St. Johns County Airport Authority

RFP 2026-03 – 235/245 Hawkeye View Lane, St. Augustine, FL 32095

ADDENDUM 4

October 22, 2026

Question 1

Financial Capability and Confidentiality - Section 7.F / Attachment I

Recognizing the importance of demonstrating financial capability, would the Authority consider allowing established aviation operators to satisfy the initial financial qualification requirements through documented operating history, FAA certifications, existing aircraft operations and other appropriate evidence of business stability?

Answer 1

No. All proposers must submit the financial documentation required by Section 7.F with their proposal. The Authority will not substitute documented operating history, FAA certifications, or other evidence of business stability for the financial documentation required by Section 7.F, although such evidence may be submitted in addition to it and will be considered under the evaluation criteria.

Given the proprietary nature of privately held company financial records and individual ownership credit information, would the Authority permit detailed financial disclosures, if determined necessary, to be addressed separately with the selected proposer during final due diligence and lease negotiations, rather than requiring such disclosures from every applicant during initial competitive evaluation?

Answer 1

No. The Authority will not defer required financial disclosures to post-selection due diligence or lease negotiations. All proposers must submit the required financial documentation as part of the initial competitive evaluation. Proposers may designate financial statements, credit reports, and ownership information as trade secret or confidential under Attachment I, and the Authority will handle designated materials in accordance with Florida law.

Please clarify whether this approach would satisfy the initial requirements of Section 7.F, and whether the Authority would consider alternative financial verification methods that protect sensitive business and ownership information.

Answer 1
No. The proposed approach would not satisfy Section 7.F. The Authority will not accept alternative financial verification methods beyond those stated in the RFP or clarified by addendum. Confidentiality concerns are addressed through Attachment I.

Question 2
Facility Condition and Delivery - Sections 4, 5 and 12
Will the Authority provide a documented condition assessment of both hangars upon the current tenant's departure, identifying any existing deficiencies, required repairs and cleaning responsibilities before occupancy?

Answer 2
Yes, the Airport Authority will provide a documented condition assessment of both hangars following the current tenant's departure, identifying existing deficiencies, required repairs, and cleaning responsibilities before the new tenant takes occupancy.

Please clarify which initial building, grounds, pavement and interior repairs or improvements would be the responsibility of the Authority, outgoing tenant or incoming tenant.

Answer 2
Responsibilities are allocated as follows under the proposed lease included with the RFP.

Airport Authority: Responsible for maintenance and repairs to the roof and structural components pursuant to Section 9.C, and for apron pavement maintenance and repairs. The final lease will be conformed to reflect the Authority's responsibility for apron pavement. Under Section 9.C, costs attributable to the incoming tenant's actions or negligence are the tenant's responsibility.

Incoming tenant: Responsible during the lease term for maintaining and repairing the interior and exterior, excluding the roof, structural components, and apron pavement. This includes plumbing, heating and air conditioning, electrical systems, automatic-door systems, landscaping, and fire extinguishers, consistent with Section 9.A. Any specific initial repairs or improvements required of the incoming tenant will be identified in the schedule of required repairs attached to the lease as its Exhibit B (distinct from RFP Exhibit B, Consent to Encumbrance), pursuant to Section 9.D. Alterations and improvements require prior written Authority approval under Section 10.B.
Outgoing tenant: Responsible for satisfying the repair, maintenance, cleaning, and surrender obligations established in its existing lease.

Specific initial deficiencies and required work will be identified through the condition assessment of the outgoing tenant's departure.

Question 3
Building Systems and Maintenance Responsibilities
Can the Authority provide available inspection and maintenance records for the roofs, hangar doors, HVAC, electrical, plumbing, drainage and security systems? Please clarify responsibility for existing deficiencies, routine maintenance, major equipment replacement and structural repairs, including which costs may be passed through as additional tenant expenses.

