



AVIATION DEPARTMENT

AIRPORT HANGAR/SHADE LEASING AERONAUTICAL BUSINESS PERMIT APPLICATION CHECKLIST

COMPANY/APPLICANT NAME _____

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

- 1. Scottsdale Airport Aeronautical Business Permit Form** - The form must be completed in its entirety and signed/dated by the applicant or authorized representative.
- 2. Articles of Organization** - For the applicant applying for the permit. Applicants must provide one 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.
- 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.
- 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.
- 5. City of Scottsdale Business/Privilege Tax License**- The applicant must provide a copy of their Scottsdale Business/Privilege Tax License. An application and proof of fee payment is also acceptable.

PART 2 – AIRPORT MINIMUM OPERATING STANDARDS

- 6. Description of the Proposed Operating Facilities** - Provide the amount of land, office space, and/or aircraft storage areas required for the operation. Also, if applicable, include a description of any improvements or modifications to be constructed or made to airport property, including construction plans and specifications for any hangars/shades to be constructed, minimum hangar/shade sizes and architectural design plans, estimates and construction timetable. The applicant must also provide documentation regarding their company's financial capability to fund these improvements.
- 7. Proof of Property Ownership or Lease/Sublease Agreement** - Provide a copy of these documents. The documents must prove that the hangar/shade is owned or under operational control of the entity that is applying for the hangar/shade leasing permit.
- 8. Space Requirements** - Each hangar facility has a limited number of aircraft that can be legally based there, based on how many aircraft can fit into a hangar and aircraft cannot be rotated with other aircraft. Detailed information regarding space requirements can be found in Airport Minimum Operating Standards, Section 7-1 (a) 1, (b) and (d).
<http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airport+Minimum+Operating+Standards.pdf>

- 9. Fuel Facility Permit** - If the hangar/shade facility has a fuel farm, the owner or manager will be required to secure a Fuel Facility Permit from the Airport Administration office. Details regarding the process to obtain the permit can be found on the Airport's website at www.scottsdaleaz.gov/airport/forms.
- 10. Aircraft Self Fueling Permit** - If the hangar/shade facility has a fuel farm, each of the individual aircraft owners will also have to secure an Airport and Airpark Self-Fueling Permit. Details regarding the process to obtain this permit can be found on the Airport's website at www.scottsdaleaz.gov/airport/forms
- 11. Current Based Aircraft List** - Provide a list of aircraft that are currently based in your hangar/shade facility. This list shall include; aircraft type, tail number, and the authorized representative's name and telephone number.
- 12. 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. Attachment A can be found on the airport's website at <http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airport+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-** Hangar/shade leasing services will receive an Aeronautical Business Permit monthly payment form from the Aviation Administration office. The fee for hangar/shade leasing on the Scottsdale Airport is:
 - 2.5% percent of gross base hangar rent received for aircraft storage (with such rent at least being equal to current market rate), paid on a monthly basis, for each tenant.
 - An annual permit fee of \$300 in advance for the storage of 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 being approved by the City.

Signature of Applicant **Date**

Approved by:

Aviation Director (or designee) **Date**

INTERNAL USE ONLY

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| <input type="checkbox"/> Database Entry | <input type="checkbox"/> Issue Payment Form |
| <input type="checkbox"/> INOVAH/ Fee Spreadsheet Entry | <input type="checkbox"/> Assign Account Number |
| <input type="checkbox"/> File Paperwork in Property File | <input type="checkbox"/> Commission Notice |
| <input type="checkbox"/> Update Web/Commission Documents | <input type="checkbox"/> Create Certificate |

AVIATION DEPARTMENT
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