



# AIRCRAFT VISITING AIRPARK REQUEST

Non-airpark based aircraft must receive approval from Airport Administration prior to entering the airpark. This notice will be approved or denied by Airport Administration and the property owners authorized representative will be notified via fax or e-mail.

Please complete this form and fax to Airport Operations at (480) 312-8481 at least 24 hours prior to visiting aircraft's arrival.

If Airport Administration does not approve the visiting request the aircraft must not park in the airpark.

Thank you for your assistance.  
Airport Operations (480) 312-8478

## AIRPARK AVIATION OPERATOR/HOST CERTIFICATION

*The undersigned certifies they are authorized to sign for the Airpark Aviation Operator hosting the visiting aircraft.*

Property Owner's Name:	_____	Contact Phone #:	_____
		Fax #:	_____
Authorized Representative's Contact Name:	_____	E-Mail Address:	_____

Airpark Hangar's Physical Address: \_\_\_\_\_

Aircraft Gate Utilized: Gate 1 \_\_\_\_\_ Gate 2 \_\_\_\_\_ Gate 5 \_\_\_\_\_ Gate 6 \_\_\_\_\_

Property Owner/Host is responsible for opening the aircraft gate with their aircraft gate access device and escorting their visitor to and from hangar.

## VISITING AIRCRAFT INFORMATION

Visitors may not remain overnight more than consecutive 3 nights.

Visitor Arrival Date:	_____	Final Departure Date:	_____
Company Name:	_____	Pilot Name:	_____
Company Ph #:	_____	Pilot Ph #:	_____
Aircraft Type:	_____	Aircraft N Number:	_____
Purpose of Visit:	_____		

## VISITING AIRCRAFT REGULATIONS

- ✈ Aircraft must be parked on an aircraft staging area only, clear of the taxilane safety area.
- ✈ Airpark aviation operators are responsible for the actions of their visitors, per Chapter 5 of the Scottsdale Revised Code, Airpark Rules and Regulations and Airpark Minimum Operating Standards.
- ✈ Entry into the airpark is at the risk of the user. City assumes no liability.
- ✈ Visitors may not receive maintenance or fuel while in the airpark.
- ✈ Visitors may not remain overnight more than 3 consecutive nights.
- ✈ The aircraft operator will be assessed a fee of \$1.50 per 1,000 lbs. for transient aircraft weighing 12,500 lbs. or greater maximum certificated takeoff weight.

### For Official Airport Staff Use Only

Aircraft Visitor: Authorized \_\_\_\_\_ Unauthorized \_\_\_\_\_ Reason \_\_\_\_\_

Remarks: \_\_\_\_\_

Airport Staff Approver: Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Airport Staff Phone #: \_\_\_\_\_

Hangar Authorized Representative Name: \_\_\_\_\_

Fax #: \_\_\_\_\_ Date/Time Faxed Back: \_\_\_\_\_

Email: \_\_\_\_\_