

**REQUEST FOR PROPOSALS
FOR
OPERATING A GENERAL FIXED BASE OPERATION
(FBO) AT EBENSBURG AIRPORT (9G8)
EBENSBURG, PENNSYLVANIA
Borough of Ebensburg**

**EBENSBURG AIRPORT (CAMBRIA TOWNSHIP)
3920 ADMIRAL PEARY HIGHWAY
EBENSBURG, PA 15931**

**OWNER BOROUGH OF EBENSBURG
300 WEST HIGH STREET
EBENSBURG, PA 15931
Phone 814-472-0843**



PREPARED BY:

**EBENSBURG BOROUGH
300 WEST HIGH STREET
EBENSBURG, PA 15931
Phone 814-472-0843**

DATE: August 26, 2026

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INVITATION TO PROPOSERS

1. Ebensburg Borough (Borough)

2. Sealed proposals, addressed to the Borough of Ebensburg, 300 West High Street #1, Ebensburg, PA 15931 for Operating a General Fixed Base Operation at the Ebensburg Airport located in Ebensburg, Pennsylvania, (Cambria Twp) will be received until 4:00 p.m. (local time) on October 19, 2026. Any proposals received after the date and closing time specified above will be returned unopened. Only written proposals on the forms contained herein will be submitted. Oral, telephone or telegraphic proposals will not be accepted.

3. Proposals as submitted must be identified on the outside of the sealed envelope as "Request for Proposals for Operating a General Fixed Base Operation at the Ebensburg Airport, Ebensburg, Pennsylvania" and must bear the name and address of proposer.

4. Proposal packages will be forwarded to all interested parties upon request. All requests must be addressed to the Borough Manager, Terry Carcella, Borough of Ebensburg, 300 West High Street #1, Ebensburg, PA 15931. Proposers must present evidence that they are fully competent, have the necessary experience, organization and financial capacity to fulfill the requirements for operating a General Fixed Base Operation at the Ebensburg Airport, and must provide evidence of all necessary certificates and licenses. Proposals will be evaluated based upon the criteria listed below:

- A. Firm Background & Qualifications
- B. Experience (Total aviation experience and actual FBO management experience)
- C. Management/Staffing
- D. Services (Mandatory and Optional)
- E. Improvements/Maintenance
- F. References & Financial Condition
- G. Marketing Plan

5. Each prospective proposer may request, at least twenty (20) calendar days prior to the opening of proposals, a separate pre-proposal meeting with the Borough Manager at the Ebensburg Airport for the purpose of reviewing the RFP. Attendance at the pre-proposal meeting is highly recommended.

6. Proposals must be accompanied by a bank cashier's check, certified check, or Proposal Bond in the form attached hereto as Appendix "F", payable to the Borough of Ebensburg, in the amount of \$2,000.00. The successful proposer will be required to furnish to the Borough a Performance Bond in an amount equal to \$25,000.00 within 15 days of notice of the award.

7. The Borough of Ebensburg reserves the right to reject any and all proposals, to waive any formalities in connection therewith, and to accept any proposal deemed advantageous to it.

8. Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, age, sex or handicap in consideration for an award of any contract entered into pursuant to this advertisement and in compliance with Title 49, Code of Federal Regulations Part 23.

BACKGROUND INFORMATION EBENSBURG AIRPORT

The Ebensburg Airport is one of the oldest continuously operating airports in the United States. The Airport is recognized as a Basic General Aviation Airport serving the Northern Cambria County area. The airport currently has:

- 4 Tiedowns
- 6 T-hangars
- 3 Unit Hangars
- Runway 7-25 – 3,204 feet long x 60 feet wide bituminous paved runway
- Runway 11-29 – 1,636 feet long x 150 feet wide turf runway

Key Historical Milestones

- **1927:** Verner D. Vale establishes the facility as Keystone Airport.
- **1930:** The federal Works Projects Administration (WPA) expands the airport during the Great Depression.
- **1938:** Local pilot Joseph Aroney completes the first U.S. airmail flight between Ebensburg and Johnstown on May 15.
- **1947:** [Ebensburg Borough](#) purchases the airport for \$1 from the Pennsylvania Aeronautics Authority.
- **1960:** The facility officially changes its name to Ebensburg Airport on October 31.
- **2008–Present:** The airport is operated by non-profit RACRA (Regional Aviation Conservation and Recreation Association) and continues to support general aviation, flight training, and emergency medical transport.

The Airport receives grants through PennDOT's Block Grant (Federal AIP), Aviation Development (State ADG), Capital Budget (State) and Multimodal Transportation - Aviation (State) Grant Programs. These funds are available annually and the Borough takes advantage of the funding that is provided by improving and updating the facilities at the Airport. Any local match required by grants is provided by the airport operator. Projects include the following:

Projects recently completed are:

- ✓ Runway 7-25 Pavement Rehabilitation
- ✓ Taxiway Pavement Rehabilitation
- ✓ Perimeter Fence Replacement
- ✓ Mitigate Obstructions

Projects in construction are:

- ✓ Replace Runway Lighting (Fall 2026) (5% local match)
- ✓ Rehabilitate Hangars (Spring 2027) (0% local match)

Programmed projects in the next four years and included in PennDOT Bureau of Aviation's 12-Year Plan are:

- Rehabilitate Taxiway Lighting - Ph. I: Design (2027)
- Rehabilitate Taxiway Lighting - Ph. II: Construction (2028)
- Reseal Runway 7-25 (2030)
- Reseal Taxiways (2031)

DATA TABLE

Runway: 7-25
Length: 3,204 ft. x 60 ft.
Weight bearing capacity: Single wheel: 12,500 lbs.

