



CITY OF CONCORD, NORTH CAROLINA

REQUEST FOR PROPOSALS

to provide

AIRCRAFT MAINTENANCE SERVICES

at

CONCORD REGIONAL AIRPORT

DATED: February 14, 2013

INCLUDES AND INCORPORATES ADDENDUM #1 (March 21, 2013)

TABLE OF CONTENTS

I. NOTICE AND REQUEST FOR PROPOSALS.....

II. DEFINITIONS

2.1 “Addendum”

2.2 “Agreement” or “Concession Agreement”

2.3 “Aircraft Maintenance Services”

2.4 “City”

2.5 “Contract Documents”

2.6 “Contract Year”

2.7 “Airport Director”.....

2.8 “Operator”

2.9 “Principal”

2.10 “Proposal”

2.11 “Proposed Services”

2.12 “Proposal Closing Time”

2.13 “Proposer”

2.14 “Required Services”.....

2.15 “Successful Proposer”

III. BACKGROUND

3.1 Airport Information

Table III.1 -Historical Aircraft Operations

3.2 Market for Fixed Base Operator

3.3 Previous Fixed Base Operator

3.4 Business Plan of Successful Proposer

3.5 Background Is Context Only

IV. INSTRUCTIONS TO PROPOSERS & PROPOSAL REQUIREMENTS.....

4.1 Important Dates

4.2 Selection Criteria

A. Proposer’s Competency, Experience and Business Plan

B. Proposer’s Commitment to Service

C. Revenue to City

D. Proper completion of Proposal Forms

4.3 Agreement for Proposed Services

4.4 Time and Place to Submit Proposals

4.5 Proposal Scope and Form

4.6 Withdrawal of a Proposal

4.7 Performance Bond

4.8 Acknowledgment

4.9 Addenda

4.10 Award of an Agreement

4.11 Annulment of Award

4.12 Attorney-in-Fact

4.13 Disqualification of Proposals

4.14 Irregularities

4.15 Waiver

EXHIBITS

EXHIBIT A Proposal Form.....
EXHIBIT B Qualification Form.....
EXHIBIT C Acknowledgment of Proposer.....
EXHIBIT D Performance and Payment Bond Form
EXHIBIT E Aircraft Service Facility
EXHIBIT F City of Concord Aviation Department Rates and Charges.....

CONCORD REGIONAL AIRPORT
CITY OF CONCORD, NORTH CAROLINA
REQUEST FOR PROPOSALS

to provide

AIRCRAFT MAINTENANCE SERVICES

at

CONCORD REGIONAL AIRPORT

I. NOTICE AND REQUEST FOR PROPOSALS

Notice is hereby given that the City of Concord, North Carolina, hereinafter referred to as “City,” pursuant to this Request For Proposals (“RFP”), will accept sealed Proposals from interested and qualified parties wishing to provide required aircraft maintenance and repair services along with certain optional aircraft maintenance, repair modification and fabrication services (“Proposed Services”) at the Concord Regional Airport (“Airport”), on land and facilities owned the City and assigned by City for the use of the Successful Proposer. Sealed Proposals to provide the Proposed Services, will be received at the office of the Aviation Director, Concord Regional Airport, 9000 Aviation Blvd, Concord, North Carolina 28027, until 3:00 p.m. local time on April 5, 2013. After completion of the review process, subject to its right to reject any and all proposals, the City intends to enter into an Agreement with one Proposer who, in the judgment of the City, is both technically and financially qualified to provide Proposed Services on the Airport; who has demonstrated to the satisfaction of the City, in its absolute and sole discretion, that the Proposer has conducted a thorough and rigorous assessment of the market for the Proposed Services at the Airport and has a business plan that is capable of execution; and, who will provide the best combination of service to the users of the Airport and financial considerations to the City.

These Request for Proposal Documents can be obtained, in person, by mail, or by e-mail by making a request with your name, company name, position, email, phone, and address to the Aviation Director, Concord Regional Airport, 9000 Aviation Blvd., Concord, NC 28027 or by email at cloutier@concordnc.gov.

If Proposer desires to complete a walk through facility inspection, proposer must make an appointment by contacting the Concord Regional Airport Assistant Aviation Director by 10:00 AM local time on March 15, 2013

The City reserves the right to reject any and all Proposals, or to accept any Proposal or any combination of Proposals, which it deems to be more advantageous to the public and to the City. If the City accepts any Proposal(s) pursuant to this RFP, a Concession Agreement covering the Proposed Services will be offered to the selected Proposer (the “Successful Proposer”) for execution. All Proposals shall become the property of the City and will not be returned to Proposers unless a written request to withdraw is received prior to 3:00 p.m. local time on April 5, 2013, the proposal opening date.

II. DEFINITIONS

The following words, terms and phrases, whenever used in this RFP, shall have the meanings respectively ascribed to them in this Section, except for those defined terms and phrases set forth in the Specimen Agreement and Lease to be negotiated, which words and phrases shall have the meanings respectively ascribed to them therein. The following definitions shall be equally applicable to both the singular and plural forms of any of the terms defined below:

2.1 “Addendum” shall mean any interpretation, revision or addition to this Request for Proposal, which may be issued in the form of a written Addendum by the City.

2.2 “Agreement” or “Concession Agreement” shall mean an agreement by which the City grants to Successful Proposer the right to provide the Proposed Services on the Airport and provides to such Successful Proposer a license to occupy and use the Aircraft Maintenance Facility (“Assigned Premises”) and by which the Operator agrees to occupy the Assigned Premises and provide the Proposed Services as described in its Proposal. The term of any such Agreement shall be a period of five (5) years commencing on or about May 1, 2013 and expiring on April 30, 2018.

2.3 “Aircraft Maintenance Services” shall mean the Required Services and other maintenance and repair services to aircraft, and/or modification and fabrication services to aircraft as described in Proposer’s Proposal, at the Airport by a person or persons, or an entity, licensed by the Federal Aviation Administration to provide such services.

2.4 “City” shall mean the City of Concord, North Carolina.

2.5 “Contract Documents” shall mean this RFP, Addenda, if any is issued, the Proposal Forms, and

surety bonds and all other documents required to be submitted by a Proposer.

2.6 “Contract Year” shall mean each twelve (12) month period during the term of the Agreement commencing on May 1 and ending on April 30.

2.7 “Aviation Director” shall mean the individual appointed by the City to manage the daily operation of the Airport.

2.8 “Operator” shall mean a Successful Proposer who has executed an Agreement to provide the Proposed Services at the Airport.

2.9 “Principal” shall mean a person or firm named in a Proposal as principal or officer and having an interest in a Proposal and the Agreement to be entered into and executed by the proposer.

2.10 “Proposal” shall mean the required Contract Documents submitted by a Proposer in a manner and at a time and place pursuant to this RFP.

2.11 “Proposed Services” shall mean the services proposed to be offered by Proposer in its Proposal which must include at least the Required Services.

2.12 “Proposal Closing Time” shall mean the time and date established hereunder after which no Proposal will be accepted.

2.13 “Proposer” shall mean each financially responsible and qualified company which has submitted a Proposal that meets the requirements of this RFP.

2.14 “Required Services” shall mean Part 145 aircraft maintenance and repair services.

2.15 “Successful Proposer” shall mean the Proposer to which the City offers to award the right to provide the Proposed Services at the Airport.

