

# LEASE APPLICATION PROCESS & PROPOSAL REQUIREMENTS

## **Leasing of Facilities at Zephyrhills Municipal Airport**

Any individual, firm, or corporation desiring to lease airport facilities shall be required to submit a written application containing the items specified herein. The City shall review, evaluate, and act upon the application within a period of 90 days from receipt of the completed application following the procedures contained in this section.

### **LEASE PROPOSAL REQUIREMENTS**

The City will not accept, or take action on, a request to lease building space or land area, or a request for assignment of an existing lease, or in any way permit the installation of a commercial activity until after the proposed Lessee, in writing, submits a proposal, which clearly sets forth the scope and type of operations being proposed, including the following:

1. A description of the proposed commercial activity and detailed business plan.
2. The names of all parties owning an interest in the business and those that will be directly responsible for the day-to-day management of the business.
3. The amount of land the Lessee desires to lease.
4. The facilities to be constructed or leased.
5. The services to be offered, hours of proposed operation, number of persons to be employed, and the number of aircraft to be based at the airport.
6. Certificate of Insurance or other satisfactory evidence indicating the capability to obtain coverage as required.
7. Evidence of financial capability (including a current financial statement) to perform and provide the services and facilities proposed.
8. Historical evidence of satisfactory performance of previous similar commercial activity at other locations, including dates and location. Record of any insolvency or bankruptcy proceeding in any past business relationships.
9. Aeronautical qualifications including years experience in proposed operation, past experience in other related activities, and four references.
10. Other information the City may require and specifically request.

## CITY APPLICATION REVIEW AND ACTION

Following receipt of an application for lease of airport facilities, or assignment of an existing airport lease, the City of Zephyrhills Site Plan Review Committee shall evaluate the application(s) on the basis of the items specified in "Lease Proposal Requirements" and develop a ranking of the top three applicants. A background investigation shall be performed for the top three applicants relative to criminal history, immigration status, credit worthiness and past business performance. All fees for the background investigation shall be the responsibility of the applicant(s). The Site Plan Review Committee shall forward the results of the background investigation and ranking of submitted applicants to the Airport Advisory Board which shall make a recommendation for approval or denial to the City Council.

All applications will be reviewed and acted upon by the City within 90 days from the receipt of the application. Applications may be denied for one or more of the following reasons:

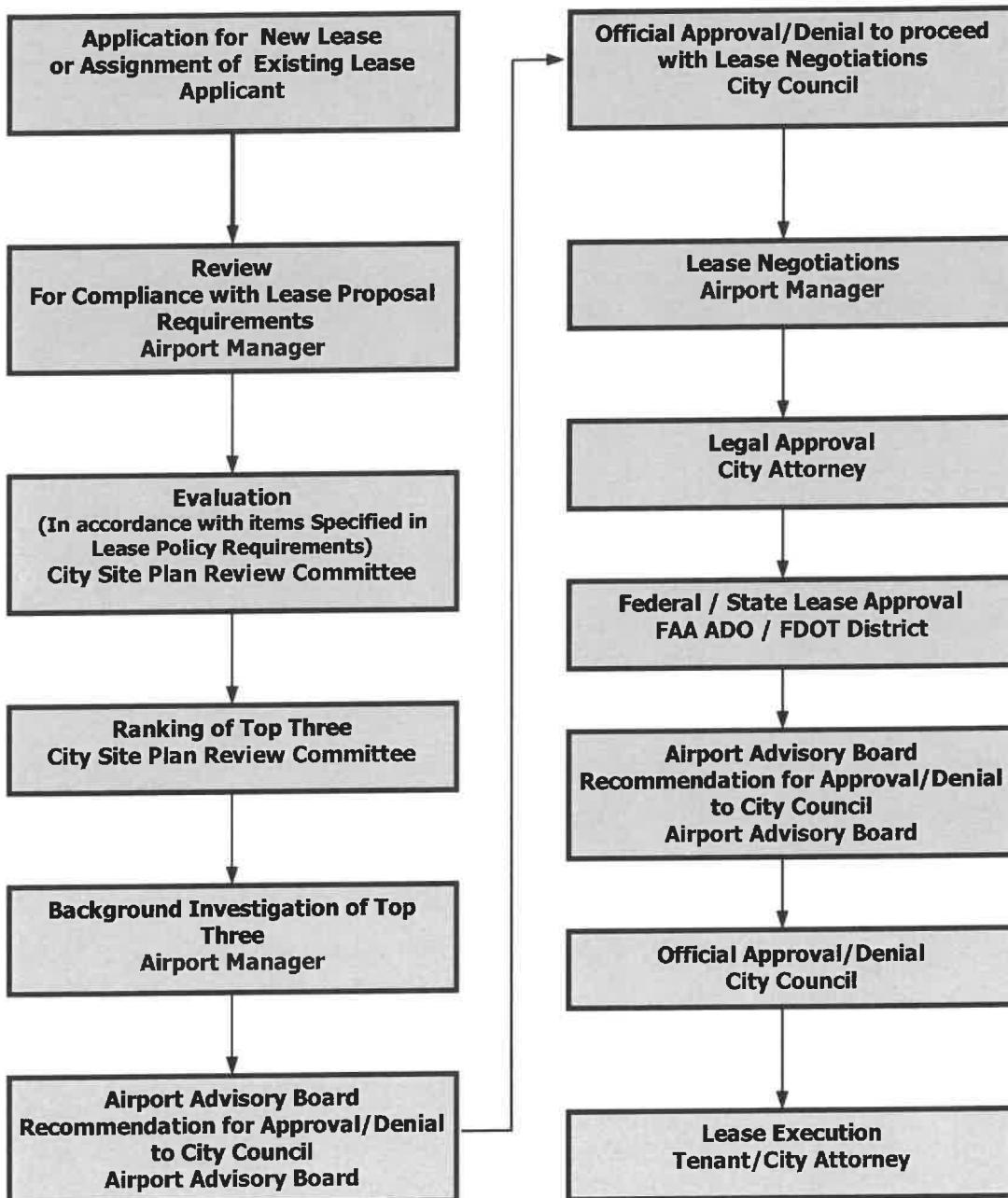
1. The applicant does not meet qualifications, standards and requirements established by Minimum Standards.
2. The applicant's proposed operations or construction will create a safety or security hazard.
3. The granting of the application will require unauthorized expenditure of local funds, labor or materials on the facilities described in, or related to, the application, or the operation will not provide the minimum rate of return specified in the City Lease Policy.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, airport development or construction does not comply with the approved Airport Layout Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in excessive interference with the operations of any existing tenant on the Airport, such as preventing free access and egress, or will result in depriving, without the proper economic study, an existing tenant of portions of its leased area in which it is operating.
7. A party applying, or having an interest in the business, has supplied false information, or has misrepresented a material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. A party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or any other rules and/or regulations applicable to this or any other Airport.
9. A party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City or any lease or other agreement at any other airport.

10. A party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the City to provide and maintain the business to which the application relates, and to promptly pay amounts due under the lease.
11. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
12. The applicant has committed a crime, or violated a local ordinance, rule, or regulation, which adversely reflects on its ability to conduct the operation applied for.
13. Any other reason that would result in an activity deemed not consistent with City Policy, or not be in the best interest of the City of Zephyrhills or National and/or Florida Aviation System.

# Lease Application / Proposal Process

90 Days from Receipt of Application

*"The City shall review, evaluate, and act upon the application within a period of 90 days from receipt of the completed application following the procedures specified in the City Lease Policy."*



Source: Airports USA, Inc. 2002