

CITY OF REDLANDS MUNICIPAL AIRPORT

GATE CARD POLICY

Effective February 1, 2023

PURPOSE

The purpose of this airport gate card policy is to manage and regulate access to the REI Airport Operational Area (AOA) in order to ensure accountability, safety, and physical security of airport tenants, facilities, runway and taxiway, and aircraft at the REI.

All REI current and new tenants seeking vehicle access to the Redlands Municipal Airport are required to submit the required forms (see Section A.1) acknowledging and agreeing to comply with this policy within 90 days of the policy's effective date or prior to issuance of a new or renewal REI gate card.

DEFINITIONS

Airport Operational Area (AOA) – airport areas designated for landing, take off, or surface maneuvering of aircraft.

Cardholder – a vetted and authorized aviation related user, tenant, employee, based or temporarily assigned to Redlands Municipal Airport,

City – City of Redlands (unless otherwise identified)

FAA – Federal Aviation Administration

FBO – Fixed Based Operator

Immediate Family Member – Parent, Legal Guardian, Spouse, Child

REI – Redlands Municipal Airport

SASO – Specialized Aviation Service Operators

REI OPERATIONS

REI operations encompass a variety of activities, including, but not limited to:

- Commercial aviation
- Personal/recreational aviation
- Instruction/flight training
- Air medical/emergency services

- Helicopter firefighting operations
- Special aviation events

GENERAL GUIDELINES

1. This gate card policy applies to City Staff, other government agencies, FBOs/SASOs, Flight Clubs, tenants and immediate family, lessees, businesses, business employees, and their employees, flight instructors, and student pilots.
2. REI vehicle gate cardholders must comply with Federal, State, and local regulations.
References:
 - [Division V. Airports, Chapter 12.56 Municipal Airport Code](#)
 - Department of Homeland Security [Guidelines for General Aviation Airport Operators and Users](#)
 - REI Airport Vehicle Driving Information
 - Federal Aviation Administration - [Airfield Drivers information](#)
3. Persons that do not have a valid driver's license are NOT authorized to drive motorized vehicles (motorcycles, golf carts, etc.) within the fenced Redlands Municipal Airport and AOA areas.
4. The Airport Supervisor will ensure this policy is periodically updated as necessary. The current version of the policy will be available on the Redlands Municipal Airport page - <https://redlandsairport.com/pilot-center/gate-card-policy-driver-information/>

POLICY

A. All Gate Cardholders

1. All current and prospective REI gate Cardholders must submit at time of request or renewal the following documents:
 - a. REI Vehicle Gate Access Control Card Application and accompanying documents.
 - b. Gate Card Policy Acknowledgement Form
 - c. Sponsorship letter (if applicable)
2. **Sharing of gate cards is strictly prohibited.**
3. All REI gate card holders shall ensure all information on file in the REI Vehicle Gate Access Control Card Application is correct and update information in a timely manner.
4. Inoperable, lost, stolen, or destroyed gate cards shall be reported immediately to sponsor and/or REI Airport Supervisor.
5. Gate cards shall be returned by the sponsor and/or the gate cardholder to the Airport Supervisor's Office when tenant, lessee, employee, or student vacates or stops utilizing a

hangar, tie down, office space, conducting business, instructing, taking flight instruction, or ceases to be a member of an authorized REI airport organization (flying club, pilot association, etc.).

B. Fixed Based Operators/Specialty Air Service Operators/Flying Clubs:

1. FBOs and SASOs shall have an active City Business License and Signature Authorization Form prior to requesting a REI gate card.
2. FBOs and SASOs in coordination with the tenant, lease, business, and/or employee shall request REI gate cards using the REI Vehicle Gate Access Control Card Application.
3. FBOs, SASOs, and Flying Clubs shall complete and sign a Sponsorship Letter for their requesting tenants, lessees, businesses, employees, and members. Which is attached hereto as Attachment "A" and incorporated herein by this reference.
4. FBOs, SASOs, and Flying Clubs or their tenants, lessees, employees, and members shall submit the completed and signed documents noted below to the Airport Supervisor's Office during regular business hours, Monday-Friday, 8 am to 5 pm.
 - a. Gate Card Application
 - b. Policy Acknowledgement
 - c. Sponsorship Letter
 - d. One of the following Government Issued Personal Identification Documents
 - A state issued Real ID driver's license.
 - International driving license.
 - e. Vehicle Registration
 - f. Proof of vehicle insurance

