



# REQUEST FOR PROPOSALS COMMON-USE LOUNGE

The Gallatin County Airport Authority seeks proposals to develop, manage, and operate a newly constructed Common-Use Lounge at Bozeman Yellowstone International Airport.

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## Background

The Airport began as a municipally owned and operated Airport in 1942. In 1972, the Airport became owned and operated by the Gallatin Airport Authority (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 business center of the City of Bozeman and two miles east of the business center of the City of Belgrade.

The Authority is pleased to introduce the next chapter of growth and development at the Bozeman Yellowstone International Airport (BNZ). Construction is currently underway in preparation for the largest expansion in our airport's history, the East Terminal Expansion project (ETEP). ETEP is a multi-phase, \$190-million-dollar investment designed to enhance passenger and guest experience, increase capacity, and develop crucial infrastructure to support BZN's current and future growth.

Construction will target the entire east end of the terminal from baggage claim to the parking garage entrance. The projected completion date for this expansion is 2029. Over the next three (3) years, ETEP will unveil:

- An enhanced A Concourse with larger hold-rooms, modern amenities, additional retail, food and beverage concessions and the capability to expand total gates from 12 to 15.
- An expanded baggage claim area equipped with three high-capacity carousels designed to promote a seamless baggage claim process.
- A second security checkpoint on the east end of the terminal.
- A new third floor to support BZN's Airport Administration Offices and a Common-Use Lounge.

## Goals and Objectives

The Selected Proposer will be expected to meet or exceed the following goals and objectives throughout the Term of the Agreement to be awarded:

- Provide an upscale Common-Use Lounge design that is attractive to customers, complementary to the base building architecture, and reflective of the Bozeman community and the Montana region.
- Provide a variety of quality food, beverages, services, and amenities that vary with changing trends and customer wants and needs.
- Collaborate with the existing food and beverage Concessionaire to provide food and beverage/ alcohol options.
- Provide premier customer service so that passengers feel welcome in the Common-Use Lounge and are promptly served.

- Ensure that the operating hours are targeted to passenger traffic schedules, as required, while accommodating flight delays and disruptions due to weather or other events.
- Provide opportunities to offer or represent local products and businesses.
- Provide accessibility for a variety of customers including airline frequent fliers, travel packages, and first-time lounge users.

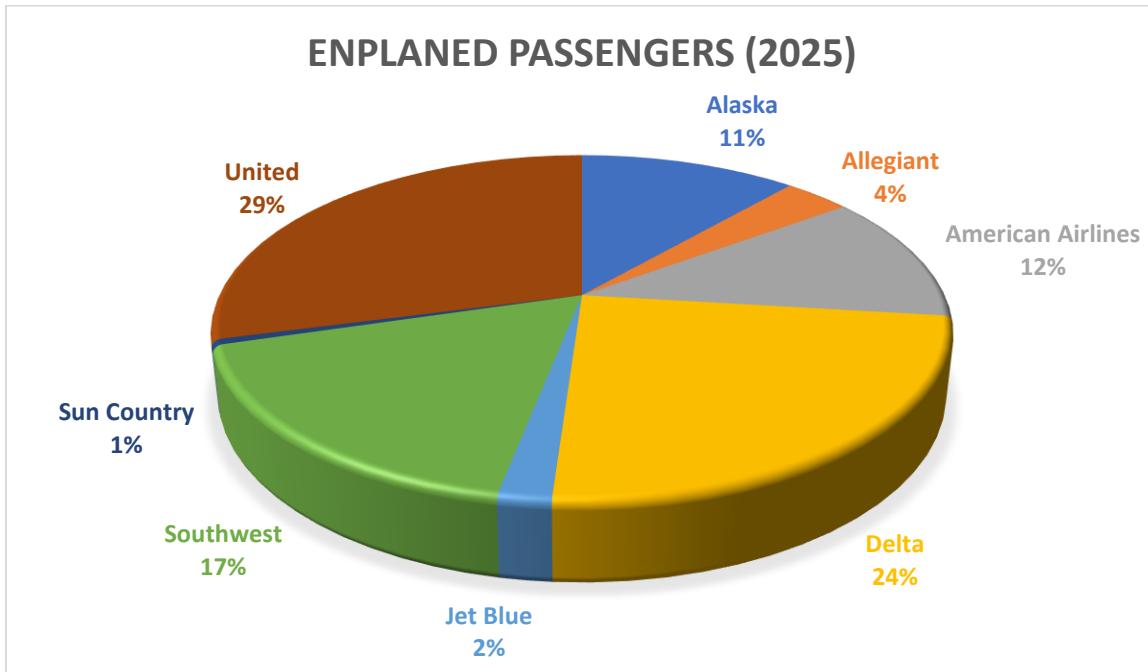
The Authority expressly reserves the right to accept or reject any or all Proposals and to negotiate additional or different terms with the Selected Proposer. The Authority intends to award one Agreement for a Common-Use Lounge concession at Bozeman Yellowstone International Airport, based on the Proposals received. The Authority expects the Selected Proposer to promptly enter into an agreement with the Authority, and the Authority may pursue any legal remedy available if a Proposal is accepted by the Authority, and a final Agreement is not executed by Proposer within thirty (30) business days after receipt from the Authority.

The ETEP will be completed in phases, progressing eastward from the existing facility toward the parking garage. This phased approach will allow the Authority to open portions of the new facility while work continues toward final completion. The Authority anticipates that the Common-Use Lounge will open in **February 2028** (Attachment 2: Common-Use Lounge Plans). However, there may be opportunity to provide a soft opening prior to **February 2028** pending construction progress.

