CITY OF LINCOLN
AIRPORT COMMITTEE
August 20, 2025

AS A COURTESY, PLEASE TURN OFF ALL CELL PHONES & ELECTRONIC DEVICES DURING THE MEETING

BOARD / COMMISSION / COMMITTEE

10:00 AM

First Floor Community Meeting Room
City Hall
600 6th Street
Lincoln, CA 95648
OR
attend via Zoom
https://us06web.zoom.us/webinar/register/WN_9LDmkFcnTaanONADN6JUtw
or participate by calling US: +1(669) 900-6833
use ID#860 9801 3987 and *9 to raise your hand to speak

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CITIZENS ADDRESSING THE COMMITTEE (Within the subject matter jurisdiction of the Board / Commission / Committee)**

5. **APPROVAL OF MEETING MINUTES**

5.A Approval of Meeting Minutes, July 16, 2025

6. **STAFF UPDATES**

6.A Airport Financial Report (Nita Wracker)

6.B Hanger Build Project Update

6.C Wings and Wheels Update

7. **NEW AND CONTINUING BUSINESS**

7.A Airport Management RFP Update, Discussion and Direction

7.B Fuel Sales Strategy Update/Discussion and Direction

8. **NEXT REGULARLY SCHEDULED MEETING**

9. **ADJOURNMENT**

NOTE: *Materials related to an item on this Agenda submitted to the Council/Redevelopment Successor Agency after distribution of the agenda packet are available for public inspection in the City Clerk's office at 600 Sixth Street, Lincoln, CA during normal business hours. Such documents are also available on the City of Lincoln's website at https://www.lincolnca.gov/ subject to staff's availability to post the documents before the meeting.*

In compliance with the American with Disabilities Act, the City will provide special assistance for disabled members of the public. The meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need a disability-related modification or accommodation to participate in the meeting, please contact the City Clerk's Office at (916) 434-2490. As a courtesy, please make every effort to inform the Clerk of your needs at least 24 hours prior to the meeting so the City may make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to applicable laws and regulations, including without limitation, California Government Code Section 65009 and/or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (including any action regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, the public hearing.

Levine Act Provisions -- The Levine Act requires a party (or the party's agent(s)) to a proceeding before the City of Lincoln that involves any action or consideration to their contract, license, permit, or other entitlement for use, to disclose any campaign contribution made to City elected or appointed officer totaling more than $500 within the 12 months before the City decision. This includes contributions to Councilmembers, Planning Commissioners and members of other City boards and commissions.

STAFF REPORT

Item Number 5.A

SUBJECT: Approval of Meeting Minutes, July 16, 2025

SUBMITTED BY: City Clerk

DEPARTMENT: City Clerk's Office

DATE: August 20, 2025

ATTACHMENTS:
7.16.25 - AIRPORT MEETING MINUTES - Final.pdf

MINUTES
CITY OF LINCOLN
AIRPORT COMMITTEE
July 16, 2025

The meeting was conducted in person at City Hall, 600 6th Street, Lincoln, CA, and virtually on Zoom.

1. **CALL TO ORDER by Councilmember Pearl at 10:05am.**

2. **ROLL CALL:** Committee members present: Whitney Eklund, Councilmember
Richard Pearl, Councilmember
Bob Cooperrider
Byron Maynard
Lesa McArdle
Committee members absent: Clara Ellis
Dan Clarke
Staff Liaisons present: Sean Scully, City Manager
Matt Medill, Public Works Director
Scott Boynton, Public Works Maintenance Manager

3. **PLEDGE OF ALLEGIANCE – led by Scott Boynton**

4. **CITIZENS ADDRESSING THE COMMITTEE (Within the subject matter jurisdiction of the Board / Commission / Committee) – none**

5. **APPROVAL OF MEETING MINUTES**

5.A

1. Approval of the April 16, 2025 Meeting Minutes
2. Approval of the May 21, 2025 Meeting Minutes
3. Approval of the June 18, 2025 Meeting Minutes
Minutes

Councilmember Pearl called for a motion of approval for the items. Committee Member Byron Maynard motioned to approve, motion was seconded by Committee Member Bob Cooperrider. Motion passed unanimously by the following voice vote: Whitney Eklund – Aye, Richard Pearl – Aye, Bob Cooperrider – Aye, Lesa McArdle – Aye, Byron Maynard – Aye, Dan Clarke – Absent, Clara Ellis – Absent. (5,0,0,2)

6. **STAFF UPDATES**

6.A Airport Financial Report.

Nita Wracker, Assistant City Manager/Finance Director/CDD Director, provided information and updates regarding the Airport Financial Report. Discussion ensued.

6.B Airport Management Services RFP Ongoing.

Matt Medill provided updates and information regarding the status of the Airport Management Services Request for Proposals. Upon further discussion, the Committee agreed to form a Sub-Committee to review the Airport RFP's. Chairperson/Councilmember Richard Pearl and Committee member Lesa McArdle volunteered to be the members of the Sub-Committee.

6.C Airport Fuel Sales 10% Pricing Reduction Pilot Study.

Matt Medill provided updates regarding the fuel sales reduction pilot study and the current status of the fuel sales. Discussion ensued. Direction was given to staff to raise the fuel sale price.

6.D Gate Operations.

Scott Boynton provided information regarding the gate operation updates going into effect August 1st at the airport. Discussion ensued with comments and questions from committee members.

6.E Hangar Parking.

Scott Boynton Provided updates regarding the hangar parking updates. Brief discussion ensued between the committee and staff regarding the enforcement of parking at the airport.

Chairman Pearl opened the item for public comment. The following made comments:

Scott Thompson

Further discussion ensued.

6.F Executive Hangars Project Update.

Matt Medill provided status updates for the progress of the Executive Hangars Project at the airport. Discussion ensued.

7. NEW AND CONTINUING BUSINESS

7.A Common Area Maintenance (CAM) Charge Fee Program & Outreach.
7.A.1 - Schedule EAA Outreach Meeting.

Matt Medill provided information regarding the study they did and requested scheduling an EAA outreach meeting. Upon discussion with the committee and members of the public, Matt scheduled a meeting for September 13th. Discussion ensued.

7.B Placer Hangar Company 29 Hangars Lease RFP.

Matt Medill provided a handout, made part of these minutes by mention thereof. Matt Medill discussed the information provided in the handout which included different options for the Placer Hangar Lease RFP requirements. Discussion ensued.

Chairman Pearl opened the item for public comment. The following provided comments:
Scott Thompson

Further discussion ensued. Direction was given to staff to initiate discussion with the current lease holder to explore the option of extending the lease.

7.C Hangar Waiting List Subscription Program.

Lisa McArdle Provided information and a presentation regarding different wait list options based off her research of surround cities. Discussion ensued.

Chairman Pearl opened the item for public comment. The following provided comments:
Scott Thompson

Further discussion ensued.

7.D Pending Future Items: Master Fee Schedule Update and Hangar Reversion Policy.

Matt Medill provided information pertaining to the Master Fee Schedule. Discussion ensued.

Richard Pearl opened the conversation to the committee for future items they would like to discuss. Bob Cooperrider provided information regarding grant funding from the FAA and requested that this item be placed on future agendas as a reoccurring item for discussion. Discussion ensued between staff and committee members.

Bob Cooperrider mentioned that there was no current weather reporting being received from the Lincoln Airport. Scott Boynton informed the committee that IT was working on resolving the issues.

Whitney Eklund had questions regarding Code enforcement doing checks on the hangars to ensure everyone in the airport is FAA compliant. Discussion ensued between staff and the committee.

Further discussion ensued.

