

OPERATING DIRECTIVE

Aviation Authority

Number: D330.00.12

Effective: 04/20/22

Revised: 03/27/24

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Subject: Access Control at General  
Aviation Airports

**PURPOSE:** To establish a procedure for access control at the general aviation airports for authorization of requested aviation activities that can be accommodated on a controlled basis. For the purpose of this Operating Directive, the general aviation airports, Peter O. Knight (TPF), Plant City (PCM), and Tampa Executive (VDF), will be referred to collectively as Airports.

**DEFINITIONS:**

Proximity Card – A card used to enter approved access points.

Transient Customer - A visiting pilot not using the Airport as a permanent base of operations.

**GENERAL:** At the Airports, users are required to comply with Airport security in accordance with Rules and Regulations No. R330. Access will only be given to those areas necessary for the user's needs on the Airport and will be validated by Fixed Based Operator (FBO), Vice President of General Aviation or designee.

*Failure to comply with safety and security procedures could result in a loss of Airport access privileges.*

- Gate code/Proximity Card may only be used by the assigned party. ALL persons needing access to the Airport must complete and sign the Security Access Application Form.
- Gates must not be left open after entering or exiting the Airport. When entering the Airport, users must stop and wait for the gate to close.
- At no time shall any Airport access gate be left open and unattended in a manner that would allow unauthorized access.

Notify Authority at 813-870-8770 for violation of gate access or gate malfunctions.

**PROCEDURE:** Any person requesting access to the Airport must obtain a code from the FBO, Vice President of General Aviation or designee at TPF and PCM or a Proximity Card at VDF. Applicants will be considered based on their access needs and are subject to the following provisions:

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A. Gate Code:

1. Airport Tenants and Transient Customers

- Must complete and sign the Security Access Application Form to prove they have read and agreed to follow the Rules and Regulations. The Form will be sent to the FBO for approval and will be returned with the gate code.

2. Authority Employees and Contractors

- Must complete and sign the Security Access Application Form to prove they have read and agreed to follow the Rules and Regulations. The Form will be sent to the Vice President of General Aviation or designee for approval and will be returned with the gate code.

B. Proximity Card

1. Airport Tenants and Transient Customers

- Must complete and sign the Security Access Application Form to prove they have read and agreed to follow the Rules and Regulations. Tenant/Transient Customer must show driver's license for approval. Upon approval, will be provided a Proximity Card by the FBO to access approved entry points.
- Upon departure from Airport, Transient Customers must return Proximity Card to FBO in the drop box.

2. Authority SIDA Badge Holders

- A link to obtain a DocuSign form will be located on the Tampa International Airport General Aviation website and Authority intranet to request access to the Airports and to prove Authority SIDA badge holder has read and agreed to follow the Rules and Regulations. The Form will be sent to the Vice President of General Aviation or designee for approval. Upon approval, current badge holders will be granted access to approved entry points.

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3. Contractor

- A link to obtain a DocuSign form will be located on the Tampa International Airport website to request access to the Airports and prove

Contractor has read and agreed to follow the Rules and Regulations. The Form will be sent to the Vice President of General Aviation or designee for approval. Upon approval, Contractor will be provided a Proximity Card by the FBO to access the approved entry points. Contractor must show driver's license for approval.

4. Proximity Card Fees

- First card: Free
- Additional card: \$30
- If card is lost or stolen, please report to the FBO immediately. Replacement for lost card: \$100

**PENALTIES AND ENFORCEMENT PROCEDURES:**

Any person in violation of this Operating Directive is subject to the penalties and relevant procedures set forth at Section 8, PENALTIES, of Authority Rules and Regulations No. R330. A Complaint Affidavit is included in this Operating Directive for submission to the Authority by any parties aware of possible violations.

APPROVED: Michael Stephens

DATE: 3/27/24