



REQUEST FOR QUALIFICATIONS

MAINTENANCE SERVICES AT THE FBO

RFQ Issue Date: Monday, November 3, 2025
RFQ Submissions Due: Wednesday, January 14, 2025

Send any questions on the RFQ to:
Chris Stipo, Director of Operations, cstipo@flytri.com

Send submissions to:

Tri-Cities Airport Authority
Attn: Chris Stipo
2525 Highway 75, Suite 301
Blountville, TN 37617

Request Overview

The Tri-Cities Airport Authority (TCAA) is requesting Statements of Qualifications and Experience from interested aircraft maintenance providers for services at the Tri-Cities Airport on behalf of the TCAA operated Fixed Based Operator (FBO). The initial award of the agreement will be for twenty (20) years with one (1) possible twenty (20) year extension. Providers would be expected to provide aircraft maintenance services to General Aviation (GA) and Commercial Air Carriers.

About the Tri-Cities Airport

Tri-Cities Airport (TRI) is the leading air transportation facilities provider for Northeast Tennessee, Southwest Virginia, portions of Western North Carolina, and Eastern Kentucky. TRI features wide-ranging services for scores of diverse travelers and offers nonstop flights to five hubs (Atlanta, Charlotte, Dallas Fort Worth, Orlando International, Orlando Sanford, St. Pete-Clearwater, and Washington-Dulles) on Allegiant, American, Breeze, and Delta.

Located in Blountville, TN, TRI is situated between the Tennessee cities of Bristol, Johnson City, and Kingsport. The airport is managed and operated by the Tri-Cities Airport Authority. The TCAA is tax exempt, and a regional airport authority organized under Tenn. Code Ann. 42-3-104. The facility houses nearly 30 businesses that employ more than 400 individuals. TRI is also home to Aerospace Park, a fixed base operator (FBO), government services, a flight school, helicopter maintenance operations, and private corporate hangars.

With an annual economic impact (2019) of over \$233 million, \$109 million in visitor spending, and \$80.6 million in payroll, TRI is one of the leading economic generators in the region.

The TCAA will assume operations of the FBO May 2027, with plans to subcontract aircraft maintenance services. The operating agreement with the current FBO gives the TCAA the right to assume the operations of portions of the FBO before May 2027. One such operation is aircraft maintenance services which will begin earlier than May 2027. TRI is home to 64 based aircraft as of June 2025 consisting of the following breakdown:

- Single Engine – 39
- Multi-Engine – 12
- Jet – 12
- Helicopter – 1

Summary of Minimum Requirements

The following section outlines the minimal requirements that the TCAA expects from the selected maintenance provider. Providers may exceed these requirements and are encouraged to highlight these areas in their submittals.

Aircraft Maintenance

The selected provider shall have the ability to provide routine maintenance, 100-hour inspections, and annual inspections for piston-powered aircraft. A future tenant has plans to open a Cirrus Flight Center at TRI, and the selected provider shall be able to assist with maintenance operations related to the center. Additionally, the selected provider shall have the ability to respond to and assist the airlines that regularly service with maintenance requests.

Hours of Operations

The minimum hours of operation shall be by appointment from 9:00 AM to 5:00 PM local time seven days a week. Closures during holidays identified on the TCAA's holiday schedule are permitted. Maintenance services shall be available to all airlines serving TRI during regularly scheduled operations. The selected provider shall have the capability to respond to airline maintenance calls within thirty (30) minutes of notice. The selected provider shall have the capability to assist the TCAA with the removal of disabled aircraft from the movement area during regularly scheduled airline operations within thirty (30) minutes of notice.

A&P Mechanic

The selected provider shall employ at least two (2) FAA licensed airframe and powerplant mechanics at a minimum. At least one (1) mechanic shall be available during the hours of operations.

Licensed Inspection Authorization

The selected provider shall have at least one (1) mechanic licensed by the FAA with Inspection Authorization privileges readily available.

