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February 12, 2021

**Addendum #1  
RP011-21  
Gwinnett County Airport Property Aviation Lease  
and Redevelopment Project to include Fixed Base Operator Services (FBO)**

The following is a summation of questions and answers, clarification/changes for the above proposal.

**Opening Date:**

**FROM:**

Proposals will be received until **2:50 P.M. local time on Tuesday, March 16, 2021.**

**TO:**

Proposals will be received until **2:50 P.M. local time on Friday, April 30, 2021** at the Gwinnett County Financial Services - Purchasing Division – 2<sup>nd</sup> Floor, 75 Langley Drive, Lawrenceville, Georgia 30046.

Proposals received after this date and time will not be accepted. Only pre-qualified firms are allowed to submit a proposal.

**Question Cut-off Date:**

**CHANGE TO:**

Questions regarding proposals should be directed to Ann Porter, [ann.porter@gwinnettcountry.com](mailto:ann.porter@gwinnettcountry.com), Purchasing Manager, **no later than March 4, 2021 by 3:00 p.m.**

- 1. Is a copy of all leaseholds including all amendments for each lease at the Gwinnett County Airport available for review?** A: Copies of the leases and amendments are available from the County's FTP website. Firms must open in the web browser Internet Explorer to access at:  
FTP Address: <ftp://gwinnettftp.gwinnettcountry.com> or 74.171.32.37  
Username: gwinnett  
Password: pub7368

(Once logged into the FTP site, select the folder titled DOT. From the DOT folder, select the sub-folder titled Airport RFP Files. Reports and other information will be in this folder. The tenant leases are in a sub-folder of the Airport RFP Files folder titled Airport Lease Files.)

- 2. What is the status of the two existing FBOs? What is the lease remaining for each?**  
A: Both FBOs are currently open and operating. The north side FBO, Gwinnett Aero's lease has an expiration date of December 31, 2021. The south side FBO, Aircraft Specialists Jet Center's lease term currently goes until July 31, 2025. There are two additional options for the tenant to renew the lease. The first 5-year renewal requires that the tenant make a minimum annual payment of \$225,000, for each of the 5 years of the renewal. The second 5-year renewal requires that the tenant make a minimum annual payment of \$275,000, for each of the 5 years of the renewal.

**3. Does the Airport Authority and/or County have a wait list for rentals? To what extent?** A: No, the County does not have a wait list for any rentals.

**4. Can the County provide a breakdown in total airport operations for the previous 10 years to include traffic counts for transient, local, training, and turbine (if tracked) operations?** A: The airport does not track training or turbine flights separately. Aircraft operations are tracked using the standard methodology employed by FAA and Air Traffic Control services (e.g., Itinerant Operations, Local Operations, and Instrument Operations. Within each category operations are further broken down by sub-categories AT – Air Transport, GA – General Aviation, and MI – Military).

A PDF file showing the operations summary for Gwinnett County Airport from 2010 to 2020 can be downloaded at the County's FTP website (see question 1). The file is titled [2010 to 2020 Airport Operations.pdf](#)

**5. Does the Airport Authority and/or County have rates and charges for land, buildings, or other fees at the airport?** A: The Airport Authority currently charges \$300 per month for the 8-small t-hangar units that the County owns/rents. They charge \$350 per month for the 4 large t-hangar units that the County own/rents. Fees vary based on the language in individual leases but can include a \$0.07 per gallon fuel flowage fee, and an annual fee of \$1,000. Rates for land also vary based on the lease language.

**6. Can the County provide an inventory of buildings included with Parcel A, B, C, and D, by parcel, including age, size, condition, units, rent roll?** A: The County does not have an inventory of the buildings that would provide the requested information.

**7. What is the current rent per square foot for land and buildings on the airport?** A: Rents vary depending on the terms of the various leases at the airport.

**8. Is there an existing fuel farm included on any of the properties in this proposal?** A: Yes. Parcel C includes the existing fuel farm currently used by the existing north side FBO.

**9. How many fuel farms are at the field, and what is the age, ownership, size?** A: There are currently seven (7) fuel farms located at the field. Age and size vary. Two of the 7 are owned by the current FBOs at the airport. The other 5 are owned by the owners of the hangars they are located at. These 5 privately owned fuel farms are prohibited from selling fuel and can only provide fuel to aircraft in their care, custody, and control.

**10. What is the total fuel flowage at the airport for the previous 10 years? Please include all FBO and private fuel farm flowage.** A: A PDF file titled [Tenant Fuel Flow Report 1999 to 2020](#) is located on the County's FTP website (see question 1).

**11. Can the County provide historical fuel sales, by month, by FBO, by fuel type, for at least all of 2018, 2019 and 2020?** A: A PDF file titled [Tenant Fuel Flow Report 1999 to 2020](#) is located on the County's FTP website (see question 1).

