



REQUEST FOR PROPOSALS

**NORFOLK AIRPORT AUTHORITY
NORFOLK INTERNATIONAL AIRPORT**

Fixed Base Operator (FBO)

October 13, 2023

The Norfolk Airport Authority (hereinafter referred to as “Authority”), acting by and through its Chief Executive Officer, will accept qualification proposals from qualified Respondents to enter into an Agreement to provide necessary facilities, equipment, furnishings, and personnel to operate a non-exclusive Fixed Base Operation (“FBO”) as described herein (“Service”) at the Norfolk International Airport (“Airport” or “ORF”) in Norfolk, Virginia. A qualified party would be an established fixed based operator that currently serves no less than three (3) commercial U.S. airports and is able to provide financial verification of its ability to invest in capital projects and to support an operation at a commercial service airport.

A mandatory Pre-Proposal Meeting will be held at 9:00 AM local time on October 26, 2023, in the Authority’s Board Room located in the Departures Terminal adjacent to the Human Resources offices.

Proposals will be received until 4:00pm local time on December 20, 2023. Any proposal received after the specified time and date will not be considered.

A full version of the Request for Proposals can be obtained from the Business Opportunities section of the Authority’s website – <https://www.norfolkairport.com/about-us/business-opportunities/>.

Norfolk Airport Authority does not discriminate against individuals because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, military status, or disability in places of public accommodation or employment. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Steve Sterling, Executive Vice president Norfolk Airport Authority, 2200 Norview Avenue, Norfolk, VA 23518, or via email at ssterling@norfolkairport.com. Such request must be received at least 48 hours before the meeting.

All inquiries regarding this Request for Proposals should be directed to ssterling@norfolkairport.com per the terms of the Request for Proposals.

Steven Sterling, C.M.
Executive Vice President & Chief of Staff
Norfolk Airport Authority