

Board of Commissioners

Dirk Rohne – Chairman
Robert Stevens – Vice-Chair
Frank Spence – Secretary
James Campbell – Treasurer
Scott McClaine – Assistant Secretary/Treasurer

422 Gateway Ave, Suite 100
Astoria, OR 97103
Phone: (503) 741-3300
Fax: (503) 741-3345
www.portofastoria.com

Workshop Session

November 15, 2022 @ 4:00 PM
10 Pier 1, Suite 209

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling the Port of Astoria at (503) 741-3300.

*This meeting will also be accessible via Zoom. Please see page 2 for login instructions.

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES/ADDITIONS TO THE AGENDA
5. PUBLIC COMMENT:
This is an opportunity to speak to the Commission for 3 minutes regarding any topic. In person, those wishing to speak must fill out a public comment form. Those participating via Zoom may raise their hands during the public comment period.
6. ACTION:
 - a. Aviation Fuel Supplier – Intent to Award3
 - b. Request for Expenditure #0131 – Lektro Building Roof Repairs..... 41
 - c. Executive Director Evaluation Contract – Special Districts Association of Oregon 49
7. COMMISSION COMMENTS
8. EXECUTIVE DIRECTOR COMMENTS
9. UPCOMING MEETING DATES:
 - a. Regular Session – December 6, 2022 at 4:00 PM
 - b. Finance Committee – December 14, 2022 at 12:00 PM
 - c. Workshop Session – December 20, 2022 at 4:00 PM
10. ADJOURN

Please Note:

Agenda packets are available online at: <https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>

Please allow time for the normal posting procedure for agendas and meeting packets.



Board of Commissioners

HOW TO JOIN THE ZOOM MEETING:

Online: Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUElxNy9hYTZFPQTizQT09>
Or go to [Zoom.us/join](https://zoom.us/join) and enter Meeting ID: 869 0588 1635, Passcode: 422

Dial In: (669) 900-6833, Meeting ID: 869 0588 1635, Passcode: 422

This meeting is accessible to persons with disabilities or persons who wish to attend but do not have computer access or cell phone access. If you require special accommodations, please contact the Port of Astoria at least 48 hours prior to the meeting by calling [\(503\) 741-3300](tel:5037413300) or via email at admin@portofastoria.com.



Notice of Intent to Award

Issued: November 11, 2022

Aviation Fuel Supplier

Proposal Opening: October 25, 2022

The Port of Astoria intends to award a contract from the subject RFP to:

CityServiceValcon, LLC (CSV)

Note: an awarded contract is contingent upon successful contract negotiations:

Contractor	Review Score (Avg)
CityServiceValcon	85
EPIC Fuels	80



**Aviation Fuel Supplier
Proposal Evaluation Results**

CSV Proposal	Weighted Scoring			
	GK	MM	MH	Avg Score
Qualifications	13.5	12	15	13.5
Experience	13.5	13.5	13.5	13.5
Reputation	5	9.5	9	7.83
Cost	19	18	14	17
Available Equipment & Materials	16	16	18	16.66
Contract terms	18	14	18	16.66
TOTALS	85	83	87.5	85.15

EPIC Proposal	Weighted Scoring			
	GK	MM	MH	Avg Score
Qualifications	13.5	12	12	12.5
Experience	13.5	12	12	12.5
Reputation	5	6	5	5.33
Cost	18	20	18	18.66
Available Equipment & Materials	17	12	16	15
Contract terms	18	14	15	15.66
TOTALS	85	76	78	79.65

ATTACHMENT A

**PROPOSAL FORM FOR
AVIATION FUEL SUPPLIER
at
PORT OF ASTORIA REGIONAL AIRPORT**

The undersigned **CityServiceValcon, LLC (CSV)** hereby proposes to the Port of Astoria, Astoria, Oregon (“Port”) that Proposer be selected by the Port to serve as fuel supplier CSV to supply the Port of Astoria Regional Airport with aviation fuel for resale as described in the Port’s Request for Proposals dated September 22, 2022. If selected, Proposer will supply the fuel related services as described in this Proposal and the Fuel Supplier Agreement (“Agreement”) to be made between Proposer and the Port as more particularly described below:

The Product shall include the following types of fuels:

- a Submission Requirements V.5.A, V.5.B, V.5.C, V.5.D, V.5.F, V.5.G and V.5.H.
 - (i) Aviation Turbine Fuel – Jet A.
 - (ii) Aviation Gasoline, 100 LL AVGAS or future replacement.

The Product delivered to the Airport shall comply with the following specification:

Phillips 66 Branded Products meet or exceed the following ASTM product specifications:

- Jet A in accordance with ASTM D1655 or latest version
- AVGAS (100LL) in accordance with ASTM D910 or latest version

II Qualifications

a. Industry Involvement and Commitment:

(Here set forth any trade show participation by supplier and how the Airport will benefit from activity. Describe all memberships in industry organizations like NBAA, NATA, and NCAA, including active participation on mommities if any. Set forth a list demonstrating involvement with FBOs nationwide and examples of customers similar to the Airport.)

Phillips 66 Aviation has been an aviation fuel supplier/refiner for more than 90 years. CSV, an energy distributor for over 90 years and a marketer for Phillips 66 Aviation.

Phillips 66 Aviation, headquartered in Houston, is an advantaged downstream energy company with segment-leading Refining and Marketing (R&M), Midstream and Chemicals businesses. Phillips 66 has approximately 14,000 employees worldwide. Phillips 66’s R&M operations include 15 refineries (a producer) with a net crude oil capacity of 2.2 million barrels per day, 10,000 branded marketing outlets, 15,000 miles of pipeline systems, and over 850 Phillips branded FBO network.

CSV is committed to providing energy to communities and airports. Currently, we are serving over 15,000 accounts (aviation and non-aviation).

CSV and Phillips 66 Aviation Marketing is devoted entirely to the support of aviation customers who require high quality aviation fuels and FBO support programs. Our combined and committed team includes customer support personnel, dedicated sales representatives with FBO experience, dedicated quality control, quality assurance and risk management personnel, commercial and defense sales team, supply and distribution functions, and technical support.

Unlike many branded aviation fuel suppliers, Phillips 66 has complete control over the manufacturing and distribution process to ensure product quality and supply reliability. We refine oil into aviation fuels at twelve of our fifteen refineries, then send to market utilizing our 15,000 miles of pipeline systems. No other supplier has made a more significant investment than Phillips 66 to ensure your complete satisfaction.

Pilot readers of Professional Pilot magazine have voted Phillips 66 as their favorite fuel for fifteen years in the publication's annual PRASE survey

Combined, our presence extends to national, regional, and state conferences such as, but not limited to, National Business Aviation Conference (NATA), Aircraft Schedulers & Dispatchers Conference (S&D), NW Aviation Conference, and Oregon Airport Managers Conference (OAMA).

Ongoing financial contributions to support and market our accounts and the Phillips 66 brand.

- CSV/P66 continually make efforts to sponsor airshows, programs, events, and tradeshow.
- Phillips 66 sponsors and promotes safe practices such as the Save A Life initiative (avoid mis-fueling) at industry events.

In addition, P66 provides support to national disaster relief funds – recently donated \$1,000,000 dollars towards the Hurricane Ian Relief Fund

Phillips 66 Aviation has formed a very active Advisory Council is comprised of branded Phillips 66 Aviation Dealers and Marketers. The members represent all Phillips 66 Aviation dealers and marketers on business issues, assist in the development of strategies and tactics to strengthen the financial viability of all stakeholders in the Phillips Aviation brand, also keeping Phillips 66 alert to emerging aviation industry topics.

Our involvement with FBOs is based on our philosophy of providing solutions to our FBOs to create value through our experts and Phillips 66 Aviation's value-added programs.

Here are some examples:

- Auburn Municipal Airport:
 - We have provided online and onsite safety training.
 - Diagnosed and resolved avgas tank fill issue
 - Zero runout through P66's supply guarantee and our dedicated carriers.
 - Reimaged tank farm with certain upgrades and technical support at no cost.

- New signs, decals, digital display, and upgraded fueling system for ease of use for patrons.
- Yellowstone Air Service (YAS): CSV helped modernize the FBO's fuel farm located in Livingston, MT.
 - Provided technical support to YAS on owned trucks at no cost
 - Provided a solution to upgrade certain refueler asset for higher capacity
 - Fuel farm technical support at no cost
 - Onsite hands-on training at no cost
 - Reimaged signs
- Bighorn Airways
 - Provided onsite training which included
 - Fuel Handling
 - API Testing
 - Fuel Farm Training
 - Refueling
 - Customer Service
 - Safety
 - In addition, performed inspection to ATA103 (Airline) and NFPA (Fire) inspections at the FBOs request
 - Helped diagnose jet-a refueler issue at no cost

b. Qualifications; References:

(Here describe your company or organization; your qualifications to be selected as Fuel Supplier; and identify all Airports or FBO's within a 100 nautical mile radius of KAST at which you are an exclusive provider of aviation fuel. Please include contact information for the references.)

For 90 years, CityServiceValcon has offered quality fuel, oil and energy products, dependable delivery, outstanding customer care, and superior service to the Pacific Northwest and Northern Rockies markets.

Safety is our #1 priority. CityServiceValcon is committed to the safety of our customers, employees, and the environment. We take pride in our qualified and trained employees, maintaining safe operations, eliminating hazards, and complying with all company safety rules. Every employee is responsible for actively identifying ways to make our company a safer place to work. Safety is our primary goal. We actively engage in policies and programs to continuously improve the safety of our companies and uphold our commitment to our employees, customers, and the environment.

Our mission continues to escalate quality and service with a leading edge in professional etiquette, technology, and resources. As one of the major logistics and delivery industry leaders in the United States, we will provide optimal outcomes for your fuel, propane, or lubricant needs. If you intend to do business with a robust energy company, you have found the right people. We are the preeminent distributor of energy products to your location.

Listed below are 3 of CSV's branded customers within a 100 nautical mile radius:

- Auburn Municipal Airport: Tim Mesonides, Airport Manager (253) 333-6821

- Infinite Air Center: Tony Hann, Owner (541) 730-3345
- Twin Oaks Airpark: Bob Stark, Owner (503) 522-8952

c. *Submission Requirements V.5.E, V.5.R, and V.5.S*

III. Experience

(Here describe your company's history and experience of being a fuel supplier. How many airports/FBO's you service regionally or nationwide. Describe how you would rank KAST as a fueling point in that set of operations. Provide examples of three similar size operations and how you have worked mutually to grow their business.)

CSV has been in business since 1932. We strive to optimize individual business goals through superior customer service, knowledge, safety, and value-added programs. CSV has 56 branded accounts in the Pacific Northwest. CSV's main office is located in Kalispell, MT with regional offices in Salem, Oregon and Springfield, Oregon. We have a dedicated aviation team including 3 aviation dispatchers, 2 technical operation members, and your regional sales manager not including substantial support available through Phillips 66.