Runway Lighting: MIRL
Runway Markings: RW 7 – Non-Precision; RW 25 – Non-Precision
Navigational Aids: None

Airport Elevation: 2,099 ft. above MSL
Lat/Long: 40-08-15.2000N 075-15-54.5000W
Fuel available: 100LL

IAPs - Instrument Approach Procedures

RNAV (GPS) RWY 07
RNAV (GPS) RWY 25

Equipment owned by Airport / Borough For use at Facility.

Case 95 Tractor, Erskine Snowblade,
LX 730 Loader Bucket
Ford F-350 pickup truck with plow.
Case W20 Tractor Plow bucket.
Cub Cadet mower and snowblower
QT pod M4000 Fuel Equipment.

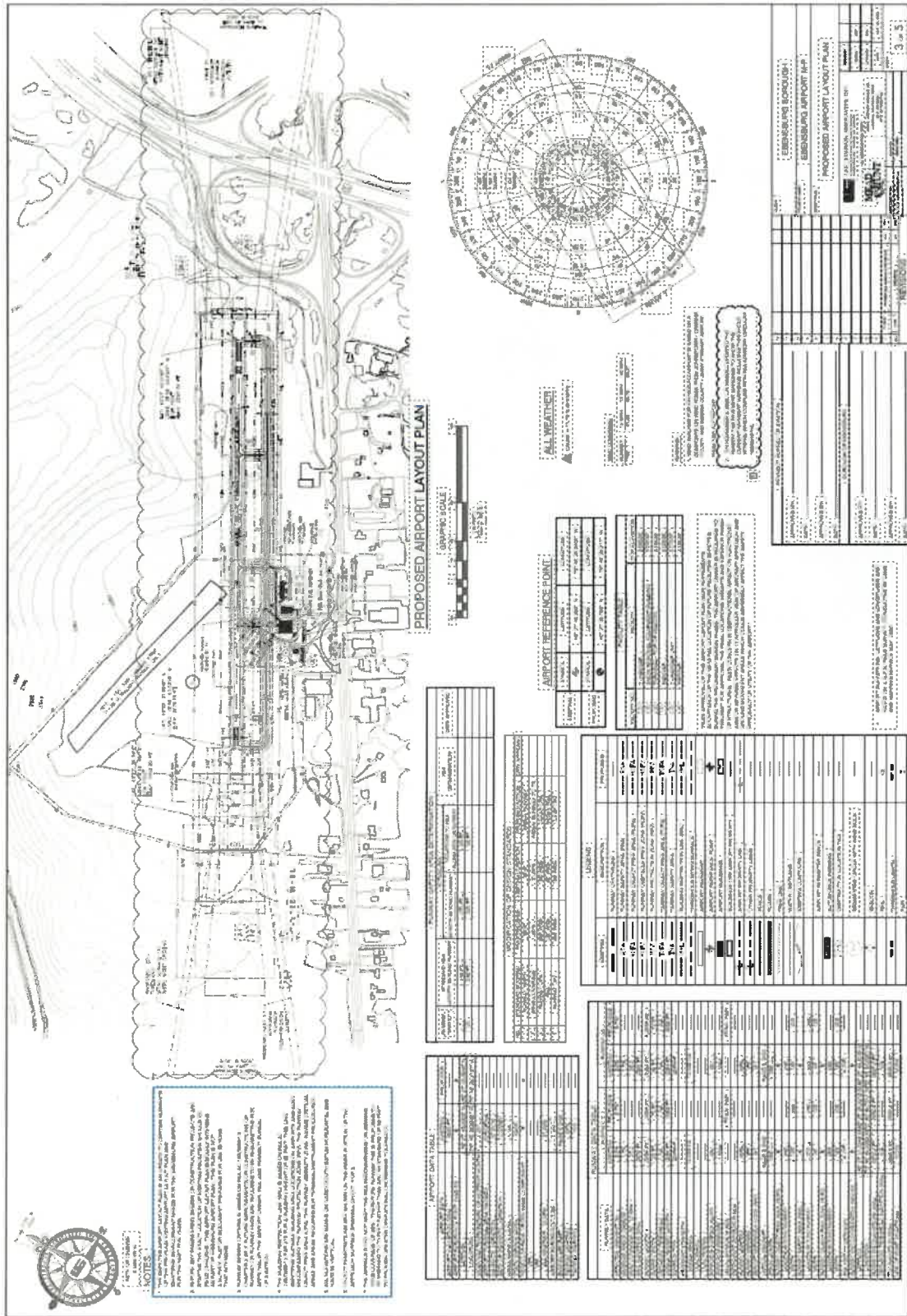
Ebensburg Airport – Site Photo



Ebensburg Airport – Terminal Area Photo



AIRPORT LAYOUT PLAN



BOROUGH OF EBENSBURG
300 WEST HIGH STREET
EBENSBURG, PA 15931

INSTRUCTIONS

1. INVITATION: EBENSBURG BOROUGH is hereby inviting proposals Operating a General Fixed Base Operation at the Ebensburg Airport, Ebensburg, Pennsylvania from all interested parties, under the terms and conditions set out further in this Request for Proposals (RFP).

