



Application to Lease Property & Facilities

Use this form to request a lease agreement or a change in existing agreement at Beverly Regional Airport (BVY). 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.

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): _____

Legal Notice Address: _____

Identify the type of business entity:

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 Airport Director, who will initiate the Lease approval process, which will include approval or disapproval by the Commission/City Council.

FACILITY LEASE: All persons wishing to occupy space in an existing building at the Airport must first enter into a Facility Lease. Return this form to the Airport Director, who will initiate the Lease approval process, which will include approval or disapproval by the Commission/City Council.

LICENSE: All persons conducting activities on either airport for financial gain must first enter into a license agreement.

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 Airport Director, who will initiate the Lease approval process, which will include approval or disapproval by the Commission/City Council.

3. NATURE OF PROPOSED BUSINESS: Check all activities proposed to be conducted.

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. 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 :

Indicate the proposed date of commencement of the activity: _____

Indicate the proposed term of the activity: _____

5. APPLICATION FEE:

In order to cover the administrative and legal review required for a lease application, the actual costs for review will be reimbursed to the airport. The airport may require some or all of the anticipated review fees to be paid in advance including a \$500.00 for a sublease and \$1000.00 for a new lease, which, will be used towards the full actual costs of the lease review.

6. 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: _____

Signature and date of submission

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
- Other: _____