



City of Phoenix Aviation Department Rules & Regulations

Number: 05-02

Authority: This Rule and Regulation is promulgated pursuant to City Code Chapter IV Article 1. General Section 4-2.

Rule and Regulation: Acquisition of Security Keys

1. Obtain and complete an application for Security Keys. Applications can be obtained from the Operations Office.
2. Have the application signed by a person's or company's authorized signature form. Or in the case of City personnel, their supervisor will sign the application.
3. Present the completed key application to Operations personnel.
4. Operations will compare positive picture identification of an applicant with information furnished on application for accuracy and completeness.
5. The applicant will receive the requested key(s) at the Operations Office, following the Aviation department processing.

The process for returning the key is simply presenting the returned key to Operations personnel. Returned keys will be compared to the list of keys issued and if the key number matches the applicant, the deposit will be refunded.

Roles and Responsibilities: The purpose of this Rule is to establish guidelines for the acquisition of Security Keys to the Air Operations Area (AOA) at Sky Harbor International Airport. The AOA Key Control Rule is intended in part to meet the requirements of prohibiting unauthorized access to restricted areas. Security keys will not be issued to companies. They will be issued to an individual employee. The employee will be responsible for securing



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the Security Key from the Operations Section of the Aviation Department. It is also the responsibility of the individual employee who signed for the Security Key to return it to Operations upon completion of contract or termination of employment.

The following individuals are authorized to receive Security Keys:

1. Aviation Department Employees.
2. Airline and Tenant Employees.
3. Airline subcontractor employees.
4. Individual applicant (Utility companies, construction, etc.).

Employees

A designated person (s) from the applicant's company will need to sign an "Authorized Signatures(s)" card at the Operations Office. Signature(s) need to be notarized, if not signed in person, at the Operations Office. A deposit of \$ 10.00 for each key is required. The deposit will be refunded when the key is returned to the Operations Section. The deposit will be forfeited if the key is not returned. References and Definitions for 'Security Key' as used in this rule and regulation is a key which opens a door or gate that gives access to a restricted area of the airport. Company Key Application and Application for Sky Harbor International Airport Security Key.

The foregoing Rule and regulation is hereby adopted and promulgated this day of March 1st, 1999.

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