

## Procedure for Tenants of Smith Reynolds Airport to Obtain a Decal and/or Gate Card

In order for Smith Reynolds to maintain its Part 139 certificate all tenants who drive on airport property must complete either the **Non-Movement Area Training** or **Movement Area Training**. **Individuals who have completed ONLY the Non-Movement Area Training are not permitted onto the Movement Area.**

1. Upon completing the required training module, tenants must provide **online** or **written** verification of self-training and training for each operator of a ground vehicle who is issued a decal and gate card using the *Verification Form* available on the Website. If submitting **written** verification forms, they must be sent to the following address:  
Airport Commission of Forsyth County  
Attn: FAR 139 Compliance  
3801 N. Liberty Street  
Winston-Salem, NC 27105
2. Airport staff shall assign one vehicle window decal to each properly trained individual upon receipt of the completed *Verification Form*, and that decal may be transferred to any vehicle that the trained individual may be using
3. Individuals shall affix the decal to the inside of the windshield of the driver's side of the car that will be used to access the airfield

### Additional Information

- Replacement decals shall be issued without retraining only upon return of the original damaged or defective decal
- Individual tenants with subtenants are responsible for ensuring that subtenant personnel operating ground vehicles are trained and airport staff is notified of training, as described above
- Actions that will be considered as a violation of this policy are as follows:
  - a. Operation of a ground vehicle without appropriately displayed decal
  - b. Operation of an appropriately decaled vehicle without being properly trained
  - c. Failure to submit written completion of training, to ACFC, of persons operating an appropriately decaled vehicle
  - d. Operation of any motor vehicle, other than an aircraft, in the Aircraft Movement Area without authorization and/or escort by ACFC personnel
  - e. Failure to pay fines (if applicable) within 60 days of receipt of notice of violation
- Violators will be penalized as follows:
  - a. First offense - written warning
  - b. Second offense - \$50 fine
  - c. Third offense - \$150 fine
  - d. Subsequent offenses - \$500 fine
- Tenants will be responsible for the actions of their visitors, passengers, etc. Therefore, regardless of the offending individual, tenants will be penalized as described above based on the number of instances of unauthorized entries to the airside areas by their visitors, passengers, etc. as a group.
- Violations will be issued by airport staff and fines shall be paid to the Airport Commission of Forsyth County