



DANE COUNTY REGIONAL AIRPORT

BEST KEY REQUEST FORM

SECTION I: KEYHOLDER INFORMATION

Name (Last, First, Middle)	Employer
Reason for Issuance (New, Lost, Damaged)	Work Phone
Supervisor Name (Printed)	Supervisor (Signature)

SECTION II: ISSUANCE VERIFICATION

Received By (Printed)	Issued By
Received By (Signature)	Key Number
Date	Lost Key Fee Received?

SECTION III: GENERAL INFORMATION

Lost Key Policies

Lost keys to the SIDA, Secured Area, or Sterile Area must be immediately reported to the Airport Operations Office. To obtain a replacement key, a keyholder needs to complete this form, with supervisor's signature and pay the \$40 lost key fee. If a lost key is found, the lost key fee will be refunded less a \$25 processing charge.

If, as a result of a lost key, the airport determines it is necessary to re-key the affected space, the tenant shall be responsible for all labor and material costs incurred by the airport associated with the re-key. If a tenant requests a re-key for their leased space, the airport will complete the re-key and bill the tenant accordingly.

Key Returns

The keys and associated materials will at all times remain the property of the Dane County Regional Airport. Keyholders must immediately return all keys to the Airport Operations Office upon separation from their employer or at the request of the airport.

Return completed form to Airport Operations
608-246-3397 Office
608-235-1001 Mobile
608-246-3385 Fax