FBOs of similar size as the Port at KAST:

- Auburn Municipal Airport: CSV has worked closely with the airport and the operations manager to enhance their fuel farm to avoid run outs, limited down time, and friendlier system.
 - Consistent supply – No run outs
 - Provided solutions to resolve fuel farm issues for consistent operation
 - Digital remote meter display for the self-serve system
 - Dedicated carriers to provide on time deliveries
 - Same freight cost from secondary terminal – removing any limits
- Big Horn Airways
 - Ability to keep Bighorn Airways tanks filled during fire emergencies through P66's own refinery and backup supply
 - Due to state emergency (fire related), we were in constant communication (several times a day) to ensure fuel was available to the FBO to support GA, commercial, and emergency services
 - Streamlined credit card processing system and reimbursement
 - Simplified airline fuel invoices and reimbursement to Bighorn Airways
- Yellowstone Air Service
 - Provided solutions for additional storage and refuelers to support multiple aircrafts at once
 - Carrier resources for same day deliveries

IV. Reputation for Reliable Performance (20 Points)

- a. (Here describe how your firm's reliability. Identify three FBO's of similar size of operations to KAST and how and why they would rank your firm as a reliable fuel supplier.)*

Phillips 66, a major refinery of avgas and jet fuel, provides a level of supply guaranty through its refineries or exchange refiners.

FEQ (Freight Equalization) only offered to Phillips 66 dealers where you will pay the same low cost as your primary supply in the event of unannounced outages and product is sourced from alternative supply points.

As it relates to fuel deliveries, ~~CSV offers its own proprietary trucking and drivers plus contracted common carriers with aviation dedicated equipment to deliver fuel to you. Our supply and trucking offer are unique, and it provides reliability of fuel delivery during all operations (normal or emergency).~~ Our dispatch team offers support around the clock.

1. The 3 FBO's plus many more that would be similar to Port of Astoria that would rank CSV as a reliable fuel supplier would be:
 2. Cardan Aircraft, Red Bluff, CA (General Aviation)
 3. Auburn Municipal Airport
 4. Hillcrest Aircraft, Lewiston, ID (General aviation and forest fire base)

- b. Submission Requirements V.5.Q.*

V. Cost of Materials and Delivery (20 Points)

- a. Prices for Product will be established as follows:
(Attachment B; Submission Requirement V.5.G)*
- b. We commit to deliver at the stated price the Airport's requirements of Product subject to the following limitation:
(Here, describe the limitation, if any, on the amount of Product Fuel Supplier shall be obligated to supply to the Airport at the stated price.)*

There is no limitation to supply. CSV currently utilizes multiple common carriers while having our own trucks and drivers. Within the next year CSV plans to put one of our own trucks and drivers in the Portland / Seattle market dedicated to aviation fuels only.

- c. (We will/will not impose retail/wholesale credit card related discount/rebate programs that require the Airport's participation or funding.)*

We will not impose a retail/wholesale credit card related discount/rebate program that require the Airport's participation or funding.

VI. Available Equipment and Materials (20 Points)

a. Credit Card Program:

(Here describe your credit card program. Include as much detail as necessary for the Port to fully understand the operations of same and how it compares with other credit card programs operated by other aviation fuel suppliers.)

Phillips 66 Proprietary fuel cards at 0% processing. Phillips cards can be used aviation or motor fuels, the Phillips 66® Aviation Credit Card makes your daily travels and weekend excursions easier.

Customers can use their Credit Card at more than 850 Phillips 66 Aviation branded FBOs across the country, including self-service sites. And they can fuel up at any of the thousands of Phillips 66®, Conoco®, and 76® gas stations nationwide.

Credit Card Processing:

- A web-based credit card processing system (Aviation Point of Sale) will be provided by CSV that can manage all of your FBO's transactions.
 - o This system can capture sales anywhere on airport (Tablet required)
 - o Card on file option available through Aviation Point of Sale
 - o Meriod of reports at your fingertips
 - o Aviation Point of Sales can accept:
 - all credit cards
 - Phillips proprietary cards
 - Government Air card
 - Contract fuel
 - Cost: Provided and paid by CSV (Value of **\$2,700.00**)

b. Refuelers:

We will supply to the Airport self-propelled fuel storage and delivery vehicles ("refuelers") as follows:

Refueler Lease (36-month term)

- 1998 5k Jet A Refueler at a lease rate of \$1,500 p/m or \$0.12 cents per gallon.
- 2008 5k Jet A Refueler at a lease rate of \$2,250 p/m or \$0.18 cents per gallon.



Differed Purchase (accrued value)


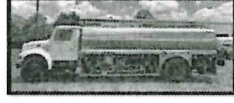
- CSV will offer 50% of rent paid by Port of Astoria toward the purchase price in the event the Port elects to purchase the refueler.
 - 1998 5K: Est. **\$27,000** equity
 - 2008 5K: Est. **\$40,500** equity

Refueler Support

- o CSV will provide full maintenance except for those normal wear and tear and oil/fluid changes
- o Technical Support:

- Technical support (guidance) on all of your fueling equipment including your fuel farm is available through CSV's Technical Support Manager.

For more information Call Derek Burge CityServiceValcon, LLC 406-850-2203	2008 Freightliner 5,000 Gallon Jet A Refueler
	
UNIT # 208019	
MODEL NO.: M2 106 TANK: Aluminum CHASSIS: Freightliner Diesel PUMP: German Rupp 3" FILTER: Coalescer / Separator WATER DETECTOR: Yes DEADMAN/PRESSURE CTRL: Electric METER: EMR 3 Remote Display HOSE REEL: 3 Hydraulic rewind HOSE: 1 Underwing, 2 Overwing OVERWING NOZZLE: Whitaker F116	UNDERWING NOZZLE: OPW 295 SAJ BOTTOM LOADING: Yes DEFUEL: Yes PIPING: Stainless LADDER BRACKETS: Yes FINISH: White cab, natural tank OPTIONS: Large LED Displays Fair Market Value: \$140,000 Branded Dealer Price: \$155,000 Monthly Lease Rate: See Above Plus applicable Taxes and Freight

For more information Call Derek Burge CityServiceValcon, LLC 406-755-4321	1998 International 5000 Gallon JET A REFUELER
	
UNIT # 298025	
MODEL NO.: 4900 TANK: Aluminum CHASSIS: International PUMP: German Rupp FILTER: Coalescer / Separator WATER DETECTOR: Yes DEADMAN/PRESSURE CTRL: Yes METER: 1 LC with Mechanical Register HOSE REEL: 2 HOSE: 1 Overwing, 1 Single-Point ADDITIVE INJECTOR: Hammonds	OVERWING NOZZLE: OPW 295 UNDERWING NOZZLE: F-116 BOTTOM LOADING: Yes DEFUEL: No PIPING: Aluminum / Stainless LADDER BRACKETS: Yes FINISH: Natural tank / Cab painted white OPTIONS: Fair Market Value: \$92,500 Branded Dealer Price: \$88,000 Plus applicable Taxes and Freight

c. Advertising and Promotions:

(Here explain method or plan for Airport advertising in relation to national and international programs. Explain aviation directory support available from supplier. Set forth sales aids items provided through Supplier and cost. Explain co-op program, if applicable, and funds available to the Airport.)

Phillips 66 includes a National and International Advertising and Business Promotion programs. Pilots respect the Phillips 66 name and have rated "ours" the "best" fuel brand. We remind pilots on a continuous basis all the great reasons why they should make Phillips 66 dealers their #1 choice. Our national advertising (95% digital / 5% print) campaign focuses on driving the Phillips network of FBOs.

Phillips 66 exhibits at the industry's leading national trade shows including National Business Aviation Association, NBAA Schedulers and Dispatchers, and Aviation International Expo (NATA). The focus of the Phillips 66 booth is to promote the branded FBO network directly to corporate pilots.

The Phillips 66 Aviation web site (www.phillips66aviation.com) is designed with pilots in mind. The site is intended to be a comprehensive location with access to all flight information needed by pilots for flight operations. Included in this web site is a Phillips 66 Aviation FBO Locator, free of cost. All that's needed is to update the site to position your airport and services.

You can change your information in the FBO locator as often as you like, at no charge.

Aviation Directory Support: Listing and directory supported provided by both CSV and Phillips 66 team. In addition, the Port will have an opportunity to advertise through:

- Flightplan.com ad placement for KAST free of charge
 - o Phillips 66 Aviation provides Free to each branded dealer: FBO logo, 399 characters of copy, Phone number, Fax number, Frequency, Email address, Website address, & up to 10 icons for amenities/FBO facilities. This is a \$1,500 per year value per FBO.
- Phillips 66 Website – listing of KAST (no cost)
- Contract Fuel: Price distribution to flight departments (pilots, dispatchers, and flight departments) to increase visibility of KAST (no cost)

Sales Aid Tools

- Phillips 66 offers \$1.00 per gallon rebate for Compassion flights and Young Eagles for Port of Astoria to offer
 - o Compassion flight - \$1.00 off every gallon sold
 - o Young Eagles - \$1.00 off every gallon sold
- Phillips 66 contract fuel program – an opportunity for Port of Astoria to market its services to corporate pilots and schedulers & dispatchers
- CSV's regional manager to provide guidance on other aviation trade sites marketing opportunities
- A recognizable brand and exciting promotions go a long way toward customers choosing your FBO over the competition. Phillips 66 puts the power of marketing to work through a healthy mix of advertising and promotions designed to drive traffic. Our innovative promotions include:
 - o Sponsorships of sports organizations and conferences
 - o Local special events and giveaways
 - o Brand-building billboards and commercials
 - o Engaging social media contests
- Signage – CSV/P66 will provide a lighted Phillips sign with the shield or the wings logo at no cost to Port of Astoria
- In collaboration of P66 and CSV, we will work directly with your team to help:
 - o Identify targets and opportunities
 - o Margin Optimization
 - o Flightplan.com
 - o Wingpoints
 - o Access to P66 Marketing items
- Aviation Directory Support: As your Aviation Sales Manager, you can reach me at any time on any day of the week. I can help troubleshoot with self service systems, vendors, pricing issues, and much more. I am your FBO's extension, and here to help.
 - o Aviation dispatch group available 24/7 to provide support. Your dedicated team:
 - Aviation Sales Manager – Sawyer Silliker
 - Aviation Dispatchers – 3 dedicated to Aviation

- Tech and Ops / Training – Derek Burge, James Sampson-Keck
- Co-Op Program Summary: Designed to assist P66 branded dealers to promote P66 aviation brand and to improve services available at branded FBO's.
 - P66 will allocate funds at a rate of \$0.005 (one half cent) per gallon on all net gallons purchased (excludes into-plane gallons).
 - Funds can be used on various items – Wingpoints, advertising, uniforms, fuel testing & training, premium promotional items, signage, etc.
 - Must be in compliance with the brand standard and quality control requirement.
 - Reimbursement of 50% of the approved vendor invoice amount on all qualifying items.
 - Processed by Aviation Sales Admin.
- Digital Display: We will provide a high visibility digital display for your self-service system (value of **\$2,000.00**).

d. *Submission Requirements V.5.I, V.5.J, V.5.K, V.5.L, V.5.M, V.5.N, and V.5.O.*

VII Contract Terms Provided (20 Points)

- a. We have and will keep in place during the term of the Agreement the following Product Quality Control Program:

(Here describe, in detail, your quality control and assurance program. Include complete description of any documented breakdowns in quality of your product and itemize any instances of aircraft damage or personal injury that have been established as proximately caused by the failure of your product to meet specifications.)

