



**RALEIGH-DURHAM AIRPORT AUTHORITY
APPLICATION TO PROVIDE COMMERCIAL AERONAUTICAL ACTIVITY**

Applications made to the Raleigh-Durham Airport Authority (Authority) for permission to provide a Commercial Aeronautical Activity on the Raleigh Durham International Airport (Airport) shall include, at a minimum, the following:

- 1) Company (Entity) Name:
- 2) Company Address:
- 3) Primary Point of Contact Name:
- 4) Primary Electronic Mail Address:
- 5) Primary Point of Contact Telephone Number:
- 6) The names and addresses of all management and supervisory Personnel, all officers, and directors (if a corporation) and all Entity(ies) owning, holding, or controlling any equity interest, voting rights, or debt of the Entity.
- 7) A detailed description of each proposed Commercial Aeronautical Activity, including the proposed date of commencement of the activity, proposed hours of operation, and proposed schedule of fees and charges therefor.
- 8) The proposed structure and amounts of rent and fees to be provided to the Authority.
- 9) A diagram to scale of the amount, configuration, and location of property requested for use as Entity's Premises should Entity desire to lease property.
- 10) The size and location of the proposed Premises to be used by and occupied by the Entity for the performance of the proposed Commercial Aeronautical Activity, (as applicable) as well as the proposed design and terms for the construction of any space and the ownership, leasing, or subleasing thereof.
- 11) The size and location of the proposed Permitted Area to be used and occupied by the Entity for the performance of the proposed Commercial Aeronautical Activity should Entity not lease Premises directly from the Authority. Entity shall provide a copy of a lease and sublease of space on the Airport to the Authority as part of this application.
- 12) Descriptions and cost estimates for any proposed capital improvements required to conduct the proposed Commercial Aeronautical Activity, including the Entity's proposed method for financing the same.
- 13) The number and type of aircraft proposed to be provided to support the proposed Commercial Aeronautical Activity (as applicable) as well as a detailed description of all equipment and facilities to be provided.
- 14) The number of Personnel proposed to be provided (including their names and qualifications), whether such Personnel will be Airport-based (full-time, part-time, or seasonal) or transient, whether such Personnel will be employees; and the certifications required, if any, for all Personnel to be used in providing the proposed Commercial Aeronautical Activity.
- 15) An organizational chart listing the number of positions and Personnel to be assigned to work at the Facility and to provide the Commercial Aeronautical Activity at the Airport, including the professional and technical qualifications of Personnel who will manage and operate the proposed business.
- 16) The types and amounts of insurance coverage to be maintained, as required by the Authority.
- 17) A cash flow and a profit and loss projection for the first five years for each proposed Commercial Aeronautical Activity proposed to be offered, a three-year historical profit and loss statement, if applicable, and current (within 60 days) balance sheet, all compiled by a Certified Public Accountant authorized to conduct business in the State of North Carolina. The foregoing information must be presented in a form satisfactory to the Authority. The Authority shall review and consider financial statements before determining whether the Entity has sufficient financial ability to provide a responsible, safe, and adequate Commercial Aeronautical Activity. Information presented in this subsection will be kept confidential by the Authority to the extent provided by law.
- 18) A list of the assets owned, leased, or being purchased that will be used in the business on the Airport. Copies of any relevant leases or purchase contracts shall also be provided.
- 19) Copies of all licenses and permits required by federal, state, or local law for the conduct of the proposed Commercial Aeronautical Activity, including licenses and permits required for any Personnel who will manage or operate the proposed Commercial Aeronautical Activity or who will perform any services in connection with the proposed Commercial Aeronautical Activity.
- 20) A statement of the Entity's past experience in the specified Commercial Aeronautical Activity applied for, including resumes of management and supervisory Personnel directly responsible for the proposed operation, together with business, financial, and managerial references. The foregoing information must be presented in a form satisfactory to the Authority and will be reviewed and considered by the Authority. Information presented in this subsection will be kept confidential by the Authority to the extent provided by law.



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- 21) A description of the history of the Entity, including a listing of all Entities holding ownership, control, management, supervisory, or financing debt interest. Information presented in this subsection will be held confidential to the extent provided by law.
- 22) In the event the Entity has not been in business for at least 5 years prior to the date of this application, provide a statement explaining why the Authority should consider the Entity to be reliable and competent to provide the proposed Commercial Aeronautical Activity.
- 23) Evidence in a form acceptable to the Authority of the Entity's ability to comply with the Authority's Creditworthiness Policy and to supply a letter of credit in an amount no less than ninety (90) days' of the projected rent and fees for conducting the Commercial Aeronautical Activity to be provided and the required insurance.
- 24) If applicable, provide evidence and supporting documentation for a request for a waiver of the provisions of the Minimum Standards in accordance with Section 13 of the Airport Minimum Standards.

I hereby certify that this application has been prepared in accordance with the requirements stated herein and in conformance with the Raleigh Durham International Airport Minimum Standards. I further certify I am fully authorized and empowered to execute this Application, and further agree to execute such forms, releases, or discharges as may be required by the FAA and all appropriate regulatory agencies with oversight or licensing authority regarding the proposed Commercial Aeronautical Activity described in this application. I further authorize the release of information in each regulatory agency's files relating to _____ (insert company/entity name) or its current or proposed operation and agree to provide any additional information and material necessary or requested by the Authority to establish to the satisfaction of the Authority that _____ (insert company/entity name) can qualify and will comply with the Airport Minimum Standards.

[Please Print Name of Company/Entity Here]
Company/Entity Name

[Please Print Today's Date Here]
Date

[Please Print Name and Title Here]
Name and Title of Owner/President/CEO

[Please Sign Here]
Signature of Owner/President/CEO

As noted above, please an additional signature sheet(s) as necessary if a partnership or if an LLC, every member of the LLC.