

ATTACHMENT II

**OKLAHOMA CITY DEPARTMENT OF AIRPORTS
APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES AND LEASE**

All persons who desire to establish a commercial aeronautical operation must first make application with the Oklahoma City Airport Trust by providing the information requested on this form to the Director of Airports.

Please complete each question as thoroughly as possible. Where necessary, attach further explanatory materials. An attached Supplemental Application provides a general list of additional information which may be required following review of initial application. The Oklahoma City Airport Trust reserves the right to request additional material.

All personal financial information, credit reports or other financial data obtained by or submitted pursuant to said application with the Oklahoma City Airport Trust will be kept confidential as required by the Oklahoma Open Records Act, Title 51, OS Sec. 24A.1 et. seq.

1. APPLICANT INFORMATION

Name to appear on Agreement: _____

sole proprietorship/individual partnership limited liability company (LLC)
 joint venture corporation other

Address to appear on Notices, Agreement: _____

Telephone Number: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

Billing Address: _____

Contact Name & Title: _____

Telephone Number: _____ Cell Phone: _____ Fax Number: _____

E-mail: _____ EIN: _____

2. FINANCIAL AND BACKGROUND INFORMATION

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| A. Has principal ever had a bond or surety canceled or forfeited?
If yes, attach a statement naming the bonding company, date, amount and reason. | [] | [] |
| B. Has any principal ever been declared bankrupt?
If yes, attach copy of Petition | [] | [] |
| C. Has any principal been convicted of a felony?
If yes, state date, court location, case number and details of conviction. | [] | [] |

D. Is any participant in this application involved in any litigation, liens or claims or insurance, liability, workers compensation claims? [] []
If yes, attach detailed information.

E. Have you or any interested parties in this application had any credit problems? If yes, please explain. [] []

(Attach additional sheets if necessary for details and explanations.)

3. **PURPOSE OF APPLICATION**

A. **Airport location** of property applying for: [] WRWA [] WPA [] CEPA

B. **Nature of Proposed Business** (check all activities proposed to be conducted. The Trust's Minimum Standards and Leasing Policies are available on the website at www.flyokc.com)

Aircraft Support Services

- Aircraft Storage
- Aircraft Painting
- Aircraft Maintenance (major and/or minor repair)
- Repair or reconditioning of used aircraft
- Aircraft parts sales
- Avionics repair, installation and/or sales
- Aircraft sales, leasing, and/or brokerage
- Sale of aeronautical items/supplies (charts, books, etc.)
- Aircraft Management
- Other (specify) _____
- Other (specify) _____

Airline Operations

- Air Carrier or Air Taxi Operations
- Transportation of cargo and/or mail
- Other (specify) _____
- Other (specify) _____

On-Demand Flying Services

- Aircraft rental to the public
- Aircraft charter or any purpose
- Corporate Flight Department
- Flight School
- Aerial photography or survey
- Aerial advertising
- Ground school or Flight examiner
- Aerial operations (crop dusting)
- Sightseeing flights
- Other (specify) _____
- Other (specify) _____

C. **Ownership Information:** List all persons or companies that will own an interest in the proposed business (including financial institution information if applicable).

Name: _____ Phone Number : _____

Address: _____

Name: _____ Phone Number : _____

Address: _____

Name: _____ Phone Number : _____

Address: _____

D. **Management Information**: List the person who will be managing the operations at the Airport.

Name: _____ Title : _____

Phone Number : _____

Address: _____

4. **BUSINESS REQUIREMENTS**

- A. Please provide a brief explanation of the type of commercial aeronautical operation you propose to run and all services you will offer and to whom.
- B. Identify specific needs such as type and minimum size/square footage of land and/or existing facilities, including required utilities, pavements, ramp, etc. as applicable.
- C. If proposing new construction, indicate any special consideration for equipment, drainage, lighting, etc., and describe the estimated cost of any structures and the method of financing such improvements. Attach a site plan and/or drawings as applicable.
- D. Identify your proposed commencement date of operations
- E. Will any part of the operations of this business require the storage, use of transport of volatile, hazardous or toxic chemicals or waste on Airport property? Yes _____. No _____.

Prior to an official lease agreement being executed with the Oklahoma City Airport Trust, the applicant must file a 7460-1 "Notice of Proposed Construction or Alteration" with the FAA and submit FAA's response to the Department of Airports. If any impacts to the Airport or its operations are indicated, they must be alleviated to the satisfaction of the Director of Airports prior to the commencement of any lease, construction, or operations.

The applicant(s) hereby acknowledge and understand that the following documents must be received by the Department of Airports in order for a lease agreement to be executed by the Oklahoma City Airport Trust.

- Official land survey indicating metes and bounds.
- Official site plan signed by the applicant depicting the building, building coordinates and all improvements.
- Official response from FAA regarding a completed 7460-1 "Notice of Proposed Construction or Alteration."

The applicant(s) hereby acknowledge that any agreement with the Oklahoma City Airport Trust must receive approval by the Trust and the Council of the City of Oklahoma City prior to its becoming effective. Any expenditures or commitments made by the applicant(s) prior to the approval of an agreement by all parties is at the sole risk of the applicant(s).

The applicant(s) hereby respectfully requests that the Oklahoma City Airport Trust consider the foregoing application by _____ for permission to perform the specified Aeronautical Activities at the Oklahoma City Airports.

By: _____ Title _____ Date _____.

Applicant Signature _____

(Please Print Name) _____

By: _____ Title _____ Date _____.

