



CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# TENANT MODIFICATION REQUIREMENTS

Kansas City International Airport (MCI)

Project Manager:

Phone:

Email:

## RESPONSIBILITIES OF TENANT

1. The Tenant shall not begin any work on the modifications described in the Scope of Services ([Attachment 1](#)) until the Kansas City Aviation Department (KCAD) has (1) reviewed and approved plans and (2) issued a Notice to Proceed. Tenant as used herein refers to any party occupying the Airport Property as a licensee or lessor.
2. The Tenant shall comply with the City's Affirmative Action policy as follows:

Affirmative Action. Contractor shall establish and maintain for the term of this Project an Affirmative Action Program in accordance with the provisions of Chapter 3 of City's Code, the rules and regulations relating to those sections, and any additions or amendments thereto. Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed or religion, ancestry or national origin, sex, handicap or disability, age, familial status, marital status, or sexual orientation, in a manner prohibited by Chapter 3 of City's Code. City has the right to take action as directed by City's Human Relations Department to enforce this provision.
3. The Tenant will obtain all necessary permits required by the City Planning & Development Department and provide copies to the Aviation Department.
4. The Tenant will notify Aviation Department – Planning & Engineering Division prior to any building inspections by the City Planning & Development Department.
5. The Tenant will notify Aviation Department – Planning & Engineering Division of any modifications to the construction documents. All modifications must be approved by Aviation Department – Planning & Engineering Division prior to the work being performed.
6. The Tenant will include Aviation Department – Planning & Engineering Division in all construction meetings following approval of final submittals. Said meetings will include representatives from the Tenant, Contractor, Aviation Department – Planning & Engineering Division, Aviation Department – Operations Division, as well as any neighboring tenants which may be affected by the construction.
7. The Tenant will notify Aviation Department – Planning & Engineering Division **in writing** upon completion of construction.
8. The Tenant shall provide one set of hard copy as-built drawings, one set of electronic as-built drawings, and all associated CADD files to the Aviation Department – Planning & Engineering Division upon completion of this project.
  - a. The hard copy version of the As-Builts shall include:
    - (1) The prime contractor's Red-lined changes to the bid set plans in association with their trade
    - (2) The subcontractor's Red-lined changes to the original bid set plans in association with their trade
  - b. The electronic version of the As-Builts shall include:
    - (1) The electronic conversion of the prime contractor's Red-lined changes to the bid set plans made by the lead design professional of the project
    - (2) The electronic conversion of the subcontractor's Red-lined changes to the bid set plans made

by the associated sub-consultants of the project

- c. Included in the Tenant Modification is the official KCAD accepted electronic version of AutoCAD. ([Attachment 2](#))
  - d. Tenant shall send the As-Builts to the KCAD project manager before final acceptance of the project is granted.
9. Use of Premises. Interruption of the operations of the Airport shall be kept to an absolute minimum. The Contractor shall plan and perform all work under this Contract so as not to interfere with normal airport operations.
- a. The Contractor, at its own cost, shall make all arrangements for all electrical power required prior to the acceptance of the work.
  - b. The Contractor shall confine its apparatus, its workmen, and its route of access to the work area to the limits shown on the drawings or to the directions of the Director of Aviation. The Contractor must provide its own storage for equipment and materials to be used on the job site in the area designated by the Director of Aviation. Only Tenant's and Contractor's work vehicles will be permitted on the work area. The Contractor's employees' vehicles shall be parked only in the area designated by the Director of Aviation.
  - c. The Contractor shall not allow the area of the work to become littered with trash, waste materials or debris, but shall maintain it in a neat and orderly condition. The Contractor shall remove debris continuously so that no large amount of debris will accumulate. Debris shall be disposed of by hauling away from the site to an appropriate landfill off the airport at the end of each working day.
  - d. The Contractor shall protect all areas of work performed under this Agreement from damage, including damage caused by weather conditions, and Contractor shall replace or repair any damaged portions to the satisfaction of the Director of Aviation.
  - e. The Contractor shall be responsible for the preservation of public and private property in and adjacent to the work area. Contractor shall be responsible, during the prosecution of the work, for all damage or injury to property of any character, or to persons, resulting from any act, omission, neglect or misconduct in its manner or method of executing the work. Contractor shall restore such property at its own expense to a condition equal to that existing before such damage or injury by repairing, rebuilding or otherwise restoring such property, as it may be directed, or shall make restitution for such damage or injury in an acceptable manner. In case of a failure on the part of the Contractor to restore such property or to make good such damage or injuries, the Director of Aviation, upon 48 hours written notice to the Tenant, may repair, rebuild or otherwise restore such property as the Director may deem necessary, and the cost thereof will be the responsibility of the Tenant under this Contract.
  - f. The Contractor is advised that the Director of Aviation shall have the authority to use such areas of the completed or partially completed work for such periods of time as required to maintain airport operations during emergencies. The Contractor shall cooperate by providing access and shall maintain such area during its use by the City.
  - g. A representative authorized to act for the Contractor shall be continually present at the site of the work while work is in progress.

#### 10. Health and Safety Requirement

- a. The Contractor shall furnish, erect, and maintain all safety devices required for the protection of persons, property, and operations on the Airport. The Contractor shall take all necessary

precautions to prevent accidents or injury to persons on, about or adjacent to the premises where the work is being performed and shall comply with all applicable provisions of federal, state and municipal safety laws and building codes, and the directions of the Director of Aviation.

11. If applicable, the Tenant will display the field card issued by Aviation Department – Planning & Engineering Division, in a prominent manner on the public side of the construction barriers.
12. The Tenant shall submit evidence of the contractor’s required insurance through completion of this project to the Aviation Department in accordance with the City’s insurance policy as follows:
  - a. Tenant shall insure its Contractor shall procure and maintain in effect throughout the duration of this Project insurance coverage not less than the types and amounts specified in this section. Policies containing a Self-Insured Retention will be unacceptable to City unless City approves in writing the Contractor’s Self-Insured Retention.
    - (1) Commercial General Liability Insurance: with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an “occurrence” basis. The policy shall be written or endorsed to include the following provisions:
      - (a) Severability of Interests Coverage applying to Additional Insureds;
      - (b) Contractual Liability;
      - (c) Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000;
      - (d) No Contractual Liability Limitation Endorsement; and
      - (e) Additional Insured Endorsement, ISO form CG20 10, or its equivalent.
    - (2) Workers’ Compensation Insurance: as required by statute, including Employers’ Liability with limits of:

Workers’ Compensation	Statutory
Employers’ Liability	\$100,000 accident
with limits of:	\$500,000 disease-policy limit
	\$100,000 disease-each employee
    - (3) Commercial Automobile Liability Insurance with a limit of \$1,000,000 per occurrence, covering owned, hired and non-owned automobiles. Coverage provided shall be on an “any auto” basis and written on an “occurrence” basis. This insurance will be written on a Commercial Business Auto form, or acceptable equivalent, and will protect against claims arising out of the operation of motor vehicles on the Airport, as to acts done in connection with the Contract, by Tenant’s Contractor.
    - (4) If applicable, Professional Liability Insurance with limits Per Claim/Annual Aggregate of \$1,000,000.
    - (5) Property Insurance upon the work at the site in the amount of the full replacement cost thereof. This insurance shall:
      - (a) include the interests of CITY, CONTRACTOR, Subcontractors, and any other persons or entities identified herein, each of whom is deemed to have an insurable interest and shall be listed as an insured or additional insured;
      - (b) be written on a Builder's Risk "all-risk" or open peril or special causes of loss policy form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework and materials and equipment in transit, and shall insure



against at least the following perils: fire, lightning, extended coverage, theft, vandalism and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage, damage caused by frost and freezing, and such other perils as may be specifically required by the Contract documents;

- (c) be maintained in effect until final payment is made unless otherwise agreed to in writing by CITY with thirty (30) days written notice to each other additional insured to whom a certificate of insurance has been issued.
  - (d) CITY shall not be responsible for purchasing and maintaining any property insurance to protect the interests of CONTRACTOR, Subcontractors or others involved in the Work to the extent of any deductible amounts that are identified in the Contract documents. The risk of loss within such identified deductible amounts, will be borne by CONTRACTOR, Subcontractor or others suffering any such loss and if any of them wishes property insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.
- b. The certificates of insurance will contain a provision stating that should any of the policies described in the certificate be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. The Commercial General, [and] Automobile Liability, [and Property] Insurance specified above shall provide that City and its agencies, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insureds for the services performed under this Agreement. Contractor shall provide prior to issuance of the Notice to Proceed a certificate of insurance showing all required endorsements and additional insureds. The certificate shall be on the City form furnished in [Attachment 3](#) or its equivalent.
  - c. All insurance coverage must be written by companies that have an A.M. Best's rating of "A-V" or better, and are licensed or approved by the State of Missouri to do business in Missouri.
  - d. Regardless of any approval by City, it is the responsibility of Contractor to maintain the required insurance coverage in force at all times; its failure to do so will not relieve it of any contractual obligation or responsibility. In the event of Contractor's failure to maintain the required insurance in effect, City may order Tenant to immediately stop work and, upon ten (10) days notice and an opportunity to cure, may pursue its remedies for breach of the Lease Agreement as provided for therein and by law.

