



**REQUEST FOR PROPOSALS TO OPERATE NON-  
EXCLUSIVE CAR RENTAL CONCESSIONS**

Bozeman Yellowstone International Airport

The Gallatin Airport Authority invites car rental concessionaires to submit proposals in response to the RFP for non-exclusive car rental services at Bozeman Yellowstone International Airport.

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## Introduction

The Gallatin Airport Authority (Authority) located in Belgrade, MT invites qualified and interested parties to submit proposals to operate non-exclusive in terminal rental car concessions at Bozeman Yellowstone International Airport (Airport). The Authority wishes to enter into non-exclusive “Concession Agreements” with business entities (Proposers) that demonstrate to the Authority’s satisfaction the experience and qualifications necessary to successfully operate car rental concessions at the Airport. The term of the Concession Agreements shall be five (5) years starting October 1, 2026. The Authority reserves the right to extend the Concession Agreement for an additional three (3) years.

## Proposal Schedule

RFP Issue Date	April 30, 2026
Mandatory Pre-Proposal Meeting	June 10, 2026
Deadline for Questions and Clarifications	June 19, 2026
Proposals Due Date	June 25, 2026 @ 12:00 PM MST
Agreement Award for Successful Proposers	July 9, 2026

## Background:

The Airport began as a municipally owned and operated airport in 1941. In 1972, the Airport became owned and operated by the Gallatin Airport Authority by Resolution. The Airport serves the southwest region of the state, including Gallatin, Broadwater, Jefferson, Madison, Meagher and Park counties. It is the primary commercial airport serving the Yellowstone National Park region. Major employers in the region are government, retail trade, service, tourism, manufacturing and agriculture. The Airport is located approximately eight miles west of the city of Bozeman and two miles east of the city of Belgrade.

The airport ranks as the 8<sup>th</sup> busiest passenger airport in the seven-state FAA Northwest Mountain Region (WA, OR, ID, MT, WY, UT and CO), and is the busiest airport in Montana with approximately 3 million passengers using the Airport every year. The Airport currently has scheduled passenger service provided by eight airlines (Alaska, Allegiant, American, Delta, JetBlue, Southwest, Sun Country and United).

## Passenger Traffic and Revenue:

A majority of passenger traffic is origin and destination through connecting hubs with seasonal point-to-point service. FY 2025 enplanements were 1,340,656 with an annual growth rate of 16.72% the past five years.

### HISTORICAL PASSENGERS (FY)

Year	Enplanements	Deplanements	Total
2021	618,964	622,708	1,241,672
2022	1,124,292	1,117,217	2,241,509
2023	1,169,924	1,168,597	2,338,521
2024	1,207,758	1,273,073	2,480,831

2025	1,340,656	1,338,927	2,679,583
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**Gross Car Rental Revenue and Transaction Days as Reported by Incumbents (FY)**

Year	Gross Revenue	Transaction Days
2021	\$49,689,760	573,617
2022	\$88,149,430	832,852
2023	\$83,587,710	865,625
2024	\$93,067,690	952,877
2025	\$100,185,733	1,075,519

NOTICE: These figures are only offered as assistance. The AUTHORITY does not guarantee that future revenue, enplanements or transaction days will equal or exceed past years.

**Minimum Services and Operating Standards**

The Proposers agree to operate at a first-class standard and to provide the public with reliable, prompt, and efficient service under this agreement. This includes, but is not limited to, maintaining an adequate fleet of newer vehicles (no more than two model years old) with low mileage, all kept in excellent operating and mechanical condition by the Proposer.

The Proposer shall maintain an active, qualified, and experienced manager—or other authorized representative—at the Airport or within the surrounding area to oversee and supervise the concession. At all times, the Proposer shall employ a sufficient number of trained personnel to operate the concession at a first-class standard. All personnel must maintain a neat and professional appearance and perform their duties in a courteous and efficient manner to ensure prompt service and a high-quality operation. The Proposer and its employees shall conduct themselves professionally in all interactions with passengers and Airport staff.

Concession operations shall be open to the public every day. Proposer’s counter must be open at least one (1) hour beyond the last airline arrival. As flight schedules are subject to delay, Proposers must be flexible with hours.

Proposer shall make sure that personnel and authorized representatives do not race, speed, or operate motor vehicles in an unsafe manner on Airport property. Any violations observed may be cited by the GAA Public Safety Department and will be reported to Proposer’s appointed manager for immediate correction

All vehicles returned by the customer to the designated return parking space must be vacated within a reasonable time as not to impede with the operations of other Proposers.

