

Provide FAA Registry N Number(s):



**Application To Do Business**

Return this completed application to: Manager, Properties and Concessions, Sheri Rider,  
Tulsa Airports Improvement Trust, P.O. Box 581838, Tulsa, OK 74158-1838 or  
SheriRider@tulsairports.com

Use this form to request consideration of a business venture or a change in existing agreement at Tulsa International Airport (TUL) or Tulsa Riverside Airport (RVS). Complete the blocks with the appropriate information; mark blocks "N/A" when they do not apply to your request. Continue on separate sheets if additional room is required. Indicate which airport :

*Type or print application clearly.*

**1. APPLICANT INFORMATION**

Name : \_\_\_\_\_  
Name of individual completing this application

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number(s): office \_\_\_\_\_ cell \_\_\_\_\_

Fax Number : \_\_\_\_\_

E-mail: \_\_\_\_\_

**If applying as a business or other legal entity, complete the following:**

Name of Company/Business: \_\_\_\_\_

President/Partner(s): \_\_\_\_\_  
\_\_\_\_\_

Address for Legal Notice - Street Address - No P.O. boxes, unless you also provide street address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of business entity \_\_\_\_\_ State of formation \_\_\_\_\_

Describe present business:  
\_\_\_\_\_

**Have you or any interested parties in this application ever:**

- Filed bankruptcy?**                    \_\_\_ Yes   \_\_\_ No  
**Been evicted?**                        \_\_\_ Yes   \_\_\_ No  
**Had any credit problems?**        \_\_\_ Yes   \_\_\_ No

If the answer to any of the preceding questions is Yes, explain (attach additional sheets if necessary):

**2. PURPOSE OF APPLICATION (check one):**

**LAND LEASE:** All persons wishing to construct improvements at the Airport must first enter into a land lease for a suitable parcel. Return this form to the Contracts Administrator, who will initiate the Lease approval process, which will include approval or disapproval by the Airport Board.

**FACILITY LEASE:** All persons wishing to occupy space in the terminal building at the Airport must first enter into a Facility Lease. Return this form to the Contracts Administrator, who will initiate the Lease approval process, which will include approval or disapproval by the Airport Board.

**LICENSE:** All persons conducting activities on either airport for financial gain must first enter into a license agreement. Return this form to the Contracts Administrator, who will initiate the License approval process.

**CHANGE TO EXISTING AGREEMENT:** All persons wishing to make changes to an existing agreement must first submit a written request. Return this form to the Contracts Administrator, who will initiate the Lease approval process, which will include approval or disapproval by the Airport Board.

**3. NATURE OF PROPOSED BUSINESS: Check all activities proposed to be conducted. TAIT Leasing Policy and Minimum Standards are available on the website at [www.flytulsa.com](http://www.flytulsa.com).**

A. 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 (list) \_\_\_\_\_
- \_\_\_ Other (list) \_\_\_\_\_

B. Airline Operations:

- Air Carrier or Air Taxi Operations
- Transportation of cargo and/or mail
- Other (list) \_\_\_\_\_
- Other (list) \_\_\_\_\_

C. On-Demand Flying Services:

- Aerial photography or survey
- Agricultural operations (crop-dusting)
- Aircraft Charter or any purpose
- Aircraft Rental to the public
- Corporate Flight Department
- Flight School
- Sightseeing flights
- Aerial advertising
- Ground school or Flight examiner
- Other (list) \_\_\_\_\_
- Other (list) \_\_\_\_\_

**4. PROPOSED TERM (standards are identified in the TAIT Leasing Policy):**

Indicate the proposed date of commencement of the activity: \_\_\_\_\_

Indicate the proposed term of the activity: \_\_\_\_\_

**5. BUSINESS REQUIREMENTS:**

A. Building/Facility Requirements: State the type and size of land/building/facilities/office needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting etc. If new construction, describe the estimated cost of any such structure and the means or method of financing such construction or acquisition of facilities. **If applicable, attach a site plan and/or drawings.**

B. Will any part of the operations of this business require the storage, use of or transport of volatile, hazardous or toxic chemicals or waste on Airport Property? \_\_\_\_\_ Yes \_\_\_\_\_ No

C. Ownership: List all persons or companies that will own an interest in the proposed business, (include financial institution information if applicable).

Name: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## SUPPORTING DOCUMENTS

The following is a list of additional information that may be requested after initial submittal of the application. When submitted, all information will be required to be typed or printed legibly.

Three (3) business references

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

Certificate of Insurance

Oklahoma Aircraft License

Proof of authorization to do business in the State of Oklahoma

Other: \_\_\_\_\_

**Please mail this application to:  
Contracts Administrator  
Tulsa Airports Improvement Trust  
P.O. Box 581838  
Tulsa, OK 74158-1838**

**OR**

**Drop-off this application to:  
Contracts Administrator  
Airline Terminal Building  
7777 Airport Drive, Suite A-211  
Tulsa, OK 74115**

**OR**

**e-mail  
SheriRider@tulsaairports.com**