III. BACKGROUND

3.1 Airport Information

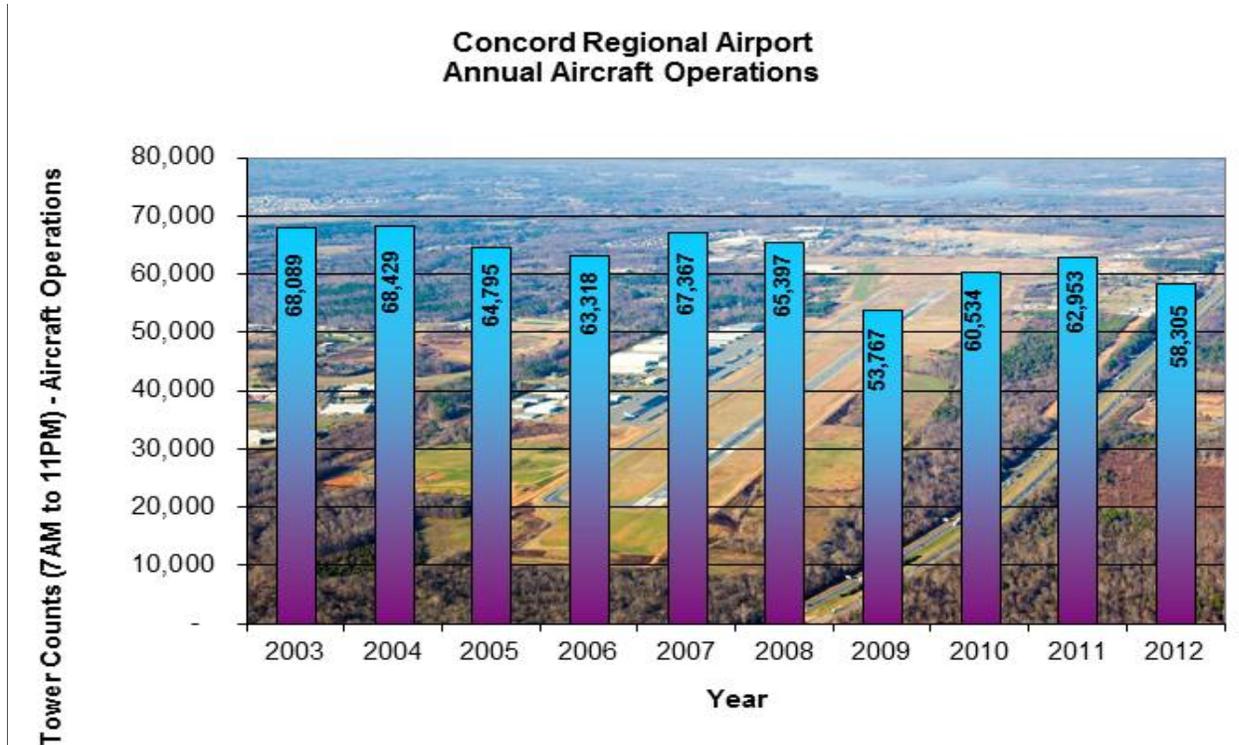
The City is the owner and operator of the Concord Regional Airport. The Airport is located on and includes approximately 750 acres of land located approximately 9 miles west of the central business district of the City of Concord and 20 miles north of the uptown Charlotte business district. The Airport has one runway (Runway 2/20) which is 7,400 feet in length strengthened to accommodate aircraft of 130,000 pounds and less.

An air traffic control tower operates from 7:00 a.m. to 11:00 p.m. each day. The Airport currently has no scheduled commercial airline operations however the airport does see several non-scheduled air carrier charter operations for the NASCAR industry. In calendar year 2011 the Airport had 62,952 aircraft operations and passenger enplanements of 10,961. Fuel and hangaring services to general aviation aircraft at the Airport are provided by the City operating as a Proprietary Exclusive Fixed Base Operator (“FBO”), described in greater detail below. The City has not made an assessment of the market for Aircraft Maintenance Services at the Airport and makes no representations with respect to the volume of demand for such services at the Airport. The City is issuing this RFP because of a recent shutdown of the SASO that provided Part 145 Certified Repair Station Services at the Airport. City wishes to provide for the continuation of Part 145 Services at the Airport for based and itinerant aircraft on at least a Monday through Saturday, 8 hour per day, and after hours on-call basis.

Table III.1 details the historical general aviation operations at the Airport for the last five (5) calendar years.

Table III.1
Concord Regional Airport
Historical Aircraft Operations

2007 Total Operations	2008 Total Operations	2009 Total Operations	2010 Total Operations	2011 Total Operations	2012 Total Operations
67,367	65,397	53,767	60,534	62,953	58,305



Currently, there are approximately 192 general aviation aircraft based at the Airport consisting of 102 single engine, 51 multi-engine, 10 helicopters and 29 jet aircraft.

3.2 Market for Fixed Base Operator

The City has no opinion of and expresses no opinion of the market for general aviation services at the Airport. Each Proposer is expected to have an understanding of the general aviation market at the Airport and to conduct its own appraisal of the extent to which it might be justified in conducting Part 145 operations at the Airport.

3.3 Previous Specialized Aeronautical Service Provider (“SASO”)

The previous Operator, was a SASO at the Airport and provided full aircraft charter and management services in addition airframe class 3, radio class 1 & 2, and other limited airframe, instrument, powerplant, and radio Part 145 services. The previous operator terminated business operations in October 2012 and ended its hangar lease and operating agreement with the City.

3.4 Business Plan of Successful Proposer

The City expects that any financially qualified Proposer will have conducted a thorough market analysis and will have a business plan and pro forma financial forecasts in support of its decision to submit a Proposal. Such business plan and financial pro forma must be submitted with the

Proposal and the City will consider the merits of such information in deciding whether a particular Proposer is financially qualified to provide the Proposed Services at the Airport.

3.5 Background Is Context Only

This background section is provided to set the context in which the City will consider the selection of an Operator. The details of the Proposal process and the selection process are set forth with particularity in the following sections of this RFP and the exhibits hereto. Proposers must refer to the entirety of this RFP and the exhibits hereto for detailed instructions to guide them in conforming to the RFP requirements and selection process.

IV. INSTRUCTIONS TO PROPOSERS & PROPOSAL REQUIREMENTS

Proposers shall submit Proposals and an Agreement may be awarded, subject to the following guidelines, limitations, terms and conditions:

4.1 Important Dates

- A. Public Advertisement: February 14, 2013
- B. Last Date for Proposal Withdrawal: April 5, 2013 prior to 3:00 p.m. local time.
- C. Proposal Closing and Due Date and Time: April 5, 2013 at 3:00 p.m. local time
- D. Anticipated Award Date: May 9, 2013
- E. Anticipated Lease Approval Date: June 13, 2013
- F. Anticipated Commencement Date: July 1, 2013

4.2 Selection Criteria

An award will be made by the City to the Proposer who, in the sole and absolute discretion of the City, demonstrates that it is financially responsible, and has adequate qualifications to operate a business that provides Part 145 Services for general aviation aircraft at the Airport.

IN DETERMINING THE FINANCIAL QUALIFICATIONS OF A PROPOSER, THE CITY WILL PLACE EMPHASIS ON THE QUALITY OF THE PROPOSER'S MARKET ANALYSIS, BUSINESS PLAN AND FINANCIAL PRO FORMA, HISTORICAL PERFORMANCE, AND OTHER FACTORS IT DEEMS APPROPRIATE, ALL OF WHICH MUST BE INCLUDED WITH THE PROPOSAL.

