

AVIATION FUEL SUPPLIER

REQUEST FOR PROPOSALS



Pangborn Memorial Airport

East Wenatchee, WA

March 2018

TABLE OF CONTENTS

I. PURPOSE..... 3

II. THE AIRPORT..... 3

III. THE NEED FOR AVIATION FUEL SUPPLIER.....5

IV. QUALIFICATIONS..... 5

V. SELECTION OF SUCCESSFUL PROPOSER..... 8

VI. PROPOSAL DEADLINE..... 9

VII. ACCEPTANCE/REJECTION OF PROPOSALS.....10

VIII. PUBLIC DISCLOSURE..... 10

IX. COST TO PROPOSE.....10

X. EQUAL EMPLOYMENT OPPORTUNITY/COMPLIANCE REQUIREMENTS.....10

XI. MULTIPLE PROPOSALS..... 11

XII. HOLD HARMLESS.....12

TABLES

TABLE I - HISTORICAL AIRCRAFT OPERATIONS.....4

TABLE II - HISTORICAL FUEL SALES.....4

EXHIBITS

ATTACHMENT “A” CERTIFICATIONS AND ASSURANCES

ATTACHMENT “B” PROPOSAL FORM.....13

Pangborn Memorial Airport
Request for Proposals
Aviation Fuel Supplier

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit offers from qualified producers and suppliers of aviation fuels and lubricants to supply bulk and branded Jet - A and 100LL aviation fuels for storage and resale, and to provide other business support service to Pangborn Memorial Airport (Airport) located in East Wenatchee, WA. The Airport will enter into an appropriate agreement (“Fuel Supply Agreement”) with the successful Proposer.

II. THE AIRPORT

Pangborn Memorial Airport (Airport) is owned and operated by the Ports of Chelan and Douglas County. The Airport Governing Board is comprised of commissioners from both ports. The Board provides policy direction for the Airport. The Airport Director and staff conduct the day to day business operations of the Airport.

The Airport is classified by the FAA as a primary, non-hub airport with commercial service currently through Horizon Air. The Airport is also an important general aviation asset that serves many in Chelan and Douglas Counties. The Airport provides Fixed Based Operator (FBO) services through Pangborn Flight Center (PFC) and is responsible for fueling scheduled commercial air carrier, cargo, general aviation and military aircraft, hangar rentals, transient parking and other FBO services. There are privately owned and operated businesses which provide aircraft maintenance, flight training and aircraft rental. The Airport is home to approximately 110 based aircraft; including several business aircraft. There are 80 hangar units on the airfield; 34 of which are owned by the Airport. Runway 12/30 expanded in 2016 and is now 7,000 feet long and 150 feet wide with high intensity runway lights and multiple instrument approach procedures.

Table I details the commercial and general aviation operations at the Airport for the last six calendar years.

Table I
Aircraft Operations

Type of Operation	2012	2013	2014	2015	2016	2017
Commercial	2,112	2,030	2,028	2,072	2,030	2,072
Charter/Air Taxi	3,359	3,283	1,562	2,424	3,210	3,126
Itinerant General Aviation	9,500	9,500	9,999	10,099	10,100	10,200
Military	100	100	100	500	250	250
Local	<u>26,140</u>	<u>26,140</u>	<u>26,140</u>	<u>28,380</u>	<u>25,740</u>	<u>25,740</u>
Total Airport Operations	41,211	41,053	39,829	43,475	41,330	41,388

The Airport has operated Pangborn Flight Center since 2012 and intends to continue providing FBO fueling services into the foreseeable future. Pangborn Flight Center is used to provide terminal services to pilots, owners, passengers and customers.

Table II identifies Airport’s fueling history for each of the last six calendar years.

Table II
Fuel Sales
(in gallons)

Year	Avgas	Jet A	Total
2012	36,586	61,350	97,936
2013	43,954	51,111	98,065
2014	57,419	121,394	178,813
2015	45,166	99,643	144,809
2016	37,363	65,399	102,762
2017	34,657	118,310	152,967
Total	255,145	517,207	783,463

Jet-A fuel is stored in an above ground tank with a capacity of 20,000 gallons. A mobile refueler with a capacity of 2,500 gallons is owned by the Airport. Currently, Jet-A is only available from the refueler and no self service station is available. The Jet-A refueler has an anti-icing additive injection system and the Airport offers Jet-A or Jet-A with Prist.

