



## Addendum No. Two

**Date: September 23, 2025**

**Solicitation No: RFP FY26-805-07 Aircraft Landing Fee Billing and Collection Services**

---

This Addendum #2 to Request for Proposals for Aircraft Landing Fee Billing and Collection Services (the “RFP”) contains the following clarifications and changes to the RFP document:

- Responses to questions submitted in writing

### **QUESTIONS SUBMITTED IN WRITING**

**Question 1:** Section 4.1(b)(i) of the RFP references an “appropriate alternative described herein” to an audited financial statement, but there does not seem to be a section that described an appropriate alternative.

**Response:** If a Respondent does not have a current audited financial statement, then an executed certification that such a statement does not exist and a compiled financial statement will be accepted.

**Question 2:** Section 4.3 of the RFP states the City will use the email system time stamp as proof of meeting submission deadline, however the sentence above that implies that an email pdf is optional.

**Response:** For a Proposal to be accepted for review, a **hard copy** thereof **must** be delivered to the Airport offices by the Submission Deadline as described in the RFP.

Submission of an electronic copy is optional. Email timestamps are only used as proof of meeting the Submission Deadline in cases where no hard copies are required, therefore, the sentence stating that, “the City will use our email system time stamp as proof of meeting the Submission Deadline” was included in the RFP in error.

**Question 3:** In Appendix B of the RFP, ID Number 4.1 states, “Note: City will provide selected vendor with details operating status of carriers.” Can you clarify the meaning of this statement?

**Response:** This statement is to explain that the City will keep the Contractor apprised as to which airlines are under agreement with the City and whether their agreement is considered a signatory agreement or a non-signatory agreement.

**Question 4:** There does not seem to be a clear scope definition of the services requested. Is the scope only Non-Signatory billing and GA as per the rates and charges document or are Signatory Airlines included as well?

**Response:** The City plans to continue collecting landing fees from the Airport’s signatory and commercial airlines. The proposed scope is for the Contractor to collect fees from all other landings, as well as track all landings, regardless of type of operation, for auditing purposes.

**Question 4:** Can you provide a link to the current rates and charges document for the 2025/2026 year?

**Response:** The current rates and charges for fiscal year 2026 is provided below.

|    | Rates & Charges                                       | Signatory           | Non-Signatory       |
|----|---|---------------------|---------------------|
| 1) | Terminal Building Rental Rate                         | \$56.68/square foot | \$70.85/square foot |
| 2) | Landing Fee Rate                                      | \$6.98/1000#        | \$8.73/1000#        |
| 3) | Overnight Parking Fee                                 | \$50.00             | \$62.50             |
| 4) | Apron Rate  | \$.45/square foot   | \$.56/square foot   |
| 5) | Jet Bridge/Departure Lounge Per Use Fee (turnaround)  | \$180/use           | \$220/use           |
| 6) | Termination (off load only) / Origination (load only) | \$150/use           | \$190/use           |
| 7) | Ticket Counter Per Use Fee                            | \$120/use           | \$150/use           |