Tools

The selected provider shall have on hand necessary tools and repair equipment that is normally associated with aircraft maintenance as stipulated in this RFQ.

Insurance

See Exhibit B for minimum insurance requirements.

Maintenance Hangar

The selected provider will have exclusive access to # square feet of space, including office space, restroom, and a gas heating system. See Exhibit C for a layout of the

hangar and square footage breakdown. The hangar will be turned over to the selected provider with all systems working and in compliance with local fire codes. Upon termination of the agreement, the hangar shall be returned to the TCAA in similar condition.

Facility Maintenance

The TCAA shall be responsible for maintaining the hangar, including heat, air, electrical, water, plumbing systems, and hangar doors. The selected provider shall be responsible for maintaining any appliances, machinery, tools, etc. that they provide. Major alterations, additions, or improvements to the hangar shall not be made without prior approval from the TCAA.

Utilities

The TCAA shall be responsible for the cost of utilities related to the hangar.

Fire Inspections

The TCAA shall be responsible for the cost of fire inspections and the cost of compliance with fire codes related to the hangar.

Overnight Aircraft Storage

Unless approved prior by the TCAA, the selected operator shall not utilize the hangar for overnight aircraft storage unless the aircraft are being held for maintenance.

Signage

The selected provider shall be responsible for all signage necessary for their operation. Any signage mounted on the exterior of the hangar must be approved by the TCAA.

Prices

The selected provider shall be responsible for setting prices for services provided. Hourly rates, inspection rates, and any other relevant rates must be published in the FBO Terminal. The selected provider may choose to advertise and publish rates elsewhere at their discretion.

Payments

The selected provider shall accept cash, check, or credit cards as payment for services rendered.

Monthly Reports

The selected provider shall generate monthly activity reports to be submitted to the TCAA. The Maintenance Activity Reports shall show: 1) the number of annual inspections performed; 2) the number of 100-hour inspections performed; 3) the number of hours of routine maintenance provided; and 4) details regarding any interaction with government

agencies or the media. These reports shall be submitted by the 10th day of the following month.

Legal Requirements

The selected provider agrees to meet all FAA, State, and Local regulations and legal requirements to operate.

Financial Considerations

To incentivize successful respondents, the TCAA will provide the following financial incentives, with negotiation of additional incentives available to the successful respondent:

- The TCAA will provide the use of the space listed in Exhibit C at no charge.
- The TCAA will provide all facility maintenance costs as outlined in the Summary of Minimum Requirements.
- The TCAA will provide all utility cost as outlined in the Summary of Minimum Requirements
- Specialized Aviation Services Operator (SASO) fee of 3% of gross revenue will be waived for the first year of the agreement.
- SASO fee of 3% of gross revenue will be waived for consecutive years after the first year in which gross revenue is less than 85% of the previous year.
- TCAA staff will provide assistance when needed at no cost, such as towing aircraft out of the hangar and marketing assistance.

Evaluation Criteria

Up to three (3) Providers will be selected from all RFQ submittals for a short list. The TCAA Selection Committee will consist of internal employees and outside personnel with a vested interest in the Provider. Interviews may be requested at the discretion of the Selection Committee. The Statement of Qualifications will be reviewed and ranked by members of the Selection Committee, in accordance with the evaluation criteria points system. This qualification-based selection process is in accordance with the Tennessee Code Annotated Section 12-4-106. Providers will be evaluated and selected based on the following three (3) criteria:

Experience and Capabilities (25 Points)

Experience and capability to perform the services requested in this RFQ, including relevant examples of services performed at other airports and five (5) references. References should include the name, address, phone number, and email address.

Operating Plan (50 Points)

The operating plan should include specific information on specific services provided as part of the work outlined in this RFQ and anticipated staffing levels. The plan should include but not be limited to describing in detail how Services will be provided to meet the varying requirements of users at the airport. Key personnel involved with the plan should also be identified.