100LL Avgas is stored two underground storage tanks with a total capacity of 20,000 gallons. Late in 2017, the 100LL self-serve distribution system was disabled and self-serve fuel is currently unavailable. As a temporary distribution solution, the Airport leases an avgas mobile refueler with a capacity of 1,500 gallons. The Airport is currently developing plans to build a new above ground storage system and self-serve distribution system in second quarter of 2018.

III. THE NEED FOR AVIATION FUEL SUPPLIER

To ensure a continued level of service, uninterrupted fuel supply and facilitate a profitable arrangement for the acquisition of its requirements of aviation fuel, the Airport desires to contract with an aviation fuel supplier. The Airport is presently purchasing and selling fuel based on a month to month arrangement with its current aviation fuel supplier. The Airport intends to select the fuel supplier based upon competitive proposals submitted pursuant to this Request for Proposals (RFP). After evaluation of all proposals the Airport intends to enter into an agreement by which the selected proposer will serve as the Airport's fuel supplier ("Fuel Supply Agreement") for the term of the Fuel Supply Agreement.

IV. MINIMUM QUALIFICATIONS

The Proposer shall in its proposal affirmatively demonstrate or attest to its ability to meet or exceed the following minimum qualifications/specifications:

A. Product Specifications

- i. Jet Fuel: Aviation Kerosene type Jet-A fuel received shall conform to ASTM D-1655 specifications, latest revision.
- ii. Avgas: Fuel received shall conform to ASTM D-910 specifications, latest revision and shall be of the Aviation Gasoline type, 100 Octane, Low Lead (Avgas 100LL) or future replacement.
- iii. Fuel storage, handling, refuelers and related training shall conform to AC 150-5230-4B
- iv. Proposer will provide a certificate of analysis on all aviation fuel shipments. Proposer shall also provide traceability on all shipments back to refinery.

B. Delivery & Supply

- i. Proposer must be a refiner and producer or marketer of both Jet A and Avgas meeting standards established from time to time by the Federal Aviation Administration and by manufacturers of the aircraft routinely operated in the United States.
- ii. Proposer must be able to supply the Airport with its requirements for aviation fuels for at least five years.
- iii. Proposer shall provide ordering capability 24 hours a day, 7 days a week.
- iv. Proposer shall be able to provide delivery within 72 hours or less.
- v. Proposer will indicate the primary location of supply and describe its contingency plan in case of interrupted fuel delivery from the primary delivery point. A minimum of one alternate supply location / plan must be identified.

C. Service and Technical Support

- i. Proposer must have in place a quality control program that meets or exceeds regulatory and industry standards.
- ii. Proposer must be a full service general aviation marketer who provides marketing support, including a nationally recognized brand identity.
- iii. Proposer must have an account manager whose total interest and function is aviation related.
- iv. Proposer must have the demonstrated ability to provide, if requested, fuel trucks of a type and in the number required to deliver Jet-A and/or 100LL fuel to aircraft. Jet-A requirements are a minimum 3,500 gallon refueler with single-point and overwing fueling nozzles and an anti-icing additive injection system. 100LL requirements are a 1,000 gallon refueler with an overwing fueling nozzle.

- a) Proposer must have in place a customer service program that includes:
 - i. A representative that can answer fueling and quality control questions and provide support in a timely manner;
 - ii. Experience with FAA regulations required to support the Airport's requirements for FAA certification.
- v. Proposer shall have credit card program that utilizes standard POS equipment. The POS system must be capable of electronically processing the following cards with moneys returned to the Airport electronically: supplier's credit card, Master Card, Visa, American Express, Discover, AvCard, Multi-Service Card, Carte Blanche, Diners, Military/Government cards, and Voyager.
 - i. Proposer shall indicate if options for remote processing of credit cards from the refuelers through phone, tablet, remote fuel meters, or other means are possible.