Answer 3
Yes, the Airport Authority will provide available inspection and maintenance records for the roofs, hangar doors, HVAC, electrical, plumbing, drainage, and security systems.

Maintenance and repair responsibilities are addressed in the preceding response and in Section 9 of the proposed lease. The Authority is responsible for the roof and structural components under Section 9.C, and for apron pavement. The incoming tenant's maintenance and repair obligations are outlined in Section 9.A, including routine maintenance and replacement of building systems and components such as hangar doors, HVAC, electrical, plumbing, and security systems. Site drainage serving more than the premises will be addressed in the final lease.

Existing deficiencies will be identified through the condition assessment, with any required incoming-tenant repairs specified in the lease's schedule of required repairs (lease Exhibit B) pursuant to Section 9.D. The outgoing tenant's obligations are governed by its existing lease.

Under Section 9.A, if the incoming tenant fails to perform required maintenance or repairs, the Authority may perform the work and charge the costs as additional rent. Under Section 9.C, the tenant is also responsible for reasonable roof or structural repair costs attributable to its actions or negligence.

Question 4
Occupancy Costs and Lease Terms
Please provide the most recent available annual NNN expenses, including insurance, property taxes, common-area maintenance and other required charges.

Please also clarify security deposit requirements, renewal options, rent escalations and any scheduled market-rent adjustments during the proposed lease term.

Answer 4 (NNN expenses)
The premises at 235 and 245 Hawkeye View Lane are a single-tenant site. There is no pro-rata allocation; the tenant bears 100% of the costs attributable to its occupancy. Under the existing lease, the Authority bills one pass-through charge — ad valorem taxes — and no others. The tenant's annual obligations beyond base rent are:

Ad valorem taxes and assessments on the leasehold interest (s. 196.199, F.S.): $13,438.08 per year ($1,119.84 per month). Paid by the Authority and billed to the tenant monthly as additional rent at 1/12 of the annual bill; adjusted each year to the actual tax bill.

Insurance: Tenant-procured; varies by operation. The tenant carries its own property and liability coverages meeting Attachment H and must provide the Authority with certificates of insurance evidencing coverage before occupancy

and at each renewal. The Authority insures the buildings and does not pass the premium through.

Common-area maintenance: None assessed. The Authority maintains the roof, structure, apron pavement, and access gate at its own cost. The tenant maintains all else, including building systems, finishes, doors, landscaping, and fire extinguishers (Lease Section 9.A).

AOA access badges: Currently $30 per new badge, $20 per renewal, and $50 per lost badge, per the Authority's Rates and Charges. Rates are subject to change by the Authority. Annual total depends on tenant headcount.

Utilities: Tenant-paid directly to providers; not tracked by the Authority (Lease Section 7).

Commercial operating agreement: Depending on the nature of the business conducted on the premises, the tenant may also be required to enter into a separate operating agreement under the Authority's Minimum Commercial Aviation Operating Standards. Any fees under that agreement are in addition to the lease rate.

The tax figure reflects the most recent annual bill as billed under the existing lease and will vary with the Property Appraiser's assessment of the leasehold and the selected proposer's improvements. The reference to insurance premiums in Lease Section 4.C refers to the tenant's own required coverages; the final lease will be conformed to the structure described above. Figures are provided for information only. Proposers should conduct their own due diligence.

Answer 4 (lease terms)

Renewal options, rent escalation, market-rent adjustments, and the security deposit are addressed in RFP Section 12, Items 4–6 (page 21), and Lease Sections 3–5 (pages 2–3). In summary: two renewal options of five years each, on terms mutually agreed in writing; annual escalation by CPI-U, capped at 5%; at each fifth anniversary the Authority may reset Base Rent to fair market value established by MAI appraisal, never below the rent then in effect; and a security deposit. Proposers state their proposed security deposit in Section 7.J. The

Authority will require a security deposit of not less than one month's Base Rent; the final amount will be established in the lease.