2. DETERMINATION OF PROPOSER: Only those proposals received in a timely manner and in proper form from proposers who can provide evidence that they are fully competent, have the necessary experience, organization and financial capacity to fulfill the requirement for leasing hangar & office space and operating a General Fixed Base Operation at the Ebensburg Airport, and who can provide evidence of all necessary certificates and licenses, will be considered. After receipt of the proposals and completion of the review and evaluation process, the Borough may recommend award to the proposer who, in the judgment of the Borough, will provide the best and highest quality services. Proposers will find listed below the criteria which will be considered in assisting the Borough in exercising its judgment as to the best overall proposer:

- A. Firm Background & Qualifications
- B. Experience (Total aviation experience and actual FBO management experience)
- C. Management/Staffing
- D. Services (Mandatory & Optional)
- E. Improvements/Maintenance
- F. References & Financial Condition
- G. Marketing Plan
- H. Disadvantaged Business Enterprise (DBE) Participation

No one (1) criterion or combination of criteria will be controlling in the selection of the best proposal. That selection will be based upon the best judgment of the Borough in seeking the best and highest quality services utilizing the stated criteria as a guide only.

All properly completed proposals will be reviewed by the Borough and based on the Borough's review, a number of firms may be asked to make oral presentations. The Borough reserves the right, in its sole discretion, to determine those firms invited to make oral presentations. The Borough reserves the right to reject any and all proposals and to invite new proposals or enter into negotiations for new proposals.

3. FILING PROPOSALS: Each proposal is to be submitted in a sealed envelope and marked "Request for Proposals for Operating a General Fixed Base Operation at the Ebensburg Airport, Ebensburg, Pennsylvania" and must bear the name and address of proposer. Proposals will be received by the Borough Manager, EBENSBURG BOROUGH, 300 West High Street #1, Ebensburg, PA 15931 until the hour of 4:00 p.m. (local time) on October 19, 2026.

Under Pennsylvania State law, any proposal will be considered a public record, and as such, must be made available for inspection and copying by any citizen of Pennsylvania. The Borough therefore cannot guarantee the confidentiality of any proprietary or otherwise sensitive information contained in or with any proposal.

4. FORM OF PROPOSALS: Each proposal shall be on the Proposal Forms attached hereto as Appendix "A". Proposals must be based upon and meet all requirements contained herein and made a part of this invitation. Proposer must present evidence that he/she is fully competent to perform the operation contemplated herein. Proposer must have the necessary equipment, experience, organization and financial capacity to fulfill the conditions of the Lease Agreement. To provide the Borough with information as to the ability to perform, proposer is to submit, as a part of this offering, information stipulated in Appendix "B" (Information concerning Proposer). The Borough, in addition to previously stipulated reservations, reserves the right to disqualify any proposer, and reject any proposal submitted, who does not meet the criteria herein. Failure to include this Information Concerning Proposer, and all attachments thereto, with all questions completely answered will be grounds for disqualification of that proposer.

The proposer should not add, delete, or vary any of the terms and conditions of any documents prepared by the Borough. If the proposer makes such changes, the Borough may, in its sole discretion, reject the proposal.

5. MINIMUMS: Each proposal shall cite the minimum revenue returns to the Borough for leasing or conducting activity at the Airport. Below are the minimums established by the Borough.

- Fuel Flowage Fee: \$0.05 / Gallon

6. GUARANTEE: Each proposal must be accompanied by a bank cashier's check, certified check or Proposal Bond (Appendix "F"), made payable to the BOROUGH OF EBENSBURG, in the amount of \$2,000.00 as a guarantee that the successful prospective FBO applicant will enter into a Lease Agreement with the Borough, a copy of which is attached hereto and made a part hereof. The aforesaid guarantee is to be retained by the Borough as liquidated damages in the event selected successful FBO applicant fails to enter into the Lease Agreement as provided herein; or, upon failure to conform to all of the conditions made in its proposal. The Proposal Bond attached hereto must be used when submitting a bond as the guarantee required in the proposal for services to be performed under the Lease Agreement.

7. EXECUTION OF DOCUMENTS: This RFP, including all attachments, must be submitted intact. The Proposal Forms (Appendix "A") and Information Concerning Proposer (Appendix "B") must be fully and correctly completed in every respect by a representative authorized to bind the prospective FBO applicant to the truth of the statements made therein, with both forms being sworn to before a Notary Public. These forms, or any other part of the RFP, must not be changed or amended in any way. The official name of the proposer shall be in the name in which the proposal is submitted, and the Lease Agreement executed. In completing the Proposal Forms, proposer should not add, delete, or vary any of the terms and conditions of any document prepared by the Borough. If the proposer makes any changes in any of the documents, the Borough may, in its sole discretion, reject its proposal. All blank spaces on the Proposal Forms must be filled in legibly and correctly, either in ink or typed.

The proposer must list the names of all proposed sublessees, if any, and the service that is to be provided by each sublessee. A form is provided in the Proposal Form Section for this purpose. All sublessees must meet all conditions and requirements applicable to the proposer. Nothing in this section will be construed as creating any contractual rights between sublessee and the Borough. The Borough will not allow the same service to be provided by more than one (1) entity or allow more than two (2) of the mandatory services to be subleased.

8. PROPOSER TO INFORM SELF: Each proposer shall carefully examine this RFP, and the Borough of Ebensburg, to become fully informed of the conditions to be encountered, of the character, quality and

quantities of services to be performed and materials to be furnished, and of the operational activities of the Airport, which must be maintained with minimum interference. Each proposer shall judge for themselves as to all conditions and circumstances having relationships to the proposal. Failure on the part of any proposer to make such examination shall not constitute grounds for declaration of not understanding the conditions with respect to making its proposal.