D. Branding / Marketing

- i. Proposer shall provide a complete outdoor signage plan proposal (airside, landside and interior of the FBO terminal.) Note that all signage must be approved by the Airport. All approved signage shall be installed at the beginning of the contract period at no additional cost to the Airport.
- ii. All regulatory type labeling and placards (i.e. product identification, No Smoking, Flammable, Hazardous ID labels) shall be provided as required at no additional cost to the Airport.
- iii. Proposer shall outline promotional materials if available for Airport events or marketing events the Airport participates in such as banners, backdrops, registration fees, and promotional giveaway items.
- iv. Proposer shall outline options to participate in advertising programs for promotion of the Airport fuel sales and services including subscriptions and advertising with industry websites, magazines and publications.

E. Additional Considerations

In addition to the minimum qualifications, additional consideration will be given to the following items:

- i. Options for employee uniforms and personal protective equipment such as gloves, eye protection and hearing protection,
- ii. Options for test equipment and quality control equipment such as hydrometers, test buckets, millipore testing supplies, water detection supplies, fuel filters, separators and coalescers.
- iii. Options for supplies necessary to deliver fuel such as ladders, platforms, upgrades to equipment such as hoses, fuel pumps, nozzles, etc.
- iv. Options for ground service equipment such as tow bars, tugs, wheel chocks, tie down rope, start carts, ground power units, de-icing equipment and fluid, lav-carts and anti-icing fuel additive.
- v. Options to improve the fuel facilities, buildings, ramp and parking facilities.
- vi. Options for Aviation Oils for piston and turbine aircraft and other fluids such as TKS.

V. SELECTION OF SUCCESSFUL PROPOSAL

The Fuel Supplier will be selected by the Airport based upon the Airport's evaluation of the qualifications of the Proposer, the price basis for the supply of aviation fuels, the equipment and services to be provided to the Airport by the Proposer, the contract terms offered by the Proposer and the capital investments in the general aviation facilities of the Airport offered by the Proposer.

The Airport will select, in its sole and absolute discretion, the proposer with which the Airport wishes to perfect a Fuel Supply Agreement. Under the Fuel Supply Agreement, the Fuel Supplier will provide the Airport with the Airport's requirements for aviation fuel and lubricants in accordance with the Fuel Supplier's proposal as it may be modified through negotiations with the Airport and incorporated into the Fuel Supply Agreement. The Fuel Supply Agreement may vary significantly from the contract terms offered by the proposer. It is possible that the

Airport and the selected proposer may agree upon modifications and addendums to the contract terms offered by proposer and in such cases such agreements will be incorporated into the Fuel Supply Agreement. If the Airport and the selected proposer cannot agree on contract terms or if the selected proposer fails to promptly execute the Fuel Supply Agreement tendered to it by the Airport, the Airport may abandon its discussions with the selected proposer and select another proposer as the Fuel Supplier.

This RFP, submitted proposals and any contract ultimately awarded shall be governed by Washington law.

VI. PROPOSAL DEADLINE

Proposals, as described in this RFP, must be submitted in triplicate, in a manner easily reproducible and must be received no later than **2:00 P.M. on Friday, March 23, 2018**. Proposals must be clearly marked "2018 Aviation Fuel Supplier." Limit proposals to no more than twenty five (25) pages single sided (minimum 11pt. font size).

All inquiries concerning this RFP may be made by email to the contact below. For additional information and/or an inspection of the facilities, contact:

Ron Russ
Operations Manager
Pangborn Memorial Airport
One Pangborn Drive
East Wenatchee, WA 98802-9233
(509) 884-2494 ext 301 – phone
(509) 884-0113 – fax
ron@flyeat.org

VII. REVISIONS TO THE RFP AND REJECTION OF PROPOSALS:

In the event that it becomes necessary to revise any part of the RFP, the Airport reserves the right to add an addendum to the RFP. Any addenda will be sent via email for all individuals and/or firms who have requested a copy of the RFP.

This RFP does not obligate the Airport to complete this request and the Airport specifically and expressly reserves the right to cancel this request or suspend the RFP without notice and to accept or reject any and all proposals, in whole or in part, in the Airport's sole discretion. The Airport reserves the right to reject any proposal for a Proposer that the Airport determines does not have adequate qualifications. The Airport assumes no financial responsibility or liability whatsoever for the preparation of any response to this RFP.

VIII. PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE:

All RFP materials are subject to public disclosure in accordance with the Public Records Act.

