



# AVIATION DEPARTMENT

## AIRPARK ACCESS 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"/> | <b>1. Scottsdale Airpark Access Permit Form</b> - The form must be completed in its entirety and signed/dated by the applicant or authorized representative.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2. Articles of Organization</b> -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"/> | <b>3. Documentation Regarding Authorized Representative</b> -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"/> | <b>4. Proof of Property Ownership</b> -Provide a deed or other document that demonstrates that the property is owned by the applicant.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5. Property Owner's Aeronautical Business Permit for Hangar/Shade Leasing Services</b> -Provide a copy of the property owner's Aeronautical Business Permit for hangar/shade leasing services.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5a. Copy of Lease Between Property Owner and Applicant</b> -Provide a copy of the lease between property owner and applicant. That lease agreement must show the dollar amount being charged to applicant for the space and the term of the agreement.   |

### PART 2 – AIRPARK RULES AND REGULATIONS

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6. Slot Requirements</b> - Each hangar facility has a limited number of "slots" or number of aircraft that can be based at that location. An Airpark-based aircraft shall only park at its based location, its "slot". The maximum number of aircraft that may be lawfully based at an airpark hangar/shade/tiedown area is calculated by the number of aircraft that can physically and operationally fit into the hangar/shade/tiedown area at any one time if all based aircraft were present. Applicants must provide a sketch that depicts the layout of the property and all buildings on the site. The sketch does not have to be professionally prepared. Applicants can use an overhead picture of the site by using any internet mapping application. Detailed information regarding the slot program can be found in Airpark Rules and Regulations, Section 310.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>7. Proof of Aircraft Ownership</b> —FAA registration form or aircraft title, also provide a copy of the contract between the aircraft owner and management company the aircraft is managed by the applicant.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>8. Aeronautical Business Permit Determination</b> -The applicant must review the Airpark Minimum Operating Standards to determine whether or not they will be performing any aeronautical activities that require an Aeronautical Business Permit. If the applicant determines that they will not be conducting aeronautical activity as outlined in the Airpark Minimum Operating Standards, the applicant shall state that in a written memo on company letterhead. Furthermore, the applicant must determine whether or not the aircraft involved in the permitting process is being "managed" as outlined in the Airpark Minimum Operating Standards, section 6-4 by another entity or by the applicant themselves. If the aircraft is being staffed, piloted, controlled, and/or scheduled or if the aircraft's records are being kept by anyone other than direct employees of the company that owns the aircraft, then that person(s) must obtain an Aeronautical Business Permit for aircraft management services. If all of the items listed above are being carried out by direct employees of the company that owns the aircraft, then they shall state that in a written memo on company letterhead. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>9. Aeronautical Business Permit</b> - If the applicant does intend to conduct aeronautical business in the Airpark, then skip to #10. The ADR shall verify that the applicant has applied for and received an approved Airpark Aeronautical Business Permit for the aircraft/company that is applying for the Airpark Access Permit.   |

**10. Self-Fueling Permit**-If the applicant is requesting to be based at a facility that has a fuel farm and intends to use it, they must apply for and receive a Self-Fueling Permit.

**PART 3 - ADVISORY ITEMS**

→ **Fees**-Applicants shall be advised of the following key item(s) that will be necessary to comply with once the Airpark Access Permit is approved. The following list includes but is not be limited to.

1. **Fee Payment**-Airpark aircraft operators will receive a monthly billing invoice from the Airport Administration office. The monthly fee for airpark access is; \$17.50 for single engine aircraft; \$22.50 for twin engine aircraft; \$55.00 for turbine/jet aircraft.
2. **Access Device Deposit**-If the based aircraft location is not a direct access site, then a refundable deposit of \$50.00 will be needed for the gate access device. Cash or checks made out to the City of Scottsdale are the only acceptable methods of payment. The deposit cannot be accepted by Aviation Staff until the permit has been approved.

**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"/> Initiate or Change "R" Account |
| <input type="checkbox"/> INOVAH Entry                          | <input type="checkbox"/> Update Airpark Fuel List       |
| <input type="checkbox"/> File Paperwork in Property File       | <input type="checkbox"/> Issue Access Device            |
| <input type="checkbox"/> \$50 deposit received account # _____ |   |

**AVIATION DEPARTMENT**

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