



# City of Lebanon, New Hampshire Airport Department

## Request for Proposals

“Design, Develop, Market, and Operate a Hangar Facility  
in the Executive Ramp  
at Lebanon Municipal Airport in West Lebanon, New Hampshire”

Proposals must be received by mail or Hand Delivered in a sealed envelope and marked “Executive Ramp Leasehold” to: Lebanon Airport – Attn: Carl Gross, 5 Airpark Road, West Lebanon, NH 03784 at the Lebanon Municipal Airport by 4:00PM on June 4, 2021 4:00PM, June 4, 2021

*The date and time proposal submittals are due shall be strictly observed.*

**CITY OF LEBANON**  
**Airport Department**  
**Attn: Carl Gross, Airport Manager**  
**5 Airpark Road**  
**West Lebanon, NH 03784**  
[carl.gross@lebanonnh.gov](mailto:carl.gross@lebanonnh.gov)

**Request for Proposals**  
**Design, Develop, Market, and Operate Space within the Executive Ramp at**  
**Lebanon Municipal Airport in**  
**West Lebanon, New Hampshire**  
**April 9, 2021**

**INTRODUCTION**

The Lebanon Municipal Airport (“Airport”) is located in the vicinity of a bustling shopping district off of Route 12A in West Lebanon, New Hampshire. It is in the center of an industrial park that was developed by the City of Lebanon in the 1980’s. The Airport’s current air carrier is Cape Air based in Hyannis, Massachusetts. Cape Air provides daily service to Boston (4 roundtrips per day) and White Plains/Midtown Manhattan, New York (2 roundtrips per day). The Airport provides facilities and services to commercial, corporate, and general aviation communities in the Upper Valley/Dartmouth/Lake Sunapee Region. It serves as home base to 55+ small and large aircraft. General Aviation services are provided by Granite Air Center, the Airport’s primary Fixed Based Operator. General Aviation services are also provided by Sharkey’s Helicopters, a midsize helicopter company that specializes in Bell and Enstrom. Upper Valley Flying Club provides airplane flight instruction and Sharkey’s Helicopters provides helicopter flight instruction. A number of corporate turboprop and jet aircraft are based at the Airport. The airport is frequented by all sizes of corporate aircraft arriving from all over the world. Business jet aircraft regularly depart the Airport on non-stop flights throughout the continental US, Canada, Mexico, Central America, South American the Caribbean, and Western Europe. The Airport has an Air Traffic Control Tower and 5,496-foot and 5,200-foot long runways.

The City of Lebanon (“City”) is looking for interested persons to submit proposals to lease and non-exclusively license (for predominantly aviation uses) and provide services (predominantly aviation services) in a **101,710 sq. ft.** area reserved on the airport’s Executive Ramp for a hangar/building facility. The proposed leasehold area includes area for parking, hangar/offices, and aircraft parking.

The lease and license area (“Premises”) were constructed in 2007 as part of the Airport’s Executive Ramp hangar and tiedown project.

The purpose of this Request for Proposals (“RFP”) is to receive suggestions for potential uses that provide both a high quality of service and broad customer appeal, while providing the most beneficial conditions for the Airport.

The City is requesting proposals from experienced and qualified entities / firms who are capable of designing, developing, marketing, and operating this space.

## PART 1 – SITE DESCRIPTION

Located at the southwest area of the Airport within the so-called “Executive Ramp”, on Airpark Road is located in a 101,710 sq. ft. area (the “Premises”). The location of the Executive Ramp and the Premises sited are shown on Figures 1 and 2. The Premises include an 9,880 sq. ft delivery/parking area to the west measuring 40 feet X 247 feet (**Area “A”**), a 40,800 - 45,000 sq. ft Building Lot measuring 300 feet wide and 136 feet to 150 feet deep <sup>1</sup> 150 feet X 300 feet (**Area “B”**), a 16,800 SF Hangar Frontage area measuring 300 feet X 56 feet (**Area “C”**), a 24,000 - 28,200 sq. ft. paved ramp area measuring 300 feet wide and 80 feet to 94 feet deep, <sup>2</sup> (**Area “D”**), and a 6,030 sq. ft. paved ramp area (**Area “E”**).

As noted in Figure 3 and Figure 4, the southerly limit of the premises defined by a line 84 feet from the north face of the City's T-Hangars. The easterly limit of the aircraft parking ramp is defined by a line 70 feet from the existing taxi lane (per FAA AC 150/5300-13 to accommodate aircraft with a wingspan of up to 100 feet. The northerly limit of the Premises is defined by the edge of pavement of the Executive Ramp.

