



# ARLINGTON MUNICIPAL AIRPORT EXHIBIT "C" - LEASE OR SUB-LEASE APPLICATION

Use this Application Form to request a Lease of Land, Facilities, or Approval to Sub-lease at the Arlington Municipal Airport. Complete all blocks with the appropriate information; mark blocks "N/A" when they do not apply to your request, and continue on separate sheets if additional room is required. The City of Arlington reserves the right to request additional information from an applicant.

**1. INITIAL THE LEASE OR LEASES FOR WHICH YOU ARE APPLYING:**

\_\_\_\_\_ 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 Manager who will initiate the review process, which will include approval/disapproval by the City Council.

\_\_\_\_\_ COMMERCIAL HANGAR LEASE: All persons wishing to occupy a City-owned commercial hangar at the Airport must first enter into a lease for the hangar. Return this form to the Airport Manager who will initiate the review process, which will include approval/disapproval by the City Council.

\_\_\_\_\_ SUB-LEASE FOR COMMERCIAL OPERATION

Lessor's Name \_\_\_\_\_

Address \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Business Phone: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

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

If applying as a business or other legal entity:

Business Name: \_\_\_\_\_

d.b.a. \_\_\_\_\_

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

\_\_\_\_\_

Type of Business

Partnership       Sole Proprietor  
 Corporation       S Corporation

Year of Incorporation \_\_\_\_\_

President/CEO/General Manager: \_\_\_\_\_

Other owners:

| % Ownership |  |  |  |
|-------------|--|--|--|
|             |  |  |  |
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**3. FACILITY REQUIREMENTS:** For land development, include the approximate square footage of apron, hangar, office, etc. and the approximate cost of construction. Otherwise, describe the existing facilities to be occupied, through direct lease, sublease, or purchase of a leasehold interest. Include the address of the property and description of any remodeling, or construction to be completed.

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Attach any supporting information, conceptual drawings, surveys, elevations, etc.

**4. FOR LAND DEVELOPMENT - LEASE TERM REQUESTED:**

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Options: Number \_\_\_\_\_ Length \_\_\_\_\_

**5. ACTIVITIES PROPOSED:** Individuals and businesses should thoroughly review the Arlington Municipal Airport's General Aviation Primary Management and Compliance Documents (PMCDs), which include the Airport's Minimum Standards, Rules and Regulations, etc. Provide a description of the proposed commercial activity by answering the questions below. New businesses should attach a business plan. **Any variance between the proposed activities and provisions in the PMCDs should be highlighted in the proposal, and the applicant must provide a justification for the discrepancy.**

**Customer Services:**

- \_\_\_\_\_ Transportation services, such as rental cars, shuttle buses, and taxis
- \_\_\_\_\_ Other (list): \_\_\_\_\_

**Air Services:**

- \_\_\_\_\_ Cargo Operations by aircraft
- \_\_\_\_\_ Other air transportation services or patrol activities
- \_\_\_\_\_ Sightseeing flights
- \_\_\_\_\_ Other (list): \_\_\_\_\_

**Aircraft Support Services:**

- \_\_\_\_\_ Aircraft manufacture, maintenance, repair and storage (as defined by the FARs)
- \_\_\_\_\_ Aircraft painting and/or washing using chemicals
- \_\_\_\_\_ Aircraft major and minor repair and maintenance
- \_\_\_\_\_ Manufacture, repair, or reconditioning of either new and/or used aircraft and/or parts
- \_\_\_\_\_ Specialized repair services for aircraft appliances or aircraft components
- \_\_\_\_\_ Warranty or guarantee service or supply
- \_\_\_\_\_ Preventive Maintenance for aircraft
- \_\_\_\_\_ Sales, leasing, financing, insuring and/or brokerage of aircraft, aircraft parts, or other aeronautical items
- \_\_\_\_\_ Storage of aircraft and parts
- \_\_\_\_\_ Line Services
- \_\_\_\_\_ Other (list): \_\_\_\_\_

**On-Demand Flying Services:**

- \_\_\_\_\_ Air Taxi or Charter Operations
- \_\_\_\_\_ Aerial photography or survey
- \_\_\_\_\_ Aircraft rental to the public
- \_\_\_\_\_ Corporate Flight Operations
- \_\_\_\_\_ Other (list): \_\_\_\_\_



