



PUBLIC WORKS - AIRPORT
1490 W. MINGUS
COTTONWOOD AZ 86326
(928) 634-8033

CARD KEY AGREEMENT

POLICY:

An electronic card key to the gate will be issued to owners/pilots of aircraft based at the Cottonwood Airport. Card keys will also be issued to emergency service providers, airport businesses and others with a need to access the airport as determined by the Airport Manager.

AGREEMENT:

Card keys are issued under the following conditions:

1. The key shall remain the property of the City of Cottonwood and is nontransferable to others.
2. A deposit of \$25.00 per card key is required. The deposit will be returned to the user if the card key is returned to the Cottonwood Public Works Department in useable condition.
3. Key holders must notify the city if the card key is lost or stolen. To maintain security, the city will terminate the card's access rights.
4. Key holders will abide by the Cottonwood Municipal Airport Operations and Procedures Manual, latest version.

REASON FOR REQUEST, SUCH AS BASED AIRCRAFT, ON AIRPORT BUSINESS, ETC:

(PLEASE PRINT)

NAME: _____ Email: _____

ADDRESS: _____ Tail # _____

CITY, STATE & ZIP _____

PHONE: _____

This _____ day of _____ 20____.

SIGNATURE: _____

ACKNOWLEDGEMENT:

In return for use of a card key to access the airport, I agree to the above stated conditions.

Card Key No. Issued: _____

Receipt # _____

Issued By: _____

Cash _____ Check # _____

Date Returned: _____

Refund Mailed Date: _____