



## Request for Airport Proposals 2015 AOPA Regional Fly-In Locations

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**Issue Date:** July 28, 2014

**Proposal Response Deadline:** September 19, 2014

**Point of Contact:** Chris Eads, AOPA Director of Outreach and Events – 301-695-2183; [chris.eads@aopa.org](mailto:chris.eads@aopa.org); 421 Aviation Way, Frederick, MD 21701

**REQUEST FOR PROPOSAL (RFP) SUMMARY:** The Aircraft Owner and Pilots Association (AOPA) is inviting proposals from qualified airports interested in hosting an AOPA Regional Fly-In event at their airport in 2015. Proposals should be co-presented with signatures from the bidding airport manager, at least one on-field FBO/fuel provider, and the governing airport authority (airport commission, board, municipality, etc.). Additional signatories such as local aviation organizations or clubs, local Convention and Visitors Bureau, AOPA Airport Support Network Volunteers, etc. are encouraged.

### About AOPA and Our Regional Fly-In Program

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**ABOUT AOPA:** Founded in 1939, the Aircraft Owners and Pilots Association is the largest aviation member association in the world. AOPA effectively advocates for our members and the general aviation community on a variety of legislative, regulatory and airport issues at federal, state and local levels. As passionate advocates for general aviation and our members, AOPA is consistently engaged in improving general aviation safety, growing the general aviation community, and promoting membership engagement and involvement through a variety of aviation events and initiatives.

**ABOUT AOPA'S REGIONAL FLY-IN EVENTS:** Since our inception, AOPA and our members have been passionate about protecting and promoting general aviation airports. As AOPA President Mark Baker is fond of noting, "everything aviation begins and ends at an airport." With that in mind, and in an effort to engage more of our members where they live and fly, AOPA in 2014 restructured its event format, transitioning from a schedule that focused on one major "AOPA Summit" each year to a series of seven smaller regional events across the country, including a fall "AOPA Homecoming" at our headquarters in Frederick, Maryland.



**TYPICAL REGIONAL FLY-IN FORMAT:** An AOPA Regional Fly-In primarily consists of a one-day Saturday event scheduled during the most weather-favorable time of the year, and not in conflict with other major regional events. Attendance in 2014 for each Saturday fly-in has averaged

approximately 2,500 people, 450 aircraft, and 900 automobiles. AOPA activities the night before—such as a [Rusty Pilots Seminar](#), a sponsored reception, or an aircraft camping event—attract some attendees to arrive a day early and explore the local community. The Saturday event schedule typically includes a pancake breakfast and a midday lunch event. Throughout the day, attendees enjoy socializing with fellow pilots and attendees, and participating in a variety



of aircraft displays, exhibits, clinics, forums, aviation safety seminars and other functions. The event ends with a “Pilot Town Hall” with AOPA President Mark

Baker, who discusses issues important to general aviation, takes questions from attendees, and in some cases interviews key aviation leaders and elected officials.



## Section 1: 2015 Site Selection – Minimum Criteria

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**BACKGROUND:** To ensure a safe, successful, and enjoyable event for our members and the host airport, the following minimum criteria to host an AOPA Regional Fly-In will be considered:

- **Airfield/Airspace**
  - Non-air carrier airport; not currently regulated under Transportation Security Administration Regulation (TSAR) 49CFR Part 1542
  - Minimum of two runways; at least one runway with a minimum 4,000’ paved runway length (potentially more based on airport elevation/location)
  - Not located within or below the lateral limits of Class B Airspace
  - Restricted Airspace does not exist in size or proximity to the airport that would hinder high volume of VFR traffic flow to or from the airport
  - Instrument approach available
  - Other nearby general aviation airport that could serve as a reliever field for additional aircraft capacity located no further than a 30-minute drive by ground transportation
  
- **Aircraft Parking, Automobile Parking, and Aircraft Services**
  - Capacity on airport for no less than 500 light general aviation aircraft to park on a combination of paved surfaces such as ramps, taxiways, and runway



infrastructure; additional potential to use appropriate grass surfaces during dry weather

- Capacity for vehicle parking for no less than 900 automobiles on the airport or in close proximity
- On-field FBO/fuel provider with desire and ability to participate in the event, with the capacity to provide 100LL fuel service to no less than 250 aircraft within 6 hours, and to expand manpower as needed to meet service demands. AOPA is able to assist FBOs with securing volunteers to serve under FBO supervision.
- On-call minor airframe and aircraft powerplant maintenance services

- **Hangar/Event Space**

- Adequate hangar space available for AOPA's use for staging, dining, and education for the "main stage / show center". General minimum is at least one 8,000 square foot hangar available at no cost to AOPA.
- Space in addition to the "main stage" area for seminars, exhibits, forums, or similar activities in hangars or other facilities. This can include outdoor space for temporary event tenting. Airports and/or airport tenants able to provide for additional hangar space for seminars and exhibits will receive extra consideration.
- Adequate available ramp space for static display aircraft. General minimum is at least 90,000 square feet.
- AOPA fly-ins take place rain or shine; available event space will need to be committed for use from Thursday through Sunday for set-up, event, and clean-up.



- **Community**

- Strong, active, and engaged local general aviation community
- Airport management and controlling authority that is a demonstrated supporter of general aviation
- Variety of quality local accommodations, including lodging, restaurants, and other attractions
- Availability of local volunteers, such as state pilot associations, local aviation clubs, EAA chapters, Civil Air Patrol, Boy/Girl Scouts, etc.

