FBO and Management Services Proposal

Putnam County Regional Airport
History & Overview

Premier Flight Academy, ltd. was founded in 2006 and serves the Northeast Ohio region by offering a wide range of pilot training courses; from the new aviator looking to earn their private pilots license through the veteran who seeks their instrument, commercial, or multi-engine ratings. Built from the vision of three partners, Premier prides itself on its adherence to safety and structured training through the use of state of the art equipment and training facilities.

Premier Flight Academy is headquartered at Cleveland's Burke-Lakefront Airport and is well positioned for future growth on account of the cities recent commitment to redevelop the facilities. Located in the heart of Cleveland with premium lakeside views, this location is the focal point for our Domestic Operation Center as well as for our advanced flight simulator, aircraft sales, marketing, Aerocamps, and PSI testing center. Burke-Lakefront is also where we manage our corporate flight and insurance departments.

Premier Flight Academy’s Wadsworth Airport location features our initial FBO/Management contract. The professional atmosphere of our rehabilitated facility caters to the professional student as well as the local renters through our advanced flight simulator, familiar fleet, and maintenance facility. In three short years we have mended the relationships between airfield tenants and city officials, installed a 24 hour fuel farm system, expanded the hours of operation, and have firmly rooted the airport within the community.
Our Programs

Premier Flight Academy offers Part 61 and Part 141 training programs for domestic and international students. Our professional instructors tend to each student individually; which contributes to our successful completion rate and allows each student to meet their goals as efficiently as possible. We also welcome military service members assisted by the G.I. Bill for retraining to help them transition to a civilian career.

Standardization is a tenet of any successful flight training program. Our focus on this is to drive the continuity of our programming regardless of which location the student is based at. Premier offers Ohio’s most comprehensive flight programs including: Private, Instrument, Commercial, and Multi-Engine training.

At Premier, we understand the importance of offering the highest quality training for not only our students but for our FBO and airport management staff as well. We support the professional development of our employees by recurrent third-party training and attendance at many national conferences. Annual conference attendance promotes the airport and provides our staffing with innovative ideas to help the airport continue to grow.
Our Staff

Marc McKee, Partner

Marc, President of Premier Flight Academy, is a certified flight instructor with very diverse flying experiences. He established himself in high school first by achieving valedictorian status at Eastlake North High School. He attended the John D. Odegard School of Aerospace Sciences at the University of North Dakota.

While in Hawaii, he gained valuable flight time with over-water and ditching procedures along with mountainous terrain flying. Training in Hawaii finished with aerobatic training and a certified flight instructor rating.

Returning to North Dakota the following year earned him an Instrument flight instructor rating as well as valuable Canadian Regional Jet training. Mr. McKee finished his Bachelors degree at the end of that third year and continued instructing from there. His students currently maintain a 100% passing rate on the private pilot practical test. Along with his persistence in the air, his entrepreneur spirit is fueled by his passion of aviation. Marc is a managing partner as well as a contract pilot in the KingAir 350 out of Bagram Airfield in Afghanistan.
Our Staff

Fred Hunt, Partner
Fred began his flying career as an officer in the USAF. He has 10 years and over 4000 hours of global experience as a Navigator flying E-3 AWACS, EC-135 Looking Glass, KC-135s and the USAF C-135 Executive Fleet. Fred has had a very successful career in the private sector as a marketing professional. He has worked with solid brands of John Deere, The Scotts Company and Newell/Rubbermaid. Fred Holds a Bachelors Degree in International Trade from Texas Tech University and an MBA. He is a Managing Partner and the Marketing Officer for Premier Flight Academy, ltd.

