



ST. PETE- CLEARWATER INTERNATIONAL AIRPORT
AUTHORIZED SIGNATORY
HANDBOOK

December 2022



PIE Authorized Signatory Information Handbook

Introduction

This handbook has been created to assist the new Authorized Signatory in their responsibilities and duties to serve as a reference point and a comprehensive guide to answers. This handbook is a living document, which means all and any information is subject to change. Any changes will be shared through the emails.

All Authorized Signatories must attend annual training per TSA rules and regulations. Within 12 months of the initial training, recurrent training must be completed. This training is part of your annual badge recertification process.



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Authorized Signatory Requirements

Authorized Signatories are designated by the company to have the primary responsibilities to ensure the employees for the company are properly applying and remain in compliance with TSA and Airport Security Protocols and Policies. Failure to comply with, or any falsification associated with TSA Federal Regulations could result in civil penalties up to \$15,000.00.

The following are additional requirements as an Authorized Signatory:

- Request and maintain the appropriate access levels and / or driving privileges for employees of the company that you represent, based on operational needs.
- Instruct and verify all applicants provide the appropriate valid two forms of identification / documentation for the fingerprinting, badge issuance and badge renewal process.
- Ensure the applicants are trained on, understand, and remain in compliant with all applicable TSA regulations, Airport Rules and Regulations, and security and ramp safety issues. As the Authorized Signatory you are responsible for maintaining any updates or changes to your employees.
- You will attest that you have reviewed all applications for accuracy, requested the appropriate access level and authorize the employee the issuance of a security badge, by reviewing and signing the properly completed application.
- You will not pre-sign any applications
- You will be responsible for yearly badge and / key audits.
- Immediately (within 24 hours) notify the PIE badge office or Airport Operations of any badge that is required to be deactivated, lost and / or stolen or change in employment status.
- Ensure the Airport Badge office is aware of any changes in names, address, phone numbers.
- Understand that your company, organization, etc., could be invoiced for any fees incurred by the badge applicant, or any unreturned badges.
- Prior to any termination of employment, the Authorized Signatory shall collect any security badges and / or keys. The badges and keys are property of PIE.
- Upon termination of employment, the Authorized Signatory will notify the Airport Badge office of the termination and the reason for termination.
- Maintaining an accurate list of all badges issued to your organization, and status of the badge.
- Maintain an active airport security badge.



BADGE OFFICE AND SECURITY INFORMATION

The PIE badge office is located on the second floor of the terminal. To access the badge office, take the West elevator to the second floor. Appointments are required for submission of applications, badge renewal, training, employee parking badges.

The Badge office team consist of Greg Byrd and Eryn Miles.

GByrd@fly2pie.com

EMiles@fly2Pie.com

Contact Information

727-453-7816

Hours of operation

Monday through Friday 8:00 AM- 4:00 PM, closed for County Observed Holidays, audits, and quarterly team training.

To make appointment with badge office please contact Greg or Eryn at 727-453-7816

AIRPORT SECURITY COORDINATOR

The Airport Security Coordinator is Jim Fletcher. The Airport Security Coordinator oversees the airport security program, background clearances, threat assessments, security violations and is the airport liaison with TSA, Department of Homeland Security, local law enforcement, airport law enforcement and the FBI.

Contact Information

727-453-7815

jgFletcher@fly2pie.com



DEFINITIONS

Active Airport ID Media-Unexpired PIE security Identification Badge

Air Operations Area (AOA)- The portion of the airport, specified in the airport security program, in which security measures specified in 49 CFR 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety area for use by aircraft regulated under 49 CFR 1544 or 1546, and any adjacent areas (general aviation) that are not separated by adequate security systems, measures, or procedures. This does not include the Secured Area.

Airport Operator- A person that operates an airport serving an aircraft operator or foreign air carrier required to have a security program under CFR 49 1544 or 1546 Chapter XII.

Airport Security Program (ASP)- The security program approved by TSA under 49 CFR 1542.101 chapter XII.

Airport Tenant- Any person, company, other than an aircraft operator or foreign air carrier that has a security program under CFR 49 1544 or 1546 Chapter XII, and an agreement with the Airport Operator to conduct business on the Airport property.

