

**OKLAHOMA CITY  
DEPARTMENT OF AIRPORTS**

**MINIMUM STANDARDS FOR AERONAUTICAL ACTIVITIES**

**AND**

**LEASING OF LAND AND FACILITIES**

**AT**

**OKLAHOMA CITY AIRPORTS**

**Approved October 27, 2016**

**MINIMUM STANDARDS**  
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## **INTRODUCTION**

The Oklahoma City Airport Trust, recognizing the necessity of protecting the public health, safety, and interest in the Oklahoma City-owned Airports, and in order to foster, encourage, and insure the economic growth and orderly development of Aeronautical Activities, hereby promulgates and adopts the following procedures and minimum standards for the use of any land and/or facility on said Airports. The Minimum Standards and Requirements are set forth below as a minimum for a person or persons, partnership, company, trust, or corporation based upon and/or engaging in one or more Aeronautical Activities at the Airport. These standards are not intended to be all inclusive, as an Aeronautical Activity on the Airport shall be subject to additional federal, state, and local laws, codes, and ordinances; lease provisions; and other similar regulatory measures, including Airport Rules and Regulations, pertaining to all such activities.

Leasing of land and facilities owned or leased by the Oklahoma City Airport Trust for commercial or certain non-aeronautical purposes are governed by the Commercial Leasing Standards.

A copy of these Minimum Standards will be available online at: [flyokc.com](http://flyokc.com). Copies may also be requested by mail at: The City of Oklahoma City, Department of Airports, 7100 Terminal Drive, Unit 937, Oklahoma City, OK 73159-0937.

## **SECTION I DEFINITIONS**

**Aeronautical Activity** – Any activity, whether conducted on or off Airport property, which involves, supports, makes possible, or is required for the operation of aircraft or which contributes to, or is required for, the safety of such operations. Activities within this definition commonly conducted on airports include, but are not limited to: general aviation; air taxi and charter operations; pilot training; aircraft rental and sightseeing; aerial photography; crop dusting; aerial advertising and surveying; scheduled and nonscheduled air carrier operations; aircraft sales and services; sale of aviation petroleum products; repair and maintenance of aircraft; repair of aircraft parts and accessories; sale of aircraft parts and accessories; parachute or ultralight activities; radio communication and navigation equipment; and any other activity which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as an Aeronautical Activity. Activities such as model aircraft and model rocket operations are not aeronautical activities.

**Aircraft Charter** – An Aeronautical Activity in which a person or company is engaged in the business of providing air transportation (person or property) to the general public for hire, either on a charter basis or as an air taxi.

**Aircraft Radio and Avionics Sales and Service** – An Aeronautical Activity in which a person is engaged in the business of selling, repairing, and servicing aircraft radios, aircraft avionics, and associated aircraft instruments.

**Aircraft Rental or Leasing** – An Aeronautical Activity in which any person rents or leases aircraft or offers to rent or lease aircraft for hire or compensation.

**Airport(s)** – Will Rogers World Airport, Wiley Post Airport, and/or Clarence E. Page Airport.

**City** – The City of Oklahoma City.

**Commercial Hangar** – A hangar/building constructed exclusively to store or to maintain aircraft or to otherwise support a major commercial aeronautical activity such as those used by an FBO, SASO, and cargo operators. Aircraft stored, maintained, or utilized in conjunction with the hangar provides or contributes to the revenues of the owner/operator/lessee.

**Corporate Hangar** – A hangar/building that is generally clear spanned and capable of storing aircraft and is owned, operated, or managed by a corporate entity or a corporate aviation department of a corporate entity to store the owner's/corporation's aircraft which is intended for the sole use of the corporate owner/lessee. The use of the aircraft is adjunct to their primary corporate business. A corporate hangar may only be used for commercial purposes related to the corporate functions of the owner/operator/lessee corporate entity or the parent company of a corporate aviation department.

**Director of Airports** – The Chief Administrator of Airports of The City of Oklahoma City.

**Executive Hangar** – A hangar/building that is capable of storing one or more aircraft. Aircraft stored or maintained in the hangar provides or contributes to the revenues of the hangar operator. Executive Hangars may be utilized by multiple parties or subtenants of the owner/operator/lessee.

**FAA** – Federal Aviation Administration.

**Fixed Base Operator (FBO)** – An Aeronautical Activity which offers public fueling and lubrication of aircraft, line service, parking of aircraft, storage of aircraft, repair/maintenance of aircraft, and repair/maintenance of avionics. In addition, the following services may be offered if approved by the Oklahoma City Airport Trust: sale of ground and flight instruction, aircraft charter services, aircraft rental, aircraft sales or leasing, sales of parts and accessories, and/or other related aeronautical activities not listed herein that may be approved by the Trust.

**Flight Training** – An Aeronautical Activity in which a person is engaged in giving or offering to give flight instruction leading to a pilot's certificate or rating for hire or compensation, or advertising, representing, or holding oneself out as giving or offering to give such instruction.

**General Aviation Hangar** – A small hangar at Wiley Post Airport or Clarence E. Page Airport that is owned or operated by the owner/operator of a general aviation aircraft for the sole purpose of storing the owner or operator's small general aviation aircraft. A general aviation hangar may not be used for any commercial purposes.

**Master Plan or Layout Plan** – The currently approved scaled dimensional layout of the entire Airport properties, indicating current and proposed usage for each identifiable segment.

**Minimum Standards (Standards)** – The qualifications established herein setting forth the minimum requirements to be met as a condition for the right to conduct Aeronautical Activities or Other Related Activities on the Airports unless otherwise agreed to by the Trust and lessee/operator in a lease agreement or other contract.