Question 5
Aviation Operations, Fuel and Passenger Services
May an approved FAA Part 135 operator conduct direct charter passenger arrivals and departures from the leased facilities, including aircraft management, fractional ownership operations and associated ground support?

Answer 5
Yes, subject to applicable FAA and TSA requirements, the Airport Minimum Standards, and the permitted uses under the lease. An FAA Part 135 operator may conduct charter passenger arrivals and departures from the leased facilities, including aircraft management, fractional ownership operations, and associated ground support for its own operations.

Please clarify any restrictions involving Jet A fuel delivery, self-fueling approvals, approved service providers, aircraft towing, ramp access and Bahamas/international operations.

Answer 5
Fuel: The tenant may not operate a Fixed Base Operator or sell or dispense aviation fuel to third parties (Lease Section 6.B). The Authority reserves the exclusive right to sell aviation fuel at the Airport. Self-fueling of the tenant's own aircraft, including delivery of Jet A by a third-party supplier to the tenant's own approved storage equipment, is permitted only under a self-fueling permit issued in accordance with the Minimum Standards and the Authority's self-fueling guidelines. Ground support, aircraft towing, and ramp access are subject to the Minimum Standards and Airport Rules and Regulations. International operations may clear through the on-site U.S. Customs and Border Protection facility, subject to CBP's hours, requirements, and advance-notice procedures. All operations remain subject to applicable federal, state, and local requirements, including FAA, TSA, FDOT, and environmental regulations.

Question 6
Aircraft Access, Facility Measurements and Site Boundaries

Please confirm the actual usable hangar door dimensions, interior aircraft clearances, aircraft movement restrictions, apron boundaries and parking areas available to the incoming tenant.

Are there any anticipated airfield, apron, drainage or access improvements that could affect the property's operations during the proposed lease term?

Answer 6

Hangar door and clear-height plans for both buildings are attached (24-foot door height; approximately 25-foot clear height). Apron boundaries and vehicle parking are shown in RFP Section 4 and the site sketch included with the lease. Aircraft movement on the apron and taxiways is governed by the Airport Rules and Regulations and FAA requirements. Two Authority projects are currently programmed that may affect the premises during the lease term: (1) realignment of Hawkeye View Lane, with construction anticipated to begin in summer 2027, which will affect landside access to the premises during construction. Based on the current design prepared by the Authority's engineering consultants, the realignment will not change the size or boundaries of the premises, the apron, the vehicle parking area, or the site sketch included with the lease. The Authority will coordinate with the tenant to maintain reasonable access during construction; and (2) rehabilitation of Taxiway A, anticipated in 2028. No other airfield, apron, drainage, or access projects affecting the premises are currently programmed.

Question 7

Facility Improvements and Permitted Activities

Please clarify the approval process for interior refurbishment, exterior painting, signage, lighting, security upgrades and other improvements intended to maintain and improve the facility.

Answer 7

Interior refurbishment, exterior painting, signage, lighting, security upgrades, and other alterations or improvements require the Authority's prior written approval under Lease Section 10. Submit plans and specifications to the Executive Director for review and approval.

Would occasional approved aviation showcases, client events or nonprofit aviation-related activities be permitted, subject to airport safety and operational requirements?

Answer 7
Occasional aviation showcases, client events, and nonprofit aviation-related activities may be permitted with the Authority's prior written approval, subject to the Minimum Standards, Airport Rules and Regulations, safety and security requirements, and any additional insurance the Authority may require for the event.

Question 8
Required Documentation and Proposal Submission
Please confirm that all required proposal forms and exhibits have been provided, including Exhibit D, and clarify whether supporting documents such as certifications, financial exhibits and other attachments count toward the 30-page proposal limit.