9. **REJECTION OF PROPOSALS:** The Borough reserves the right to reject any and all proposals and the submission of a proposal by any prospective FBO applicant. The Borough may then, in its sole discretion, readvertise for proposals using the same or a different RFP.

Any unauthorized contact between any proposer and the Borough, Consultants or Legal Counsel may result in rejection of a prospective applicant's proposal.

Additionally, any of the following causes may be considered as sufficient reason for disqualification and/or rejection of a prospective FBO applicant's proposal:

- a. Submission of more than one (1) proposal by an individual, firm, partnership, or corporation under the same or different names.
- b. Submission of an incomplete proposal.
- c. Proposer's failure to satisfactorily perform any present or previous obligation to the Borough.
- d. Any other conduct or circumstance which by law requires rejection of a proposal.

10. **PERFORMANCE BOND:** The successful FBO applicant to whom the Lease Agreement is awarded shall be required to furnish to the Borough, and maintain throughout the term of the Lease Agreement, a Performance Bond (Appendix "G") in an amount equal to \$25,000.00, in a form acceptable to the Borough, to guarantee performance of successful FBO applicant's obligations under the Lease Agreement. The Surety or Sureties upon the required Performance Bond shall be a Corporate Surety or Sureties duly authorized to do business in the Commonwealth of Pennsylvania. The successful FBO applicant must execute and submit the Performance Bond attached hereto in order to satisfy this requirement.

11. **WITHDRAWAL OF PROPOSALS - AWARD OF LEASE AGREEMENT - RETURN OF GUARANTEE:**

a. **Withdrawal** - A prospective proposer may withdraw its proposal provided its request in writing to do so is in the hands of the Borough prior to 4:00 p.m. (local time) on the date set for opening of Proposals. Requests by telephone or telegraph for withdrawal of a proposal will not be considered.

b. **Award of Lease Agreement** - The award of the Lease Agreement, if it is awarded, will be made to the most qualified and responsible proposer as determined by the Borough in accordance with Borough policies and procedures. The award, if it is made, will be as soon as possible following the formal opening. The successful FBO applicant will be notified in writing by the Borough and will be furnished a Lease Agreement upon the terms and conditions contained herein for execution in accordance with this RFP. The successful FBO applicant will be required to immediately execute the Lease Agreement and return it to the Borough on or before the 15th day following notification of selection. The required Performance Bond and Certificate of Insurance are to be furnished to the Borough on or before the 15th day following notification of selection. The Borough shall not execute the Lease Agreement until the required Performance Bond and Certificates of Insurance are received and accepted by the Borough.

c. **Return of Guarantee** - The guarantee will be returned by mail to unsuccessful proposers within 10 days after the Borough and the successful FBO applicant have executed the Lease Agreement.

d. Failure to Execute Lease Agreement - Should a successful FBO applicant fail or refuse to execute and return the Lease Agreement and Performance Bond as set forth in (b), the guarantee submitted by such proposer shall become the property of the Borough, not as a penalty, but as liquidated damages.

If the Borough so desires, it may award the Lease Agreement to the next most qualified, responsible proposer, as determined by the Borough, who shall be subject to the same procedures and timetable as (b). provided that, the next most qualified, responsible proposer also defaults, then the next most qualified, responsible proposer, if selected, will be subject to the foregoing provisions. In any event, guarantees will be returned to each proposer not offered the Lease Agreement.

e. Withdrawal of Proposals After Opening - No prospective FBO applicant, after opening of the Proposals by the Borough and prior to the time stipulated for return of guarantees, may withdraw its proposal except on the forfeiture of its guarantee to the Borough as liquidated damages.

11. EXPLANATIONS OR ADDENDUM TO THE RFP: No interpretation of the meaning of any of the provisions of this RFP, nor correction of any apparent ambiguity, inconsistency, error therein, or any other matter pertaining to this RFP, will be made to any proposer orally. Every request for such interpretation or correction should be in writing, addressed to Manager, BOROUGH OF EBENSBURG, 300 West High Street #1, Ebensburg, PA 15931, and must be received at least ten (10) calendar days prior to the opening of proposals in order to be given consideration. However, the Borough shall not be obligated to respond to such request for interpretation or correction. All such interpretations and supplemental instructions will be in the form of written Addenda to the RFP which, if issued, will be delivered by certified or registered mail, Return Receipt Requested, at the respective address furnished by proposer for such purposes. In case any proposer fails to acknowledge receipt of any such Addendum in the space provided in the Proposal Form, their proposal will nevertheless be construed as though the Addendum has been received and acknowledged, and the submission of his/her proposal will constitute acknowledgment of the receipt of same.

Only the interpretation or correction by Manager, BOROUGH OF EBENSBURG, in writing, will be binding, and prospective proposers are warned that no other source is authorized to give information concerning, or to explain or interpret, the RFP. All of the requirements of the FAA and operations at the Ebensburg Airport including grass cutting, snow removal, general building maintenance along with a daily operational checklist must be part of the proposal to operate the Airport.

12. Each prospective proposer may request, at least twenty (20) calendar days prior to the opening of proposals, a separate pre-proposal meeting with the Borough Manager at the Ebensburg Airport for the purpose of reviewing the RFP. Attendance at the pre-proposal meeting is strongly recommended.

13. DISADVANTAGED BUSINESS ENTERPRISE: It is the full intent and objective of the Borough to promote and foster a favorable climate, within our organization and surrounding community, which will provide maximum opportunities for disadvantaged business enterprises to participate in contracts, programs and related business activities of the Borough.