8. NEXT REGULARLY SCHEDULED MEETING August 20, 2025

11. ADJOURNMENT
Councilmember Richard Pearl adjourned the meeting at 11:37 am.

Submitted by Jessie Krost, Deputy City Clerk

STAFF REPORT

Item Number 6.A

SUBJECT: Airport Financial Report (Nita Wracker)

SUBMITTED BY: City Clerk

DEPARTMENT: Finance

DATE: August 20, 2025

ATTACHMENTS:
Airport Committee FS 8.11.25.pdf

YTD Budget to Actual as of 8.11.25.pdf

AIRPORT FINANCIAL STATUS – July 31, 2025

Fund Balance –

Fund #	Description	Unaudited Beginning Fund Balance at July 1, 2025	Original Revenue plus Modifications	Original Expense plus Modifications	Ending Fund Balance as of 06/30/2026
7500	Airport Fund	$ (5,032,159)	$ 2,227,748	$ (2,465,087)	(5,269,498)

The airport fund is in a negative status as a result of the existing interfund loans. Both of these loans have payment schedules with the smaller of the two scheduled to be paid off in October 2028. Until these loans are resolved the Airport fund balance will remain negative.

No.	Date of Loan	Maturity Date	Purpose of Loan	Princ Balance 06/30/2025	Total Interest Accrual	Total Balance 06/30/2025	New Loan	Interest FY25	Principal Payment	Total Balance 06/30/2026
20	06/30/17	10/01/28	Hangar Lease	526,955.55	(0.00)	526,955.55	-	-		526,955.55
22	06/12/19	06/30/79	Airport Fund Deficit	4,675,089.94	0.00	4,675,089.94	-	7,672.24	4,051.34	4,671,038.60

Cash Balance –
The airport currently has a positive cash flow with cash on hand of approximately $1,197,320.95.

Receivables –

The airport fund has two small loan receivables from ITAPOL and Kracon. Both loans are in good standing with the borrowers making regular payments. The loan to ITAPOL will be paid off in 2027 and the loan to Kracon will be paid off in 2037.

Date of Loan	Maturity Date	Original Advance	Borrower	Princ Balance 06/30/2025	Payments FY25	Remaining Balance
10/1/2012	9/1/2027	10,722.65	ITAPOL	5,254.43	35.74	5,218.69
10/1/2012	9/30/2037	9,096.08	Kracon	4,457.12	30.32	4,426.80

Airport on Account –

We are actively pursuing payment from accounts with past due balances, and we will move forward with collections proceedings for those accounts that do not bring their accounts into good standing. It should be noted that the majority of the receivables are current or less than 90 days old.

Customer Id	Customer Name	Billed Amount	30 to 60 Days Past	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past	Total Due Now
1082	BIDDLE, CLAUDE	$127.98	$0.00	$0.00	$0.00	$127.98	$127.98
1121	SUN, ZHONGHUA	$272.00	$0.00	$0.00	$0.00	$69.00	$69.00
1121	SUN, ZHONGHUA	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1121	SUN, ZHONGHUA	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1121	SUN, ZHONGHUA	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1121	SUN, ZHONGHUA	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00

1121	SUN, ZHONGHUA	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1121	SUN, ZHONGHUA	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1121	SUN, ZHONGHUA	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1150	MCGUIRE, MARTY	$127.98	$0.00	$0.00	$0.00	$127.98	$127.98
1150	MCGUIRE, MARTY	$140.78	$0.00	$0.00	$0.00	$140.78	$140.78
1182	KMRK LLC	$162.56	$0.00	$0.00	$0.00	$87.12	$87.12
1182	KMRK LLC	$171.27	$0.00	$0.00	$0.00	$171.27	$171.27
1182	KMRK LLC	$178.82	$0.00	$0.00	$0.00	$178.82	$178.82
1182	KMRK LLC	$178.82	$0.00	$0.00	$0.00	$178.82	$178.82
1182	KMRK LLC	$178.82	$0.00	$0.00	$0.00	$178.82	$178.82
1182	KMRK LLC	$178.79	$0.00	$0.00	$0.00	$178.79	$178.79
1189	ANDERSON, PHIL	$95.00	$0.00	$0.00	$0.00	$75.20	$75.20
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$100.00	$100.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00

1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$224.00	$0.00	$0.00	$0.00	$224.00	$224.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1250	BIBBER, ANDY	$168.00	$0.00	$0.00	$0.00	$168.00	$168.00
1250	BIBBER, ANDY	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1250	BIBBER, ANDY	$112.00	$0.00	$0.00	$0.00	$112.00	$112.00
1264	FORBES, GREG	$32.00	$0.00	$0.00	$0.00	$32.00	$32.00
1264	FORBES, GREG	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1264	FORBES, GREG	$56.00	$0.00	$0.00	$0.00	$56.00	$56.00
1264	FORBES, GREG	$16.00	$0.00	$0.00	$0.00	$16.00	$16.00
			$26,253.43	$3,024.28	$926.45	$4,462.58	$34,666.74

Airport Fuel Sales –
Airport fuel sales are currently generating a positive cash flow for the airport fund with revenues collected exceeding the cost of fuel purchased.

	Account	Revised Budget	YTD Actual	Available Budget
Airport Fuel & Oil Sales	7500 35410	$1,295,448.00	$88,606.29	$1,206,841.71
Airport Fuel Expenses	7500 8080 57510	$1,068,000.00	$71,918.18	$996,081.82

