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County of San Mateo Airports

Access and Cardkey Policy

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The **County of San Mateo Airports Access and Cardkey Policy** (Policy) outlines requirements for Airport users requiring vehicle or pedestrian access to the Airport Operations Area (AOA) which is defined as the area within the perimeter fence at the San Carlos Airport and Half Moon Bay Airport (Airports). Access to the AOA is limited to authorized individuals and is managed exclusively through assigned cardkeys. The Policy is designed to promote safety, strengthen security, and improve operational efficiency at the Airports, while also addressing Federal Aviation Administration (FAA) Runway Safety Program priorities.

1. Types of Cardkeys:

1.1 Non-Movement Area Cardkey: The Non-Movement Area cardkey provides authorized individuals with access through specific gates at the Airport based on their operational need. This cardkey grants access to designated areas including aircraft parking areas, hangars, tie-downs, and other areas as needed. Individuals are required to keep their cardkey in their possession at all times, but it does not need to be visibly displayed.

1.2 Movement Area Cardkey: The Movement Area cardkey also provides authorized individuals with access through specific gates at the Airport based on their operational need. In addition, it permits access to the Movement Area for tasks such as aircraft tugging operations. This cardkey is specifically issued to personnel engaged in aircraft movement, towing, or positioning on the airfield. It represents a higher level of access and responsibility, emphasizing strict safety and security protocols. Movement Area cardkeys must be visibly displayed at all times when accessing the Movement Area.

1.3 Temporary Cardkey: The Temporary Cardkey is issued to individuals with short term access to the AOA. Temporary Cardkeys are designed to ensure oversight and accountability while allowing users to meet their operational needs. These cards are valid for a period that is directly related to their temporary activity within the AOA and returned to the Airport Office when the approved activity is completed. Temporary Cardkeys must be visibly displayed at all times within the AOA.

1.4 Vehicle Service Road Designation: The Vehicle Service Road (VSR) designation is an Airport-approved access designation added to an eligible individual's cardkey. The designation allows approved use of the Airport's VSR at San Carlos Airport. Approved cardkeys will include a VSR symbol.

2. Cardkey Eligibility:

2.1 Permittees and Associate Users: Airport Tenants with an existing Tiedown, T-Shade or Hangar Storage Permit (Permittees) are eligible for a cardkey to access designated entry points onto the AOA.

Each Permittee may request cardkey access for two (2) Associate Users, subject to justification and approval by the Airport. Associate Users must be certificated pilots, listed on the aircraft's insurance policy, and associated with the Permittee's aircraft storage permit. Associate Users must successfully complete the applicable Airport access training requirements identified in Section 3 of this Policy.

2.2 Family Member Access: A Permittee may request up to two (2) Non-Movement Area cardkeys for named Family Members other than themselves.



2.3 Businesses and Organizations: Business Tenants and Organizations (Businesses) with an approved Permit, Concession, or Lease Agreement to operate at the Airport, as well as their approved employees or members requiring unescorted access, are eligible to apply for a cardkey. Each Business must identify a Primary Contact for requesting, managing, and maintaining current cardkey access to the Airport for its employees or members. The Primary Contact is required to submit a written request for all employee or member cardkeys to the Airport at Airports@smcgov.org. Applications submitted directly by individual employees or members will not be processed. Only those requiring unescorted access are eligible for cardkeys. Additionally, each employee or member must complete the appropriate level of training as listed in Section 3 of this Policy, as amended from time to time. The Primary Contact must notify the Airport immediately when an employee or member is no longer part of the Organization or no longer requires access. If the Business or Organization agreement with the Airport is cancelled or expires, all associated cardkeys for its employees or members will be deactivated.

Business Tenants and Organizations may request a VSR Designation for approved employees who have an operational need to regularly access both sides of San Carlos Airport. Written requests must be submitted to the Airport Office by the Primary Contact.

VSR access around the runway is limited to the north end of San Carlos Airport unless otherwise authorized by the Airport.