Answer 8
Exhibit D was not included in the original RFP and is now posted at www.sa-airport.com and on DemandStar. The 30-page limit in Section 8 includes the cover letter and the narrative responses to Section 7. The required forms in Section 13 and the financial statements, projections, credit reports, and certifications submitted under Section 7.F do not count toward the limit.www.sa-airport.com

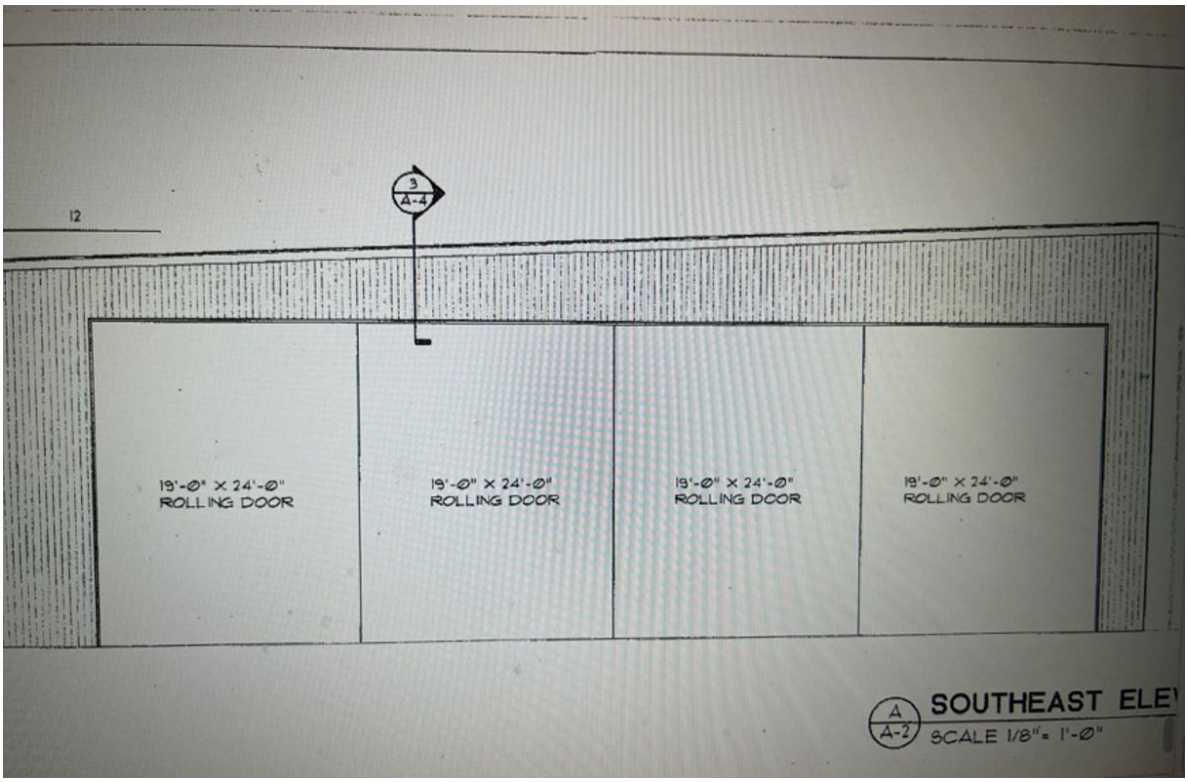
Please also confirm whether any online submission is required or accepted in addition to the sealed printed copies and USB drive specified in Section 8, and how amendments and clarifications will be distributed.

Answer 8
No online submission is required or accepted. Proposals must be submitted in the sealed package specified in Section 8, including the required printed copies, USB drive, and application fee.

