



## KEYCARD POLICY

Keycards shall be issued to Torrance Airport tenants, having a registered and insured aircraft at Zamperini Field, and various Governmental Agencies. Only one keycard will be issued per tenant. One keycard may also be issued for a family member at the discretion of the Facilities Operations Manager.

In addition to those causes indicated above, keycards may also be issued to:

- Fixed Base Operators (2 keycards)
- Each aircraft owner (1 keycard)

***The Facilities Operations Manager may authorize keycards to other individuals or organizations that require access for legitimate airport business.***

## APPEAL RIGHTS

Denial of a keycard may be appealed to the Airport Commission. Appeals must be filed with the Facilities Operations Manager within 15 days of denial of a Keycard Application. A hearing on the matter will be placed on the Agenda for the Airport Commission.

### KEYCARD AGREEMENT

By accepting a keycard, the applicant ***IS HEREBY NOTIFIED*** of the following conditions:

The keycard fee is \$19.43. Lost or stolen keycards shall be promptly reported to Airport Administration. Cards that are lost or stolen may be replaced for an additional \$19.43 fee.

Keycards are not transferable, nor shall they be used by anyone other than the person to whom they are issued.

The applicant agrees to abide by all Airport rules and regulations including, but not limited to:

1. Per the California Vehicle Code - the speed limit on the Airport is 25 mph.
2. Aircraft always have the right of way.
3. Unaccompanied children are not permitted outside of vehicles.
4. All aircraft shall be registered with the Airport Administration.
5. Past due accounts, a delinquent insurance policy, or violation of any Airport rule or regulation may constitute cause for cancellation of a Keycard and the access privilege it bestows.

**The City reserves the right to deactivate keycards without prior notice.**

I HEREBY CERTIFY THAT I, THE UNDERSIGNED REGISTRANT, HAVE READ AND UNDERSTAND, AND AGREE TO THE CONDITIONS ABOVE.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: The keycard system automatically tracks keycard use. Records of time and location of keycard use is kept on file at the Administrative Office.**