### 13. Bonds and Surety –

**Required**     **Reserved**

Contractor shall furnish a Payment Bond to City on City furnished forms, [Attachment 4](#), executed by a Surety, in the amount of this Contract guaranteeing Contractor's faithful performance of each and every term of this Contract and guaranteeing the payment of all obligations as provided in RSMo. 107.170. Surety must be:

- a. Approved by the Finance Department;
- b. Qualified to issue bonds at amounts specified in the Department of the Treasury Circular 570;
- c. Licensed by the State of Missouri to do business in the State of Missouri; and
- d. Retain an A.M. Best rating of A- or better.

14. Excavation Permit –

**Required**     **Reserved**

The Contractor, before any excavation, shall secure from Aviation Department – Planning & Engineering Division a signed excavation permit showing the approximate location of known existing utilities in the area ([Attachment 5](#)). The Aviation Department does not guarantee that all utilities are shown and, therefore, the Contractor shall assume all risks in protecting and locating the utilities.

15. Certification of Occupancy –

**Required**     **Reserved**

The Tenant shall provide Aviation Department – Planning & Engineering Division with a copy of the Certification of Occupancy issued by the entity representing the Kansas City Building Inspection Division.

16. Form 7460-1 –

**Required**     **Reserved**

The proponent/developer shall file an on-line Form 7460-1, Notice of Proposed Construction or Alteration. The Form 7460-1 must be submitted a minimum of 45 days prior to the start date of the proposed construction or alteration. The FAA’s Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) website can be accessed at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.

- a. According to standards of Federal Aviation Regulation (FAR) Part 77, Subpart B- Notice of Construction or Alteration, the established airspace evaluation areas and height zoning restrictions are intended to protect the public health, safety and welfare by insuring that any proposed development will not cause interference with air traffic using the runways for visual and/or instrument approaches at the Kansas City International Airport.
- b. The Form 7460-1 must be submitted if the proposed development meets any of the following:
  - (1) is more than 200 feet in height above the ground level at its site
  - (2) is located within 20,000 feet of the Kansas City International Airport and exceeds a 100:1 surface from any point on the runway (see [Attachment 6](#) for airspace evaluation area map)
  - (3) will emit frequencies, and does not meet the conditions of the FAA Co-location Policy
  - (4) when requested by the City of Kansas City or the Federal Aviation Administration (FAA)
- c. Furthermore, if the proposed development is located in an area where the Kansas City International Airport height zoning restrictions apply (see Chapter 6, Code of Ordinances, Ordinance No. 040342), the proponent/developer shall also file an on-line Form 7460-1, Notice of Proposed Construction or Alteration.
- d. The proponent/developer shall comply with any/all relevant guidelines of FAA Advisory Circular (AC) 70/7460-1, Obstruction Marking and Lighting, as amended.

17. Telecommunications Permit –

**Required**     **Reserved**

The Contractor, before any material or design changes, shall secure from the Aviation Department, Planning & Engineering Division a signed telecommunications permit showing the approved location of such proposed additions or changes to the existing system or installation. ([Attachment 7](#)). The Contractor shall assume all risks in protecting and locating all utilities.

## SECURITY REQUIREMENTS

### 18. Security Control Procedures and Security Identification Display Area (SIDA) Access Policy – Kansas City International Airport

- a. In compliance with Part 1542 of the Transportation Security Regulation, the Airport has adopted and put into use facilities and procedures designed to provide for the safety of persons and property traveling in air transportation and intrastate air transportation against acts of criminal violence and aircraft piracy. CONTRACTOR, and each of its Subcontractors, shall comply with all Kansas City International Airport Security Control Procedures and the Security Identification Display Area (SIDA) Access Policy.

Security Control Procedures are identified in Document 01150 (Reference [Attachment 8](#)). Document 01150 is a part of these Contract Documents and will be strictly enforced throughout the duration of the Work.

### 19. Vehicular Airport Operations Area (AOA) Regulations – Kansas City International Airport

It is necessary that in the interest of safety, uniformity, to allow for the maximum free movement of aircraft and to reduce the likelihood of an accident, the Kansas City Aviation Department has established Vehicular Airport Operations Area (AOA) Regulations.

- a. No person shall operate any motor vehicle on the AOA without a valid state operator's license. The person must also have a current Airport AOA driver's license unless he is being escorted by a person with both.

### 20. In addition to having a current, valid state issued operator's license, all operators of unescorted vehicles on the airfield are required to enroll and satisfactorily pass the Airport AOA License Class and be knowledgeable of the information in Airport Ground Vehicle Operations Manual. Failure to comply with any airport driving regulations will result in penalties, which could result in the loss of driving privileges on the AOA.

### 21. Kansas City Aviation Department Vehicle Inspection and Safety Program

The Kansas City Aviation Department (KCAD) has developed a Vehicle Inspection and Safety Program administrated by the Airport Operations Division. The program establishes guidelines and procedures for issuing permanent and temporary Airport Operations Area (AOA) permit decals for all non-escorted motorized driven vehicles and all aircraft fuel carts governed by National Fire Protection Agency (NFPA) 407 operating on the AOA. The KCAD Vehicle Inspection and Safety Program (Reference [Attachment 9](#)) will be strictly enforced throughout the duration of the Work.

## **RESPONSIBILITIES OF CITY**

1. Aviation Department – Planning & Engineering Division will provide, as appropriate, the tenant a copy of KCAD design standards.
2. Assist the Tenant by placing at its disposal available information relative to the Project.
3. Examine all studies, reports, sketches, estimates, specifications, drawings, and other documents presented by the Tenant and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the Tenant.
4. Designate a person to act as the City's representative with respect to the work to be performed under this project. Such representative shall have authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this project.
5. Give prompt written notice to the Tenant whenever the City observes or otherwise becomes aware of any defect in the Project.
6. Assist the Tenant in obtaining approval of governmental authorities having jurisdiction over the Project and such approvals and consents from such other individuals or bodies as may be necessary for completion of the Project.



CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
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# Attachment 1

Scope of Services



CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# Attachment 2

KCAD CADD Standards



# COMPUTER-AIDED DESIGN/DRAFTING (CADD) STANDARDS

Last Revision: Jan. 10, 2019

The following standards are required for all CADD work done by design professional consultants when doing work for the City of Kansas City, Missouri, Aviation Department (KCAD), or on behalf of tenants making modifications on airport property. **It is the responsibility of all consultants and sub-consultants to provide KCAD with CADD work that is clean, accurate, organized and in Missouri State Plane Coordinates.** These CADD standards are intended to be neither static nor all-inclusive and they will be updated and enhanced as needed by KCAD.

## I. Submittals

- KCAD may require partial submittals of CADD files, graphics or other such digital information for the purpose of producing City Council or Department exhibits; expedient delivery of files is often required of the design consultant when such exhibits are needed. **ALL ELECTRONIC FILES SUBMITTED WILL BE IN KCAD'S CURRENT SOFTWARE VERSION.**
- Media – Final Bid documents and Record drawing submittals will be required on CD or USB Flash Drive and plotted either 24" x 36" or 30" x 42". **If files are downloaded from an FTP site or Drop box, a flash drive or CD is still required.** 11" x 17" prints or 15" x 21" prints may be required for post-bid, pre-construction meetings.
- Electronic Files – The final CADD file submittal will include: plotting instructions, all related cell/block libraries, any additionally permitted fonts, ctb files, all raster image attachments, any OLE linked files, and all non-CADD graphic files produced in relation to the project. *All necessary reference files will be included and attached with any submittal. Bound files will also be accepted.* KCAD is currently using AutoCad, Civil3D and Map3D Version 2019 and Revit 2019. **NO OTHER SOFTWARE SUBMITTALS WILL BE ACCEPTED. All files will be in this format. With every drawing file submitted, a PDF will also be required of that drawing.**
- Revit Files – Final as-built submittal for Revit files will consist of all the Modeling files which will also include the template files. In addition to the 3D files, a 2D file is also required. All sheets or views of the 3D rvt file shall be exported to a 2D dwg file and stored in a separate folder.



