AIRPORT GATE ACCESS REQUEST FORM

AUTHORIZED USERS: For security reasons, keys will only be provided to personnel who are City authorized tenants of, or employed by City authorized entities located at, the City of Safford Regional Airport. Per City Code, Section 19.32.060, *"Unless otherwise approved in writing by the City Manager or his designee, persons who have been provided a code or access device for the purpose of obtaining access to the airport shall only use said airport-issued codes/devices and shall not divulge, duplicate or otherwise distribute the same to any other person."* Any individual or business hired by an airport tenant/business to provide ancillary services shall be provided supervised access to the airport by the airport tenant/business receiving said services. No access keys or devices shall be issued without City approval in writing.

TERMINATION OF ACCESS: If a tenant or employee of a business located at the City of Safford Regional Airport leaves employment or no longer requires access to the Airport, the gate key should be returned to the City of Safford Public Works Office immediately.

LOSS OF GATE CARD: If a gate key is lost or stolen, it should be reported immediately to the Public Works office at 928-432-4170. Replacement keys will be charged a fee of $50.00 per the Safford Airport Fee Schedule.

I hereby certify that I have read, understand and agree to comply with the above provisions.

Signed: _____   Date: _____

Printed Name: _____

Company: _____

Phone Number: _____

Email: _____

Reason for Access: □ Airport Tenant   □ Employed by Airport Tenant   □ Other _____

Type of Gate Key Requested (select one): □ Proximity Card *(same as old cards)*   □ Proximity Key Fob

For Office Use Only

Card Number: _____

Date Issued: _____   Date Returned: _____

Fee Paid: □ New Card $25.00   □ Replacement Card $50.00   □ Cash □ Credit □ Check _____