



**CITY OF SPRINGFIELD, MISSOURI
BY AND THROUGH ITS AIRPORT BOARD
SPRINGFIELD-BRANSON NATIONAL AIRPORT**

Attention: Joy Latimer, Legal Counsel
Email: jlatimer@flyspringfield.com
Phone: (417) 868-0500

**REQUEST FOR PROPOSALS (RFP) #004-2025
HANGAR LEASE(S) FOR
COMMERCIAL AERONAUTICAL ACTIVITY**

**RFP Due Date: FEBRUARY 27, 2026 at 3:00 P.M.
Springfield-Branson National Airport Administrative Offices
2300 N. Airport Blvd, Suite 100, Springfield, MO 65802**

Proposals will be received by the Springfield-Branson National Airport at the specified location until the time and date cited above. Only Proposals received by the specified due date and time will be accepted.

Proposals must be submitted in a sealed envelope with the Request for Proposal number, the Proposer's name, and address clearly indicated on the envelope. All Proposals must be completed in ink or typed and submitted by the time and date above. Failure to do so may result in your Proposal being rejected as non-responsive. **Emailed proposals will not be accepted.** Proposers are strongly encouraged to carefully read the entire Request for Proposal.

Proposers are to submit all pages of this RFP identified with "RETURN THIS PAGE" stated on the bottom right corner of said pages. Failure to do so shall render your proposal non-responsive.

The undersigned certifies that he/she has the authority to bind this company in a contract to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Company Name

Authorized Person (Print)

Address

Signature

City/State/Zip

Title

Telephone #

Fax #

Date

E-mail

Entity Type

RETURN THIS PAGE

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PART I

1.0 INTRODUCTION: Springfield-Branson National Airport is issuing this Request for Proposals for qualified parties interested in developing businesses to serve the general aviation community. Two hangars are available for this purpose, a 100' x 60' hangar at 2731 N. General Aviation Ave and a 100' x 90' hangar at 2711 N. General Aviation Ave. Both locations are well suited to house and conduct one or more commercial aeronautical activities such as aircraft maintenance, avionics, sales, and/or aircraft rental, although improvements are necessary, since both hangars were previously used for storage of corporate aircraft. NOTE: THE PROPOSER(S) AWARDED A CONTRACT WILL BE REQUIRED TO MAINTAIN THE HANGAR(S) THROUGHOUT THE LEASE TERM **AND** COMPLY WITH THE AIRPORT'S MINIMUM STANDARDS FOR COMMERCIAL ACTIVITY.

2.0 AIRPORT LOCATION:

2.1 Airport Location: SGF is the official identifier for Springfield-Branson National Airport and shall be referred to as such throughout this Request for Proposal. SGF is located within the city limits of Springfield, Missouri, in Greene County. The Airport is three miles northwest from the center of downtown Springfield. The official mailing address is:

Springfield-Branson National Airport
2300 N. Airport Blvd, Suite 100
Springfield, Missouri 65802

The airport consists of approximately 3,300 acres located in an area of gentle rolling terrain. The airport property generally consists of a 7,000' x 150' primary instrument runway (02-20), a 8,000' x 150' crosswind instrument runway (14-32), associated taxiways and aircraft parking ramps, air carrier terminal building, aircraft service buildings and hangars, agricultural land, a general aviation terminal, and an industrial park containing Missouri Army National Guard/AVCRAD, and air cargo facilities.

2.2 General Aviation/FBO Location: Springfield-Branson National Airport owns and operates the FBO, known as Midwest Premier. Midwest Premier is a 9,000 square foot facility that was completely remodeled in 2024. It is located off West Kearney Street at 2801 N. General Aviation Ave.

3.0 AIRPORT INVENTORY: At its public airline terminal, the Airport has commercial service operated by American, Delta, Allegiant, and United and their respective partners. There are currently 13 nonstop destinations. In the General Aviation area, there are approximately 20 corporate storage hangars. There are also 67 T hangars that house aircraft. The airport is served by two runways, Runway 2/20 and 14/32. There is an FAA Air Traffic Control Tower that is operated 24/7.

Other amenities and facilities include:

- Airport perimeter is fenced, gated, and monitored
- Rental Car Services
- Flight School

The services offered by Midwest Premier include:

- Full Service Fueling
- Power Support
- Towing

- Deicing Services
- Potable Water
- Lavatory
- Oil Service
- Flight Planning
- Pilot Lounges
- Corporate Hotel Reservations
- Event Space
- Fresh Market
- Courtesy Cars
- Shuttle Service

4.0 AVAILABLE HANGARS:

- 4.1 2731 N. General Aviation Ave was constructed in 1995 and has operated as a corporate aircraft storage hangar. It is approximately 6,000 square feet (100' x 60').
- 4.2 2711 N. General Aviation Ave was constructed in 2004 and has also used for corporate aircraft storage. It is approximately 9,000 square feet (100' x 90').
- 4.3 Detailed descriptions of the hangars, including photos are included in "Enclosure V."

5.0 **TIMELINE:** Timeline for RFP Process: The timeline listed below is the City's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule, but it may change due to different circumstances.

December 23, 2025	RFP posted
January 12, 2026	SGF staff will hold informational session at 1:30 p.m. at Midwest Premier
February 13, 2026	Questions due from proposers
February 20, 2026	SGF deadline to answer questions (addenda will be posted on Airport website)
February 27, 2026	RFP due
March 6, 2026	Committee's deadline to review and grade proposals
March 12-13, 2026	Committee will conduct interviews
April 16, 2026	Board meeting – Proposed contract(s) presented to Airport Board for approval

PART II**STANDARD INSTRUCTIONS TO PROPOSERS AND CONDITIONS OF REQUEST FOR PROPOSAL****1.0 PREPARATION OF PROPOSALS:**

1.1 By submitting a proposal, the Proposer certifies that he/she has fully read and understands the proposal.

1.2 All proposals submitted shall be binding for ninety (90) calendar days following the opening.

2.0 SUBMISSION OF PROPOSALS: A proposal submitted by a Proposer must (1) be manually signed; (2) contain all information required by the Request For Proposal; (3) be delivered in person no later than the exact time and date specified in this Request For Proposal.

2.1 Incurred Expenses: The City is not responsible for any expenses which Proposers may incur in preparing and submitting Proposals called for in this Request for Proposal.

2.2 Late Proposals: Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely uploading of the Proposals to the location designated for receipt of Proposals. All Proposals will be received at the time and place specified and made available for public inspection when a fully executed contract is in place.

2.3 Completeness: All information required by the Request for Proposal must be supplied to constitute a responsive Proposal. The City of Springfield reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFP does not affect this right. **Proposers are to submit all pages of this RFP identified with "RETURN THIS PAGE" stated on the bottom right corner of said pages. Failure to do so shall render your proposal non-responsive.**

3.0 LEGAL NAME AND SIGNATURE: Proposals shall clearly indicate the legal name, address, e-mail address, telephone number, and email address of the Proposer (company, firm, corporation, partnership, or individual). The signer shall have the authority to legally bind the company to the submitted Proposal. Failure to properly sign the Title-Signature Page shall invalidate same, and it shall not be considered for award.

4.0 CLARIFICATION AND ADDENDA:

Each Proposer shall examine the Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Request for Proposal shall be made to Airport Legal Counsel, Joy Latimer, via email, jlatimer@flyspringfield.com. The Airport shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given.

5.0 RESPONSIVE AND RESPONSIBLE PROPOSER: To be considered a responsive Proposer, the Proposer shall submit a Proposal which meets the minimum requirements set forth in the Request for Proposal as detailed in Form No. 3, "Proposed Hangar Usage and Planned Improvements."

6.0 RESERVED RIGHTS:

- 6.1 The City reserves the right to make such investigations as it deems necessary to make the determination of the Proposer's responsiveness and responsibility.
- 6.2 The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

7.0 RIGHT TO PROTEST:

- 7.1 Protestors shall seek resolution of their complaints with the Director of Aviation.
- 7.2 Any protest shall state the basis upon which the solicitation or award is contested and shall be submitted within thirty (30) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.

8.0 APPLICABLE LAW: All applicable laws and regulations of the State of Missouri and the City of Springfield, Missouri shall apply to any resulting contract.

9.0 JURISDICTION: This RFP and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this contract be litigated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

10.0 CONFLICT: No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Contract. A violation of this provision renders the Contract void. Any applicable federal regulations and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated. Proposer covenants that it presently has no interest and shall not acquire any interest, of a direct or indirect nature, which would conflict in any manner or degree with the performance of services to be performed under this Contract. Proposer further covenants that in the performance of this Contract no person having such interest shall be employed or compensated by Proposer. City of Springfield Charter Sec. 19.16 also prohibits City board members from contracting with the department the board administrates or with the board he or she is a member of. Please be aware that you have a duty to disclose any member of your business that has a position on a City of Springfield board or commission, is a City Council Member, a City employee, or the spouse or dependent child of a City employee. Failure to do so may render the contract with the City of Springfield void and result in the board member or City Council member or City employee forfeiting his or her job with the City. Additionally, it may be a violation of state law. If you would like more information on this contact the City or review City Charter Section 19.16 and Section 105.452 RSMo.

NOTE: COMPLETION AND SUBMITTAL OF FORM NO. 6.0 CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST MUST BE SUBMITTED WITH YOUR BID RESPONSE TO BE CONSIDERED RESPONSIVE.

