SD Airports

Montgomery Gibbs-Executive AIRPORT POLICY
Access Control Gate Cards

11 April 2019

General Provisions

1. Applicants must complete the Access Card Request Form and submit it to Airport Operations or their Fixed Base Operator (FBO) Master leaseholder for authorization and processing. Airport Operations shall authorize and issue all gate cards.

2. Applicants shall provide a valid driver's license at application. Cards issued after May 14, 2019 must have applicant's picture, first and last name printed on the card.

3. Applicants shall provide a valid reason to have vehicle access to the Non-Movement area of the airport. Valid reasons include but are not limited to: current rental agreement or lease, based aircraft, aviation-related business, current and authorized subtenant, spouse of aircraft owner, or other reasons acceptable to the Deputy Director, or Airport Manager.

4. Gate cards are issued to the authorized applicant, cards are to be used by card holder only. Unauthorized card use will be grounds to disable card access. Authorized card holder may escort non-card holders onto Non-Movement areas. Each card holder may have a maximum of two active cards. Additional cards are $10.00 per card.

5. FBOs shall have sole discretion to authorize or deny access to their leasehold.

6. Flying club members and aircraft renters will not be issued gate cards to the Gibbs ramp. Gibbs FBO will provide access during hours of operation (currently from 0600 to 2100, subject to change according to Gibbs FBO.) Flying Club members that fly aircraft that are hangered in areas other than the Gibbs Ramp, can be given gate access cards with permission from the aircraft owner and Deputy director, or Airport Manager. The aircraft owner must co-sign the non-owner's application.

7. FBOs shall notify Airport Operations of card holders that are no longer leasing hangars or tiedowns, so card can be turned in and disabled. Aircraft owners that have approved access to club members will notify Airport Management if the club member has been terminated or has left the club.

8. Gate Card holders may be authorized to access multiple gates, access to gates is initially designated by proximity of gate to leased area, tiedown, or hangar. Additional gate access is at the discretion of the FBO, Airports Director, or Airport Manager.

9. Gate Cards remain the property of the City of San Diego Airports Division, and may be deactivated for reasons including, but not limited to: violation of airport rules, policy and regulations, access no longer needed due to sale of hangar, termination of lease, or other reasons determined by the Deputy Director, or Airport Manager.

10. Gate Cards provide vehicle access to the Non-Movement Area only. Contractors and authorized personnel whom need to operate a vehicle in the Movement Area must first be approved by and receive additional drivers training from the City of San Diego Airports Division authorized staff.

Gate Card Fees	
First Card Issued	$0
Undamaged non-functioning card replacement	$0
1st Replacement card	$10
2nd Replacement card	$15
3rd Replacement card	$20
Reactivation of card after card violation of Airport Rules	$50

Administrative Fees are at the discretion of the Airport Manager or Deputy Director of Airports

Cardholder Responsibilities

1. Cardholders must review and comply with the Vehicle Operating Rules and Regulations prior to receiving a gate card.

2. Cardholders shall comply with all applicable airport rules and regulations, City ordinances, motor vehicle regulations, state and federal regulations related to operating on an airport.

3. Lost cards shall be reported to Airport Operations immediately at (858) 573-1440. Replacement cards are $10 each for the first replacement card.

4. Cardholders shall immediately notify Airport Operations or their FBO of any changes in contact information, aircraft, or tenancy.

5. Cardholders are liable for any improper use of their cards.

6. Visitors and guests shall remain under escort, Cardholder will be responsible for any infractions incurred by visitors and guests.

7. Cardholders shall maintain a current driver's license and vehicle insurance.

8. Cards are not transferable. Loaning your card to another person is a violation of card holder policy. Operations staff or Airport Manager will immediately disable card holders' card. This action may result in the revocation of card holders' card.

Rodney Propst

Rodney Propst AAE
Deputy Director, Airports

15 May 19
Date

SD Airports

Montgomery-Gibbs Executive Airport
VEHICLE OPERATING RULES AND REGULATIONS
11 April 2019

Vehicle Operating Rules for the Non-Movement Area

The Non-Movement Area (NMA) is the portion of the air operations area (AOA) not under the control of the Air Traffic Control Tower (ATCT). It includes aircraft parking areas and taxilanes. The NMA boundary is shown by a yellow solid line and a yellow dashed line painted on the pavement:

The solid line is the NMA side, while the dashed line is the Movement Area (MA) side. **You must get clearance from ATCT via two-way radio communication, and authorization from Airport Operations to cross the solid line from the NMA to the MA.**

While operating in the NMA:

1. Aircraft and emergency vehicles always have the right of way.
2. Speed limit is 10 MPH.
3. Beware of jet blast, propellers and rotors.
4. Upon entering or exiting a vehicle gate, drivers must wait for the gate to fully close before proceeding. Do not allow another vehicle or person to enter gate without swiping their own card.
5. Contact Airport Operations (858) 573-1440 if a driver insists on following you through the gate. *Do not* confront the other driver. Provide a description of the vehicle, the license plate number (if able), and a brief description of the driver. With the cameras monitoring the entrances and exits, and your description of the encounter, the offender should be identifiable and corrective action taken.
6. Remain clear of runways, taxiways, safety areas, object free areas, runway protection zones, and any other parts of the MA.
7. Comply with all applicable City Ordinances, motor vehicle regulations, and state and federal rules and regulations related to operating on an airport. Failure to comply may result in loss of privileges and fines, per the San Diego Municipal Code.

Rodney Propst AAE
Deputy Director, Airports

15 May 14
Date