## Historical Airport Data

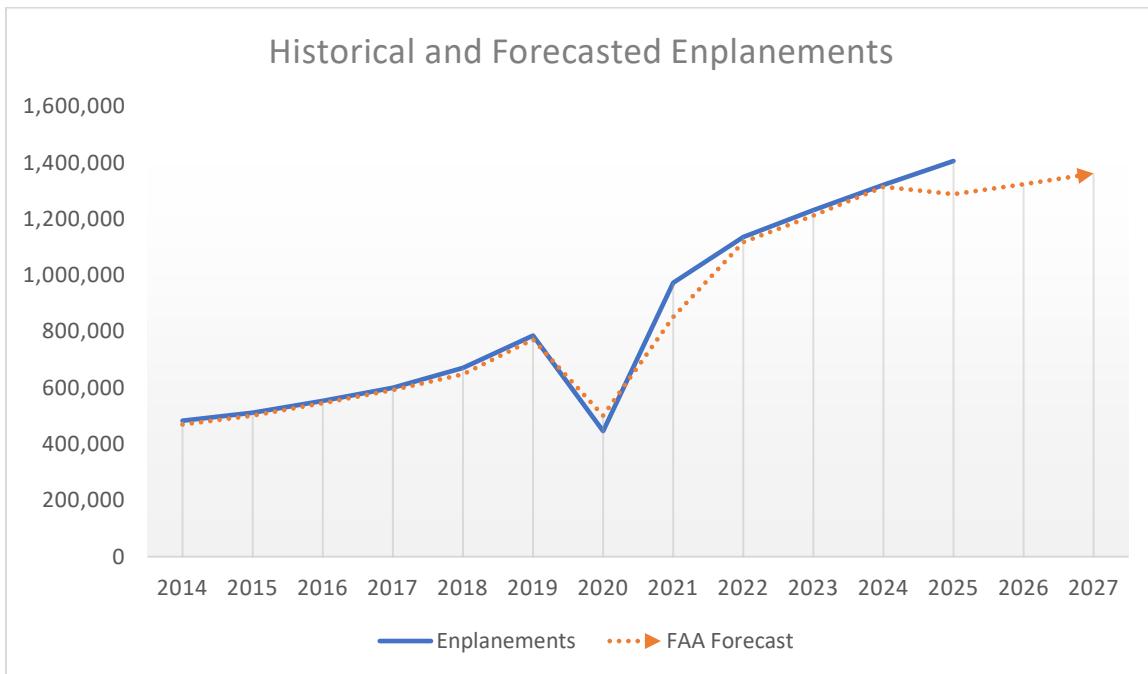
The Airport ranks as the 7th busiest passenger airport in the seven-state FAA Northwest Mountain Region (WA, OR, ID, MT, WY, UT and CO), and is the busiest airport in Montana with approximately 2.8 million passengers using the Airport every year. The Airport currently has scheduled passenger service provided by eight (8) airlines (Alaska, Allegiant, American, Delta, JetBlue, Southwest, Sun Country and United). In addition to cargo services provided by FedEx and UPS (Exhibit 1: Airline Market Share).

Exhibit 1: Airline Market Share (2025)

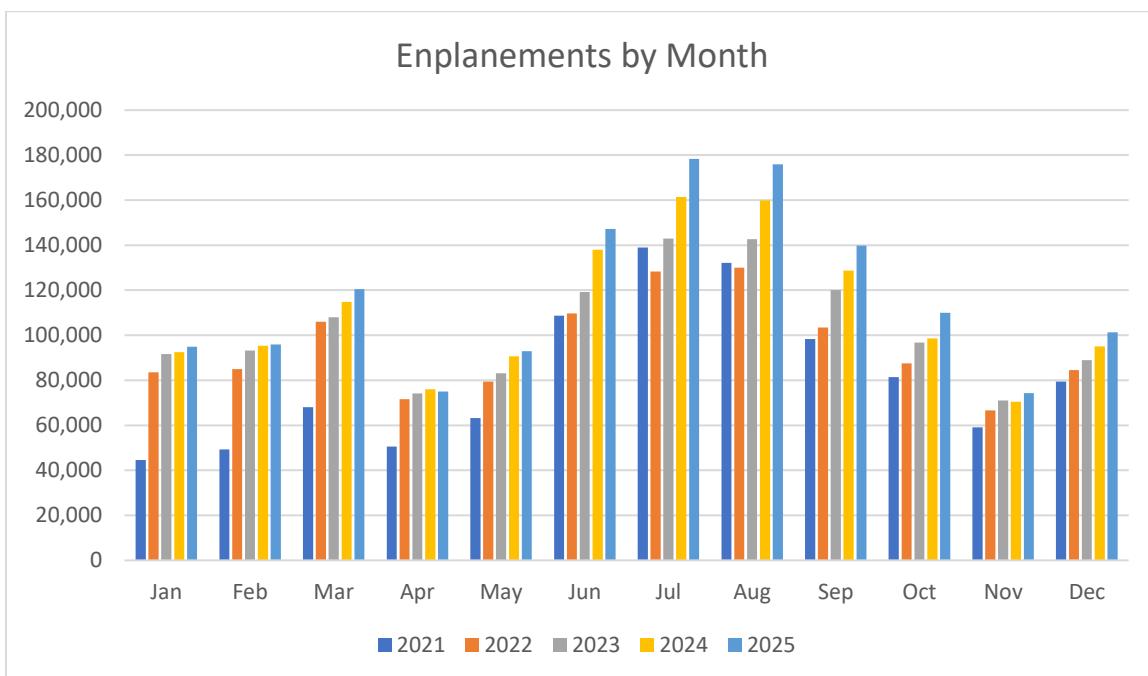


The Airport has seen strong growth pre-Covid 19 with a five (5) year compound annual growth rate of 10.4% and an accelerated growth rate of 11.2% from 2019 through 2024. Using the FAA's Terminal Area Forecast report, the growth rate for 2026 through 2027 has been assumed. See Exhibit 2.

## Exhibit 2: Forecasted Enplanements



## Exhibit 3: Enplanements by Month (2021-2025)



## Proposal Overview

This Request for Proposals (RFP) provides an opportunity to operate and manage an approximately 8,000-square-foot Common-Use Lounge at Bozeman Yellowstone International Airport. Proposers, including any subsidiaries, may submit only one proposal in response to this RFP. The Authority intends to award a single agreement for the operation and management of the Common-Use Lounge; however, the Authority reserves the right, in its sole discretion, to cancel or postpone the award.

In addition to the Common-Use Lounge location, the Selected Proposer will be allocated storage space in the terminal. The storage space allocation will be determined during the negotiation with the successful Proposer.

