

Meeting Date (?) 12/15/2015

Subject Matter* (?) Coulter Fuel Provider Contract
This must match rolling agenda entry

Department of Origin* COULTER AIRFIELD

Submitted By* James Brown

Type of Meeting* BCD Special Regular

Classification* Public Hearing Consent Statutory Regular

Ordinance* None First Read Second Read First & Only Read

Strategic Initiative* Public Safety Service
 Economic Development Infrastructure
 Quality of Life

Agenda Item Description* Consider authorizing the Mayor to enter into a five (5) year contract with EPIC Aviation LLC as the aviation fuel vendor for Coulter Field.

Summary Statement *

Coulter Field (Coulter) operates the Coulter Field City Terminal Fixed Base Operation (FBO) which sells aviation gasoline in the form of Jet-A and 100LL fuels for aircraft. Since 2011, Ascent Aviation Group (Ascent) has been the sole aviation fuel provider for Coulter. This partnership not only yielded high quality aviation fuel for our customers but also assisted in providing much needed fueling infrastructure improvements at Coulter.

The contract with Ascent will expire on January 31, 2016. Consequently, a Request for Proposals was advertised in November 2015 for a new aviation fuel provider contract. Four (4) fuel providers submitted proposals. A selection committee comprised of staff from the Airport and Economic Development departments respectively was provided with copies of the proposals. The selection committee met to discuss the contents of each proposal and scored them accordingly. Based on the selection criteria, the committee reached a consensus in choosing EPIC Aviation LLC (Epic) with whom to begin negotiations.

Some of the incentives offered by Epic are:

- \$10,000 one time cash incentive to replace Coulter Fields antiquated 100LL underground fuel farm
- \$6,000 total cash incentive to purchase and replace fuel filters during the life of the contract
- \$1,500 one time cash incentive for upgrades/rebranding (uniforms, hats, etc.)
- \$6,000 per year allowance toward Jet-A fuel truck (\$30,000 total incentive)
- \$3,000 booth at the annual National Business Aviation Association conference (NBAA)
- Free national marketing
- Free fuel handling and quality control training for staff annually
- Ability to accept military and contract fuel programs

The array of incentives offered by EPIC Aviation LLC will prove to be paramount in the ongoing success of Coulter Field throughout the next 5 years. The addition of Jet-A fuel truck service will boost Coulter's service level in order to compete with many regional size airports servicing the Brazos Valley. With the growth in based jet aircraft, and the increase in jet aircraft traffic, it will be increasingly important for Coulter Field to market itself to the Business Aircraft market. The best way to push ourselves into this market is through the NBAA annual conference. Being showcased at this conference will give Coulter Field, as well as The City of Bryan much needed exposure to corporate flight departments, fractional aircraft ownership companies, as well as large national charter companies. This will not only put Coulter Field on the map, but will boost economic activity growth in the region.

Four proposals were received and EPIC Aviation is recommended for award, due mainly to the incentive offerings coupled with their formulated fuel rack pricing which tied for first place.

The proposals ranked in order:

1. EPIC Aviation LLC.
2. Easter Aviation Fuels (Shell)
3. AvFuel Corp.
4. Ascent Aviation

Staff Analysis & Recommendation *

Staff recommends entering into a 5 year contract with EPIC Aviation LLC for the negotiated terms and conditions set forth in the contract. Fuel is an essential part of operating Coulter Field. Aviation fuel sales accounted for \$1,803,834.02 in total revenue from January 2011 through October 2015. This partnership with EPIC Aviation LLC will continue to help Coulter Field grow as an asset to the City of Bryan, and to become financially self-sustaining. The incentive programs and the exposure Coulter Field stands to gain will boost economic growth in our community.

Options *

(In Suggested Order of Staff Preference)

1. Authorize the Mayor to enter into a contract with EPIC Aviation LLC and continue to operate and provide safe and efficient fueling services at Coulter Field.
2. Do not authorize the Mayor to enter into a contract with EPIC Aviation LLC.

Funding Source *

Coulter Field Airport Fund

Attachments

Please detail attachments and note attachments available for viewing in City Secretary's Office:
Fuel provider contract available for viewing in City Secretary's Office.

Dept. Head Signature

Kevin Russell

Deputy City Manager
Signature



City Manager Signature



City Attorney Signature

Tanis K. Hampton