**12. Please provide gallons of Jet A and Avgas sold for each of the last 3 years.** A: A PDF file titled [Tenant Fuel Flow Report 1999 to 2020](#) is located on the County's FTP website (see question 1).

**13. Is there any pending or current litigation involving the County, Airport Authority, Board of Commissioners, Tenants/Leaseholders/Users?** A: No

**14. Where can the current Master Plan for the Airport be obtained? It is understood that work on a new Master Plan is ongoing. What is the update to the status of the new Master Plan?** A: The County has identified updating the Master Plan as a capital project for 2021. However, no work has begun, and work is not expected to begin until the summer of 2021. Updating the Master Plan, once work is begun, is expected to take 24 months.

A copy of the current airport Master Plan is located at the County's FTP website (see question 1).

**15. Development is expected to adhere to defined airport minimum standards (Attachment A) and defined airport architectural standards (Attachment B)**  
**a. The County is anticipating an update to existing standards in 2021**

**Are the new Minimum Standards completed or is there a draft proposal for the "update to existing standards in 2021"? What are the Airport Authority's and County's goals in such an update?? If not, complete what is the expected completion date?** A: The new Minimum Standards are not completed, and work on the update has not begun. The goal in updating current Minimum Standards is to ensure that such standards reflect the current and future expectations for commercial aeronautical activities at the Airport.

**16. Is the proposed Runway 7L/25R and future parallel taxiway still part of the airport's Airport Layout Plan (ALP) and future plan?** A: The proposed Runway 7L/25R are still part of the current ALP. As stated in question 14, work on an update to the airport's Master Plan and ALP is expected to begin in the Summer of 2021. It is anticipated that one of the main items of discussion will be the proposed Runway 7L/25R and whether it continues to be included in the airport's plans.

**17. Where can a copy of the approved ALP be viewed?** A: A copy of the ALP is located at the County's FTP website. The file is titled *ALP Drawing Set* (see question 1).

**18. Where can the most recent Environmental Study of the Gwinnett County Airport be obtained? Have any environmental studies been performed that the Airport Authority or County are in possession of and can share? -Similar question** A: There is not an environmental study available for the entire airport. Recent environmental reviews done at the airport are project specific studies (e.g., an environmental analysis of the Taxiway Y project). These project specific studies are limited to a review of the project area and not the total airport.

A copy of the most recent environmental analysis done for the Taxiway Y and Runway Rehabilitation projects is available from the County's FTP website. The file is titled *Complete LZU FEA-FONSI-ROD* (see question 1).

**19. What is the current/projected weight bearing capacity of the Runway? Are there any further plans for Runway improvements and or Repair/Modifications?** A: The current weight bearing capacity of Runway 7/25 is:  
93,000 lbs. – Single Wheel gross weight.  
120,000 lbs. – Dual Wheel gross weight.

188,000 lbs. – Dual Tandem Wheel gross weight.

A copy of the most recent runway pavement study, titled *LZU Pavement Study Report*, is located at the County's FTP website (see question 1).

The runway was completely rebuilt in October of 2020, so no additional repairs are currently planned. Any modifications or improvements to the runway would be a discussion point in the planned Airport Master Plan update and would need to be included in the new plan.

20. **Are there any limitations to the Facilities and potential locations for future Facilities due to underground pipelines/water/utilities?** A: There are underground utilities located on the airport, including, but not limited to, Colonial Pipeline's two fuel pipelines, electrical utilities, stormwater utilities, water utilities, and phone/cable utilities. It will be the responsibility of the individual proposers to determine the location of these utilities and any restrictions that said utilities would put on future facilities.
21. **Are there utility drawings for the development site?** A: No overall utility drawings specifically on the airport are available. Information related to public water and sewer line locations and as-built drawings is available to the public on the County's GIS System.
22. **Are utilities to all sites? What is the current City water flow at the sites?** A: Utilities have not been brought to all the sites (e.g., Parcel D does not have utilities brought to the site), however, all sites do generally, have utilities located near them and it will be up to successful proposer to connect as needed. The water flow at the sites is not known. Fire Flow Test requests and other information may be found here: [Development Information | Gwinnett County](#)
23. **Will the successful firm need site plan approval from someone at the municipality (County), other than just the airport?** A: County expects all plans for construction to go through the Gwinnett County Department of Planning & Development review processes to obtain the appropriate permits and follow applicable inspection process(es).
24. **Are there soil borings available?** A: No, soil borings are not available.
25. **Where are the airport administration offices presently? What size office space and at what is the rent currently being charged? What is the proposed need for Airport Administration office space in this development?** A: The airport administration offices are currently located in the hangar building at 600 Briscoe Blvd. The airport offices currently occupy approximately 5,000 sq. ft. The County owns the hangar building, so no rent is paid. It is the desire of the County to locate Airport Administration Offices with a similar footprint within the required general aviation terminal.
26. **What is the status of the contract for Air Traffic Control Services being provided at the Airport? Are there plans to continue the contract as is or transition to a full FAA staffed and funded Control Tower?** A: Gwinnett County Airport – Briscoe Field is currently served by a Federal Aviation Administration (FAA) Contract Air Traffic Control Tower. Under the Contract Tower program, the FAA provides controllers for the facility through a contractor. The current contractor for the Southern Region is Robinson VanBuren Associates (RVA). RVA has chosen to sub-contract out controller employment in the Atlanta Metro Area to CI<sup>2</sup>. The air traffic control tower facilities and equipment (building, radios, recorders, etc.) are owned and maintained by Gwinnett County.

