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**RE: North West Tie-Down License Agreement**

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**From** bryan@highsierrapilots.club <bryan@highsierrapilots.club>

**Date** Wed 9/25/2024 3:24 PM

**To** Corey Jenkins <cJenkins@flycarsoncity.com>

Corey,

I hope this message finds you well. On behalf of High Sierra Pilots, I would like to formally submit our qualifications for the opportunity to manage the 25 tie-down spaces on the North-West Ramp at Carson City Airport (KCXP).

**Overview of High Sierra Pilots:** High Sierra Pilots currently manages a fleet of 19 aircraft based at KCXP, all tied down on the North-West Ramp. Our office is located conveniently on the ramp itself, accessed via Arrowhead Road. We provide daily shuttle services to transport pilots and passengers between the ramp and the main terminal building. This service can be extended to include tie-down customers as well, offering convenient access to their aircraft.

**Experience in Managing Tie-Down Spaces:** As we already manage 15 aircraft + 4 spaces used for maintenance at Stew's Aero Services of the existing tie-down spaces on this ramp, we are well-versed in the operations, safety, and maintenance involved in managing both transient and long-term tie-down customers. Our team conducts multiple daily inspections of all tied-down aircraft to ensure their security and proper maintenance. This existing infrastructure allows us to easily incorporate additional tie-downs and offer the same level of care for aircraft not in our fleet. We are also well-positioned to assist with the collection of tie-down fees on behalf of the airport.

**Commitment to Service and Safety:** High Sierra Pilots operates with a commitment to safety, compliance with all FAA and aviation regulations, and customer satisfaction. In addition to managing tie-downs, we are a licensed maintenance shop, routinely working with aircraft coming to KCXP for maintenance. Our team manages towing, taxiing, and the safe return of aircraft for owners based at the airport, demonstrating our comprehensive approach to aircraft care and safety.

**Capacity for Expansion:** Our daily presence and operations on the North-West Ramp make us uniquely suited to oversee the additional tie-down spaces with minimal disruption and maximum efficiency. We look forward to expanding our services and ensuring that both transient and long-term customers experience top-tier service. We are prepared to enhance our operations as needed to accommodate the additional spaces and ensure all aircraft are maintained to the highest standards. Thank you for considering High Sierra Pilots for this opportunity. We believe our established presence, experience, and commitment to service make us an ideal candidate to manage these tie-down spaces. We would be happy to provide any further details or meet to discuss how we can support the airport's goals.

Sincerely,



**Bryan Stewart**

High Sierra Pilots Flying Club

Phone: 775-782-9595

Web <https://highsierrapilots.club/>

Email [bryan@highsierrapilots.club](mailto:bryan@highsierrapilots.club)

Carson City Airport KCXP

2101 Arrowhead Dr STE: #201

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**From:** Corey Jenkins <cJenkins@flycarsoncity.com>  
**Sent:** Wednesday, September 25, 2024 2:55 PM  
**To:** Corey Jenkins <cJenkins@flycarsoncity.com>  
**Subject:** North West Tie-Down License Agreement

I hope this message finds you well. We are seeking qualified Fixed Base Operators (FBOs), who are interested in participating, to submit their qualifications for a license agreement regarding the rental of 25 tie-down spaces on the North-West Ramp at Carson City Airport.

The selected FBO will be able to utilize the tie-down spaces for their own aircraft while also making them available for transient and monthly customers. We are particularly interested in FBOs that can demonstrate the capacity to provide adequate accommodations and services for all users, ensuring a positive experience for our transient and long-term clients.

Key qualifications should include:

1. Experience in managing tie-down spaces for transient and monthly customers.
2. Ability to offer essential amenities and services, such as fueling and customer support.
3. Proven track record of safety and compliance with aviation regulations.
4. Demonstrated commitment to customer service and satisfaction.

Please submit your qualifications by 5 PM on October 7<sup>th</sup>, 2024 including a brief overview of your company, relevant experience, and any additional information that supports your capability to fulfill this agreement.

Thank you for your attention to this request. We look forward to your submissions and the opportunity to work together.