Applicant- An individual who is applying for a PIE unescorted Identification Media (Badge)

Authorized Signatory- The individual or designated representative authorized to sponsor individuals and request airport identification media for them. The Authorized Signatory shall also serve as the company representative and liaison between the company and its employees and PIE

Authorized to Work- A person is a citizen or national of the United States, permanent resident in the United States, or authorized under the immigration laws of the United States to be hired, recruited, or referred for employment in the United States.

Criminal History Records Check (CHRC)- A review of any and all records containing any information collected and stored in the criminal record repository of the Federal Bureau of Investigation.

Company- Any airport employer, tenant, or leaseholder who operates a company, business or leases property from PIE and may request their employees apply for and/or receive an airport issued identification media.



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Escort- To accompany at all times and maintain constant visual and audible contact with an individual who does not have unescorted access authority into or within the AOA, SIDA/Secured, and /or Sterile area of airports. Escorts must comply with all the rules of the PIE Escort Program.

Expired ID Media- PIE security ID media that has not been renewed prior to the expiration date.

ID Media- Any credentials, card, badge, or other media issued for identification purposes and use at an airport.

PIE- St. Pete-Clearwater International Airport.

Secured Area- A portion of an airport, specified in the ASP in which security measures specified in CFR 1542 Chapter XII are carried out. The area is where aircraft operators and foreign air carriers that have security programs under 49 CFR 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA)- SIDA is the portion of an airport specified in the airport security program, in which security measures specified in 49 CFR 1542 are carried out. This area includes the secured area and may include other area of the airport.

Security Threat Assessment (STA)- A check conducted by TSA of databases relevant to confirming the following three things: that an individual does not pose a security threat, that an individual possesses lawful status in the United States; an individual identity.

Sterile Area- A portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under 49 CFR 1544 Chapter XII or a foreign air carrier under parts of said chapter, through a screening of person and property.

Transportation Security Administration (TSA)- An agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

Unescorted Access Authority- The authority granted to individuals to gain entry to, and be present without an escort in, the AOA, SIDA/Secured, and/or Sterile area of airports.



ID MEDIA FORMS

ID Media forms can be located at <http://fly2pie.com> in the airport business section. The password is "Piebadge".

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The badge office will ONLY accept original forms, complete in their entirety and signed in blue/black ink. If a form is presented to the office that is not original, (faxed, emailed) fully completed by both the applicant and authorized signatory, **it will not be accepted**.

PIE unescorted ID Media Application

- Ensure that the most current application is being used. The revision date is located on the form.
- Applications must be signed in blue or black ink
- Application must be completed in its entirety.
- Ensure all legal names the employee has EVER USED are entered on the application.
- Applicant is responsible for completing citizenship information and entering the document numbers and any expiration dates.
- All information on the application shall be current and match any identification submitted.
- Applications must be submitted for new applications, renewal applications.

Initial ID Media Process

- Appointment made with the badge office, 727-453-7816.
- Applicants must present the following:
 - PIE Application
 - CHRC form (if required)
 - Proper original 2 forms of identification, not expired
 - I-9 form completed and signed by Authorized Signatory
 - Payment if required



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*If any portion of the application is incomplete, or incorrect, the application will not be accepted, and the applicant will be instructed to return the authorized signatory, and a new appointment will need to be made.

*Background clearances usually take seven (7) days, but in some instances may take longer. (Born outside of the United States, not an United States citizen, incorrect or out of date information is given, incorrect address, etc.)

*PIE will contact the Authorized Signatory once the employee has cleared the background process

*Applicants will have 30 days from the date the application is signed by the signatory to submit the application to the badge office. Once the approval is given, the applicant will have 30 days to complete the process.

*If an applicant requires a non-movement drivers' designation, the employee will be required to pass a written test of 100%. The applicant will have 3 opportunities to pass the test. If an applicant fails all 3 attempts, a retake will only be allowed one year after the initial testing date.

*If an employee requires movement drivers' designation, the employee will be required to contact airport operations upon completing the computer-based training to complete the practical training prior to receiving the new or renewed badge.

*If ID Media expires, the applicant will need to start the process over again. They are not permitted to be escorted while awaiting the new badge.