**Other Activity** – Any other activity, commercial or otherwise, not directly relating to aviation.

**Other Related Activity** – Any other activity, commercial or otherwise, related to an aeronautical activity.

**Person** – Any person, firm, general or limited partnership, corporation, trust, or association making application for, leasing, or using land or facilities at the Airports.

**Rules and Regulations** – Rules and regulations as may be promulgated from time to time by the Director of Airports to protect the public health, safety, interest, and welfare on City-owned Airports and to augment the ordinances of The City of Oklahoma City pertaining to Airports.

**Specialized Aviation Service Operation (SASO)** – An Aeronautical Activity in which a person engages in one or more of the following, including, but not limited to: aircraft charter and taxi, aircraft engine and airframe maintenance, aircraft sales or leasing, aircraft repair services (radio, painting, upholstery, propellers, instruments, accessories), aerial photography, flight training and aircraft rental, or other similar activities.

**T-Hangar** – A large enclosed hangar at Wiley Post Airport or Clarence E. Page Airport consisting of T-shaped or such other configuration residing in the mid-section of the hangar that nests and divides the hangar into separate units that may be owned, operated, or managed by a single entity or multiple entities. A T-hangar may not be used for any commercial purposes and may not have individual unit ownership.

**TSA** – Transportation Security Administration.

**Trust** – The Oklahoma City Airport Trust.

## SECTION II

### STANDARD REQUIREMENTS FOR AERONAUTICAL ACTIVITIES

#### A. General Provisions

Every applicant for permission to conduct aeronautical activities or other related activities at the Airport shall satisfy The Oklahoma City Airport Trust through its authorized representative, the Director of Airports, that the applicant meets the following requirements:

1. Applicant has a history of management and personal ability in conducting the same or similar or comparable type of service or activity in a good workmanlike manner.
2. Applicant has the financial responsibility and capability to provide facilities, activity, or services proposed.
3. Applicant has or can reasonably secure necessary certificates from the FAA or other authority where the same are required for the activity proposed.
4. Applicant has furnished or can furnish suitable indemnity insurance and/or surety such as a bond to protect and hold the City and the Trust harmless from any liability in connection with the conduct of the aeronautical activity proposed. The applicant will furnish insurance in the amounts as stated in **Attachment I**.

#### B. Application

Any person wishing to acquire the use of land or establish or use any facility on the Airport for an aeronautical or any other related activity shall be furnished a copy of these Minimum Standards and/or other applicable Leasing Standards and Policies, as amended from time to time, and shall thereupon make application in writing, filed with the Director of Airports, setting forth in detail the following:

1. The name and address of the applicant.
2. The proposed land use, facility, and/or activity sought or services to be offered including the amount of land to be leased, the size of any buildings or structures to be constructed on Airport property, and the number and type of aircraft to be used or served.
3. The names and the qualifications of the personnel to be involved in conducting such activity.



4. The financial responsibility (audited income statement and balance sheet) and ability of the applicant and operator to carry out the activity sought.
5. The tools, equipment, services, and inventory, if any, proposed to be furnished in connection with such aeronautical activity. The number of persons to be employed and hours of proposed operations should also be included.
6. The requested or proposed date for commencement of the activity and the term of conducting the same.
7. The estimated cost of any structure or facility to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities.
8. The specific types and amounts of insurance proposed in accordance with minimum requirements for the activity declaring any deductibles or self-insurance retention amounts.

Each application shall be considered on its own merit, and the Trust reserves the right to reject any application with or without cause.

### **C. Lease and Contract Clauses**

Upon the approval by the Director of any such application as submitted or modified, the Airport staff will prepare a lease or contract agreement setting forth the terms and conditions of the land and/or facility use. It is the intent of the Trust to require Airport tenants, including Fixed Base Operators, to provide certain services through a lease agreement. The lease agreement will be based on the "net" lease concept. More specifically, the total cost of amortizing the investment and maintenance will be borne by the lessee/operator. In every instance the lease agreement shall be conditioned upon or contain language assuring:

1. The Minimum Standards are incorporated into said lease or contract agreement by reference and there shall be original and continued compliance with the Standards required for each particular aeronautical or other related activity approved.
2. Any structure or facility to be constructed or placed upon said Airport shall be constructed in a manner to conform to all safety regulations of the State of Oklahoma and The City of Oklahoma City, and shall be in compliance with the requirements of current building codes and fire regulations of The City of Oklahoma City; and any construction once commenced will be diligently prosecuted to completion.

3. The right shall be reserved in the Trust to modify or add to the "Minimum Standards for Aeronautical Activities and Leasing of Land and Facilities at Oklahoma City Airports," and that any lease, contract, or agreement entered into with an applicant shall be terminated or cancelled in the event of failure to comply with any modification or amendments to Standards after notice thereof shall have been given.
4. No exclusive right will be permitted for the use of the airport by any person providing, or intending to provide, aeronautical services to the public.
5. The lessee/operator and its transferee must agree to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.
6. All operations on Airport property will be consistent with local, state, and federal laws, standards, and policies and procedures established by the Director or Trust including noise abatement procedures.
7. The Oklahoma City Airport Trust has developed an "Airport Master Plan." The plan indicates the Trust's intentions to provide essential support services by allocating space for various Aeronautical Activities as a priority. Activities not in accordance with the Airport Master Plan may not be permitted.
8. Airport security shall be maintained at all times in accordance with all applicable federal, state, and local requirements and standards or directives established by the Director, the Trust, the FAA, and/or TSA.
9. Any lease or contract for use of airport land or facilities will be subordinate to any existing or future agreement between the Trust, the City, and the United States, Federal Aviation Administration, relative to the operation or maintenance of the Airport which is a condition precedent to the receipt and expenditure of federal funds for the development of the Airport.
10. Lessee/operator shall be responsible for any taxes on personal, real, or other property leased by or owned by the lessee/operator that is levied by any agency or unit of government.
11. The Airport Director reserves the right to deny any activity if the activity is deemed to be unsafe.
12. Lessee/operator will be generally required to indemnify, defend, and hold harmless the Trust and the City for losses or claims that arise as a result of lessee's/operator's actions, activities on the airport, or use of airport property or facilities. Lessee/operator will be required to carry various

