



## AVIATION DEPARTMENT

### AIRPORT MOBILE AIRCRAFT WASHING 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

- | REQ'D                    | REC'D                    |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1. Scottsdale Airport Aeronautical Business 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. Description of the Scope of Service-</b> Provide a detailed explanation of the intended scope of operations and the types of services to be offered.  |

#### PART 2 – AIRPORT MINIMUM OPERATING STANDARDS

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5. Aircraft Wash Plan-</b> Provide a detailed wash plan, utilizing the Aircraft Wash Plan template: <a href="http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airport_Wash_Plan.pdf">http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airport_Wash_Plan.pdf</a>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6. MSDS Sheets-</b> The applicant must provide copies of Material Safety Data Sheets for all chemicals to be used during washing operations. All chemicals must be biodegradable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>7. Insurance certificates-</b> Applicants 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: <a href="http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airport+Insurance+Requirements.pdf">http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airport+Insurance+Requirements.pdf</a> |

#### 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 limited to:

- **Fee payment-** Mobile Aircraft Washing services will receive an Aeronautical Business Permit monthly payment form from the Aviation Administration office. The monthly fee for mobile aircraft washing services on the Scottsdale Airport is:
  - The greater of \$25.00 per month or a monthly aeronautical business permit fee of 2.5% of gross income from the operator's sales of all services.
- Monthly fees are due and payable by the 20<sup>th</sup> day of the month following the month in which services were provided.
- Late fees will be assessed for payments received after the 1<sup>st</sup> 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

Database Entry

Issue Payment Form

INOVAH/ Fee Spreadsheet Entry

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