



**Phoenix-Mesa Gateway Airport Authority  
Business Development Office**

# **AGREEMENT APPLICATION PACKET**

Dear Prospective Applicant:

Thank you for your interest in joining the exciting business revolution occurring at Phoenix-Mesa Gateway Airport. In keeping with the Airport Authority's continuing emphasis on Airport development that promotes business opportunity and job growth for our entire East Valley community, we are pleased you are considering lending your voice and efforts to achieving these goals.

This Agreement Application provides a starting point for the leasing of Airport property, or authorizing business entities to conduct regulated business activities within Airport boundaries. The Application's purpose is to introduce you and your company, enable the Airport Authority staff to gain a clear understanding of who you are, the nature of the business or aeronautical activity you would like to conduct here, and how that activity can or will contribute to Airport and community development goals. Please provide all information requested and complete the Application in the most detailed manner possible.

Upon receipt of your completed Application, it will be reviewed for completeness, references will be checked, and a preliminary determination will be made regarding the compatibility of your proposed activities with available Airport resources and development guidelines. This review normally takes one to two weeks. Thereafter, you will be contacted to begin appropriate Agreement deliberations, or advised of any potential deficiencies or omissions that may have been noted. Generally, the entire agreement process, from Application receipt through Airport Authority approval, can take several weeks, depending upon the scope and complexity of your needs.

Throughout the entire Application and Agreement development process, your primary contact will be a staff member within the Business Development Department. Please feel free to contact that staff member at the telephone number above should questions or concerns arise.

Again, we thank you for your interest in Phoenix-Mesa Gateway Airport and look forward to the opportunity to serve and work with you.

Sincerely,

Business Development Department

**Phoenix-Mesa Gateway Airport Authority**  
**AGREEMENT APPLICATION**

*Please use this Application to request any of the agreements specified below. Complete ALL applicable sections and provide all financial and other information, as required. If a particular section does not apply, please mark it N/A. Thank you.*

<b>SECTION I – INTRODUCTION</b>
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- A. GENERAL.** The type of Agreement that's right for you will depend upon the nature of your proposed business activities at the Airport, including any requirements pertinent to renting, leasing, using, or otherwise developing facilities here, or to obtain authorization to operate at or on the Airport.
- B. AGREEMENT TYPES.** There are six types of agreements available to applicants and potential Airport users via this Application:
1. *Property Lease Agreement* – for the leasing and/or rental of buildings, facilities, and land owned and operated by Phoenix-Mesa Gateway Airport Authority (PMGAA), except when such are associated with the airline passenger terminal.
  2. *Terminal Concession Agreement* – for commercial enterprises (persons, business entities and/or organizations), except car commercial rental businesses, offering services to the public within and about the airline passenger terminal with minimal or no exclusive use space needs. Examples can include skycap services, ATM services, shoeshine services, etc. These agreements may or may not be subject to competitive bidding guidelines.
  3. *Terminal Service Agreement* – for commercial enterprises (persons, business entities, and/or organizations) providing contract services to commercial airlines at or in proximity to the airline passenger terminal, and that have no exclusive use terminal space needs. Examples can include businesses involved in aircraft ground handling, cleaning, provisioning, catering, etc. These agreements may or may not be subject to competitive bidding guidelines.
  4. *Operating Agreement* – for non-tenant, commercial enterprises (persons, business entities, and/or organizations) operating from and conducting routine aeronautical activities at the Airport (usually involving aerial flight, but not of a transient or itinerant nature), that are Airport-based, and that occupy facilities or buildings on the Airport that are owned and/or operated by entities other than PMGAA.
  5. *Commercial Use Permit* - for non-tenant, commercial enterprises (persons, business entities, and/or organizations) conducting: 1-regulated business activities on the Airport that do not involve the airline passenger terminal (ex: mobile food vendors); 2-any aeronautical activity subject to environmental regulation (ex: aircraft washing or cleaning); or 3-any commercial business requiring, for any reason, unescorted access to the Airport Air Operations Area (AOA). Presently, the Airport Authority regulates the following service activities at the Airport, but reserves the right to amend this listing at any time: 1-all commercial activities involving the airline passenger terminal; 2-all public commercial activities involving the General Aviation Center; and 3-all mobile food and beverage sales and services.
  6. *Ground Transportation- Shared Ride Shuttle or Limousine/ Livery*