types of insurance necessary to protect the Trust and the City from losses that may occur as a result of the lessee's/operator's actions or activities and to name the Trust and City as additional insured. See Attachment I on limits of coverage.

**D. Ground Lease Policy**

Land will be leased in accordance with the Airport Master Plan, Trust Indenture, the Trust's Lease with the City, and as deemed appropriate by the Trust and the City. Total cost of amortizing any construction investment, as well as maintenance of facilities and the leased premises, shall be borne by the lessee/operator. Proposed hangars and facilities must comply with the minimum standards requirement. A copy of a sample general lease agreement is available upon request for review. The following lease terms and conditions outline this policy.

**E. Common Lease Terms for New Construction Projects**

1. Rentals

a. Ground Rental

- (i) Effective January 1, 2017, the ground lease rate shall be \$0.13 per sq. ft. per year for aviation use property and will be subject to escalations throughout the lease term.
- (ii) Ground lease payments will begin on the first day of the month after the approval of the lease agreement by the City.

b. Infrastructure Improvement Amortization Fees

In the event the Trust provides infrastructure improvements to support the development of the leased premises, the lessee/operator shall reimburse the Trust for all construction costs and related expenses for construction of infrastructure improvements made available for the square footage of the premises to be leased. Infrastructure improvements may include, but are not limited to, water, stormwater, sanitary sewer, or road construction costs. The annual square foot rate for such infrastructure improved premises shall be determined by amortizing the total cost over a 16-year period, applied to the square footage of the premises to be leased.

2. Hangar/Facility Amortization

All construction financed, whether financed by the lessee/operator directly, through financing secured by the lessee/operator from a third party such

as an approved lending institution, or by the Trust, may only be amortized for a period equal to or less than the primary lease term. Financing may be available from the Trust depending on the project's scope and size.

3. Lease Term

- a. Generally, most Aeronautical or Other Related Facilities will have an initial lease term of 20 years. Executive or Corporate Hangars have an initial lease term of 15-20 years.
- b. T-Hangars and general aviation hangars (less than 10,000 square feet) at Clarence E. Page Airport have an initial lease term of 5 years. All other general aviation hangars have an initial term of 5-15 years.
- c. T-Hangars at Wiley Post Airport have an initial lease term of 15 years.
- d. In no case shall there be a lease term longer than the limit set forth by law or allowed by the FAA.

4. Construction

- a. All plans and specifications for new construction or alterations to existing facilities shall be approved in writing prior to construction as it relates to the following, but not limited to: Receipt and approval of an FAA 7460-1, Notice of Proposed Construction or Alteration Application; architectural conformity; location of building lines; proper hangar clearances; and other specifications that may apply to conform to Airport and FAA standards.
- b. Improvements or alterations to the leased premises become the property of the City upon completion unless otherwise stated in the agreement. The lessee/operator is responsible for all maintenance costs.
- c. Within 30 days of completion of construction or alteration, the lessee/operator will submit a complete set of "as-built" record drawings, plus an electronic AutoCAD version thereof, with a detailed cost breakdown.
- d. All buildings and construction shall obtain all applicable city, state, and federal permits and meet all applicable building and fire codes as well as any other specific requirements established by the Director of Airports.

- e. All utilities, including electrical, telephone, gas lines, or fiber, will be underground; and the lessee/operator shall bear the expense of relocating utilities on the leased property. Plans and specifications for the construction of utilities, including those constructed by the utility companies, shall require prior written approval by the Director of Airports.
- f. Lessee/operator and/or its contractor(s) may be required to provide assurance for the completion of construction of the hangar or facilities to be built and to indemnify, defend, and hold harmless the Trust and the City for lessee's/operator's construction activities. During all construction, lessee/operator and/or its contractor(s) will be required to carry minimum levels of insurance that name the Trust and the City as additional insured.
- g. All paving and other construction shall be permanent, fire resistant, and compatible with the design, material, and landscaping of the basic structures of the Airport.

5. Maintenance

- a. Maintenance of pavements constructed by the Trust/City will be performed by the Trust/City. The lessee/operator will maintain all other facilities and pavements, unless otherwise agreed by the lessee/operator and the Director of Airports.
- b. Landscaping of facilities is required and shall be consistent with the Airport's wildlife mitigation strategies so that any landscaping is not an attractant to wildlife. The lessee/operator will be required to provide a plan for landscaping which will be approved by the Director of Airports. The landscaping shall be maintained by the lessee/operator in a neat, clean, and aesthetically pleasing manner.
- c. The Trust may require, as a condition of the lease agreement, a jointly performed or a professional facilities maintenance inspection and report of the roof, structural, plumbing, electrical, and mechanical systems every five years.

