



CONTRA COSTA COUNTY AIRPORTS

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Phase I Security Access Control Card Guidelines

The Contra Costa County (“County”) Airports Division Security Access Control Card Guidelines establishes provisions for Airport users who require vehicle and/or pedestrian access to the Airport Operations Area (i.e., behind the security fence) of Buchanan Field and Byron Airports.

A. Access Control Card general provisions are:

- 1) Persons or entities must complete the applicable Tenant, Affiliate or Government Access Control application form and receive approval from the Director of Airports
- 2) Access Control Card application forms must be typed or legibly printed and include an original signature; applicant will be contacted if information is unreadable to resubmit or schedule an appointment with Airport staff to complete
- 3) Limit of one (1) access card per individual
- 4) Access control cards will be programmed for specific gate or areas of use based on use/tenancy location; applicants must show eligibility to receive access to other access gates
- 5) Limit of two affiliate users per sponsor (exception with flying clubs or for special circumstances as approved by the Director of Airports)
- 6) Affiliate users must have a sponsor who meets the eligibility criteria in C below and, when affiliate will be accessing a lease hold property
- 7) Tenant must approve the affiliate application and are responsible for an affiliate’s actions when on the Airport
- 8) Affiliate users cannot be a sponsor to another affiliate user
- 9) Lost or stolen access control cards must be reported to the Director of Airports office immediately
- 10) Leaseholders and flying clubs (excluding aviation or flying associations) must provide, in writing, a current list of subtenants or members annually by January 15th
- 11) Leaseholders/flying clubs must report change of tenancy/rosters to the Director of Airports office within 5 days of such change
- 12) Tenant, affiliate and government card holders must report any changes to the Director of Airports office within 5 days of such change
- 13) Access card holders (tenant or affiliate) are responsible for any improper use of their access control card; it must not be loaned to anyone
- 14) Unattended vehicle(s) must be parked within permitted areas. Any vehicle interfering with adjoining spaces, taxiways or emergency access will be towed at owners expense
- 15) Access card holders must maintain current driver license and vehicle insurance at all times

B. Access Control Cards will only be issued after the Director of Airport's office has received and verified the following:

- 1) Completed Access Control Tenant, Affiliate or Government Application Form
- 2) Provide proof of valid Driver License
- 3) Payment of access control card deposit (may transfer existing deposit with evidence of an existing valid access key)

C. Access Control Card eligibility:

- 1) Tenants who have an existing Tie-Down Permit or Hangar Agreement with Contra Costa County
- 2) Those who have lease agreements with Contra Costa County
- 3) Those who are hangar subtenants and listed on the authorization hangar tenant roster as provided by each lease holder
- 4) Those who are an employee, associate or relative of an authorized Airport business, lease holder or tenant (Affiliate user)
- 5) Those who are an active member of a flying club or an active student pilot (Affiliate user)
- 6) Authorized government employees
- 7) Law enforcement and emergency personnel
- 8) Persons who can demonstrate the need for access and are authorized by the Director of Airports

D. Access Control Card Fees:

- 1) \$30 deposit (An existing deposit may be transferred if applicant so desires)
 - a. Fully refundable if card is returned within 30 days of termination of tenancy or affiliation with the Airport
 - b. Failure to return card to the Director of Airports office within 30 days will result in forfeiture of deposit
- 2) \$30 for replacement of lost or damaged cards
- 3) No charge for replacement of a defective card if card is returned to the Director of Airports office
- 4) \$15 per occurrence reactivation or access modification fee for tenants who have their gate cards deactivated or access is modified for any reason stated in E below
- 5) Charge for authorized government entities may be waived if approved by Director of Airports

E. Access Control Card may be deactivated or have access modified when:

- 1) False information has been provided on application
- 2) A change in tenancy is reported to the Director of Airports office
- 3) Access card is reported lost, stolen or destroyed
- 4) Access card is used by an unauthorized person or entity
- 5) Tenant that terminates tenancy or when they no longer authorize an affiliate user
- 6) Person or entity who violates Airport rules or regulations

- 7) Person or entity whose rent is over 60 days delinquent
- 8) Person or entity who is in violation of the terms of a lease, license, hangar agreement, or other permit
- 9) Person or entity is operating a commercial activity without a written agreement with the County to permit such services
- 10) Sponsor of an affiliate user if the affiliate user has violated the Airport rules or regulations or is conducting a commercial activity without written permission with the County
- 11) Sponsor of an affiliate user when they fail to report revoking approval of an affiliate within 5 days of such change
- 12) Person or entity who violates any County, City, State or Federal policy, rule or regulation
- 13) For subtenants or flying club members when the leaseholder or flying club no longer has them listed on their current tenant/member roster

F. Variance Procedure:

- 1) Variance requests must be made in writing to the Director of Airports and must include all relevant information as deemed necessary and appropriate to provide sufficient context for reviewing and making a determination on the matter
- 2) The variance request will be considered by the Director of Airports
- 3) The Director of Airports will issue a determination decision to the applicant within thirty (30) days of receipt of variance request
- 4) The Director of Airports determination decision will become final ten (10) days after the date of decision unless appealed to the County in accordance with the provisions in Buchanan Field Airport Policy for Standards of Development and Contra Costa County Airports Minimum Standards
- 5) A variance may be granted only upon determination that any or all of the following conditions are present:
 - A. That strict compliance with the specified policy or standards would result in impractical difficulty or unnecessary hardship inconsistent with the purposes of said policy or standards due to unique physical or topographical circumstances or conditions of design or unique operational circumstances. Or, as an alternative, that strict compliance would preclude an effective business or design solution which would improve operational efficiency or property appearance.
 - B. That strict compliance with the policy or standards would preclude an effective operational or design solution fulfilling the basic intent of the applicable provision.
 - C. That the variance, if granted, will not adversely affect the character or appropriate development of or appropriate business use of abutting sites or the surrounding area and will not be contrary to adopted plans or development policy of the County.
 - D. That the variance will not constitute a grant of special privilege inconsistent with the purposes of said policy or standards.