IX. COSTS TO PROPOSE:

All labor, materials, and miscellaneous costs incurred and expended by Proposer in order to respond and produce the submittal of this RFP shall be borne entirely by the Proposer. In responding to the RFP, the participating Proposer agrees that it will indemnify and hold harmless the Pangborn Memorial Airport against any charges, costs, or claims that may arise as a result of their participation in this RFP.

All Proposals submitted become the property of the Pangborn Memorial Airport and will not be returned to the Proposer.

X. EQUAL EMPLOYMENT OPPORTUNITY/COMPLIANCE REQUIREMENTS

The Airport does not discriminate in the administration of any of its programs or activities. The Fuel Supplier will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the grounds of or because of the basis of race, sex, religion, age, national origin, or disability.

The Fuel Supplier, for itself, its personal representatives, successors in interest, and assigns as part of the consideration hereof, does hereby covenant and agree:

- A. that no person on the grounds of race, color, creed, sex, age or national origin or handicap shall be excluded from participation, denied the benefits of or be otherwise subjected to discrimination in the use of its facilities;
- B. that, in the construction of any improvements on behalf of Fuel Supplier and the furnishing of services, no person shall be excluded from participation in, denied the benefits of or otherwise be subjected to discrimination on the grounds of race, creed, color, sex, age, national origin or handicap; and
- C. that Fuel Supplier shall use the Airport facilities in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination-Effectuation of Title VI of the Civil Rights Act of 1964, as amended; and that in the event of breach of any of these nondiscrimination covenants, the Airport shall have the right to terminate this Agreement.

The Fuel Supplier assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person shall on the grounds of race, creed, color, national origin, age, handicap or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. Fuel Supplier assures that no person shall be excluded on these grounds from participating or receiving the services or benefits of any programs or activity covered by the Subpart.

Further, Fuel Supplier agrees that it will require that its covered sub-organization provide assurance to the Airport that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR Part 152, Subpart E.

XI. SUBMISSION OF MULTIPLE PROPOSALS

No Proposer shall submit more than one proposal in response to this RFP. Collusion among Proposers, the submission of more than one proposal under different names by any entity or individual, or an ownership interest in more than one Proposer by any entity or

individual shall be cause for rejection of all such proposals without consideration. Proposer affirms that he/she/it is not barred from bidding on this contract as a result of a violation of Federal, State or local laws.

XII. HOLD HARMLESS

Upon award of the contract, the Fuel Supplier agrees to indemnify, defend and hold harmless the Airport, and any agents, elected officials, officers or employees thereof, against all suits, demands, loss, damages, expenses, claims or judgments of any kind (including attorneys' fees and expenses incurred in connection therewith and in enforcing this indemnity and hold harmless) for deaths or injuries to persons, or for loss of or damage to property arising out of or in connection with the actions or inactions of the Fuel Supplier, its agents, officers, subcontractors or employees under the contract; or by the Fuel Supplier's, its agents, officers, subcontractors or employees' non-observance of any law, ordinance or regulation applicable to Fuel Supplier's activities upon the Airport.

With respect to the performance under the contract, and as to claims against the Airport, its elected officials, officers, agents and employees, Fuel Supplier expressly waives any immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligation to indemnify, defend and hold harmless provided for herein extends to any claim brought by or on behalf of any employee of Fuel Supplier and includes any judgment, award or costs thereof, including attorney's fees.

XIII. INSURANCE REQUIREMENTS

Upon award of the contract, Fuel Supplier shall maintain the insurance coverage set forth below, which shall in no way limit or modify the Fuel Supplier's indemnity obligation.

The Fuel Supplier shall maintain continuously during the term of the contract:

A. Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other insurance necessary to protect the Airport and the public with limits of liability of not less than \$2 million per occurrence, \$4 million general aggregate bodily injury and property damage. The insurance shall be primary as to any other insurance maintained by the

Airport.

B. Workers' Compensation and Employer's Liability Insurance to cover Fuel Supplier, any subcontractors, employees, and agents, with an insurance carrier authorized to transact business in the State of Washington covering the full liability for compensation for injury to those employed by Fuel Supplier or subcontractor. Each such policy shall be endorsed to state that the Workers' Compensation carrier waives its right of subrogation against the Airport, its elected officials, officers, employees, agents, and volunteers which might arise in connection with this agreement.