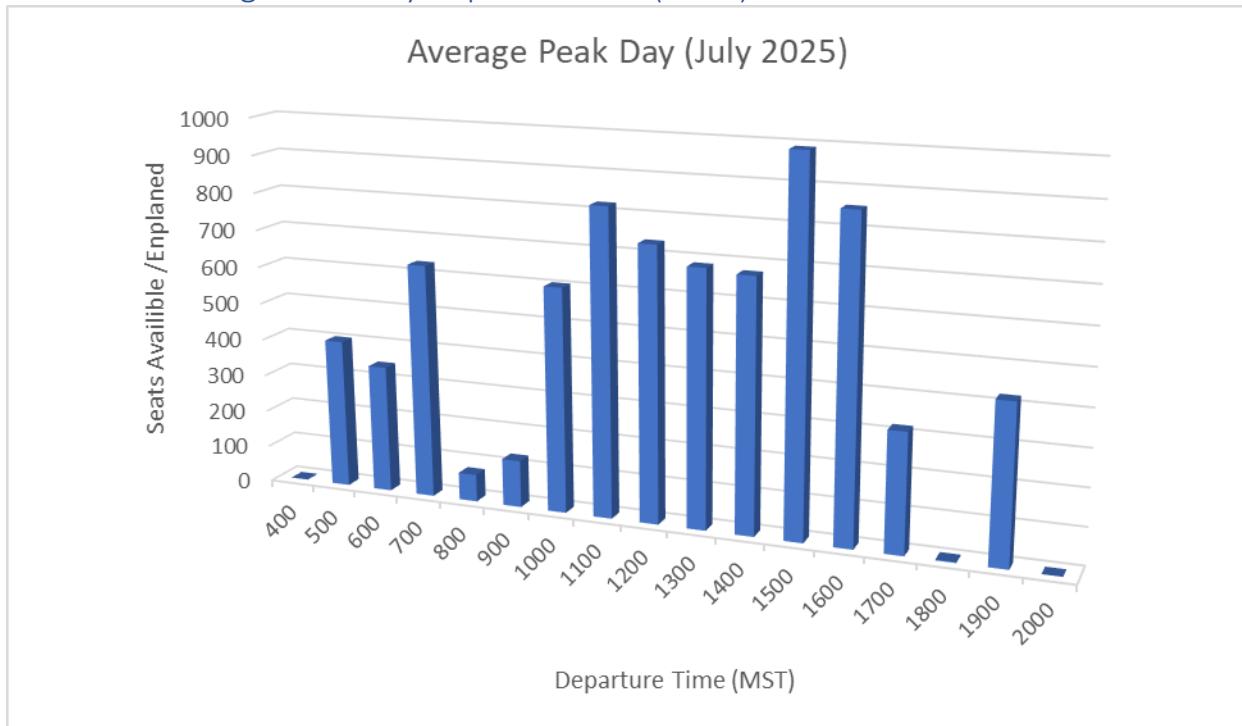
### Hours of Operation

The Selected Proposer must demonstrate that the Common-Use Lounge will be adequately staffed to provide high-quality service to the traveling public.

The Selected Proposer shall operate the Common-Use Lounge in alignment with Airport flight schedules. Minimum operating hours are expected to be between 7:00 a.m. and 8:00 p.m., seven (7) days a week, and 365 days a year, subject to flight activity. The Selected Proposer must also accommodate weather-related disruptions and other operational delays.

The below chart illustrates the departures of a peak day.

Exhibit 4: Average Peak Day Enplanements (2025)



## Development and Capital Investment

The proposed Common-Use Lounge is currently being constructed with the East Terminal Expansion Project. The Common-Use Lounge space is projected to be completed by February 2028. The available Common-Use Lounge space is approximately 8,000 sq. ft. and is located on the newly constructed third-floor overlooking the airfield and the Bridger Mountains.

The Authority will complete the build-out of the lounge space, including walls, ceilings, electrical, plumbing, windows, doors, and two multi-use restrooms.

The Selected Proposer will be responsible for furnishing the space, including but not limited to décor, tables, chairs, refrigeration equipment, food and beverage items, and specialty lighting. Utility connections, electrical outlets, and water service will be stubbed out in designated locations and may not be relocated without prior approval from the Authority. All furnishing is required to be approved by the Authority prior to installation.

The Authority shall provide electricity, heating, air conditioning, sewer and water services in the Terminal at no cost to the Proposer.

Proposers must include a capital commitment, stated in dollar amounts, in Section 3 of their RFP response.

## Summary of Business Terms

### Term

The term of this Common-Use Lounge Agreement shall begin after the approval by the Authority Board and successful negotiation between the successful Proposer, the Master Concessionaire and the Authority. The term shall expire on **October 31<sup>st</sup> 2032**. This agreement may upon mutual agreement be extended on a year-by-year basis for up to **three (3) one (1) year terms**.

### Minimum Annual Guarantee (MAG)

The Authority will no longer use MAG in new concession agreements. MAG will not be accepted.

### Concession Fee

The selected proposer will pay a concession fee equal to a percentage of monthly Gross Sales, excluding food and beverage/alcohol sales. Proposers must submit a proposed percentage of Gross Sales, excluding food and beverage/alcohol sales which will be evaluated by the selection committee. Attachment 3: Food and Beverage Pricing Methodology and Partnership Framework shall be used to project gross sales.

## Reconciliation

Due to the seasonality of passenger traffic, the concession fee reconciliation will occur on a net 60 basis rather than monthly. The Proposer will submit a reconciliation statement, agreed upon by the Authority, which will, at a minimum, include:

- Actual Gross Revenue
- Adjustments
- Final Balance Paid

## Performance Guarantee

At the time of the execution of the Agreement, the successful proposer shall execute and deliver to the Authority a satisfactory Performance Bond with approved corporate surety in the amount equal to two hundred thousand dollars (\$200,000) to guarantee faithful performance of the provisions the agreement. After the initial year, the Performance Bond shall be renewed each year on the anniversary date of the agreement unless waived by the Authority.

## Minimum Qualification Requirements

The Minimum Qualification Requirements as determined by the Authority are as follows:

Proposers must have a minimum of five (5) years within the past ten (10) years ("qualifying years") in the ownership or management of a Common-Use Lounge concession and/or retail concession.

The business must have achieved minimum yearly gross sales of five million dollars (\$5,000,000).

Proposers may be newly-formed entities (e.g., limited liability companies, joint ventures, corporations) provided that the Authority is satisfied that the Proposer is qualified. The Authority must be satisfied that the party(ies) satisfying the Minimum Qualification Requirements will be in control of the proposing entity. Newly-formed entities cannot meet the RFP's minimum proposals through a sublease agreement. Entities proposing as joint ventures must include a copy of an executed joint venture or partnership agreement.

### Proposers must provide the following services:

- High quality food and beverages including both alcoholic and non-alcoholic beverages with a full-service bar, during all operating hours through an agreement with the airport's Master Concessionaire.
- A variety of seating options
- Charging ports
- Operating hours commensurate with the departures flight schedule

### Common-Use Lounge Access:

- Lounge must be available to all passengers
- Access must not be exclusive to members of a particular credit card company or airline

- Walk up customers should be allowed access for a reasonable fee
- Third-party members (lounge networks, credit cards, airlines etc..) should be able to gain access based on their membership
- Customers should be able to pre-book reservations through an app or website provided by the Proposer

## Customer Service

The Selected Proposer shall provide exceptional customer service and maintain adequate staffing levels to support a high standard of service that meets or exceeds the airport's expectations.

