



CAMERON PARK AIRPORT DISTRICT
BOARD OF DIRECTORS POLICY

Subject: CPAD (Mira Loma) GATE ACCESS CONTROL POLICY	Policy Number: 2.3.1 . . Page 1 of 2 <hr/> Date Adopted:
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This policy covers the issuance of RF cards for the Mira Loma gate access system.

The Cameron Park Airport District (CPAD) policy regarding the issuance and use of gate cards 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 requires that all persons with authorized access to the airport, other than in an aircraft agree, to comply with the *Cameron Park Airport Rules and Regulations, Policy 2.1*.

Policy for Issuing Mira Loma Gate Cards

1. Failure to follow any of these policies is grounds for the deletion/return of the access card and revocation of an escorted airport access privileges except while in an aircraft.
2. You must have a valid reason for airport access through this gate to be eligible to receive a gate card. Reasons include but are not limited to hangar or tie down space access by a tenant in good standing, owner or employee of an on-airport business, flight instructors or individuals that routinely perform work within the airport boundary with both Cameron Park Airport Board and Airport Manager Approval.
3. A gate card will not be issued to any employee or tenant unless the application is authorized by the company or property owner that they are in good standing. The company or property owner is responsible for notifying the Airport Manager and collecting and returning gate cards issued to employees or tenants within 10 (ten) days of the date of their employment separation or failure to maintain good standing.
4. Gate cards shall not automatically be issued to spouses, children, friends, or acquaintances of any authorized card holder unless they separately qualify as an individual card holder.
5. Only one card will be issued per person.
6. Airport operations can be dangerous and issuance requires the individual to read and sign a statement that they have read, understand and will follow the latest version of the *Policy 2.1 CPAD Airport Rules and Regulations*, and sign a release of liability form.
7. Do not lend your gate card for use by others, and do not use a gate card issued to another individual.
8. “Tailgating” through the gate is not allowed.
9. Gate cards are issued for a period of 12 (twelve) months. For example, if your gate card was issued on May 2, it will expire on May 2 of the following year. For your convenience, you may apply for renewal up to 30 (thirty) days in advance of the expiration date. Applications for a new gate card or a gate card renewal must be made in person at the airport administration office during regular business hours.



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Present your current card for verification at renewal. You will be required to sign both the knowledge and liability forms at renewal.

10. The airport Manager usually determines who is authorized to receive a card, but an application may require CPAD Board review and approval of a new or renewal application on a case-by-case basis.
11. Gate cards will be deleted from the system and will not work after 12 (twelve) months unless a current renewal is in place.
12. Please notify the airport administration office immediately if your gate card is lost, stolen, or destroyed.
13. An annual fee of \$75 (Seventy-five dollars) is required for use of the gate card payment due at the time of renewal.
14. Approved airport volunteers that require vehicle access are exempt from the fee, however they must submit an application to renew. The airport manager can terminate access for a volunteer before the renewal and the volunteer shall return the card to the airport manager.
15. There is no replacement fee for a gate card that is intact but not functioning properly.
16. Please note that 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.
17. At NO TIME is anyone allowed to cross or be on the runway in anything other than an aircraft whether on foot or in a vehicle without prior notification and consent and/or escort by the Airport Manager. Refer to the CPAD Policy 2.1 *Cameron Park Airport Rules and Regulations* for additional details. Failure to abide by this requirement will result in immediate revocation of issued cards and loss of airfield vehicle access privileges unless in an aircraft.
18. 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.
19. Exceptions to this gate card 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.
20. This policy shall be attached to all new and renewal gate card applications. The applicant is required to sign statement saying that they have read, understand and agree to abide by all provisions of this policies. this Policy 2.3.1 *Gate Card Policy* and Policy 2.1 *Cameron Park Airport Rules and Regulations, and release of liability*.
21. Approval of an application shall by signature of the airport manager.



APPLICATION FOR MIRA LOMA GATE CARDS GATE CARD FOR VEHICLE ASSESS TO CAMERON PARK AIRPORT

Name: _____

Phone Number: _____ Email address: _____

Is this application for temporary access for work on the airport? Yes No

Aircraft Registration Number: _____ if applicable

Reason(s) for requesting a Gate Card (Check all that apply):

1. CPAD Hanger Tenant. Hanger Number: _____
2. CPAD Tie-Down Tenant. Space Number: _____
3. Non-CPAD Tenant.
 - a. Property owner or manager printed name: _____
 - b. Property owner or manager signature and date: _____
 - c. Hanger or tie-down space number: _____
4. Owner or employee of an on-airport business: Business Name: _____
5. Employee of an on-airport business
 - a. Name of Business: _____
 - b. Business Owner or Manager printed Name: _____
 - i. Phone number: _____
 - c. Business owner or manager signature and date: _____
6. Flight Instructor
7. Airport Maintenance
8. Volunteer
9. Other: _____

I have read and understand this Policy 2.3.1 *Gate Card Policy* and Policy 2.1 *Cameron Park Airport Rules and Regulations, and release of liability*. To help ensure a safe operating environment at the airport, I agree to abide by all provisions of these policies.

I have received the code and/or have in my possession CPAD Gate Card #: _____

Signature _____ Date _____

Airport Manager Approval Signature: _____ Date _____

Payment received: _____ Gate Card approval expires on: _____



MIRA LOMA GATE CARD FOR VEHICLE ASSESS TO CAMERON PARK AIRPORT

RELEASE AND WAIVER OF LIABILITY

In consideration for being permitted to access Cameron Park Airport; I, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue, or hold liable, The Cameron Park Airport District, its Board, Officers, employees, and/or agents from any and all claims resulting in personal injury, property damage, accidents, or illness, arising from my participation as a volunteer for the Cameron Park Airport District.

ACKNOWLEDGMENT OF UNDERSTANDING

I HAVE READ THIS WAIVER OF LIABILITY AND FULLY UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE AND THE RIGHTS OF MY HEIRS, PERSONAL REPRESENTATIVES OR ASSIGNS. ACKNOWLEDGE THAT I AM SIGNING THIS AGREEMENT FREELY AND VOLUNTARILY AND INTEND, BY MY SIGNATURE, THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY FOR THE CAMERON PARK AIRPORT DISTRICT.

SIGNATURE OF GATE CARD APPLICANT _____

PRINT NAME _____

DATE _____