6. Title to Hangar and Facilities

While facilities and improvement constructed by lessee/operator are being amortized, title to any hangars and facilities constructed or improved generally remains with the lessee/operator, but vests in the Trust at the end of the initial or primary lease term, free and clear of all liens and encumbrances including construction, materialmen, or mortgage liens. After title vests to the Trust, lessee/operator will be subject to Minimum Standards for Leasing of Existing Trust Owned Facilities. Generally at

Clarence E. Page Airport, title does not vest to the Trust and the premises will be required to be removed at the termination or expiration of the lease unless otherwise agreed to by the parties.

## **F. Lease of Existing Trust Owned Facilities**

The Airport, from time to time, has facilities that become available to lease for aeronautical activities and may choose to lease those structures.

### **1. Rentals**

#### **a. Ground Rental**

- (i) Effective January 1, 2017, the ground lease rate is \$0.13 per sq. ft. per year for aviation use property and will have periodic escalations throughout the lease term.
- (ii) Ground lease payments will begin on the first day of the month after the approval of the lease agreement by the City.

#### **b. Infrastructure Improvement Amortization Fees**

In the event the Trust provides infrastructure improvements to support the development of the leased premises, the lessee/operator shall reimburse the Trust for any construction costs and related expenses for construction of infrastructure improvements made available for the square footage of the premises to be leased. Infrastructure improvements may include, but are not limited to, water, stormwater, sanitary sewer, fiber, or road construction costs. The annual square foot rate for such infrastructure improved premises shall be determined by amortizing the total cost over a 16-year period, applied to the square footage of the premises to be leased.

### **2. Building Rental**

Building rental shall be based on a percentage of not less than 4% per annum of the "Appraised Actual Cash Value" as determined by an appraisal. Each subsequent year there shall be a 2% increase in the previous year's annual rental. The appraised amount shall be the basis of the rental calculations during that period. In the event the Trust owned facility's construction costs are still subject to debt service payments, the building rent shall at a minimum satisfy the debt service payment plus 1%.

3. Facilities Maintenance Rental

a. Building maintenance (structural, exterior, and roof maintenance) to be provided by the Trust shall be charged at the rate calculated as follows:

- (i) Two percent (2%) of the appraised actual cash value.
- (ii) All other maintenance responsibilities will be negotiated in the lease agreement, but generally the lessee/operator is responsible for all other maintenance.

b. Facility Maintenance Inspection

- (i) The Trust may require, as a condition of the lease agreement, a joint inspection of the Facility and/or Leased Premises to determine any needed repairs and other maintenance items to be accomplished by the lessee/operator.
- (ii) The Trust may require, as a condition of the lease agreement, that a professional inspection and report of the mechanical systems will be done no less than every 5 years or when deemed necessary.

c. Pavement maintenance rental shall be twenty percent (20%) of the average cost of the replacement of the ramp or apron divided by the anticipated life of fifteen (15) years for asphalt and twenty (20) years for concrete, on a square footage basis, to be calculated as follows:

- (i) Replacement Cost as Determined Annually for Asphalt Per Square Foot X .20 = Rate Per Square Foot  
15 years
- (ii) Replacement Cost as Determined Annually for Concrete Per Square Foot X .20 = Rate Per Square Foot  
20 years

4. Term

The primary lease period of most Trust owned facilities is five (5) years, but the lease agreement may provide for an option of additional five-year term(s). The initial term and option is negotiable; however, the basis of

the rental calculations shall be determined from the five-year appraised amount.



### **SECTION III STANDARDS FOR FIXED BASE OPERATIONS (FBO)**

In addition to meeting the requirements of Section II, every person conducting the following activities shall meet the additional requirements as hereinafter set out:

#### **A. Fixed Base Operator (FBO)**

Persons conducting commercial aviation fueling, oil and fuel sales, and services to the public on the Airport shall be required to provide:

1. Aviation fuel and jet fuel.
2. An adequate inventory of at least two brands of generally accepted grades of aviation engine oil and lubricants.
3. At least two (2) above ground 10,000-gallon fuel storage tanks, one for each fuel type. Underground storage tanks are no longer allowed on any of Oklahoma City's Airports.
4. Proper mobile fuel dispensing equipment to service all types of aircraft.
5. A per gallon fuel flowage fee to be paid to the Trust/City on fuel delivered into FBO tanks and/or trucks. Fuel flowage fees will be established annually by the Director of Airports and approved by the Trust and the City.
6. Properly trained line personnel on duty at least eight hours of every calendar day, seven days a week, and on call by readily accessible means at other hours during the day or night. The FBO and its personnel shall exercise care to prevent the overflow of fuel. Smoking, use of radio transmitter or receiver, or use of any electronic devices including cell phones is prohibited during fueling or defueling activities.
7. Proper equipment and FAA certified personnel for repairing and servicing aircraft, aircraft engines, airframe, and aircraft avionics.
8. Suitable hangar storage facilities, hard surfaced aircraft parking, and tie-downs.
9. Conveniently located heated and air conditioned lounge or waiting rooms for passengers and airplane crews for itinerant aircraft, together with sanitary restrooms and public telephones.
10. Adequate towing equipment and parking and tie-down areas to safely and efficiently move aircraft and store them in all reasonably expected weather conditions.

