

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 819507
Formerly PI 819

Effective: October 28, 2010
Approved: September 22, 2011

SUBJECT: ACCESS CONTROL OF THE AIRPORT OPERATIONS AREA (AOA)

PURPOSE: To establish District policy for the management of access to the Airport Operations Area (AOA) with the goals of preventing Vehicle/Pedestrian Deviations (V/PD's), avoiding runway incursions, and enhancing safety. This policy will collaterally increase security, but it is not specifically a security measure. Access control will be structured to minimally meet the goals outlined while maintaining as open a feel as possible for the AOA, and allowing tenants convenient access.

REFERENCES:

- A. California Penal Code Section 602 (u), Airport Trespass
- B. FAA AC 150/5210 – 20, Ground Vehicle Operations on Airports
- C. Rules and Regulations, Truckee Tahoe Airport District (TTAD)

DEFINITIONS:

Aeronautical Activity – Any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, on-demand operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft/facilities repair and maintenance.

Airport Operations Area (AOA) – The area of an airport, including adjacent terrain and facilities and their accesses, where aircraft movement takes place and access is controlled (FAA); that part of the airport used by aircraft for landing, taking off, surface maneuvering, loading and unloading, refueling, parking, or maintenance, where aircraft support vehicles and facilities exist, and which is not for public use or public vehicular traffic.

Movement Areas – Runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas; at towered airports, under ATC control. The movement area at TRK is defined as any area within the runway object free area (OFA). (See attached drawing for approximate boundary)

Non-Movement Areas – Taxi lanes, aprons and other areas not considered movement areas.

Tenant – Any legal person with a TTAD lease or operating permit whose leasehold or permit area is in the AOA; or an employee, emergency services crew, contractor, or consultant of the District requiring AOA access to perform their job; or, crew and passengers of aircraft parked in the AOA.

Vehicle – Any personal or commercial conveyance other than an aircraft. Pedestrians and wheelchairs are exempted.

POLICY:

- A. Vehicles may enter the Airport Operations Area to conduct airport related business from 0600-2300 daily, or during supervised Airport operations.
- B. No vehicle shall enter the Movement Area without prior coordination (including appropriate training and safety markings) *and* two-way radio communications with UNICOM or an Airport escort.
- C. Pedestrians and wheelchairs may enter the AOA at any time for Airport related business, but they shall NOT enter the Movement Area.

GENERAL:

- A. Vehicle access gates to the AOA will remain open daily from 0600-2300. Gates 4, 5 and 7 will be closed at 1900, with Gate 6, near the administration building remaining open until 2300. All gates will close at 2300, requiring access media to open. The District may close or otherwise restrict vehicle and/or pedestrian access when safety or security considerations dictate.
- B. Vehicular access shall be limited to those vehicles engaged in an aeronautical activity, or those who have business dealings with a commercial tenant.
- C. Tenants-in-good-standing will be granted ongoing vehicular access to the AOA. The District shall make access media reasonably available to tenants. Reasonably available means: up to two initial access media are issued free-of-cost, and that the District may recover the cost incurred to replace lost or compromised media. A fee of \$20 per media will be assessed for replacement of each lost media. Hangar and business tenants are required to return all issued media upon the termination of a lease.
 - 1. Hangar sub-lease and share tenants will be issued two (2) additional media, as needed. The tenant of record, sub-leasing the hangar, may retain their media during the sub-lease period, but will be required to return it upon termination of the lease
 - 2. Commercial Operating Permit holders will be issued necessary access media upon request and at management's discretion.
 - 3. Annual and Semi-Annual Tie-Down Permit holders will be issued up to two (2) access media, upon request.
- D. Access media or codes will not be issued to overnight hangar users or transient users.
- E. Any person operating a vehicle in the AOA shall adhere to applicable laws, policies, procedures, rules and regulations, which may change from time-to-time.

SPECIAL CIRCUMSTANCES:

- A. Certain businesses, organizations, tenants, and aircraft partnerships may require temporary or ongoing access for individuals who are not otherwise tenants. This access may be granted by the District as needed.

1. Employers, organizations, or aircraft partners with leasehold or an operating permit in the AOA shall provide an annual list of individuals requiring vehicular access.
2. Additional media may be issued to businesses, organizations, tenants, and aircraft partnerships, upon approval by District management, for a fee of \$20 per media.
 - i. No more than two (2) additional cards shall be issued per hangar leasehold or agreement.

B. Police and fire departments will be provided appropriate access codes and/or media.

LOSS OF ACCESS PRIVILEGES:

- A. Tenants who fail to comply with their lease or operating permit provisions shall lose media-based vehicle access privileges; they will have to obtain access during normal business hours.
- B. Tenants or employees/organizational members of tenants who share their access media with people who enter the AOA for non-aeronautical purposes shall lose access privileges after one warning letter. Examples include, but are not limited to, unauthorized trash disposal or access to hangars for commercial, non-aeronautical business enterprises.

Sandy Korth, President

AOA Access Terms and Application

1. Applicant shall be subject to all applicable federal, state, local and District laws, regulations, and policies, as may be amended from time to time. Applicant consents to inspection when in the AOA.
2. Applicant agrees to use ramp access gate media solely for personal access to the AOA for aeronautical purposes, and agrees that such media and the access privileges granted are non-transferable and unassignable. Applicant agrees not to loan or give any access media to another person for any reason.
3. Applicant agrees to immediately report the loss or theft of any media to the airport office.
4. Applicant acknowledges that replacement of lost media is subject to a \$20.00 per media fee, due prior to the reissuance of such media.
 - a. Hangar and business tenants are required to return all issued media upon the termination of a lease or pay a fee of \$20 per media.
5. Applicant agrees to remain with any gate until such gate is closed behind the vehicle.
6. Applicant agrees to adhere to the following rules when operating a vehicle on the Airport Ramp:
 - a. Vehicles must yield to all aircraft, pedestrians and emergency vehicles.
 - b. AOA speed limit is 15 mph.
 - c. All traffic control signage and devices shall be observed.
 - d. Vehicles are not permitted to operate in the Movement Area at any time without prior permission and/or escort.
7. Applicant acknowledges and agrees that AOA access privileges may be revoked in writing after non-compliance with one written courtesy warning, in event of the following:
 - a. Violation of any of these Terms of Application;
 - b. Violation of any local, state or federal ordinance, rule or regulation, or policy;
 - c. Termination or loss of good standing of the lease, operating agreement, employment, or other need to access the AOA;
8. The District may restrict AOA access at any time if directed by any local, state or federal authority, or when the General Manager determines local safety/security concerns dictate.

By submitting this application and in consideration of the granting of vehicular access privileges to the AOA, I the undersigned applicant acknowledge that I have read, understand and agree to be bound by the aforementioned Terms of Application.

Printed Name

Hangar Number/Business Name

Applicant Signature

Date

-----TTAD Use Only-----

Lease/Permit Location	
Media Type & ID code	
Media Type & ID code	
Manager Approval (additional media only)	