



# MANASSAS REGIONAL AIRPORT

## COMMERCIAL OPERATING PERMIT FOR AUTOMOBILE RENTAL COMPANY

### APPLICATION

Type or Print Clearly

Date: \_\_\_\_\_ 20\_\_\_\_

Name: \_\_\_\_\_

*Name of individual(s) applying for permit*

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Street address or P.O. Box, State, Zip Code*

Phone numbers: (     ) \_\_\_\_\_ (     ) \_\_\_\_\_ (     ) \_\_\_\_\_

*Cell*

*Office*

*Home*

PURPOSE OF APPLICATION *(check one)*:

Initial Application: Complete all parts of this application. If any part is not applicable, please use the code "N/A" (not applicable).

Renewal Application: Complete only those portions of this application that have changed since your initial application. Use the code "N/C" (no change) for portions of this application which have not changed.

NATURE OF BUSINESS  Automobile Rental (Office located on Airport Property)

Automobile Rental (Office located off of Airport Property)

Taxicab or Limousine Services

Other \_\_\_\_\_

BUSINESS REQUIREMENTS:

A. Nature of Business: Specify all products and/or services to be offered within the first ninety (90) days of operations:

\_\_\_\_\_  
\_\_\_\_\_

B. Building/Facility Requirements: State the type and size of building/facilities/office needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting, etc.

\_\_\_\_\_  
\_\_\_\_\_

**If applicable, attach a site plan and/or drawings.**

C. Will any part of the operations of this business require the storage, use of, or transport of volatile, hazardous or toxic chemicals or waste on airport property? \_\_\_\_\_.

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

D. Ownership: List all persons or companies that own an interest in the proposed business.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E. Have you, or any interested party in this application, ever filed for bankruptcy? \_\_\_\_\_

F. Have you, or any interested party in this application, ever been convicted of a felony? \_\_\_\_\_

G. Management: List the person who will be managing the operations at the Manassas Regional Airport:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

H. Requirement for Expenditure: Will your business require the Manassas Regional Airport to spend funds or supply labor or materials? \_\_\_\_\_.

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION:**

I certify that I am authorized to sign this application on behalf of the individuals or the Company represented on this application. I also certify that the information provided on this application is true and factual to the best of my knowledge.

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Printed or Typed Name

## SUPPORTING DOCUMENTS

Please provide a copy of:

- A list of the numbers and types of automobiles to be provided
- Certificate of Insurance
- Copy of a City of Manassas Business License (if applicable)
- Automobile Rental Agreement (signed by authorized personnel)

Return this Application to:

Airport Director  
Manassas Regional Airport  
10600 Harry J. Parrish Boulevard  
Manassas, VA 20110

## Commercial Operating Permit Agreement for Automobile Rental Services

Businesses desiring to conduct Automobile Rental services at the Manassas Regional Airport shall comply with the following:

- A. Provide makes and models of vehicles that do not exceed two (2) years of age.
  - B. Maintain rental automobiles in good operating order, free from known mechanical defects, and in a clean, neat and attractive condition, inside and out.
  - C. Maintain such business hours for such periods during each day and such days during each week as may be necessary to meet reasonable demands of the public.
  - D. As used herein, the term “gross receipts” shall mean the total sum of money paid or payable (after any discount specifically shown on the car rental agreement), by the customer to the concessionaire for, or in connection with the use of a vehicle contracted for, delivered or rented by the customer at the Airport, regardless of where payment is made, the vehicle is returned or the rental order was received, plus any sum received from the customer by reason of his acceptance of personal accident insurance.
1. Non-Franchise Tenant businesses desiring to operating as a Rental Car Business shall also comply with the following:
    - a. Pay the Airport three percent (3%) of gross receipts within twenty (20) days following the close of the previous month.
    - b. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be computed. Said statement must be signed by a responsible accounting officer of the Non-Franchise Tenant.
    - c. For the use of ready and return spaces in the Airport’s public use parking lot, there will be a charge of \$10.00 per space per month.
    - d. To make available to the Airport or the city, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and the amounts payable to the Airport.
    - e. Provide insurance coverage in the amounts no less than specified in Appendix B of the airport minimum standards.
  2. Non-Tenant Operators desiring to operate as a Rental Car Business shall also comply with the following:
    - a. Pay the Airport six percent (6%) of gross receipts within twenty (20) days following the close of the previous month.
    - b. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be computed. Said statement must be signed by a responsible accounting officer of the Non-Tenant Operator.

- c. To make available to the Airport or the City, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and amounts payable to the Airport.
- d. To operate no vehicle on Airport premises except to pick up or deliver customers holding reservations with the Non-Tenant Operator or who have returned a vehicle to the Non-Tenant Operator.
- e. While operating on Airport property, stop only in areas designated for use by such vehicles and make no attempt to solicit business in any manner while on Airport property.

I have read and understand the above requirements for operating an Automobile Rental Agency at the Manassas Regional Airport.

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Company Name

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Print Name

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Signature

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Date