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
30100 Property Taxes							
7500 30100 Property Taxes	-63,000.00	0.00	-63,000.00	0.00	0.00	-63,000.00	.0%
35410 Airport Fuel & Oil Sales							
7500 35410 Fuel & Oil Sales	-1,295,448.00	0.00	-1,295,448.00	-88,606.29	0.00	-1,206,841.71	6.8%
35420 Rents/Leases							
7500 35420 Rents/Leases	-782,800.00	0.00	-782,800.00	-171,651.66	0.00	-611,148.34	21.9%
35430 Parking							
7500 35430 Parking	-17,500.00	0.00	-17,500.00	-748.00	0.00	-16,752.00	4.3%
38100 Penalties & Service Charges							
7500 38100 Penalty & Service Chg	-7,000.00	0.00	-7,000.00	-653.98	0.00	-6,346.02	9.3%
38700 Lease Principal Revenue							
7500 38700 Lease Principal Revenue	-62,000.00	0.00	-62,000.00	0.00	0.00	-62,000.00	.0%
40000 Salaries - FT							
75001500 40000 Salary-FT	18,863.00	0.00	18,863.00	1,482.56	0.00	17,380.44	7.9%
75008000 40000 Salary-FT	35,291.00	0.00	35,291.00	2,755.39	0.00	32,535.61	7.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
75008050 40000	Salary - FT						
	8,228.00	0.00	8,228.00	0.00	0.00	8,228.00	.0%
75008080 40000	Salary-FT						
	91,512.00	0.00	91,512.00	6,529.76	0.00	84,982.24	7.1%
75008090 40000	Salaries - FT						
	0.00	0.00	0.00	747.74	0.00	-747.74	100.0%
75008100 40000	Salary-FT						
	11,293.00	0.00	11,293.00	609.13	0.00	10,683.87	5.4%
40100 Salaries - PT							
75008080 40100	Salary-PT						
	40,575.00	0.00	40,575.00	1,479.61	0.00	39,095.39	3.6%
40200 Salaries - OT							
75008080 40200	Salary-OT						
	14,000.00	0.00	14,000.00	1,224.33	0.00	12,775.67	8.7%
75008100 40200	Salary-OT						
	200.00	0.00	200.00	28.09	0.00	171.91	14.0%
40500 Salaries On Call							
75008080 40500	Salary On Call						
	16,000.00	0.00	16,000.00	1,293.13	0.00	14,706.87	8.1%
75008100 40500	Salary On Call						
	500.00	0.00	500.00	7.98	0.00	492.02	1.6%
48050 Retirement							
75001500 48050	Retirement						
	708.00	0.00	708.00	70.14	0.00	637.86	9.9%
75008000 48050	Retirement						
	1,988.00	0.00	1,988.00	155.78	0.00	1,832.22	7.8%
75008050 48050	Retirement						
	1,077.00	0.00	1,077.00	0.00	0.00	1,077.00	.0%
75008080 48050	Retirement						
	11,979.00	0.00	11,979.00	854.74	0.00	11,124.26	7.1%
75008090 48050	Retirement						
	0.00	0.00	0.00	47.61	0.00	-47.61	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
75008100 48050	Retirement						
	613.00	0.00	613.00	45.35	0.00	567.65	7.4%
48055 PERS Unfunded Liability							
75001500 48055	PERS Unfunded Liability						
	38.00	0.00	38.00	0.00	0.00	38.00	.0%
75008000 48055	PERS Unfunded Liability						
	141.00	0.00	141.00	0.00	0.00	141.00	.0%
75008080 48055	PERS Unfunded Liability						
	51,079.00	0.00	51,079.00	0.00	0.00	51,079.00	.0%
75008100 48055	PERS Unfunded Liability						
	549.00	0.00	549.00	0.00	0.00	549.00	.0%
48056 Pension Trust							
7500 48056	Pension Trust						
	9,457.00	0.00	9,457.00	0.00	0.00	9,457.00	.0%
48060 Workers Comp							
75001500 48060	Workers Compensation						
	195.00	0.00	195.00	13.25	0.00	181.75	6.8%
75008000 48060	Workers Compensation						
	75.00	0.00	75.00	6.05	0.00	68.95	8.1%
75008050 48060	Workers Comp						
	690.00	0.00	690.00	0.00	0.00	690.00	.0%
75008080 48060	Workers Compensation						
	2,603.00	0.00	2,603.00	158.04	0.00	2,444.96	6.1%
75008090 48060	Workers Comp						
	0.00	0.00	0.00	69.11	0.00	-69.11	100.0%
75008100 48060	Workers Compensation						
	948.00	0.00	948.00	56.39	0.00	891.61	5.9%
48065 OPEB Expense							
75001500 48065	OPEB Expense						
	952.00	0.00	952.00	0.00	0.00	952.00	.0%
75008000 48065	OPEB Expense						
	2,855.00	0.00	2,855.00	0.00	0.00	2,855.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
75008080 48065	OPEB Expense						
	9,518.00	0.00	9,518.00	0.00	0.00	9,518.00	.0%
75008100 48065	OPEB Expense						
	1,047.00	0.00	1,047.00	0.00	0.00	1,047.00	.0%
48070 Med/Den/Life Ins							
75001500 48070	Med/Den/Life						
	1,253.00	0.00	1,253.00	6.04	0.00	1,246.96	.5%
75008000 48070	Med/Den/Life						
	3,565.00	0.00	3,565.00	354.76	0.00	3,210.24	10.0%
75008050 48070	Med/Den/Life Ins						
	930.00	0.00	930.00	0.00	0.00	930.00	.0%
75008080 48070	Med/Den/Life						
	18,585.00	0.00	18,585.00	1,843.50	0.00	16,741.50	9.9%
75008090 48070	Med/Den/Life Ins						
	0.00	0.00	0.00	1.95	0.00	-1.95	100.0%
75008100 48070	Med/Den/Life						
	196.00	0.00	196.00	21.05	0.00	174.95	10.7%
48075 Retiree Medical Insurance							
75004020 48075	Retiree Medical						
	17,428.00	0.00	17,428.00	1,387.69	0.00	16,040.31	8.0%
48080 SUI							
75001500 48080	SUI						
	17.00	0.00	17.00	0.00	0.00	17.00	.0%
75008000 48080	SUI						
	50.00	0.00	50.00	0.00	0.00	50.00	.0%
75008050 48080	SUI						
	9.00	0.00	9.00	0.00	0.00	9.00	.0%
75008080 48080	SUI						
	322.00	0.00	322.00	0.00	0.00	322.00	.0%
75008100 48080	SUI						
	19.00	0.00	19.00	0.00	0.00	19.00	.0%
48090 FICA							
75001500 48090	FICA						
	1,214.00	0.00	1,214.00	113.76	0.00	1,100.24	9.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
75008000 48090	FICA						
	2,602.00	0.00	2,602.00	204.12	0.00	2,397.88	7.8%
75008050 48090	FICA						
	630.00	0.00	630.00	0.00	0.00	630.00	.0%
75008080 48090	FICA						
	10,105.00	0.00	10,105.00	770.71	0.00	9,334.29	7.6%
75008090 48090	FICA						
	0.00	0.00	0.00	55.89	0.00	-55.89	100.0%
75008100 48090	FICA						
	865.00	0.00	865.00	48.85	0.00	816.15	5.6%
48095 Deferred comp							
75008000 48095	Deferred comp						
	800.00	0.00	800.00	38.46	0.00	761.54	4.8%
75008050 48095	Deferred comp						
	90.00	0.00	90.00	0.00	0.00	90.00	.0%
75008080 48095	Deferred comp						
	1,100.00	0.00	1,100.00	100.00	0.00	1,000.00	9.1%
75008090 48095	Deferred comp						
	0.00	0.00	0.00	4.25	0.00	-4.25	100.0%
75008100 48095	Deferred comp						
	85.00	0.00	85.00	8.02	0.00	76.98	9.4%
50111 Insurance							
7500 50111	Insurance						
	54,577.00	0.00	54,577.00	50,769.20	0.00	3,807.80	93.0%
75008080 50111	Insurance						
	9,500.00	0.00	9,500.00	9,304.00	0.00	196.00	97.9%
50131 Credit Card Fees							
75008080 50131	Credit Card Fee						
	36,000.00	0.00	36,000.00	2,728.25	0.00	33,271.75	7.6%
50140 Materials & Supplies							
75008080 50140	Materials & Supplies						
	38,800.00	0.00	38,800.00	178.57	0.00	38,621.43	.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
75008100 50140	Materials & Supplies						
	2,907.00	0.00	2,907.00	0.00	0.00	2,907.00	.0%
50150 Fuel & Oil							
75008080 50150	Fuel & Oil						
	4,600.00	0.00	4,600.00	0.00	0.00	4,600.00	.0%
75008100 50150	Fuel & Oil						
	600.00	0.00	600.00	22.05	0.00	577.95	3.7%
50190 Uniforms							
75008080 50190	Uniforms/Clothing						
	1,350.00	0.00	1,350.00	0.00	0.00	1,350.00	.0%
75008100 50190	Uniforms/Clothing						
	174.00	0.00	174.00	0.00	0.00	174.00	.0%
50250 Communications							
75001500 50250	Communications						
	0.00	0.00	0.00	4.62	0.00	-4.62	100.0%
75008080 50250	Communications						
	3,972.00	0.00	3,972.00	0.00	0.00	3,972.00	.0%
75008100 50250	Communications						
	5.00	0.00	5.00	0.00	0.00	5.00	.0%
50270 Equip Maintenance							
75008080 50270	Equip Maintenance						
	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00	.0%
75008100 50270	Equip Maintenance						
	165.00	0.00	165.00	0.00	0.00	165.00	.0%
50280 Facility/Equipment Maint							
75008100 50280	Facility/Equip Maint						
	500.00	0.00	500.00	0.00	0.00	500.00	.0%
50300 Facility Maintenance							
75008080 50300	Facility/Equip Maint						
	21,500.00	0.00	21,500.00	0.00	0.00	21,500.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