Transition Plan (25 Points)

The transition plan should clearly outline how the provider will ensure a seamless transition of aircraft maintenance operations and the continued operations with no disruptions including staffing. The plan should include but may not be limited to; a detailed timeline, equipment lead times associated with transition (this could include: additional equipment needed, branding and signage, point of sale systems, and any other essential assets), and what impacts will be noticed by both TRI and FBO customers. TCAA will remain neutral in all negotiations between the successful respondent and the incumbent operator.

TCAA reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense, to an evaluation committee. Key management staff assigned to the scope of work must participate in this presentation unless otherwise waived by TCAA. The presentation may be followed by a question-and-answer session. However, Statement of Qualifications may be accepted and approved without such discussion, at the TCAA's discretion.

The TCAA will select the Statement of Qualifications that, in the Authority's sole judgement, is deemed the best and most advantageous for the TCAA. The decision of the Authority will be final and conclusive, subject to successful negotiation and execution of an Agreement.

TCAA reserves the right to reject any and all submissions and to waive an informality in the RFQ process to the extent permitted by applicable law, and to accept any submissions, which in its sole discretion, is in the best interest of the Airport, if permitted by applicable law. Any omission, inaccuracy, or misstatement may be cause for rejection of a proposal. The TCAA further reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information in order to make a recommendation.

The Maintenance Services are anticipated to be awarded following selection committee approval by Tuesday, February 10, 2026.

The award will not be final and effective, nor shall the TCAA be legally bound, until the fully executed contract is returned to the successful Respondent following the TCAA February 26, 2026, board meeting. In the event of a default of any of the successful Respondent or his/her refusal to enter into an agreement with TCAA, TCAA reserves the right to accept the submission of the next qualified bidder.

Statement of Qualifications Content

The Statement of Qualifications will be submitted on no more than thirty-five (35) single-sided 8.5" x 11.0" paper. The Statement of Qualifications should only contain information relative to what is outlined in the "Evaluation Criteria" section and must be kept in the same order given in the "Evaluation Criteria" section. Additional information outside of the thirty-five (35) pages will not be considered.

Solicitation & Project Schedule

ACTIVITY	DATE
RFQ Issue Date	Monday, November 3, 2025
Question Deadline	Friday, November 28, 2025 – by 2:00 PM
Question Answered	Friday, December 12, 2025
Submission Due Date	Wednesday, January 14, 2026 – by 2:00 PM
Selection Committee Review Meeting	Thursday, January 22, 2026
Respondent Interviews <i>(if necessary)</i>	Thursday, February 5, 2026
Selected Respondent Notified	Tuesday, February 10, 2026
Contract Negotiations	February 11 – February 18, 2026
TCAA Board Approval	Thursday, February 26, 2026
Commencement of Contract	Wednesday, April 1, 2026

NOTE: All times are in Eastern Time

TCAA reserves the right to modify the schedule set forth in the above table at its sole discretion. Any such modifications will be stated in an addendum.

Request for Information

For more information or an alternate format of this RFQ, please contact Chris Stipo at cstipo@flytri.com.

Questions regarding this solicitation are to be submitted in writing to cstipo@flytri.com prior to 2:00 PM Eastern Time on Friday, November 28, 2025.

TCAA reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing, or not respond to the inquiry at its sole discretion.

It is the Respondent's responsibility to completely examine, understand, become familiar with, and fully informed of the terms, conditions, and specifications of this request for qualifications. Lack of understanding or misinterpretation of any portions of this request for qualifications shall not be cause for withdrawal after opening or for subsequent protest of award.

Addendums will only be published by the TCAA and available for review under the "Construction & Development" section of the TRI webpage:
<https://flytri.com/business/about-tcaa/construction-development/>.

Request for Qualifications Submission

Responses must be delivered physically and contain five (5) bound copies and one (1) electronic copy of the RFQ Statements. To be considered complete, submissions must be received by the Tri-Cities Airport Authority in the Administrative Offices located on the second floor of the terminal building prior to Wednesday, January 14, 2026, by 2:00 PM Eastern Time.

