

# NAPLES AIRPORT AUTHORITY

## AIRPORT GATE ACCESS CARD APPLICATION & FAR 139.329 TRAINING

Applicant Name: \_\_\_\_\_

Leaseholder Name (if not applicant): \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Seasonal Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Seasonal Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

**VEHICLE INFORMATION**

**OFFICE USE**

Make/Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ Lic#/ST \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ Lic#/ST \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ Lic#/ST \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ Lic#/ST \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ Lic#/ST \_\_\_\_\_

Sticker # _____
Sticker # _____
Sticker # _____
Sticker # _____
Sticker # _____

**AIRCRAFT INFORMATION**

Hangar # \_\_\_\_\_ T-Shelter # \_\_\_\_\_ Tie-down # \_\_\_\_\_ Aircraft # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

I hereby acknowledge full responsibility for all damages or injury to persons or property that may occur directly or indirectly as a result of the operation of any vehicle that may obtain access to the airport as a result of the use of this AIRPORT GATE ACCESS CARD or access obtained via a tenant operated gate. As the recipient of Ground Vehicle training, I am further responsible for complying with all the Rules & Regulations of the City of Naples Airport Authority (copy available in the General Aviation Administrative Offices). Failure to comply with any rules, regulations, or directive of this Authority, its agents, Commissioners, or staff, may result in a fine, suspension and/or revocation of airport driving privileges or permanent gate closures at specific tenant facilities. I understand that if issued, **ALL** AIRPORT GATE ACCESS CARDS must be returned to the NAA upon lease or employment termination.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Leaseholder Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\***

**East Ramp** \_\_\_\_\_  
**4E** - By Radio Road

**Other** \_\_\_\_\_  
**1S** - Gate by Fuel Farm

**South Ramp** \_\_\_\_\_  
**14E**-Executive Hangar  
 by Pilot's Lounge

**London Ramp** \_\_\_\_\_  
**10E** - London Gate

**ALL** \_\_\_\_\_  
**(NAA & Emergency Staff ONLY)**

**Other (gate #/location)** \_\_\_\_\_

<b>A fee of \$25.00 per additional airport gate access card is charged (per leasehold).</b>		
<b>CARD NUMBER ISSUED:</b> # _____		
\$ _____	_____	_____
Amount Paid	Payment Type	Inv./Recpt. #
Initials: _____	Date: _____	

NAME: \_\_\_\_\_ Non-Movement Area Driver Card No.: \_\_\_\_\_

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**NAPLES MUNICIPAL AIRPORT**  
**Airport Gate Access Information & FAR 139.329 Training**

*Read & Initial – All Tenants*

*Part A*

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- \_\_\_\_\_ Only approved and trained drivers with authorization may gain entry to the airport through a variety of specific gates, depending on the location and type of leasehold. Airport Gate Access Cardholders may gain entry only at the gate(s) that their card or code is programmed for. Capital leasehold tenants may only enter their facility through their own gates and vehicles may not proceed on the ramp beyond 20 feet from in front of their building.
- \_\_\_\_\_ **At all times, vehicles and pedestrians shall remain clear of all runways, taxiways and safety areas. Vehicles may not enter any runway, taxiway or safety area without proper escort by a certified driver. Please be aware of your location at all times and limit the amount of driving you must do to an absolute minimum.**
- \_\_\_\_\_ **The movement areas of the airport are restricted to those individuals that have completed a full airport Driver Certification Program. Access is strictly limited to those drivers operating vehicles who are authorized to communicate with the Tower. This Driver Training Program does not certify you to operate within the movement areas of the airport without proper escort.**
- \_\_\_\_\_ After entering or exiting through a gate, vehicle operators **must** remain at the gate until it is fully closed. **Do not let any vehicle tailgate behind you. If another driver follows your vehicle through a gate, please record the license plate number and immediately report the incident to airport staff.**
- \_\_\_\_\_ Ground vehicle operators are not to exceed **15mph** on the ramp or secure area. Operations within 50 feet of any aircraft are limited to a maximum of **5mph**. Emergency four-way flashers must be turned on.
- \_\_\_\_\_ Vehicles may be parked in designated areas ONLY. Improperly parked vehicles and unattended vehicles will be towed at the owner's expense.
- \_\_\_\_\_ Ground vehicles must yield to operating aircraft, aircraft under tow and all emergency equipment.
- \_\_\_\_\_ Driving on the airport, airport apron and ramps is a privilege; this privilege may be revoked at any time for any reason. Violations and Enforcement actions will be handled in accordance with the approved Airport Rules and Regulations and FAA Approved Airport Certification Manual. Any and all fines issued to the airport by the FAA or TSA will be passed on to the tenant.

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**NAPLES MUNICIPAL AIRPORT**  
**Airport Gate Access Information & FAR 139.329 Training**

*Read & Initial – All Tenants with Gate Access Cards & Gate Codes*

*Part B*

- \_\_\_\_\_ I understand that vehicle operations must be controlled on the airport and that Airport Gate Access Cards/Codes cannot be passed between individuals for any reason. If a card or code *is* found to have been transferred to another individual, that card and/or code will be removed from the gate system and the tenant may lose their airport driving privileges.
- \_\_\_\_\_ Cardholders are not permitted to operate their vehicles on the main ramp area (in front of the General Aviation Terminal between the Airport Office Building and the shade hangars just south of London Aviation.).
- \_\_\_\_\_ Cardholders may gain entry only at the gate(s) that their access card is programmed for. Entry to the East Ramp Area may be gained at Gate 4E (Radio Rd.). Entry to the South Ramp Area should be made via gate 14E (Executive Hangar). London Aviation sub-tenants shall enter via Gate 10E (Gate between the London Aviation and Naples Air Center Maintenance).
- \_\_\_\_\_ When vehicles are sold or disposed of, window stickers/placards must be removed and returned. I have read and understand the above information and accept all responsibility for my vehicular operations on the aprons and ramps of the airport.

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**NAPLES MUNICIPAL AIRPORT**  
**Airport Gate Access Information & FAR 139.329 Training**

*Read & Initial – Tenants with Capital Leaseholds*

*Part C*

- \_\_\_\_\_ I understand that vehicle operations must be controlled on the airport and that anyone who is able to gain access to the aircraft movement areas via the Capital Leasehold listed shall be my responsibility, unless they have completed this Driver Training Program.
- \_\_\_\_\_ I understand that internal company safety precautions must be in place in order to prevent a vehicle from inadvertently entering the aircraft movement area, and that if a vehicle does enter the movement area I am personally responsible for their actions and penalties, which could include loss of privileges, fines and or closure of the access point.
- \_\_\_\_\_ Capital Leasehold Tenants are responsible for all Gate Codes within their leaseholds and understand that these codes should not be passed between individuals for any reason. If a code *is* found to have been transferred to another individual, that code should be removed from the system.
- \_\_\_\_\_ Vehicles on the leaseholders' ramp must remain within 20 feet of the building or be parked within the hangar.