11.0 DEBARMENT AND SUSPENSION STATUS:

- 11.1 **Proposer** is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is **Proposer** an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.
- 11.2 **Proposer** has not within a three year period preceding this Invitation been convicted of or had a civil suit judgment rendered against **Proposer** for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.

11.3 Proposer is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.

11.4 Proposer has not, within a three-year period preceding this RFP, had any government (federal, state, or local) transactions terminated for cause or default.

12.0 RFP FORMS: Proposers must use the Request for Proposal Forms furnished by the City. Failure to do so shall be grounds for rejection of the proposal. Proposers must indicate any exceptions to the City's requested specifications and/or terms and conditions, on the RFP Affidavit of Compliance. **Taking exception to the specifications and/or terms and conditions MAY render the Proposer's proposal non-responsive and may remove it from consideration for award (depending on the Proposer's noted exceptions).** All exceptions will be reviewed on a case-by-case basis. If no exceptions are noted Proposers must fully comply with the City requested specifications, requirements, and terms and conditions. By signing the Affidavit of Compliance without taking exception to this solicitation you are hereby agreeing to the City's terms and conditions as stated herein. If you disagree with any part of this document, you must state the exception on the Affidavit of Compliance. Additional terms and conditions submitted with your response without taking exception to the solicitation will not be considered and will not become a part of the contract if your proposal is accepted.

13.0 REGULATIONS: It shall be the responsibility of each Proposer to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.

14.0 PROPOSAL OPENING: A public opening shall take place at the date and at the time specified on the Title Signature Page. Only the name of the Proposers that submitted Proposals will be read aloud. All other information shall remain confidential during the evaluation process. After a fully executed contract is in place, Proposer may request a debriefing and Proposal files may be examined during normal working hours by appointment.

15.0 REQUEST FOR ADDITIONAL INFORMATION: The Proposer shall furnish such additional information as the City of Springfield may reasonably require. This includes information which indicates financial resources as well as ability to provide services. The City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate.

16.0 CONTRACT DOCUMENTS: If it is determined that a contract be issued via this solicitation, the contract between the City of Springfield and the Contractor shall generally consist of: (1) applicable contract document, (2) the Request for Proposal, and any addenda thereto and, (3) the Proposer's proposal, as accepted, submitted in response to the Request for Proposal, and (4) any negotiated Best and Final Offer. Any agreement, contract, or purchase order resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City.

PART III
FORMAT, CONTENT, AND SUBMISSION OF PROPOSALS

- 1.0 FORMS AND ATTACHMENTS:** The Affidavit of Compliance Form is required to be submitted with your Proposal. Any exceptions to the RFP terms, conditions and requirements shall be stated on this form. The Proposal shall be signed by a party authorized by law to bind the Proposer, such as an officer listed on a corporation's filing with the Missouri Secretary of State, an owner, or a managing member of an LLC or partnership.
- 2.0 PROPOSAL DUE DATE:** Proposals shall be delivered **in person** to the Airport Administrative Offices, 2300 N. Airport Blvd, Suite 100, Springfield, MO 65802 by **February 27, 2026 at 3:00 p.m.** Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Commercial Hangar RFP
IFB: 004-2025
Attention: Joy Latimer

- 3.0 ADDENDA:** If it becomes necessary to revise or amend any part of this Request for Proposal, an addendum will be posted on the Airport's website at <https://www.flyspringfield.com/bizwithsgf>

4.0 SELECTION PROCESS:

The proposals will be evaluated by a Selection Committee comprised of selected representatives from airport management and the Airport Board.

Step One: Evaluation of Responsive Proposals:

- a. Members of the Selection Committee will review and rate each responsive proposal based on the following criteria:
 - Quality and completeness of Proposal
 - Company experience
 - Hangar usage and proposed improvements
 - Financial compensation (rent and share of gross receipts)
- b. The Proposal Ranking Score Sheet for the evaluation of the proposals is included as Enclosure I of this document. The Evaluation Committee may request additional submittals. Scores identified on the Proposal Ranking Score Sheets submitted by the Evaluation Committee will be utilized to create a Composite Proposal Score Sheet. **The Proposal scores will count for 25% of the total score.**

Step Two: Short List Interviews

- a. The Proposal Evaluation Composite Score Sheet, based on the evaluation of responsive proposals, will produce a list of the top-rated proposals that may be selected for interviews (short list). Oral interviews, during which the Proposers will make a presentation, will be conducted in order to make a final determination of the top-ranking firm if the City determines interviews are necessary.
- b. Members of the Selection Committee will review and rate each interview based on the following criteria:

- Overall quality of presentation
 - Public benefit of proposed services
 - References
 - Ability to provide proposed services
 - Facility improvements and investment plan
 - Financial compensation
 - Compliance with minimum standards
- c. The Interview Ranking Score Sheet for the evaluation of interviews is included as Enclosure II of this document. Scores identified on the Interview Ranking Score Sheets submitted by the Evaluation Committee will be utilized if applicable to create a Composite Interview Score Sheet.
- d. The Project Manager checks reference(s) once a short list is determined. A reference check information memo is prepared by the Project Manager and distributed to the interviewing committee. Reference check information may be considered part of the interview process and is taken into consideration pertaining to the firm's Experience & References criteria.
- e. Upon selection of the top-rated firm, the City may negotiate the specific terms of the contract including cost.

Step Three: Best and Final Offer (BAFO): The City reserves the right to conduct pre-award discussions, interviews, pre-contract negotiations, and if necessary, a best and final offer (BAFO) with any or all responsive and responsible Offerors who submit Proposals determined to be reasonably acceptable of being selected for award. The City reserves the right to award a contract to a firm solely based on their initial proposal submitted without any further interview, discussion and negotiations.

- 4.1 Interviews:** The City reserves the right to conduct personal interviews or require presentations of any or all Offerors prior to selection. The City will not be liable for any costs incurred by the Offeror in connection with such interviews/presentations (i.e., travel, accommodations, etc.)
- 4.2 Negotiations:** The City reserves the right to enter into negotiations with the highest-ranking firm. If negotiations with the highest-ranking firm fail, the City may enter into negotiations with the second highest-ranking firm and so on until a contract is executed or if all negotiations fail a new solicitation may be warranted.

5.0 AWARDS:

- 5.1** As the best interest of the City may require, the right is reserved to make awards; to reject any and all Proposals or to waive any minor irregularity of technicality in Proposals received.
- 5.2** Award will be made based upon Evaluation Committee recommendation after Proposals have been scored based upon award criteria specified herein.

- 6.0 INSURANCE REQUIREMENTS:** Before a contract is executed, the successful Proposer shall furnish to the City a CERTIFICATE OF INSURANCE (COI). The amount of required insurance will be determined by City based upon the nature and scale of the proposed aviation activities. **Note: at minimum, 2 million dollars of General Liability will be required, as well as Worker's Compensation as required by state law.**

- 7.0 COMPLIANCE:** The following items shall be provided. To be considered complete and responsive, Proposer must submit all Pages identified with "RETURN THIS PAGE" of this RFP document as well as the specified number of copies. **Proposers are to submit all pages of this RFP identified with "RETURN THIS PAGE" stated on the bottom right corner of said pages. Failure to do so shall render your proposal non-responsive.**

7.1 To be provided with proposal submittal:

- Page 1-TITLE-SIGNATURE PAGE
- Page 2-TABLE OF CONTENTS FOR SUBMITTAL
- Executed Addenda (if applicable)
- Form No. 1: Business Plan
- Form No. 2: Resumes of Key Personnel and References
- Form No. 3: Proposed Hangar Usage and Planned Improvements
- Form No. 4: Proposed Financial Compensation
- Form No. 5 AFFIDAVIT OF COMPLIANCE
- Form No. 6: CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST
- Form No. 7: STATEMENT OF NO PROPOSAL (Only if applicable)

7.2 To be provided prior to the issuance of a contract:

- Certificate of Insurance (COI) naming the City of Springfield as additional insured. NOTE: COI shall identify the **SAME** legal entity company name as reflected on the respondent's W-9.
- W-9. NOTE: W-9 shall identify the **SAME** legal entity company name as reflected on the awarded respondent's Certificate of Insurance (COI).

7.3 All businesses doing business in the State of MO should be registered with the Missouri Secretary of State. Upon MO registration, a charter number is issued and should be identified on the front cover page of this solicitation. If your business is exempt, the exemption number should be referenced in lieu of a charter number. This information should be completed at the time of bid submittal and shall be required prior to award.**7.4** Respondent's legal entity company name must be identified the SAME on their W9 and Certificate of Insurance (COI).**8.0 SAMPLE CONTRACT:** The City has included with this RFP a sample contract for the services requested. This sample is provided for illustrative purposes only. The City reserves the right to submit a contract which differs from the following example:

COMMERCIAL HANGAR LEASE AGREEMENT**Parties**

Springfield: The City of Springfield, by and through its Airport Board

Lessee: _____

Short-Hand References

Agreement: This "Commercial Hangar Lease Agreement"

Board: Springfield-Branson National Airport Board

Director: Airport's Director of Aviation

Background

Board is a Springfield administrative board, created by the city's Charter.

Airport is located in Springfield.

Board has the power and duty to administer Airport, i.e., to take charge of, and operate, its properties, institutions, and facilities. Board has the power to transact Airport business. Board has delegated its authority to lease hangars to Director.

