Application for Public-use Airport License Renewal

Instructions

Use this application for requests for license renewal for public-use facilities.

☐ Complete Parts 1 and 2.
☐ Provide payment of the $25.00 fee, made payable to the Treasurer of Virginia.
☐ Mail the application, all supporting documents, and fee to the Airport Services Division of the Virginia Department of Aviation.

Part 1: Airport and Applicant Information

Name of Airport: ____________________________
Name of Owner: ____________________________
Address of Owner: ____________________________
Name of Contact Person: ____________________________
Phone for Contact Person: ____________________________
Fax for Contact Person: ____________________________
Email for Contact Person: ____________________________

Parts 2: Applicant Certification

The undersigned submits this application to the Virginia Department of Aviation in accordance with Code of Virginia §5.1-7 and Virginia Administrative Code, Chapter 20 Regulations Governing the Licensing and Operation of Airports and Aircraft and Obstructions to Airspace in the Commonwealth of Virginia, Part III Airports and Landing Areas (24 VAC 5-20-120 et seg). The undersigned certifies that they are the owner or the authorized representative of the owner of the airport for which this license is being sought.

Signature of Owner or Authorized Representative: ____________________________
Title: ____________________________
Date: ____________________________
Phone: ____________________________

Part 3: Virginia Department of Aviation Action (agency use only)

Application received: ____________________________
Renewal fee received: ____________________________
License inspection conducted: ____________________________
License issued or denied: ____________________________