C. Individual Tenants, Business Owners, Employees, Flight Instructors, and or Students:

1. Authorized REI gate cardholders shall meet at least one of the following criteria:
 - a. Have an active and approved City, FBO, and or SASO agreement to occupy hangars, offices, or tie-downs.
 - b. Have an active City business license to conduct aviation and or ancillary supportive authorized business within the REI AOA.
 - c. Student pilots will be issued access to the pedestrian gate and will only receive a gate card if sponsored by a licensed authorized REI Flight School or independent licensed instructor with an active City business license to operate within REI AOA.
 - d. Have an active ownership interest in an REI City licensed business.
 - e. Be an employee of a city licensed business that requires access to the REI AOA.
 - f. Have an active ownership/partnership/membership interest in an REI based aircraft.

- g. Representative of agency with an active and approved Cooperative interagency agreement with the city, i.e., federal, state, county emergency event, fire suppression, disaster relief, or military.

Immediate family members of any one of the above cardholder categories may be issued a gate card upon submission of Required Forms and supporting justification.

2. Limits to number of issued gate cards:

- a. One (1) gate card will be issued per person with a total limit of four (4) per hangar/tie-down/office for Tenant and other authorized persons as defined above.
- b. No limit for cards issued to REI businesses and their employees. However, gate cardholders shall submit gate cards back to REI when the user(s) no longer meet the requirements for REI airport access as outlined in this Section B.

D. Independent Flight Instructors and Aviation Maintenance Technicians:

- 1. Independent flight instructors and aviation maintenance technicians not associated with an FBO, SASO or Flying Club must have an active city business license to obtain a gate card.
- 2. Independent Flight Instructors and aviation maintenance technicians shall be responsible for returning gate cards to the Airport Supervisor's Office.

E. Escorting Visitors

- 1. All REI visitors and invitees must be escorted by an employee, tenant, lessee, business entity, or flight instructor who has been issued a REI Gate Card while within REI AOA. Escorts are responsible for all visitors and invitees when they are present on the REI AOA.

F. Annual renewal of all REI Gate Cards:

1. The effective date for all REI gate cards will commence on the date the Gate Card Policy Acknowledgment Form is signed by the gate cardholder.
2. Gate Cards will expire one year from effective date.
3. REI gate cardholders are responsible the expiration date of each card and arrange for renewal no earlier than thirty (30) calendar days in advance of said expiration date. No reminders will be sent by REI staff.
4. Gate cardholders will provide updates to their gate card application and vehicle information (registration and insurance) as part of the renewal process.
5. Expired gate cards will remain deactivated until renewal process is complete.

CITY OF REDLANDS MUNICIPAL AIRPORT
GATE CARD POLICY ACKNOWLEDGEMENT FORM

February 1, 2023

The City of Redlands Municipal Airport Gate Card Policy is available on the REI website, Redlands Municipal Airport (REI) - City of Redlands <https://redlandsairport.com/pilot-center/gate-card-policy-driver-information/>

Please sign and return this acknowledgement form to:

City of Redlands
Facilities & Community Services Department
Aviation Division
PO Box 3005m 35 Cajon Street, Suite 222
Redlands, CA 92373
Phone: 909-798-7655

Name: _____

Tenant Hangar/Tie-down / Justification for Access: _____

I have received a copy of the City of Redlands Municipal Airport Gate Card Policy. I agree to abide by all provisions of the gate card policy, driver information slides, City of Redlands Municipal Code (RMC) Chapter 12.56 – Municipal Airport and FAA Airfield Driver information.

I hereby acknowledge that I have read and agree to abide by all provisions of the above reference information. I also acknowledge that I understand that any violation of the RMC may result in fines up to \$1,000 per unique and individual violation to include loss of gate card access to REI Airport.

