

**NORTH CAROLINA  
GLOBAL TRANSPARK AUTHORITY**



**APPLICATION FOR  
FIXED BASE OPERATIONS AND  
AERONAUTICAL SERVICES**

**Adopted  
April 24, 2013**

**APPENDIX "A" - APPLICATION FOR COMMERCIAL BUSINESSES**

**FIXED BASE OPERATOR/  
SPECIALIZED AERONAUTICAL SERVICES OPERATOR**

**SECTION 1 – COMPANY INFORMATION**

a.	Company Name (As it will appear on the permit. Please specify Corporation, Joint Venture, Sole Proprietorship)	
b.	Corporate Name if 1.(a) is a d/b/a:	
c.	Type of Entity:	
d.	State of Incorporation:	
e.	Date of Incorporation:	
f.	List of corporate officers	

**SECTION 2 – SERVICE PROPOSAL**

Check below the services that the applicant is requesting to provide Airport Tenants/Users and include a business plan giving details of the proposed aeronautical service:

- Full Service Fixed Base Operator
- Specialized Aeronautical Services Operator:
  - Aircraft Maintenance and Repair Services
  - Aircraft Sales
  - Aircraft Rental
  - Aircraft Flight Training
  - Avionics Sales and Service
  - Aircraft Charter and Air Taxi
  - Aircraft Storage/ Hangar Rentals
  - Multiple Service, Other Specialized Aeronautical Services or Flying Clubs (Specify in space provided below)

**SECTION 3 – CONTACT INFORMATION**

a.	Corporate Address:	
	Web Site:	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

b.	Local Address (if different):	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

c.	Authorized Representative:	
	Title:	
	Address:	
	Phone Number:	

	Legal Notice Address:	
--	-----------------------	--

**SECTION 4 – BUSINESS BACKGROUND**

- a. Number of Years in business:
  
- b. Type of Fixed Base Operator and or Specialized Aeronautical Services Operator Aeronautical Service Activities engaged in and number of years for each type (e.g. FBO – 10 years, Aircraft Maintenance - 5 years, etc.)

	Type of Activity	Number of Years	Location (Airport)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**SECTION 5 – REFERENCES**

Please provide the name, address and telephone number of an airport employee who supervised or is otherwise familiar with your activities at each airport where you operated during the past three (3) years (attach additional sheets as necessary):

Reference 1

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 2

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 3

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 4

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

**SECTION 6 – MANAGEMENT EXPERIENCE**

Please submit a resume of the owner or manager who will supervise the activities of the FBO or SFBO at the Airport. Please be ensure that the experience of such owner or manager, including type of experience, number of years of experience and number of years of experience at particular airports are include in the resume:

**SECTION 7 – SPACE REQUIREMENTS**

Indicated the amount, type and preferred location of space needed to support the activity (administrative, operational and other needs):

	Type of Space	Approximate Size (Square Feet)	Preferred Location On Airport
1.	Office		
2.	Breakroom		
3.	Equipment Parking		

4.	Storage (air-conditioned)		
5.	Storage (no air-conditioning)		
6.	Hangar		
7.	Building		
8.	Other (specify)		
9.			
10.			

**SECTION 8 – ADDITIONAL INFORMATION**

- a. The following items must be on hand prior to start of operations:
- A fully executed Agreement with the North Carolina Global TransPark Authority
  - A security deposit
  - Proof of insurance (Insurance Certificate) as required by the type of agreement
  - Copies of all signed contracts between the applicant and airline(s) currently serving North Carolina Global TransPark Authority, together with the required written statement from the airline(s).
- b. Return this completed application, along with the items listed below, to the:

Airport Director  
North Carolina Global TransPark Authority  
3800 NC Hwy 58 N  
Kinston, NC 28504

**OR via email to:**

Rick Barkes – [rbarkes@ncdot.gov](mailto:rbarkes@ncdot.gov)

All Items Outlined in Section 3 of these Minimum Standards.

---

Signature

---

Date

---

Print Name

---

Phone Number

**APPENDIX "B" – BUSINESS PLAN CRITERIA**

1. All services that will be offered should be listed and confirmation of all required certification provided.
2. Amount of land or facility space desired to lease. For available land and facilities, contact Airport Director at (252)523-1351.
3. Building space that is proposed for construction, if any, including the proposed site and floor plans and all existing structures to be leased with any proposed modifications.
4. Number of aircraft that will be provided for each service being offered.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners (5% or more equity) and financial backers and supervisory personnel.
8. Short resume of the manager of the business including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation including a proposed holiday schedule.
10. Amounts and types of insurance coverage to be maintained.
11. Financial projections for the first year by quarter and the succeeding 4 years annualized, including proposed disbursements or payments to the Airport.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.

**APPENDIX "C" – INSURANCE REQUIREMENTS**

Type of Insurance	Minimum Limits	When Needed
Workmen's Compensation	Statutory	Statutory
Aircraft Liability	Risk Analysis	For all owned or lease aircraft General liability
Non-owned aircraft	Risk Analysis	Flying non-owned aircraft (such as dual flight instruction, maintenance flights, ferry flights, pilot service, sales demonstrations)
Airport Premises Liability	Risk Analysis	Airport premises are owned or leased by tenant
Products and Completed Ops.	Risk Analysis	Aircraft Repair, or services, fuel, and oil sales, aircraft sales, avionics repair, aircraft parts and manufacturing
Builders Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold Harmless and indemnification agreement is included in a lease
Property Insurance	Replacement value	Covers physical damage of lease hold premises, damage to premises leased from the airport.
Automobile Liability	Risk Analysis	Owned and non-owned licensed vehicles are driven on the airport premises.
Chemical Liability	Usually statutory	Aerial applicators and fire bombers.
Environmental	Risk Analysis	(Investigate state and federal limits and financial assistance).

**APPENDIX "D" – AIRPORT FEE SCHEDULE**

The North Carolina Global TransPark Authority has developed an Airport Fee Schedule to fully inform parties who wish to utilize the airport of fees charged by the Authority to reflect cost recovery of facilities. Landing fees are applicable to aircraft with a maximum gross landing weight of greater than 30,000 pounds.

**ISO AIRPORT FEE SCHEDULE**

Landing Fees	<u>Signatory Aircraft</u> -Organization or person operating aircraft that leases space at the airport.	\$ .60 per 1,000 pounds
Landing Fees	<u>Non-Signatory Aircraft</u> -Organization or person operating aircraft that do not lease space at the airport.	\$1.00 per 1,000 pounds
Ramp/Tie Down Charges for all areas not under FBO operation	Single Engine Aircraft	\$5.00 per night
	Twin Engine Aircraft	\$10.00 per night
	Jet Engine Aircraft	\$20.00 per night
T-Hangar Rental (10)	Large Hangar (2)	\$225.00 per month
	Small Hangar (8)	\$200.00 per month
Deicing Aircraft	First 25 gallons deicing fluid (type 2)	\$200.00 Base + \$8.50 per gallon
	Deicing fluid use more than 25 gallons	\$12.50 per gallon
Equipment Rental	Fork Lift (small)	\$25.00 per hour + fuel cost
	Fork Lift (large)	\$65.00 per hour + fuel cost (includes operator)
Equipment Rental	Aircraft Tug (small)	\$40.00 per hour + fuel cost
	Aircraft Tug (large)	\$60.00 per hour + fuel cost
Equipment Rental	Tenant Sweeper	\$55.00 per hour + fuel cost (includes operator)
Charter Terminal Fees	Main Air Carrier Terminal	\$300.00 base + landing fees
	Airport personnel-after hour charter operations (minimum 4 hours)	\$50.00 per hour (Minimum \$200.00)
	Airport personnel-after hour charter operations (ARFF standby) (minimum 4 hours)	\$50.00 per hour (Minimum \$200.00)

**APPENDIX "E" – GTP AVIATION SPACE AVAILABILITY**

General Aviation Terminal (GAT)	Approximately 4,112 SF consisting of offices, conference room, pilot lounge.
North Cargo Building – Optional	30,000 SF
Land for Expansion – Optional	3.41 acres adjacent to the GAT
Land for Expansion	Go to <a href="http://www.ncgtp.com">www.ncgtp.com</a> Contact airport director 252-523-1351

**APPENDIX "F" – UPDATES TO MINIMUM STANDARDS**

[Reserved for future use.]