Any transition from a contract tower to an FAA employee staffed tower would be at the discretion of the FAA and/or the United States Congress. Airport management is not aware of any tower transitioning from the contract program to a fully staffed FAA tower in the history of the contract tower program. Recent studies have shown that contract towers provide the FAA with an estimated cost savings of over \$850,000 per year per contract tower. It does not appear that the FAA desires to forego these cost savings by incorporating the contract towers into the FAA owned/operated tower system.

27. **Can maintenance, repair and servicing of aircraft be performed by a 3<sup>rd</sup> party?** A: It is the desire of the County to have maintenance and repair of aircraft as a service performed on the area offered in the proposal. What arrangement is used to provide those services is at the discretion of the proposers, including using a 3<sup>rd</sup> party to perform the maintenance.
28. **In the Required Services section under Fixed Base Operators, it mentions Major Maintenance and repair for GA, Engine & Avionics. Is a repair station expected?** A: It is the desire of the County to have maintenance and repair of aircraft as a service performed on the area offered in the proposal. A repair station is not a requirement.
29. **Has the Airport Authority and/or County performed an appraisal on the subject parcels?** A: No
30. **Are legal surveys available for the proposed development sites?** A: Not currently.
31. **Is there a regional storm water system?** A: In general, each individual development on the airport is required to meet storm water requirements. During the design of Parcel D, the County included the assumption that 90% of the area would be impervious surface and included this in the stormwater system that was built. So, a storm water system is in place for Parcel D.
32. **What building codes and fire (NFPA) codes have the airport adopted?** A: Any new construction should follow current codes including development, building, and fire per the Gwinnett County Department of Planning and Development
33. **What is the Airports design regulations for security fencing, both temporary and permanent?** A: The airport requires a minimum of 6-foot chain link fence with triple strand barbed wire at the top and positive control of access gates at all times. Temporary fencing is required to meet the same criteria.
34. **Is Gwinnett County's goal to develop the entire 44 acres currently? ALL new hangars/ramp/taxiways? Or just develop a new FBO with ramp/parking/hangar/restaurant/recreation park to be operational and profitable in short term.** A: All buildings located in the proposal area will be available according to the timeline given in the proposal document. None of the buildings are required to be demolished or kept. Proposed building locations, refurbishments, replacements, etc., are at the discretion of the proposer. There is no specific timeline in place, but the County does expect proposers to outline a plan to aggressively pursue changes that will support the strategic objectives noted in Section III of the proposal. It is anticipated that early implementation of a new FBO will be necessary to achieve these objectives.
35. **Will there be taxiway access to all sites?** A: All identified parcels in the proposal currently have access to the existing taxiways.

