



510 West Kearney Boulevard, Fresno, CA 93706

CITY OF FRESNO, AIRPORTS DEPARTMENT

**LETTER(S) OF INTEREST FOR SPECIALIZED AVIATION SERVICE
OPERATIONS AT FRESNO CHANDLER EXECUTIVE AIRPORT**

Location Address: 918 West Chandler Avenue, Fresno, CA 93706

Bid No: 12700223

PROGRAM NARRATIVE

The City of Fresno, Airports Department (City), operator of Fresno Chandler Executive Airport (FCH) is soliciting Letter(s) of Interest (LOI) from qualified and experienced entities to operate a 3,000 square foot hangar, which includes an interior office space and an adjacent ramp, at FCH. City desires to provide the General Aviation (GA) community with Specialized Aviation Service Operator (SASO) services at FCH. **City is seeking fair market rental value for lease of the premises.**

The selection process for an interest list will be based on a qualitative analysis. **An interest list will be based on the criteria specified in this LOI document and include those Respondent(s) whose submittal(s) is/are determined to meet this LOI's Minimum Qualifications (see, Section C below) and the objectives of the proposed service(s).**

This LOI is merely intended to gauge the level of interest beyond current SASO service levels at FCH. Airport staff will evaluate all submittals based upon this LOI's Minimum Qualifications (see, **Section C** below) and any Respondent(s) ability to meet FCH's Minimum Standards (which can be found at: <https://flyfresno.com/wp-content/uploads/2018/02/7-26-05-Minimum-Standards-FCH-Final.pdf>). Any resulting interest list may be used to further develop future competitive bid opportunity(ies) relating to new SASO services at 918 W. Chandler Avenue, Fresno, CA 93706.

A. BACKGROUND

FCH is one of the oldest operational GA airports in California. FCH began informally, after World War I, as an unpaved airfield when the Chandler family (Chandlers) allowed pilots to operate on their property after their crops were harvested. In 1929, the Chandlers donated the one-hundred-acre property as a public-use airfield. Today, FCH is located one-and-a-half miles from downtown Fresno and occupies approximately 200 acres. FCH is a bastion of local economic development that is home to several businesses and supports training programs that are affiliated with Reedley College. FCH also works in conjunction with Fresno Yosemite International to better serve the travel needs of local passengers and the general aviation community.



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B. TYPICAL SERVICE REQUIRED AND OFFERINGS TO BE PROVIDED

SASO services (revenue generating aviation activities), as outlined in FCH's Minimum Standards, include but are not limited to:

- Provide authorized SASO services as listed in FCH's Minimum Standards;
- Must operate eight daylight hours per day, on the same five continuous days each week, exclusive of a two-week period when a SASO may, by prior notice, be closed for vacation. The operating hours shall be posted near the door to the operator's leased premises;
- Provide any commercial activity (i.e., revenue generating aviation activities) which relates to airframe and power plant maintenance (major or minor airframe and/or power plant servicing, maintenance, overhaul, repairs or modifications), on-demand air transportation, aircraft rental, avionics maintenance and sales, aircraft sales, and aircraft restoration (including painting and refurbishing).

C. MINIMUM QUALIFICATIONS

Respondent(s) must possess a minimum of three (3) years' (or prior) experience operating as a SASO, including the knowledge, experience, skill, financial wherewithal, and personnel necessary to provide "first-class" SASO service(s), but not limited to the ability to, (i) provide authorized SASO service(s) as mentioned in FCH's Minimum Standards (see **Section B** above), including but not limited to services available during eight daylight hours per day, on the same five continuous days each week; (ii) provide any revenue generating aviation activity as referenced in **Section B** above; (iii) the ability to obtain the required insurance as specified in **Attachment A**; (iv) proof of financial wherewithal (i.e., such as a bank reference or letter of financial statement from the company's Chief Financial Officer, under penalty of perjury, and a reference from an airport at which the company conducts business); and (v) be willing and able to commit to a multi-year lease with City for SASO services at 918 W. Chandler Avenue, Fresno, CA 93706, which is located at FCH. **Monthly rent shall be \$989.16/mo. (\$11,869.92 annually) plus utilities, and may include annual Consumer Price Index (CPI) rental adjustment(s). (Please be advised, the hangar features a concrete floor and a steel frame roof with a clear height of an estimated 14 feet, and the steel framed hangar is approximately 50 feet wide and approximately 60 feet deep, for a total of 3,000 square feet.)**



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D. SUBMITTAL REQUIREMENTS

The LOI (i.e., submittal) **shall be limited to one page**.