ACCOUNT		ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50310 Utilities								
75008080	50310 Utilities	102,000.00	0.00	102,000.00	546.77	0.00	101,453.23	.5%
50311 Municipal Utilities								
75008080	50311 Municipal Utilities	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	.0%
50320 Taxes								
75004000	50320 Taxes	100.00	0.00	100.00	0.00	0.00	100.00	.0%
75008080	50320 Taxes	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	.0%
50350 Lease Expense								
75008080	50350 Lease Expense	48,264.00	0.00	48,264.00	4,826.26	0.00	43,437.74	10.0%
50400 Professional Services								
75001500	50400 Professional Services	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	.0%
75003000	50400 Professional Services	642.00	0.00	642.00	0.00	0.00	642.00	.0%
75004020	50400 Professional Services	0.00	0.00	0.00	44.34	0.00	-44.34	100.0%
75008080	50400 Professional Services	55,050.00	0.00	55,050.00	2,476.36	4,620.00	47,953.64	12.9%
75008100	50400 Professional Services	1,807.00	0.00	1,807.00	115.00	153.00	1,539.00	14.8%
50450 Renewals & Warranties								
75003000	50450 Renewals & Warranties	2,012.00	0.00	2,012.00	0.00	0.00	2,012.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50500 Memberships/Dues						
75008080 50500 Memberships/Dues						
4,400.00	0.00	4,400.00	0.00	0.00	4,400.00	.0%
50540 Training/Travel/Conf/Mtgs						
75008080 50540 Training/TravelConf/Mtgs						
12,500.00	0.00	12,500.00	0.00	0.00	12,500.00	.0%
50710 Regulatory Fees						
75008080 50710 Regulatory Fees						
15,450.00	0.00	15,450.00	0.00	0.00	15,450.00	.0%
57510 Airport Fuel						
75008080 57510 Airport Fuel						
1,068,000.00	0.00	1,068,000.00	71,918.18	0.00	996,081.82	6.7%
58000 Interfund Loan Interest						
7500 58000 Interfund Loan Interest						
92,232.00	0.00	92,232.00	7,672.24	0.00	84,559.76	8.3%
65100 Admin Cost Allocation						
7500 65100 Admin Cost Allocation						
182,532.00	0.00	182,532.00	15,210.98	0.00	167,321.02	8.3%
78000 Debt Service Interest						
7500 78000 Debt Service Interest						
6,435.00	0.00	6,435.00	0.00	0.00	6,435.00	.0%
78010 Debt Service Principal						
7500 78010 Debt Service Principal						
134,253.00	0.00	134,253.00	0.00	0.00	134,253.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 7500 Airport

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
75008100 78010	Debt Service Principal						
	614.00	0.00	614.00	0.00	0.00	614.00	.0%
79500 Transfer Out							
7500 79500	Transfer Out						
	26,115.00	0.00	26,115.00	11,723.58	0.00	14,391.42	44.9%
80050 Equipment							
75008100 80050	Equipment						
	15,900.00	0.00	15,900.00	0.00	10,300.00	5,600.00	64.8%
80060 Vehicles							
75008100 80060	Vehicles						
	43,500.00	0.00	43,500.00	0.00	37,500.00	6,000.00	86.2%
80070 Construction							
75008050 80070	Construction						
	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	.0%
75008080 80070	Construction						
	22,140.00	1,152.00	23,292.00	42,710.20	0.00	-19,418.20	183.4%
99920 Debt Service Transfer							
7500 99920	Debt Service Transfer						
	0.00	0.00	0.00	-11,723.58	0.00	11,723.58	100.0%
TOTAL Airport							
	236,187.00	1,152.00	237,339.00	-30,539.68	52,573.00	215,305.68	9.3%
TOTAL REVENUES							
	-2,227,748.00	0.00	-2,227,748.00	-261,659.93	0.00	-1,966,088.07	
TOTAL EXPENSES							
	2,463,935.00	1,152.00	2,465,087.00	231,120.25	52,573.00	2,181,393.75	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL	236,187.00	1,152.00	237,339.00	-30,539.68	52,573.00	215,305.68	9.3%

** END OF REPORT - Generated by Sonja Dillree **

STAFF REPORT

Item Number 6.B

SUBJECT: Hanger Build Project Update

SUBMITTED BY: City Clerk

DEPARTMENT: City Manager's Office

DATE: August 20, 2025

STAFF REPORT

Item Number 6.C

SUBJECT: Wings and Wheels Update

SUBMITTED BY: City Clerk

DEPARTMENT: City Manager's Office

DATE: August 20, 2025

STAFF REPORT

Item Number 7.A

SUBJECT: Airport Management RFP Update, Discussion and Direction

SUBMITTED BY: City Clerk

DEPARTMENT: City Manager's Office

DATE: August 20, 2025

ATTACHMENTS:
LincolnAirportBusinessPark_RFP_MasterDeveloper_1__1_.docx

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City of Lincoln

Request for Proposals (RFP)

Master Developer Opportunity - Lincoln Airport Business Park

The City of Lincoln invites qualified master developers to submit proposals for an ±84.1-acre city-owned site known as the Lincoln Airport Business Park. This RFP seeks innovative project concepts that drive economic development, job creation, and/or sales tax generation within the aviation, clean energy, or technology sectors. This document outlines the project background, proposal requirements, evaluation criteria, and submission instructions.

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I. Invitation to Submit Proposals

The City of Lincoln ("City") offers this opportunity for Qualified Developer/ Development Teams to submit a proposal to develop all or portions of a prime site in Placer County. This Request for Proposals ("RFP") is intended to result in the selection of a developer to undertake the purchase or lease, planning, financing, and development of prime property located adjacent to the Lincoln Regional Airport and City of Lincoln Corporation Yard in Lincoln, California.

The site consists of two parcels (±84.1-acre) zoned for Light Industrial as shown in the site map on the project website. Following several discussions and public input, the City has indicated that proposals including industrial uses in the area of aviation, technology, or clean energy will be considered.

After reviewing submittals from this RFP, the City anticipates selecting a preferred developer and entering into an Exclusive Negotiation Agreement ("ENA") which would provide a process for the negotiation and preparation of subsequent transaction documents ultimately leading to actual development of the project. The City may choose to short list a number of the submittals received under this solicitation for more detailed presentation, information or interview.

The City of Lincoln is situated in the heart of South Placer County—one of the fastest-growing and most business-friendly regions in Northern California. Lincoln offers a unique blend of opportunity, with proximity to the Sacramento metro area, access to major transportation corridors, and adjacency to the Lincoln Regional Airport. The area is known for its scenic landscapes, strong community character, and expanding workforce, all within reach of the Sierra Nevada foothills and renowned recreational amenities. South Placer is home to a thriving mix of industries including advanced manufacturing, logistics, healthcare, and clean energy, with a growing innovation economy supported by regional partners like Sierra College, William Jessup University, and Greater Sacramento Economic Council. The City of Lincoln continues to invest in strategic infrastructure and economic development, making it a prime location for businesses seeking to scale in aviation, technology, and clean energy.

Land uses directly surrounding the site include the Lincoln Regional Airport, Lincoln Air Park (Light Industrial), City of Lincoln Corporation Yard, and a privately owned undeveloped Industrial parcel.

The City of Lincoln welcomes innovative, economically impactful, and thoughtfully developed responses to this RFP that advance the community's vision for the Lincoln Airport Business Park. Proposals should reflect a strong understanding of market realities, industry needs, and the City's objective to attract a catalytic project in aviation, technology, or clean energy. The City is seeking development concepts that maximize the strategic value of the site, create long-term job opportunities, and contribute positively to Lincoln's fiscal and economic future. Submissions must address the components outlined in this RFP in the format specified. Please refer to the Proposal Requirements in Section V for detailed guidance.

