

Minter Field Airport District Rules and Regulations for Use of Gate Access Control Cards

I. General Information

- 1) All cardkey applicants must fully complete and sign the Gate Access Control Card Application and submit the application and other required documentation in person to Airport Administration for review and processing.
- 2) Applicants under the age of 18 shall have a parent or legal guardian cosign.
- 3) Cardkey applicants shall provide a valid driver license or other official identification.
- 4) Applicants shall provide proof of the need to have access to the Airport Operations Area (AOA) of the Airport. Such proof may be in the form of, but not limited to, the following:
 - a) Verification of use through a rental agreement for hangar or tie down space.
 - b) Registration documentation for a based aircraft and if need be, proof of multiple ownership.
 - c) FBO tenants and employees must be named on an FBO supplied cardkey authorization letter from the FBO. Verification of employment from a FBO at Minter Field Airport (i.e. payroll stub, employee ID, etc.) is required.
 - d) A current pilot's license may be required.
 - e) Other evidence that may be appropriate and acceptable to the District to verify legitimate use of facilities requiring AOA access at Minter Field Airport.
- 5) Cardkeys remain at all times the property of the Minter Field Airport District which retains the rights to revoke or restrict access privileges at any time.
- 6) One cardkey will be issued per applicant. A \$35 non-refundable processing fee is required. Replacement of lost or stolen card will require additional processing fee.
- 7) Cardkeys are active until the end of the calendar year (December 31st) and must be renewed annually in person at the Airport District Office.
- 8) Temporary cardkeys may be issued for periods not to exceed two weeks.
- 9) Airport staff may limit access to specified gates as appropriate. Additionally not all cards may necessarily have 24 hours – 7 day a week access.
- 10) In the instance of flight school and aircraft rental customer, an FBO/flight school may issue a cardkey to allow access to the rental aircraft. The FBO/flight school shall be responsible for its use and shall brief the customer on applicable AOA access protocols and driving regulations.

II. Cardholder's responsibilities

- 1) All user's of the Minter Field Airport shall abide by the District's rules and regulations, as outlined in two documents titled (1)"Minter Field Airport District Rules and Regulations for Use of Gate Access Control Card" and (2) "Minter Field Airport District Rules and Regulations".
- 2) Cardholders must immediately report a lost or stolen cardkey to Airport Staff either in person or at (661) 393-0402.
- 3) Upon entering or exiting the Airport, the applicant shall stop and wait for the access gate to fully close prior to proceeding.
- 4) The Cardholder shall not allow any vehicle(s) to enter, follow or "piggy back" through the gate. TThe Airport District Office shall be immediately contacted at **(661) 393-0402** if an individual insists on following the cardholder through the gate.
- 5) Aircraft and tugs have the right of way. Applicant shall always remain clear of taxiways and runway.
- 6) AOA speed limit is 15 mph. All stop and parking restriction signs must be observed.
- 7) A cardkey may only be used by the person to whom it is issued and must remain on that person while on the AOA of the Airport. Guests of cardholders must be closely monitored at all times.
- 8) Applicant shall present his/her cardkey upon request of an Airport Staff and/or Shafter Police/Fire personnel.
- 9) It is the applicant's responsibility to renew the cardkey prior to its expiration date.

The cardkey may be revoked at anytime if applicant fails to abide by the provisions contained herein as well as such other enforcement actions as deemed appropriate by Minter Field Airport District.

Minter Field Airport District – Gate Access Control Card Application

Card key# _____

New Renewal Annual Temporary

If Temporary (2 week access maximum):

Start Date ____/____/____ End Date ____/____/____

Office use only

Issued by: _____ Date: ____/____/____

Vehicle Sticker Issued: Yes No

Sticker #(s) _____ Year: ____ Gate(s): _____

Section 1 – Applicant's information

First Name _____ Middle Initial _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone (____) _____ - _____ Work Phone (____) _____ - _____ Cell Phone (____) _____ - _____

Driver License Number _____ State _____ Expiration ____/____/____ Date of Birth ____/____/____

Pilot and/or Aircraft owner: Pilot Aircraft Owner E-mail address _____

Aircraft Type _____ Aircraft Model _____ Color _____

Tail Number _____ Tie Down _____ Hangar# _____ Space# _____

Business owner or employee: Business Owner Employee

Business Name _____ Type of Business _____ Location on Airport _____

Contractor, Service or Delivery Company: Access Requirements (circle applicable days)

S M T W Th F S Times _____ am - _____ pm

Business Name _____ Phone# (____) _____

Contact Person _____ Phone# (____) _____

Employed by _____ Phone# (____) _____

Section 2 – Applicant's Security Responsibility Agreement

1. I will not allow anyone else to use my Gate Access Control Card.
2. I will stop and wait for the access gate to fully close prior to proceeding upon entering and exiting.
3. I will not allow anyone who is not under my escort to follow me or "piggy back" through any access gate.
4. I will immediately contact the Airport District Office at **(661) 393-0402** if anyone insists on following me through a gate and/or I witness any security violation.
5. I will closely monitor the activity of anyone I escort onto the Airport Operations Area (AOA).
6. I will report the theft or loss of my Gate Access Control Card immediately to Airport Staff either in person or at (661) 393-0402.
7. I agree to present my Gate Access Control Card upon request by an Airport Staff and/or Shafter Police/Fire personnel.
8. I agree that the Gate Access Control Card is the property of the Minter Field Airport District and that it shall be returned upon request or when AOA access is no longer required.
9. I will comply with all laws and regulations relating to Airport Security.
10. I will only use the Gate Access Control Card to gain access to the AOA for legitimate purposes.
11. I acknowledge receiving a copy of (1) "**Minter Field Airport District Rules and Regulations for Use of Gate Access Control Card**" and (2) "**Minter Field Airport District Rules and Regulations**" documents and I agree to abide by all the rules and regulations therein.

I have read the above security procedures and I understand that failure to comply with any of them may result in suspension/revocation of my Gate Access Control Card. _____

(Initials)

The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. _____

(Initials)

Applicant's Signature _____ Date ____/____/____

If particular field is not applicable, the applicant shall so indicate by placing **N/A** in the space. Applicants are required to keep all information current.