11. Adequate grounding facilities for aircraft and fueling equipment at fueling and defueling locations to eliminate the hazards of static electricity, and approved types of fire extinguishers or other equipment commensurate with the hazards involved in refueling and servicing aircraft. FBO personnel shall have readily accessible spill mitigation equipment and materials, and a hazardous substance remediation contractor identified and available to respond within reasonable time of a spill.
12. Adequate, lawful, and sanitary handling and disposal, away from the Airport, of all trash, waste, and other materials including, but not limited to, used oil, solvents, and other waste. The piling or storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
13. Proper equipment for repairing and inflating aircraft tires, changing engine oil, washing aircraft, aircraft windows and windshields, and recharging or energizing discharged aircraft batteries and starters.
14. Optional Services permitted by FBO: Each service below shall meet all applicable requirements as found herein and outlined in Standards for Specialized Aviation Service Operations (SASO).
  - a. Aircraft Charter
  - b. Aircraft Sales
  - c. Aircraft Flight Training
  - d. Aircraft Rental
15. There shall be no truck-to-truck transfers of fuel unless approved in advance by the Director of Airports. De-fueling of aircraft at Will Rogers World Airport shall only occur when the Airport Rescue and Fire Fighters are notified; are on standby; and approve of such defueling, having found it consistent with the applicable fire codes and standards.
16. The lease terms and conditions shall permit the applicant to engage only in those specific commercial aeronautical activities as approved by the Director. Any change or expansion in the nature of an FBO's approved commercial pursuits, whether they necessitate additional facilities or the enlargement of the original facilities or not, will require formal application to the Trust and appropriate lease amendments in compliance with the applicable Minimum Standards.

**SECTION IV  
FACILITY REQUIREMENTS (FBO)**

**A. Land and Improvements**

1. The minimum ground lease for a Fixed Based Operator (FBO) shall be:
  - a. Will Rogers World Airport 350,000 Sq. Ft.
  - b. Wiley Post Airport 300,000 Sq. Ft.
  - c. Clarence E. Page Airport 250,000 Sq. Ft.
  
2. The minimum facilities constructed shall be:
  - a. Commercial Hangar:
    1. Will Rogers World Airport 25,000 Sq. Ft.
    2. Wiley Post Airport 20,000 Sq. Ft.
    3. Clarence E. Page Airport 18,000 Sq. Ft.
  
  - b. Paved Apron:
    1. Will Rogers World Airport 125,000 Sq. Ft.
    2. Wiley Post Airport 100,000 Sq. Ft.
    3. Clarence E. Page Airport 75,000 Sq. Ft.
  
  - c. Auto Parking: Sq. Ft. as listed below or per City Code, whichever is greater.
    1. Will Rogers World Airport 50,000 Sq. Ft.
    2. Wiley Post Airport 45,000 Sq. Ft.
    3. Clarence E. Page Airport 35,000 Sq. Ft.
  
  - d. Office Space:  
Adequate to house office, pilots' lounge, restroom facilities, and appropriate shop areas.
  
  - e. T-hangars:  
T-hangars shall be constructed with at least ten (10) individually partitioned spaces containing doors, and will be in accordance with all applicable codes established by the City of Oklahoma City.
  
3. Detailed plans and specifications of all construction and architectural design shall require the written approval of the Director of Airports before any construction takes place.

## **SECTION V**

### **STANDARDS FOR SPECIALIZED AVIATION SERVICE OPERATIONS (SASO)**

The Trust recognizes that SASOs do not wish to offer a full line of services most generally offered by a Fixed Base Operator. Specialized operations and other similar activities are encouraged to be tenants of Fixed Base Operators. If suitable facilities cannot be obtained in that manner, hangar, shop, and/or office facilities may be permitted in specific areas as plotted on the Airport Master Plan. In the event a FBO provides any of the following services, then a FBO shall comply with these minimum requirements.

The lease terms and conditions shall permit the applicant to engage only in those specific commercial aeronautical activities as approved by the Director. Any change or expansion in the nature of a SASO's approved commercial pursuits, whether they necessitate additional facilities or the enlargement of the original facilities or not, will require formal application to the Trust and appropriate lease amendments in compliance with the applicable Minimum Standards.

#### **A. Aircraft Charter and Taxi Service**

Persons conducting an aircraft charter and/or air taxi service shall be required to provide:

1. Passenger lounge, restroom, and telephone facilities as required of a lessee/operator for fuel and oil sales.
2. All applicable security requirements for charter and taxi service promulgated by the FAA, TSA, or Airport.
3. Adequate table, desk, or counter for checking in passengers, handling ticketing or fare collection, and handling of luggage.
4. FAA Air Carrier Operating Certificate, utilizing FAA certificated aircraft with properly certificated and qualified operating crew, but at no point any less than two, one of which shall be located at the Airport and ready for departure during at least eight hours of each day during daylight operations. Stand-by units and crew will be available within one hour's notice at all other times.

#### **B. Aircraft Engine, Airframe, and Accessory Sales and Maintenance**

Persons operating aircraft engine, airframe, and accessory maintenance facilities for hire to the public shall provide:

1. Sufficient hangar space to house any aircraft upon which such service is being performed.

2. Suitable inside and outside storage space for aircraft awaiting repair or maintenance, or delivery after repair and maintenance has been completed, other than repairs or alterations of less than 24 hours duration.
3. Adequate shop space to house equipment and machine tools, jacks, lifts, and testing equipment to perform overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.
4. At least one FAA certificated airframe and power plant mechanic available during eight hours of the day, five days per week.

**C. Aircraft Radio and Avionics Sales and Service**

Persons operating aircraft radio and avionics sales and service facilities for hire to the public shall provide:

1. Sufficient hangar space to house any aircraft upon which such service is being performed.
2. Suitable inside and outside storage space for aircraft awaiting repair or maintenance, or delivery after repair and maintenance has been completed.
3. Adequate shop space to house equipment, supplies, and parts to perform maintenance and repair to radio and avionics equipment.
4. At least one FAA certificated and licensed radio and/or instrument technician, who is available during eight hours of the day, five days per week.

