



# APPLICATION FOR LEASE

Submit completed application to:

[WAAProperties@wichita.gov](mailto:WAAProperties@wichita.gov)

Incomplete applications will not be processed.

The Wichita Airport Authority (WAA) will evaluate operational capability, financial responsibility, regulatory compliance, and compatibility with airport policies and Minimum Standards.

## General Information

Authorized Representative (Certification Signatory)	Point of Contact
Name: _____	Name: _____
Title: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

## Applicant Information

Legal Name of Entity: \_\_\_\_\_

FEIN: \_\_\_\_\_ Organizational Structure: \_\_\_\_\_

State of Organization: \_\_\_\_\_ Year Formed: \_\_\_\_\_

## Ownership

For each member of the ownership group having greater than 10% interest, list legal name and percentage of ownership:

Ownership Group Member	% Ownership

How did you hear about WAA leasing opportunities?

Please specify: \_\_\_\_\_



## Proposed Use

Description of aviation-related activity:

Airport:            Eisenhower Airport            Jabara Airport  
Applies to:        Existing Facilities (building, hangar, office, etc.)            New Development

## Lease Request/Development Proposal

*Complete for Existing Facilities*

Preferred Location - Address (if known): \_\_\_\_\_  
Minimum Square Footage required: \_\_\_\_\_  
Office Area (SF): \_\_\_\_\_  
Hangar (SF): \_\_\_\_\_  
Warehouse (SF): \_\_\_\_\_

*Complete for New Development*

## Land Requested/Proposed Improvements

Airfield access required?    Yes    No  
Parcel identification (if known): \_\_\_\_\_ Proposed acreage: \_\_\_\_\_  
Building footprint (Proposed SF): \_\_\_\_\_ Site plan attached (required)  
Other improvements: \_\_\_\_\_  
**Project Budget** - Estimated total development cost: \_\_\_\_\_

## Certification

The undersigned certifies that the information provided is true and complete and authorizes WAA to conduct appropriate due diligence, including financial and background review.

All application materials will remain confidential to the extent allowed by the **Kansas Open Records Act (K.S.A. 45-221)**. Certain exceptions may apply, such as disclosures in public meetings, correspondence, media announcements, or other legal obligations, but WAA will protect sensitive information like trade secrets, economic development proposals, and attorney-client communications whenever possible.

Authorized Representative Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_



## Leasing with the Wichita Airport Authority

Any person or entity (e.g., firm, partnership, corporation, LLC, association) wishing to conduct an aviation-related business at **Wichita Dwight D. Eisenhower National Airport** or **Colonel James Jabara Airport**—either by leasing existing facilities or land to build new facilities—must submit a completed application using this form to **WAAProperties@wichita.gov**. Incomplete applications will not be processed. Additional information may be requested to fully evaluate the prospective operation.

Applications must provide sufficient detail to assess the applicant's capabilities, regulatory compliance, and compatibility with Wichita Airport Authority (WAA) leasing, planning, and development policies, including Minimum Standards for Aeronautical Activities, if applicable. The Director of Airports will make reasonable efforts to review and act on complete applications within 30 days, and a letter of acceptance or denial will be sent to the applicant's listed contact.

## Rent Methodology Overview

### General Principles

WAA establishes rental rates in a manner that ensures compliance with applicable federal grant assurances, reflects fair market value, and maintains consistency, transparency, and equitable treatment among similarly situated tenants.

### Existing Facilities

Rental rates for existing buildings, hangars, offices, and other improvements may be established based on one or more of the following: market comparison data, independent appraisal, airport rate studies, and comparable facility benchmarking.

Annual escalations may be applied in accordance with WAA policy.

### New Development

Rent for tenant-constructed improvements may be calculated as follows:

- Land Rent - published rate starts at lease commencement.
- Leasehold Improvement Rent - appraised rental value based on approved drawings, starting one year after lease commencement.
- Leasehold Improvement Rent Credit - Full leasehold improvement rent credit for up to 15 years.

Annual escalations may be applied in accordance with WAA policy.

### No Guarantee of Rate

Submission of an application does not establish, guarantee, or imply approval of any specific rental rate. Rental terms are subject to negotiation, formal approval, and execution of a lease agreement.



## 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 reasons, including but not limited to:

1. The applicant, including its ownership or management, fails to meet WAA qualifications, standards, or requirements; has a history of noncompliance, violations, or default; or has provided false, misleading, or incomplete information or omitted material facts.
2. The proposed activity, development, or construction would create a safety hazard, interfere with airport operations or tenants, or is otherwise incompatible with the efficient operation of the Airport.
3. The proposed activity is inconsistent with the Airport Master Plan, Airport Layout Plan (ALP), WAA policies or mission, or applicable laws, regulations, or FAA grant assurances; requires the expenditure of WAA resources or results in financial loss or hardship; or cannot be accommodated due to lack of suitable space.

Applicants may request from the Director of Airports reconsideration of a denial of application. Such request must be in writing, based upon new information not contained in the original application, and be made within five business days of the denial.