## Food and Beverage

The space allocated for the Common-Use Lounge will have limited kitchen capabilities due to the existing utilities design. Proposers are to partner with the existing Concessionaire, SharBert Enterprises, for food and beverage options and preparation. Food preparation, provisioning, and back-of-house logistics are delivered through the Master Concessionaire with service standards coordinated by the proposer.

## Liquor License

The Authority holds the Montana State Airport All- Beverage License; however, the current Concessionaire is designated as a permittee for all alcohol sales under the license. Accordingly, Proposers must partner with the Concessionaire for alcohol sales, service, as well as any required liquor license training and regulatory requirements.

## Existing Master Concessionaire: SharBert Enterprises

The Authority has awarded the Master Concessionaire Agreement to SharBert Enterprises for all public assessable food, beverage and retail at Bozeman Yellowstone International Airport. The agreement was approved by the Authority on August 8, 2025. The term of the agreement is for seven (7) years with three (3) one (1) year options. Please contact Tim Olson with SharBert Inc. at [tim.olson@sharbert.com](mailto:tim.olson@sharbert.com) to discuss partnering strategies (Attachment 3: Food and Beverage Pricing Methodology and Partnership Framework).

## Exhibit 5: FY 2022 Through FY 2025 Concession Sales

Year	Food & Beverage Sales	Alcohol Sales
FY 2022	\$5,874,405	\$2,290,467
FY 2023	\$6,803,486	\$2,532,549
FY 2024	\$7,038,284	\$2,486,895
FY 2025	\$6,940,053	\$2,612,852

## Letter of Intent with Master Concessionaire

Proposers are required to submit a Letter of Intent with the proposal to ensure an early alignment with the Master Concessionaire for food preparation, alcohol and beverage service, provisioning, and back-of-house logistics.

## Cleaning and Maintenance

Except for structural maintenance of the premises or buried infrastructure including electrical, HVAC, and plumbing, the successful Proposer shall be obligated, without cost to the Authority, to maintain the premises and every part in good order, repair and safe condition. The Proposer shall maintain and repair all improvements on the premises, including furnishings, fixtures, and equipment and replace any such which are not reasonably repairable, with comparable quality items. All such maintenance, repairs, and replacements shall be of a quality of materials and workmanship equal to the original and the Authority shall be the sole judge of the quality and timeliness of maintenance. The Proposer in partnership with the Master Concessionaire shall maintain the Common-Use Lounge to ensure cleanliness and food safety at no cost to the Authority.

Cleaning and maintenance by the Proposer shall include, but not be limited to, cleaning, vacuuming, carpet cleaning, inside window washing, and general maintenance and upkeep within the boundaries of the leased spaces.

## Insurance and Indemnification

The successful Proposer shall be required to maintain insurance coverage, including liquor liability that is satisfactory to the Authority with an indemnification clause. Minimum coverage shall be \$2,000,000 for general and single limit liability.

## Disadvantage Business Enterprises and Discrimination

### 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.

## Solicitation

### Schedule

The Authority generally intends to follow the schedule listed below; however, the Authority may extend or change the schedule at the Authority's discretion.

RFP Advertised	February 19, 2026
Pre- Proposal and Tour Registration Deadline	March 13, 2026
Pre- Proposal Conference and Tour	March 27, 2026
RFP Question and Deadline	April 17, 2026 @ (11:59PM MST)
Proposal Deadline	April 30, 2026 (1:00 PM MST)
Proposer Interviews, if necessary	May 15- May 22, 2026
Gallatin Airport Authority Board Approval	June 11, 2026

### Late Proposals

Late proposals will be rejected and returned to the Proposer. Proposals received after the due date and time will not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

### Pre-Proposal Conference

The Authority will be hosting a pre-proposal conference on March 27, 2026 at 10:00 AM MST. All Proposers are required to RSVP with the names and number of attendees and firms name to [aaron.collins@bozemanairport.com](mailto:aaron.collins@bozemanairport.com) prior to March 13, 2026. Proposers will be limited to a maximum of four (4) attendees per proposal. Once the RSVP has been confirmed, participants

will be electronically sent the address for the meeting. The pre-proposal meeting will be held in person only; remote or virtual attendance will not be available. The purpose of this meeting is for the Authority to discuss the requirements and objectives of the Common-Use Lounge Concession RFP, review future terminal and lounge location plans, answer questions, and provide a brief tour of the future lounge site, subject to construction activity.

## RFP Questions and Clarifications and Addendum's

Questions or clarifications regarding this RFP should be submitted in writing to:

Aaron Collins, A.A.E., IAP  
Executive Vice President and Chief Commercial Officer  
(406) 388-6632  
[Aaron.Collins@bozemanairport.com](mailto:Aaron.Collins@bozemanairport.com)

Mail: Gallatin Airport Authority, 850 Gallatin Field Rd., Suite 6  
Belgrade, MT, 59714

All questions, clarifications and answers will be posted on the airport website at <https://bozemanairport.com/requests-for-proposals> and must be received prior to the deadline of April 17, 2026. The Authority will attempt to provide answers to the questions and clarifications prior to the Pre-Proposal Meeting.

The Authority reserves the right to include addendums to the RFP at any time. All addendums will be posted on the airport website at <https://bozemanairport.com/requests-for-proposals>. It is the Proposers responsibility to periodically check the RFP website for questions, answers and addendums.

## Responsiveness

A proposal will be considered unresponsive and may be rejected if it is improperly executed or fails to satisfy the submittal requirements set forth herein. Notwithstanding the foregoing, the Authority reserves the right, in its sole discretion, to waive any informalities or irregularities in a proposal.

The Authority reserves the right to request clarification of and/or independently verify information submitted in any proposal, to require additional information from any Proposer, or to reject any or all proposals for any reason and to re-advertise or postpone the RFP process.

## Selection and Evaluation Criteria

Properly completed proposals will be reviewed by a selection committee. Based on this review, a shortlist of qualified Proposers may be invited to make presentations to the committee. Presentations should include, but are not limited to, management plans, marketing strategy, membership relationships and access strategy, and ACDBE eligibility. Following the

presentations, if required, the committee will recommend to the Authority Board the Proposer it determines to be best qualified to operate the concession.

Proposals will be evaluated by the Common-Use Lounge Selection Committee. The following factors shall be considered by the Selection Committee when evaluating the Proposals:

- Proposers Experience and Financial Capability
- Lounge Concept, Design, Capital Investment
- Management, Staffing, Training
- Financial Projections and Financial Offer
- Marketing, Promotions
- Customer Service and Access Plan

## Proposal Format

### Submission Information

All proposals must be submitted in accordance with the requirements outlined below.

