

PAULDING NORTHWEST ATLANTA AIRPORT

REQUEST FOR PROPOSALS FIXED BASE OPERATOR

Date Posted: July 16, 2025

Proposal Due Date: 5:00 pm EDT August 18, 2025

I. Introduction

The Paulding County Airport Authority (PCAA) is soliciting competitive sealed Proposals for the operation and management of a Fixed Base Operation at the Paulding Northwest Atlanta Airport in Dallas, Georgia.

The Paulding Northwest Atlanta Airport is Georgia's newest jet-capable Airport. The Airport opened in 2008 in western Paulding County, one of the fastest growing counties in Georgia. The Airport's infrastructure includes a 5,505-foot grooved concrete runway complete with ILS and GPS approaches. Additionally, the Airport's modern terminal building hosts several aviation businesses and is home to many community events. The Airport's tenants include three flight schools, two aircraft maintenance companies, the Museum of Flight, and a recently completed state-of-the-art Airframe & Powerplant technical school.

Despite being in its nascent years, the Airport has experienced tremendous growth. The Airport recently saw the opening of the Aviation Training Academy, two 10-bay t-hangars, as well as several box hangars. The Airport is getting ready to construct the first phase of its corporate hangar campus.

Last year's fuel sales totaled approximately 60,000 gallons (45,000 gallons of AvGas, and approximately 15,000 gallons of Jet A). These numbers are expected to significantly grow over the next few years as the Airport further develops. The region will host several large-scale events in the coming years, including the 2026 FIFA World Cup and Super Bowl LXII in 2028.

The Airport is designed to provide services and facilities for a wide range of general aviation aircraft, and will act as a stimulus to the local economy through jobs, salaries, business support, and access. Flight activities proposed for the Airport include flight training, air charter, corporate flight departments, maintenance, repair, and overhaul (MRO) support, emergency services, and private aircraft operations.

PCAA is committed to having Paulding Northwest Atlanta Airport be the Airport of choice for the region's business and travelers by providing cost effective, safe friendly and enjoyable customer experience.

PCAA is seeking a qualified firm to manage a Fixed Base Operation (FBO) on the Airport. Each Proposer (also referred to herein as Applicant) must be able to demonstrate its ability to finance, operate, and manage the project. The successful Proposer will be that firm that proposes the greatest return to PCAA through a combination of lease, development terms, proposed use of the premises, and overall benefit to the Paulding County area.

The Airport has Minimum Standards that govern aeronautical activities. The minimum standards for Fixed Base Operations can be found in Section S of the Airport's Minimum Standards Document.

Additionally, the Airport permits Cooperative Fuel Organizations "CO-OPs" and self-fueling, provided that all such operations comply with the Airport's Minimum Standards.

II. Scope of Work

PCAA is seeking a qualified firm to manage the Airport's Fixed Base Operation (FBO).

All applicants must meet the Airport Minimum Standards established for Fixed Base Operations (Operators) at the Paulding Northwest Atlanta Airport. (Appendix 1).

This Request for Proposal ("RFP") provides information regarding the requirements for this project. Specific information, including the physical characteristics of the site, which may be included herein, shall remain the responsibility of the Proposer to investigate and independently verify.

III. General Instructions for Proposers

One unbound original (designated as the original) and three copies of your Proposal must be submitted. All copies of the Proposal must be identical. The Proposer is responsible for assuring delivery on or before **5:00 p.m. EDT August 18, 2025**. Proposals must be signed in ink by an authorized individual.

Proposals shall be submitted in a sealed envelope/package. The envelope/package shall be addressed to Paulding County Airport Authority, 730 Airport Parkway, Dallas, Georgia 30157 and shall be labeled with the RFP name: "FIXED BASE OPERATOR (FBO) PROPOSAL FOR PAULDING COUNTY AIRPORT AUTHORITY" and Proposer name on the outside.

Proposals submitted are not publicly available until award by the PCAA. All proposals and supporting materials as well as correspondence relating to this RFP shall become the property of PCAA when received, and PCAA may use or dispose of the Proposal at its discretion. PCAA shall not compensate the Proposer for any expenses incurred by the Proposal in: (i) The preparation of the Proposal in response to this RFP and submitting the Proposal, (ii) Negotiating with PCAA on the Proposal on any matter related to the Proposal, and/or (iii) Any other expense incurred by the Proposer prior to the date of contract award. Paulding County Airport Authority, their employees, and their agents shall be held harmless from any liability, claims, or expenses whatsoever, incurred by, or on behalf of, any person or organization in responding to this RFP.

Any proprietary information, as allowed by Georgia law, contained in the Proposal should be so indicated and placed in a separate envelope marked "proprietary." However, a general indication that the entire contents, or a major portion, of the Proposal is proprietary will not be honored.

PCAA reserves the right to reject any or all Proposals, to negotiate changes in the scope of work and other RFP requirements, and to waive any technicalities and informalities as deemed in its best interest.

Proposals and modifications received after the due date shall not be considered. In the event that an improperly marked envelope is opened before the scheduled opening date the PCAA and Airport Management shall not be responsible for the early release of any information contained therein.

The successful Proposer will be required within thirty days of the date of the Notice of Intent to Award to provide to PCAA the following:

- a) Certificate of Insurance as required.
- b) Two properly executed contract documents.
- c) Performance and payment bonds as required.

