



REQUIRED BUSINESS INFORMATION FOR RENOVATIONS OR AMMENDMENTS COMMERCIAL CONCESSIONS, PRIVATE AND OPERATIONAL CONTRACTS

Letter of Renovation Intent (REQUIRED FOR ALL)

- 1) Name
- 2) Contract Number
- 3) Client Number
- 4) Property Number and Location
- 5) Contact information: Address, Phone Number, Fax, e-mail address
- 6) Letter of intent that includes: Executive Summary of Use and/or nature of business and proposal of contract extension (1-2 paragraphs)

Business Proposal (Non-private Use)

- 1) Description and list of offering, goods, product, and/or service - the listing must include quality, presentation and product variety
- 2) Justification of renovation and benefit provided to the airport community
- 3) Definition of the target market
- 4) Air Carrier, Department of Natural and Environmental Resources (Navigation Commissioner) or US Coast Guard Certification
- 5) Human resources / job creation (*if expanding operations*)
- 6) Direct and indirect economic impact
- 7) Sales projections for the next five (5) years

General Aviation and Private Use

- 1.) Proposed use of the facilities
- 2.) Number (quantity) of aircraft, registration marking (tail number) and evidence of current registration.