2.4 Required Documentation: Individuals will be provided with a list of required documentation. Information required may include, but is not limited to, a valid government-issued identification, pilot's certificate, proof of insurance, proof of employment or association with a Business operating at the Airport, details of the requested area(s) of access, and any additional information as required by regulatory agencies.

3. Online Training and Exam:

To ensure a comprehensive understanding of security, safety, and access procedures, individuals seeking a cardkey at the Airports must complete the following requirements:

3.1 Completion of Airport-provided Online Training: All individuals must complete an online training program provided by the Airport. The training covers various topics, including but not limited to cardkey policies and eligibility, access requirements, and aviation security awareness. The training materials will be made available through the Airport's designated platform.

After completing the training, individuals are required to pass an exam to demonstrate their knowledge and understanding of the Airport's Access and Control Policy. The exam may be administered online. A minimum passing score will be defined to ensure adequate comprehension of the training materials.

Non-Movement Area cardkeys are valid for twenty-four (24) months. Movement Area cardkeys are valid for 12 months. All individuals will be required to complete the current training and pass the associated exam before their cardkey is renewed. All cardkeys will automatically deactivate on the expiration date displayed on the cardkey.

Permittees must formally request Associate User/family member cardkeys through the appropriate online request form.



3.2 Requesting Cardkey Appointment: Following the successful completion of the training and exam, individuals will be contacted with available appointment options and instructions on how to acquire their cardkey.

4. Escorting:

Permittees, Associate Users, Business and Organization Members with an approved Airport-issued cardkey may escort up to five pedestrians or two vehicles onto the AOA. Non-Pilot Family Members may escort up to five pedestrians but are not allowed to escort vehicles onto the AOA. Additional pedestrians or vehicles must be approved by the Airport. These guests must always stay within hearing and sight of the cardkey holder. Guests cannot be left unattended while on the Airport. If the cardkey holder leaves the Airport, they must escort their guests out. Cardkey Holders are responsible for their guests' actions and can have their access revoked if they or their guests violate this Policy or access restricted areas without authorization.

4.1 Gate Procedures: When using Airport vehicle or pedestrian gates, individuals must ensure the gate has fully closed behind them before departing the area. Airport staff monitor and inspect cardkey usage and adherence to gate procedures. Non-compliance, such as failing to wait for a gate to close or allowing unauthorized access, may result in cardkey deactivation or administrative action including but not limited to fines. "Tailgating" and "Piggybacking" through gates are prohibited.

5. Requirements for Returning Cardkeys:

Cardkeys issued by the Airport are the property of the Airport and must be returned within 72 hours under these circumstances:

- The cardkey has expired
- The employment of an on-Airport employee ends, for any reason
- Business or Organization membership changes
- A hangar or tiedown has been relinquished
- Upon request by the Airport
- The individual is convicted of any disqualifying crimes defined by the Transportation Security Administration (TSA)
- The cardkey is deactivated under the provisions of Section 6
- Issuance of a new cardkey
- The Family Member is no longer designated by the Permittee
- The Permittee's aircraft storage permit is terminated, cancelled, expired, or transferred

The Permittee or Business Primary Contact must immediately notify the Airport when a cardkey holder no longer requires access or is no longer eligible for access. This includes employment termination, membership changes, aircraft ownership changes, removal of an Associate User, removal of a Family Member designation, termination or transfer of an aircraft storage permit, or similar changes affecting eligibility. Any lost, stolen, damaged, or unaccounted-for cardkeys must also be reported to the Airport Office without delay.

6. Cardkey Deactivation:



Cardkeys may be deactivated for non-compliance with this Policy, Airport Rules and Regulations, Minimum Business Standards, Permits, Concessions, Leases, other Airport Agreements, and/or the following:

- Unauthorized use or distribution of a cardkey
- Misuse of cardkey by authorized or unauthorized individuals
- Continued possession or use of a cardkey by individuals no longer permitted access
- Airport-related accounts, agreements, or payments that are more than 90 days past due
- Failure to promptly report a lost or damaged cardkey
- Failure to complete required cardkey renewal or training by the designated deadline
- A Family Member cardkey is used for Business, commercial, employment, customer, or unauthorized operational purposes
- A Non-Pilot Family Member accesses areas or conducts activities beyond the scope of their approved access
- Following an incident, it is discovered the Permittee failed to notify the Airport when an Associate User or Family Member is no longer authorized
- Unauthorized use of the VSR
- Failure to follow approved VSR routes, procedures, or restrictions
- Accessing areas around the runway not authorized by the Airport
- No longer having an operational need for VSR access