Failure to provide the above documents within thirty days after the date of the Notice of Intent to Award will be just cause for the annulment of the Notice of Intent to Award. At the discretion of PCAA, the Notice of Intent to Award may then be made to the next highest scoring responsible Proposer.

IV. Key Contact Person

Nate Schattner, C.M.
Airport Director
Paulding Northwest Atlanta Airport
nate.schattner@pauldingairport.com
730 Airport Parkway
Dallas, GA 30157

V. Inquiries from Proposers

All questions related to this RFP must be submitted in writing via email to the Key Contact Person identified in preceding Section IV no later than 5:00 p.m. EDT August 1, 2025. Proposers are presumed to have completely inspected the Airport site prior to submitting their Proposals and must notify the Airport Manager 24 hours in advance by emailing nate.schattner@pauldingairport.com for site visits.

The PCAA shall issue responses to questions and any other corrections or amendments it considers to be necessary in written addenda issued prior to the **PROPOSAL DUE DATE, 5:00 p.m. EDT August 18, 2025.**

Proposers should not rely on any representations, statements, or explanations other than those made in writing in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda, the last addendum issued shall prevail. All addenda will be posted to the Paulding Northwest Atlanta Airport website, Bids sub-page (<https://www.pauldingairport.com/bids.php>). It is the responder's responsibility to routinely check the above-listed website for any issued addenda.

Proposers shall, and do hereby, indemnify and hold harmless Paulding County Airport Authority members, officers, and employees from and against any and all damages and claims, including without limitation, all attorneys' fees and expenses at both the trial and appellate levels, which in any way arise out of or are related to any inspection of the Premises by Proposer or mechanic's or materialman's liens which may arise in connection with the performance of any work by or at the request of Proposer with the respect to any such inspections.

VI. Proposal Content

The Proposal shall be responsive to the specific range of issues described in the Request for Proposal including the proposed revenue PCAA could expect, description of proposed facilities, business plan for the site, use of the premises, proposed additions, deletions, or alteration to the model lease terms, and qualifications of the Proposer. Proposers are urged to read the Request for Proposal carefully to ensure that they address the specific requirements of this RFP and submit all requested information in the PROPOSAL SPECIFICS.

A Letter of Transmittal must be submitted to include a statement concerning the Proposer's capabilities and willingness to pursue and carry out this project.

The terms and conditions outlined in this Request for Proposal are anticipated to form a contract between PCAA and the successful Proposer. Proposers are encouraged to offer terms favorable to PCAA, but

realistic in nature. Proposers should bear in mind the competitive nature of the Proposal process and the fact that PCAA will be looking for the Proposer which offers the best overall advantage to PCAA. PCAA, however, may also consider Proposals offering alternative terms and provisions. Proposers requesting reduced rent, rent credits, or other deviations from the provisions of this RFP should specifically address the requested changes in their Proposal.

The proposal shall be compliant with the requirements outlined in the Airport's Minimum Standards for Fixed Base Operators.

VII. Proposal Evaluation Criteria

PCAA intends to accept the offer that is most advantageous to PCAA from the standpoint of greatest return to PCAA through a combination of revenue, lease & development terms, business plan & level of service, qualified experience, proposed use of the premises, and overall benefit to the Paulding County area.

During the evaluation, validation, and selection process, PCAA may desire the presence of a Proposer's representative for answering specific questions, orally and/or in writing. PCAA will not be liable for any costs incurred for preparation or presentation in this regard.

PCAA also reserves the right to conduct a pre-award interview or to require other evidence of technical, production, managerial, financial, or other abilities prior to the award of the contract.

1. Facility Rental, Fuel Farm Purchase, and Revenue to Airport Authority:

Lease of Airport Terminal and Ramp for FBO:

The FBO must have access to the minimum space as outlined below. If so indicated, this space must be dedicated to the use of the FBO, but otherwise may be shared, leased, constructed, or otherwise obtained by the FBO for their use and the use of their customers, pilots, employees, guests, passengers, and other users of the FBO's services. **It is expected that the Proposer will lease space from the Airport's existing terminal building and ramp.**

- a. A minimum of 2,500 sq. ft. of inside space consisting of public restrooms, lobby area, waiting area, pilot's lounge, pilot briefing room, pilot sleep room, and FBO Office Space.
- b. A minimum of 1,000 sq. ft. of dedicated FBO office space for housing FBO employees, business records, communication equipment, an FBO "window" open to the public, an FBO restroom and break room exclusively for FBO employees, and other space required for the efficient operation of the FBO.
- c. A minimum of 2 acres of dedicated ramp space for transient aircraft, short-term parking, and tiedown. This ramp must be adjacent to the building where the FBO office is located.

Hangar Space:

Applicant shall construct or lease a minimum of 24,000 square feet of dedicated hangar space for based and tenant aircraft storage. Hangars shall be capable of accommodating and supporting the modern fleet of general aviation and corporate jet aircraft. Applicant shall pay the applicable ground lease or hangar rental rate for the hangars.

Rental Rates Airport Terminal and Ramp:

Applicants should propose payments to PCAA in line with the standards and revenue minimums listed below. Applicants may offer more than the standard amounts to enhance their proposal to PCAA. Proposers requesting reduced rent during construction, rent credits, or other deviations from the provisions of this RFP should specifically address the requested changes in their Proposal.