Tony Rohloff, Partner
Prior to joining Premier Flight Academy, ltd, Mr. Rohloff was a combat pilot flying A-6E Intruders with the United States Navy and an F-16 pilot with the Air National Guard. During his time on active duty, he served as the Chief of Standardization for Carrier Qualifications, successfully qualifying hundreds of Naval Aviators on Aircraft Carrier landings. He has also been the Commander of two Air Force Reserve Units. Furthermore, Mr. Rohloff has been an international airline instructor pilot teaching throughout many different theaters around the world as well as a Flight Operations Manager for Delta Airlines supervising over 400 pilots. His responsibilities as Treasurer and Vice Chairman include the organization’s treasury, financial planning, purchasing, statistical analysis and accounting activities. He was an integral part of a top down review that facilitated the company’s transformation to be the industry’s leading Mutual Aid Organization. He currently serves on the Kent State University Industry Advisory Board and is Vice Chairman of The Flight School Association of America.
Our Staff

Kelly Archdeacon, General Manager
Kelly Archdeacon has over 18 years sales experience and operations management. In addition, she has over 8 years’ experience in record keeping and management systems, record system planning and execution, and compliance. Kelly is also skilled and proficient in basic marketing, lead management and customer service. She currently has a property and casualty insurance license, and previously held a sales agent position for a nationwide insurance company. She is also knowledgeable in aviation insurance sales and policies.

Before her promotion to the General Manager at Premier Flight Academy, she previously held the position of Assistant Operations Manager. Her tasks included daily business operations, FAA & TSA compliance management, enforcement of company procedures, Part 141 and Part 61 student record tracking and management, billing, and a plethora of other aviation business management tasks.

In her free time, Kelly likes to spend time with her 2 children and husband. She has been a resident of North Royalton, Ohio for over 15 years. Kelly is also involved with a youth travel baseball organization as the team score keeper, and had previously volunteered her time as the team fundraising coordinator and bookkeeper. For several years, she had volunteered her time in the school district as a member of the PTA and class head room parent.

Alan Kettenun, Chief Pilot
Alan is not only a master IA mechanic, but a chief Pilot with well over 20,000 hours of flight training experience. He has seen it all in General Aviation over the past 40 years and is an irreplaceable asset in keeping our part 141 standards. He always ensures compliance and keeping our planes in top working order. When we were looking for our Chief, not only did the FAA accept him, they recommended him to us!
Our Staff

Nick Bellurado, Airport Manager

Nick Bellurado graduated from Kent State University majoring in both air traffic control and aviation management accompanied by a minor in business and a minor in management. Since then he has been working as the Airport Manager of the Wadsworth Municipal Airport. Nick’s resourcefulness stems from his involvement in many aviation organizations such as the Great Lakes, Northeast, and Grand Chapter of AAAE, NBAA, and the Ohio Airports Association. In addition to holding his private pilot’s license he serves as a ground instructor at the airport where he prides himself on his community outreach and after school programs. Nick is currently studying for his CM exam (AAAE) and hopes to complete it by years end.

Sandy Cadman, Head of Accounting &Finance

Sandy is the bookkeeper at Premier Flight Academy. She has been with Premier for seven years. Her responsibilities include Chief of Accounting and Financial Officer as well as government agency liaison. Prior to working at Premier, she worked at a private country club for sixteen years, a custom made carpet manufacturer, and a medical diagnostic company in the international finance department. Sandy attended both Hiram College and Tri-C. She enjoys sewing in her spare time. She lives in Tallmadge with her husband and two daughters.
Contract Requirements and Plan of Action

1. Introduction

2. Airport Management
   a. Insurance
   b. Staffing
   c. Community Engagement
   d. Maintenance and Upkeep
   e. Tenant Relations
   f. Terms of Agreement

3. FBO Operations
   a. Insurance
   b. Staffing
   c. Aircraft Fueling
   d. Aircraft Maintenance Availability
   e. Airfield Maintenance Plan
   f. Flight Training
   g. Aircraft rental
   h. Our Fleet
   i. Terms of Agreement

4. Exchange for services
1. Introduction

Although our phases must remain flexible to adjust to the needs of the airport; we have a vision set forth that focuses on growth and development for the airport that we hope coincides with that of the Authority. Our goal is also to provide professional aviation services in a safe and effective manner as well as ensure any other businesses on the field maintain and abide by the minimum standards set forth by the Authority. Economic development will be promoted through community outreach and incentive programs to assist corporate users to utilize our airport. Increasing traffic by way of corporate growth and having an active flight school will boost fuel sales and airport operations and aid justification when applying for future airport improvement funding both on a state and federal level.

