

Authorized Signatory Training

Charles M. Schulz – Sonoma County Airport



Definitions

- **AOA** – Airport Operations Area. AOA badges are issued to hangar tenants, flight students, FBO customers, contractors, etc., so that they may access the airfield without being under continuous escort. AOA badges are only accepted within the AOA
- **Authorized Signatory** – Also known as “ Authorized Signer” or “Sponsor”, is an individual or designated representative who is authorized to sponsor individuals and request airport identification media, such as SIDA and/or AOA badges, on behalf of their company, hangar or agency.
- **Identification media** – Includes all Airport issued badges (AOA, SIDA and Sterile Area), gate access remotes, keys, and any other media that have been issued by the Airport to individuals who request access to their hangar or place of business on the airfield.
- **SIDA** – Security Identification Display Area. SIDA badges are issued to Airport commercial tenants who work in the Airport terminal building and need unescorted access into the SIDA for work related

Definitions (continued)

purposes. SIDA badges are accepted within the AOA, secure and sterile areas. Note: Airport tenants are never issued a SIDA badge and are never allowed within the SIDA unescorted.

- **Sponsor List** – A list that is completed by each AOA badge Authorized Signer that contains the names of those individuals who would like to request an AOA badge at the Airport under Authorized Signer's company or hangar. An individual cannot be issued an AOA badge unless their name is on a tenant or company Sponsor List.
- **Sterile Area** – The Sterile Area is located within the security screening checkpoint and holdroom. Sterile Area badges are issued to Airport commercial tenants who require access into the Sterile Area for work related purposes. Sterile Area badges are only accepted within the Sterile Area.
- **Transportation Security Administration (TSA)** – An agency of the U.S. Department of Homeland Security that oversees the safety and security of commercial airports and the travelling public.

Annual Training - REQUIREMENT

- The Transportation Security Administration (TSA) requires annual training for all Authorized Signers. Any individual who has not completed the Annual Authorized Signatory Training within the previous 12 months will not be permitted to sign Airport badge applications or add individuals to their Sponsor List.
- All Airport access media (SIDA badges, AOA badges, gate remotes, etc.) can be disabled if the Authorized Signer does not fulfill their annual training requirement on time.
- Training records will be kept on file for each Authorized Signer for 12 calendar months.
- Main hangar tenants (i.e. those who are on the signed lease) and commercial tenants cannot “opt-out” from being an Authorized Signer.

SIDA and Sterile Area Badge Applications

(Only applies to Airport commercial tenants conducting work in the SIDA)

- SIDA or Sterile Area badge applications need to be completed by the applicant prior to being signed by the Authorized Signer. Authorized Signers should never sign blank applications.
- SIDA or Sterile Area badge applications must be signed by Authorized Signer before the badging process (fingerprinting and/or Security Threat Assessment (STA)) can be begin.
- It is the responsibility of the Authorized Signer to inform applicants of the required proof of identification that must accompany all new and renewal badge applications.
 - Refer to the I-9 form, “List of Acceptable Documents”, for a complete list of acceptable forms of identification.
 - If the Authorized Signer has authorized an individual to obtain an Airport badge, and that individual is using a Permanent Resident Card (green card), a visa, or any other form of identification for U.S. residency that is listed on the I-9 form, as identification, Authorized Signer is responsible for ensuring that the Airport is informed when the form of identification is no longer valid (i.e. card expires). Authorized Signer is further responsible for immediately collecting and returning the applicant’s Airport issued badge should applicant fail to renew their identification.

AOA Badge Applications

- AOA badge applications must be fully completed by the applicant prior to submission to TSA.
- It is the responsibility of the Authorized Signer to inform applicants of the required proof of identification that must accompany all new and renewal badge applications.
 - Refer to the I-9 form, “List of Acceptable Documents”, for a complete list of acceptable forms of identification.
 - If the Authorized Signer has authorized an individual to obtain an Airport badge, and that individual is using a Permanent Resident Card (green card), a visa, or any other form of identification for U.S. residency that is listed on the I-9 form, as identification, Authorized Signer is responsible for ensuring that the Airport is informed when the form of identification is no longer valid (i.e. card expires). Authorized Signer is further responsible for immediately collecting and returning the applicant’s Airport issued badge should applicant fail to renew their identification.