- a. Proposer shall offer a price per square foot for lease of its exclusive spaces (i.e., FBO counter, offices, breakroom, pilot's lounge, etc.) consistent with or better than the current market rate for Class B Office space at the Paulding Northwest Atlanta Airport (\$26/sqft/annually).
- b. Proposer shall propose an amount to remit to Authority as an impact fee for the use of non-exclusive spaces (i.e., restrooms, lobby spaces, etc.).
- c. Proposer shall offer a price per square foot for the exclusive use of at least two acres of the Airport's ramp space. The rate shall exceed the land lease rate for unimproved land (>\$0.45/sqft/annually). Proposer may negotiate with Airport to acquire and manage tie down spots located on the perimeter of the current ramp area.
- d. Rent for terminal space, office space, and ramp space will be adjusted every three years based on Consumer Price Index adjustments and at renewal based on prevailing fair market rates.

Purchase of Existing Airport Fuel Farm Infrastructure:

The Paulding County Airport Authority requires that the successful proposer purchase and utilize the existing fuel farm facility at the Airport. **PROPOSER ACCEPTS THE FUEL FARM FACILITY AND ITS CONTENTS IN AN "AS-IS" CONDITION.** The current fuel farm facility is composed of one 10,000-gallon AvGas 100LL tank and one 12,000-gallon Jet A tank, with the space and ability to add two additional tanks. The fuel farm also includes self-serve infrastructure.

The fuel farm facility has been appraised by an independent appraiser, The Lynch Group, and is valued at \$450,000-\$500,000 (Appendix II). Proposers should offer a purchase price that is like or higher than the appraised value.

After purchase of the current fuel farm facility, the successful applicant will undertake all costs and liability associated with maintaining and operating the fuel farm, including, but not limited to, fuel tank system maintenance, fuel quality control and recordkeeping & reporting, fuel filter changeouts, insurance, electric and internet service to the site, point-of-sale & software subscription costs, lighting, drainage, spill control, developing its own Spill Prevention and Countermeasures Plan (SPCC), and complying with the Airport's Stormwater Pollution Prevention Plan (SWPPP).

The successful applicant will remit the established ground lease rent (\$0.45 per square foot) for the fuel farm site.

At time of contract negotiation, the Airport may elect to reserve a small portion of the fuel farm site for storage of its own vehicle gasoline and/or diesel tanks. The Airport will further work with applicant to establish a mutually agreeable fuel farm buyback provision in the event of default by proposer.

Fuel Flowage Fee:

A Proposer intending to enter into an agreement that includes fueling rights shall be required to pay the applicable fuel flow fee per gallon of fuel delivered to the Airport. Fuel Flowage Fees are non-negotiable. A Proposal guaranteeing an annual minimum of fuel usage shall have the fuel flow fees generated for the guaranteed amount treated as revenue to PCAA for evaluation purposes.

The current approved fuel flowage fee for Fiscal Year 2026 (July 1, 2025 – June 30, 2026) is \$0.20 per gallon delivered onto the Airport premises for all fuel types regardless of fuel delivery or dispensing methods. Unless otherwise amended by the Paulding County Airport Authority, the Fuel Flowage rate shall increase by 2% on July 1st each year thereafter. The rate shall be rounded to the nearest one-tenth of a cent.

Other Financial Incentives for Consideration:

Proposer may offer other incentives to be used in the evaluation of its proposal by Authority. For example, the proposer may offer a percentage of fees or rents assessed to aircraft and customers to enhance its proposal (e.g., percentage of ramp/overnight fees, concessions, aircraft oils/lubricants and pilot supplies, rental car/ground transportation services, hangar sublease rent, etc.).

2. Business Plan and Level of Service:

Proposers will be scored regarding their responsiveness in providing an accounting of the benefits the proposed aviation services will deliver to the Paulding Northwest Atlanta Airport and the Paulding County area (i.e. type of aviation services, creation of jobs, relocation of industry, increased tax revenues to the County, etc.).

Hours of Operation and Staffing:

Proposer should detail its planned hours of operation as well as its proposed staffing levels. Applicant shall maintain minimum operating hours of 8 AM to 6 PM local time 7 days per week except for major holidays such as Thanksgiving Day, Christmas Day, and New Years Day.

FBO Ground Service Equipment:

Proposer should describe the ground service equipment it intends to bring and utilize as part of its operation. At a minimum, the proposer should operate aviation fuel refueler trucks, aircraft tugs, ground power units, lavatory service carts, forklifts, golf carts, and crew/courtesy vehicles.

The successful applicant shall utilize at least one single refueling vehicle for each both AvGas and Jet A. AvGas refuelers shall have a minimum capacity of 1,000 gallons and Jet A refuelers shall have a minimum capacity of 3,000 gallons. All refueling vehicles shall be capable of bottom loading.

Aircraft tugs should have a minimum capacity of 100,000 pounds. Aircraft ground power units should provide precisely regulated 28.5-volt DC with current levels of 400 amps continuous to 1600 amps peak for engine starting.

Marketing of FBO:

Proposer should detail its plan to market the FBO and the Paulding County Area. Proposer should describe any fuel, marketing, and/or loyalty programs it intends to implement at the Airport.

3. Other Provisions of Lease:

The term of the lease will vary depending on the investment and negotiations with the successful applicant. The lease is expected to be for an initial lease term of five years, with an option for one five-year renewal.

