

# Airfield Access Policy

## Purpose

The purpose of the Airfield Access Policy ("Policy") is to ensure safety, limit unauthorized access, maintain administrative consistency, and comply with FAA regulations and applicable local, state, and federal law. The Policy establishes and defines the rules, requirements, and restrictions for obtaining and maintaining access to, and operating a vehicle in, the Air Operations Area of the Denton Enterprise Airport ("Airport").

## Applicability

This Policy applies to all Airfield Access Permit Holders, Permit applicants, and persons and vehicles otherwise entering the Air Operations Area of the Airport. In addition to this policy, Permit Holders are subject to federal and state laws and regulations, local ordinances, Airport Rules and Regulations, Airport Minimum Operating Standards, and any other applicable rules or regulations.

Airport tenants, authorized sublessees, and persons who are parties to hangar rental agreements with businesses permitted to provide hangar rental services who receive airfield access via their hangar are not required to apply for an Airfield Access Permit. However, a permit is required if a vehicle is required to be operated on the airfield and/or perimeter gate access is requested.

## Definitions

- *Airfield Access Card* – A card issued to Permit holders that grants access to specific areas of the airport.
- *Access Control Device* – Any mechanism, such as a gate code or keycard, used to control entry to restricted areas of the airport.
- *Airfield Access Permit* – A formal authorization issued by the Airport granting access to the Air Operations Area of the airport. The Permit additionally grants the authority to drive a vehicle within the Air Operations Area of the airport.
- *Air Operations Area ("AOA")* - the portion of the airport used for aircraft landing, takeoff, or surface maneuvering, including the associated hangars, navigation, and communication facilities (also known as the "airfield" or "airside"). The AOA can be differentiated in the Movement Area and the Non-Movement Area.
- *Air Traffic Control Tower ("ATCT")* – A service operated by authorized personnel to manage aircraft movements on the ground and in the air.
- *Driver Safety Guide* – A document containing safety procedures and protocols that must be followed by individuals driving within the AOA.
- *Extenuating Circumstances* – Situations beyond the normal expectations that may require special consideration or exceptions.
- *Immediate Family Member* – A spouse, child, parent, sibling, or other closely related individual.

- *Laws and Regulations* – Federal and state laws and regulations, local ordinances, Airport Rules and Regulations, Airport Minimum Operating Standards, and any other rules or regulations that may apply to Permit Holders or Airport operations.
- *Movement Area* – Runways, taxiways, and other areas of the airport which are used for taxiing, takeoff, and landing of aircraft, under the control of the ATCT.
- *Non-Movement Area* – Areas of the airport surface designated for taxiing, apron (ramp), and other aircraft operations that are not under the control of the ATCT.
- *Permit Holder* – An individual who has been issued an Airfield Access Permit.
- *Right-of-Way* – The precedence of one vehicle or aircraft over others in specific situations to prevent conflicts and ensure safety.
- *Vehicle* – A device, except aircraft, in, upon, or by which any person or property is or may be propelled or moved, except a device moved by human power.

## Background

The Permit is a crucial document for ensuring the secure and orderly operation of the airport, helping to manage and monitor non-aircraft activities effectively by controlling access to and vehicular movement within the Air Operations Area of the Airport.

The AOA consists of all restricted ground areas of the Airport, including taxiways, runways, service roads, loading ramps, and parking aprons. Vehicle access to the AOA is obtained through various automated and manual gates along the Airport security fence.

The AOA can be a confusing, congested place for a vehicle operator. Many different types of vehicles operate simultaneously to service aircraft, as well as to maintain the airfield and navigational aids. Vehicle operations could adversely impact aviation safety if a driver does not follow established safety procedures and practices in the AOA.

An Airfield Access Permit Holder, with their issued Airfield Access Card, may access the Non-Movement Area of the AOA through the perimeter fence security gates. The Airfield Access Permit also provides authorization to bring a vehicle into and operate it within the Non-Movement Area. Access to the Movement Area is restricted to only persons and vehicles authorized by the Airport.

