



Board Memorandum

Carson City Airport Authority

Date: April 10, 2018 Memo # 2018-01
To: Chairman & Board Members **For:** April 18, 2018 Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Carson City Airport Gate Access Card Policy**

STAFF RECOMMENDATION

Staff recommends that the Board approve the adoption of a formal Gate Access Card Policy.

PURPOSE

The purpose of this action is to formalize a Gate Access Card Policy and obtain Carson City Airport Authority (CCAA) approval and authorization for the airport manager to implement a Gate Access Card Policy effective April 19, 2018. A copy of the adopted Gate Access Card Policy will be made available to all gate access card holders.

BACKGROUND

On March 15, 2009, the CCAA adopted the gate access card procedure to charge airport tenants a fee for the issuance of a gate access card. For the purposes of this discussion, airport tenants are defined as aircraft owners based at KCXP, hanger owners or approved fixed base operators (FBO). CCAA also allowed for the issuance of gate access cards to temporary contractors performing airside work, emergency responders, airport staff, and CCAA members. Any other gate access cards may also be issued on a case-by-case basis as approved by the airport manager. Gate access card holders are required to pay a \$25.00 issuance fee and a \$25.00 re-issuance fee for lost or damaged cards. Airport staff and CCAA members are exempt gate access card fees.

On April 15, 2009, the airport manager adopted a procedure to recall all issued gate access cards and re-issue new gate access cards to those individuals who met the qualifications for airfield access. Those individuals eligible for a new gate access card, exchanged their old gate access card for a new gate access card. The airport manager created a gate access card holder database, that included appropriate contact information and presented each gate access card holder a copy of the Carson City Airport Driving Rules and Regulations handbook. The Carson City Airport Driving Rules and Regulations handbook included an airport diagram detailing approved vehicle operating areas.

On January 15, 2013, the CCAA adopted the procedure to charge a \$10.00 gate access card renewal fee for gate access card holders to maintain airport access privileges. The CCAA further stipulated that all gate access card fees be directed to a gate maintenance and future Airport Capital Improvement Program matching funds.

On February 20, 2013, the CCAA approved a second reading of January 15, 2013 Gate Access Card motion passed on January 15, 2013.

DISCUSSION

Currently, gate access cards are only issued to airport tenants, approved fixed base operators (FBO), temporary contractors performing airside work, emergency responders, airport staff, and CCAA members. Additional gate access cards may be issued on a case-by-case basis and approved by the airport manager. The initial fee for a gate access card is \$25.00. The fee for lost or damaged cards is also \$25.00. Airport staff and CCAA members are exempt gate access card fees.

Gate access card holders are required to update contact information, gate access card numbers and confirm they meet the requirements for continued airport access. Gate access card holders will be notified annually to provide the requested information no later than June 1st to keep their card active. If the gate access card holder fails to update their contact information or fails to demonstrate continued need for airport access, gate access card will be de-activated effective July 1st. A re-activation fee of \$20.00 per card will be applied for those gate access card holders who fail to meet the deadline.

PORPOSED GATE ACCESS CARD POLICY

1. Gate access cards are only issued to persons who own aircraft based at Carson City Airport, own hangars, CCAA approved FBOs, emergency responders, CCAA members, airport staff and others approved by the airport manager.
2. Additional gate access cards may be issued to FBO's or hangar owner/operators at the discretion of the airport manager.
3. The gate access card fee is \$25.00 per card.
4. Gate access cards issued to FBO's or hangar owner/operators are accountable items.
5. All gate access card holders are subject to Carson City Airport Driving Rules & Regulations.
6. All gate access card holders shall annually confirm contact information, gate access card numbers and continued need for airport access no later than June 1st.
7. Gate access cards will be deactivated on July 1st until confirmation of contact information, gate access card numbers and continued need for airport access has been completed. Gate access card holders will be required to pay a \$20.00 re-activation fee for each issued gate access card.

RECOMMENDED MOTION

It is hereby recommended that the CCAA adopt the following motion:

"It is hereby moved that the CCAA adopt the proposed Gate Access Card Policy and that the airport manager shall add the Gate Access Card Policy to the Carson City Airport Driving Rules and Regulations effective April 18, 2018."