Submissions may be mailed or otherwise delivered to the address noted below.

Tri-Cities Airport Authority
ATTN: Chris Stipo, Director of Operations
2525 Highway 75, Suite 301
Blountville, TN 37617

Submissions shall be submitted in a sealed package, clearly labeled as TRI Maintenance Services at the FBO, Respondent's name, telephone number, and company name.

Submissions may be withdrawn by written request only if the request is received prior to the submission closing time. Negligence or mistake on the part of the Respondent shall not constitute a right to withdraw after closing time.

Late responses will not be considered. Corrections and/or modifications received after the closing time specified will not be considered.

If more than one proposal is offered by one party, all such submissions shall be returned unopened. If duplicate submissions are not discovered until after opening, such duplication shall be caused for immediate rejection of such submissions. Fees or other cost proposal information is expressly excluded from this RFQ.

Materials that are beyond the scope of this request will not be used to determine the award and is not desired. Each submission should be simply and economically prepared, providing a concise description of the Respondent's ability to perform the services requested. Emphasis should be on the completeness and clarity of content.

All submitting respondents must be properly licensed to conduct business in the State of Tennessee.

Submissions that are incomplete, conditional, obscure or which contain additions not called for, or irregularities of any kind, may be cause for rejection.

TCAA is not liable for any costs incurred by any prospective respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

Each submission must be signed by a person authorized to sign contracts on behalf of the Respondent. The name of the person signing must be followed by title and date.

All submissions, including attachments, supplementary materials, addenda, etc. shall become the property of the TCAA and will not be returned.

Agreement

The top-ranked respondent will be invited to negotiate an agreement with the TCAA. A detailed scope of work and plan for operations will be developed and agreed to by the selected respondent and the TCAA. The final agreement for Maintenance Services at the FBO, will be subject to review and approval by the TCAA Board.

Terms & Conditions

The selected Respondent will be required to enter into a written agreement with the TCAA on a form approved by the Authority's legal representative. The selected Respondent will be required to comply with all the requirements of the Agreement, which will be prepared in accordance with the successful submission. Signature on the included *Signature Page* (Exhibit A) will serve as an acknowledgment that the Respondent is willing to enter the agreement if awarded the contract.

TCAA reserves the right to require that its standard terms and conditions apply to any actual order placed in response to a Respondent's submission. No attempt to modify TCAA's Standard Terms and Conditions shall be binding, absent agreement on such modification in writing and signed by TCAA.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the TCAA.

The intention of the Request for Qualification specifications is to promote properly designed and all-inclusive responses. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

The Respondent shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules, and regulations at all times during the completion of any contract with TCAA.

The terms of this request shall be interpreted, construed, and enforced pursuant to the laws for the State of Tennessee, and the parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Tennessee.

Each Respondent will be required to maintain minimum insurance requirements as detailed in the *Insurance Requirements* provision attached as Exhibit B.

Termination For Cause: Should the Respondent fail to perform the work as required by and in accordance with the schedule or time requirements or otherwise violate any of the terms set forth in the Solicitation Request, it shall constitute breach of the Contract. Other than in force majeure situations, Respondent shall have thirty (30) calendar days to cure a breach of the Contract (the "Cure Period") following issuance of TCAA written notice. Failure to cure a breach of the Contract within said Cure Period shall allow the TCAA to, without further notice to the Respondent, declare the Contract terminated and proceed with the replacement of the Respondent and the TCAA shall be entitled to all remedies available to it at law or in equity including a claim against any required payment/performance bonds.

Assignment: Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

Respondent warrants that they are an authorized provider of products or services of his/her submission.

Licenses

Mechanics with FAA Airframe and Power Plant Certifications, and an additional mechanic supervisor with an FAA Inspection Authorization Certification. The supervisor should have FAA Part 145 Repair Station experience. The Inspection Authorization (IA) is required by the FAA to return an aircraft to flight ready status following maintenance.

