

New Tenant  
Application Information Packet  
Jack Edwards National Airport

January, 2008

## **Introduction:**

The purpose of this procedure is to standardize the application process for operating a business at Jack Edwards National Airport. The procedure consists of three steps, which are outlined below. The procedure also consists of a five-section Application Information Packet, which is provided in the following pages. The procedure also refers to the City of Gulf Shores Code, Chapter 3 (Airport-Aircraft). It should be noted that both the Application Form and the Code can be accessed on-line, and that the Form can be completed on-line - in both cases, see the following official website, [www.cityofgulfshores.org](http://www.cityofgulfshores.org).

- Step 1: The applicant will complete this packet and submit it to the Airport Manager for consideration. The Airport Manager will review the packet to ensure that the proposed business is consistent with policies set forth in the City of Gulf Shores Code, Chapter 3 (Airport-Aircraft), including as appropriate the provisions of Division 1 (General), Division 2 (Aircraft Operation), Division 3 (Fixed Base Operators), Division 4 (Minimum Requirements for Aeronautical Services), Division 5 (Ground Operations), Division 6 (Security), Division 7 (Safety) and Division 8 (Airport Charges and Fees). The Airport Manager will prepare a memorandum to the Board of Directors of the Airport Authority of the City of Gulf Shores either approving, or approving with modifications, or disapproving the Application.
- Step 2: The Airport Manager will submit the packet, along with the Memorandum including any modifications required to the Board of Directors of the Airport Authority of the City of Gulf Shores. The Airport Authority Board of Directors of the City of Gulf Shores will then prepare a Resolution, which will be voted on at the next regular monthly meeting, either approving or disapproving the application.
- Step 3: If final approval of the application is granted by the Board of Directors of the Airport Authority of the City of Gulf Shores, legal documents for the Lease, License and Operating Agreement will be prepared by the Airport Authority's legal counsel. This step would not necessarily require a formal meeting of the Airport Authority Board of Directors.

**Please fill out the following pages to tell us about yourself and your business.**

**Section 1: Organization and Request (This information is required):**

A. Applicant Legal Name \_\_\_\_\_  
\_\_\_\_\_

B. Applicant's Office Location Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

C. Representative Legal Name \_\_\_\_\_  
\_\_\_\_\_

D. Representative's Office Location Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E. Type of Organization

Sole Proprietorship  Yes  No Name \_\_\_\_\_  
\_\_\_\_\_

Partnership  Yes  No Name \_\_\_\_\_  
\_\_\_\_\_

Corporation  Yes  No Name \_\_\_\_\_  
\_\_\_\_\_

Limited Liability Company  Yes  No Name \_\_\_\_\_  
\_\_\_\_\_

Other  Yes  No Name and Explanation \_\_\_\_\_  
\_\_\_\_\_

F. Type of Application:

New Application  Yes  No

Agreement Assignment  Yes  No Explanation \_\_\_\_\_  
\_\_\_\_\_

Ownership Change  Yes  No Explanation \_\_\_\_\_  
\_\_\_\_\_

Other  Yes  No Explanation \_\_\_\_\_  
\_\_\_\_\_

**Section 2: Business Plan (This information is required):**

A. Type of Business:

Full Fixed Base Operator       Yes  No

Limited Fixed Base Operator       Yes  No    Type \_\_\_\_\_  
\_\_\_\_\_

Non-Aeronautical Services       Yes  No    Type \_\_\_\_\_  
\_\_\_\_\_

B. Type of Investments:

Land       Yes  No    Size \_\_\_\_\_  
\_\_\_\_\_

Facilities       Yes  No    Type and Size \_\_\_\_\_  
\_\_\_\_\_

Improvements       Yes  No    Type and Size \_\_\_\_\_  
\_\_\_\_\_

C. Identity of Investors:

Applicant       Yes  No    Amount \_\_\_\_\_  
\_\_\_\_\_

Other       Yes  No    Amount and Name \_\_\_\_\_  
\_\_\_\_\_

D. Proposed Insurance Plan for New Business:

Property Coverage       Yes  No    Amount and Company \_\_\_\_\_  
\_\_\_\_\_

Liability Coverage       Yes  No    Amount and Company \_\_\_\_\_  
\_\_\_\_\_

E. Please submit any proposed layout plan or site plan that you have prepared for this proposed business.

F. Please be prepared to present all business plans to the Airport Authority Board of Directors.

**Section 3: Qualifications and Experience (This information is optional):**

**A. Previous Experience:**

This Business  Yes  No Location and Years \_\_\_\_\_  
\_\_\_\_\_

Airport Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Airport Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Other Businesses  Yes  No Identify and Years \_\_\_\_\_  
\_\_\_\_\_

Business Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**B. Aeronautical Certifications Held or Applied For:**

Federal Aviation Administration  Yes  No Identify and Dates \_\_\_\_\_  
\_\_\_\_\_

State Aviation Department  Yes  No Identify and Dates \_\_\_\_\_  
\_\_\_\_\_

Other Aeronautical Agency  Yes  No Identify and Dates \_\_\_\_\_  
\_\_\_\_\_

**C. Educational Background:**

Colleges or Universities Yes  No  Identify, Degree and Dates \_\_\_\_\_  
\_\_\_\_\_

Aeronautical Schools Yes  No  Identify, Degree and Dates \_\_\_\_\_  
\_\_\_\_\_

**Section 4: Background Information (This information is optional):**

**A. Legal Information**

Criminal Convictions  Yes  No Identify and Status \_\_\_\_\_  
\_\_\_\_\_

Civil Convictions  Yes  No Identify and Status \_\_\_\_\_  
\_\_\_\_\_

Regulatory Violations  Yes  No Identify and Status \_\_\_\_\_  
\_\_\_\_\_

Bankruptcy Judgments  Yes  No Identify and Status \_\_\_\_\_  
\_\_\_\_\_

Tax Liens  Yes  No Identify and Status \_\_\_\_\_  
\_\_\_\_\_

Legal Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Legal Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**B. Financial Information**

Submit a current credit report for this application.

Submit a five-year pro-forma financial projection for this application.

Financial Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Financial Reference Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section 5: Signature and Warranty**

By affixing my signature to this Application, I hereby certify that I am \_\_\_\_\_ (applicant) and that I possess the legal authority to make this application.

Signed: \_\_\_\_\_ (Applicant Name and Title) \_\_\_\_\_ (Date)

Notary Public: \_\_\_\_\_ (Notary Public Name and Title) \_\_\_\_\_ (Date)

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