All Proposers must provide the information on the requested Qualification Form attached as **Exhibit "B"** to this RFP. If the Proposer is a joint venture or partnership, the Qualification Form must be submitted separately for each participant in the joint venture or partnership except that the submission of financial information may be limited to the assets of the joint venture or partnership if so indicated in the discretion of the Proposer. An important consideration in

making the award is the documented experience and capability of the Proposer. Subject to the following exceptions, no consideration shall be given to Proposals from Proposers that have not been continuously providing the Proposed Services for at least the last three consecutive years. Any Proposer without three (3) years of experience may submit to the City information that Proposer believes qualifies it to provide the Proposed Services. City may elect to, but will not be obligated to, consider such information. If City does consider such information, City reserves the right to waive such three year experience requirement in considering such Proposer's Proposal. The City reserves the right, in its sole discretion, to reject any or all Proposals and to negotiate with any Proposer to the extent it deems appropriate.

The following criteria, among others, will be used by the City in its sole discretion in evaluating the Proposals submitted.

A. Proposer's Competency, Experience and Business Plan

Whether City believes Proposer is financially responsible, has the necessary qualifications, and a business plan for the operation of the Proposed Services for aircraft in a general aviation airport environment.

B. Proposer's Commitment to Service

Whether, based upon the information contained in the Proposal and its general reputation for service in the industry, Proposer will provide first class quality service to the Airport users and flying public.

C. Revenue to City

The amount of rent and other revenues payable to City by Proposer as set forth in the Proposal.

D. Proper completion of Proposal Forms

City will assume that the thoroughness and professional manner with which Proposer prepares and completes the RFP is an indication of the manner in which Proposer may approach its performance under the Agreement.

4.3 Agreement for Proposed Services

The Successful Proposer ("Operator") will be required to enter into an Agreement to provide the Proposed Services at the Airport for an initial term of five (5) years, containing one option which will allow the Operator, if not then in default, to renew the term of the Agreement and Lease for one (1) additional period of five (5) years.

The hangar (“Aircraft Maintenance Facility”) to be assigned to the Operator by City for the provision of the Part 145 Services is located on the Main Ramp of the Airport and was constructed on the airfield in 1995. The insulated metal hangar is about 35,000 SF in total size with 3,550 SF of office space, 3,150 SF of Shop Space (includes 2 restrooms), and 6,647 SF of weight restricted mezzanine storage space. The Hangar consists of a two enclosed hangar 100 x 140 bays with a 80 feet wide by 28 foot high motorized rolling sectional door. Some additional office space may be constructed inside the space if needed. The single level office area includes a lobby, twelve offices, break-room, six restroom facilities and six areas for shop space or parts storage rooms. A drawing and listing of the Aircraft Maintenance Facility is depicted on **Exhibit “E” hereto.**

The City determined that the market rental for the hangar is \$10 per SF annually for office space and \$3 per square foot annually for hangar, shop, and mezzanine storage space. However, in effort to entice a Part 145 Maintenance Operator to lease this space, the City will allow Proposer to propose rate less than market rental in their proposal. The Successful Proposer must agree to pay the City at least a minimum hangar and office rental rate for lease space proposed of \$6.00 SF annually for office and lobby space and \$1.80 SF annually for Hangar, shop, and storage space. In addition, proposer must agree to pay any operating fee, as listed in the City of Concord Rates and Charges Ordinance, attached as Exhibit “F”, for each of the Proposed Services performed, from the leased space.

If Proposer does not propose to pay market rate for hangar, Proposer can propose a combination of hangar rent and guaranteed minimum percentage fee rent in exchange for the right to lease the hangar and provide the Proposed Services at the Airport. Any proposed start-up rent or fee abatements must be clearly identified in submitted Proposal and submitted Business Plan.

Although not preferred, The City will also accept proposals for less than the full hangar lease space. However, the City reserves the right to designate what actual space will be leased and will work to fill the remaining space with other entities or aircraft. No guarantee is made that future space will be available to Successful Proposer in the event Successful Proposer identifies or plans to use additional space inside the hangar facility for future expansion.

4.4 Time and Place to Submit Proposals

Attached as **Exhibit “A”** is the Proposal Form. **Exhibit “B”** is the Qualification Form, and **Exhibit “C”** is the Acknowledgment of Proposer, all of which, including attachments, must be received at the office of the Aviation Director, 9000 Aviation Blvd, Concord, N.C. 28027, no later than 3:00 p.m. local time on the Proposal Closing Date.

4.5 Proposal Scope and Form

Proposals submitted pursuant to this RFP shall be sealed, with the envelope or cover marked **“PROPOSAL FOR AIRCRAFT MAINTENANCE SERVICES”**, together with Proposer’s name and return address. All Proposals and all Contract Documents will become the property of the City of Concord and shall not be returned unless a written request to withdraw is received prior to 3:00 p.m. local time on April 5, 2013 (Proposal Closing Time).

The Proposal must be submitted on an exact reproduction of the Proposal Form attached hereto as **Exhibit “A”**, including any revised or additional Proposal Forms supplied by Addenda which may be issued.

In submitting the Proposal Form, the Proposer should note that distinctions are made in the form of execution and supporting information required depending upon whether the Proposer is an individual, partnership, joint venture, limited liability company or corporation. The Proposer in supplying the information required must execute the appropriate form according to the type of business form Proposer has adopted.

Submission of a Proposal shall constitute authorization for the City and its representatives and agents to make such copies of the Proposal or portions thereof and to distribute such copies as may be necessary or desirable to carry out the City’s objectives.

4.6 Withdrawal of a Proposal

No Proposal may be withdrawn after it is filed unless the Proposer makes a written request, and such request is received prior to the Proposal Closing Time. No Proposal may be withdrawn after the scheduled Proposal Closing Time for a period of ninety (90) days. The City reserves the right to reject any or all Proposals.

4.7 Performance Bond

Each Successful Proposer must furnish the City with a Performance and Payment Bond to guarantee that the Proposer will fulfill all terms and conditions of the Agreement and Lease, identical to the form in **Exhibit “D,”** duly executed by the Proposer as Principal and having as surety thereon a surety company satisfactory to the City. The Performance and Payment Bond shall be in an amount equal to fifty percent (50%) of the total rental payable by Proposer to the City under the Agreement for the first year, and shall continue in effect for the full five (5) year term of the Agreement

4.8 Acknowledgment

Proposer shall thoroughly examine and become familiar with this RFP, the Proposal Form, and all related documents comprising the Contract Documents. Submission of a Proposal shall constitute an acknowledgment that the Proposer has thoroughly examined and is familiar with all Contract documents. The failure or the neglect of a Proposer to receive or examine any Contract Documents shall in no way relieve Proposer from any obligation with respect to the Proposal or the obligations that result from making a successful Proposal. No claim based upon lack of knowledge or understanding of any Contract Documents or its contents shall be allowed.

4.9 Addenda

Every request for interpretation as to the meaning of any provision of any of the Contract Documents shall be made in writing and delivered to the office of the Aviation Director , 9000 Aviation Blvd, Concord, N.C. 28027, and must be received seven (7) days or more prior to Proposal Closing Time. Any interpretation made to Proposers will be made in the form of a written Addendum which, if issued, will be sent by facsimile transmission, electronic mail or certified mail to all parties to whom the RFP has been issued. No such Addenda will be issued later than five (5) calendar days prior to the date fixed for the Proposal Closing Time without also extending the Proposal Closing date and time. If any Proposer fails to acknowledge receipt of any such Addendum indicated in the Proposal Form, the Proposal will nevertheless be construed as though the Addendum had been received and acknowledged and submission of a Proposal shall constitute acknowledgment of receipt of the same. Only an interpretation or correction stated in a written Addendum shall be official. **THE CITY WILL NOT BE RESPONSIBLE FOR ANY ORAL ADDENDA OR REPRESENTATIONS.**

4.10 Award of an Agreement

The Successful Proposer will be given written notice by certified mail that it will be awarded an Agreement, and such notice shall state the date on which it is mailed. Within fifteen (15) days of the date of mailing stated in such notice, the City will forward a proposed Agreement to the Successful Proposer and the City and Successful Proposer will work diligently and in good faith to perfect such agreement and execute same. No Agreement shall be binding upon the City until the document has been approved by the City Council, signed by the City Manager, and delivered to the Successful Proposer. Until the Agreement has been so executed and delivered, no Proposer shall have a vested right to be awarded an Agreement and the City shall have no obligations hereunder but shall be entitled to amend or abandon any relationship contemplated by any of the Contract Documents. The City reserves the right to cancel the award of any Agreement without liability to the City at any time before the aforesaid approval by the City and the execution and delivery of Contract Documents to the Successful Proposer.

4.11 Annulment of Award

Failure on the part of any Successful Proposer to comply with the requirements of the foregoing shall, in the sole discretion of the City, be just cause for the annulment of any award to such Proposer. In such event the City may elect either to accept another Proposal or to reject all other pending Proposals with respect to which an Agreement has not been then awarded.

4.12 Attorney-in-Fact

Any party signing as attorney-in-fact on the Performance and Payment Bond required herein must file a certified copy of his power of attorney with the bond.

4.13 Disqualification of Proposals

Without in any way limiting the City's right in its discretion to reject any or all Proposals, Proposers are advised that any of the following may be considered as sufficient cause for the disqualification of a Proposer and the rejection of a Proposal:

- A. submission of more than one Proposal hereunder by an individual, joint venture, partnership, limited liability company or a corporation under the same or different names. For the purposes of this subparagraph, firms, partnerships or corporations under common control may be considered to be the same entity;
- B. evidence of collusion among Proposers;
- C. the Proposer being in arrears on any existing contract with the City;

- D. the Proposer being in litigation with the City;
- E. the Proposer having defaulted on a previous contract with the City; or
- F. any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of Proposer or the rejection of its Proposal.

4.14 Irregularities

Proposals will be considered irregular and may be rejected for omission, alterations of form, additions not called for, conditions, limitations, unauthorized alternate Proposals or other irregularities of any kind.

4.15 Waiver

The City in its sole discretion reserves the right to waive any informalities or irregularities of Proposals, to request clarification of information submitted in any Proposal, to request additional information from any Proposer, or to further negotiate any Proposals.

EXHIBIT A
PROPOSAL FORM
CITY OF CONCORD
Request for Proposals
to provide
Aircraft Maintenance & Repair Services at
Concord Regional Airport

Office of the Aviation Director
Concord Regional Airport
9000 Aviation Blvd
Concord, NC 28027

Submitted: _____
(Date)

By: _____
(Firm Name)

Gentlemen:

The undersigned Proposer hereby submits this Proposal to provide Proposed Services at Concord Regional Airport. Proposer hereby declares that the only person or persons interested in this Proposal as Principal or Principals is or are named herein and that no person other than herein mentioned has any interest in this Proposal or in the Agreement to be entered into; that this Proposal is made without consultation with any other person, company or parties making a Proposal; and that it is in all respects fair and submitted in good faith without collusion or fraud. Proposer represents to the City of Concord that, except as may be disclosed below, no City member, officer, employee or agent of the City either has or will have any interest, either directly or indirectly, in the business of the Proposer in its operations under the Agreement and Lease, and that no such person shall have any such interest at any time during the term of the Agreement and Lease, should it be awarded to Proposer.

DISCLOSURE OF INTEREST OF ANY CITY MEMBER, OFFICER, EMPLOYEE OR AGENT OF CITY:

The Proposer further declares that it has examined the RFP, and the Performance and Payment Bond Form, and has read all of the Addenda furnished prior to the opening of the Proposals, as acknowledged below, and that Proposer has satisfied himself relative to the Agreement and Lease to be awarded.

Acknowledgment is hereby made of receipt of the following Addenda (identified by number) since issuance of the RFP.

Addendum No. _____	Date _____

The Proposer hereby submits by enclosure the Qualification Form and supporting information required by the RFP and certifies that all information so submitted is both accurate and complete.

The undersigned offers to provide the following Proposed Services: **(Include “Part 145 Services” and as many additional aircraft maintenance services as you propose to provide at the Airport. Also list any other commercial operations such as flight school, charter, rental of hangar space you propose to provide from the space, if any. (Note, The City of Concord holds the propriety exclusive for fueling services at the Airport.):**

- | | | |
|--|---|--|
| Airframe Class 1 <input type="checkbox"/> | Radio Class 1 <input type="checkbox"/> | Limited - Airframe <input type="checkbox"/> |
| Airframe Class 2 <input type="checkbox"/> | Radio Class 2 <input type="checkbox"/> | Limited - Engine <input type="checkbox"/> |
| Airframe Class 3 <input type="checkbox"/> | Radio Class 3 <input type="checkbox"/> | Limited - Propeller <input type="checkbox"/> |
| Airframe Class 4 <input type="checkbox"/> | | Limited - Instrument <input type="checkbox"/> |
| | Instrument Class 1 <input type="checkbox"/> | Limited - Accessories <input type="checkbox"/> |
| Powerplant Class 1 <input type="checkbox"/> | Instrument Class 2 <input type="checkbox"/> | Limited – Landing Gear <input type="checkbox"/> |
| Powerplant Class 2 <input type="checkbox"/> | Instrument Class 3 <input type="checkbox"/> | Limited - Float <input type="checkbox"/> |
| Powerplant Class 3 <input type="checkbox"/> | Instrument Class 4 <input type="checkbox"/> | Limited - Radio <input type="checkbox"/> |
| | | Limited – Rotor Blades <input type="checkbox"/> |
| Propeller Class 1 <input type="checkbox"/> | Accessories Class 1 <input type="checkbox"/> | Limited – Emerg. Equip. <input type="checkbox"/> |
| Propeller Class 2 <input type="checkbox"/> | Accessories Class 2 <input type="checkbox"/> | Limited – Non-Dest. Test <input type="checkbox"/> |
| | Accessories Class 3 <input type="checkbox"/> | |
| | | Other Specialized Services <input type="checkbox"/> |

and hereby submits the following Proposal to the City for the rights and privilege to provide such Proposed Services from and at the Aircraft Maintenance Facility at the Airport:

- The undersigned is offering to lease **[check one]**
- The full Hangar, including office, hangar bay, shop space and mezzanine storage space.
 - A portion of the Hangar specifically identified on the hangar diagram shown in Exhibit E consisting of approximately the square footages listed on under section B and C below.
- The undersigned is offering to lease the hangar **[check one]**

At the full market rate identified by the City as \$10 per SF for Office and Lobby space and \$3.00 for Hangar, Shop, and Storage Space.

