

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 (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 \$40 non-refundable processing fee is required. Replacement of lost or stolen card will require additional processing fee.
- 7) Cardkeys are active until January 31st of each year, and must be renewed annually in person at the Airport District Office.
- 8) Temporary cardkeys may be issued for periods as deemed appropriate by the District Manager.
- 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. The 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 Card & Vehicle Permit Application Form

Section 1 – Applicant’s information

New Renewal

First Name _____ Middle Initial _____ Last Name _____

Street Address: _____ City _____ State _____ Zip _____

Primary Phone (_____) _____ - _____ Phone Type: Work Cell Home

E-mail: _____ Hangar #: _____

Sponsor (if applicable): _____ Relationship to Sponsor: _____

Pilot? Yes No Aircraft Owner? Yes No Aircraft N #: COMPLETE ATTACHED FORM (See Reverse Page)

Business Owner? Yes No Employee? Yes No Business Name: _____

Section 2 – Gate Access Card Security Responsibility Agreement

1. I will not allow anyone else to use my Gate Access Control Card. I agree that Gate Access Control Cards may only be used by the person to whom it is issued and must remain on that person.
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, and will only use the Gate Access Control Card to gain access to the AOA for legitimate purposes.
10. I acknowledge receiving a copy of Minter Field Airport District’s (1) ***Rules and Regulations for Use of Gate Access Control Card*** and (2) ***Rules and Regulations*** documents and I agree to abide by all the rules and regulations therein.

Section 3 – Airport Ground Vehicle Operations Responsibility Agreement

1. No person shall operate a ground vehicle which is so constructed, equipped or loaded, or is in physical or mechanical condition as to endanger persons or property.
2. AOA speed limit is 15mph. All stop and parking restriction signs must be observed.
3. Vehicles operating in the Airport Operations Area (AOA) shall be expressly authorized to do so by airport management.
4. All vehicles shall yield the right of way to aircraft, pedestrians, emergency vehicles, and aircraft in tow.
5. No vehicle shall be parked as to block: (a) Fence openings or emergency entrances to the AOA, (b) Emergency vehicles or equipment, (c) Fire hydrants or equipment, or (d) Any paved access way, roadway, or vehicular traffic lane.
6. Vehicles operating on the Airport shall be equipped with: (a) two headlights and two or more red taillights, which shall be lit during operations between sunset and sunrise, (b) flashing/rotating amber beacon which is clearly visible and functional on the top of the vehicle, and (c) two-way radio communication with UNICOM (122.9).
7. Airport tenant vehicles may not enter runway, taxiway, or safety area at anytime, nor operate in any areas not expressly authorized in accordance with the Airfield Access Policy. In addition, when it is permitted, driving on the ramps and aprons must be kept to an absolute minimum.

Section 4 – Signature I have read the above procedures and I understand that failure to comply with any of them may result in suspension/revocation of my Gate Access Control Card and/or Vehicle Permit.

Applicants Signature _____ Date _____ / _____ / _____

OFFICE USE ONLY: Leasee: _____ Sub: _____ Permit# _____

INITIALS:

1.AirForm: _____ 2.DL: _____ 3.Briv: _____ 4.PLog: _____ 5.AirReg: _____ 6.CC: _____ 7.Complete: _____

MINTER FIELD AIRPORT DISTRICT AIRPLANE IDENTIFICATION

TO OWNERS, OPERATORS, AND LESSEES; Under authority of Section 5366 of the Revenue and Taxation Code of the State of California, you are required to complete this form and return it to Minter Field Airport District.

Today's date: _____		
TENANT INFORMATION		
Name(s): _____		
Are you the owner of this Aircraft? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, who is the registered owner? _____	
Owner's Address: _____	Phone no.: () _____	
Make: 1. _____ 2. _____ 3. _____ 4. _____	Model: _____ _____ _____ _____	Year: _____ _____ _____ _____
N Number(s):		
1. _____		
2. _____		
3. _____		
4. _____		
Based at Minter Field Airport? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, where is it (are they) based? _____		

The above is a complete list of all helicopters, gliders and aircraft (of every kind) in which I own, operate or lease. This list also includes all of the foregoing whether or not they are numbered by the Federal Aviation Administration (F.A.A.), dismantled, stored, experimental, unlicensed, or under construction or modification. I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Tenant Signature(s)
Date