



Aircraft Visiting Airpark Notice

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 owner's authorized representative will be notified via email or fax.

Please complete this form and email Airport Operations at airportops@scottsdaleaz.gov or fax Airport Operations at 480-312-8470 prior to the visiting aircraft's arrival.

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

Airpark Aviation Operator/Host Certification:

The undersigned certifies that they are authorized to sign for the Airpark Aviation Operator hosting the visiting aircraft, and shall indemnify the City pursuant to Chapter 5 of the Scottsdale Revised Code, and agrees to abide by all of the provisions stated hereon.

Airpark Operator's Name:		Authorized Representative:	
Contact Phone:		Fax:	
		Email Address:	
Airpark Hangar Address:			
Aircraft Gate Utilized:	☐ Gate 1	☐ Gate 2	☐ Gate 3
	☐ Gate 4	☐ 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 their airpark location.

Visiting Aircraft Information:

Visitor Arrival Date:		Final Departure Date:	
Company Name:		Company Phone:	
Pilot Name:		Pilot Phone:	
Billing Contact:		Billing Phone:	
Aircraft Type:		Aircraft N Number:	
Purpose of Visit:			

Visiting Aircraft Regulations:

1. Aircraft must be parked on an aircraft staging area only, clear of the taxiway safety area.
2. Airpark aviation operators are responsible for the actions of their visitors, per Chapter 5 of the Scottsdale Revised Code, Airpark Rules and Regulations, and Airport Minimum Operating Standards.
3. Entry into the Airpark is at the risk of the user. City assumes NO liability.
4. Visitors may not receive maintenance or fuel within the airpark.
5. Visitors may not remain overnight more than ten (10) consecutive days.
6. 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 via credit card for each landing.
7. **A new aircraft visiting airpark notice must be submitted each time the aircraft returns to the Airpark location.**

Applicant Signature (print name):

Date:

☐ **By checking this box, I affirm that the information entered above is accurate and that the name typed above represents my official signature.**

*Please save the form to your documents, submit the form with an electronic signature to airportops@scottsdaleaz.gov
OR print, sign and return to : 15255 N. Airport Drive, second floor, Scottsdale, AZ 85260*

Staff Use Only

Aircraft Visitor:

☐

Authorized

☐

Unauthorized

Reason:

Remarks:

Airport Staff Approver
Signature:

Date:

Airport Staff Phone: