



Dear Airpark Hangar Shade Leasing Services Aeronautical Business Permit Applicant,

Thank you for your interest in obtaining an Airpark Aeronautical Business Permit for Hangar/Shade Leasing 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 printed on company letterhead.
- **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. The documents must prove that the hangar is owned or under operational control of the entity that is applying for the hangar/shade leasing permit.

- **Aircraft Fueling Permits-** If the hangar facility has a fuel farm, the owner or manager will be required to secure a Fuel Storage Permit from the Airport Administration office. Each of the individual aircraft owners will also have to secure a Self-Fueling Permit. Details regarding the process to obtain these permits can be found on the Airport's website at [www.scottsdaleaz.gov/airport/forms](http://www.scottsdaleaz.gov/airport/forms).
- **A copy of the applicant's City of Scottsdale Business/Privilege Tax License.**
- **Currently based aircraft list-**provide a list of aircraft that are currently based in your hangar facility. This list shall include; Aircraft type, tail number, and the authorized representative's name and telephone number.
- **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.
- **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-**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-**Hangar/shade leasing companies will receive a monthly billing invoice from the Airport Administration office. The fee for hangar/shade leasing in the Scottsdale Airpark is 5% of the gross base hangar rent received for each tenant. This fee must be paid upon execution of a new aircraft storage lease; or upon any amendment or modification of an existing aircraft storage lease; or upon any exercise of option to renew or extension to an existing aircraft storage lease or a continuation of such lease on a month to month basis after expiration of such lease; or the operator's voluntary remission of fees to the City.

2. **Tenant Qualifications**-Hangar/Shade permittees shall be advised that the airpark is regulated to prevent unfair competition to the on-airport service providers. There are various pre-requisites that prospective airpark tenants will need to meet prior to being based in the airpark. The process to base an aircraft in the airpark may take several weeks to complete and there may also be cases where the tenants may not qualify to be based in the airpark. Detailed information regarding these prerequisites is described in Airpark Rules and Regulations, Section 204.
3. **Wingspan Restrictions**-The Airport Director recommends that aircraft only operate aircraft in the areas of the airpark taxilanes consistent with the wingspan restrictions as defined in the Airpark Taxilane Standards.

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 an Aeronautical Business Permit. 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.