

To: CPAD Board

From: Airport Management

As you know we have been working on developing the appropriate documentation and guidelines that will support O61 being eligible for FAA grant opportunities. A critical piece that is needed is an FAA approved Resident Through The Fence (RTTF) Access Plan. Enclosed is the final draft RTTF document that we want to submit to the FAA for approval (See supporting documents) This document has been through a number of internal reviews and we believe it is ready for FAA review. Please read it over and feel free to submit questions/comments as a commenter of this Google Doc. You can (right-click) on a word or sentence and submit a comment. We will review and hopefully have completed answers prior to our next board meeting. Our goal is to get CPAD alignment to send this RTTF document to the FAA for approval.

In line with this process we realized that up to now there is not a formal agreement for permission to utilize the airport access gates. To resolve that, we have created the enclosed Airport Remote Gate Control Access Agreement that we need to enforce for gate users (See supporting documents) This Agreement will ensure that residents that utilize the gates have agreed to reasonable policies of use. Please read and review this agreement to ensure you are aligned to the items covered. As we closely followed the existing airport vehicle gate access agreement, these terms should be non-controversial. The Airport Management would like to implement this policy and agreement immediately after CPAD board approval. Once approved by CPAD, we will create a 60 day grace period and require all gate users to stop by the Airport office to receive new code instructions and to sign the agreement. We plan to review this agreement annually, and if any changes are driven from those reviews we will request residents to change their remote codes and sign the new agreement. This policy change will help ensure our gate users have agreed to these policies of use.

We are sending these documents ahead of our upcoming board meeting on June xx. Please review and be prepared to discuss, and hopefully agree, to the RTTF document going to FAA, and the implementation of the new Remote Gate Access policy.