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# Request for Information

*for*

**Gas Station Development at Regina Airport Authority (RAA)**

*for*

***Regina International Airport***

Issued By:

Regina Airport Authority Inc.  
#1- 5201 Regina Avenue  
Regina, Saskatchewan  
S4W 1B3

**RFI Release Date:** February 24, 2026

**RFI Closure Date:** April 15, 2026

## 1 Introduction

Description:

Regina Airport Authority Inc. (“**RAA**”) is seeking expressions of interest and information from qualified fuel retailers, operators, and/or developers for the potential development and operation of a full-service gas station on airport-owned land located at or near the Regina International Airport. This RFI is intended to gather information from interested parties to help assess market interest, evaluate feasibility, and guide the development.

**This RFI is not a tender and is not subject to the law of competitive bidding.**

## 2 Project Overview

2.1 The proposed development opportunity involves the design, financing, construction and long term operation of a retail fuel station on airport lands. The site is intended to serve both airport users (employees, travellers, tenants) and the general public. Key Project Objectives:

- Increase non-aeronautical revenue for the airport
- Provide convenient fuel and retail services on-site
- Ensure high-quality construction and maintenance standards
- Comply with all regulatory and airport security requirements

2.2 Respondents are required to keep confidential and secure, all documents, data, information and other materials of RAA, which are provided to or obtained or accessed by a proponent in relation to this RFI and not make any public announcements or news releases regarding this RFI, without the prior written approval of RAA.

## 3 Site Information

|                         |   |
|-------------------------|---|
| Location:               | Appendix A (site plan)  |
| Development Guidelines: | Appendix B  |
| Size:                   | Approx 1.03 acres / 4,165 square meters                               |
| Zoning:                 | Groundside Commercial – General                                       |
| Servicing:              | Existing water and sanitary lines run through the edges of the parcel |
| Current Use:            | Vacant Land   |

3.1 Respondents are required to keep confidential and secure, all documents, data, information and other materials of RAA, which are provided to or obtained or accessed by a proponent in relation to this RFI and not make any public announcements or news releases regarding this RFI without the prior written approval of RAA.

## 4 RFI Objectives

4.1 Through this RFI, RAA aims to:

- Identify parties with experience in fuel station development and operations
- Understand potential business models (lease structures, revenue sharing, partnerships)
- Gather insights on development timelines, capital investment and operational planning
- Assess compatibility with airport masters planning and regulatory requirements

## 5 Information Submission

- 5.1 Respondents should submit their information electronically in PDF Format to the contact listed below by 3:00 p.m. Saskatchewan Time on April 15, 2026.
- 5.2 Submissions must follow the structure and content requirements outlines in Appendix C.
- 5.3 If you require additional time to submit a response, please contact Brittney Hagel at [BHagel@yqr.ca](mailto:BHagel@yqr.ca) or 306-761-5925. RAA may exercise its discretion to allow additional time for respondents if such an extension is warranted in the circumstances.
- 5.4 RAA will not be responsible for any costs incurred by respondents in preparing or submitting their information.
- 5.5 All submissions and accompanying documentation received will become the property of RAA and will not be returned.

## 6 Inquiries

- 6.1 Any inquiries concerning this RFI or the Project should be directed as follows:

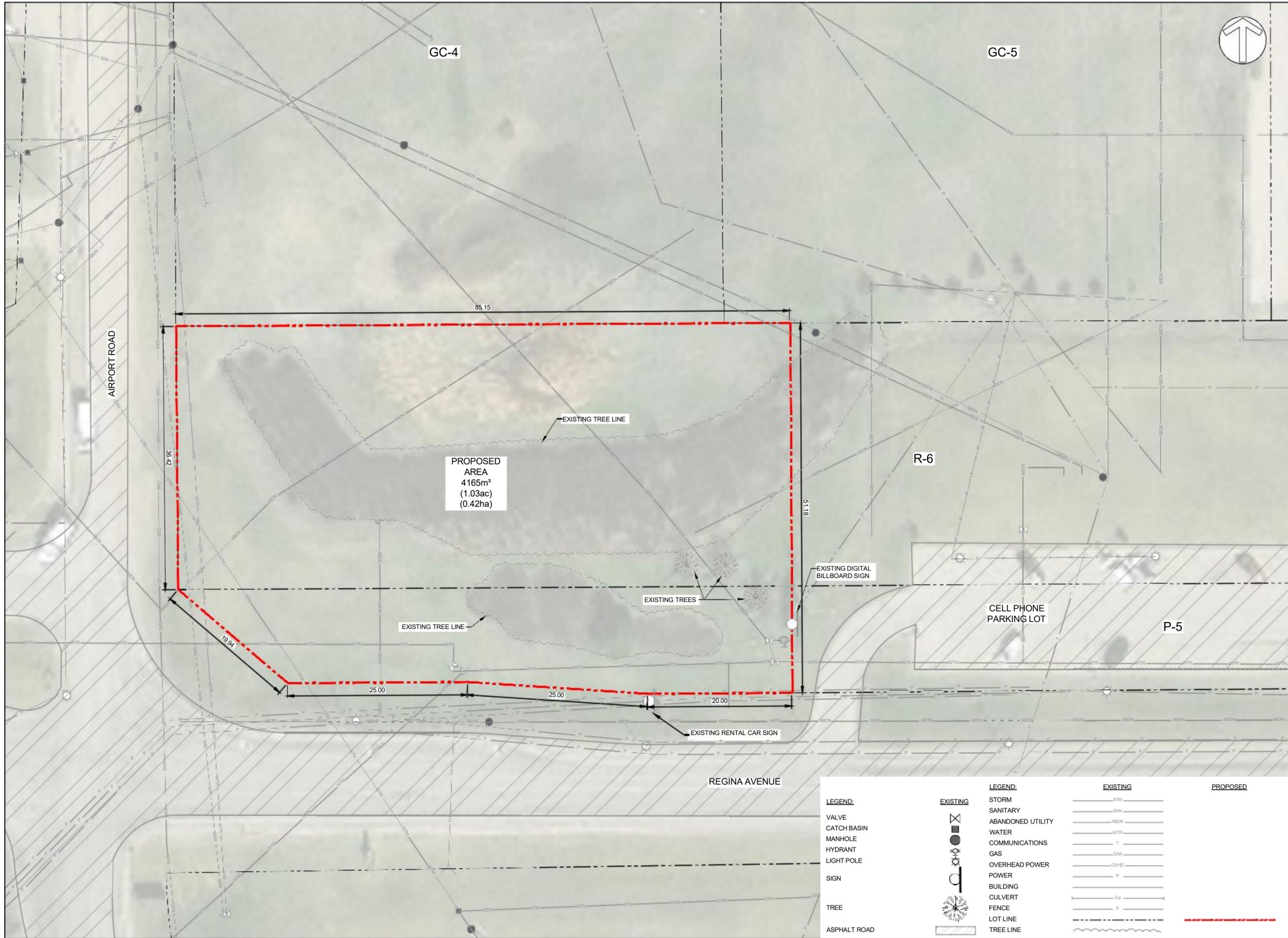
|                      |  |
|----------------------|--|
| Technical Questions: | Kirk Westgard – <a href="mailto:KWestgard@yqr.ca">KWestgard@yqr.ca</a> or 306 761-7565 |
| RFI Questions:       | Brittney Hagel – <a href="mailto:BHagel@yqr.ca">BHagel@yqr.ca</a> or 306-761-5925      |
- 6.2 Respondents should refrain from contacting other Employees, Executives or Board Members of RAA in respect of this RFI process, including for the purposes of lobbying or attempting to influence the outcome of this RFI process. Any such contact, in RAA's sole discretion, may result in disqualification.

## 7 RFI not a Formal Tender

- 7.1 This RFI is for information gathering purposes only. RAA does not intend to create any contractual relationship (either expressed or implied) or create any other legal duties or obligations with any proponent.
- 7.2 Submission will be opened and reviewed privately.
- 7.3 RAA reserves the right to initiate or cancel any future procurement process at its sole discretion.
- 7.4 Feedback will only be provided at the RAA's sole discretion to a respondent.