Proposers are required to submit **four (4) hard copies and one (1) digital copy**. All proposal pages must be printed double-sided, using a minimum 12-point font for all narrative text.

Proposals may **not exceed fifty (50) pages in total**; all plans, renderings, and tables are included in this page limit. Each double-sided sheet will be counted as two (2) pages. The cover page, table of contents, and back cover are excluded from the page count. Attachment A: Proposer Checklist, must be included with the Proposal and does not count towards page limit.

Sealed proposals will be received by the Authority until **1:00PM Mountain Standard Time (MST) on April 30, 2026**. Address all proposals to:

Attn: Aaron Collins  
Bozeman Yellowstone International Airport  
850 Gallatin Field Rd., Suite 6  
Belgrade MT, 59714

Any proposal received by the Authority after the deadline shall be returned to the Proposer unopened.

To ensure an efficient and consistent review and evaluation process, the Authority requires that all proposals be submitted in the format described below and contain at a minimum, all information identified in the following section.

Section 1	Cover Letter with Introduction to Firm and Pertinent Information
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Section 2	Proposers Background, Experience and Financial Capability (Minimum Qualifications)
Section 3	Lounge Concept and Design, Staffing, and Capital Investment
Section 4	Financial Projections and Financial Offer (percentage of gross sales)
Section 5	Marketing Strategy, Promotional Offers
Section 6	Common-Use Lounge Customer Service and Access Plan
Section 7	ACDBE Participation

## Section 1: Cover Letter

Proposers should provide a cover letter with pertinent information about the Proposers firm.

Please include the following:

- Proposers company name, address, federal tax ID number, telephone number and email address.
- General information the Proposer desires to include as an introduction

## Section 2: Background Experience and Financial Capabilities

The Proposers background, experience and financial capabilities should include:

- A brief history of the Proposers company
- Provide examples of relevant experience in Common-Use lounges. Include names of Airports, size and scale of each operation and exhibits if available
- A list of a minimum of three (3) airport references, including relevant contact information
- A statement declaring whether the Proposer has ever declared bankruptcy, filed a petition in any bankruptcy court, filed for protection from creditors in bankruptcy court, or had involuntary proceedings filed in bankruptcy court and the status of each occurrence
- Proposer shall submit the following historical financial information for the proposing entity and any joint venture:
  - Partnerships/Individuals: balance sheet and income statements for the last two (2) fiscal years prepared in accordance with generally accepted accounting

- principles (GAAP) reflecting the current financial condition of the partners or individual
- Public Corporations: previous two years annual report for the entity
- Private Corporations: previous two years CPA prepared and certified financial statements
- Bank References: provide contact information for referral

### Section 3: Common-Use Lounge Concept, Staffing, Design and Capital Investment

The Proposer shall submit the following information in sufficient detail to clearly define the proposed Common-Use Lounge concept and to distinguish it from proposals submitted by others. Proposers should present a concept that aligns with and supports the goals and objectives of the Authority, as outlined below:

- Provide an upscale Common-Use Lounge design that is attractive to customers, complementary to the base building architecture, and reflective of the Bozeman community and the Montana region.
- Provide a variety of quality food, beverages, services, and amenities that vary with changing trends and customer wants and needs.
- Provide premier customer service so that passengers feel welcome in the Common-Use Lounge and are promptly served.

The Proposer shall submit the following information regarding the proposed management and organizational structure, staffing plan and training programs:

- Organizational chart illustrating reporting relationships and on-site management
- Any agreements reached with the airport's current Master concessionaire
- Staffing and management schedules to cover hours of operation
- Description of training programs
- Proposed dress code
- Employee hiring and retention plan

The Proposer shall develop and propose a capital investment plan for the finishes including décor, furniture, and food and beverage items and equipment to finish and provide services at the Common-Use Lounge.

### Section 4: Financial Projections and Financial Offer

Proposers shall submit a financial pro forma indicating the following for each year of the agreement.

- Anticipated gross sales
- Expense by line item
- Administrative cost
- Debt service

Proposers are required to submit the Financial Offer as a percentage of Gross Sales Percentage offers that increase with sales volume will be accepted.

The Percentage of Gross Sales shall not be subject to renegotiation during the term of this Agreement, and the Authority shall have no obligation to accept the highest Percentage of Gross Sales offered.

## Section 5: Marketing Strategy and Promotional Offers

The Proposer shall submit sufficient information to enable the Authority to evaluate the marketing and promotional plans for the proposed Common-Use Lounge concession.

- Identify the target market for the Common-Use Lounge and the passengers most likely to use the lounge services.
- Describe promotional activities that will be implemented to attract lounge customers.
- Describe any marketing campaigns to raise awareness for the service and amenities that will be offered in the Common-Use Lounge. In addition, provide examples of successful strategies that the Proposer implemented at other airports.

## Section 6: Common-Use Lounge Customer Service and Access Plan

The Proposer shall submit sufficient information to enable the Authority to evaluate the customer service and customer access plans for the proposed Common-Use Lounge concession.

- Describe your approach to delivering premier customer service and excellence in the customer experience, including: (i) the use of technology to improve service and efficiency; (ii) booking management practices; and (iii) any innovative services and/or systems that will support an industry-leading operation.
- Describe how the customer service plan handles customer complaints and procedures for handling pre-paid entries when the Common-Use Lounge is at full capacity.
- Describe, in detail, the Proposers Customer Access Plan. Include:
  - Partnerships with airlines, credit card companies, travel groups, and other lounge access entities that are well suited to the Bozeman Yellowstone International Airport customer base.
  - Proposers shall describe the proposed walk-up customer access pricing plan, including applicable fees and terms.

## Section 7: ACDBE Participation

Proposers shall demonstrate the ability to adapt and a commitment to making best-faith efforts to establish partnerships with ACDBE firms following the issuance of formal Department of Transportation guidance on ACDBE eligibility and classification.

## Award

### Time of Award

Providing no additional qualification information is required by the most desirable Proposer, the Authority will announce its award of the Common-Use Lounge Agreement to the successful Proposer as soon as possible following the June 11, 2026 Gallatin Airport Authority Board Meeting.

### Award of Common-Use Lounge Agreement

The Authority reserves the right to award the Common-Use Lounge Agreement based upon the proposals it deems most advantageous to the Authority and the traveling public over the term of the Agreement. Selection of the successful Proposer shall be based upon the information supplied in connection with the proposals, supporting documentation and recommendation of the selection committee. The Authority shall be the sole judge of the party best qualified to undertake and operate the concessions. The Authority reserves the right to designate or select finalists for the award of the Common-Use Lounge Agreement following the opening of proposals and to conduct interviews with such selected finalists prior to an award of the Agreement.