**D. Aircraft Rental**

Persons conducting aircraft rental activity shall provide:

1. Suitable office space for consummating rentals and the keeping of the proper records in connection therewith.
2. Two airworthy aircraft suitably maintained and certificated.
3. Adequate facilities for servicing and repairing the aircraft.
4. At least during eight hours of the working day, a properly certificated pilot available and capable of checking out rental aircraft.
5. Proper checklists and operating manuals on all aircraft rented.

## **E. Aircraft Sales**

All persons conducting aircraft sales activities shall provide:

1. Suitable office, lounge, and public space for consummating sales.
2. For new aircraft sales, at least one demonstrator model of such aircraft.
3. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts, required for the type of aircraft and models sold.
4. Current up-to-date specifications and price lists for types and models of new aircraft sold, and adequate parts catalogue and service manual on the aircraft.
5. At least during eight hours of the working day, a properly certificated pilot available and capable of demonstrating new or used aircraft for sale.

## **F. Flight Training**

All persons conducting aircraft flight training activities shall provide:

1. At least one full-time (eight hours per day, six days per week) properly certificated flight instructor for single engine land airplanes.
2. At least two dual control equipped single engine land aircraft properly equipped and maintained for flight instruction and at least one of which must be equipped for and capable of use for instrument flight instruction, and such additional types of aircraft as may be required to give flight instruction of the kind advertised.
3. Adequate office and classroom space for at least 10 students with proper restroom and seating facilities.
4. Adequate mock-ups, pictures, slides, filmstrips, or other visual aids necessary to provide proper ground school instruction.
5. Properly certificated ground school instructor providing regularly scheduled ground school instructions sufficient to enable students to pass the FAA written examinations for private pilot and commercial ratings.
6. Continuing ability to meet certification requirements of the FAA for the flight training proposed.
7. Facilities other than the public apron or tie down areas that are adequate overnight facilities for storing, parking, servicing, and repairing all its

aircraft, or satisfactory arrangements with other lessees/operators licensed or otherwise permitted by the Trust on the Airport for such services.

8. Adequate public aircraft and commercial liability insurance sufficient to protect the lessee/operator and the City and Trust from legal liabilities involved.

#### **G. Crop Dusting and Spraying**

Persons seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Trust that:

1. Operator shall inform the Director of Airports and the appropriate control tower, prior to operations, of the date and area to be sprayed or dusted.
2. Suitable arrangements have been provided for the safe storage and containment of hazardous materials/substance or noxious chemical materials including a minimum of a 1,000 sq. ft. of segregated chemical storage area protected from public access that meets all applicable fire codes; no poisonous or flammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
3. The lessee/operator shall have available properly certificated aircraft suitably equipped for the agricultural operation undertaken.
4. The lessee/operator shall make suitable arrangements for servicing, repairing, storing, and parking its aircraft with adequate safeguards against spillage on runways and taxiways or pollution or disbursal of chemicals by wind to other operational areas on the Airport.

## **SECTION VI**

## FACILITY REQUIREMENTS (SASO)

### A. Land and Improvements

1. Facilities shall be constructed by the SASO upon review and approval of the proponent's application and financial capability in accordance with Section II. Facilities shall meet the general requirements in Sections II, V, and VI as applicable.
2. The minimum ground lease shall be:
  - a. Will Rogers World Airport 55,000 Sq. Ft.
  - b. Wiley Post Airport 45,000 Sq. Ft.
  - c. Clarence E. Page Airport 35,000 Sq. Ft.
3. The minimum facilities constructed shall be:
  - a. Hangar:
    1. Will Rogers World Airport 12,500 Sq. Ft.
    2. Wiley Post Airport 10,000 Sq. Ft.
    3. Clarence E. Page Airport 8,000 Sq. Ft.
  - b. Paved Apron:
    1. Will Rogers World Airport 15,000 Sq. Ft.
    2. Wiley Post Airport 10,000 Sq. Ft.
    3. Clarence E. Page Airport 5,000 Sq. Ft.
  - c. Auto Parking: Sq. Ft. as listed below or per City Code, whichever is greater.
    1. Will Rogers World Airport 8,000 Sq. Ft.
    2. Wiley Post Airport 5,000 Sq. Ft.
    3. Clarence E. Page Airport 3,000 Sq. Ft.
4. The facilities shall be constructed to permit the addition of segments or modules if needed and as required for the expansion of the applicant's business, as determined by the Trust.
5. The lease terms and conditions shall permit the applicant to engage only in those specific commercial aeronautical activities as approved by the Director. Any change or expansion in the nature of a SASO's approved commercial pursuits, whether such change necessitates additional facilities or the enlargement of the original facilities or not, will require formal application to the Trust and appropriate lease amendments in compliance with the applicable Minimum Standards.
6. Any person conducting a combination of the specialized operations listed above shall not be required to duplicate the requirements, where the requirements of one activity is sufficient to meet the requirements of a



separate activity, and where one facility can be sufficient to meet both requirements.

7. Subletting and assigning leased space may be allowed with prior written approval from the Trust.
8. All applications for facilities for specialized operations or combinations thereof shall be subject to all other applicable provisions of the Minimum Standards for Aeronautical Activities and Leasing of Land and Facilities at Oklahoma City Airports.

## SECTION VII

### MISCELLANEOUS OPERATIONS

#### A. Executive Hangars

The Trust recognized the need for large hangars and associated facilities to be constructed and sublet to accommodate multiple aircraft in a single hangar. These hangars will be permitted only in specific areas designated by the Director in accordance with each Airport's Master Plan and the following conditions:

1. Submit a written application to lease space pursuant to Section II, B.
2. Facilities will be designed and constructed by the Lessee, and all plans and specifications shall be approved in writing by the Director of Airports prior to construction.
3. Subletting and assigning leased space may be allowed with prior written approval from the Trust.
4. In certain designated areas on the Airport and in accordance with the Airport's rules and regulations, aircraft owners/lessees are allowed to fuel and to provide minor maintenance to their own aircraft, or to obtain fuel from an FBO located on the Airport's premises. Currently, executive hangars may not be constructed in self-fueling areas.
5. Taxiway and utility improvements to the site will be borne by the lessee/operator unless the area under consideration is to be developed by the Trust as a part of an overall capital improvement program for the Airport.
6. Section II, part D of Minimum Standards "Lease for New Construction" shall apply.
7. The minimum facility requirements for Executive Hangars shall be:

a.	Ground Lease	20,000 Sq. Ft	
b.	Hangar and Office	6,000 Sq. Ft	
c.	Aircraft Parking	5,000 Sq. Ft	
d.	Auto Parking	1,500 Sq. Ft	(or per City Code, whichever is greater)
8. Hangars may only be used for aviation-related purposes and no storage of vehicles or other items other than aircraft or for the operation or maintenance of aircraft is allowed.

9. Some locations may be subject to site specific development standards such as the Northeast Hangar Development Standards at Wiley Post Airport.

## **B. Corporate Hangars**

The Trust recognizes the need for the business community to construct their own hangars and associated facilities to accommodate corporate aviation departments and/or operations. Corporate entities will be encouraged to obtain hangar facilities from the Fixed Base Operators. If suitable facilities are unavailable, such hangars will be permitted in specific areas as designated by the Director in accordance with each Airport's Master Plan and the following conditions:

1. Submit a written application to lease space pursuant to Section II, B.
2. Facilities will be designed and constructed by the Lessee, and all plans and specifications shall be approved in writing by the Director of Airports prior to construction.
3. Subletting and assigning leased space may be allowed with prior written approval from the Trust.
4. In certain designated areas on the airport and in accordance with the Airport's rules and regulations, aircraft owners/lessees are allowed to fuel their own aircraft and to provide minor maintenance, or to obtain fuel from an FBO located on the Airport's premises. However, only hangars located in designated self-fueling areas may construct and operate their own self-fueling facilities, and only in accordance with the Departmental Policy No. 08-01, Aircraft Self Fueling Policy at the Oklahoma City Airports or as the same may be amended.
  - a. An entity may not be formed for the express purpose of providing fuel services under this standard.
  - b. Where allowed, the Trust will only approve above ground storage tanks; underground storage tanks are not allowed.
  - c. Only authorized aircraft of the owner/lessee of the hangar may fuel from the self-fueling facilities located on the leased premises.
5. Taxiway and utility improvements to the site will be borne by the Lessee unless the area under consideration is to be developed by the Trust as a part of an overall capital improvement program for the Airport.

6. Section II, part D of Minimum Standards “Lease for New Construction” shall apply.
7. The minimum facility requirements for Corporate Hangars shall be:
 

a.	Ground Lease	20,000 Sq. Ft	
b.	Hangar and Office	10,000 Sq. Ft	
c.	Aircraft Parking	5,000 Sq. Ft	
d.	Auto Parking	1,500 Sq. Ft	(or per City Code, whichever is greater)
8. Hangars may only be used for aviation-related purposes and no storage of vehicles or other items other than aircraft or for the operation or maintenance of aircraft is allowed.
9. Some locations may be subject to site specific development standards such as the Northeast Hangar Development Standards at Wiley Post Airport.

**C. T-Hangars**

Areas for private T-hangar development may be available at Wiley Post Airport and Clarence E. Page.

Persons wishing to lease ground for T-hangars must meet the following requirements:

1. Submit a written application to lease space pursuant to Section II, B.
2. Facilities will be designed and constructed by the Lessee, and all plans and specifications shall be approved in writing by the Director of Airports prior to construction.
3. Subletting and assigning leased space may be allowed with prior written approval from the Trust.
4. No commercial activity or enterprise shall be conducted by the lessee/operator or an individual unit owner, or his assignee, from the hangar(s).
5. No fueling of any kind nor any spark producing activities or open flames shall be permitted in or in conjunction with the hangar operation.
6. Taxiway and utility improvements to the site will be borne by the lessee unless the area under consideration is to be developed by the Trust as a part of an overall capital improvement program for the Airport.

7. Section II, part D of Minimum Standards “Lease for New Construction” shall apply.
8. Minimum facility requirements for T-hangars:
  - a. Wiley Post Airport-- a minimum ground lease of 500,000 square feet and 75% of the ground lease developed as hangar space with a minimum of ten (10) individually partitioned units that are fully enclosed.
  - b. Clarence E. Page Airport – a minimum ground lease of 100,000 square feet and 75% of the ground lease developed as hangar space with no more than ten (10) individually partitioned units that are fully enclosed.
9. Hangars may only be used for aviation-related purposes and no storage of vehicles or other items other than aircraft or for the operation or maintenance of aircraft is allowed.
10. Some locations may be subject to site specific development standards such as the Northeast Hangar Development Standards at Wiley Post Airport.

#### **D. General Aviation Hangars**

The Trust recognizes the need may arise from time to time for the construction of individual stand-alone general aviation hangars for general aviation use, which may be smaller than the requirements set forth for Corporate or Executive Hangars. These small hangars may be less than 10,000 square feet and may only be constructed at Wiley Post Airport or Clarence E. Page Airport. At Clarence E. Page Airport, lots are generally 70’ x 90’.

