



CITY OF YAKIMA PURCHASING DIVISION

129 North 2nd Street • Yakima, Washington • 98901

August 19, 2025

Dear Sir or Madam:

Subject: RFQP 12520QP Air Service Development and Consulting Services – Yakima Air Terminal/McAllister Field

Addendum No. 1

QUESTIONS PRESENTED BY INTERESTED PARTIES

Below are question(s) that have been asked by interested parties and their answers.

- Question:** What is the budget for the project or historical amount paid to the air service consultant?
Answer: Please see attached Exhibit B, Compensation, from current contract
- Question:** What percent of time is expected to be on-site or is there a component of site visits/community meetings expected?
Answer: On-site visits are expected once a year unless for some unforeseen reason there is a need for additional on-site meetings.
- Question:** Which route conferences (E.g., Takeoff, JumpStart) does the airport regularly attend?
Answer: Our current consultant attends JumpStart. We are unsure if they attend others.

Acknowledge receipt of this addendum on the Signature Sheet (page 2) of the RFP document. I apologize for any inconvenience this Addendum may have caused you.

Sincerely,

Susan Knotts, NIGP-CPP, CPPO, CPPB
Buyer II

EXHIBIT B

COMPENSATION

Base Monthly Compensation: Commencing April 1, 2020, and subject to the bonus increase described in subsection (d) of "Bonuses" below, Contractor shall be paid base monthly compensation of Two Thousand Dollars (\$2,000) per month (not to exceed cumulative of Twenty Four Thousand Dollars (\$24,000) for the initial one year term of this Agreement and for each subsequent one-year extension, if any) for air service development and consulting services as set forth in the Proposal. Such services include, but are not limited to, negotiations with airlines to provide expanded air service to and from Yakima, marketing of the Yakima Air Terminal-McAllister Field, and development of a community airline alliance. Compensation will be invoiced monthly on or around the 20th of each month.

Bonuses. In addition to the base monthly compensation, Contractor shall be paid the following bonuses for satisfactory performance of the following.

(a) **New Alaska, Delta, Frontier, American, or United Airline Service.** Contractor shall be paid a \$30,000 bonus for securing new service to a new market or city pair from the Yakima Air Terminal-McAllister Field. This bonus cannot be combined with the bonus under sub-section (b) and vice versa. All bonuses will be paid in the month following an air service agreement is signed by both parties.

(b) **New Service on an Ultra-Low or Low-Cost Carrier.** Contractor shall be paid a bonus of \$20,000 upon securing new air service from the Yakima Air Terminal-McAllister Field on an Ultra-Low or Low Cost Carrier with a frequency of more than twice weekly for a period of six months of continued air service. Ultra-Low or Low Cost Carriers are further defined as an airline that is operated with an especially high emphasis on minimizing operating costs and without some of the traditional services and amenities provided in the fare, resulting in lower fares and fewer comforts. To make up for revenue lost in decreased ticket prices, the airline may charge extra fees – such as for carry-on baggage. This bonus cannot be combined with the bonus under sub-section (a) and vice versa.

(c) **Application of U.S. Department of Transportation Grant.** Contractor shall be paid a one-time bonus of \$10,000 upon submission of a completed Small Community Air Service Development grant application to the U.S. Department of Transportation. In the event multiple grant applications are required to receive a grant award the contractor shall only be paid the initial \$10,000 one-time bonus.

(d) **Successful Award of U.S. Department of Transportation Grant.** Upon the City's receipt of an award of grant funds from the U.S. Department of Transportation for the benefit of the Yakima Air Terminal-McAllister Field and/or air service provided through the Yakima Air Terminal-McAllister Field, which grant is awarded through the direct efforts of Contractor, Contractor shall be paid a bonus of \$5,000.00.

(e) **Increase to Base Monthly Compensation.** Upon implementation of the expanded air service as described in subsection (a) above, the Base Monthly Compensation shall be increased to Six Thousand Dollars (\$6,000) per month, with total cumulative base compensation for the remaining initial one year term of this Agreement and any one-year extension of this Agreement not to exceed a maximum compensation of Seventy Two Thousand Dollars (\$72,000.00) per year. The increase in compensation will be initiated in the month an air service agreement is signed by both parties.