



HAYWARD EXECUTIVE AIRPORT VEHICLE 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 Vehicle Driver Training Policy*. Thank you for your cooperation.

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

- *Current government-issued photo ID, such as a driver's license, a state-issued ID, or a passport. The access 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 access card must be made in person at the Airport Administration Office during regular business hours, Monday-Friday, 8 am to 5 pm.
2. Access 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 access card will be issued per person.
4. Each authorized company shall designate one supervisor or manager who can authorize the issuance of access 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 access card will not be issued to any employee unless the application is authorized by the designated company supervisor or manager.
5. Access cardholder should **NEVER** lend access card for use by others, and **NEVER** use a access card issued to another individual.





ACCESS CARD POLICY CONTINUED

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 can be found on the Airport Master Fee Schedule. There is no replacement fee for a access card that is intact but not functioning properly.
10. Access 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 access cards is **responsible** for collecting and returning access cards of former employees/members within seven (7) days of the date of the separation.
12. 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.





FOR OFFICE USE ONLY	
Card No.	_____
Issued by:	_____
Payment:	_____
Issue Date:	_____
Expiration Date:	_____
DT Course:	_____

ACCESS CARD APPLICATION

*Initial issue of card for a tenant is free
 Non-City Tenant and Replacement Card Fee listed on the
 City of Hayward - [Airport Master Fee Schedule](#).*

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Government ID Number: _____ Expiration Date: _____

Hangar _____ Tiedown _____ Storage _____ Other _____

I have completed the *Hayward Executive Airport Online Driver Training Course* and passed the exam.
 I agree to abide by all Airport Rules and Regulation and provisions set forth in the training and documentation.

Signature

Date

AUTHORIZATION

This is to request that the above-named person who is not listed on a lease agreement be issued an access card.

Company Representative's Name: _____

Company Name: _____

Telephone (Day): _____

Company Representative's Signature

Date

