**1. INTRODUCTION**

This policy covers authorized access requirements and the allowed use of a Remote Control to open the gates from the Residential Streets to the Airport property and the Runway. There are two gates: from Western Drive (commonly known as the South Gate) and United Drive (commonly known as the North Gate). The description and policy below apply equally to both gates, unless otherwise noted.

The purpose of this policy is to maintain a safe and secure operating environment at Cameron Park Airport. This is accomplished by restricting access through the Residential Airport Gates to those with a legitimate need, approved by the airport manager and/or the CPAD Board. Legitimate needs include, but are not limited to; Resident Pilots with their airplane(s), Non-Resident Pilots with their airplane stored at a Residential Property, and Individuals that routinely perform volunteer work within the airport boundary.

From the residential side to the Airport, access is by a Remote Control to open the gate.

From the Airport side, the gates can be opened by the Remote Control, or by taxing up to the gate close enough for Gate System to sense the Aircraft or Ground Vehicle and open the gate.

**2. DEFINITIONS** - For the purposes of this policy:

1. **Air Operations Area (AOA)** at an airport is the area where aircraft operate, encompassing runways, taxiways, aprons, and other areas used for takeoff, landing, and surface maneuvering. It's essentially the airfield itself, inside the perimeter fence, and includes both movement and non-movement areas.
2. **Aircraft** is defined as a certified or experiential aircraft that seats at least one person, and is taxed or towed to from the residential property the runway access gates and back to the residential property.
3. **Air Park and Airpark** means the area, including Residential Streets and Residential Properties with the Air Park Estates.
4. **Air Park Estates** is the legal name of the Airpark as Cameron Park North Unit No. 5 filed in El Dorado Country Recorder
5. **Airport** means Cameron Park Airport
6. **CPAD** means Cameron Park Airport District
7. **Gate System** means the gate, gate drive mechanism and associated electronics, Remote Control receivers and antennas, and in pavement wire loops that detect an Aircraft or Ground Vehicle
8. **Ground Vehicle**, or **Vehicle**, is an automobile or golf cart.
9. **Individuals** means a person that in does not request aircraft access, but is requesting Ground Vehicle or Pedestrian access.
10. **Non-Resident Pilots** are licensed pilots who are storing an aircraft they own or are in possession for their personal use, at a Resident’s property.
11. **Pedestrian** means a person that accesses the airport on foot
12. **Pilot Residents** are Residents who are licensed Pilots owning or in possession of an aircraft(s) for their personal use.
13. **Remote Control** is the device that when commanded (button pushed) within 50 feet of a Residential Airport Gate, opens the gate.
14. **Remote Access Code** is the switch settings in the Remote Control.
15. **Residential Airport Gates** are the gates between the residential streets and the airport property. There are two Residential Airport Gates: from Western Drive (commonly known as the South Gate) and United Drive (commonly known as the North Gate).
16. **Residential Property** are the privately own property on the residential side of South and North Gates, that are within the “Air Park Estates”, commonly referred to as the “Airpark”.
17. **Residential Streets** are streets that access residential properties and extend up to the gates accessing the airport runway.
18. **Residents** are residents living in the “Air Park Estates”, commonly referred to as the “Airpark”.

The Cameron Park Airport District (CPAD) policy regarding the issuance and use of Remote Control gate openers is to help maintain a safe and secure operating environment at Cameron Park Airport. Please take a moment to familiarize yourself with the policy outlined below. *CPAD Policy requires that all persons with authorized access to the airport comply with the Cameron Park Airport Rules and Regulations Policy.*

**3.** **AUTHORIZED ACCESS REQUIREMENTS**

Request for access is via a completed Residential Airport Gate Access Request form. The completed form is reviewed and approved by the Airport Manager and the CPAD Board if applicable.

A valid reason for Airport access through the Residential Airport Gates is required to be eligible to receive a Remote Control. Valid reasons include:

1. Pilot Residents with their owned Aircraft(s) or in possession of an Aircraft(s) for their personal use and have agreed to the conditions of access in this policy and sign the Residential Airport Gate Access Agreement.
2. Non-Resident Pilots that store their owned Aircraft(s) or in possession of an Aircraft(s) for their personal use at a Residential Property, and have agreed to the conditions of access in this policy and sign the Residential Airport Gate Access Agreement.
3. Individuals that routinely perform work within the Airport boundary and have received both CPAD Board of Directors and Airport Manager approvals to utilize the Residential Airport Gates. The approved individual must agree to the condition of access in this policy sign the Residential Airport Gate Access Agreement to obtain authorization.