CSV is current with industry standards and will offer annual inspections to ensure the FBO is in compliance. Prior to CSV branding, the FBO must pass the Aviation Fuel Quality Assurance Requirements, which includes:

- Training
- Misfueling Training – Annually
- Review TrustedFuel.com – Annually
- Online or live training – 24 Months
- Records and Documentation
- CSV / P66 requires a new to brand audit which includes:
 - Onsite inspection of the FBO's fuel farm,
 - Refuelers / Equipment – FSII injectors
 - Sampling and Testing
 - Fuel receipt items
 - Proper filtration
 - Fuel storage systems
 - Hoses and nozzles
- Daily sumps / testing for all aviation fuel tanks / trucks shall be inspected to comply with the P66 Aviation branded account quality control program. The standard documents that you will receive on a fuel delivery are the:
 - Bill of Lading

- Certificate of Analysis
- Carrier Release Certificate
- Along with receiving these the FBO should conduct an API gravity test prior to accepting the fuel
- All fuel receipt paperwork should be kept in records
- CSV has a perfect track record with no incidents regarding a poor quality of fuel. This comes as no surprise due to the proper training and testing that goes into every fuel delivery.
- Technical, Maintenance, and Repair support: CSV will provide guidance to resolve any deficiencies found during the inspections.
- Resource Center for Fuel Handlers – **TrustedFuel.com**: As a branded dealer, you will have full access to TrustedFuel.com

RESOURCE CENTER FOR FUEL HANDLERS
TrustedFuel.com

The Most Trusted Wings in Aviation™

Contact Us | FAQs | Glossary | Logout | Refueler Maintenance | Reset Password

Welcome to the Resource Center

Since 1927, Phillips 66 Aviation has led the industry in providing high quality aviation fuels. This tradition continues with the "Resource Center for Fuel Handlers", providing convenient access to a comprehensive collection of fuel quality information, technical data and specifications, training tools and links to industry guidance. TrustedFuel.com is dedicated to supporting your valued business and continued commitment to deliver clean, dry, on spec fuel every time.

Trusted Fuel from the Most Trusted Wings in Aviation

GET STARTED **SEARCH**

Quick Links

- [Aviation.com](#)
- [Aviation Weather Center \(NWS\)](#)
- [Aircraft Registration Search \(FAA\)](#)
- [Fuel Handler Magazine](#)
- [General Aviation News](#)

Phillips 66 Sites

- [Phillips66.com](#)
- [Phillips66Aviation.com](#)
- [Phillips66PublicAffairs.com](#)

FEATURED RESOURCES

- Fuel Handling Guide**
- Energy Institute**
- Tech Topics**
- Training**
- QA Inspection Program**

b. Training:

(Here describe the training program you propose to conduct at the Airport including the curriculum, the number of employees to be trained, the periodic retraining and the cost, if any. The training should include the following areas at the minimum: ground servicing, safety, refueling piston aircraft, refueling turbo prop aircraft, refueling jet aircraft, towing, fuel farm operation, quality control, customer service, and fire safety. Quality control and basic fuel farm operation should be provided on a regular basis to accommodate new employees.)

Phillips 66 conducts Training Seminars regularly in each region of the country including webinars. Webinars are available for viewing at your convenience. Training covers the basics of quality control, testing, and current or proposed legislation that affects our dealers. These courses are one day in length, and there is no charge to attend our classes.

Port will have access to CSV's Technical Support Manager for guidance on fuel related operation and equipment diagnostic.

Phillips 66 specializes in innovative customer solutions and industry leading fuel quality assurance programs. As a branded dealer, you will have access to Phillips 66 Quality Control website. A site that is progressive and all-encompassing on-line resource center for fuel handlers. TrustedFuel.com is continuously updated providing Fuel Handling Guide, Energy Institute information, Tech Topics, Training, and QA Inspection Program guidance and forms to name a few.
<https://trustedfuel.com/login/>

Our commitment to the Port:

- CSV will offer onsite training upon request
 - CSV's Technical Support Manager to provide onsite QC and equipment training.
 - No limit on the number of employees to join the training
 - Onsite training is at no cost to the FBO
- CSV / P66 will conduct training seminars and Webinars which the FBO and members are encouraged to attend.
- For online training, the FBO can choose between:
 - P66 Trusted Fuel – free of charge
 - AceSafetyPro training – free of charge
 - Basic Fuel Safety
 - Fuels, Lubricants, and Oxygen
 - Hazardous Materials
 - Personal Protection
 - Spills and Leak Management
 - Fuel Storage Areas
 - Weather Effects on Fueling Operations
 - Aviation Refuelers
 - Fuel Contaminants
 - Receiving Fuel Shipments
 - Fuel Filtration

- Fuel Storage Facilities
 - Fuel Quality Testing
 - Operational Procedures
 - Line Fuel Final Assessment
 - Other courses offered in AceSafetyPro:
 - Fuel Safety Supervisor
 - Airport Fueling Inspector Training
 - Aviation Fuel Quality Control
 - Aviation Self-Fueling Course
 - Hazardous Materials Transportation Training
 - Aviation Human Factors
 - Movement and Non-Movement Training
 - SIDA Training
 - Online training for aircraft towing is available through NBAA and the Flight Safety Foundation. In addition, onsite training is available.
- c. Submission Requirements V.5.I, and V.5.P.

ACKNOWLEDGMENT

The undersigned, being the Sales Manager (here describe your position) of City Service Valcon, LLC (here give the complete business name of Proposer), with full authority to bind the Proposer, do hereby make this proposal to the Port of Astoria, this the 18th day of October, 2022.

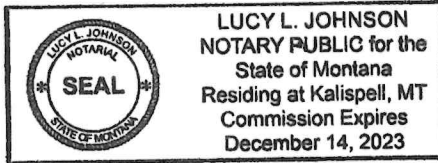
Sawyer Silliker (SEAL)
Name of Proposer

Sawyer Silliker

Typed Name

Sales Manager
Title

Lucy L. Johnson
Name of Witness



**ATTACHMENT B
Fuel Pricing Methodology**

Primary Terminal	Product	Price Basis
	Jet-A	Portland Rack Price
	Avgas 100LL	Portland Rack Price

Alternate Terminal	Product	Price Basis
	Jet-A	Seattle Rack Price
	Avgas 100LL	Seattle Rack Price

The following shall be applied to the base price (Portland Rack Price) using the dates October 4 through October 10, 2022.

Avgas		
Weekly Market Rack Price for Portland, OR	\$6.2921	Tacoma, WA: \$3.92
Mark Up (fixed) per Gallon (in cents)	.10	.10
Oregon Load Fee		
Oregon Avgas Tax	.11	.11
Federal Oil Spill Liability	.00214	.00214
Federal Excise Tax	.193	.193
Other Taxes or Fees	.001	.001 lusc, .028 lusc
Fixed Freight Cost per Gallon	.1027 plus fuel surcharge	.1146 plus fuel surcharge
Total Cost Per Gallon	\$6.80094	\$4.46874
Detention Fee (per hour)	First 2 hours free – thereafter, Cascade Transport at \$75.00 per hour & Big Rigs at \$175.00 per hour	

Jet-A	
Weekly Market Rack Price for Portland, OR	\$3.5077
Mark Up (fixed) per Gallon (in cents)	.05
Oregon Jet Tax	.03
Federal Oil Spill Liability	.00214
Federal Excise Tax	.243
Federal LUST Tax	.001
Other Taxes or Fees	
Fixed Freight Cost per Gallon	.1128 plus fuel surcharge
Total Cost Per Gallon	\$3.94664
Detention Fee (per hour)	First 2 hours free, thereafter \$75.00 per hour

Percent Discount for early invoice payment:

Any Additional Costs (if applicable):

Freight surcharge varies and not included in the freight column in the above table.

ACKNOWLEDGMENT OF PROPOSAL

The undersigned, being the Sales Manager (here describe your position) of City Service Valcon, LLC (here give the complete business name of Proposer), with full authority to bind the Proposer, do hereby make this proposal to the Port of Astoria, this the 18th day of October, 2022.

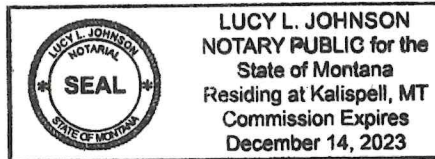
Sawyer Silliker (SEAL)
Name of Proposer

Sawyer Silliker

Typed Name

Sales Manager
Title

Lucy L. Johnson
Name of Witness





PROPOSAL

Prepared for:

Port of Astoria, Oregon

October 14th, 2022

Prepared by

Justin Vadurro
Regional Sales Manager
West

jvadurro@epicfuels.com
909-782-8332

EPIC Fuels
222 W. Las Colinas Boulevard
Suite 1425N
Irving, TX 75039

EPIC Fuels
222 W. Las Colinas Blvd.
Suite 1425N
Irving, TX 75039



October 14, 2022

Port of Astoria Procurement
Attn: Matt McGrath, Deputy Director
422 Gateway Avenue, Suite 100
Astoria, OR 97103

Matt McGrath:

Thank you for allowing Epic Fuels to propose the business at Port of Astoria. Epic is the only true fuel supplier with a Quality Assurance Team to get you educated and trained on your system. As well as a system overview to get the proper ATA 103 standards in place. We will go over our quality assurance program and our team more in depth in the proposal. We would like to offer the following in more support:

1. Online processing System to manage your transactions
2. Wireless Device for processing out on ramp (up to \$1200/year)
3. Sign replacement
4. Refueler offering: 2006 6,000-gallon refueler offered at \$0 per month
 - a. Maintenance up to \$4000 a year for support the on truck

We proudly offer support for your airport and aviation fuel needs as outlined in the following proposal.