C. Contractor's Pollution Liability, Environmental Impairment Liability, or Hazardous Waste Liability Insurance, with limits of liability of not less than \$2 million per occurrence.

D. A policy of Comprehensive Airport Liability Insurance for bodily injury (including death) and property damage including owned and non-owned aircraft coverage of \$2 million per occurrence and \$3 million aggregate.

E. With regard to all insurance coverage required by this agreement: (1) Any deductible or self-insured retention exceeding \$25,000 for Fuel Supplier or subcontractor shall be disclosed to and be subject to approval by the Airport prior to the effective date of the contract. (2) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Fuel Supplier or subcontractor shall maintain such insurance coverage with an effective date earlier or equal to the effective date of this agreement and continue coverage for a period of three years after the expiration of this agreement and any extensions thereof. In lieu of maintaining post-agreement expiration coverage as specified above, Fuel Supplier or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide the insurance coverage required hereunder for claims received and reported three years after the expiration date of this agreement. (3) All insurance (except workers' compensation and professional liability) shall include an endorsement or an amendment to the policy of insurance which names the Airport, its elected officials, officers, employees, agents, and volunteers as additional insureds and provides that coverage shall not be reduced or canceled without 30 days written prior notice certain to the

Airport. (4) Each insurance policy (except for workers' compensation and professional liability policies), or an endorsement thereto, shall contain a "separation of insureds" clause which shall read: "Separation of Insureds. Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies: a) As if each Named Insured were the only Named Insured; and b) Separately to each suit insured against whom a claim is made or suit is brought."

Fuel Supplier shall provide the Airport with an endorsement or amendment to Fuel Supplier's policy of insurance as evidence of insurance protection before the effective date of the contract.

ATTACHMENT A

CERTIFICATION AND ASSURANCES

I/we make the following certification and assurances regarding the attached Proposal, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions to the award of any potential contract with the Pangborn Memorial Airport:

1. The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. This understanding does not, however, preclude the ability of this Proposer to join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by Pangborn Memorial Airport without further negotiation (except where obviously required by lack of certainty in key terms) at any time with the 90 day period.
3. In preparing this Proposal, I/we have not been assisted by any current or former employee of Pangborn Memorial Airport, who previously was an employee of Pangborn Memorial Airport during the past 24 months, whose duties relate (or did relate) to this project or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that Pangborn Memorial Airport will not reimburse me/us for any costs incurred in the preparation, submission or presentation of this Proposal or the oral evaluation. All submittals and any subsequent ideas and material resulting from the RFP/contract become the property of Pangborn Memorial Airport and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
6. No attempt has been made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purposes of restricting competition.

Signature of Proposer	Title	Date
-----------------------	-------	------

**ATTACHMENT “B”
PROPOSAL FORM**

**PROPOSAL for AVIATION FUEL
SUPPLIER
at the
PANGBORN MEMORIAL AIRPORT**

The undersigned (“Proposer”) hereby proposes to the Pangborn Memorial Airport, (“Airport”) that Proposer be selected by the Airport to serve as fuel supplier (“Fuel Supplier”) to supply the Airport with its requirements for aviation fuel for resale at the Airport as described in the Request for Proposals dated March 2018. If selected by the Airport as the Fuel Supplier, Proposer will supply the Airport’s requirements for aviation fuels and lubricants and provide other services as described in this proposal and the fuel supplier agreement (“Agreement”) to be made between Proposer and the Airport as more particularly described below:

- I. The Pangborn Memorial Airport, will purchase from the Fuel Supplier and the Fuel Supplier shall provide and sell to the Airport’s requirements for aviation fuels and lubricants (collectively the “Product”) at the Airport. The Airport shall purchase the Product for resale to aircraft owners and operators at the Airport.

- II. The Product shall include the following types of fuels:
 - (i) Aviation Turbine Fuel – Jet A;
 - (ii) Aviation Gasoline, 100 Octane, Low Lead (Avgas) or future replacement; and
 - (iii) Other (if any).

The Product delivered to the Airport shall comply with the following specification:

(Here describe the current product specification required by the FAA and aircraft manufacturers for Jet A and Avgas and aviation lubricants)

or such other specification that may be established by applicable governmental regulation or industry standard in the future. We will supply with each load of Product a certificate of the specification of the Product and will warrant that each load meets or exceeds applicable specifications and quality control requirements.

- III. Prices for Product will be established as follows:

(Here describe the methodology for pricing aviation fuels and lubricants. The methodology may be a guaranteed price, a base price established upon a given

Pangborn Memorial Airport
Fuel Supplier RFP
March 2, 2018

date and to be increased and decreased thereafter according to an index, a margin against a pre-defined spot price or any other methodology that allows the Airport to compare future cost of Product to be obtained from Proposer in comparison with other proposers. An acceptable methodology is a price that is guaranteed not to be higher than prices being charged to other FBOs operating in the same geographic region of the United States at the time of delivery and pricing of the Product to the Airport. Include a quote of the price that your proposed pricing methodology would produce for: the date of the Proposal; six months earlier; and twelve months earlier.)

- IV. We commit to deliver at the stated date, time, and price the Airport's requirements of Product subject to the following limitation:

(Here describe the limitation, if any, on the amount of Product Fuel Supplier shall be obligated to supply to the Airport at the stated price. Describe plan to provide continuous product delivery on time and on schedule.)

- V. We will not impose retail/wholesale credit card related discount/rebate programs that require the Airport's participation or funding.

- VI. We have and will keep in place during the term of the Agreement the following Product Quality Control Program:

(Here describe, in detail, your quality control and assurance program. Include complete description of any documented breakdowns in quality of your product and itemize any instances of aircraft damage or personal injury that have been established as proximately caused by the failure of your product to meet specifications.)

- VII. Credit Card Program:

(Here describe your credit card program. Include as much detail as necessary for the Airport to fully understand the operations of same and how it compares with other credit card programs operated by other aviation fuel suppliers.)

- VIII. Refuelers:

We will supply to the Airport self-propelled fuel storage and delivery vehicles ("refuelers") as follows:

(Here describe the type and specification of refuelers you propose to provide to the Airport for the purpose of transferring fuel from the fuel storage area of the Airport into planes at the Airport. Be specific as to the type, size, specification, manufacturer, age, condition and number of such refuelers. If you propose to be

compensated for the use of such refuelers state the basis of such compensation and the disposition to be made of the refuelers at the end of the Agreement.)

IX. Advertising and Promotions:

(Here explain method or plan for Airport advertising in relation to national and international programs. Explain aviation directory support available from supplier. Set forth sales aids items provided through suppliers and cost. Explain co-op program, if applicable, and funds available to the Airport.)

X. Industry Involvement and Commitment:

(Here set forth trade show participation by supplier and how the Airport will benefit from activity. Describe all memberships in industry organizations like NBAA and NATA, including active participation on committees if any. Set forth a list demonstrating involvement with FBOs nationwide and examples of customers similar to the Airport.)

XI. Training:

(Here describe the training program you propose to conduct at the Airport including the curriculum, the number of employees to be trained, the periodic re-training and the cost, if any. The training should include the following areas at the minimum: ground servicing, safety, refueling piston aircraft, refueling turbo prop aircraft, refueling jet aircraft, towing, fuel farm operation, quality control, customer service, and fire safety. Quality control and basic fuel farm operation should be provided on a regular basis to accommodate new employees.)

XII. Crisis Management Plan:

(Here describe suppliers program or plan to support the Airport in the event supplier's product is called into question or implicated in an aircraft incident or accident.)

XIII. Investment by Supplier:

(i) Fuel island and farm investment;

(Describe the investment, if any, in the fuel island and fuel farm you are willing to make and under what conditions.)

(ii) Airport facilities investment;

(Describe other investments, if any, you are willing to make in facilities at the Airport and under what conditions.)

XV. Qualifications; References:

(Here describe your company or organization; your qualifications to be selected as Fuel Supplier; and include at least five reference airports/contacts at which you are the exclusive provider of aviation fuel. Please include contact information for the references.)

ACKNOWLEDGMENT OF PROPOSAL

The undersigned, being the _____ *(here describe your position)* of _____ *(here give the complete business name of Proposer)*, with full authority to bind the Proposer, do hereby make this proposal to the Pangborn Memorial Airport this the _____ day of _____, 2018.

Name of Proposer

Typed Name

Title