



**REQUEST FOR QUALIFICATIONS AND EXPERIENCE  
PROFESSIONAL REAL ESTATE  
CONSULTING & APPRAISAL SERVICES**

**CLOSING TIME: 4:30 PM, TUESDAY, JANUARY 27, 2026**

The Erie-Ottawa Regional Airport Authority, owner and operator of the Erie-Ottawa International Airport (KPCW), requests interested professional real estate, appraisal, and aviation consulting firms to provide a Statement of Qualifications (SOQ) for the following services:

- 1. Aid in the update and further development of a comprehensive leasing policy and other related documents and policies governing real property leasing at the Erie-Ottawa International Airport.**
- 2. Provide Fair Market Value (FMV) professional appraisals for real property available for lease and development at the Erie-Ottawa International Airport to inform the Airport's leasing policy.**

All services are for the Erie-Ottawa International Airport in Port Clinton, Ottawa County, Ohio ("Airport"). SOQ responses may focus on either item above, or both, depending on the respondent's qualifications, experience, and desired interest in engagement with the Authority. The Erie-Ottawa Regional Airport Authority ("the Authority") anticipates compensation for all services requested to be well below the threshold for bidding as required by Ohio law. The primary goal of this RFQ is to alert the public of the Authority need, identify interested and qualified firms, and compile quotes for the specific services noted herein for evaluation by the Authority for potential engagement anticipated in Q1 2026.

**1.0 DESCRIPTION OF DESIRED SERVICES**

**1.1 Aid in the update and further development of a comprehensive leasing policy and other related documents and policies governing real property and leasing at the Erie-Ottawa International Airport.**

- a. The Authority seeks to formalize a framework and policy to support a well-organized and comprehensive approach to leasing property at the Airport.
- b. Authority goals for a leasing policy and other related governing documents are:
  - 1.1.b.1 Ensure compliance with Federal Grant Obligations**
  - 1.1.b.2 Maximize Airport revenue**
  - 1.1.b.3 Minimize Airport financial obligations in leased areas**
  - 1.1.b.4 Attract private investment over Airport debt**
  - 1.1.b.5 Align with industry best practices**
  - 1.1.b.6 Ensure congruence among and between all Airport policies and guidance**

**1.2 Provide appraisals for real property available for lease and development at the Erie-Ottawa International Airport.**

- a. The Authority seeks to establish the most current Fair Market Value (FMV) of the highest and best use of land and facilities the Airport leases.
- b. Primary need is for appraisal of aeronautical land at various stages of readiness for development. Appraisals may be requested for non-aeronautical land or facilities as well, depending on Authority need.
- c. Only Ohio licensed appraisers will be considered. Preference will be given to appraisers on the ODOT-prequalified review list.
- d. The Authority anticipates appraisals will be relied upon to inform the Airport's leasing policy and practice for a period of at least 5 years.



# ERIE-OTTAWA INTERNATIONAL AIRPORT

KPCW | CARL R. KELLER FIELD

3255 E. STATE ROAD PORT CLINTON, OHIO 43452 | 419-734-6297 | PORTCLINTONAIRPORT.COM

## **2.0 REFERENCE MATERIALS**

The current FAA approved Airport Layout Plan is attached for reference.

## **3.0 RESPONSE SUBMITTAL LOCATION**

Firms interested in engaging with the Authority for the purposes herein are asked to submit a Statement of Qualifications (SOQ) to the following address by 4:30 PM on Monday, January 26, 2026:

Erie-Ottawa International Airport  
RFQ: JAN 2026  
Attn: Clay Finken, Director  
3255 E. State Road  
Port Clinton, Ohio 43452

## **4.0 STATEMENT OF QUALIFICATIONS (SOQ) RESPONSE CONTENTS**

Statement of Qualifications (SOQ) packages should provide sufficient information on the points below to allow the selection committee to adequately evaluate interested firms. SOQ packages shall consist of four copies of the firm's SOQ, including transmittal / letter of interest, in 8.5" x 11" format, containing no more than twenty (20) pages, not including separation / index pages and cover. SOQ packages shall be arranged in the following manner:

