



Agenda Report

Fullerton City Council

MEETING DATE: JUNE 3, 2025

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: STEPHEN BISE, PUBLIC WORKS DIRECTOR

PREPARED BY: BRENDAN O'REILLY, AIRPORT MANAGER

SUBJECT: FULLERTON MUNICIPAL AIRPORT LEASE WITH
UNIQUE EDUCATIONAL EXPERIENCES DBA FLIGHT
TEST PREP ACADEMY FOR HANGAR AND OFFICE
SPACE

SUMMARY

Approve a ten-year lease with one ten-year extension option for office space and an aircraft maintenance hangar located at the Fullerton Municipal Airport.

PROPOSED MOTION

Approve airport lease agreement with Unique Educational Experiences DBA Flight Test Prep Academy for hangar and office space located at 4119 West Commonwealth Avenue, Fullerton, CA.

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Reject airport lease agreement
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

The Unique Educational Experiences DBA Flight Test Prep Academy for the hangar and office space was determined to have the most thorough proposal. The City Manager recommends approval.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability
- Infrastructure and City Assets.

FISCAL IMPACT

The new airport lease with Unique Educational Experiences DBA Flight Test Prep Academy for hangar and office space would generate \$7,500 per month, resulting in a \$90,000 annual revenue increase to the Airport Enterprise Fund. This lease agreement includes an annual three percent rent increase and Lessee would help support future tenant building improvements.

BACKGROUND AND DISCUSSION

City Council approved the Fullerton Flight Center purchase and renovations, located at 4119 West Commonwealth Avenue, on April 19, 2022. Project renovation included expanding building square footage, providing office spaces, accessible restrooms, roofing improvements, lighting improvements, electrical improvements, mechanical improvements, window replacement, framing and millwork and upgrading data technology and network access. Site improvements included installing a new public outdoor patio with runway viewing area, security fencing and gates, lighting, parking lot resurfacing and accessibility improvements. The City completed construction in February 2025.

Staff issued a Request for Proposals (RFP) for a long-term tenant to occupy the vacant office space and aircraft maintenance hangar in October 2024. The RFP closed on December 2, 2024 and the City received three proposals. Prior to reviewing proposals, the City Manager directed staff to reissue the RFP and advertise to a larger audience in hopes of receiving a higher number of proposals. Staff issued the revised RFP on February 25, 2025, closing on March 31, 2025, and received three proposals: two repeat from the first solicitation and one new proposal.

City employees from various departments ranked proposals on the following five criteria, with each category counting for twenty points, or twenty percent, of the final score. Fullerton-based businesses received an additional five points.

- Business background, experience and reputation (20%)
- Proponents conceptual plan and list of improvements (20%)
- Financial ability to provide services listed (20%)
- Marketing strategies to promote the airport (20%)
- Proposed rent to pay to the City (20%).

Unique Educational Experiences DBA Flight Test Prep Academy submitted the top scoring proposal. Flight Test Prep Academy has operated at the Long Beach Airport since 2007. Flight Test Prep Academy offers high-quality flight instruction for private pilot license through commercial rating, a simulator lab, a pilot supply store, an FAA

authorized PSI testing center and an aviation summer camp for children ages 9 to 15. The lessee would pay for a number of planned tenant improvements.

Staff negotiated lease terms with Flight Test Prep Academy and recommends approving the agreement. Staff believes Flight Test Academy would make a great addition to the Airport and the general Fullerton community.

Attachments:

- Attachment 1 – RFP for office space and aircraft maintenance hangar
- Attachment 2 – Evaluation Scoring Spreadsheet
- Attachment 3 – Proposed Lease Agreement

cc: City Manager Eric J. Levitt