In order to pursue these goals, a healthy and working relationship with the Airport Authority in surrounding municipalities is a must. All upcoming phases would require approval to ensure they are consistent with the Airport Master Plan. The initial phase will begin with reaching out and gathering information from these sources as well as any airport users. Once compiled, the information will be assessed and we will begin to build a plan to address their needs.

The second phase would involve the development of hangars both for cooperate and/or individual use or purchase. Funding for such may come from a joint public/private arrangement and land lease negotiations when appropriate. Additionally, an annual fly-in event tailored to Putnam County will be fully developed and promoted.

The third phase involves an already healthy FBO, flight school, and airport community driving new traffic and businesses to the field. The primary focus of this phase is corporate flight departments basing or having a sub-base built on the airfield. This increases both airport operations and has a large impact on the local economy by creating new jobs throughout the county.
2. Airport Management

Insurance

In concurrence with our Wadsworth location, Premier will meet all necessary and minimum insurance coverage requirements at our own expense.* Our policy(s) will include airport, flight school and FBO operations. Premier agrees to provide the Authority with proof of insurance annually or as requested.

*We ask that the Authority agrees to pay the cost of the insurance policy covering the annual fly-in/festival each year during the length of our agreement.

b. Staffing

After a preliminary assessment of the Putnam County Regional Airport, it is of our belief that we can successfully meet and exceed the expectations of the Authority by providing two full time staff members and one part-time staff member. One full time position will be held by the Airport Manager, Nick Belluardo, and the other by the Assistant Manager (TBD). The part time staff member will assist in line operations and field maintenance. Staff members will be required to partake in both airfield and FBO operations and maintenance. As mentioned, it is our intentions to increase activity at the airport; in turn, we will periodically assess the need for additional staff members and make the appropriate adjustments when necessary. Hours of operation will be extended and will included weekend staffing.
2. Airport Management

c. Community Engagement

I. As a member of the Wadsworth Chamber of Commerce we have learned first hand the value of such participation. The networking created from Chamber involvement has led to the addition of aircraft to the field, new students, and increased the community’s understanding of their airport, we look forward to becoming an active member of the Greencastle Chamber.

II. At Premier we strongly believe that a sound aviation community is built from the ground up. We will always welcome youth groups to professional development organizations and everyone in-between the opportunity to come out and learn more about aviation. From seminars to campouts – we do all that we can to bring local residents to the field!
2. Airport Management

c. Community Engagement

III. Premier agrees to take active membership in the Aviation Association of Indiana and partake in their annual conference. In addition, our staff will proudly represent the Putnam Country Regional Airport in the American Association of Airport Executives (AAAE) National and Great Lakes Regional Chapter conferences.

IV. Premier will organize, manage, and promote the annual “Putnam County Airport Appreciation Days” “Fly-in” or “Festival”. To better carry out such an event, recommendations and a brief history on the festival will be sought from the Authority.

VI. Premier agrees to manage and update the current airport website as well as integrate the Putnam County Regional Airport and advertise on our primary webpage at PremierFlightAcademy.com. Further we will use social media sites, such as Facebook, to advertise events, seminars, and accomplishments at the airport.
2. Airport Management

d. Maintenance and Upkeep

In the event that a repair, upgrade, or new construction/modification must be made to the airport or the facilities, Premier will seek three separate estimates from qualified companies. Once received, we will use our best judgement to select the most qualified contractor to carry out the task. For major projects, Premier will present all three estimates to the authority during the following monthly meeting.

e. Tenant Relations

Premier agrees to manage all accounts for based and transient customers. This service will include processing all hangar and tie down rental fees and any known usage fees. We would also keep a record of inspection of all hangars and tie-down areas to ensure all are free from defect and/or neglect.

f. Terms of Agreement

The contract will be effect for no less than a five year term. During the last year of the contract, the authority has the option to renew. If we are to make cash investments of growth in the airport, we would require a longer term of at least 10 years, preferably more to ensure payback of our investments in new hangars, credit card readers, contracts.
3. FBO Operations

Insurance
Please reference Section 2-a.

b. Staffing
With the beginning of our contract, all “airport staff” will have a dual roll to meet the requirements of running the FBO and flight school. As we continue to grow, we will add additional staff to oversee FBO operations as needed.

