



AIRPORT COURTESY VEHICLE CHECK OUT & RETURN PROCEDURES

Courtesy vehicles are to be used expressly for transient pilots and airport business.

Courtesy Vehicles are an extension of the City of Aztec, and all Courtesy Vehicle policy and agreements are to be followed.

Scheduling Use of Courtesy Vehicle

- Read all procedures and agreement conditions.
- Fill out the Airport Courtesy Vehicle Agreement Form.
- Return form by email to jblackburn@aztecm.gov along with a copy of a valid US Driver's license and a copy of valid vehicle insurance card showing the same name as the driver's license submitted.
- Airport courtesy Vehicle Agreement forms must be received a minimum of three (3) working days prior to arrival.
- Confirmation of receipt will be acknowledged by email or phone.

Pre-Arrival

- Provide a copy of valid United States driver's license.
- Provide a copy of valid vehicle insurance card.
- Confirm time and date of arrival.
- If arriving after hours or on a weekend confirm access to vehicle.

Arrival

- Receive keys from designated personnel or from the lock box.
- Visually inspect vehicle and fill out PRE & POST Inspection diagram.
- If arriving on a weekend, verify the vehicle mileage sheet.

Return

- Refuel vehicle to previous level.
- Remove all trash and personal belongings from the vehicle.
- If after hours or weekend update the vehicle mileage log located in the vehicle.
- Note any damage or mechanical problems in the PRE & POST Inspection Diagram.
- Fill out the Airport Courtesy Vehicle Use form with the representative. After hours fill out the Airport Courtesy Vehicle Use form and leave in the vehicle.
- Lock all doors after removing keys.
- Check keys back in to the airport representative. On weekends or evenings after 6pm return the keys to the lock box.

Airport Manager – Jeff Blackburn, 505-330-4488, jblackburn@aztecm.gov