Hickory Regional Airport
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Hickory, NC 28601
Phone: (828)327-0147
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REQUEST FOR INFORMATION (RFI)
LEASE OF WEST RAMP HANGAR W7 AT HICKORY REGIONAL AIRPORT

Issue Date:	Monday, November 30, 2026
Questions Deadline:	Monday, December 28, 2026
Proposal Submission Deadline:	Monday, January 4, 2027

Project and Purpose

The City of Hickory invites prospective tenants to submit proposals to lease a new hangar at the West Ramp (W7) of Hickory Regional Airport. The City's objective is to identify a prospective tenant and execute a nonbinding letter of intent (LOI) before the design phase ends. The LOI would outline the proposed use, design, and principal lease terms.

The City is prepared to fund design and construction of a 12,000-square-foot hangar, including a 250-square-foot office and a restroom and adjacent parking and ramp space Respondents may propose a larger hangar if they are prepared to fund the incremental design and construction costs of the City-approved expansion. Final design and delivery are subject to site feasibility, funding, and applicable approvals. The City will procure construction separately in accordance with applicable law.

Hickory Regional Airport (KHKY) is a city-owned general aviation airport in Hickory, NC, featuring a 6,400 by 150-foot grooved asphalt runway (Runway 6/24) with high-intensity edge lighting. Amenities include a City-operated FBO open 0700 – 1900, 363 days per year, offering full0service JET-A with additive and Avgas alongside self-serve Avgas, aircraft storage and pilot lounges as well as on-field aircraft maintenance and avionics. Additional conveniences include free Wi-Fi within the FBO, free short-term parking, paid permitted long-term parking, on-site dining and the Hickory Aviation Museum.

Proposed Lease Terms

Term and rent. The base lease term is 10 years. Rent for the first lease year must be at least $125,000. A respondent proposing to fund the incremental cost of an approved expansion may request a longer lease term. Include any requested renewal or extension options in the proposed lease term. The City may consider that request subject to applicable property disposition procedures and required approvals.

Ownership and expenses. The City will retain sole ownership of the hangar and all permanent improvements, including improvements funded by the tenant. A tenant contribution conveys no ownership interest. The tenant will be fully responsible, at its expense, for all utilities, maintenance, and repairs for the leased premises.

Permitted Use

The City is seeking operations that base aircraft at Hickory Regional Airport and use W7 for aircraft storage and related aeronautical operations. Non-aeronautical storage and other non-aeronautical uses are prohibited. Any incidental servicing of the tenant's own based aircraft remains subject to applicable law and Airport rules.

The City may consider proposals for commercial aircraft maintenance or repair facilities, subject to City approval, applicable Airport standards, and applicable federal obligations. In evaluating all proposals, the City will consider the proposed rent schedule and the projected incremental aircraft property tax revenue to the City from aircraft based at W7. Respondents proposing a commercial aircraft maintenance or repair facility may offer additional rent and should show any additional amount separately for each lease year.

General Instructions

Point of contact, questions, and site visits. Direct all communications about this RFI to Chad Hunsucker, Airport Director, at chunsucker@hickorync.gov. Email questions, requests for site visits, and any discrepancies you identify by the questions deadline on page 1. Identify the relevant section when possible. To preserve a fair process, respondents and their representatives must use this contact for RFI communications unless the City directs otherwise.

Addenda. The City will publish written addenda on the RFI webpage at https://www.hickorync.gov/purchasing to communicate material clarifications and changes, including any revised deadlines. Only written addenda modify the RFI. Respondents are responsible for checking for addenda and listing each by number and date on Form 2.

Proposal format and delivery. Email one PDF containing signed Form 1, completed and signed Form 2, and the proposal narrative labeled "Form 3 — Proposal Narrative" and any supporting materials to the Airport Director by the proposal deadline on page 1. Use the subject line "West Ramp Hangar W7 Proposal." The City's time of receipt controls. Respondents are responsible for timely delivery. The City will reject late proposals.

Alternatives and changes. If you offer more than one option, label each and provide the applicable rent, terms, and supporting information for each. To withdraw a proposal or replace it before the deadline, email the Airport Director with clear instructions. Send any replacement as a complete, signed PDF before the deadline and identify the proposal it supersedes.

Due diligence and costs. Review the RFI and addenda, verify information material to your proposal, and state any assumptions about site conditions, access, utilities, design, or schedule. Each respondent bears its own costs for preparing a proposal, visiting the site, and participating in the process. The City will not pay fees incurred by a respondent.

Public records. Proposals are subject to Chapter 132 of the North Carolina General Statutes. At the time of submission, clearly identify the specific material claimed to be a trade secret or otherwise protected and explain the statutory basis for withholding it. The City will handle disclosure under applicable law.

Fair competition. Prepare your proposal independently and without collusion. Disclose any known actual or potential conflict of interest related to this solicitation. The City will give respondents a fair

opportunity to compete and will evaluate proposals in accordance with applicable nondiscrimination requirements.

Required Proposal Contents

Include Forms 1 and 2 and a narrative labeled "Form 3 — Proposal Narrative" that addresses Items 1–5 below in order. Use Exhibit A when describing your design needs. State the assumptions behind each estimate and identify any commitments the respondent is prepared to include in the lease.

1. **Respondent and proposed use.** Provide the legal name, contact information, relevant operating experience, and a brief description of the proposed operations. Identify the aircraft to be based at W7 by make, model, and registration number if known. Identify their current base and expected relocation or basing dates.