Alternate terms may be considered. Any alternate terms should be justified by the Proposer on the basis of capital investment in the premises or on the ability to adequately amortize leasehold improvements. Any reductions in the term of the lease will be considered favorably.

PCAA encourages and will consider favorably Proposals that are flexible and grant PCAA the right to assign in the future a predetermined amount of hangar space for a potential tenant who will support economic development in Paulding County. It is anticipated that any such tenant would enter into a sublease with the Proposer. This option would benefit in negotiations with businesses contemplating locating in Paulding County.

Proposals that offer additional lease provisions that commit the Proposer to verifiable levels of service beyond the model lease provisions will be considered favorably.

The successful proposer will be responsible for the maintenance of all improvements throughout the term of the lease.

The successful Proposer shall be responsible for all taxes and assessments related to the site, improvements on the site and on aircraft owned by Proposer based at the Airport. Proposer must meet the insurance requirements set forth in Appendix I. Insurance requirements will vary depending on the type of activity proposed.

Any proposed alternate provisions for the lease should be justified by the Proposer and will be scored accordingly.

4. Qualifications/References/Experience:

Submittals from Proposer must include information in the Proposal Questionnaire and other information including financial documents deemed appropriate as a demonstration of the Proposer's capabilities and qualifications.

VIII. Selection Procedures

The Paulding County Airport Authority (PCAA) will review and evaluate all Proposals submitted in response to this RFP. The PCAA will conduct a preliminary evaluation of all Proposals to determine if all the requested information was provided. Any Proposal not containing all of the requested information may be declared non-responsive and be withdrawn from further consideration.

All Proposals determined to be responsive will be evaluated against the established criteria. The PCAA may request clarifications, in writing, to any element of the Proposer's Proposal package. Such clarifications shall be requested, in writing, by the Airport Director or his/her designee and shall specify the information requested and the response date required.

The PCAA may select to hold oral interviews at the Paulding Northwest Atlanta Airport with the highest rated Proposers. Proposer's key management personnel must be available at the interview. PCAA may choose, as its sole discretion, not to interview all Proposers or to award a contract without any oral interviews.

The PCAA may or may not conduct negotiations with Proposers within a competitive range. If the PCAA chooses to conduct negotiations, the Proposers will be requested to submit "best and final" offers. Such offers shall include any modifications made to Proposals. The PCAA shall review the "best and final" offers and conduct a final evaluation of Proposals based on the evaluation criteria.

If execution of an agreement with the selected Proposer is unsuccessful, the PCAA may negotiate with the second-ranked Proposer and so on until satisfactory agreement has been reached.

IX. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Points Possible
Facility Rental, Fuel Farm Purchase, and Revenue to Airport Authority	30
Business Plan and Level of Service	30
Other Provisions of Lease	10
Qualifications/References/Experience	30
Subtotal	100
Optional Interview	10
Total if Optional Interview Conducted	110

PROPOSAL TOTAL POINTS POSSIBLE 100 Points (110 if Interviews are Conducted)

X. Contract Award Information

If the selected Proposer refuses or fails to execute the Lease and provide other requested documents within thirty days from the date of the Notice of Intent to Award, then PCAA may enter negotiations with the next highest-ranking firm.

PCAA reserves the right to negotiate with whichever Proposer the PCAA deems to best meet its needs of the PCAA.

The award, if made, is expected to be made within 90 days from the due date of the Proposals, which period of time may be subject to extension by written agreement between PCAA and the concerned Proposer. Each Proposal shall remain open for a period of 90 days beginning with the date Proposals are opened.

No award is final and no contract shall be final until such time as the Chairman of the Paulding County Airport Authority executes the contract.

FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL.

PROPOSAL SPECIFICS

I, the undersigned on behalf of the Proposer identified below, have provided the information indicated below to PCAA for the purpose of submitting a Proposal to enter into a ground lease with PCAA for the construction and management of a general aviation facility, as described in the Proposal. The information indicated below is provided in the Proposal for your consideration.

_____	A Letter of Transmittal including a statement concerning the Proposer's capabilities and willingness to pursue and carry out this project
_____	Facility Rental, Fuel Farm Purchase, and Revenue to Airport Authority
_____	Business Plan and Level of Service
_____	Lease Acceptance / Other Provisions of Lease
_____	Qualifications / Reference / Experience

Proposer hereby represents that the attached information has been prepared in accordance with all of the terms, conditions, and instructions included in the Request for Proposal. Proposer further represents that, if this Proposal is accepted by the Paulding County Airport Authority, Proposer will continue to be subject to all of the terms, conditions, and instructions stated in the Request for Proposal.

