

## FULLERTON MUNICIPAL AIRPORT GATE CARD POLICY

The City of Fullerton observes a policy regarding the issuance and use of gate cards to help maintain a safe and secure operating environment at The Fullerton Municipal 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 Operations Area (AOA) agree to comply with provisions of the Fullerton Municipal Code, Section 18.03.050 *Motor Vehicle Regulations*. Thank you for your cooperation.

### **Policy for Individual Tenants**

1. You must be a hangar or tiedown 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 a flying club or association.
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 gate card is \$25.
4. Applications for a new gate card must be made in person at the Airport Administrative Office during regular business hours – Monday through Thursday, 8:00 a.m. to 4:30 p.m. and alternate Fridays, 8:00 a.m. to 3:30 p.m. ***Important: Bring your government issued photo ID with you***, e.g., driver license, state issued ID, or passport. The gate card will not 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 AOA of the airport. You are responsible for the actions of visitors and invitees when they are present in the AOA.
7. Notify the Administrative 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 in tact 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 or tiedown.
11. Exceptions to the gate card policy are permitted for personnel of the Federal Aviation Administration, National Transportation Safety Board, law enforcement agencies, the Fullerton Fire Department, or other emergency responders while on duty.

## **Policy for Commercial Operators**

1. Gate cards may be issued to current employees of an authorized commercial operator.
2. Each authorized commercial operator shall designate one supervisor or manager who can authorize the issuance of gate cards to employees. The designation shall be made at the time a Commercial Operating Agreement is signed or when a lease agreement is signed.
3. A gate card will not be issued to any employee unless the application is authorized by the designated supervisor or manager.
4. Only one gate card will be issued per person.
5. Gate cards shall not be issued to students, friends, or acquaintances of any commercial operator employee.
7. Applications for a new gate card must be made in person at the Airport Administrative Office during regular business hours – Monday through Thursday, 8:00 a.m. to 4:30 p.m. and alternate Fridays, 8:00 a.m. to 3:30 p.m. **Important: Bring your government issued photo ID with you**, i.e., driver license, state issued ID, or passport. The gate card will not be issued unless your ID is presented to airport staff.
8. 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.
9. Notify the Administrative Office **immediately** if your gate card is lost, stolen, or destroyed, or if any 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 in tact but not functioning properly.
11. **The commercial operator 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 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, National Transportation Safety Board, law enforcement agencies and the Fullerton Fire Department, or other emergency responders while on duty.



# **Fullerton Municipal Airport**

4011 W. Commonwealth Ave.  
Fullerton, CA 92832  
714-738-6323 FAX 714-738-3112

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**TO:** All Airport Gate Access Card Holders

**FROM:** Brendan O'Reilly, Airport Manager

**SUBJECT:** **Supplement to Fullerton Municipal Code Chapter 18.03.050**  
***Motor Vehicle Regulations***

**DATE:** July 1, 2013

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The purpose of the Policy Letter is to amplify the Fullerton Municipal Code, Chapter 18, which addresses the issue of Motor Vehicle Regulations in paragraph 18.03.050.

The **California Vehicle Code** is the basis for regulating vehicles at the Airport. There may be additional vehicle regulations imposed due to the environment created by airport operations. The intent and focus of all motor vehicle regulations at the Airport is to ensure that safety is never compromised by mixing motor vehicles and aircraft.

Aircraft **always** have the right of way over vehicles at the Airport. The FAA's Guide to Airport Ground Vehicle Operations is very specific regarding this issue.

The maximum speed limit for motor vehicles at the Airport shall be **10 MPH**.

**Only one vehicle at a time is permitted entry through Airport access gates.** "Piggy backing" is strictly prohibited. To ensure piggy backing does not occur, wait for gate to close behind you before proceeding.

Motor vehicles shall park only in designated parking areas. The area immediately adjacent to a hangar or tie down, in a taxiway or taxi lane, is not a designated parking area. Vehicles temporarily stopped in these areas must be attended and must be displaced to accommodate aircraft movement. Motor vehicles maybe left parked unattended only in a tenant's hangar or tie down. Hangars and tie downs are not designated as "shop" or repair areas for motor vehicles and shall not be used for such activities.

Only motor vehicles which bear evidence of being currently registered with the California Department of Motor Vehicles will be allowed to operate or park at the Airport.

BOR/mr





**VEHICLES PROHIBITED INSIDE OUTLINED AREAS**



**RUNWAY MOVEMENT AREA**



**HIGH INTENSITY HELICOPTER OPERATIONS**