

**Lebanon Municipal Airport
Fixed Base Operator Proposals
April 6, 2022**

The City of Lebanon is accepting written proposals for Fixed Base Operator (FBO) services and lease of certain facilities at the Lebanon Municipal Airport.

These facilities are located at 200 Aviation Way, Lebanon, TN 37090.

Available facilities include the terminal building, maintenance hangar, and other specific buildings.

Exhibit A shows approximate dimensions of facilities. Terminal building is two stories.

The Lebanon Airport FBO must provide for fuel sales, maintenance service, flight training (see Draft FBO Lease Agreement Section 5.0 g), aircraft rental, etc., in a friendly and professional atmosphere.

Interested parties shall provide a proposal to include previous FBO experience, type of corporation (number of employees, officers, etc.), partners and/or financial backers, business financial statements for 2018, 2019, and 2020; character references, credit references, and a five (5)-year business plan.

The business plan shall identify any and all other businesses which generate revenue, benefit, and/or provide service(s) on, to, or from the airport facilities.

Use of facilities shall comply with all airport rules, regulations and guidelines as well as local codes, Tennessee Department of Transportation's Office of Aeronautic regulations and Federal Aviation Administration regulations.

Proposals shall explain the proposed use for the facilities and benefits to the aviation community, Lebanon Municipal Airport and the City of Lebanon.

Proposals shall include a general statement indicating anticipated improvements by user to facilities to accommodate the proposed use.

The DRAFT FBO Lease Agreement would need to be negotiated and executed.

Proposals shall indicate the monthly rent to be paid to the City of Lebanon as compensation for lease of certain facilities.

Written proposals shall be sealed and delivered to the office of the Commissioner of Public Services at: City of Lebanon, 200 North Castle Heights Avenue Suite 300, Lebanon, TN 37087, Attn: Jeff Baines.

The facilities shall be available for viewing/inspection/tour Wednesday, April 20, 2022, at 10:00 a.m. Site tour will be led by City of Lebanon representative(s) and the Lebanon Airport Commission Chairman.

All proposals must be submitted by 4:00 p.m. local time on Thursday, May 12, 2022.

Upon receipt of the proposals, the Lebanon Airport Commission Chairman shall appoint a subcommittee of two members along with the City of Lebanon Commissioner of Finance and Commissioner of Public Services to review and evaluate proposals.

Proposals shall be evaluated based on performance in airport operations, previous FBO experience, financial stability, compensation requests, reasonable competitive advantages offered by the agency, etc.

Upon review by this group, a recommendation shall be submitted to the Airport Commission for review and recommendation to Mayor and City Council.

The subcommittee may request additional information as deemed appropriate to successfully evaluate all proposals.

The City of Lebanon reserves the right to reject any and/or all proposals.

If you have any questions, you may contact either of the following individuals:

Jeff Baines, Commissioner of Public Services
City of Lebanon
615-443-2824

William Westmoreland, Chairman
City of Lebanon Airport Commission
615-971-9443

To view the exhibits, visit lebanontn.org, Business and Bid Opportunities.