Proposer agrees to maintain all premises leased at the Airport in a neat, clean, safe condition at all times.

Proposer shall fully comply with the Customer Facility Charge (CFC) which requires collection of the CFC established as a transaction/day fee that will be charged to rental car customers by the operator and remitted to the Authority monthly.

Proposer shall fully comply with all Transportation Security Administration (TSA) and Federal Aviation Administration (FAA) regulations, including security requirements and Airport Rules and Regulations.

## Business Terms

### Number of Concession Agreements

The Authority may award up to four (4) non-exclusive terminal On- Airport Rental Car Concession Agreements. If a fourth Concession Agreement is accepted, onboarding would take place in 2028 when new counters and office space is complete.

The Authority may also award one (1) out-of-terminal, non-exclusive On-Airport Rental Car Concession Agreement to a concessionaire that provides rental car services to airport patrons but will not be granted terminal space for offices or customer counters. The out-of-terminal concessionaire will be required to pay the MAG, concession fees, and CFCs.

The Authority reserves the right to enter into future non-exclusive Concession Agreements for car rental operations provided the terms or conditions are not more favorable than those granted to successful Proposers.

Each business entity will be allowed to operate up to three (3) separate brands. Each corporate entity will be allowed to submit one (1) proposal.

### Rent

- Exclusive, conditioned terminal space is \$28.00 per square foot, per year (subject to reevaluation)
- Exclusive land \$0.50 per square foot, per year (subject to reevaluation)

*Rent will be adjusted anytime a similar adjustment is made to Airline Rates and Charges*

### Concession Fee

The Authority requires a ten percent (10%) concession fee on gross receipts for the right and privilege of operating at the Airport. Gross receipts shall mean all monies paid or payable to the concessionaire for all sales and services authorized under the Concession Agreement.

### Minimum Annual Guarantee (MAG)

The Authority requires a MAG of \$450,000 from each concessionaire, each agreement year, for the first five years. If the Agreement should be extended, the Authority will re-establish the MAG for successive years.

### Capital Projects and Customer Facility Charge (CFC)

The Authority is currently paying down the cost of the RAC parking garage, which is expected to be fully repaid by 2030, assuming CFC revenues remain steady. It is also planning to construct an additional parking garage, overflow parking, and access roads for rental car concessionaires. In addition, the Authority intends to build another preparation facility for these concessionaires. The total estimated cost of these capital improvements is \$90,000,000, with an amortization schedule of 15 years using the proposed CFC rate.

The Authority proposes a \$7.00 CFC per transaction day (maximum of fourteen days) for O&M of the parking garage, consolidated car wash, fuel facility and future RAC capital projects.

Capital	\$5.25
O&M Car Wash/Fuel Facility/Parking Garage	\$1.75
<u>Total</u>	<u>\$7.00</u>

## Insurance

Proposer shall maintain in effect at all times during the term of the Agreement, insurance in the following amounts:

Comprehensive General Public Liability	\$1,000,000 per each occurrence \$2,000,000 aggregate limit
Comprehensive Automotive Liability	\$1,000,000 per each occurrence
Worker's Compensation	Montana Statutory Requirements

## Assignment of Existing Premises to Successful Incumbent Proposers

Existing counters, office space, queuing areas and parking garage/surface lot allocation will be based on the incumbent rental car companies that are successfully chosen and based on market share (measured by gross revenue) from April 1, 2025 thru March 31, 2026.

The Authority is undertaking an ambitious terminal expansion project that includes new baggage carousels, as well as RAC offices and counters. Once the new counters, offices, and queuing areas are ready for occupancy, allocations will be determined based on market share for the period from April 1, 2025, through March 31, 2026.

## Proposer Qualifications

In order to ensure a high level of service to the traveling public, the Authority will consider only proposals from business entities with experience in the rental car business. Therefore, each Proposer must demonstrate that:

- Proposer has been engaged in the retail rental car business for at least the last five (5) years
- Proposer can provide a fleet of no less than 200 rental cars (outside commercial terminal operators may be exempt).
- Proposer has produced gross revenues of at least \$4,000,000 in each of the past (5) years

Proposals from Proposers who fail to meet these minimum qualifications may not be considered.

