

County of San Diego Department of Public Works, Airports

Request for Proposals

“Long Term Aviation Lease at
Gillespie Field in El Cajon, California”



COUNTY OF SAN DIEGO
Department of Public Works, Airports
Gillespie Field Administration Building
1960 Joe Crosson Drive
El Cajon, California 92020

Issue Date: January 6, 2025

Proposals Due: February 10, 2025
5:00 pm (PST)

REQUEST FOR PROPOSALS

“Long Term Aviation Lease at Gillespie Field in El Cajon, California”

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- Offerors Disclosure Form
- Acknowledgement of Review and Acceptance of Lease Terms

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Completed April 2021

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TARGET TIMELINE

FOR REQUEST FOR PROPOSALS FOR LONG TERM AVIATION LEASE AT GILLESPIE FIELD IN EL CAJON, CALIFORNIA

| <u>Description</u> | <u>Target Timeline</u> |
|---|------------------------|
| Publish RFP | January 6, 2025 |
| Pre-Proposal Conference with Site Visit | January 9, 2025 |
| Submittal of proposals to County Due - 5:00 pm | February 10, 2025 |
| Selection of Successful Proposal(s) | February 19, 2025 |
| Finalize Lease Negotiations/ Sign Lease | April 1, 2025 |
| Present Aviation Lease to Board of Supervisors | May 7, 2025 |
| Lease Commencement | May 7, 2025 |

REQUEST FOR PROPOSALS

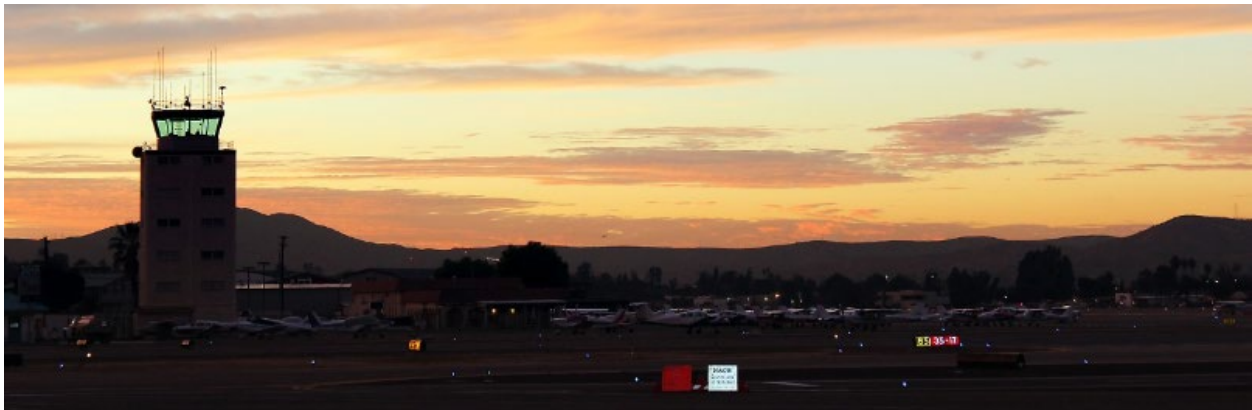
“Long-Term Aviation Lease at Gillespie Field in El Cajon, California”

The County of San Diego (County) is requesting proposals from qualified firms or individuals (Proposer(s)) interested in entering into a long-term (up to 50 years) aviation ground lease with the County to manage, operate, rehabilitate and maintain the existing aviation facilities situated on two parcels totaling (approximately 11 acres) of County-owned airport land located on the north-east side of Gillespie Field in the City of El Cajon, California.

The documents contained in this Request for Proposals (RFP) use the terms “proposal” and “offer,” and “Proposer” and “Offeror” interchangeably.

INTRODUCTION

Gillespie Field (Airport) is a general aviation airport owned and operated by the County’s Department of Public Works (DPW) within the municipal limits of the City of El Cajon. The Airport provides infrastructure, facilities, and services supporting general aviation communities.



Along with aviation-related facilities, the Airport includes three off-airport industrial parks developed in coordination with the airport land use compatibility plan. County Airports are self-funded through rents, leases, rates, and charges, and by federal and state grants. Revenue is used by DPW to ensure that all County airports are properly maintained and safe for airport users.

