BZN Bozeman Yellowstone INTERNATIONAL AIRPORT

REQUEST FOR PROPOSALS (RFP)

In-Terminal Ground Transportation Concession Agreement

Gallatin Airport Authority
Bozeman Yellowstone International Airport (BZN)
Issue Date: August 11,2026
Proposal Due Date: August 28, 2026 @ 12:00pm MST
Contract Term: Five (5) Years

1. Introduction

The Gallatin Airport Authority ("Authority"), owner and operator of Bozeman Yellowstone International Airport (BZN), invites qualified ground transportation operators to submit proposals for a non- exclusive In-Terminal Ground Transportation Concession Agreement. The selected concessionaire shall provide professionally managed airport shuttle transportation services utilizing designated airport facilities and operating in accordance with all applicable federal, state, local, and Airport rules and regulations.

The Authority intends to award one (1) five-year concession agreement to the responsive and responsible proposer offering the highest Minimum Annual Guarantee (MAG).

2. Airport Information

Bozeman Yellowstone International Airport (BZN) is one of the fastest growing commercial service airports in the United States and serves approximately 3 million annual passengers traveling throughout Montana and the Greater Yellowstone region.
The Authority seeks a concessionaire capable of providing safe, reliable, customer-focused airport shuttle transportation services that enhance the passenger experience.

3. Scope of Services

The successful proposer shall provide:

- Shared ride airport shuttle service
- Scheduled shuttle transportation
- On-demand airport shuttle transportation
- Passenger assistance
- Baggage assistance
- Customer service at an in-terminal service counter

Permitted transportation under this Agreement is limited to airport shuttle service. Taxi, transportation network company (TNC), or other transportation services are not authorized unless specifically approved in writing by the Authority.

4. Facilities Included

The successful proposer shall receive the following exclusive use of Airport facilities:

A. In-Terminal Counter and Office Space

The in-terminal exclusive use space will be leased by the successful proposer at the Airport Authority approved rate.

One staffed customer service counter located within the passenger terminal for reservations, ticketing, customer assistance, and passenger information. Dedicated office space within the terminal or Airport property for administrative and operational purposes. The finished area is approximately 365 sq. ft. and the annual terminal finished rate is $28.00 sq ft. totaling $10,220 annually or $851.67 monthly.

The Authority shall provide the successful concessionaire:

- One (1) in-terminal customer service counter
- Dedicated office space
- Eight (8) vehicle storage spaces
- Access to designated passenger loading and unloading areas
- One (1) exclusive use parking spot at ground transportation loading/ unloading area

Airport operational support consistent with Airport policies. The concessionaire shall be responsible for furnishing and maintaining all office equipment, computers, communications equipment, furniture, signage, and operational supplies necessary to conduct its business.

B. Vehicle Storage

The airport will also provide eight (8) designated vehicle storage/parking spaces for concession vehicles and one curbside parking location located in the ground transportation pick up and drop off area.

The Authority reserves the right to relocate assigned space when operationally necessary.

5. Term

The initial Agreement shall be for five (5) years beginning on October 1, 2026.

The Authority reserves the right to negotiate extension options if determined to be in the best interest of the Airport.

6. Financial Proposal

A. Minimum Annual Guarantee (MAG)

The proposer shall offer an annual Minimum Annual Guarantee (MAG). The minimum amount accepted by the Authority is a **$50,000 annual MAG.** The MAG shall represent the minimum annual payment due to the Authority regardless of passenger activity. The Authority intends to award the Agreement to the responsive and responsible proposer offering the highest MAG (Appendix A: Financial Proposal Form)

B. Trip Fees

In addition to the MAG, the concessionaire shall pay the following per-trip concession fees:

1–6 Passenger Seats	**$2.00 Per Trip**
7–15 Passenger Seats	**$4.00 Per Trip**
16+ Passenger Seats	**$1.50 Per Passenger**

Trip fees shall be reported and remitted monthly in accordance with procedures established by the Authority. The Authority reserves the right to audit all trip records.

The Authority reserves the right to increase or decrease the per-trip concession fee

7. Minimum Qualifications

Proposers shall demonstrate:

- Minimum three (3) years of experience operating airport shuttle transportation services or similar transportation operations.
- Financial capability to operate the concession.
- Valid business licenses.
- Appropriate commercial insurance.
- Compliance with all applicable federal, state, and local regulations.
- Ability to provide sufficient staffing and vehicles to meet passenger demand.

8. Operating Requirements

The concessionaire shall:

- Maintain professional customer service standards.
- Operate clean, safe, and well-maintained vehicles.
- Maintain all required insurance.
- Comply with FAA, TSA, Airport, and Authority regulations.
- Ensure drivers possess all required licenses and qualifications.
- Maintain continuous communication capability with dispatch and Airport personnel.
- Keep the assigned counter staffed during required operating hours established by the Authority.

