



Centennial Airport's Minimum Standards for Commercial Aeronautical Activities

PART 4 - APPLICATION CONTENTS AND HEARING PROCESS

Applications to perform any commercial aeronautical activities shall be in writing (either on applicant's own form or one provided by the Authority) and filed with the Authority. The application must demonstrate compliance with all the PART 2, General Requirements and the specific requirements under PART 3, Sections (2) through (12), and must contain the following as defined below: 1) Basic Business Information; 2) Certifications and Experience Information; 3) Financial & Market Information; 4) Insurance and Other Information.

PLEASE NOTE: Consistent with applicable law, financial information you submit may be confidential. If you wish to request that the financial information you submit be kept confidential, you must submit such information in a separate attached exhibit so indicated. Other information submitted as a part of the Application will be made available to the public upon request.

BASIC BUSINESS INFORMATION

- A. Company name, mailing address and telephone number.
- B. Proposed date for commencement of operations and proposed hours of operation.
- C. Type of Business Services to be offered along with copies of any federal or state operating certificates.
- D. Business Location including copies of existing or proposed leases or subleases as well as the following information:
 - 1) For currently or proposed leases or subleases of existing structures or improvements - describe the amount, parcel, size, location of office, hangar (or tiedowns), and automobile parking areas to be utilized solely for applicant's proposed operation;
 - 2) For proposed leases or subleases of unimproved airport areas - describe land to be leased and buildings and improvements to be constructed, together with automobile parking available and required for the proposed operations.
- E. List of the principal owners and key personnel and their signatures.



CERTIFICATIONS & EXPERIENCE INFORMATION

- A. Statement of past experience in the specified aviation business service or commercial aeronautical activity for which the application is made.
- B. Describe personnel to be used, provide experience data and include copies of any applicable federal or state operating licenses or certifications.
- C. List all applicable Federal, State, or local certifications and licenses currently held or to be obtained. Include copies of currently held licenses and certifications.
- D. Describe number of aircraft to be utilized including makes, models, passenger seating capacity, cargo capacity, aircraft registration numbers (n-numbers) and copies of any applicable operating certificates.

FINANCIAL & BUSINESS INFORMATION

- A. Provide a written confirmation of account status and history from bank.
- B. Provide a full description of the proposed nature of the operation. Include all services to be provided, number of persons to be employed, and any expansion plans, etc.
- C. Provide a statement of need for your proposed operation at the airport.
- D. Provide a deposit equal to 50% of the anticipated annual aircraft and/or activity fees. *(Does not apply to activities under Sections 2 and 2.5.)*
- E. Provide the appropriate non-refundable application fee.

PLEASE NOTE:

The Authority reserves the right to ask for additional financial and market information in order to determine whether the operator is reasonably fit, willing and able to discharge its economic obligations to the Airport community. Examples of additional information include but are not limited to market analysis, cash flow, profit and loss projections, financial statements prepared by a Certified Public Accountant, credit reports on the business or each party owning or having a financial interest in the business.

INSURANCE & OTHER INFORMATION

- A. List types and amounts of insurance coverages to be maintained for the proposed operation and provide a Certificate of Insurance evidencing such coverage.
- B. If proposed operation includes rental, sales or flight training, provide a copy of the student/renter insurance disclosure notice as well as evidence that the same notice has been incorporated in any rental agreements.

HEARING ON APPLICATION

- A. Upon receipt of an application and submittal of a nonrefundable application fee, the Executive Director reviews the application for compliance. A public hearing will be scheduled for the Arapahoe County Public Airport Authority Board of Commissioner's consideration.



PLEASE NOTE: Any application which proposes an activity that may affect or change the Airport Purpose will not be allowed to operate at the Airport.

- B. The "Public Hearing" will be scheduled during a regular or special meeting of the Authority Board and notification of the time and place of the hearing will be published at least one time in at least one of the Authority designated publications not less than 10 days before such hearing date.
- C. No public hearing shall be conducted unless the applicant or a duly appointed representative is present.
- D. At the time of the public hearing, the Authority Board shall hear all evidence for and against the application. After due deliberation the Authority Board shall either take the application under advisement until a future public hearing date or render a decision upon the application which shall become a matter of public record.
- E. A public hearing on an application does not imply or express approval by the Airport Authority to operate on the airport. The Authority Board reserves the right to deny any application found to be invalid, incomplete, or contrary to the Airport Purpose.
- F. Proceedings in the nature of Certiorari from a decision of the Airport Authority Board of Commissioners may be made to the District Court of the Eighteenth Judicial District, State of Colorado.

REAPPLICATION

- A. ***No Change in Scope of Business*** - Upon expiration of the term of an Operator's written agreement with the Authority, Operator may reapply to extend such term and such application will be considered by the Board at a Public Meeting (with no public hearing) provided that the Operator has no changes in the scope of the previously approved commercial aeronautical activity; submits an application demonstrating compliance with the Minimum Standards in place at the time of the reapplication; and submits a reapplication fee equal to 50% of the current application fee specified for the activity for which the Operator is reapplying.
- B. ***Changes in Scope of Business*** - Upon expiration of the term of an Operator's written agreement with the Authority, Operator may reapply to extend such term. However, if the Operator intends to change or expand the scope of its commercial aeronautical activities on the Airport, such reapplication will be treated as if a new applicant and will be considered at a Public Hearing. Operator must submit an application demonstrating compliance with the Minimum Standards in place at the time of the reapplication and submit the full application fee specified for the activity for which the Operator is applying.