Signature

Date

REI VEHICLE GATE ACCESS CONTROL CARD APPLICATION

City of Redlands Redlands Municipal Airport VEHICLE GATE ACCESS CONTROL CARD-APPLICATION			
Name of Applicant:		Type:	Term:
_____		NEW <input type="checkbox"/>	ANNUAL <input type="checkbox"/> TEMPORARY <input type="checkbox"/>
_____ Last	_____ First	_____ Middle Initial	RENEWAL <input type="checkbox"/>
Street Address:		City:	State: Zip:
Mailing Address:		City:	State: Zip:
Phone Number:	Cell Phone:	Work Phone:	
Email Address:		Date of Birth:	
Driver's License Number:	State:	Expiration Date:	
Temporary Access Card:	Start Date:	End Date:	Reason:
Pilot and/or Aircraft Owner:		Pilot: YES <input type="checkbox"/> No <input type="checkbox"/>	Aircraft Owner: YES <input type="checkbox"/> No <input type="checkbox"/>
Airplane Make:	Airplane Model:	Color:	Tail Number:
Tie-Down Location/FBO/SASO:		Hanger Number:	Space Number:
Business Owner or Employee:	Business Owner YES <input type="checkbox"/> No <input type="checkbox"/>	Employee YES <input type="checkbox"/> No <input type="checkbox"/>	
Business /FBO/SASO Name:		Type of Business:	Location on Airport:
Service or Delivery Business:			
<input type="checkbox"/> SUNDAY <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY			
Need Access:	Name of Contact Person:	Phone Number:	
_____ AM To PM	_____	_____	
Additional required information (include information and or documents on all vehicles that are requested access to REI, such as but not limited to (make, model, year, registration, and or license plate as applicable)			
<p>I hereby affirm that I will cooperate with any reasonable request from City's Airport Supervisor regarding vehicle use or operation at the airport. I shall immediately report any loss or theft to this access card to the Facilities & Community Facilities Department. I further affirm that all information submitted in the application is true and correct. I understand that this card may be revoked at any time. FBO/SASO/Sponsor will also sign.</p>			
Signature of Cardholder: _____		Date: _____	
Signature of FBO/SASO/Sponsor: _____		Date: _____	

Official Use Only:	Completed By:	Date:
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As of January 23, 2023

City of Redlands Redlands Municipal Airport VEHICLE GATE ACCESS CONTROL CARD-APPLICATION FOR OFFICIAL USE ONLY			
Name of Applicant:			
Verification of Driver's License	Attached photocopy of driver's license or other photo ID YES <input type="checkbox"/> No <input type="checkbox"/>		
Verification of Pilot's License	Attached photocopy of pilot's license YES <input type="checkbox"/> No <input type="checkbox"/>		
Verification of Employment (Employees of a FBO or SASO Only)	Attached photocopy of employee ID, paystub, or other YES <input type="checkbox"/> No <input type="checkbox"/>		
Verification of Rental Agreement	Attached photocopy of tie-down and/or hanger rental agreement YES <input type="checkbox"/> No <input type="checkbox"/>		
Address:		Conditions:	
Phone Number:		Access Group:	
Driver's License Number:		Term: ANNUAL <input type="checkbox"/> TEMPORARY <input type="checkbox"/>	
City Department:		Division:	
Type of Use:			
ANNUAL Fee: <input type="checkbox"/> No Fees: (CITY STAFF) <input type="checkbox"/> NEW - \$30.00 <input type="checkbox"/> RENEWAL - \$15.00 <input type="checkbox"/> ADDITIONAL - \$10.00 <input type="checkbox"/> REPLACEMENT - \$30.00			
Reason: <input type="checkbox"/> PILOT <input type="checkbox"/> AIRCRAFT OWNER <input type="checkbox"/> CITY STAFF <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CUSTOMER <input type="checkbox"/> OTHER			
Comments/Justification of Need:			
APPLICATION:		REASON:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> OTHER			
CARD NUMBER:	DATE OF APPLICATION:	DATE PROGRAMMED:	DATE CARD ISSUED:

As of January 23, 2023

SPONSORSHIP LETTER FOR GATE CARD ACCESS TO REDLANDS MUNICIPAL AIRPORT

Sponsor Name
Address
Telephone
Email

To The City of Redlands Municipal Airport:

I, _____, FBO, SASO, Flight Club, Flight School, Flight Instructor, Tenant or owner of hangar/tie down _____ at Redlands Municipal Airport, wish to sponsor _____ for gate access for the purpose of _____.

Date _____

Signature _____

Printed Name _____

Examples of Approved Documents ([These documents must be presented at the time of issuance and or renewal of gate cards.](#))

