

PORT OF WALLA WALLA WALLA WALLA REGIONAL AIRPORT AVIATION RAMP ACCESS POLICY

Goal #1: Limit access to the Walla Walla Regional Airport aviation ramp to only individuals that MUST have access.

Goal #2: Maintain a database of authorized users.

Goal #3: Establish inventory procedures for unactivated cards.

Policy Guidelines Established by the Port Commission

- Access cards will be issued on a per person basis only.
- Access cards will only be issued once an approved form has been filled out, signed and proper identification has been shown.
- Access cards will be activated for a period not to exceed two (2) years. After such time a new aviation ramp access card agreement will need to be entered into with the user. The Executive Director and/or Airport Manager may, at their discretion, establish shorter activation periods.
- Individuals eligible to receive aviation access cards are as follows:
 - Owner(s) of an aircraft stored at the Walla Walla Regional Airport.
 - Owner(s) and employees of aviation related businesses that need access to the aviation ramp.
 - Certain Port and Airport employees, both full-time and part-time, as designated by the Executive Director and/or Airport Manager.
 - Federal, State, County and City employees, as designated by the Executive Director and/or Airport Manager.
 - Regular scheduled aircraft and business that have regular scheduled pickups.
 - Aviation vendors and/or contractor working on the ramp or airfield.
 - One aviation ramp access card may be issued to each ambulance in the Walla Walla Valley. The card will be assigned to the license number of the ambulance and shall remain in the ambulance at all times.
 - The Executive Director and Airport Manager are authorized to coordinate with Walla Walla County Fire District #4 and the Walla Walla County Sheriff's Department concerning their needs for access cards. At a minimum, access cards will be assigned to license numbers of specific vehicles. A lock box arrangement is also authorized.