



Gerald R. Ford International Airport Authority

Airport Development Proposal and Business Plan Requirements

A business proposal application submitted to the Authority shall include descriptions of or information required by the following (as applicable):

1. The proposed nature of the business.
2. Name of all principals and/or holding company to include a short resume for all principals and financial backers.
3. Short resume of the manager of the business (if different from above) including this person's experience and background in managing business as similar in nature.
4. List of four references (include name, title, company, telephone number, Email and address).
5. Intended scope of operation and/or development. Include list of services to be offered. Business plan for proposed operation including any market analysis.
6. Number and type of Aircraft that will be provided, if applicable.
7. Equipment necessary and special tooling to be provided, if any.
8. Number of persons to be employed (specify full and part time).
9. Periods (days and hours) of proposed operation.
10. Amount of space/land that will be leased (include preferred location).
11. Construction cost estimate.
12. Construction schedule.
13. List of any prospective sub-tenants and uses.
14. Evidence of financial responsibility to perform project and operation, including audited financial statements prepared or certified by a Certified Public Accountant.
15. A current credit report (from a major credit reporting agency) for each entity owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
16. Preliminary plans, specifications and dates (including construction schedule and a site plan in accordance with the ALP and land use requirements) for any improvements, which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate review procedures of the Board.
17. Proof that the Applicant has or the capability of having the minimum insurance coverages, as specified in Appendix One, by attaching hereto proof of insurance in the form of an "Accord" form, copy of policy binder or other suitable proof of such capability such as an insurance letter of intent.

18. Statement of past work experience in conducting proposed operation and construction.
19. Evidence of projections for the first year and the succeeding four years.
20. Marketing plan to include methods to be used to attract new business (advertising and incentives).
21. Plans for physical expansion, if business should warrant such expansion.
22. A listing of assets owned, being purchased or leased which will be used in the business on the Airport.
23. A written authorization for use by the Authority to the FAA or other applicable entity for any aviation or aeronautics commissions, administrators, departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute all such forms, releases, or discharges as may be required by those agencies.
24. Such other information as the Authority may require.