At an amount less than market rate listed under Section B and C below but at least a minimum hangar and office rental rate for of \$6.00 SF annually for office and lobby space and \$1.80 SF annually for Hangar, shop, and storage space.

In addition, the undersigned agrees to pay any operating fee, as listed in the City of Concord Rates and Charges Ordinance, Exhibit "F", for each of the Proposed Services performed.

Proposer agrees to pay to City a Concession Fee **Yes [Complete item A]** **No**

A. Proposer elects to pay to City a Concession Fee equal to ____ percent (_%) per contract year of the annual Gross Receipts from the business conducted and carried on by Proposer from the Aircraft Maintenance Facility, but in any event Proposer will pay at least the following "Minimum Annual Guarantee" to the City for each Contract Year of the Agreement based upon its estimate of Gross Receipts and subject only to termination or abatement as provided in the Agreement and not otherwise:

<u>Contract Year</u>	<u>Percentage</u>	<u>Minimum Annual Guarantee</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

TOTAL MINIMUM GUARANTEE (Concession Fee) = _____

B. Proposer proposes and agrees to pay to City an Annual Office Space Rental on a per square foot basis, payable in 12 equal payments per contract year for the exclusive use of its identified leased area subject only to termination or abatement as provided in the Agreement. Total Hangar rental (including office space) after year 5 will be determined by independent lease appraisal or by CPI index adjustment as determined by the City and described in detail in a lease agreement:

<u>Contract Year</u>	Annual Office and Lobby Space <u>Rent Rate Proposed</u>	Proposed Office Lobby Space <u>Square Footage</u>	Calculated Total Office and Lobby <u>Annual Rental</u>
1	\$ _____ / SF	_____ SF	\$ _____
2	\$ _____ / SF	_____ SF	\$ _____
3	\$ _____ / SF	_____ SF	\$ _____
4	\$ _____ / SF	_____ SF	\$ _____
5	\$ _____ / SF	_____ SF	\$ _____

TOTAL MINIMUM GUARANTEE (Office Space Rental) = _____

C. Proposer proposes and agrees to pay to City an Annual Hangar Rental on a per square foot basis, payable in 12 equal payments per contract year for the exclusive use of its identified leased area subject only to termination or abatement as provided in the Agreement. Hangar rental after year 5 will be determined by independent lease appraisal or by CPI index adjustment as determined by the City and described in detail in a lease agreement:

<u>Contract Year</u>	Annual Hangar, Shop & Storage Space <u>Rent Rate Proposed</u>	Proposed Hangar Shop/Storage Space <u>Square Footage</u>	Calculated Total Hangar, Shop, & Storage <u>Annual Rental</u>
1	\$ _____ / SF	_____ SF	\$ _____
2	\$ _____ / SF	_____ SF	\$ _____
3	\$ _____ / SF	_____ SF	\$ _____
4	\$ _____ / SF	_____ SF	\$ _____
5	\$ _____ / SF	_____ SF	\$ _____

TOTAL MINIMUM GUARANTEE (Hangar Space Rental) = _____

MONTHLY HANGAR RENTAL CALCULATION

[Monthly Hangar rental shall be calculated by adding Gross Receipts Guarantee (A) plus Office Space Rental (B), plus Hangar Space, shop and storage space rental (C) and then dividing by twelve for each year of the contract period. If Proposer requests any start up rent abatement, that amount should be identified separately, calculated as a dollar amount deduction on a monthly basis and listed next to Year 1.]

Calculated Monthly Hangar Rental To City Year 1 \$ _____
Calculated Monthly Hangar Rental To City Year 2 \$ _____
Calculated Monthly Hangar Rental To City Year 3 \$ _____
Calculated Monthly Hangar Rental To City Year 4 \$ _____
Calculated Monthly Hangar Rental To City Year 5 \$ _____

Additional Explanation (if needed to describe / identify leased area / calculations):

It is understood that the Successful Proposer will be given written notice by certified mail if it is awarded an Agreement for the privilege to provide the Proposed Services at the Airport based upon this Proposal. Such notification shall include two (2) copies of the Agreement and Lease, together with a statement of the insurance coverage required by the City. Proposer agrees to fully execute and deliver two (2) copies of the Agreement and Lease, a Performance and Payment Bond in the form attached to the RFP, and certificates evidencing all insurance coverage required under the Agreement and Lease together with satisfactory proof of execution within thirty (30) days of the date of mailing stated in the notice.

If any of the language or information in this Proposal conflicts with the RFP or any of the documents furnished with the RFP, the language of the RFP or of the applicable document shall govern.

The Proposer further agrees that, in the event the Agreement is awarded to the Proposer and he/she fails to comply with all of the requirements of the preceding paragraphs, as applicable, he/she will be in default hereunder and subject to damages for the City's costs associated with this RFP.

[If Proposer is individual,
sign on this line] _____(SEAL)

_____(SEAL)

If Proposer is a partnership, fill in the name of partnership followed by the signature of the partner signing]

_____(SEAL)

A Partnership

By: _____(SEAL)

Names and addresses of all partners:

[If Proposer is a corporation,
fill in the name of the corporation,
followed by the signature
of the official signing,
followed by the official's title] _____

BY: _____
(Official Title)

Attest: _____
Secretary

(Corporate Seal)

Organized under the laws of the State of _____, and authorized by law to
make this Proposal and perform all work and furnish materials and equipment required under the Contract
Documents.

The full names and residences of persons or firms interested in the foregoing Proposal as Principals
or officers are as follows:

EXHIBIT B
QUALIFICATION FORM
CITY OF CONCORD
Request for Proposals
to provide
Aircraft Maintenance & Repair Services
at
Concord Regional Airport

_____ [name of affiant],
first being duly sworn, deposes and says:

1. I am authorized to give this Affidavit on behalf of _____
_____ hereinafter referred to as
the "Proposer".

**[Insert name of Proposer unless Proposer is an individual, in which case, "myself", and
(unless Affiant is an individual) attach a copy of the relevant authorization to execute the
qualification affidavit, e.g., partnership agreement or certified copy of corporate resolution]**

2. The Proposer has met all requirements necessary to fully authorize it to provide
the Proposed Services and operate its business as required by this RFP in the state of North
Carolina.

**[Attach here, as an exhibit to this Qualification Form, Proposer's Market Analysis,
Business Plan and Financial Pro Forma]**

3. The Proposer has the following experience.

**[Attach as many pages as necessary to fully state experience. Experience continuously
providing the Proposed Services for at least the last three consecutive years should be
demonstrated]**

4. For reference purposes, the Proposer has provided the Proposed Services at the
following airports (include dates, the term of agreements, names and telephone numbers of
contact persons):

**[State here and attach as many pages as necessary to fully provide detailed information for
each reference]**

Reference 1.

Reference 2.

Reference 3.

Reference 4.

Reference 5.

