

**Palm Beach County
Department of Airports
846 Palm Beach International Airport
West Palm Beach, FL 33406**
www.pbia.org



**Bruce V. Pelly,
Director**

REQUEST FOR LETTERS OF INTEREST

RFI NO. NCGL 10-1

**Palm Beach County Department of Airports
is seeking
Letters of Interest for:**

**Fixed Base Operator(s) for the
North County General Aviation Airport
Palm Beach County Glades Airport**

Date issued/available for distribution: September 16, 2009

RFI NO. NCGL 10-1

Request For Letters of Interest (RFI) for:

**Fixed Base Operator(s) for the
North County General Aviation Airport
Palm Beach County Glades Airport**

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1. **Purpose**

Palm Beach County, a political subdivision of the State of Florida, by and through its Department of Airports (hereinafter referred to as the “**Department**”) is soliciting Requests for Letters of Interest from qualified companies interested in operating and managing the North County General Aviation Airport and/or the Palm Beach County Glades Airport. Interested parties should complete the Respondent’s Survey form provided in the RFI package (Attachment A1). The Department anticipates issuing a formal Request for Proposals for operation and management of one or both airports following the RFI process.

2. **North County General Aviation Airport (F45) Information**

Location:

North County General Aviation Airport (F45) is located in Palm Beach Gardens, FL, approximately 12 miles northwest of Palm Beach International Airport.

Physical Address:

11600 Aviation Blvd., West Palm Beach, FL 33412

Acreage:

F45 is set on approximately 1,832 acres, with over 1,100 acres being dedicated to environmental preserves that surround the airport. An aerial photograph of F45 is attached to this RFI as Attachment A2.

Runway Information:

Three runways are open for use at F45. The primary runway, Runway 8R/26L, is 4,300 feet long by 100 feet wide. The asphalt runway has high intensity runway lights and REILs, and is in good condition. There are ILS, VOR and GPS approaches to Runway 8R, and a GPS approach to Runway 26L. Parallel runway, Runway 8L/26R, is a turf runway measuring 3,700 feet long by 75 feet wide and is in fair condition. Runway 13/31, the crosswind runway is 4,300 feet long by 75 feet wide and has a max. weight limit of 30,000 lbs. The asphalt is in good condition and has medium intensity runway lights and REILs. A copy of the most current Airport Layout Plan is attached to this RFI as Attachment A3.

Airport Information:

F45 is a designated reliever for PBI and serves both reciprocating engine and jet aircraft. F45 is an uncontrolled airport with a CTAF of 123.075. All pilots should follow FAA recommended procedures for operating at uncontrolled airports. F45 serves flight training and moderate amounts of jet traffic due to the availability of an instrument approach.

General Aviation Airport Role:

Recreational/ Sport, Corporate Business, and Flight Training

Minimum Standards:

The General Aviation Minimum Standards for F45 are attached as Attachment A4.

Facilities:

The airport facilities at F45 consist of a 6,808 SF terminal with office space, 2 large hangars with offices, one of which is used as a storage hangar and one currently used as a maintenance hangar, and 176 aircraft storage hangars. There is approximately 824,400 SF of aircraft apron with associated tie-downs. The fuel farm contains one (1) 10,000 gallon storage tank for Jet-A and one (1) 10,000 gallon storage tank for Avgas. There are several businesses located on the airport including both fixed wing & helicopter flight schools. The most recent survey of F45 is attached as Attachment A5.

Financial Data:

A breakdown regarding storage & executive commercial hangars including current rental rates is attached as Table T1.

Concession Revenue Analysis reports from October 2003 through July 2009, including historical revenue information are attached as Table T2.

Additionally, historical fuel flowage information from January 2004 through July 2009, is attached as Table T3.

3. Palm Beach County Glades Airport (PHK)

Location:

The Palm Beach County Glades Airport (PHK) is Palm Beach County's designated recreational airport. PHK is located on S.R. 715, 3 miles southwest of Pahokee, Florida and 35 miles west of West Palm Beach, Florida.

Physical Address:

3800 S.R. 715, Pahokee, FL 33476

Acreage:

PHK is approximately 243 acres. Aerial photographs of PHK are attached to this RFI as Attachment A6.

Runway Information:

Runway 17/35 is 4,116' in length by 75' wide and has a MTOW of 12,500lbs. The primary landing aid is a visual approach slope indicator (VASI). Runway is equipped with medium intensity runway lights (MIRLs). Full length parallel taxiway.

Airport Information:

PHK is an uncontrolled airport with a CTAF of 122.8. All pilots should follow FAA recommended procedures for operating at uncontrolled airports. PHK has a VOR/DME approach and is popular for flight training for both fixed wing and helicopters. PHK is also designated to support FAR 105 Parachute Operations. A copy of the most current Airport Layout Plan is attached to this RFI as Attachment A7.

General Aviation Airport Role:

Recreational/ Sport and Business

Minimum Standards

The General Aviation Minimum Standards for PHK are attached as Attachment A8.

Facilities:

Facilities at PHK include a 1,822 SF newly constructed Terminal building containing lobby, restrooms, and management offices. 3,747 SF main hangar with two (2) 400 SF offices. Two (2) underground fuel tanks (15,000 Avgas; 15,000 Jet-A). 180,000 SF apron with associated tie-down spaces. Ten (10) 1,000 SF T-Hangars resulting in annual rental income of approximately \$33,000 per year to the Department.

Financial Data:

A breakdown regarding storage hangars including current rental rates is attached as Table T4.

Concession Revenue Analysis reports from October 2003 through July 2009, including historical revenue information are attached as Table T5.

Additionally, historical fuel flowage information from January 2004 through July 2009, is attached as Table T6.

4. Contact Person

The technical contact person for this RFI is Martha LaVerghetta, Assistant Properties Manager (hereinafter referred to as the “**Contact Person**”) at the Palm Beach County Department of Airports:

Martha LaVerghetta
Department of Airports
846 Palm Beach International Airport
West Palm Beach, FL 33406-1407
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Fax No: (561) 471-7427
Email: mklaverghetta@pbia.org

Questions regarding this RFI or either airport shall be submitted in writing to the Contact Person at the address listed above.

5. Respondent’s Survey

Respondents are asked to return the attached Respondent’s Survey (Attachment A1) with the information requested therein on or before **Friday, September 25, 2009**, to the Contact Person at the address listed in Section 4 above. Respondents interested in touring either airport should contact the Contact Person at the telephone number or e-mail address listed in Section 4 of this RFI. The Department anticipates issuing a formal Request for Proposals for one or both airport(s) following this RFI process. Companies responding this RFI by returning the Respondent’s Survey will receive written notification of the subsequent Request for Proposals process.