



REQUEST FOR PROPOSAL

BUSINESS OPORTUNITY TERRE HAUTE REGIONAL AIRPORT TERRE HAUTE, INDIANA

The Terre Haute Regional Airport-Hulman Field seeks to identify interested parties to enter into a lease agreement to operate and manage a retail space within the airport terminal building.



The Terre Haute Regional Airport is located on the East side of the City of Terre Haute approximately 7 miles from the city center. The airport is nearly adjacent to Interstate 70 on the south and US 40/ SR 46 and SR 42 west and east. The main terminal and parking areas are just off SR 42.

The airport services all corporate, military, and general aviation air traffic. The airport is also home to numerous on-site companies and the 181st Intelligence Wing of the Air National Guard along with 2 other Army commands with over 300 total employees on the airfield daily. The base employs over additional personnel during weekend exercises.

BACKGROUND AND PURPOSE

The airport terminal building includes tenants such as the FAA Air Traffic Control Tower, FAA management, and airport management offices. Additionally, the Fixed Base Operator (FBO), Hoosier Aviation is within the terminal and caters to the servicing needs of all visiting aircraft. The interior of the terminal was completely renovated in 2012, with the exterior completed in 2015.



Airport Business Tenants

Hoosier Aviation (FBO)
FAA ATCT
FAA
ICTT
Williams Aviation
181st Intelligence Wing

Turbines, Inc.
S&T Fulfillment
IU Health - Lifeline
Indiana State University Flight Academy
Enjet Aviation

FACILITIES

The facility is located in the terminal building, adjacent to the Airport Administration Offices, Hoosier Aviation (Fixed Based Operator), and FAA Control Tower. The facility available for lease is approximately 1,748 SF which includes a dining, kitchen, and storage areas. The facility has been previously used as a restaurant.

OPERATING PARAMETERS: LIMITS AND CONDITIONS, UTILITY SYSTEMS AND SERVICES

The operator will be responsible for all utilities including but not limited to: telephone, water, gas, sewer, electrical, and internet. The Lessee will be responsible for all routine maintenance and cleaning of the lessee spaces and equipment. The airport will provide routine cleaning and maintenance of the common areas, parking areas, and pedestrian walkways. Smoking is not permitted in any airport public access buildings. Entertainment is permitted subject to reasonable limitations on hours and impacts on surrounding public areas, offices and facilities. The facility includes airport owned equipment that will be available for use including tables and chairs, custom bar and barstools, freezer, dishwashing station, stove/oven, deep fryer, prep tables, and expansive outdoor seating area.

The successful operator/lessee is expected to market the facility, including developing a shared marketing strategy with the airport management.

The operator lessee will also be responsible for the cost of maintaining electrical, mechanical, and technology issues with the airport and associated responsible companies.

Daily operating hours must be maintained to accommodate walk-in traffic. The specific hours will be negotiated as part of the operator/lessee agreement.

Restroom facilities are adjacent to the restaurant area. Periodic cleaning and walk through is necessary to support the restaurant customers before, during, and after operating hours.

ALCOHOLIC BEVERAGES

The Airport permits the sale of alcohol only in support of and subordinate to the operation of a restaurant. A management agreement may be agreed upon between airport management and the tenant. This permit is specifically issued to support the airport operations.

MEAL SERVICE

If meal service will be provided, the hours of operation will be mutually agreed upon by the operator and the Airport Authority.

RFP RESPONSE ELEMENTS

- A detailed business / operations plan describing the concept planned for the retail and/or restaurant space
- A public marketing plan for the advertising and promoting of the facility
- Proposed operating hours
- Restaurant respondents - a sample menu with proposed pricing
- Retail respondents – a sample of the space use plan and operating hours
- Description of how alcoholic beverages will be integrated into the operations
- Description of any improvement planned for the restaurant, including additional equipment
- Complete resume of prospective lessee and all principal personnel to be involved in the management and operation of the facility
- A financial statement of the operator / lessee indicating sufficient resources available for successful promotion and management and operation of the facility
- Three references with contact information for individuals with direct knowledge of operator / lessee experience in the management of operations of the type of business being proposed

EVALUATION CRITERIA

The Terre Haute Regional Airport prefers to identify one operator / lessee to operate the facility and associated support areas.

PRIMARY EVALUATION CRITERIA:

Quality of concept and business plan
Experience of owner and operator
Financial capability and references

ADDITIONAL CRITERIA:

Innovative ideas or plans to promote the use of the facility

Other factors deemed relevant by the airport

Selection will be made on the basis of the primary evaluation criteria outlined above. Strong consideration will be given to the overall desirability of the proposal, not necessarily on the basis of financial strength. The Terre Haute Regional Airport has the right to reject any and all proposals.

In selecting the operator/lessee, the airport will consider all the information provided by the respondents to the RFP as well as reference checks and other information derived from any investigation the airport may perform, including, but not limited to, background and credit checks.

The financial terms and lengths of the lease will be negotiated with the prospective operator / lessee, identified through this process.

ADDITIONAL INFORMATION

Prospective respondents may walk through the facility by appointment only. Contact Kelsey Veatch at 812-877-2524 or kveatch@huf.com.

RFP WILL REMAIN OPEN UNTIL OPERATOR IS SELECTED