



CAMERON PARK AIRPORT DISTRICT
BOARD OF DIRECTORS POLICY

Subject: CPAD GATE ACCES CONTROL POLICY	Policy Number: 2.3 . . Page 1 of 2 <hr/> Date Adopted:
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The Cameron Park Airport District observes a policy regarding the issuance and use of gate cards and access codes to help maintain a safe and secure operating environment at Cameron Park Airport. Please take a moment to familiarize yourself with the written policy outlined below. We also require that all persons with authorized access to the airport Air Operations Area (AOA) agree to comply with the *Cameron Park Airport Rules and Regulations, document 2.1*. Thank you for your assistance.

Policy for Issuing Gate Cards and Access Codes

1. Failure to follow any of these policies is grounds for the deletion/return of the access card and revocation of airport driving and pedestrian access privileges.
2. You must be an airpark resident or renter in good standing, hangar or tie-down space tenant in good standing, or a current employee or tenant of an authorized company or property owner with airport access to be eligible to receive a gate card or access code.
3. Gate cards or codes may also be issued to individuals that routinely perform work within the airport boundary with Cameron Park Airport Board and Airport Manager Approval.
4. Gate cards may also be issued to individual members of an authorized airport organization, such as flying clubs.
5. Gate cards shall not be issued to spouses, children, friends, or acquaintances of any tenant unless they qualify as an individual card holder.
6. Only one card will be issued per person.
7. Issuance requires the individual to read and sign a statement that they have read, understand and will follow the latest version of the document 2.1 CPAD Airport Rules and Regulations.
8. Please do not lend your gate card for use by others, and do not use a gate card issued to another individual. Likewise “tailgating” through the gate is not allowed.
9. Gate cards are issued for a period of 12 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 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. Present your current card for verification at renewal. The airport Manager may require CPAD Board review and approval of a renewal on a case by case basis.
10. Gate cards will be deleted from the system and will not work after 12 months unless a current renewal is in place.
11. Please notify the airport administration office immediately if your gate card is lost, stolen, or destroyed.
12. The initial issuance of a gate card requires a \$25 refundable deposit. The replacement fee for a lost, stolen, or destroyed gate card is also \$25.
13. There is no replacement fee for a gate card that is intact but not functioning properly.



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14. Residential gate clickers are available for sale at the airport office.
15. Please note that you must escort visitors and invitees that you permit to access the Air Operations Area (AOA) of the airport. You are responsible for the actions of visitors and invitees when they are present in the AOA.
16. At NO TIME are residents, tenants, visitors or invitees allowed to cross or be on the runway either on foot or in a vehicle without prior consent/escort by Airport Administration personnel or their appointed representative. Refer to the 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 driving privileges.
17. 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.
18. 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.

Additional Policy for Authorized Companies or Property Owners and Their Tenants

All policy stated above shall also apply to employees and tenants.

1. Gate cards may be issued to current employees of an authorized company and tenants of airport or airpark property owners with airport access. Cards and access codes will be issued to individuals only.
2. 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.
3. 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 days of the date of their separation.

I, _____, have received the code and/or have in my possession CPAD Gate Card #: _____ and have read this Gate Card Policy and *Cameron Park Airport Rules and Regulations* in total. To help ensure a safe operating environment at the airport, I agree to abide by all provisions of these policies.

Hangar #, Tie Down # , Sublet Tenant Unit #, airpark residence address _____

Signature _____ Date _____