**SECTION II – APPLICANT INFORMATION**

**A. NAME AND TITLE OF PERSON PREPARING APPLICATION:**

Legal Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**B. COMPANY INFORMATION:**

Company Name: \_\_\_\_\_

DBA Name *(if any)*: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address *(if different)*: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Web Site: \_\_\_\_\_

Type of Company *(check appropriate block)*:

- Sole Proprietorship
- Limited Liability Company or Corporation
- General Partnership
- Limited Partnership
- Corporation
- Other *(specify)* \_\_\_\_\_

Company’s primary business activities: \_\_\_\_\_  
\_\_\_\_\_

State where company was formed / organized: \_\_\_\_\_

Year company formed: \_\_\_\_\_

Licensed/authorized to do business in Arizona *(check appropriate box)?*       YES     NO

Comments: \_\_\_\_\_

Company’s Taxpayer Identification Number(s):

Federal: \_\_\_\_\_      Arizona: \_\_\_\_\_

Company’s Dunn & Bradstreet D-U-N-S Number: \_\_\_\_\_

<b>SECTION III – PROPOSED BUSINESS ACTIVITIES/OPERATIONS AT THE AIRPORT</b>
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A. **NATURE AND SCOPE:** *Please describe the activities you propose or plan to conduct at the Airport*

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Do you consider the above aviation-related?       YES       NO

B. **TYPE OF AGREEMENT REQUIRED/DESIRED** *(please check the appropriate box below):*

**Property Lease Agreement** *(also, please provide the additional information below)*

- Office space needs: \_\_\_\_\_ sf
- Industrial space needs: \_\_\_\_\_ sf
- Warehouse space needs: \_\_\_\_\_ sf
- Aircraft hangar space needs: \_\_\_\_\_ sf      Minimum door height: \_\_\_\_\_ ft
- Minimum door width: \_\_\_\_\_ ft
- Other space needs: \_\_\_\_\_ sf      *Please describe below*

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Building Number(s) or Address(es) of buildings/facilities of interest, if any:

- Land area needs, if any, for development or new construction: \_\_\_\_\_ acres

Type of development or new construction proposed, if any: \_\_\_\_\_

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**Terminal Concession Agreement** *(also, please provide the additional information below)*

Specific terminal area requirements, if any: \_\_\_\_\_

**Terminal Service Agreement** *(also, please provide the additional information below)*

Name(s) of airline(s) contracting service: \_\_\_\_\_

**Operating Agreement** *(also, please provide the additional information below)*

Airport address *(leased or rented)*: \_\_\_\_\_

**Commercial Use Permit** *(also, please provide the additional information below)*

Will you require unescorted AOA access *(check appropriate box)*:       YES       NO

**Ground Transportation** *(requires vehicle registration, Insurance)*

**C. RELATED BUSINESS INFORMATION:**

If your business activities are aviation-related and will involve aircraft based at the Airport, please estimate the number and type of aircraft that may or will be involved.

Number:	_____	Type:	_____
	_____		_____
	_____		_____

How many employees and/or contractors (*if any*) do you anticipate working at your Airport location?

Number of Employees:	Year 1: _____	Within 3-Years: _____
Number of Contractors:	Year 1: _____	Within 3-Years: _____

Do you anticipate making any capital investment in facilities or equipment at the Airport and, if so, what do you estimate will be the amount of that investment during the first few years of any potential agreement?

YES. I estimate the amount of investment to be:

For facilities:	\$ _____	Nature ( <i>please describe</i> ): _____
		_____
		_____

For equipment: \$ \_\_\_\_\_

NO, I do not estimate any need for capital investment at this time.