Director wants to lease Airport's Hangar located at ____ (hereinafter referred to as "HANGAR") to Lessee, where Lessee wants to conduct commercial aviation activities. Both parties want to establish terms and conditions to govern their transaction. Therefore, Board and Lessee agree as follows.

1. HANGAR

- 1.1 Board is leasing hangar to Lessee. To the extent necessary to use the hangar, Lessee may access Airport areas adjacent to the Airport Operations Area.

2. TERM

- 2.1 Agreement starts _____, and shall be for a term of _____. The Agreement may be renewed for an additional _____ term at the parties' mutual discretion. This Agreement terminates automatically, and without further notice, on _____. **(Note: start date and term of agreement will be negotiated).**
- 2.2 If Lessee shall continue to occupy the leased premises beyond the lease term, without Board's written consent thereto, such holding over shall not constitute a renewal or extension of this Agreement, but shall create a tenancy from month to month that either party may terminate at any time by giving thirty (30) days written notice to the other party. Said month-to-month tenancy shall be under the same conditions as provided in this Agreement, except as modified within this subsection. During the holdover period, Lessee shall pay, in advance, on the first day of each month, an amount as rent equal to the prior monthly rent plus an additional 20%.
- 2.3 Upon the expiration of the term of this Agreement or sooner cancellation thereof, Lessee agrees to deliver the leased premises (which, by definition, includes any and all improvements) to Board in good condition, reasonable wear and tear and matters covered by insurance excepted. If Board and Lessee can not agree on what constitutes reasonable wear and tear, Board and Lessee shall appoint a mutually acceptable third party to decide what constitutes reasonable wear and tear; such decision by said third party shall be binding upon Board and Lessee.

3. RENT AND FEES

- 3.1 Lessee shall pay rent of \$_____ per month. ***(Note: minimums are included in Form No. 4: Financial Compensation. The final contract will include a breakout of the percentage/s to be paid based upon revenue.)***
- 3.2 Each month, Lessee shall submit a revenue report and pay a percentage of its gross receipts for the previous month.
- 3.3 Payment shall be paid in United States Dollars by ACH or check payable to Springfield-Branson National Airport. Payment shall be due and payable, without invoice, deduction, or setoff, in monthly installments in advance on or before the first day of each month.
- 3.4 Late payments may be assessed an interest charge of one and one-half percent (1 ½%) of the principal sum for each full calendar month of delinquency computed as simple interest. No interest shall be charged upon that portion of any debt which, in good faith, is in dispute. No interest shall be charged upon any account until payment is thirty (30) days overdue, but such interest when assessed thereafter shall be computed from the due date.

4. HANGAR MAINTENANCE AND SERVICES

- 4.1 At all times, Lessee shall maintain the leased premises in a safe, neat, and attractive condition and shall not permit the accumulation of any trash, paper, or debris on any Airport property. Lessee shall repair all damages to the leased premises caused by its employees, patrons, or its operation; shall maintain and repair all equipment on the leased premises, including any buildings and improvements; and shall repaint the buildings as necessary.
- 4.2 Lessee will maintain hangar's interior and exterior, including its structural components, i.e., doors and door mechanisms. Lessee must remove snow and ice from its doors and door mechanisms.
- 4.3 Lessee's connection to and use of any and all storm and sanitary sewers and water, electricity, gas, telephone, and other utilities shall be at its own cost and expense; and Lessee shall pay for any and all service charges incurred therefor.
- 4.4 Lessee is liable for—and must repair—any damage to the hangar that Lessee causes. If Lessee does not repair that damage within a reasonable time, Board may do so at Lessee's cost.
- 4.5 Board may remove snow from taxi lanes in parking areas as it deems necessary and as workload allows. Lessee acknowledges and understands priority will be given to runway, taxiways, and public use apron areas.
- 4.6 Board shall mow the area adjacent to the hangar. Lessee shall be responsible for the maintenance of any additional decorative landscaping.
- 4.7 Lessee shall display and maintain professional illuminated signage on both the airside and landside of the hangar, the design of which shall be subject to prior written approval by Director of Aviation. Lessee shall not display any unauthorized signs upon the outside of the hangar or any billboards or advertising signs.

5. LIABILITIES

- 5.1 Board is not liable for:
 - 5.1.1 Damage to aircraft stored in the hangar; or
 - 5.1.2 Special, indirect, or consequential damages, whether or not they result from Board's negligence, arising out of or in any way connected with a breach of this Agreement.
- 5.2 Lessee shall defend, indemnify, and hold Board harmless from and against any and all claims, losses, and causes of action arising out of any claims or causes of action, including but not limited to personal injuries, death, or damage to property which are incurred by the Lessee, or any third party arising out of or in any way connected with the services performed by the Lessee pursuant to this Agreement.

6. INSURANCE

- 6.1 Lessee shall carry and maintain in force for the duration of this agreement comprehensive general liability, including personal injury and contractual liability with minimum limits of \$_____. **Note: at minimum, 2 million dollars of General Liability will be required, as well as Worker's Compensation as required by state law.** Lessee agrees

to provide board with a certificate of insurance as evidence of such coverage upon board's written request. Such certificate of insurance shall name the City of Springfield, Missouri/Springfield-Branson National Airport as an additional insured, provide the insurance policy coverage which shall not be cancelled, or amounts lowered without 30 days prior written notice to board. Board shall be named as an additional insured on the policy.

7. HANGAR USE

- 7.1 Lessee may use the hangar only for commercial activities that have been approved by Board and in compliance with Minimum Standards.
- 7.2 Lessee will not perform on the Leased Premises any aviation-related services that have not been approved by Board. Conducting unauthorized activity shall be considered a breach of this agreement.
- 7.3 Use of hangar for storage of motor vehicles, boats, recreational vehicles, motorcycles, scooters, trailers, furniture, appliances, non-aviation equipment or tools, or any similar non-aviation related personal property is prohibited. Storage of any personal property outside the hangar is prohibited.
- 7.4 Use of hangar for long-term storage of non-functioning aircraft is prohibited.
- 7.5 Board may enter and inspect hangar at any time, with or without notice.
- 7.6 Lessee may not make any modifications to hangar without prior written consent from Board. This prohibition includes electrical work, insulating, painting, removing, defacing, modifying, drilling, or cutting any part of hangar.

8. SUBLEASE/ASSIGNMENT

- 8.1 Lessee may not assign Agreement or sublease the hangar without Board's prior written approval.

9. TERMINATION

- 9.1 Lessee, in addition to any other rights it has under the law, may terminate this Agreement and terminate its obligations hereunder at any time that Lessee is not in default in the payment of rentals to Board hereunder by giving Board sixty (60) days advance written notice.
- 9.2 Board, in addition to any other rights to which it may be entitled by law, may declare this Agreement terminated in its entirety upon or after the happening of any one or more of the following events, and may exercise all rights of entry and re-entry upon the leased premises.
 - 9.2.1 The failure to make payments (with interest) within thirty (30) days after it is due, and the failure of Lessee to remedy said failure to pay within thirty (30) days after receipt of written notice of said failure to pay.
 - 9.2.2 The filing by Lessee of a voluntary petition in bankruptcy or the making of any assignment of the majority of Lessee's assets for benefit of creditors.
 - 9.2.3 The adjudication of Lessee as a bankrupt pursuant to any involuntary bankruptcy proceedings.
 - 9.2.4 The taking of jurisdiction by a court of competent jurisdiction of Lessee or its assets pursuant to proceedings brought under any Federal reorganization act.
 - 9.2.5 The appointment of a receiver or a trustee of Lessee's assets by a court of competent jurisdiction or a voluntary agreement with Lessee's creditors.
 - 9.2.6 The abandonment of the leased premises.
 - 9.2.7 The breach by Lessee of any of the covenants or agreements herein contained, and the failure of Lessee to remedy such breach within 30 days after receipt of written notice of such breach from Board.

10. SECURITY

- 10.1 Lessee recognizes Board's required compliance with Federal Aviation Regulations and Transportation Security Regulations concerning airport security and agrees to comply with Board and Director of Aviation current and future directives concerning airport security.

11. REGULATIONS

- 11.1 Lessee shall comply with all laws, rules, regulations, resolutions and ordinances applicable to the use and occupancy of Springfield-Branson National Airport, including the airport's Minimum Standards for Commercial Aeronautical Activities and all FAA laws and regulations.

12. LEGAL EXPENSES

- 12.1 In the event of any litigation arising from breach of this Agreement the City shall be entitled to recover from the Contractor all reasonable costs incurred for such litigation, including staff time, court costs, attorney fees, and all other related expenses incurred in such litigation.

13. GOVERNING LAW AND VENUE

- 13.1 Missouri law governs Agreement except where United States law is controlling. For any legal proceeding under Agreement, venue will lie in Greene County, Missouri.

14. TAXES

- 14.1 Lessee shall pay all leasehold interest, personal property, and other taxes assessed against Lessee or upon Lessee's activities thereupon.

15. NONDISCRIMINATION

- 15.1 Lessee for himself/herself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, (3) that the tenant shall use the premises 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 in Federally assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.
- 15.2 That in the event of breach of any of the above nondiscrimination covenants, Airport Owner shall have the right to terminate the lease and to re-enter and as if said lease had never been made or issued. The provision shall not be effective until the procedures of Title 49, Code of Federal Regulations, Part 21 are followed and completed, including exercise or expiration of appeal rights.

