



Aircraft Visiting Airpark Notice

Non-airpark based aircraft must receive approval from Airport Administration prior to entering the airpark. This notice will be approved or denied by Airport Administration and the property owner's authorized representative will be notified via email or fax.

Please complete this form and email Airport Operations at airportops@scottsdaleaz.gov or fax Airport Operations at 480-312-8470 prior to the visiting aircraft's arrival.

If Airport Administration does not approve the visiting request, the aircraft must not park in the airpark.

Airpark Aviation Operator/Host Certification:

The undersigned certifies that they are authorized to sign for the Airpark Aviation Operator hosting the visiting aircraft, and shall indemnify the City pursuant to Chapter 5 of the Scottsdale Revised Code and agrees to abide by all of the provisions stated hereon.

Airpark Operator's Name:	<input type="text"/>	Authorized Representative:	<input type="text"/>			
Contact Phone:	<input type="text"/>	Fax:	<input type="text"/>			
		Email Address:	<input type="text"/>			
Airpark Hangar Address:	<input type="text"/>					
Aircraft Gate Utilized:	<input type="radio"/> Gate 1	<input type="radio"/> Gate 2	<input type="radio"/> Gate 3	<input type="radio"/> Gate 4	<input type="radio"/> Gate 5	<input type="radio"/> Gate 6

Property Owner/Host is responsible for opening the aircraft gate with their aircraft gate access device and escorting their visitor to and from their airpark location.

Visiting Aircraft Information:

Visitor Arrival Date:	<input type="text"/>	Final Departure Date:	<input type="text"/>
Company Name:	<input type="text"/>	Company Phone:	<input type="text"/>
Pilot Name:	<input type="text"/>	Pilot Phone:	<input type="text"/>
Billing Contact:	<input type="text"/>	Billing Phone:	<input type="text"/>
Aircraft Type:	<input type="text"/>	Aircraft N Number:	<input type="text"/>
Purpose of Visit:	<input type="text"/>		

Visiting Aircraft Regulations:

- 1. Aircraft must be parked on an aircraft staging area only, clear of the taxiway safety area.
- 2. Airpark aviation operators are responsible for the actions of their visitors, per Chapter 5 of the Scottsdale Revised Code, Airpark Rules and Regulations, and Airport Minimum Operating Standards.
- 3. Entry into the Airpark is at the risk of the user. City assumes NO liability.
- 4. Visitors may not receive maintenance or fuel within the airpark.
- 5. Visitors may not remain overnight more than ten (10) consecutive days. **A new visiting aircraft notice must be submitted each time the aircraft departs the Airpark location.**
- 6. The aircraft operator will be assessed a fee of \$1.50 per 1,000 lbs. for transient aircraft weighing 12,500 lbs. or greater maximum certificated takeoff weight via credit card for each landing.

Applicant Signature (print name): Date:

By checking this box, I affirm that the information entered above is accurate and that the name typed above represents my official signature.

*Please save the form to your documents, submit the form with an electronic signature to airportops@scottsdaleaz.gov
OR print, sign and return to : 15255 N. Airport Drive, second floor, Scottsdale, AZ 85260*

Staff Use Only

Aircraft Visitor: Authorized Unauthorized Reason:

Remarks:

Airport Staff Approver Signature: Date:

Airport Staff Phone: