

# APPLICATION FOR LEASE AGREEMENT

## WICHITA AIRPORT AUTHORITY

Any entity (e.g., person, firm, partnership, company, corporation, LLC, association, etc.) desiring to engage in an aviation-related business at Wichita Dwight D. Eisenhower National Airport or Colonel James Jabara Airport by leasing existing facilities or leasing land on which to construct new facilities, shall submit written application to [WAAProperties@wichita.gov](mailto:WAAProperties@wichita.gov) using this form. The entity, referred to hereafter as “applicant,” shall submit the information as requested on the application and thereafter shall submit any additional information that may be required to properly evaluate the application and facilitate an analysis of the prospective operation. The information provided will be verified and used during the vetting process. An application must include information necessary for a meaningful assessment of the applicant’s prospective operation and capabilities, and to determine whether or not the prospective operation will comply with all applicable regulatory measures, and be compatible with the Wichita Airport Authority’s (WAA) leasing, planning and development policies, and Minimum Standards for Aeronautical Activities if applicable.

The Director of Airports shall make a reasonable effort to review and act upon an application within 30 days of receiving a complete and acceptable application. A letter documenting acceptance or denial will be provided to the Point of Contact listed on the application.

An application and the information contained within will remain confidential to the fullest extent permitted by the Kansas Open Records Act. The City of Wichita, and by extension the WAA, asserts the applicable exceptions to disclosure found in the Act, such as protection of economic development proposals, attorney-client privileged information, trade secrets, etc. However, it should be understood that information related to the applicant can become public in the course of public meetings, requests from the public of correspondence or email communication, media announcements, etc. Refer to the current statute (K.S.A. 45-221) for a complete listing of exceptions and instances in which they apply.

**APPLICATION**

Please complete each field. State N/A or None, where applicable.

Date of submission:

**CONTACTS**

1. Point of Contact:

Name:

Address:

Business Phone Number:

Cell Phone Number:

Email Address:

2. Representative for **Certification Statement**:

Name:

Position:

Address:

Business Phone Number:

Cell Phone Number:

Email Address:

3. Additional Comments:

**REQUESTED LEASE**

4. Identify airport:

5. Identify the building (by address) or parcel of land (by parcel number):

6. Identify the desired lease start date:

7. Identify the desired lease duration:

8. Additional Comments:

**PROPOSED USE**

9. Describe the proposed aviation-related use:

10. Describe the experience of the ownership group in the proposed use:

11. Describe the experience of the management group in the proposed use:

12. Does the proposed use require airfield access?

Yes

No

13. Will aircraft be stored on the premises?

Yes

No

Identify number and type of aircraft:

14. Are above-ground fuel storage tanks requested?

Yes

No

Identify proposed fueling activity:

Self-fueling as defined by the Airport Compliance Manual Order  
5190.6B Retail fueling as a Fixed Base Operator

Underground storage tanks are not allowed

15. Are sub-tenants anticipated in the first year of the lease?

Yes

No

16. Additional Comments:

**APPLICANT INFORMATION**

17. Provide applicant's legal name:

18. Provide applicant's FEIN number:

19. Provide applicant's organizational structure:

20. State in which applicant is organized:

21. Year organization was formed:

22. For each member of the ownership group having greater than 10% interest, list legal name and percent of ownership in the applicant:

<b>Ownership Group Member</b>	<b>% Ownership</b>

Check if additional listing attached

23. For each member of the management group, list legal name and position within the organization:

<b>Management Group Member</b>	<b>Position</b>

Check if additional listing attached

24. List each business entity in which any member of the ownership group or the management group currently has or has had at least 10% ownership in the last 10 years:

<b>Member</b>	<b>Associated Business Entity</b>	<b>% Ownership</b>

Check if additional listing attached

25. Additional Comments:

**DISCLOSURES**

For the purposes of this **Disclosures** section, the term “Party” includes the applicant, the ownership group members, the management group members, and the associated business entities reported in the above **Applicant Information** section.

26. Identify the involved Party and provide the most recent documentation reflecting the status of any court action, delinquent taxes, warrants, liens, levies, garnishments, or bankruptcies in the last 10 years. State N/A or None, where applicable.

