

Commission Memo

Prepared by: Kevin Greenwood, Executive Director
Date: May 19, 2026
Re: Enter into Negotiations with
Fixed Base Operator (FBO)



BACKGROUND:

On April 1, 2026, the Port Commission approved issuance of a Request for Proposals (RFP) for Fixed Base Operator (FBO) Services at Ken Jernstedt Airfield (4S2). The purpose of the solicitation was to identify a qualified operator capable of leasing airport facilities and providing FBO services in a manner consistent with applicable Federal Aviation Administration (FAA) requirements, Port procurement rules, airport operational needs, and the long-term vision for the Airfield.

The RFP established a Best Value procurement process and outlined minimum operational requirements, evaluation criteria, and proposal submission requirements. The solicitation also incorporated a Conflict of Interest and Ethics Policy governing the procurement process and evaluation activities.

The solicitation sought a proposer capable of managing and operating FBO facilities and services including fueling operations, aircraft handling, pilot services, UNICOM/CTAF operations, emergency response support, aircraft maintenance coordination, and related aviation activities.

Proposals were due on April 24, 2026.

PROCESS:

Consistent with Section 6 of the RFP, an evaluation committee was assembled to independently review and score submitted proposals.

Section 6.1 of the RFP required that: “Each Proposal received shall first be evaluated for responsiveness (meets the minimum requirements).”

The committee completed an initial responsiveness review of all submitted proposals based upon the required submission elements identified in the RFP, including the pass/fail submission requirements identified within the evaluation matrix.

Following review and committee deliberation, the committee reached consensus that one submitted proposal did not satisfy multiple required submission elements identified in the solicitation and was therefore determined to be non-responsive pursuant to Sections 3.2 and 6.1 of the RFP. Section 3.2 of the RFP states: “Proposers must answer all questions

completely and accurately and furnish all required information and materials – failure to do so may result in disqualification of the Proposer and/or rejection of the proposal.”

The committee then completed scoring and evaluation of the remaining responsive proposal submitted by FLYIT ACADEMY. FLYIT ACADEMY received an average score of 73.7 by the six members of the evaluation committee.

FLYIT ACADEMY’S PROPOSAL:

FLYIT ACADEMY submitted a proposal outlining an operational model focused on FBO services, flight training, maintenance coordination, aviation tourism, and community engagement.

The proposal identified FLYIT ACADEMY as the current FBO owner/operator at Grove Field (1W1) since 2019 and described growth from a single aircraft operation into a multi-service aviation company with approximately 16 aircraft, 18 instructors, and approximately 37-40 employees.

The proposal included:

- Operational and management plans;
- Staffing and key personnel information;
- Maintenance and fueling concepts;
- Marketing and tourism strategies;
- Financial information and proposed lease structure;
- Glider and aviation education concepts;
- Community engagement initiatives; and
- Supporting business and certification documentation.

The proposal also expressed support for future airport development opportunities, aviation tourism, STEM partnerships, and growth in glider and flight training activity at Ken Jernstedt Airfield.

ISSUE:

Following completion of the procurement process and evaluation activities, the evaluation committee has recommended that the Port advance FLYIT ACADEMY as the sole responsive proposer into negotiations for a potential FBO lease and operating agreement at Ken Jernstedt Airfield.

Section 6.2 of the RFP states: “Following review of the committee’s recommendation, the Port may select one or more proposers with whom to enter negotiations.”

The Port anticipates utilizing the negotiation process authorized under Sections 6.2 and 6.4 of the RFP to further refine:

- Lease terms and facility assignments;
- Fuel flowage fee structure;
- Transition and startup timing;

- Insurance and operational requirements;
- Maintenance and operational expectations;
- Future North Apron facility considerations; and
- Related airport operational matters.

BUDGET IMPACT:

At this time, no final lease or operating agreement has been approved. Financial terms and operational details will be further refined during negotiations and returned to the Port Commission for consideration prior to final execution.

RECOMMENDATION: MOTION to authorize the Executive Director to enter negotiations with FLYIT ACADEMY for a potential Fixed Base Operator lease and operating agreement at Ken Jernstedt Airfield (4S2), consistent with the Request for Proposals and applicable Port procurement requirements.

