



Oklahoma Space Industry Development Authority
121 First Street – PO Box 689
Burns Flat, OK 73624
Phone: 580-562-3500, Fax: 580-562-3499

Please ensure the proposal contains at least the minimum information as detailed below:

Project Name: Enter a concise name that clearly identifies the project scope and use of the property

Project Location: Provide drawings

Contact Information: Indicate the authorized agent that will be copied on correspondence related to the project.

Project Scope: Provide a detailed and thorough description of the project request. This narrative should describe existing conditions, identify what is to be changed, and why the change is taking place. Define the aeronautical uses and any potential non-aeronautical uses of the facility.

Estimated Milestones: Provide a detailed proposed timeline of the associated phasing of necessary construction and improvements along with the estimated costs of each improvement. Phasing will be used to coordinate with any other construction and operations at the airport, therefore, any deviation from these estimates upon potential notice to proceed may be subject to further review and/or coordination depending upon airport activities.

Estimated Construction Costs and Funding Source(s): Provide the estimated cost for the project and source of funds.

Impacts: Identify all possible areas of impact applicable to the project, including but not limited to, AOA, utilities, pavements, building, aircraft and vehicle traffic and environmental.

New Square Footage: Indicate if the project includes adding new building square footage. If yes, indicate the new building area.

Laydown Area: Indicate if a laydown area outside of leasehold will be requested to complete the project. If yes, indicate the approximate area (in square feet) that will be necessary.

Upon receipt of your proposal, OSIDA will review and reach out to you to begin further discussions regarding the proposal.