



# City of Palm Springs Department of Aviation Palm Springs International Airport

## MEMORANDUM

**Date:** July 10, 2019

**To:** See Distribution List

**From:** Scott Daugherty, Airport Security Coordinator

**Subject:** 2019 - 2022 AOA Vehicle Permits

To enhance and improve security measures as mandated by 49 CFR Part 1542 and the TSA approved Airport Security Plan (ASP), it is necessary to control the presence and movement of ground vehicles operating on the **Air Operations Area (AOA)** at the Palm Springs International Airport. Therefore, all vehicles operating within the Secured Area and Non-SIDA areas are required to display a valid PSP AOA permit. All issued permits are considered by the Palm Springs International Airport and the TSA as a "controlled/accountable" document. All lost, stolen or damaged permits must be immediately reported to Airport Control Center at (760) 318-3820 or in house at ext. 3820. Failure to immediately report this could result in your loss of access privileges to the SIDA/AOA, retraining, and a monetary fine.

To insure that only authorized vehicles are permitted for the year 2019 and beyond, Airport Operations will issue all permanent, temporary and escort required AOA vehicle permits. Only approved, current Authorized Signatory Authority may request and be issued an AOA vehicle permit for their company or tenant.

**The SIDA AOA Vehicle Permits will be available beginning Aug 1, 2019. NON SIDA AOA vehicle permits will expire March 31, 2020 and be available January, 2020.**

All AOA Vehicle Permits can be picked up at the centralized Vehicle Inspection Plaza (VIP) from 0630 - 1500 Monday through Friday or after hours please call the Airport Control Center at (760) 318-3820.

Make sure you have all the necessary paperwork completed and signed by an Authorized Signatory Authority (see attached forms) before arriving at the VIP.

***All Airport Tenants/Contractors with Palm Springs Airport badges who do not get their AOA permits for the SIDA AOA will be denied vehicle access to the SIDA after 10/02/2019 and Non-SIDA AOA on 4/1/2020.***

Thank you for your cooperation and if you have any questions or comments regarding this matter, feel free to contact us at 760-318-3830 or in house ext. 3830. You can also e-mail the Vehicle Inspection Plaza at [VIP@palmsprings-ca.gov](mailto:VIP@palmsprings-ca.gov).

## **AOA VEHICLE PERMITS FOR THE YEAR 2019-2022**

Due to the security requirements as mandated by 49 CFR Part 1542 at the Palm Springs International Airport, it is necessary to keep vehicular and pedestrian activity on the air operations area (AOA) of the airport to a minimum. Vehicles on the AOA are limited to those vehicles necessary to support the operation of aircraft services, cargo and passenger services, emergency services, and maintenance of the airport. Vehicles on the movement area are limited to those necessary for the inspection and maintenance of the movement areas and emergency vehicles responding to an aircraft emergency on the movement area. It is important that all vehicles operating on the AOA are owned and/or registered to the tenant or contractor who is authorized to conduct business at the Palm Springs International Airport. All vehicles must maintain a level of insurance as required by the City and all tenants and contractors must retain a valid Aeronautical Permit (if applicable). If the tenant or contractor allows an employee to operate his/her vehicle on the AOA for company business, they must assume full liability for such operations and document their responsibility in writing to the Executive Director of Aviation, or his/her designated representative.

**Specific areas of access within the AOA for both permanent and temporary permitted vehicles are denoted by the area of access as shown on the operators approved PSP identification badge.**

### **PERMITTED VEHICLES**

All vehicles operating within the Restricted Area (inside the perimeter fence line) are required to display a PSP AOA Permit. For those vehicles operating on the NON-SIDA area **only**, the AOA permit will be **GREEN** in color; for those vehicles operating in the NON-SIDA and Secured / SIDA areas, the AOA permits will be **YELLOW** in color.

All authorized vehicles on the AOA must be marked with the company name and/or logo, or in a manner approved by the AIRPORT. The company name must be in minimum 4" high lettering and/or the company logo must be a minimum 12" high and appear on both sides of the vehicle. All motor vehicles operated in any portion of the AOA shall display an amber beacon and/or orange and white checkered flag with the exception of the following:

1. All escorted vehicles must be conducted by personnel who hold a valid PSP Identification Badge displaying access privileges and the vehicle must display an Escort Required Permit.
2. Trash removal services, delivery vehicles, etc, while under direct escort by personnel who hold a valid PSP Identification Badge displaying access privileges.