**SECTION IV – REFERENCES (REQUIRED)**

**A. BANKING:**

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

How long doing business (years)? \_\_\_\_\_

**B. LEGAL:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

How long doing business (years)? \_\_\_\_\_

**C. BUSINESS PROPERTY LEASING** *(please provide information for current or last property owner, manager or company where your business is/was located):*

Name of Owner/Manager/Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

How long doing leasing or renting (years)? \_\_\_\_\_

**D. TRADE OR BUSINESS** *(include information for not less than two businesses in which you have or have had ongoing business relationships):*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

How long doing business (years)? \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

How long doing business (years)? \_\_\_\_\_

**SECTION V – NOTICE TO ALL APPLICANTS**

**A. APPLICATION ATTACHMENTS.** All Agreement Applications shall be accompanied by the following:

1. Articles of organization (or similar document recording the company's formation);
2. Arizona and/or location government Transaction Privilege Tax Permit (if appropriate);
3. For aviation businesses required to be licensed by the Federal Aviation Administration under Title 14 CFR to conduct their proposed/planned activities at the Airport, a copy of the cover page of such license showing the company name, license number and license type;
4. Financial/credit information sufficient to demonstrate that applicant has the financial and/or credit resources necessary to operate applicant's planned/proposed business at the Airport for a minimum of six months; (except ground transportation). Such information shall include an audited financial statement covering the most recent 12-month period available. If a new company, sufficient evidence of financial capability is required.

**B. APPLICATION REVIEW CRITERIA.** All Agreement Applications will be reviewed for compatibility and compliance with applicable provisions of the Airport Minimum Standards, Airport Design Guidelines, Airport Layout Plan and Airport Master Plan to ensure that:

1. The applicant's proposed activities, operations or construction plans will not create a safety or environmental hazard on the Airport;
2. Approval of the Agreement Application will not require an undue expenditure of local funds, labor or materials on any facilities described in or related to this Application, and the proposed activities or operations will not result in an undue financial loss to the Airport Authority;
3. There is appropriate space available on the Airport to accommodate the entire activity of the Applicant;
4. Any proposed development or use of any Airport area requested will not result in congestion of aircraft or buildings, and will not unduly interfere with the activities or operations of any present business or operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing fixed base operator area, and does not deprive, without the proper economic study, an existing operator of portions of any leased area in which it may operate;
5. The applicant is sufficiently credit-worthy and responsible, in the judgment of the Phoenix-Mesa Gateway Airport Authority, to provide, maintain or conduct the activities or operations to which this Agreement Application relates, and will promptly pay amounts due under any resulting Agreement; and
6. The applicant possesses the necessary finances to conduct the proposed or planned activities or operations specified in this Application for a minimum period of six months, or for the duration of any resulting Agreement, whichever is less.

**SECTION VI – APPLICANT CERTIFICATIONS**

All applicants shall certify the following statements by checking the appropriate “Yes” or “No” block and signing and dating the Application below. “No” answers require explanation that must be included with this Application.

**By my signature below and as indicated, I hereby certify that:**

STATEMENT	TRUE	FALSE
1. No false information has been supplied, no material fact in the Application or supporting documents has been misrepresented, and full disclosure has been provided on this Application.	<input type="checkbox"/>	<input type="checkbox"/>
2. Neither my company nor I have any record of violation of Federal Regulations, Federal Environmental Regulations or the rules and regulations of this or any other airport.	<input type="checkbox"/>	<input type="checkbox"/>
3. Neither my company nor I have defaulted in the performance of any lease or other agreement at any other airport.	<input type="checkbox"/>	<input type="checkbox"/>
4. Neither my company nor I have committed any crime, or violated any local ordinance, rule or regulation, which adversely reflects on our ability to conduct the planned/proposed activities or operations specified in this Application.	<input type="checkbox"/>	<input type="checkbox"/>
5. We will obtain and maintain the insurance coverage required by the resulting agreement, as specified therein.	<input type="checkbox"/>	<input type="checkbox"/>
6. Neither my company nor I are using or employing the services of a broker in submitting this Application that has not been fully identified and such information included in this Application.	<input type="checkbox"/>	<input type="checkbox"/>

**In addition to the above, I hereby authorize the Phoenix-Mesa Gateway Airport Authority to obtain credit, financial and general information concerning this Application and the planned/proposed activities or operations specified herein from any source, including but not limited to, those listed herein.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you!**