c. Aircraft Fueling
During all posted hours, Premier will have staff onsite to aid and/or carryout fueling operations. We have learned at our Wadsworth location, despite with the convenience of having self-service available, there is still a large “full service” market that we would be happy to assist. Our trained staff will perform daily inspections of the fuel farm using equipment provided by the authority.

d. Aircraft Maintenance Availability
Premier will seek third party maintenance and would partner with a certified IA as soon as practical to begin aircraft maintenance. This candidate will not only provide maintenance services to transient and based pilots but also be responsible for the general upkeep and inspections of our flight training aircraft.

e. Airfield Maintenance Plan
Understanding that a well-kept facility is crucial for safety purposes, it also draws attention of potential tenants. We will work hard to keep our facility and ground in the best shape possible.

I. Snow removal will begin when accumulation reaches 1/2 inch of slush or when powder exceeds one inch. Over the last year we have been commended on our attention to detail with regards to snow removal. We will always begin with the most crucial areas of the field. However, we are always happy to expedite the process around an individual hanger should a tenant need to depart.
3. FBO Operations

I. (Con’t) Premier well-trained staff will plow all runways, taxiways, apron, ramp and common areas, and the airport access road and parking lot. All snow removal equipment will be provided by the Authority, any expenses to maintain such equipment will be the responsibility of the Authority.

II. Grounds Maintenance will be carried out by Premier staff or by way of third party contract as approved by the Airport Authority. Lawn services will include and meet all requirements of the FAA and the Authority as stated in the call for proposals. We will work hard to ensure the airport is always prime condition.

f. Flight Training

Premier will immediately put an aircraft on the line for flight training and rental immediately. Advertising on our website and Facebook page would begin as soon as the contract is awarded and we look forward to expanding our flight school in Putnam County.

g. Aircraft rental

As with all of our flight training aircraft, they are made available for general rental and usage through our effective online scheduling services. Each client of ours is provided with a personal login where they can view aircraft schedules, our fleet maintenance status, and book an instructor if needed. Paperless 141 has proved to be a top software provided for FBO and flight school management.
3. FBO Operations

h. Our Fleet

**Cessna 172 R VFR/IFR Executive Trainer:** Premier Flight Academy, ltd. offers the latest in GPS panels. This brand newer Cessna 172R is equipped with a WAAS enabled G650 Cockpit, complete with autopilot and wool seats. For the maximum safety available today, real time satellite weather, as well as traffic and terrain awareness systems. Additionally, our aircraft always have updated IFR GPS databases. This aircraft is loaded and is the finest Executive Training Aircraft available in northeast Ohio.

**Diamond DA20 VFR Basic Trainer:** The Diamond DA20 is a 2 seat basic trainer made of composite materials. Extensively used by the United States Military for their primary flight instruction, this aircraft has proven itself to be a highly effective basic trainer.

**Diamond DA40 VFR/IFR Advanced Trainer:** The Diamond DA40 is a 4 seat advanced trainer made of composite materials. Premier’s DA40 offers traffic awareness as well as electronic engine instruments, complement to the DA20. The G1000 equipped aircraft provides the latest in avionics technology!

**Cessna 172 N:** The 172 is simple, tough and easy to maintain. Its excellent flight characteristics make it the perfect trainer. It is FAA certified for Instrument conditions and was designed for easy construction and simple maintenance. The 172 deserves its reputation as one of the world’s friendliest entry-level machines. Its flight characteristics are perhaps the most benign of any trainer. Its gentle handling and hardy design keeps novice pilots from getting into trouble.
3. FBO Operations

**Piper Geronimo:** Our Piper Geronimo is one of the nicest multi-engine trainers available. Winner of back to back “Best in Show” awards at Oshkosh's annual EAA Airventure, this Piper boasts two factory new 180 horsepower Lycoming engines with q-tip propellers, a full Geronimo conversion (Speed mods, a larger vertical stabilizer for additional rudder authority, a cleaner, extended, Twin Comanche-style nose which can come complete with its own baggage compartment, Hoerner wingtips), HSI, GPS, and large useful load capabilities. The five seater is one of the most efficient twins out there, with a very generous single engine climb rate and unmatched roll stability. As far as basic multi-engine trainers go, few twins begin to match the Geronimo’s stability, safety and overall training qualities for both beginner and experienced multiengine pilots.