Regards,

***Corey Jenkins, C.M., ACE***

Airport Manager  
Carson City Airport  
2600 College Parkway #6  
Carson City, NV 89706  
775-841-2255  
[www.flycarsoncity.com](http://www.flycarsoncity.com)



September 27, 2024

Mr. Corey Jenkins  
Airport Manager  
Carson City Airport  
2600 College Parkway #4  
Carson City, Nevada 89706

**RE: Northwest Tie-Down License Agreement**

Dear Corey:

Thank you for your consideration of our enterprise to manage & operate Carson City Airport's twenty-five (25) tie-down spaces located on the Northwest Ramp of the airfield. We are pleased to provide you with the following proposal for your review and acceptance. All terms set forth by the draft license agreement are deemed acceptable unless noted otherwise herein.

**Licensee:** Mountain West CXP, LLC, dba Mountain West Aviation

**Fee:** \$12.00 per tie down per month for a total of \$300 commencing November 1, 2024

**Insurance:** Licensee carries General Liability and Hangar Keeper's Liability coverage in the amount of \$5,000,000. Licensee will name Licensor as additional insured.

**Use:** Licensee shall use the tie-down spaces solely for transient and based aircraft. All patrons will have full use of Licensee's FBO facilities and services located adjacent to and in close proximity of Licensee's leased premises.

**Services:** Licensee shall provide line services to all transient and based aircraft utilizing the subject tie down spaces. This includes but is not limited to marshaling aircraft into parking spaces, securing the aircraft using tie down apparatuses, providing and/or coordinating ground transportation for transient users, providing off airport parking for all tie down users, providing baggage handling support and providing into plane aircraft fueling, oxygen & nitrogen as requested by users. Other services available to all patrons include complimentary food, beverages, ice, water and coffee, flight planning facilities, restrooms and concierge services, all at no charge to those occupying the tie downs for aircraft parking. These services are provided to patrons during the hours of 0700-1800 on weekdays, 0800-1730 on weekends.

Mr. Corey Jenkins  
September 27, 2024  
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**After Hours:** Licensee is available to provide all services after normal business hours for a fee payable by any patron.

**Ramp Access/  
Management:**

Licensee controls access to the vehicular gate accessing the subject tie down area. Licensee will continue to restrict vehicular access to only authorized users ensuring a safe and secure environment.

Mountain West Aviation has had an exemplary offering of services to our patrons at Carson City Airport for over seventeen (17) years, offering pilots, aircraft owners and passengers excellent customer service and a very good safety record over this time period. Our ability to provide the very best service accompanied by our experience with existing tie down patrons in conjunction with our extensive service offerings to our patrons makes our enterprise best suited to serve the airport's needs as the proposed Licensee to manage the subject tie downs.

Thank you for your consideration of our proposal to continue serving Carson City Airport.

Respectfully,

**Michael Golden**  
Mountain West Aviation



**October 1, 2024**

Mr. Corey Jenkins  
Airport Manager  
Carson City Airport  
2600 College Parkway #6  
Carson City, NV 89706

## **RE: Response to Request for Proposal for North-West Ramp Tie-Down License Agreement**

Dear Mr. Jenkins,

On behalf of Stellar Aviation of Carson City, I would like to express our interest in the North-West Ramp Tie-Down License Agreement at Carson City Airport. Stellar Aviation, a premier Fixed Base Operator (FBO) with operations across multiple locations, prides itself on providing comprehensive aviation services, outstanding customer support, and an exceptional record of a strong commitment to safety and operational excellence.

### **Company Overview**

Stellar Aviation is a full-service FBO that provides fueling, hangar, tie-down, and ground support services to both transient and based aircraft. Our team has extensive experience in managing ramp operations and all types of GA aircraft, including the coordination of tie-down spaces for both transient and long-term clients. With a focus on delivering an exceptional experience, we cater to both general aviation enthusiasts and corporate clients, ensuring that each customer receives top-tier services. Some of those services include a public lobby with refreshments, free wi-fi and meeting areas, restrooms and hangar space on demand. Stellar also provides rental cars, complimentary shuttles to and from local destinations including restaurants, hotels and casinos as well as The City's municipal buildings and government offices.

