

INTRODUCTION TO THE **TSA MANDATED**

AIRPORT SECURITY BADGING PROGRAM

FOR THE

PRESCOTT MUNICIPAL AIRPORT

WHY ARE WE HERE...

- The Prescott Municipal Airport is regulated by the Transportation Security Administration (TSA).
- In December of 2008 the TSA mandated security enhancements at airports nationwide, including the Prescott Municipal Airport.
- The enhancements, among other things, mandate that all persons having unescorted access to any portion of the Prescott Municipal Airport within the bounds of the Airport Fence Line apply for and receive an airport issued access ID contingent upon successful completion of a Federal Security Threat Assessment.
- The mandatory compliance deadline has been established as April 30, 2009.

ACTIONS TAKEN BY CITY STAFF...

- The Prescott Municipal Airport Staff has expressed their concern and comments to:
 - the TSA Federal Security Director in Phoenix and
 - through an airport association on the national level.

INTRODUCTION OF TSA STAFF

- Jack R. Henderson, AFSD for Inspections
- Kevin Schutzenhofer, AFSD of Spoke Airports
- Comments may be submitted to
gale.rossides@dhs.gov

The Process ... A General Overview

1. Download/obtain and complete an application packet.
2. Have it signed by your Authorized Signatory.
3. Submit, in person to the Airport Administration, all of the following as may be appropriate:
 - A. Application packet
 - B. Original and Copies of the required documents
 - C. Appropriate fee per the Airport Rates and Fee Schedule A
4. The application will be submitted to the TSA for approval.
5. TSA approval is received, notification of applicant.
6. Applicant has 30 calendar days from notification by the Airport in which to receive the training and take possession of the badge.

The Process ... Authorized Signatory

What is an Authorized Signatory : a person designated by a company/entity to authorize badge applications of their sub-lessees, students, employees, vendors, guests, etc.

All companies/entities, not having a private aircraft storage rental agreement with the City, who have employees, customers, tenants, vendors, or other invitees desiring unescorted access privileges to the Airport Security Areas as specified in the Airport Security Program are required to designate Authorized Signatory(ies).

The Process ... Authorized Signatory

The following are examples of entities that are required to have Signatory Authority representative(s):

- A. Master (bare ground) Lease holders with the Airport
- B. License agreement holders with the Airport
- C. Companies or entities whose employees, students, or customers conduct operations in an Airport Security Area.

Flight Schools	USFS	FBO	FAA
Car Rental Companies	UPS	Vendors / Utility / Service providers (if authorized by Airport Management)	

The Process ... Authorized Signatory

1. Company or Entity President / General Manager / Chief Executive Officer must complete the Authorized Signatory Designation Form available from the Airport Administration office.
2. Submit, in person to the Airport Administration, all of the following as may be appropriate:
 - A. Authorized Signatory Application packet
 - B. Original and Copies of the required documents
 - C. Appropriate fees per the Airport Rates and Fee Schedule A
3. The application and fingerprints will be submitted to the TSA for approval.
4. Once TSA approval is received, the City will notify the applicant
5. Applicant has 30 calendar days from notification by the Airport in which to receive the training and take possession of the badge.

The Process ... Authorized Signatory

The entire process for a
Authorized Signatory must be
completed prior to the City
accepting applications from
that company/entity.

The Process ... Badge Applicant

1. Download/obtain and complete an application packet.
2. Have it signed by your Authorized Signatory .
3. Submit, in person to the Airport Administration, all of the following as may be appropriate:
 - A. Application packet
 - B. Original and Copies of the required documents
 - C. Appropriate fee(s) per the Airport Rates and Fee Schedule A
4. The application will be submitted to the TSA for approval.
5. TSA approval is received, notification of applicant.
6. Applicant has 30 calendar days from notification by the Airport in which to receive the training and take possession of the badge.

The Process ... Badge Applicant

How do you know who is your Authorized Signatory?

If you have a private aircraft storage rental agreement for a hangar or tie-down directly with the City of Prescott, your Authorized Signatory is the Airport Administration.

