

AOA

The Badge Agreement

- ❖ You must have your badge with you at all times within the AOA.
- ❖ You must present your badge anytime it is requested.
- ❖ You may be asked to present the badge for audit purposes to your signature authority (company or hangar association). Failure to do so will result in deactivation of your badge.
- ❖ In the event the badge is **LOST**, you must notify Airport Operations at 719.550.1919
- ❖ You may not allow anyone to use your badge for any reason.
- ❖ Your badge is property of the COS airport, and must be returned when requested or at the termination of employment/lease.

Endorsements

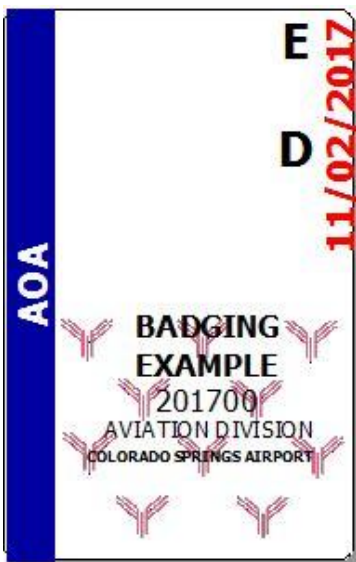
E –Allows badge holder to escort people on the AOA. You must be in **positive control** of anybody under your escort. All individuals must enter the AOA under your control.

Positive Control:

- Closer than 100ft
- Line of Sight
- Hearing range

NOTE: All contractors must be badged before starting work.

D – This endorsement allows you to operate a vehicle within the AOA non-movement areas with a valid driver’s license.



Non-Movement Area Boundary
NEVER cross while driving a vehicle



Inside the AOA



Near aircraft

Security

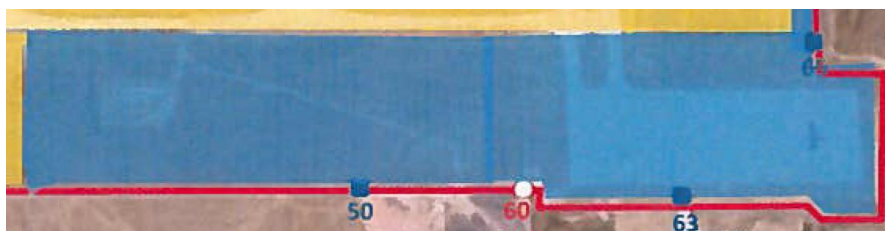
- Understand that COS airport operates under a TSA required security program.
- Access to the airport is monitored at all times by Airport Operations.
- Badge holders are subject to search of their person and property, and seizure of illegal and/or prohibited items upon entrance of the AOA at the Colorado Springs Airport.
- Nobody that has been given a badge may be escorted for any reason, unless authorized by airport management.

AOA Zone

The Air Operations Area is the zone comprising the Southwest corner of the Runway 35R approach area.

Your badge will only allow you to enter gates for your company/hangar association. You may not cross leaseholds without express permission written on your badge application. Perimeter roads are airport property and are for use by badge holders.

NOTE: All taxiways and Runways are SIDA and Movement Areas, they are strictly prohibited.



In case of emergencies dial **911** then 719.550.1919 (Airport Operations 24Hr line)

Returned, lost, and damaged badge procedures:

Lost Badge procedures

- Lost badges must be reported immediately to airport operations 719.550.1919.
- Lost badge fees will NOT be assessed until there is a declaration in writing that the badge cannot be found, or 30 days has passed.
- Lost badge fees are as follows:

Lost Badge	Procedure
1 st lost badge	\$100 badge fee must be paid before issuance of new badge
2 nd lost badge	\$200 badge fee must be paid before issuance of a new badge
3 rd and subsequent lost badge	\$300 badge fee must be paid, and review with an Airport Security Coordinator must be completed to receive a new badge. The airport reserves the right to deny badging at or after the 3 rd lost badge.

Returning a Badge

- All badges must be returned.
- Badges can be returned to any airport official, or your signatory authority.
- Badges must be returned within 30 days of deactivation/expiration or the appropriate lost badge fee will apply.
- Badges returned after 30 days but within 180 days will receive a 50% credit/refund to their fee.
- Badges outstanding for more that 180 days, but that are not expired may receive a 25% credit/refund to their fee.

Badge returned 0-30 days after deactivation/expiration	No fee
Badge returned 30-180 days after deactivation/expiration	50% fee of appropriate lost badge fee.
Unexpired but deactivated badges returned 180-365 days	75% fee of appropriate lost badge fee.

Replacing a damaged or misprinted badge

- Damaged badges are replaced at no cost – no paperwork required.
 - Repeated replacement of damaged badges may incur a fee if deemed abuse.
- Misprinted badges follow the procedures below:
 - Misprinted by airport staff – no action required simply ask for the correct badge
 - Misprinted due to incorrect information provided to the badging office will require a new application.