Signature _____

(Please Print Name) _____

**Please mail this application to:
Land & Property Administrator
Oklahoma City Airport Trust
Will Rogers World Airport
Department of Airports
7100 Terminal Drive, Unit 937
Oklahoma City, Oklahoma 73159**

OR

**Drop-off this application to:
Land & Property Administrator
Oklahoma City Airport Trust
Will Rogers World Airport Terminal Building
Department of Airports
7100 Terminal Drive
Third Floor, Room 301
Oklahoma City, Oklahoma 73159**

OR

e-mail pam.newell@okc.gov

ATTACHMENT III
SUPPLEMENTAL APPLICATION

OKLAHOMA CITY DEPARTMENT OF AIRPORTS
SUPPLEMENTAL APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES
AND LEASE

The following is a list of additional information that may be required after initial submittal of the application (Attachment II). When submitted, all information will be required to be typed or printed legibly.

All personal financial information, credit reports or other financial data obtained by or submitted pursuant to said application with the Oklahoma City Airport Trust will be kept confidential as required by the Oklahoma Open Records Act, Title 51, OS Sec. 24A.1 et. seq.

Detailed information regarding type of organization, to include the following as applicable

SOLE PROPRIETORSHIP:

- (i) Full Name: _____
d/b/a _____
- (ii) Address: _____

- (iii) Business Phone: _____ Other/Cell: _____
- (iv) Social Security Number: _____ Date of Birth: _____
- (v) Driver's License Number: _____ State Issued In: _____

PARTNERSHIP:

- (i) Name of Partnership: _____
- (ii) Date of organization: _____ [] general partnership [] limited partnership
- (iii) Statement of Partnership recorded [] Yes [] No
Date: _____ Book: _____ Page: _____ County of _____
- (iv) Has partnership previously done business in Oklahoma? [] Yes [] No
- (v) List below the name, address and partnership share of each general partner:

	<u>Name</u>	<u>Address</u>	
	<u>Share</u>		
(a)	_____	_____	_____%
(b)	_____	_____	_____%
(c)	_____	_____	_____%
(d)	_____	_____	_____%

(vi) List below the date of birth, Social Security Number, Driver's License Number and the State from which issued the Driver's License Number for each general partner:

(a)	_____	_____	_____	_____
	(Date of birth)	(SSN)	(Drivers License #)	(State Issued)
(b)	_____	_____	_____	_____
	(Date of birth)	(SSN)	(Drivers License #)	(State Issued)
(c)	_____	_____	_____	_____

(Date of birth) (SSN) (Drivers License #) (State Issued)

(d) _____
(Date of birth) (SSN) (Drivers License #) (State Issued)

□ **JOINT VENTURE/COOP:**

- (i) Name of organization: _____
- (ii) Date of Organization: _____
- (iii) Joint Venture Agreement recorded? Yes No
- (iv) Has joint venture done business in Oklahoma County? Yes No
- (v) Name and address of each person participating in the Joint Venture or co-operative entity:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

□ **CORPORATION**

- (i) State of Incorporation: _____ Date of Incorporation: _____
- (ii) Has the State of Oklahoma authorized Corporation to do business in Oklahoma?
 Yes No
If so, on what basis? _____
- (iii) Corporation is held privately publicly.
If publicly held, where and how is stock traded? _____

- (iv) If private corporation, attach a separate sheet listing the name, title, address, number of voting and non-voting shares for each officer, Director, and Principal share holder.
- (v) List the name, title and address of each Officer of the Corporation:

(vi) Business Address & Phone No: _____

(vii) Name, Address and Phone No. of Service Agent: _____

(viii) Attach copy of the Articles of Incorporation or other documentation creating the Corporation.

□ **LIMITED LIABILITY COMPANY (LLC)**

- (i) Name of organization: _____
- (ii) Date of Organization: _____
- (iii) State of Organization: _____
- (iv) Is this LLC recorded Yes No Date _____
- (v) Has the State of Oklahoma authorized LLC to do business in Oklahoma? Yes No
- (vi) List below the name, address and title of all members of the LLC:

<u>Name</u> (Member/Manager)	<u>Address</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(vii) Attach a copy of the agreement that formed the LLC, and was filed with the State or other agency that recorded the LLC. (This agreement should, at a minimum, detail the division of management authority and responsibility; rights of members to withdraw capital; and responsibilities of members to contribute new capital as needed.

- Three (3) business references (including Bank References) with knowledge of debt and payment history.
- Three (3) credit references
- License, permits, or certificates required to conduct this business (i.e. FAA Part 135 Certificate of Air Agency Certificate)
- Business Plan or Pro Forma, to include at least the following:
 - Explanation of the type of commercial aeronautical operation you propose to run and all services you will offer and to whom.
 - The number of personnel to be employed at this location.
 - Identify any required utilities, pavements, ramp, etc.
 - Identify your hours of operations.
 - If there is currently a similar operation at this site, contrast your proposal operation with the current one.
 - List aircraft tail number(s) and type of aircraft to be utilized in the proposed operation.
 - Financial data pertaining to the current operation, if appropriate.
 - If applicable, provide percent of intended sales or services (a) to aircraft/customers based at the Airports and (b) to aircraft/customers based elsewhere that will visit or fly into Oklahoma City's Airports.
- Statement of Experience, to include at least the following:
 - Detailed information as to your experience as related to the type of business you propose to develop.
 - Detailed statement of the persons who will be directly involved in this business.
 - Specifics as to dates of experience and appropriate profit and loss details.
 - Description of past experience in the field of aviation services for which this application is being made.
- Current Financial Statements
- Certificate of Insurance and/or bonds, as applicable to the operations.
If applicable, explain any insurance deductibles or self-insurance. If not applicable, please note.

- Oklahoma Aircraft License
- Proof of authorization to do business in the State of Oklahoma

Other: _____

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By: _____ Title _____ Date _____.

Applicant Signature _____

(Please Print Name) _____

By: _____ Title _____ Date _____.

Signature _____

(Please Print Name) _____