



APPLICATION CHECKLIST

COMMERCIAL AERONAUTICAL ACTIVITIES

This checklist is a guide to assist applicants in the Commercial Aeronautical Activities application process. For more information, please reference the Okaloosa County Airports System Minimum Standards for Commercial Activities: Section III. Application for Commercial Aeronautical Agreements.

Step 1. Statement of Interest (Section III.A)

The County will not accept or take-action on a request or application until after the proposed Applicant submits a Statement of Interest in writing which provides:

- *A general overview and scope of the proposed Commercial Aeronautical Activity(ies), including the general area of the Airport in which such proposed activity(ies) shall occur.*
- *Adequate contact information, including the name, mailing address, email address and telephone number.*

Has the Statement of Interest been completed and submitted to the County for review?

Yes. Date Submitted: _____

Move on to Step 2 →

Step 2. Notice/Procurement (Section III.B)

Upon receipt of a statement of interest, or on its own initiative, the Okaloosa County Board of County Commissioners may authorize a request for qualifications or proposals or otherwise select a Commercial Aeronautical Operator through a competitive solicitation.

- *In such event, the Okaloosa County Board of County Commissioners shall issue an RFQ or an RFP to determine whether any other Entity is interested in performing and qualified to perform the same or similar Commercial Aeronautical Activity.*

If this is the determined route, you may discontinue use of this checklist and instead seek out completing a submittal using the County RFQ/RFP process.

RFQ/RFP process determined to not be necessary at this time.

Move on to Step 3 →

Step 3. Written Application (Section III.C)

The written application form is attached. Please complete in full; additional information may be requested by the Okaloosa County Board of County Commissioners or the Airports Director.

- *Complete the written application and reference the minimum standards for additional clarification on requirements.*

Has the Written Application been completed and submitted to the County for review?

Yes. Date Submitted: _____

Has the non-refundable application fee been submitted with the Written Application (reference fee schedule in Minimum Standards Appendix C)?

Yes. Fee Amount: _____

Move on to Step 4 →

Step 4. Supporting Documents (Section III.D)

If requested by the Airports Department, the Applicant shall submit to the Airports Department, together with such other documents and information as the Airports Department or Okaloosa County Board of County Commissioners may request, a written authorization to the FAA and all aviation or aeronautical commissions, administrators, or departments of all states in which the Applicant has engaged in aviation business to supply the Airports Department or Okaloosa County Board of County Commissioners with all information in their files relating to the Applicant or its operation. The Applicant shall execute such forms, releases and discharges as may be requested by any of those commissions, administrators, or departments.



Written Application Form

Complete this form and submit it to the Okaloosa County Airports Department

Applicant Information:

First Name: _____ Last Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Name of Business: _____

Mobile Phone: _____ Business Phone: _____

Proposed Activity(ies):

Description of the scope of the proposed Commercial Aeronautical Activity(ies):

Location and Leasing:

Space or Property seeking to lease: _____

Will this be a sublease? Yes No

If seeking current lease space, please provide a map, to scale, of the amount, configuration, and location of the land or facilities to be subleased from another Entity for the purpose of conducting the Commercial Activity(ies).

Current Lessor/Lessee of property: _____

Will this require new construction? Yes No

If yes, please provide a map, to scale, of the amount, configuration, and location of the land or facilities requested or desired to be constructed or leased from the Okaloosa County Board of County Commissioners.

Personnel:

Names and qualifications of the personnel to be involved in conducting activity(ies). If you need additional space, add names and qualifications to a blank piece of a paper and attach to form. Please also provide copies of the necessary certificates from the FAA or other authority where the same are required for the activity proposed, or demonstration that the Applicant can reasonable obtain such approvals.

Full Name: _____ Qualifications: _____

Full Name: _____ Qualifications: _____

Full Name: _____ Qualifications: _____

Insurance:

The specific types and amounts of insurance proposed in accordance with minimum requirements for the activity(ies). Attach a current Certificate of Insurance (COI) to this application.

Insurance Type: _____ Amount: _____

Insurance Type: _____ Amount: _____

Insurance Type: _____ Amount: _____

Safety and Emergency Plans:

Attach copies of all proposed safety and emergency response plans currently used to this application. Dependent on the nature of the proposed Commercial Aeronautical Activity(ies), a new or updated plan(s) may be required by the Okaloosa County Board of County Commissioners for approval of an operating agreement.

New Construction:

For proposals that require construction on the Airport, attach to this form copies of every Form 7460 that the Applicant or any of its principals has submitted to the FAA for that construction and any determinations the FAA has made with respect to such submission.