



**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 19<sup>th</sup> and Gate 2 on October 26<sup>th</sup>.

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 11<sup>th</sup>. 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](http://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.

## INSTRUCTIONS FOR COMPLETING NEW FORMS

The Lessee (Lessee is defined as the official name on the Lease Agreement) has provided the Airport with a designated primary point of contact for all correspondence. This information packet and forms are only being dispersed to that primary point of contact. It is the responsibility of the Lessee to ensure that all of Lessee's associated individuals are provided with the information regarding the new access program.

The information packet includes forms to be filled out by the Lessee's primary point of contact along with the Rules and Regulations for Driving on Felts Field Airport and a copy of the *Guide to Ground Vehicle Operations on Airport*:

1. The first form is an "Access Cards Assigned to form" which is to be utilized to designate Lessee's associated individuals that will be authorized an access card. Airport staff has indicated on the form how many cards are to be allocated at no cost and any additional cards shall be at a cost of \$5.00 each. The Lessee is responsible for completing the form. Those fields that have an asterisk are mandatory. This form may be copied for future use if a Lessee needs additional forms.

2. The second form is to be utilized to request new cards or to submit requests to deactivate a cardholder. Airport staff developed this form to assist Lessees and to simplify the process for any future card requests.

We have also provided one copy of the Airport Ground Vehicle Operations Guide for each Lessee – it is the Lessee's responsibility to make this available to their authorized card holders. This guide is also available on the Airport website at: [www.spokaneairports.net](http://www.spokaneairports.net) under the Felts Field tab.

Once the forms have been returned to the Properties & Contracts office with any fees due for additional cards, commencing September 21, 2009, cards may be picked up 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.

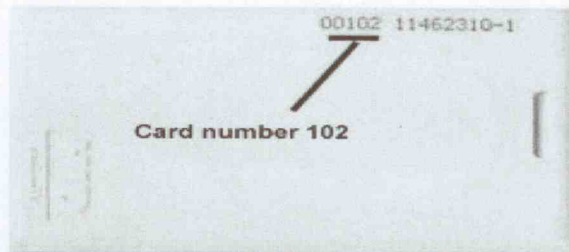
The completed forms and any additional card fees may be mailed to:

Spokane International Airport  
Attn: Properties & Contracts  
9000 W. Airport Dr., Suite 204  
Spokane, WA 99224

If the allocated number of cards is all that is needed and there is not a request for additional cards, forms may be faxed to the Properties & Contracts office at: 509-455-6403.

Please do not hesitate to call either Kathy Reimer at 509-455-6417 or Judy Gifford at 509-455-6415 if you have any questions.

## SAMPLE CARD



**The card number that will be used is only the 3 digit number (#102).  
The leading zeros are not used for tracking purposes nor are the  
numbers behind the 3 digits (#102).**

When you receive your packet of cards, please make sure that you issue the card number assigned to the correct individual. The Airport will assign a number next to the names on the ACCESS CARDS ASSIGNED TO: form that you have filled out and provided to the Airport. This is important to ensure proper tracking.

## ACCESS CARDS ASSIGNED TO:

\_\_\_\_\_  
 \* PHONE NUMBER (Primary Contact)

\_\_\_\_\_  
 \* EMERGENCY CONTACT PHONE NUMBER

\_\_\_\_\_  
 \* FAX NUMBER (Primary Contact)

\_\_\_\_\_  
 NUMBER OF CARDS ALLOCATED AT NO COST

\_\_\_\_\_  
 NUMBER OF ADDITIONAL CARDS @ \$5.00 EACH

\_\_\_\_\_  
 \* LESSEE (Official Name on Lease Agreement)

\_\_\_\_\_  
 \* LESSEE (PRIMARY CONTACT NAME)

\_\_\_\_\_  
 \* LESSEE MAILING ADDRESS

\_\_\_\_\_  
 \* EMAIL ADDRESS (Primary Contact)

The following individual/s are associated with, or employed by, the above indicated Lessee.

CARD # (To Be Filled out by Airport)	ASSIGNED TO: *	BLDG & UNIT NUMBER *	TAIL NUMBER	CARDHOLDER'S INITIALS (Lessee to get initials)

\* Fields with asterisk must be completed.

Fax completed form to Properties & Contracts at (509) 455-6403

Card packets may be picked up by Lessee at SIA, Properties & Contracts office between 8:30 am and 4:00 pm Monday through Friday or Lessee may arrange with the Properties & Contracts office (call either 455-6417 or 455-6415) to pick up their packets at FF Maintenance Shop.  
 LESSEE MAY COPY THIS FORM FOR THEIR USE

# CARD ACTIVATION OR DEACTIVATION REQUEST FORM

\_\_\_\_\_  
 \* LESSEE ((Official Name on Lease Agreement))

\_\_\_\_\_  
 \* PHONE NUMBER (Primary Contact)  
 (for any questions Properties & Contracts may  
 have regarding this request)

\_\_\_\_\_  
 \* LESSEE (PRIMARY CONTACT NAME)

## FOR CARD ACTIVATION:

The following individual/s are associated with, or employed by, the above indicated Lessee.

CARD # (Airport to issue)	ASSIGNED TO: *	BUILDING AND UNIT NUMBER *	TAIL NUMBER	ACTIVATION DATE

## TO DEACTIVATE A CARD:

The following individual is no longer authorized access under the Lessee named above.

CARD # (Airport to deactivate)	ASSIGNED TO: *	BUILDING AND UNIT NUMBER *	TAIL NUMBER	DEACTIVATION DATE

\* Fields with asterisk must be completed.

Fax completed form to Properties & Contracts at (509) 455-6403

## RULES AND REGULATIONS FOR DRIVING ON FELTS FIELD AIRPORT PERSONAL HANGARS

Ground vehicle operators shall be familiar, and comply with, the Airport's driver rules and procedures. *Guide to Ground Vehicle Operations on the Airport (DOT/FAA/AS-90-3)* is available on the Spokane International Airport's website: [www.spokaneairports.net](http://www.spokaneairports.net)., under the link for Felts Field.

### REQUIREMENTS:

- A speed limit of 15 MPH may not be exceeded and all aircraft have right-of-way. All State and local driver and vehicle rules, regulations, laws and requirements apply and shall be adhered to at all times.
- No vehicle shall have access to areas which are subject to control by the Air Traffic Control Tower unless accompanied by Airport vehicle or has the written authorization of Airport Management and is equipped appropriately.
- Lessee shall be solely responsible for ensuring that all individuals associated with Lessee have current automobile liability insurance in the amount of \$300,000.00. The Lessee shall require automobile insurance to be maintained in full force in the required amounts for all individuals who engage in driving activities and who have an access card. The Lessee may utilize the Indemnification/Insurance form to comply with this requirement. The Board shall have the right to review Lessee's records upon written notice.
- Driver must be licensed to operate a vehicle from a State agency and must carry this license on their person while operating on the Airport and make said license available for inspection by Airport personnel or law enforcement officers if requested to do so.
- Access cards are issued to the Lessee for Lessee and Lessee's associated individuals sole use. Unauthorized use of any access card or use of a card other than the card issued to the Lessee or Lessee's associated individuals is strictly prohibited and shall result in immediate loss of access privileges.
- Each Lessee is entitled to a specific number of cards based on the allocation formula at no cost. Additional cards may be purchased and assigned to specific individuals as needed at a cost of \$5.00 each. The replacement costs for lost or damaged cards shall be \$15.00 each. It is the responsibility of each card holder to immediately notify Airport staff if a card is lost so that it may be deactivated.
- Access is restricted to Lessees, aircraft owners, authorized general aviation pilots and their passengers, visitors and guests, employees of the Airport, Federal Aviation Administration, appropriate law enforcement, fire fighting and emergency medical service agencies when present in the performance of their respective duties and responsibilities, and other individuals/groups expressly authorized by Airport Management. Individuals or groups not meeting this criteria are prohibited from access onto the Airport and if found present on the Airport areas shall be removed and may be prosecuted to the full extent of the law.
- All individuals that are assigned an access card by Lessee must be in compliance with all terms and conditions of the Lessee's Lease Agreement.
- Airport Management may adjust, modify, or alter these penalties or the preceding requirements as it deems necessary. Airport shall give 30 days notice of such proposed adjustment, modification or alteration.

**PENALTIES:** Airport Management may immediately revoke access privileges at any time should a situation warrant such action in the judgment of the Airport. In non-emergency situations, Lessee will be provided an opportunity for review by the Airport Director prior to deactivation.

**1st Offense:        Issued a formal, written reprimand by Airport Management.**  
**2nd Offense:        Access card shall be deactivated**

# UNCONDITIONAL INSURANCE AND INDEMNITY AGREEMENT

## For Felts Field Airport

(TO BE SIGNED BY SUB-LESSEE OF \_\_\_\_\_)

The undersigned hereby requests access to Felts Field Airport property ("the property") for the purposes of conducting general aviation activities on Felts Field Airport. In consideration of and as an inducement for the grant of such permission by the Lessee, the undersigned, on behalf of itself, its heirs and assigns, by the execution and delivery of the Insurance and Indemnity Agreement (Release)

HEREBY WAIVES, RELEASES, AND RENOUNCES any and all claims, liabilities, actions, suits, causes, injuries, whether known or unknown or contemplated, demands, penalties, costs (including the reasonable fees for attorneys) and judgments ("all claims") of any kind or nature whatsoever against the Lessee, and its respective officers, directors, employees, agents, consultants, assigns, lessees, and attorneys (the "released parties") arising out of or in any way connected with its entry onto or presence on the Airport property.

PERSONALLY ASSUMES ALL RISKS in connection with its entry onto or presence or activities on the Airport property and shall maintain current automobile insurance in the required amounts at all times; and

FURTHER AGREES TO INDEMNIFY, HOLD HARMLESS AND DEFEND the released parties against and from all claims in connection with its entry onto or presence or activities on the Airport property.

I HEREBY DECLARE AND REPRESENT TO THE LESSEE THAT I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS INSURANCE AND INDEMNITY AGREEMENT BY READING IT BEFORE VOLUNTARILY ACCEPTING AND SIGNING IT BELOW. I DECLARE AND REPRESENT TO THE LESSEE THAT I UNDERSTAND THIS IS A TOTAL AND COMPLETE RELEASE OF ALL CLAIMS. I HEREBY DECLARE AND REPRESENT TO THE LESSEE THAT I HAVE BEEN ADVISED TO CONSULT WITH AN ATTORNEY SHOULD I HAVE ANY QUESTIONS ABOUT THE LEGAL EFFECT OF THIS RELEASE.

I WARRANT THAT I HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF AND TO FULLY BIND THE UNDERSIGNED:

SUB-LESSEE: \_\_\_\_\_

DATE: \_\_\_\_\_