5. The following is a listing of all public airports at which Proposer has had a business relation terminated either voluntarily or involuntarily prior to the expiration of its term during the past five (5) years, together with an explanation of the reasons for termination and the name and telephone number of a person associated with any such airport who may be contacted for verification: **[here state all relevant information and attach as many pages as necessary to fully explain the situation; if “none”, be sure to so state]**

6. The following is a listing of all lawsuits that have arisen pertaining to fee payments, rental payments and/or performance between Proposer and any other party during the past five (5) years. **[Here state all relevant information and attach as many pages as necessary to fully explain the situation; if “none”, be sure to so state]**

7. The Proposer has had the following bonds or sureties canceled or forfeited during the past five (5) years, including the name of the bonding company, date, amount of bond and reason for the cancellation or forfeiture. **[here state all relevant information and attach as many pages as necessary to fully explain the situation; if “none”, be sure to so state]**

8. The Proposer has been declared bankrupt or declared itself bankrupt, including the date of declaration and the court. **[here state all relevant information and attach as many pages as necessary to fully explain the situation; if “none”, be sure to so state]**

9. Give names and addresses of at least three (3) credit references and three (3) professional references: **[state three (3) credit references and three (3) professional references here and attach as many pages as necessary to state information including addresses, contact persons and phone numbers for each reference]**

Credit References:

Reference 1.

Reference 2.

Reference 3.

Professional References:

Reference 1.

Reference 2.

Reference 3.

10. Attached hereto is Proposer’s current financial statement and balance sheet. **[If that of an individual, he/she must include on the face thereof a sworn statement that it is full and complete and it is given to the City of Concord in consideration for being considered as a Proposer to provide Proposed Services at Concord Regional Airport; it must also state the name and address of the applicant’s bank or financial adviser who has been authorized by the Proposer to assist the City in verifying the accuracy of information submitted on the financial statement. If that of a corporation, the minimum that will be accepted is the latest audited financial statement of the corporation plus a current balance sheet prepared by an independent certified public accountant.]**

11. **[If applicable, provide the following information]** Proposer has a franchise relationship with _____, a provider of _____ services that is not itself a Proposer, on which Proposer has a right to rely on such facilities or services for the entire term of the Agreement and Lease as demonstrated by: **[state facts relied upon by Proposer]** and by the terms of the enclosed copy of the franchise agreement between Proposer and _____ **[name of Proposer’s franchise company]. [If Proposer has less than three (3) years experience and relies on this franchise agreement to satisfy its experience requirement, then franchiser’s written agreement to guarantee the Proposer’s performance must be attached hereto]**

Signature of Affiant

Sworn to and subscribed before me
this _____ day of _____, 20_____.

Notary Public
My Commission Expires: _____

EXHIBIT C
ACKNOWLEDGMENT OF PROPOSER
CITY OF CONCORD
Request for Proposals
to provide
Aircraft Maintenance & Repair Services
at
Concord Regional Airport

The submission of this Proposal is the duly authorized act of the Proposer and the undersigned is duly authorized and designated to execute this Proposal.

1. **IF PROPOSAL IS BY A SOLE PROPRIETOR**, this form must be dated and signed here:

This _____ day of _____, 20_____.

_____(SEAL)

Signature

Printed or typed name

Witnessed by:

Signature of Witness

Typed or printed name of witness

2. IF PROPOSAL IS BY A PARTNERSHIP, JOINT VENTURE OR LIMITED LIABILITY COMPANY, this form must be dated and signed here by a general partner, in the case of a partnership, or by one of the joint ventures, if a joint venture, and by a manager, in the case of a limited liability company. If the partnership, joint venture or limited liability company is itself composed of entities rather than individuals, the name of the entity executing on behalf of the partnership, joint venture or limited liability company should be printed or typed in the second signature line below and a proper form of execution should be made by such entity.

This ____ day of _____, 20 ____.

_____(SEAL)
(Name of Partnership, Joint Venture
or Limited Liability Company)

BY: _____(SEAL)

BY: _____(SEAL)

(Typed name of individual
Witnessed or Attested By: whose signature appears above)

Typed name of person witnessing or attesting
and title if applicable

3. **IF PROPOSAL IS BY A CORPORATION**, this form must be dated and signed here by (i) President or Vice President, and (ii) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer with (iii) the corporate seal affixed. If this form is not so signed, a duly certified corporate resolution authorizing the form of execution used must be attached.

This _____ day of _____, 20_____.

Corporate or business name of Proposer

CORPORATE SEAL:

State of Incorporation

Signature of President or Vice President

(Typed or printed name and title)

Signature of Secretary or
Assistant Secretary,
Treasurer or Assistant Treasurer

(Typed or printed name and title)

and all loss and damage (including reasonable attorney's fees) which the City may sustain by reason of any failure or default on the part of the Principal, then this obligation shall become null and void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that no suit, action or proceeding by reason of any default whatever shall be brought on this bond after ___ (__) years from the day on which the term of the Agreement expires.

AND PROVIDED, that any amendments which may be made in the terms of the Agreement or any forbearance on the part of either the City or the Principal to the other shall not in any way release the Principal and the Surety or Sureties, or either or any of them, their heirs, executors, administrators, successors or assigns from their liability hereunder, notice to the Surety or Sureties of any such amendment or forbearance being hereby waived.

WITNESS WHEREOF, the above bound parties have executed this instrument under their several seals, this _____ day of _____, 20__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In the Presence of:

Principal

Address

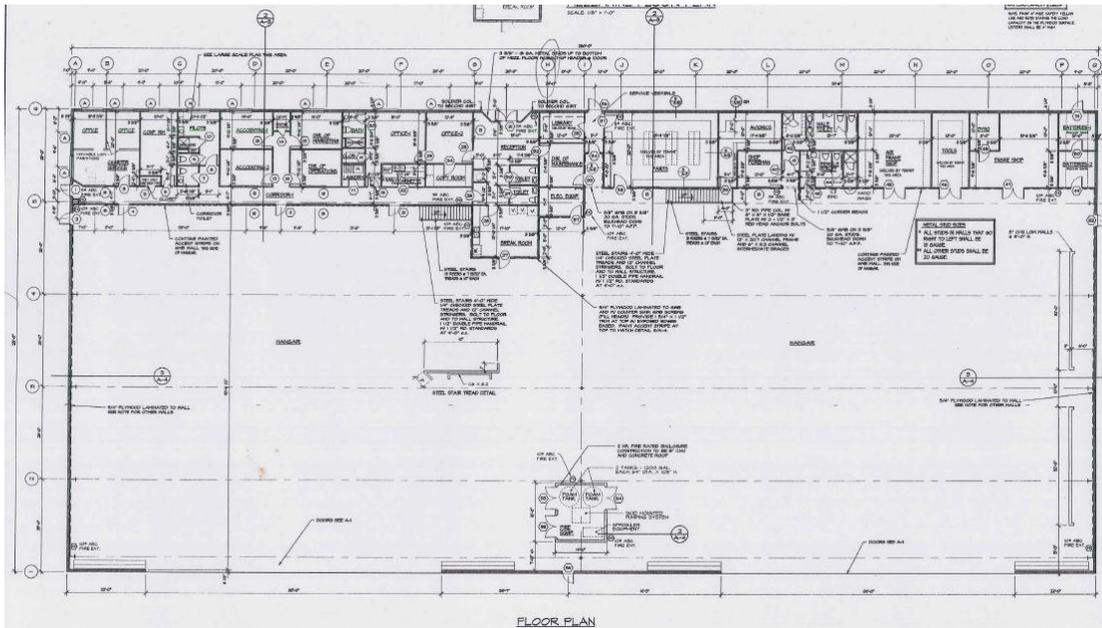
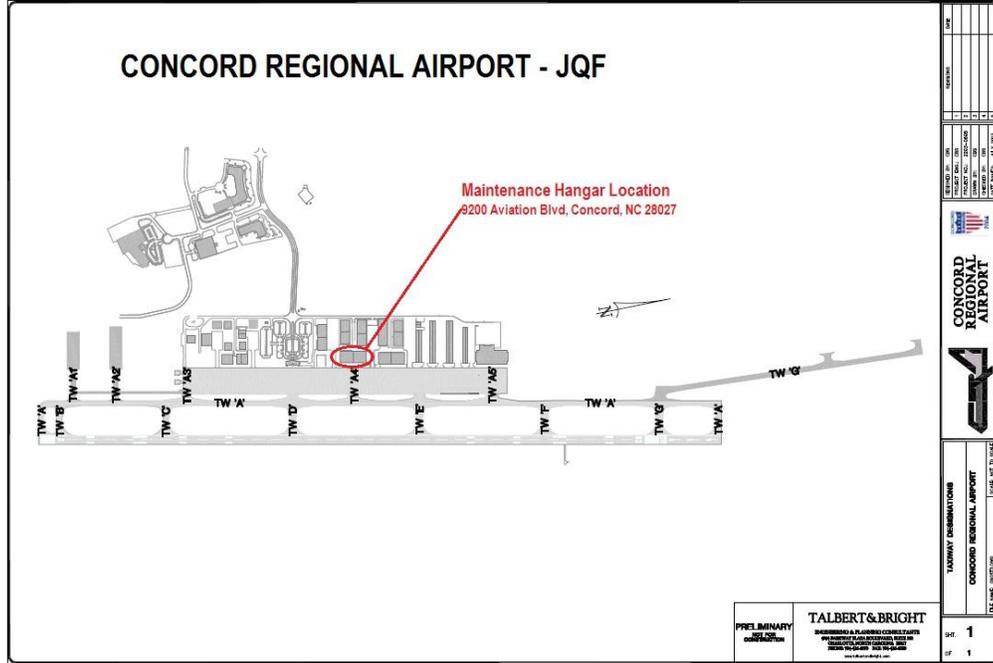
If Corporation, affix seal
and attestation:

