

# CORONA MUNICIPAL AIRPORT

## Corona Municipal Airport - Gate Access Control Card Application

Card Key # \_\_\_\_\_

### Term of Card

- New (\$20)  
 Renewal (\$15)  
 Temporary (2 week access maximum)

Start Date: \_\_\_ / \_\_\_ / \_\_\_

End Date: \_\_\_ / \_\_\_ / \_\_\_

Make check payable to: City of Corona

### Office use only

Issued by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Airfield Driver's Training:  Yes  No

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

### REQUIRED SECTION

### Tenant / Applicant Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ — \_\_\_\_\_

Home #: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Work #: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Cell #: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Driver License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_ / \_\_\_ / \_\_\_ D.O.B.: \_\_\_ / \_\_\_ / \_\_\_

### Pilot and/or Aircraft Owner Information

Pilot  Aircraft Owner  Both e-mail address: \_\_\_\_\_

A/C Type: \_\_\_\_\_ A/C Model: \_\_\_\_\_ Color: \_\_\_\_\_

Tail #: \_\_\_\_\_ Tie Down #: \_\_\_\_\_ Hangar #: \_\_\_\_\_ Space #: \_\_\_\_\_

### Business Owner or Employee Information

Business Owner  Employee Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Location on Airport: \_\_\_\_\_

Contractor, Service, or Delivery company: Access Requirements (Circle Application Day/s):

M T W Th F S Time: \_\_\_ : \_\_\_ am to \_\_\_ : \_\_\_ pm

Business Name: \_\_\_\_\_ Phone #: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Employed By: \_\_\_\_\_ Phone #: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

### REQUIRED SECTION

### Master Lease Holder Authorization

Master Lease Holder: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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## Applicant's Security Responsibility Agreement

1. All users of Corona Municipal Airport shall abide by the Corona Municipal Code pertaining to Airports, and shall comply with all statutes, ordinances, resolutions, rules, and regulations of any applicable federal, state, or local governmental agency and the City of Corona, and any and all directives concerning airport operations and safety issued by the City of Corona.
2. All keycard applicants must fully complete, **including Master Lease Holder representative signature**, and sign the Gate Access Control Card Application form, and submit the form and other required documentation in person to the Department of Water and Power Front Desk at 755 Public Safety Way, 1<sup>st</sup> Floor, Corona, CA, 92880, for review and processing.
3. All fields on the application must be completed. If a particular field is not applicable, the applicant shall so indicate by placing "N/A" in the space. Applicants are required to keep all information current and report any changes or cancellations to Airport Administration personnel at (951) 736-2289.
4. Applications for applicants under the age of 18 shall be co-signed by a parent or legal guardian.
5. Keycard applicants shall provide photo identification such as a valid driver's license. Applicant photo identification shall be photocopied for the file.
6. Applicants shall provide proof of the need to have 24 hour access (inside of the security fence) to the Airport after hours. All documents verifying such proof shall be photocopied for the file. Such proof may be in the form of, but not limited to, the following:
  - a) Verification of use through a hangar parking license agreement, tie down permit, or other rental agreement for hangar or tie down space.
  - b) Registration documentation for an aircraft.
  - c) Tenants and employees of authorized Fixed Base Operators ("FBOs") or Specialized Aviation Service Operators ("SASOs") must be named on an FBO- or SASO-supplied keycard authorization list or present a signed 24 access authorization letter from the authorized FBO or SASO. Verification of current employment from an FBO or SASO based at the Airport (i.e. payroll stub, employee ID, etc.) is required.
  - d) A pilot's license with appropriate current medical certificate may be required.
  - e) Other evidence that may be appropriate and acceptable to the City of Corona or its Airport Manager to verify legitimate use of facilities requiring 24 hour access at the Airport.
7. One keycard shall be issued per individual applicant at a service fee of \$20.00, and a renewal fee of \$15.00. Cards shall be renewed annually based on the cardholder's initial issue date.
8. Temporary keycards may be issued for periods not to exceed 10 days with an applicable service fee of \$15.00.
9. Keycards remain at all times the property of the City of Corona which, along with its Airport Manager, retains the right to restrict access privileges at any time.
10. A keycard may only be used by the person to whom it is issued and must remain on that person and be prominently displayed while on the Airport after hours. Guests of keycard holders must be escorted by the keycard holders.
11. Applicant agrees to present his/her keycard upon request of a representative of the City of Corona.
12. In the instance of flight school and aircraft rental customers, a SASO/flight school may issue a keycard to allow access to the rental aircraft. The SASO/flight school shall be responsible for its use and shall brief the customer on applicable airside access protocols and policies for the use of gate access control cards.
13. Applicant agrees to swipe their keycard on each and every entry into or exit from the Airport.
14. **If no other verified keycard holder is waiting to enter or exit, applicant agrees to stop and wait for the access gate to fully close prior to proceeding and shall not allow other vehicle(s) to enter, follow or "piggy back" through the gate. Immediately contact the CPD dispatch at (951) 736-2334 if an individual insists on following you through a gate. Failure to abide by this provision may lead to the confiscation of the keycard.**
15. Aircraft have the right-of-way at all times; the speed limit on the airside is 15 mph unless otherwise posted. All stop and parking restriction signs must be observed. Remain clear of the runway and taxiway at all times unless prior authorization and two-way radio communication are maintained.
16. Cardholders must immediately report a lost or stolen keycard to Airport Administration personnel, either in person or by calling (951) 736-2289.
17. The keycard may be revoked at any time if applicant fails to abide by the provisions contained herein. Such revocation may include enforcement actions as deemed appropriate by the City of Corona or the Airport Manager.

**I have read the above security procedures and I understand that failure to comply with any of them may result in suspension/revocation of my Gate Access Control Card.** \_\_\_\_\_ (Initials)

**The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith.** \_\_\_\_\_ (Initials)

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Mail or deliver form with payment to: 755 Public Safety Way, 1st Floor, Corona, CA 92880