There are 19 aviation leaseholds located within the fenced aviation portion of the Airport. One of the largest leaseholds, occupying almost 11 acres, is Sky Harbor Hangars (Sky Harbor). The leasehold is improved with seven rows of aircraft storage hangars, varying in size. The leasehold is currently occupied, and it is expected that the tenants will remain in place upon commencement of a new lease between the successful proposer as the new master tenant, and County. The new master tenant will negotiate their own terms

with the current occupants and a new sublease will be needed between the Master tenant and the current occupants. The tenant mix is represented mostly by small general aviation aircraft and aircraft operators. Currently, County of San Diego occupies a portion of Hangar G and will enter a leaseback contract with the successful proposer. In addition, Mercy Air leases facilities and conducts its medevac helicopter maintenance operation from the Sky Harbor leasehold ramp area.

The ground lease between the County and Sky Harbor terminated on July 31, 2020, and the County took over ownership and management of the property beginning August 1, 2020. At this time, to ensure the continuation of services to the existing general aviation clients of Sky Harbor, as well as to maintain a sustainable revenue stream to the County, the County desires to enter a new lease with a qualified and responsive party that would advance the Aviation Lease Objectives outlined in the following section of this RFP.

The County will consider proposals for a lease term of 50 years, depending on the amount proposed to be paid to County for leasing the existing buildings, the improvements, and the proposed investment into upgrading the leasehold. Preference will be given to 50-year lease proposals.

Attachment A of this RFP refers to a Market Rent Study of the premises. Attachment B consists in a Commercial Property Condition Assessment performed by a certified inspector; to be completed in coordination with the winning proposer; Attachment C reports the findings of the San Diego County Fire Protection from April 2021. A current fire inspection to be completed in the future in coordination with the winning proposer. Attachments D and E contain Federal Aviation Administration (FAA) technical data for Gillespie Field.

Through the RFP process, County may negotiate with multiple parties and may select the successful proposer (“Lessee”) who best meets all the qualifications required by the County and submits a proposal that is responsive to the lease objectives and offers the greatest overall benefits to the County. However, County reserves the right to reject any and all proposals, if none of the Proposers meet the qualifications set forth herein, or if the County, at its sole and absolute discretion, considers any or all of submitted proposals incompatible with its vision for the property or is non-responsive to its objectives.

If a Lessee is selected, County will start the process aimed at awarding the Lessee a lease for their aviation operation. Attachment H “Proposed Aviation Lease Agreement” in draft form, outlines the preliminary terms and conditions of the lease, that will be further negotiated with the selected proposer.

AVIATION LEASE OBJECTIVES

Upon approval of the lease by the County Board of Supervisors, a new Lessee should:

- Timely pay monthly ground rent to the County. The initial rent of per month will be subject to periodic adjustments in accordance with the lease terms and in line with

other aviation leases at the Airport. The starting bid for rent is \$320,880 per year for a new lease involving the two parcels. The rent for this lease is to be Triple Net (NNN), which means that the lessee is responsible to additionally pay property taxes, insurance, and maintenance costs of the leasehold upon commencement of the lease.

