

## PDSC MEETING AGENDA

**DATE:** 4/3/2024  
**TIME:** 3:00-4:30 PM  
**LOCATION:** Zoom  
**RE:** Planning and Development Subcommittee

### PDSC Objectives:

- Support the implementation of the 2023-2024 Strategic Plan and the 2020 Airport Master Plan
- Provide ongoing support and input on specific plans and proposals for the development of Airport property
- Provide input on other business development efforts as appropriate

### PDSC Agenda Items:

- 1) **Meeting Minutes – March 13, 2024 (5 min.)**
- 2) **Airport Development Request for Expressions of Interest (RFEI) (75 min.)**
- 3) **Open Discussion (10 min.)**

Join Zoom Meeting

**Wednesday, April 3, 2024 – 3:00 p.m.**

<https://us06web.zoom.us/j/97011482750?pwd=V1pVVHdrMXZibzlyZ3RFanpRK2NIZz09>

Meeting ID: 970 1148 2750

Passcode: 465261

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**DATE:** 3/13/2024  
**TIME:** 3:31 – 5:55 p.m.  
**RE:** Planning and Development Subcommittee Meeting (PDSC)  
**ATTENDEES:** Diane Jones, Tom Fleming, Rick Turley, Troy Bliss, Scott Schorling, Aaron Ehle, Francis Robbins, Kate Morgan, Laurie Wilson, Kevin Jones, Ryan Carlson

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### **Begin Meeting Record 3/13/2024**

Laurie Wilson, Senior Assistant City Attorney, reviewed Colorado Open Meeting laws as they pertain to the PDSC and suggested that members utilize polling services to schedule meetings with at least 24 hours of notice to the public instead of utilizing email or other methods of correspondence which may involve three or more members. Whether working documents can be shared with the public while Committee Members collaborate on the document needs to be determined. Public comment is permissible at PDSC meetings but not required.

#### **Agenda Item #1:**

##### **Meeting Minutes from January 10, 2024**

- All present Board Members voted unanimously to approve the 1/10/2024 minutes as presented.

#### **Agenda Item #2:**

##### **Airport Development Requests for Proposals**

- Board Members discussed the hangar development Requests for Proposals (RFPs) that the Airport Commission directed Staff to create for three sites at the meeting on March 23, 2024. The three sites being reviewed for hangar development are identified at Site B, Site C, and Site D.
  - Creating a Request for Information (RFI) or Request for Expressions of Interest (RFEI) may help narrow the scope of the project, produce a clearer RFP, and increase the likelihood of awarding a proposal. Producing an RFP without having a clear scope of work or specific project requirements may have a similar outcome as the previous hangar development RFP, which was unsuccessful.
  - Board Members spoke in favor of simplifying the RFP process for developers by removing some of the most costly and time consuming proposal requirements.
  - Airport funds are not currently available for infrastructure development on these sites, but the Airport could provide incentivized agreements to developers who bring infrastructure to the site(s).
  - Staff can perform a concept review to help determine what infrastructure is required for development at each site. The next available concept review meetings are currently in May.

- At the direction of the Commission and Loveland City Manager, Board Members will review the RFP draft provided in the packet and send suggestions directly to Aaron Ehle.
- Board Member Fleming moved to present three RFPs as requested by the Commission with the explanation of why more information is necessary. Second by Board Member Jones. The motion did not move forward for voting after further discussion.
- Public comment: Ryan Carlson stated that developers may look at the RFI option more favorably than the RFPs and spoke in favor of increasing transparency with stakeholders.

**Agenda Item #3:**

**Open Discussion**

None presented.

**End Meeting Record**

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# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

**ITEM NUMBER:** 2

**MEETING DATE:** April 3, 2024

**PREPARED BY:** Aaron Ehle, Airport Planning & Development Specialist

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## **TITLE**

Airport Development Request for Expressions of interest (RFEI)

## **RECOMMENDED PDSC ACTION**

Provide feedback on the development of the RFEI

## **SUMMARY**

At their February meeting, the Airport Commission directed staff and the PDSC to prepare three requests for proposals (RFP) for development at the Airport. These three sites, which developers have expressed interest in are:

- Site B – Triangle-shaped area between Lindbergh Dr, Lear Dr, and Earhart Rd
- Site C – The northeast area of the Airport near the end of Rockwell Ave
- Site D – The western area of the Airport, south of the Northern Colorado Law Enforcement Training center

In the following weeks, staff engaged with the Loveland's Development Review Team, the PDSC, and Jeff Kohlman, the founder of AMCG, who is an expert in airport development and leasing issues. Feedback from respondents of the RFP that was issued in late 2021, but closed a year later without award, was also considered.

As the RFP drafts were being prepared, there was some concern from staff and the PDSC that the objectives of the RFPs were not clearly defined and that we could end up in a similar situation to the last RFP, with responses that are vastly different, thus difficult to compare and choose from. An alternate approach was suggested, which was presented to the Airport Commission in March along with the draft RFPs.

## **RFEI Approach**

Staff recommended issuing a request for expressions of interest (RFEI) instead of RFPs. By pursuing this approach, it may be possible to avoid some of the pitfalls that were experienced with the last RFP. Much of the information contained in the RFPs can

be repackaged into an RFEI. Pertinent information about potential projects can be gathered and shared directly with the Commission, with the finer details required to execute lease agreements coming along later.

We still haven't clearly defined what types of development we want to see and where we want to see them. An RFEI that is broad in scope would let the private sector know that we are open for business and are interested in gathering information and insights to inform our decision-making. By lowering the barrier for submission, we can quickly collect information to understand market trends, assess developer interests and capabilities, and explore available options before determining next steps.

Some developers have expressed frustration with the unclear path for having their projects considered by the PDSC and Commission. An RFEI can be structured in a way that submittals would be less formal and most or all of the information can be quickly shared with the Commission, bypassing the need for detailed evaluation and negotiation by an evaluation committee and executive sessions to discuss proprietary/confidential information. This would be a transparent process that could combat the notion that staff and/or the PDSC are gatekeeping or improperly filtering information.

An RFEI would not require respondents to prepare detailed and expensive submittal packages. By simply asking developers what they want to build and where they want to build it, we could begin to understand the landscape and possibilities better. An RFEI may also assess developers' appetite for master development, collaboration opportunities, and other information.

There would be no expectation of an award associated with the RFEI, but if we are able to identify proposals that the Cities/Airport deem beneficial and don't have competitive considerations, the Commission could direct staff to move forward with planning and lease negotiations.

Alternatively, we may find that there are complex interactions and/or competitive factors that require a more formal solicitation. The information gathered through the RFEI process will help to develop the criteria for more focused RFPs that have higher chances of success.

The Airport Commission voted to move forward with this strategy and instructed staff to prepare and issue an RFEI for all three sites. It is anticipated that submittals will be shared with the Commission at the June 27<sup>th</sup> meeting. The Commission will then determine the next steps.