Epic looks forward to your favorable decision and growing your business together.
Sincerely,

A handwritten signature in black ink, appearing to read "Justin Vadurro", with a long horizontal line extending to the right.

Justin Vadurro
Regional Sales Manager
EPIC Fuels

This proposal and its supporting materials are, and shall remain, private and confidential to EPIC Aviation and Port of Astoria and the employees of each to whom have reason and purpose for reviewing the content. Otherwise, this proposal and its supporting materials shall not be reproduced or shared. Pricing, Terms and Condition of Sale are subject to final review and management commitment. Advertising and promotional programs referenced in this proposal are subject to change.

ATTACHMENT A

PROPOSAL FORM FOR AVIATION FUEL SUPPLIER

at

PORT OF ASTORIA REGIONAL AIRPORT

The undersigned (“Proposer”) hereby proposes to the Port of Astoria, Astoria, Oregon (“Port”) that Proposer be selected by the Port to serve as fuel supplier (“Fuel Supplier”) to supply the Port of Astoria Regional Airport (“Airport”) with aviation fuel for resale as described in the Port’s Request for Proposals dated September 22, 2022. If selected, Proposer will supply the fuel related services as described in this Proposal and the Fuel Supplier Agreement (“Agreement”) to be made between Proposer and the Port as more particularly described below:

The Product shall include the following types of fuels:

I Fuel Types and Specs

a Submission Requirements V.5.A, V.5.B, V.5.C, V.5.D, V.5.F, V.5.G and V.5.H.

(i) Aviation Turbine Fuel – Jet A.

(ii) Aviation Gasoline, 100 LL AVGAS or future replacement.

The Product delivered to the Airport shall comply with the following specification:

(Describe the current specification required by the FAA and aircraft manufacturers for Jet A and Avgas and aviation lubricants)

FUEL SPECIFICATION

- Jet-A will conform to ASTM D-1655 specifications (latest revisions)
- Avgas will conform to ASTM D-910 specification (latest revisions) or future replacements

II Qualifications

a *Industry Involvement and Commitment:*

(Here set forth any trade show participation by supplier and how the Airport will benefit from activity. Describe all memberships in industry organizations like NBAA, NATA, and NCAA, including active participation on committees if any. Set forth a list demonstrating involvement with FBOs nationwide and examples of customers similar to the Airport.)

Industry Involvement and Commitment

Aviation Convention Brand Representation

Historically, EPIC Fuels has had the NBAA Featured FBO Program, an opportunity to connect with the business aviation community at NBAA through a kiosk in the EPIC booth and in other planned events throughout the show. We have also participated at the Schedulers and Dispatcher Conference. Due to the industry evolving, and the current uncertainty due to Covid-19, we will review our strategy year over year and communicate with our FBO network what the opportunities and support will be.

Aviation Industry Participation

EPIC fully supports our major industry associations on the National and State level. Historically, EPIC Fuels has had the NBAA Featured FBO Program, an opportunity to connect with the business aviation community at NBAA through a kiosk in the EPIC booth and in other planned events throughout the show. We have also participated at the Schedulers and Dispatcher Conference. Because the industry is evolving and changing, we review our strategy year over year and communicate with our FBO Network what the opportunities and support will be. EPIC Fuels is part of Signature Aviation. Together the two companies participate in industry associations as follows:

- **NBAA: Leadership Council member**
- **NATA: Board member**
- **American Association of Airport Executives (AAAE): Prime Partner**
- **General Aviation Manufacturers Association: Board seats**
- **Airports Council International (ACI): World Business Partner**
- **Citation Jet Pilots (CJP)**
- **National Aeronautics Association (NAA): Board seat**
- **General Aviation Manufacturers Association (GAMA): Board seats and Chair of Environmental Committee**

- b *Qualifications; References:*
(Here describe your company or organization; your qualifications to be selected as Fuel Supplier; and identify all Airports or FBO's within a 100 nautical mile radius of KAST at which you are an exclusive provider of aviation fuel. Please include contact information for the references.)

References

Name of Agency	Contact Name/Address	Phone Number/Email
Aero Maintenance	Bill Gough 101 East Reserve Vancouver, WA 98661	360-735-9441 bgough@aeromt.com
Salem Aviation Fueling	Ron Peters 3300 25th Street SE Salem, OR 97302	503-798-9262 RPeters@SalemAviation.biz
Chehalis-Centralia Airport	Brandon Rakes 900 NW Airport Road Chehalis, WA 98532	360-748-1230 brakes@ci.chehalis.wa.us
Gorge Winds Aviation, Inc	Marvin Woidyla 920 NW Perimeter Way Troutdale, OR 97060	506-665-2823 mvlwoid@aol.com
Sundance Aviation	Devin Alder 1903 Terminal Dr Richland, WA 99354	509-946-2515 Devin@sundanceaviation.com

- c *Submission Requirements V.5.E, V.5.R, and V.5.S.*

III Experience

(Here describe your company's history and experience of being a fuel supplier. How many airports/FBO's you service regionally or nationwide. Describe how you would rank KAST as a fueling point in that set of operations. Provide examples of three similar size operations and how you have worked mutually to grow their business.)

- **National Fuel Brand and Programs to move fuel from rack to wing.**



- **Strategic Fuel Supply:** The company procures its fuel from 27 domestic and international fuel refiners/suppliers strategically located across North America and utilizes third party carriers to distribute fuel to its customer base.
- **Diverse Customer Base:** With over 600 unique customers, EPIC's customer base is extensive, broad and diverse, which includes fixed base operators, passenger airlines, cargo carriers, the federal government/military, manufacturers, helicopter operators, fractional business aviation operators and corporate flight departments.
- **EPIC's GA Network:** EPIC supplies 202 EPIC branded FBOs and 120 unbranded FBOs with aviation fuel. It also supplies over 150 corporate flight departments and other general aviation end users/operators.

A brief history of EPIC Fuels and Signature Aviation

As an independent aviation fuel supplier with primary operations throughout the U.S. and Canada, EPIC Fuels' supply system utilizes a broad network of refineries, terminals, pipelines, and railcars to serve hundreds of diverse customers across North America and beyond. Not tied to just a single supplier, our long-standing relationships with more than *30 domestic and international suppliers* offers multi-supplier convenience and flexibility to ensure our customers have a continuous supply of aviation jet fuel, avgas, ground fuels and related services. Our position in the marketplace with multiple suppliers, along with a robust distribution network, offers our customers flexibility, dependability and access to cost-effective and reliable fuel supply worldwide.

EPIC Fuels opened its doors in 1940 as a heating oil distributor and has principally focused on aviation fuel supply for the last *35 years*, representing national brands such as British Petroleum, Texaco, Exxon and Phillips 66. We serve the fueling needs of airlines, cargo operators, corporate and general aviation, FBOs, and resellers. In addition, we have a long history of meeting the fueling needs of airports, municipalities, aerial firefighting and agribusiness needs as well as our military through the Defense Logistics Agency (DLA). EPIC Fuels specializes in innovative customer solutions and industry-leading fuel quality assurance programs and is ready to help fuel your success. We are headquartered in Irving, Texas with support staff in Salem, Oregon and Regional Risk and Sales Managers throughout the United States.

Signature Aviation (formerly known as BBA Aviation) acquired EPIC Aviation, LLC's parent company, Downstream Aviation on July 1, 2018, along with its other wholly owned subsidiary, QTpod. Signature Aviation is a market-leading, global aviation support and aftermarket services provider, primarily focused on servicing the B&GA market. Signature Aviation and its family of companies has operations on 5 continents, with headquarters in London, UK, Orlando, FL and Irving, TX.

Signature Aviation – “The Most Traveled Network”

EPIC Fuels is proud to be a part of the Signature Aviation family. Signature Aviation is the world's largest infrastructure investor and diverse service organization within the Business and General Aviation (B&GA) industry. Between Signature Flight Support and EPIC Fuels, Signature Aviation provides fuel and services at over four hundred FBO locations globally, including the most traveled markets for B&GA. “The Most Traveled Network” features the world largest, most diverse B&GA customer base—a customer base that relies on Signature Aviation's global network day in and day out to support their operations.

Signature Aviation's Domestic Network Features:

- **Presence at *each of the top 10* B&GA airports and 38 of top 50**
- **72% of top 200 B&GA airports**
- **13 of top 20 airports for B&GA based tenants**
- **31 of the top 50 B&GA traffic pairs**
- **Approximately 30% of all bizjet operations supported**

Today, Signature Aviation offers unique third party FBO network affiliation opportunities through EPIC. This includes EPIC Fuels branding as well as the Signature Select FBO program.

As you review our proposal, you will see that we offer a variety of core strengths to your FBO. KAST is our target sized FBO which enables us to use all our tools needed to drive sales. Our offer is specifically designed to leverage the network, supply, training and quality control strength of EPIC Fuels and Signature Aviation. We look forward to the opportunity to continue to partner with Port of Astoria.

Your EPIC Fuels Team

Justin Vadurro, Regional Sales Manager: Justin is responsible for managing the relationship between your FBO and EPIC. He has been in the aviation business for ten years. His experience covers a lot of Airport and FBO support such as dispatching fuel loads, accounts receivable, troubleshooting credit card processing, self-serve fueling, and even managed an airport fuel farm for four years. He has been a member of the Southern California Aviation Association and the SCAAAE. Phone: 909-782-8332

Kathleen Thomas, Inside Sales Support: Kathleen provides a full range of support to our customers and sales team in the field. Her 18 years of experience at EPIC includes customer service, dispatch, customer service supervisor, and for the last 8 years, inside sales support for our regional sales team and customers. She provides support for new and current customers with agreements, pricing, invoice questions, training set-up, insurance compliance, and so much more. Her familiarity of the industry and the entire EPIC team makes her the “go-to” team member for quick turns with answers and support.

Rob Lewis, Vice President of Sales: Rob is responsible for the growth of the EPIC Fuels and Signature Select networks. Rob has nearly 19 years' experience in senior leadership roles within the business aviation sector. He has been President of Everest Fuel Management, SVP of Sentient Jet's FBO Division, CEO of Pentastar Aviation, VP of CAE's Business Aviation and Helicopter Training divisions and VP of Erickson's Airplane business. Rob holds a private pilot's license, has a BS in Physics from the US Naval Academy and an MBA from Columbia University.

IV Reputation for Reliable Performance (20 Points)

- a (Here describe how your firm's reliability. Identify three FBO's of similar size of operations to KAST and how and why they would rank your firm as a reliable fuel supplier.)

REPUTATION FOR RELIABILITY

Epic Fuels has been known to be one of the most reliable fuel suppliers in the Northwest. The experience with our dispatch team supporting several fire locations and the fuel shortage in Spokane are our proven factors that we look at all options to make sure your airport stays wet. We work closely with haulers to make sure we logistically we can meet the demand of your airport.

