

Charles M. Schulz – Sonoma County Airport Authorized Signatory Training

Definition: An “Authorized Signatory” (also known as “Authorized Signer” or “Sponsor”) is the individual or designated representative who is authorized to sponsor individuals and request airport identification media on behalf of their company, hangar or agency at the Charles M. Schulz – Sonoma County Airport (Airport).

Instructions: Please thoroughly read all of the information provided on this page. Contact the Airport Manager’s office at (707) 565-7243 if you have any questions. Your signature indicates a full understanding of the information being presented.

1. As an Authorized Signer, I understand that I am responsible for signing and authorizing the use of all security access media issued to my company, hangar, or agency which includes, but is not limited to, Airport issued Airport Operations Area (AOA) badges, Security Identification Display Area (SIDA) badges, Sterile Area badges, gate remotes, and/or other assigned access media.
2. I understand that no person is allowed to begin the badging process unless I have authorized the badge by either signing their completed SIDA application or added their name to the AOA badge Sponsor Form.
3. I understand that each applicant that I authorize will be required to undergo Airport provided badge training for each badge issuance or reissuance.
4. I understand that all security access media (e.g. Airport issued badges) is the property of the Charles M. Schulz - Sonoma County Airport. All security access media are issued to individuals and those items cannot be loaned to others. All security access media must be returned, within 72-hours, to the Airport Manager’s office upon expiration, termination of employment, termination of hangar or tiedown occupancy, demand from the Sonoma County Airport, or upon conviction of any disqualifying crimes.
5. I understand and agree to immediately notify the Airport Manager’s office, within 24-hours, of the termination an individual listed on my company, hangar, or agency Sponsor Form and access to the SIDA, Sterile, or AOA is no longer required. I understand that it is also my responsibility to immediately return, within 72-hours, the security access media to the Airport Manager’s office.
6. I understand and that I am responsible for advising all applicants listed under my company, hangar, or agency that they must show proof of identity and employment eligibility per the guidelines listed in the Employment Eligibility Verification (I-9) form. All forms of identification must be current and in their original or certified form. Photocopies will not be accepted.

7. I understand that, if I have authorized an individual to obtain an Airport badge, and that individual has used a Permanent Resident Card (green card), a visa, or any other form of identification to verify U.S. residency, I am responsible for ensuring that the Airport is kept up to date when the Permanent Resident Card, visa, or other acceptable form of identification is no longer valid (i.e. card expires). I understand that I am also responsible for immediately collecting and returning all security access media assigned to said individual should they fail to renew their Permanent Resident Card, visa, or other acceptable form of identification.
8. I understand that it is my responsibility to immediately, within 24-hours, notify the Airport Manager's office of any lost, stolen, destroyed, or otherwise unaccounted for security access media.
9. I understand that a new security access media application form must be filled out and signed for all renewal security access media. Lost, stolen, destroyed, or otherwise unaccounted for security access media requires a written statement signed by the applicant describing how the media was lost, stolen, destroyed, or otherwise unaccounted for.
10. I have received and I will comply with all Federal, State, Local and Airport rules and regulations and am aware that I am responsible for the actions of those who I have sponsored to obtain security access media.
11. I understand that a monetary fine will be billed to my company, hangar, or agency for each security infraction that involves anyone listed on my Sponsor Form. I understand that failure to pay any fines can result in the Sonoma County Airport suspending all remaining security access media listed under my company, hangar, or agency. Refer to the Airport Badge and Access Media Rules, Regulations and Penalties packet for a complete list of penalties.
12. In addition to Airport issued penalties, Authorized Signers are responsible for any fines levied by TSA. If the actions of a badge holder listed on your Sponsor List, or someone who is not badged but is associated with your company, hangar, or agency, causes an infraction in which TSA issues a violation levied against the Airport, the penalty will be transferred to the Authorized Signer of the badge or non badge holder who caused the violation.
13. I understand that I will not sign an application (if applicable) until the applicant has first completed said application.
14. I understand that badges are required to be picked up within 30 days (for SIDA badges) or 60 days (for AOA badges) from the date the badge is approved. Badges that are not picked up on time will be deleted. If, after the deadline, the applicant still wishes to obtain an Airport badge, the application process will need to be restarted and all fees will need to be paid again.

15. I understand that I will maintain a complete comprehensive tracking system of all Airport issued security media. The tracking system will be subject to audit, with our without notice, by the Airport and / or Transportation Security Administration (TSA).
16. As an Authorized Signer, I understand that I must complete an annual training regarding my responsibilities. Failure to complete the annual training on time can result in a monetary fine and the revocation of all badges listed under my company, hangar or agency.
17. I understand that I will notify the Airport Manager's office if I am no longer the Authorized Signer for my company or hangar. I will also confirm the name of the individual from my company, hangar, or agency who will be taking over my duties as Authorized Signer.

Failure to comply with all of the above requirements, or updates throughout the year, will result in the loss of my Authorized Signer privileges on all Airport security access media related paperwork. The Airport and / or TSA are authorized to modify rules and fees throughout the year to reflect changes to Federal regulations.

I have read and understand the above points and will comply with all listed items.

Name (print)

Signature

Date

Company (*if applicable*)