9. Reporting Requirements

The concessionaire shall provide monthly reports including:

- Total passenger trips
- Number of vehicle trips by vehicle category
- Gross revenue
- Trip fee calculations
- MAG reconciliation

- Fleet inventory
- Operational issues upon request

Records shall be retained for a minimum of three (3) years.

10. Insurance Requirements

Prior to execution of the Agreement, the successful proposer shall provide certificates evidencing insurance including:

- Commercial General Liability
- Automobile Liability
- Workers' Compensation
- Employer's Liability
- Umbrella/Excess Liability (if required)

Coverage limits shall be established by the Authority.

11. Proposal Contents

Each proposal shall include the requirements set forth in Section 11. Font size shall be no smaller than 12 pt.:

A. Cover Letter (1 pg. max)

Including contact information and authorized signature.

B. Company Information (2 pages max)

- Legal name
- Ownership
- Headquarters
- Years in business

C. Experience (1 page max)

Description of airport transportation experience including similar contracts.

D. Operations (Plan 2 pages max)

Including:

- Fleet description
- Staffing plan
- Hours of operation
- Dispatch procedures
- Customer service approach
- Vehicle maintenance program

E. Financial Proposal (Appendix A)

- Proposed Minimum Annual Guarantee (MAG). Completion of Appendix A
- Financial capability

F. ACDBE (Appendix B)

- Completion of the ACDBE Acknowledgement Form (Appendix B)

G. References (1 page max)

Provide at least three references from airport or governmental clients.

12. Evaluation

Proposals shall first be evaluated for responsiveness and responsibility.
Among responsive and responsible proposers, the concession agreement shall be awarded to the proposed offering the highest Minimum Annual Guarantee (MAG).
The Authority reserves the right to:

- Reject any or all proposals.
- Request clarification.
- Verify proposal information.
- Negotiate final contract terms.
- Waive informalities.
- Cancel or reissue this RFP.

13. Schedule

Milestone	Date
RFP Issued	August 11, 2026
Questions Due	August 21, 2026
Responses Issued	August 25, 2026
Proposal Due Date	**August 28, 2026 12:00 PM MST**
Contract Execution	September 10, 2026
Commencement of Operations	October 1, 2026

14. Proposal and Question Submission

Submit one electronic copy to:
Aaron.collins@bozemanairport.com
Or one PDF by mail to:
850 Gallatin Field Road Suite #6
Belgrade, MT 59714
Attn: Aaron Collins; GT Concessions RFP Response

All questions regarding this RFP must be submitted in writing prior to the August 21, 2026 deadline. Answers will be posted on the Bozeman Yellowstone International Airport website.

15. Reservation of Rights

The Gallatin Airport Authority reserves the right to reject any or all proposals, waive technicalities or irregularities, negotiate with the highest-ranked proposer, request additional information, and award the Agreement in the manner deemed to be in the best interest of the Authority.

16. Airport Concessions 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.

The Authority encourages the participation of certified Airport Concessionaire Disadvantaged Business Enterprises (ACDBEs) as primes and joint-ventures on this Concession Agreement.

17. Title VI Compliance

The Concessionaire agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), as amended, and all related regulations and directives. Specifically, the Concessionaire shall ensure that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity undertaken as part of this contract on the grounds of race, color, or national origin.

The Concessionaire further agrees to:

1. Comply with all requirements imposed by Title VI and any regulations issued pursuant to it.
2. Include the above non-discrimination requirements in all subcontracts or agreements related to this contract.
3. Promptly notify the Authority of any complaint or investigation related to Title VI compliance.
4. Cooperate fully in any Title VI investigation, compliance review, or complaint resolution process.

Failure to comply with these requirements shall be considered a material breach of contract and may result in termination or other remedies as provided by law.

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Appendix A – Financial Proposal Form

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

Proposer: ____

Purpose: This document confirms the Concessionaire's understanding and acceptance of the financial obligations associated with operating a Non- Exclusive In-Terminal Ground Transportation Concession Agreement, including the proposers amount for the Minimum Annual Guarantee (MAG) and the Authority approved Trip Fee Schedule.

The Concessionaire hereby acknowledges and agrees to the following:

- Committing to a MAG
- Trip Fee Schedule:
  - 1–6 Passenger Seats $2.00
  - 7–15 Passenger Seats $4.00
  - 16+ Passenger Seats $1.50 per passenger

Authorized Representative Name: ____

Title____

Signature____

Date: ____

Proposers MAG Amount:

$____

Appendix B: 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: ____