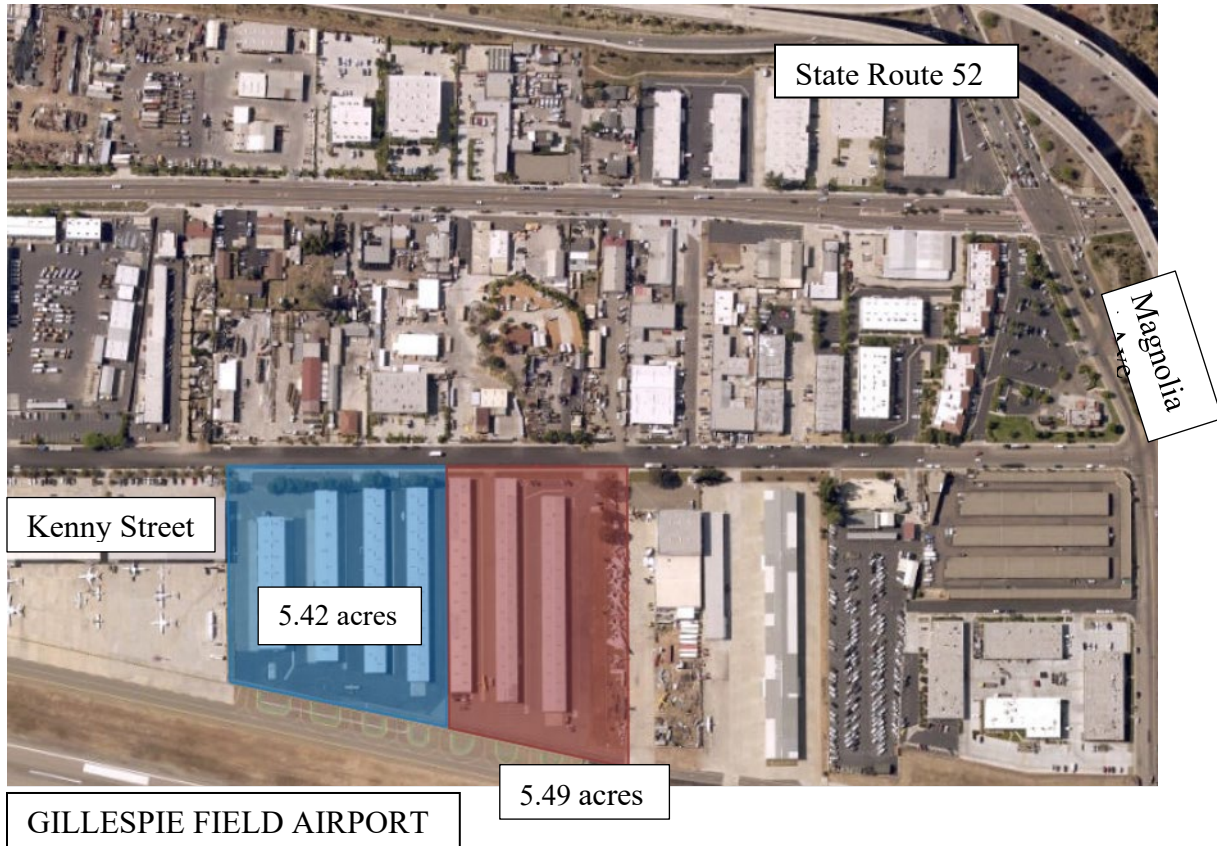
- Continue the existing use of the leasehold as general aviation hangar storage as T hangars and Box hangars over Hanger Rows A through G of the leasehold totaling 149,040 square feet as depicted on page 11. Selected proposer shall submit any future plans to upgrade any portion of the Premises, to Real Property staff and must receive approval from the Director of Airports to confirm the upgrade falls within the current use of the Premises, prior to beginning any building or construction project.
- Ensure a seamless transition of the leasehold from the County to the new Lessee, providing high quality services to its aviation tenants.
- Manage, operate, rehabilitate, and maintain the leasehold, in accordance with the terms of the lease and adhering to all applicable laws, rules and regulations, including, but not limited to: County of San Diego Airports Minimum Standards; County of San Diego Airports Policies and Procedures; County of San Diego Airports Rules and Regulations; and Schedule of Rates and Charges and Use Control Policy, copies of which can be found on the County Airports' website at <https://www.sandiegocounty.gov/content/sdc/dpw/airports/airportsmain.html>.
- Maximize environmental sustainability and economic viability of the Premises by conserving energy and water resources, recycling and reducing waste in day-to-day operations, and by incorporating Leadership in Energy and Environmental Design (LEED) principles in any future tenant improvement and/or construction design. In addition, adhere to County Airports, "Airport Sustainability Master Plan".
- Complete, within the first 60 months of the lease, Required Leasehold Improvements, consisting of:
 1. Pavement rehabilitation to airport standards
 2. Replacement of existing perimeter fencing with at least 8-foot-high architectural fence or current standard, (not chain-link or vegetation) designed to accommodate the following security enhancements:
 - ✓ Fence must be at least 8 feet or to current standards, (i.e. half wall with fence on top)
 - ✓ Adequate lighting must be installed along the fence line to prevent unobserved entry into the premises during darkness
 - ✓ 8'-high walkthrough gates with cypher locks
 - ✓ No more than two automatic vehicle access gates

- ✓ Automatic drive through gates must automatically close in the event of failure or power outage (manufacture default is usually to remain open, which creates an airfield security issue)
 - ✓ Automatic drive through gates must have security access control system), which prohibits gate code sharing
- All plans for security fencing and or walls and access gates must be submitted to and approved by County Airports prior to construction
3. Parcel and mail drop boxes installed outside of the perimeter fence line to eliminate unescorted delivery ingress/egress.
 4. Replacement of the existing grass areas with an aesthetically pleasing Xeriscaping (a combination of plant material, decorative rocks, artificial turf, etc. to reduce or eliminate the need for supplemental water from irrigation), in line with the "Airport Sustainability Management Plan"

Any plans for improvements will require County's prior written approval and must meet all current development standards and requirements (FAA, safety, storm water, fire prevention, etc.). Date of Commencement of term, and monthly rent payments will be specified within the lease language prior to finalizing the Lease.