### Rejection or Acceptance of Proposals

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.

### Public Records Law

The Parties shall each comply with Montana's Public Records Act. The Parties hereby contractually agree that each Party shall allow public access to all documents, papers, letters, or other public records as defined by Montana Statutes, made or received by either Party in conjunction with this RFP, or related thereto, except as prohibited by statute.

Attachment 1: Proposer Checklist; Checklist is required to be submitted with  
Proposal

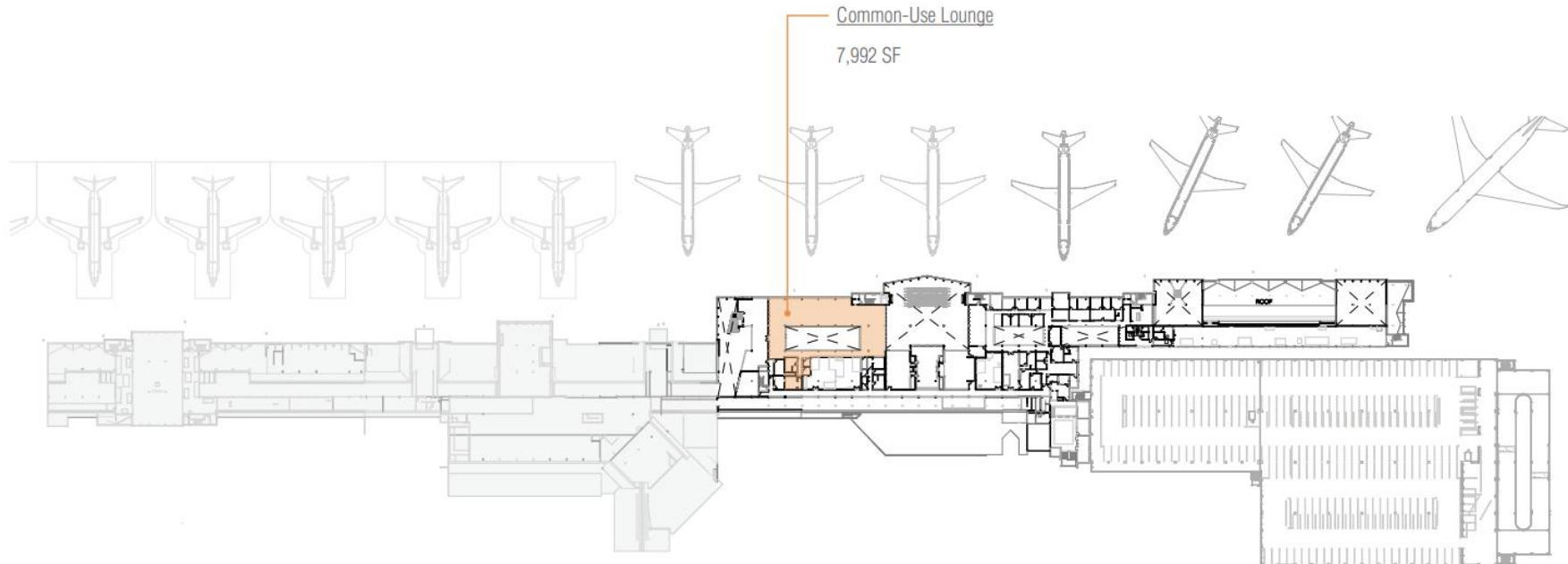
<input type="checkbox"/>	Cover Letter with Introduction to Firm and Pertinent Information
<input type="checkbox"/>	Proposers Background, Experience and Financial Capability (Minimum Qualifications)
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<input type="checkbox"/>	Financial Projections and Financial Offer (percentage of gross sales)
<input type="checkbox"/>	Marketing Strategy, Promotional Offers
<input type="checkbox"/>	Common-Use Lounge Customer Service and Access Plan
<input type="checkbox"/>	ACDBE Participation
<input type="checkbox"/>	Letter of Intent

