REQUEST FOR PROPOSALS (RFP)

AIRPORT FOOD AND BEVERAGE CONCESSION (STERILE BOARDING AREA)

Golden Triangle Regional Airport Authority

Issue Date: August 13, 2026

Proposal Due Date: September 15, 2026 by 12:00 PM (noon)

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1. Request for Proposals (RFP) Overview & Key Dates

The Golden Triangle Regional Airport Authority (the "Authority") is seeking proposals from qualified operators to run the food and beverage concession inside the terminal's secure boarding area.

- **Request for Proposals (RFP) Contact:** Matt Dowell, Executive Director
- **Address:** 2080 Airport Road, Columbus, Mississippi 39701
- **Phone:** (662) 327-4422 | **Email:** mdowell@gtra.com | **Web:** www.gtra.com
- **Optional Walk-through Opportunity:** Monday, September 9, 2026, at 1:00 PM (Terminal Conference Room, 2nd Floor)
- **Questions Deadline:** September 10, 2026, by 5:00 PM
- **Proposal Due Date:** September 15, 2026, by 12:00 PM (noon)

2. Introduction & Background

The Golden Triangle Regional Airport (GTR) in Columbus, Mississippi, is the third-busiest commercial airport in the state. The airport is served by Delta Connection (flying to and from Atlanta) and American Eagle (flying to and from Dallas/Fort Worth).

Following recent terminal upgrades, a designated footprint is available in the post-security sterile boarding area for a self-contained food and beverage kiosk, counter, or bistro. This space targets outbound passengers and badged airport employees.

Passenger Enplanements:

- 2025 calendar year passenger enplanements: 57,900
- 2026 calendar year forecast passenger enplanements: 62,000

3. Scope of Services & Menu Control

The selected operator (the "Operator") will design, build out, and run a high-quality concession.

Core Responsibilities

- **Concept & Design:** Install and maintain an attractive, space-efficient kiosk or bistro.
- **Menu Offerings:** Provide quality grab-and-go food, pastries, and hot/cold beverages (such as coffee, water, and soft drinks).
- **Service & Technology:** Use modern, fast point-of-sale (POS) systems accepting credit/debit and contactless payments.
- **Menu & Price Approval Framework:**
    - **Initial Approval:** Initial menus and pricing schedules must be approved by the Authority prior to opening.
    - **Price Benchmarking:** Prices shall remain fair and reasonable, capped at a street-plus-35% maximum benchmark compared to local off-airport retail pricing for comparable items.
    - **Annual Review:** Routine menu and price adjustments will be submitted for review on an annual basis rather than requiring item-by-item approval throughout the year.
    - **Expedited Seasonal & Substitution Requests:** The operator may submit minor, seasonal, or supply-chain substitutions at any time, which shall be

subject to an expedited Authority review and deemed approved if no objection is issued within five (5) business days.

4. Financial & Revenue Terms

- **Percentage Rent:** The operator will pay the Authority 10% of monthly Gross Revenues. No Minimum Annual Guarantee (MAG) is required. Payment is due by the 15th of the following month.
- **Rent Amnesty Period:** To assist with initial ramp-up and capital outlay, Percentage Rent (10%) shall be waived for a period ranging between thirty (30) and ninety (90) days following the concession opening date, with the exact duration determined by the Authority based on the operator's total pre-approved level of initial buildout investment.
- **Gross Revenues Defined:** All sales (cash, credit, or card) minus sales tax, direct customer refunds, and employee meal discounts.

5. Operations & Service Standards

- **Mandatory Hours:** The concession must be open and fully operational from 90 minutes before the first scheduled flight departure until 30 minutes after the final departure of the day, 365 days a year. Hours must adjust within 24 hours to match changing flight schedules.
- **Liquidated Damages:** If the concession fails to open during mandatory hours, because of the difficulty of making a precise determination of the loss to the Authority, the Operator shall pay $50.00 per hour for that time the Operator is scheduled but is not open. Failure to open for three (3) consecutive days constitutes an immediate contract default.
- **Temporary Suspension of Operation:** The Operator assumes all costs of loss due to interruptions or temporary suspension of operation regardless of cause. Such suspension may be due to but not limited to: mechanical failures of equipment, power failures, weather conditions, or operations temporarily suspended by the Authority when it is deemed to be in the best interest of the Authority.
- **Non-Exclusivity:** The Authority reserves the right to allow other food vendors or install smart-vending kiosks in the terminal without reducing the Operator's rent obligations.

