

APPENDIX A

CONROE-NORTH HOUSTON REGIONAL AIRPORT  
MONTGOMERY COUNTY, TEXAS

APPLICATION FOR COMMERCIAL ACTIVITY AUTHORIZATION

Applicant is seeking: (check one)

- Commercial Activity Authorization (required to complete Sections 1, 2, and 4 below)
- Incidental Commercial Activity Authorization (required to complete Sections 1, 3 and 4 below)
- Request for Exemption (required to complete Sections 1 and 5 below)

**Section 1**

Applicant:		
Business or Trade Name (if applicable):		
Authorized Representative:	Title:	
Address:		
City, State, Zip code:		
Phone:	Fax:	Cell:
Email address:		

**Section 2 - Commercial Activity Authorization**

Please provide the following information. Attach additional sheets as necessary to provide complete information. The Airport Director may request additional or alternative information at his/her discretion.

1. Proposed name and nature of the business, including intended services: (business plan may be attached to express the proposed nature of the business):

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- 2. Signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director, corporate officer and manager:


- 3. A current financial statement for business and/or owners. Certification by a Certified Public Accountant may be required.
- 4. A listing of assets owned, expected to be purchased, or leased, which will be used in the operation of business on the Airport.
- 5. A current credit report for each party 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.
- 6. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport for the proposed business. Applicant must comply with all applicable code and permit requirements and the Director’s requirements.
- 7. Evidence of ability to acquire required insurance coverage in the amount(s) required herein.
- 8. A detailed business plan including profit and loss projections for the first five years of operations and the source of capital for start-up and initial operations.
- 9. Résumés of principals and/or proposed on-site management personnel.

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**Section 3 - Incidental Commercial Activity Authorization**

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An Application for Incidental Commercial Activity Authorization may be submitted in lieu of an Application for Commercial Activity Authorization for Commercial Activities performed or provided at the Airport on a one-time or non routine basis, or for specialized, unique, or boutique Commercial Activities in which the Application for Commercial Activity Authorization would be too onerous or burdensome, as determined by the Director. An Application for Incidental Commercial Activity Authorization is not intended to be used for Commercial Activities that are offered or advertised to all general Airport users.

Please provide the following information. Attach additional sheets as necessary to provide complete information. The Airport Director may request additional or alternative information at his/her discretion.

- 1. Name of the person or business providing service: \_\_\_\_\_.

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2. The intended services to be performed, including scope of services:

\_\_\_\_\_

\_\_\_\_\_

3. Anticipated time necessary to perform services: \_\_\_\_\_.

4. Location where intended services will be performed within the Airport:

\_\_\_\_\_

5. Brief statement to demonstrate that services meet aforementioned criteria for Incidental Commercial Activity Authorization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Evidence of insurance providing coverage for damages or loss suffered by the County or other Airport users resulting from the actions or omissions of the person or business performing the intended services. Insurance Coverage for Incidental Commercial Activity Authorization may be either in form of liability insurance coverage provided by the Airport user receiving services, or liability insurance coverage provided by the service provider, in the amount(s) required herein.

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**Section 4 – Notice of Terms**

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The Applicant hereby requests that Montgomery County, Texas grant the privilege of conducting commercial activities on the grounds of the Airport, and in consideration for this privilege request being granted, agrees to the following:

- ✓ Fee Payment: The Applicant agrees to make timely payment of all applicable monthly/annual fees, including applicable interest and penalties without deduction of any kind.
- ✓ Permit Limitations: This permit may not be assigned or transferred, and is limited to only the approved business activity specified herein.
- ✓ Information Changes: The Applicant shall notify the Airport Director in writing within fifteen (15) days of any change in the information provided on this application.
- ✓ Term: Any approval for the business activities proposed in this application shall be effective for one year, except that approval for a business activity conducted in accord with a lease, or other written agreement executed with Montgomery County concerning premises leased for the business activity stated herein, shall be effective for the entire term of said lease or other written agreement, unless revoked earlier by Montgomery County.
- ✓ Compliance with the Law and Lease: The Applicant shall comply with all applicable laws, ordinances, rules and regulations, and shall also abide by the terms and provisions of any lease or other agreement executed with Montgomery County concerning premises leased for the business purpose stated herein.

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- ✓ Compliance with the Airport Rules and Regulations and the Minimum Standards for Commercial Aeronautical Activities. The Applicant acknowledges receipt of said Rules and Regulations and the Minimum Standards and agrees to abide by the terms and provisions therein or as amended.
  
- ✓ Revocation of Authorization: Montgomery County, Texas may immediately revoke any or all privileges granted to Applicant upon the failure of Applicant to abide by the terms of this Application.

I certify that the information contained herein is true to the best of my information and belief.

Application submitted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant's Signature \_\_\_\_\_

Applicant's Printed name: \_\_\_\_\_

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**Section 5 – Request for Exemption**

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A request for exemption may be submitted to seek an exemption from the Minimum Standards for Commercial Aeronautical Activities. A request for exemption is limited to activities that are expressly allowed an exemption under the Minimum Standards for Commercial Aeronautical Activities.

Please provide the following information. Attach additional sheets as necessary to provide complete information. The Airport Director may request additional or alternative information at his/her discretion.

1. Name of the person or business providing service: \_\_\_\_\_.
  
2. The intended services to be performed, including scope of services:  
\_\_\_\_\_  
\_\_\_\_\_.
  
3. Anticipated time necessary to perform services: \_\_\_\_\_.
  
4. Location where intended services will be performed within the Airport:  
\_\_\_\_\_.
  
5. Section(s) of Minimum Standards for Commercial Aeronautical Activities that provide the specific exemption for above activity: \_\_\_\_\_.

The Applicant hereby requests that Montgomery County, Texas grant an exemption from the Minimum Standards for Commercial Aeronautical Activities for the activity specified above, and in consideration for this request being granted, agrees to the following:

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- ✓ Compliance with the Law and Lease: The Applicant shall comply with all applicable laws, ordinances, rules and regulations, and shall also abide by the terms and provisions of any lease or other agreement executed with Montgomery County concerning premises used for the activity stated above.
  
- ✓ Compliance with the Airport Rules and Regulations. The Applicant acknowledges receipt of said Rules and Regulations agrees to abide by the terms and provisions therein or as amended.
  
- ✓ Revocation: Montgomery County, Texas may immediately revoke any or all privileges granted to Applicant upon the failure of Applicant to abide by the terms of this Application.

I certify that the information contained herein is true to the best of my information and belief.

Application submitted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant's Signature\_\_\_\_\_

Applicant's Printed name: \_\_\_\_\_

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**Space Below For County Use Only**

Date Application received: \_\_\_\_\_

Date reviewed by Airport Director:\_\_\_\_\_

Approved by Airport Director: \_\_\_\_\_

Date Application approved: \_\_\_\_\_

Application approved for: (initial one)

Commercial Activity Authorization

Incidental Commercial Activity Authorization

Exemption from Minimum Standards

Disapproved by Airport Director:\_\_\_\_\_

Date Application disapproved and Applicant notified: \_\_\_\_\_