

**City of Redlands
Redlands Municipal Airport**

VEHICLE GATE ACCESS CONTROL CARD-APPLICATION

Name of Applicant: _____			Type: NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/>		Term: ANNUAL <input type="checkbox"/> TEMPORARY <input type="checkbox"/>	
Last First Middle Initial						
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:			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 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: _____ AM To _____ PM			Name of Contact Person:		Phone Number:	
Primary Cardholder (if applicable):						
Additional Information:						
<p>I hereby affirm that I will cooperate with any reasonable request from City's Airport Manager regarding vehicle use or operation at the airport. I shall immediately report any loss or theft to this access card to the Quality of Life 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.</p>						
Signature of Cardholder: _____				Date: _____		
Official Use Only:			Completed By:		Date:	

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**RULES AND REGULATIONS FOR USE OF
VEHICLE GATE ACCESS CONTROL CARD**

Airport Rules and Regulations, Redlands Municipal Code, Chapter 12.56. A copy of this code may be viewed at the City of Redlands Municipal Code website at www.ci.redlands.ca.us/plans/municipal_code.htm

1. All applicants shall complete the Vehicle Gate Access Control Card Application form and submit the form to the Quality of Life Department with all required data and information for review and processing. All blanks on the application shall be completed. If a particular blank is not applicable, the applicant shall so indicate by placing **N/A** in the blank. Applicant shall allow two working days for processing. (please note City offices closed Fridays)
2. All applicants shall provide adequate photo identification such as a valid driver's license as proof of identification. Photo identification cards shall be photocopied for the file.
3. All applicants shall provide proof of the need to be permitted access to Redlands Municipal Airport.
4. All applicants approved for access shall be required to pay the appropriate card fee and deposit as may be determined from time to time by resolution adopted by the Redlands City Council. Pursuant to Resolution No. 6451, the following fees are in effect:

**New Annual Card - \$25.00 (includes
refundable deposit)
Replacement Card - \$15.00**

Renewal of Annual Card - \$15.00

Temporary Card - \$10.00

Multi-User Replacement Card - \$10.00

Renewal of Multi-User Annual Card - \$10.00

**Multi-User Annual Card - \$10.00 (requires
family relationship with primary cardholder)**

**Refundable Deposit for all Cards - \$10.00
(returned in operating condition)**

5. All annual Vehicle Gate Access Control Cards shall be issued for the calendar year. Fees and deposits for cards will not be prorated. It shall be the applicant's responsibility to renew their Vehicle Gate Access Control Card prior to the expiration date, December 31 of each year beginning in 2003. Reminders will not be mailed.
6. Temporary cards may be issued for periods not to exceed four months.
7. Any applications for applicants under the age of 18 shall be co-signed by a parent or legal guardian.
8. Not all applicants may have 24-hour, 7 days per week access permitted. Airport access will be limited to a period in which actual usage is required.
9. The applicant shall immediately report any loss or theft of the Vehicle Gate Access Control Card to the Quality of Life Department by contacting (909) 798-7655 or email at qualityoflife@cityofredlands.org.
10. The applicant agrees to observe the 10 MPH vehicle speed limit and to operate their vehicle in a courteous manner while on airport property. **Initial (_____)**
11. The applicant agrees to yield to aircraft. **Initial (_____)**
12. The applicant will not store any vehicle on airport property and agrees to notify the airport manager at (909) 798-7655 when their vehicle will be on airport property for more than 96 hours. **Initial (_____)**

All information submitted shall be maintained by the Quality of Life Department, for official use only.

SIGNATURE:

DATE:

CARD NUMBER:

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**VEHICLE GATE ACCESS CONTROL CARD-APPLICATION
FOR OFFICAL 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	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"/>
Verification – Other	Attached photocopy of other documentation		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:			
Fees Paid: <input type="checkbox"/> No Fees: (CITY STAFF) <input type="checkbox"/> NEW - \$25.00 <input type="checkbox"/> RENEWAL - \$15.00 <input type="checkbox"/> TEMPORARY/MULTI USER - \$10.00 <input type="checkbox"/> REPLACEMENT - \$15.00 <input type="checkbox"/> DEPOSIT - \$10.00			
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:			
APPLICATION:		REASON:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> OTHER			
CARD NUMBER:	DATE OF APPLICATION:	DATE PROGRAMMED:	DATE CARD ISSUED:

Revised: January 11, 2011