**3. RESIDENTIAL AIRPORT GATE ACCESS REQUEST AND APPLICATION**

1. Requestors must have a valid reason for Airport access through this gate to be eligible to receive a Remote Control. See Section 2 above. Access requests are reviewed and approved by the Airport Manager and the CPAD Board if applicable.
	1. Pilot Resident and Resident individual access applications are reviewed and approved by the Airport Manager.
	2. Non-Resident Pilot and non-Resident individual access applications are first reviewed by the Airport Manager and approved by the CPAD Board of Directors.
2. Pilot Resident first time/initial applications shall request the following information:
	1. Pilot’s name, address, email, phone number, and for each Aircraft the registration number (N-number), make and model, and color.
3. Pilot Resident renewal applications shall request the following information:
	1. Name and if any information from the prior application has changed.
4. Non-Resident Pilot time/initial applications shall request the following information:
	1. Pilot’s name, address, email, phone number, and for each aircraft the registration number (N-number), make and model, and color.
	2. Where the Aircraft is stored in the Airpark: Property owner’s name, address, email and phone number. If the property is rented or leased to another person who is not the non-resident pilot, then the name of the renter/lessor, email and phone number.
5. Non-Resident Pilot renewal applications shall request the following information:
	1. Name and if any information from the prior application has changed
6. Individual first application shall request the following information:
	1. Name, address, email, phone number
	2. Reason for access to the airport using the Residential Airport Gates
	3. Ground Vehicle description, i.e. truck and/or golf cart
	4. Expect duration of the need for access
7. Individual renewal application shall request the following information:
	1. Name and if any information from the prior application has changed.
8. Each application shall have signature lines for:
	1. Applicant to sign at application submittal
	2. Airport Manager approval
	3. CPAD Board President, if applicable
	4. Release and waiver of liability
	5. Applicant acknowledging receipt of Remote Control
9. Renewals are for the person named on the original application, not based on the address, aircraft or reason.
10. Approval of an application shall be by signature of the airport manager and if applicable the CPAD Board President.
11. This policy shall be attached to all new and renewal access request applications. The applicant is required to sign this statement saying that they have read, understand and agree to abide by all provisions of these CPAD policies: **Policy 2.3.1** **Residential to Airport Gate Access Control Policy** and **Policy 2.1 Cameron Park Airport Rules and Regulations**, and sign the release of liability form.

**4. RESIDENTIAL AIRPORT GATE ACCESS AND REMOTE CONTROL USE CONDITIONS**

Policy for access authorization and issuing Remote Controls for the Residential Airpark Gates

1. Failure to follow any of these policies is grounds for the return of Remotes Control and removal of access rights from the Airpark to the Airport through the Residential Airpark Gates.
2. Pilots of an aircraft accessing the airport shall comply with the CPAD Policy 2.1 Airport Rules and Regulations.
3. Individuals accessing the airport, in a Ground Vehicle or as a pedestrian, shall comply with CPAD Policy 2.1 Airport Rules and Regulations, including Section 3.11 Permitted Vehicle and Pedestrian Operations, and Section 3.12 Non-Aircraft and Pedestrian Traffic.
4. If you no longer need access to the Airport (i.e. no longer have an aircraft, no longer store an aircraft on a Resident’s property, or have moved out of the Airpark) please return the Remote Control to the Airport Office.
5. Remote Controls are property of the Airport
6. Do not lend your Remote Control for use by others.
7. Do not break or remove with the security seal on the Remote Control
8. Do not break the security seal. Do not open the Remote Control. (Batteries are replaced by the Airport Manager)
9. Do not disclose the Remove Code to others.
10. Do not open a gate for an unknown person.
11. If your Remote Control does not work, contact the Airport Manager to the replace the battery replaced or the Remote Control replace as determined by the Airport Manager.
12. Notify the Airport Manager immediately if your remote is lost, stolen, or destroyed.
13. You must escort visitors and invitees that you permit to access the taxiways, tie down aprons and Air Operations Area (AOA) of the Airport. You are responsible for the actions of your visitors and invitees when they are within the Airport boundary.
14. Defeating or tampering in any way with the gate and its mechanisms or any attempt to improperly access the Airport is a Federal offense and will result in immediate revocation of Airport access. It may also result in arrest and prosecution which could lead to incarceration and fines.
15. Exceptions to this Airpark Gate Access Control Policy are permitted for personnel of the Federal Aviation Administration, the National Transportation Safety Board, law enforcement agencies, and the Fire Department, or other emergency responders while on duty.

**5. REMOTE CONTROL AND REMOTE ACCEES CODES ADMINISTRATION**

1. Applications for a new/renewal access authorization and Remote Control can be submitted by email or in person at the Airport administration office during regular business hours. Applications submitted by email shall include the applicant signatures with the exception of the receiving the Remote Control signature.
2. Applications are required to sign both the knowledge and liability forms at initial application and at renewal.
3. Remote Control are issued by the Airport Manager and are preprogramed with the code. Remote Control shall not be opened and are issued with a security seal.
4. Remote Control Access Codes are changed every 12 months, with a 30-day overlap period of the Remote Control old and new codes, on a schedule established by the CPAD Board.
	1. 30-days prior to the beginning of the 30-day overlap period, a notification will be sent to Airpark Residents with a schedule for renewal applications and issuing of Remote Controls with the new code.
	2. At the end of the 30-day overlap period Remote Controls with the old code will be not operate the gates and only the Remote Controls with the new code will operate the gates.
5. Only one Remote Control will be issued per Pilot Resident or Non-Resident Pilot or Individual.
6. There is a fee to cover the cost of the Remote Control and administration each time an initial or renewal application is submitted. Fee amount is determined by the CPAD Board of Directors.
7. The Airport Manager shall manage, track and file executed agreements, and report status to the CPAD Board.
8. The Airport Manager shall track Remote Controls issued and available for issue, and report status to the CPAD Board.

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