



**Roanoke Regional Airport Commission
RFP # 24-006
Development, Management and Operation of Full-Service Fixed Based Operator**

**Addendum #3
December 18, 2023**

The contents of this addendum represent solicitation questions and answers, notes, changes, additions or clarifications to the specifications. A conformed copy of the RFP reflecting all changes from Addendum #3 is also included as a separate attachment if needed.

I. Questions and Answers:

Q1. If the capital investments (e.g., terminal relocation, new ramp area, new fuel farm, etc.) and Minimum Annual Guarantee levels necessitated by the RFP minimum requirements are not meeting reasonable financial criteria, will the Authority consider proposals with alternate capital investments and Minimum Annual Guarantee? Are there options to proceed other than giving notice that a response is no viable or a proposal that demands escalating pricing structures to the Airport’s customers?

A1. **RRAC’s intent is to find the best possible partner to transform general aviation at Roanoke-Blacksburg Regional Airport. As such, we eliminate the required amount of a \$650,000 Minimum Annual Guarantee, but we require Offerors to propose their own Minimum Annual Guarantee. In addition, while significant capital investment is required, RRAC eliminates the minimum capital investment amount and invites all interested bidders to propose a reasonable amount of capital investment. RRAC retains the right to reject all offers.**

Q2. We are hoping for a bit more clarity on the question 11 from Addendum 2. Could you complete the following table indicating which of the fees below quality towards the MAG?

Charge/Remittance Type	Included in MAG (Y/N)
Fuel flowage fees	

Percentage of gross revenues from FBO to the RRAC (min 8% in RFP)	
Landing fees	
Management fees derived from RRAC properties	
Ground rent from the FBO to the RRAC	
Rents/subleases from tenants to the FBO derived from RRAC properties	
Rents/subleases from tenants to the FBO on FBO leased premises	
Fuel sales from FBO to private aviation customers	
Fuel sales from FBO to airlines	

- A2. The Minimum Annual Guarantee calculation will consider a gross of all payments made by the FBO to RRAC, excluding fee remittances or other any amounts that are set by and simply collected for and on behalf of the RRAC, i.e. landing fees, fuel flowage, etc...

End of Addendum #3