## SUMMARY

The total 101,710 sq. ft Premises is within the Airport’s so-called “Executive Ramp” area. Access to the Executive Ramp area is presently from Airpark Road via a card-controlled gate. The security fence and card-controlled gate would be realigned by the lessee, at their expense (as approved by the Airport Manager) to provide public access to the delivery/parking area and west face of the lessee’s building. Direct airfield access from the Premises would be gained via Taxiway “A2” and Taxiway “A”. Within the Executive Ramp area to the south of the Lease Premises are the City’s two 10-space T-Hangars and seven-space tiedown Area. As mentioned above, the 101,710 sq. ft. Premises include:

- Area “A”: A 40-foot X 247-foot (9,880 sq. ft.) paved delivery/parking area.
- Area “B”: A 300-foot wide by 136-foot to 150-foot deep building area (40,800 - 45,000 sq. ft.) with full utilities provided.
- Area “C”: A 300-foot wide by 56-foot deep Hangar Frontage Area (16,800 sq. ft.) paved ramp adjacent to the east.

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<sup>1</sup> The maximum depth of the hangar is 150 feet to allow for proper hangar frontage and ramp access (which would allow for an Area “D” depth of 80 feet. The minimum allowable hangar depth is 136 feet (which would allow for an Area “D” depth of 94 feet). The layout with a 150-foot depth is shown on Figure 3 and with a 136-foot depth is shown on Figure 4.

<sup>2</sup> The maximum depth of the hangar is 150 feet to allow for proper hangar frontage and ramp access (which would allow for an Area “D” depth of 80 feet. The minimum allowable hangar depth is 136 feet (which would allow for an Area “D” depth of 94 feet). The layout with a 150-foot depth is shown on Figure 3 and with a 136-foot depth is shown on Figure 4.

- Area "D": A 300-foot wide by 80-foot to 94-foot deep paved ramp (24,000 sq. ft to 28,200 sq ft. paved ramp to the east.
- Area "E": A 6,030 Sq ft. paved ramp at the northeast corner of the Premises.
- Note Areas "A", "B", and "C" would be included in the leasehold portion.
- Areas "D" and "E" would be included in the non-exclusively licensed portion of the Premises.
- A draft lease/license for the Premises are available at <https://lebanonnh.gov/150/Airport>.
- The leasehold area may change based on proposer's input on depth of hangar (Area "B") and resultant depth of ramp (Area "D").
- All capital costs for improvement to the premises that are leased will be the responsibility of the lessee.

## PART 2 – GUIDELINES AND REQUIREMENTS FOR PROPOSAL SUBMITTAL

### DESCRIPTION OF USE

All proposers are asked to specifically describe the type of use/s they plan to implement in this location. Consideration will be given to proposals that enhance the passenger/customer experience and those that include leadership in energy environmental design (LEED) principals.

***Details for each of the following sections shall be required:***

#### 1. LETTER OF INTEREST

On company letterhead, on no more than three (3) pages, please provide a narrative containing the following:

- **Who You Are**  
What is the Name of Your Company? What is the Nature of your Business? How long have you been established?
- **Your Proposal**  
Please provide a brief Executive Summary of your proposed development and use of the site.
- **Why You and Your Concept Would Be Good for Lebanon Municipal Airport.**  
Please describe why you think your proposal would be best for the Airport, highlighting all benefits that you see as being unique in nature.
- **Insert and Complete the Following Text and Signature Blocks at the end of your Letter of Interest**  
“I hereby certify that the information provided herein is true and correct, and that I am authorized to sign on behalf of the business set out above. If requested by the City, I will provide, within ten (10) days of notice, any documents necessary to substantiate the information provided herein.

Signed: \_\_\_\_\_

Name (Please print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ FAX Number: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## **2. SITE PLAN**

Provide a Conceptual Site Plan in enough detail to clearly depict the intended arrangement of facilities and layout of the site. If phased development is planned, note the timeline for the various phases and depict those phases on the same or separate sheets.

## **3. REFERENCES**

Please provide at least three references who can speak to your business experience and ability to successfully develop and operate the proposed lease area(s).