1. Submit a written application to lease space pursuant to Section II, B.
2. Facilities will be designed and constructed by the Lessee, and all plans and specifications shall be approved in writing by the Director of Airports prior to construction.
3. Subletting and assigning leased space may be allowed with prior written approval from the Trust.
4. In certain designated areas on the airport and in accordance with the Airport’s rules and regulations, aircraft owners are allowed to fuel their own aircraft and to provide minor maintenance, or to obtain fuel from an FBO located on the Airport’s premises.

5. Taxiway and utility improvements to the site will be borne by the Lessee unless the area under consideration is to be developed by the Trust as a part of an overall capital improvement program for the Airport.
6. Section II, part D of Minimum Standards "Lease for New Construction" shall apply.
7. Some locations may be subject to site specific development standards such as the Northeast Hangar Development Standards at Wiley Post Airport.
8. Hangars may only be used for aviation-related purposes and no storage of vehicles or other items other than aircraft or for the operation or maintenance of aircraft is allowed.
9. No commercial activity or enterprise shall be conducted by the operator/lessee or his assignee, from the hangar(s).

## **SECTION VIII**

### **OTHER OPERATIONS**

Any other aeronautical related operations, commercial or otherwise in nature, shall be subject to review under the terms and conditions set forth in Sections II, III, IV, and V. Rental rates and charges may be determined by the Trust upon recommendation of the Director of Airports. Each application shall be considered on its own merit, and the Trust reserves the right to reject any application with or without cause.

## **SECTION IX**

### **AMENDMENT OF STANDARDS**

The Trust shall review the Standards for conducting Aeronautical or Other Related Activities at least every two years and shall recommend such revisions or amendments as shall be deemed necessary under the use circumstances surrounding the Airport to properly protect the health, safety, and interest of the City and the public. Upon approval of any such amendments, the operators of Aeronautical Activities secured hereunder shall be required, within a reasonable time frame, to conform to such amended Standards.



# ATTACHMENT I

## OKLAHOMA CITY DEPARTMENT OF AIRPORTS SCHEDULE OF MINIMUM INSURANCE REQUIREMENTS

Insurance requirements and limits will be determined based on the level of aeronautical activity involved and potential risk to the Airport, but the following are typical limits for the listed types of aeronautical activities.

### A. COMMERCIAL AIR CARRIER AND AIR FREIGHT AVIATION OPERATORS

1. Aircraft Liability  
Combined Single Limit \$ 1,000,000 per person  
\$10,000,000 per occurrence
2. Commercial General Public Liability and Property Damage  
Combined Single Limit \$1,000,000 per person  
Any number of bodily injury or property damage claims arising out of a single act, accident, or occurrence \$10,000,000 per occurrence
3. Hangar Keeper's Liability \$1,000,000 each occurrence
4. Worker's Compensation and Employer's Liability per State law limits
5. Automobile Liability  
Property Damage \$100,000 per person  
Bodily Injury \$175,000 per person  
Combined Single Limit \$1,000,000 per occurrence

### B. COMMERCIAL NON-AIR CARRIER OPERATORS (FBO, SASO, or other Aeronautical Commercial Operators)—Limits may depend on level of commercial operations

1. Aircraft Liability \$1,000,000 per occurrence
2. Commercial General Public Liability and Property Damage  
Property Damage \$100,000 per person  
Any number of bodily injury or property damage claims arising out of a single act, accident, or occurrence \$10,000,000 per occurrence  
Combined Single Limit \$1,000,000 per occurrence  
  
All such Commercial General Public Liability Insurance shall include coverage for hazardous material/substance spills of at least \$10,000,000 per occurrence.
3. Hangar Keeper's Liability \$1,000,000 per occurrence

- 4. Worker's Compensation and Employer's Liability per State law limits
- 5. Automobile Liability
  - Property Damage \$100,000 per person
  - Bodily Injury \$175,000 per person
  - Combined Single Limit \$500,000 per occurrence

**C. EXECUTIVE HANGARS, CORPORATE HANGARS, T-HANGARS**

- 1. Worker's Compensation and Employer's Liability per State law limits
- 2. Commercial General Public Liability and Property Damage
  - Property Damage \$100,000 per person
  - Bodily Injury \$175,000 per person
  - Combined Single Limit \$1,000,000 per occurrence
- 3. Automobile Liability
  - Property Damage \$100,000 per person
  - Bodily Injury \$175,000 per person
  - Combined Single Limit \$1,000,000 per occurrence
- 4. Aircraft Liability \$1,000,000 per occurrence
- 5. Hangars Keepers \$1,000,000 per occurrence
- 6. Property Insurance All Risk; full replacement

**D. GENERAL AVIATION HANGARS**

- 1. Commercial General Public Liability and Property Damage
  - Property Damage \$100,000 per person
  - Bodily Injury \$175,000 per person
  - Combined Single Limit \$1,000,000 per occurrence
- 2. Property Insurance All risk; full replacement

**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?<br>If yes, attach a statement naming the bonding company, date, amount, and reason. | [ ]        | [ ]       |
| B. Has any principal ever been declared bankrupt?<br>If yes, attach copy of Petition.   | [ ]        | [ ]       |
| C. Has any principal been convicted of a felony?<br>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](http://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\_\_\_\_\_.
- 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.

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 [wrwabusinessproperties@okc.gov](mailto:wrwabusinessproperties@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: \_\_\_\_\_

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) \_\_\_\_\_