## RFEI Considerations/Questions

- How do we use the RFEI to market the Airport?
  - Clearly identify the opportunity
  - Airport activity and growth potential
- How will shared infrastructure be funded?
  - Airport currently has limited capacity to participate
  - Private sector will require significant lease incentives
    - Master development vs piecemeal
  - Who is going to coordinate between developments?
- Managing expectations
  - Structure with no expectation of award, but preserve flexibility to move forward with certain projects
- Sharing of information
  - Withhold names of entities submitting proposals?
- Communicate possible next steps
  - Possible lease negotiations
  - RFP(s)

## **ATTACHMENTS**

RFEI Draft

**REQUEST FOR PROPOSALS**  
**AIRPORT DEVELOPMENT OPPORTUNITY**

SOLICITATION #2024-XX  
PROPOSAL DUE DATE: JUNE 13, 2024



NORTHERN COLORADO  
REGIONAL AIRPORT



APRIL 8, 2024

## **NOTICE TO PROPOSERS**

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties for **Airport Development Opportunity, Solicitation #2024-XX** at Northern Colorado Regional Airport (“Airport”). Proposals must be received electronically at [bids@cityofloveland.org](mailto:bids@cityofloveland.org) on or before **2:00 p.m.** (Mountain Time “MT”) on **June 13, 2024**, at which time they will be recorded, but not publicly opened. There will be a virtual bid opening on Zoom using the following link:

<https://us06web.zoom.us/j/87360734226?pwd=bDdWbDE4TzJTYkRSNVhHNkp0SFNxQT09>

Meeting ID: 873 6073 4226

Passcode: 968706

or call in 1-346-248-7799

The RFEI is available at [www.bidnetdirect.com](http://www.bidnetdirect.com). If you are not registered with BidNet, please visit their website and select “Vendor Registration,” or call 800-835-4603. There is a free registration option available for inquiry.

No submissions will be considered which have not been received by the deadline set forth above, as determined by the City email server. The City is not responsible for delays occasioned by the internet, outages of service, the City email server, or any other electronic delay. The City email server scans all emails with attachments and delays the receipt of those emails up to 4 minutes, please plan your submission accordingly.

The City will hold a **pre-submittal meeting on May 2, 2024 at 2:00 p.m.** at 4900 Earhart Rd, Loveland, Colorado 80538 to allow proposers an opportunity to ask questions prior to the submission of proposals. This meeting is not mandatory. Proposals may be submitted without being represented at the meeting.

Questions concerning the RFEI shall be directed only to Aaron Ehle, Planning & Business Development Specialist for the Airport, at [aaron.ehle@cityofloveland.org](mailto:aaron.ehle@cityofloveland.org). **Questions will be accepted until May 16, 2024 at 12:00 p.m.** All questions received by the question deadline stated above will be responded to via Addendum, which will be published at Rocky Mountain e-Purchasing System ([www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)).

### **Equal Opportunity Employer**

**The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City’s Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) or 970-962-2372. The City will make reasonable accommodations for Proposers in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the City’s ADA Coordinator at [jason.smitherman@cityofloveland.org](mailto:jason.smitherman@cityofloveland.org) or 970-962-3319.**

“La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad al [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los Proponedores de acuerdo con la Ley de Discapacidades para Americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad: [jason.smitherman@cityofloveland.org](mailto:jason.smitherman@cityofloveland.org) o al 970-962-3319.

### **COLORADO OPEN RECORDS ACT NOTIFICATION**

The City of Loveland is subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open



Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City.

Please note that your objection will be considered, but is not binding on the City. The City is required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

## **I. INVITATION**

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties to lease property for the construction and operation of new aircraft hangars, aeronautical business facilities, and/or non-aeronautical facilities at Northern Colorado Regional Airport (“Airport”), located in Loveland, Colorado. The Cities are offering a parcel of land to be leased in accordance with the Airport’s Hangar Ground Lease Agreement (“Lease”), which is attached as a separate document, and all other provisions of this Request for Expressions of Interest (“RFEI”), and to be developed for in alignment with the Airport and Cities policies and guiding documents, which can be accessed at: <https://www.flynoco.com/airport-commission/guiding-documents/>.

### **REI Timeline**

RFEI Issue Date	April 8, 2024
Non-Mandatory Pre-Submittal Meeting	May 2, 2024
Questions Deadline	May 16, 2024
Final Addendum Posted	May 17, 2024
RFEI Response Due Date	June 13, 2024
Airport Commission Review	June 27, 2024

## **II. AIRPORT BACKGROUND**

Since its opening in 1964, Northern Colorado Regional Airport has evolved to accommodate the aviation demands of the Northern Colorado Region. Owned and operated by the Cities of Fort Collins and Loveland, it supports a diverse mix of general aviation and commercial aviation users. The Airport generates approximately \$296 million annually in economic impact according to a Colorado Department of Transportation Division of Aeronautics study <https://www.codot.gov/programs/aeronautics/studies-plans-reports/2020ceis/2020ceisreports/northern-co-regional-loveland-fnl.pdf>.

Situated adjacent to Interstate 25 in Loveland, Colorado, approximately an hour's drive north of Denver, the Airport has witnessed remarkable population and economic growth in recent decades. Today, it stands as a focal point amid a dynamic mix of industrial, commercial, and residential development. It serves Larimer County and portions of Weld County and is centrally located among the cities of Fort Collins, Loveland, and Greeley, with more than 850,000 people living within 30 miles.

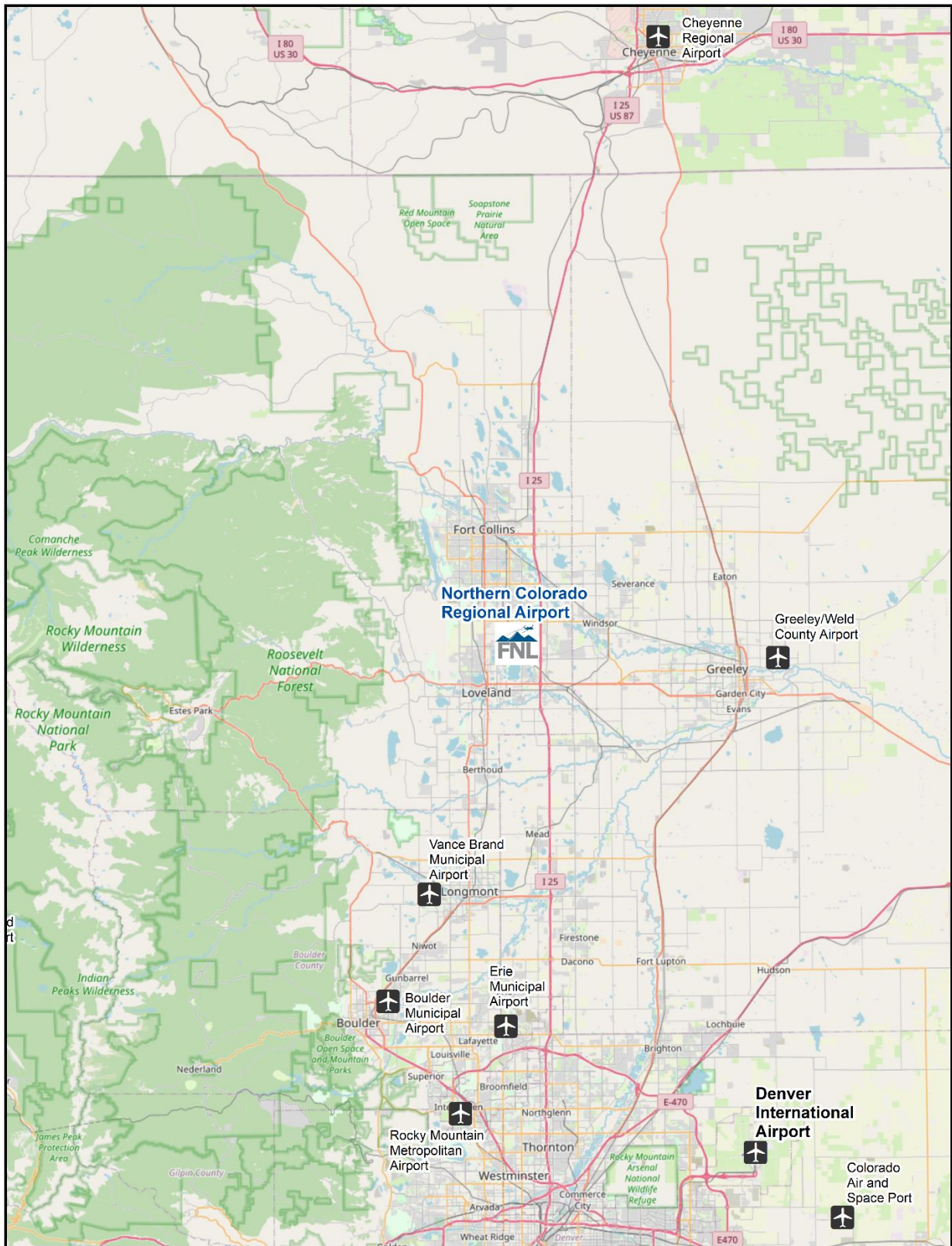


Figure 1 - Airport Vicinity Map

With approximately 225 aircraft hangars and 300 based aircraft, the Airport is home to many private-sector developments and businesses that support a wide array of aeronautical activities. Air traffic control services are provided 7 days a week from 8:00 a.m. to 6:00 p.m. The 8,500-foot-long, 100-foot-wide runway supports more than 115,000 aircraft operations per year.

The Airport is one of 14 commercial service airports in the state of Colorado. For much of its history, the Airport has supported commercial air service; most recently with Allegiant Airlines from 2003-2012 and Avelo Airlines from 2021-2022. Currently, there is no scheduled service at the Airport. The Airport also supports ground transportation services to Denver International Airport, provided by Landline in partnership with United Airlines and Groome Transportation.

**Table 3-11: Summary of Aviation Activity Forecasts, 2018-2038**

Aviation Activity	2018	2023	2028	2033	2038
<b>OPERATIONS</b>					
Commercial Service	50 <sup>1</sup>	590	692	812	954
General Aviation	94,650 <sup>2</sup>	108,504	118,452	129,313	141,170
Single Engine Piston	63,298 <sup>3</sup>	72,372	79,008	86,252	94,160
Multi-Engine Piston	28,470 <sup>3</sup>	32,009	34,351	36,854	39,528
Turboprop	285 <sup>3</sup>	597	948	1,358	1,835
Business Jet	2,847 <sup>3</sup>	3,526	4,146	4,849	5,647
Military	200 <sup>2</sup>	200	200	200	200
<b>TOTAL OPERATIONS</b>	<b>94,900<sup>2</sup></b>	<b>109,294</b>	<b>119,344</b>	<b>130,325</b>	<b>142,324</b>
Local Operations	35,208 <sup>2</sup>	43,280	50,244	58,125	67,034
Itinerant Operations	59,692 <sup>2</sup>	66,013	69,100	72,200	75,289
<b>PASSENGER ENPLANEMENTS</b>					
Enplanements	<b>3,388<sup>2</sup></b>	<b>48,431</b>	<b>56,829</b>	<b>66,684</b>	<b>78,248</b>
<b>BASED AIRCRAFT BY TYPE</b>					
Single Engine Piston	216 <sup>1</sup>	230	241	253	265
Multi-Engine Piston	16 <sup>1</sup>	16	16	16	16
Glider/Ultra-Light	2 <sup>1</sup>	3	4	5	6
Business Jet	9 <sup>1</sup>	11	13	15	17
Helicopter	13 <sup>1</sup>	15	17	19	21
<b>Total Based Aircraft</b>	<b>256<sup>4</sup></b>	<b>275</b>	<b>291</b>	<b>308</b>	<b>325</b>

**SOURCE:** Mead & Hunt, 2018.

**NOTES:**

1. FAA 2018 APO Terminal Area Forecast Detail Report for FNL.
2. Base year data source: FAA Form 5010.
3. Percentages of GA operations by aircraft by type were extrapolated using the percentages identified in the 2007 Fort Collins-Loveland Airport Master Plan.
4. National Based Aircraft Inventory

*Figure 2 – Aviation Activity Forecasts from 2020 Northern Colorado Regional Airport Master Plan*  
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

Construction of a new \$25 million, 20,000 square foot multimodal passenger terminal is anticipated to be complete in the fall of 2024. This facility promises to significantly enhance the Airport's capacity and passenger experience.

### III. SITE LOCATIONS

The Cities are accepting development proposals for three sites.

#### **Site B:**

Vacant land located between Earhart Road, Lindbergh Drive, and Lear Drive. The Site covers approximately 372,775 square feet (8.56 acres).

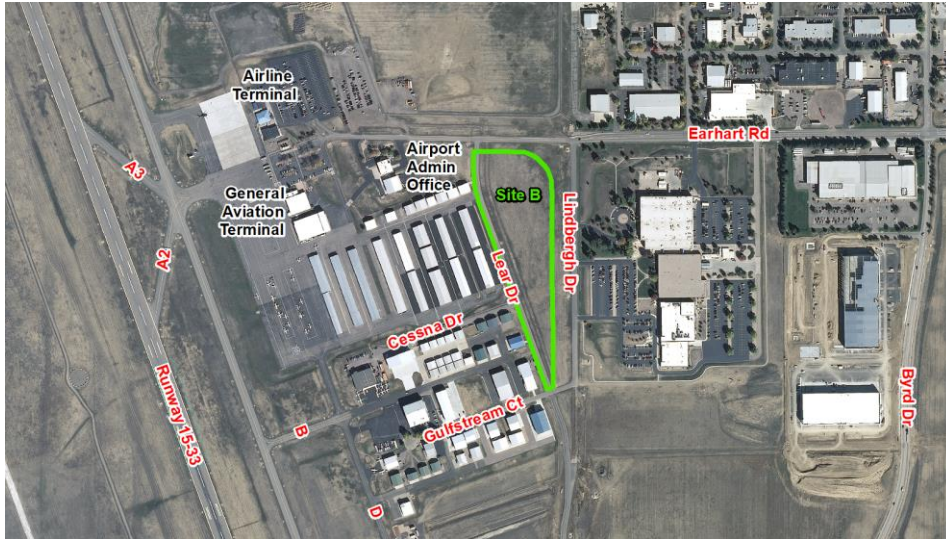


Figure 3 – Site B Map

#### **Site C:**

Located west of the Centre Pointe Business Park and southwest of the new 3.5 million square foot Amazon fulfillment center. An Old Dominion freight transfer facility is planned to the north of the Site.

<https://maps.cityofloveland.org/CDA/23-00083.pdf>



Figure 4 – Site C Map

**Site D:**

Vacant land in the southwest area of the Airport. The Site is adjoined by private property to the west and the Northern Colorado Law Enforcement Training Center to the north.



*Figure 5 – Site D Map*

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## IV. EXISTING CONDITIONS

### Site B:

Undeveloped grassland that is currently outside of the Airport perimeter fence. There is a major utility corridor running along the east side of the Site.

