



## Yakima Air Terminal-McAllister Field

### Airport ID Badge Renewal/Replacement Form

INFORMATION UPDATE (TO BE COMPLETED BY AIRPORT)				
Invoice Number/Payment Type: _____ Receipt: _____ Date: _____	Date STA/CHRC Updated:	Picked Up Date:	Current ID Type:  Expiration:	Badge Number:  Badge Expiration:

REASON FOR BADGE RENEWAL/REPLACEMENT (TO BE COMPLETED BY AIRPORT OR AUTHORIZED SIGNATORY)				
<input type="checkbox"/> Expiration	<input type="checkbox"/> Returned Expired Badge	<input type="checkbox"/> Broken	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen

BADGE DESIGNATIONS (TO BE COMPLETED BY AIRPORT OR AUTHORIZED SIGNATORY)		
AOA Type: <input type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Unlimited	Driving Privileges: <input type="checkbox"/> None <input type="checkbox"/> Non-Movement <input type="checkbox"/> Movement	Other: <input type="checkbox"/> SIDA <input type="checkbox"/> Fuel Handler <input type="checkbox"/> Signatory Authority

SECTION 1 – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT)				
Legal Last Name:		Alias Last Name:		
Legal First Name:		Alias First Name:		
Legal Middle Name:		Alias Middle Name:		
Current Home Address:				
City:		State:		Zip:
Cell Phone:		Work Phone:		Home Phone:
E-Mail Address:				
Gender:	Height:	Weight:	Hair Color:	Eye Color:
Company/Hangar Name:				



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**SECTION 2 – APPLICANT’S CERTIFICATION (TO BE COMPLETED BY APPLICANT, THE DAY THEY RECEIVE THE BADGE)**

By submitting this application, I hereby acknowledge and agree to comply with the following Terms and Conditions:

1. All ID Badges remain the sole property of Yakima Air Terminal-McAllister Field.
2. The transfer or use of ID Badges by another individual is strictly prohibited.
3. Holder of the ID Badge shall not aid or participate in allowing unauthorized access to secure or restricted areas or breach, disobey, or disregard any security directive, plan, or program at the airport.
4. Yakima Air Terminal McAllister-Field reserves the right to revoke the authorization for an ID Badge where such action is to be in the best interest of airport security. Yakima Air Terminal McAllister-Field requires the immediate surrender of any ID Badge upon notification that airport authorization has been revoked.
5. Any individual possessing an ID Badge shall promptly notify Yakima Air Terminal-McAllister Field in the event their ID Badge is lost or stolen.
6. Any individual possessing an ID Badge shall pay all airport applicable security fees. A replacement ID Badge may only be issued if the individual possessing the ID Badge declares in writing that the ID Badge has been damaged or destroyed and upon payment of the replacement fee.
7. Any individual possessing an ID Badge shall wear their badge above the waist on the outermost garment.
8. The ID Badge must be returned to Yakima Air Terminal-McAllister Field at the end of employment or change of status that resulted in the original issuance of the ID Badge.
9. Screening Notice: Any employee holding a credential granting access to a Security Identification Display Area (SIDA) may be screened at any time while gaining access to, working in, or leaving a SIDA area.  
*VIOLATIONS OF AIRPORT IDENTIFICATION BADGE TERMS AND CONDITIONS MAY RESULT IN IMMEDIATE REVOCATION OF IDENTIFICATION BADGE AND ACCESS PRIVILEGES.*

I have read the previous information and received my Yakima Air Terminal ID Badge and access media, I am also aware of the Airport’s Administrative Citation for security violations.

Applicants Name (Print): \_\_\_\_\_ (Sign): \_\_\_\_\_

Date: \_\_\_\_\_ Badge Number: \_\_\_\_\_ Company/Hangar: \_\_\_\_\_

**SECTION 2.1 – VERIFYING ISSUER (TO BE COMPLETED BY AIRPORT OR AUTHORIZED SIGNATORY)**

Signature of Person Verifying Information and issuing badge: \_\_\_\_\_ Date: \_\_\_\_\_



**Yakima Air Terminal-McAllister Field**

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**SECTION 3 – NO MOVEMENT AND NON-MOVEMENT PEDESTRIAN FORM (TO BE COMPLETED BY APPLICANT)**

Supplemental Information to ground vehicle operations regulations

Procedures for pedestrians in area other than movement areas or safety areas, specifically, aircraft parking ramps and infields.

