

LEESBURG EXECUTIVE AIRPORT

AIRPORT TERMINAL AND VEHICLE ACCESS CARD POLICY & APPLICATION

ACCESS CARD ISSUANCE: At the sole discretion of Airport Staff, Access Cards may be issued to individuals for the following reasons: 1. Aircraft Owner/Operator. 2. Airport tenants and tenant employees who require access to perform their jobs. 3. Non-tenant operators in possession of an appropriate airport issued operating permit. 4. Emergency Response Agencies. **Failure to comply with the Airport Rules & Regulations and Minimum Standards will result in rescinding of access card privileges.** The Airport Director must approve exceptions to this issuance policy in writing. **NOTE: Each Access Card is issued to a specific individual. Only one access card per application. Leesburg Executive Airport reserves the right to refuse issuance of an access card.**

Access Card Replacement Fee: There is no charge for card issuance, however if the original card is lost, the replacement fee is \$25.00. If the original card is stolen, a copy of a police report will be required for the replacement fee to be waived. Do not punch a hole in the card or lay it on a magnetic pad, this will only de-activates the card. Replacement fees will not be waived for de-activated cards.

Additional Cards: Additional cards may be issued to persons having a need for access to the airport and will be issued on a case by case basis. \$5.00 will charged for each additional card to access an aircraft parking area. Example: A person has an aircraft and a lease with the Town of Leesburg for a hangar. This is a "club" aircraft. The first card is free for the holder of the lease but additional cards are \$5.00 each for access to that aircraft storage area be it hangar or tie-down.

RESPONSIBILITY OF CARDHOLDER: The Access Card is the property of Leesburg Executive Airport and may only be used by the person named on the Access Card. The Access Card must be returned upon demand. If your utilization of Leesburg Airport should cease, return your Access Card to the airport office within 10 days. Misuse of the card or failure to comply with the Leesburg Executive Airport Rules and Regulations and Minimum Standards will result in deactivation and revocation of the Access Card privilege.

Note: Unless otherwise notified, Access Cards not used in over 90 consecutive days may be deactivated. (Form Revised Nov 2009)

This application form must be completed in full and signed.

**LEESBURG EXECUTIVE AIRPORT
ACCESS CARD APPLICATION**

Applicant Information

Name: _____
Last First M.I.

Home Address: _____

City: _____ State: _____ Zip: _____

Driver's License #: _____ State: _____

Expiration Date: _____ E-Mail: _____

Phone: _____ Business Phone: _____

Supervisor Signature _____ Date _____

Applicant Signature _____ Date _____

Reason for Access:

Airport Tenant (location & tail number): _____

Airport Tenant Employee (Business): _____

City Employee (Department): _____

Contractor (Business): _____

FAA: _____

Government (Business): _____

Service Company (Business): _____

This section to be filled out by Airport Administration.

Access Card #: _____ Date of Issue #: ____/____/____

Authorizing Tenant: _____ Expiration Date #: ____/____/____

List of authorized gates: _____

LEESBURG EXECUTIVE AIRPORT
VEHICLE ACCESS CARD APPLICATION

Please read & initial the following statements and conditions involving airport driving procedures and the use of the access card. By your initials, you indicate that you understand and will comply with these statements and conditions.

1. _____ The speed limit for driving a vehicle within the fenced boundary of Leesburg Executive Airport is **15 mph**. Repeated speeding may result in revocation of your gate access card.
2. _____ Vehicles are permitted to drive only in non-movement areas. For the purposes of this application, non-movement areas are defined as hangars and ramps where aircraft are stored, parked, serviced and loaded or unloaded. **Do not drive on a taxiway or runway.**
3. _____ Vehicles driving within the fenced boundaries of the airport *MUST yield to aircraft at all times!* Additionally, fuel trucks have right of way over passenger vehicles while on the non-movement areas. Use your hazard flashers when your vehicle is on the ramps.
4. _____ Vehicle Access cards are the property of Leesburg Executive Airport; as such, Leesburg Executive Airport reserves the right to rescind or deactivate gate access cards for just cause without warning.
5. _____ Vehicle Access Cards are not transferable. Use of a gate access card by anyone other than that person to whom it was issued will result in deactivation and revocation of the card.
6. _____ Vehicle parking is not allowed in the tie-down or ramp areas. You must secure your vehicle in a designated parking lot before departure. Vehicles left unattended in a non- parking area are subject to towing at the owner's expense. Hangar customers may secure their vehicle inside their respective hangar.
7. _____ When driving on the ramp area at night, make every effort to avoid shining your vehicle lights at occupied aircraft.
8. _____ Any vehicle that I operate on Leesburg Executive Airport is properly registered, licensed and insured.
9. _____ Do not allow another vehicle to follow you through the gate. One vehicle at a time, no piggy-backing.
10. _____ Possession of an Airport Issued Access Card does not guarantee access to the Airport premises during times of crisis. Depending on the severity of the situation, the airport may at times be closed to all persons.
11. _____ Leesburg Executive Airport reserves the right to amend these regulations and conditions at any time.

SIGNATURE: _____

In signing you agree to abide by the conditions set forth in this application for use and possession of an access card at Leesburg Executive Airport. When adopted, you agree to abide by the Airport Rules, Regulations and Minimum standards.