



PROCESS TO LEASE A BUILDING

1. Any interested prospect contacts the City Manager, City Commissioners, members of the Airport Commission, or other relevant persons or means and is given the contact information for the City of Douglas Community Development Director.
2. If there is no availability, the interested party will be placed on a waiting list.
3. If availability exists, the interested party will be instructed to submit a proposal to the Community Development Director. The Director will bring the proposal to the attention of the World War II Flight Training Base Committee for consideration.
4. If proposal is approved by Committee, The Community Development Director, who is a member of the World War II Flight Training Base Committee, discusses the proposed project with the prospect, including business needs, facility requirements, and whether an existing building, remodel, or reconstruction is preferred.
5. The Director provides the prospect with an application to begin the leasing process.
6. The prospect completes the application and submits back to the Community Development Director, providing clear details about the nature of the business and the facility's requirements, including space needed for equipment and operations.
7. The completed application submitted by the prospect must clearly outline:
 - The nature of the business and the operations to be conducted.
 - Detailed facility needs, such as space for equipment, storage, and other operational requirements.
 - Confirmation that all equipment and operations will be inside the building and not outdoors.
 - Assurance that the grounds will remain free of extraneous materials, with the exception of parking lot additions and compliant signage.
8. The application is reviewed, and further steps are determined based on the facility's compliance with preservation, safety, and development standards.



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- 9.** If the prospect is interested in using an existing building, the Director arranges a meeting with the City Building Inspector at the desired building to assess the necessary interior changes and determine how they can be made in compliance with building codes.
- 10.** If the prospect wishes to reconstruct a demolished building, they choose a building with the required size and capacity, then prepare blueprints for the proposed interior design.
- 11.** The Director reviews the proposed interior blueprints with the City Building Inspector to ensure compliance with building code requirements and historic preservation guidelines for the exterior of the building.
- 12.** The proposed signage on the building must comply with the City's signage requirements.
- 13.** The Director ensures the application and the proposed use comply with the preservation standards and development options for the area.
- 14.** The lease agreement terms and conditions will be determined by the World War II Flight Training Base Committee. The Committee may seek input from the Airport Commission or its members in structuring the lease.
- 15.** The Community Development Director or the World War II Flight Training Base Committee chairperson/vice chairperson presents the proposed lease agreement to the City Commission. The City Commission reviews the application and proposed lease agreement. Only once the City Commission has approved the lease is the agreement considered official and binding.