

AVIATION BOARD BACKGROUND LETTER

Aviation Board Meeting Date: March 17, 2025

To: Chair Dickinson and Aviation Board Members
Cc: Mitch Reynolds, Mayor
From: Jeff Tripp, Airport Director
Subject: RFP Food, Beverage, and Vending Concessionaire update

Summary:

The airport's Request for Proposals for a Food, Beverage, and Vending Concessionaire to operate in the airport terminal is in progress.

Background:

The existing airport concession agreement for the operating of food, beverage, and vending services at the terminal expires July 31, 2025, with no option for an additional extension. The RFP has been issued with the following submission deadlines:

Key Dates

Sunday, March 2, 2025	RFP Advertised
Wednesday, March 19, 2025	Non-Mandatory Site Visit (2:00 PM CT)
Thursday, March 27, 2025	Final Date for Written Questions (2:00 PM CT)
Monday, March 31, 2025	Answers to Written Questions Published on Website
Thursday, April 10, 2025	Proposals Due (2:00 PM CT)
TBD	Interviews (if needed)
Monday, April 21, 2025	Aviation Board Contract Award
Thursday, May 8, 2025	City Council Contract Award
Friday, August 1, 2025	Contract Commencement Date

Requested Aviation Board Action:

None – Informational Update Only

Respectfully Submitted,



Jeffrey S. Tripp, A.A.E.
Airport Director