



Dear Self-Fueling Permit Applicant,

Thank you for your interest in obtaining a Self-Fueling 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 Self Fueling 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.

➔ **Airpark Access Permit**-The applicant must have a current, approved Airpark Access Permit on file with the Airport Administration office if the aircraft is based in the Airpark.

➔ **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.

➔ **Proof of Fuel Storage Permit for the associated fuel farm**-Aviation staff will determine if the applicant's landlord has a current Fuel Storage Permit on file with the Airport Administration office. If the applicant owns the hangar facility, then Aviation staff will determine if they have a current Fuel Storage Permit on file.

➔ **Air Commerce Center Fueling Slots**-If the applicant is applying for a Self-Fueling Permit for the Air Commerce Center, the Aviation Staff must verify the total number of fueling slots available to the Air Commerce Center will not be exceeded if this applicant's permit is approved.

- ➔ **Transportable tank/Fire Department approval**-If the applicant is applying for a Transportable Tank Self-Fueling Permit, they must secure a letter of approval from the Scottsdale Fire Department that certifies that the fueling equipment and the vehicle used to transport the fuel is safe.

- ➔ **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.

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) Airport Rules and Regulations
- (4) Airport Minimum Operating Standards
- (5) Airpark Minimum Operating Standards
- (6) 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.