

LACONIA AIRPORT AUTHORITY
OPERATIONS MANUAL

Section 4 - SECURITY POLICY

1.0 In several phases since 2000 the Laconia Airport Authority has installed gated security fencing in all areas accessible by unauthorized vehicles. Additional fencing will be added in the future. Users of the Airport now have additional security responsibility. An open gate is an invitation to the curious or malicious. If an unauthorized vehicle were to gain access through an open gate, the owner of that premises will be held responsible.

1.1 The gates at the terminal and off Aviation Drive are electronically operated. These gates must be kept closed at all times unless otherwise authorized by the Airport Manager.

1.1.1 Openers for these gates are issued by the Airport Manager to those entities needing access

1.2 Gates providing pedestrian access to the front of the terminal and the apron are electronically operated also.

1.2.1 Touch pads are provided for coded access

1.3 Tenants' gates are secured by locks that have been and will be issued.

1.3.1 Each lock is unique and comes with two keys

1.3.2 Use of Airport issued locks is mandatory; a deposit of \$50 is required. The lock will be chained to an adjacent fence post and will be replaced at no charge should it prove to be defective or become inoperable due to normal wear and tear

1.3.3 Gates must be closed and locked any time a premises is unattended and at night whether attended or not

1.4 In order to facilitate emergency access, gate openers and master keys have been provided to emergency responders.

1.4.1 These are held by the Airport Manager, the Gilford Police Department and the Gilford Fire Department

1.5 If an entity has installed an inner gate on its leased premises, the Airport gate may be left open and unobstructed during the day, but it must be closed and locked at night. Another Airport issued lock must be used on the inner gate as well.

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