Proposer's Name _____

Address _____

Telephone Number _____

Email _____

Proposer's Signature _____ Date _____

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PROPOSAL SPECIFICS

1. FACILITY RENTAL, FUEL FARM PURCHASE, AND REVENUE TO AIRPORT AUTHORITY

a. Leased Terminal Space

- i. Amount of square footage desired for FBO exclusive areas: _____
- ii. Annual Rental Rate per square foot: _____
- iii. Annual Impact Fee for Use of Non-Exclusive Areas: _____

b. Leased Hangar Space

- i. Square Footage of Hangar Space to be used for FBO: _____
- ii. Annual Applicable Ground Lease or Hangar Rate (per square foot): _____

c. Ramp Space

- i. Square Footage of Ramp Space to be used for FBO: _____
- ii. Annual Applicable Lease Rate (per square foot): _____

d. Purchase Price of Existing Airport Fuel Farm Infrastructure: _____

e. Fuel Flowage Fee: \$0.20 per gallon delivered with 2% annual adjustments to the rate as detailed above.

f. Other Financial Incentives for Consideration

- i. Annual Rent from Sub-tenants beginning _____ (date)
_____ percent (%) of _____ = \$ _____ annually

ii. Other Share of Revenue (*optional*)

Describe:

_____ percent (%) of _____ = \$ _____ annually

- iii. Minimum Annual Guaranteed Fuel Flow: _____ gallons (*optional*)

{PROVIDE ADDITIONAL INFORMATION AS APPROPRIATE}

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PROPOSAL SPECIFICS

2. BUSINESS PLAN AND LEVEL OF SERVICE

All aviation uses will be evaluated based on their overall benefit to the community the Airport serves.

_____ Narrative attached describing at minimum the proposed aviation services being offered and a description of the benefits the development will deliver to the County. (i.e. type of aviation services, creation of jobs, relocation of industry, increased tax revenues to the County, etc.).

_____ Narrative attached describing proposed hours and staffing levels. State the number of people and the capacity in which each will be employed by Proposer in the operation of the proposed FBO facility.

_____ Narrative attached describing ground service equipment infrastructure to be purchased and utilized.

_____ Narrative attached describing planned marketing efforts.

{PROVIDE ADDITIONAL INFORMATION AS APPROPRIATE}

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PROPOSAL SPECIFICS

3. OTHER PROVISIONS OF LEASE

_____ Proposed Term of Lease in Years

_____ Any proposed alternate terms and provisions of lease must be attached and justified.

_____ Describe an Option that grants PCAA the right to assign in the future a predetermined amount of hangar space for a potential tenant who will support economic development in Paulding County will be considered favorably. It is anticipated that any such tenant would enter into a sublease with the Proposer. This option would benefit Paulding County in negotiations with businesses contemplating locating in Paulding County.

{PROVIDE ADDITIONAL INFORMATION AS APPROPRIATE}

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PROPOSAL SPECIFICS

4. Qualifications / References / Experience:

Submittals from Proposers shall include information in the following Proposal Questionnaire and other information, including financial documents deemed appropriate as a demonstration of the Proposer's capabilities and qualifications.

PROPOSAL QUESTIONNAIRE

All information requested in this Proposal Questionnaire shall be furnished by the Proposer and shall be submitted with the Proposal. All statements shall be complete, accurate, and in the form requested in the Request for Proposal package. Omission of information or inaccurate or misleading information may be cause for rejection of the Proposal.

1. Print the present legal name, address, and telephone number of the Proposer and the Proposer's contact person.

Legal Name _____

Address _____

Contact person's name _____

Telephone number _____ Facsimile number _____

E-mail address _____

2. In the event this Proposal is accepted, the legal name of the Proposer exactly as it will appear on the lease document, and the address at which the Proposer will elect to receive notices, shall be:

Name _____

Address _____

Attn: _____

3. The above legal entity will be doing business as the following name (if applicable).

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4. The Proposer intends to carry on the business as a(n):

_____ Partnership

_____ Joint Venture

_____ Corporation

_____ L.L.C.

_____ Other (If other explain below):

5. If the Proposer is a partnership or a joint venture provide the following information:

Name (all parties)	Address	Share of Partnership
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_____	_____	_____
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_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
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a. Partnership formed or to be formed: _____

b. Date of organization: _____

c. General or Limited Partnership (if applicable): _____

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6. If the Proposer is a corporation, or if a partner listed in section 5 above is a corporation, provide the following information:
- a. Date of incorporation: _____
 - b. State where incorporated: _____
 - c. If incorporated in a state other than Georgia, is the proposing corporation authorized to do business in Georgia? _____
 - d. Provide the corporation's Articles of Incorporation.
 - e. Name, address, and the amount of stock held by the following officers (attach additional sheets as necessary).

President

(Name)

(Address)

(Amount of Stock)

Vice President

(Name)

(Address)

(Amount of Stock)

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7. If Proposer is a L.L.C. provide name, address, title of the managing member(s) and all other parties of the L.L.C.

(Name)

(Address)

(Title)

(Name)

(Address)

(Title)

(Name)

(Address)

(Title)

8. What is the extent and duration of Proposer's experience in the proposed general aviation business?

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9. Submit a list of locations at which Proposer has operated, constructed, and managed similar general aviation facilities.

10. Please describe your familiarity and experience with fuel quality control and recordkeeping procedures.

11. Attach the names, address, and telephone numbers of the following for reference:

- a. A reference regarding Proposer's financial ability to carry on the proposed business.

Name _____

Address _____

Telephone Number _____ Email _____

- b. A reference as to Proposer's technical ability to carry on this business.

Name _____

Address _____

Telephone Number _____ Email _____

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c. Personal References. (Reference letters from responsible people may be submitted.)

Name _____

Address _____

Telephone Number _____ Email _____

Name _____

Address _____

Telephone Number _____ Email _____

12. State whether or not any arbitration or litigation has occurred or is pending or threatened by or against the Proposer or any officer or partner of the Proposer relating to performance under a contract by a Proposer or Proposer's predecessors. Give details.

