HighNote Aviation Restaurant and Corporate Aircraft Catering Concession

Macon-Bibb County, Georgia | Middle Georgia Regional Airport (MCN)

DRAFT NOTE: This document is a working solicitation draft based on the business terms discussed to date. Bracketed items and unresolved procurement details should be completed by Macon-Bibb County before issuance.

1. Purpose

Macon-Bibb County, doing business as HighNote Aviation, is soliciting proposals from qualified operators to provide a full-service restaurant and corporate aircraft catering concession at Middle Georgia Regional Airport. The County seeks an operator that can provide dependable food service for airport users, nearby employees, based and transient aviation customers, and visitors, while also supporting corporate aircraft catering needs.

2. Concession Premises

The proposed restaurant and kitchen area is shown in Exhibit A. The supplied drawing identifies approximately 1,506 square feet for the restaurant and 654 square feet for the commercial kitchen, for a combined area of approximately 2,160 square feet. Final premises boundaries, rentable area, shared areas, exclusions, and any equipment or fixtures included with the premises will be confirmed in the final agreement.

The County intends to provide the public-facing dining/seating area and general public finishes. The proposal should clearly identify any required kitchen buildout, equipment, furnishings, or other capital investment and state which items the proposer expects the County to provide. Final responsibility allocations will be set out in the concession agreement.

Leased Premises and Common Use Areas:

- The leased premises consist of the restaurant and commercial kitchen areas identified in the facility plan attached to this RFP as “Attachment B.” Currently estimated at approximately 2,160 square feet. Final premises boundaries and square footage will be confirmed by the County before execution of the agreement.
- The restaurant operator will be permitted to use designated common-use areas, including the adjacent balcony or terrace, in connection with restaurant operations, subject to airport rules and the terms of the final agreement. These areas are not part of the operator's exclusive leased premises and may be accessed and used by airport tenants, employees, visitors, and other authorized persons.
- The operator's use of common-use areas will not restrict general access by other authorized users. The operators may provide food and beverage service in these areas, subject to County approval and applicable health, safety, alcohol-service, and other requirements.
- The County retains control of common-use areas and may establish reasonable rules governing their use, access, maintenance, furnishings, and scheduling. The operator shall keep any common-use areas used in connection with its operations clean and orderly and shall coordinate with airport management regarding private events or activities that may affect other users. The restaurant is responsible for any furniture necessary for its use.

3. Required Services and Operating Expectations

Proposals must describe the proposed concept, operating plan, staffing, menu, hours, service standards, food-safety practices, and approach to reliable day-to-day operations.

- **Lunch and dinner:** The operator must offer lunch and dinner service. Proposals should identify days and hours of operation and any proposed seasonal or holiday variations.
- **Affordable lunch offering:** The operator must offer an affordable lunch menu intended to serve airport employees and employees of nearby businesses. The proposed pricing should generally be comparable to street pricing and should not exceed comparable local pricing by more than 10%. Proposers should explain how comparable items and prices would be identified and reviewed.
- **Dinner concept:** Dinner may be positioned at a higher price point and may include a more elevated menu intended to attract customers who choose to dine at the airport.
- **Breakfast:** Breakfast service is preferred but is not mandatory. Proposers should state whether breakfast can be offered at opening or introduced later.
- **Corporate aircraft catering:** The operator must describe its ability to provide corporate aircraft catering, including order procedures, lead times, delivery coordination, packaging, menu options, and proposed service levels.
- **Third-party catering:** The operator may use or coordinate with third-party caterers. The proposal should explain how the operator will maintain service quality and coordinate catering requests.
- **Private events:** Private dinners and other approved events may be proposed, subject to applicable laws, permits, insurance, airport operating requirements, and directions from Airport Management.

4. Exclusivity and Outside Food

Any exclusivity granted to the operator will apply only to the specifically designated restaurant premises. It will not create airport-wide exclusivity for restaurant, food-service, or catering activities. The County may authorize other food-service providers and third-party caterers to operate elsewhere on airport property.

Outside food and beverages may be brought into general FBO terminal areas. The operator may prohibit outside food and beverages within the designated restaurant premises, provided the policy is reasonable and clearly communicated to customers.

5. Alcohol and Regulatory Compliance

Proposals may include alcohol service. The selected operator will be responsible for obtaining and maintaining all required licenses and permits and complying with applicable federal, state, and local laws, health codes, and insurance requirements. Alcohol service and any related operations remain subject to the final agreement and applicable County and airport requirements.

6. Proposed Term and Opening

The anticipated initial term is five (5) years, with renewal options to be specified in the final solicitation and agreement. The County's target is for the restaurant and catering operation to be ready to open by June 30, 2027 [confirm target date before issuance]. Proposers must provide a realistic implementation schedule, including any required construction, equipment installation, permitting, hiring, and inspections.

7. Financial Proposal

Proposers must submit a complete financial proposal. The following are the County's proposed initial financial terms for purposes of this draft solicitation:

Financial item	Proposed initial term
Minimum base rent	$30,240 per year, payable in monthly installments of $2,520
Fixed CAM fee	$250 per month, in addition to base rent
Utilities	Paid by the County; utilities paid by the County are excluded from CAM
Percentage rent	Proposer must state the proposed percentage of gross sales and any proposed sales breakpoint. The County intends to evaluate percentage rent in addition to minimum base rent and CAM.
Security deposit	Three months of base rent, initially $7,560, subject to final agreement terms
Annual adjustment	Minimum base rent and the fixed CAM fee will be subject to an annual CPI adjustment. The method for determining and applying the adjustment will be established in the final agreement.

