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**Addendum 1**  
**Solicitation 25-4408**  
**Development Request for Information**

This addendum serves to notify all bidders of the following changes to the solicitation documents:

Questions asked are answered in *italics* below:

1. When did the internal process leading to this RFI begin? *Approximately five months ago.*
2. Why was I not notified, despite attending a recent meeting and openly expressing my intent to develop and operate an FBO? *It was announced at the August 19, 2025, Airport Authority board meeting. In addition, Purchasing makes every effort to get the word out about solicitations by advertising in the Duluth News Tribune, posting it on the City website at <https://www.duluthmn.gov/purchasing/bids-request-for-proposals/> and sending a notice to all solicitation subscribers, and by sharing it with planrooms and exchanges. To get subscription notifications, please visit <https://www.duluthmn.gov/purchasing/> and select the "Register Online" link in the first paragraph. Enter your email address and you'll be given a list of City subscription options. Scroll down to Purchasing and select Purchasing Bid Information.*
3. Who was consulted in shaping the scope and content of this RFP? *In addition to airport staff, Giant and SEH helped with the graphics.*
4. Was Monaco Air Duluth (the incumbent FBO) consulted before issuance. *Discussions were held with the incumbent, but they were not involved in drafting the RFI.*
5. What stakeholders or community members had input into this RFI? *See question 3.*
6. Why was this not presented transparently in an open meeting format prior to issuance? *This request for information is the transparent method being used to gather information.*
7. What is the ultimate intent of this RFI – is it strictly information gathering, or is it a veiled prequalification step for an upcoming award? *Please refer to paragraph "A. Introduction" and paragraph "I. Administrative Information" of the RFI which clearly state the intent.*

8. Why does the document state that responses may lead to future negotiations if this is “only” informational? *The RFI states that the RFI will help guide DAA towards the potential negotiation of a lease(s) and operating agreement(s) through a [request for proposals] RFP that may be released at a later date. There will be no negotiations resulting from this request for information.*
9. Is this RFI in effect a barrier to entry for those who wish to operate at the airport. *No. This RFI is being used to gather information on capabilities, innovative strategies, and development approaches.*
10. How does this RFI process align with FAA Grant Assurances requiring the airport to make facilities available to all qualified operators. *This RFI process is a request for information.*
11. Why are respondents required to provide detailed financial information if no contract or lease is being awarded? *The RFI does not ask for detailed financial information; it asks for evidence of technical and financial capability. This information will help determine whether or not there is a pool of candidates capable of responding to a future request for proposals.*
12. How will this financial information be used, stored, and protected from misuse or disclosure to competitors? *The information will be reviewed by the review committee and subsequently treated like other data stored by the Duluth Airport Authority. It is subject to public data practice requests and possible redaction based on those guidelines. Specific account information is not being requested and should not be provided.*
13. What is the justification for demanding company business history if the only issue at stake is whether a party should be allowed to lease land and build? *The purpose of this RFI is to request information. Company business history can provide insights that can help determine whether a proposed idea could be brought to fruition.*
14. Why is proof of operating license required at this stage when no operations can occur until a lease is granted? *Proof of an operating license for intended aeronautical use, if applicable, helps determine the size of a potential pool of candidates for a future RFP, and lends insight toward determining the knowledge base of proposers submitting ideas and the potential quality of those ideas.*
15. Why is evidence of technical and financial capability required for an informational RFI? *See question 11.*
16. How will subjective evaluations of financial strength affect the ability of new entrants to compete? *This process is simply a request for information; there is no competition. If a request for proposals is issued at a later date, those proposals will be evaluated based on the criteria in that solicitation.*

17. Why is an economic impact proposal being required before a lease is even considered?  
*For informational purposes. This information can provide insight as to the value and benefit of the proposed idea.*
18. How will you verify or measure these speculative economic projections?  
*The Review Committee will be relying on proposers' knowledge, experience and qualifications to provide estimates and will also use the experience and knowledge base of the Review Committee to assess projections. Exact or specific projections are not expected.*
19. Why does the RFI require references from past projects if the intent is to encourage new development?  
*Past projects provide insight as to the knowledge, skills, experience and capabilities of proposers who are submitting ideas.*
20. What specific criteria will the Review Committee use to evaluate financial submissions?  
*The Review Committee is reviewing proposals to gather information; they are not evaluating them.*
21. Why is this RFI being issued now, shortly after I expressed my intent to establish an FBO?  
*This RFI has been in the works for at least five months. The timing in relation to your expression of interest is simply coincidental.*
22. Is this connected in any way to the potential adoption of new Minimum Standards at DLH?  
*No.*
23. Is the timing designed to delay or discourage my entry as a new FBO?  
*No.*
24. Were FAA or MnDOT Aeronautics involved in the timing or drafting of this RFI?  
*No.*
25. Why are RFI responses due in such a short window given the complexity of the information requested?  
*The response time is 58 days, which is 28 days longer than most of our RFI/RFP response times and seemed sufficient.*
26. Does responding to this RFI in any way affect or prejudice my right to request a site for an FBO?  
*No.*
27. Can the Airport Authority legally require an RFI response before considering an FBO proposal?  
*There is no legal requirement to respond to this RFI. Any response to this RFI has no bearing on a possible future request for proposals.*
28. Will this RFI process supersede my right under FAA Grant Assurances to operate as a willing and qualified FBO tenant?  
*No.*
29. If I choose not to respond, does this bar me from seeking land for FBO development?

No.

30. How does this RFI process align with FAA's policies on unjust economic discrimination against service providers? *This RFI process does not conflict with any FAA policies as it is just a request for information.*
31. Are the high minimum standards currently in place being used as justification for requiring this RFI information? *They are unrelated.*
32. Has the Authority considered whether those standards are unreasonably high and effectively anti-competitive? *This is unrelated to the request for information.*
33. Is this RFI in part a precursor to revising or strengthening the minimum standards to protect incumbents? *No; this is simply a request for information.*

Please acknowledge receipt of this Addendum with your proposal submission.

Posted: **September 19, 2025**