



GATE ACCESS PROGRAM

Vehicles may be registered and gate cards may be purchased at the Airport Terminal, 5200 Front Range Pkwy., Monday through Friday, 8 a.m.-4:30 p.m.

The applicant must meet the following requirements:

1. **REASON FOR ACCESS:** On the attached application, please check the box that best describes your reason for access and provide the appropriate documentation for that category as listed below.

Access Category	Documentation
Based Aircraft Owner	May provide a copy of one of the following: Aircraft registration, FAA website printout, letter of agreement, or aircraft lease agreement from bank or financial institution.
Hangar Owner/Lessee (non-aircraft owner)	Ownership or lessee documents.
Authorized Pilot	Letter of authorization from aircraft owner.
Licensed Commercial Operator or Part 91 Flight Department	<ul style="list-style-type: none"> • If the card(s) is used for company-owned vehicle(s), a list of vehicles used in the conduct of business. • If the card(s) is used for employee-owned vehicle(s), a letter of authorization for employees approved to have a gate card.
Service Operator (such as delivery or trash collection)	Letter from a company representative on company letterhead explaining the need for access.
Government Agency	As approved by CFO/Adams County
Other	As approved by CFO/Adams County

2. **DRIVER'S LICENSE:** Provide a copy of a valid state driver's license for the primary card holder.
3. **FEES:** \$25 for each gate card. There will be a \$25 charge for any card replacement.
4. **MISSING OR LOST ACCESS CARDS:** \$100 fee will be assessed to the Operator or Lessee if cards are not returned to the airport within 30 days.

Only vehicles bearing a valid hang tag are authorized within the hangar area. All unauthorized vehicles may be ticketed and towed at the owner's expense. Access control cards are valid for two (2) years, at which point card holders must complete the renewal process.

Please complete the registration form on the following page and return via email to CFObusiness@adcogov.org. Should you have any questions concerning gate access, please contact [Airport Administration](#) at **303.261.9100**.



GATE ACCESS APPLICATION

Last Name:		First Name:		Middle Initial:	
Company Name (if company application):					
Address:			City:		State: Zip:
Home Phone:			Business Phone:		Ext:
Applicant's Driver's License #:			State:		Expiration:
Email Address (notification purposes only):					

PURPOSE FOR APPLICATION

- Aircraft Owner
 Hangar Owner/Lessee
 Authorized Pilot (specify company) _____
 Licensed Commercial Operator or Flight Dept _____
 Service Operator _____
 Government Agency (specify) _____
 Other (specify) _____

Aircraft Information

	Aircraft 1	Aircraft 2	Aircraft 3	Aircraft 4	Aircraft 5
Aircraft #					
Make					
Model					
Hangar Location					

Vehicle Information

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5
Make					
Model					
Year					
License Plate					

Applicant's Signature: _____ Date: _____

Office Use

Date Issued/By: _____ Card(s) Issued: _____ Card Expiration Date: _____ Vehicle Tag Number: _____