



APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES AND LEASES

**The City of Oklahoma City
The Oklahoma City Airport Trust**

All persons who desire to establish a commercial aeronautical operation must first make an 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 that may be required following the review of the 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

A. Applicant's Legal Name: _____
List Applicant's legal name as registered with the Oklahoma Secretary of State.

B. Business or Trade Name: _____
If different from Applicant's legal name.

C. Entity Type:

☐ Sole proprietorship / Individual	☐ Partnership
☐ Joint Venture	☐ Corporation
☐ Limited Liability Company (LLC)	☐ Trust/Estate
☐ Non-Profit Organization	
☐ Other _____	

D. Entity's Address as it should appear on Notices, Agreements, Permits, etc.:

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Fax Number: _____ Cell Phone: _____

Email Address: _____

Billing Address: ☐ Same as Agreement address

E. Authorized Representative Information

Authorized Representative: _____

Representative's Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Fax Number: _____ Cell Phone: _____

Email Address: _____

2. FINANCIAL AND BACKGROUND INFORMATION

*If any of the questions in this section are answered “Yes”, you must **attach** a separate document labeled “Financial and Background Information” and provide the requested information.*

A. Has principal ever had a bond or surety canceled or forfeited? ☐ Yes ☐ No
If yes, attach a statement naming the bonding company, date, amount, and reason.

B. Has any principal ever been declared bankrupt? ☐ Yes ☐ No
If yes, attach a copy of the Petition.

C. Has any principal been convicted of a felony? ☐ Yes ☐ No
If yes, provide the following information on a separate document:
Date of Conviction, Location of Court, Case Number, and
Details of Conviction.

- D. Is any participant in this application involved in any litigation, liens, or claims, or insurance, liability, or workers' compensation claims?** ☐ Yes ☐ No

If yes, attach detailed information on a separate document.

- E. Has any principal or interested parties in this application had any credit problems?** ☐ Yes ☐ No

If yes, attach detailed information on a separate document.

3. PURPOSE OF APPLICATION

- A. Which Airport is this application regarding:**

☐ WRWA ☐ WPA ☐ CEPA

- B. Nature of Proposed Business** (*check all activities proposed to be conducted.*)

Aircraft Support Services

- ☐ Aircraft storage
☐ Aircraft painting
☐ Aircraft maintenance (major and/or minor repairs)
☐ 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

On-Demand Flying Services Continued

- ☐ 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: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

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

Name: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

4. BUSINESS REQUIREMENTS

Attach a separate document labeled "Business Requirements" and type your answers to A, B, C, and F.

- A. Provide a brief explanation of the type of commercial aeronautical operation you propose to establish, 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, ramps, 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 storage, use of transport of volatile, hazardous, or toxic chemicals or waste on Airport property?**
☐ Yes ☐ No
- F. For corporate and/or private individual aircraft storage hangars on Airport property, please identify the type of aircraft to be utilized in the hangar facilities, and provide a copy of the registration certificate of such aircraft.**
- G. Provide a copy of Applicant's State of Oklahoma Registration.**

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 are at the sole risk of the applicant(s).

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The applicant(s) hereby acknowledges that any agreement with the Oklahoma City Airport Trust must receive approval by the Trustees 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 written 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.

The Applicant(s) hereby verifies that all information submitted is true and accurate.

Authorized Agent's Name

Authorized Agent's Title

Authorized Agent's Signature

Date

Authorized Agent's Name

Authorized Agent's Title

Authorized Agent's Signature

Date

Application packets can be submitted to the following email address:

wrwabusinessproperties@okc.gov