



PETALUMA MUNICIPAL AIRPORT GATE CARD POLICY

The City of Petaluma observes a policy regarding the issuance and use of gate cards to help maintain a safe and secure operating environment at Petaluma Municipal Airport. Please take a moment to familiarize yourself with the written policy outlined below. It is required that all persons with authorized access to the airport Air Operations Area (AOA) agree to comply with provisions of the *Petaluma Airport Motor Vehicle Safety Manual*. Thank you for your cooperation.

Non-commercial Airport Tenants will be issued 2 gate cards at no cost. Additional cards may be acquired with a gate card deposit fee of \$30, based on operational need.

Commercial Airport Tenants will be issued 1 gate card for each current employee at no cost. Additional cards may be acquired with a gate card deposit fee of \$30, based on operational need.

The following items are required for:

Tenants requesting replacement gate cards **or** Non-tenants requesting new or replacement gate cards

- *Current government-issued photo ID, such as a driver's license, a state-issued ID, or a passport. The gate card cannot be issued unless your ID is presented to the Airport Staff*
- *Payment in the form of cash, check or credit card*
- *Signed Gate Card Request Form*

Policy:

1. Applications for a new gate card must be made in person at the Airport Administration Office during regular business hours, Monday-Thursday, 8 am to 5 pm.
2. Gate cards will be provided to those who have a reason to access the AOA for one of the following reasons:
 - a. A City hangar, tiedown, or storage space tenant;
 - b. A designated member of an authorized airport organization, such as a flying club or association;
 - c. A current employee of an authorized company;
 - d. A current employee of an authorized subtenant;
 - e. Authorized by the Airport Manager.

3. Each authorized company shall designate an employee(s) who can authorize the issuance of gate cards to their employees. A gate card will not be issued to any employee unless the application is authorized by the company's designee(s).
4. Gate cardholder will be held responsible for the authorized use of their gate card by others.
5. Providing airfield access to unknown individuals is not permitted.
6. Gate cardholders must escort visitors and invitees that you permit to access the Air Operations Area (AOA) of the airport. The gate cardholders are responsible for the actions of visitors and invitees when they are present in the AOA. Limited use gate codes are available for special events and visitors who need temporary access.
7. Notify the Airport Administration Office **immediately** if a gate card is lost, stolen, or destroyed or an employee has been terminated.
8. The replacement fee for a lost, stolen, or destroyed gate card is \$30 (fee can be adjusted from time to time as stipulated in the Master Fee Schedule). There is no replacement fee for a gate card that is intact but not functioning properly.
9. Gate cards must be returned to the Airport Administrative Office when
 - a. a tenant vacates a City hangar, storage room, or tiedown;
 - b. an individual is no longer a member of an authorized airport organization;
 - c. an individual is no longer employed at a company on the Airport;
 - d. or an individual's permission to enter the airport has been revoked by the Airport Manager
10. Authorizer of company/organization gate cards is **responsible** for collecting and returning gate cards of former employees/members within seven (7) days of the date of the separation.
11. Exceptions to the gate card policy are permitted for personnel of the Federal Aviation Administration, the National Transportation Safety Board, law enforcement agencies, City of Petaluma employees, emergency responders while on duty or other entities as approved by the Airport Manager.
12. Violations of this policy and/or failure to comply with the provisions of the Petaluma Airport Motor Vehicle Safety Manual may result in the loss of airport driving privileges and gate card deactivation.
13. The Airport Management reserves the right to modify this policy at any time with notification to all gate card users.