## Permit Eligibility

To obtain an Airfield Access Permit, a person must meet specific criteria. Eligible individuals include:

1. Airport tenants who are parties to a lease agreement with the City of Denton for airport property or improvements;
2. Authorized sublessees of airport tenants who have sublease agreements for airport property or improvements;
3. Persons who are parties to hangar rental agreements with businesses or nonprofits permitted to provide hangar rental services at the Airport.
4. Employees of businesses permitted to operate at the Airport;
5. Members of nonprofits authorized to operate at the Airport;
6. Pilots contracted by an airport tenant or sublessee for pilot services; and

Airport tenants, sublessees, or renters (as described above) may be authorized one secondary Permit for:

1. An immediate family member
2. A co-owner of the primary applicant's aircraft, or
3. A person listed on the insurance of the primary owner's aircraft.

The secondary Permit Holder must submit an application and meet all the requirements under this Policy. Requests for more than one secondary Permit due to numerous aircraft owners or insured persons will be considered on a case-by-case basis by the Airport Director. The primary Permit Holder is responsible for alerting the Airport Director to any changes to their secondary Permit Holder.

If an applicant is denied a Permit, such applicant may appeal that decision to the Airport Director by submitting an appeal letter in writing. If an applicant wishes to further appeal such decision, an appeal can be submitted to the Airport Appeals Board following the process set out in Chapter 3 in the City of Denton Code of Ordinances.

## Vehicle Requirements

Vehicles operating in the AOA of the airport must follow all applicable Laws and Regulations, including:

- Be driven by a person authorized to operate said vehicle by an appropriate state licensing agency;
- Have proper state registration, if otherwise required, and carry vehicle liability insurance as mandated by state law; and
- Be in operable condition such as to avoid unreasonably endangering persons or property, including unobstructed forward and side vision from the driver's seat and operable headlamps.

Airport-authorized vehicles operating in the "Movement Area" of the AOA must have a radio capable of establishing and maintaining two-way communication with the Air Traffic Control Tower.

The Airport Director has the final authority to determine if a vehicle meets the above requirements.

## Application

In addition to meeting all of the eligibility and vehicle requirements, a person must submit and receive approval of a Permit application to be granted access to, or the ability to operate a vehicle within, the AOA. The application shall include, at a minimum:

- The applicant's contact information;
- Proof of Permit eligibility, including a valid driver's license and a lease, agreement, rental agreement, proof of employment (as applicable), or proof of nonprofit membership;
- Statement or justification of need for vehicular access; and
- An attestation by the applicant that they will comply with this Policy and all applicable Laws or Regulations.

Upon submission of the application, Airport staff will confirm the eligibility of the applicant. The applicant will then be notified that their access card is available. Upon providing the access card to the applicant, Airport staff will confirm the applicant's identity and collect any applicable fees.

Access cards must be provided to the applicant in person and may not be delivered by mail or through a third party, except under extenuating circumstances as approved by the Airport Director.

Any changes to information in the application must be provided to the Airport within five (5) business days.

## Agents of a Permitted Business or Authorized Nonprofit

In the event a person applies for a Permit as an employee of an authorized Airport Business or member of an authorized Airport nonprofit, Airport staff will request that the business or nonprofit confirm the applicant's eligibility and need for the Permit.

When an employee or member separates from an Airport business or nonprofit, it is the responsibility of the business or nonprofit to notify the Airport immediately so that the Permit may be revoked.

## Sublessees and Hangar Renters

For Permit Holders whose eligibility is based on their status as a sublessee or a hangar renter, should the occupancy agreement between the Permit Holder and the primary Airport tenant separate, it is the responsibility of the primary Airport tenant to notify the Airport of the effective date of the agreement termination so that the Permit may terminate concurrent with the tenant's occupancy.

## Fees

One-time and/or annual maintenance fees may be charged. They will be reflected in the Denton Enterprise Airport Rates and Fees Schedule. Nonpayment of applicable fees by an existing Permit Holder shall result in the revocation of the permit.

## Revocation of Permit

Conditions that may result in revocation of a Permit include, but are not limited to:

- Violations of this policy or any referenced laws or regulations;
- Non-use of an access card after 180 days;
- Termination or expiration of rental or lease agreement;
- Nonpayment of applicable fees; or
- Separation of employment from an airport business.

Airport access revocation, including an appeals process, is codified under Chapter 3 of the Code of Ordinances.