



ALBERT WHITTED AIRPORT VEHICLE GATE CARD PROCEDURES

PURPOSE

The City of St Petersburg authorizes and provides vehicle gate cards ("cards") for those tenants and/or users requiring vehicular access to the Airport Operations Area ("AOA"). The AOA includes any area within the perimeter fence line of the airport. The following guidelines are established to help understand the process and procedures for acquiring cards.

AUTHORIZED USERS

Cards are only meant for those tenants and users who maintain businesses on the airport, which are approved by the City, and/or those individual/companies that may store and base aircraft at the Airport.

VEHICLE GATE CARD REQUEST FORM

Any individual requesting a card must complete a "Vehicle Gate Card Form" prior to the issuance of the card. If the requester is an employee or a subtenant of the fixed base operator ("FBO") or a specialized aviation operator ("SAO") located on the airfield, they need to complete a "Vehicle Gate Card Form" provided by the FBO/SAO. This form needs to be PRE-SIGNED by the designated representative of the FBO/SAO prior to obtaining a card.

Any other individual requesting access that is not authorized through a FBO or SAO will need to request access through the Airport Administration Office located at 107 8th Ave SE and have a "Vehicle Gate Card Form" pre-signed by a representative of Airport Management.

GATE ACCESS TYPES

- | | |
|--|--|
| 1.) RED CARD (Gates 3 - 6): | Based Tenants, Specialized Aviation Operators. |
| 2.) BLUE CARD (Terminal, Gates 1 - 6): | FBO Employees and/or other parties identified by the FBO. |
| 3.) GREEN CARD (All Gates): | City Employees, Tower Personnel, and/or other parties as approved by Airport Management. |

SCHEDULE OF CARD FEES

- | | |
|----------------------------------|---------|
| 1.) Initial Card Deposit | \$10.00 |
| 2.) Damaged Card Replacement | \$ 5.00 |
| 3.) Lost/Stolen Card Replacement | \$20.00 |

VEHICLE GATE CARD AVAILABILITY

Vehicle access gate cards are available through the Port Security Office located at 250 8th Ave SE, seven days a week, from 8am - 6pm daily. Cards may be issued outside of these hours provided arrangements are made in advance by calling the Port Security Office at 727-224-9640.

GATE CARD LIMIT

There is a limit of one (1) card per individual.

REQUESTOR PRESENCE/IDENTIFICATION

Only the individual whom the card is being issued may receive the card and must present a photo ID verifying their identity.

CARD DEPOSIT

The requesting FBO/SAO will be billed the \$10.00 deposit for each card issued with their monthly invoices.

LOST/STOLEN CARDS

If a card holder loses their card, they must report it immediately to the Airport Administration Office at 727-893-7654 so the card can be de-activated.

REPLACEMENT CARDS

If a card is lost or stolen it costs \$20.00 for a replacement card. If a card is damaged it will be replaced at a cost of \$5.00 provided the damaged card is brought back.

LOSS OF EMPLOYMENT/TENENCY

In the event that a card holder separates from employment with an approved company on the airfield or loses his/her tenancy status, the Airport Administration Office must be notified by that company.

FBO/SAO DESIGNEES

Each FBO and/or SAO must provide the City with a complete and updated list of employees who are authorized to sign "Vehicle Gate Card Forms" on behalf of the company. The list should include the authorizer's signature and printed name.

CARD AUDITS

The City may conduct audits at any time to verify cardholder status.



ALBERT WHITTED AIRPORT COMPANY DESIGNEES - VEHICLE GATE CARDS

COMPANY _____

DESIGNEE #1

NAME: _____ Position: _____

SIGNATURE: _____

DESIGNEE #2

NAME: _____ Position: _____

SIGNATURE: _____

DESIGNEE #3

NAME: _____ Position: _____

SIGNATURE: _____

DESIGNEE #4

NAME: _____ Position: _____

SIGNATURE: _____

DESIGNEE #5

NAME: _____ Position: _____

SIGNATURE: _____