

REQUEST FOR PROPOSAL

BUILDING 21



Brainerd Lakes Regional Airport

RFP REFERENCE # 2023-01

Issued: September 18, 2023

Submission Deadline: October 13, 2023, by 4:30 PM ET

Designated Contact for this RFP:

Steven Wright, A.A.E.
Airport Director

All contacts/inquiries shall be made by email to the following address: swright@brainerdairport.com



REQUEST FOR PROPOSAL
ON THE BEHALF OF THE
BRAINERD LAKES REGIONAL AIRPORT COMMISSION
BUILDING #21
RFP REFERENCE #2023-01

ALL RESPONSES MUST BE RECEIVED PRIOR TO 4:30 P.M. October 13, 2023, at the offices of:

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
ATTN: STEVEN WRIGHT, A.A.E.
16384 AIRPORT ROAD, SUITE 5
BRAINERD, MN 56401

ONE (1) COPY OF YOUR RESPONSE EMAILED TO SWRIGHT@BRAINERDAIRPORT.COM IS REQUIRED. BE SURE THAT YOU HAVE COMPLETED ALL OF THE INFORMATION REQUIRED IN THIS REQUEST FOR EXPRESSIONS OF INTEREST. RESPONSE PACKAGES MUST SHOW THE RESPONSE NAME AND REFERENCE NUMBER ON THE EXTERIOR OF THE PACKAGE. RESPONSES RECEIVED AFTER THE ABOVE DEADLINE WILL NOT BE ACCEPTED.

1. GENERAL INFORMATION

1.1. Intent and Purpose of this RFP

The intent and purpose of this Request for Proposal (the “RFP”) is to solicit responses from individuals or organizations interested in leasing property at the Brainerd Lakes Regional Airport (“Airport”) from the BRAINERD LAKES REGIONAL AIRPORT COMMISSION (“Commission”), specifically Building #21 consisting of an approximately 60-foot x 100-foot hangar totaling 6,000 square feet of space with a 54-foot wide by approximately 16 foot high bi-fold hangar door and 20 foot wide side overhead garage door. The Commission may, at its discretion, enter negotiations with a Respondent without issuing a subsequent Request for Proposals if only one Response is received.

1.2. Key Dates in the RFP Schedule

Below are the key dates for the RFP schedule.

Table 1:

Date	Event
September 18, 2023	Issuance of Request Proposal
September 22, 2023	Closing Date for Respondent Questions
September 29, 2023	Final Response to Respondent’s Questions
October 13, 2023	Response Submission Deadline is on or before 4:30PM

Please note: The BRAINERD LAKES REGIONAL AIRPORT COMMISSION reserves the right to change any of the dates stated in this RFP. If such change occurs, the Commission will post the change(s) on its website.

1.3. Communications

All inquiries concerning this RFP must be addressed to the following designated contacts for this RFP:

Steven Wright, A.A.E.
Airport Director
swright@brainerdairport.com

NOTE: Please indicate RFP Reference # 2023-01 in the subject line.

Any questions, requests for information, or clarification regarding this RFP should be submitted via email, citing the RFP page and section, no later than 2:30 p.m. ET on Friday, July 14, 2023 to swright@brainerdairport.com. Questions will not be accepted orally, and any questions received after the deadline may not be answered. All questions will be posted by COB on July 19, 2023 at www.brainerdairport.com.

1.4. Response Costs

The costs for this entire Response effort shall be borne by the Respondent. The Commission will not reimburse any Respondent or other firm for any costs associated with this RFP effort.

2. OPPORTUNITY



2.1 Property for Lease

This RFP is for the property identified as Building #21 on Attachment A1 consisting of approximately 6,000 square feet. The parcel is intended to be used for aeronautical storage of aircraft that is compatible with the rules and regulations of the Federal Aviation Administration (FAA) as well as the policies of the Commission. With tenant improvements, the hangar could be compatible with commercial requirements stated in the Commission's Schedule of Minimum Standards. The FAA Airport Compliance Manual (Order 5190.6B) provides additional information to Respondents on storage of aircraft in hangars.