All submitting respondents must be properly licensed to do business in the State of Tennessee and must comply with applicable laws in the State of Tennessee. The company/Respondent does not have to be based in Tennessee; however, company/respondents are required to submit evidence of all professional licenses, required to complete the work as part of this RFQ submittal, in the State of Tennessee. Failure to comply with the licenses request may be grounds for rejecting the company/Respondent submittal as non-responsive.

No-Contact Policy

The Chair of the Airport Authority Board of the TCAA has imposed a no-contact policy on the selection process. The no-contact policy is intended to prohibit any potential Respondent from engaging in any direct or indirect lobbying of any Board Member, Airport Authority staff member, other persons or organization that may be involved in this RFQ process. The no-contact policy is effective between the date this RFQ is issued and the date of the approval of the Agreement for Maintenance Services at the FBO

agreement by the Airport Authority Board . Questions submitted in writing to the Airport Authority for clarification of the information contained in this RFQ are not prohibited by this policy.

Exhibit A

Signature Page

In Response to: Aircraft Maintenance Services

- (1) The individual executing this Signature Page, on behalf of the Respondent, in the above-named process represents and warrants that he/she is authorized by the Respondent's Board of Directors or other concerned parties who have an interest in the business. Further, he/she certifies by their signature that the information contained in the response is true and accurate to the best of their knowledge, that the response meets or exceeds the requested specifications that the Respondents will comply with all provisions and conditions specified, and that all requested information has been submitted.
- (2) _____(name); _____(title); deposes and warrants that _____(Respondent) has not, either directly or indirectly, entered into any contract or participated in any collusion or otherwise taken any action in restraint of free competition in connection with the response submitted to the request named above. Further, that the response has been independently produced, void of collusion with any other Respondent, competitor, or potential competitor. No information contained in this response has been knowingly disclosed prior to the official opening of the response. Lastly, no attempt has been made to induce any person or company to submit or not submit a response to the above-named request. This statement is made under penalty of perjury.
- (3) By providing a response to this solicitation, the Respondent certifies that he/she does not discriminate against any employee or applicant for employment on the grounds of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. He/she further agrees that he/she will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts and that he/she will forward a notice of this requirement to such proposed sub-contractors.
- (4) Insurance Requirements – Exhibit B of this process details the insurance requirements for this project. The individual executing this signature page warrants that upon winning selection in this process that the Respondent will supply TCAA with a certificate or certificates from the Respondent's insurance carrier listing TCAA as additional named insureds.

Company or Corporation Name

Name (*signature*)

Date

Name (*printed*)

Title

Exhibit B

Minimum Insurance Requirements

General Liability coverage (which includes Premises and Property Damage) of at least \$1,000,000.00 combined single limit (CSL).

Operator shall furnish TCAA with a certificate or certificates from Operator's insurance carrier, executed on TCAA's standard form, showing such insurance to be in full force and effect, with said certificate or certificates to contain a provision that written notice of cancellation or any material change in said policy by the insurer shall be delivered to TCAA at least thirty (30) days in advance of the effective date thereof. In the event that Operator shall at any time fail to furnish TCAA with the certificate or certificates required, TCAA, upon written notice to Operator of its intention to do so, shall have the right to secure the required insurance, at the cost and expense of Operator, and Operator hereby agrees to reimburse TCAA promptly for the cost thereof plus Ten Percent (10%) for expenses of administration. All such insurance policies shall be maintained with an insurance company satisfactory to TCAA and shall include TCAA, and TCAA's officers, agents and employees as additional named insureds, as their interests may result from this Agreement.

Operator shall, upon request, furnish to TCAA adequate evidence of provision for Workers' Compensation Insurance, Social Security and Unemployment Compensation, to the extent such provisions are applicable to Operator's operations hereunder.

Exhibit C

Layout and Square Footage

