



Dear Airpark Aircraft Charter Aeronautical Business Permit Applicant,

Thank you for your interest in obtaining an Airpark Aeronautical Business Permit for Aircraft Charter 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.
- **Direct Access Area or Self-Staged Remote Area Verification**-Applicant must provide proof that the property at which they intend to operate from is a Direct Access Area or a Self-Staged Remote Area as defined in the Airpark Minimum Operating Standards, Section 1-1.
- **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.
- **Proof of property ownership or lease/sublease agreement**-Provide a copy of these documents. Include a diagram showing the location on the same site where the aeronautical activity will be conducted, where all the aircraft used in commercial aeronautical activities will be stored, and the location and square footage of on-site office space. Aircraft Charter permit holders must maintain at least 1,000 square feet of enclosed non-hangar gross floor area at the same location that the respective aircraft is hangared.
- **Additional office space requirement**-If the applicant does not lease or own the aircraft that is being used for charter services, then they must also lease 100 square feet of enclosed non-hangar gross floor area (office space) at the aircraft storage location.

- **Helicopter Operations**-If operating helicopters, the applicant must provide a site sketch that depicts a paved helicopter landing/takeoff area meeting FAA standards located outside of the taxilane safety areas. The property owner must also have a City Council approved Conditional Use Permit (C.U.P.) to operate a heliport. Applicants should be advised that the process to secure a C.U.P. for a heliport is a very detailed and time consuming process that includes but is not limited to: securing an FAA 7480-1 determination, filing several documents with the City's Planning Department, having the C.U.P approved by the City's Planning Commission and City Council.
- **Personnel Qualifications**-The applicant must provide documentation demonstrating they employ at least one person who holds current FAA commercial pilot and medical certificates and ratings appropriate for the operator's flight activities. All flight crews shall be properly rated for the aircraft operated, and the operator shall provide reasonable assurance of the continued availability of qualified operating crews after a reasonable notice period. The applicant must provide a written statement acknowledging their compliance with this requirement on company letterhead.
- **Aircraft**-Applicant shall provide documentation that proves that they own or lease by exclusive written agreement aircraft currently certified and continuously airworthy. All aircraft shall meet the requirements of the FAA certificate held by the aircraft charter service operator.
- **Slot Program**-Each hangar facility has a limited number of "slots" or number of aircraft that can be legally based there. Slots are not based on how many aircraft can fit into a hangar and aircraft cannot be rotated with other aircraft. Applicants must provide a sketch that depicts the layout of the property and all buildings on the site. Furthermore, the sketch shall list how many square feet of total building space is on the site and how many square feet of hangar space is on 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.
- **FAA Certification**-The applicant must provide a copy of a current FAR Part 135 Certificate or provisional FAR Part 135 Certificate, as well as the aircraft identification page from the operating specifications, and a current listing of registration numbers of all aircraft used to provide charter service.
- **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 a 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**-Aircraft Charter 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**-Aircraft Charter companies will receive a monthly billing invoice from the Airport Administration office. The monthly fee for hangar/shade leasing in the Scottsdale Airpark is \$100 per piston powered aircraft weighing less than 12,500 lbs. certified max takeoff

weight; \$150 per jet/turbine powered aircraft weighing less than 12,500 lbs. certified max takeoff weight; \$250 per any aircraft weighing between 12,500 lbs and 29,999 lbs. certified max takeoff weight; \$350 per any aircraft weighing more than 30,000 lbs. Certified max takeoff weight; \$300 per rotor-wing aircraft.

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.