



REQUEST FOR PROPOSALS (RFP)

Fixed Based Operator (FBO) Services

Gastonia Municipal Airport (AKH)

Issue Date: May 11, 2026

Proposal Due Date: July 1, 2026

Contact:

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Gastonia Municipal Airport
City of Gastonia, North Carolina

1. INTRODUCTION

The City of Gastonia (“City”), owner and sponsor of Gastonia Municipal Airport (“Airport”), invites qualified companies to submit proposals to provide Fixed Base Operator (FBO) services at Gastonia Municipal Airport. The purpose of this Request for Proposals (RFP) is to identify a qualified, experienced, and financially capable company to provide high-quality aeronautical services to the general aviation public.

The selected proposer will enter into a non-exclusive operating agreement with the City and will act as the City’s agent for certain airport management and customer service functions.

Proposals and accompanying materials which are submitted pursuant to this request are deemed by the laws of North Carolina to be “public records” of the City of Gastonia and, as such, may be open to examination and replication pursuant to the provisions of the North Carolina Public Records Law (NCGS 132), except for such records which are properly identified and claimed as “trade secrets” pursuant to the North Carolina Trade Secrets Act (NCGS 66-152(3)). Companies submitting proposals must clearly identify the specific information considered by the submitter to be confidential “trade secrets” prior to or upon submission of such data or material to the City of Gastonia.

Sealed proposals for furnishing FBO services will be received until, but no later than **4:00 PM on July 1, 2026**. The City of Gastonia reserves the right to reject any proposal that does not meet the stated specifications for submission of proposals. The City of Gastonia further reserves the right to reject any or all qualified proposals. The City may shortlist proposers for interviews and negotiations.

A full copy of the proposal package should be emailed to:

Randi Gates, Director of Transportation

randi.gates@gastonianc.gov

2. AIRPORT DESCRIPTION

Gastonia Municipal Airport is a publicly owned general aviation airport located in Gastonia, North Carolina. Key characteristics include:

- Primary paved runway approximately 3,770 feet in length with full parallel taxiway
- General aviation hangars and aircraft tie-downs
- Terminal building, maintenance hangar, fuel storage area, and self-serve fuel island
- Airport fuel services providing both Aviation Gasoline (AvGas) and Jet A fuel
- Navigational aids including GPS approaches and visual aids

Additional airport data, layout, and minimum standards are available upon request.

3. SCOPE OF SERVICES

The City of Gastonia intends to provide certain aeronautical services and activities at Gastonia Municipal Airport for the benefit of the general aviation public. The required services in **Attachment A** constitute the minimum services the City of Gastonia expects to be performed by the Fixed Base Operator. These services will be included in the agreement between the City of Gastonia and the successful company. As a part of the proposal for Fixed Base Operator services, each submitter must sign the statement of agreement to provide all the services listed in Attachment A, except items marked "Optional/Desired", without modification, and an acknowledgement that the provision of such services will be a non-negotiable portion of the Fixed Base Operator agreement proposed by the City of Gastonia.

4. AGREEMENT STRUCTURE AND TERM

- Non-exclusive agreement
- Initial term of five (5) years
- One optional renewal term of up to five (5) years

In addition to the minimum required services as stated in the preceding section, agreement to the terms and provisions in **Attachment B** will be required in the agreement to be executed between the City of Gastonia and the successful company.

As part of the proposal for Fixed Base Operator services, each submitter must sign the statement of agreement to all required contractual terms as outlined in **Attachment B**, acknowledging that the Agreement terms will be non-negotiable provisions of the Fixed Base Operator agreement proposed by the City of Gastonia.

5. COMPENSATION AND FEES

Proposers shall submit a detailed compensation proposal that includes:

1. Proposed fuel flowage fee structure payable to the City
2. Any proposed minimum annual guarantee, percentage rent, or revenue sharing
3. Proposed capital investment in facilities, equipment, or infrastructure
4. Schedule for proposed capital investments and improvements
5. Any additional financial or in-kind benefits to the City

The City's contract with its current FBO provides that the City receives \$.15 per gallon of fuel flowage, and three percent (3%) of the FBO's gross revenue generated at the Airport.

The City reserves the right to negotiate compensation terms with the selected proposer.

6. FEDERAL AND REGULATORY COMPLIANCE

The successful proposer must comply with all applicable FAA Grant Assurances, federal, state, and local laws and regulations, Airport Rules and Regulations and Minimum Standards, Non-discrimination and civil rights requirements.

7. INSURANCE

Upon the execution of an agreement, the FBO shall provide Fixed Based Operators Legal Liability insurance and Hangar Keepers insurance in the amount of three million dollars (\$3,000,000) for any one occurrence, and one hundred thousand dollars (\$100,000) per aircraft, for both bodily injury and property damage combined.

The City of Gastonia shall be named as an additional insured.

8. COORDINATION WITH CURRENT FBO

A selected proposer will take over management responsibilities from the City's current FBO following termination of the current management contract. The date of termination will be determined in consultation with the selected proposer. The selected proposer will be responsible for developing a transition plan, to facilitate the handoff between it and the existing FBO, with minimum disruption to operations at the Airport.