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13. Provide information relating to the financial condition of the Proposer, including information demonstrating that it has the necessary financial resources to meet the requirements shown in this RFP. This information will include:
 1. Audited balance sheets of the firm for the last three fiscal years.
 2. Audited consolidated balance sheets of the firm and its subsidiaries, if any, for the last three fiscal years.
 3. Audited statements of income and stockholders' equity, if any, and changes in the financial position of the firm for the last three years.
 4. Audited consolidated statements of income and stockholders' equity, if any, and changes in the financial position of the firm and its subsidiaries, if any, for the last three fiscal years.
 5. Unaudited balance sheets of the firm and unaudited balance sheets of the firm and its subsidiaries, if any, for interim quarterly periods since the close of its last fiscal year.
 6. State whether or not the firm, its predecessors, or its principals have been involved in a bankruptcy. If so, give details.
 7. Evidence of ability to obtain the specified amounts of insurance in the form of a written commitment from an insurance company authorized to do business in the State of Georgia...

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The undersigned hereby certifies to the truth and accuracy of all statements, answers, and representations made in this Proposal, including all supplementary statements attached hereto. PCAA is authorized to contact references given herein, and is understood and agreed that PCAA will initiate any other investigative processes deemed necessary to determine the financial responsibility and experience of the Proposer.

Legal Name of Proposer _____

Corporate Seal (if applicable) By: _____
(Signature)

By: _____
(Printed Name)

Date: _____

{PROVIDE ADDITIONAL INFORMATION AS APPROPRIATE}

APPENDIX I – Selected Sections of Airport Minimum Standards for Aeronautical Activities

*These standards are extracted from the complete set of Airport Minimum Standards for Aeronautical Activities and are included for reference. The standards below do not constitute the entire list of applicable standards. *

Minimum Insurance Policy Limits

(Risk analysis to be determined by Paulding County)

Type of Insurance	Minimum Limits	When Needed
Aircraft Liability	Risk Analysis	Owned or leased aircraft
Worker's Compensation	Statutory	Statutory
Non-owned Aircraft	Risk Analysis	flying non-owned aircraft
Airport Premises Liability	Risk Analysis	Airport premises are leased by tenant
Products & Completed Ops	Risk Analysis	Aircraft repair or service fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing.
Builder Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is included in a lease.
Hangar Keepers Liability	Risk Analysis	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value	Covers physical damage of lease hold premises damage to premises leased from the Airport.
Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the Airport premises.
Environmental	Risk Analysis	Investigate state and federal

Each SASO shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical services provided and to meet all Airport insurance requirements. Each SASO shall at all times maintain the following applicable types of insurance reflecting minimum coverages of \$2,000,000.00 per occurrence: commercial general liability, personal injury, contractual liability, automotive liability, aircraft liability, hangar keeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each SASO shall maintain at all times fire and extended property coverage for all improvements and fixtures on SASO premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each SASO shall maintain at all times the amount of workman's compensation insurance as required by State law. All insurance standards are

minimums only and actual requirements may be adjusted by the Airport according to the scope of services provided by the SASO. See Appendix I for details.

Each SASO shall provide the Airport with proof of insurance certificate annually. All insurance policies shall contain indemnification and hold harmless language that covers Paulding County Airport Authority and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the SASO.

SECTION D - Fueling Regulations

- (1) Fueling or Fuel Handling** - the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.
- (2) Fuel Storage Facilities** - any portion of the Airport designated temporarily or permanently by the Airport as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.
- (3) General Fuel Standards** – General fuel standards that apply to all entities, including commercial and non-commercial operators.

- a. Standard Operating Procedures** - In accordance with all applicable Regulatory Measures and appropriate industry practices, the operator shall develop and maintain Standard Operating Procedures (SOPs) for fueling and shall ensure compliance with the standards set forth in FAA Advisory Circular 00-34B, entitled “Aircraft Ground Handling and Servicing (including updates) and Advisory Circular 5230-4C, entitled “Aircraft Fuel Storage, Handling, Training, and Dispensing at Airports” (including updates).

The SOP shall include a training plan, fuel quality assurance and daily fuel sampling procedures, recordkeeping, inventory management and reconciliation, compliance with Federal, State, and Local environmental regulations and reporting requirements, and emergency response procedures for fuel spills and fires. The SOP shall be submitted to the Airport Director no later than ten (10) business days before the operator commences fueling at the Airport.

The Airport shall conduct inspections on a periodic basis to ensure compliance. If found in non-compliance, the Airport shall identify the areas of non-compliance and establish a reasonable time frame for the operator to cure any deficiencies or discrepancies. Failure to resolve any deficiencies or discrepancies to the Airport’s satisfaction shall be grounds for termination of fueling privileges and, if applicable, the operator’s lease.

