



CONTRA COSTA COUNTY AIRPORTS

550 Sally Ride Drive → Concord, CA 94520-5550 (925) 646-5722 → (925) 646-5731 FAX

November 21, 2011

Dear Buchanan Field Airport Tenants

RE: New Airport Security Access Cards

As you know airport security has been a high priority for airports, especially over the last ten years. The Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) continue to implement new requirements and protocols for airports around the country. Contra Costa County Airport staff has been working with various security experts to identify and recommend security measure enhancements to provide a higher level of safeguards for our tenants and businesses. The existing airport security access control system and associated equipment are more than 20 years old. The highest ranked recommendations include replacing the main vehicle gates/motors and the installation of a new access control system.

To replace the existing access control system will require that we issue new access cards to our tenants. We understand that this process may involve some inconveniences to each of you, but we worked hard to make this process as painless as possible. To accomplish this goal we solicited and implemented stakeholder input over the past year.

Project construction will be starting on or about Monday, December 5, 2011, and is expected to be completed by March 1, 2012. As such, you will be required to complete the appropriate (Tenant, Affiliate or Government) Access Control Card Form and return it to Airport staff at your earliest convenience. It is our desire to process most of the applications in advance of the new system being fully installed to minimize disruption of service for our users.

The Airport Access Control packet, which you may find online at www.buchananfield-byronairports.org, and includes the following:

- Access Control Forms (Tenant, Affiliate and Business/Government Agency)
- Contra Costa County Security Access Control Card Guidelines
- Non-movement Vehicle Operator Training Handbook
- Contra Costa County Airport Ordinance 87-8

If you do not have internet access please contact Airport staff for an Airport Access Control packet. Once your Access Control form has been received and reviewed by Airport staff we will contact you to come in and pick up your new access card. **(Please Note: you will be required to show a valid Driver's License when you pick up your access card and either pay the deposit fee or bring in an existing key card to have that deposit applied to the new access card.)**

Please note that access through the various vehicle access gates will be detoured throughout the project.

We thank you for your input and patience during this process. If you have any questions please contact a member of the Airport staff at (925) 646-5722.

Sincerely,



Keith Freitas
Director of Airports