**SAN ANGELO REGIONAL AIRPORT**

**AIRPORT POLICE DEPARTMENT**

**BRUCE BURKETT**

**8618Terminal Circle, Suite 101 San Angelo, Texas 76904 325-659-6409 Fax 325-703-6095**

The following is a guideline on the procedures for filing an application to receive an access card to the San Angelo Regional Airport. The application office is open on Tuesdays and Fridays from 8:30 AM to 11:30 AM and then 1:30 PM to 4:30 PM. Please read the application in its entirety. It contains written declarations that by signing, you are stating that you have read, understood, and agreed to the rules. This airport is a limited access facility because commercial aviation operates on a portion of the ramp. This means you must obtain an access media (card) or be escorted into the Air Operations Area.

**Step 1**.

Obtain and fill out an application for the type of Access Card you need at the Airport.

{A.} General Aviation or a (Air Operations Area) badge.

If you are applying for General Aviation (AOA) access, fill out all pages EXCEPT PAGE 7, on the application, signing the pages where it is provided for, and present the required identification for the federal government to process your application. These identification requirements will be on page eight (8) of the application. If you were not born in the United States, providing the documents to work in the United States and/or a Passport will be required. While it is not a requirement to provide your social security number for a General Aviation access card (AOA), if it is not provided it could delay the processing time with the Transportation Security Administration.

The information provided by you must be submitted to the Transportation Security Administration for a Security Threat Assessment (STA). This STA must be returned from the Transportation Security Administration showing an approved status prior to receiving an access card.

If you will be driving onto the Airport a copy of your current Driver’s License will be needed to comply with the City insurance obligation.

Processing time for a General Aviation access card is generally three days from the date the application is received. Once you receive a status from the Transportation Security Administration showing pass and the information is relayed to the airport badging office you can be issued an access card.

{B.} Secure Identification Display Area or a (SIDA) badge.

If you are applying for Secure Identification Display Area (SIDA) access, fill out all pages, EXCEPT PAGE 7, on the application, signing the pages where it is provided for, and present the required identification for the federal government to process your application. These identification requirements will be on page eight (8) of the application.

If you were not born in the United States, providing the documents to work in the United States and/or a Passport will be required.

A Social Security Number is required by the federal government to apply for a Secure Identification Display Area access card (SIDA).

You will have to pass a Criminal History Records Check to be eligible for a Secure Identification Display Area (SIDA) access card. This will be done by having your fingerprints taken here at this facility and submitted to the Federal Bureau of Investigation (FBI), or by an approved company records check through a recognized Transportation Security Administration user. Once the fingerprints have been processed, your information will be submitted to the Transportation Security Administration for an additional Security Threat Assessment (STA). When both of these entities have given a pass status for you to the airport badging office, a class can be scheduled for training required to work in the Secure Area. The Secure Area is where commercial aviation utilizes the airport facilities to board and deplane passengers and requires additional training.

Once the training is completed and a test is passed you will be issued an access card.

**Step 2.**

You now have card access to the Air Operations Area at the airport and are responsible for following the rules set forth by the Transportation Security Administration. You have agreed to follow these rules and a violation could result in a suspension of those privileges, a fine by the airport, a fine by the Transportation Security Administration, or a combination of all three. The access card is the property of the City of San Angelo and failure to return the access card once you decide it is no longer going to be used could result in a $100.00 fine.

Sincerely,

Bruce Burkett

San Angelo Regional Airport

Airport Security Coordinator

C: Jeremy Valgardson

Airport Director