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## Gate and AOA Access Agreement

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**In General:** ID Cards and keys will only be issued to personnel with a demonstrated airport operational need. ID Cards issued will only be programmed for those gates for which there is a documented aviation operational and/or support need.

**Application:** Persons needing ID cards/keys shall make application on the attached form.

**Guidelines:**

1. Private hangar owners may be issued ID cards/keys for anyone requiring access to the AOA.
2. Aviation business owners with airside-access facilities may be issued one card per employee and sufficient cards for essential support functions.
3. Airport Lessees will be issued ID cards/keys upon completion of an STA.
4. Employees must provide written employer consent certifying operational need.
5. Aircraft owners who lease and/or rent hangars from airport lessees shall present certification from hangar owner (airport lessee) documenting the operational need for access.
6. Tie down space renters will be issued cards/keys upon completion of an STA. In the case of aircraft multiple ownership, the applicant shall present certification from tie down space renter documenting consent and operational need for access.

**Holder Responsibilities:**

1. Upon notice from airport administration, ID cardholders shall present ID cards/keys to the airport security coordinators for inventory purposes. Security Coordinators shall then reaffirm operational need. Failure to present ID cards/keys may result in removal of access authority by deprogramming cards or re-keying locks. In such cases, holder may be subject to reinstatement fees.
2. Holder shall immediately notify airport administration of missing cards/keys.

**Adherence to Safety and Security Regulations:** Acceptance of a card or key requires the holder to adhere to these rules. Failure may result in revocation of use authorization.

1. ID Cards/Keys shall only be used to provide access to/from the holder's hangar, tie-down space, or leased airside facility. It shall not be used to access the airport movement area or other areas for which there is reasonable landside access.
2. Persons using ID Cards/keys shall make sure gates are secured at all times.
  - a. Automatic gates: ***Upon entry and exit, holder will stop vehicle, wait, and verify that the gate has closed behind him.*** Holder is responsible for insuring unauthorized personnel or vehicles do not enter the premises while the holder is using the gate.
3. Holders escorting people to/from hangars, tie-down spaces, or aviation facilities are responsible for insuring those escorted abide by airport safety and security regulations.

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### Pullman-Moscow Regional Airport Card/Key Information and Agreement

- ❖ Full Legal Name (Last, First, Middle): \_\_\_\_\_
- ❖ Address: \_\_\_\_\_
- ❖ City, State and Zip Code \_\_\_\_\_
- ❖ Daytime Telephone Number: \_\_\_\_\_
- ❖ Gender: \_\_\_\_\_
- ❖ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_
- ❖ Height: \_\_\_\_\_ Weight: \_\_\_\_\_
- ❖ Date of Birth (mm/dd/yyyy): \_\_\_\_\_
- ❖ Country and **State** of Birth: \_\_\_\_\_
- ❖ Citizenship: \_\_\_\_\_
- ❖ Social Security Number: \_\_\_\_\_
- ❖ For Non-US Residents
  - Alien Registration Number (ARN, 9 digits): \_\_\_\_\_
  - 1-94 Arrival/Departure form Number (11 digits): \_\_\_\_\_
  - Visa Control Number (if non-immigrant visa is held): \_\_\_\_\_
- ❖ For US Citizens born Abroad
  - U.S. Passport Number: \_\_\_\_\_
  - Certificate of naturalization Number, or \_\_\_\_\_
  - Certification of Birth Abroad, Form DS-1350 \_\_\_\_\_
- ❖ Employers Name: \_\_\_\_\_

Information marked ❖ is required by TSA for processing.

Requiring Access To: \_\_\_\_\_

Tail # or Hangar location (if applicable) \_\_\_\_\_

I, the undersigned, acknowledge that the information provided above is true and correct and that I have read the attached rules and will abide by them. I agree not to copy, transfer, misuse, modify, or alter keys/cards or the locks/gates they operate. I understand I may be billed a user fee for the use of card(s)/key(s). I also understand that I will be asked to verify my possession of the card(s)/key(s) on a recurring basis for inventory and security purposes. Failure to comply with the above provisions may result in deletion of my key card from the system, or \$30 card reinstatement fees.

Printed Name: \_\_\_\_\_

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

Employer/Tenant Name (If Applicable): \_\_\_\_\_

Employer/Tenant Signature: \_\_\_\_\_

TERMINATION DATE: \_\_\_\_\_

**Gate and AOA Access Agreement**

Type of Issuance (check one)

Initial Issue  Reissue

Reason for Reissue (check one)

Expired  Not Working  Lost  Stolen  Other \_\_\_\_\_

Badge Number \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Drivers Licenses # or ID # \_\_\_\_\_

**Pullman-Moscow Regional Airport Identification Media Policies**

1. The badge shall be worn at waist level or above, on my outer garment at all times while I am in the Security Identification Display Area (SIDA). If I do not have the badge, I am not authorized to be in the SIDA. If I have an AOA Badge, I understand I do not have to display the badge but am required to keep the badge on my person while on the Pullman Moscow Regional Airport.
2. The badge in my possession is the property of the Pullman-Moscow Regional Airport. If my employment is terminated for any reason, the badge must be returned to the Airport Immediately.
3. Loss of this badge may result in a fine up to a maximum of \$250.
4. The badge is not to be used for any other purpose than access to the SIDA or AOA as authorized and then only in the performance of employment duties at the airport or approved use.
5. I have received AOA or SIDA training as applicable to my Badge authorization.
6. It is my responsibility to request a new badge upon expiration. This request will be made through my supervisor and the expired badge will be returned to the airport.
7. The badge must be surrendered at any time upon demand by the Airport Manager or designated representative.
8. I will not copy, loan, transfer, give possession of, misuse, modify, or alter the badge.

I, the undersigned, do hereby acknowledge that I have read and understand the airport policies stated above and have received Pullman-Moscow Regional Airport Identification.

\_\_\_\_\_  
Badge Holder Signature

\_\_\_\_\_  
Date Issued

Verified and  
Authorized by: \_\_\_\_\_  
PUW ASC or Alternate

\_\_\_\_\_  
Date Authorized