



Via Hand Delivery or U.S. Mail or Electronic Mail

September 24, 2019

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Address

**RE: ACCESS TO AIRPORT MOVEMENT AND NON-MOVEMENT AREAS THROUGH SECURITY GATES AT THE RICHARD B. RUSSELL REGIONAL AIRPORT, FLOYD COUNTY, GEORGIA.
(AIRPORT POLICY NUMBER 19-01)**

This policy letter delineates approval authority, governance, and responsibilities for airport employees and tenants granting/ed access to movement and non-movement airport property of the Richard B. Russell Regional Airport (RMG), Floyd County, Georgia through airport security gates. The intent is not to prohibit but to restrict access to those granted access by an appropriate representative of the airport and is designed to ensure the safety of all persons and to protect tenant and airport property.

GRANTING ACCESS TO MOVEMENT AND NON-MOVEMENT AREAS

Employees of the RMG airport will issue permanent access codes for appropriate security gates to airport movement and non-movement areas to tenants only and only after the tenant has furnished the airport manager's office with all documents necessary to complete his/her tenant file.

GOVERNANCE OF PERSONAL ACCESS CODE(S)

The governing of personal access codes is the responsibility of the tenant. Whereas access codes are maintained, reviewed, retained, and monitored if determined to be necessary by the airport manager, the tenant will retain knowledge of his/her access code(s) and is prohibited to allow any other individuals, with exception of immediate family members (as defined later in this policy letter), to gain access to the airport's movement and non-movement areas by the use of his/her personal access code(s). The sharing or distribution of personal access code(s) will cause the airport manager's office to remove the access code(s) and may restrict the tenant's further access into the movement and non-movement areas of the airport.

RESPONSIBILITIES OF AIRPORT EMPLOYEES AND TENANTS CONCERNING SECURITY GATE ACCESS CODES AND ENTRY/EXIT.

Security gates will remain in a closed fashion until opened by either an entry code or an exiting vehicle. Security gates are prohibited to be blocked, forced open, or in any way made to remain open unless approval is given by the airport manager or in case of emergency.

The escorting of non-tenants is permissible however, if access through security gates is granted to non-tenants either by providing open access or under escort, all actions, movements, and consequences thereof, will be the sole responsibility of the tenant/employee giving access to the non-tenant whether the non-tenant is on foot or in/on a vehicle.

According to the Federal Aviation Administration Advisory Circular Number: 150/5210-20A dated 9/1/2015

Each vehicle operator using an airport perimeter (security) gate must ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator must also ensure no unauthorized vehicles or persons gain access to the movement and safety areas while the gate is open. (p. B-8, par. 1.7.1.W)

Piggybacking and/or Tailgating through a security gate is strictly prohibited and may lead to the removal of your access code(s).

Definitions

Immediate Family Members:

According to the Floyd County Civil Service Rules and Regulations, Revised 8/22/2017

Spouse, son, daughter, parent, father-in-law, mother-in-law, sibling, grandparent, grandchild, or step-father, step-mother, step-son, step-daughter or any relative domiciled in an employee's home. (p. 40, par. XIX.M)

Piggybacking: Referring to when a person/vehicle tags along with another person/vehicle who is authorized to gain entry into a restricted area, or pass a certain checkpoint.

Tailgating: Referring to an unauthorized person/vehicle who follows another to a restricted area *without* the consent of the authorized person.

NOTE: Access code(s) for movement through security gates are subject to change at any time for any reason. If a change affects you, a member of the airport staff will contact you with further information.

On behalf of Floyd County and the Richard B. Russell Regional Airport, we value your presence and we look forward to the continued safety of all persons and to the protection of tenant and airport property. If I can be of assistance, please let me know.

John Carroll

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