



Transportation Services

2702 South 42nd Street, Suite 201
Tacoma, Washington 98409-7322
(253) 798-7250 • FAX (253) 798-2740

October 5, 2005

Pierce County Airport/Thun Field Tenants

Re: Restricted/Secured Access Cards

Dear Airport Tenant:

I am pleased to finally report that security enhancements to the Airport are now complete with the installation of new perimeter fencing, larger improved warning and security signage, improved lighting at the entrance gates, and finally the installation of controlled access gates.

The controlled access gates have been tested for the last month by Airport employees. By all appearances, the system is operating properly with remote terminals tracking who enters and leaves the facility by name, date, and time. By way of this correspondence and your prompt completion of the attached forms, we are now prepared to issue cards to the entire tenant population. I struggled with how to best present the implementation process to a group of this size and elected to go with a question/answer format to best expedite the entire process.

Q: What is the purpose of having a controlled access system when we have operated without one for so many years?

A: During my two-year tenure as the Airport Administrator, there have been a number of small acts of vandalism on the facility and at least half a dozen serious thefts resulting from the break-ins to hangars and aircraft. Although the security gates will not stop this completely, it will deter thefts of large pieces of equipment, such as air compressors, large tool chests, etc. due to the inability to pull vehicles into the Airport without authorized access.

In addition, while the Transportation Security Administration has not yet mandated tighter controls to General Aviation Airports, I fully expect as the years progress there will be increased pressure to implement some of the very security enhancements we are implementing at Thun Field.



Once a **COMPLETED APPLICATION** is received, the information will be processed. The card(s) may be picked up at the above address beginning on Monday, November 14, 2005, between 8:00 a.m. and 10:00 a.m. or by calling the above number to make special arrangements. As you know, we have limited staff, so please try to avoid off-hour drop-ins as much as possible so that we do not keep you waiting.

Q: What if I want more than one card?

A: Each tenant with a relationship to the Airport will be issued one card. Primary tenants and employers may have cards issued to subtenants, employees, etc. where a substantive connection can be made to the primary tenant. For example, employers may have a card issued to employees where the employer can verify an employment relationship. Joint or subtenants of hangars lessors or owners may be issued cards where verification of this relationship can be made. The purpose of the system is to track, to the individual, who was/is on the facility at any given time and to be able to contact that individual who may have witnessed a criminal or security incident. Please contact Bruce Thun, Airport Operations Manager, at (253) 841-3779 for additional card applications.

Q: Why are there fees to issue or replace a card?

A: The perimeter fencing, lighting, signage and gate enhancements costs slightly under \$300,000.00 of which approximately 90% was paid for with FAA grant monies. Each card costs \$3.00. The \$5.00 issue fee is to cover the cost of the card and a small portion of the capital investment the Airport made in the nongrant funded portion of the project. The \$20.00 fee to replace a lost card is more to act as a deterrent to careless handling of a controlled item and is a standard practice at all airports or businesses with controlled access systems.

Q: Will vendors/suppliers to the Airport be issued cards?

A: At this time, it is not anticipated that this will be necessary, as virtually all deliveries we have monitored occurred during the hours the gates are scheduled to be open.

Q: What other changes are planned for the Airport which may affect me as a tenant?

A: As a result of the Wal-Mart development west of the Airport, the entrance will be widened to three lanes and the intersection will receive a traffic signal to provide for easier/safer access and egress of the facility.

SECTION V VEHICLE OPERATIONS

THE FOLLOWING RULES AND REGULATIONS PERTAIN TO THE OPERATION OF VEHICLES ON THE AIRPORT:

Vehicle Operations Regulated by Airport Management

1. All vehicles on the airport shall be licensed as required by the State of Washington and operation is governed by County and/or State traffic laws.
2. All individuals operating a vehicle on the airport must possess a license that complies with the laws of the State of Washington in order to operate any type of vehicle on the airport.
3. The airport manager has the authority to deny, restrict or cancel the right of any vehicle driver from operating on the airport when necessary to preserve public safety and/or property.
4. Businesses conducting any vehicle for hire activity on the airport must have a written agreement with Pierce County. This includes, but is not limited to, rental car agencies, taxicabs, buses, limousines and lodging shuttles.
5. The airport manager has the right to tow, remove, or otherwise relocate any vehicle for reasons of safety, security, abandonment or police investigation.
6. Liability insurance limits for vehicles operating on unrestricted public airport roadways shall be consistent with state vehicle insurance laws.
7. All operators of vehicles shall comply with the traffic laws of the State of Washington.