It is hereby reaffirmed that the Borough and its contractors shall not discriminate on the basis of race, color, national origin, age, sex or handicap in the award and performance of any contracts for goods, services or conduct of business undertaken by the Borough.

The Borough's obligation is honored and administered by an affirmative action plan to identify and provide analysis of any problem areas in our effort to achieve full compliance with Title 49 CFR, Part 23, regulations and principles.

To be eligible for award, each proposer must comply with the Affirmative Action Requirements which are contained in this RFP.

Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, age, sex, or handicap in consideration for an award of any contract entered into pursuant to this advertisement.

Women will be afforded equal opportunity in all areas of employment. However, the employment of women shall not diminish the standards of requirements for the employment of minorities.

14. INSURANCE PREMIUMS: Ebensburg Borough will obtain the required insurance policies for the airport. The FBO will be responsible for contributing \$3,875.00 towards the yearly insurance premiums.

15. The form found in Appendix H should be completed and submitted with the proposal indicated the financial obligation from the FBO.

APPENDIX "A"

PROPOSAL OF

(Insert official name of business and principal address. If corporation, include state where incorporated.)

FOR

OPERATING A GENERAL FIXED BASE OPERATION
AT THE EBENSBURG AIRPORT, EBENSBURG, PENNSYLVANIA

TO: Manager
 BOROUGH OF EBENSBURG
 300 West High Street #1, Ebensburg, PA 15931

Dear Sir:

The undersigned, as proposer, hereby declares that the only person or persons interested in this proposal as principal, or principals, is or are named herein and that no person other than herein mentioned has any interest in this proposal or in the Lease Agreement to be entered into; that this proposal is made without connection with any other person, company, or parties making a proposal; and that is in all respects fair and in good faith without collusion or fraud. The proposer further declares that he/she has examined the Ebensburg Airport and informed him/her self in regard to all conditions pertaining to the place where the services are to be performed; that proposer has examined the RFP and all other documents related thereto, including any Addenda furnished prior to the opening of proposals, as acknowledged below and that proposer has satisfied him/herself relative to the services to be performed, and the time frame within which such services are to be commenced.

The proposer agrees, if this proposal is accepted by the Borough, to enter into a Lease Agreement with the Borough, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, labor, and incidentals necessary to perform and complete within the time specified of for the services covered by this proposal and the RFP.

The proposer further agrees to furnish the prescribed Performance Bond, in an amount equal to \$25,000.00 and to furnish the required insurance coverage, all prior to Lease Agreement execution and commencement of operations.

PROPOSAL FORM

SERVICES TO BE PROVIDED

<u>SERVICES</u>	<u>PROVIDED BY</u>	
	<u>PROPOSER</u>	<u>SUBLESSEE</u>
A. Aircraft Fuel and Lubricant Dispensing	_____	_____
B. Aircraft Parking, Tie-Down and Hangar Storage	_____	_____
C. Airframe, Power Plant and Accessory Services	_____	_____
D. Air Taxi and Charter Services	_____	_____
E. Radio and Instrument Services	_____	_____
G. Aircraft Management	_____	_____
H. Flight Training	_____	_____

OPTIONAL AND/OR SPECIAL SERVICES

<u>SERVICES</u>	<u>PROPOSER</u>	<u>SUBLESSEE</u>	<u>NOT PROVIDED</u>
1. Aerial Photography or Survey	_____	_____	_____
3. Power Line or Pipeline Patrol	_____	_____	_____
4. Aircraft Sales	_____	_____	_____
5. Agricultural Operations	_____	_____	_____
6. Any other operations not included from Part 135 of the Federal Aviation Regulations as described below:			
DESCRIPTION			
a) _____	_____	_____	_____
b) _____	_____	_____	_____
c) _____	_____	_____	_____

Proposer must list all proposed Sublessees, if any, in the spaces provided below:

<u>Name of Proposed Sublessee</u>	<u>Services to be Performed</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: No change in the proposed Sublessees, as listed above, will be allowed without the express written permission of the Borough in advance. The listing of proposed Sublessees does not create any contractual rights between any proposed Sublessee and the Borough. All proposed Sublessees must be able to demonstrate their ability to perform the services proposed to the complete satisfaction of the Borough. The Borough will not allow the same service to be performed by more than one (1) entity or allow more than two (2) of the mandatory services to be subleased.

Attached hereto is the required proposal guarantee in the amount of \$2,000.00. In making this proposal, we fully understand that this amount will be forfeited as liquidated damages if we fail to furnish the required Performance Bond, Certificate of Insurance, and execute the Lease Agreement if selected.

Respectfully submitted

Business Name

BY: _____

Authorized Official

TITLE: _____

APPENDIX "B"

INFORMATION CONCERNING PROPOSER

Dated Submitted: _____ 2026.

THE FOLLOWING INFORMATION IS TO BE FURNISHED BY PROPOSER and must be sworn to, before a notary public, by an officer (authorized representative) of proposer who has the responsibility and Borough to bind the company statements made. Attach additional sheets as may be necessary to completely answer each question.