The fixed CAM fee is intended as a predictable contribution toward designated shared-area maintenance and services. The final agreement will identify the applicable scope of CAM. Utilities paid by the County are excluded. The CAM fee is separate from base rent and percentage rent.

Proposers must identify all assumptions, proposed exclusions from gross sales, reporting methods, payment timing, recordkeeping practices, and any audit or verification provisions they request. The County will establish the final gross-sales definition, breakpoint method, reporting requirements, and payment mechanics in the solicitation and/or final agreement, consistent with applicable procurement requirements.

8. Security, Access, and Airport Operations

The operator must comply with all applicable airport rules, safety procedures, access controls, and directions from Airport Management. Any employee or contractor requiring access to restricted or airside areas must follow the airport's applicable badging, escort, training, and access procedures. The County reserves the right to implement reasonable security or access requirements during the term, subject to the final agreement. The operator must coordinate catering deliveries and aircraft-side service with airport personnel and must not interfere with airport operations.

9. Proposal Contents

- Company profile, ownership, and relevant restaurant or catering experience.
- Proposed restaurant concept, sample menu, and pricing, including the affordable lunch menu.
- Proposed days and hours of operation, staffing plan, management coverage, and service standards.
- Corporate aircraft catering plan, including delivery and coordination procedures and any third-party relationships.
- Plan for breakfast service, if offered, and any proposed phased service expansion.
- Capital investment and equipment plan, identifying what the proposer expects the County to provide.
- Proposed base-rent acceptance, percentage rent, sales breakpoint, and any requested assumptions or exceptions.
- Evidence of financial capacity and ability to fund startup, staffing, inventory, equipment, and operating costs.
- Licensing, food-safety, insurance, and regulatory-compliance approach.
- Implementation schedule demonstrating readiness to open by the County's target date.
- References from comparable restaurant, catering, or aviation-related operations.

10. Proposed Evaluation Criteria

The County may evaluate proposals using the following draft scoring framework. Final criteria and any minimum qualifications should be confirmed before the solicitation is issued.

Evaluation criterion	Points
Restaurant concept and affordable lunch menu	20
Operating plan and service reliability	15
Corporate catering capability and development plan	15
Financial proposal and overall value to the County	20
Financial capacity and proposed capital investment	10
Relevant experience and management qualifications	10
Marketing and customer development	5
Safety and regulatory compliance	5
Total	100

11. County Rights and Final Agreement

The County reserves the right to reject any or all proposals, request clarification, conduct discussions or negotiations as permitted by applicable procurement requirements, and select the proposal determined to be in the County's best interest. No proposer may rely on this draft as a binding lease or concession agreement. The selected proposer will be required to execute a written agreement addressing the final premises, term, rent and percentage-rent mechanics, CAM scope, annual CPI adjustments, security deposit, maintenance, insurance, indemnification, licensing, default, termination, and other applicable terms.

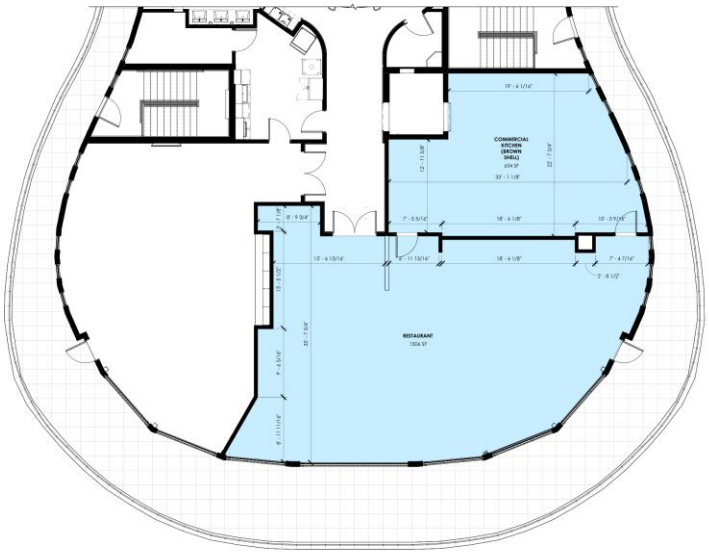
12. Items to Complete Before Issuance

- Insert RFP number, issue date, proposal due date/time, submission instructions, and County contact.
- Confirm opening target date and renewal-option structure.
- Confirm the final premises boundaries and whether the 2,160-square-foot area is the final rentable area.
- Confirm which kitchen equipment, furnishings, fixtures, and construction work are provided by the County versus the operator.
- Finalize the percentage-rent proposal format, including whether a sales breakpoint is required or proposed by bidders.
- Confirm insurance limits, required licenses, agreement form, and applicable procurement boilerplate with County staff.
- Confirm whether any CAM fee increase timing should be specified beyond the annual CPI adjustment.

EXHIBIT A

Restaurant and Commercial Kitchen Plan

Supplied facility drawing. The drawing identifies a 1,506-square-foot restaurant area and a 654-square-foot commercial kitchen area, totaling approximately 2,160 square feet. Final lease boundaries and area measurements are subject to confirmation by the County.



1 SECOND FLOOR ENLARGED PLAN - SOUTH (RESTAURANT AND KITCHEN)