

MEMO

To: Willard Airport Authorized Signatories / Badge Holders

From: Timothy A. Bannon, A.A.E. – Executive Director



Date: January 26, 2024

RE: Airport ID Badge Fees Adjustment – Effective April 1, 2024

The below badge fee schedule will be effective on April 1, 2024, for the following badge classifications; Security Identification Display Area (SIDA), Sterile Area, and Airport Operations Area (AOA):

BADGE FEE SCHEDULE	
SIDA/STERILE AREA (10-Year FBI Background Check and TSA STA)	\$ 100.00
AOA (TSA STA only)	\$ 50.00
Lost Badge Fee: \$100 first offense, \$200 second offense, \$300 third offense	

PRORATE SCHEDULE	
18-24 Months from Expiration	Full Fee
12-18 Months from Expiration	80% of Fee
6-12 Months from Expiration	60% of Fee
Less than 6 Months from Expiration	40% of Fee

This fee adjustment is necessary to recover actual costs with airport badging and credentialing. Badge fees will be prorated at issuance based on time until expiration.