<b>Party</b>	<b>Event</b>	<b>Attached</b>

Check if additional listing attached

27. Identify the involved Party and provide the most recent documentation reflecting the status of any felony charges, indictments, diversions, plea agreements or convictions in any U.S. jurisdiction in the last 10 years. State N/A or None, where applicable.

<b>Party</b>	<b>Case</b>	<b>Attached</b>

Check if additional listing attached

28. Additional Comments:

**ADDITIONAL INFORMATION FOR  
NEW DEVELOPMENT**

29. Proposed acres of land requested:

30. Proposed square feet (approximate) of improvements, as applicable:

- Building footprint
- Vehicle parking
- Aircraft apron
- Other (describe)

31. Proposed building height:

32. Provide a site plan reflecting as much detail as possible (ex. proposed location of improvements on the parcel, proposed roadway access, proposed airfield access, etc.):

Attached

33. Proposed start date for construction:

34. Anticipated construction duration:

35. Probable funding sources for total development cost:

- Financial institution/lender/investor:
- Entity cash on hand:
- Grants/Incentives:
- Other:
- Other:

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Estimated total development cost:

Evidence documenting the availability of funding may be requested.

36. Additional Comments:

## Certification Statement

By allowing submission of this application by the Point of Contact, the applicant's Representative identified above:

1. Certifies he or she is duly authorized to submit this application on behalf of the applicant.
2. Certifies that to the best of his or her knowledge and belief, the information being submitted is true and correct and that there are no omissions of material facts or information that render any response false or misleading and there are no misstatements of fact in any of the responses.
3. Certifies that the applicant is in compliance with all applicable laws, regulations, ordinances and orders of public authorities.
4. Certifies that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with any of its creditors.
5. Understands that the contents of this application and any subsequent material submitted will remain confidential to the fullest extent permitted by the Kansas Open Records Act.
6. Authorizes the Director of Airports and his/her agents to conduct a due diligence background investigation based on the application, including but not limited to criminal history checks, reference checks, obtaining information from the FAA and other agencies or airports, credit checks and financial investigations, as appropriate. The applicant's Representative, applicable ownership group member or applicable management group member shall execute all forms, releases, or discharges required to conduct such background investigation.

## **DENIAL OF APPLICATION**

The Director of Airports reserves at all times the right to accept or deny an application utilizing commonly acceptable business analysis. Applications may be denied for one or more of the following reasons, among others:

1. The applicant, ownership group, or management group does not meet qualifications, standards, and/or requirements established by WAA policies, including Minimum Standards for Aeronautical Activities.
2. The applicant's proposed operations or construction will create a safety hazard or have a detrimental operational effect on the Airport system.
3. The approval of the application will require the expenditure of WAA funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss or hardship to WAA.
4. No appropriate or adequate space is available on the Airport to accommodate the activity of the Entity.
5. The proposed operation, development, and/or construction is not in reasonable conformity with the spirit, intent, and overall objectives of the current airport master plan, Airport Layout Plan (ALP), or applicable development documents.
6. The development or use of the area requested will unduly interfere with the operations of any tenant at the Airport.
7. The applicant has supplied false information, or has misrepresented any material fact in the application or supporting documents, or has failed to make full disclosure on the application.
8. The applicant, any ownership group member, or any management group member has a record of violating any WAA rules, regulations, policies, or procedures, or the rules and regulations of any other airport, any related Federal rules and regulations, or any other rule, regulation, law or ordinance applicable to this or any other airport.
9. The applicant, any ownership group member, or any management group member has defaulted in the performance of an agreement with the WAA or an agreement at any other airport.
10. The applicant does not provide documentation of having the finances necessary to undertake the proposed development.
11. The proposed activity is inconsistent or incompatible with the WAA's mission, goals, or objectives, or any policies, laws or regulations, or FAA grant assurances.

## **APPEAL OF DENIAL**

Should an application be denied by the Director of Airports, the applicant may appeal to the Wichita Airport Advisory Board (WAAB), whose decision will be final.