## **Section 2: 2015 Site Selection – Desirable/Optional Criteria**

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**BACKGROUND:** In addition to the minimum criteria specified above, AOPA has identified additional criteria that, although optional, are highly desirable and will also be considered and evaluated in the selection process:

- **Sponsor Airport and/or Community Financial Participation**

- Ability of the airport and community to participate in the cost of hosting the event. Such participation may include, but is not limited to:
  - event marketing and promotion
  - provision of event logistical items such as portable restrooms, tents, tables, chairs, golf carts, ground transportation shuttles, water connections, and electrical generators
  - contribution of public safety personnel and equipment such as fire and emergency medical services, law enforcement, and vehicular traffic control, barricades, traffic cones, and signage
- Please describe in your proposal what kind of support (from the list above or other) that the airport and/or community can provide.



- **On/Near-Airport Amenities**

- Availability of turf area suitable for aircraft camping
- Availability of turf runway
- Availability of seaplane landing/mooring facilities
- Availability of on-airport restaurant or food and beverage options such as local food trucks or mobile caterers
- Location of aviation-related museum or other attraction on or near airport
- Suitable space for recreational RV parking to accommodate drive-in attendees

## Section 3: Submittal Requirements

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**GENERAL SUBMITTAL REQUIREMENTS:** Airports interested in hosting an AOPA Regional Fly-In are required to submit a formal written response to this RFP in accordance with the following requirements:

- **Number of Copies:** One (1) hard copy of the entire proposal must be submitted by U.S. Mail, along with one (1) electronic version on CD or USB memory stick in PDF format, mailed to Chris Eads, AOPA Director of Outreach and Events, 421 Aviation Way, Frederick, MD 21701. A PDF may additionally be sent by email for backup to [chris.eads@aopa.org](mailto:chris.eads@aopa.org).



- **Proposal Content/Organization:** In order to facilitate an equitable, consistent, and efficient review process, proposals must meet the following content/organization criteria:
  - Proposals must explain and address how the airport meets all of the minimum requirements listed in Section 1, as well as how the airport and community may meet any of the additional/desirable criteria listed in Section 2.

- Please present this information in the same order as the criteria listed in Sections 1 and 2 to ensure the Selection Committee is able to quickly locate the information and readily make comparisons between proposals.
  - In addition to the descriptions noted above, proposals must also include the following:
    - At least one detailed map of the airport noting the location of proposed aircraft and automobile parking and the parking capacity of each area, and the location of proposed event center. Enclosing photographs of primary event space is recommended.
    - The airport's recommendation for the most favorable time of year to host the fly-in, general local weather patterns, planned airport construction activities, dates and locations of other regional aviation or large community events known at the time of submittal
    - At least three suggested Saturday dates that would be ideal for the fly-in.
    - Information regarding necessary event permitting required by the local municipality or government.
    - Information regarding insurance and/or Use Agreements provided by the airport and other involved parties, as well as any insurance requirements that will be necessary for AOPA to provide.
    - Information regarding the potential reliever airfield, to include airport name, manager, and contact information.
  - Proposals may also include a separate packet of general community information and promotional material in addition to the primary proposal.
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- **Signatories to Proposal:** Proposals must be submitted jointly by a minimum of the airport manager, the manager of at least one on-field FBO/fuel provider, and the senior member of the airport's governing authority (commission, board, municipality, etc.). Proposals submitted without these three minimum signatures will not be considered. Additional signatories such as local aviation organizations or clubs, local Convention and Visitors Bureau, AOPA Airport Support Network Volunteers, etc. are encouraged.



## Section 4: Evaluation and Selection Process

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**EVALUATION CRITERIA:** All responses received will be evaluated by an AOPA Selection Committee. The Selection Committee will evaluate each Proposal based how the airport meets the minimum and desirable/optional criteria outlined in Sections 1 and 2.

**SELECTION PROCESS:** The Selection Committee will evaluate the written proposals based on the above criteria, and may create a "short-list" of airports in each region based upon responses to the above items. The Selection Committee or individuals from this committee may conduct interviews or site visits with some or all of short-listed airports. These interviews and/or site visits will provide an opportunity

for AOPA and airport leadership, pilots, tenants, and others in the community to meet one another and clarify proposal information.

**TENTATIVE SCHEDULE:** As AOPA moves forward with planning for our 2015 Regional Fly-In events, it is our intent to meet the following tentative dates for the selection of the 2015 locations. This schedule is subject to revision without notice.

- **AOPA Issues RFP:** *July 23, 2014*
- **RFP Response Deadline:** *September 19, 2014 per the guidelines in Section 3*
- **Select “Short Listed” Airports:** *October, 2014*
- **Airport Visits/Interviews:** *October – November , 2014*
- **Confidential Notice of Selection:** *November, 2014*
- **Confirmation of Airport’s commitment to host** *due within 15 business days of selection notice*
- **Publication / Press Release of 2015 Fly-In Locations:** *Winter, 2014-2015*



For more information or questions, please contact Chris Eads, *AOPA Director of Outreach and Events* – 301-695-2183; [chris.eads@aopa.org](mailto:chris.eads@aopa.org)