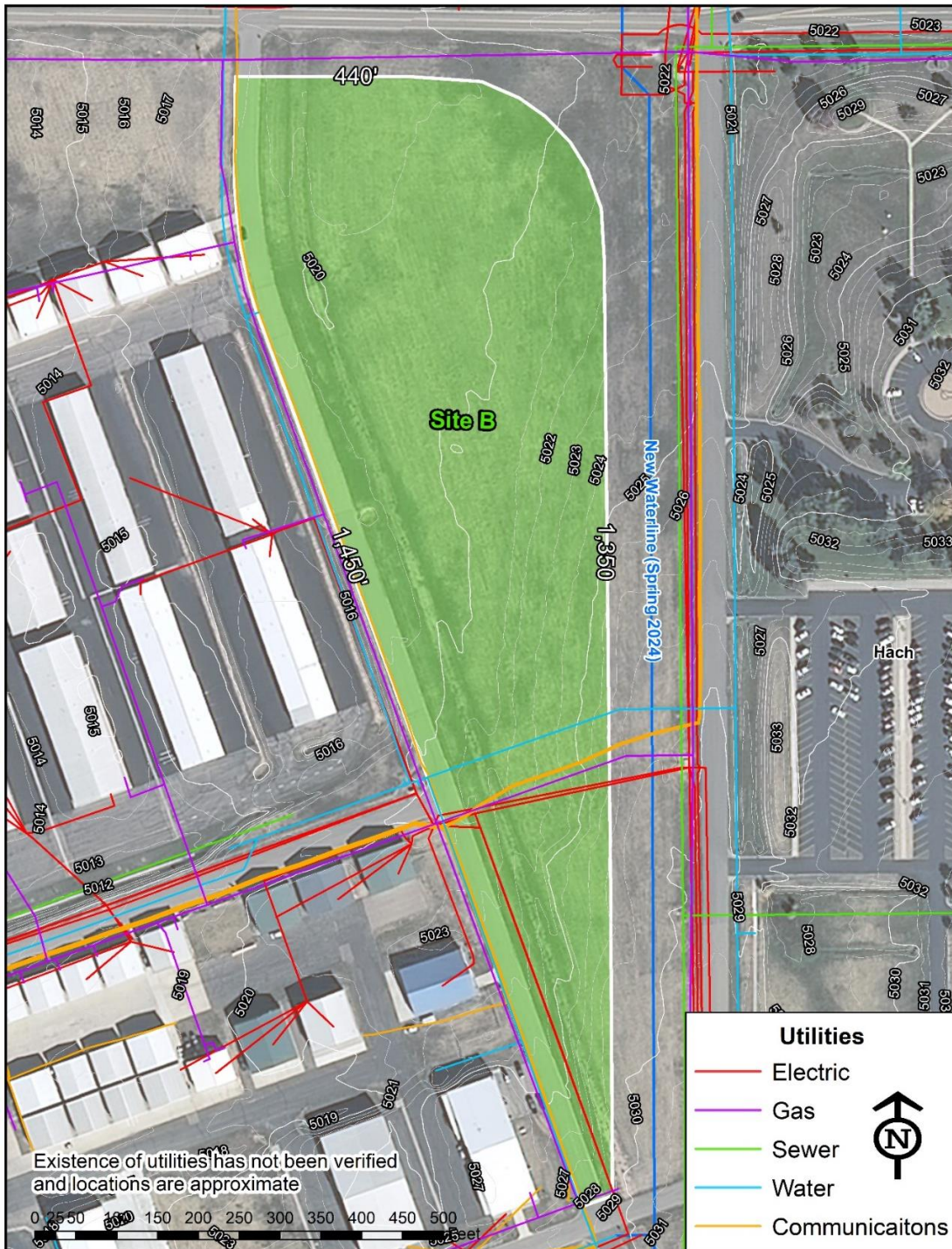


Figure 6 – Site B Utilities

**Site C:**

Undeveloped grassland. In the spring of 2024, a regional 24-inch waterline will be installed along the north and east boundaries of the Site. Several 8-inch service connection points will be included in the Site C area.

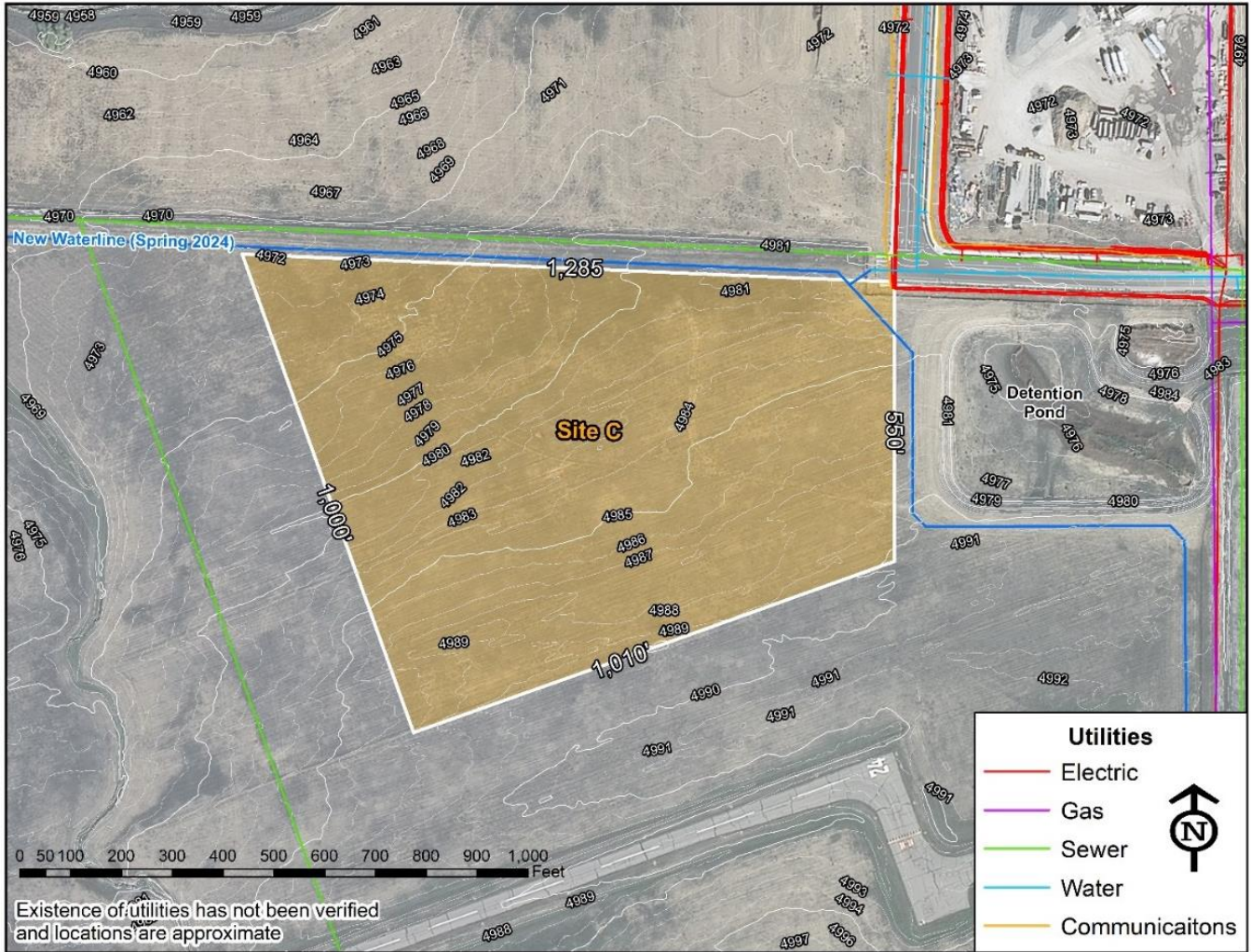


Figure 7 – Site C Utilities

**Site D:**

Open grassland on the undeveloped west side of the Airport.