## City of Kansas City, Missouri Aviation Department

- Record Drawings – Accurate as-built information (record drawings) are required at the completion of every KCAD project. This information will be organized as follows: The as-built information will be circled with a “revision cloud” that is darker than the original line work. “As-built”, “As-constructed”, “Conforming to Construction Records” or “Record Drawings” will be labeled or stamped on every sheet.

### II. Software

- CADD Software - AutoCAD or Map3D and Civil3D will be used for **ALL** design projects and survey work. Missouri State Plane Coordinate system (NAD 83) will be used for all site work. **No Exceptions**. KCAD is not responsible for converting files.

### III. Sheet Organization

- Title block/border - *The standard KCAD title block/border sheets (supplied by KCAD) will be used for all project sheets and for all design types.* No other title block/border sheets will be allowed unless approved by KCAD. **All title block/border sheets will have the KCAD Project No. on it.** All information blanks will be filled-in for each sheet. Placement and emphasis of information in the title block/border sheets will remain as defined in the supplied standard files; font types and sizes will remain as given in the title block/border sheet files. Title block/border sheets will always be referenced and scaled into the active file.
- Cover Sheet - The standard cover sheet for KCI Airport and Charles B. Wheeler Downtown Airport will be supplied by KCAD. This sheet will not be numbered as part of the drawing set. The cover sheet will require approval signature of the Deputy Director of Aviation, Planning & Engineering Division before bid sets are printed. The cover sheet will not be used for index information or for seal information; such an index sheet may precede the other sheets but it must remain after the cover sheet. **When submitting a Bid Set, the cover sheet will be marked so. And the same for the Asbuilt Set.**
- Organization – Design set submittals must have the correct CADD file name noted on each printed or plotted sheet. Reference file names are not required to be printed on each sheet.
- Sheet Numbers - Numbering will comply as follows: alpha-numeric sheet numbering will be used that indicates the field of design such as A1 for architectural, C1 for civil or M1 for mechanical (projects that are solely survey information will use SV); the total sheet set will have an auxiliary numbering system, 1 of x, where x = total sheets in the project at final submittal. The auxiliary sheet numbering does not need to be noted on sheets until final submittal for bid sets. Addendums and/or additional as-built sheets will be numbered separate from the initial bid set such that the total number for the initial bid set remains the same after submittal.





## City of Kansas City, Missouri Aviation Department

- Electronic Sheet Files - Every final printed or plotted sheet will have its own separate electronic file; multiple plotted sheets (for example, A1 thru A4) will not be allowed to reside in the same file that uses a layer freeze/thaw methodology for separating the plotted sheets. A1 will relate to an electronic sheet file and A2 will relate to a separate electronic sheet file, etc.
- File Names – Naming procedures for all project CADD files are as follows: 1) the file name will start with the KCAD Project Number. **The file name must then include some indication of the design field / sheet type (SP- Site Plan, C- Civil, A- Architectural, M- Mechanical, E- Electrical, etc.)** 2) The name must also indicate sheet sequencing (E101, E102, etc.). *The CADD file name must be noted on each printed or plotted sheet of a project.* (Example: 62150443C05.dwg for a Civil drawing that is number five in the series).

### IV. Layer Organization

- Layers - All AutoCAD layers will be logically named and all entities will be drawn with color by layer. AIA CADD Layer Guidelines will be accepted.
- Drawing Units - *All entities will be drawn to scale.* The active CADD file must reflect true design units and true dimensioning and must not be just graphic representations of the design.
- Linestyles / Linetypes - All additional or custom linestyles and linetypes that are used in CADD will be required to be supplied to KCAD by the design consultant.
- Consistency - The CADD work will be consistent in all symbology, font usage, abbreviations and entity construction and it will be consistent in all other methods of organization. There will be consistency from sheet to sheet in the whole drawing set and consistency between design firms where multiple consultants are working on the same project.
- Text - Standard Fonts - only the following fonts will be used: Arial , Arial Black, Swiss, Swiss Bold, Times Roman, Bold, Romans, Simplex and Msimplex. Text sizes, text weights and fonts will be used in a manner that enhances readability and intent of the design information. Text will be legible for the required printing or plotting sizes (minimum of 1/8" type size on 11" x 17" prints).



CITY OF KANSAS CITY, MISSOURI  
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# Attachment 3

Certificate of Insurance Sample





CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# Attachment 4

Payment Bond Form





## PAYMENT BOND

Project Number \_\_\_\_\_

Project Title \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: That \_\_\_\_\_, as PRINCIPAL (CONTRACTOR) and \_\_\_\_\_ (SURETY) licensed to do business as such in the State of Missouri, hereby bind themselves and their respective heirs, executors, administrators, successors, and assigns, unto

OWNER (Name and Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND

Kansas City, Missouri  
Aviation Department  
601 Brasilia Avenue  
Kansas City, MO 64153

as obligees, in the penal sum of \_\_\_\_\_ and 00/100 Dollars (\$\_\_\_\_\_) for the payment whereof CONTRACTOR and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,

CONTRACTOR has entered into a contract with OWNER for Project No. \_\_\_\_\_, which Contract, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if in connection with the Contract, including all duly authorized modifications thereto, prompt payment shall be made to all laborers, subcontractors, teamsters, truck drivers, owners or other suppliers or for equipment employed on the job, and other claimants, for all labor performed in such work whether done for CONTRACTOR, a subcontractor, SURETY, a completion contractor or otherwise (at the full wage rates required by any law of the United States or of the State of Missouri, where applicable), for services furnished and consumed, for repairs on machinery, for equipment, tools, materials, lubricants, oil, gasoline, water, gas, power, light, heat, oil, telephone service, grain, hay, feed, coal, coke, groceries and foodstuffs, either consumed, rented, used or reasonably required for use in connection with the construction of the work or in the performance of the Contract and all insurance premiums, both for compensation and for all other kinds of insurance on the work, for sales taxes and for royalties in connection with, or incidental to, the completion of the Contract, in all instances whether the claim be directly against CONTRACTOR, against SURETY or its completion contractor, through a subcontractor or otherwise, and, further, if CONTRACTOR shall defend, indemnify and hold harmless OWNER from all such claims, demands or suits by any such person or entity, then this obligation shall be void; otherwise, it shall remain in full force and effect.

Any conditions legally required to be included in a Payment Bond on this Contract, including but not limited to those set out in §107.170 RSMo. are included herein by reference.

SURETY agrees that, in the event that CONTRACTOR fails to make payment of the obligations covered by this Bond, it will do so and, further, that within forty-five (45) days of receiving, at the address given below, a claim hereunder stating the amount claimed and the basis for the claim in reasonable detail, it (a) will send an answer to the claimant, with a copy to OWNERS stating the amounts that are undisputed and the basis for

challenging any amounts that are disputed, and (b) will pay any amounts that are undisputed. The amount of this Bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder.

While this Bond is in force, it may be sued on at the instance of any party to whom any such payment is due, in the name of OWNERS to the use for such party. OWNERS shall not be liable for the payment of any costs or expenses of any such suit.

No suit shall be commenced or pursued hereunder other than in a state court of competent jurisdiction in Jackson, Clay or Platte County, Missouri, or in the United States District Court for the Western District of Missouri.

WAIVER. That SURETY, for value received, hereby expressly agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the Work to be performed thereunder, shall in any way affect the obligations of this Bond; and it does hereby waive notice of any such change, extension of time, or alteration or addition to the terms of the Contract or the Work to be performed thereunder.

IN WITNESS WHEREOF, the above parties have executed this instrument the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CONTRACTOR**

Name, address and facsimile number of Contractor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have authority to execute this document on behalf of Contractor.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

(Attach corporate seal if applicable)

**SURETY**

Name, address and facsimile number of Surety:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that (1) I have authority to execute this document on behalf of Surety; (2) Surety has an A.M. Best rating of A- or better; (3) Surety is named in the current list of "Companies Holding Certificates of Authority as Acceptable Reinsuring Companies: as published in Circular 570 (most current revision) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury; and (4) Surety is duly licensed to issue bonds in the State of Missouri and in the jurisdiction in which the Project is located.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

(Attach seal and Power of Attorney)



CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# Attachment 5

Excavation Permit Form



**Instructions:**

**Provide information requested in Section A. Follow instructions in Section B, Sign and return this permit along with applicable Drawings to the Aviation Department for Approval Signature.**

**Section A**

KCAD Proj. No. \_\_\_\_\_ Application Date: \_\_\_\_\_ Date of Excavation to Begin: \_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company Name and Address: \_\_\_\_\_  
 Purpose of Excavation: \_\_\_\_\_

Planning & Engineering Division Contact: Brian Yeo @ (816) 243-3060 or Rod Peal @ (816) 243-3047  
 Field Maintenance Division Contact (for KCI Permits): Major Davis @ (816) 243-7388 Project Manager: \_\_\_\_\_  
 Facility Maintenance Division Contact (for KCI Permits): William Canady @ (816) 243-7353 or Timmy Dixon @ (816) 243-2243

**Permit is valid only with Aviation Department Authorized Approval Signature (below).**

Aviation Dept. Agent: \_\_\_\_\_ Title: \_\_\_\_\_  
 Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_ KCAD Dwgs: Yes  No

**Section B**

- 1. Field Verification Requirements for KCI Airport must be met for the Utility Agencies checked below:**
  - \* 1-800-DIGRITE must be contacted to locate all public utilities such as gas, telephone, electricity, water, sewer and other. DIGRITE ticket number \_\_\_\_\_.
  - \* Federal Aviation Administration (FAA) Technical Operations must be contacted at (816) 329-2800 (Jase Jones)
  - \* PrimeFlight must be contacted at (816) 338-0870 (Don Burns)
  - \* Magellan Pipe Line Company must be contacted at (913) 523-3849 (Brian Ney)
- 2. Field Verification Requirements for Downtown Airport must be met for the Utility Agencies checked below:**
  - \* 1-800-DIGRITE must be contacted to locate all public utilities such as gas, telephone, electricity, water, sewer and other. DIGRITE ticket number \_\_\_\_\_.
  - \* Federal Aviation Administration (FAA) Technical Operations must be contacted at (816) 329-2828 (Billie Dye)
  - \* Downtown Airport Operations Manager or Maintenance Supervisor must be contacted at (816) 859-7611, or (816) 859-7614, respectively
- 3. Drawings must be provided to the Aviation Department, Engineering Division. Drawings provided must include**
  - Airport location and Site Plan, and indicate depth and limits of the excavation(s).
  - a. Plans to be supplied to the Aviation Department at the address shown above.
  - b. A minimum of three working days is required to field locate Airport owned utilities.**

I, \_\_\_\_\_ (name), an authorized representative of \_\_\_\_\_  
 (Company) do hereby certify that the utility owners identified in Section B, 1. (Above) have been contacted and that excavation will not commence until approval is received from all parties listed and all utilities in the area have been field located.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Comments: \_\_\_\_\_



**The attached reference drawings show approximate location of all known utilities.**

Public Utilities, FAA Utilities, or Allied Aviation Fuel Lines may be shown on attached maps but their location does **not** represent official documentation from these agencies.

1. The contractor is responsible for reviewing all utility information with the excavator.
2. The contractor is responsible for providing protection and support of existing utilities within the area of excavation.
3. Pavement cuts are not allowed unless approved by the Aviation Department.
4. All landscaping and grass areas are to be restored to original conditions.

**Guidelines for Open Excavations:**

1. Required Excavations shall be restored to the level of the adjacent surfaces as soon as practicable. Unsupervised open excavations on public properties are discouraged at all times. Every person who for any purpose makes or causes to be made any excavation in, upon, under, through or adjoining any street, sidewalk, alley, park, boulevard, parkway or any other public properties, and shall leave any part or portion thereof open shall provide effective protection to the public.
2. All excavations in roadways shall be protected and secured in compliance with existing federal, state and local codes and standards, including, but not limited to the most current edition of the Manual of Uniform Traffic Control Devices.
3. All unsupervised excavations not within roadways shall be protected and secured. The use of a protective cover over an excavation shall be installed so that it can sustain the weight of any persons and/or objects placed upon it. The cover shall be fixed to the ground so it cannot be moved. Protective covers shall have no opening(s) or protuberance(s) of sufficient size to cause a fall and/or injury. Advance warning devices shall be installed as necessary.
4. Any excavation that is not covered shall be fenced in such a way that it surrounds the entire area under excavation so as to prevent entry by any persons. The fencing shall be a minimum of 42" in height. The fence shall be constructed in such a manner that it is adequately secured and will remain upright at all times under normal site conditions.
5. All protective coverings and/or fences on excavations shall be inspected at least daily to assure integrity. Protective coverings and/or fences in heavily trafficked areas shall be inspected more often as necessary.
6. All necessary and applicable permits shall be secured for any work contemplated on public properties before commencing any activity. In all instances the applicant agrees to perform all work in accordance with the permit and to indemnify and hold harmless the city from all liability, judgments, costs, expenses and claims growing out of damages or alleged damages, of any nature to any person or property arising out of performance or non-performance of said work or the existence of facilities and/or appurtenances thereof.

**\*Excavation Must Begin within 30 Days of the Permit Approval Date.**



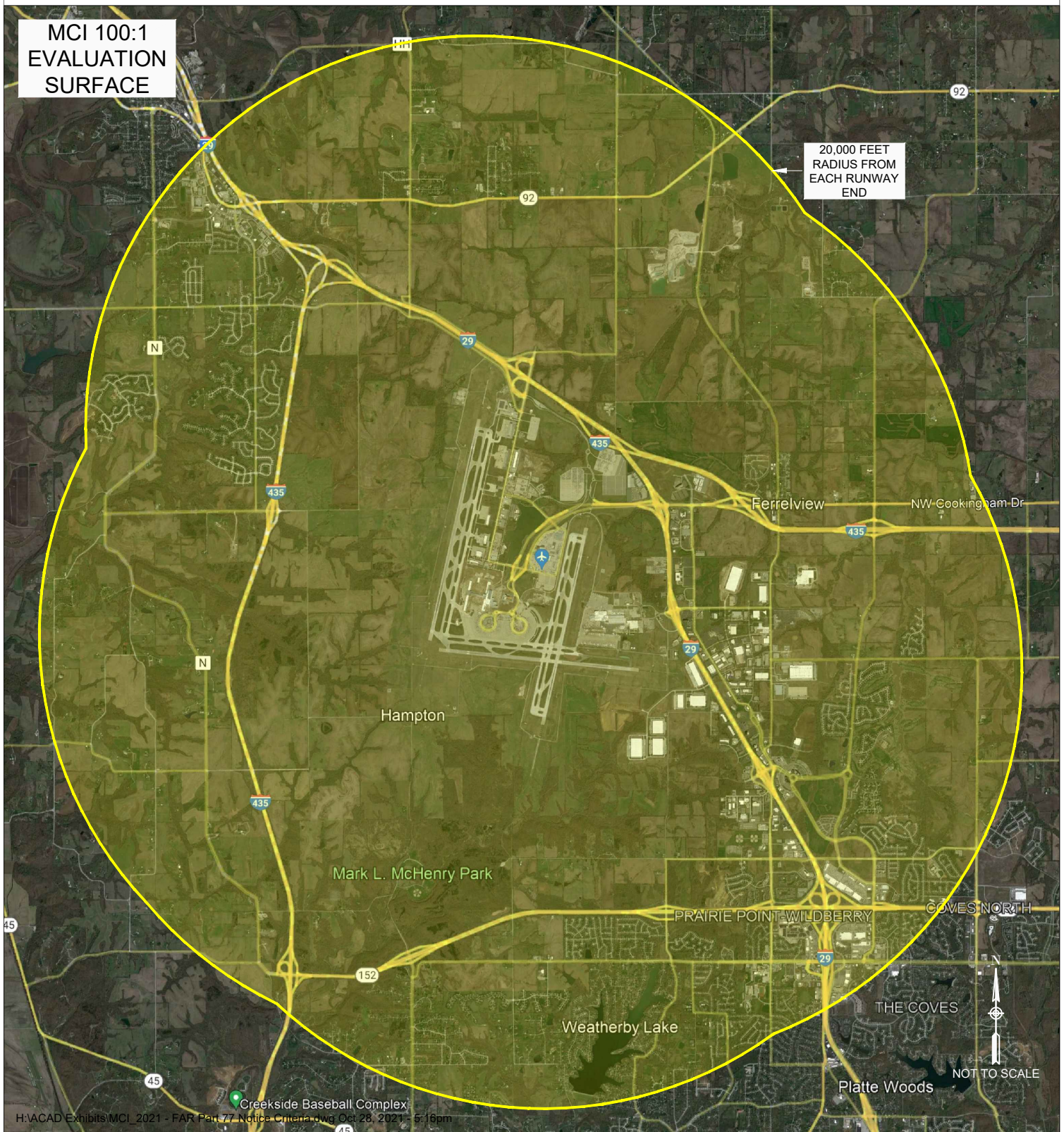
CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# Attachment 6

Airspace Evaluation Area Map



# KANSAS CITY INTERNATIONAL AIRPORT (MCI) AIRSPACE EVALUATION AREAS FOR NEW DEVELOPMENT BASED ON FAR PART 77, OBJECTS AFFECTING NAVIGABLE AIRSPACE



Submittal of a Form 7460-1, *Notice of Proposed Construction or Alteration*, shall be prepared by the proponent/developer if the proposed development:

1. Is more than 200 feet in height above the ground level at its site, and/or
2. Is located within 20,000 feet of the Kansas City International Airport and exceeds a 100:1 surface from any point on the runway, and/or
3. When requested by the City of Kansas City or the Federal Aviation Administration (FAA).

The Form 7460-1 must be submitted a minimum of 45 days prior to the start date of the proposed construction or alteration. The FAA's Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) website can be accessed at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.





CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# Attachment 7

Telecommunications Permit





**Aviation Department Telecommunications Permit**

City of Kansas City, Missouri

Aviation Department – Planning & Engineering Division

601 Brasilia, Kansas City, Missouri 64153

**Permit Number TP** \_\_\_\_\_

Phone No. (816) 243-3000

Fax No. (816) 243-3071

**Instructions:**

**Provide information requested in Section A. Follow instructions in Section B, Sign and return this permit along with applicable Drawings to the Aviation Department for Approval Signature.**

**Section A**

KCAD Proj. No. \_\_\_\_\_ Application Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

Scope of Project: \_\_\_\_\_

Planning & Engineering Division - Main Number: (816) 243-3030

Information Technology Division - Main Number: (816) 243-3140

Facility Maintenance Division - Main Number: (816) 243-5250

**Permit is valid only with Aviation Department Authorized Approval Signature (below).**

Aviation Dept. Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section B**

1. Work Elements or Impacts:

- |                                                     |                                                |                                            |
|-----------------------------------------------------|------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Antenna/Wireless/Satellite | <input type="checkbox"/> Structural/Mechanical | <input type="checkbox"/> Roof Penetrations |
| <input type="checkbox"/> Structural Changes         | <input type="checkbox"/> New Walls             | <input type="checkbox"/> Demolition        |
| <input type="checkbox"/> Land Disturbance           | <input type="checkbox"/> Paving                | <input type="checkbox"/> Fiber/Telecom/IT  |
| <input type="checkbox"/> Doors                      | <input type="checkbox"/> Security/CCTV         | <input type="checkbox"/> Electrical        |
| <input type="checkbox"/> Fencing                    | <input type="checkbox"/> Architectural Changes | <input type="checkbox"/> Other             |

Detail for Other:

\_\_\_\_\_

\_\_\_\_\_

2. Schedule and Costs:

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

3. Application Check List

- |                                                                                   |                                                |
|-----------------------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Scope of Work                                            | <input type="checkbox"/> Completed Application |
| <input type="checkbox"/> Drawings                                                 | <input type="checkbox"/> IT Forms              |
| <input type="checkbox"/> KCI and/or Designee written approval of proposed changes |                                                |

I, \_\_\_\_\_ (name), an authorized representative of \_\_\_\_\_ (Company) do hereby acknowledge and certify that I understand the requirements stated herein, including all attached Exhibits where appropriate. Tenant guarantees that all contractors doing work in connection with this project will be paid and understand that KCAD will look to the tenant to resolve any contractor/sub-contractor complaints and/or issues. Tenant also certifies that all contractors are qualified and OSHA certified to complete the proposed scope of work.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Comments: \_\_\_\_\_



CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# Attachment 8

Airport Security Control Procedures

## ATTACHMENT 8

### 01150 - AIRPORT SECURITY CONTROL PROCEDURES KANSAS CITY INTERNATIONAL AIRPORT (MCI)

#### Term Definitions

**Air Operations Area (AOA)** means a portion of an airport, specified in the airport security program, in which security measures specified in Transportation Security Regulations (TSR) Part 1542 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under TSR Part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area.

**Aircraft Operator** means a person who uses, causes to be used, or authorizes to be used an aircraft, with or without the right of legal control (as owner, lessee, or otherwise), for the purpose of air navigation including the piloting of aircraft, or on any part of the surface of an airport. In specific parts or sections, "aircraft operator" is used to refer to specific types of operators as described in those parts or sections.

**Airport Operator** means a person that operates an airport serving an aircraft operator or a foreign air carrier required to have a security program under TSR Part 1544 or 1546.

**Airport Security Program** means a security program approved by TSA under TSR 1542.101.

**Airport Tenant** means any person, other than an aircraft operator or foreign air carrier that has a security program under TSR Part 1544 or 1546 that has an agreement with the airport operator to conduct business on airport property.

**Airport Tenant Security Program** means the agreement between the airport operator and an airport tenant that specifies the measures by which the tenant will perform security functions, which is approved by TSA under 152.113.

**Cargo** means property tendered for air transportation accounted for on an air waybill. All accompanied commercial courier consignments, whether or not accounted for on an air waybill, are also classified as cargo. Aircraft operator security programs further define the term "cargo".

**Checked baggage** means property tendered by or on behalf of a passenger and accepted by an aircraft operator for transport, which is inaccessible to passengers during flight. Accompanied commercial courier consignments are not classified as checked baggage.

**Escort** means to accompany or maintain constant visual contact with an individual who does not have unescorted access authority into or within a Secured Area or SIDA.

**Exclusive area** means any portion of a Secured Area, AOA or SIDA, including individual access points, for which an aircraft operator or foreign air carrier that has a security program under TSR Part 1544 or 1546, has assumed responsibility under TSR Part 1542.111 of said chapter.

**Exclusive area agreement** means an agreement between the airport operator and an aircraft operator or a foreign air carrier that has a security program under TSR Parts 1544 or 1546 that permits such an aircraft operator or foreign air carrier to assume responsibility for specified security measures in accordance with TSR Part 1542.111 of said chapter.

**FAA** means Federal Aviation Administration.

**Screening function** means the inspection of individuals and property for weapons, explosives, and incendiaries.

**Screening location** means each site at which individuals are inspected for the presence of weapons, explosives, and incendiaries.

**Secured area** means a portion of an airport, specified in the airport security program, in which certain security measures specified in TSR Part 1542 are carried out. This area is where aircraft operators and foreign air carriers that have a security program under TSR Part 1544 or 1546 enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

**Security Identification Display Area (SIDA)** means a portion of an airport, specified in the airport security program, in which security measures specified in TSR Part 1542 are carried out. This area includes the Secured Area and may include other areas of the airport.

**Sterile area** means a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA or by an aircraft operator under TSR Part 1544 or a foreign air carrier under TSR Part 1546, through the screening of persons and property.

**Transportation Security Administration (TSA)** means the Transportation Security Administration.

**Transportation Security Regulation TSRs (TSR)** means the regulations issued by the Transportation Security Administration, in Title 49 Code of Federal Regulations, Chapter XII, which includes parts 1500 through 1699.

**Unescorted access authority** means the authority granted by an airport operator, aircraft operator, foreign air carrier, or airport tenant authorized under TSR Part 1542, 1544, or 1546, to individuals to gain entry to, and be present without an escort in, Secured Areas and SIDA's of airports.



## **AIRPORT SECURITY RESPONSIBILITIES**

### **A. Tenant / Contractor Responsibility**

All Airport Tenants and KCI Airport Contractors – Each tenant / contractor and employees are responsible for challenging unidentified persons and/or ground vehicles which are not displaying proper signage or identification medium in their respective areas, and promptly reporting such incidents to the Airport Police in accordance with the procedures in the KCI Airport Security Program.

Each tenant should immediately notify the Airport Operator when security-related facilities and equipment within their areas are malfunctioning or no longer adequate to perform the control function for which it was intended.

### **B. Individual Responsibility**

Under the provisions of TSR 1540.101, individuals will be held accountable for all security violations described in TSR 1540.103, 1540.105 and the KCI Airport Security Program. Violators may be subject to civil and/or local penalties. No person may tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under TSR Part 1540 or the KCI Airport Security Program.

No person may enter or be present within, a Secured Area, AOA, SIDA or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas. No person may use, allow to be used, or cause to be used, any airport-issued or airport-approved identification medium that authorizes the access, presence, or movement of persons or vehicles in Secured Areas, AOAs, or SIDAs in any other manner than that for which it was issued by the appropriate authority under TSR Parts 1542, 1544, 1546 or the KCI Airport Security Program.

KCI will provide information regarding individual responsibilities to each employee granted unescorted access authority to the Secured Area, SIDA, and/or AOA. ([Attachment 8.1](#))

### **C. Falsification**

No person may make, or cause to be made any fraudulent or intentionally false statement in any application for any security program, access medium, or identification medium, or any amendment thereto, under TSR Part 1540 and the KCI Airport Security Program. No person may make, or cause to be made any fraudulent or intentionally false entry in any record or report that is kept, made, or used to show compliance or exercise any privileges under TSR Part 1540 or the KCI Airport Security Program. No person may make, or cause to be made any reproduction or alteration, for fraudulent purpose, of any report, record, security program, access medium, or identification medium under TSR Part 1540 and the KCI Airport Security Program.

