

ACCESS CONTROL PROGRAM AND POLICY

Effective 7-1-2026

ADDRESS AND CONTACT INFORMATION

Airport Administration Office

Lobby Hours

Monday – Friday (8:00AM to 5:00PM)

Closed Saturday & Sunday

928-777-1114

6630 Airport Avenue, Prescott, AZ 86301

Airport.Administration@prescott-az.gov

PURPOSE

To establish guidelines and standard procedures for Authorized Users requesting airfield or AOA access from the Airport Operator.

BACKGROUND

At Prescott Regional Airport- Ernest A. Love Field (“Prescott Regional Airport”), airfield safety and access control is a primary concern. Prescott Regional Airport serves a diverse commercial and general aviation community. Prescott Regional Airport has commercial service with six flights daily, four flight schools, and a vibrant general aviation community with over 350 based aircraft. In 2025 there were more than 390,000 operations

The Gate Access Control Program (“Program”) was developed with input from the Federal Aviation Administration. The Program is designed to provide increased access control of the Prescott Regional Airport, enhancing aviation safety by mitigating potential movement area deviations or incursions by unauthorized vehicles or persons accessing the movement areas. The program is also intended to protect Lessee property and deter nefarious and criminal activities.

To protect the aviation community, the City of Prescott, the Prescott Regional Airport, is requiring any person gaining access to the Air Operations Area (AOA) via an automated airfield security gate, to have a gate access control card. Persons obtaining a gate access control card must have a lawful purpose, and a current lease or a current month-to-month permit, or to have a valid airport use license to do business at Prescott Regional Airport.

DEFINITIONS

Air Operations Area (AOA)- This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the terminal ramp restricted area.

Airport- means the Prescott Regional Airport, Ernest A. Love Field.

Airport Operator- The civilian or military agency, group, or individual which exercises control over the operations of the civil airport or military airfield to be able to prevent and detect the unauthorized entry, presence, and movement of individuals and ground vehicles into or within the AOA.

Authorized Signatory- a designated representative who is authorized to sponsor tenants or employees for airport access on behalf of their company

Authorized User- Someone who received official permission from an authorized signatory to access the airfield through a security gate or to a restricted area.

Authorized Personnel- Only individuals with a valid access control card are authorized to escort others.

Lessee- Person or entity that received the right to use or occupy property under a lease agreement

Licensee- Person or entity that received the right to use or occupy property under a license agreement

City- means the City of Prescott.

Compliance- Escorts are responsible for ensuring that all security regulations are followed during escort duties.

Escorting- refers to the process where an authorized individual accompanies person(s) on airport property or to restricted areas of an airport

Monitoring- Escorts must monitor individuals without an access control card to ensure they remain within sight and communication range.

Permittee- a commercial aviation operator who holds a valid and effective aeronautical business permit issued by the Airport Director.

Piggybacking- the act of an authorized individual allowing or assisting an unauthorized individual to gain airport access or to enter a restricted area.

Prescott Regional Airport- Airport Operator.

Tenant- A person or commercial entity who occupies land or property rented from the Airport.

ACCESS CONTROL CARD POLICY

Gate access control cards ("Card" or "Cards") are the property of the City of Prescott, Prescott Regional Airport, and are provided for the express purpose of allowing access to its Lessees, Permittees and/or licensees within the non-movement area. This agreement and Gate Access Control Cards are for the non-movement area only and do not authorize persons or vehicular access to vehicle service roads, perimeter roads, restricted terminal ramp, aircraft movement-area, or any other areas where card holders do not have permission from an authorized signator. Access control cards are issued to authorized individuals and are to be renewed every 12-calendar month. Cards are not to be shared, loaned or transferred to others. This Gate access cards must be returned at the termination of any lease agreement, month-to-month permit access to Tie Down, T-Shade or Hangar spaces, or at the termination of a commercial license.

ACCESS CONTROL CARD APPLICATION PROCESS

Applicants for an access control card who are non-commercial tenants occupying hangars, t-shades, or tiedown spots at Prescott Regional Airport, must have a current permit or lease and be on the aircraft registration. Each person listed on the aircraft registration may apply for an access control card. Collectively, the hangar permittee or lessee may authorize no more than two additional access control cards, per leased hangar, t-shade or tiedown. Once the permit or lease is terminated, all associated access control cards authorized under that hangar, t-shade or tiedown permit or lease shall be immediately deactivated and must be returned or will be charged for lost card(s).

Applicants must request an application from one of the following and obtain an authorized signature prior to scheduling an appointment: Prescott Regional Airport, Commercial Tenant or Commercial License holder. Applicants can then schedule an appointment on the airport website or call to schedule with the Airport Administration office.

You will need a valid photo ID to apply. Your photo will be taken and imprinted on the new access control card. Applicants must pass a non-movement driver training course (with a score of 100%) prior to being issued an access control card. The access control card will be ready for pick-up at time of appointment unless an authorized signature or fee is not paid.

By being issued an access control card, the AUTHORIZED USER understands and agrees to comply with all terms of the City of Prescott, Prescott Regional Airport Rules, Regulations and Policies, along with any federal, state, or local laws, ordinances, rules, regulations, orders, or policies, including those regarding vehicular operation while on City of Prescott/Prescott Regional Airport property. Violations may result in fines in accordance with Prescott Regional Airport Rates and Fees Schedule, the deactivation of access control card, loss of AOA access privileges, and termination of your permits or leases. Any denial of access privileges may be appealed to the Prescott Regional Airport Director, or his or her designee, in writing, within 10 days of denial of privileges. The Airport Director, or his/her designee's decision will be final. If

an access control card is issued to access a hangar, t-shade or tie-down, it will be deactivated when any facility is in default or vacated.

Prescott Regional Airport installed access controls and automated gates in 2024. A component of that project was issuance.

A copy of this Program and Policy will be available to applicants to obtain an access control card on the airport website.

EFFECTIVE DATE

This is effective from 7-1-2026, and until modified or rescinded by the Airport Director.



Airport Director

July 1, 2026

Date