Attachment 2: Common- Use Lounge Plans

# Common-Use Lounge

BZN EAST TERMINAL EXPANSION

## OVERALL PLAN

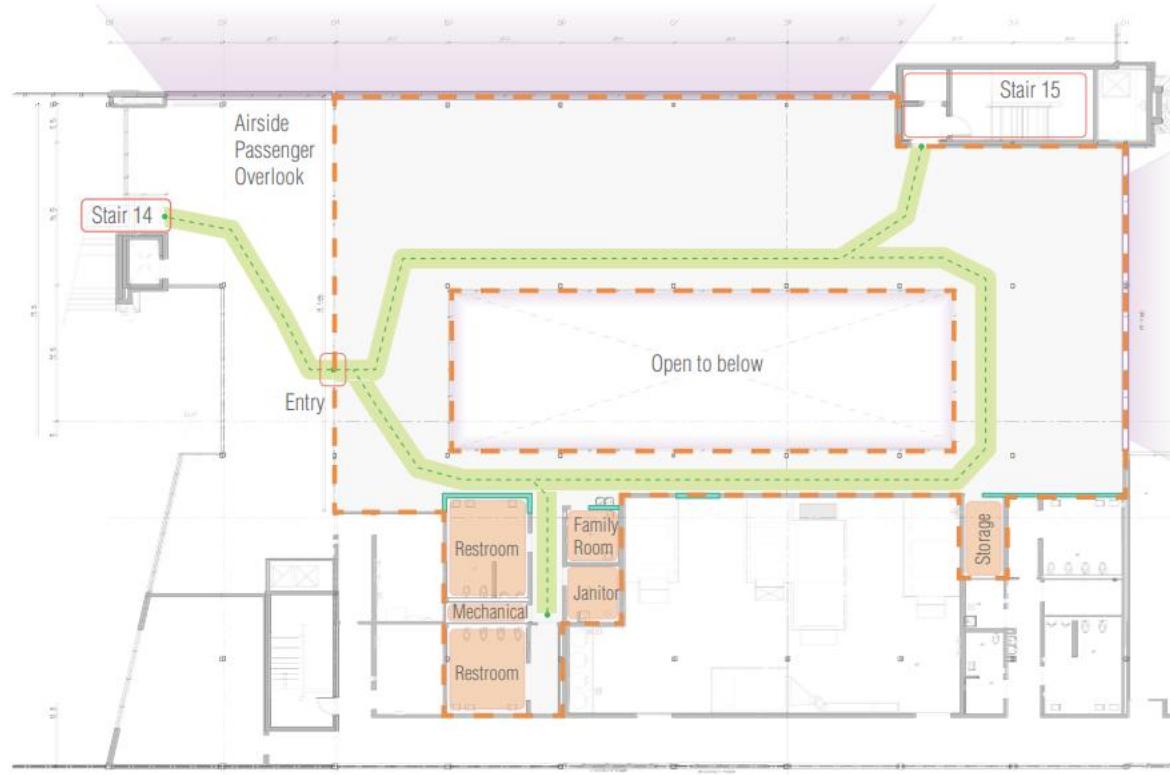


Overall Terminal Level 3

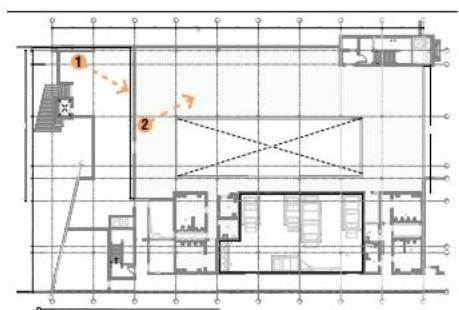
## EXISTING CONSIDERATIONS

### PROGRAM LEGEND

- Wet walls / rough ins
- Path of Egress
- Views
- Existing Support Spaces
- Points of Egress
- Lounge Area Scope Boundary



## EXISTING SECTIONS / 3D VIEWS

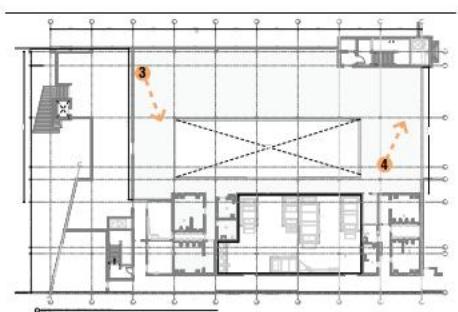


1. Standing outside lounge, looking East



2. Standing inside lounge, looking East

## EXISTING SECTIONS / 3D VIEWS



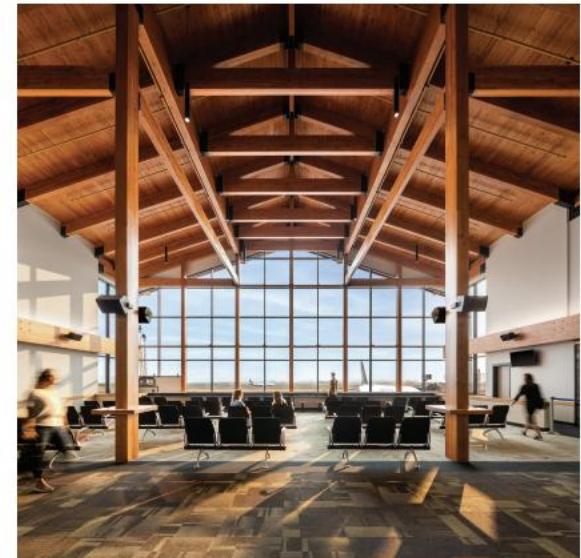
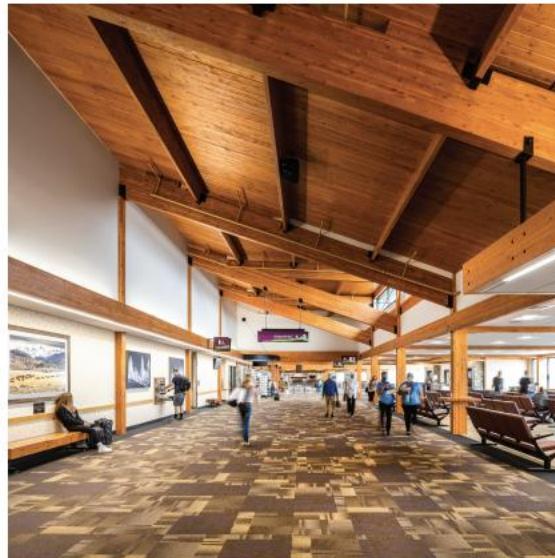
3. Lounge Entry Area



4. Bar Area

## PRECEDENT AND INSPIRATION

Designs must be compatible with the materials, colors, textures, and spatial arrangements of the existing airport facility.



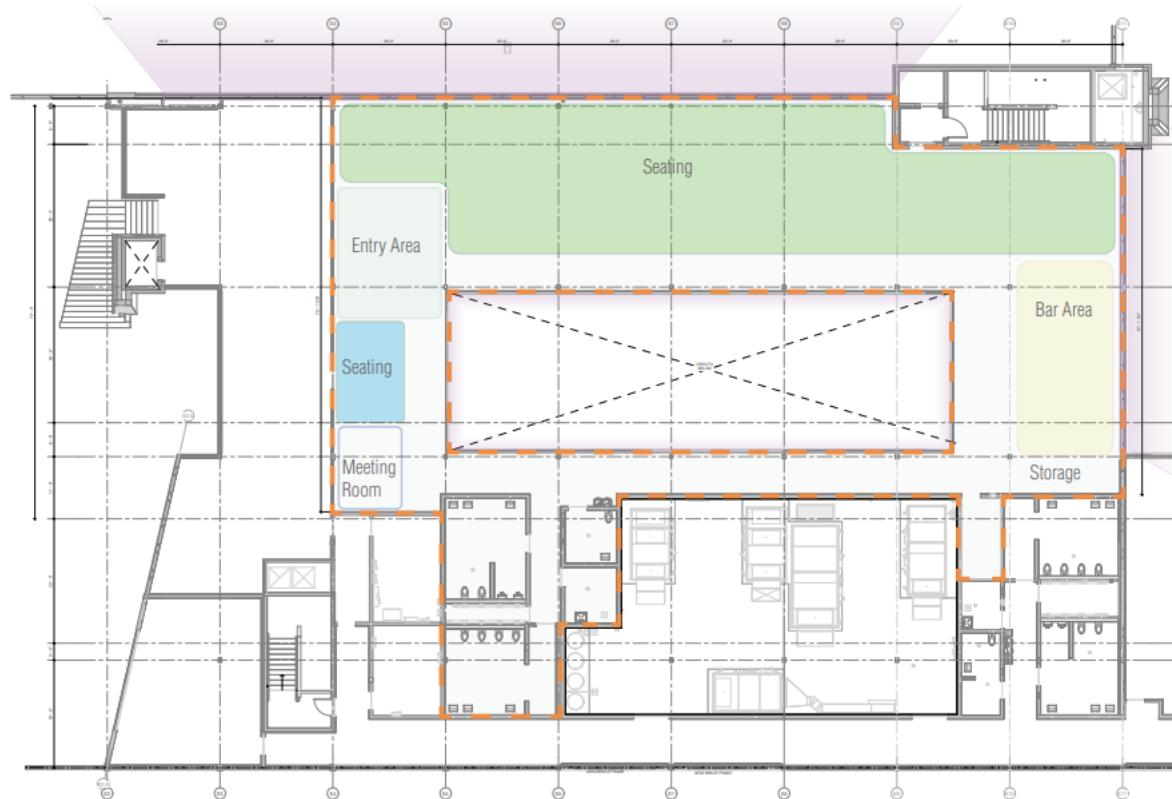
## PLAN LAYOUT SCHEME

### PROGRAM LEGEND

- Bar Area
- Seating - Mixed Variety
- Entry Area
- Individual Seating
- Views
- Scope Boundary

