



**MIKE HAGAR**  
SECRETARY

STATE OF ARKANSAS  
GOVERNOR SARAH HUCKABEE SANDERS

DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY MANAGEMENT



**A.J. GARY**  
DIRECTOR

## **Eligibility Application Requirements**

### **Airport Commission**

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information other than what is listed on a case by case basis. Failure to submit all required documentation will result in delay of approval. Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the Senior Official/President/Director/equivalent. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
  - Number of Board positions/members/length of terms
  - Description of service provided to the state
  - Background information about the Association (year formed, etc.)
  - Type(s) of property interested in acquiring
  - Any additional information you wish to provide
  - Please sign at the bottom
3. Proof certifying airport approved for public use (State of Arkansas, Department of Aeronautics)
4. Copy of Ordinance creating Commission

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records. Applications may be submitted to AR FSP via e-mail, fax, or mail. If the applying organization has any questions concerning the required documentation or the application process, please feel free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

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