



REQUIRED DOCUMENTS FOR USE AND LEASE FACILITIES

Letter of Intent

1. Name of company and principal representative
2. Address
3. Telephone, fax, email
4. Executive summary of proposed business (1-2 paragraphs)

Business Proposal

- 1) Nature of the company
- 2) Justification of the project and benefit provided to the airport community.
- 3) Experience of business (date, description, volume, references)
- 4) Strategic objectives (financial and market)
- 5) Market Study and/or Analysis of supply and demand - existing and potential market
- 6) Definition of the target market
- 7) Description and list of offering, goods, product, and/or service - the listing must include quality, presentation and product variety
- 8) Air Carrier, Department of Natural and Environmental Resources (Navigation Commissioner) or US Coast Guard Certification
- 9) Number (quantity) of aircraft, registration marking (tail number) and evidence of current registration (if aeronautical)
- 10) Human resources / job creation
- 11) Investment - include costs and expenses of the project
- 12) Direct and indirect economic impact
- 13) Sales projections for the next five (5) years

Design and engineering (new contracts or expansion):

1. Brief narrative of what it proposes including infrastructure requirements (hangar, taxiway extension, installation of antennas, etc...).
2. (Optional) perspective: artistic three-dimensional drawing, generated by computer or manually and in color that expresses the proposed appearance and design of the business.
3. Schematic drawing and space requirements of what is proposed (it doesn't have to be very elaborate; it is only to understand the concept and determine space availability).
4. Proposed location in the Terminal or on the Airfield. If airfield please use a map (not too elaborate, using google is fine).