



APPLICATION FOR NON-COMMERCIAL AERONAUTICAL LEASES

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

All personal financial information, credit reports, or other financial data obtained by or submitted pursuant to this application with the Oklahoma City Airport Trust ("Trust" or "OCAT") will be kept confidential as required by the Oklahoma Open Records Act, Title 51, OS Sec. 24A.1 et. seq. Please clearly mark all documents you believe should not be subject to public disclosure with "CONFIDENTIAL".

1. APPLICANT INFORMATION

A. Applicant's Legal Name:

List Applicant's legal name - as registered with the Oklahoma Secretary of State if applying as an entity instead of an individual(s).

☐ **ATTACH** entity's registration/certification with the Oklahoma Secretary of State.

B. Business or Trade Name:

If applicable and if different from Applicant's legal name.

- C. Entity Type*: ☐ Sole proprietorship / Individual ☐ Partnership
- ☐ Joint Venture ☐ Corporation
- ☐ Limited Liability Company (LLC) ☐ Trust/Estate
- ☐ C Corporation
- ☐ S Corporation
- ☐ Partnership
- ☐ Non-Profit Organization
- ☐ Other _____

☐ **ATTACH** copies of all organizational documents used to create the entity and documents that provide binding authority (Articles of Incorporation/ByLaws, Articles of Organization/Operating Agreement, Trust Agreement, etc.)

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

Address must be a physical address, a PO Box is not acceptable.

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Cell Phone: _____

Email Address: _____

Billing Address:

☐ Same as Notice address above

E. Authorized Representative Information

Only complete this section if Applicant is applying as an entity instead of an individual(s).

Authorized Representative: _____

Representative's Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Fax Number: _____ Cell Phone: _____

Email Address: _____

2. PURPOSE OF APPLICATION

A. Requested Leased Premises

Airport on which leased premises is located/requested:

☐ OKC ☐ PWA ☐ RCE

B. Proposed commencement date of the lease: _____

C. Hangar Information

Would you like to lease an existing hangar? ☐ Yes ☐ No

Location/name of existing hangar: _____

Would you like to construct a new hangar? ☐ Yes ☐ No

Desired location of new constructed hangar: _____

If you selected to construct a new hangar, you must also complete Section 4. New Construction Requirements.

D. Aircraft Information

Please provide the following information for all aircraft to be stored/used on the leased premises:

Manufacturer	N-Number	Registered Owner

☐ **ATTACH** FAA Registration for each aircraft listed above.

Aircraft to be used/stored on the leased premises will be operated as:

☐ **Part 91** ☐ **Part 133** ☐ **Part 135** ☐ **Other:** _____

☐ **ATTACH** certificates of insurance for each aircraft listed above.

- Must identify **liability coverage** with a minimum limit of \$1,000,000 per occurrence.
- Named Insured must include the Applicant(s).
- The Oklahoma City Airport Trust and The City of Oklahoma City must be listed as additional insured.
- Additional insurance requirements/endorsements may be requested for aircraft insurance.
- Other types of insurance coverage are required and will be requested prior to an agreement being executed.

3. 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, claims of 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.

F. Ownership Information: If Applicant will be a business entity, list all persons or companies that will own an interest in the Applicant entity. If necessary, attach additional information.

**Including financial institution information if applicable*

Name: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

% Ownership: _____

Name: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

% Ownership: _____

Name: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

% Ownership: _____

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

Name: _____ Title: _____

Phone Number: (____) ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

4. NEW CONSTRUCTION REQUIREMENTS

Please answer all of the following questions on a separate attachment labeled “New Construction”.

- A. Provide a brief explanation of what you are wanting to build and approximate size of land requesting to lease.**
- B. Identify your proposed commencement date for construction.**
- C. Identify specific needs such as type and minimum size/square footage of land and/or existing facilities, including required utilities, pavements, ramps, airfield access, etc. as applicable.**
- D. Indicate any special consideration for equipment, drainage, lighting, etc.**
- E. Attach a site plan and/or drawings as applicable.**
- F. Provide the estimated cost of the proposed new construction and method of financing*.**

**Lender and Loan Documents must be reviewed and approved.*

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 acknowledges and understands 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."
- All applicants must perform their own environmental due diligence. A Revocable Permit must be issued by the Director of Airports for anyone doing survey, geotechnical, or an environmental assessment. To begin the process of acquiring a Revocable Permit, please email wrwabusinessproperties@okc.gov.

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).

5. REFERENCES

Provide at least four (4) references (including at least one bank reference) with knowledge of your debt and payment history. References cannot include relatives.

Reference Name	Business Name	Phone	Email

6. ACKNOWLEDGEMENT

The Trust may request additional documentation, including without limitations, tax returns and/or audited financial statements for three (3) years prior to the date of this application. Financial documentation or any other information that may be considered confidential may be mailed or hand-delivered under a confidential seal.

The Applicant(s) states and affirms that all information provided in this application packet is true and accurate to the best of the undersigned’s knowledge and belief. The Applicant(s) further acknowledges that they have read and understand all information contained in the application and are aware that submitting an incomplete application packet will result in processing delays.

Applicant Signature

Printed Name

Title

Date

Applicant Signature

Printed Name

Title

Date

Application packets may be submitted to the following email address:
wrwabusinessproperties@okc.gov

Documentation may also be submitted through a secure data integration platform known as Globalscape, mailed, or hand-delivered. Please contact us through the email address above for additional details or for any other questions related to this application.