PART 1 – SITE DESCRIPTION

The 10.917-acre property (Site) offered for an aviation lease consist of two parcels (5.42 acres and 5.49 acres), situated on the northeast side of Gillespie Field, at 425 Kenney Street, El Cajon, California. The Site is located on the edge of the municipal boundary of the City of El Cajon, abutting the City of Santee to the north, near several major San Diego highways: SR 52, SR 67, I-8, and SR 125.



The Site is improved with seven buildings, which contain aircraft storage hangars varying in type, size, and utility, as summarized in the table below:

Sky Harbor Hangars Existing Facilities

| Building | Age | Sq/ft | Width | Length | Height | Type | Number |
|--------------------|-----|-------|-------|--------|--------|------------------|--------|
| A | 30 | 23520 | 48 | 490 | 16 | Nested T-Hangar* | 22 |
| B | 30 | 24480 | 48 | 510 | 16 | Nested T-Hangar | 23 |
| C | 30 | 23520 | 48 | 490 | 16 | Nested T-Hangar | 23 |
| D | 30 | 21120 | 48 | 440 | 16 | Nested T-Hangar | 21 |
| E | 30 | 18900 | 45 | 420 | 16 | Nested T-Hangar | 20 |
| F | 30 | 19500 | 50 | 390 | 20 | Nested T-Hangar | 10 |
| G | 30 | 18000 | 60 | 300 | 25 | Box Hangar | 4 |
| * One Small Office | | | | | | | |

All measurements are approximate, Proposer should confirm actual measurements



County is aware of the existing Padre Dam Easement located on the property, the approximate location of which is depicted on Attachment G.

County does not guarantee any conditions or adequacy of any improvements, nor will County provide any infrastructure or utilities. County strongly encourages parties participating in the proposal process to perform due diligence.

To submit specific questions regarding this RFP, please contact Carmela Gutierrez, Project Manager, Real Estate, at (619) 318-8507 or Carmela.Gutierrez@sdcountry.ca.gov.

PART 2 – GUIDELINES AND REQUIREMENTS FOR PROPOSAL SUBMITTAL

Parties participating in this proposal process shall submit:

- Letter of Interest/Business Plan (supplemented by conceptual plans for proposed leasehold improvements)
- Non-refundable Proposal Fee of \$500.00
- Proposer's Questionnaire
- Airport Lease Economic Terms Form
- Offeror's Disclosure Form
- Acknowledgment of Review and Acceptance of Lease Terms

Proposals will be evaluated based upon several criteria, including, the responsiveness to the Aviation Lease Objectives listed above and value of economic benefits to the County, such as the amount of Equity Payment offered for a particular lease term. Additional criteria include experience in managing property, and experience in development or improvements that incorporate leadership in energy environmental design (LEED) principles. Proposer's business reputation, ability to finance Required Improvements, comprehensiveness and neatness of the proposal.

NOTE: The acceptance of a Proposal by the County does not constitute approval of the submitted preliminary design of Required Improvements and tenant improvement plans, should the offeror propose to make changes or upgrade the current improvements.

Please thoroughly review the materials contained in this Submittal Package. This information will guide you in the preparation of your submittal.

Letter of Interest / Business Plan

This part of your submittal should be a narrative introduction written on your letterhead. This narrative should contain the following elements.

Who You Are

Your letter of interest should identify who you are and present a description of your experience and qualifications to operate and manage aviation businesses. If you represent a company or other organization, please describe the key individuals that will be involved in the project if you are ultimately selected to operate and manage this site for an aviation business. Include brief biographical statements for these key individuals.

Your Proposal

Your narrative should describe how you are going to meet the Aviation Lease Objectives stated in this RFP, including staying within market rent rates in comparison to the other master tenants offering the same use at Gillespie Field and all County Airports as well as all other general aviation airports comparable to Gillespie Field leaseholders, and outline your aviation business management concept and methods of operation according to the (i.e. staffing, office hours, responsiveness to customer calls, etc.). Include descriptions of construction materials, preliminary designs and conceptual plans for all Required Leasehold Improvements listed above. Indicate proposed locations of solar power projects on the site map. Briefly describe any other sustainability-enhancing projects you would like to propose. Provide your estimated costs and timelines for each project. Adhere to County of San Diego Airports Minimum Standards; County of San Diego Airports Policies and Procedures; County of San Diego Airports Rules and Regulations; and Schedule of Rates and Charges and Use Control Policy, copies of which can be found on the County Airports' website at <https://www.sandiegocounty.gov/content/sdc/dpw/airports/airportsmain.html>.

How Your Concept Would Benefit Gillespie Field

Please describe why you think your proposal would be good for the County and explain what is unique about your proposal and how it might benefit, and be benefited by, other aviation businesses at the Airport.

