



Dear Airpark Charter Brokerage Aeronautical Business Permit Applicant,

Thank you for your interest in obtaining an Airpark Aeronautical Business Permit for Charter Brokerage Services at Scottsdale Airport. **Some permits may require staff to request additional information in order to determine compliance with Scottsdale Aviation regulatory documents. During the application process, it may be determined that certain applicants may also need to apply for additional permits in order to comply with Scottsdale Airport regulatory documents.** In order to begin the permitting process, please provide the Airport Administration office with the items listed below.

- **Scottsdale Airpark Aeronautical Business Permit Form**-The form must be completely and legibly filled out and signed/dated on the bottom by the applicant/authorized representative.
- **Articles of Incorporation:**
  - If the applicant is a corporation, a copy of the articles of incorporation as filed with the Corporate Commission.
  - If the applicant is a limited liability company, a copy of the articles of organization filed with the Corporation Commission.
  - If the applicant is a limited partnership, a copy of the certificate of limited partnership filed with the Secretary of State.
  - If the applicant is a general partnership, a copy of the written partnership agreement.
- **Documentation regarding Authorized Representative**-If the applicant/authorized representative is not listed on the Articles of Incorporation, then the applicant must secure a letter from one of the company's officers who is listed on the articles of incorporation. 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.
- **Description of the scope of service**-Provide a detailed explanation of the intended scope of operations, including: proposed hours of operation, type(s) of services to be offered, description of the applicant's technical abilities and experience in conducting the proposed activities (include personal references), date on which the business activity will commence.
- **A copy of the applicant's City of Scottsdale Business/Privilege Tax License.**

→ **Current insurance certificate(s) with the following coverages:**

Commercial General Liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 products-completed operations and \$2,000,000 annual aggregate. Such insurance shall contain contractual liability insurance covering applicable leases, licenses, permits, or agreements.

Commercial/business automobile liability insurance for all owned, non-owned and hired vehicles assigned to or used in performance of commercial aeronautical activities in the amount of at least \$1,000,000 per occurrence.

Worker's compensation insurance as required by law and employer's liability insurance in the amount of \$100,000 per accident, \$100,000 disease per person, \$500,000 disease policy limit.

Aircraft liability insurance in the amount of at least \$1,000,000 per occurrence.

All insurance policies cited herein shall contain a waiver of subrogation rights endorsement with respect to the city.

→ **Advisory Items**-Hangar/shade leasing companies shall be advised of the following key items that will be necessary to comply with once the permit has been approved. The following list includes but is not be limited to.

1. **Fee payment**-Charter Brokerage companies will receive a monthly billing invoice from the Airport Administration office. The fee for Charter Brokerage in the Scottsdale Airpark is \$1.00 per 1,000 lbs maximum certified takeoff weight of all aircraft arriving or departing the airport in conjunction with this service.

Please return all of the items listed above to the Airport Administration Office. Application packets with incomplete or missing information will be returned to the applicant without being processed. The Aviation Coordinator assigned to your case will contact you within 2 days after receiving all of the applicable documents to begin the approval process.

Applicants should be advised that Aviation Staff is only authorized to grant temporary staff approval of Aeronautical Business Permits. This initial approval may take up to 10 business days after a complete packet has been received. Final ratification of the permit must be granted by the Airport Advisory Commission (AAC). This final approval process may take up to 45 days to complete and will require the applicant to attend an AAC meeting. Airport Staff will contact you to arrange your appearance at the first available AAC meeting after your packet has received staff approval. If you have any questions regarding this process, please call Airport Administration at (480) 312-2321.

Thank You,

Airport Administration

Enclosures

- (1) Airport/Airpark Rates and Fees Schedule
- (2) Airpark Rules and Regulations
- (3) Airpark Minimum Operating Standards
- (4) Chapter 5 (Aviation Code)

The information in this letter is based on current Scottsdale Airport and Airpark regulatory documents. All such documents, including rules, regulations, minimum operating standards and rates and fees, are subject to change from time to time. In the event of a conflict between this letter and the most current version of the regulatory documents, the regulatory documents will control.