

DATE: December 1, 2025

TO: All Bidders

FROM: Town Clerk

RE: **RPF 2025-01 Pierson Municipal Airport Management Services**

This addendum is being issued to provide all prospective bidders with information on questions and clarifications made to the RFP. The subject RFP is hereby amended per this Addendum Number 1. It is the bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this RFP. Lacking understanding or misinterpretation of any portion of the RFP shall not be cause for withdrawal of your proposal after opening or the basis for a protest of an award to the successful bidder.

Question 1: Does the Town provide any maintenance equipment (e.g., mowers, tools, or vehicles) to the selected operator, or is the operator responsible for supplying all necessary equipment?

Response: The selected operator will be required to supply all necessary equipment to maintain the airport.

Question 2: The Scope of Work states that the operator shall "pay all utility charges associated with the airport and any applicable trash removal costs." Does this mean the selected operator is fully responsible for these payments, or are there any utilities or costs covered by the Town? Additionally, could you provide details on the current annual or monthly utility payments (e.g., electricity, water, sewer) and trash removal costs for the airport to help inform our financial projections?

Response: Currently there is no electricity at the airport, but a Duke Energy account could be connected in the operator's name and paid for by the operator. There is a commercial water meter located at the airport with a base monthly charge of \$63.52 for the first 2,000 gallons of water. There are no permanent bathrooms – the Town currently has a portable toilet located at the property which costs approximately \$100.00 per month with Knight Jon Boy. Airport liability insurance paid by the Town was \$3,090.60 annually as of May 2025. This equates to approximately \$5,052.84 annually.

Question 3: The RFP mentions services will be provided under an operating and ground lease agreement or other arrangement but does not specify the term length or structure of compensation for the operator (e.g., fee-based, revenue-sharing, or other models). Could

you clarify the anticipated term of the agreement and any details on how the operator will be compensated?

Response: This should be part of each respondents' proposal. The Town is open to all proposals and does not have a pre-determined term length or structure of compensation. All proposals will be considered.

Question 4: The Airport Description notes existing hangars and tie-down spaces. Could you provide information on the current number of tenants, the terms of their leases (e.g., duration, rates), and any existing revenue streams from these tenants? This would assist in understanding baseline operations and potential for development.

Response: Tenants currently pay month-to-month tie-down and hangar rentals. Tie-downs are \$75.00 a month plus sales tax. Hangars are \$165.00 a month plus sales tax. Some tenants choose to pay 6 or 12 months in advance. The Town currently has three tenants in hangars – two tenants pay on a month-to-month basis while a third tenant is paid through June 30, 2025.

Question 5: The RFP indicates future development of the airport to increase revenue. We have some exciting plans regarding this. Our plan includes seeking FAA/FDOT funding for many improvements; however, FAA/FDOT may not cover 100% of the projects. Will financing be available to the operator for some of these costs such as loans from the Town or other resources to assist in obtaining bridge funding?

Response: The Town will cooperate in any grant applications developed by the operator, but will not provide any direct capital expenditures.

Question 6: The Scope of Work references enforcement of applicable rules/regulations and minimum standards. Could you provide copies or references to the airport's current operating rules?

Response: The Town does not have Town-specific operating rules regarding the airport. Operators must follow state and federal aviation rules and regulations as set by Federal Aviation Administration, Florida Department of Transportation, etc.

Question 7: The Scope requires developing a detailed airport master plan and capital improvement plan, with all development identified on an FAA-approved Airport Layout Plan (ALP). Does the airport currently have an approved ALP or existing master plan? If so, could you provide access to these documents or a summary of their key elements?

Response: The Town does not have an existing master plan or approved ALP. These are federal grant requirements; the Town of Pierson has never applied for or received federal grants for the airport.

Question 8: The RFP emphasizes development of the airport, including potential investments in facilities. What land is available for development at or adjacent to the airport? We understand there are several plots owned by the city but not directly by the airport—could you clarify which of these can be used as part of the airport development?

Response: The Town owns a total of ± 88 acres including the airport parcel (parcel #482700000240) and a second adjacent parcel (parcel #482700000220) at the northeast end of the turf runway. The Town has no immediate plans to develop or otherwise utilize these parcels.

There is a third parcel (parcel #482700000050) owned by the Town immediately north of the second parcel which has been designated as the future site of the Town's proposed wastewater treatment facility.

Development is possible on the ± 88 acres of parcels #482700000240 and #482700000220. This would be open to negotiation and discussion with the Town Planner and Town Council based on the proposals received.