



## BROOKNEAL-CAMPBELL COUNTY AIRPORT AUTHORITY

133 Runway Road  
Gladys, VA 24554  
(434) 332-9595  
CampbellVirginia.com

### VEHICLE GATE ACCESS CODE POLICY

The Brookneal-Campbell County Airport Authority has the sole discretion of authorizing code access for the Vehicle Gate to the apron area. Only people with active aviation interests in the Brookneal-Campbell County Airport (BCCA) shall be eligible to receive a code to the Vehicle Gate.

A signed application/agreement is required prior to receiving a unique Vehicle Gate Access Code. Applications can be requested by mail, e-mail, phone or downloaded from the BCCA website:

[www.campbellvirginia.com/brookneal-campbell-county-airport](http://www.campbellvirginia.com/brookneal-campbell-county-airport).

Each unique Access Code Holder is required to do the following:

- Update contact information to airport staff on an annual basis and **every time contact information changes**.
- Read the Rules & Regulations and Minimum Standards of the Brookneal-Campbell County Airport prior to receiving an access code. These documents are available on the BCCA website or upon request.
- Maintain liability insurance on their craft of at least \$2 million to cover any damage to airport property or any parked aircraft.
- Show proof of insurance coverage to the Authority on an annual basis.
- Notify airport staff **within 5 days** when the aviation-related association with the BCCA has ceased in order to allow for access code deactivation.

Upon receipt of the unique personal access code, the code **shall not be shared** with any non-authorized person FOR ANY REASON.

Access code holders shall be held liable for allowing access to unauthorized parties.

The Vehicle Gate shall not be left open at any time except during vehicle/equipment entry or exit.

Willful disregard for the Vehicle Gate Access Policy or Rules & Regulations shall forfeit the privilege of access via the Vehicle Gate.

#### **Vehicle Gate Access Procedure:**

1. Approach Vehicle Gate when you are ready to enter/exit
2. Enter personalized Vehicle Gate Access Code on the keypad
3. Once gate has opened, you will have 20 seconds to move through the gate area before the gate closes on its own
4. Wait to confirm that the gate has secured behind you before continuing to the apron or parking area



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### VEHICLE GATE ACCESS CODE APPLICATION

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registration or Aircraft N Number: \_\_\_\_\_

\_\_\_\_ I swear or affirm that I will not share my unique access code or allow unauthorized persons to access the airport apron.

\_\_\_\_ I have read the Vehicle Gate Access Policy, Minimum Standards Document, and the Rules & Regulations governing the Brookneal-Campbell County Airport and swear or affirm that I will abide by them.

\_\_\_\_ I have liability insurance to cover any potential damage that I am responsible for.

\_\_\_\_ I will keep my contact information updated on an annual basis or upon any changes.

\_\_\_\_ If I dissolve my aviation-related association, I will notify the appropriate people and/or notify the Airport Manager so my coded access can be deactivated.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_