# AVIATION DEPARTMENT

## GEMINI AIR GROUP - STORAGE AGREEMENT CHECKLIST

**COMPANY/APPLICANT NAME_____ HANGAR NUMBER _____**

**DATE_____**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT ALL OF THE REQUIRED ITEMS. APPLICATIONS THAT ARE INCOMPLETE OR MISSING ITEMS CANNOT BE PROCESSED.

### PART 1 – GENERAL REQUIREMENTS

| Req | Rec | |
|---|---|---|
| ☐ | ☐ | **1. Scottsdale Airport Aircraft Storage Agreement** - The form must be completed in its entirety and signed/dated by the applicant or authorized representative. |
| ☐ | ☐ | **2. Articles of Organization –**Applicant applying for the permit must provide one of the following: 1) If the applicant is a corporation, a copy of the Articles of Incorporation filed with the Corporation Commission; 2) If the applicant is a limited liability company, a copy of the Articles of Organization filed with the Corporation Commission; 3) If the applicant is a limited partnership, a copy of the Certificate of Limited Partnership filed with the Secretary of State; 4) If the applicant is a general partnership, a copy of the written Partnership Agreement. |
| ☐ | ☐ | **3. Documentation Regarding Authorized Representative** - If the applicant/authorized representative is not listed on the Articles of Organization, the applicant must secure a letter from one of the company's officers who is listed on the Articles of Organization. This letter (on company letterhead) must indicate that the authorized representative is authorized to act on behalf of the company. This letter must also contain current contact information for the person who is granting the authority to the representative. |
| ☐ | ☐ | **4. Copy of Lease Between Gemini Air Group and Applicant** - Provide a copy of the lease. |

### PART 2 – AIRPORT RULES AND REGULATIONS

| | | |
|---|---|---|
| ☐ | ☐ | **5. Proof of Aircraft Ownership** — FAA registration form or aircraft title. |
| ☐ | ☐ | **6. Aeronautical Business Permit -** If the applicant intends to conduct aeronautical business, the applicant must apply for and receive an approved Aeronautical Business Permit for the aircraft/company that is applying for the Aircraft Storage Agreement. |
| ☐ | ☐ | **7. Slot Requirements** - Each hangar facility has a limited number of "slots" or number of aircraft that can be based at that location. An Airport-based aircraft shall only park at its based location, its "slot". The maximum number of aircraft that may be lawfully based at an airport hangar is calculated by the number of aircraft that can physically and operationally fit into the hangar area at any one time if all based aircraft were present. Applicants must provide a sketch that depicts the layout of the property and all buildings on the site. The sketch does not have to be professionally prepared. Applicants can use an overhead picture of the site by using an internet mapping application. |

### PART 3 – SIGNATURES

The information provided for this application is certified to be true and correct. The Airport representative will review the application and all attached documents required by this form. All information shall be submitted and complete prior to approved by the City.

_____ _____

**Signature of Applicant** **Date**

Approved by:

_____ _____

**Aviation Director or designee** **Date**

### INTERNAL USE ONLY

☐ Email approved agreement to Gemini Air Group ☐ Gemini Air Group file

**AVIATION DEPARTMENT**
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