**Beechcraft Duchess:** This is the perfect twin-engine pilot trainer because of its low speed and docile flight characteristics. Cruising at 176 mph, the Duchess’ outstanding design includes an aerodynamic advantageous T-tail, which places the horizontal surfaces above the slipstream for better stability and handling. Being one of the most popular flight school trainers, this plane makes it easy for single-engine pilots to transition to a multi-engine platform.

**Piper Aztec:** Equipped with two, 250 horsepower Lycoming engines, the Aztec is one of the most popular twin engine planes, providing versatility for short field takeoff and Landings (STOL). It cruises around at 200 mph with a large cabin area that can seat six people, a solid performer with a modern avionics package. The Aztec provides optimal comfort during long trips, with superior comfort and phenomenal in flight handling characteristics. With a maximum operating altitude of 17,000 feet. The optimal three-blade propeller reduces-noise, delivers peak performance on takeoff and climb out, and offers better clearance when taxiing. Double rear doors make loading easy with substantial cargo capacity. The aerodynamic profile is exceptionally clean by combining tuck-away gear with semi-tapered wings, which cut parasite drag to minimum.
3. FBO Operations

**Beechcraft Bonanza:** While there’s nothing old-fashioned about the modern Beech, the basic BE36 design is, nevertheless, a time-tested survivor blessed with the latest in 21st century avionics. The panel is glass with dozens of upgrades, including in flight weather. Bonanzas of all description have been winning friends and influencing pilots for three decades, and continue to be among the most popular of the six-seat heavy lifters. Passengers enjoy good legroom in the four, conference-style, facing seats in the back cabin. Top cruise is 185 knots at 15,000 feet, with a maximum operating altitude of 17,000 feet. The optimal three-blade propeller reduces noise, delivers peak performance on takeoff and climb out, and offers better clearance when taxiing. Double rear doors make loading easy with substantial cargo capacity. The aerodynamic profile is exceptionally clean by combining tuck-away gear with semi-tapered wings, which cut parasite drag to minimum.

**Simulators** The Managing Partners of Premier Flight Academy, Ltd. have all come from Military or University Aviation programs that heavily use simulator devices as a primary method to reinforce training. We strongly agree with this philosophy, and that is why we have invested in two "State of the Art" Precision Flight Controls CAT IV Modular Flight Deck. These Advanced Aviation Training Devices allow us to save our customers both time and money, while making them better, and more proficient pilots.
3. FBO Operations

i. Terms of Agreement
Premier requires that management of the FBO will be conjunction with being awarded and holding the contract to manage the Putnam County Regional Airport as stated in 2-f. During the term of the contract both operations will be carried out in full unless otherwise ended. In the event that Premier is not awarded or no longer holds the contract to manage the airport, neither will we wish to manage the FBO.

4. Exchange for Services
I. As suggested by your budget to pay these individuals, inclusive of taxes and benefits is annually well above $170,000 with the addition of operating expenses and improvements to properly run, promote, and develop we are around $215,000.

In interest of both parties and with respects to future fuel sales, Premiers offers its services for $11,285.00 per month. Additionally, for our long term contract to work most effectively we require a 2.2% annual increase in management fees to offset the increased payroll with inflation.

II. We hope this is the beginning of a long and successful relation between our two entities. Understanding that this is a higher agreement price than you currently maintain, you and the airport will be getting more services and improvements immediately. We have a passion for making general aviation grow and know we can help the Authority grow the airport per their mission statement.
Our Partners

FlightSchoolList.Com

POLARIS CAREER CENTER

PILOT FINANCE, INC.

Flight School Association of North America

AEROSPACE ENTERPRISES, LLC.

Diamond FLIGHT CENTER

Continental Connection

AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

Wadsworth Chamber of Commerce

OHIO AVIATION ASSOCIATION

PURVIS BROTHERS, INC.

PHILLIPS 66

National Business Aviation Association

psi LaserGrade

Holiday Inn

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