If you rent, sublease, are a customer, student, or employee of a company or entity which requires you to have unescorted access privileges to the Airport Security Areas, your company or entity should have an Authorized Signatory. Please check with your company or entity.

Badges ... General Overview

Fees (per the Airport Rates and Fee Schedule A):

Badge fee : \$20 per badge

Fingerprinting Fee (SIDA/Authorized Signatory): \$40 (\$41 after 3/1/09)

1st lost badge: \$50

2nd lost badge: \$100

3rd lost badge: \$150

(refundable if the lost badge is returned in 30 calendar days)

Must be renewed annually.

A person may be required to have more than one badge.

Example: A person is employed by a flight school and rents a hangar from the City. This person will need one badge for their employment and one badge for being a tenant.

Office Hours

Prescott Municipal Airport Airport Security Badging Program						
Applications Received and Badges Issued Administrative Office						
Fingerprints Taken Administrative Office						
SIDA Class call to confirm attendance 24 hours prior 777-1114						
Airfield Driver Training Class call to confirm attendance 24 hours prior 777-1114						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 8, 2009	9 Public Mtg 5p ERAU DLC	10 FP 1p to 3p	11 FP 9a to 12N	12 SIDA 11a FP 1p to 3p	13 FP 9 to 12	14
February 15, 2009	16 HOLIDAY	17 Driver 11a FP 1p to 3p	18 FP 9a to 12N	19 SIDA 11a FP 1p to 3p	20 FP 9a to 12N	21
February 22, 2009	23 Apps 9a to 1p SIDA 11a	24 Apps 9a to 1p FP 1p to 3p	25	26 SIDA 11a FP 1p to 3p	27 Apps 1p to 4p Apps 4p to 7p	28 Apps 10a to 2p
March 1, 2009	2 Apps 9a to 1p	3 Apps 9a to 1p Driver 11a FP 1p to 3p	4	5 SIDA 11a FP 1p to 3p	6 Apps 1p to 4p	7
March 8, 2009	9 Apps 9a to 1p	10 Apps 9a to 1p	11	12 SIDA 11a FP 1p to 3p	13 Apps 1p to 4p	14
March 15, 2009	16 Apps 9a to 1p	17 Apps 9a to 1p Driver 11a	18	19 FP 1p to 3p	20 Apps 1p to 4p	21
March 22, 2009	23 Apps 9a to 1p	24 Apps 9a to 1p	25	26 SIDA 11a FP 1p to 3p	27 Apps 1p to 4p Apps 4p to 7p	28 Apps 10a to 2p
March 29, 2009	30 Apps 9a to 1p	31 Apps 9a to 1p Driver 11a	1	2 FP 1p to 3p	3 Apps 1p to 4p	4
April 5, 2009	6 Apps 9a to 1p	7 Apps 9a to 1p	8	9 SIDA 11a FP 1p to 3p	10 Apps 1p to 4p	11

Rules and Regulations

The Airport will be implementing Rules and Regulations related to access media and access privileges.

These Rules and Regulations will become effective April 30, 2009.

Anticipated to be published at least 30 calendar days prior to the effective date.

Will be posted on the Airport Web Page at

<http://www.prescott-az.gov/services/airport/admin.php>

Distribution of Future information

The Airport will work to ensure distribution of information through available resources including but not limited to:

the Airport Web Page at

www.prescott-az.gov/services/airport/admin.php

the FlyPrescott.com Web Page at

www.flyprescott.com

Additional meeting(s) as may be deemed necessary

Other resources as may be available

PUBLIC COMMENTS

Comments may be submitted to:

The City at
airport.security@prescott-az.gov

TSA at
gale.rossides@dhs.gov

An aerial photograph of the Prescott Municipal Airport. The runway and taxiway are visible in the foreground, leading to a terminal building and other airport structures. In the background, there are large, rugged mountains under a clear sky. The word "QUESTIONS?" is overlaid in large, bold, black letters across the center of the image.

QUESTIONS?