Strict measures are in place to prevent unauthorized access through the improper use of cardkeys. If a cardkey is found to have been shared, or access is granted through methods such as piggybacking or tailgating, the responsible cardkey holder may lose their access privileges, have their agreement(s) with the Airport cancelled, and/or fines may be imposed.

7. Cardkey Fees:

Cardkey fees may be charged for the following administrative actions. Current administrative fees can be found on the Airports Master Fee Schedule.

- Replacement of lost or damaged cardkeys
- Associate Users and Non-Pilot Family Members cardkey application (paid upon approval)
- Non-compliance with this Policy resulting in unapproved access
- Failure to properly ensure access is controlled through a vehicle or pedestrian gate
- Failure to return a cardkey as listed in Section 5 of this Policy

8. Through-the-Fence Operations:

All through-the-fence operations must comply with all San Mateo County Airport access control policies, even if they plan to issue their own cardkeys. This ensures consistency, accountability, and adherence to cardkey and security procedures for all entities operating within the Airport's jurisdiction.

9. Compliance and Agreement:



By accepting a cardkey, individuals agree that they have read, understood, and will comply with all the contents of the Airport's policies, rules and regulations, and minimum standards. Non-compliance may result in cardkey revocation, fines, or other appropriate actions as outlined in the Airport's policy framework.

10. Temporary Gate Access When Cardkey Is Not in Possession

Vehicle gates at both Airports are equipped with a call button that can be used if you forget your Airport access cardkey.

During Business hours, the call button will connect you to the Airport Office. After hours, it will connect you to on-call Airport staff. If not at a vehicle gate, Cardkey Holders may call (650) 573-3700. After a brief verification, staff can remotely open the vehicle gate for you.

Definitions:

For the purposes of this Access and Cardkey policy, the following definitions apply:

- **Non-Movement Area Cardkey:** A cardkey that grants authorized access through all gates required for operational need and specific areas used for the purpose of aircraft storage.
- **Associate:** A certificated pilot who is designated by a Permittee, is listed on the aircraft's insurance policy, and has been approved by the Airport for cardkey access under the Permittee's aircraft storage permit.
- **Businesses:** Entities operating within the Airport premises for commercial purposes that have an active agreement with the Airport.
- **Cardkey Holder:** Any individual who has been issued a cardkey for access to the AOA or other restricted areas.
- **Movement Area Cardkey:** A cardkey that permits access to the AOA as well as the Movement Area for aircraft tugging operations.
- **Permittees:** Individuals listed as permittees on the accounts of the Airport's permitted operations, including tenants, lessees, and authorized personnel.
- **Piggybacking:** An unauthorized person gains access to a secure area with the knowledge and consent of the authorized person.
- **Primary Contact:** The individual designated by a Business or Organization to manage and request cardkey access for its employees or members.
- **Tailgating:** An unauthorized person follows an authorized person through a secure entry point without the authorized person's knowledge or consent.
- **Temporary Cardkey:** A cardkey issued to individuals with temporary operating permits or short-term access requirements, valid for a limited period.



- **Family Member:** A spouse, domestic partner, parent, child, sibling, grandparent, grandchild, or other family member approved by the Airport who is designated in writing by a Permittee for limited non-commercial access to the AOA associated with the Permittee's aircraft storage location.
- **Permittee Cardkey Group:** The total group of Cardkey Holders authorized under a Permittee's aircraft storage permit, including the Permittee, approved Associate Users, and approved Family Members.
- **Vehicle Service Road (VSR):** A designated vehicle route at San Carlos Airport used by approved individuals for authorized access between areas of the Airport.
- **VSR Designation:** An Airport-approved designation added to an eligible individual's cardkey authorizing use of the restricted North loop around the runway on the VSR.