

City of Venice
Venice Municipal Airport



Airfield Access Policy

The City of Venice is responsible for safe and secure operation of the Venice Municipal Airport. Access to the airfield is authorized on the basis of both safety and security.

The staff of Venice Municipal Airport strives to provide the most user-friendly environment possible and is solely responsible for the issuance of Airport proximity access badges.

This policy provides the guidelines for Airport staff to use in determining who is eligible for access to the airfield and establishes the procedures and documentation requirements that must be met before a badge will be issued. Any deviation from this policy must be consistent with the approved Airport Security Plan and have the advance, written authorization of the Airport Director.

In addition, this policy serves as notification to the badge-holder of the responsibilities that are imparted on that individual when a badge is issued. A copy of this policy must be signed in acknowledgement and acceptance before a badge will be issued. Any person providing false or fraudulent information in order to receive a badge, or as a sponsor for another individual, will have their access permanently terminated.

DEFINITIONS

The terms in this document are determined to have the following definitions for the purposes of this policy:

Account in good standing – Accounts with the City that are paid and current with no amounts owed in arrears. If no account currently exists with the City, then the situation shall be treated as though there is an account in good standing.

Aircraft owner – A person who is the owner or co-owner of an aircraft as indicated in the FAA registration database. In the case of a corporate registration, a person who can prove, to the satisfaction of the Airport Director or designee, that they are the principal or president of the organization.

Applicant – Any person requesting a badge.

Badge – Airport-produced identification card, which distinguishes an individual as having authorization to access the airfield. Badges may be permanent or temporary and may be programmed to grant access to the airfield through gates located in the Airport perimeter fencing.

City – City of Venice, Florida.

Deposit – A refundable monetary amount payable to the City of Venice. Venice City Council will determine the badge deposit amounts associated with this policy, which may change from time to time. The Deposit and Fee Schedule in effect at the time of deposit collection shall apply. If a badge is not returned to the Airport Administration office upon the badge-holder becoming ineligible, the badge deposit will be forfeited.

Escort – To accompany a guest or service provider, who does not possess a badge, while they are on the airfield.

Fee – A non-refundable monetary amount payable to the City of Venice to cover administrative costs. Venice City Council will determine the fees associated with this policy, which may change from time to time. The Deposit and Fee Schedule in effect at the time of fee collection shall apply.

Pilot – A person holding a valid pilot’s license.

Pilot/owner – A pilot who is the owner or co-owner of an aircraft as indicated in the FAA registration database. In the case of a corporate registration, a pilot who can prove, to the satisfaction of the Airport Director or designee, that they are the principal or president of the organization.

Pilot’s license – An FAA-issued pilot certificate or current student medical certificate.

Sponsor – Person requesting a badge for another individual who certifies that the applicant has an operational need to have unescorted access to the airfield, and who accepts responsibility for the applicant, by completing an Airfield Access Request Form.

Spouse – Legally recognized husband or wife.

Qualifying aircraft – A fixed- or rotor-wing vehicle based at Venice Municipal Airport.

Qualifying family member – A person possessing a valid pilot’s license who is related to a qualifying aircraft-owner in one of the following ways: legal spouse, child, stepchild, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, or as determined by the Airport Director.

ELIGIBILITY

1. All Applicants must possess a valid driver’s license, be associated with a qualifying aircraft or business, and have an account in good standing. Any sponsor must also have an account in good standing.
2. If a sponsor becomes ineligible, then any persons sponsored by that individual or organization are also immediately deemed ineligible.
3. In order to be eligible for a permanent badge, the qualifying aircraft must be based at Venice Municipal Airport for a minimum of 120 consecutive days with payment made for any applicable parking or hangar fees. If an aircraft becomes ineligible due to removal from the airfield, non-payment of fees, or other reasonable cause as determined by the Airport Director, then the badge-holders associated with that aircraft will also be deemed ineligible.
4. Pilot/owners of based aircraft may be issued a badge, if requested. Payment of a badge deposit is required.