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A. Project Goals and Community Objectives

The City of Lincoln's General Plan designates the Airport Business Park site for light industrial and employment-generating uses, supporting the City's long-term goal to create a diverse and resilient economy. The site is strategically positioned to accommodate advanced manufacturing, aviation-related development, clean energy innovation, and technology-driven businesses. While the General Plan provides a strong foundation for industrial growth, the City remains open to creative proposals that align with broader community objectives, including job creation, fiscal sustainability, and compatibility with nearby airport operations. All proposed developments will require the preparation of a project-specific plan and environmental review consistent with the California Environmental Quality Act (CEQA). Final project entitlements will be subject to City approval and must conform to applicable zoning and land use policies or identify proposed amendments.

B. Land Use and Program Objectives

Site Control and Ownership – The full ±84.1-acre Lincoln Airport Business Park site is owned by the City of Lincoln and is being made available for development through this RFP process. The site is located directly adjacent to the Lincoln Regional Airport and consists of two City-owned parcels identified as APNs 021-590-019 and 021-590-020, which are currently undeveloped.

Zoning and Allowed Uses – The site is zoned Light Industrial (M1) under the City of Lincoln Zoning Code. This zoning designation allows for a broad range of light manufacturing, warehousing, distribution, fabrication, research and development, assembly, airport-related activities, and clean energy operations. Uses may include, but are not limited to, aviation support services, battery manufacturing, component testing, and other technology-forward industrial operations. Proposals that involve public-private partnerships or uses that advance Lincoln's target industry clusters will be viewed favorably. Any proposed amendments to the zoning designation must be clearly identified in the proposal.

Infrastructure and Development Fees – Utilities including water, sewer, and electricity are located near the site, but developers may be responsible for extending infrastructure to support full buildout. Development Impact Fees (DIFs), utility connection fees, and other City-mandated charges will apply based on the nature and intensity of the proposed project. Current DIF schedules can be found on the City's website or obtained from the Community Development Department.

Prevailing Wage Requirements – All construction and site development activities on the Lincoln Airport Business Park property are subject to California prevailing wage laws per California Labor Code Sections 1720–1815. Developers will be required to comply with all applicable labor regulations and may be asked to submit certified payroll documentation during construction.

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C. Development Objectives

Development Entity – The City of Lincoln is seeking a qualified master developer or development team to undertake the planning, entitlement, infrastructure, and development of the ±84.1-acre Lincoln Airport Business Park. The City encourages responses from developers with experience in public-private partnerships and the capacity to deliver large-scale light industrial or technology-based campuses. While the City retains ownership of the land, it is open to entering into a long-term ground lease or structured development agreement based on the strength and viability of the proposal. Preference will be given to a single master developer willing to commit to the implementation of at least the first phase of the proposed project.

Phasing, Sequencing, and Timing – The City desires the site to be activated as soon as feasible and will favor proposals with clear, realistic phasing strategies and construction timelines. Proposals should outline initial activation strategies, estimated job creation, and investment benchmarks to demonstrate near-term project momentum. Consideration will be given to projects that show flexibility in adapting to market shifts while maintaining momentum toward full buildout.

Ultimate Project Build-Out – The ultimate objective is that the site be developed in full, in alignment with an approved Disposition and Development Agreement (DDA). The DDA will include performance benchmarks, milestone obligations, and compliance with the California Environmental Quality Act (CEQA). The City expects the selected developer to assume responsibility for meeting all applicable environmental requirements, mitigation measures, and long-term obligations outlined in the negotiated DDA.

D. Financial Objectives

Economic Value Over Land Proceeds – The City of Lincoln's primary financial objective for the Lincoln Airport Business Park is not to maximize revenue from land sale or lease, but rather to support a catalytic development that brings long-term economic value to the community. This includes the creation of high-paying jobs, the attraction of targeted industries such as aviation, clean energy, and advanced manufacturing, and the generation of sustainable sales and property tax revenue that enhances the City's fiscal position over time.

Cost Recovery and Developer Contributions – While profit from land is not the City's focus, it is City policy to ensure full cost recovery for all expenses related to the development process. This includes staff time, legal and consultant services, environmental review, and infrastructure coordination from the release of this RFP through the execution of a Disposition and Development Agreement (DDA). The selected developer will be required to submit a negotiated processing deposit at the start of the Exclusive Negotiation Agreement (ENA) period to fund these activities.

Fair and Transparent Agreements – The City is committed to fair, transparent partnerships that protect public resources. While public-private partnership structures are welcome, the City will

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not consider arrangements that impose unreasonable risk on the City or defer key obligations without clear performance benchmarks. Proposals should outline lease terms, infrastructure investment, or other contributions that demonstrate the developer's commitment to project delivery and economic impact.

Developer Financial Capacity – Proposers must demonstrate the financial capacity and stability to fully fund the proposed development, including infrastructure improvements. The selected team will be responsible for advancing necessary capital and managing project delivery risks while partnering with the City to achieve shared long-term economic goals.

II. City of Lincoln Commitments

A. Property Control

The ±84.1-acre Lincoln Airport Business Park site is fully owned by the City of Lincoln. The property is comprised of two parcels located adjacent to the Lincoln Regional Airport and is under the jurisdiction and control of the City. The City is making this land available for development through a public-private partnership structure under this RFP process and anticipates negotiating terms via an Exclusive Negotiation Agreement (ENA) and subsequent Disposition and Development Agreement (DDA).

B. Conditions of Property at Lease or Development Agreement Execution

The City intends to offer the site to the selected developer in its current, "as-is" condition. It will be the responsibility of the developer to perform all necessary due diligence, including but not limited to geotechnical, utility, and environmental assessments. The site is currently zoned Light Industrial (M1), and development must comply with applicable zoning and General Plan requirements, unless otherwise proposed and approved through the City's entitlement process. Proposals that require changes to land use or zoning designations must clearly outline those requests and provide justification. Water and sewer infrastructure are available nearby but may require extension and capacity upgrades, to be coordinated with the City.

C. Timing and Access to Property

The City is committed to providing timely access to the site for predevelopment activities upon execution of the ENA. The City will also work in good faith to expedite permitting and entitlement processes for the selected development team, consistent with the terms of the DDA and applicable regulations. While the City is not seeking upfront compensation for the land, it reserves the right to condition access or phasing on the achievement of performance milestones, infrastructure commitments, or other benchmarks that align with Lincoln's long-term economic goals.

D. Strategic Infrastructure Investment Tools

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As part of its commitment to supporting catalytic development, the City of Lincoln is pursuing the formation of an Enhanced Infrastructure Financing District (EIFD) to advance infrastructure investments in both Downtown Lincoln and the Lincoln Airport Business Park. The inclusion of the business park site within the proposed EIFD boundary would provide a foundation for long-term reinvestment and a shared infrastructure strategy. This strategic financing tool, once established, may serve to accelerate site readiness and reduce developer burden on eligible infrastructure improvements.

III. Developer Responsibilities

A. Master Site Plan

During the negotiation period established by the Exclusive Negotiation Agreement (ENA), the selected developer will be responsible for preparing a comprehensive Master Site Plan. This plan should outline the proposed land uses, preliminary site layout, phasing strategy, infrastructure needs, and a projected schedule for buildout. The Master Site Plan will serve as the foundation for negotiating the Disposition and Development Agreement (DDA) and will guide project approvals and City coordination efforts.

B. Entitlements

The selected developer will be responsible for securing all required entitlements and approvals from the City of Lincoln and any applicable regulatory agencies. This includes, but is not limited to, planning and zoning approvals, site plan review, environmental clearance under CEQA, and any necessary permits from utility, transportation, or state-level authorities.