Building #21 lies southwest of the current Aircraft Rescue Building and faces the end of Runway 05. Access to downtown Brainerd is approximately five (5) miles away via Highway 210.

An office facility is available across the ramp and will be offered for lease as an option in addition to Building #21. The area includes approximately 243 square feet of office space approximately 55 square feet of locker room and shower space and approximately 25 square feet of restroom space.

2.2 Leasing Requirement

The property within the RFP is available only for lease. Leasing of Airport property is subject to the rules, regulations, and policies of Brainerd Lakes Regional Airport, Crow Wing County, State of Minnesota, and the Federal Aviation Administration. Guidance for leasing airport property should follow area initiatives such as comprehensive plans and other regional economic development documents. A current focus is to work with area economic developers to attract new aeronautical businesses and airport tenants for the development of additional land along Taxiway A. Therefore, any tenant leasing Building 21 shall lease it for aeronautical purposes with the sole priority of storing airworthy aircraft or assembling/maintaining aircraft to ultimately achieve or retain airworthiness.



2.3 Lease Terms: Maximum initial term of the lease shall be ten (10) years. The lease of the building shall be based on a triple net lease with the successful proposer being responsible for operating expenses, commercial/personal property taxes, required insurance, and maintenance (general wear and tear accepted).

2.4 Approximate Rent: Approximate rent shall be \$4.35 per square foot for the 6,000 square feet of hangar space resulting in an annual total of \$26,100 per year or \$2,175 per month.

3. RESPONSE REQUIREMENTS

3.1. Content of Response

The Respondent's response should contain the following content and information limited to three (3) pages total:

3.1.1. General Information

Include the Respondent's name, address, phone number, email address, RFP reference number, and date.

3.1.2. Background of Organization

Provide a brief description of the firm, its history, and number of personnel.

3.1.3. Proposed Use of Property

Describe the proposed use of the property, any improvements that may be constructed, type and number of aircraft stored, and how many jobs or what type of employment positions are estimated to be located or interact with the leased premises.

3.1.4. Leasing Ability and Financial Integrity

The Proposer will be required to demonstrate that it is financially capable of performing the obligations contained within this RFP. The determination of the Proposer's financial qualifications and ability to execute a Lease Agreement will be at the sole discretion of the Commission. The Proposer shall submit, with the written proposal, a written statement from the bank where funds are kept, representing that the Proposer has the financial ability to consummate the transaction and pay a fair market lease to the Commission.

3.1.5. Additional Information

Include any additional information or attachments.

4. EVALUATION PROCESS

4.1. General Information

Upon receipt of Responses, Airport Administration will review each Response and will recommend to the Airport Commission a lessee that best fits with the overall objectives of the community.

Respondents should be willing and able to provide additional information that may be required by Airport Administration.

4.2. Reservation of Rights

The Commission reserves the right to:

- 4.2.1. Withdraw the RFP at its sole discretion.
- 4.2.2. Reject any or all responses received in response to this RFP.
- 4.2.3. Waive or modify minor deviations in the responses received after prior notification to the Respondents.
- 4.2.4. Enter into negotiations with a sole Respondent.

4.3 Evaluation Criteria:

4.3.1. Planned Use: The leased premises is located along the fence line and can have immediate access to a public parking lot for employees and customers. Priority shall be considered for aeronautical operators that are offering services to the general public.

4.3.2. Aircraft: Priority shall be considered for those aircraft that cannot be stored in an existing T-Hangar and need to take advantage of a larger door. Second priority will take into consideration of the number of smaller aircraft stored in the hangar in order to maximize the square footage of the hangar. Third priority will consider a mixed business use of aircraft storage and aeronautical support such as

operations of a single aviation service operation, ground service equipment, or accumulation of air cargo/air freight.

4.3.3. Jobs/Positions: The leased premises is a heated hangar that has potential to be modified for commercial aeronautical operations and priority shall be considered for the number or type of jobs that will utilize the leased premises.