ATTACHMENTS:

Notice of Intent to Award

Email from Jeff Renard, Contract Manager

Committee Summary & Ranking



Port of HOOD RIVER

INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

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NOTICE OF INTENT TO AWARD

Fixed Base Operator (FBO) Services

Ken Jernstedt Airfield (4S2)

Port of Hood River

Date: May 18, 2026

The Port of Hood River hereby issues this Notice of Intent to Award for the Request for Proposals (RFP) for Fixed Base Operator (FBO) Services at Ken Jernstedt Airfield (4S2), originally issued on March 17, 2026.

Following completion of the evaluation process described in Section 6 of the RFP, the Port intends to enter into negotiations and subsequently award an agreement to:

FLYIT ACADEMY

The evaluation committee completed its review of proposals in accordance with the published evaluation criteria and procurement procedures identified in the RFP. Consistent with Section 6.1 of the solicitation, proposals were first evaluated for responsiveness to the minimum requirements and required submission elements of the RFP. The committee subsequently evaluated and scored responsive proposals and provided its recommendation to the Port Executive Director pursuant to Section 6.2 of the RFP.

The Port has determined that the above proposer represents the apparent successful proposer and intends to proceed toward final agreement negotiations and contract award, subject to successful negotiations and approval by the Port of Hood River Board of Commissioners.

This Notice of Intent to Award does not constitute a binding contract or final award.

PROTEST PROCEDURES

Any proposer wishing to protest this intended award must submit a written protest to the Port Executive Director no later than seven (7) calendar days following issuance of this Notice of Intent to Award, consistent with Section 11 of the RFP and the Port of Hood River Procurement Rules.

The written protest must:

- Identify the protester's name and contact information;
- Specify the grounds for the protest;
- Describe the alleged violation of the RFP, procurement rules, or applicable law; and
- Identify the relief requested.

Protests shall be submitted to:

Kevin Greenwood, Executive Director, Port of Hood River, 1000 E. Port Marina Drive, Hood River, OR 97031, kgreenwood@portofhoodriver.com

If no timely protest is received, the Port anticipates proceeding with final negotiations and presenting the proposed agreement to the Port Commission for consideration and approval.



Kevin,

The FBO Evaluation Committee has completed its review and scoring of the proposals received in response to the Ken Jernstedt Airfield Fixed Base Operator RFP (issued April 1, 2026, proposals due April 24, 2026).

Consistent with Section 6.1 of the RFP, the committee first evaluated each proposal for responsiveness to the minimum requirements and required submission elements of the solicitation. Following review and committee deliberation, the committee reached consensus that one proposal was non-responsive due to the omission of multiple required submission items identified in the RFP. A draft responsiveness determination memorandum documenting the basis for that finding is included with this transmittal.


The committee then completed scoring of the remaining responsive proposal pursuant to the published evaluation criteria contained in Section 6 of the RFP. Following evaluation and deliberation, the committee recommends that the Port advance the sole responsive proposer into negotiations consistent with Sections 6.2 and 6.4 of the solicitation.

Attached for your review and the procurement record are:

- Individual evaluator scoring sheets;
- Score summary materials;
- Draft responsiveness determination memorandum; and
- Related procurement documentation.

Please let me know if you have any questions or require additional information prior to making your determination.

Respectfully submitted,


Jeff Renard
Airport Manager / Program Manager
Ken Jernstedt Airfield (4S2)
jrenard@aviationmanagementservice.com
(541) 288-6766

Committee Summary and Ranking

This page consolidates total scores from each evaluator tab and computes the average score and rank for each proposer.

Responsive Proposals	Highest Average	Top Ranked Proposer
1	73.66666667	FLYIT

Proposer	Status	Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Eval 6	Average	Rank	Summary Note
HOOD AERO	NON-RESPONSIVE	69	71	64	80	48	62	65.7	2	Do not rank until responsive.
FLYIT	RESPONSIVE	75	75	61	84	82	65	73.7	1	
Proposer 3	INCOMPLETE									Do not rank until responsive.

Use the Summary sheet for score roll-up only. Narrative committee findings, consensus notes, interview outcomes, and award recommendation language should be preserved in the procurement record outside the score workbook.