Relevant Experience/Projects

Please describe your relevant past or current experience that qualifies you and/or your organization to succeed in your aviation business concept. Please include brochures, if appropriate, and photographs of similar businesses you have successfully undertaken, or are currently involved with.

Non-Refundable Proposer's Fee

As a show of good faith interest in this Request for Proposals, Offeror shall submit a non-refundable Proposer's Fee of \$500.00, with the completed Proposal Package.

Payment may be made in the form of check or money order only. County Airports cannot accept credit card payment. Please do not remit cash. Make check or money order payable to County of San Diego, Airports and reference Long Term Aviation Lease RFP fee, on the check stub. Remit payment at the time of submitting Proposal.

Proposer's Questionnaire

In addition to the above documents, please complete the enclosed Proposer's Questionnaire. This is a very important part of your submittal for purposes of evaluating your qualifications to lease. The first part of this questionnaire deals with personal information about you, and members of your organization. Please complete the appropriate sections that apply to you and your organization (i.e. sole proprietorship, partnership, corporation, or limited liability company). Please provide the four business

references requested. Please fill in the requested financial data completely and attach the required forms or exhibits. In the sections dealing with your proposed method of operation and experience statement, you may refer to your narrative if the information requested has been provided there.

The submittal of a complete and detailed Proposer's Questionnaire will enable County Airports staff to evaluate your qualifications in the best possible light. Please note that the confidentiality of the information you submit cannot be guaranteed because, under the California Public Records Act, all County records are potentially accessible by the public. This fact notwithstanding, County Airports staff will, within the legal limits of its administrative control, strive to protect the confidentiality of all personal and financial information submitted in connection with this RFP, and will use this information only for the purposes intended. However, County Airports requests that if proposer submits any information that should be treated as confidential, it should be submitted separately, and under the label of "confidential".

Airport Lease Economic Terms Form

The Proposer should propose economic terms for a Lease by completing the attached Airport Lease Economic Terms Form. The County shall not be responsible for any fees associated with the design and build-out of, or modifications or repairs to, the facilities and the issuance of any required permits related to designing, developing, construction, maintaining, operating, use or occupancy of the premises. The selected Proposer/Lessee will be responsible for all fees and taxes associated with the design, development, construction, maintenance, operation, use, occupancy, and management of the leasehold.

Offeror's Disclosure Form

In addition, Proposer shall be required to complete and submit, as part of the proposal package, the Offeror's Disclosure Form which is attached hereto.

Acknowledgment of Review and Acceptance of Lease Terms

Proposer shall be required to complete and submit, as part of the proposal package, the Acknowledgment of Review and Acceptance of Lease Terms Form which is attached hereto. A copy of the proposed Aviation Lease has been included as an attachment to this RFP package.

For a Proposal to be considered responsive, Proposer shall agree to accept the terms of the attached proposed Aviation Lease Agreement (Attachment H). County may, at County's sole discretion, consider changes to these documents as requested by Proposer on the Acknowledgment of Review and Acceptance of Lease Terms Form to be submitted as part of this RFP package. Requested changes that are a disadvantage to the County may detract from a proposal when evaluated against the criteria.

PART 3 – SUBMITTAL

It is recommended that Initial Proposals are submitted in a format following the outline of this RFP and should include all the required elements as described above. The proposal should be signed with the name and title of the person duly authorized to sign the offer.

Proposals must be delivered to:

COUNTY OF SAN DIEGO – AIRPORTS
1960 Joe Crosson Drive
El Cajon, CA 92020-1236
Attn: Carmela Gutierrez

Selection without Discussion

Proposers are cautioned that any selection hereunder may take effect without discussion. Each Proposer should present its best offer to County Airports.

Withdrawal of Proposals

Any Proposer may withdraw its offer by written request at any time prior to the selection of the successful Proposer by Airports staff; however, the \$500.00 Proposal Fee is non-refundable.

PART 4 – EVALUATION CRITERIA AND SELECTION PROCESS

EVALUATION CRITERIA

The lease resulting from this RFP will be awarded to that responsible Proposer whose offer, while conforming to the requirements of the RFP, is determined to be the most advantageous to San Diego County Airports. The proposal shall contain a complete response to each of the areas identified below.