C. Infrastructure

The developer will be required to design, fund, and construct all backbone and on-site infrastructure needed to support the proposed project. This includes, but is not limited to, roads, water and sewer extensions, storm drainage, utility connections, and any infrastructure upgrades needed to accommodate the full buildout of the site. Coordination with the City's Public Works and Community Development departments will be essential.

D. Finance Plan

The developer must prepare a detailed Finance Plan that demonstrates its ability to fund all phases of development and associated infrastructure improvements. The plan should clearly outline sources of capital, proposed funding mechanisms (e.g., private financing, equity, grants, or special district formation), and strategies to ensure the financial viability of the project from predevelopment through full buildout.

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E. Business Plan

A comprehensive Business Plan will be required that includes a project pro forma aligned with the Master Site Plan, a market justification for the proposed land uses, and a delineation of roles and responsibilities between the City and the developer. The Business Plan should include proposed phasing, projected fiscal and economic impacts, a capital stack summary, and an assessment of key project risks with mitigation strategies. References to any requested City assistance or public financing tools must be clearly articulated.

F. Implementation

The selected developer will be expected to implement the project in full accordance with the DDA and any accompanying performance schedules. This includes maintaining communication with City staff, adhering to approved plans and benchmarks, and meeting project delivery milestones throughout the term of the agreement.

G. Fees

The developer will be responsible for paying all applicable City and regulatory fees, including but not limited to development impact fees, utility connection charges, building permit fees, inspection fees, and school district mitigation fees. Fee schedules are available through the City of Lincoln Community Development Department.

IV. Developer Submittal Requirements

A. Project Concept, Phasing, and Market Analysis

Provide a narrative description of the proposed development concept, including anticipated land uses, building typologies, and site layout. Submittals should include a conceptual site plan and preliminary market analysis supporting the viability of the proposed uses. Concepts should be consistent with the City of Lincoln General Plan and zoning, or clearly identify any required amendments. Visual references, such as renderings, site plan diagrams, or examples of comparable completed projects, are encouraged to illustrate the development team’s vision and qualifications.

B. Response to City Objectives

Provide a narrative demonstrating how the proposed project advances the City’s priorities, including:

- Job creation in aviation, clean energy, and advanced manufacturing sectors
- Long-term generation of sales and property tax revenue
- Land uses that align with light industrial (M1) zoning and the City's economic development goals

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- Responsiveness to infrastructure capacity and regional connectivity

Also include discussion of:

- Anticipated development constraints and proposed mitigation strategies
- Environmental sustainability practices (e.g., LEED design, energy efficiency, green infrastructure)
- Commitment to project completion and long-term operational success

C. Financial and Business Approach

While the City is not prioritizing revenue from land disposition, proposals must demonstrate a clear and sustainable financial strategy that includes:

- A preliminary pro forma and project budget
- Capital stack and financing sources for infrastructure and vertical development
- Approach to funding predevelopment costs, construction, and long-term operations
- Identification of any public funding tools being considered (e.g., special districts, state or federal grants)

Respondents must also submit:

- Financial statements for the past three years (audited or CPA-reviewed)
- A demonstration of financial capacity to fund and deliver the project
- At least three financial references with contact information

D. Litigation and Disciplinary History

List any litigation, arbitration, or administrative proceedings involving any principal of the development team or affiliated entities in the past five years. Include case names, jurisdictions, case numbers, and outcomes. Disclose any disciplinary actions taken by licensing or regulatory agencies during the same period.

E. Development Team Qualifications

Identify the key members of the development team, their roles, and relevant experience. Include:

- Organizational chart and resumes for principal personnel
- A summary of at least three comparable projects completed in the last five years, including location, scope, public agency involvement, and project value
- Contact information for public agencies involved in those projects
- A statement identifying the individual authorized to negotiate and act on behalf of the team

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The City places high value on experience with public-private partnerships, complex entitlement processes, and infrastructure-driven projects within California.

F. Water and Infrastructure Considerations

Provide a description of anticipated water and infrastructure needs for the proposed project and how those needs will be addressed. Indicate the expected sources and availability of utilities, phasing for infrastructure improvements, and the team's approach to coordinating with the City and utility providers.

G. Other Considerations (If Applicable)

If applicable, identify any unique public infrastructure contributions, workforce development components, education/industry partnerships, or other elements that will provide community or economic value beyond traditional development metrics.

H. Statement of Cost Responsibility

Include a statement confirming the development team's willingness and ability to assume all costs related to predevelopment, due diligence, environmental review, infrastructure, and other required project expenses. This includes reimbursement to the City for all applicable costs associated with the preparation of the DDA and project implementation as outlined in this RFP.

V. Developer/Development Team Selection Criteria and Procedure

A. Developer Selection Criteria

The City of Lincoln will evaluate responses to this RFP based on the following criteria. The goal is to identify a qualified development team that aligns with the City's objectives, demonstrates the capacity to deliver on the proposed vision, and has a successful track record of delivering public-private development projects of similar scale.

1. Quality of Submittal – The clarity, professionalism, and completeness of the proposal, including responsiveness to all required submittal components and the overall quality of presentation.

2. Responsiveness to Land Use Objectives – How well the proposal aligns with Lincoln's zoning, General Plan, and desired land uses for the Airport Business Park, including compatibility with adjacent airport operations and design quality.

3. Responsiveness to Economic Objectives – The project's anticipated contribution to Lincoln's long-term economic development goals, including job creation, support for target industries, and generation of sustainable fiscal revenue (e.g., sales tax).

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4. Development Approach – The strength of the proposed strategy to achieve project goals, including proposed phasing, schedule, ability to adapt to market changes, and overall feasibility of implementation.

5. Financial Capacity and Commitment – The developer's demonstrated financial capacity and willingness to fund predevelopment, infrastructure, and vertical improvements, including transparency in capital stack and risk assumptions.

6. Cost Recovery and Fiscal Responsibility – The developer's approach to covering City expenses and mitigating public financial risk. Preference will be given to proposals that commit to reimbursing the City for its cost recovery obligations and demonstrate a net fiscal benefit over time.

7. Relevant Experience and Track Record – The development team's experience with similar-scale light industrial, aviation, clean energy, or public-private projects in California. Evaluation will consider project outcomes, complexity, and success in working with municipalities.

8. Team Structure and Project Management – The strength and organization of the project team, with emphasis on experienced leadership, a clear chain of responsibility, and the ability to maintain long-term engagement throughout project phases.

9. Community Engagement Approach – The developer's demonstrated experience and strategy for meaningful community engagement, including outreach to residents, business stakeholders, and civic organizations. Consideration will also be given to creative public communication strategies and demonstrated public responsiveness.

B. Developer Selection Procedure

Responses to this RFP will be reviewed and evaluated by a Developer Selection Panel consisting of City staff and appointed representatives. The panel will make recommendations to the Lincoln City Council, which will make the final selection.

Step 1: Proposal Deadline

All RFP responses must be received by the deadline stated in this document. Late submittals will not be considered. The City reserves the right to amend the schedule, issue clarifications, or extend deadlines at its sole discretion. Any changes will be communicated in writing to all respondents.

Step 2: Evaluation of Submittals

The Selection Panel will evaluate proposals based on the criteria above. Proposals may be ranked and shortlisted for further review, interviews, or requests for clarification.

Step 3: Recommendation to City Council

The Selection Panel will present its recommendation to the City Council, including the top-

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ranked developer and up to two alternates. The City Council will make the final determination of the development team best suited to enter into negotiations with the City.