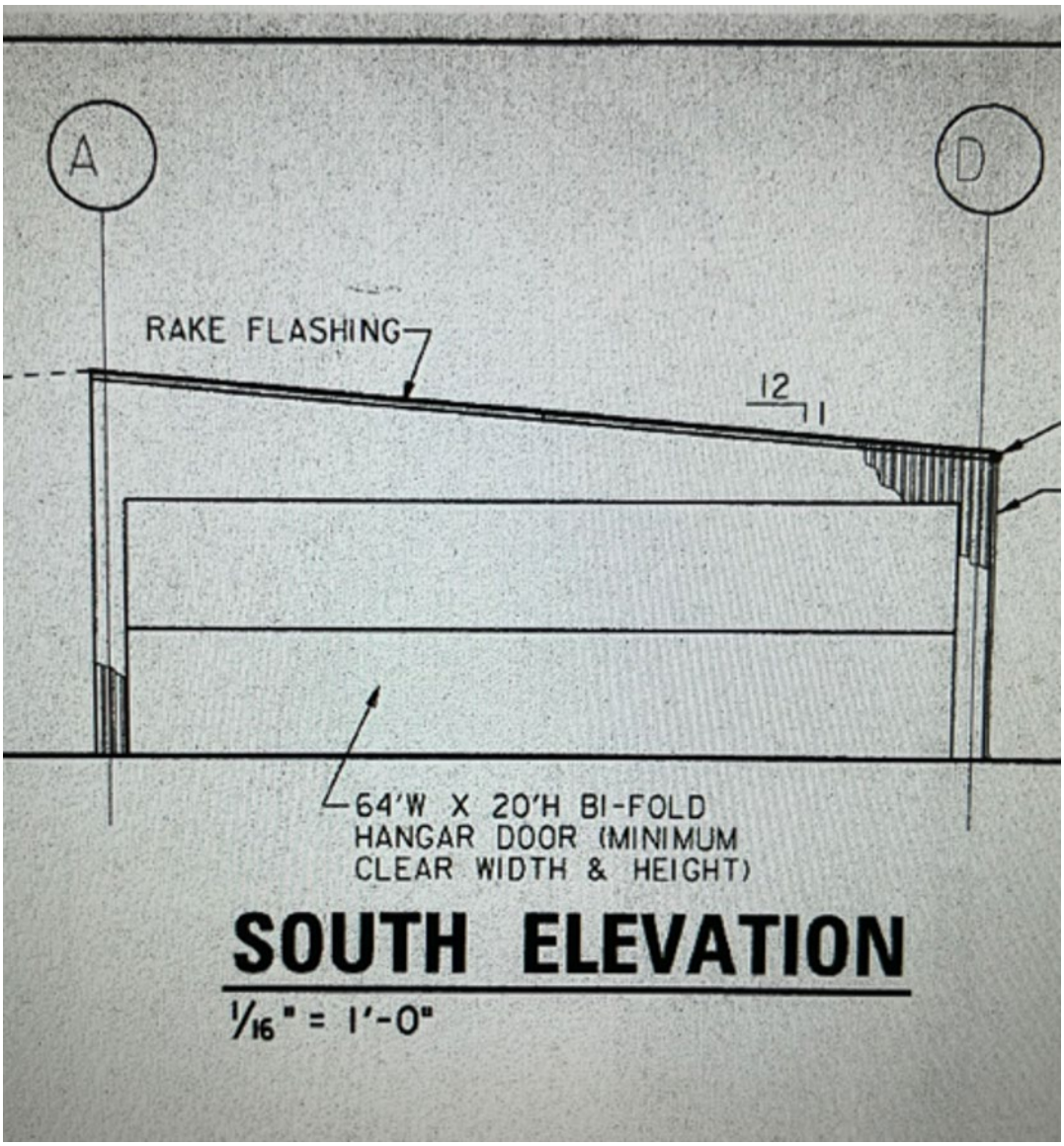
All amendments and clarifications will be issued through written addenda and posted on the Airport's website and DemandStar. Proposers are responsible for

monitoring both platforms, obtaining all addenda, and acknowledging receipt on Attachment A.

245 Hawkeye View Lane Hangar Door Dimensions



<u>235 Hawkeye View Lane Hangar Door Dimensions</u>



SOUTH ELEVATION

1/16" = 1'-0"