All suspected or known violations listed above will be reported to the airport ASC as soon as possible. The ASC may notify the TSA for possible enforcement action.

## **AIRPORT SECURITY OPERATIONS**

General – Through systems, measures, and procedures contained in the KCI Airport Security Program, KCI will ensure all of the Secured Area and AOA of the airport have adequate access control under the provisions of TSR Part 1542.207(b) and provide an overall level of security equal to the performance standards of TSR Part 1542.207(a). Access control for the Secured Area and AOA is a combination of either automated access for designated vehicle post gates, lock and chain for tenant and perimeter post gates or computerized Access Control System, lock and key for doors as described in the KCI Airport Security Program.

### **A. Secured Areas**

Description – The Secured Area at KCI is where aircraft operators and foreign air carriers that have a security program under TSR Part 1542 or 1544 enplane and deplane passengers, sort and load baggage, and includes any adjacent areas that are not separated by adequate security systems, measures, or procedures. Boundaries of the Secured Area are recognized by fences/walls, buildings, controlled access points, CCTV (vehicle access points), pavement markings and warning signs. The boundaries of the Secured Area at KCI include all the pavement areas between the terminals, aircraft operator ramps adjacent to the terminal buildings, and then extend out to where the active taxiways begin. The Secured Area also includes all areas beyond the access points controlled under TSR Part 1542.207(b) including all baggage make-up areas and other areas identified in the Airport Security Program.

#### **Access Control System**

The computerized system, badging, and control monitoring process is operated by the Airport Identification Office and located in the Airport Police Building. Airport Police Customer Service Representatives are trained to operate the computer terminals and have the capability to delete the access authorization of any individual upon proper verification of a report of a lost or stolen badge or employee termination or change of authorization.

The system is a computer driven, software controlled, access system utilizing an encoded prox-type airport-issued identification/access badge to prevent unauthorized access through vehicle post gates leading to the Secured Area. Access is either denied or granted in accordance with criteria residing within the computer software. The system controls vehicle post gates with direct access to the Secured Area as well as other access points to portions of the AOA. Upon entering and exiting the post gate, all vehicles must stop and wait upon immediately passing through the gate to ensure the post gate is closed before proceeding and to preclude "tailgating" and/or unauthorized entry.

The access system identifies an encoded airport-issued identification/access badge when proxed at the card reader at vehicle post gate access points. The system is designed to allow access for one vehicle or connected train of vehicles at a time. The operation of the sliding gates involves the movement back and forth across the entrance. The sliding gate movement is no less than one foot per second, and closes in 15 seconds. An airport-issued identification/access badge must be proxed at the card reader for each vehicle.

KCI uses a special series of restricted keys and blank keys designed by the Best Lock Company. The keys and blank keys are not available to the public and are stamped with the statement "Duplication Prohibited". Locks and keys for access points, except those controlled by tenants for their leaseholds, are controlled by the Aviation Department. The Aviation Department's designated locksmith is charged with maintaining possession of all blank keys and padlocks, along with preparing them for use. The locksmith will cut keys as required and stamp them with a control number and an individual serial number. The control number identifies the lock or padlock they operate. The serial number is an individual key identification and identifies to whom the key was issued. The locksmith will also prepare padlocks for securing the AOA Perimeter post gates that are

not controlled by card readers. After the keys and padlocks are prepared, they will be charged out to the Airport ID Office. The Airport ID Office will then assume control, accountability, and responsibility of the keys and padlocks.

Key Custodian – An Authorized Signature Form, [Attachment 8.2](#), must be on file in the ID Office prior to the issuance of any access control keys. The individuals listed on the form are designated as the Key Custodian and are authorized by the tenant, company or Aviation Department to request keys and/or padlocks. The Key Custodian must have a valid airport-issued identification/access badge authorized for the specific area of which the keys are requested.

Escort Procedures – Persons who do not have unescorted access authority and have a need to enter the Secured Area, must be under “positive” escort by a person who has a valid authorized identification/access badge for the Secured Area. “Positive” escort means the individual providing the escort must be in the proximity of the individual(s) being escorted to the extent capable of controlling the movement of the individual(s) and ensure the individual(s) under escort is engaged in only activities for which escorted access was granted. Should the individual(s) attempt to engage in unauthorized activity, the person providing the escort should conduct a verbal challenge. Should the person providing the escort become endangered, or the escorted individual(s) is unresponsive to the verbal challenge, ACC should be notified immediately by radio or telephone. ACC will dispatch an Airport Police Officer to the reported location for appropriate action and follow-up. ***No person may be escorted onto the Secured Area who has been granted unescorted access authority and does not have their badge in their possession. Secured Area media must be properly displayed at all times.***

Vehicle Identification – All vehicles operating on the Secured Area must be properly marked and lighted. It will be the driver's responsibility to ensure the vehicle is in compliance, violators will be denied access or removed.

- Markings – vehicles operating on the Secured Area be clearly marked with company name, symbols, words, and/or number so as to be easily identified as belonging to a particular tenant, organization, the City, or contractor.
- Lighting – all vehicles operating on the Secured Area will be lighted with an amber flashing or rotating beacon mounted on the uppermost part of the vehicle when possible and reasonable or equipped with lighting visible from all sides.

Personally-owned vehicles are not authorized on the Secured Area.

Access Media – ID badges for Secured Area access are issued by the Airport Identification Office after completion of a finger-print based Criminal History Records Check (CHRC), or Certification by the employer that they have completed the CHRC and after completion of a Security Threat Assessment (STA). ID badges serve as both access and identification indicating authorized access to specific areas on the Airport and are color-coded for definition.

## **B. Air Operations Area (AOA)**

Description – the AOA at KCI is any other area within the perimeter fence that is not included in the Secured Area. Boundaries of the AOA are recognized by fences, buildings, controlled access points, pavement markings, and warning signs. The boundaries and pertinent features of the AOA at KCI include three runways, taxiways, ARFF, United States Postal Service, cargo ramp areas, General Aviation, north Aviation Field Maintenance Facility, and the American Airlines Aircraft Maintenance and Engineering Base.

## Access Control System

*Reference Secured Areas, Access Control System, Paragraphs 1-6.* In addition, access control systems for the AOA include the following: Vehicle Post Gates not electronically controlled will be secured with chain and padlocks. Separate padlocks and key sets will be issued by the Airport ID Office to each organization requiring access to specific AOA post gates. These post gates may have one or any combination of padlocks on it from different organizations, however, only up to four padlocks per each post gate are allowed. These organizations include: Aviation Department, FAA, Kansas City Power and Light, Kansas City Health Department, USDA Wildlife Services, and Missouri Public Works (MoPub). Keys will be issued to employees of these organizations on an individual basis only. All padlocks required will be issued to one individual from each organization. To receive a key or padlock, the individual must have a valid airport-issued identification/access badge authorized for the specific area of which the padlock and keys are requested. An AOA Post Access Key/Padlock Request Form, [Attachment 8.5](#), must be presented to the Airport ID Office and include an authorized signature. The Key Custodian will use the KCI Airport AOA Access Key Issue Log, [Attachment 8.6](#), to record keys issued to employees for the padlocks.

The Aviation Department will be notified when there is no longer a need for access to a specific area or post gate by an organization before removing the issued padlock. An Aviation Department representative will accompany the organization's individual when the padlock is removed and ensure the AOA Post Gate is secured. All keys and padlocks will be returned to the Airport ID Office. At a minimum of once a shift, the Airport Police will check all post gates to verify all padlocks and post gates are secured. Any discrepancies found will be reported immediately to Airport Police supervision. The unsecured padlock will be secured by the Airport Police officer, who will ensure it is secured with an Aviation Department padlock. A formal report will be made by the Airport Police Officer.

Escort Procedures – Persons who do not have unescorted access authority and have a need to enter the AOA, must be under “positive” escort by a person who has a valid authorized identification/access badge for the AOA. “Positive” escort means the individual providing the escort must be in the proximity of the individual(s) being escorted to the extent capable of controlling the movement of the individual(s) and ensure the individual(s) under escort is engaged in only activities for which escorted access was granted. Should the individual(s) attempt to engage in unauthorized activity, the person providing the escort should conduct a verbal challenge. Should the person providing the escort become endangered, or the escorted individual(s) is unresponsive to the verbal challenge, ACC should be notified immediately by radio or telephone. ACC will dispatch an Airport Police Officer to the reported location for appropriate action and follow-up. ***No person may be escorted onto the AOA who has been granted unescorted access authority and does not have their badge in their possession.***

Vehicle Identification – All vehicles operating on the AOA must be properly marked and lighted. It will be the driver's responsibility to ensure the vehicle is in compliance, violators will be denied access or removed.