Step 4: Exclusive Negotiation Agreement (ENA)
Following City Council authorization, the City will execute an ENA with the selected developer. The ENA will establish the framework and terms for preparing a Disposition and Development Agreement (DDA), including project milestones, cost recovery, and other key performance benchmarks. The City anticipates completing the ENA process within approximately 90 days of proposal selection.

VI. Additional Property Information

A project-specific information page for the Lincoln Airport Business Park will be maintained on the City's website at: **www.lincolnca.gov/discoverlincoln**

This page will include:

- A site map and aerial imagery of the ±84.1-acre property
- Zoning and General Plan land use designations
- Utility infrastructure summaries and connection locations
- Links to relevant City planning documents
- Responses to frequently asked questions and submitted inquiries

Interested respondents may schedule a site visit with City staff. Site visits must be coordinated in advance and may begin no sooner than 30 days prior to the RFP submittal deadline. All questions and answers received from potential respondents will be summarized and posted on the project webpage to ensure transparency and equal access to information.

VII. Development Process and Establishment of Business Terms

While multiple development approaches may be used to implement the Lincoln Airport Business Park project, the City has two primary objectives:
(1) to ensure full compliance with the California Environmental Quality Act (CEQA), and
(2) to enter into an enforceable agreement that defines clear development obligations at the conclusion of the Exclusive Negotiation Agreement (ENA) period.

To achieve these goals, the City anticipates the following process for securing project entitlements and formalizing business terms with the selected developer:

A. Secure Disposition and Development Agreement (DDA)

The selected developer will enter into an ENA with the City of Lincoln. During the ENA period, the developer will be responsible for preparing a comprehensive Master Site Plan, infrastructure

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plan, finance plan, business plan, and conducting any necessary CEQA-related environmental review. The outcome of this process will be a negotiated Disposition and Development Agreement (DDA**)** that sets forth the terms of land use, project phasing, performance obligations, and cost recovery. The DDA will be executed only after certification of the environmental review documentation and Council approval.

B. Follow Performance Schedule

Upon execution of the DDA and completion of environmental clearance, the developer will proceed in accordance with a mutually agreed-upon performance schedule. This schedule will define key project milestones including the timing of infrastructure installation, submittal of entitlement applications for initial phases, and deadlines for commencing construction activities.

C. Site Activation and Infrastructure Development

Following entitlement approval and satisfaction of any pre-development conditions, the selected developer will be granted phased access to the property to begin infrastructure construction and site development. Infrastructure work will include backbone improvements (roads, water, sewer, and utilities) and site-specific improvements for each development phase. All vertical development will be subject to design review and permitting through the City of Lincoln.

D. Vertical Builder Preference

The City prefers that the selected developer serve as both **horizontal and vertical builder**, at least for the initial phases of the project, to ensure continuity and timely delivery. However, the assignment of vertical building rights may be negotiated as part of the ENA and formalized in the DDA. The City reserves the right to approve or deny the assignment of these rights based on the qualifications of proposed vertical developers and overall project consistency.

VIII. Conditions of Request

A. Streamlined Process and Cost Recovery

To support the City's cost recovery efforts and ensure a streamlined developer selection process:

- RFP Submission Fee: Respondents are required to submit a non-refundable $5,000 check payable to the City of Lincoln at the time of proposal submission to help defray the costs of this solicitation and evaluation process.
- ENA Deposit: The selected developer will be required to submit an application processing deposit of $100,000 at the time of executing the Exclusive Negotiation

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Agreement (ENA) and to enter into a cost recovery agreement covering City staff and consultant time during the negotiation, entitlement, and DDA preparation process.

B. Proposals Prepared at Developer's Expense

This RFP is not a contract or commitment to lease, sell, or entitle any portion of the site. All costs associated with the preparation and submission of a proposal in response to this RFP are the sole responsibility of the developer. The City reserves the right to accept or reject any or all proposals, to negotiate with any qualified respondent, and to modify or cancel this RFP process at its sole discretion. City selection of a developer does not imply approval of land use changes or conveyance of land.

C. Period of Validity

All proposals submitted in response to this RFP shall remain valid for **a** minimum of six months from the date of submission. All submittals become the property of the City and are subject to public disclosure.

D. Developer Qualifications

Respondents must clearly identify all members of their development team and outline each member's roles and responsibilities. Substitution of team members after submission is not allowed without prior written approval from the City. The City reserves the right to reject any changes to the development team.

E. Accuracy of Information

All data provided in this RFP or associated documents are based on available information at the time of issuance. The City makes no warranty, express or implied, regarding site conditions, infrastructure, entitlements, environmental status, or market conditions. Respondents are responsible for conducting independent due diligence. No reliance should be placed on documents provided by the City without independent verification.

F. Waiver and Acceptance of RFP Conditions

By submitting a response, developers waive all rights to contest, appeal, or challenge the RFP process or City decisions related to:

1. Inspection of the site
2. Terms and conditions set forth in this RFP
3. Evaluation of submittals, developer selection, and negotiation outcomes

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The City reserves the right to shortlist, interview, or select without interviews. Final selection will occur in a public meeting. Non-compliant proposals may be disqualified at the City's sole discretion.

G. Non-Collusive Affidavit

All proposals must include a signed Non-Collusive Affidavit (Appendix C) affirming that the submission is made without collusion or fraud.

H. Conflicts of Interest

Respondents must not have any actual or potential conflicts of interest related to the project. The City may request financial disclosures to confirm compliance with California Government Code Section 1090 and the Political Reform Act. Failure to disclose may result in disqualification.

I. Insurance and Indemnification

The selected developer must maintain General Liability, Worker's Compensation, Automobile Liability, and Professional Liability Insurance, and name the City as an additional insured. Final insurance terms and indemnification language will be specified in the DDA and must meet the City's risk management standards.

J. Legal Commitments

Proposals must be consistent with any existing legal agreements or obligations that the City has entered into with third parties. Developers must acknowledge and comply with any such agreements affecting the site.

K. Public Records Compliance

All responses to this RFP are considered public records under the California Public Records Act (Gov. Code §6250 et seq.) and may be subject to disclosure. Respondents may designate specific portions of the proposal as "Trade Secret" or "Confidential," but must clearly cite the applicable legal exemption and provide justification. The City cannot guarantee confidentiality unless ordered by a court of competent jurisdiction.

Any proposal that contains language purporting to render all or significant portions of the proposal "Confidential", "Trade Secret" or "Proprietary", or fails to provide the exemption information required as described below, will automatically be considered a public record in its entirety and shall be subject to disclosure to the requesting party without further consideration or notice.

Do not mark your entire proposal as "Confidential".

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The City will not disclose any part of any proposal before it announces a recommendation for selection on the grounds that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals will be subject to public disclosure. If the proposer believes that there are portions of the proposal that are exempt from disclosure under the California Public Records Act, the propose must mark it as such and state the specific provision in the California Public Records Act that provides the exemption as well as the factual basis for claiming the exemption. For example, if the proposer submits trade secret information, the proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act that provides the exemption as well as the factual basis for claiming the exemption.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", the City will provide proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

Questions regarding this RFP may be directed to Kelli Newnan at purchasing@lincolnca.gov.

Respondents to this RFP must submit completed proposals online through PlanetBids. The full content of the RFP and Addenda to this RFP will be posted onto PlanetBids. (https://www.lincolnca.gov/en/business-and-development-bids-and-rfps.aspx).

Proposals must be received by _____ on _____.

Late or incomplete proposals will not be considered. Attempts to email by any proposer will not be considered a valid attempt at submission. The City's receipt of any proposal will determine if a proposal is late.

Proposals become part of the official files of the City and will not be returned.

APPENDICES:

1. Development Team and Key Role Template
2. Liability Waiver
3. Non-Collusive Affidavit

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Appendix 1 – Development Team and Key Role Template

Provide information on assignments for each stage of development. Break out land use types if relevant (industrial, aviation, clean energy, etc.).