1. Authorization:

- a) An operational necessity must exist for access authorization to the aircraft parking ramps and other non-movement areas of the airport. Examples of operational necessities would be: pilots and passengers of aircraft based or parked at the airport; aircraft fueling personnel; aircraft mechanics; FBO line personnel; air freight delivery personnel; air carrier personnel; approved contractors; persons visiting airport based businesses while under control of the business; FAA aviation safety inspectors, and others when specifically authorized by airport management.
- b) Any person with authorization to access the movement areas and safety areas are authorized access to non-movement areas as well.

2. Procedures:

- a) Persons authorized in section 1a MAY:

Have access privileges to aircraft parking ramps, hangar facilities, fueling areas, and airport based businesses within the airport perimeter security fence.

- b) Persons authorized access in section 1a MAY NOT:

**May not** have access to other areas of the airport where no direct justification or need exists.

**May not** use service roads or infields to walk from one location on the airport to another.

**May not** enter the Security Identification Display Area on the terminal ramp unless specifically authorized in the airport security program, and **may not** cross the terminal ramp under any circumstance.

**May not** enter any movement area or safety area (runways, taxiways and their safety areas) or cross any Movement Area Boundary Marker (solid yellow line with parallel dashed yellow line).

**May not** escort other airport badge holders.

3. Sanctions for non-compliance:

Failure to adhere to these procedures will result in: First offense, re-training; Second offense, written warning; Third offense, access authority revoked for a period of time determined by Airport Management. If violation is blatant or repeated, or creates a runway or taxiway incursion, trespass charges will be sought against the individual.

CERTIFICATION: I certify that I have read the above information and will abide by all terms and conditions of said regulations.

Applicants Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Name (Sign): \_\_\_\_\_

Company/Hangar: \_\_\_\_\_



**Yakima Air Terminal-McAllister Field**

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**SECTION 3 – MOVEMENT PEDESTRIAN FORM (TO BE COMPLETED BY APPLICANT REQUIRING MOVEMENT DRIVING)**

Supplemental Information to pedestrian and service vehicle operations

Procedures for PEDESTRIANS on the RUNWAY or in the RUNWAY SAFETY AREA

- 1) Definition:
  - a) Movement Areas and Safety Areas are defined as Runways, Taxiways and the associated Safety Areas. Tower clearance is REQUIRED prior to crossing a solid yellow and dashed yellow line marked on the ramp(s).
- 2) Authorization:
  - a) The following personnel are authorized to be on foot in the movement and safety areas of the airport:
    - i) Airport Maintenance and Management personnel.
    - ii) FAA Maintenance personnel.
    - iii) ARFF personnel.
    - iv) Construction personnel working under a pre-approved Construction Safety Plan.
  - b) Pedestrians in the movement area must be in contact with the Yakima Air Traffic Control Tower.
  - c) Pedestrians must use the same radio procedures as vehicle operators.
- 3) Procedures for SERVICE VEHICLES operating on the RUNWAY
  - a) Fuel Truck Operations on the Runways:
    - i) Fuel Trucks are not authorized on, or to cross, runways. Fuel Trucks needing access to the opposite side of the airport must use the fuel service road on the east side of the airport. If a fuel truck has a need to cross or operate on the runway, an escort must be arranged through Yakima Airport, or YKM ARFF.
  - b) Aircraft Support Vehicles (including Towing Vehicles):
    - i) Aircraft tows are not authorized to cross, or operate on, runways. Aircraft tows that need to cross or operate on the runway must be escorted by Yakima Airport, or YKM ARFF personnel. Aircraft towing on taxiways is permitted at any time, provided clearance has been received from YKM Air Traffic Control Tower.
- 4) Sanctions of Non-Compliance
  - a) Failure to follow these procedures will result in: First offense, retraining; Second offense, written warning; Third offense, revocation of airfield access. Note: Depending upon the severity of the non-compliant action, any or all of the above sanctions may be enforced.

CERTIFICATION: I certify that I have read the above information and will abide by all terms and conditions of said regulations.

Applicants Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Name (Sign): \_\_\_\_\_

Company/Hangar: \_\_\_\_\_