9. PROPOSAL SUBMISSION REQUIREMENTS

1. The proposal must be signed by the company's contractually binding authority.
2. All proposals must include:
 - a. Minimum Required Services Agreement (Attachment A)
 - b. Required Agreement Terms (Attachment B)
 - c. Company Information (Attachment C)
 - d. Compensation and Fees Proposal
3. All proposals are to be packaged into one file and emailed to:

Randi Gates, Director of Transportation
randi.gates@gastonianc.gov

ATTACHMENT A – MINIMUM REQUIRED SERVICES

The following services constitute the **minimum mandatory services** to be provided by the Fixed Base Operator. All items are non-negotiable unless expressly identified as "Optional / Desired." The successful proposer shall acknowledge and agree to provide all required services as a condition of the lease.

A. General Aviation Services (Required)	Yes	No
1. Aircraft receiving, marshaling, towing, parking, tie-down, and hangaring		
2. Line service and apron servicing		
3. Sale, storage, and dispensing of aviation fuels and related petroleum products at competitive prices		
4. Aircraft ground handling and ramp safety oversight		
5. Operation of UNICOM and communication with aircraft during hours of operation		
6. Provision of pilot lounge, restroom facilities, and customer waiting areas		
B. Maintenance and Repair Services (Required)	Yes	No
7. On-site aircraft maintenance services by appropriately licensed Airframe and Powerplant (A&P) mechanics, or demonstrated access to such services		
8. Routine and non-routine inspection, maintenance, and repair of general aviation aircraft		
9. Sale of aircraft parts, accessories, and supplies		
C. Flight and Aircraft Services (Required unless noted)	Yes	No
10. Aircraft rental and/or lease to qualified pilots		
11. Flight instruction provided by appropriately certificated flight instructors (CFI / CFII) (Optional / Desired) Note: Hours of flight school training will be negotiated in the agreement		
12. Aircraft charter, air taxi, or Part 135 operations, if proposed (Optional / Desired)		
13. Sale and brokerage of new and used aircraft (Optional / Desired)		
14. Sale and installation of avionics and electronic equipment (Optional / Desired)		
15. Establishment and operation of an aviation maintenance training program or school, including FAA-certificated Aviation Maintenance Technician School (AMTS) or similar workforce development partnership, subject to all applicable federal, state, and local approvals (Optional / Desired)		
D. Customer and Ground Services (Required)	Yes	No
16. Provision of courtesy transportation and/or rental car coordination for airport patrons		
17. Routine custodial services for facilities operated by the FBO		
18. Grounds keeping and upkeep of aprons, ramps, and areas operated by the FBO		
E. Operations and Oversight (Required)	Yes	No
19. Daily inspection of operational areas, including but not limited to Foreign Object Debris (FOD) check of all pavement areas and fuel system inspections.		
20. Reporting of maintenance, safety, or operational issues to the City		
21. Minimum hours of operation: not less than nine (9) hours per day Monday through Saturday and six (6) hours on Sunday		
22. Any other aeronautical services customary for a full-service general aviation FBO		
23. Mandatory annual employee training (i.e. Fuel Safety Training in accordance with FAA AC 150/5230-4, emergency procedures/rules and regulations of the airport, etc.)		

I/We agree to provide the above minimum services required by the City of Gastonia.

Signature

Name/Title

Company

ATTACHMENT B – REQUIRED AGREEMENT TERMS

The following agreement terms are mandatory and non-negotiable and will be incorporated into the Fixed Base Operator Agreement. The successful proposer shall acknowledge and agree to all contractual terms as a condition of the Agreement.

1. The FBO shall operate as an independent contractor and not as an employee of the City.
2. The FBO shall coordinate all matters through the City Manager or the City's Director of Transportation.
3. Agreement shall be non-exclusive.
4. Initial term of five (5) years with one optional renewal term of up to five (5) years.
5. The FBO shall submit monthly operational reports and an annual summary report.
6. The City retains the right to inspect financial and operational records, subject to applicable public records laws.
7. The FBO shall maintain areas operated by the FBO in a clean, safe, and professional condition.
8. All utilities serving the areas operated by the FBO shall be paid by the FBO unless otherwise specified.
9. The FBO shall provide reasonable security for its operated areas.
10. Any improvements require prior City approval and become City property upon completion.
11. The FBO shall not assign or transfer the agreement without prior City consent.
12. The City shall be named as additional insured on all required insurance policies.
13. The FBO shall indemnify and hold harmless the City from claims arising from its operations.
14. Environmental contamination and fuel spill responsibility shall rest with the FBO.
15. Either party may terminate the agreement for cause with written notice and opportunity to cure.
16. Bankruptcy or receivership shall constitute grounds for termination.
17. The FBO shall comply with all federal grant assurances and nondiscrimination requirements.

I/We agree to all of the required agreement terms stated above are acceptable, and that the requirement to provide such services and to comply with such Agreement terms will be non-negotiable provisions of any Fixed Base Operator Agreement concluded with the City of Gastonia by the successful company.

Signature

Name, Title

Company

ATTACHMENT C – COMPANY INFORMATION

Each proposer shall provide the following information:

- 1.** Legal name of company, address, and form of organization
- 2.** Primary contact person, phone number, and email address
- 3.** Description of FBO experience, including airports currently or previously served
- 4.** Organizational structure and management plan
- 5.** Number of employees and staffing plan for Gastonia Municipal Airport
- 6.** Proposed hours of operation
- 7.** Description of aircraft owned, leased, or managed by the company
- 8.** Maintenance capabilities and certifications
- 9.** Capital Improvement Proposal
- 10.** Evidence of financial capacity and stability
- 11.** Proof of licensure and regulatory compliance
- 12.** At least three (3) professional references for similar airport operations (North Carolina preferred)