Description	Responsible Entity (Structure of The Team)	Entity Responsible for Providing/Securing Funding	If Entity is unknown at this point, when would Entity be identified?
Securing Entitlements			
Horizontal Development			
Vertical Development			
Other			

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Appendix 2 – Liability Waiver

As specified in Section VIII of this RFP, the information in this Request for Proposals (RFP) is intended to provide general information regarding the development opportunity in the City of Lincoln. This information is not intended or warranted to be a complete statement of potential land use issues and/or procedures to which the developer may be subject, nor is this information intended to be a complete statement of all of the information the developer might be required to ultimately submit.

All facts and opinions stated herein and in any additional information provided by the City of Lincoln, its officers, officials, employees, attorneys, agents, representatives, or its consultants (hereinafter collectively "City"), including but not limited to surveys, statistical and economic data and projections, are based on available information and no representation or warranty is made with respect thereto.

This RFP does not commit the City to pay any costs incurred in the preparation of a response. The City reserves the right to accept or reject any proposal in part or in its entirety. The City further reserves the right to request and obtain, at no cost to the City, from one or more of the developers who submit proposals, supplementary information as may be necessary for the City staff and/or its consultants to analyze the submitted responses to this RFP.

The City reserves the right to issue written notice to all participants of any changes in the proposal submission schedule or other schedules, should the City determine, at its sole and absolute discretion, that such changes are necessary. However, given the uncertainty of Public Records Act; the undersigned hereby waives all rights, releases and holds harmless, the City in case of disclosure, required, accidental, or otherwise. The proposing entity, by submitting a response to this RFP, waives all rights to protest.

_____

Signature

_____

Name of Business

_____

Name and Title

_____

City/State/Zip Code

_____

Phone

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Appendix 3 – Non-Collusion Affidavit

STATE OF _____
COUNTY OF _____

_____, being first duly sworn, deposes and says:

THAT he/she is owner or manager of _____, "developer" herein, the party making a proposal for development of the City's Lincoln Airport Business Park ("project"), that such proposal is genuine and not collusive or a sham; that developer has not colluded, conspired, connived or agreed, directly or indirectly, with any person to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person, to fix or manipulate any term of the proposal or that of any other proposer on the project coordination or to secure any advantage against the City of Lincoln, and that all statements and information in the proposal are true.

FURTHER, developer hereby certifies under penalty of perjury that neither he/she nor any other person associated therewith in the capacity of owner, partner, director, officer or manager, has been indicted, convicted or had a legal judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 10 years.

_____
Signature

_____
Title

Subscribed and sworn to this _____ day of _____, 2025

_____
Notary Public

Commission Expires _____

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City of Lincoln

Request for Information (RFI)

Master Developer Opportunity - Lincoln Airport Business Park

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I. Overview of the Project

The City of Lincoln is issuing this Request for Information (RFI) to gather insights from qualified developers, real estate professionals, and industry experts interested in a catalytic development opportunity known as the Lincoln Airport Business Park, an 84-acre City-owned property adjacent to the Lincoln Regional Airport in Placer County, California.

This RFI is a non-binding step in a two-part process. Responses will inform the formal Request for Proposals (RFP), expected to be released shortly thereafter. Respondents are encouraged to share their perspectives on site potential, development models, phasing strategies, partnership opportunities, and infrastructure needs.

The City's vision is to activate this site with a high-impact, job-generating development within aviation, clean energy, or advanced technology sectors. The goal is to create a long-term economic engine that enhances fiscal sustainability and contributes to regional industry growth.

About Lincoln

Lincoln is a growing community in an area known for its business-friendly environment, skilled workforce, and proximity to the Sacramento metro area. Lincoln offers direct adjacency to the Lincoln Regional Airport, strategic infrastructure investment (including a proposed EIFD), and a commitment to public-private partnerships.

II. Project Objectives

The Lincoln Airport Business Park is envisioned as a flexible, multi-phase development that meets the following objectives:

- Job Creation in high-value sectors such as aviation, clean energy, advanced manufacturing, or technology.
- Fiscal Impact, including generation of long-term sales and property tax revenues.
- Compatible Land Use consistent with Light Industrial (M1) zoning.
- Efficient Infrastructure Delivery, including water, sewer, and utility extensions.
- Creative Partnerships, such as public-private structures or workforce development initiatives.

The City is open to a range of development formats, including land lease, phased vertical delivery, or structured agreements that enable incremental value creation.

III. Time Frame for Performance

The City anticipates releasing the full RFP approximately 30–45 days following the RFI deadline. The selected master developer will then enter into an Exclusive Negotiation Agreement (ENA), with the goal of executing a Disposition and Development Agreement (DDA) within approximately 90 days of ENA commencement.

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Respondents to this RFI are requested to submit their materials no later than: [Insert Date]

IV. Specific Project Details

- Site Size: 84 acres (APNs 021-590-019 and 021-590-020)
- Zoning: Light Industrial (M1)
- Ownership: City of Lincoln (public)
- Location: Adjacent to Lincoln Regional Airport; near Highway 65; surrounded by industrial uses
- Infrastructure: Utilities located near site; infrastructure extension required
- Financing Tools: Potential EIFD inclusion for infrastructure reimbursement
- Disposition Structure: Long-term lease or land sale negotiable based on project viability

V. RFI Response Format & Guidance

Please limit your response to 10 pages or fewer and include the following elements:

- Cover Letter (1 page)
- Introduce your firm or team and summarize your interest in the project.
- Firm Qualifications & Relevant Experience
- Briefly describe similar projects your team has undertaken, especially those involving light industrial, airport-adjacent, or clean energy development.
- Initial Development Concept or Use Profile
- Describe the types of uses your team sees as feasible or desirable on the site (e.g., aviation support, R&D, advanced manufacturing). Include thoughts on phasing, absorption, or vertical buildout.
- Key Development Considerations
- Share any insight on site readiness, infrastructure costs, market feasibility, or entitlement strategies that the City should consider in shaping the RFP.
- Preferred Development Models or Structures
- Indicate whether your team would be interested in:
    - Land purchase
    - Long-term lease
    - Phased ground lease
    - Public-private partnership
    - Other (please describe)
- Optional: Additional Input
    - Provide any other ideas, considerations, or examples that may inform the City's approach to the RFP.

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VI. Submittal Instructions

Responses should be submitted electronically in PDF format to:

Kelli Newnan
Purchasing, City of Lincoln
kelli.newman@lincolnca.gov
Subject: RFI – Lincoln Airport Business Park

Deadline for submission: [Insert Deadline]

Late submissions will not be considered.

VII. Optional Pre-Bid Conference

To support interested parties in preparing their RFI response, the City of Lincoln will host a virtual pre-bid conference via Zoom. This session will include an overview of the site, project objectives, and anticipated RFP timeline, followed by a live Q&A.

Date: [Insert Date]
Time: [Insert Time]
Location: Zoom (link to be provided upon RSVP)
RSVP Contact: [Insert Name/Email]

Attendance is not required but is strongly encouraged for those considering a response to the future RFP.

VIII. Disclaimers

This RFI is not a solicitation for bids or proposals, nor does it constitute an offer or obligation to enter into any agreement.

Responses to this RFI will not be scored or ranked but will inform the final RFP scope.

Respondents may or may not be invited to respond to the future RFP, and participation in this RFI is not a prerequisite for RFP participation.

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STAFF REPORT

Item Number 7.B

SUBJECT:	Fuel Sales Strategy Update/Discussion and Direction
SUBMITTED BY:	City Clerk
DEPARTMENT:	City Manager's Office
DATE:	August 20, 2025