for evaluation
- Ownership of facility and improvements shall revert to Airport Authority at the end of the lease term
- The Lessee/Company will be the only occupant; facility cannot be subleased
- Facility location shall be in accordance with ILM Master Plan and Strategic Plan
- Responsible for environmental remediation costs

### Construction Requirements for Facility:

- Well designed with high quality materials that complies with ILM Architectural Standards
- Provide water and sewer to facility (and subsequent phases as required) at lessees expense
- Provide landside access and paved vehicle parking facilities within leasehold
- Provide landscaping with sprinkler system
- Provide storm water treatment/dry pond for facility (and subsequent phases as required)
- Provide trash dumpster location out of public view
- Provide exterior lighting for safety and security with approved fixture
- Provide fire suppression system as required by fire code
- Provide exterior signage for facility
- Provide security fence plan with approved types identified by location
- Comply with approved ILM exterior colors
- Approved FAA Form 7460-1 for construction or alteration
- Minimum size of facility shall be 10,000 SF and must meet all state, county and NFPA codes
- Satisfy security and TSA requirements AOA (subject to future regulations)

### General Information

- ID Lessee/Company that desires to have a lease agreement with ILM
- Provide aircraft registration information
- Payment of performance bond prior to construction
- ID facility use, desired location, and size of leasehold
- ID number of employees on site (per day)
- Submit a site and facility plan to Airport Director for evaluation

## **ATTACHMENT C ARCHITECTURAL GUIDELINES**

### **ILM HANGAR FACILITY APPROVAL CHECKLIST**

- Ownership of hangar and improvements shall revert to Airport Authority at the end of the lease term
- The Lessee/Company aircraft will be only occupant; hangars cannot be used to store aircraft not owned by Lessee/Company
- Hangar location shall be in accordance with ILM GA Master Plan
- Self-fueling permit fee and monthly flowage fee to Airport Authority
- Approved SPCC program, training and spill response kit required
- Responsible for spill remediation costs
- Company mechanic/avionics permit fee and percentage to Airport Authority

#### **Construction Requirements for Facility:**

- Well designed with high quality materials that complies with ILM Architectural Standards
- Provide water and sewer to facility (and subsequent phases as required) at lessees expense
- Provide landside access and paved vehicle parking facilities within leasehold
- Provide landscaping with sprinkler system
- Provide storm water treatment/dry pond for facility (and subsequent phases as required)
- Provide trash dumpster location out of public view
- Provide exterior lighting for safety and security
- Provide fire suppression system as required by fire code
- Provide exterior signage for facility
- Comply with approved ILM exterior colors
- Approved FAA Form 7460-1 for construction or alteration
- Minimum size of any corporate hangar shall be 10,000 SF and must meet all state, county and NFPA codes

#### **Additional Requirements – Airside Facility:**

- Type, weight, and size of aircraft (FAA Design Category)
- Satisfy security and TSA requirements AOA (subject to future regulations)
- Provide taxiway access and aircraft parking areas in accordance with FAA AC 150/5300-13
- Provide permits, licenses and certifications per state and federal for environmental regulations

# **ATTACHMENT D INSURANCE REQUIREMENTS**

## **FIXED BASE OPERATORS' INSURANCE**

Lessee shall maintain the following insurance coverage:

- A. Fire and extended coverage written within limits not less than 90% of the replacement value of all improvements and structures owned or constructed by Lessee in maintaining business operations at the Airport pursuant to the rights granted in this Agreement.
- B. Comprehensive automobile liability insurance including coverage for all owned, non-owned and hired vehicles. Limits of liability insurance shall be at least in the amount of \$1,000,000 per occurrence, combined single limits applicable to claims arising from bodily injury and/or property damage.
- C. Comprehensive airport liability insurance applicable to Lessee's operations, including independent contractor operations, products/completed operations, and contractual liability applicable to the indemnity obligations assumed in Section 11 of this Agreement. Limits of liability insurance shall be at least in the amount of \$5,000,000 per occurrence, combined single limits applicable to claims arising from bodily injury and/or property damage.
- D. Aircraft liability insurance applicable to owned or leased aircraft providing liability limits at least in the amount of \$1,000,000 per occurrence applicable to claims arising from bodily injury and/or property damage, including passenger bodily injury.
- E. Worker's compensation and employer's liability insurance in compliance with statutory requirements, including other states' endorsement.

If Authority's current or future comprehensive airport liability insurer adopts underwriting requirements establishing minimum amounts and/or types of insurance which Authority must require of fixed base operators, Authority reserves the right to revise the minimum amounts and/or types of insurance stated herein in accordance with the insurer's requirements.