16. NOTICE

- 16.1 Any Lease *notice* must be:
- 18.1.1 In writing; and,
 - 18.1.2 Mailed by United States mail that is:

Postage prepaid;

Registered or certified; and,

Addressed as follows (or as the parties may designate to each other in writing):

Director of Aviation
Springfield-Branson National Airport
2300 N. Airport Blvd, Suite 100
Springfield, MO 65802

Lessee:

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the date first above mentioned at Springfield, Missouri.

**CITY OF SPRINGFIELD, MISSOURI,
Acting by and through its Airport Board**

ATTEST: _____
Airport Board Secretary

By: _____
Airport Board Chair

LESSEE:

By: _____

Approved as to form:

Assistant City Attorney

9.0 QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS: To ensure fair consideration for all Proposers, the City prohibits communication to or with any department, board, or employee during the submission process, except as provided. Additionally, the City prohibits communications initiated by a Proposer to the City official(s) or employee(s) evaluating or considering the Proposals prior to the time a fully executed contract is in place. Any communication between Proposer and the City will be initiated by the appropriate City Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the Proposal. Such communications initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal(s).

9.1 Any questions relative to interpretation of specifications or the Proposal process shall be addressed to the Airport Legal Counsel in writing, in ample time before the period set for the receipt and opening of Proposals. No inquiries, if received after the deadline for final questions date will be given any consideration. Any interpretation made to prospective Proposers will be expressed in the form of an addendum to the RFP which, if issued, will be conveyed in writing to all prospective Proposers by the City's response to question date listed in the Scope of Work.

9.2 It will be the responsibility of the Proposer to check the Airport's website at <https://www.flyspringfield.com/bizwithsgf> for any addenda to the RFP.

ENCLOSURE I
TABLE OF CONTENTS FOR SUBMITTAL

The following table sets forth the specific items to be addressed in the proposal. Respondents are requested to use this page with their proposal and with the corresponding page numbers indicated on the information submitted within their proposal:

A.	TITLE-SIGNATURE PAGE	Page 1
B.	TABLE OF CONTENTS: Submit this page with page numbers provided.	Page 2
D.	EXECUTED ADDENDA (if applicable) The respondent must return the correct number of all numbered addenda with submitted proposal. All Addenda must be signed.	Attachment
E.	BUSINESS PLAN: Form No. 1 provided	Page 3
F.	RESUMES OF KEY PERSONNEL AND REFERENCES: Form No. 2 provided	Page 4 - ____
G.	PROPOSED HANGAR USE AND PLANNED IMPROVEMENTS: Form No. 3 provided	Page ____ - ____
H.	PROPOSED FINANCIAL COMPENSATION: Form No. 4 provided	Page ____
I.	AFFIDAVIT OF COMPLIANCE Form No. 5 provided	Page ____
J.	CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST (This form must be signed and dated). Form No. 6 provided	Page ____
K.	STATEMENT OF NO PROPOSAL (IF APPLICABLE) Form No. 7	Page ____

RETURN THIS PAGE

ENCLOSURE II
PROPOSAL RANKING SCORE SHEET

Evaluation Criteria		Maximum Points	Score
1.	Quality and completeness of Proposal (FORMS 1-7)	30	_____
2.	Company experience	30	_____
3.	Proposed hangar usage and improvements	30	_____
4.	Proposed financial compensation	10	_____

Ranked By: _____

Total Points

ENCLOSURE III
INTERVIEW RANKING SCORE SHEET

	Evaluation Criteria	Maximum Points	Score
1.	Overall quality of presentation	15	_____
2.	Public benefit of proposed services	20	_____
3.	References	15	_____
4.	Ability to provide proposed services	10	_____
5.	Facility improvements and investment plan	20	_____
6.	Financial compensation	10	_____
7.	Compliance with Minimum Standards	10	_____

Ranked By: _____

Total Points



**MINIMUM STANDARDS
FOR
COMMERCIAL AERONAUTICAL ACTIVITIES**

Approved by the Airport Board on April 17, 2025

Effective November 1, 2025

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Definitions

As used in these Minimum Standards, the following terms shall have the following meanings:

1. **Aeronautical Activity.** Any activity that involves, makes possible, or is required for the operation of an aircraft, launch or reentry vehicle, or that contributes to or is required for the safety of such operations. It includes but is not limited to: general and corporate aviation; air taxi and charter operations; scheduled and nonscheduled air carrier operations; pilot training; aircraft rental and sightseeing; aerial photography; aerial application of agricultural agents; aerial advertising and surveying; aircraft sales and services; aircraft storage; sale of aviation fuel product; repair and maintenance of aircraft; construction of amateur-built/ recreational aircraft; sale of aircraft; certain unmanned aircraft systems (UAS); advanced air mobility (AAM) operations; commercial space vehicle operations; and any other activities that because of their direct relationship to the operation of aircraft, UAS, or commercial space launch and re-entry vehicles can appropriately be regarded as aeronautical activities.
2. **Aircraft Maintenance.** The repair, adjustment or inspection of aircraft.
 - a. Major Repairs - major alterations to the airframe, powerplant, avionics, propeller, and accessories as defined in 14 CFR Part 43.
 - b. Preventative Maintenance - normal, routine annual inspection repairs, calibration, or adjustment of aircraft and their accessories as defined in 14 CFR Part 43
3. **Airport.** Springfield-Branson National Airport, which is owned by the City of Springfield, Missouri.
4. **Airport Board.** The Springfield-Branson National Airport Board is an administrative board made up of 11 members appointed by the City of Springfield which oversees the operation of the Airport.
5. **Commercial Aeronautical Activity.** Any aeronautical activity involving the buying or selling of goods or services.
6. **Director of Aviation.** The city employee responsible for the management of the airport, including its operations, administration, and personnel.
7. **Federal Grant Assurance.** A Federal grant assurance is a provision within a Federal grant agreement to which the recipient of Federal airport development assistance has agreed to comply in consideration of the assistance provided. Grant assurances are required by statute, 49 U.S.C. § 47101. A.1.9
8. **Fixed-Base Operator (FBO).** An entity which provides aeronautical services such as fueling, hangaring, tie-down, and parking, etc. The FBO at Springfield-Branson National Airport is operated by the Airport Board under the name "Midwest Premier."
9. **Grant Agreement.** A grant agreement represents an agreement made between the FAA (on behalf of the United States) or state block grant program, and an airport sponsor for the grant of federal or state funding.

10. **Independent Aeronautical Service Provider (IASP).** A commercial aeronautical operator not leasing or subleasing property at the Airport. Services provided by IASPs include, but are not limited to:
- a. Aircraft upholstering, detailing, or accessory installation not requiring a logbook entry.
 - b. Specialized maintenance on aircraft that is not available on a based SASO.
 - c. Any other commercial aeronautical operations specifically excluded from 14 CFR Part 135.

The Operator may provide a variety of these aeronautical activities, but the services are not meant to be all inclusive or all restrictive.

For the purposes of these Minimum Standards, “Long Term” IASPs are operators who perform commercial services for one year or more. If not specifically designated as “Long Term,” all other IASP operators will be authorized to perform commercial activities for a shorter specific amount of time.

11. **Operator.** Any provider of commercial aeronautical services.
12. **Specialized Aviation Service Operations (SASO).** A Specialized Aviation Service Operator (SASO) is an Operator that provides a single or limited number of commercial aeronautical services and activities.

Section 1 General Information

1.1 Introduction

The Airport Board of the Springfield-Branson National Airport (Airport) is responsible for all aspects of the administration of the Airport as a commercial service and public-use general aviation facility. In order to foster and encourage the economic growth and orderly development of aviation and related aeronautical activities, the Airport has established certain requirements for every provider of commercial aeronautical services (Operator) to ensure that safe and orderly aeronautical services and facilities are available to the users of the Airport.

These *Minimum Standards for Commercial Aeronautical Activities* (Minimum Standards) are the threshold entry requirements for any Operator desiring to offer one or more commercial aeronautical services or activities to the public using the Airport. These Minimum Standards are designed to promote fair competition at the Airport, taking into consideration the role of the Airport, facilities that currently exist, services currently being offered, and the future development planned for the Airport.

The uniform application of these Minimum Standards establishing the minimum levels of service and characteristics of facilities required by each service provider has been created to serve the public's interests and to discourage substandard companies, thereby protecting both established and future commercial aeronautical activity as well as Airport patrons. The Airport holds no prohibition for exceeding the minimum requirements in terms of the quality of facilities and services provided. Various federal publications were utilized to provide guidance for the development of the Minimum Standards and compliance requirements for using and leasing facilities at the Airport. These included:

- a. FAA Federal AIP Grant Assurances
- b. FAA Order 5190.6, Airport Compliance Program
- c. FAA Order 5100.38A, Airport Improvement Program Handbook
- d. FAA Advisory Circular 150/5190-6, Exclusive Rights at Federally Obligated Airports e. FAA Advisory Circular 150/5190-8, Minimum Standards for Commercial Aeronautical Activities

1.2 Purpose and Scope

It is the intent of the Airport to promote the availability of a broad variety of aviation-related services to the public. To support these services, the Airport provides a fair and reasonable opportunity for all qualified Operators to compete for the right to construct, lease, or sublease appropriate space or conduct approved commercial aeronautical activities. These Minimum Standards are designed to:

- a. Provide for the safe conduct of all commercial aeronautical activities at the Airport.
- b. Provide a minimum level of services to the public in connection with conducting commercial aeronautical activities or services on the Airport.
- c. Protect airport users from unlicensed, uninsured, ill-equipped, or otherwise unsafe products and services.