- | | | |
|----|--|-------------------|
| 1. | Leasehold Management Concept | 25 POINTS |
| | a) Responsiveness to County Objectives (15 points) | |
| | b) Minimizing impact on existing users during transition (5 points) | |
| | c) Proposed method of operation (staffing and office hours, response to customer calls) (5 points) | |
| 2. | Revenue Arrangements | 30 POINTS |
| | a) Rental payments (land and improvements) – Starting bid at \$320,880 per year (15 points) | |
| | b) Capital investment – Improvements starting at \$2,729,250 (15 points) | |
| 3. | Planning | 25 POINTS |
| | a) Projects timetable (5 points) | |
| | b) Thoroughness of planning (15 points) | |
| | e) Acceptance of lease terms (5 points) | |
| 4. | Experience | 20 POINTS |
| | a) Similar business experience (15 points) | |
| | b) References (5 points) | |
| 5. | Financial Strength | 20 POINTS |
| | a) Capital strength (15 points) | |
| | b) Credit history (5 points) | |
| 6. | Extra Points | 15 POINTS |
| | a) Comprehensiveness of the proposal (5 points) | |
| | B) Lease length, 50 years (10 points) | |
| | Total Possible | 135 POINTS |

Selection Process

County Airports staff will review and evaluate all proposals, conduct reference checks, make any necessary follow up inquiries, conduct further negotiations and may select the successful Proposer(s) with which to negotiate the final terms of an Aviation Lease(s).

The proposer with the highest score will be selected but may not be the winning bidder. Aside from the total possible points, the County may request from any Proposers a more detailed proposal before selecting the successful Proposer(s), if any. The County may schedule meetings, conduct oral interviews and receive presentations from Proposers, to rank the order of proposals and determine the successful Proposer(s). However, the County may select the successful Proposer(s) without holding oral presentations/interviews, should the rating panel find this step unnecessary.

County also reserves the right not to award a lease if none of the proposals meet the goals of the County or if the County, at its sole and absolute discretion, considers any or all of submitted proposals incompatible with its vision for the future of the premises and the airport, or non-responsive to their Aviation Lease Objectives.

Recommendation for Award or Rejection of Proposals

This RFP does not commit the County to award a Lease, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any experienced and qualified Proposer(s), and to modify or cancel in part or in its entirety this RFP if it is in the best interest of the County.

PART 5 – AIRPORTS AVIATION LEASE PROCESSING FEE AND ADDITIONAL REVIEWS, ENTITLEMENTS AND REQUIREMENTS

A non-refundable lease processing fee of \$3,000 will be payable by the successful Proposer(s) at the beginning of the aviation lease negotiation process if the attached lease form is used. Any substantive changes to the lease form may require an additional fee to compensate for the County's increased legal review costs. The aviation lease will be subject to review and approval by the Board of Supervisors.

It is the Proposer's responsibility to determine if any additional reviews, permits, licenses or other entitlements are necessary for the management and operation of the proposed aviation business. The County shall not be responsible for any fees associated with any environmental reviews required by the federal, state or local laws, orders or ordinances, or the issuance of any required permits related to designing, developing, maintenance, operating, management, use, and occupancy of the leasehold. All such fees shall be paid by the successful Proposer(s). Additionally, upon issuance of the Lease, the selected Proposer(s) will be responsible for all fees and taxes associated with the day-to-day operation and management of the leasehold and will be required to comply with the insurance requirements set forth in the Lease Agreement. The selected Proposer(s) will be responsible for securing and paying all expenses for all utilities and services serving the site including, but not limited to, gas, electricity, water and sewage charges, and trash removal. In the year 2023, the total amount paid for all utilities and services serving the site was \$37,426. In the year 2024 the amount paid for all was reconciled through October 2024 and is \$26,939. The County should have the total of the last two months in the next couple of months. The County will work with the selected Proposer(s) to transfer the utility and trash services to the selected Proposer(s) upon the commencement date of the lease.

The proposed Aviation Lease terms shall not be construed as a binding agreement until transferred to a formal, written contract and approved by the County Board of Supervisors.

PART 6 – SUBMITTAL CHECKLIST / REQUIRED PROPOSAL FORMS

The following forms and questionnaires must be thoroughly completed, signed, and included, along with the non-refundable Proposal Fee payment, as part of your Proposal submittal:

- Letter of Interest / Business Plan
- Non-refundable Proposal Fee of \$500.00
- Proposer's Questionnaire
- Airport Lease Economic Terms Form
- Offeror's Disclosure Form
- Acknowledgment of Review and Acceptance of Lease Terms

PROPOSER'S QUESTIONNAIRE

**PART A.1
(TO BE COMPLETED BY SOLE PROPRIETORSHIP / SMALL BUSINESS / TRUST)**

Completion of this Proposer's Questionnaire is necessary to provide County staff with enough information about the Proposer to make a considered recommendation to the County's Board of Supervisors.