- Markings – vehicles operating on the AOA will be clearly marked with company name, symbols, words, and/or number so as to be easily identified as belonging to a particular tenant, organization, the City, or contractor.
- Lighting – all vehicles operating on the AOA will be lighted with an amber flashing or rotating beacon mounted on the uppermost part of the vehicle when possible and reasonable or equipped with lighting visible from all sides.

Personally-owned vehicles are not authorized on the Air Operations Area.

Perimeter Post Gates – The number of outlying vehicle Post Gates in the perimeter fencing are low throughput and limited to the minimum required for the safe and efficient operation of the airport. The Post Gates are designated by number with the same corresponding number affixed to the gate. All perimeter Post gates are secured with lock and chain and controlled by the Aviation Department under the Airport's Lock and Key Procedure outlined in the KCI Airport Security Program. Other locks may be added in conjunction with the Aviation Department locks only after approval of the Aviation Department.

Vehicle Access Post Gates – Vehicle post gates allowing access to the Secured Area and AOA are controlled under the provisions of TSR Part 1542.203. An airport-issued identification/access badge is required to enter the AOA through the vehicle post gates.

### C. Security Identification Area (SIDA)

Description – The SIDA at KCI has the same boundaries as the Secured Area. It also includes the inside of the buildings and the ramp areas of ARFF, United States Postal Service, cargo facilities, FBO, and Field Maintenance located north of the terminal buildings. Individuals are subject to a fingerprint – based Criminal History Records Check or CHRC Certification from their employer, as well as a Security Threat Assessment (STA) performed by the Transportation Security Clearinghouse through the Kansas City Aviation Department. The employer must verify a CHRC has been performed and verify that the individual has received security training.

KCI has one general aviation tenant located north of the terminal buildings among the cargo facilities. Though the general aviation facility is described in the KCI Airport Security Program as a SIDA, it is unrealistic to badge all private aviation customers. The general aviation tenant will be responsible for the security of their leasehold and escort of their respective customers, and challenging of apparent unauthorized persons. All customers must check in at the customer service desk prior to entering the SIDA. Customers arriving by aircraft may be monitored as they proceed from their aircraft to the general aviation facility. Customers of general aviation are restricted to those areas on the general aviation ramp necessary to conduct their business. The general aviation tenant is responsible to ensure their customers are adequately monitored or escorted, and do not deviate to other non-authorized areas. Tenant employees should challenge unescorted/unidentified persons on the SIDA, or contact the Airport Police for response.

Escort Procedures – Persons who do not have unescorted access authority and have a need to enter the SIDA, must be under “positive” escort by a person who has a valid authorized identification/access badge for the SIDA. “Positive” escort means the individual providing the escort must be in the proximity of the individual(s) being escorted to the extent capable of controlling the movement of the individual(s) and ensure the individual(s) under escort is engaged in only activities for which escorted access was granted. Should the individual(s) attempt to engage in unauthorized activity, the person providing the escort should conduct a verbal challenge. Should the person providing the escort become endangered, or the escorted individual(s) is unresponsive to the verbal challenge, ACC should be notified immediately by radio or telephone. ACC will dispatch an Airport Police Officer to the reported location for appropriate action and follow-up. ***No person may be escorted onto the SIDA who has been granted unescorted access authority and does not have their badge in their possession.***

### D. Accountability

When a key has been lost, reported stolen, or not returned by terminated or transferred employees, the tenant / contractor, organization manager, or Key Custodian will immediately notify the Airport ID Office or the Airport Communication Center at 243-4000. The tenant manager / contractor and the Aviation Department will take immediate action to monitor those access points compromised, to include the associated general ramp area. If appropriate, a physical description of the individual

will also be provided to the Airport Police. The Airport Police will make additional patrols in the area and challenge any suspicious individuals or activity until all affected locks are changed.

Any lock or padlock that is compromised must be replaced or decommissioned in one (1) hour. A sufficient number of locks, padlocks, cores, and keys will be available so that, if compromised, the entire lock and key system may be replaced within 24 hours. Locks controlling access to the AOA (TSR Part 1542.203) are deemed compromised when 5% of the keys are unaccounted for.

#### **E. Fingerprint Based Criminal History Records Check**

General – KCI will follow the procedures in 49 CFR 1542.209 for those persons requiring unescorted access authority to the Security Identification Display Area (SIDA), Secured Area and/or AOA. Maintenance of the criminal history record will be the responsibility of the airport or agency authorized to request, receive and review criminal history. It will be the responsibility of the airport to destroy this information at the appropriate time. These responsibilities will not be further delegated. KCI will ensure no individual is granted unescorted access to the SIDA, Secured Area or AOA unless the individual has undergone a fingerprint based Criminal History Records Check (CHRC), or provided a Certification, from their employer, that does not disclose the individual has been convicted, or found not guilty by reason of insanity of any of the disqualifying crimes in any jurisdiction during the 10 years before the date of the individual's application. Additionally, individuals requiring unescorted access to the SIDA must successfully complete a Security Threat Assessment (STA) performed by the Transportation Security Clearinghouse through the Kansas City Aviation Department.

For List of Disqualifying Crimes, see [Attachment 8.7](#).

Exemptions: KCI will authorize the following individuals unescorted access authority upon receipt of a Certification form, [Attachment 8.9](#):

- Any employee of the Federal, state, or local government (including a law enforcement officer) who, as a condition of employment, has been subjected to an employment investigation that includes a criminal records check.

Notwithstanding the requirements of TSR Part 1542.209, KCI may authorize the following individuals unescorted access authority upon receipt of a Certification form, [Attachment 8.9](#), signed by an authorized individual:

- An individual who has been continuously employed in a position requiring unescorted access authority by another airport operator, airport user, or aircraft operator, or contractor to such an entity, provided the grant for his or her unescorted access authority was based upon a fingerprint based CHRC through TSA or FAA.
- An individual who has been continuously employed by an aircraft operator or aircraft operator contractor, in a position with authority to perform screening functions, provided the grant for his or authority to perform screening functions was based upon a fingerprint based CHRC through TSA or FAA.

KCI has 2 'Visionics' electronic fingerprint machines located in the Airport ID Office at the Airport Police Building. The Airport ID Office personnel have received adequate training to collect fingerprints and transmit the data with these machines.

Procedures – At the time of fingerprinting, KCI will provide the individual to be fingerprinted a Fingerprint Application, [Attachment 8.7](#), acknowledging the individual does not have a disqualifying offense as well as disclosure responsibilities.

Each individual must complete and sign the Fingerprint Application prior to submitting his or her fingerprints.

The Airport ID Office personnel must verify the identity of the individual through 2 forms of identification prior to fingerprinting and ensure the printed name on the application is legible. At least one of the two forms of identification must have been issued by a government authority, and at least one must include a photo.

One set of legible and classifiable fingerprints will be collected by Airport ID Office personnel and processed electronically to the FBI through AA AE as required by the TSA.

Results of a CHRC will be electronically received by an ASC. The criminal record information provided by the FBI will not be disseminated to anyone other than:

- The individual to whom the record pertains, or that individual's authorized representative;
- Officials of other airport operators who are determining whether to grant unescorted access to the individual;
- Aircraft operators who are determining whether to grant unescorted access to the individual; or
- Others designated by the TSA.

When a CHRC on an individual seeking unescorted access authority discloses an arrest for any disqualifying criminal offense, without indicating a disposition, KCI will determine after investigation, the arrest did not result in a disqualifying criminal offense before granting that authority.

KCI will accept certification from aircraft operators for each individual seeking unescorted access authority for the aircraft operator employees and contractors under the provisions of TSR Part 1544.229. Individuals seeking unescorted access authority under these provisions must present a completed Certification form, [Attachment 8.9](#), signed by an individual listed on the Authorized Signature form. [Attachment 8.2](#).

Each individual with unescorted access authority who has a disqualifying criminal offense must report the offense to the airport operator and surrender their KCI Airport-issued identification/access badge to the Airport ID Office within 24 hours of the conviction or finding of not guilty by reason of insanity.

If information becomes available to the airport operator indicating that an individual with unescorted access authority has a disqualifying criminal offense, the ASC will determine the status of the conviction. If a disqualifying offense is confirmed, KCI will immediately revoke any unescorted access authority.

The airport user must report to KCI information, as it becomes available, that indicates an individual with unescorted access authority may have a disqualifying criminal offense.

