

***Contra Costa County-Airports  
New Business/Development Checklist***

Company \_\_\_\_\_ Reviewed By: \_\_\_\_\_

**Provide Letter of Intent**

- \_\_\_\_\_ Provide the Airport with a Letter of Intent Date: \_\_\_\_\_

**Each proposal must provide a Business Plan that at a minimum includes the following items:**

- \_\_\_\_\_ A list of all services that will be provided.
- \_\_\_\_\_ The amount and type of land/space desired to be leased.
- \_\_\_\_\_ The amount of building space proposed to be constructed.
- \_\_\_\_\_ Airport improvements to be made.
- \_\_\_\_\_ Number and type of aircraft that will be used/provided/serviced.
- \_\_\_\_\_ Equipment and special tooling to be provided.
- \_\_\_\_\_ Number of persons to be employed.
- \_\_\_\_\_ Short resume for each of the owners and financial backers.
- \_\_\_\_\_ Short resume of the manager of the business (if different from above) including this person's experience and background in managing a business of this nature.
- \_\_\_\_\_ Periods (days and hours) of proposed operation.
- \_\_\_\_\_ Evidence of revenue projections for the first and succeeding 4 years.
- \_\_\_\_\_ Methods to be used to attract new business (advertising and incentives).
- \_\_\_\_\_ Amenities to be provided to attract new business.
- \_\_\_\_\_ Engineering plans for physical expansion, if business should warrant such expansion.

**Complete Supplemental Questionnaire and provide Performance Guarantee**

- \_\_\_\_\_ Provide the Airport with Supplemental Questionnaire information
- \_\_\_\_\_ Provide the Airport with a \$25,000.00 "Performance Guarantee" of which \$5,000.00 is non-refundable (Performance Guarantee covers cost for environmental process)
- \_\_\_\_\_ Request CEQA review