2. **Rent and hangar requirements.** State the proposed first-year rent, rent schedule for the proposed term (including any annual increases), lease term, and desired occupancy date. State when you propose that rent begin and identify any conditions that would affect that date, including delivery of the hangar or completion of tenant improvements. Identify any required hangar dimensions, door clearances, office layout, or special utility needs. For a larger hangar, describe the added scope, estimated incremental costs, proposed contribution and payment timing, and requested lease term. Describe how you propose to fund the full incremental cost of the City-approved expansion, including any incremental costs resulting from City-approved changes or cost overruns. For a maintenance or repair facility, describe the services and any additional rent offered for each lease year, shown separately in the rent schedule, and identify any aircraft that would still be based at W7.

3. **Aircraft property tax valuation.** Provide the estimated taxable value of each based aircraft and the fleet total, the basis for each estimate, and the current tax listing jurisdiction if known. Distinguish aircraft already based at Hickory from aircraft expected to relocate to Hickory. The City will verify applicable tax situs and valuation assumptions with the appropriate tax officials.

4. **Annual fuel volume.** Estimate first-year and stabilized annual fuel purchases at Hickory Regional Airport in gallons by fuel type. Explain the assumptions and identify any purchases expected to be new to the Airport.

5. **Local economic impact.** Estimate first-year and stabilized on-site employment, including full-time and part-time jobs, average annual wages for full-time positions, and total annual payroll. Distinguish new jobs from retained or transferred jobs. Identify other expected local spending or investment and the timing of those impacts.

Review and City Reservation of Rights

The City will consider proposed rent and lease terms, fit with the site and Airport operations, the respondent's ability to perform, and projected incremental aircraft property tax revenue to the City, projected fuel purchases, and local economic impact. The City may verify information, request clarifications or supplemental information, interview respondents, and negotiate with one or more respondents.

Subject to applicable law, the City may waive minor irregularities, reject materially incomplete or noncompliant proposals, amend or cancel this RFI, issue a new solicitation, or reject any or all proposals.

This solicitation, responses, and any nonbinding LOI create no lease or obligation to select a tenant, construct the hangar, or enter into a lease. Any lease is subject to a definitive written agreement, applicable public notice and other procedures, City Council authorization, and any other required approvals.

Form 1 Response Submission

West Ramp Hangar W7 | Hickory Regional Airport

This Response is submitted by:

Company Name: _____
State of Organization: _____
Business Type:

☐ Corporation
☐ Sole Proprietorship
☐ Limited Liability Company
☐ Partnership
☐ Joint Venture
☐ Other: _____

Representative: _____
Address: _____
City/State/Zip:_____
Telephone: _____
Email: _____

If offering alternatives, show the rent, term, and target occupancy date for each option in the proposal narrative.

I am authorized to submit this response on behalf of the respondent. I have reviewed the RFI and certify that the information provided is accurate to the best of my knowledge. I understand that this response is nonbinding and the City may reject any or all proposals.

Company Name (if applicable): _____

Authorized Signature: _____
Printed Name: _____
Date: _____

Form 2 Addenda Acknowledgment

List each addendum issued by the City and acknowledge that you reviewed it. Enter "None" if the City issued no addenda. Add rows as needed.

Addendum Number	Date Issued

Before submitting, confirm that the PDF includes signed Form 1, completed and signed Form 2, the proposal narrative, and any supporting materials.

By signing below, I acknowledge on behalf of the respondent that the respondent has reviewed all addenda listed above.

Company Name (if applicable): _____

Authorized Signature: _____
Printed Name: _____
Date: _____

Form 3 – Proposal Narrative

Use “Form 3 — Proposal Narrative” as the heading for your narrative and address Items 1–5 under Required Proposal Contents in order.

Exhibit A Hangar and Site Specifications

Use this exhibit when describing your requirements under Item 2 of Required Proposal Contents. The City seeks design input before it finalizes the W7 hangar.

Location. West Ramp (W7), Hickory Regional Airport, Hickory, North Carolina. Figure A-1 shows the proposed hangar location on the airfield.

Hangar Door. Figure A-2 illustrates the door type the City is considering for the W7 hangar. The final door type and dimensions are subject to final design. Respondents should state the clear door width and height required for their proposed aircraft.

Building Program. A new City-owned 12,000-square-foot hangar, inclusive of a 250-square-foot office and one restroom.

Use. Aircraft storage and related aeronautical operations for aircraft based at Hickory Regional Airport, subject to the Permitted Use provisions of the RFI.

Design and Delivery. The City is prepared to fund design and construction of the base project. The building footprint, door size, aircraft clearances, access layout, utility connections, and delivery schedule remain subject to design, site feasibility, funding, and applicable approvals.

Design Information to Include

Aircraft Fit. Identify the largest aircraft proposed for W7 and provide its wingspan, overall length, and tail height. State the required clear hangar-door width and height and describe any towing or maneuvering needs that affect the layout.

Office, Access, and Utilities. Describe any office layout, landside or airside access, parking, and utility or equipment needs material to your operations. Identify which features are essential for occupancy.

Larger Hangar Option. If proposing a larger hangar, show total square footage and changes to the base building program. Include a conceptual layout if available and provide the incremental cost, contribution, and lease information requested under Item 2.

Timing. State the desired occupancy date and identify any design decisions or delivery milestones material to the proposal.

Figure A-1
Airfield Hangar Location



Figure A-2
Roll-up Door

