



Dear Airpark Access Permit Applicant,

Thank you for your interest in obtaining an Airpark Access Permit 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 Access Permit form**-The form must be completely and legibly filled out and signed/dated by the applicant or authorized representative at the bottom of the form.
- ➔ **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.
- ➔ **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.
- ➔ **Proof of property ownership or lease/sublease agreement**-Provide a deed or other proof of property ownership if the applicant owns the hangar at which they are requesting to be based. Also, provide a copy of the lease between property owner and applicant if the applicant does not own the hangar. That lease paperwork must show the dollar amount being charged to applicant for the space.
- ➔ **Property owner's Aeronautical Business Permit for Hangar Shade Leasing**-This item is advisory only. Applicants who intend to rent a hangar should know that their landlord is required to have an Aeronautical Business Permit for hangar/shade leasing. Airport staff must confirm compliance of landlord prior to issuing this permit.

- ➔ **Proof of aircraft ownership**-FAA registration form or aircraft title.
- ➔ **Proof of non-aviation otherwise permitted use**-The Aviation Coordinator will verify that the applicant is conducting a business in the City of Scottsdale that is listed in Section 5.1803 of Appendix B of the Scottsdale revised code. Proof shall include a City of Scottsdale Business Privilege/Tax license and a lease or property deed showing the address of the business. The applicant must occupy at least 1,000 square feet of office space to meet this requirement.
- ➔ **Statement regarding aeronautical business activity**-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 need to be permitted for an Aeronautical Business Activity, they 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 or not. If the aircraft is being staffed, piloted, controlled, 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. 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.
- ➔ **Aeronautical Business Permit**-If applicable, the Aviation Coordinator shall verify that the applicant has applied for and received all appropriate approved Airpark Aeronautical Business Permits for the aircraft/company that is applying for the Airpark Access Permit.
- ➔ **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.
- ➔ **Advisory Items**-Airpark Aircraft operators shall be advised of the following key item(s) 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**-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.

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. Final Approval may take up to 10 business days if all of your submittals are in order. 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.