Figure 8 – Site D Utilities



## V. DESIGN CRITERIA

### Site B:

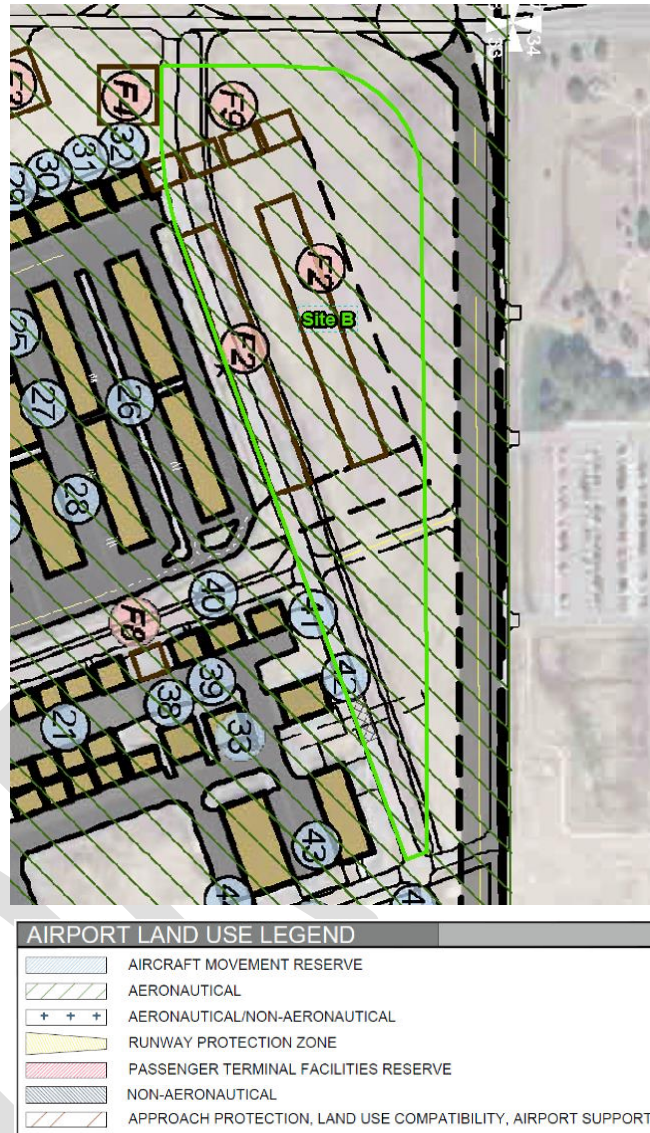
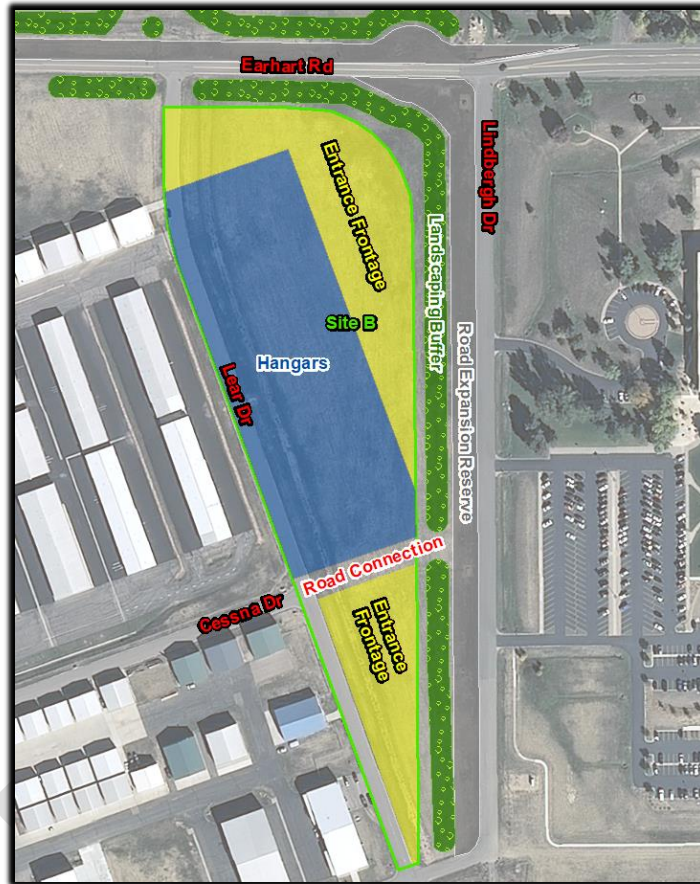


Figure 9 – Site C Airport Land Use Plan from 2020 Northern Colorado Regional Airport Master Plan <https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

1. The Airport Layout Plan depicts two 30,000 square foot fixed T-hangar buildings and four 3,000 box hangars with accompanying apron, taxiway, and vehicle access. The remainder of the area is classified as undefined aeronautical use. The Cities will not limit proposals to this building layout and will consider layouts that suit the Proposer(s)' requirements. Hangar configurations may include T-hangar(s) and/or box hangar(s). Layouts shall make efficient use of the available parcel.
2. To accommodate aeronautical development, Lear Drive needs to be closed/removed in order for taxiways to be constructed to the Site. Before Lear Drive is closed, Cessna Drive needs to be connected to Lindberg

Drive to provide access to hangars and businesses west of the Site. Proposal(s) shall include plans to construct this road connection.



*Figure 10 – Site B Setbacks and Entrance Frontage*

3. The Cities will consider proposals that include non-aeronautical uses on Site B. Furthermore, plans are underway for the future connection of Lindbergh Drive to Rocky Mountain Avenue to the south, establishing a new entrance to the Airport. These developments are set to transform the frontage areas (yellow areas in figure 6) along Lindbergh Drive and Earhart Road into prime locations, offering high visibility and presenting ideal opportunities for businesses, complemented by inviting landscaping.
4. The minimum Leasehold Area for proposals within Site B is 20,000 square feet.

