

**Exhibit 2 to Minimum Standards For Aeronautical Service Providers**

**MILLINGTON REGIONAL JETPORT**  
**APPLICATION TO CONDUCT**  
**AERONAUTICAL SERVICES**

**INSTRUCTIONS:**

Please answer all questions and provide all items and information requested. If any question or item requested is not applicable to you or your proposal, please so indicate. You may attach any additional charts, diagrams, tables, drawings, photographs or other materials if you consider such additions useful for clarity or completeness of your proposal. Please use additional pages for response to questions where necessary or desirable. The purpose of this form is to enable the Authority to determine that the Applicant has met the minimum eligibility requirements for submitting a bid or proposal to become an Operator as set forth in the Minimum Standards for Aeronautical Service Providers at Millington Regional Jetport, adopted by the Millington Airport Authority.

**1. APPLICANT**

A. Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. E-Mail: \_\_\_\_\_

D. Telephone: \_\_\_\_\_

E. Company Website: \_\_\_\_\_

F. Fax Number: \_\_\_\_\_

G. Type of Organization:

- Corporation — Please give State, type of corporation and year of incorporation:
- Partnership or Joint Venture
- Sole Proprietorship

H. Authorization to do Business in Tennessee and Shelby County:

If the Applicant is a corporation, it must submit either (a) if it is a Tennessee corporation, a certificate of good standing signed and dated by the Secretary of State of Tennessee, or, (b) if it is a corporation organized and existing under the laws of another State, a certificate of the Secretary of the State of Tennessee stating that the Applicant is authorized to do business in the State of Tennessee dated within the last sixty (60) days.

If the Applicant is not a corporation, it shall, by its signature or the signature of its authorized representative, certify to the Authority that it is authorized to do business in the State of Tennessee and Applicant shall provide confirmation of Tennessee, county and/or city licenses/permits to conduct business.

2. COMPANY INFORMATION

- A. Letter of Intent. This letter is critical and must accompany the Application. The Letter must detail Applicant's reasons for the proposed expansion/location at the Airport and the anticipated time frame. This letter should be specific regarding the company's decision to locate at the Airport, the projected date for operation start-up, the company's investment broken down into equipment and real property, the type and number of jobs to be created, average hourly wage, over what period of time this will occur, and the company's commitment to provide a specific number of jobs within thirty-six (36) months of project completion. The company must also state that it will abide by Federal equal opportunity requirements and Title VI. Please discuss how the company promotes non-discrimination in its hiring practices and provides benefits to minorities.
- B. Commitment letters for funding. All financing needed for the expansion or location must be disclosed. Sources of financing must be identified and confirmation provided.
- C. Business Plan
- (1) One Page Summary
    - a. Company name, address, and phone number
    - b. Business Description with number of current employees
    - c. Management Description
    - d. Product Description
  - (2) Business History and Future
    - a. History
    - b. Plans for the Future
  - (3) Key Personnel
    - a. Directors and Officers
    - b. Labor Costs for Hourly Employees (hourly wages to be paid)
  - (4) Financial Statements
    - a. The last **two** (2) years balance sheet statements
    - b. The last **two** (2) years profit and loss statements
- D. Marketing Plan
- (1) Market Analysis
    - a. Company's product lines
    - b. Target Markets/Geographic Market Area
    - c. Major Competition
    - d. Two largest Customers with contact and telephone numbers
  - (2) For Contract Businesses – confirmation of existing and/or future contracts

3. EXPERIENCE

- A. If the Applicant has at least five (5) years of experience in offering goods or services of the type covered by the bid or proposal, please attach a brief summary of such experience, including relevant dates, places, and extent of operations and provide a current credit report covering all businesses in which the Applicant has engaged during the past five (5) years of business.
- B. If the Applicant does not have at least five (5) years of such experience, please complete or provide the following:
- (1) Set forth the names and addresses of all persons having a financial interest in the business to be operated by the Applicant at Millington Regional Jetport: (If the Applicant is a partnership or joint venture, the names and addresses of all partners or joint ventures should be provided. If the Applicant is a corporation, please provide the names and addresses of all officers and directors, and of all shareholders owning more than five percent (5%) of any class of stock.)
- (2) A current credit report for all businesses in which the principals have engaged in the past five (5) year period.
- C. Applicant shall provide a summary statement of the types of services (and goods, if any) offered at its primary places of operation; and

