



## PIA Airport Badging Procedure (T-Hangar)

### Step 1: Determining Your Need for a PIA Airport Badge

- Are you leasing a T-Hangar or will your company/organization be working or need access to AOA areas inside the t-hangar area of the airport's perimeter fence but not on the terminal or cargo ramp?
- If you answered yes to either of the above questions, you'll need an airport badge
- If your company needs terminal ramp, cargo ramp, or terminal concourse access see the SIDA procedure

### Step 2: Designating a Signatory Authority (For Company/Organization Use Only)

- This individual will authorize the airport to issue employees/members of a company/organization an airport badge under the company/organization's name
- Applications for badges will not be processed by the airport without the signature of the Authorized Signor
- Once the Authorized Signor has completed the following steps, he/she can then sign off on other company/organization members who will then go through the same process
- If the badge applicant is an individual t-hangar tenant this step is not necessary

### Step 3: Security Threat Assessment (STA)

- A Security Threat Assessment must be conducted by OPS & the TSA
- Badge applications must be turned into the Airport Operations office in the PIA terminal building
- Two specific forms of ID will be required at the time of application:
  - Driver's license **AND** one of the following:
    - Social Security Card, Passport, Birth Certificate
- If you have questions on the specific forms of ID or if you are an individual born outside of the United States, please contact OPS before submitting the application
- Badging is \$15 and is payable upon issuance
- It normally takes 7 to 10 days for the results of the STA to clear
- If the individual has an active badge from another airport please contact OPS prior to application

### Step 4: Security Training

- Once an individual has been cleared through the STA, he/she will be contacted by OPS
- The badge applicant must make an appointment with OPS to receive the security handout and receive his/her airport badge which will grant access to the t-hangar area of the airport
- The applicant must sign for the training acknowledging they understand the rules and will comply

### Step 5: Airport Badge Renewals

- Airport badges are valid for a maximum of two years
- Badges with "Field" endorsements expire after one year
- The badge holder must contact OPS prior to expiration in order to schedule a time to renew the ID
- Badge renewal is done for \$15 and is due upon issuance

### Step 6: Employee Termination

- Once an employee/member is terminated the authorizing company/organization must notify PIA OPS immediately, OPS will then deactivate the individual's badge
- The terminated employee/member must return the airport badge to PIA OPS within **3 days**
- The authorizing company/organization will be billed \$150 for each badge not returned to PIA OPS within a reasonable amount of time after termination
- If you no longer require access to the t-hangar area, the airport badge **must** be turned into PIA OPS

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