



Syracuse Hancock International Airport and Syracuse Regional Airport Authority
Application to Do Business

Return this completed application to: Aviation Contracting Officer, Linda Ryan, C.M.,
Syracuse Regional Airport Authority, 1000 Col. Eileen Collins Blvd., Syracuse, NY
13212 or RyanL@syrairport.org

Use this form to request consideration of a business venture or a change in existing agreement at Syracuse Hancock International Airport (SYR). Complete the blocks with the appropriate information; mark blocks "N/A" when they do not apply to your request. Continue on separate sheets if additional room is required.

1. APPLICANT INFORMATION

Name : _____
Name of individual completing this application

Address: _____

Phone Number(s): Office _____ Cell _____

Fax Number: _____

E-mail: _____

If applying as a business or other legal entity, complete the following:

Name of Company/Business: _____

President/Partner(s): _____

Legal Notice Address: _____

Identify the type of business entity:

EIN #: _____

D-U-N-S#: _____

Describe present business: Have you or any interested parties in this application ever:

Filed bankruptcy? _____ Yes _____ No

Been evicted? _____ Yes _____ No

Had any credit problems? _____ Yes _____ No

If the answer to any of the preceding questions is Yes, explain (attach additional sheets if necessary):

2. PURPOSE OF APPLICATION (check one):

- LAND LEASE:** All persons wishing to construct improvements at the Airport must first enter into a land lease for a suitable parcel. Return this form to the Aviation Contracting Officer, who will initiate the Lease approval process which may include approval or disapproval by the Airport Director and/or the SRAA Board.
- FACILITY LEASE:** All persons wishing to occupy space in the terminal building at the Airport must first enter into a Facility Lease. Return this form to the Aviation Contracting Officer, who will initiate the Lease approval process, which may include approval or disapproval by the Airport Director and/or the SRAA Board.
- LICENSE:** All persons conducting activities on either airport for financial gain must first enter into a license agreement. Return this form to the Aviation Contracting Officer, who will initiate the License approval process, which may include approval or disapproval the Airport Director and/or the SRAA Board.
- CHANGE TO EXISTING AGREEMENT:** All persons wishing to make changes to an existing agreement must first submit a written request. Return this form to the Aviation Contracting Officer, who will initiate the Lease approval process, which may include approval or disapproval by the Airport Director and/or the SRAA Board.

3. NATURE OF PROPOSED BUSINESS: Check all activities proposed to be conducted.

A. Aircraft Support Services

- Aircraft Storage
- Aircraft Painting
- Aircraft Maintenance (major and/or minor repair)
- Repair or reconditioning of used aircraft
- Aircraft parts sales
- Avionics repair, installation and/or sales
- Aircraft sales, leasing, and/or brokerage
- Sale of aeronautical items/supplies (charts, books, etc.)
- Aircraft Management
- Other (list) _____
- Other (list) _____

B. Airline Operations:

- Air Carrier or Air Taxi Operations
- Transportation of cargo and/or mail
- Other (list) _____
- Other (list) _____

C. On-Demand Flying Services:

- Aerial photography or survey
- Agricultural operations (crop-dusting)
- Aircraft Charter or any purpose
- Aircraft Rental to the public
- Corporate Flight Department
- Flight School
- Sightseeing flights
- Aerial advertising
- Ground school or Flight examiner
- Other (list) _____
- Other (list) _____

D. Facility Lease:

- Office Space in Terminal
- Aviation Handling Provider
- Concessions
- Kiosk
- Vending
- ATM
- Other (list) _____

4. PROPOSED TERM (standards are identified in the SRAA's Commercial General Leasing Policy):

Indicate the proposed date of commencement of the activity: _____

Indicate the proposed term of the activity: _____

5. BUSINESS REQUIREMENTS:

A. Building/Facility Requirements: State the type and size of land/building/facilities/office needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting etc. If new construction, describe the estimated cost of any such structure and the means or method of financing such construction or acquisition of facilities. **If applicable, attach a site plan and/or drawings.**

B. Will any part of the operations of this business require the storage, use of or transport of volatile, hazardous or toxic chemicals or waste on Airport Property? _____ Yes _____ No

C. Ownership: List all persons or companies that will own an interest in the proposed business, (include financial institution information if applicable).

Name: _____ Phone Number : _____

Address: _____

Name: _____ Phone Number : _____

Address: _____

Name: _____ Phone Number : _____

Address: _____

D. Management: List the person who will be managing the operations at the Airport.

Name: _____ Title : _____

Phone Number : _____

Address: _____

Signature and date of submission

SUPPORTING DOCUMENTS

The following is a list of additional information that may be requested after initial submittal of the application. When submitted, all information will be required to be typed or printed legibly.

- Three (3) business references
- Three (3) credit references
- License, permits, or certificates required to conduct this business (i.e. FAA Part 135 Certificate of Air Agency Certificate)
- Business Plan or Pro Forma
- Certificate of Insurance
- New York State Aircraft License
- Proof of authorization to do business in the State of New York
- Other: _____

Please **mail** this application to:
Aviation Contracting Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd.
Syracuse, NY 13212

OR

Drop-off this application to:
Aviation Contracting Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd.
Syracuse, NY 13212

OR

E-mail: ryanl@syrairport.org