Spokane International Airport: This was for the entire airport at Spokane. Someone had mismanaged the fuel there and Epic was called in to help sustain the fuel volume during the pandemic. We were running anywhere from 5 trucks to 10 trucks a day to the Spokane fuel consortium.

Chehalis-Centralia: Due to our product reliability, we were able to source fuel sooner than needed for Chehalis-Centralia and avoid them going out of fuel. Chehalis-Centralia had a unique situation where their tanks were only 6,000 gallons and hard to manage the fuel if they had a busy day. Epic made sure they were still wet.

Salem Aviation Fueling: The FBO was having an event and forgot to order with enough lead time for fuel, Avgas of course. We worked with haulers on moving fuel around and making sure customers were comfortable. We were able to send them fuel for their Bomber event.

Gorge Aviation at ALW: Epic was a key factor to support fire fighting out of ALW two years ago. The helicopter companies were having issues with their supplier. Epic stepped in with the use of our FBO to help support firefighting efforts at Gorge Aviation. We also support regular General Aviation and Commercial traffic at this airport.

- b *Submission Requirements V.5.Q.*

V Cost of Materials and Delivery (20 Points)

- a Prices for Product will be established as follows:
(Attachment B; Submission Requirement V.5.G)

CONFIDENTIAL SECTION

FUEL PRICING

Jet-A and Avgas will be a competitive market-based price and weekly updates will be provided via email.

Please see attached bid forms for pricing from both Portland and Seattle. Currently, even with the distance, Avgas is much less expensive out of Seattle, and with adequate lead times, we are able to source from Seattle at the better price.

- b We commit to deliver at the stated price the Airport's requirements of Product subject to the following limitation:
(Here, describe the limitation, if any, on the amount of Product Fuel Supplier shall be obligated to supply to the Airport at the stated price.)

SUPPLY RELIABILITY

Our extensive fuel supply system means your needs will be met even if there is a disruption in the supply chain. EPIC operates an aviation-fuel supply system that provides reliable supply of Jet A and avgas to all fifty of the United States. This system includes supply at over 100 terminals across the country as well as inventories of Jet A and avgas at 95 airports and bulk terminals. This combination of inventories, terminals and transportation resources provides flexibility and redundancy to keep our customers fully supplied during times of supply interruptions. EPIC Fuels has long-term purchase arrangements with most suppliers in the energy markets.

In Astoria's specific case, we have multiple and redundant supply points that ensure that you will have your initial supply needs met while also planning for future growth. Supply points will include, but are not limited to:

- **Avgas:** Tacoma and Portland
- **JET :** Seattle and Portland

In the event of an emergency involving equipment failure or fuel-quality concerns, our standard procedure is to deploy our nearest company representative to provide viable options. Available options include standby refuelers, expedited repair of faulty equipment, and/or replacement of fuel. We will make every effort to help you maintain operational readiness at all times.

Extensive vetting procedures assure high-quality fuel will be delivered to your farm. We apply a vetting procedure for all suppliers of aviation fuels sourced for our customers. This ensures only qualified suppliers (whose systems and processes meet or exceed all industry standards for aviation fuel and whose aviation fuel meets ASTM specification) are part of our supply chain.



We put our transport companies through a complete vetting process to ensure safe practices

We use only *single-product-use grade-dedicated* road transport vehicles. These vehicles are solely operated by vetted and approved road transport companies under contract with us. The drivers must be trained using our *Fuel Handling Program* specifically designed for aviation fuel road transport drivers.

The vetting process includes reviewing a carrier's safety training, vehicle condition and maintenance, as well as the financial stability of the carrier company. All drivers are required to attend recurrent training and each carrier company is subject to annual safety audits by the Road Transport Carrier Management Team. Unlike some fuel suppliers, our carrier audit team and audit protocols are specific to the safe transportation of clean and dry aviation fuels. We utilize recurrent online training to ensure our carrier partners meet and exceed both industry and our own fuel transport standards. It is also our requirement that the carrier have the Bill of Lading of the last product hauled on board and documented on the Release Certificate.

Due to our stringent standards, we are confident that any road transport companies hauling product for us will follow all safety policies and procedures. Your airports may reject any operator/truck violating rules of safety.

Convenient fuel dispatch available

For your convenience, fuel can be ordered 24 hours per day, 7 days a week, 365 days per year. Standard hours of operation for the dispatch team are between the hours of *4:00 am to 8:00 pm on weekdays*. And *7:00 am to 7:00 pm on weekends*. (Pacific time)

Outside of standard hours of operation, calls will be routed to an on-call representative.

Fuel can be ordered via email, through a form on our website, or on the phone. If there is a specific request for date and time of delivery, it should be provided at this time.

Email: epicdispatch@epicfuels.com

Phone: 1-866-501-3742, Option 1

**YOUR DISPATCH TEAM
MANAGER**

**Dennis Lemke,
Fuel Logistics Manager**

Dennis has been one of EPIC's dedicated dispatchers for the last sixteen months. Prior to EPIC, he has experience in FBO quality control work in Chicago. He is familiar with the offloading process and has been in our customers' shoes. His experience combined with his attention to detail and diligence in the process ensures timely deliveries to our customers.

c We will/will not impose retail/wholesale credit card related discount/rebate programs that require the Airport's participation or funding.

- Agreed

VI Available Equipment and Materials (20 Points)

a Credit Card Program:

(Here describe your credit card program. Include as much detail as necessary for the Port to fully understand the operations of same and how it compares with other credit card programs operated by other aviation fuel suppliers.)

CONFIDENTIAL SECTION

CREDIT CARDS

Partner FBOs are provided with exclusive rates to process EPIC and Signature Cards

The EPIC and Signature Cards are processed at 1.75% at EPIC Fuels locations and are also able to be accepted as a Multi Service card out of network at over 3,000 locations worldwide. Weekly push pricing is sent to Signature and EPIC cardholders.



We offer very competitive credit card processing rates

The table below details the processing rates and estimated processing times which are current as of this proposal. If cards are processed manually or not settled the same day at a merchant location, then other fees may be applied. Standard credit card rates and processing times are as follows:

Qualified Visa/MasterCard	2.24%	2 days
Unqualified Visa/Mastercard	3.29%	2 days
American Express	3.75%	2 days
Discover	2.95%	2 days
EPIC Card/Signature Card	1.75%	2 days
Multi Service	3.25%	2 days
AVCARD	3.25%	2 days
Government AIR Card	0 % or 4.5%	According to contract
EPIC Contract Fuel	0.0%	Average of 3-5 days

Theresa Quillard, our merchant support specialist, is responsible for setting up and servicing merchant accounts for our customers. She interfaces with US Bank to ensure the account is set up and provides training on using your merchant account and reports available on our website.

Processing for contract fuel resellers, airlines, the military, and many others provided through our contract fuel program.

Our contract fuel program is a web-based transaction system designed to process *contract fuel* in the extended Signature Aviation network. EPIC Contract Fuel is typically the primary payment method for NetJets, contract fuel resellers, ad-hoc trips, airlines, the military, and many other charter and corporate flight departments in real time. We maintain relationships and maintain credit with all the major contract fuel resellers and thousands of end-user customers enabling timely regular payments to the FBO for into-plane and other related fees. The FBO provides us with the required ITP rate by customer type and we will communicate the rates to customers every week. Transactions are processed at 0% cost through electronic fuel releases and will help streamline your back-office processes

Highlights of our current contract fuel program:

- **Organized access through a single channel for other contract fuel resellers/marketers**
- **Can work with preferred reseller/marketer through EPIC Contract Fuel**
- **0% processing costs to FBO**
- **Reimburse ITP and other related fees within 3-5 business days**
- **Sales coordination with Signature Aviation's global customer base (20,000+ customers)**
- **Tailored campaigns to help retain customers and drive incremental business**

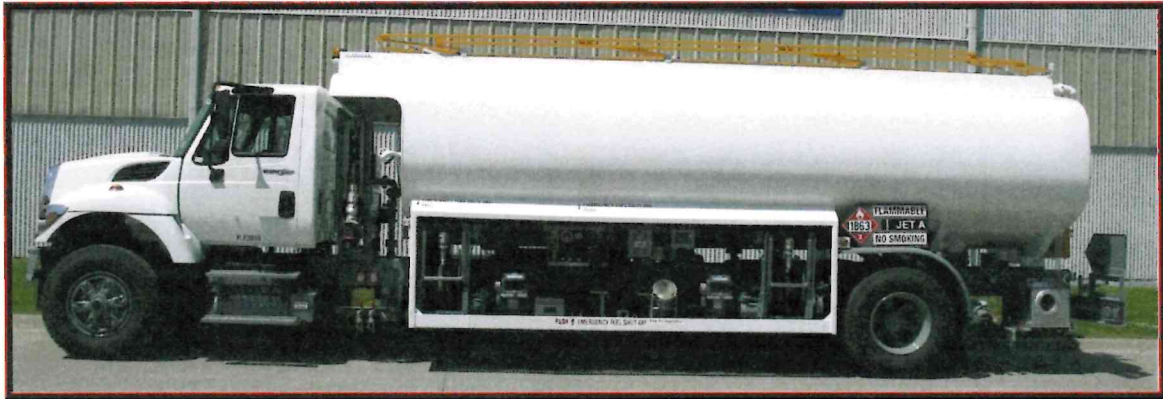
b Refuelers:

We will supply to the Airport self-propelled fuel storage and delivery vehicles (“refuelers”) as follows:

TRUCK LEASE PROGRAM

EPIC Aviation believes that their customers should have the best quality Aviation Refuelers available on the market today. Our new standard fuel trucks meet or exceed all NFPA 407 and ATA 103 specifications.

We are proud to present the following unit available for your consideration:



Unit Number:	R20815
Vin:	1HTWAAAR68J038898
Year:	2008
Make:	International
Model:	7300
Engine type:	Diesel
Transmission:	Automatic
Tank Material:	Aluminum
Tank Size:	6,000 gallon
Hose #1:	1.25 x 50
Hose #2:	1.25 x 50
Hose #3:	2 x 50
Meter #1	M-7-A2
Meter #2	M-25-A2
Additive Injector:	Yes
De-fuel:	No
COST PER MONTH:	\$0/Month

- c Advertising and Promotions:
(Here explain method or plan for Airport advertising in relation to national and international programs. Explain aviation directory support available from supplier. Set forth sales aids items provided through Supplier and cost. Explain co-op program, if applicable, and funds available to the Airport.)

Marketing

As nationally recognized brand, EPIC Fuels promotes the FBO network with advertising, promotions and events. Associating with a well-known brand such as EPIC provides benefits from established awareness and visibility in a nationwide FBO network. Our advertisements on Google, Facebook, LinkedIn, as well Acukwik.com plus visibility on EPICFuels.com help to raise the profile of your FBO as part of the network and bolster unique marketing efforts. Paid exposure by strong PR and social media efforts to further help raise awareness of the brand, the network and your FBO.