### OTHER CONSIDERATIONS

- Meeting Room or Private Meeting Area
- Variety of Seating
  - Soft Seating
  - 1-top & 2-top Seating
  - Group Seating
- Kitchenette
- Self Serve Area
- Storage
  - Bar + Servery
  - Misc.



## Attachment 3: Food and Beverage Pricing Methodology and Partnership Framework

Menu Item	Description	UOM	Delivered Cost	Cost + 10%
<b>Breakfast</b>				
Freshly Baked Pastries	Croissants, pain au chocolat, blueberry muffins	Tray (12 Portions)	\$ 46.59	\$ 51.25
Seasonal Fruit Bowl (V, GF)	Melon, berries, pineapple, mint	Tray (12 Portions)	\$ 34.63	\$ 38.09
Greek Yogurt Parfait (V)	Honey, granola, mixed berries	Tray (12 Portions)	\$ 40.35	\$ 44.39
Avocado Toast (V)	Sourdough, smashed avocado, chili flakes, lemon	Tray (12 Portions)	\$ 30.74	\$ 33.81
Mini Breakfast Wraps	Egg & cheddar (V)	Tray (12 Portions)	\$ 55.50	\$ 61.05
<b>Small Plates &amp; Salads</b>				
Mediterranean Mezze Plate (V)	Hummus, cucumbers, olives, warm pita	Tray (12 Portions)	\$ 33.62	\$ 36.98
Caesar Salad	Romaine, parmesan, croutons, grilled chicken	Tray (12 Portions)	\$ 25.22	\$ 27.74
Asian Sesame Noodle Salad (V)	Shredded vegetables, soy-ginger dressing	Tray (12 Portions)	\$ 31.10	\$ 34.21
Caprese Skewers (V, GF)	Cherry tomatoes, mozzarella, basil, balsamic glaze	Tray (12 Portions)	\$ 24.58	\$ 27.04
<b>Sandwiches &amp; Hot Selections</b>				
Grilled Chicken Panini	Pesto, roasted peppers, provolone	Tray (12 Portions)	\$ 61.50	\$ 67.65
Smoked Turkey & Swiss Sandwich	Whole grain bread, dijon, arugula	Tray (12 Portions)	\$ 61.50	\$ 67.65
Roasted Vegetable Wrap (V)	Zucchini, peppers, spinach, hummus	Tray (12 Portions)	\$ 49.00	\$ 53.90
Beef Sliders	Cheddar, caramelized onions	Tray (12 Portions)	\$ 64.00	\$ 70.40
Vegetable Spring Rolls (V)	Sweet chili dipping sauce	Tray (12 Portions)	\$ 49.35	\$ 54.29
<b>Snacks &amp; Sharing</b>				
Artisan Cheese Board (V)	Assorted cheeses, crackers, dried fruit	Tray (12 Portions)	\$ 48.74	\$ 53.61
Charcuterie Plate	Cured meats, pickles, mustard	Tray (12 Portions)	\$ 48.74	\$ 53.61
Mixed Nuts (GF)		Tray (12 Portions)	\$ 25.50	\$ 28.05
Sea Salt Chips & Dill Dip		Tray (12 Portions)	\$ 22.50	\$ 24.75
<b>Desserts</b>				
Mini Chocolate Mousse Cups (GF)		Tray (12 Portions)	\$ 36.50	\$ 40.15
Assorted Macarons (GF)		Tray (12 Portions)	\$ 43.50	\$ 47.85
Cheesecake Bites		Tray (12 Portions)	\$ 43.50	\$ 47.85
Assorted Cookies		Tray (12 Portions)	\$ 30.50	\$ 33.55

<b>Wage Rate Menu</b>			<b>Burdened Labor Hour</b>		<b>Cost + 10%</b>
Assistant Manager	Per Hour	\$	39.40	\$	43.34
Bartender	Per Hour	\$	26.07	\$	28.68
Barista	Per Hour	\$	24.52	\$	26.97
Busser	Per Hour	\$	22.35	\$	24.58
Cook	Per Hour	\$	34.77	\$	38.24
Dishwasher	Per Hour	\$	24.83	\$	27.32
Host	Per Hour	\$	23.59	\$	25.95
Restaurant Manager	Per Hour	\$	53.72	\$	59.10
Server	Per Hour	\$	13.47	\$	14.82

Item	Quantity		Landed Cost		Cost +10
<b>Non-Alcoholic</b>					
Bottled Water	24 Bottles	\$	14.68	\$	16.14
Soda	24 Bottles	\$	21.55	\$	23.71
Juice	12 Bottles	\$	28.75	\$	31.63
<b>Liquor</b>					
Grey Goose	1L Bottle	\$	36.66	\$	40.33
Casamigos Blanco Tequila	750ml Bottle	\$	49.20	\$	54.12
Casadores Reposado	750ml Bottle	\$	22.02	\$	24.22
Bulleit Rye Whiskey	750ml Bottle	\$	35.22	\$	38.74
Ketel One Vodka	1L Bottle	\$	33.78	\$	37.16
Maker's Mark Whiskey	1L Bottle	\$	45.96	\$	50.56
<b>Beer</b>					
Outlaw Patio Pounder	Keg	\$	204.00	\$	224.40
Midas Crush	Keg	\$	210.00	\$	231.00
Coors Light	Keg	\$	151.20	\$	166.32
Miller Lite	24 Bottles	\$	30.19	\$	33.21
Budweiser	24 Bottles	\$	31.00	\$	34.10
Party Lager	24 Cans	\$	38.40	\$	42.24
<b>Wine</b>					
Chandon Brut	12 Bottles	\$	288.00	\$	316.80
Black Stallion Cabernet Sauvignon	12 Bottles	\$	237.60	\$	261.36
Kendall Jackson Chardonnay	12 Bottles	\$	153.94	\$	169.33
Matua Sauvignon Blanc	12 Bottles	\$	151.06	\$	166.16