- d. Maintain and enhance the availability of adequate services for all airport users.
- e. Ensure no Operator receives an unfair competitive advantage through less than uniform market value for the use of Airport property and facilities.
- f. Promote the economic environment for all Airport businesses.
- g. Promote the orderly improvement and development of the Airport.

These Minimum Standards may be included in whole, in part, or by reference as part of all leases and other agreements between the Airport and any Operator desiring to engage in any commercial aeronautical activity.

Contingent upon meeting the established Minimum Standards and payment of the prescribed rentals, fees, and charges, commercial aeronautical operators shall have the right and privilege to engage in and conduct the activity or activities specified by written agreement with the Airport. All agreement provisions, however, must be compatible with the Minimum Standards contained herein and will not change or modify the standards and requirements. In all cases where the words "standards" or "requirements" appear, it shall be understood that they are qualified by the word "minimum." Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the Airport.

Commercial aeronautical activities may be proposed that do not fall within the categories designated herein. In such cases, appropriate Minimum Standards shall be developed on a case-by-case basis for the proposed activity and incorporated into the Operator's written agreement with the Airport and into these Minimum Standards by amendment.

The rates, fees, and charges applicable to Operators are established by the Airport to be sufficient to cover the Airport's operating and development costs and to ensure the Airport is as financially self-sustaining as possible in accordance with federal grant assurances.

These Minimum Standards may not alter certain provisions or requirements of existing agreements or permits between the Airport and existing tenants. Existing tenants, however, are requested to comply with these Minimum Standards and any subsequent amendments, even if not automatically obligated to do so. All entities will become subject to these standards immediately following the expiration, termination, and/or modification of any agreement through amendment, addendum, extension, renewal or other means.

These Minimum Standards may be supplemented and amended by the Airport from time to time and in such manner and to such extent as is deemed appropriate. The Minimum Standards shall be reviewed and updated periodically as needed.

The Airport reserves the right to lease an existing facility or any portion of an existing facility to a Specialized Aviation Service Operator (SASO) in order to enhance the availability of commercial aeronautical services at the Airport. A lease of this nature shall be at the Airport's sole discretion and shall be considered to meet any minimum facility requirements as defined in these Minimum Standards.

The Airport further reserves the right to designate specific areas of the Airport where commercial aeronautical services may be conducted, and to determine whether there is sufficient, appropriate, or adequate space at the

proposed site to meet the minimum requirements established herein. Such determinations shall consider the nature and extent of the proposed operation and the sites available for such purposes, consistent with the current Airport Layout Plan and the orderly, safe, and efficient operation and development of the Airport.

The Airport also reserves the right to further develop or improve the Airport as it sees fit, regardless of the desires or views of any commercial aeronautical operator, and without interference or hindrance. The Airport shall make every effort to minimize the disruption of normal airport usage during periods of repair or further airport development.

1.3 Exclusive Rights

In accordance with the assurances given by the City of Springfield to the Federal Aviation Administration (FAA) and the Missouri Department of Transportation (MoDOT) as a condition to receiving federal or state funds, the granting of rights or privileges to engage in commercial aeronautical activities shall not be construed in any manner as affording any person or entity any exclusive right, other than the exclusive use of the land and/or improvements which are specifically set forth in a written lease, permit, or agreement. The Airport reserves the right to exercise its exclusive proprietary rights to be the sole provider of any or all commercial aeronautical services at the Airport.

1.4 Waiver of Minimum Standards

No commercial aeronautical operator will be allowed to operate or provide services not in compliance with these Minimum Standards unless unusual circumstances exist which may give cause for consideration of a temporary waiver. The Airport may, at its sole discretion, waive or modify any portion of the Minimum Standards for any Operator when it is determined that such waiver is in the best interests of the public and will not result in unjust discrimination against other similar commercial aeronautical operators at the Airport. Any initial waiver shall not exceed 12 months.

1.5 General Requirements for Commercial Aeronautical Operators

Notwithstanding the Airport Rules and Regulations, the following shall apply to all commercial aeronautical activity or service providers at the Airport:

- a. Unless otherwise provided, all activities of the commercial aeronautical operator shall be conducted in an area or areas of sufficient size to accommodate all services that the Operator is approved to perform, allowing for future growth and additional services as contemplated by the Airport or the Operator at the time of application, but limited by the space available on the Airport.
- b. The Operator shall conduct its business operations strictly within the areas assigned to it by the Airport. Business operations shall not in any way interfere with the operations of other commercial aeronautical entities; agencies; or other businesses at the Airport; the use of the Airport by the general public; or with any common use areas.
- c. The Operator shall provide their services or activities on a fair, equal, and not unjustly discriminatory basis to all Airport users. They shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service provided. Operators may be allowed to make reasonable and non-discriminatory discounts, rebates, and other similar types of discounts to volume purchasers or users of their service(s). Commercial

aeronautical operators will ensure that any sub-lessee or subcontractor complies with the provisions of this paragraph.

- d. The Operator shall employ the necessary quantity of trained staff, on-duty management, and supervisors to provide for the efficient, safe, and orderly compliance with its Minimum Standards.
- e. The Operator's personnel shall meet all federal, state, and local training, and certification requirements applicable to their individual duties relevant to their authorized commercial aeronautical services.
- f. The Operator shall control the conduct and demeanor of its personnel, and shall conduct its business operations in a safe, orderly, efficient, and proper manner so as not to unreasonably disturb, endanger, or offend any customers, tenants, or competitive operators.
- g. Any fine or penalty imposed on the Airport or City of Springfield by the FAA or other governmental agency, resulting from Operator's use, operations, and occupancy of their leased premises, including acts of its employees or contractors, will be payable to the Airport by Operator.
- h. The Operator shall keep current information on specific personnel to serve as the designated point-of-contact(s). Contact information including but not limited to phone numbers, emails, and texts for emergency purposes shall be provided to the Director of Aviation and updated on an annual basis.
- i. The Operator shall keep and maintain its leased premises and all improvements in a neat and orderly condition at all times, and in good and substantial repair, condition, and appearance as determined by the Director of Aviation.
- j. The Operator shall commit no unlawful nuisance, waste, or injury on the leased premises and will refrain from doing anything which may result in the creation, commission, or maintenance of such nuisance, waste, or damage to property on the Airport.
- k. The Operator shall refrain from creating or allowing on its premises any obnoxious odors or smokes, or noxious gases or vapors. The creation of exhaust fumes by the operation of internal combustion engines or aircraft engines of other types, so long as such engines are maintained and are being operated in a proper manner, is not a violation of this provision, nor shall the reasonable operation of the commercial aeronautical operator's business constitute such violation, although some odors, gases, and vapors may result.
- l. The Operator shall refrain from doing anything which might interfere with the effectiveness or accessibility of the Airport's public utilities systems including but not limited to water and sewer systems, storm water management system, fire protection system, sprinkler system, alarm system, or fire hydrants and hoses, if any are installed or located on, in, or directly adjacent to their leased premises.
- m. The Operator shall remove or dispose of debris and other waste material, whether solid or liquid, arising from the commercial aeronautical operator's activities. Any garbage, debris, or waste, which may be temporarily stored in the open, shall be kept in suitable metal garbage or waste receptacles equipped with tight-fitting covers of a design sufficient to contain whatever may be placed therein. Extreme care shall be

used when removing all such waste. Any hazardous waste generation, storage, or disposal shall comply with all applicable federal, state, and local regulations.

- n. No fuels, oils, greases, detergents, or other insoluble substances shall be placed in the sewage or stormwater drainage systems or on the ground. Any SASO, at its sole cost and expense, shall comply with all requests made by the U.S. Environmental Protection Agency (EPA) or other competent governmental authority including, but not limited to, the installation of a grease and oil trap designed to catch all oils, greases, detergents, and other insoluble substances used in the maintenance and washing of equipment and/or aircraft. The installation of any required equipment or structure shall conform to recommended specifications of the EPA or Missouri Department of Natural Resources (MoDNR) as applicable.
- o. At no time shall the Operator conduct any aeronautical activity on leased property from a structure that would be considered temporary or mobile under local Building Codes and applicable City Ordinances.
- p. The Operator shall maintain all aprons, ramps, taxiways, roadways, and parking lots that are constructed by the Operator or leased for their exclusive use.
- q. The Operator shall refrain from doing anything upon the Airport which will invalidate or conflict with any fire, property, or liability insurance policies covering the Airport.
- r. The Operator shall provide an adequate supply of operable fire extinguishers in the proper locations along with other safety equipment in accordance with the National Fire Prevention Association (NFPA) requirements.

1.6 Sublessee or Subtenant Requirements

If an Operator as a leaseholder desires to sublease space to another person or entity, or contracts with another Operator to provide one or more specialized aviation services, the following conditions shall apply:

- a. The Operator must obtain written approval of the proposed sublease or subtenant agreement from the Airport before allowing sublessee or subtenant to occupy or conduct any form of business from the Operator's leasehold. The sublease or subtenant agreement shall define the specific type of business and service to be offered by sublessee or subtenant.
- b. The Operator must have the facilities and physical space necessary to support the aeronautical services of their sublessee(s) or subtenant(s). Such facilities and space shall be sufficient to accommodate the Operator's aeronautical service as well as those requirements for any sublessee or subtenant according to these Minimum Standards.
- c. The sublessee or subtenant must meet all the Minimum Standards established by the Airport for the category or categories of services to be offered. The Minimum Standards may be met in combination by the Operator and sublessee or subtenant. The sublease or subtenant agreement shall specifically define the facilities and services provided by Operator to the sublessee or subtenant that must be used to meet the Minimum Standards.

- d. The sublessee or subtenant shall provide evidence of minimum insurance coverages as determined by the Airport for the categories of service to be offered. The Operator shall be responsible for ensuring that the sublessee or subtenant holds the minimum required insurance coverages.
- e. The Operator shall be responsible for ensuring the sublessee or subtenant abides by the sublease or subtenant agreement, these Minimum Standards, and applicable laws and regulations.

1.7 Insurance Requirements for Commercial Aeronautical Operators

Every Operator shall procure, maintain, and continue insurance of the type and at least such minimum amounts that are determined by the City of Springfield for the duration of its activities upon the Airport at the Operator's sole expense. Such insurances shall be obtained from a company which is financially sound and reputable and has an A.M. Best Company rating of at least an "A" rating, or similar rating by another insurance rating company, and is authorized to conduct business in the State of Missouri.

All required insurances shall include the City of Springfield as additional insured and shall not be subject to cancellation or alteration until at least 30 days written notice has been provided to the Airport. The City may vary the type and minimum of insurance coverage required based on the precise nature of the aeronautical activities to be conducted.

Failure to secure and maintain the required insurance shall be deemed a violation of these Minimum Standards.

1.8 Construction and Site Development Standards

Any proposed construction or modification to facilities by the Operator requires the approval of the Airport and shall be subject to the appropriate federal, state and local regulations, standards, and codes. All improvements constructed on the premises by the Operator shall become part of the property that belongs to the City upon expiration, termination, or cancellation of the lease agreement between the Operator and the Airport.

The Operator will be responsible for extending any public facilities such as taxilanes, roadways, and/or utility services to the site at the Operator's sole expense, unless otherwise negotiated with the Airport. All such services and improvements shall be constructed in full compliance with the City, state, and FAA standards as well as associated applicable codes.

1.9 No Obligation to Provide Facilities Necessary to Meet Minimum Standards

These Minimum Standards in no way obligate the Airport to pay for, finance, construct, improve, or otherwise provide the facilities necessary for Operator to comply with such standards. Unless the Operator's lease or agreement specifically states that the Airport will pay for or provide such improvements, it shall be the Operator's responsibility to finance, construct, improve, or otherwise provide the facilities needed to comply with the applicable Minimum Standards.

Section 2 Application and Leasing Requirements for Commercial Aeronautical Operators

2.1 Application

Any person desiring to conduct a commercial aeronautical activity on the Airport must complete a written application for an airport property lease or an airport special use permit detailing what aeronautical service or

services are to be provided. No commercial aeronautical activity may be initiated until the application has been submitted, reviewed, and approved. The application process assists the Airport's determination that a prospective commercial aeronautical operator is technically and financially able to perform the services proposed.

A prospective Operator shall demonstrate their business capability and experience to successfully provide the proposed commercial aeronautical activity as necessary to meet the Airport's approval. The information presented shall include financial documentation that demonstrates the Operator's financial capability to initiate and sustain operations and/or to construct improvements that may be required to support the proposed operation. The prospective Operator must also provide evidence of their capability to obtain the insurance required for the proposed activity.

2.2 Contents of Application

Applications to perform commercial aeronautical activities shall be in writing and be filed with the Director of Aviation and include the following information:

- a. Name and address.
- b. Proposed date for commencement of operations.
- c. Services to be offered.
- d. Amount, size, location of land to be leased.
- e. Description of buildings and improvements to be constructed or leased.
- f. Number of personnel to be employed.
- g. Hours of proposed operation.
- h. Number and types of insurance coverages to be maintained.
- i. Evidence of financial responsibility from a bank or from such other source that may be readily verified through normal banking channels and/or account channels.
- j. Evidence of financial capability to initiate operations and for the construction of buildings, improvements and appurtenances, and the ability to provide working capital to carry on the contemplated operation, once initiated.
- k. Business plan for the first five (5) years of operation. The business plan will include a written statement addressing the following points:
 - i) Definition of target market.
 - ii) Promotion techniques.
 - iii) Description of existing competitors.
 - iv) Percent of intended sales related to aircraft based at the Airport, if applicable.
 - v) Number of people to be employed.
 - vi) List of certification and licenses to be sought, if any.

- vii) List of products to be sold or distributed, if any, and list of manufacturer's or distributor's requirements for obtaining dealership.
- viii) List of suppliers, subcontractors and associates as applicable.
- ix) Statement of past experience in the specified aviation services proposed to be provided at the Airport.

Applications of sub-lessees of Service Operators are exempt from submitting information in e, j, and k.

2.3 Application Approval Process

Upon receipt, the Director of Aviation shall review the application. He/she may contact the Operator to request further information, such as proof of insurance, marketing materials, or contact information for business references. The Director of Aviation shall complete the review process within a reasonable amount of time and shall contact the Operator regarding the outcome of the application. Should the application be denied, the Operator may appeal the denial to the Airport Board. The Airport Board shall be the final judge as to the qualifications and financial ability of the Operator.

2.4 Lease

Prior to starting any operation, the Operator must enter into a lease agreement with the Airport for the property it intends to use. The lease shall indicate the terms and conditions under which the activity will be operated on the Airport. Granting of such rights or privileges, however, shall not be construed in any manner as affording the Operator an exclusive or continuing right to use the premises or facilities of the Airport other than premises which may be leased exclusively to the Operator. At the sole discretion of the Airport, the lease shall be considered for meeting the minimum facility requirements as defined as part of these standards. The Airport further reserves the right to designate from time-to-time the specific areas where commercial aeronautical services may be conducted and to determine whether or not there is sufficient, appropriate or adequate space at the proposed site to meet the minimum requirements established.

2.5 Permits for IASPs

IASP (Independent Aeronautical Service Provider) Operators who want to work at the Airport must obtain a special use permit prior to beginning any work. Operators must provide appropriate documentation including proof of insurance, details of the specific work to be performed, estimated length of time to complete the work, and the name(s) and contact information of its clients(s), who must be current airport tenants. For the purposes of these Minimum Standards, "Long Term" IASPs are operators who perform commercial services for one year or more. Long-term Operating permits are valid for one year and renewals must be approved for each subsequent year by providing applicable operational certificates, evidence of insurance, and payment of all applicable fees. All other IASPs shall obtain a short-term permit for a specified period based upon the estimated length of time to complete the project they are to perform.

The Airport retains the right to restrict or deny access to the Airport if airport safety or efficiency will be threatened by any proposed IASP. Further, the Airport reserves the right to limit use or continued use of the Airport by an IASP should a lease-holding commercial service operator propose to offer the same or similar services at the Airport.

Section 3 Fixed Base Operator (FBO)

3.1 General

At this time, the Airport owns and operates the FBO, Midwest Premier. If the Airport no longer operates the FBO or a second one is necessary, applicable minimum standards will be developed.

Section 4 Specialized Aeronautical Service Operator (SASO)

4.1 General

A SASO may sublet from another commercial aeronautical service provider with approval of the Airport. A SASO may not sell fuel. Nothing contained herein shall convey or imply an exclusive right of operation by any such commercial aeronautical entity. The Airport reserves the right to consider any and all other services and activities not otherwise described herein as a SASO. Note: If a SASO wishes to combine its operations (for example, maintain *and* rent aircraft), the parameters set out in the categories below can be negotiated with the Airport on a case-by-case basis. In any case, SASOs are required to install professional exterior signage for their operations which are sufficient in size to be easily seen from public roadways, the design and placement of which must be approved by the Director of Aviation.

4.2 SASO - Flight Instruction

- a. General Operations: Engages in instructing pilots and flight training and provides such related ground school instruction as required by FAA for categories of pilot licensing and ratings. Operator may also lease aircraft for use by students.
- b. Performance Standards: The Operator shall:
 - 1) Employ or have available a sufficient number of properly rated instructors/pilots certified by FAA to provide the type of training desired.
 - 2) Make provisions for someone to be in the office at all times during the posted business hours. An Operator who does not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) Lease an area not less than 10,000 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
 - 2) Lease or construct a building having a minimum of 2,000 square feet with floor space to provide for a public lobby, classrooms, flight briefing areas, pilot lounge, and restrooms.
 - 3) Have available aircraft of not less than two (2) properly certified and equipped aircraft either owned or leased to the Operator for use in primary and/or advanced flight training.

4.3 SASO – Aircraft Rental

- a. General Operations: Engages in the rental of aircraft to the public.
- b. Performance Standards: The Operator shall:
 - 1) Employ at least one person who is properly licensed to instruct and who is current in all aircraft available for rent.
 - 2) Make provisions for someone to be in the office at all times during the posted business hours. An Operator who does not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) Lease an area not less than 10,000 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
 - 2) Lease or construct a building having a minimum of 1,000 square feet with floor space to provide for a public lobby and restrooms.
 - 3) Have available at least two (2) properly certified and equipped aircraft either owned or leased to the Operator for use in primary and/or advanced flight training.