1. FIRM BACKGROUND AND OWNERSHIP

- a. Name of firm (exactly as it is to appear on the Agreement):
- b. Principal Office Address:
- c. Telephone Number:
- d. Contact Person:
- e. Form of Business Entity (check one and complete one of the next three statements):
 - ☐ Corporation
 - ☐ Partnership
 - ☐ Joint Venture
 - ☐ Individual (no additional page required)

PARTNERSHIP STATEMENT

If a PARTNERSHIP, answer the following:

- a. Date of Organization?
- b. General partnership ☐ Limited Partnership ☐
- c. Partnership Agreement recorded? Yes ☐ No ☐

Date Book Page County

- d. Has the Partnership done business in Pennsylvania?
Yes ☐ No ☐ When?

e. Name, address, and partnership share of each general partner:

	<u>Name</u>	<u>Address</u>	<u>Share</u>
1.	_____	_____	_____%
2.	_____	_____	_____%
3.	_____	_____	_____%
4.	_____	_____	_____%

CORPORATION STATEMENT

If a CORPORATION, answer the following:

- a. When incorporated?
- b. Where incorporated?
- c. Is the corporation authorized to do business in Pennsylvania?

(1) Yes () No () If so, as of what date?
(2) If Pennsylvania is not state of incorporation:

- i. Address of the registered office in Pennsylvania:

- ii. Name of registered agent in Pennsylvania at such office:

- iii. Attach Certificate of Borough to transact business in Pennsylvania.

d. The Corporation is held: Publicly () Privately ()

e. Furnish the name, title and address of each officer, director and principal shareholders owning 10% of more of the corporation's issued stock.

PRINCIPAL BUSINESS AFFILIATION

<u>DIRECTOR'S NAME</u>	<u>ADDRESS</u>	<u>OTHER THAN DIRECTORSHIP</u>
------------------------	----------------	--------------------------------

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| | _____ | |
| 2. | _____ | _____ |
| | _____ | |
| 3. | _____ | _____ |
| | _____ | |
| 4. | _____ | _____ |
| | _____ | |
| 5. | _____ | _____ |
| | _____ | |
| 6. | _____ | _____ |
| | _____ | |
| 7. | _____ | _____ |
| | _____ | |

OFFICER'S NAME

POSITION

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

JOINT VENTURE STATEMENT

If a JOINT VENTURE, answer the following:

- Date of Organization?
- Joint Venture Agreement recorded? Yes () No ()
- Have the Joint Venturers done business in Pennsylvania?
- Name and address of each Joint Venturer:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

e. Percent of ownership of each Joint Venturer:

<u>NAME</u>	<u>PERCENT OF OWNERSHIP</u>
1. _____	_____%
2. _____	_____%
3. _____	_____%
4. _____	_____%

2. FIRM BACKGROUND & QUALIFICATIONS

- A. Furnish a statement detailing proposer's background and a statement that proposer possesses the qualifications set forth in Section 2 of the Instructions.
- B. Have any agreements held by proposer for the operation of an FBO or related aviation services been cancelled? Yes () No (). If yes, attach details.
- C. Has proposer ever been sued by an airport for issues pertaining to fee payments, rental payments and/or performance? Yes () No (). If yes, attach details.

3. EXPERIENCE

- A. If proposer is now, or has been in business as an FBO operator or has provided related aviation services, the name under which business was operated, airport, length of time proposer was in business and other requested information should be indicated below:

Name: _____

Airport: _____

Address: _____

Dates Business Operated: _____

From

To

Individual Contact: _____

Telephone Number: _____

Type Business: _____

Name: _____

Airport: _____

Address: _____

Dates Business Operated: _____

From

To

Name: _____

Airport: _____

Address: _____

Dates Business Operated: _____

From

To

Individual Contact: _____

Telephone Number: _____

Type Business: _____

Name: _____

Airport: _____

Address: _____

Dates Business Operated: _____

From

To

Name: _____

Airport: _____

Address: _____

Dates Business Operated: _____

From To

Individual Contact: _____

Telephone Number: _____

Type Business: _____

Name: _____ Airport: _____

Address: _____

Dates Business Operated: _____

From To

- B. Indicate aviation experience, including certificates and professional licenses possessed by proposer.
- C. Attach information concerning the gross revenues, rents and fees paid at other airports at which proposer operates an FBO / SASO or related aviation service.

4. MANAGEMENT/STAFFING

- A .Provide the following information in regard to the proposed management structure and staffing:
 - 1) Start-up – January 1, 2027.
 - 2) Key Personnel resumes.
 - 3) Staffing levels, type and extent of training.
 - 4) Role of FBO Manager and extent of their Board.
 - 5) Organizational and functional charts reflecting line of management responsibility.
 - 6) Plans and procedures for administrative support.
 - 7) Procedures used to ensure compliance with applicable regulations, Minimum Standards and lease provisions.

5. SERVICES

A. Please detail the services to be provided, as you indicated on APPENDIX A. If any of the services so indicated are to be subleased, please attach information on each sublessee which includes experience, personnel, references and the service which they will provide. Also, describe the requirements you will impose on each sublessee, ie. insurance, hold harmless, staffing, etc.

6. IMPROVEMENTS/MAINTENANCE

A. As required in the Lease Agreement, please provide your preliminary plans for the construction

of any facilities within the new lease premises. Each area should be separate for privacy. Please include proposed finishes, cost estimates and time frame for construction completion.

B. Describe any other permanent improvements proposer intends to construct, including cost estimates.

C. Indicate the type of equipment you intend to use in the maintenance of airport facilities (i.e. mowers, snow removal equipment, etc.) and the procedures to be followed to ensure that all areas are maintained in a presentable and safe condition.

7. REFERENCES

Please attach at least three (3) credit references and three (3) professional references, unrelated to the proposer.

8. FINANCIAL REPORTS

A. Furnish a complete balance sheet for the last complete fiscal year showing assets and liabilities. The balance sheet must be certified by a duly authorized corporate officer. Value of unencumbered capital assets must be shown.