Surety

Attest By: _____

(Seal) Address

EXHIBIT E AIRCRAFT SERVICE FACILITY



Hangar "M"
Building & Hangar Information and Square Footage

Building

Overall Dimension 280' 0" X 125" 0" 35,000 Sq. Ft.

Fire Suppression System

Offices and Shops	Water Sprinklers Only
Offices and Shops	Pull Stations and Smoke Detectors Offices and HVAC Ducts
Hangar	Water Sprinklers and Hangar Floor Level Foam Cannons - 3% AFFF
Hangar	Foam Pull Station and Flame Detectors

Mechanical Systems

Offices and Shops: Heat Pumps for Heat and Air Conditioning
Hangar: Propane Infrared Radiant Tube Heaters

Electrical Systems

Available Power 115 Volt, 208 Volt 3-Phase, 480 Volt 3-Phase

Miscellaneous Items

Hangar Floor Drains Connected to an Oil/Water Separator

Air Compressor

Door Locks – Corbin Russwin IC (Interchangeable Core Design)

Dumpster Site Located in Parking Lot

Hangar Doors: 80' 0" Wide X 28' 0" High

Hangar Floor: Epoxy Paint – Light Gray

Fire Station 6 Located within 150' of Building

Utilities: City of Concord – Water, Sewer, and Electricity paid by tenant

Propane Service: (4) 500 gallons Propane – Provider selected and paid by tenant

Dumpster Service: Provider selected and paid by tenant

Maintenance of Facilities: Provided by Tenant and includes such items as Janitorial Service, Dumpster Service, Consumable Items (lighting bulbs, toilet paper, hand soap, paper towels, etc.) Air Compressor Maintenance, HVAC Units, Fire Alarm Monitoring, Hazardous Waste Disposal and Cleanup, Security, Oil/Water Separator Maintenance and Disposal, Internet Service, Telephone Service, Emergency Lighting, Fire Extinguishers, and Signage just to mentions just a few of the items that are the tenant responsibility.

Fire & Life Safety:

- Sprinkler and Foam Suppression System – Maintained by CRA
- Sprinkler and Foam Suppression Annual Inspection – CRA
- Fire Alarm System – Maintained by CRA
- Fire Alarm Annual Inspection - CRA
- Fire Extinguishers – Tenant
- Fire Extinguishers Annual Inspection – CRA

EXHIBIT F
CITY OF CONCORD RATES AND CHARGES ORDINANCE

FY 2012-13 ADOPTED FEES, RATES AND CHARGES SCHEDULE

(Effective July 1, 2012 unless otherwise noted, or first applicable billing cycle for Utilities; Fees subject to change by Council.)

AVIATION

DAILY RATES

Category I	Remain Over Night (RON): \$15.00; Hangar In Common (HIC): \$30.00; Landing: \$12.00 All Cessna 100/200 Series Models, Tripacer, Colt, Comanche, Cherokee, Pacer, Musketeer, Bonanza, Mooney, Rockwell Commander, Lance, Arrow, Cirrus.
Category II	RON: \$20.00; HIC: \$40.00; Landing: \$20.00 Cessna 310, 335, 336, 337, 401, 402, 411, 414, 421, - All 300's/400's, Aztec, Apache, Navajo, Twin Comanche, Duke, Baron, Duchess, Seminole, Seneca, Aerostar, Saratoga, Malibu.
Category III	RON: \$25.00; HIC: \$50.00; Landing: \$50.00 Kingair, Twin Beech (D-18), Queenair, Aero/Grand Commander, Cheyenne, Turbo-Commander, Conquest, MU-2, Metroliner, Merlin, Caravan, Jetstream, Avanti, Palatus.
Category IV	RON: 30.00; HIC: \$80.00; Landing: \$60.00 Lear, Citation, Jet-Commander, Saber-liner, Hansa, Lodestar, Westwind, Starship, Diamond, Beech Jet, Falcon 10, Astra, Premier, Beach 1900, Beachjet 400, Hawker 700, Hawker 800, Hawker 1000.
Category V	RON: \$40.00; HIC: \$120.00; Landing: \$90.00 Falcon 20, 50, 200, 900, G-I, II, III, IV, V, Jetstar, DC-3, DH-8, Shorts 360, SAAB 340, Challenger, Twin Otter Challenger 601, Challenger 604, Regional Jet, EMB 120, ERJ 135, 145, Galaxy, ATR 42, Fokker 50.
Category VI	RON: \$90.00; HIC: \$160.00; Landing: based on aircraft gross landing weight: (\$2 per 1,000 LBS) DC-8, DC-9, 727, 737, BAC1-11, Convair 440, 640, 580, MD80, Global Express, Saab 2000.
Helicopters	RON: \$20.00; HIC: \$50.00; Landing: \$20.00

T-Hangar:	
Single Engine	\$ 45.00/day
Twin Engine - piston	\$ 50.00/day
King Air 90 and 100 series	\$ 75.00/day

MONTHLY RATES

Open Tie-Down:	
Category I	\$ 65.00/month
Category II	\$ 95.00/month
Category III	\$130.00/month
Category IV	\$180.00/month
Category V	\$230.00/month
Category VI	Negotiated
T-Hangars:	
T-10	\$245.00/month
T-40	\$270.00/month
T-50	\$370.00/month

Hangar In Common Monthly Rate starting at \$188.00 for a small single engine up to \$1,345.00 for a Gulfstream V. All aircraft larger than a Gulfstream V will be at a negotiable rate.

HIC - Helicopter (Jet Ranger, Hughes 500, Astar)	\$284.00/month
HIC - Helicopter (S-76, Bell 222)	\$389.00/month
Terminal Office Space	\$1.39 month/sq foot
HIC Office Space	\$1.35 month/sq foot
Modular Building Office Space	\$1.35 month/sq foot
Terminal Counter Space	\$200.00/month plus % of gross
Terminal General Merchandise	Negotiated Rate plus % of gross
Mailbox Rental	\$ 20.00
Advertising Agency Fee	Negotiated
Lobby Advertising	Negotiated

PRIVILEGE / OPERATING FEES:

(ALL COMMERCIAL AERONAUTICAL OPERATORS MUST ALSO HAVE WRITTEN AGREEMENT WITH CITY)

Fixed Base Operation – Full service (excluding fueling)	\$2,000.00 /month
Fixed Base Operation – Aircraft Airframe / Engine Maintenance	\$300.00 /month
Fixed Base Operation – Specialized Repair (ie Avionics)	\$300.00 /month
Fixed Base Operation – Aircraft Charter & Air Taxi	\$300.00 /month
Fixed Base Operation – Air Cargo	\$200.00 /month*
Fixed Base Operation – Flight Training	\$300.00 /month*
Fixed Base Operation – Ground Classroom or Sim. Training	\$300.00 /month*
Fixed Base Operation – Banner Tow / Aerial Advertising	\$100.00 /day or \$50 per banner
Fixed Base Operation – Aircraft Management / Fractional	\$300.00 /month
Fixed Base Operation – Pilot Check Ride	\$50.00 /month
Fixed Base Operation – Aircraft Sales	\$300.00 /month
Fixed Base Operation – Aircraft Cleaning	\$275.00 /month*
Fixed Base Operation – Medical Services (Physicals)	\$90.00 /month
Fixed Base Operation – Aircraft Hangaring (per aircraft)	\$200.00 /month
Fixed Base Operation – Pilot Services	\$300.00 /month
Fixed Base Operation – Aircraft Rental	\$300.00 /month
Fixed Base Operation – Aircraft Ground Services	\$300.00 /month
Fixed Base Operation – Aircraft Line Services	\$300.00 /month
Fixed Base Operation – Aerial Photography	\$200.00 /month
Fixed Base Operation – Other	Negotiated
Non-Based Operations - (no based aircraft or office space lease)	\$300.00 / month minimum. Actual fee negotiated after review of proposed operations.

MISCELLANEOUS FEES

Commercial Aircraft Terminal Fee	\$300.00/operation
Commercial Aircraft Ramp Fee	\$350.00/aircraft arrival
Baggage Handling Fee	\$ 4.00/passenger (\$200.00 Minimum Charge)
Aircraft Tow	\$ 10.00 (Category I, II); \$14.00 (Category III, IV); \$20.00 (Category V)
Exclusively Leased or Privately Owned Hangar Aircraft Tow	\$15.00 (Category I, II); \$20.00 (Category III, IV); \$25.00 (Category V)
Auxiliary Power Unit	\$ 5.00 Engine Start Only; \$5.00/15min. of Continuous Use
Wash Rack	\$10.00 single; \$15.00 twin
Self-Maintenance Hangar	\$ 5.00/hour (Reservations required-more than 24 continuous hours requires Aviation Director approval)
Potable Water	\$20.00
Lavatory Service	\$40.00
T-Hangar Cleaning	\$50.00
Defueling Cart	\$15.00/day (No charge for first day use)
Re-coring tenant locks on T-hangars	\$50.00 (when tenant loses keys)
Extra keys	\$ 5.00 each for tenants
Helicopter Platforms	\$60.00/month or \$10.00/day
Blimp Mooring	\$60.00/day
Commercial Helicopter Shuttle	\$50.00/trip or \$100.00/day per helicopter
Terminal Conference Room	<u>Full room</u> \$200/day or \$100/half day; includes coffee service (can accommodate 24) <u>Half room</u> \$100/day or \$50/half day; includes coffee service (can accommodate 12)
Training room (Hangar A)	\$200.00/day or \$100/half day (can accommodate 50)
Catering Delivery	10% surcharge added to retail price of catering order
Catering Pick-up	25% surcharge added to retail price of catering order
Set up fee and clean up fee	\$50.00 (set up); \$50.00 (clean up)
Hangar Rental Special Events	\$750.00/day
Special Event Site Fee	\$500.00/day

Video Conferencing	\$50.00/hour
Xerox Copies	\$ 0.25/page
Fax Service	Local \$1.00/page; long distance \$2.00/page
Notary Public	\$ 3.00
Audio/Visual	\$20.00/day
Off-site Rent-a-car pick-up / drop-off (Companies must submit activity report to City or \$300 will be charged)	\$ 5.00 per car or \$300.00/month
Limousine	\$ 5.00/load or \$30.00/car/month
Shuttle Bus	\$ 5.00/load or \$30.00/bus/month
Taxi Cab	\$ 5.00/load or \$30.00/car/month
Annual operating decal fee for all limousine taxicab shuttle companies (fee is for unscheduled carriers)	\$50.00
City Assistance	\$25.00/hr minimum (includes administrative research and document preparation)
Aircraft Debris Removal (Accident)	\$200.00 minimum fee + \$75.00/hour
Loss Revenue (Accident)	TBD
Outside Vendor	Per event (percentage of gross or set fee)
Office Janitorial Service	\$10.00/day or \$100.00/month (vacuum, dust, and trash disposal)
Vacuum Rental	\$20.00
Coffee	\$ 4.00/pot
Ice	\$ 1.50/bag
Fuel & Oil	Per fuel policy of minimum margin as set in budget
Self-Fueling Flowage Fees	Determined by an accounting study of Airport expenses

- 1) Late Charge:
 - i) A late charge of 1 ½ percent is charged on all unpaid balances. A late fee applies if payment is not paid by the 26th day, in accordance with City of Concord Policy.
- 2) Security Deposits:
 - i) All hangar rentals are required to deposit an amount equal to one month's rental.
- 3) On Account (Monthly Fuel Billing):
 - i) All Customers wishing to bill fuel on account must sign a "Guarantee of Payment" and complete a "City of Concord Regional Airport Credit Application." Only those customers having a satisfactory credit rating are allowed to bill fuel on account.
- 4) Partial Payment Application:
 - i) Partial payments are applied first to the oldest invoices or any delinquent charges first, unless otherwise specified. Customer is responsible for remaining past due amounts and is subject to any liens or lease termination per Aircraft Storage Permit.
- 5) Check Cashing:
 - i) Checks are not accepted for accounts terminated due to non-payment and /or returned checks.
 - ii) No third party checks will be cashed.
- 6) Returned Check Charge:
 - i) There is a \$25.00 service charge for returned checks. It is the City of Concord's Policy to process Non-sufficient Funds (NSF) checks twice before being returned from the bank. If the City receives two NSF checks in a sixty-day (60) period, accounts are placed on and marked "CASH-ONLY" for a one (1) year period. "CASH-ONLY" status is reviewed after one year.