4.4 SASO - Charter

- a. General Operations: Operator shall be engaged in the business of providing air transportation to the general public for hire on demand, or on a scheduled basis under the requirement of 14 CFR Part 135. Charters performed under 14 CFR Part 91 are not considered commercial activity by the FAA and thus do not require a permit. However, the Airport requests that based tenants regularly operating Part 91 charters inform the FBO manager.
- b. Performance Standards: The Operator shall:
 - 1) Employ and have on duty during the operating hours trained personnel in such numbers as may be required to meet the standards in a safe and efficient manner, depending upon the type of aircraft used, that have valid FAA commercial pilot certification with the appropriate ratings to permit flight activity offered by the Operator.
 - 2) Make provisions for someone to be in the office at all times during the posted business hours. Operators who do not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
- c. Property, Facilities & Equipment – The Operator shall:

- 1) Lease an area not less than 10,000 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
 - 2) Lease or construct a building having a minimum of 1,000 square feet with floor space to provide for a public lobby, customer service area, pilot lounge, and restrooms.
 - 3) Have available aircraft for use either owned or leased to the Operator of at least three (3) certificated and airworthy aircraft equipped to support the services provided.
- d. Special Provisions: The Operator shall provide to the Airport a copy of its current FAA 14 CFR Part 135 certificate or other evidence to show documentation that the Operator is in compliance with FAA regulations and authorized to perform the services offered.

4.5 SASO - Aircraft Maintenance and Repair

- a. General Operations: An Operator in this category is authorized to operate a service to provide aircraft airframe, engine, propeller, avionics, and/or accessory installation, repair, maintenance, and overhaul. The Operator may also provide non-exclusive sale of aircraft parts, avionics, and accessories.
- b. Performance Standards: The Operator shall:
 - 1) Employ and have on duty during the appropriate business hours, A&P licensed personnel in such a manner that are required to meet these standards in a safe and efficient manner but never less than one (1) person currently certified by FAA with the ratings appropriate for the work to be performed.
 - 2) Make provisions for someone to be in the office at all times during the posted business hours. Operators who do not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 1 business day after the initial service inquiry.
 - 3) Call out requirement. Operator must respond to service calls from Midwest Premier or aircraft pilots requesting assistance within two hours of initial contact.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) Lease an area not less than 15,000 square feet of land to provide space for building, automobile parking for employees and customers, storage and parking of aircraft and area for utility and support facilities.
 - 2) Lease or construct a building having a minimum of 10,000 square feet for hangar space for the maintenance and storage of customer aircraft, shops, offices, a public lobby, parts and tools storage, and restrooms. Customer aircraft may be stored in a tie-down area leased by Operator.
- d. Special Provisions: The Operator may also provide emergency aircraft recovery services and equipment necessary to properly remove a disabled general aviation aircraft of the largest type normally utilizing the Airport.

4.6 SASO - Aircraft Sales

- a. General Operations: Engages in the sale of new or used aircraft to the public through franchises, licensed dealership, distributorship (either retail or wholesale) or brokerage of an aircraft.
- b. Performance Standards: The Operator shall:
 - 1) Make provisions for someone to be in the office at all times during the posted business hours. An Operator who does not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
 - 2) Operator shall provide, or have available on call, sufficient aircraft for each model offered for sale, for the purpose of demonstration.
 - 3) Operator shall employ, or have available on call, a sufficient number of pilots, who shall be current in all models to be demonstrated.
 - 4) Operator shall provide necessary and satisfactory arrangements for repair and service of aircraft, but only for the duration of guarantee or warranty period. Servicing facilities may be provided through written agreement with any authorized Repair Station operating at the Airport.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) Lease an area suitably provided to accommodate the public.
 - 2) Provide hangar space or lease a tie-down area adequate to park aircraft, with paved access to taxiways.

Section 5 Independent Aeronautical Service Provider (IASP)

5.1 General

IASPs provide commercial aeronautical services at the Airport but do not lease or sublease property.

5.2 Performance Standards

The IASP shall:

- a. Be authorized by the FAA and other agencies to conduct the type of services and activities offered under this category.
- b. Provide the aircraft and/or equipment necessary to conduct the type of services and activities offered under this category.
- c. Employ personnel properly certified by FAA, to support the type of services and activities which will be offered under this category.

- d. Shall hold a valid Special Use Permit from the Airport as referenced in Section 2.5 of this document.

Section 6 Enforcement

6.1 Enforcement

The Director of Aviation or his/her designee shall enforce the provisions of these Minimum Standards. Failure to comply with the applicable standards shall result in temporary suspension of airport access for the first violation. Any subsequent violation shall result in revocation of the agreement/permit thereby removing any privilege of the operator to conduct the activities allowed under the agreement/permit until such time the Airport Director determines that the Operator meets the applicable requirements. Operator may also be subject to further penalty and/or enforcement in accordance with the municipal code of the City of Springfield. Furthermore, failure to comply may also result in termination of any other agreements between the Operator and the Airport.

6.2 Appeal

Operator may appeal enforcement of these Minimum Standards within thirty days of receipt of written notice. At that time, the Operator will meet with the Director of Aviation (or, in his/her absence, the Acting Director or Assistant Director of Aviation – Operations). If a resolution is not met at that meeting, the Operator may appeal to the Airport Board. This appeal must be delivered to the Airport Board Chair in writing within 10 business days following the meeting with the Director. The Board will schedule a hearing within thirty days, at which time the Operator and Airport staff will present evidence. The Board will have thirty days from the date of the hearing to issue a decision. The decision made by the Board will be final.

ENCLOSURE V

Description of Hangars

**2731 N General Aviation Ave
Springfield, MO 65803**

- Constructed in 1995
- 100' x 60' (6,000 s/f)
- In addition to hangar space, this facility has:
 - Large waiting area/break room with kitchenette
 - Women's restroom
 - Men's restroom with shower
 - Small office
 - Two storage rooms on second floor