**Site C:**

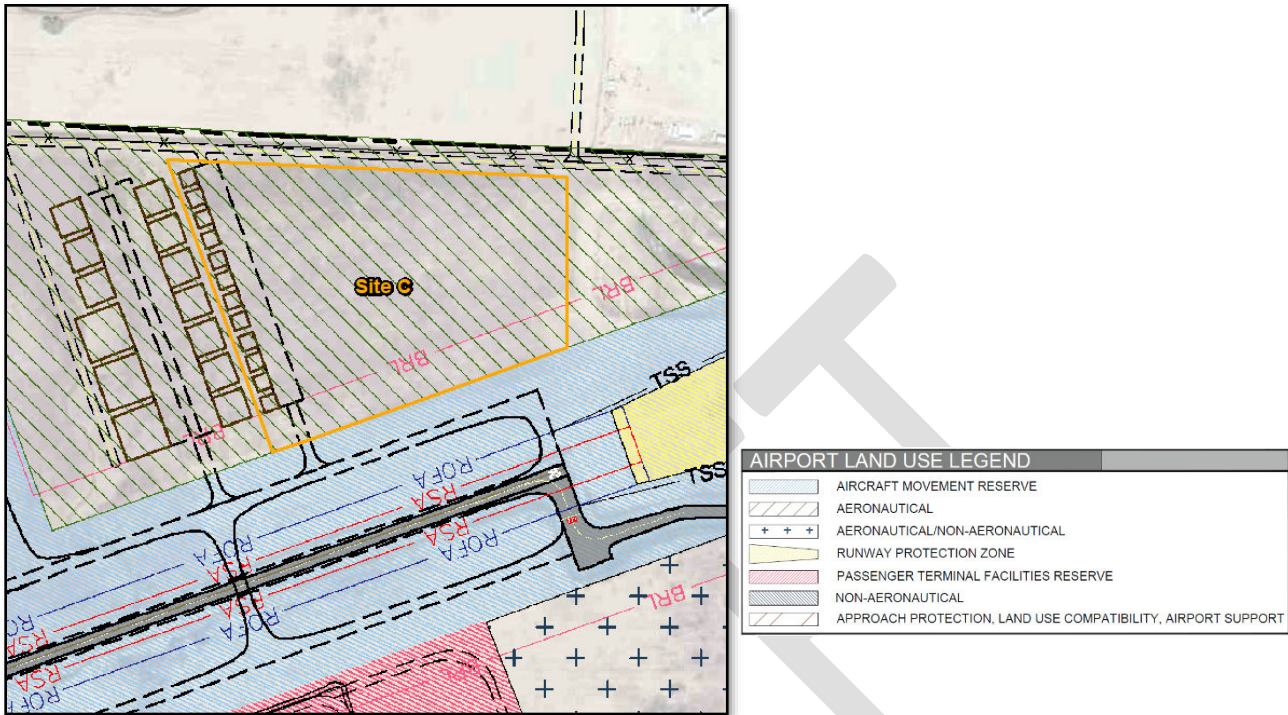


Figure 11 – Site C Airport Land Use Plan from 2020 Northern Colorado Regional Airport Master Plan  
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

1. The Airport Land Use Plan depicts undefined aeronautical development in this area. A row of 2,500 square foot conceptual box hangars with an accompanying taxiway is shown along the western edge. These hangars don't need to be reflected in proposal layouts. Hangar configurations may include T-hangar(s), box hangar(s), and/or open-air aircraft shelters in a layout that suits the Proposer(s) requirements. Layouts shall make efficient use of the available parcel.
2. The minimum Leasehold Area for proposals within Site C is 20,000 square feet.
3. The exact location of the Building Restriction Line (BRL) has yet to be determined. It is anticipated that the BRL will be established approximately 130 feet further south than is depicted on the Airport Layout Plan (ALP). Please refer to the Airport Airspace Plan – Conical Surface (Sheet No. 5) of the ALP for more information on maximum elevations of improvements. [https://www.flynoco.com/wp-content/uploads/2020/11/AppendixG\\_MP2018.pdf](https://www.flynoco.com/wp-content/uploads/2020/11/AppendixG_MP2018.pdf)

**Site D:**

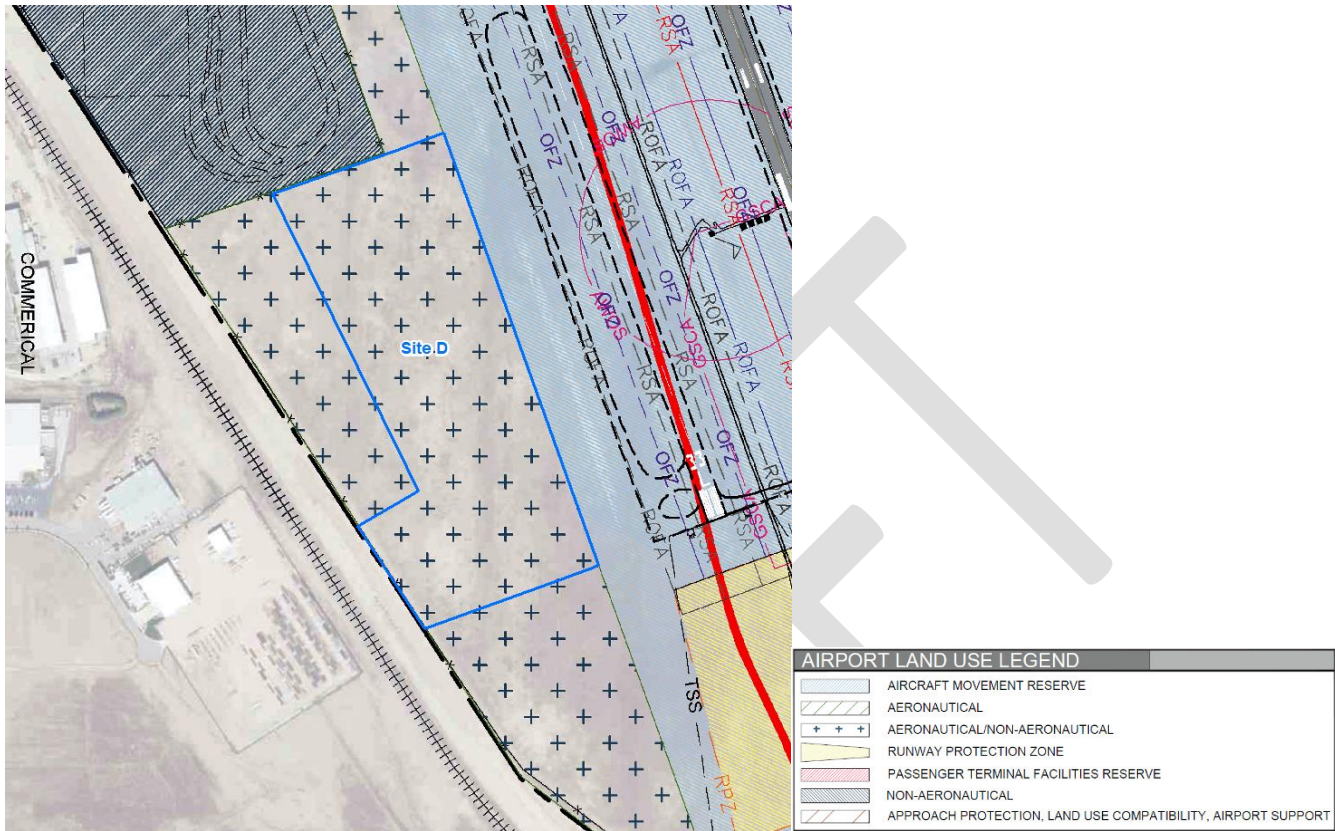


Figure 12 – Site D Airport Land Use Plan from 2020 Northern Colorado Regional Airport Master Plan  
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

4. The Airport Land Use Plan depicts undefined aeronautical/non-aeronautical uses on Site D. Hangar configurations may include T-hangar(s), box hangar(s), and/or open-air aircraft shelters in a layout that suits the Proposer(s) requirements. Non-aeronautical or mixed uses may be proposed. Layouts shall make efficient use of the available parcel.
5. Access to Site D is severely restricted due to its remote location on the Airport and the presence of private property and a rail line to the west. Figure 6 illustrates potential access points via Rocky Mountain Avenue and Boyd Lake Avenue. Proposals for Site D shall include access plans.