CO-OP Advertising Program

We offer the added value of a cooperative advertising program at \$0.005 per gallon on all fuel purchased from EPIC for an airport's general aviation business. Uniforms, tradeshow, specialty items and any print media which included the EPIC logo (minimum standards apply) will qualify for up to 50% reimbursement up to the amount accrued each calendar year.

EPIC Bravo Rewards helps drive volume

Bravo Rewards is a loyalty program for pilots with an option of providing additional points to maximize up-sell opportunities. Additionally, for fuel transactions in which the FBO awards points and the customer pays using the EPIC Card, EPIC will provide one additional point per gallon as an added incentive to your customers. Pilots and flight departments can apply points to gift card options or an EPIC Card statement. The cost of the Bravo Rewards program to the FBO is \$0.02 per gallon (\$0.01 per point).

PR and social media promote your FBO

Every EPIC FBO is included in an easy to use search engine on EPICFuels.com. In addition, EPIC works with FBOs to amplify their unique messages and efforts through PR and Social Media. This includes announcing new FBOs and supporting local or regional events that the FBO may be participating in (such as air shows, festivals or other events that typically draw air traffic.)

Upon executing of the contract, we will prepare a news release announcing your airports as part of the EPIC Fuels FBO network and distribute on a national news wire and to relevant aviation media. A notification to EPIC and Signature Cardholders announcing your airports to the network along with the news release and coverage will be amplified with social media posts through our combined channels and shared with your FBO for distribution

- d *Submission Requirements V.5.I, V.5.J, V.5.K, V.5.L, V.5.M, V.5.N, and V.5.O.*

VII Contract Terms Provided (20 Points)

- a. We have and will keep in place during the term of the Agreement the following Product Quality Control Program:

(Here describe, in detail, your quality control and assurance program. Include complete description of any documented breakdowns in quality of your product and itemize any instances of aircraft damage or personal injury that have been established as proximately caused by the failure of your product to meet specifications.)

QUALITY CONTROL & ASSURANCE PROGRAM

We put our industry-leading quality assurance program to work for you

For continuous operation, our Risk Management Specialist will inspect the fuel farm and related equipment to ensure that everything is up to specification. At this time, your employees can also be trained on performing fuel tests, the safe acceptance of a fuel load, inspecting the fuel farm, and maintaining records.

Risk Management team available for regularly scheduled QC and safety audits

As an EPIC Fuels branded location, you will be assigned a Risk Management Specialist who will perform regularly scheduled QC and safety audits. This ensures the highest level of safety and compliance with industry standards in your day to day operations. Risk Management Specialists are also available to assist in troubleshooting equipment issues, assist in incident response or for consultation on other technical and line service issues.

Inspections are performed annually (not to exceed 18 months between inspections) and are performed at no charge to customer.

Guidance documents ensure safe and compliant operation

To help ensure the aviation products delivered to our customers meet specification when delivered into the tanks of an aircraft, the EPIC Fuels Risk Management Team has developed the Manual of Operational Guidelines and Best Practices. Our underlying goal in the development of this manual is to help our customers recognize the applicable industry standards for their operation. By applying these standards, you will ensure that you have a safe and compliant operation.

YOUR TECHNICAL TEAM

Dave Stoker, Risk Management Specialist: Based in Salem, OR. Dave supports the fuel quality and technical aspects for your location, performs annual site inspections, audits and on-location training. Dave has over 30 years with EPIC and offers experience that is unrivaled. Technical consulting on equipment issues, new system such as jet fuel storage system and risk management - gratis

John Lindner, Risk Operations Manager: John has 44 years of experience in the aviation industry, including 24 years with EPIC Fuels. John manages our Risk Management Specialists team and is focused on ensuring our stringent fuel quality control standards and processes are maintained from the time the product leaves the refiner until it is delivered into the aircraft wing. John is a member of ASTM, PEI and NFPA. He is based in our Salem, Oregon office.

Scott Sprenger, Refueler Manager: Scott manages our refueler fleet and procurement of new and used refuelers. Scott has been with the company for 21 years in a variety of roles, including supervision of refueler and GSE assets, transportation manager and experience in both dispatch and customer service in our DLA segment. Scott has relationships with most major refueler companies and repair and maintenance shops in order to fully support our customer needs.

No-cost extended product liability coverage and other insurance options

As an EPIC Fuels branded location, you would be eligible to participate in our extended product liability coverage with limits of \$50,000,000. In this program, you would become a Certificate Holder and Additional Insured, but only for liabilities arising out of the sale, handling, or distribution of dedicated fuel by Astoria Municipal Airport. This coverage would be excess over insurance carried by you. In order to participate in this extended product liability coverage, you must agree to maintain a minimum primary aviation products liability limit of \$1,000,000 for any one occurrence and in the aggregate annually. In addition, EPIC Fuels must be included as an Additional Named Insured on your policy. The excess coverage shall be null and void if Astoria Municipal Airport fails to maintain this primary insurance or if you cease to be an authorized EPIC Fuels location.

In addition to the no-cost extended product liability coverage provided by EPIC, you may be able to realize insurance cost savings by becoming a part of our branded fuel insurance program with Starr Aviation Agency (Atlanta, GA). Please contact your insurance broker to check rates.

b Training:

(Here describe the training program you propose to conduct at the Airport including the curriculum, the number of employees to be trained, the periodic retraining and the cost, if any. The training should include the following areas at the minimum: ground servicing, safety, refueling piston aircraft, refueling turbo prop aircraft, refueling jet aircraft, towing, fuel farm operation, quality control, customer service, and fire safety. Quality control and basic fuel farm operation should be provided on a regular basis to accommodate new employees.)

TRAINING PROGRAM

EPIC Hands-On Training

Hands-on Fuel Safety Training is provided to you at your facility where attendees learn how to properly receive fuel, inspect a fuel farm, audit a fuel truck, and complete their fire training requirement by using a fire extinguisher. This training is offered annually and offered at no cost to the Airport.

Hands on training of your own system and procedures at your request.

NATA's Safety 1st Training Center program

EPIC works with the National Air Transportation Association (NATA) to bring you their new and improved approach to training through the *NATA Safety 1st Training Center* and subscription program. EPIC Fuels branded dealers who are active NATA members now have access to exciting features, content, and flexibility at a special negotiated rate. Additionally, the NATA Safety 1st Training Center shifts the focus of your training program from simple compliance to true employee learning and development – an advantage in employee recruitment and retention.

Offered through an *annual subscription*, users can receive unlimited use of the entire NATA Safety 1st Program. There are no more added costs for employee turnover, simply mark the outgoing employee inactive and add in the new replacement hire. The Safety 1st Training Center offers a new approach to training that focuses on employee learning and development rather than just simple compliance. This training is approved by the FAA to meet the requirements of both 139.321(e)(1)- Fuel Safety Supervisor and Line Fuel Service 139.321 (e)(2).

The training utilizes a ratings-based approach to training that removes the emphasis on achieving a single certificate and refocuses your team on the individual, functional areas of their jobs. The cost of NATA Safety 1st is subsidized by EPIC Fuels and is available to the Airport at a price of \$78 per slot per year (a 60% savings off the retail price of \$195 per year).

c Submission Requirements V.5.I, and V.5.P.

ACKNOWLEDGMENT

The undersigned, being the CFO (here describe your position) of EPIC Aviation, LLC (here give the complete business name of Proposer), with full authority to bind the Proposer, do hereby make this proposal to the Port of Astoria, this the 7th day of October 2022.

Mandy Richards (SEAL)
Name of Proposer

Mandy Richards
Typed Name

CFO
Title

Justin Vadro
Name of Witness



ATTACHMENT B
Fuel Pricing Methodology
Lowest rack cost and availability at the time of order:
We use Seattle currently as a more reliable rack and cost.

CONFIDENTIAL

Primary Terminal	Product	Price Basis
Portland KinderMorgan	Jet-A	Portland Rack Price
See below, we would like to use Seattle as primary for Avgas	Avgas 100LL	Portland Rack Price

Alternate Terminal	Product	Price Basis
US Oil Tacoma	Jet-A	Seattle Rack Price
See below, Portland should be the alternate	Avgas 100LL	Seattle Rack Price

The following shall be applied to the base price (Portland Rack Price) using the dates October 4 through October 10, 2022.

Avgas		
Weekly Market Rack Price for Portland, OR	October 4, 2022:	\$6.52681
Mark Up (fixed) per Gallon (in cents)	Included in Weekly market rack price	
Oregon Load Fee		\$.001
Oregon Avgas Tax		\$.11
Federal Oil Spill Liability		\$.00214
Federal Excise Tax		\$.194
Other Taxes or Fees		
Fixed Freight Cost per Gallon	Freight and variable fuel surcharge included in market rack price above	
Total Cost Per Gallon		\$6.8340
Detention Fee (per hour)	\$ 75.00, billed in 15 minute increments and only applies after 2 hours of combined loading and unloading time.	

Jet-A		
Weekly Market Rack Price for Portland, OR	October 4, 2022:	\$3.76968
Mark Up (fixed) per Gallon (in cents)	Included in Weekly market race price	
Oregon Jet Tax		\$.03
Federal Oil Spill Liability		\$.00214
Federal Excise Tax		\$.243
Federal LUST Tax		\$.001
Other Taxes or Fees	N/A	
Fixed Freight Cost per Gallon	Freight and variable fuel surcharge included in market rack price above	
Total Cost Per Gallon		\$4.0458
Detention Fee (per hour)	\$ 75.00, billed in 15 minute increments and only applies after 2 hours of combined loading and unloading time.	

Percent Discount for early invoice payment:

N/A

Any Additional Costs (if applicable):

Avgas		
Weekly Market Rack Price for Seattle, WA	October 4, 2022:	\$4.09299
Mark Up (fixed) per Gallon (in cents)	Included in Weekly market rack price	
Oregon Load Fee		\$.001
Oregon Avgas Tax		\$.11
Federal Oil Spill Liability		\$.00214
Federal Excise Tax		\$.194
Other Taxes or Fees		
Fixed Freight Cost per Gallon	Freight and variable fuel surcharge included in market rack price above	
Total Cost Per Gallon		\$4.4001
Detention Fee (per hour)	\$ 75.00, billed in 15 minute increments and only applies after 2 hours of combined loading and unloading time.	

Percent Discount for early invoice payment:

Any Additional Costs (if applicable):

ACKNOWLEDGMENT OF PROPOSAL

The undersigned, being the CFO (here describe your position) of EPIC Aviation, LLC (here give the complete business name of Proposer), with full authority to bind the Proposer, do hereby make this proposal to the Port of Astoria, this the 7th day of October 2022.

