

# **Jackson County Airport–Reynolds Field**

## **Airport Security - Gate Access Card Policy**

### **Purpose**

This policy formalizes the process necessary to maintain airport security as required by the Airport Board Policies and section 200.18 of the Jackson County Airport – Reynolds Field Rules and Regulations.

### **Procedures**

1. All individuals requesting airport gate access will be required to complete and sign the Airport Access Agreement.
2. Hangar owners and tenants will be allowed up to two (2) gate access cards at no cost. Additional access cards may be requested, and if approved by airport administrative personnel, will be issued at a cost of \$5.00 each.
3. Lost cards will be replaced at a cost of \$5.00. There will be no cost to exchange a damaged airport access card.

### **Airport Access Conditions**

All individuals accepting an airport access card are agreeing to the following stipulations as conditions for continued use of the access card:

- Access cards are only to be used by the individual, or company, the card was issued to.
- Access cards are not to be transferred or loaned.
- Access cards are to be returned when access to the airport is no longer needed.
- Lost or stolen access cards should be reported immediately to the airport administrative personnel so the card can be deactivated.
- Access card users are required to pause just beyond the gate clear zone and wait for gate to cycle close before proceeding.
- Access card users are required to report all gate issues to airport administrative personnel.
- Airport access cards can be deactivated for violations of this policy and/or airport rules and regulations, or for failure to pay airport fees. Written notification will be provided by airport administrative personnel prior to all access card deactivations.

JACKSON COUNTY AIRPORT – REYNOLDS FIELD

Airport Access Agreement

Name: \_\_\_\_\_  
Last First M.I.

Company Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip Code

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Gov't Issued Photo ID #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Hangar # \_\_\_\_\_ Plane N# \_\_\_\_\_ Plane N# \_\_\_\_\_

IF NOT a hangar owner/tenant please specify need for airport access and **sponsor section** must be completed:

\_\_\_\_\_  
\_\_\_\_\_

Persons failing to provide all information, and sign this agreement, will not be granted an airport access card.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sponsor** (Must be completed if not a hangar owner/tenant)

I certify/attest the person applying for access is an authorized user on my behalf and I take responsibility for their actions.  
I further understand I may be penalized for their misuse of airport access card and will notify the airport immediately  
should my sponsorship end with the applicant.

\_\_\_\_\_  
Printed Sponsor Name Sponsor Signature Date

**Date Card Issued:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Card #** \_\_\_\_\_