## **4. FEE PROPOSAL & PROPOSED HANGER DEPTH**

As discussed below, the City recognizes that the responsibility, and all associated costs to make the necessary improvements to the existing facility will be borne by the Lessee. As such, the City will negotiate lease payments for an initial period of months (amount of time to be determined with successful lessee).

The City shall not be responsible for any costs associated with the required design, build-out of, or modifications or repairs to, the facility. All required permits directly tied to designing, developing, or operating the premises shall be the responsibility of the proposer. In addition, the selected proposer (lessee) will be responsible for all fees and taxes associated with the design, development, operation, and management of the premises.

***Please propose the depth of hangar to be built (must be between 136 feet and 150 feet).***

## **5. PROPOSED CAPITAL IMPROVEMENTS**

Please provide the City with a list of potential improvements (including estimated cost) you intend to make to the existing space(s) and which projects if any involve lessee capital improvements to City property.

## **6. PROPOSED LEASE TERM**

The City's preferred term is a 20-year lease with an option to extend for 10 additional years.

## **7. DISADVANTAGED BUSINESS ENTERPRISES GENERAL INFORMATION**

The City of Lebanon may be required to establish an Airport Concession Disadvantaged Business Enterprise ("ACDBE") Program for Lebanon Municipal Airport. Part of its federally approved FAA ACDBE Program, in accordance with 49 CFR Part 23, will include a Disadvantaged Business Enterprise ("DBE") participation goal for non-car rental concessions (see <https://lebanonnh.gov/DocumentCenter/View/4600/2017-ACDBE-Program-PDF?bidId=>).

The lease agreement resulting from this RFP may be subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23. The successful Proposer agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR Part 23.

The successful Proposer agrees to include the above statements in any subsequent sublease or contract covered by 49 CFR Part 23, that it enters into and shall cause those businesses to similarly include the statements in further agreements.

Please enter the ACDBE status of the Proposer and sub-lessees (if any).

## **PART 3 – SELECTION PROCESS AND EVALUATION CRITERIA**

### **SELECTION PROCESS**

- **May 4, 2021: E-mail notification that you intend to respond to this RFP is due to Carl Gross, Airport Manager at [carl.gross@lebanonnh.gov](mailto:carl.gross@lebanonnh.gov).**
- **June 4, 2021: Proposals must be received by mail or Hand Delivered in a sealed envelope and marked “Executive Ramp Leasehold” to: Lebanon Airport – Attn: Carl Gross, 5 Airpark Road, West Lebanon, NH 03784 at the Lebanon Municipal Airport by 4:00PM on June 4, 2021.**

The City reserves the right to accept or reject any and all proposals received as a result of this RFP. This RFP does not commit the City to award a Lease/License, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The City also reserves the right to modify or cancel this RFP, in part, or in its entirety, if deemed to be in the best interest of the City.

Once the deadline for submittal has passed, members of City staff will review all proposals. If any are found to be desirable, arrangements will be made for follow-up and selected Proposers will be asked to participate in a panel interview.

### **EVALUATION CRITERIA**

Proposals will be evaluated for completeness, a clear vision for development of the area, the proposer’s ability to finance and maintain the development, and a good faith effort towards encouragement of the participation of Disadvantaged Business Enterprises (“DBEs”) wherever practicable.

A Lease/License Agreement may be awarded for the proposal that best meets all the qualifications required by the City as set forth herein and offers the greatest overall benefit to the City. The City may choose to select a short list of the top-ranked Proposers who would then be asked to submit more detailed proposals for consideration.

## **PART 4 – AIRPORT GROUND LEASE AGREEMENT**

### **PROPOSED AIRPORT GROUND LEASE**

A proposed Airport Ground Lease can be found at <https://lebanonnh.gov/150/Airport> for your information only. Certain items such as firm name, lease rates, etc. would be completed upon Lease negotiations with the selected Proposer.

The City recognizes that the lease term should be enough to allow the Proposer to amortize the expense of construction of the proposed capital improvements over the life of the lease. The City recommends a lease term of ten (20) years, with an option for a 10-year extension, but is willing to consider revisions if the City determines it would be warranted by the amount of the proposed investment.

**NON-EXCLUSIVE LICENSE**

Based on the terms of the lease for Areas "A", "B", and "C"; a non-exclusive license for Areas "D" and "E" will be prepared and executed.

**TAXES AND INSURANCE**

Proposer shall be responsible for all property taxed associated with the leasehold and licensed area. Insurance required as part of the Lease will also be the responsibility of the lessee.