An Aviation Lease Agreement at Gillespie Field in El Cajon, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

| | | |
|--|-----------------|--|
| Name of Proposer exactly as it will appear on the Lease: 1. | | |
| | | |
| Full Name and other Names or Aliases of Proposer: 2. | | |
| Telephone: 3. | | |
| Business Address: 4. | | |
| | | |
| Business Phone/Cell Phone: 5. | Email: 6. | |
| Residence Address: 7. | How Long: 8. | |
| Present Position or Title: 9. | | |
| Spouse's Name: 10. | | |

PROPOSER'S QUESTIONNAIRE

**PART A.2
(TO BE COMPLETED BY LIMITED LIABILITY COMPANY - LLC)**

Completion of this Proposer's Questionnaire is necessary to provide County staff with enough information about the Proposer to make a considered recommendation to the County's Board of Supervisors. **A Questionnaire must be provided for each member of the LLC.**

An Aviation Lease Agreement at Gillespie Field in El Cajon, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

| | |
|---|-----------------|
| Name of LLC exactly as it will appear on the Lease: 1. | |
| | |
| Full Name and other Names or Aliases of Member: 2. | |
| Telephone: 3. | |
| Business Address: 4. | |
| . | |
| Business Phone/Cell Phone: 5. | Email: 6. |
| Residence Address: 7. | How Long: 8. |
| Present Position or Title: 9. | |
| Spouse's Name: 10. | |

LIMITED LIABILITY COMPANY STATEMENT

- 1. State of Filing: _____
- 2. Date of Filing with Secretary of State: _____
Enclose copy of filing and any operating agreement or supporting documentation.

3. Has the LLC transacted business in the County of San Diego, California?
Yes () No () If yes, state most recent date: _____

4. Name, address and title(s) of the manager(s), if any:

| <u>Name</u> | <u>Address</u> | <u>Title(s)</u> |
|-------------|----------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

5. Name, address and share of each member:

| <u>Name/Title(s)</u> | <u>Address</u> | <u>Share %</u> |
|----------------------|----------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

PROPOSER'S QUESTIONNAIRE

**PART A.3
(TO BE COMPLETED BY CORPORATION)**

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer to make a considered recommendation to the County's Board of Supervisors. **A Questionnaire must be provided for each corporate officer (President, Vice-President, Secretary, and Treasurer) and for each Director holding 10% or more of the issued stock.**

An Aviation Lease Agreement at Gillespie Field in El Cajon, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

| | |
|--|-------------------|
| Name of Corporation exactly as it will appear on the Lease: 1. | |
| | |
| Full Name and other Names or Aliases of Officer () and/or Director (): 2. | |
| Telephone: 3. | |
| Business Address: 4. | |
| Business Phone: 5. | Cell Phone: 6. |
| Residence Address: 7. | How Long: 8. |
| Present Position or Title: 9. | |
| Email: 10. | |
| Spouse's Name: 11. | |

CORPORATION STATEMENT

1. State of incorporation: _____
2. Date of incorporation: _____
3. Is the corporation authorized to do business in the State of California?
 Yes () No () If yes, as of what date: _____
4. The corporation is held: Publicly () Privately ()
5. If publicly held, how and where is the stock traded? _____

6. List the following:

| | Authorized | Issued | Outstanding |
|--------------------------------------|------------|--------|--------------------|
| (a) No. of Voting Shares: | _____ | _____ | _____ |
| (b) No. of Non-voting Shares: | _____ | _____ | _____ |
| (c) No. of Shareholders: | _____ | _____ | _____ |
| (d) Value per share of Common Stock: | | | |
| Par \$ | _____ | | |
| Book \$ | _____ | | |
| Market \$ | _____ | As of | ____ / ____ / ____ |

7. Name, address and share of each member:

| <u>Name/Title(s)</u> | <u>Address</u> | <u>Share %</u> |
|----------------------|----------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

REFERENCES

**PART B
(TO BE COMPLETED BY ALL PROPOSERS)**

List four persons or firms with whom the Proposer has conducted business transactions during the past three years. At least two of the references named are to have knowledge of the Proposer's debt payment history. At least one reference must be a bank or lending institution with whom the Proposer is presently conducting business.

REFERENCE NO. 1

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

REFERENCE NO. 2

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

REFERENCE NO. 3

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

REFERENCE NO. 4

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

FINANCIAL DATA

**PART C
(TO BE COMPLETED BY ALL PROPOSERS)**

FINANCIAL STATEMENT

Attach a complete report, prepared in accordance with good accounting practice, reflecting the Proposer’s current financial condition. The report must include a balance sheet and income statement. The Proposer must be prepared to substantiate all information shown.