## Proposal Evaluation:

Properly completed proposals will be reviewed by staff. Based upon staff review, a short list of qualified Proposers *may* be interviewed. Following any interviews (if needed), staff will recommend to the GAA Board the Proposers they feel are best qualified to undertake rental car concession operations. Proposer evaluation will be evaluated on the following items:

1. Information provided in the Proposer Information Sheet (Appendix A)
2. Acknowledgement of the Minimum Annual Guarantee, CFC, and Concession Fee Requirements (Appendix B)
3. Ability to meet or exceed ACDBE requirements (Appendix C)

Prior to the acceptance or rejection of any Proposals, the Authority reserves the right to require submission of additional evidence of proposals, experience, financial ability, or the ability to provide the required services needed to operate a Concession in a manner commensurate with the highest standards of similar operations. The Authority reserves the right to reject any or all Proposals.

## Unacceptable Proposals:

The AUTHORITY considers any of the following causes to be sufficient for disqualification of a Proposer and rejection of a proposal:

- Evidence of collusion among Proposer
- Failure to meet Minimum Revenue Guarantee
- Failure to meet minimum qualifications
- Failure to attend (Virtual or in Person) Mandatory Pre-Proposal Meeting
- The Authority reserves the right to disqualify any Proposer who, during the last five years, has had an agreement or contract canceled by a public agency.

## Contact Person:

All questions and clarifications shall be submitted in writing to [aaron.collins@bozemanairport.com](mailto:aaron.collins@bozemanairport.com) prior to the Q&A deadline of June 19, 2026.

The Contact person will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Response to Clarification Request due date. Concessionaires should rely only on the representations, statements or explanations that are contained in the RFP and any written addendum to this RFP. Where there seems to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

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Belgrade, MT, 59714  
[Aaron.collins@bozemanairport.com](mailto:Aaron.collins@bozemanairport.com)  
(406) 898-3609

## Proposal Format

### Proposal must only include the FOLLOWING ITEMS:

- (1) Letter of Introduction (1 page max, 12pt font size)
- (2) Complete the Proposer Information Sheet: **Appendix A**
- (3) Acknowledgement of the Minimum Annual Guarantee (MAG), Concession Fee, and Customer Facility Charge (CFC) requirements: **Appendix B**
- (4) Ability to meet or exceed ACDBE requirements: **Appendix C**

### Proposal Forms:

- (1) **Proposer Information Sheet.** *Appendix A*
- (2) **Acknowledgement of the Minimum Annual Guarantee, Concession Fee, and Customer Facility Charge (CFC).** *Appendix B*
- (3) **ACDBE Acknowledgement Form.** *Appendix C*

## Disadvantage Business Enterprises and Discrimination

### Disadvantage Business Enterprises (ACDBE):

The Gallatin Airport Authority has established an Airport Concession Disadvantage Business Enterprise Program (ACDBE) in accordance with U.S. Department of Transportation 49 CFR Part 23. Therefore, the Authority requires concessionaires to report annual utilization of ACDBE's. However, the changes to the DOT ACDBE qualification process have not been fully realized. As such, Proposers shall demonstrate flexibility and a commitment to making best-faith efforts to establish partnerships with ACDBE firms upon release of formal guidance.

### Discrimination

As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. Guidelines for Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects Issued on December 19, 2025 Page 27. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any

enforcement action as authorized by law.

## Facilities

The Airport is undertaking a five (5) year \$200M terminal remodel that will greatly increase the passenger experience with new food and beverage concessions, additional commercial airline gates, a state-of-the-art baggage carousel, additional TSA checkpoint and new car rental counters and offices located in the baggage claim area.

### Current Counters:

The existing rental car counters and office spaces used by current operators will remain in place if those operators are reselected, until the new counters and offices are completed. If a fourth operator is chosen, that Proposer will not be allowed to begin operations until new counter space becomes available or additional counter space is provided.

Additional offices adjacent to the parking garage are available for Proposers at the Terminal rate.

Location in Parking Garage	SF
1 <sup>st</sup> floor	253
2 <sup>nd</sup> floor	586
3 <sup>rd</sup> floor	586
4 <sup>th</sup> floor	586

### Future Counters:

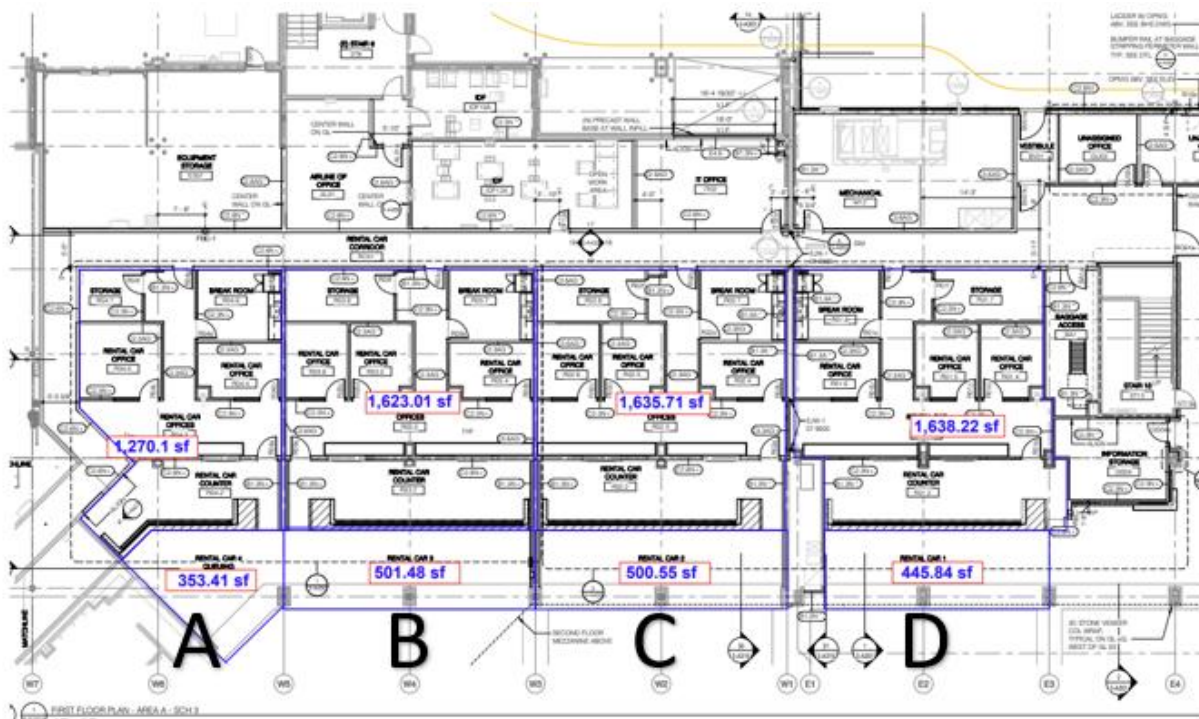
The future rental car counters and office space are anticipated to be ready for occupancy by mid-2028. However, depending on construction progress, earlier move-in dates may become available.

The future rental car counters and offices, as designed by the Authority, will be offered in four (4) configuration options. These options will be allocated among successful incumbent Proposers based on their market share from the previous year and new concessionaires will be assigned based on anticipated activity levels.

Rental Car queuing areas for customer will be required to be leased along with the offices and customer counters at the established Terminal rate. The designed square footage of each location is below.

Terminal Office	Sq Ft	Queuing SF
A	1,270	353
B	1,623	501
C	1,636	501
D	1,638	446

**EXHIBIT: 1**



**Consolidated Quick Turn Facility (QTF)**

The Authority owns, operates, and maintains a four-bay car wash, two vacuum and service facilities with three bays and six bays respectively, and a community fuel island.

Car wash bays are common-use and shall be shared by all successful Proposers, Proposers shall be allocated exclusive space in the prep/ vacuum bay based on market share.

## Multi-Use Parking Garage:



- Four (4) Floors on the east end of the terminal
- 341,000 total sq ft.
- 309,800 sq ft dedicated to rental car operations
- 31,270 sq ft dedicated to public parking

The airport features a large four-level garage primarily used for rental car operations, with the exception of 92 parking spaces on the first floor reserved for premium parking for travelers.

The concessionaire will be allocated space within the parking garage based on market share, to the extent reasonably practical, and subject to the Authority's reasonable discretion and determination of best overall fit.

The East Terminal Expansion project will add a new TSA checkpoint, featuring direct access from the second floor of the parking garage to the checkpoint.

## Surface Parking

Additional paved surface parking is available for lease adjacent to the Quick Turn Facility (QTF), with allocation based on market share.

Additional undeveloped surface parking is also available on the south side of the airport. The Authority has reserved approximately seven (7) acres for rental car storage and overflow; this area must be upgraded from its current condition to a paved parking facility with security lighting, fencing, and landscaping by the concessionaire. The Authority will restrict overflow parking in vacant lots and roadways not leased by the concessionaire. The Authority is planning to fund the access road from Wings Way to Airport Road through CFC collection. (Exhibit: 2)



## Appendix A

### PROPOSER INFORMATION SHEET (Use format illustrated below)

#### 1. Company Overview

- Legal Company Name:
- DBA (if applicable)
- Year Established
- State/ Country of Incorporation
- Corporate Headquarters Address
- Website URL
- **Brief Company Description:**  
(Provide a concise overview of your company, including core services, market presence, and differentiators in the car rental industry. *1 page max, 12 pt font size*)

#### 2. Business Structure & Ownership

- Business Type: (e.g., Corporation, LLC, Partnership)
- Ownership Structure
- Parent Company (if applicable)
- Key Executives:
  - Name/ Title / Years with Company
  - Name/ Title / Years with Company

#### 3. Experience & Qualifications

- Years of Experience in Car Rental Industry:
- Description of Relevant Experience:  
(Include experience serving similar clients, industries, or contract sizes. *1 page max, 12pt font size*)
- Key Differentiators:  
(Explain advantages such as innovation, pricing flexibility, customer service improvements, or technology. *1 page max, 12pt font size*)

#### 4. Fleet Information

- Total Fleet Size:
- Vehicle Categories Offered: (e.g., economy, SUV, luxury, trucks)
- Average Fleet Age:
- Fuel Types Available: (e.g., gasoline, hybrid, electric)

#### 5. Service Capabilities

- Geographic Coverage:  
(List regions, cities, or service areas.)

- Delivery & Pickup Options:  
(Describe availability and process.)
- Reservation Methods:  
(e.g., online platform, mobile app, phone support)
- Customer Support Availability:  
(Hours of operation, support channels)

## 6. Technology & Systems

- Reservation/Booking System:  
(Describe platform capabilities.)
- Integration Capabilities:  
(Compatibility with corporate travel systems, APIs, etc.)

## 7. Pricing & Cost Structure

- General Pricing Model:  
(Daily, weekly, corporate rates, etc.)
- Discount Programs:  
Additional Fees (if applicable):  
(e.g., insurance, mileage, late returns)

## 8. Compliance & Insurance

- Licenses & Certifications:  
(List relevant regulatory compliance.)
- Insurance Coverage:  
(Provide details on liability, vehicle coverage, etc.)
- Safety Policies:  
(Driver safety, vehicle inspections, etc.)

## 9. References

Provide at least three (3) client references:

- Client Name:  
Contact Person / Title:  
Contact Information:  
Services Provided:
- Client Name:  
Contact Person / Title:  
Contact Information:  
Services Provided:
- Client Name:  
Contact Person / Title:  
Contact Information:  
Services Provided:

10. Additional Information

- (Include any other relevant details that support your proposal, such as sustainability initiatives, diversity programs, or value-added services. *1 page max, 12pt font size*)

11. Certification

I certify that the information provided in this **Proposer Information Sheet** is accurate and complete to the best of my knowledge.

Authorized Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B

### Acknowledgement of Maximum Minimum Guarantee (MAG), Concession Fee, and Customer Facility Charge (CFC)

Proposer (Rental Car Company): \_\_\_\_\_

**Purpose:** This document confirms the Concessionaire’s understanding and acceptance of the financial obligations associated with operating rental car services under the Concession Agreement, including the Minimum Annual Guarantee (MAG), Concession Fee structure and Customer Facility Charge (CFC).

The Concessionaire hereby acknowledges and agrees to the following:

- MAG Amount: \$450,000 per contract year
- Concession Fee: 10% of Gross Revenues
- CFC Amount: \$7.00 per transaction day (maximum of 14 days)

Authorized Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### ACDBE Acknowledgement Form:

The Gallatin Airport Authority has established an Airport Concession Disadvantage Business Enterprise Program (ACDBE) in accordance with U.S. Department of Transportation 49 CFR Part 23. Therefore, the Authority requires concessionaires to report annual utilization of ACDBE's. However, the changes to the DOT ACDBE qualification process have not been fully realized. As such, Proposers shall demonstrate flexibility and a commitment to making best-faith efforts to establish partnerships with ACDBE firms upon release of formal guidance.

Authorized Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_