



GREAT LAKES CHAPTER

AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

Request for Proposals 2027 GLC-AAAE Annual Conference Site Selection

Timeline:

RFP Issued:	October 11, 2024
RFP Due:	November 15, 2024
Proposal Presentation:	February 8, 2025
Award Selection:	February 2025

Contact:

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**GREAT LAKES CHAPTER-AAAE
REQUEST FOR PROPOSAL
ANNUAL CONFERENCE HOST**

The Great Lakes Chapter, American Association of Airport Executives is a not-for-profit professional organization, which includes approximately 400 airports and industry related members representing twelve mid-western states and two provinces of Canada.

The Chapter conducts an annual conference in one of the states or provinces that it represents. Those states are Nebraska, Iowa, Missouri, Michigan, Wisconsin, Illinois, Minnesota, North Dakota, South Dakota, Ohio, Indiana, Kansas and Kentucky, and the Canadian provinces are Ontario and Manitoba. On occasion, the conference may be held in a bordering state as well. However, in all circumstances the host location must include a partnership headed by the associated airport with the support of the local community to ensure adequate support for a successful conference. Additional information about the Great Lakes Chapter of AAAE may be found on the website at: <http://www.glcaaae.org/>

The Chapter's Annual Conference has a primary emphasis on member education involving family participation. It typically includes five to six professional sessions, 30-60 minutes in length designed to provide members with the opportunity to enhance knowledge and exchange information concerning airport/aviation industry developments. Concurrent activities are also provided for member spouses/companions/guests accompanied by an aggressive youth program designed to fulfill and capitalize on the perpetual energy level of the children. The program traditionally includes a youth fishing tournament to provide pleasure and individual recognition to each child. The spouse/companion/ guest program should be designed to take advantage of local cultural, commercial retail and attractions of interest. The Chapter also places value upon social opportunities for the members and delegates. This includes events such as an informal reception, golf tournament, trap or skeet shoot, family dinner and entertainment events, a business luncheon and banquet occasions.

The suggested dates for the 2027 Annual Conference are: July 29th- 31st, or August 5th-7th.

Minimum Facility Requirements

Hotels should plan on booking their "Presidential Suite" for the conference. In some cases, this may include a Wednesday arrival. The final agreed upon room rate should be available to attendees arriving a few days prior and/or remaining a few days after the conference dates since many families plan vacation time around the event.

Hosts, hotels and meeting venues should have the following minimum requirements:

1. A member airport wishing to act as the conference host/sponsor and provide staff assistance to support conference activities must enlist the support of their airport board and should enlist the local Chamber of Commerce and/or Convention and Visitors Bureau and appropriate political entities.
2. Proposers are encouraged to recommend one or more local hotels/resorts with more than 100-120 rooms. Attendees must be housed in one location, preferably in the same facility hosting the meeting rooms. Resort style accommodations have been found to serve the group best since they frequently provide all the business and recreational amenities on site. However, downtown hotels have been used successfully, particularly when associated with city center attractions and amenities.
3. A minimum of 9,000 sq. ft. of meeting space is needed for professional sessions and meals. As well as an additional 2-3 breakout rooms.

4. The ability to provide and/or assist in the development of a youth program including recreational facilities for 65 – 75 youth of all age groups. A professional, licensed or certified babysitter service is preferred with babysitting options throughout the conference. A youth fishing tournament is required.

5. An on-site 18-hole golf course is preferred. The course should be capable of supporting a Saturday tournament with 50 – 60 golfers in foursomes with a shotgun start. Selected courses should limit costs to \$100 or less per golfer. Professional course locations in nearby areas are acceptable if the capability exists to have a Saturday mid-day tournament.

6. For non- golfers the Chapter has offered a Sporting Clays or Skeet/Trap shooting event concurrent with the golf outing. Arrangements should be made with a local gun club. Typical turnout for this event has been increasing with recent numbers around 60 shooters who typically bring their own shotguns.

7. There must be reasonable accessibility to transportation facilities including interstate highways, a commercial service airport (usually the host airport) with adequate airline service and facilities for private or general aviation visitors.