*Figure 13 – Site D Access*

The minimum Leasehold Area for proposals within Site D is 80,000 square feet.

**All Sites:**

1. All proposed improvements shall adhere to the Airport Land Use and Design Standards. The Standards will serve as criteria for the review and approval of proposed projects by the Northern Colorado Regional Airport Commission (NCRAC). <https://www.flynoco.com/wp-content/uploads/2020/12/Airport-Land-Use-Design-Standards.pdf>
2. Per 2021 International Building Code, which has been adopted by the City of Loveland, aircraft hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet. [https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=TIT15BUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO).
3. The successful Proposer(s) shall construct pavement connection(s) to the Airport's adjoining taxiways/taxilanes. The connecting connection(s) must adhere to the design standards contained in the

most-current version of FAA Advisory Circular 15/5300-13A Airport Design, Chapter 4, Section 404.  
[https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150-5300-13B-Airport-Design.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13B-Airport-Design.pdf)

4. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.
5. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code [https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=LOCOMUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO).
6. Prior to construction, the successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from FAA Obstruction Evaluation/Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids  
<https://oeaaa.faa.gov>.

## **VI. PERMITTED USES**

1. The successful Proposer(s), upon execution of a Lease, shall use and occupy the Leased Premises for the purposes of construction, installation, maintenance, and operation of aeronautical facilities to be used for the parking, storage, servicing, repair, maintenance, modification, and construction of aircraft as specified by the Lease Agreement.
2. The successful Proposer(s), upon execution of a Lease, will have a non-exclusive right to provide commercial aviation services in a manner consistent with and as described in the most recent Airport Rules and Regulations [https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft\\_6-22-06.pdf](https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft_6-22-06.pdf), and Minimum Standards. <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>. Commercial aviation businesses must apply for and receive an Airport Business License. <https://www.flynoco.com/wp-content/uploads/2020/03/Business-License-Application.pdf>.
3. The successful Proposer(s), upon execution of a Lease, may sublease or license use of the hangar to third parties for aviation purposes. Any sublease, sale, or transfer of the Lease shall require approval by the Airport Director or Northern Colorado Regional Airport Commission (NCRAC), as applicable.
4. Approvals for non-aeronautical uses will be subject to additional Federal Aviation Administration (FAA) regulatory compliance and different Airport Lease terms. Obtaining these approvals is expected to be more complex and time-consuming.

## **VII. IMPROVEMENTS TO BE CONSTRUCTED BY SELECTED PROPOSER(S)**

1. All improvements, including proposed hangar facilities, constructed on Airport property shall be subject to conditions, restrictions, reservations, and prior approvals for the following purposes:
  - a. To encourage and leverage private investment in the Airport and create economic benefit for the Airport, Cities, and region;
  - b. To enhance aesthetic value through consistent, attractive, and compatible development;
  - c. To ensure proper, desirable use, and appropriate development and improvement of each site within the Airport;
  - d. To ensure and maintain proper setbacks from streets, runways, taxiways, and aprons, and adequate, safe spaces between structures;
  - e. To ensure the safety and security of the Airport operation and the operations of Airport Tenants.

2. Upon approval and execution of a Lease Agreement with Airport Commission/Cities, the selected Proposer(s) will be responsible for all planning, development, and costs associated with due diligence, development, construction, improvements, management and operation of the proposed property, including but not limited to, planning, designing, entitlement, environmental compliance, permit fees, utility charges, and all other project costs associated with the operation of the parcel improvements.
3. The selected Proposer(s), upon execution of a Lease, shall be responsible for constructing the improvements in accordance with plans and specifications prepared by a professional architectural engineering firm, which shall be reviewed and approved in accordance with the site plan by City of Loveland Development Services. All necessary building and other permits must be obtained from the City of Loveland.

## **VIII. LEASE TERMS**

1. The Lease is offered with a 25-year term (“Initial Term”) with three 5-year extensions (“Extended Term(s)”). At the conclusion of the Extended Terms, ownership of all improvements shall revert to the Cities. If Lessee desires to continue occupying the Leased Premises after the expiration of all three Extended Terms, Lessee may request that the Cities negotiate a new Lease Agreement.
2. The 2024 lease rate for unimproved property (limited or no nearby infrastructure/utilities) is \$0.353 per square foot annually. The 2024 lease rate for improved property (adequate access to nearby infrastructure/utilities) is \$0.501 per square foot annually. Site B has adequate access to utilities, but significant road and taxilane improvements are needed to develop it. Therefore, the lease rate for the Site will likely fall between the unimproved and improved rates. Sites C and D are considered unimproved.

Incentivized lease rates may be considered based on the following factors:

- a. Total area of the Leased Premises
  - b. Exceptional levels of private investment
  - c. Catalyst projects that are likely to attract additional activity/development
  - d. Construction of offsite infrastructure/public improvements by the developer
  - e. Auxiliary Airport revenues from businesses associated with the development
3. The lease rate will include annual adjustments based on Consumer Price Index for all Urban Consumers (CPI\_U U), All Items, for Denver-Aurora-Lakewood, CO as published by the Bureau of Labor Statistics of the United States Department of Labor, 1982-84 base = 100.
  4. The actual Leasehold Parcel shall be determined from the successful Proposer(s) approved site plan and shall include all exclusive-use space necessary to operate the facility. The Leasehold Parcel shall include hangar building(s), automobile parking areas, landscaped buffers and/or setbacks, aircraft parking aprons, and any exclusive-use taxilane(s) including the Taxilane Object Free Area described in FAA Advisory Circular 150/5300-13A Section 404 [https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150-5300-13A-chg1-interactive-201612.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf).
  5. The successful Proposer(s), upon execution of a Lease, shall be responsible for and shall pay for all maintenance and repair of the land, structures, utilities, and facilities located upon the Leasehold Parcel during the term of the subject Lease. The successful Proposer(s) shall be responsible for all grass cutting, landscaping, and routine cleaning of the Leased Premises.

## **IX. PROPOSAL REQUIREMENTS**

Please submit your response addressing, at a minimum, each of the following items, in the order outlined below. Your PDF shall be one (1) single file only.

## 1. Letter of Interest

- a. Include the name of the Proposer(s), address, telephone number, name of contact person, and the title of the RFEI.
- b. Provide a description of the submitting Proposer(s)' current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).
- c. Expression of interest in leasing Airport property for the development of aeronautical and/or non-aeronautical facilities.
- d. Identification of the type of development that the Proposer(s) has the capability to deliver, along with additional information that assists in highlighting and clarifying potential possible concepts, structures, funding, and creative approaches that could benefit the Airport and its users.
- e. Letter must be signed by an individual who is authorized to certify, on behalf of the Proposer(s), that all statements in the submittal are true and correct. ~~The letter must indicate the title or position that the individual holds and must include the federal tax I.D. number of all firms associated with the submittal.~~

## 2. Development Proposal Details (see VI. Design Criteria for requirements)

- a. Project Narrative: A written description of the uses and activities associated with the planned facilities, including number and type of aircraft, frequency of aircraft operations, and business activities.
- b. ~~Leasehold Area~~ Project Location: A written description and/or diagram identifying the ~~extent desired location~~ of the proposed Leasehold Area, including dimensions and total area.
- e. ~~Rent: A comprehensive pro forma detailing projected rent payments to the Airport. The pro forma should be presented in a clear and organized format, preferably in a spreadsheet or financial modeling software, and should include the following details:~~
  - i. ~~Annual rent payments for each year of the Lease~~
  - ii. ~~Methodology used for calculating rent payments, including any assumptions or variables considered.~~
  - iii. ~~Explanation of any escalations or adjustments applied to the rent payments over time.~~
- d.c. Site Plan: Site plan drawn to scale showing the locations of all improvements, including structures, aprons, taxilanes, walks, patios, driveways, parking, fences and walls, utilities, and the location of all improvements that may occur in future phases. ~~All site data and dimensions shall be included.~~
- e.d. Investment: A projected cost estimate for the construction of the proposed improvements.
- f.e. Development Plan and Schedule: A ~~detailed~~ general design and construction schedule for the proposed development including any anticipated phasing considerations.

## 3. Additional Information

- a. A profile of the individual/organization and description of legal structure, principal officers, and organizational structure. Submitting individuals/organizations should identify and distinguish between their own experience and qualifications and that of any parent entity, predecessor, and/or wholly owned or partially owned subsidiary.
- b. ~~Resumes of key personnel and principals.~~
- e. ~~A letter from a bank or other lending institution indicating that the entity has pre-approved funding for the project. If the project is being funded without a loan, Proposer(s) must provide a letter from a financial institution confirming that sufficient liquid capital is available to fund the project as proposed.~~
- d.b. Experience financing, constructing, managing, and/or operating aircraft hangars or other aeronautical facilities within the last ten years, with an emphasis on similar projects. Information provided should include a description of services provided, examples of successful strategies, with particular attention to:
  - i. ~~Professional references from other entities with whom~~ Information regarding project with



- which the Proposer(s) have development, management, operation, or public-private-partnership experience within the last ten years, including contact name(s), address(es), telephone number(s), and industry/facility/project type.
- ii. An explanation of Proposer(s) experience in working with public entities, including cooperative efforts, philosophy, and results.
  - iii. Other information that could be helpful to the Cities in their evaluation of the qualifications and experience of the Proposer(s). Items could include:
    1. Additional information about relevant project experience and past project results.
    2. Concept(s) for potential development and funding opportunities.
    3. Concept(s) for potential contractual management/operations and Lease term frameworks.
    4. Other concepts or creative implementations that could benefit the Airport and its users and serve the Cities' desired short and long-term objectives.

## **X. PROPOSAL INSTRUCTIONS AND CONDITIONS**

1. All proposals must be received at [bids@cityofloveland.org](mailto:bids@cityofloveland.org) before the date and time specified in the notice section above. Any proposal arriving after the deadline will not be considered. Submittals sent to any other email address will NOT be forwarded or accepted. The electronic date and time on the email will determine if the proposal was received before the prescribed time. Responsibility for timely submittal and routing of proposals prior to recording lies solely with the Proposer.
2. Please put the name of the RFEI in the subject line of the email and name the attached proposal: Name of RFEI -company name.
3. Email responses to this request are limited to a maximum of 25 MB capacity. Your proposal shall be one (1) single PDF file and not more than twenty (20) pages in length; **NO ZIP FILES ALLOWED.**
4. All prospective Proposers shall comply with the requirements, conditions, and specifications contained within this RFEI. Failure to do so may result in rejection of the proposal.
5. A representative of the proposing company who has contractual authority must sign the proposal. Only one proposal will be accepted from any one company serving as a prime Proposer. Sub-Proposers to the prime Proposer may be included in the proposal of more than one firm.
6. All costs incurred to prepare and submit the proposal shall be the Proposer's responsibility and will not be reimbursed by the City.
7. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFEI, revisions/amendments and/or supplements will be posted at <http://www.bidnetdirect.com/colorado>. The schedule above lists the deadline for submission of questions and the expected date of responses from the Cities. It shall be the responsibility of the Proposers to monitor <http://www.bidnetdirect.com/colorado> for any such postings.
- 7.8. **All information contained in the submittals will be shared with the Airport Commission in a public format. Please do not include confidential or privileged information that should not be disclosed publicly. The names of submitting individuals and/or entities may be withheld upon request.**
- 8.9. The Cities reserve the right to reject any or all proposals and waive any informalities therein and to accept or reject any portion of the proposal if deemed to be in the best interest of the Cities to do so.

9.10. The issuance of this RFEI does not constitute a commitment by the Cities to award a contract. The Cities reserve the right to engage in discussions with any of the respondents to this RFEI attain additional information and/or to negotiate a definitive contract.

10.11. Proposers shall not contact anyone other than Aaron Ehle at [aaron.ehle@cityofloveland.org](mailto:aaron.ehle@cityofloveland.org) regarding the RFEI during the solicitation and selection process. Proposers who communicate with other City staff members, elected officials, or Airport Commission members regarding the RFEI during the solicitation and selection process shall automatically be disqualified from consideration.

## **XI. EVALUATION CRITERIA REVIEW AND NEXT STEPS**

~~The Northern Colorado Regional Airport Commission (NCRAC) will review the submittals and determine the next steps, if any. There should be no expectation of an award associated with this solicitation. The Cities, utilizing an Evaluation Committee, will review and evaluate all proposals. Incomplete proposal(s) will not be considered. The Evaluation Committee will evaluate each proposal according to the criteria established below and will analyze information obtained from the RFEI package, references, and other sources as appropriate. The Cities may request presentations or interviews with any or all of the Proposer(s). After final scoring, recommendations for an award will be made to the Northern Colorado Airport Commission, which intends to offer Lease Agreement(s) that are in the best interest of the Airport. Depending on the nature of the proposed Lease Agreement(s), approval by both City Councils may be required.~~

### ~~1. Experience and Detail (25 points)-~~

~~The Proposer has demonstrated the capacity and support required to successfully complete the project as proposed. The Proposer has experience with successfully completing previous similar projects. The proposal indicates how capable the submitting individual/organization is. There is enough information to indicate that the proposal will be successful.~~

### ~~2. Capital Investment and Financial Viability (25 points)-~~

~~The Proposer has the necessary financial resources and/or ability to obtain funding to achieve the desired outcome. The proposal includes cost related information as required. The level of investment meets or exceeds what is typical of similar projects. The potential financial impacts associated with Airport's involvement in site preparation/infrastructure improvements are well understood and reasonable. Airport revenue associated with the Lease is clearly outlined and supportive of the Airport's ability to remain financially self-sustaining.~~

### ~~3. Project Management and Timelines (25 points)-~~

~~The Proposal outlines a clear and feasible project management approach. Timelines and milestones are realistic, achievable, and aligned with the overall project objectives. The proposal addresses organization of tasks, delegation of responsibilities, and coordination of resources. Risk management strategies are addressed and measures to mitigate potential delays have been considered.~~

### ~~4. Alignment with Airport Guiding Documents (25 points)-~~

~~The proposal provides enough information to determine if the guiding documents were referenced when creating the proposal. The proposal furthers the vision and mission of the Airport. The design and operation of proposed facilities align with the Master Plan, Strategic Plan, Minimum Standards, and Land Use and Design Standards of the Airport.~~

## **XII. STANDARD AIRPORT LEASE AGREEMENT (To be included in final RFEI document)**