

# john q. letterhead company

3201 Airport Way  
Boise ID 83705  
208.383.5555



Boise Airport  
Airport Security Coordinator (ASC)  
3201 Airport Way  
Suite 1000  
Boise ID 83705-5096

*NOTE:  
Add this statement if your  
company is working at the  
airport under a contract with  
an existing Airport tenant*

Dear Sir:

JQLhCo has entered in a contract with XYZ Air Service to provide ground handling services for their charter aircraft. The contract requires JQLhCo personnel to access to the (pick one; Security Identification Display Area, Sterile area, General Aviation area) of the Boise Airport.

The following individuals are appointed Signatory Authority for JQLhCo and are authorized to sign (pick one; Security Identification Display Area, Sterile area, General Aviation area) unescorted access media applications for our company employees.

\_\_\_\_\_  
Joe Dokes  
Operations Supervisor      j.d@jqhc.com

*NOTE:  
We need to have a  
signature on file for  
each signatory*

\_\_\_\_\_  
Mary Payne  
Human Resources Manager      m.p@jqhc.com

Sincerely,

*NOTE:  
Company executive appointing  
signatories does not need to be a  
signatory*

\_\_\_\_\_  
John Q. Jones  
General Manager

**FAX 208.383.5556**

**[www.jqletterhead.com](http://www.jqletterhead.com)**

As of 7/2/2009



# Boise Airport

**Richard A. McConnell**  
Director

**BOI**  
**Boise Airport**  
Suite 1000  
3201 Airport Way  
Boise, Idaho 83705-6530

**Phone**  
208/383-3110

**Fax**  
208/343-9667

**TDD/TTY**  
208/424-5609

**Web**  
[www.cityofboise.org](http://www.cityofboise.org)

**Mayor**  
David H. Bieter

**City Council**  
**President**  
Maryanne Jordan

**Council Pro Tem**  
Alan W. Shealy

Vernon L. Bisterfeldt  
Elaine Clegg  
David Eberle  
Jim Tibbs

July 29, 2009

## **SUBJECT: Required Airport Unescorted Access Media (ID Badge) processing (FBO's, Tenants, Vendors).**

In accordance with Department of Homeland Security, Transportation Security Administration (TSA) Directives all persons with unescorted access to the Air Operations Area (AOA), Security Identification Display Area (SIDA) or Sterile Area (SAAB) must be issued Airport Unescorted Access Media (ID Badge).

Persons requesting an ID Badge must have a TSA, Security Threat Assessment for AOA access and additionally a FBI Criminal History Records Check for SIDA/SAAB access.

Companies that require AOA or SIDA/SAAB access must accomplish the following:

1. Submit a Signatory Authority Letter to the Airport.
  - i. The Signatory Authority Letter appoints one or two individuals the responsibility of authorizing ID Badge applications, performing badge audits and advise the Airport of lost badges or employee actions.
  - ii. Signatory Authority Letters will be submitted to the Airport Security Coordinator or Airport Business Manager for conformation of access requirements.
2. Company Signatory Authorities must attend required training.
  - i. Signatory Authority training is held on the third Wednesday of the month, 8:30 A.M. on the third floor of the Airport.
3. Make arrangements with Airport Accounting for ID badge deposits and charges.
4. Make appointment for fingerprinting of Signatory Authorities (if required).
5. Submit badge application for Signatory Authorities.

The Airport Badge Office is located on the third floor of the Boise Airport, Monday-Friday, 7:00 A.M.-3:30 P.M., 424-5779.

Please call with any questions.

Thank you,

Gary G. Smith  
Boise Airport Training  
208.424.5612

ATTACHMENT: Example Signatory Authority Letter



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Director

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July 29, 2009

### **SUBJECT: Required Airport Unescorted Access Media (ID Badge) processing (Contractors).**

In accordance with Department of Homeland Security, Transportation Security Administration (TSA) Directives all persons with unescorted access to the Air Operations Area (AOA) or Security Identification Display Area (SIDA) must be issued Airport Unescorted Access Media (ID Badge).

Persons requesting an ID Badge must have a TSA, Security Threat Assessment for AOA access and additionally a FBI Criminal History Records Check for SIDA access.

Companies or contractors that require AOA or SIDA access must accomplish the following:

1. Submit a Signatory Authority Letter to the Airport.
  - i. The Signatory Authority Letter appoints one or two individuals the responsibility of authorizing ID Badge applications, performing badge audits and advise the Airport of lost badges or employee actions.
  - ii. Signatory Authority Letters will be submitted to the Airport Project Manager for conformation of access requirements. The Project manager will then submit the letter to the Airport Security Coordinator for final approval.
2. Company Signatory Authorities must attend required training.
  - i. Signatory Authority training is held on the third Wednesday of the month, 8:30 A.M. on the third floor of the Airport.
3. Make arrangements with Airport Accounting for ID badge deposits and charges.
4. Make appointment for fingerprinting of Signatory Authorities (if required).
5. Submit badge application for Signatory Authorities.

The Airport Badge Office is located on the third floor of the Boise Airport, Monday-Friday, 7:00 A.M.-3:30 P.M., 424-5779.

Please call with any questions.

Thank you,

Gary G. Smith  
Boise Airport Training  
208.424.5612

ATTACHMENT: Example Signatory Authority letter