Typical Program Outline

It should be noted that the outline, provided below, is a typical delegate program schedule covering the professional sessions and the main evening social events. This delegate program is typical of what has been done in the past. However, the Chapter reserves the right to change it based on the needs of the members. Traditional social events such as the golf outing and the fishing contest are also mentioned to show where they are typically conducted. Concurrent programs should be developed for the spouse/companion/guests as well as youth programs to occupy the children while both their delegate parent and spouse/companion/guests are occupied with their respective planned activities.

Thursday

2:00 – 5:00 p.m. Registration: To be outside of the main exhibit hall and conference table with space for three or four 8 ft. tables, electric service and additional space to accommodate welcome bags and registration handouts, sign-up boards. There should be a nearby secure workroom for storage of supplies and equipment from Wednesday a.m. through Sunday noon. Exhibitor set-up also between 2:00 – 5:00 p.m.

6:00 – 8:00 p.m. Welcome Reception: A family event in an outdoor or indoor area for 250-300 attendees with bar service and food service. If an outdoor area is chosen, a backup area for inclement weather needs to be available. Late evening activities may follow depending on local venues. If an indoor area is selected at the hotel/resort property, consideration should be given to utilizing the Exhibit Hall for more vendor exposure.

Friday

7:30 – 8:30 a.m. Executive Committee Breakfast for approx. 30 persons.

8:00 – Noon Registration Cont'd.

8:00 – 10:00 a.m. Breakfast for delegates and families. Buffet style for 175-225 persons, in exhibitor hall

9:00 – 10:30 a.m. Chapter Annual Business Meeting. 200 persons. To be set up classroom style or crescent rounds with a riser which will have a table for four, a podium and microphone.

Note: This meeting could also be held Saturday a.m. depending on the Officers/Program Chairs wishes. A professional session would be substituted in this time slot.

10:30 – 11:00 a.m. Coffee Break. Coffee, water and tea for 80 - 100 persons in the exhibit hall.

11:00 – Noon First Professional Session. Same set-up as business meeting.

Noon – 1:30 p.m. Youth Fishing Event. In recent years the youth fishing tournament with lunch has been held at this time. Depending on the venue a catered lunch or box lunch are options.
(See Saturday option 9:00 a.m.-10:00 a.m.).

(Alternative)

Business Luncheon. Head table (on riser) with podium and PA system. Banquet set-up for 100 – 150 persons- in exhibit hall with Audio visual capability. Menu chosen by the chapter Administrator.

1:30 – 2:30 p.m. Second Professional Session. Same set-up as previous.

2:30 – 3:00 p.m. Coffee/refreshment Break- in exhibit hall

3:00 – 4:00 p.m. Third Professional Session. Same set-up as previous.

5:00 or 6:00 p.m. Event. A family evening. All activities need to be **within 30 minutes of the hotel**. Total persons attending is approx. 250 –300. The event is frequently an off-site event and can be outdoors or indoors or both and has involved city parks, city zoos, museums, dinner theaters, large and small amusement parks and national parks such as Mt. Rushmore. Meal service includes cocktails and a buffet or food station type service with casual seating such as picnic tables or rounds from six to ten that fit the venue. The event usually concludes about 9:00 p.m. If transportation is involved the busses should shuttle to the hotel from about 8 p.m. to 10 p.m.

Saturday

7:30 – 8:15 a.m. Past Presidents Breakfast. Approx. 15 persons.

8:00 – 10:00 a.m. Breakfast Buffet for delegates and families - in exhibit hall, 175-225 persons.

9:00 – 10:00 a.m. Youth Fishing Tournament. A Youth Fishing Tournament is a required component of the conference. The Chapter provides the fishing equipment. The Proposers must provide a location that children can fish from land. The tournament generally lasts about 1 hour. The tournament may be moved to the Friday noon lunch time slot if there is not a dignitary luncheon.

9:00 – 10:30 a.m. Either the fourth Professional session or the Annual Business Meeting as indicated by the conference committee with set-up as shown previously. If the business meeting is chosen, the time may extend beyond that shown. - in exhibit hall

Noon – 5:00 p.m. Annual Golf Tournament. A box lunch or on-site lunch is required for 50 –60 golfers playing in foursomes. A shotgun start is most desirable due to time constraints with evening activities.

Noon – 5:00 p.m. Annual Sporting or Clays Skeet, Trap shooting event. A box lunch or on-site lunch is required for about 50-60 shooters. Members bring their own guns. Some rentals may be required if available. Ammunition (12 and 20 gal) is acquired locally if the club does not have it available.