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**Flight Instruction:**

- \_\_\_\_\_ Pilot instruction conducted independently of an FAR Part 141 certified flight school
- \_\_\_\_\_ Pilot Schools conducted in accordance with FAR Part 141
- \_\_\_\_\_ Other (list): \_\_\_\_\_

**6. TOXIC OR HAZARDOUS CHEMICALS/SUBSTANCES:** Those subject to regulation, permitting, and inspection by the EPA or Texas Commission on Environmental Quality (TCEQ), to be used/stored on the leasehold or other location on the Airport:

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**7. NUMBER OF EMPLOYEES, AND ANY THAT WILL REQUIRE FAA, EPA, OR TCEQ CERTIFICATION OR LICENSURE:**

| Number of Full-time Positions | Number of Part-time Positions | Position Description | Type of License or Certificate Required |
|-------------------------------|-------------------------------|----------------------|---|
|                               |                               |                      |   |
|                               |                               |                      |   |
|                               |                               |                      |   |
|                               |                               |                      |   |
|                               |                               |                      |   |

**8. AIRCRAFT TO BE BASED AT THIS AIRPORT (Required for FAA Database):**

| Class | Category | N Number | Proposed Use |
|-------|----------|----------|--------------|
| _____ | _____    | _____    | _____        |
| _____ | _____    | _____    | _____        |
| _____ | _____    | _____    | _____        |

**9. HOURS OF PROPOSED OPERATION.**

- Monday: \_\_\_\_\_ or  24 HOURS      Friday: \_\_\_\_\_ or  24 HOURS  
 Tuesday: \_\_\_\_\_ or  24 HOURS      Saturday: \_\_\_\_\_ or  24 HOURS  
 Wednesday: \_\_\_\_\_ or  24 HOURS      Sunday: \_\_\_\_\_ or  24 HOURS  
 Thursday: \_\_\_\_\_ or  24 HOURS      Holidays: \_\_\_\_\_ or  24 HOURS

**10. EVIDENCE OF FINANCIAL/OPERATIONAL RESPONSIBILITY** Applicant desiring a land lease or commercial facility lease must provide:

1. Evidence of general financial responsibility, from a bank or from such other source that may be readily verified through normal banking channels;
2. Evidence of financial capability to initiate operations, for the construction of buildings, improvements and appurtenances, and the ability to provide working capital to carry on the contemplated operation, once initiated;



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3. Statement of past experience in the specified aviation services proposed to be provided at the Airport with a statement setting forth personnel to be used for the operations and resume of said personnel;
4. List of other airports where the owner/applicant and management team have been employed or owned businesses; and
5. Record of any insolvency or bankruptcy proceeding, by any listed owner, in any past business relationships.

**11. AMOUNT AND TYPES OF INSURANCE COVERAGE TO BE OBTAINED.** (Minimum Insurance Requirements are provided in the Arlington Municipal Airport’s General Aviation Primary Management and Compliance Documents.)

| Type of Insurance | Minimum Amount Required | Policy Amount |
|-------------------|-------------------------|---------------|
|                   |                         |               |
|                   |                         |               |
|                   |                         |               |

Return this form to the Airport Manager for processing, with the following attached:

- Any additional information continued from the application, referenced by question number.
- If sub-leasing, a copy of the sub-lease agreement.
- If operating an FAA-certified business, a copy of the certificate.

Prior to beginning operations, the following must be provided.

- Certificate(s) of insurance, showing the City of Arlington as an additional insured.
- Certificate of Occupancy
- Storm Water Pollution Prevention Protection Plan (SWPPP), if required.

Applications to sub-lease require approval of the Airport Manager. City Council approval is required for land leases and commercial facility leases.

**APPLICANT’S CERTIFICATION:** I hereby affirm that I have read and fully understand the Arlington Municipal Airport’s General Aviation Primary Management and Compliance Documents. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for a lease or sub-lease. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The information and materials submitted herein are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious, or fraudulent statements or representations may be grounds for lease termination.

\_\_\_\_\_  
(Date of Application)

\_\_\_\_\_  
(Printed or typed Name of Applicant)

\_\_\_\_\_  
(Signature of Applicant)