



## HAYWARD EXECUTIVE AIRPORT POLICE ACCESS CARD POLICY

The City of Hayward observes a policy regarding the issuance and use of access 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 access card:

- *Current photo ID: government-issued photo ID, such as a driver's license, a state-issued ID, Police Issued ID or a passport. The access card cannot be issued unless your ID is presented to the airport staff and a copy will be made.*

### Policy:

1. Only one access card will be issued per person.
2. Applications for a new access card must be made in person at the Airport Administration Office during regular business hours, Monday-Friday, 8 am to 5 pm.
3. Access cars will be provided to police officers who want access to the Airport Administration Building when it is locked to the public. Building is locked after regular business hours and during City of Hayward holidays and business closures.
4. Air Operations Access will be provided to those Police Officers who have a reason to access the AOA.
5. Access cardholder should **NEVER** lend access card for use by others, and **NEVER** use a access card issued to another individual.
6. Access cardholders must escort visitors and invitees that you permit to access the Air Operations Area (AOA) of the airport. The access cardholders are responsible for the actions of visitors and invitees when they are present in the AOA.
7. Access cards not used within one (1) year will be deactivated.
8. Notify the Airport Administration Office **immediately** if a access card is lost, stolen, or destroyed or an employee has been terminated.
9. The replacement fee for a lost, stolen, or destroyed access card is \$25 (fee can be adjusted from time to time as stipulated in the Master Fee Schedule). There is no replacement fee for an access card that is intact but not functioning properly.
10. Please notify Airport Administrative Office and return access cards when they are no longer needed.
11. Exceptions to the access 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.**





## POLICE ACCESS CARD APPLICATION

Police may request access to the Air Operations Area. Airport safe driving vehicle training must be completed by going to <https://maps.hayward-ca.gov/airport/>. Requesting AOA Access  
\_\_\_ Yes \_\_\_ No

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Government ID Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### OFFICE USE ONLY

Airport Stamp
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Card No. _____
Issue Date: _____
Expiration Date: _____
Issued by: _____
If Applicable: DT Course: _____
Lost/Stolen Card Payment: _____