Training

All material in the training/testing program is considered SSI (Sensitive Security Information) and is controlled under 40 CFR parts 15 and 1520. Unauthorized disclosure may result in civil penalty or other action. All new applicants will be required to complete the first training and testing at the airport in the badge office, depending on your agency and badge you may be permitted to do remote training and testing for renewals.

Depending on your type of badge and requirements, you will be assigned different courses to complete. The SIDA training and testing will take about 45-60 minutes, non-movement takes



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about 30 minutes, movement takes about 60 minutes for the computer-based training and the practical varies (few days to 1 month) depending on your Runway/Taxiway driving experience. Prior to renewing any movement badge, you will need to complete the practical portion as well. You will contact Airport Operations to set up this appointment. (727-409-3815) Please remember to complete this training prior to renewing the badge. General Aviation will take about 30 minutes, vehicle searching about 20 minutes and Authorized Signatory about 45 minutes. For instance, if you are required to take SIDA and non-movement training and testing, it will take about 90 minutes. You will need to read, write, and understand the English language.

Training is required yearly to renew your badge. Please ensure anyone that you are signing for understands that the badge must be renewed prior to the expiration date (which is boldly printed on the badge) any expired badge will need to start over which will require additional cost that are not charged for a standard renewal in some cases.

Lost ID Media/Badges

If a badge is lost the holder shall immediately (within 24 hours), notify the badge office of the situation. To be issued a replacement badge, a new application will need to be submitted and approved by the authorized signatory. There is a lost badge fee of \$75.00.

ESCORTING

- Employees authorized by their company to act as an escort for personnel who do not have unescorted access privilege.
- If a person being escorted is challenged, the escort must immediately identify themselves as the escort
- Employee must be fluent in the English language
- There is a limit of 5 persons being escorted at one time. In the event a special consideration is requested, it must be approved by airport operations.
- Must continually maintain visual and audible contact with visitor(s) under escort.
- If any questions or concerns, contact airport operations or law enforcement.
- If a badge holder has lost, misplaced, or forgotten their PIE badge, they are NOT allowed to be escorted or permitted within an area requiring a badge.
- Escort privileges may be denied or revoked at any time.



THE LANDINGS

The Landings are located inside the Federally Regulated airport and therefore, must comply with all the rules and regulations of the airport, and TSA. The ID Media (Badges) are not transferable to other persons and cannot be “loaned” to others for admittance through the gates. Any badge that is “loaned or transferred” to any other person than it is assigned for, will result in revocation of the badge.

Badge Revocation

If a badge is revoked for security violations, it is required to be entered into a national database which is regulated by TSA/Department of Homeland Security. This information will remain for 5 years. If applying for another badge at any airport, this information can be used for consideration when approving an application for an airport badge.

CONTACT INFORMATION

Airport Operations

727-409-3815

Badge Office

727-453-7816



References

49 Code of Federal Regulation

Part 1540-Civil Aviation Security: General Rules

Subpart A-General

Subpart B-Responsibilities of passengers and other

Subpart C-Security Threat Assessments

Subpart D-Responsibilities of holders of TSA-approved security programs

Part 1542-Airport Security

Subpart A- General

Subpart B-Airport Security Program

Subpart C-Operations

Subpart D-Contingency Measures

Part 1544-Aircraft Operator security: Air carriers and commercial operators

Subpart A-General

Subpart B-Security program

Subpart C-Operations

Subpart D-Threat and Threat Response

Subpart E-Screener Qualifications when the aircraft operator performs screening

Part 139-Certification and Operations: Land airports serving certain air carriers

Subpart A-General

Subpart B-Certification

Subpart C-Airport Certification manual and certification specifications

Subpart D-Operations



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NOTES

ST. PETE-CLEARWATER INTERNATIONAL AIRPORT
SIGNATORY RESPONSIBILITY FORM

BADGE OFFICE FEES

(EFFECTIVE 2022)

LOST, UNACCOUNTED FOR, OR UNRETURNED BADGES	\$75.00
REPLACEMENT OF DAMAGED BADGE (DAMAGED BADGE NEEDS TO BE RETURNED)	\$20.00
LANDINGS BADGE	\$20.00
FINGERPRINTING	\$41.00
LOST OR BROKEN KEY REPLACEMENT	\$25.00
NEW BADGE PROCESSING	\$20.00
BADGE RENEWAL	\$20.00