Vehicle Operations - Mandatory Compliance or Prohibited Activities

1. Unless otherwise posted, the speed limit on all airport roadways is 15 miles per hour (MPH).
2. Aircraft and pedestrians have the right-of-way over vehicles.
3. Vehicle drivers will not operate vehicles on a runway, taxiway or aircraft apron unless authorized by the airport manager.
4. Vehicle drivers will park in designated parking areas only.
5. Vehicles shall not be cleaned or repaired on the airport.
6. Vehicle drivers will pass to the rear of taxiing aircraft.

Gate Card Policy

The following general guidelines have been established to determine the criteria for access to restricted and/or secured areas of the Pierce County Airport/Thun Field. The authorized access will be based upon need, safety, security, Federal Aviation Regulations (FAR) Parts 107 and 139, and the Airport Rules and Regulations. Each request will be reviewed on a case by case basis.

Gate Cards will be issued at the Airport Office between the hours of 8:00-10:00 am, unless other arrangements have been made with the airport manager @ 253-841-3779. A non-refundable fee of \$5.00 will be charged for each card. A letter of authorization, lease, deed or other verification document must be presented at the time the gate card is issued, unless application has been pre-signed by appropriate party. In addition, a valid Driver's License shall be shown at the time the gate card is issued, for proof of identification and driving privileges.

Please read and initial each of the following gate card policies:

1. Each Airport Tenant (hangar and tie-down tenants) will be issued one personal gate card. If additional cards are needed contact Bruce Thun, Airport Manager @ 253-841-3779. (Initial here:_____).
2. This card is the property of Thun Field. It must be presented for inspection if requested, surrendered to the Airport Manager upon termination of employment, termination of tenancy or violation of Airport Rules and Regulations. **This card is nontransferable and shall not be loaned or given to anyone else**, according to RCW 9A 60-040 and other applicable laws. (Initial here:_____)
3. All vehicle rules and regulations must be followed per Section V of the Pierce County Airport/Thun Field "Rules and Regulations" book. The relevant excerpt from this is attached to this Document. (Initial here;_____)
4. Any lost or stolen gate card should be reported immediately to the airport office at 253-841-3779. There is a \$20 non-refundable replacement fee (unless a copy of a properly filed police report is presented) for each gate card being replaced. (Initial here;_____)
5. Vehicles are required to stop after entry and exit through the security gate to wait until the gate completely closes behind. This precludes illegal access of unescorted "follow-through" vehicles. Card holders are responsible for their guests **AT ALL TIMES** while accompanying them into the Air Operations Area (AOA). (Initial here;_____)

I have read and understand the above policies and agree to comply. I will notify the Airport of any changes in my address, aircraft ownership and tenancy

SIGNATURE _____ DATE _____

**PIERCE COUNTY AIRPORT - THUN FIELD
SECURITY GATE CARD APPLICATION**

Last Name	First Name	M.I.	E-mail address

Home Address	City	State	Zip

Home Phone	Work Phone	DL Expiration Date	DL Number

Hangar and Tie-down Tenants

Number of Hangar or Tie-down	Owner of Hangar or Tie-down	Partner(s)/Occupant
Aircraft Make and Model	N-Number	

Employees of Commercial Tenants at Pierce County Airport

Company	Work Phone

Vendors/Contractors

Company	Servicing	Work Phone

Company Authorization (Necessary for Vendors & Employees of Commercial Tenants)

Authorized Signature	Work Phone	Date

To be completed by Airport Staff

Card #: _____	Issued On: _____	Expiration: _____
Replacement: Y N	Old Card #: _____	
Issued By: _____	AMOUNT PAID _____	