- b. **Fuel Dispensing** - The dispensing of Fuel must meet all applicable Airport, State of Georgia, and Federal regulations, including Federal Aviation (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Av-Gas, ATM D-1655 for Jet Fuel and ASTM D-439-85a for Mogas, which shall be determined at the time of delivery into the aircraft, and NFPA 407. Fuel filtration systems shall meet applicable Energy Institute (EI) standards.
- c. **SPCC** - Prior to transporting Fuel onto the Airport, all approved operators shall provide the Airport with a Spill Prevention Control and Control Countermeasure (SPCC) that meets regulatory requirements for above ground Fuel storage facilities. A copy of such SPCC Plan shall be filed with the Airport Director at least ten (10) business days prior to such implementation. Such plan shall describe, in detail, those methods that shall be used by the operator to clean up any potentially hazardous Fuel spills. This plan shall also describe, in detail, which methods the operator intends to use to prevent any such spill from ever occurring.
- d. **SWPPP** - All approved operators shall comply and furnish all information required for the Airport's Storm Water Pollution Prevention Plan (SWPPP).
- e. **Fuel Storage Facilities** - Any party desiring to utilize and construct a fuel storage facility at the Paulding Northwest Atlanta Airport shall comply with Airport, National Fire Protection Agency (NFPA), Federal Aviation Administration, Environmental Protection Agency, Georgia, and Paulding County Rules and Regulations in regard to fuel handling, storage and delivery, and must be an approved full-service Fixed Base Operator (Section S), a Fuel Cooperative Organization (Section T) or be limited to self-fueling operations only. All parties shall provide written proof that the County Fire Marshal has inspected the fueling facilities and reviewed the fueling methods for dispensing fuel into the aircraft.
- f. **Refuelers** - A single refueling vehicle shall be used for each type of fuel to be dispensed. Each refueling vehicle shall be equipped and maintained to comply at all times with the applicable safety and fire prevention requirements set forth in the Airport Rules and Regulations, Paulding County Fire Code and the National Fire Protection Association Codes. All refueling vehicles shall be capable of bottom loading.
 - i. **Commercial Fueling (Fixed Base Operators – FBOs):** Refuelers utilized by FBOs shall have the minimum storage capacities listed in Section S.
 - ii. **Non-Commercial Self-Fueling Operations:** If utilized for non-commercial self-fueling, AvGas refuelers shall have a minimum capacity of 750 gallons and Jet refuelers shall have a minimum capacity of 1,200 gallons.
- g. **Insurance** - Provide Insurance coverage in amounts no less than specified in Appendix I of the Airport Minimum Standards.

(4) Commercial Fueling - Only approved Fixed Base Operators (FBOs) may conduct fuel sales at the Paulding Northwest Atlanta Airport using branded fuels. Commercial fueling includes fuel offered for sale to the public from a commercial self-serve pump, as well as fuel dispensed from a refueler (“full-service”). FBOs shall comply with the all applicable requirements in these Minimum Standards.

(5) Non-Commercial Self-Fueling – Non-Commercial Self-Fueling is the dispensing of fuel into an aircraft by the owner, from facilities and equipment provided by the owner.

- a. **Non-Commercial Self-Fueling Permit** - No person or entity shall engage in non-commercial self-service fueling, unless he or she possesses a valid Non-Commercial Self-Fueling Permit (Appendix IV) authorizing such activities and approved by the Airport Director.

Prior to non-commercial self-fueling of any aircraft, the person shall provide to the Airport Director a copy of the FAA’s Aircraft registration certificate for that aircraft verifying sole ownership by the person, or proof of being the lessee of said aircraft, and that he or she has complete operational control over the aircraft.

- b. **Fuel Cooperative Organizations** - A non-commercial entity composed of multiple members that provides fuel services only to its own members. Such entities are prohibited from operating and selling fuel commercially, and may not sell or provide fuel or other services to non-members. Fuel Cooperative Organizations must meet the requirements stipulated in Section T.

c. Fuel Storage Facilities for Non-Commercial Self-Fueling

In addition to the conditions set forth in the Non-Commercial Self-Fueling Permit, non-commercial self-fueling operators wishing to construct their own fuel storage facilities must meet the following conditions. (Fuel Cooperative Organizations must meet the additional requirements stipulated in Section T.)

- A. Be a Master Leaseholder in good standing.
- B. Construct a minimum permanent hangar/office aviation facility of not less than 12,000 square feet.
- C. Have a minimum fuel storage facility capacity of 12,000 gallons Jet A or 10,000 gallons AvGas.
- D. This self-fueling privilege requires an annual fuel usage of at least 100,000 gallons of Jet A, or 100,000 gallons of AvGas, and be subject to a fuel flowage fee determined by the Airport Authority and set forth in the Permit.
 - i. Fuel Cooperative Organizations are subject to a higher minimum fuel flowage guarantee as stipulated in Section T.

- E. Failure to comply with minimum annual fuel flowage requirements shall result in a penalty fee per gallon short payable to the Airport equal to twice the current established fuel flowage rate.
- F. Failure to pump the required annual fuel usage in any given year shall warrant a review by the Airport Authority and may be deemed sufficient justification for the closure of the fueling facility. All cost associated with closing and any associated clean-up is solely the responsibility of the owner/operator of the fueling facility.

(6) Fuel Flowage Fee – Amount charged to any entity or tenant for bringing fuel onto the airfield via ground transportation for the purpose of being transferred into any aircraft.

The current approved fuel flowage fee for Fiscal Year 2026 (July 1, 2025 – June 30, 2026) is \$0.20 per gallon delivered onto the Airport premises for all fuel types regardless of fuel delivery or dispensing methods.