- 36. Does the Airport have an engineer working on this development and taxiways?** A: The airport has an on-demand engineering firm that performs design for County developments. They are not working on this development or additional taxiways.
- 37. What is the proposed timeline for the new taxiway?** A: The new taxiway (Taxiway Y) is expected to be open to aircraft before March 1, 2021.
- 38. Is airport proposing to build ramp along with runway / taxiway?** A: The airport is not proposing to build any ramp along the runways or taxiways currently.
- 39. Can the County provide any additional information on expectations for restaurant?** A: The County expects the restaurant to be a full-service dine-in restaurant capable of supporting the needs of airport patrons and attracting diners from the surrounding community.
- 40. Does the dine-in restaurant need to be a standalone fly in restaurant, or can it be accessible through the FBO?** A: The restaurant can be a standalone facility or accessible through the FBO at the discretion of the proposers.
- 41. How does the airport envision the Control Tower in the GA development plan?** A: No specific vision has been established, but a fully functioning updated ATC may be a beneficial element to the development proposal.
- 42. How much of a public/greenspace is the airport expecting?** A: No specific amount is expected, area should be adequate to provide useable area for proposed use/enhancement. This is an optional component of the proposal and is desired as a mechanism to increase community engagement.
- 43. Is the airport expecting transportation infrastructure outside of aviation infrastructure?** A: The County is expecting any utility services or roadway access infrastructure be provided.
- 44. Are there any regulations to materials and colors used?** A: Colors should follow the architectural standards for the airport, which include a provision for non-standard colors if they are approved prior to implementation. Proposer may choose alternative colors/finishes provided consistent architectural standards throughout with the understanding would be subject to approval. Materials must meet standard building codes and other rules and regulations and cannot be items that would interfere with aircraft operations (e.g., silver metal roofing sheets that can temporarily blind pilots).
- 45. Is the airport expecting ramp construction to be solely at FBO cost?** A: The County does not intend to construct any ramp areas. However, the County is willing to consider proposals that include County financial support.
- 46. Which hangars will be available, and which are slated for demolition?** A: All buildings located in the proposal area will be available according to the timeline given in the proposal document. None of the buildings are required to be demolished or kept. Building locations, refurbishments, replacements, etc., are at the discretion of the proposer.
- 47. Is a copy of the plat for the Central Basing Area at the airport available for the proposal?** A: A plat for the central basing area is not available. A drawing showing a potential hangar layout and

the dimensions of the pavement already in place is available from the County's FTP site. The file is titled *Central Basing Area Potential Layout* (see question 1).

- 48. Item IV mentions that Gwinnett County can offer financing options. What exactly are those financing options and how may they be obtained?** A: The County is not offering specific financing options but is willing to consider proposals that include County financial support. Mechanisms for funding will be dependent upon the identified need and available options given that need. Proposers are encouraged to identify funding opportunities that limit the financial support required from the County.
- 49. Has the Airport Authority and/or County envisioned any funding streams (examples, but not limited to: TIF, state grant, enterprise funds, etc.) that could be contributory to any of the goal elements of the proposal? (park, community space, Airport Authority offices, etc.)?** A: No specific funding sources have been targeted to contribute to the development. However, the County is open to considering funding opportunities identified by the proposer. The County has, and will continue to, pursue funding for Airport improvements including state grants.
- 50. Does the County have any thoughts on how the "new" Gwinnett Airport will interface with and promote the nearby Rowen "knowledge community?"** A: Rowen identifies Gwinnett County Airport – Briscoe Field as a Transportation asset. While no vision of an interface between Rowen and the Airport currently exists the County would welcome proposals that incorporate a broader vision of the Airport's potential impact on the region including support for Rowen. The County is in regular and consistent communication with members of the Rowen management team and is actively coordinating projects with the Rowen Foundation.
- 51. Can firms assume that all the development and construction work required to execute the project will need to comply with and be reviewed and permitted by Gwinnett County?** A: Yes
- 52. Will the County confirm that the designs submitted by our team in the initial submittal can be conceptual in nature?** A: Yes
- 53. Can the County further clarify what it is looking for in the way of benefits from LEED Gold Standard criteria?** A: The Airport as a valuable asset to the County, is looking for a premier state of the art development in this proposal, meeting energy saving, sustainable initiatives in keeping with the Gwinnett Standard.
- 54. The timeline Gwinnett has requested is not feasible, would request that the County officials consider revising the timeline to a 6-month submission process (July 15th, 2021) and a 6-month break ground target (December 31st, 2021). Can this be done?** A: County has decided to extend to April 30<sup>th</sup>, 2021. Refer to change of date for the opening/acceptance of submittals.
- 55. Please clarify and outline expected timeline for review of the proposals.** A: Depending on a revised timeline the proposal process review usually takes approximately six weeks.
- 56. When should firms anticipate interviews to formally present their plan?** A: Firms making the shortlist as outlined on Page 9, at the discretion of the interview committee.

57. **When should firms anticipate a final selection and award of the project?** A: Contingent upon when the Board of Commissioners approves the project. It is anticipated for a mid-summer early fall timeframe.
58. **When will the County conduct a mandatory pre-proposal meeting to ascertain the firms will be pursuing the award?** A: There is currently not a mandatory pre-proposal conference.
59. **Will the County assign any advantage in the selection process to persons or businesses currently located in Gwinnett County? To veterans?** A: The County does not currently have a program in place to provide advantages to any party.
60. **Will the County award selection points to proposals where in the design of the future facilities exceeds current standards?** A: Points will not be added to proposals automatically for exceeding current standards. However, proposals that exceed current standards may be scored more favorably by evaluation team members at their discretion.

This addendum should be acknowledged on Page 11 – Firm Information. Failure to do so may result in your proposal being deemed non-responsive.

Sincerely,



**Ann Porter, CPPO, CPPB  
Purchasing Manager**