# Appendix A - Site Plan

Last Saved Date: August 12, 2025  
 Last Plotted Date: August 12, 2025  
 Filename: C:\USERS\OWNER\DRIVE - LANDWORKS CIVIL ENGINEERING LTD\PROJECTS\2024\2448 RAA GENERAL SERVICES\05 CAD\2448\_CELL PHONE PARKING.DWG



| LEGEND:      |  | EXISTING          |  | PROPOSED          |  |
|--------------|--|-------------------|--|-------------------|--|
| VALVE        |  | STORM             |  | STORM             |  |
| CATCH BASIN  |  | SANITARY          |  | SANITARY          |  |
| MANHOLE      |  | ABANDONED UTILITY |  | ABANDONED UTILITY |  |
| HYDRANT      |  | WATER             |  | WATER             |  |
| LIGHT POLE   |  | COMMUNICATIONS    |  | COMMUNICATIONS    |  |
| SIGN         |  | GAS               |  | GAS               |  |
| TREE         |  | OVERHEAD POWER    |  | OVERHEAD POWER    |  |
| ASPHALT ROAD |  | POWER             |  | POWER             |  |
|              |  | BUILDING          |  | BUILDING          |  |
|              |  | CULVERT           |  | CULVERT           |  |
|              |  | FENCE             |  | FENCE             |  |
|              |  | LOT LINE          |  | LOT LINE          |  |
|              |  | TREE LINE         |  | TREE LINE         |  |

OWNER

REGINA AIRPORT AUTHORITY  
1-5201 REGINA AVE.,  
REGINA SK. S4W 1B3

CONSULTANT

LANDWORKS CIVIL ENGINEERING LTD.  
1815 RAE STREET UNIT 200  
REGINA SK. S4T 2E3

SEAL

THIS DRAWING IS COPYRIGHT PROTECTED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, EXISTING CONDITIONS, EXISTING UTILITY LOCATIONS AND REPORT ANY ERRORS AND OMISSIONS TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORK.

|            |                 |                               |       |
|------------|-----------------|-------------------------------|-------|
| DATE:      | AUGUST 12, 2025 | SCALE:                        | 1:250 |
| ISSUED BY: | D. BOOTH        | SCALE CHECK                   |       |
| DRAWN BY:  | P. REIMER       | THE BAR ABOVE SHOULD BE 20 mm |       |

| ISSUED/REVISION |     |          |                             |
|-----------------|-----|----------|-----------------------------|
|                 |     |          |                             |
|                 |     |          |                             |
|                 |     |          |                             |
| A               | 0   | 20250812 | ISSUED FOR INFORMATION ONLY |
| ISS             | REV | DATE     | DESCRIPTION                 |

GENERAL NOTES:

- LOT DIMENSIONS TAKEN FROM YQR LAND INVENTORY UPDATE SKETCH.
- PROPOSED LOT LOCATION DISTRICT: GROUNDSIDE COMMERCIAL RESERVE.
- PROPOSED LOT CURRENT USE: VACANT.

PROJECT:

**REGINA AIRPORT AUTHORITY LOT SERVICING**

TITLE:

**CONCEPTUAL PROPOSED SITE DEVELOPMENT**

DWG No.: SK-01

SHEET: 1 OF 1

ISSUE-REVISION  
A-0



Appendix “B”  
**Development Guidelines**

Available for download at:

<https://www.yqr.ca/assets/yqr-development-guidelines-2025-05-08.pdf>

## Appendix “C” Content Requirement

**Respondents should, at a minimum, provide the following information.**

### **Firm Detail**

1. Provide a brief description of your firm (i.e. history, size, office locations, etc.).
2. Describe your company’s capacity to support a project of this nature at RAA.

### **Relevant Experience/Qualifications**

3. Provide information on any comparable experience of your firm providing Services similar in size, complexity and nature.

### **Development Concept**

4. Provide your vision for the gas station development, including operational model, proposed amenities (fuel types, convenience store, EV charging, etc.) and any conceptual design or site plan if available.
5. Provide high-level information on potential lease models, revenue sharing, expected investment ranges and development timelines.  
*(Note: detailed fee proposals are not required.)*

### **References**

6. Provide the names, address and telephone numbers of three (3) individuals who may be contacted for references who can speak to your company’s relevant information.