6. Facilities, Utilities, Improvements & Relocation Rights

- **Utilities:** Utility usage (electricity and water) is included in and covered by the 10% of Gross Revenues paid by the Operator.
- **Maintenance & Premises Condition:** Unless otherwise provided in Exhibit D, Operator's taking possession shall be conclusive evidence as against Operator that the Premises were in good order and satisfactory condition when Operator took possession.
    - **Authority Repairs:** Throughout the Term and any renewal, the Authority shall make structural and mechanical repairs to the Premises, plus repairs necessary for safety, tenancy, and customary building maintenance.
    - **Operator Maintenance & Reimbursement:** The space is provided "as-is". The Operator is responsible for all interior upkeep, plumbing, and daily cleaning. Grease traps (if used) must be pumped monthly. The Operator shall reimburse the Authority for damage and all repairs of the Authority's structure, equipment, or decoration made necessary by anything other than natural deterioration through ordinary use.
- **Improvements & Alterations:**
    - **Initial Improvements:** Prior to the License Commencement Date, the Authority and Operator shall construct improvements and make installations in the Premises in accordance with plans and specifications approved pursuant to the Exhibit D Work Letter with cost allocations and applicable governmental approvals ("Operator Improvements").
    - **Operator Alterations:** The Operator at its own expense shall make any alterations, equip space with furniture and fixtures, and make any other changes essential to Operator's mode of operation, provided all alterations and work must be approved by the Authority. Any changes in the physical structure of the Building including walls, painting, and electrical/mechanical services must first be approved by the Authority.
    - **Mechanics' Liens:** The Operator shall keep the Premises free from any liens arising out of any work performed by, materials furnished to, or obligations incurred by the Operator.
- **Security & Badges:** All employees must pass Transportation Security Administration (TSA) background checks and carry airport badges. A $200.00 Security Breach Fee will be charged for any unreturned badges or Transportation

Security Administration violations caused by the Operator's staff. TSA may apply additional charges.

- **Right to Substitute Space (Relocation):** The Authority, at its option, shall have the right during the Term to substitute other comparable space within the Airport, as determined in the sole but reasonable discretion of the Airport Authority, and require the Operator to move property and operations thereto. The Authority shall bear all reasonable costs required to prepare and construct the new space to comparable utility standards. The Operator shall be responsible for physical moving and equipment transport costs. The monthly License Fees shall be abated proportionally for the number of usual business days, if any, that the Operator's operations are closed by reason of such move.

7. Legal, Insurance, Holdover, Amortization & Termination Rights

- **Term & Renewal Options:** The initial term of the license agreement is three (3) years, commencing on the License Commencement Date. The Authority may, at its sole discretion, grant up to two (2) additional one-year (1-year) renewal terms. To request a renewal, the Operator must provide written notice at least ninety (90) calendar days prior to the expiration of the current term. Renewals are not automatic and require a satisfactory performance review, mutual agreement on updated terms, and a fully executed written amendment prior to expiration. Unapproved holdovers default to month-to-month status as outlined in Section 7.
- **Insurance Requirements:** The Operator shall maintain:
  - **Commercial General Liability (CGL):** $2,000,000 per occurrence limit, naming the Authority and Lowndes County as primary, non-contributory additional insureds.
  - **Workers' Compensation:** Statutory limits.
  - **Business Interruption Insurance.**
- **Subordination:** This is an unsubordinated License. The Authority is not obligated to subordinate its rights and interests in the Premises to any loan, mortgage, or money encumbrance that Operator shall place against Operator's interest. The Operator acknowledges and agrees that the Authority's interest in the Premises shall not be subordinated to the License.
- **Holdover:** In the event Operator remains in possession of Premises after the expiration of the Term or any Renewal Term, this License shall be automatically extended on a month-to-month basis, terminable by either party upon giving thirty

(30) days written notification, and otherwise on terms and conditions equivalent to the final month of the Term or Renewal Term.

- **Audits:** The Authority has the right to audit point-of-sale (POS) data and financial records with 24 hours' notice. Underreporting revenue by 2% or more results in a 10% penalty plus the cost of the audit.
- **Termination for Convenience & Capital Amortization Protection:** The Golden Triangle Regional Airport Authority may terminate the contract at any time, without cause, by providing ninety (90) days' written notice. In the event of Termination for Convenience by the Authority, the Authority shall reimburse the Operator for the unamortized portion of pre-approved initial capital buildout improvements based on a straight-line amortization schedule over the initial three-year (36-month) contract term, excluding option years. Amortization applies exclusively to permanent, non-removable real property leasehold improvements approved pursuant to Exhibit D and explicitly excludes movable furniture, fixtures, equipment (FF&E), point-of-sale systems, and inventory.

8. Proposal Submission & Evaluation

Submission Requirements

To be considered, please submit one (1) original and four (4) hard copies of your proposal in a sealed envelope marked "Food and Beverage Services for Authority - Proposal - DO NOT OPEN" by September 15, 2026, at 12:00 PM.

Your package must contain:

1. Cover Letter & Company Profile (including relevant experience).
2. Proposed Menu & Price List (subject to the airport's review).
3. Financial Forecast (revenue projections).
4. Proof of Insurance (meeting the $2,000,000 Commercial General Liability requirement).
5. Signed Acknowledgment of the menu control, improvements, and relocation clauses.

Evaluation Criteria

Weight	Criteria
40%	Menu variety, quality, pricing, and overall operational concept.
20%	Financial forecast and projected return to the airport.
20%	Vendor experience, references, and financial stability.
10%	Aesthetic design and footprint compatibility.
10%	Airport Concession Disadvantaged Business Enterprise (ACDBE) participation commitment or documented Good Faith Efforts.