### **Relevant Experience**

Our company has managed ramp and tie-down operations at various airports, including airports with high volumes of transient traffic. We offer:

Stellar Aviation Group | 2640 College Parkway | Carson City, NV 89706  
T: 775.877.5099 | F: 775.246.3029 | W: [www.stellaraviationgroup.com](http://www.stellaraviationgroup.com)



- **Professional Tie-Down Management:** Stellar Aviation has successfully managed tie-down spaces at all of our FBO locations, optimizing space for both monthly and transient customers. We employ best practices to ensure efficient use of space while maintaining clear communication with our clients for smooth operations.
- **Comprehensive Services:** In addition to tie-down management, Stellar Aviation offers essential services such as fueling (Jet A and AvGas), towing, aircraft maintenance support, and concierge services. Stellar also provides rental cars, complimentary shuttles to and from local destinations including restaurants, hotels and casinos as well as The City's municipal buildings and government offices.
- **Stellar Services:** Our ramp services are designed to accommodate aircraft of all sizes and types, from single-engine, rotary and turbine aircraft. In addition to our well-trained staff, we have a fleet of dedicated fueller trucks, including two Avgas trucks for redundancy and our commencing construction this month on a roughly \$1MM fuel farm with private money. We also have tugging equipment, state of the art mobile power units and lavatory servicing equipment.
- **Commitment to Safety:** Safety is at the forefront of all Stellar Aviation operations. Our team follows strict aviation regulations and adheres to rigorous safety protocols. All line technicians are NATA Safety 1<sup>st</sup> Certified. They also have extensive classroom and OJT experience with our Stellar 5 Star Standards Program that is highly respected throughout the industry and has been developed over the last three decades. Stellar ensures compliance with all Carson City Airport Regulations, FAA regulations and all Federal, State, and Local regulations and best practices. We have an excellent safety record and work very closely with the Carson City Airport to ensure a safe and efficient operating environment for all of its guests, based customers and visitors. Regular training for our staff ensures we remain up-to-date with the latest in safety and customer service practices including fire training and emergency response.
- **Customer Satisfaction:** Stellar Aviation is dedicated to providing exceptional customer experiences. Our FBO network has been Nationally recognized as a leader in outstanding customer experience and our comments from users at all of our locations on Air Nav reflect that. Our team is trained to offer personalized services, whether for transient pilots passing through or long-term customers utilizing our facilities on a monthly basis. We consistently receive positive feedback from our clients, who appreciate our attentive service and well-appointed and maintained facilities. Our based customers in Carson City enjoy all of the benefits of using our Reno location in cases of inclement weather free of charge and can enjoy one way rental cars back and forth should the need present itself.



Stellar Aviation recognizes the unique opportunities that the Carson City Airport offers. We are excited by the prospect of expanding our services to include the North-West Ramp tie-down spaces, and we are confident in our ability to provide top-tier management of the 25 available spaces.

- **On-Airport Personnel and Emergency Contacts/Service Capabilities:** Stellar Aviation has dedicated on-airport personnel to ensure the smooth operation of our services, and we are available to address any client needs promptly. Additionally, we maintain an emergency after-hours contact system to handle urgent and on demand service matters 24/7, ensuring both the safety of the aircraft and the satisfaction of our clients. In addition to our well trained staff, we have a fleet of dedicated fueller trucks, including two Avgas trucks for redundancy and our commencing construction this month on a roughly \$1MM fuel farm with private money. We also have tugging equipment, state of the art mobile power units and lavatory servicing equipment.

Our team is fully prepared to accommodate both transient and monthly clients, and we look forward to contributing to the airport's ongoing success.

## Conclusion

We believe that Stellar Aviation is an ideal partner for the North-West Ramp Tie-Down License Agreement. Our experience, dedication to safety, and focus on customer satisfaction align well with the objectives of Carson City Airport. We look forward to the opportunity to work together to enhance the services available at your airport.

Thank you for considering Stellar Aviation for this project. Should you have any questions or require further information, please do not hesitate to contact me.

Warm regards,

A handwritten signature in black ink, appearing to read "Brad D. Kost", is written over a light blue horizontal line.

**Brad D. Kost**

Chief Operating Officer

KRNO | KSPI | KLNA | KCXP

Stellar Aviation Group | 485 S. Rock Blvd | Reno, NV 89502

T: 775.800.4244 F: 775.246.3029 C: 561.212.8416

[bkost@fboassociates.com](mailto:bkost@fboassociates.com)

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