3. Tenants of Signature Flight Support and Atlantic Aviation, who have unescorted access via designated perimeter gate, are allowed to travel directly to their facility and shall obtain the applicable Airport identification badge and AOA vehicle permit.

4. Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) personnel, who have access via designated Perimeter Gate #35, are allowed to travel to the designated parking, which is located at the base of the Tower. All ATCT personnel shall obtain the applicable Airport identification badge and AOA vehicle permit. Personnel with other FAA divisions shall obtain the applicable Airport identification badge and AOA vehicle permit.

### **PERMIT PLACEMENT**

Any vehicle requiring a permanent AOA vehicle permit shall have said permit ***affixed to the lower right hand corner of the front windshield.*** This includes all registered and non-registered vehicles operating on the AOA. Fuel trucks, maintenance and service vehicles are also required to possess an AOA vehicle permit.

Any vehicle requiring a temporary AOA vehicle permit shall have said permit placed on the dash of the vehicle so it is clearly visible through the front windshield.

1. Any company, tenant or contractor that does not operate at the Airport yearly, but has a need to access the AOA on a limited basis, would be issued a temporary AOA vehicle permit.

2. Any company, tenant or contractor may request a temporary permit be issued to a vehicle being used to replace a permanent AOA vehicle that is temporarily out of service.

### **ESCORT REQUIRED AOA PERMIT**

All vehicles requiring temporary access onto the AOA to conduct business on behalf of the airport, tenants or contractors, whereby the driver does not possess a valid authorized PSP identification badge, require the following:

1. All vehicles that are under escort will have an Escort Required AOA permit placed on the dash clearly visible through the front windshield while operating on the AOA.

2. The company issuing the Escort Required AOA permit will be responsible to insure all escort procedures are met. Drivers of the escort vehicle must be in possession of an approved PSP Identification Badge with Escort Authority and a vehicle which is displaying a Permanent or Temporary PSP AOA permit.

3. Each tenant or contractor will be responsible for the accountability of all Escort Required AOA permits issued to them. Once the escort is complete, the tenant or contractor is responsible for collecting the permit. Once collected, the permit can be re-issued.

4. The Airport reserves the right to conduct at a minimum, an annual audit of each tenant's Escort Required AOA permits. The fee for any Lost or Unaccounted for permits will be charged to the company/tenant or contractor.

### **ACQUIRING A PERMIT**

Each company, tenant or contractor requesting an AOA permit, shall complete and have on file with the Airport, a listing of those individuals employed by each organization that have the authority to request AOA permits.

1. The Airport reserves the right to conduct at a minimum; an annual audit of each tenant's authorized individuals.

Each company, tenant or contractor shall complete a Request for Permanent, Temporary, and/or Escort Required AOA Vehicle Permit form, signed by an authorized company employee before the permit is issued.

1. Permanent and/ temporary permit request forms shall include the following:

- a. Company, tenant or contractor name
- b. Vehicle make / Model / Year / Color
- c. Vehicle License or Identification Number
- d. Authorized Signature
- e. Date Issued

2. Escort Required AOA permit request forms shall include the following:

- a. Company Name
- b. Date Issued
- c. Authorized Signature

**FEES**

<b>PERMIT TYPE</b>	<b>FEE</b>	<b>COMMENTS</b>
<b>PERMANENT SIDA MOVEMENT AREA</b>	<b>\$38.00</b>	Each tenant/contractor conducting business on the AOA is entitled to two (2) permits per business at no charge. Should the permit become damaged or require replacement, a new permit with the applicable fees will be issued.
<b>PERMANENT NON-SIDA</b>	<b>\$38.00</b>	First two (2) permits for each badged individual at no charge. Should the permit become damaged or require replacement, a new permit with the applicable fees will be issued.
<b>TEMPORARY</b>	<b>\$28.00</b>	Permits are valid based on the work requirements. Fee includes 2 updates at no cost. All permits must be returned to airport operations upon completion of the work assignment.
<b>ESCORT REQUIRED</b>	<b>\$45.00</b>	The fee, per permit is not collected unless the tenant or contractor cannot account for all permits assigned to them.