Unless otherwise amended by the Paulding County Airport Authority, the Fuel Flowage rate shall increase by 2% on July 1st for each year thereafter. The rate shall be rounded to the nearest one-tenth of a cent (i.e., Year 2 = $\$0.20 \times 1.02 = \0.204 per gallon)

The tenant shall submit payment and documentation of fuel flowage fees to the Airport for the preceding month no later than the tenth (10th) of each following month. (For example, the fuel flowage fees and associated documentation for March shall be paid no later than April 10th). Documentation shall include the Bill of Lading (BOL) for each delivery, and the fuel flowage rate will be calculated based on the net amount of gallons delivered as reported on the BOL. Failure to pay the flowage fee by the tenth (10th) of the month will result in a late fee of the amount owed, plus a 10% penalty.

SECTION S – Fixed Base Operator (FBO)

Statement of Concept

Full-service Operator authorized to provide commercial aircraft fueling and handling as well as other services.

Minimum Standards

1. At a minimum, an FBO must provide full-service fueling for both piston and jet aircraft, hangar management, ramp management, Ground Support Equipment availability appropriate for aircraft typically utilizing the airport, and aircraft towing.
2. The FBO shall follow the fueling regulations listed in Section D – Fueling Regulations. The FBO shall utilize a branded fuel provider.
3. In addition to the required minimum services, an FBO may also provide services such as aircraft rental, aircraft maintenance, flight instruction, aircraft sales, charter operations, and other related aviation services.
4. The pricing for services and products provided by and sold by the FBO shall be reasonable and not unjustly discriminatory.
5. The FBO must have access to the minimum space as outlined below. If so indicated, this space must be dedicated to the use of the FBO, but otherwise may be shared, leased, constructed, or otherwise obtained by the FBO for their use and the use of their customers, pilots, employees, guests, passengers, and other users of the FBO's services. If the space is shared, the FBO lease must identify the owner of the shared space and any limitations on its availability for use by the FBO. The Airport is not required to provide this shared space if such space is unavailable.
 - a. A minimum of 2500 sq. ft. of inside space consisting of public restrooms, lobby area, waiting area, pilot's lounge, pilot briefing room, pilot sleep room, and FBO Office Space.
 - b. A minimum of 1000 sq. ft. of dedicated FBO office space for housing FBO employees, business records, communication equipment, an FBO "window" open to the public, an FBO restroom and break room exclusively for FBO employees, and other space required for the efficient operation of the FBO.
 - c. A minimum of 2 acres of dedicated ramp space for transient aircraft, short-term parking, and tiedown. This ramp must be adjacent to the building where the FBO office is located.
 - d. A minimum of 24,000 square feet of dedicated hangar space for based and tenant aircraft storage.

- e. A dedicated fuel farm with minimum total storage of 20,000 gallons and capable of storing both Jet A and 100LL (or future alternative fuel).
 - f. FBOs shall utilize at least one single refueling vehicle for each type of Fuel to be dispensed. AvGas refuelers shall have a minimum capacity of 1,000 gallons and Jet A refuelers shall have a minimum capacity of 3,000 gallons. All refueling vehicles shall be capable of bottom loading.
 - g. A “Crew Car” available to transient crew members for local, short-term trips for the convenience of the crew to obtain a meal, purchase supplies, etc.
 - h. Access to sufficient parking adjacent to the building where the FBO office is located to accommodate a minimum of 20 cars.
 - i. Must maintain minimum operating hours of 8 AM to 6 PM local time 7 days per week except for major holidays such as Thanksgiving Day, Christmas Day, and New Years Day.
6. During normal working hours, the FBO will provide adequate and properly trained staff to provide:
- a. Aircraft servicing
 - b. Attended FBO “Window” open to the public
 - c. Continuous monitoring of a dedicated “FBO” phone line and UNICOM radio
 - d. Communications via UNICOM to provide inbound transient aircraft information as needed
 - e. Visual security of the ramp access points
 - f. Marshaling of transient aircraft
 - g. Concierge services such as assisting with ground transportation, food, hotels, etc.

Appendix II – Fuel Appraisal



May 23, 2025

Mr. Nate Schattner
Airport Director
Paulding Northwest Atlanta Airport
730 Airport Parkway, Suite 100
Dallas, Georgia 30157

Mr. Schattner:

We have completed our evaluation and value assessment of the existing aviation fuel storage and dispensing system at the Paulding Northwest Atlanta Airport.

The system is approximately sixteen (16) years old and consists of one (1) 12,000-gallon Jet A fuel tank and dispensing system and one (1) 10,000-gallon Av Gas fuel tank and dispensing system. The systems are constructed to load fuel into mobile refueler trucks and each system has a remote dispenser to allow for self-service fueling. The tanks are located within a concrete secondary containment area with sufficient space to add two (2) additional tanks in the future. The secondary containment area meets the federal Environmental Protection Agency (EPA) requirements to contain 100% of the single largest tank plus 10% for rainfall. The fuel system also has a dedicated fuel transfer pad which is designed to capture any fuel releases from delivery fuel transports or from mobile refueler trucks, also as required by the EPA.

Our visual inspection revealed that the fuel tanks, pumping equipment, piping, valves, containment area, and other related equipment have been well taken care of and are in very good condition. If the fuel system is continued to be well maintained, we believe that the system can operate for at least another fifteen (15) years.

Based on our observations and cost comparisons to new fuel system of equivalent capacities, we believe that the subject fuel system has a minimum value between \$450,000 and \$500,000.

If you have any questions, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink that reads "Ronald S. Lynch". The signature is written in a cursive, flowing style.

Ronald S. Lynch
President