



# Kissimmee Gateway Airport Access Control Card Rules and Procedures

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## **Access Control Card Responsibilities and Procedures**

### **I. Purpose**

The purpose of the Access Control Card (ACC) Responsibilities and Procedures is to inform the applicant of the ACC guidelines and responsibilities at the Kissimmee Gateway Airport (ISM). The ACC enables authorized individuals access onto the airfield by securely controlling who has permission to enter the Airport Operations Area (AOA). Each tenant will designate an Authorized Signatory who will oversee and approve the applications for their employees or sublease tenants. These applications will be provided to ISM Administration for final approval and processing of the ACC for each individual.

### **II. Procedures**

- i. A new applicant requesting an ACC will complete an Access Control Card application. (See Appendix A).
- ii. The applicant must be employed by or with an organization that has a current lease or sub-lease at ISM.
- iii. When applying for an ACC, the applicant will need approval from their designated Authorized Signatory on the application form requiring the operational need to have unescorted AOA access.
- iv. The applicant's signature will affirm the ACC Responsibilities and Procedures document has been reviewed and will comply with the information provided.
- v. Once completed, the applicant will deliver the application to the ISM Administration Office (401 Dyer Blvd. Kissimmee, FL 34741) for review and approval by the Airport Director between the hours of 8:30 A.M. – 3:00 P.M., Monday – Friday except on Federal holidays.
- vi. Upon receiving the security and driver's briefing, providing proof of insurance if required, and the application fee, the applicant will receive the ACC.

### **III. Applicant's Access Control Card Responsibilities**

- i. The ACC remains the property of the City of Kissimmee.
- ii. Failure to comply with the ACC Responsibilities and Procedures can result in suspension or revocation of the ACC.
- iii. The applicant will not allow another individual to use their ACC.
- iv. The applicant will not alter the ACC in any manner.
- v. The applicant will only use their ACC for official duties and will not use it outside of that restriction.
- vi. When entering an access gate/door, the applicant will not allow anyone to "piggyback" behind them unless the vehicle(s) is being escorted.
- vii. The applicant will stop and wait for the access gate/door to be completely closed and secured before proceeding onto and exiting the AOA.
- viii. If the applicant changes their name and/or contact information, they will notify the ISM Administrative Office of those changes immediately.
- ix. The applicant will report any suspicious activity to the Kissimmee Police (407) 846-3333, or call 911 in the event of an emergency.

- x. The applicant will report any gate/door malfunctions to ISM Administration (407) 518-2505 during normal business hours, or the Kissimmee Police non-emergency line (407) 846-3333 during afterhours.
- xi. The applicant will follow all lawful orders and directions from ISM Administration in furtherance of the Ground Vehicle Operations Guide, Airport Security Plan, and TSA Security Guidelines for General Aviation Airports.
- xii. The applicant will return their ACC to the ISM Administrative Office upon termination of their employment, lease, or if requested by ISM Administration.
- xiii. The applicant will immediately inform the ISM Administrative Office (407) 518-2505 or Airport Operations (407) 518-2537 if their issued ACC has been lost or stolen.
  - A \$50.00 fee will be applied for a replacement ACC due to loss or theft.
  - If AOA access is no longer required and the ACC is not returned to ISM Administration, the applicant will pay a fee of \$100.00. This fee may be assessed to the Authorized Signatory for applicant's failure to return the card.
- xiv. ISM Administration will periodically audit ACCs for accountability.

#### IV. Movement Area Access

The movement area are those areas designated as runways and taxiways that are controlled by the Air Traffic Control Tower, and verbal permission is required in order to enter these areas. There are several requirements the applicant will adhere to before they are authorized to drive on the movement area.

- i. The applicant or Authorized Signatory will have a written lease agreement with City of Kissimmee/Gateway Airport.
- ii. The applicant will demonstrate that they have an operational necessity to access the movement area.
- iii. The applicant will provide proof that they meet the necessary insurance requirements as stated in the Kissimmee Gateway Airport Minimum Aeronautical Service Standards.
- iv. The applicant will have access to radio communication with Air Traffic Control (ATC), proper vehicle lighting and a well-maintained vehicle.
- v. The applicant will schedule to attend an Airfield Driver's Training Course provided by Airport Operations.

*\*Note: The ACC will not be issued until the training has been completed. Therefore, please plan accordingly.*

If the applicant is not able to meet the minimum requirements, but movement area access is required, they will contact one of the FBOs located at the airport or contact KISM to provide the applicant with an escort. The following are the current FBOs at KISM:

<b>FBO</b>	<b>Operating Hours</b>	<b>Frequency</b>	<b>Contact</b>
Odyssey Aviation	6 a.m. – 10 p.m.	128.90	(407) 846-8001
Signature Flight Support	7 a.m. – 10 p.m.	122.775	(407) 846-6128
KISM Airport Operations	7 a.m. – 5 p.m.	N/A	(407) 518-2537

**V. Fee Schedule:****i. Initial Access Control Card: \$10.00****ii. Damaged or worn: \$25.00**

A fee of \$25.00 will be applied to the applicant if the card is damaged and/or misused.

**iii. Lost Card: \$50.00 (\$25.00 refund if found and returned within 7 calendar days)**

A fee of \$50.00 will be applied to the applicant if the card is lost and a replacement is needed. A \$25.00 refund will be given if the applicant finds their original ACC and returns the new one that they purchased within 7 calendar days.

**iv. Unreturned: \$100.00 (individual or employer)**

If the applicant no longer requires access to the AOA and does not return their ACC, they will be charged \$100.00 due to incompliance with the Access Control Card Responsibilities and Procedures. This fee schedule is outlined in the Kissimmee Gateway Airport Rates and Charges Policy.



# **KISSIMMEE GATEWAY AIRPORT ACCESS CONTROL CARD APPLICATION**



## New



## Replacement



## Lost/Stolen

**Name:** \_\_\_\_\_

<b>Last</b>	<b>First</b>	<b>Middle</b>
-------------	--------------	---------------

**Current Mailing Address:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Best Contact Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

### Airport Tenant/Employer

**Job Title**

**\*\* Authorized Signatory Information \*\***

**My signature certifies that I have reviewed this application. This individual is an employee or tenant and is eligible to apply for an ISM Access Control card.**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Which area(s) will you need access to:** ☐ **Non-Movement Area** ☐ **Movement Area**  
(Refer to section IV in the regulations and procedures policy for details)

Access Card Gates		Approving Agency	Approving Official Signature
	Dyer Gate #1	Airport Admin	
	Red Baron Gate #2	Sheltair	
	Sunstate Gate #3	Sunstate Aviation	
	4 <sup>th</sup> St. Gate #4	Airport Admin	
	Merlin Gate #5	Odyssey	
	Aviation Dr. Gate #6	Airport Admin	

- **I have read, understand, and agree to the terms stated in the Kissimmee Gateway Airport Access Control Card Responsibilities and Procedures:**

**(Applicant's Signature)**

(Date)