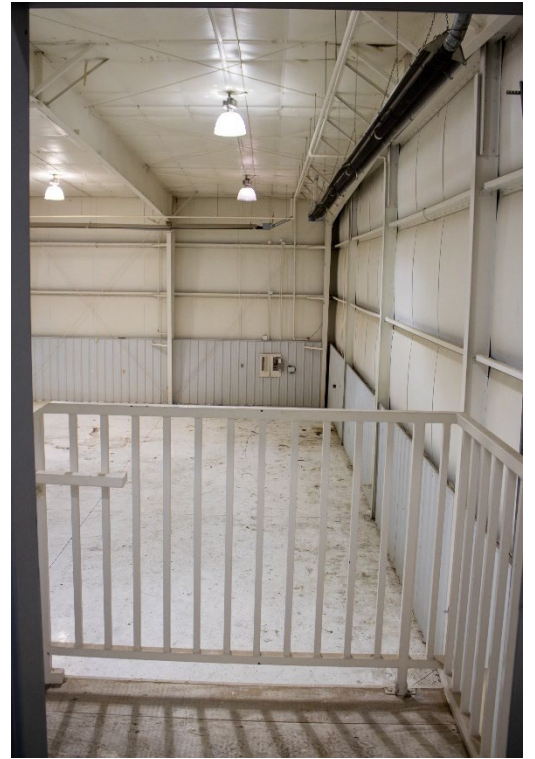


Hangar exterior

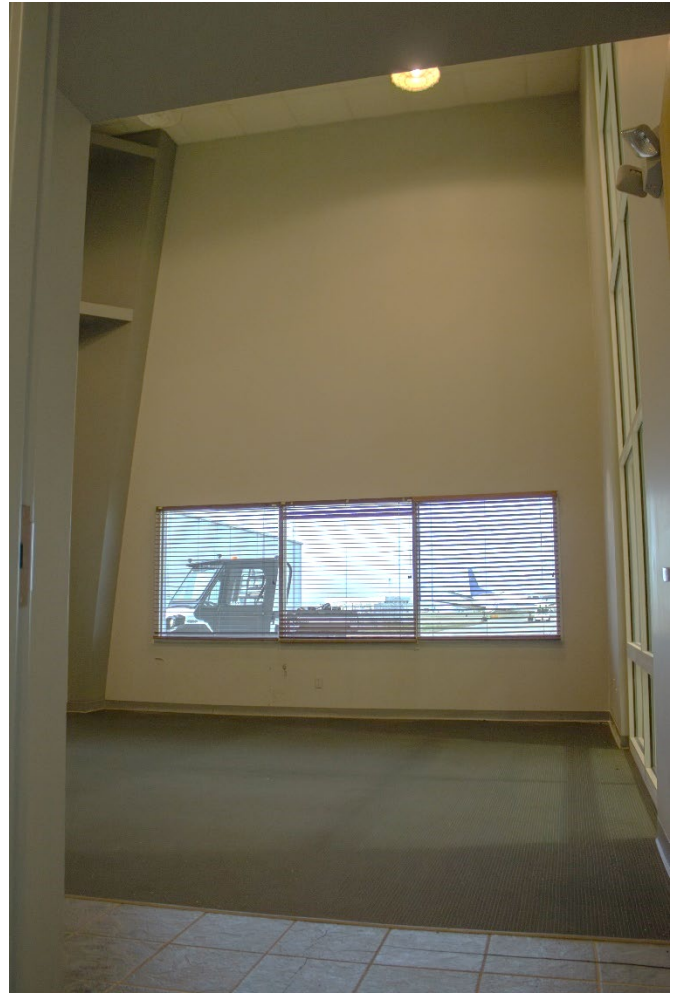




Upstairs storage and equipment area



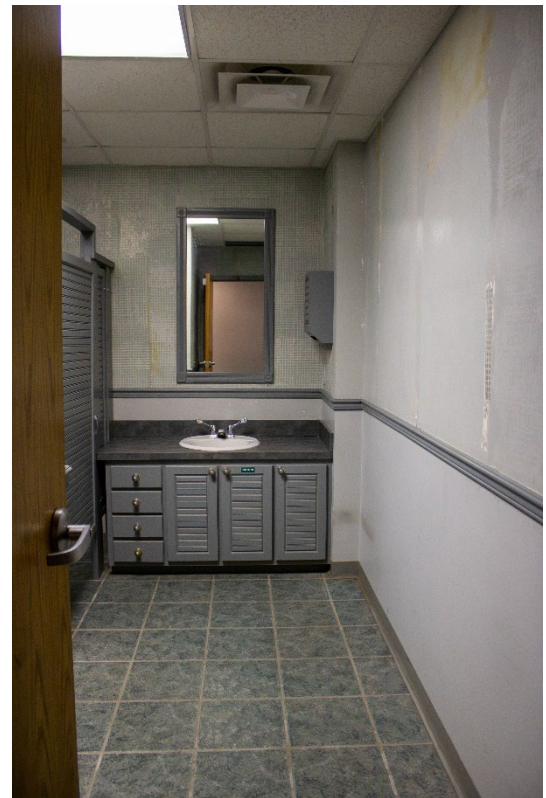
Large waiting area/break room



Restrooms



Women's restroom



Men's restroom

Office

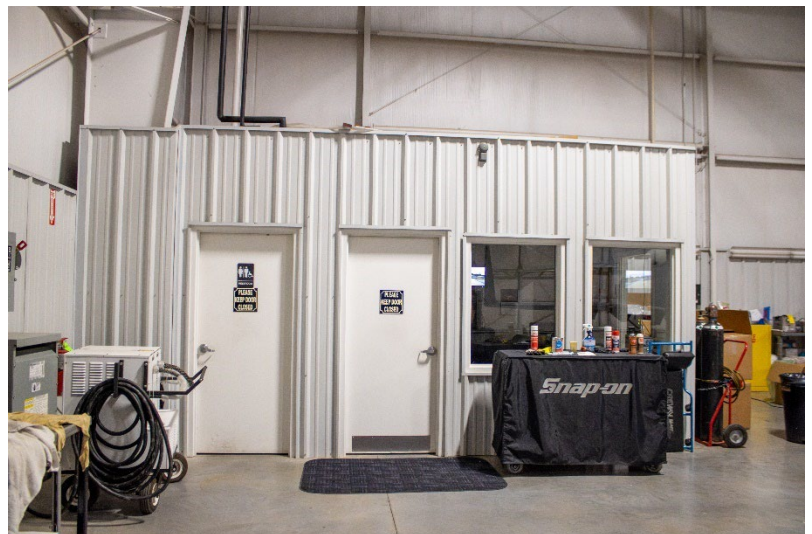
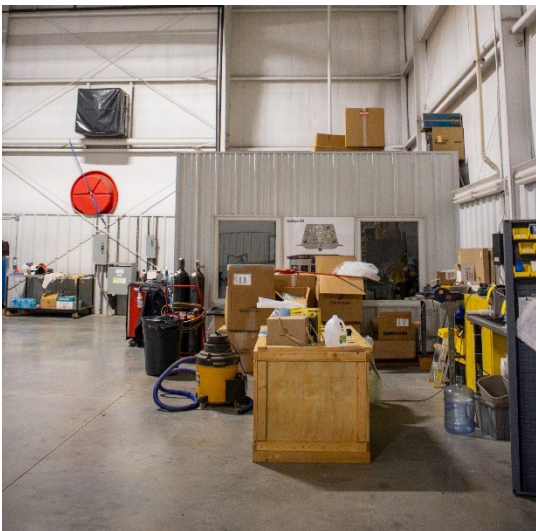


**2711 N General Aviation Ave
Springfield, MO 65803**

- Constructed in 2004
- 100' x 90' (9,000 s/f)
- This hangar has a small build-out within the hangar space that contains a small office and one restroom. It does **not** have a public lobby, which is required by the Minimum Standards for maintenance facilities.

Note: Photographs were taken of this facility before it was fully vacated. The aircraft and all equipment will be removed before the new tenant takes possession.









FORM NO. 1: BUSINESS PLAN

Please submit a Business Plan for the proposed commercial activity. It is important that this document is detailed and provides a complete vision of the proposed activity. Please note that the first step of review by the deciding committee will be a review of your written proposal, **of which this is the most important part**. You may or may not be selected for an interview with the committee based on your submission.

Your Business Plan must include:

- Executive Summary – overview of plan, including mission of the business, products and services, financial and strategic goals.
- Company Description – function of the business, legal structure, and history.
- Services (and products, if any) – detailed description of company offerings and how the offerings have value in the SGF market.
- Customer Service – detail the company's customer service philosophy, how it plans to provide a high level of customer service, including addressing dissatisfied customers.
- Market Analysis – detail market size, trends, and potential, and describe target customer.
- Marketing and Sales Strategy – how the business will retain customers and attract customers outside the region and through marketing and pricing; detail marketing budget, if known.
- Operations and Management – detail the day-to-day operations, including business and call-out hours, the organization's structure, experience of management, and key personnel.
- Financial Plan – financial projections such as sales forecasts, profit and loss statements, and a break-even analysis.
- Appendix – any additional documentation.

RETURN THIS PAGE

FORM NO. 2: RESUMES OF KEY PERSONNEL AND REFERENCES

Resumes:

- Submit the resumes of all owners, managers, and public-facing staff.

References:

- List the names and contact information of at least three and no more than five clients for whom you have performed services. Include the length of time you have worked with each client and detail the services provided.

RETURN THIS PAGE

FORM NO. 3: PROPOSED HANGAR USAGE AND PLANNED IMPROVEMENTS

Detail your planned use of the hangar, as well as your planned improvements. If you are submitting a proposal for both hangars, please differentiate the two in your description. If you have sketches of the improvements and/or financial estimates of the expense of the improvements, please include such with your proposal.

RETURN THIS PAGE

FORM NO. 4: PROPOSED FINANCIAL COMPENSATION

NOTE: Proposed financial compensation must take into account Lessee's responsibility to maintain the hangar

Proposed monthly rent: \$ _____

- Minimum base rent is \$2,000 per month.
- Rent may be partially abated should Lessee's approved facility investment exceed \$100,000. Rent credit shall be 50% of monthly rent for an amount of up to 50% of the total investment. Example: Lessee invests \$120,000 to upgrade facility. Lessee's rent is \$3,000 per month, so it shall receive a monthly credit of \$1,500 for 40 months (\$60,000 / \$1,500).

Proposed monthly share of gross receipts:

____% on annual sales less than \$500,000 (minimum 1%)

____% on annual sales more than \$500,000 to less than \$1,000,000 (minimum 2%)

____% on annual sales more than \$1,000,000 (minimum 3%)

RETURN THIS PAGE

FORM NO. 6 CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST

The City's Charter, Sec. 19.16, prohibits any Council member or employee of the City from having a financial interest, direct or indirect, in any contract with the City and any member of a City board or commission from having a financial interest, direct or indirect, in any contract with the department or administrative agency managed or operated by the board or commission on which he or she serves.

*****If the prohibition above is violated, the contract is void and the Council member, City board or commission member forfeits his or her office or the employee forfeits his or her employment*****

Vendor certifies that (check all that apply):

1. ____ No City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.
2. ____ No spouse or dependent child of a City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.
3. ____ A City Council member or spouse is an employee, officer, partner, owner, etc., of vendor.
4. ____ A City employee or spouse is an employee, officer, partner, owner, etc., of vendor.
5. ____ A City board/commission member or spouse is an employee, officer, partner, owner, etc., of vendor.

If choosing 3, 4, or 5, please provide name of Council member, employee, board or commission member, or spouse:

Vendor Certification:

I certify the information above is true and accurate.

By: _____

Title: _____

Please note whether the Charter is violated is fact specific. City staff will follow up with you for additional information.

RETURN THIS PAGE

FORM NO. 7 STATEMENT OF "NO PROPOSAL"

RETURN THIS PAGE ONLY IF YOUR COMPANY PROVIDES THE PRODUCTS/SERVICES REQUESTED AND DECLINES TO DO SO.

WE, THE UNDERSIGNED, HAVE DECLINED TO SUBMIT A PROPOSAL ON **RFP NO. 004-2025** FOR **DESCRIPTION** FOR THE FOLLOWING REASON(S):

_____ SPECIFICATIONS ARE TOO "TIGHT", I.E. GEARED TOWARD ONE BRAND OR MANUFACTURER ONLY
(PLEASE EXPLAIN REASON BELOW)

_____ INSUFFICIENT TIME TO RESPOND TO REQUEST FOR PROPOSAL.

_____ WE DO NOT OFFER THIS PRODUCT/S OR EQUIVALENT.

_____ REMOVE US FROM YOUR BIDDERS' LIST FOR THIS COMMODITY OR SERVICE

_____ OUR PRODUCT SCHEDULE WOULD NOT PERMIT US TO PERFORM.

_____ UNABLE TO MEET SPECIFICATIONS.

_____ UNABLE TO MEET INSURANCE REQUIREMENTS.

_____ SPECIFICATIONS UNCLEAR (PLEASE EXPLAIN BELOW).

_____ OTHER (PLEASE SPECIFY BELOW).

REMARKS: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE AND TITLE: _____

TELEPHONE NUMBER: _____

DATE: _____

RETURN THIS PAGE