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New Tenant Application Process

The purpose of this procedure is to standardize the application process for operating a business at Jack Edwards National Airport. The procedure consists of three steps, which are outlined below. The procedure also consists of a five-section Application Information Packet, which is provided in the application. The procedure also refers to the City of Gulf Shores Code, Chapter 3 (Airport-Aircraft). It should be noted that both the Application Form and the Code can be accessed on-line, and that the Application Form can be completed on-line. The Form should be emailed to Jerri Thompson, jthompson@jka.us.com.

Step 1: The applicant will complete a Tenant Application packet and submit it to the Airport Manager for consideration. The Airport Manager will review the packet to ensure that the proposed business is consistent with policies set forth in the City of Gulf Shores Code, Chapter 3 (Airport-Aircraft), including as appropriate the provisions of Division 1 (General), Division 2 (Aircraft Operation), Division 3 (Fixed Base Operators), Division 4 (Minimum Requirements for Aeronautical Services), Division 5 (Ground Operations), Division 6 (Security), Division 7 (Safety) and Division 8 (Airport Charges and Fees). The Airport Manager will prepare a memorandum to the Board of Directors of the Airport Authority of the City of Gulf Shores with a recommendation to either approve, approve with modifications, or disapproving the Application.

Step 2: The Airport Manager will submit the packet, along with the Memorandum including any modifications required to the Board of Directors of the Airport Authority of the City of Gulf Shores. The Airport Authority Board of Directors of the City of Gulf Shores will then prepare a Resolution, which will be voted on at the next regular monthly meeting, either approving or disapproving the application.

Step 3: If final approval of the application is granted by the Board of Directors of the Airport Authority of the City of Gulf Shores, legal documents for the Lease, License and Operating Agreement will be prepared by the Airport Authority's legal counsel. This step would not necessarily require a formal meeting of the Airport Authority Board of Directors.