12:00 noon. Exhibit hall closes. Exhibitors tear down.

12:00-1:30 p.m. Hospitality Lunch. This is usually a deli style lunch for non-golfers and non- shooters and the headcount is between 25-50.

1:30 – 3:00 p.m. Fifth Professional Session. This is usually a round-table session with up to 20 persons (non-golfers) attending. Beverage service of coffee, tea, water, soft drinks is offered. The moderator may choose an indoor or outdoor location.

3:00 – 6:00 p.m. Free time.

6:00 – 6:30p.m. Youth Fishing Tournament Awards to be in a separate room than the Presidents Reception. Space needed to accommodate 250 people plus three 8’ tables for prizes. Riser with a podium and microphone preferred.

6:30 – 7:30 p.m. Presidents Reception. Open bar reception with light hors d’oeuvres for 150-175 persons. Usually held adjacent to banquet hall.

7:30 – 9:00 p.m. Annual Banquet. Typical headcount is 170-180 persons. A complete dinner event. The menu and theme is chosen by the Chapter President and Administrator.

Head table at the call of the President. A riser with a podium and microphone will be needed as well as a 6’-8’ table for awards. During presentations no wait staff should be in the room.

Sunday

6:30 – 9:00 a.m. Departure Brunch. This is typically a full breakfast buffet for 50 persons. The starting hour may vary depending on the conference location and resulting drive times.

Conference Expectations:

1. While attendance does vary, proposals should utilize the attendance expectations listed in the sample agenda. Attendance over the last few years includes, on average, 175 professional attendees, 65 spouse attendees and 75 child attendees of all ages.
2. The proposal and conference team must include the partnership with an airport within the chapter that will actively participate in the development and implementation of the conference.
3. The airport will assist the chapter with recruiting sponsors and exhibitors.
4. Community and airport sponsorships provided in the proposal are commitments to the chapter.
5. The proposal team shall provide sufficient staff volunteers to handle logistics and conference support. Previous hosts have committed upwards of 20 airport and community staff to highlight the host city and airport.
6. Babysitters are required for the kid’s room. Babysitters will only be paid for time in the kid’s room. Conference excursions are monitored by volunteers or conference site representatives and are not reimbursed by the chapter.
7. The chapter administrative staff will order conference T-shirts and other promotional items with sponsorship listings.

8. **If you are chosen for the Annual meeting we request that you help with the planning and sponsoring of the chapter's winter board meeting held prior to your selected year's conference. This is typically in late February or early March.**

Conference Budget Estimate:

Proposers must provide an estimated cost for the program(s) using the RFP online form. **This form must be submitted by all proposers.** (See **Note:** below). Historical conference budgets over the last five years have averaged \$145,000. Proposals exceeding 125% of the average should identify additional sponsorship opportunities.

In addition, the chapter recommends the following cost limitations:

- Spouse Activities: \$150 per person for all events
- Youth Activities: \$150 per child for all events, including childcare
- Golf: \$100 per person
- Shooting: \$75 per person
- Fishing: \$50 per person
- Transportation: \$15,000 total
- Hospitality Suite: \$1,500 per night

These costs are recommendations to help provide guidance and control costs. If additional activities or expense are recommended, alternate cost mitigation strategies should be provided or additional sponsorship recommended.

Please submit your response electronically via the online form by November 15, 2024.

Questions can be directed to:
Desirae Barquin, CAE, GLC-AAAE
Desirae@kc-a.com

Deadline for Submission of the proposal – The designated deadline for this Proposal is **November 15, 2024 no later than 5:00 p.m. Eastern.** Any submission received after this time will be considered non-responsive.

All Proposers shall submit their proposal in electronic format to facilitate the exchange and review of the materials by the Conference Site Selection Committee. Completion of the online form is mandatory. Proposing communities should also submit, via email, conference/ site literature, video, media or other articles that highlight the proposed conference and community offerings. Links to large media files or websites are not prohibited but you are encouraged to ensure that access is open to selection committee members who may have IT access restrictions.

The committee will choose the top two locations which will be discussed at the winter board meeting. The winter board meeting will be taking place in late February/early March. If needed, the Administrators may visit the top two locations. Each short-listed proposer will be notified of the meeting date and location at least 45 days in advance of the meeting so they may make travel arrangements to attend and present on the proposal.