Badging Process – SIDA and Sterile Area

(Only applies to airport commercial tenants conducting work in the SIDA)

SIDA or Sterile Area:

- SIDA or Sterile Area badge applications must be completed by the applicant and signed by the Authorized Signer prior to submission for fingerprinting and STA.
- Applicant is required to provide two forms of government issued identification for verification (refer to I-9 form). Identification and application must be presented concurrently to the Airport Manager's office.
- Unless otherwise noted, the applicant will be fingerprinted and their information will be submitted to TSA for review and approval.
- Applicant is required to complete a SIDA or Sterile Area badge training before receiving their Airport SIDA or Sterile Area badge.

Badging Process - AOA

AOA:

- Applicant's name must be on company, hangar or agency Sponsor List before application process can commence.
- Applicant is required to fill out an AOA badge application and provide two forms of government issued identification (refer to the I-9 form) for verification. The application and identification must be presented concurrently to Airport Manager's office for review.
- AOA badge application will be submitted to TSA for approval.
- Applicant is required to complete an AOA badge training before receiving their Airport AOA badge

Badge Recording and Audits

- Authorized Signer must maintain a complete list of all Airport issued media (badges, gate remotes, etc.) listed under their company, hangar or agency.
- Every access media list is subject to an audit no less than once every 12 months.
- The Authorized Signer is required to physically review each badge listed on the audit sheet to ensure that the data on the badge matches the data on the audit sheet.
- Badge audits must be returned to the Airport Manager's office within the timeframe noted on the audit documents.
 - Failure to complete any audit may result in the deactivation of all badges and access media associated with your company, hangar or agency. Monetary fines can also be issued by the Airport and/or TSA.

Employee / Tenant Separation

- Authorized Signer must immediately (within 24-hours) notify the Airport Manager's office if a badged individual is separated, voluntarily or involuntarily, from your company, hangar or agency, or if a badge is lost, stolen, destroyed, or otherwise unaccounted for.
- Authorized Signer must return the AOA, SIDA, or Sterile Area badge for any separated employee or tenant to the Airport Manager's office within 72-hours of notice of employee or tenant separation.
- All badges that are not returned to the Airport Manager's office within 72-hours will be subject to a monetary fine. **All fines, regardless of the infraction, will be billed to the Authorized Signer.**
- **A penalty cannot be rescinded and must be paid once it has been billed.**

General Requirements

- An Authorized Signer must keep the Airport updated with current contact information, including name, company name (if applicable), mailing address, email address, and phone number.
- A “Signature Comparison” page will also need to be completed and kept on file with the Airport. This will be used for signature comparison for all signed security related paperwork.
- The Authorized Signer will immediately notify the Airport if they have knowledge that an employee or tenant of their company, hangar or agency has an Airport issued badge, gate access device, or key that is unaccounted for. They will ensure that said employee or tenant makes every effort to find the lost security access media before authorizing a replacement.
- Please notify the Airport Manager’s office if you are no longer the Authorized Signer for your company, hangar or agency. At that time, a new Authorized Signer must be appointed and must complete Authorized Signatory training.

Loss of Authorized Signatory Privilege

- Failure for the Authorized Signer to comply with all current security requirements, or any security updates throughout the year, will result in the loss of privileges as an Authorized Signer on all Airport security media related documents.
- No new security media will be issued to your company or hangar until a new Authorized Signer has completed all requirements.
 - Failure to complete the annual training may result in the deactivation and revocation of all security access media associated with your company, hangar or agency, as well as monetary fines issued by the Airport and/or TSA.

Questions?

- Please direct all questions to:
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