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PROPOSED METHOD OF FINANCING DEVELOPMENT

Development at the County’s Gillespie Field, to which this proposal relates, shall be financed in the following manner:

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METHOD OF OPERATION AND EXPERIENCE STATEMENT

**PART D
(TO BE COMPLETED BY ALL PROPOSERS)**

PROPOSED METHOD OF OPERATION (DESCRIBE)

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EXPERIENCE STATEMENT

Enumerate in detail the duration and extent of the Proposer’s business experience with special emphasis upon experience with business of the type to which this proposal relates. Also enumerate in detail the pertinent experience of the persons who will be directly involved in design, development, operation and management of the business to which this proposal relates.

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OTHER DATA AND ACKNOWLEDGEMENT

**PART E
(TO BE COMPLETED BY ALL PROPOSERS)**

OTHER INFORMATION

Please provide any other information, which the Proposer feels will be helpful in evaluating the Proposer's ability to successfully operate and manage an aviation business at Gillespie Field.

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The Proposer acknowledges and agrees that the County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in this Questionnaire and authorizes the release to County of any and all information sought in such inquiry or investigation.

Date: _____

Signed: _____

Title: _____

AIRPORT LEASE ECONOMIC TERMS FORM

The Proposer should propose economic terms for a Lease, by filling the blanks below in conformance with the minimum

Term: 50 Years
Rent: Starting bid at \$320,880 per year - Triple Net (NNN)

Proposed Lease Term: _____ **Years**

Proposed Rent per Year Payment: \$_____

The initial base monthly rent will become payable starting on the commencement date of the lease.

The County shall not be responsible for any fees associated with any environmental reviews required by the federal, state or local laws, orders or ordinances, or the issuance of any required permits related to designing, developing, and operating the leasehold. All such fees shall be paid by the selected Proposer.

After the Lease is issued, the selected Proposer will be responsible for all fees and taxes, beginning from the commencement date of the lease, associated with the day-to-day operation and management of the leasehold and will be required to comply with the insurance requirements as set forth in the Lease Agreement.

OFFEROR'S DISCLOSURE FORM

GENERAL INFORMATION. The Offeror hereby certifies that all statements and all answers to questions herein are true and correct to the best of its knowledge and belief. Statements must be complete, accurate and in the form requested. County reserves the right to confirm and request clarification of all information provided. Incomplete disclosures may deem Offeror's Proposal to be non-responsive by County, and the Proposal may be rejected and returned.

Offeror Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Telephone No.: () _____ **FAX Number:** () _____

E-Mail Address: _____

Disclose the name of each officer, director, principal, and owner of each proposing entity and/or shareholder who owns or controls five percent (5%) or more of the business entity. This page may be photocopied if additional space is required. The individuals listed below are disclosed as having the noted relationship with the business entity/Offeror listed above. Show appropriate letter in the box to the left.

| | | |
|-------------|--------------------|--|
| KEY: | A=Officer | E=Controller of 5% or more of stock |
| | B=Director | F=Spouse |
| | C=Principal | G=Child under the age of 18 |
| | D=Owner | |

1. _____

7. _____

2. _____

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4. _____

10. _____

5. _____

11. _____

6. _____

12. _____

CERTIFICATION: I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the County, will provide, within ten (10) days of notice, the necessary documents to substantiate the information provided on this form.

Name: _____ **Title:** _____

(CORPORATE SEAL)

Dated: _____

ACKNOWLEDGMENT OF REVIEW AND ACCEPTANCE OF LEASE TERMS

GENERAL INFORMATION. The Proposer hereby certifies that it has thoroughly reviewed the attached Proposed Aviation Lease and that, in the event it is selected as the successful Proposer, it will accept the terms of the proposed documents with the following exceptions:

Please note that the following sections of the Proposed Aviation Lease will not be subject to change at the request of Proposer: Possession and Use, Security, Environmental, ALUCP and ALP Compliance, Indemnification and Insurance, Hazardous Materials, Nondiscrimination, Affirmative Action Program, and Waiver of Relocation Assistance Benefits, Working Families Ordinance, and any other policy that mandated by Federal or State Law.

The proposed Aviation Lease terms shall not be construed as a binding agreement until transferred to a formal, written contract and approved by the County Board of Supervisors ("Board").

CERTIFICATION: I hereby certify that the information which I have provided on this form is true and correct; that I am authorized to sign on behalf of the business set out above, and if requested by the County, will provide, within ten (10) days of notice, the necessary documents to substantiate the information provided on this form.

Name: _____ **Title:** _____

(CORPORATE SEAL)

Dated: _____