



## **Airport Identification Badge (AIDB) Quick start guide**

Thank you for supporting our efforts to enhance the security of our airport. Our collective efforts will ensure that our airport is secure and safe for your aviation business, travel, and enjoyment. What follows is an abbreviated form of policies and procedures associated with the AIDB program. For a more complete explanation, please refer to the *Airport Manual* as amended.

- ➔ There are four classes of AIDBs: 1) tenants, 2) employees, 3) contractors, and 4) government aviation and emergency response personnel.
- ➔ AIDB must be displayed, picture face out, to the front of the body, outside of the outermost garment, at waist level or above.
- ➔ When an AIDB of any class is issued, the holder must surrender all previously issued badges and proximity cards.
- ➔ AIDB holders have a duty to challenge personnel within the airport perimeter security fence who are not transient personnel and who do not display their AIDB. If the challenged person does not comply with the display requirement, the challenger has a duty to report the non-compliance to the Airport Director, Law Enforcement Personnel, or the Fixed Base Operator.
- ➔ Transient personnel (pilots and passengers) are not required to display an AIDB (unless they possess one) in the vicinity of their aircraft or en route between their aircraft and the terminal and return.
- ➔ Loss of an AIDB of any class must be reported immediately to the Airport Director. Replacement AIDB will cost \$15.00 (non-refundable) prior to issuance.
- ➔ AIDB of any class must be safeguarded and cannot be loaned to anyone.
- ➔ AIDB holders with escort privileges must maintain positive control of and are responsible for personnel whom they escort.
- ➔ AIDB holders will immediately surrender their AIDB to the Airport Director when the requirement for their retention no longer exists.