



REQUEST FOR PROPOSALS

Conventional Hangar Lease

160 W. Lear Avenue

RFP Number: 2025-04-Hangar

PROPOSAL DUE DATE: October 8, 2025



PURPOSE

The Port of Walla Walla (PORT), owner and operator of the Walla Walla Regional Airport (WWRA), is issuing this Request for Proposals (“RFP”) for qualified parties (“Respondents”) interested in leasing an 80’ W x 60’ D x 15’8” H box-type hangar, otherwise known as Hangar 160. The successful Respondent may be chosen to enter into a lease agreement.

This RFP document provides background and general information for responders and is to be used as a guideline to develop a proposal.

SOLICITATION AND PROJECT SCHEDULE

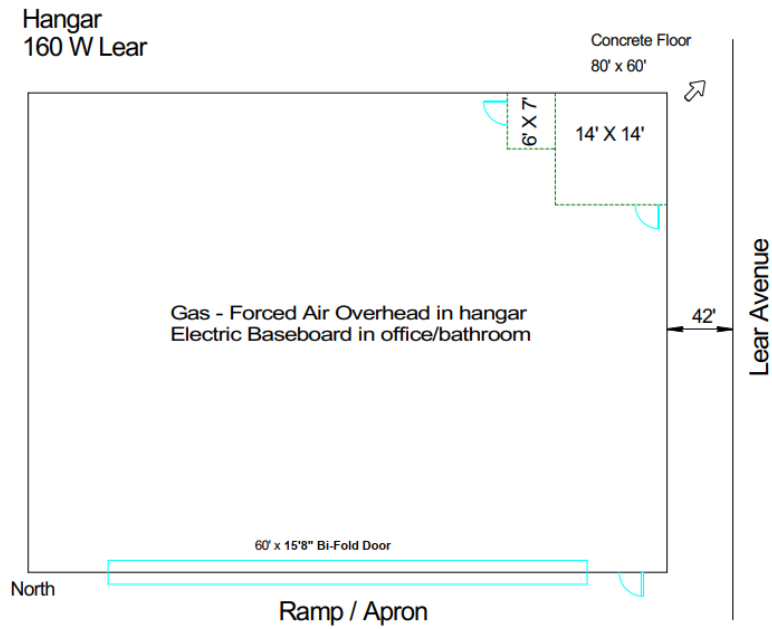
<u>Activity</u>	<u>Date</u>
RFP Issue Date	September 10, 2025
Question Deadline	September 24, 2025
Submission Due Date	October 8, 2025
Anticipated Contract Start Date	January 1, 2026

The PORT reserves the right to modify the deadline set forth in the above table in its sole discretion. Any such modification will be stated in an addendum.

HANGAR INFORMATION

- Constructed in 1997
- 80’W x 60’D Box-Type Hangar
- Bi-Fold Door: 60’ L x 15’8” W x 15’8” H
- Restroom
- Gas Forced Air in Hangar
- Electric Baseboard Heater in Restroom





SITE INSPECTION

Respondents may request an on-site inspection by appointment only. Discussions between the Respondent and Airport staff during the on-site inspection do not override any written specification or correspondence provided in this solicitation.

Contact Name	Brian Hurst, Maintenance & Operations Supervisor
Contact Phone Number	(509) 386-7681
Contact Email	bh@portwallawalla.com

TERM OF AGREEMENT

The desired agreement will be for a long-term lease. The PORT's current, base hangar lease rate for 160 W. Lear Avenue is \$2,126.25 per month plus Washington State Leasehold Tax of 12.84%. The Lessee (successful Respondent) shall pay for all utilities at the hangar. The Lessee shall have a water & sewer utility account with the Airport and accounts with Pacific Power for electricity and Cascade Natural Gas for natural gas.

INSURANCE REQUIREMENTS

The Lessee (successful Respondent) shall procure and maintain the following insurance for the hangar at its sole cost and expense for the duration of the hangar lease:

- The PORT shall not be held liable in any manner for, or on account of, any loss or damage to personal property of the Lessee which may be sustained by fire or water or other insured peril, or for loss of any articles by burglary, theft or any other cause from or upon the demised premises. It is acknowledged that the PORT does not cover any of the personal property of Lessee through its insurance and Lessee is solely responsible to obtain personal property insurance.
- Lessee shall provide: Commercial General Liability coverage extended to include Contractual and Completed Operation, providing Bodily Injury and Property Damage Liability with a Combined Single Occurrence Limit of not less than \$2,000,000 and Fire/Legal Liability insurance limits of \$500,000 on any one occurrence.
- Prior to performance under this Lease, Lessee shall furnish PORT a copy of the certificate(s) of insurance (and the underlying and policies) from an insurer satisfactory to PORT evidencing compliance with the provisions of this section.
- With respect to any claims brought against PORT, such insurances shall be primary to any policies owned by PORT and shall be noncontributory.
- PORT shall be named as additional insured.

PROPOSAL REQUIREMENTS

The Port of Walla Walla is soliciting competitive written proposals and intends to select one (1) Individual or Business to enter into a lease agreement for Hangar 160.

In order to be considered responsible for this RFP, each written proposal shall conform to the following requirements:

Technical Proposal

The Technical Proposal shall incorporate identification information necessary to provide sufficient background information regarding the Individual or Business as detailed below:

- Business Name, Individual Name, Address, Email, Telephone, and if business state of incorporation of the business.
- Business Description (describe the type and nature of the business).
- List of references including the names and telephone numbers for business experience is recommended.
- A detailed description of your intended use for the hangar. What will the Individual or Business do with the use of the space available for aeronautical purpose? (Ex: Aircraft Storage-a/c type and how many, Flight Instruction, Aircraft Charter, etc.)

Selection Criteria

Although not intended to be an all-inclusive list of factors to consider, PORT has identified the following priorities for the use of this hangar, from the highest to lowest priority:

- Aeronautical use that generates economic activity (ie. employment) to Walla Walla County.
- Aeronautical use for corporate or government agencies.
- Storage of Jet Burner Aircraft.
- Storage of aircraft not currently based at ALW.
- Storage of aircraft currently based at ALW.

QUESTIONS

Please contact:

Jennifer Skoglund, Airport Manager	(509) 525-3100 x: 106 js@portwallawalla.com
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SUBMISSION OF PROPOSALS

Proposals are due no later than 2:00 PM PST on Wednesday, October 8, 2025 and can be delivered to the Port of Walla Walla Administrative office drop box (located on the left drive lane in front of the airport terminal building) or mailed to 45 Terminal Loop Road, Suite 210, Walla Walla, WA. Fax or email proposals will NOT be accepted. Proposals shall be submitted in a sealed envelope with the project number clearly identified on the front: "RFP 2025-04-Hangar".

NOTICE OF ACCEPTANCE OF PROPOSAL

Upon the PORT's selection of a Proposal that closely meets the selection criteria, the selected Respondent will be notified. Should the selected Respondent fail or refuse to so perform, the PORT reserves the right and shall be free to revoke such selection. The selected Respondent will enter into an Agreement with the PORT. The PORT reserves the right to reject any or all proposals submitted and waive any or all irregularities or to proceed otherwise when in the best interest of the PORT.