

MOJAVE

**AIR & SPACE PORT
AT RUTAN FIELD**

**AUTHORIZED SIGNATORY
INFORMATION BOOKLET**

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I attended class on / / (today's date)

Renewal Authorized Signatory Training is required within twelve (12) months of your previous class date.

Information Contained in this booklet is subject to change. The Airport Badging Office will share changes and updates through Authorized Signatory email.

Always feel free to contact the Director of Public Safety and Security at (661) 824-2433 for any questions you may have.

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AUTHORIZED SIGNATORY REQUIREMENTS

An Authorized Signatory is designated for each company participating in the Airport Security Program. Their responsibilities include, signing applications and forms, requesting that Airport ID badges be cancelled and returned immediately upon termination for their employees, adding or deleting access from access levels, requesting RFID tags, as well as training company applicants to be compliant with Rules and Regulations Governing the Mojave Air and Space Port.

All Authorized Signatories must:

- Attend an Authorized Signatory class Annually. To Schedule an Authorized Signatory class please call 661-824-2433.
- Maintain an “active” Airport ID badge at all times.
 - If your Airport ID badges is not valid, YOU CANNOT SIGN!
- NEVER sign a blank Badge Application form.
 - Violation Notice will be issued, loss of Authorized Signatory privileges & possible civil penalties can be assessed to the Authorized Signatory by the Transportation Security Administration and badge suspension.
- Airport ID badges must be terminated immediately upon employee separation. Immediate termination of the Airport ID badge is critical, as the purpose is to remove the possibility of the employee (or someone else) from using the Airport ID badge in our Access Control System. This system is critical to protecting our security posture.
 - Terminating Airport ID badges can be accomplished by contacting the Airport Operations Office.
 - Airport ID badges/Security Keys must be returned to Airport Operations immediately after the employee no longer works on Mojave Air and Space Port Property.
- Develop a plan to ensure Airport ID badges are cancelled & returned to Airport Operations immediately when an employee separates from the company.
- Audit Airport ID Badge Certification Report (quarterly basis) and Vehicle Registration tags (semi-annually)
- Maintain an updated Authorized Signatory Designation Form at all times.
 - The Senior Company Manager for each company will designate an Authorized Signatory who will become the key player(s) involved with Airport Security Issues.
 - A new form must be submitted for any changes (new, removal, addition)
 - Up to three (3) Authorized Signatories are allowed.
 - If you are the only Authorized Signatory on record, you may sign your own application. If you have more than one designated Authorized Signatory, you cannot sign your own form.
- Have a unique email that cannot be shared with other Authorized Signatories.

AIRPORT BADGING OFFICE

The Airport Badging office is Located at:

16922 Airport Blvd, Room 11, Mojave, CA 93501

Hours of Operation:

Available 24 hours a day 7 days a week.

AIRPORT BADGING FORMS

Please use the following link to access the forms.

- <https://www.mojaveairport.com/public-safety--security.html>

FORMS

- Access Badge Application
- Access History Report Request
- Badge Certification Form
- Participant Sponsorship Certification Form
- Returned Badge Receipt
- Signatory Document
- Sponsorship Agreement

The Badging Application and Vehicle Registration Form should be double sided, printed in color and the original must be provided. All other forms can be faxed or scanned into an email. All forms are also available at the Airport Badging Office.

All forms require an active Authorized Signatory Signature.

STANDARD PARTICIPANT SPONSORSHIP AGREEMENT

All Sponsored companies conducting business at MASP are required to have a Standard Participant Sponsorship Agreement on file with Airport with each company they conduct business with. The sponsorship establishes that a vendor or contractor has a legitimate business at the airport.

- New companies must specify access level(s) and what access should be attached to the access level(s) and if driving and escorting privileges are required.
- Sponsoring Company's Authorized Signatory must notify the Airport verbally immediately upon Sponsorship termination.
- Renewing Sponsorships are certified quarterly through the Participant Sponsorship Certification Form. This form must be completed by the Sponsoring company.

ACCESS CHANGE FORMS

- Adding or removing access to the company or access level.
- Provide card number(s) and justification for request.

VEHICLE PERMITTING WORKSHEET – Coming Soon

- Authorized Signatories can use this worksheet to collect vehicle information for easy data entry when applying for the vehicle tag and can be used for your company records.
- Requests can be submitted via fax or Email.
- Requests will be processed within five (5) business days.

BADGING APPLICATION TIPS

- Check to make sure you are using the correct revision date of the Badging Application.
- Use Blue or Black pen (no pencil and no correction fluid).
- Section 1, Section 2 and Section 5 must be filled out by the employee and validated by the Authorized Signatory before the Authorized Signatory completes Section 3. Section 4 is only to be filled out if the applicant is requesting access to the General Aviation Hangars. Section 6 is to be completed by the MASP Badging Office.
- Name of the applicant on the Badge Application must match the government issued identification being presented.
- Please list all aliases on the Badging Application.
- An Airport ID badge is only required in the Public Area if an employee has to access a card reader (controlled area).

NEW AIRPORT ID BADGE HOLDERS

- Make new Badging appointments by calling (661) 824-2434.
- Applicant must come to the appointment with the Badging Application and the following forms of ID: government issued photo ID proof of citizenship.

Examples of proof of citizenship are:

- Valid U.S. Passport
- State issued Birth Certificate
- Certificate of Naturalization
- Consular Report of Birth Abroad
- Work Authorization Documentation for all non-US Citizens is required to be presented whenever the applicant comes to the Airport Badging Office.

Examples of Work Authorization Documentation are:

- Permanent Resident Card
- Employment Authorization Card
- I-94

AIRPORT ID BADGE RENEWAL

- A new MASP Badge Application signed by the Authorized Signatory must be presented when the applicant comes to the Badging Office to get their Airport ID badge renewed.
- Appointments are accepted and preferred for badge renewal.
- Complete all required training before Airport ID Badge is issued.
- All Airport ID Badges expire at midnight on the date printed on the airport ID Badge.
- Airport ID badge holders are able to renew their badges up to thirty (30) days prior to the expiration of their current Airport ID Badge.
- If the Airport ID Badge has been expired for more than thirty (30) days, the applicant must re-start the entire process as a new employee.

ESCORTING PROCEDURES

The Mojave Air and Space Port is the “Airport Operator” and is regulated under Part 1542 of the Code of Federal Regulations. Under Transportation Security Administration (TSA) regulations and the CCD rules, individuals “regularly” working at MASP in any capacity MUST obtain an Airport ID Badge. Airport security has limited the number of times an individual can obtain access into the secured area to ensure the companies/individuals are not circumventing the Airport Security Program (ASP). Companies and/or individuals who have a “demonstrated need” to access areas at MASP to conduct official airport business for a “limited” time may utilize on of the following procedures:

SECURED AREA ACCESS

Unbadged individuals may be escorted into the Secure Area through a MASP controlled guard gate following established MASP escorting protocols. Unbadged individuals are limited to being escorted five (5) times and will be denied escorted access into the secured area once that number is exceeded. Any exception to this policy requires approval from the Airport Security Coordinator (ASC).

BADGE/SECURITY KEY ROSTER AND PHYSICAL AUDIT

Airport Operations can conduct unscheduled Airport ID badge and key audits of all companies at MASP. The audits will be conducted using multiple methods:

- In order to complete the Roster Audit, organizations at MASP will be asked to provide Airport Operations with a “roster” of their current active Airport ID badge holders and security keys if applicable. This information will be audited, and cross referenced with the Airport data to ensure the integrity of access control. If any discrepancies are noted in the audit, organizations must correct them within the time frame specified by the Airport.
- To complete an onsite audit, Airport Operations will visit your organization’s location at MASP and verify that employees are properly displaying a valid Airport ID Badge. Individuals not displaying their Airport ID badges will be issued a violation notice. If an individual is displaying an invalid Airport ID badge (terminated, suspended, expired) they will be escorted from the secured area. The individual will have to complete the badging process again before they will be allowed to resume work at MASP.

AIRPORT BADGING FEES

Airport ID Badges:

First Airport ID Badge / Annual Renewal / Replacement /

Airport ID Badge information change (i.e. name change, add driving) \$0.00

Fee issued to company for Airport ID badges unrecovered (lost, stolen

Expired, terminated) for any reason and not returned within ten (10)

Business days of termination \$100.00

*If three (3) Airport ID badges/Security keys are lost, stolen or unrecovered a hearing with the Airport Director of Public Safety and Security or designee will be required prior to the issuance of an additional Airport ID Badge/Security Key.

Billing Option

Your company may be set up on billing for Airport ID badge fees. Please see the Director of Public Safety and Security for details.

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