



IBERIA PARISH AIRPORT AUTHORITY

ACADIANA REGIONAL AIRPORT • LEMAIRE MEMORIAL AIRPORT

1404 Hangar Drive, New Iberia, LA 70560 • 337-365-7202
flyiberiaparish.com

Lease Checklist

TENANT	AIRPORT AUTHORITY	TIME FRAME
<input type="checkbox"/> Completes and submits application to lease with \$2500 application fee	<input type="checkbox"/> Accepts application at next regularly scheduled meeting (second Tuesday of each month)	Within One Month
<input type="checkbox"/> Informed if application is accepted	<input type="checkbox"/> Orders an appraisal, Basic survey and Phase I Environmental Survey	One Month
<input type="checkbox"/> Provided appraisal, Phase I Environmental Survey and Basic Survey Report	<input type="checkbox"/> Meets with tenant to discuss appraisal	One Month
<input type="checkbox"/> Lease terms go to Authority for approval	<input type="checkbox"/> Accepts lease terms and authorizes signature of Chairman at regularly scheduled meeting	Within One Month
<input type="checkbox"/> Tenant and Authority staff review Authority legal counsel and Tenant legal counsel on lease specifics	<input type="checkbox"/> Works with legal counsel	Two Months
<input type="checkbox"/> Sign and Notarize lease	<input type="checkbox"/> Accepts signature of Chariman and Tenant	One Month