



AVIATION DEPARTMENT

AIRPARK AIRCRAFT CHARTER AERONAUTICAL BUSINESS PERMIT APPLICATION CHECKLIST

COMPANY/APPLICANT NAME _____ PROPERTY NUMBER-AP _____
DATE _____

ALL APPLICANTS SHALL SCHEDULE A PRE-APPLICATION MEETING WITH THE AVIATION DEPARTMENT REPRESENTATIVE (ADR) BY CALLING 480-312-2321. DURING THE MEETING, THE ADR WILL MARK ALL OF THE REQUIRED ITEMS FOR THE PERMIT THAT IS BEING REQUESTED. AFTER THE INITIAL MEETING TAKES PLACE, IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT ALL OF THE REQUIRED ITEMS. APPLICATIONS THAT ARE INCOMPLETE OR MISSING ITEMS CANNOT BE PROCESSED.

PART 1 – GENERAL REQUIREMENTS

- | REQ'D | REC'D | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Scottsdale Airpark Aeronautical Business Permit Form- The form must be completed in its entirety and signed/dated by the applicant or authorized representative. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Articles of Organization- for the applicant applying for the permit. Applicants must provide <u>one</u> of the following: 1). If the applicant is a corporation, a copy of the articles of incorporation as filed with the Corporate Commission; 2). If the applicant is a limited liability company, a copy of the articles of organization filed with the Corporation Commission; 3). If the applicant is a limited partnership, a copy of the certificate of limited partnership filed with the Secretary of State; 4). If the applicant is a general partnership, a copy of the written partnership agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Documentation Regarding Authorized Representative- If the applicant/authorized representative is not listed on the Articles of Organization, then the applicant must secure a letter from one of the company's officers who is listed on the Articles of Organization. This letter must indicate that the authorized representative is authorized to act on behalf of the company and it must be written on company letterhead. This letter must also contain current contact information for the person who is granting the authority to the representative. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Description of the Scope of Service- Provide a detailed explanation of the intended scope of operations and the types of services to be offered. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. City of Scottsdale Business/Privilege Tax License- The applicant must provide a copy of their Scottsdale Business/Privilege Tax License if the applicant maintains an office in the City and, advertises its location or customers are able to visit the location. An application and proof of fee payment is also acceptable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Aircraft Slot Verification- Aviation Staff will determine whether or not the property has a sufficient number of "slots" to support their Aeronautical activity (see Airpark Rules and Regulations, Section 310). |

PART 2 – AIRPARK MINIMUM OPERATING STANDARDS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Helicopter Operations- If operating helicopters, the applicant must provide a site sketch that depicts a paved helicopter landing/takeoff area meeting FAA standards located outside of the taxilane safety areas, a helicopter parking apron located outside of the taxilane safety area, and be issued a conditional use permit by the City for a heliport. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Proof of property ownership or lease/sublease agreement- Provide a copy of these documents. Include a diagram showing the location on the same site where the aeronautical activity will be conducted, where all the aircraft used in commercial aeronautical activities will be stored, and the location and square footage of on-site office space. Aircraft Charter permit holders must maintain at least 1,000 square feet of enclosed non-hangar gross floor area at the same location that the respective aircraft is hangared. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Direct Access Area or Self-Staged Remote Area Verification- Applicant must provide proof that the property at which they intend to operate from is a Direct Access Area or a Self-Staged Remote Area as defined in the Airpark Minimum Operating Standards, Section 1-1. |

- 10. FAA Certification-**The applicant must provide a copy of a current FAR Part 135 Certificate or provisional FAR Part 135 Certificate, as well as the aircraft identification page from the operating specifications, and a current listing of registration numbers of all aircraft used to provide charter service.
- 11. Proof of Aircraft Ownership –** Provide FAA registration form or aircraft title. Also, provide a copy of the contract between the aircraft owner and the applicant if the aircraft is being leased or managed by the applicant.
- 12. Personnel Qualifications -** Applicants must provide documentation that they employ at least one person with current FAA commercial pilot and medical certificates and ratings appropriate for the operator's flight activities. All flight crews shall be properly rated for the aircraft operated, and the operator shall provide reasonable assurance of the continued availability of qualified operating crews after a reasonable notice period. Applicants must provide a written statement, on company letterhead, acknowledging compliance with this requirement.
- 13. Insurance certificates-** The applicant must provide the certificates and supporting documentation in accordance with Article 4 and attachment A specifically required for this Minimum Operating Standard in the airpark. Attachment A can be found on the airport's website at:
<http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airpark+Insurance+Requirements.pdf>.

PART 3 - ADVISORY ITEMS

- **Fees-**Applicants shall be advised of the following key item(s) that will be necessary to comply with once the permit is approved. The following list includes but is not be limited to.
- **Fee payment-**Aircraft Charter Services will receive an Aeronautical Business Permit monthly payment form from the Aviation Administration office. The monthly fee for aircraft management in the Scottsdale Airpark is:
 - \$100 per piston powered aircraft weighing less than 12,500 lbs. certified max takeoff weight;
 - \$150 per jet/turbine powered aircraft weighing less than 12,500 lbs. certified max takeoff weight;
 - \$250 per any aircraft weighing between 12,500 lbs and 29,999 lbs. certified max takeoff weight;
 - \$350 per any aircraft weighing more than 30,000 lbs. certified max takeoff weight;
 - \$300 annual permit fee for the management or rotor-wing aircraft
 - Monthly fees are due and payable by the 20th day of the month following the month in which services were provided.
 - Late fees will be assessed for payments received after the 1st day of the month.

PART 4 – SIGNATURES

The information provided for this application is certified to be true and correct. The Aviation Coordinator will review the application and all attached documents required by this form. All information shall be submitted and complete prior to approved by the City.

Signature of Applicant **Date**

Approved by:

Aviation Director (or designee) **Date**

INTERNAL USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> Database Entry | <input type="checkbox"/> Issue Payment Form |
| <input type="checkbox"/> INOVAH/Fee Spreadsheet Entry | <input type="checkbox"/> Assign Account Number |

File Paperwork in Property File

Commission Notice

Update Web/Commission documents

Create Certificate

AVIATION DEPARTMENT

15000 N. Airport Drive, Suite 200, Scottsdale AZ 85260 Phone (480) 312-2321 Fax (480) 312-8480