B. If proposer is a newly formed entity, please indicate the amount and source of capitalization of company.

C. Submit a proform, a statement of proposer's expected business income and expenses to reflect anticipated results from operations for ten (10) year minimum term of the Lease Agreement.

9. MARKETING

A. Attach a description of the marketing programs proposer intends to utilize to promote the Ebensburg Airport.

10. DBE PARTICIPATION

A. Pursuant to the Borough's policies regarding equal employment opportunity and Disadvantaged Business Enterprises, including businesses owned and controlled by women, please attach your firm's affirmative action plan for equal employment opportunity. Also, please attach any plans regarding procurement of goods and services and/or subcontracting activities which involves Disadvantaged Business Enterprises.

B. Indicate ownership (controlling interest) ethnicity:

Non-Minority ☐ Hispanic ☐ Black ☐
American Indian or Alaskan Native ☐
Asian or Pacific Islander (Oriental) ☐
Two or more minorities ☐ (Please Specify)

11. OTHER INFORMATION

A. Attach any other information you feel to be pertinent to your proposal.

SIGNATURE

a. If Proposer is an INDIVIDUAL, sign here:

Name

Doing Business As

b. If Proposer is a PARTNERSHIP OR JOINT VENTURE, at least two (2) Partners or each of the Joint Ventures must sign here:

Partnership or Joint Venture Name

BY: _____
Member of Partnership or
Joint Venture

BY: _____
Member of Partnership or
Joint Venture

c. If Proposer is a CORPORATION, the duly authorized officers must sign here:

Corporation Name

BY: _____

TITLE: _____

BY: _____

TITLE: _____

Subscribed and sworn before me this _____ day of _____, 2026.

Notary Public

My Commission Expires: _____

APPENDIX "C"

ACKNOWLEDGEMENT OF ADDENDA

Addendum No. ____ Signature _____ Date _____

Addendum No. ____ Signature _____ Date _____

Addendum No. ____ Signature _____ Date _____

Addendum No. ____ Signature _____ Date _____

Addendum No. ____ Signature _____ Date _____

APPENDIX "D"

NONCOLLUSION AFFIDAVIT

STATE OF)
)
) ss.
COUNTY OF)

OF

of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the proposer to submit the attached proposal. Affiant further says that the proposal filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such Proposal is genuine and not collusive or sham; that said Proposer has not, directly or indirectly, induced or solicited any other Proposer to put in a false or sham Proposal, and has not, directly or indirectly, colluded, conspired, connived or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone else shall refrain from providing a proposal; that said Proposer has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the Proposal, or to secure any advantage against the Borough or anyone interested in the proposed Lease Agreement.

Affiant further states that (s)he understands that any unauthorized contact between the Proposer, its agents, employees, or others on the Proposer's behalf, either directly or indirectly, and the Borough's Borough, Staff, Consultants or Legal Counsel may cause the Borough to reject a company's proposal; that the Proposer has not been a party to any collusion with any of the Borough's Borough Members, Staff, Consultants or Legal Counsel as to the terms and conditions in the prospective Lease Agreement; that there has been and shall be no discussions between the parties stated heretofore concerning the exchange of money or other things of value for special consideration.

Affiant further says that all statements contained herein and contained in the proposal are true. Further affiant saith not.

Firm Name

BY: _____ TITLE: _____

Authorized Official

CERTIFICATE OF ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

Before me, _____, of the state and county
aforesaid, personally appeared _____, with whom I am personally acquainted, and
who upon oath, acknowledged himself to be the _____ of _____,,
the within bargain or, a corporation, and that he as such _____, being authorized so
to do, executed the foregoing instrument for the purpose therein contained, by signing the name of the
corporation by himself as _____.

Witness my hand and seal, at office in _____, this _____ day
of _____, 2026.

Notary Public

My Commission Expires: _____

APPENDIX "E"

STATEMENT OF COMPLETENESS

State of _____

County of _____

I, the undersigned, being duly sworn and acting as a _____ of _____, do hereby affirm that I have the responsibility and Borough for providing information on behalf of _____ and that same as submitted are true, accurate and correct.

Further, I hereby affirm that _____, to the best of my knowledge and belief meets the criteria and possesses these qualifications as required in the Request for Proposals for Operating a General Fixed Base Operation at the Ebensburg Airport, Ebensburg, Pennsylvania.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this ____ day of _____, , 2026.

Signed _____ Title _____

My Commission Expires: _____

Notary Public

APPENDIX "F"

PROPOSAL BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned _____ As Principal, and As Surety, a corporation chartered and existing under the laws of the State of _____, and fully authorized to do business in the Commonwealth of Pennsylvania, are hereby held and firmly bound unto the BOROUGH OF EBENSBURG, "the Borough" as Owner in the sum of Two Thousand and 00/100 (\$2,000.00 Dollars good and lawful money of the United States of America, to be paid upon demand to the Borough, to which payment well and truly made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed, this ____ day of _____, 2026.

The condition of the above obligation is such that whereas the Principal has submitted to the Borough a certain Proposal, attached hereto and hereby made a part hereof, to enter into a Lease Agreement in writing for Operating a General Fixed Base Operation at the Ebensburg Airport, Ebensburg, Pennsylvania,

NOW, THEREFORE,

- a. If said Proposal shall be rejected, or in the alternate;
- b. If said Proposal shall be accepted and the Principal shall, within 15 calendar days after receipt of written notification from the Borough of the Award of the Lease Agreement, execute and deliver such Lease Agreement and within 15 days after such notification shall furnish the required Performance Bond, Certificate of Insurance, and shall in all other respects perform the agreement created by the acceptance of said Proposal, recognizing that certain terms are subject to negotiation, then this obligation shall be void; otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Borough accepts such proposal; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal

BY: _____

Surety

BY: _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

STATE OF _____

COUNTY OF _____

Before me, _____ of the state and county aforesaid, personally appeared _____, with whom I am personally acquainted, and who upon oath, acknowledged himself to be the _____ of _____, the within bargainer, a corporation and that he as such being authorized so to do, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation by himself as _____.

Witness my hand and seal, at office in _____, this _____ of _____, 2026.

Notary Public

PROOF OF SURETY

(Note: The person signing on behalf of the surety must provide "power of attorney" or other documents authorizing the purchaser to execute the proposal bond on behalf of the surety.)

My Commission Expires: _____

APPENDIX "G"

PERFORMANCE BOND

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF MONTGOMERY

KNOW ALL BY THESE PRESENTS

THAT WE, , as Principal, _____
hereinafter called "LESSEE", and the other Subscriber hereto as surety, do hereby acknowledge ourselves to be held and firmly bound to the BOROUGH OF EBENSBURG, a public Borough of the Commonwealth of Pennsylvania, in the sum of \$25,000.00 DOLLARS for the payment of which sum, well and truly to be made to the BOROUGH OF EBENSBURG, and its successors, the said LESSEE and surety to bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

WHEREAS, the said LESSEE has entered into an agreement in writing with the BOROUGH OF EBENSBURG, for Operating a General Fixed Base Operation at the Ebensburg Airport, Ebensburg, Pennsylvania subject to the terms, provisions and conditions as set out in full in said agreement, and the related documents and exhibits attached thereto, and by reference made a part hereof as fully and completely as if set out in full herein.

NOW, THEREFORE, if the said LESSEE shall faithfully and strictly perform said agreement in all its terms, provisions and stipulations in accordance with its true meaning and effect, and in accordance with the related documents and exhibits referred to therein, and by this reference made a part hereof (hereinafter collectively called "Lease Agreement") and shall comply strictly with each and every provision of said Lease Agreement and with this bond, and shall promptly provide to the BOROUGH OF EBENSBURG, in full all services required under the terms and provisions of said Lease Agreement, then this obligation shall become null and void and shall have no further force and effect; otherwise, the same is to remain in full force and effect and the said sum of \$25,000.00 shall be payable to the said BOROUGH OF EBENSBURG on demand.

It is further understood and agreed that the said Surety has full faith and confidence in the integrity and ability of the said Lessee to comply with all the terms, provisions and conditions of said Lease Agreement, and said Surety does hereby relieve the said BOROUGH OF EBENSBURG and its Representatives from the exercise of any diligence whatsoever in securing compliance on the part of said LESSEE, in the performance of said Lease Agreement and agrees that it, the said Surety, shall be bound to take notice of and shall be held to have knowledge of all acts and omissions of the said

LESSEE, its agents and representatives, in all matters pertaining to said LESSEE.

The said Surety hereby expressly waives notice of all changes, alterations, extensions and/or modification of the Lease Agreement. It is the intention of said Surety to fully and completely indemnify and in all things save and hold harmless the BOROUGH OF EBENSBURG, its Borough and its employees of, from and against all losses, expenses and damages arising out of or resulting from any failure on the part of said LESSEE, Principal herein, its agents and representatives to faithfully and fully carry out the terms and conditions of the Lease Agreement hereinabove referred to, and as the same may be changed, altered, extended or modified and from the terms and provisions of said Lease Agreement both during its term and during any extension thereafter. It is agreed that the BOROUGH OF EBENSBURG is under no obligation or duty to notify Surety of any default, breaches or omissions of LESSEE, or of any changes, alterations, extensions or modifications of said Lease Agreement, and the BOROUGH OF EBENSBURG failure to do so shall in no manner relieve, release, condition or limit Surety's obligation or liability as herein provided.

This bond and the obligations created hereunder shall be performable in Montgomery County, Pennsylvania, and shall be noncancellable for the term of the Lease Agreement and for so long as LESSEE operates a General Fixed Base Operation at the Ebensburg Airport, Ebensburg, Pennsylvania.

THIS AGREEMENT shall be binding on the Principal and surety executing the same, jointly and severally, their legal representatives, successors and assigns.

Executed this ____ day of _____, 2026. A.D.

ATTEST:

Secretary

BY: _____
Principal

ATTEST:

Secretary

TITLE: _____

BY: _____

Surety

APPROVED AS TO FORM AND LEGALITY:

Legal Counsel

Ebensburg, Pennsylvania 15931

BY: _____
_____, Manager

BOROUGH OF EBENSBURG

CERTIFICATE AS TO CORPORATE PRINCIPAL

STATE OF _____

COUNTY OF _____

APPENDIX "H"

Please specify your offer for the following:

1. Fuel Flowage Fee (minimum \$.05 per gallon)

Timeframe	Amount
Year 1 through 5	
Optional Years 6 -10	
Optional Years 11 – 15	

2. Revenue Sharing – Percentage of Gross Revenue paid to Borough

Timeframe	Percentage
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Optional Years 6-10	
Optional Years 11 through 15	

3. Monthly Rent to be paid to Borough

Timeframe	Amount
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Optional Years 6-10	
Optional Years 11 through 15	