Mandy Richards (SEAL)
Name of Proposer

Mandy Richards
Typed Name

CFO
Title

Justin Anderson
Name of Witness



RE#	0131
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REQUEST FOR EXPENDITURE

SECTION A	Date:	10/13/22	Department:	Maintenance	
	Staff Contact:	Matt McGrath	Vendor (if determined):	Dr. Roof, Inc	
	Description of Product or Service being requested:	Roof repairs			
	Purpose of Product or Service being requested:	Perform roof repairs to to metal panel, single ply, and shingle roof system of Lektro building.			
	Cost Estimate:	\$25,000 NTE			
SECTION B	1. Does this expenditure exist within the current budget? (Original Budget Amount)				
	<input checked="" type="checkbox"/> No (Skip to Section C-2)	/	<input type="checkbox"/> Yes (Proceed)	\$	
	2. Does this expenditure exceed \$5,000?				
<input type="checkbox"/> No (Skip to Section D)	/	<input type="checkbox"/> Yes (Proceed to Section C-1)			
3. Will services be performed on Port of Astoria property?					
<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes			
SECTION C	1.		TOTAL	NET OF GRANTS	
	Account # for Budgeted Item (ex: XXX-XX)				
	FY 2022-2023 Budget for this Account	\$	\$		
	Amount Spent Year-to-Date for this Account	\$	\$ 507,865		
	Amount Available to Spend for this Account	\$	\$		
	Does this Request for Expenditure require Commission Approval (>=\$25,000)?				
	<input type="checkbox"/> Yes	/	<input type="checkbox"/> No		
	2.		TOTAL	NET OF GRANTS	
	If Not included in the current budget or the current budget for this account # has been spent:				
	Does this Request for Expenditure require Commission Approval (>=\$5,000)?				
<input checked="" type="checkbox"/> Yes	/	<input type="checkbox"/> No			
Account # to deduct funds from to reallocate & accommodate this expenditure (ex: XXX-XX)	710-00				
FY 2022-2023 Budget for the Account being reduced	\$ 3,959,368	\$ 2,018,605			
Amount Spent Year-to-Date for this Account	\$ 647,170	\$ 507,865			
Amount Available to Spend for this Account	\$ 3,312,198	\$ 1,510,740			
What is being given up to accommodate the reallocation of funds for this expenditure?					
SECTION D	3. If Commission approval is required, please specify date Request for Expenditure will be submitted to Commission for approval.				
	(Specify date of Commission meeting when item is scheduled to be heard/approved)				
11/10/22					
SECTION E	Signature of Department Head		Signature of Operations Manager		
	Date		Date		
	11-10-22		11-10-22		
Signature of Finance Manager		Signature of Executive Director			
Date		Date			
11-10-22		11/10/22			
		(required if cost is unbudgeted, or > \$5,000 budgeted)			

(over for Quotation Analysis)

Project: Lektro Building Roof Repairs

Project Manager: Matt McGrath

Quotes obtained by: Matt McGrath

Procurement Method: Small procurement Intermediate procurement Request for Bid
 Sole source Emergency Request for Proposal

Solicitation Method: Verbal quotes (informal) Requests for written quotes (informal) Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
Dr. Roof, Inc.	not to exceed \$25,000 including lift rental	replace damaged and missing shingles to match existing, seal pipe flashings, seal coping laps, seal storm collars, and remove and dispose of loose debris	immediate	roofing repair and construction	located in Seaview, WA
Northwest Roofing		Inspected the roof but never provided a bid			
Safe Cover Roofing		Inspected the roof but never provided a bid			

Vendor selection & justification: (REQUIRED)
 Finding a local contractor to provide the needed materials, availability and willingness to do the work immediately is very limited. Dr. Roof is familiar with the building and has provided services in the past.



Lektro Building

Roof Repair Proposal

Lektro Building
1190 SE Flight Line Drive
Warrenton, OR 97146

Matt McGrath
Port of Astoria
422 Gateway Ave—Suite 100
Astoria, OR 97103



Prepared By:
Tom Shannon—360-214-6387 Cell

Date: October 6, 2022

Existing Conditions / Roof Sample

2

Lektro Building

1190 SE Flight Line Drive
Warrenton, OR 97146

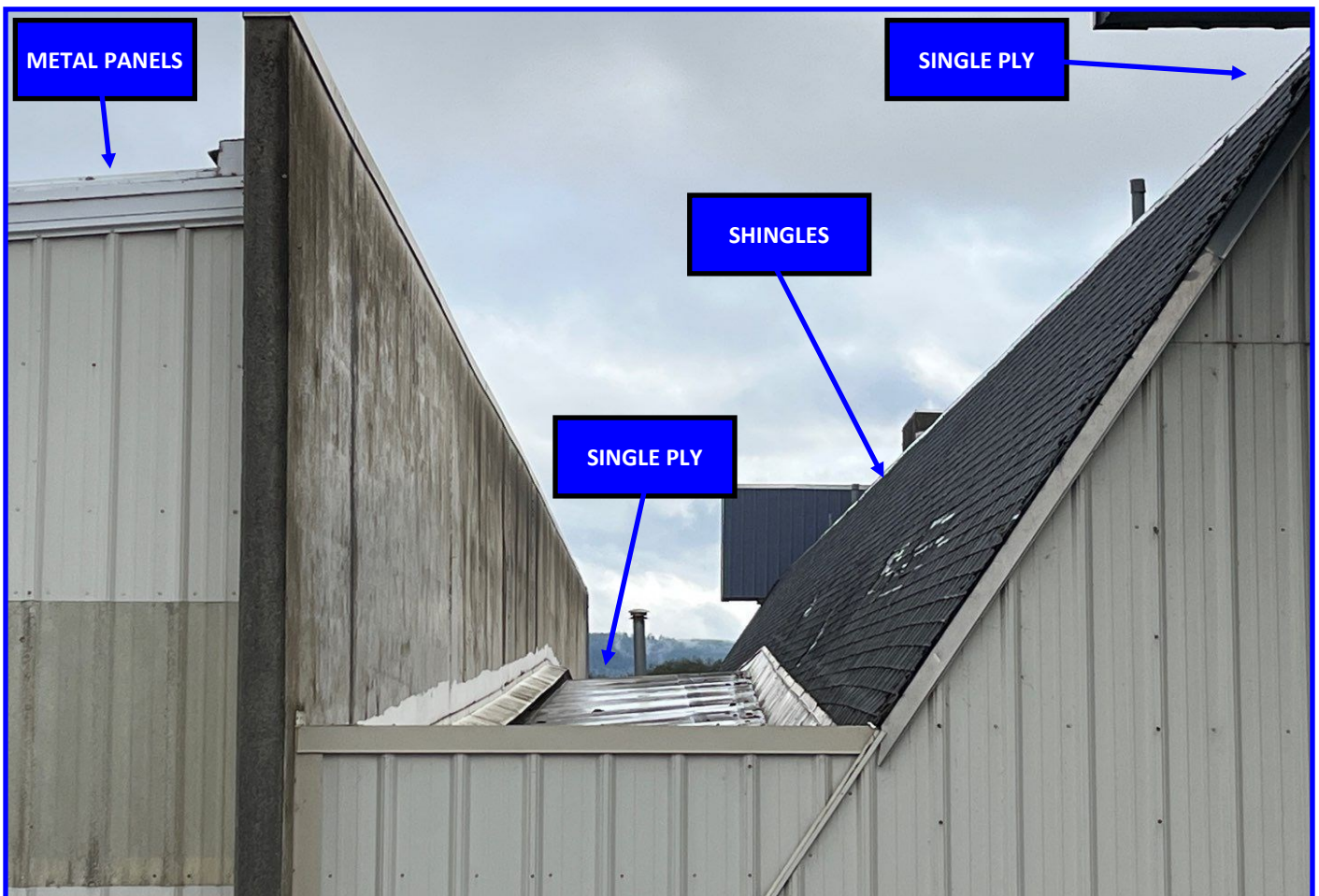
The existing roof assembly consists of the following: (From Top To Bottom)

Low Slope Roof Areas:

- Single Ply membrane (Unknown Type) (Mechanically Attached) Main Building
- Metal Roof Panels (Mechanically Attached) Metal Out Buildings
- Unknown Insulation (Mechanically Attached)
- Plywood Deck

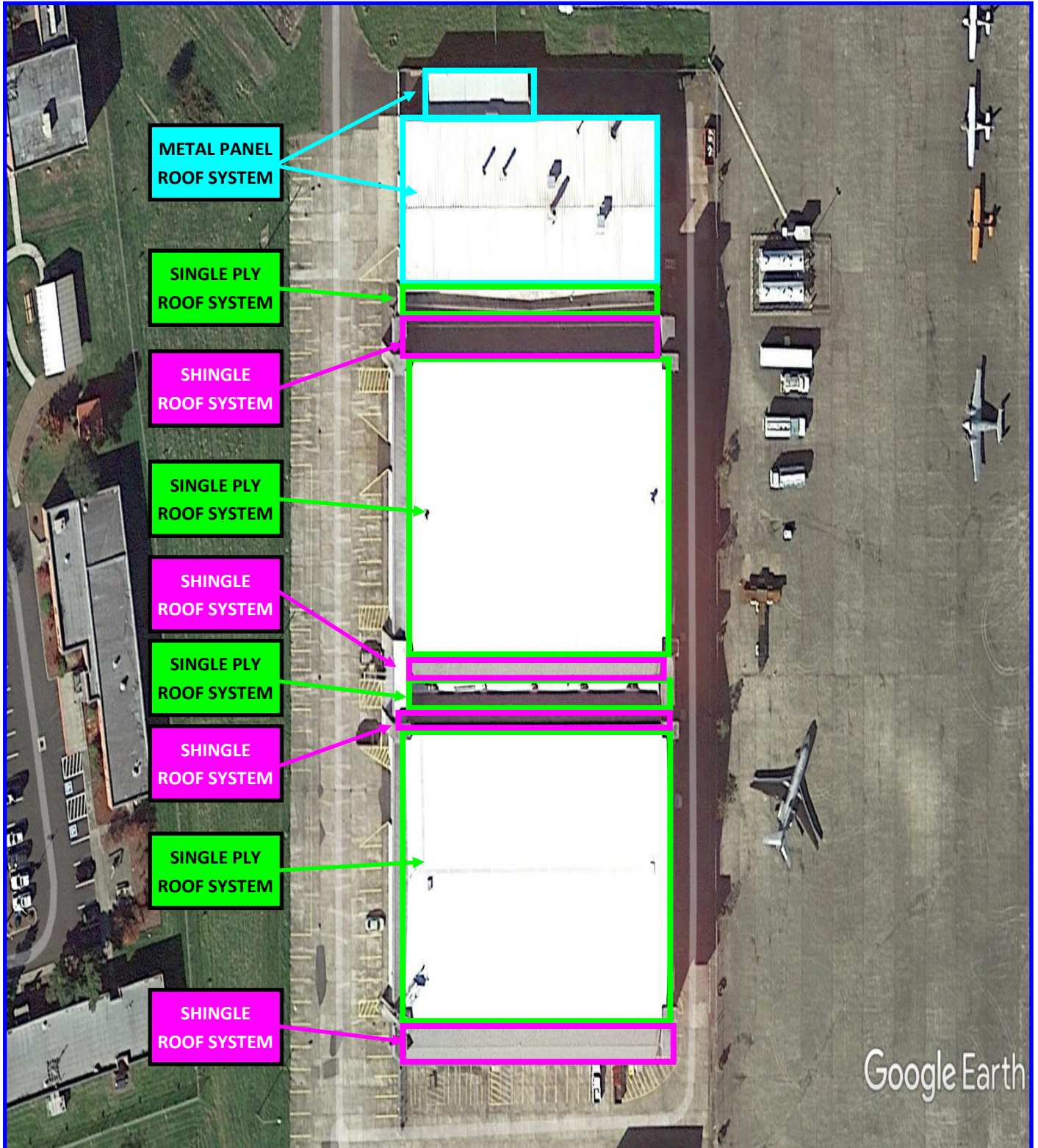
Steep Slope Roof Areas:

- Composition Shingles (Mechanically Attached)
- Unknown Underlayment (Mechanically Attached)



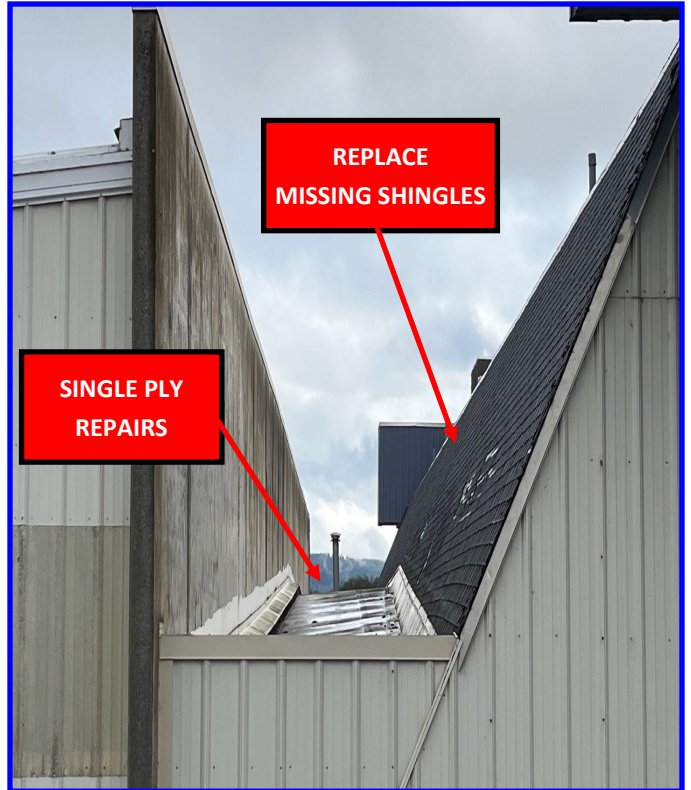
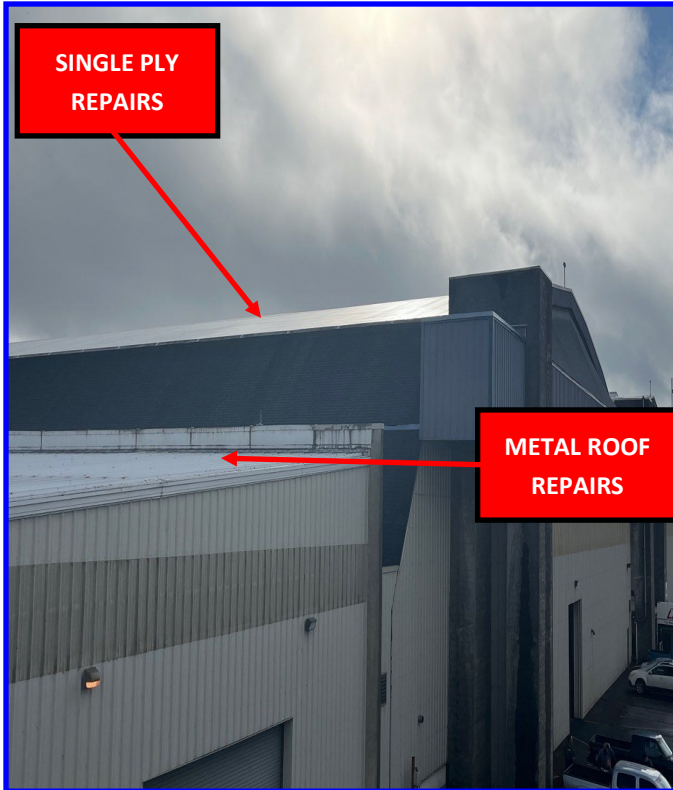
Roof Plan

Lektro Building
1190 SE Flight Line Drive
Warrenton, OR 97146



Repair Scope—Photos

Lektro Building
1190 SE Flight Line Drive
Warrenton, OR 97146



Roof Repair—Scope of Work

Lektro Building

1190 SE Flight Line Drive
Warrenton, OR 97146

Roof Repairs—Scope of Work

Single Ply Roof Areas

- Seal the top of the pipe flashings with a Urethane Sealant as needed.
- Seal the coping laps and terminations with a Urethane Sealant as needed.
- Inspect all seams and terminations. If any holes or loose laps are found, heat weld a new Single ply patch over each area.
- Remove the loose debris from the roof area and dispose of.

Metal Roof Areas

- Seal the top of the pipe flashings with a Urethane Sealant as needed.
- Seal the top of the storm collars with a Urethane Sealant as needed.
- Remove the loose debris from the roof and gutter areas and dispose of. **(This portion of the work will be tracked separately and invoiced under a separate cost).**

Shingle Roof Areas

- Seal the top of the pipe flashings with a Urethane Sealant as needed.
- Replace damaged or missing shingles to match the existing as closely as possible.
- Remove the loose debris from the roof area and dispose of.

Pricing / Alternates / Unit Costs

Lektro Building

1190 SE Flight Line Drive
Warrenton, OR 97146

Roof Repair Scope of Work:

Apply roof repairs per scope of work listed in this proposal

Repair Cost NTE: \$4,000.00 / Per Day***

*****Non-Prevailing Wage Rates. The NTE cost includes 2 service techs one 8 hour day and minor material. All hours are billed portal to portal. We will invoice only for the actual time and material used. Proposal does NOT include the cost for the lift. If we provide the lift we will invoice for the rental plus 10% Markup. We would estimate that 4-5 working days will be required to provide a substantial repair to these areas. All repairs are a best effort and are not guaranteed to seal all leaks or provide a watertight condition.**

Qualifications:

- Quote is Valid Through 10/30/22—No price escalation or protection.
- We may require a Hazardous Material report or Good Faith Letter.
- **If damage decking / substrate is discovered we will replace the damage wood on a Time and Material Basis. It is the Owners responsibility to either approve Dr Roof to replace or provide alternative replacement in a timely manner and in sufficient time for the area to be brought into a watertight condition before the end of the work day.**
- Our proposal is based upon a private project and does NOT include Prevailing Wage rates.
- Our proposal does not include any guarantee, for or against, or provide for proper ventilation which, without, could lead to condensation. In addition, we do not assume any design liability in these areas. Condensation and associated damage is not covered by either the Contractor or Manufacturer's warranties.

Exclusions:

- All Wood Work unless listed.
- Interior work of any kind including cleaning and protection
- Installation over buried components on the deck surface
- Hazardous Material testing and abatement, Demolition other than listed
- Electrical, Plumbing and Mechanical work
- Correction of roof slope or ponding water conditions
- Shop and As-Built Drawings
- Permits, Bonds, Code Compliance and Upgrades
- Fume Mitigation, Dust Control, Water reclamation
- Unforeseen Conditions

Special Districts Association of Oregon Consulting Services Agreement

This Agreement (“Agreement”) is made effective as of November 15, 2022 by and between the Special Districts Association of Oregon (SDAO) 727 Center St NE, Salem Oregon 97301 and Port of Astoria Oregon. In this Agreement, the party who is contracting to receive services will be referred to as “Port of Astoria” and the party who will be providing the Services will be referred to as “SDAO”

- 1. DESCRIPTION OF SERVICES.** Beginning on November 15, 2022, SDAO will provide to Port of Astoria the following services (collectively, the “Services”) specified in the scope of work:

Executive Director Evaluation for Port of Astoria

SCOPE OF WORK. SDAO will develop in collaboration with Board of Directors and distribute to individual Board members the CEO evaluation form; Board Members will complete the evaluation individually and return to SDAO. Evaluations will be compiled into one composite evaluation. A draft composite evaluation will be distributed to the Board for review and approval. SDAO will also collect a self-evaluation from the CEO and distribute to the Board. SDAO will assist the Board in presenting the approved composite evaluation to the CEO.

- 2. PAYMENT FOR SERVICES.** In exchange for services Port of Astoria will pay compensation to SDAO for the Services in the amount not to exceed \$1000.00. This will be payable in a lump sum upon completion of the Services.
- 3. TERM.** This Agreement will terminate upon completion of project by SDAO. Contract term will be defined in the scope of work.
- 4. CONFIDENTIALITY.** SDAO, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for personal benefit of SDAO, or divulge, disclose, or communicate in any manner, any information that is proprietary to Port of Astoria. SDAO and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this agreement.

Upon termination of this Agreement, SDAO will return to Port of Astoria all records, notes, documentation, and other items that were used, created, or controlled by SDAO during the term of this Agreement.

- 5. LIMITATION OF LIABILITY.** Except for Consultant’s confidentiality, Consultant’s total liability to Port of Astoria shall not exceed the total payment for

services value regardless of whether any action or claim is based upon contract, tort (including negligence) or strict liability.

6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement superseded any prior written or oral agreements between the parties.
7. **SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and unenforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
8. **AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
9. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Oregon.
10. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
11. **SIGNATORIES.** This Agreement shall be signed on behalf of Port of Astoria by Dirk Rohne Board of Directors and on behalf of SDAO by Frank Stratton, Executive Director and effective as of the date first written above.

Port of Astoria

By: _____ Date: _____
Dirk Rohne
Board of Directors

Special Districts Association of Oregon

By: _____ Date: _____
Frank Stratton
Executive Director