



EXPRESSION OF INTEREST FOR AIRPORT FOOD and BEVERAGE CONCESSIONS

EOI 24-012

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Issued by:

**PRINCE GEORGE AIRPORT AUTHORITY INC.**

The Prince George Airport Authority Inc. (“PGAA”) invites qualified businesses to express their interest in operating food and beverage services within the Prince George Airport terminal building.

As a key transportation hub in Northern British Columbia, The Prince George Airport presents a unique opportunity to establish and operate a food and beverage service that serves not only a growing number of travelers but also the wider airport community. With passenger traffic steadily recovering to pre-COVID level, this is an exciting time to deliver exceptional food and beverage experiences that can leave a lasting impression on visitors and locals alike.

The goals of this EOI are to:

- (1) Provide first-class service to travelers and the airport community;
- (2) Offer innovative and flexible food and beverage concepts with broad customer appeal;
- (3) Maximize the revenue potential of airport concessions while enhancing the overall customer experience

Businesses with proven experience in operating successful food and beverage establishments are invited to submit their response to this Expression of Interest by **December 31, 2024 at 12:00 pm.**

For questions regarding the submission process or requested information, please contact PGAA in writing at:

**Prince George Airport Authority**

4141 Airport Road – 10  
Prince George, BC  
V2N 4M6

**Email:** [development@pgairport.ca](mailto:development@pgairport.ca)

**Subject:** Food and Beverage EOI24-012



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## **A. SCOPE AND REQUIREMENTS OF REQUESTED SERVICES**

This document is intended to solicit the interest of food & beverage service providers capable of meeting the needs of both the travelling public, and the airport-based companies and their employees. Respondents are encouraged to propose any type or combination of concepts for the current premises outlines in Section 2, while also considering potential future growth opportunities.

The PGAA is continually seeking unique and innovative concepts that not only enhance the passenger experience but also reflect and celebrate the local character of Prince George. By complementing existing airport facilities and serving as a gateway to the broader community, these offerings have the potential to create a sense of place and drive customer satisfaction.

At its sole discretion, the PGAA may choose to issue a Request for Proposal (“RFP”) for specific concession opportunities following this Expression of Interest.

### **1. Concepts**

The PGAA seeks to cultivate food and beverage offerings that deliver exceptional products and service within a distinctive dining environment. This program aims to enhance not only the passenger experience but also serve the broader airport community. Proposals should prioritize well-established local food and beverage concepts known for their outstanding quality, service, and strong reputation.

In developing concepts for this request, Respondents should consider the importance of revenue opportunities that include not only the passengers but the surrounding community.

Additional revenue streams may include:

- Catering
- Online/preorder grab and go
- Meal prep
- Bakery
- Take out/delivery
- Local beer/wine offerings
- Local restaurant that caters to the airport and surrounding community

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**2. Premises**

Current concession spaces are detailed below. Concessions could extend to internal/external vending carts or other opportunities. One or a combination of ideas will be considered. The PGAA will have the discretion to award concessions to one or more proponents as it deems, in its sole discretion, to be in the best interest of the Airport and its customers.

A – Restaurant	1	353.02 M2
B – Terminal Concession Kiosk	1	10.64 M2
C – Holdroom Cafe (secure area past security)	1	32.51 m2 plus use of 26.01 m2 seating
D – Vending Cart/Other		

The size of each concession location is based on the current layout and is subject to change without liability to the PGAA. Any changes will be issued in the form of an addendum.

**3. Hours of Operation**

Concessions operate seven days a week during such hours as negotiated with the PGAA. Generally, dependent on the type of business, we expect the operation to open one hour prior to the first departing flight and accommodate a minimum of 80% of the departing flight schedule.

**4. Services and Utilities**

The following will be provided by the PGAA:

- Space heat and ventilation
- Use of washroom facilities

**5. Food & Beverage Equipment**

Restaurant

- Fully equipped kitchen and seating area

Terminal Concession Kiosk

- Espresso machine
- Hand sink
- Heated display case

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- Refrigerated display case

Holdroom Café

- Espresso machine
- Ice machine
- Coolers
- Countertop seating

A full list will be provided if/when we enter negotiations. All items are as is.

**6. Term of Leases and Concession Agreement**

Depending on the use and location as well as the capital investment proposed, lease agreements shall be for a period of up to five (5) years with options to renew.

**7. Compensation to the PGAA**

Depending on the proposal, the Respondent may pay to the PGAA one or a combination of the following:

- Percentage of the monthly gross sales
- Minimum Monthly Guaranty
- A Base Rent which will equal a set rate per square meter
- An amount equal to 0.5 percent of gross sales for a marketing fund to be controlled by the PGAA or its designated agent for the purpose of advertising, publicity, promotional materials and other activities appropriate for marketing the airport and its tenants who participate in the fund.

**8. Capital Investment and Improvements**

Proponents are encouraged to consider and identify their capital investment for improvements and fixtures, furnishings, and equipment. There may be grants available to assist with this and the PGAA is willing to explore these with Respondents.



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**B. SUBMISSION, SELECTION AND CONTRACTING PROCEDURES**

**1. Submission**

Submissions shall be labeled Airport Concessions EOI 24-012 and forwarded:

Via courier:

Prince George Airport Authority  
4141 Airport Road – 10  
Prince George, BC  
V2N 4M6

Electronically:

[development@pgairport.ca](mailto:development@pgairport.ca)

Proponents using electronic transmission assume the entire risk that the document will be properly received by PGAA, on time or at all, and that all other requirements herein will be satisfied. Without limiting the generality of the foregoing, PGAA shall not be liable to a proponent if the proponent's document is not properly received on time, or at all, due to the malfunctioning of PGAA's equipment, the errors or omissions of PGAA's employees or agents, the interruption or inability to obtain phone contact with PGAA's facsimile machine or email server, insufficient paper supply, or for any other reason whatsoever.

**2. Selection Process**

The information provided by the response to this Expression of Interest will be used as a database of individuals and businesses interested in operating at Prince George Airport. At the PGAA's sole discretion, a Request for Proposal (RFP) may be issued to only those that have expressed an interest in qualifying through this document or may be posted on the website ([www.pgairport.ca](http://www.pgairport.ca)) and BC BID to which all interested individuals and businesses may respond.

The PGAA will review the submittals received and may choose to enter into discussions or negotiations with one or more of the Respondents with the intent of reaching an agreement with the Respondent(s) who best meets the PGAA's goals. The PGAA may begin to make selections from the qualified Respondents immediately or may keep proposals on file for future opportunities. The PGAA reserves the right to accept any submittal and/or any part or parts thereof and/or to reject any or all submittals.

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**3. Consent to Investigation**

The PGAA's determination as to whether a Respondent is qualified and responsible will be based on information provided by the Respondent in its submittal, economic disclosures, interviews (if applicable) and other sources deemed to be valid by the PGAA. A concession will not be awarded until all investigations of the Respondent's business experience, financial responsibility and character that the PGAA deems necessary are completed. By submitting an Expression of Interest, the Respondent agrees to permit and cooperate with such investigations.

**4. Respondent's Costs**

All costs incurred by Respondent in preparation of Respondent's submittal (including costs associated with interviews) will be borne by Respondent. The PGAA is not responsible for any costs associated with this Expression of Interest submission.

**5. Ownership**

All submittals and supplementary material will become the property of the PGAA.

**6. Award Subject to Approval**

All awards of concessions under this Expression of Interest, are subject to the approval of the PGAA.

**7. Representation by Brokers**

The PGAA will not be responsible for any fees, expenses or commissions for brokers or their agents. Communications by or between employees of or agents of the PGAA and any potential or actual Respondent broker or agent are not to be construed as an agreement to pay, nor will the PGAA pay any such fees, expenses or commissions. Respondent must hold the PGAA harmless from any claims, demands, actions or judgments in connection with such broker fees, expenses or commissions.

**8. Disclaimer**

The information contained in this document is provided to assist prospective Respondents in the preparation of a submittal. The PGAA assumes no responsibility for the use of this information by Respondents and does not guarantee the accuracy of the information.

**C. EVALUATION CRITERIA**

All submittals will be reviewed and evaluated. The following items will be considered in the evaluation of submittals:

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1. Experience and Qualifications of Respondent
  - Number of years of experience with concepts similar to those being proposed.
  - Number of years of experience in an airport.
  - Professional references.
  - Quality of existing facilities operated by Respondent as determined by review of photographs submitted by Respondent and possible site visits.
  - Commitment and involvement of the Respondent's ownership and management in the operation of the concession and the flexibility and willingness to adapt to the changing environments.
2. Concept
  - Quality and variety of products.
  - Innovation of overall theme.
  - Flexibility.
  - Visual presentation of concept including creativity and innovativeness of facility design.
3. Financial capability of Respondent.
4. Commitment to participation in the operation of the concession.
5. Completeness and comprehensiveness of the information provided.

The PGAA will also consider the past performance of the Respondent, and its constituent individuals or entities as applicable, on other leases or contracts with the PGAA or other entities in terms of quality of work and compliance with performance schedules. The PGAA may solicit from other available sources, relevant information concerning the Respondent's record of past performance.

Submittals will be evaluated to ensure compliance with all applicable PGAA, local, provincial and federal, policies, laws, ordinances and statutes.





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**ATTACHMENT A**

Respondents Name:

Company Name:

Address:

Telephone:

Fax:

E-mail Address:

Sole Proprietorship:

Date and Place Established:

**Owners/Officers**

President:

V President:

Secretary:

Treasurer:

**Directors**

Chair of the Board:

Secretary:

Treasurer:

Is this business currently registered to do business in BC?      Yes      No

Is this a locally owned business?      Yes      No

Does this business source some or all of their product locally?      Yes      No

Business Plan attached?      Yes      No

Area of Interest/Business Concept:

Restaurant      Terminal Concession Kiosk       Holdroom Café

Vending Cart/Other\_\_\_\_\_

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**ATTACHMENT B**

**Business plans should provide the following:**

**Business/Concept**

The Respondent should include an introduction to the business and how it aligns with our concession goals. Respondent must include a detailed description of its proposed business concept and the preferred location.

**Experience and Qualifications**

Respondent must explain in detail the number of years and extent of Respondent's restaurant, retail and/or business service experience with special emphasis on prior experience with the operation and management of such facilities.

This information should include at least the following:

- Proponent Names and locations operated by the Respondent in the prior five years.
- Description of merchandise concepts.
- Sales volume of each existing operation, listed by merchandise category, for the past two years.
- Balance sheet and income statements for the last two (2) fiscal years.