5. Non-pilots may be sponsored by their owner/pilot-spouse in order to receive a badge. Advance payment of a training fee, the satisfactory completion of an airfield driver training course, and payment of a badge deposit is required.
6. Non-pilot aircraft owners may request a badge. The satisfactory completion of an airfield driver training course and payment of a badge deposit is required.
7. Pilots who are qualifying family members of the owners of qualifying aircraft may be sponsored in their application for a badge. Payment of a badge deposit is required.
8. Employees of authorized commercial Airport tenants may be sponsored by their organization and issued badges at the discretion of the Airport Director or designee. The owner, registered agent, or other person authorized to enter into contracts on behalf of the organization must complete an Airfield Access Request form and supply any other supporting documentation that may be requested in order to verify the applicant's operational need to have unescorted access to the airfield when conducting legitimate, authorized business. Failure to return a badge upon loss of eligibility (i.e. termination of employment) will result in a commercial operator fee charged to the organization.
9. Pilots, who do not own an aircraft, but have a formal lease or cost-sharing agreement with an owner of a qualifying aircraft, may request a badge. Proof of the legal relationship between the parties with respect to the aircraft will be required and a badge deposit must be paid. (This provision is not intended to provide for commercial aircraft rental situations.)
10. If an aircraft is owned by a flying club or other group, then the legal registered agent for that group must sponsor each of the other members of the group in order for them to receive a badge. A badge deposit must be paid for each badge issued.
11. Persons who are not owners, but who have entered into a long-term lease agreement for a qualifying aircraft, may be issued a badge based on the same criteria as aircraft owners. Proof of the long-term lease must be provided and a badge deposit must be paid.
12. Professional pilots who are employed by non-pilot aircraft owners may apply for a badge. The aircraft owner must sponsor the pilot and provide satisfactory proof of the pilot's employment. Payment of a badge deposit is required.
13. Select Federal and State aviation officials may be issued Airfield access badges at the discretion of the Airport Director.
14. Temporary access badges may be authorized by the Airport Director for special circumstances to include, but not be limited to, airfield construction or maintenance, special aviation events, or in cases where an aircraft is Venice-based for fewer than 120 consecutive days. Such authorization may require a security check and the successful completion of airfield driver safety training. A badge deposit is required for each badge issued.
15. Authorized Fixed Base Operators may permit transient customer service operations consistent with the approved Airport Security Plan.
16. Venice Airport Staff, select City Manager's staff, Police Officers, Firefighters and Emergency Responders may request and be granted airfield access at the discretion of the Airport Director.

17. Other City Staff may be granted Airfield access at the request of their department head and at the discretion of the Airport Director or designee. City staff accessing the Airfield must notify the Airport Director or designee in advance of their intention and reason for doing so, except in the event of an emergency response. (The provision for notification does not apply in the case of Police Officers who access the Airfield during the course of their normal patrol duties.) In addition, the successful completion of an airfield driver safety class may be required before access is granted.

PROCEDURES

1. The Airport administrative staff shall verify the ownership of a qualifying aircraft using the FAA registration database. If a temporary registration certificate is used to prove ownership and receive a badge, a 90-day grace period will be granted to allow time for the permanent registration to get into the FAA database system. If, after 90 days, a permanent registration cannot be produced or accessed in the database, any associated badge-holders will be deemed ineligible and any deposits will be forfeited.

If an aircraft is registered in a corporate name, satisfactory proof of ownership of the organization will be required and copies of the supporting documentation shall be kept on file.

2. All badge-holders must possess a valid driver's license, a copy of which shall be kept on file.
3. A sponsor may request that airfield access be terminated for any badge-holder for whom they (or their organization) has responsibility.

RULES AND GUIDELINES

1. A badge is non-transferable and shall be used only by the person to whom it was issued.
2. A lost or stolen badge shall be reported to the Airport Administration Office immediately upon discovery so that it may be deactivated. If eligible, a replacement badge will be issued upon payment of a badge replacement fee.
3. Badge-holders must keep badges on their person at all times. Airport Staff, FBO staff, City Police or any other authorized badge-holder may request to see the badge at any time. Failure to produce a valid badge upon request may result in the permanent loss of access privileges.
4. Badges and access privileges may be revoked or suspended by the Airport Director or designee for non-payment of rent or aircraft parking fees or for any infraction of the provisions of the Airfield Access Policy, Airport Security Plan, Airport Rules and Regulations or Airport Minimum Standards, as may be amended from time to time.
5. No vehicle shall be parked on any runway or taxiway at any time. A vehicle may be parked in a tie-down area for the limited, temporary purpose of loading or unloading passengers or cargo only. Parking in these areas for extended periods, or for other purposes, is prohibited.
6. Operators of vehicles shall observe all traffic and directional signs on the airfield and yield the right-of-way to pedestrians and aircraft.

7. After passing through a gate in the Airport security perimeter, vehicles must stop clear of the gate at a distance which will prevent another vehicle from utilizing that gate without the use of an access badge. Before proceeding, the gate must be permitted to close completely.
8. If badge-holder is authorized to operate a motor vehicle in specified areas only, then a map is attached which depicts those areas permitted. Access to businesses located on Airport Avenue shall be made landside only. Airside driving and parking for Airport Avenue businesses is prohibited.
9. Badge-holders are responsible for anyone to whom they are providing escort and must remain with them at all times.
10. Once a badge-holder becomes ineligible for airfield access, the badge must be immediately surrendered to the Airport Administration Office.

ACKNOWLEDGEMENT AND ACCEPTANCE

Printed Name	Signature	Date
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FOR OFFICE USE ONLY

_____	<i>Owner/Pilot</i>	Deposit \$ _____			
_____	<i>Spouse</i>	Deposit \$ _____	Fee \$ _____	<i>Training Date</i>	_____
_____	<i>Family/Pilot</i>	Deposit \$ _____	<i>Aircraft Owner</i>	_____	
_____	<i>Owner/Non-pilot</i>	Deposit \$ _____			
_____	<i>Employee</i>	<i>Organization</i> _____			
_____	<i>Federal/State</i>	<i>Organization</i> _____			
_____	<i>Other</i>	Deposit \$ _____	<i>Explanation</i> _____		