\*\*\*\*\* *All fees are subject to change* \*\*\*\*\*

The Airport will distribute a renewal packet to each company, tenant and contractor doing business at the Airport approximately one month before the expiration date. It is the responsibility of every company, tenant and contractor to assure that all vehicles operating within the AOA of the Palm Springs International Airport display a valid AOA vehicle permit. It is the tenant or contractors responsibility to report any Permanent, Temporary or Escort Required AOA permit that has been lost, stolen or unaccountable to airport operations immediately.

**NOTE:** Permits are non-transferable, excluding Escort Required Permits, and are only valid on the vehicle they were assigned as documented on the Request for AOA Vehicle Permit form.

**PALM SPRINGS INTERNATIONAL AIRPORT**  
**AOA VEHICLE AUTHORIZED SIGNATURES**

I (Print) \_\_\_\_\_, acting on behalf of (Print) \_\_\_\_\_  
**Authorized Individual** **Company Name**

Authorize the following individuals to sign and take responsibility for any and all Permanent, Temporary and/or Escort Required AOA Vehicle Permits and Fees as mandated by the Palm Springs International Airport.

<b><u>Authorized Signature</u></b>	<b><u>Title/Position</u></b>	<b><u>Date</u></b>
------------------------------------	------------------------------	--------------------

**Additional Signatures:**

<u>1.</u> Name (Print)	Signature
<u>2.</u> Name (Print)	Signature
<u>3.</u> Name (Print)	Signature
<u>4.</u> Name (Print)	Signature

**As an Authorized Signature, I agree to the following:**

1. All motor vehicles operating on the AOA shall be properly permitted by the Company / Tenant and shall comply with all Airport Rules and Regulations, applicable federal, state and municipal laws, ordinances, codes or other similar regulatory measures.
2. Vehicles with Permanent PSP AOA Permit(s) no longer operating at PSP shall have the permit(s) removed and returned to Airport Operations or VIP Airport Badging Office.
3. **Temporary PSP AOA Passes shall be returned to Airport Operations within SEVEN (7) days after the expiration date on the Pass.**
4. The Company / Tenant is responsible for the accountability of all PSP AOA Vehicle permits and passes issued to them. Any and all expenses occurred by the Airport to re-issue PSP AOA permits and passes for any lost, stolen or unaccounted for permits or passes, will be at the Company / Tenant's expense.

**PALM SPRINGS INTERNATIONAL AIRPORT  
2019 - 2022  
REQUEST FOR PERMANENT AOA VEHICLE PERMITS**

I, (Print name)

**Individual or Tenant**

Request to be issued permits for the following vehicles to have access onto the AOA for the Palm Springs International Airport. I certify that the information given below is accurate and each vehicle listed meets all requirements to operate on the AOA.

Authorized by the following company or sponsored group

(Print)

**Company or Sponsor**

Airport Use Only

Vehicle Make	Model	Year	Color	License or Vehicle ID #	Permit #	Color	Issued	Returned
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

**Authorized Individual (Print)**

**Authorized Signature**

**Date**

**PALM SPRINGS INTERNATIONAL AIRPORT  
2019 - 2020  
REQUEST FOR ESCORT REQUIRED AOA VEHICLE PERMIT(S)**

On behalf of: **(Company Name)** \_\_\_\_\_,  
the following individual(s) request Escort Required AOA permits.

The company issuing the Escort Required AOA permit will be responsible to insure all escort procedures are met. Drivers of the escort vehicle must be in possession of an approved PSP identification badge with escort privileges and a vehicle which is displaying a Permanent or Temporary PSP AOA permit.

Each tenant or contractor will be responsible for the accountability of all Escort Required AOA permits issued to them. Once the escort is complete, the tenant or contractor is responsible for collecting the permit. Once collected, the permit can be re-issued.

The Airport reserves the right to conduct at a minimum, an annual audit of each tenant's Escort Required AOA permits. Report any lost or missing permits to the Airport Control Center Immediately.

Signatures:

1. \_\_\_\_\_  
Signature Date # of Permits Requested

2. \_\_\_\_\_  
Signature Date # of Permits Requested

3. \_\_\_\_\_  
Signature Date # of Permits Requested

Permit #	Date Issued	Date Returned	Permit #	Date Issued	Date Returned