

**OCALA INTERNATIONAL AIRPORT
AERONAUTICAL AND NON-AERONAUTICAL DEVELOPMENT INITIAL INQUIRY**

Return this completed application to: Ocala International Airport, Attn: Contracts Administrator 1770 SW 60 th Ave, Suite 600, Ocala, FL 34474 or mgrow@ocalafl.gov
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The City of Ocala invites interested companies or individuals to provide information demonstrating their organizational and financial capability to meet the terms and conditions of a proposed development opportunity at Ocala International Airport.

Opportunities may include:

- **Aviation-related land leases** for aeronautical development within designated airport areas; and
- **Non-aviation land leases or fee simple purchases** for compatible commercial or industrial development on airport owned property.

Submitters are strongly encouraged to familiarize themselves with the existing conditions of the Ocala International Airport and surrounding facilities prior to completing this Inquiry Form. Firms selected for development consideration will have an opportunity to conduct due diligence, including review of sub-surface conditions if construction is proposed. Site access may be coordinated through Airport Operations at 352-857-6505.

This Inquiry Form may also be used to request consideration of a new business venture or modification to an existing agreement. Please complete all applicable sections and mark items “N/A” where not applicable. Additional sheets may be attached as needed.

Please note that the City of Ocala and Ocala International Airport are subject to Florida’s Public Records Law.

To begin the inquiry process, please fill out the following details:

INSTRUCTIONS

1) APPLICANT INFORMATION

- a) Name of individual/contact completing this form
- b) Mailing Address/contact
- c) Phone, email, etc.
- d) Company Name (as registered with the State of Florida and will appear on the agreement)
Provide Type of Entity (Corporation, Joint Venture, Sole Proprietorship, LLC)
 - If not a Florida corporation, provide copy of registration with Florida Secretary of State
 - If the company is a subsidiary corporation, provide name and address of Parent Corporation
 - If Partnership, provide name and address of each Partner and a copy of the Partnership Agreement
- i) Presiding Partners. Provide an organizational chart or list of corporate officers
- j) Provide Legal Notice Address and fictitious names (if applicable)
- k) Name of Authorized Signatory, title and contact information

2) PURPOSE OF APPLICATION

- a) Select the purpose of the application: Land Lease, Land Purchase, Facility Lease, License (Minimum Standards), Change to Existing Agreement.
- b) Provide a summary description of the type of business and/or service presently or to be provided.
- c) Provide a list of your customers or potential customers.

3) Business Background

- a) Number of years in Business
- b) Previous business experience/company if less than five (5) years

4) References

- a) Please provide the name, address, and telephone number of three (3) business references (banks, customers, vendors, etc.)

5) Description of the Proposed Project

- (a). Describe the nature of the proposed project, lease term, amount of land, site plan details, development plan narrative, sketches, drawings, construction timing and costs, etc.
- (b). Provide a business plan narrative detailing how the applicant intends to ensure an adequate level of commitment from potential finance providers, where relevant, and a list of anticipated timelines and milestones to obtain financial commitments. If known, provide the names of the anticipated financiers (i.e. banks, bonds, federal programs, private placements), their proposed involvement (in approximate percentage terms).

6) Supporting Documents: furnish the following supporting documents as evidence of organizational and financial capability to meet the terms and conditions of the proposed lease:

- a) Business Plan – If the proposed use is a new business venture not already located and operating on the Ocala International Airport, a written proposal detailing the nature and operation of the business should be included.
- c) Credit Status – provide a current Dun & Bradstreet report for your business.
- d) Personnel Listing – a listing, with resumes, of key personnel along with a description of their duties and responsibilities.

The City of Ocala reserves the right to request to verify the information provided on this inquiry form and may request additional documentation to be submitted. The submission of an inquiry form does not guarantee, nor does it place any obligation on the City of Ocala to extend, an opportunity to develop or lease property at Ocala International Airport.

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

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 Contracts Administrator, who will initiate the Lease approval process, which will include approval or disapproval by the Ocala City Council.
- ☐ **LAND PURCHASE:** All persons wishing to purchase Non-Aviation property at the Ocala International Airport must enter into a Purchase Agreement with the City of Ocala. Return this form to the Contracts Administrator at the OCF, who will initiate the process. Due to Federal Aviation Administration requirements, the approval process could exceed one year from submittal of inquiry form.
- ☐ **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 Contracts Administrator, who will initiate the Lease approval process, which will include approval or disapproval by the Ocala City Council.
- ☐ **LICENSE (Agreement Under Standards):** All persons conducting aviation activities at OCF for financial gain must first enter into a license agreement. Return this form to the Contracts Administrator, who will initiate the License approval process, which will include approval or disapproval by the Ocala City Council.
- ☐ **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 Contracts Administrator, who will initiate the Lease approval process, which will include approval or disapproval by the Ocala City Council.

Identify proposed type(s) of business entity(s):

Identify market segment or type of customer(s):

3) BUSINESS BACKGROUND: Please provide a summary of your expertise in the proposed business. If less than five years, please provide previous business experience:

4) References: Please provide the name, address, and telephone number of three (3) business references (banks, customers, vendors, etc.)

5) Description of the Proposed Project

On a separate sheet, please provide the following information regarding the proposed project:

- 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 site plan and/or drawings.**
- B. If applicable, what is the proposed lease term (refer to standards in OCF Leasing Policy) and indicate the proposed date of commencement of the activity.
- C. Describe the nature of the proposed project and how the project and/or services to be provided would further the mission and long-term goals of the Ocala International Airport. Click [HERE](#) for the Ocala Airport Master Plan.
- D. Indicate the amount of land, type (aeronautical, non-aeronautical, zoning, etc), and preferred location
- E. Provide a Development Plan narrative to include any conceptual sketches, drawings, etc., estimated period of construction, and estimated project construction costs.
- F. Provide a business plan narrative detailing how the developer intends to ensure an adequate level of commitment from potential finance providers, where relevant, and a list of anticipated timelines and milestones to obtain financial commitments. If known, provide the names of the anticipated financiers (i.e. banks, bonds, federal programs, private placements), their proposed involvement (in approximate percentage terms).

6) Supporting Documents:

Please furnish the following supporting documents as evidence of organizational and financial capability:

- A. Business Plan – If the proposed use is a new business venture not already located and operating on the Ocala International Airport, a written proposal detailing the nature and operation of the business should be included.
- B. Credit Status – provide a current Dun & Bradstreet report for your business.
- C. Personnel Listing – a listing, with resumes, of key personnel along with a description of their duties and responsibilities.
- D. Ownership: List all persons or companies that will own an interest in the proposed business, (include financial institution information if applicable).
- E. Management: List the person who will be managing the operations at the Airport.
- F. License, permits, or certificates required to conduct this business (i.e. FAA Part 135 Certificate of Air Agency Certificate)
- G. Certificate of Insurance

Attestors for City of Ocala / Airport:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attestors for Licensee/Proposer:

Signature: _____

Printed Name: _____

Title: _____

Date: _____