4. PERSONNEL PLAN

- A. Applicant shall provide a list of key personnel to be assigned to the Airport and a description of the duties, responsibilities and provide experience of such personnel.
- B. Please describe the employment plan. Include the number of jobs to be created over a thirty-six (36) month period, the total number of jobs anticipated and a time frame for hiring for the proposed aeronautical activity. Include specific information on the proposed number of employee shifts, hours of operation, and method of hiring. If Applicant's proposal includes on the job training opportunities and/or educational opportunities, please explain and quantify. In addition, please discuss how the company promotes non-discrimination in its hiring practices and provides benefits to minorities.

5. PROPOSED DEVELOPMENT OF REAL PROPERTY

- A. Please provide a description of the proposed operation/project. State what your infrastructure or site improvement needs are, how each proposed improvement contributes to achieving the company location or expansion, and any unusual features of the project. Also describe the company investment, broken down into real property and equipment. Please provide copies of any architectural drawings or plans.
- B. Indicate your estimated construction start date and estimated completion date.
- C. Indicate the manner in which you will select an engineering firm and general contractor for the construction of the proposed facility. If such professionals have been retained by Applicant, provide identification, contact information and describe the role of each.
- D. Please indicate your agreement to obtain adequate payment and performance bonds and your agreement to indemnify and hold the Authority harmless from any and all claims in any nature whatsoever arising out of the construction and operation of the facility.  
 Yes     No If no, please explain.

E. Applicant shall provide the names and full contact information for its local contact at the Airport.

6. PROPOSED DEVELOPMENT OF BUSINESS SPACE:

A. Please indicate in as much detail as practicable the specific services and the goods, if any that you propose to offer at the Airport.

B. Please describe your proposed layout of the business, including any imaginative or distinctive features you would intend to utilize. This may include an artist's conception or other graphic representation of the finished space.

C. Please provide your Marketing Program Plan for the first thirty-six (36) months of operation.

7. FINANCIAL INFORMATION:

Each Applicant shall submit:

A. Evidence of financial responsibility in the form of an audited financial statement from a qualified Certified Public Accounting firm for the two (2) prior years.

B. If Applicant is a publicly traded company, its latest annual report.

C. Has Applicant ever had a bond cancelled or forfeited?

YES     NO

If yes, state name of bonding company, date, amount of bond and reason for cancellation or forfeiture.

D. A pro forma statement of the projected results of operations of the proposed business for the first thirty-six (36) months of operations on the Airport, identifying the source of funds to cover any deficits shown in such statement, and a current statement showing the assets, liabilities, and net worth of the Applicant and shall include a list of all assets owned or being purchased which will be used in Applicant's operation at the Airport.

E. Applicant shall provide a statement setting forth the initial capital requirements including, but not limited to, construction costs of the facility (if any), installation costs of necessary infrastructure, installation of a fuel farm (if applicable) and operation costs and shall provide evidence satisfactory to the Authority that such capital requirements can and will be met. Applicant should complete the Project Budget:

PROJECT BUDGET

	Total Cost	Local	Other
Construction			
Construction Inspection			
Engineering Design			
Other Engineering Service <i>(Attach Detail)</i>			
Legal Services			
Acquisition			
Project Contingency			
Administration			
Other			
<b>Total</b>			

F. Has Applicant or any director, principal officer, or owner of ten percent (10%) or more of the stock of Applicant ever been declared a bankrupt?

YES     NO

If yes, state the name of the bankrupt, date of the proceedings, court and disposition.

\_\_\_\_\_

G. Applicant shall provide a tentative price list (or rates and charges) for the services to be offered at the Airport.

8. SUPPORTING DATA AND MATERIALS

Provide any additional material with this Application which would aid in the favorable evaluation of your proposal.

**I authorize** the Authority, the Federal Aviation Administration and the Tennessee Department of Transportation to investigate and verify the information provided and to request and obtain such additional information from other sources relative to Applicant and its principals and principal officers as the Authority may deem necessary in order to fully and properly evaluate this application. **I certify** that all the information provided is true and correct as to the best of my knowledge and I agree to file any and all reports required by the Authority or the State of Tennessee for the period so stated upon approval of this Application.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature