



Spokane International Airport
BUSINESS PARK AND FELTS FIELD

9000 West Airport Drive, Suite 204
Spokane, Washington 99224
(509) 455-6455
spokaneairports.net

August 28, 2009

LOCALNAME
COMPANY
LOCALADDR
LOCALCSZ

Several months ago you received a letter regarding the implementation of a new Access Program for Felts Field Airport. We are excited about being able to provide a state of the art access program that will enhance safety and security at Felts Field. This letter, along with the attached information sheet should clarify the new procedures for the program. With this letter you will also find an instruction sheet, the new forms and a copy of the Guide to Airport Ground Vehicle Operations.

Implementation Schedule:

Our schedule to switch over to the card access program is as follows: Gate 4 - September 29th, Gate 5 - October 5th, Gate 1 - October 12th, Gate 3 - October 19th and Gate 2 on October 26th.

The initial distribution of access cards for **Personal Hangar** tenants will be based on the formula below.

Hangar Size (includes T-Hangar units)

0 to 3,000 square feet	Two (2) cards
3,001 to 5,000 square feet	Three (3) cards
Over 5,000 square feet	Four (4) cards

Card Information:

Commencing September 21, 2009, cards may be picked up the by the Lessee at Spokane International Airport, Monday through Friday between 8:30 am and 4:00 pm. If it is more convenient to pick the cards up at Felts Field please notify the Properties & Contracts office to make arrangements to pick them up at the Felts Field Maintenance Building. Additional cards that a Lessee may need for associated individuals are available at the cost of \$5.00 each.

The initial distribution of access cards for **Commercial Operators** will be based on the number of their employees. Additional cards that a Commercial Operator may need for invitees and others that they take responsibility for will be at the cost of \$5.00 each.

We appreciate your assistance and patience while this new program is being implemented. To assist us with the implementation process we would appreciate it if you would return the requested information to the Properties & Contracts office on or before September 11, 2009. If you have any questions, please call Judy Gifford, Properties & Contracts Manager at 455-6415 or Kathy Reimer at 455-6417.

Sincerely,

Neal Sealock
Airport Director

GENERAL INFORMATION SHEET

Access Authorization:

Lessees and Commercial Operators will need to provide the Airport with a list of all individuals that they are authorizing access to Felts Field Airport. Attached you will find a new form for requesting cards that needs to be completed and returned to Airport staff no later than September 11th. This deadline applies to all gates since it will take a fair amount of work to input all of the information which must be accomplished prior to the issuance of any access cards.

Card Information for Lessees and Commercial Operators:

Should a Lessee or Commercial Operator need additional cards for individuals that they take responsibility for, they will be available at a cost of Five Dollars (\$5.00) each. The replacement cost for lost or damaged cards will be \$15.00 each. **** Lessee's or Commercial Operators that want additional cards beyond the allocated amount shall submit payment in full with the written request for additional cards. Cards will not be issued until payment is made in full.**

Driving on the Airport:

Included with this letter you will find a copy of the Guide to Ground Vehicle Operations on the Airport. The Airport has also made the Guide to Ground Vehicle Operations on the Airport available on the website for Spokane International Airport (www.spokaneairports.net). It can be found under the Felts Field tab on the main page. Please ensure that anyone that you are sponsoring for an access card and accepting responsibility for has read the rules and regulations discussed in the Guide to Ground Vehicle Operations on the Airport. Safety on the field is one of the primary reasons for implementing this access program and it is imperative that everyone has a good understanding of the driving regulations.

Emergency Situations:

Accessing the Field: The Airport received several comments regarding the need for access to the field in case of power outages or system failures. There will be a phone at Gate 1 which will allow individuals to call Airport Police Dispatch at Spokane International Airport. If for some reason the gates are not operational, Airport Police Dispatch will be authorized to provide individuals with the code for the walk through gate that is located at the Main Terminal building. This will enable individuals to walk to their hangars or plane.

Departing the Field: If the gates are not operational (after normal business hours, 6:00 am to 2:30 pm, seven days a week), individuals will need to call Airport Police Dispatch so that staff can be dispatched to come out and manually open the manual gate located adjacent to Gate 2. During a power outage, this gate will be the only gate that will be available for vehicles to leave the field.

Escort Situations:

The Airport would encourage all those who have visitors to utilize Gate 5 as an escort point. Gate 5 is easily accessible, even to those not familiar with Felts Field. The primary reason for the implementation of this program is to reduce liability, increase safety and security and by utilizing the escort process and minimizing the number of cards that are issued, we will be able to achieve those goals sooner.

It is essential that all individuals authorized access to Felts Field Airport understand that they are required to abide by the terms of the Lessee's Lease Agreement including the Minimum Standards for Commercial Aeronautical Activities and Aircraft Fueling on Felts Field Airport and that they are responsible for understanding the rules and regulations for driving on an airport.

