

## **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. We also require that all persons with authorized access to the airport Air Operations Area (AOA) agree to comply with provisions of the *Hayward Executive Airport Motor Vehicle Driving Safety Manual*. Thank you for your cooperation.

### **Policy for Individual Tenants**

1. You must be a hangar, tiedown, or storage space tenant to be eligible for a gate card.
2. Gate cards may also be issued to designated individual members of an authorized airport organization, such as flying clubs or associations.
3. Only one gate card will be issued per person. Gate cards shall not be issued to students, friends, or acquaintances of any tenant. Additional gate cards may be issued at the Airport Manager's discretion. The fee for an additional card is \$25.
4. 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. Important: Bring your government-issued photo ID with you. The ID can be a driver's license, a state-issued ID, or a passport. The gate card cannot be issued unless your ID is presented to airport staff.
5. Do not lend your gate card for use by others, and do not use a gate card issued to another individual. This is grounds for the revocation of airport driving privileges.
6. 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.
7. Notify the Airport Administration Office **immediately** if your gate card is lost, stolen, or destroyed.
8. The replacement fee for a lost, stolen, or destroyed gate card is \$25. There is no replacement fee for a gate card that is intact but not functioning properly.
9. Gate cards not used within one (1) year will be deactivated.
10. Gate cards must be returned to the Airport Administrative Office when tenant vacates their hangar, storage room, or tiedown.
11. 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.

## **Policy for Commercial Tenants**

1. Gate cards may be issued to current employees of an authorized company.
2. Gate cards may be issued to current employees of an authorized subtenant.
3. 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 a Business Temporary Permit is issued or renewed, or when a lease agreement is signed.
4. A gate card will not be issued to any employee unless the application is authorized by the designated company supervisor or manager.
5. Only one gate card will be issued per person.
6. Gate cards shall not be issued to students, friends, or acquaintances of any tenant's or subtenant's employee.
7. 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. Important: Bring your government-issued photo ID with you. The ID can be a driver's license, a state-issued ID, or a passport. The gate card cannot be issued unless your ID is presented to airport staff.
8. Do not lend your gate card for use by others, and it is not permissible to use a gate card issued to another person. This is grounds for the revocation of driving privileges.
9. Notify the Airport Administration Office **immediately** if the gate card is lost, stolen, destroyed, or if an employee is no longer with the company.
10. The replacement fee for a lost, stolen, or destroyed gate card is \$25. There is no replacement fee for a gate card that is intact but not functioning properly.
11. **The company is responsible** for collecting and returning gate cards of former employees to the Airport Administration Office within 10 days of the date of the employee's separation.
12. 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.
13. Gate cards not used within one (1) year will be deactivated.
14. Exceptions to the gate card policy are permitted for personnel of the Federal Aviation Administration, the National Transportation Safety Board, law enforcement agencies, the Hayward Fire Department, or other emergency responders while on duty.

**HAYWARD EXECUTIVE AIRPORT  
MOTOR VEHICLE DRIVING SAFETY MANUAL  
ACKNOWLEDGEMENT FORM**

The *Motor Vehicle Driving Safety Manual* may be obtained from the Airport Administration Office, or from our website. Please read it and sign the acknowledgement form below. In addition to this manual, you must complete the Driver's Training Course at the Airport Administration Office before your card is issued.

I, \_\_\_\_\_, have received a copy of the *Hayward Executive Airport Motor Vehicle Driving Safety Manual*. To help ensure a safe operating environment at the airport, I agree to abide by all provisions of the manual.

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Signature

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Date