



## CCAA BOARD MEMO

Agenda Item: H-3

BOARD MEMO 2022-27

Meeting Date: July 20, 2022

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AMENDED CARSON CITY AIRPORT GATE CARD POLICY (C. JENKINS)

**Staff Summary:** The current gate card policy has many great features for airport security, but some of the items are unnecessarily burdensome for the airport users. The proposed changes will increase airport security while also improving the airport user experience.

**Agenda Action:** Formal Action/Motion

**Time Requested** 0 Minutes

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### **Proposed Motion**

I move to approve the proposed changes to the gate access card policy

### **CCAA'S Strategic Goal**

Provide for the safety and security of airport users.

### **Previous Action**

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.

On April 10, 2018 the CCAA approved the current version of the gate card policy

### **Executive Summary**

N/A

### **Recommendation:**

Approve the Class II Permit Application for Steller Aviation.

### **Financial Information**

Is there a fiscal impact?

No  Yes

If yes, account name/number & amount: 3099 General Fund

General Fund/ Federal Share: \$25.00 for a new or replacement gate access card

Is it currently budgeted?

Yes

**Alternatives**

Approve the proposed changes to the gate access card policy with changes

Do not approve the proposed changes to the gate access card policy

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
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\_\_\_\_\_  
(Vote Recorded By)

## **Proposed Changes to CCAA Gate Card Policy**

**July 20, 2022**

1. All airport tenants and authorized users shall renew their gate access card by confirming contact information, gate access card numbers and continued need for airport access every 4 years.
2. All unused gate access cards will auto expire if unused after 1 year.
3. All gate access cards issued to non-airport tenants will expire after 2 years.
4. All gate access cards will have a one-year warranty for defects. If they are damaged, the warranty will be void. If a replacement card is required due to damage or after the warranty expires, a replacement fee of \$25.00 will be charged.
5. All gate access cards must be in the name of the card holder.
6. Airport tenants can have authorized users by signing off on their authorized users gate access card application.