- 4.1** Transmittal Letter / Letter of Interest
- 4.2** Firm's experience in comparable general aviation airport real estate consulting and / or appraisal services within the last three years. Include a list of airport clients served, and a contact name and telephone number for each that may be contacted as a reference.
- 4.3** Professional background, caliber, and qualifications of key personnel.
- 4.4** Qualifications and experience of outside firms anticipated to be engaged for the work and percentage of proposed work the outside firm will perform.
- 4.5** Firm's demonstrated ability and capacity to meet schedules and deadlines.
- 4.6** Firm's experience with FAA and ODOT compliance, rules, regulations, etc.
- 4.7** Firm's familiarity with and proximity to the Erie-Ottawa International Airport.
- 4.8** At least three (3) references (may be non-client such as contractors or subconsultants) who verify the firm has satisfactorily performed services like those requested herein.
- 4.9** Provide a general overview of the firm's Project Approach, not to exceed two pages. Confirm the firm is familiar with the Airport and address the firm's 1) Technical approach; 2) Understanding of the project; 3) Innovative ideas; 4) The firm's approach for ensuring increased quality, reduced project delivery time, and reduced costs.
- 4.10** Any additional information the firm feels necessary to the selection process.

Provide the information requested in the items above, in the same order listed, with a letter signed by an officer of the firm. DO NOT send additional forms, resumes, brochures, or other material.

Items 4.1 through 4.8 must be included within the 20-page body of the response. Remaining space within the allowable twenty (20) pages may be utilized to provide additional information concerning general qualifications.



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## **5.0 SELECTION**

The selection will generally follow the guidelines set forth in FAA Advisory Circular No. 150/5100-14E (Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects) and the above items 4.1 through 4.10. A Consultant Selection Rating Form is attached for reference.

A selection committee will evaluate each firm's qualifications as submitted. Subsequent to evaluations the committee will select qualified firms for interviews or to request quotations. The committee will then negotiate with the highest-ranking firm based on selection and quotations to obtain a mutually satisfactory agreement. Should negotiations with the selected firm fail to produce an agreement, the committee will negotiate for an agreement with the next qualified firm and so on until a mutually satisfactory agreement is obtained.

## **6.0 RIGHTS RESERVED**

The Erie-Ottawa Regional Airport Authority and both Erie and Ottawa Counties reserve the right to accept or reject any Request for Qualifications responses without further action, as well as the right to initiate additional procurement action for any services included in this procurement.

## **7.0 QUESTIONS**

Any questions regarding this Request for Qualifications should be directed to Clay Finken, Airport Director, via email at [director@portclintonairport.com](mailto:director@portclintonairport.com) or phone at 419-734-6297 Ext. 4.

**REQUEST FOR QUALIFICATIONS CONSULTANT SELECTION RATING FORM**  
**ERIE-OTTAWA INTERNATIONAL AIRPORT**  
**RFQ: JAN 2026**

**FIRM:**

**EVALUATOR:**

<b>CATEGORY</b>	<b>Total Possible</b>	<b>Scoring Criteria</b>	<b>Points Awarded</b>
EXPERIENCE OF THE FIRM WITH SIMILAR AIRPORT SERVICES:	10	See Note 4.2, RFQ	
STRENGTH / EXPERIENCE OF KEY PERSONNEL:	10	See Note 4.3, RFQ	
QUALIFICATIONS OF THE PROJECT TEAM (KEY STAFF):	5	See Note 4.3, RFQ	
STRENGTH / EXPERIENCE OF POTENTIAL SUBCONSULTANTS AND ABILITY TO MEET GOALS:	5	See Note 4.4, RFQ	
ABILITY & CAPACITY TO MEET SCHEDULES & DEADLINES:	10	See Note 4.5, RFQ	
EXPERIENCE WITH FAA & ODOT REGULATORY ENVIRONMENT:	20	See Note 4.6, RFQ	
FAMILIARITY AND PROXIMITY TO AIRPORT:	5	See Note 4.7, RFQ	
PERFORMANCE ON SIMILAR AVIATION PROJECTS:	15	See Note 4.8, RFQ	
PROJECT APPROACH, INCLUDING STEPS, SCHEDULE, AND QUALITY ASSURANCE:	20	See Note 4.9, RFQ	
<b>TOTAL POINTS:</b>	<b>100</b>		