



HAYWARD EXECUTIVE AIRPORT GATE CARD POLICY

The City of Hayward observes a policy regarding the issuance and use of gate cards to help maintain a safe and secure operating environment at Hayward Executive Airport. Please take a moment to familiarize yourself with the written policy outlined below. It is required that all persons with authorized access to the airport Air Operations Area (AOA) agree to comply with provisions of the *Hayward Executive Airport Safe Motor Vehicle Driver Training*. Thank you for your cooperation.

You will need to provide the following to receive a gate card:

- *Current government-issued photo ID, such as a driver's license, a state-issued ID, or a passport. The gate card cannot be issued unless your ID is presented to the airport staff.*
- *Payment in the form of **cash or check***
- *Signed Safe Motor Vehicle Driver Training Acknowledgment Form*
- *Test Score Printout*

Policy:

1. Applications for a new gate card must be made in person at the Airport Administration Office during regular business hours, Monday-Friday, 8 am to 5 pm.
2. Gate cards will be provided to those who have a reason to access the AOA for one of the following reasons:
 - a. Be a City hangar, tiedown, or storage space tenant;
 - b. Be a designated member of an authorized airport organization, such as a flying club or association;
 - c. Be a current employee of an authorized company;
 - d. Be a current employee of an authorized subtenant;
 - e. Or have specific permission from the Airport Manager.
3. Only one gate card will be issued per person.
4. Each authorized company shall designate one supervisor or manager who can authorize the issuance of gate cards to employees. This designation shall be made at the time an Airport Annual Business Permit is issued or renewed, or when a lease agreement is signed. A gate card will not be issued to any employee unless the application is authorized by the designated company supervisor or manager.
5. Gate cardholder should **NEVER** lend gate card for use by others, and **NEVER** use a gate card issued to another individual.





GATE CARD POLICY CONTINUED

6. Gate cardholders must escort visitors and invitees that you permit to access the Air Operations Area (AOA) of the airport. The gate cardholders are responsible for the actions of visitors and invitees when they are present in the AOA.
7. Gate cards not used within one (1) year will be deactivated.
8. Notify the Airport Administration Office **immediately** if a gate card is lost, stolen, or destroyed or an employee has been terminated.
9. The replacement fee for a lost, stolen, or destroyed gate card is \$25 (fee can be adjusted from time to time as stipulated in the Master Fee Schedule). There is no replacement fee for a gate card that is intact but not functioning properly.
10. Gate cards must be returned to the Airport Administrative Office when
 - a. a tenant vacates a City hangar, storage room, or tiedown;
 - b. an individual is no longer a member of an authorized airport organization;
 - c. an individual is no longer employed at a company on the Airport;
 - d. or an individual's permission to enter the airport has been revoked by the Airport Manager
11. Authorizer of company/organization gate cards is **responsible** for collecting and returning gate cards of former employees/members within seven (7) days of the date of the separation.
12. Exceptions to the gate card policy are permitted for personnel of the Federal Aviation Administration, the National Transportation Safety Board, law enforcement agencies, and the Hayward Fire Department, or other emergency responders while on duty.

Any violation of this policy is grounds for the revocation of airport driving privileges.