Letters of Interest (i.e., submittal) must include:

1. Name of company (or legal entity), brief description and background of the company (or legal entity).
2. Statement attesting that the company (or legal entity) meets all Minimum Qualifications stated in **Section C** above.
3. Contact information for a representative of the company (or legal entity) authorized to respond to follow-up and requests from the City.

Letters of Interest (i.e., submittals) must be addressed to and received by the City of Fresno as specified below no later than 3:00 PM PST, August 31, 2026.

E-mail: FYIProperties@fresno.gov

This is not a solicitation to operate at FCH, and there will be no obligation on the part of the City of Fresno into any type of agreement with Respondents. Again, this LOI is merely intended to gauge the local GA community's level of interest beyond current SASO service levels at FCH.

ATTACHMENT A

A. Insurance Requirements.

(1) Throughout the life of this Agreement, Lessee shall pay for and maintain in full force and effect all insurance as required herein with an insurance company(ies) either (i) admitted by the California Insurance Commissioner to do business in the State of California and rated no less than "A-VII" in the Best's Insurance Rating Guide, or (ii) as may be authorized in writing by City's Risk Manager or his/her designee at any time and in his/her sole discretion. The City, its officers, officials, employees, agents and volunteers (hereinafter referred to collectively as "City") requires policies of insurance as stated herein shall maintain limits of liability of not less than those amounts stated therein. However, the insurance limits available to City, shall be the greater of the minimum limits specified therein or the full limit of any insurance proceeds to the named insured.

(2) If at any time during the life of the Agreement or any extension, Lessee fails to maintain any required insurance in full force and effect, all Lessee activities shall be discontinued immediately until notice is received by City that the required insurance has been restored to full force and effect without lapse in coverage. Any failure to maintain the required insurance shall be sufficient cause for City to terminate this Agreement. No action taken by City pursuant to this section shall in any way relieve Lessee of its responsibilities under this Agreement. The phrase "fail to maintain any required insurance" shall include, without limitation, notification received by City that an insurer has commenced proceedings, or has had proceedings commenced against it, indicating that the insurer is insolvent.

(3) The fact that insurance is obtained by Lessee shall not be deemed to release or diminish the liability of Lessee, including, without limitation, liability under the indemnity provisions of this Agreement. The duty to indemnify City shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Lessee. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of Lessee, vendors, suppliers, invitees, contractors, subcontractors, or anyone employed directly or indirectly by any of them.

Coverage shall be at least as broad as:

a. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, providing liability coverage arising out of your business operations. The Commercial General Liability policy shall be written on an occurrence form and shall provide coverage for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations, and contractual liability (including, without limitation, indemnity obligations under the Agreement) with limits of liability not less than those set forth under "Minimum Limits of Insurance."

b. The most current version of ISO *Commercial Auto Coverage Form CA 00 01, providing liability coverage arising out of the ownership, maintenance or use of automobiles in the course of your business operations. The Automobile Policy shall be written on an occurrence form and shall provide coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto).

- c. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

MINIMUM LIMITS OF INSURANCE

PERMITTEE, or any party the PERMITTEE subcontracts/contracts with, shall maintain limits of liability of not less than those set forth below. However, insurance limits available to CITY and each of their officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified herein or the full limit of any insurance proceeds available to the named insured:

1. AVIATION/AIRPORT OR GENERAL LIABILITY insurance which shall be at least as broad as Insurance Services Office (ISO) form CG 00 01 and shall include coverage for "bodily injury," "property damage," and "personal and advertising injury," including premises and operation, hangar keepers legal liability, products and completed operations, and contractual liability (including, without limitation, indemnity obligations under this Lease), with limits of liability of not less than \$2,000,000 per occurrence for bodily injury and property damage, \$2,000,000 per occurrence for personal and advertising injury, \$4,000,000 aggregate for products and completed operations and \$4,000,000 general aggregate. **Lessee may substitute Airport Liability insurance for this insurance provided the coverage is as broad as required and the limits of liability are not less than required.**
2. AIRCRAFT HULL AND LIABILITY insurance shall include coverage for bodily injury to passengers and non-passengers, property damage and cargo legal liability with combined single limits of liability of not less than \$1,000,000 per occurrence and aggregate for bodily injury, property damage and cargo legal liability for fixed wing aircraft and \$1,000,000 per occurrence and aggregate for bodily injury, property damage and cargo legal liability for rotocraft.
3. COMMERCIAL AUTOMOBILE LIABILITY :
\$1,000,000 per accident for bodily injury and property damage.
4. WORKERS' COMPENSATION INSURANCE as required by the State of California with statutory limits and EMPLOYER'S LIABILITY with limits of liability not less than:
 - (i) \$1,000,000 each accident for bodily injury;
 - (ii) \$1,000,000 disease each employee; and,
 - (iii) \$1,000,000 disease policy limit.
5. EMPLOYERS' LIABILITY insurance with limits of liability of not less than \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee.
6. PROPERTY: Limits of insurance in an amount equal to the full (100%) replacement cost (without deduction for depreciation) of PERMITTEE'S business property.

7. PREMISES POLLUTION LEGAL LIABILITY with coverage for bodily injury, property damage or pollution clean-up costs that could result from of pollution condition, both sudden and gradual. Coverage is required to include underground storage tanks, including a discharge of pollutants brought to the work site, a release of pre-existing pollutants at the site, or other pollution conditions with limits of liability of not less than the following:
- (i) \$1,000,000 per occurrence or claim; and
 - (ii) \$2,000,000 general aggregate per annual policy period.

UMBRELLA OR EXCESS INSURANCE

In the event Lessee purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the City and each of their officers, officials, employees, agents and volunteers.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Lessee shall be responsible for payment of any deductibles contained in any insurance policy(ies) required herein and Lessee shall also be responsible for payment of any self-insured retentions.

OTHER INSURANCE PROVISIONS/ENDORSEMENTS

All policies of insurance required herein shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after thirty (30) calendar days written notice has been given to City, except ten (10) days for nonpayment of premium. Lessee is also responsible for providing written notice to the City under the same terms and conditions. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, Lessee shall furnish City with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for City, Lessee shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than fifteen (15) calendar days prior to the expiration date of the expiring policy.

The Commercial General and Automobile Liability policies of insurance shall be endorsed to name City, its officers, officials, employees, agents and volunteers as additional insureds.

PERMITTEE shall establish additional insured status for the City and for all operations by use of ISO Form CG 20 11 04 13 or CG 20 26 04 13 or by an executed manuscript insurance company endorsement providing additional insured status as broad as that contained in ISO Form CG 20 11 04 13 or CG 20 26 04 13.

The Commercial General and Automobile Liability policies of insurance shall be endorsed so Lessee's insurance shall be primary and no contribution shall be required of City. Primary and Non Contributory coverage under the General Liability policy shall be as broad as that contained in ISO Form CG 20 01 04 13. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, officials, employees, agents and volunteers.

Should any of the required policies provide that the defense costs are paid within the Limits of Liability, thereby reducing the available limits by any defense costs, then the requirement for the Limits of Liability of these policies will be twice the above stated limits.

All policies of insurance shall contain, or be endorsed to contain, a waiver of subrogation as to City, its officers, officials, employees, agents and volunteers.

PROVIDING OF DOCUMENTS - Lessee shall furnish City with all certificate(s) and applicable endorsements effecting coverage required herein. All certificates and applicable endorsements are to be received and approved by the City's Risk Manager or his/her designee prior to City's execution of the Agreement and before work commences. All non-ISO endorsements amending policy coverage shall be executed by a licensed and authorized agent or broker. Upon request of City, Lessee shall immediately furnish City with a complete copy of any insurance policy required under this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of this Agreement. All subcontractors working under the direction of Lessee shall also be required to provide all documents noted herein.

SUBCONTRACTORS - If Lessee subcontracts or contracts any or all of the services to be performed under this Agreement or any work on the premises, Lessee shall be solely responsible for ensuring that its subcontractors maintain insurance coverage at levels no less than those required by applicable law and is customary in the relevant industry.