

TO: JAMES L. APP, CITY MANAGER

FROM: MEG WILLIAMSON, ASSISTANT CITY MANAGER

SUBJECT: SELECTION COMMITTEE:
AIRPORT FIXED BASE OPERATOR

DATE: May 4, 2010

Needs: For the City Council to appoint two (2) City Council members to a selection committee for airport Fixed Base Operator (FBO) proposals and authorize them to act as a lease negotiation subcommittee.

- Facts:
1. The City is seeking interested and qualified parties to submit proposals for the Fixed Base Operator (FBO) and fueling services at the Municipal Airport.
 2. An FBO services Request for Proposals (RFP) is being developed. Distribution is expected in June. Proposals will be evaluated based on responsiveness to the RFP. Top candidates will be invited to an oral interview with a Selection Committee.
 3. The purpose of the Selection Committee is to help finalize the content of the RFP, and applicant selection criteria. Once proposals are received, that same committee will interview and select a top candidate to negotiate a lease.
 4. Councilmen Hamon and Steinbeck are serving as liaison to the Citizen's Airport Advisory Committee.
 5. They have been actively involved in other lease matters (most recently related to the Airport Restaurant RFP).
 6. It is proposed that the FBO Selection Committee also consist of a member of the Citizen's Airport Advisory Committee (CAAC). Wayne Caruthers (currently serving as the Airport Advisory Committee Chairman) has volunteered to serve in that role. The CAAC endorsed his participation at their regular meeting of April 22, 2010.
 7. The search for, and evaluation of, a new FBO will take the next six or more months.

Analysis &
Conclusion: The selection of a quality Fixed Base Operator and successful negotiation of a mutually beneficial lease is a key business goal for the City's Airport enterprise. Based on their current level of familiarity with airport enterprise matters, participation of Council Airport Liaison members on the Selection and Lease Negotiation Committee is logical.

Policy

Reference: Council 2008-2011 Goals (Goal - C3) to develop the Airport and improve/expand general aviation, commercial and visitor service.

Fiscal

Impact: There are no fiscal impacts associated with the establishment of Council Liaison member participation on the FBO RFP Selection Committee.

Options:

- A. Appoint Council members Hamon and Steinbeck to the Airport FBO Proposal Selection Committee and to act as the Lease Negotiation Subcommittee on behalf of the City Council.
- B. Amend, modify, or reject the above option.