

APPENDIX E



Lake Charles Regional Airport Department of Public Safety



Letter of Responsibility – Authorized Signer Signature List for Airport ID Badge Issuance

By TSA regulations, only **Authorized Signers** of airport tenants/contractors, as certified by the Airport Operator, are granted the authority to request Airport issued ID Badges for access to the Airport's Operations Areas (which includes, Secured Area, SIDA, Sterile Area and General Aviation Area). Each company that requests Airport ID Badges must identify one or more responsible company employees as "Authorizing Signers". T-Hanger badge requestors can request their badge on their own behalf. Only Badge Application Forms signed by an "Authorizing Signer" will be accepted for processing.

The purpose of this letter is to establish procedures to control access to the Air Operations Area, including methods for preventing the entry of unauthorized persons and ground vehicles, in accordance with the Airport Security Program required by 49 CFR 1542.

It is agreed that the Aircraft Operator, Tenant or Contractor, will implement and maintain security measures applicable to Lake Charles Regional Airport in accordance with 1542.

Those individuals seeking to be allowed as "Authorized Signers" for Airport ID Badge Applications and to make security decisions for their company, must read and agree to the following before being certified by the Airport.

1. I affirm that all information on the employee's or customer's application will be complete and reviewed prior to authorizing it, and I will not knowingly sign or submit an application that contains information that is false or misleading.
2. As an Authorized Signer for SIDA identification media, I understand I am required to submit to criminal history records checks (CHRC) & STA before acting as a signatory.
3. I affirm that only individuals with a continuing valid operational purpose for accessing Lake Charles Regional Airport unescorted, will be recommended for issuance of an identification badge.
4. All tenant sponsored individuals will complete the Airport Security Training Program and successfully pass the testing requirements prior to receiving an airport ID badge permitting access to the secured or SIDA areas as appropriate.
5. If applicable (SIDA, GA), I will report within 24 hours if I, or any employee, who currently possesses a SIDA or GA ID badge has a possible conviction for one of the "disqualifying crimes" as identified in the applications.
6. I understand that by TSA regulation, I must be in possession of an Airport Photo ID Badge to be permitted to authorize badge applications. I will notify the Airport immediately if I separate from my company or if others from my company who are currently authorized to sign for Badges are separated.
7. I will ensure company employees and/or sponsored customers are aware of the Security rules and procedures at LCH and acknowledge responsibility for any TSA fines levied against LCH which are caused by the failure of myself or one of my employees/customers to adhere to the LCH Security Program.
8. I understand that failure to comply with the requirements of this certification will result in the termination of my, and/or my company's, authorizing authority and access privileges and may subject me or my company to possible TSA Civil Penalties.
9. All Air Operations Area –general aviation, SIDA, secured area access points will be kept in the closed position and locked (mechanically or electronically) at all times except when attended by authorized personnel. Should any such gate/door become inoperable, Tenant will immediately advise the Airport.

10. Individuals failing to comply with said requirement to immediately report an unaccounted badge or failure to have their badge renewed in a timely manner will not be eligible for re-issuance.
11. Upon termination of eligibility or cause for change in access of a badge holder, the aircraft operator manager or airport tenant manager, or their designee, will immediately advise the airport operator. Identification badges are the property of LCH and upon termination of the badge holder's need for access provided by the card or whenever requested by LCH, it must be surrendered.
12. Agree to participate in the annual airport-issued identification media audit.
13. Agree to minimize the number of individuals within my organization that may authorize issuance of airport badges.
14. I agree to undergo Signatory Authority Training associated with authorization to request issuance of airport identification badges.

The following individuals are Authorized Signers for issuance of Airport Identification Badges and agree to the terms and conditions as identified above on this form.

Print Name	Authorized Signer's Signature
Title / Agency / Company	LCH Badge # Date

Print Name	Authorized Signer's Signature
Title / Agency / Company	LCH Badge # Date

Print Name	Authorized Signer's Signature
Title / Agency / Company	LCH Badge # Date