Unclassifiable Fingerprints – In instances where fingerprints are unclassifiable or unattainable due to physical impairment, KCI will utilize the following procedure to clear an individual and grant unescorted access authority to the Secured Area/SIDA:

- KCI or an aircraft operator will conduct a full 10-year employment verification on the individual. An individual will not be considered "cleared" under this investigation if there is an unexplained gap of 30 days or more pertaining to the individual's whereabouts during this 10-year period.
- The individual must present, with his or her application for unescorted access authority, a certified birth certificate (along with a certified translation if the birth certificate is not in English).



- The individual must present, with his or her application for unescorted access authority, a current government issued identification card with a photo of the individual.
- If the individual is a foreign national, the individual must present, with the application for unescorted access authority, a valid and current work visa or other equivalent document (which must be verified with the Immigration and Naturalization Service).
- KCI or an aircraft operator will request, through the TSA, a manual FBI criminal history records check (CHRC) based on personal information contained in the procedure described above.

Fees – KCI will charge the following fees for each fingerprint taken at the Airport ID Office:

- \$31 – fingerprints taken using the Airport’s Submitting Office Number (SON).
- \$29 – fingerprints taken for TSA screeners.

Audit – Each airport user must provide KCI with either the name or title of the individual acting as custodian of the files, the address, of the location where the files are maintained, and the phone number of that location. The airport user must provide KCI and TSA with access to these files. KCI will conduct an annual audit under the provision set forth by TSA.

## **F. Identification Systems**

General – No person will be allowed within the Secured Area, SIDA, or AOA of KCI Airport without the possession of a valid airport-issued ID badge authorized for access into these areas or under direct escort by a properly-badged person. Any person found in the Secured Area, SIDA or AOA without proper identification as described herein, will be considered unauthorized, immediately removed from the Secured Area, SIDA or AOA, and subject to prosecution.

Display – All persons within the Secured Area, SIDA or AOA of KCI Airport will display on their person, at all times while in the area, a valid identification badge issued or approved by KCI Airport. Individuals in the Secured Area, SIDA or AOA must continuously display the identification badge issued to that individual on the outermost garment, above waist level, or be under escort by a properly badged individual. KCI Airport will provide a map of these boundaries to individuals with unescorted access authority. [Attachment 8.14](#).

Authorized Identification – The following means of identification are authorized on the airport by KCI:

- Airport-issued identification/access badges described herein;
- FAA Form 110A is recognized as authorizing FAA Aviation Safety Inspectors unescorted presence and movement to those portions of a Security Identification Display Area (SIDA) as necessary to the conduct of his/her assigned duties.
- The use of aircraft operator identification media issued to flight and cabin crew members of U.S. certificated aircraft operators is authorized for unescorted movement in the following portions of the Secured Area: The immediate vicinity of the aircraft to which flight crew is assigned; flight crew operations/flight office, or the equivalent; and points in between, as defined in the KCI Airport Security Program.

Flight crewmembers must be in uniform and wear an aircraft operator issued identification medium, readily visible at waist level or above. Such ID must be worn by the crewmember to whom it was issued.

- Airline Temporary Badges – Temporary badges are issued to KCI Airline Managers for the purpose of providing non-KCI based airline employees temporary access to the Secured Area.



The airline temporary badge must be worn in conjunction with the aircraft operator ID medium and will be issued on a day-to-day basis to the non-KCI based employees needing temporary access to a specified area within the Secured Areas of the airline's leased premises. The Airline Manager will provide site-specific training for non-KCI based employees.

Each Airline Manager is required to complete an Application form, [Attachment 8.10](#), for each temporary badge assigned to them. The Airline Manager is responsible for the control and accountability of the airline temporary badges assigned their respective airline.

Airline temporary badges are valid for one calendar year. If at anytime while in the possession of an airline temporary badge, the authority of that individual is questioned, the holder's access authority can be verified by contacting the associated Airline Manager. All airline temporary badges will be returned to the associated Airline Manager at the conclusion of the workday.

- Law Enforcement Temporary Badges – Temporary badges are issued by KCI to supplemental Law Enforcements Agencies identified in the KCI Airport Security Program in the event emergency security measures are mandated by TSA requiring Law Enforcement support in excess of the number of available Airport Police Law Enforcement Officers. These temporary badges do not authorize unescorted access to the Secured Area, SIDA, or AOA however, must be worn at all times when the individual is acting as an agent of the Airport Police. Temporary badges are issued on a day-to-day basis and returned to the Airport Police at the conclusion of assignment.
- \* Contractor badges are issued to individuals who are providing contractor or construction work on the airport. Individuals may only be in the areas of their assigned construction activity. Primary contractors will be issued the appropriate color-coded badge required for the area in which they are working. All other personnel associated with each project will be under positive escort at all times while working within the Secured Area, SIDA, or AOA. A deposit of \$100 is required for each contractor badge issued and reimbursed when the badge is returned.

Application – Prior to the issuance of any KCI Airport identification/access badge, each tenant/company must have an Authorized Signature Form, [Attachment 8.2](#), on file in the Airport ID Office. The following documents are required to be presented at the Airport ID Office as specified:

- Airport ID Office personnel must verify the identity of the individual through 2 forms of identification prior to fingerprinting and ensure the printed name on the application is legible. At least one of the two forms of identification must have been issued by a government authority, and at least one must include a photo.
- Application form, [Attachment 8.10](#) - must be completed, and signed by the applicant and an individual listed on the respective Authorized Signature Form. The employer of the individual for whom the badge is being requested must make applications for badges. Please refer to the instructional document entitled, “Step-by-Step Procedures for the Completion of the KCI Airport ID Badge / Proximity Card Application ([Attachment 8.10](#))”, which is located at the end of this document.
- Fingerprint Application, [Attachment 8.7](#) - must be completed and signed by the applicant or present a Certification form, [Attachment 8.9](#), signed by an individual listed on the Authorized Signature Form.
- Certificate for Reassigned or Temporarily Assigned Airline or Tenant Employees form, [Attachment 8.12](#) - must be completed and signed by those individuals who have received Secured Area/SIDA training at another airport and desire to waive the training at KCI. This form includes a map and description of the Secured Area/SIDA and contains contact information for law enforcement.

- Tenant and Contractor Letter of Agreement, [Attachment 8.13](#) - must be completed and signed by both the tenant company and the contractor company and must be on file in the Airport ID Office before any badge is issued to contract employees. This form ensures the contractor is authorized to provide services for a tenant company. The form describes requirements for deposits, badges not returned, and badge renewals. The project completion date listed on the form will be the badge expiration, not to exceed 24 months.

Accountability – Identification/access badges will be issued on an individual basis. Each badge will be numbered and this number will be assigned to an individual. Any individual losing a badge will report the loss immediately to the Airport ID Office. Replacement of a lost, stolen, or expired badge will only be issued if an individual declares in writing that the medium has been lost or stolen and a \$50 charge assessed. The payment will be made prior to a new badge being issued unless the company has an agreement, beforehand, to pay for any lost badges. The company is responsible for the immediate reporting of a lost badge.

When an individual no longer has a need for a badge, the company will be responsible to ensure the Airport ID Office is notified immediately and the badge physically returned to the Airport ID Office. The company will be billed \$50 for badges not returned. Aviation Department contractors must return all badges at the completion of their project. The \$100 deposit will be withheld for each badge that is expired, lost, or not returned.

For ongoing audit purposes, the Airport ID Office supervision prepares monthly Active Badge Reports, which are mailed out to each active company on the 1<sup>st</sup> day of the month. Each company is instructed, by an accompanying letter, to return the Active Badge Report no later than the 15<sup>th</sup> of the month, or their service is discontinued pending receipt of the report. In addition, random monthly "spot checks" will be conducted physically – or by way of facsimile request – to the active companies' management by the ID Office manager that will include all identification/access badge holders. Each active company will be "spot checked" at least one annually.

## **G. Training**

All applicants for an airport-issued identification/access badge at KCI will receive training through a computer-based learning system using verbal, visual, and written material to ensure understanding. Each employee, tenant employee, or other authorized individual issued an airport identification/access badge allowing access to the Secured Area/SIDA and AOA, is required to successfully complete the airport security training curriculum approved by the TSA, in accordance with TSR Part 1542.213.

**Individual Responsibilities**  
**Identification / Access Badges**  
Kansas City International Airport (MCI)

Under the provisions of 49 CFR 1540.101, individuals shall be held responsible and personally accountable for all security violations described in 49 CFR 1540.103, 1540.105 and the MCI Airport Security Program. Violators may be subject to civil and/or local penalties.

- No person may tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under 49 CFR 1540 and 1542 or the MCI Airport Security Program.
- No person may enter or be present within, a Secured Area, AOA, or SIDA or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
- No person may use, allow to be used, or cause to be used, any airport-issued or airport-approved identification medium that authorizes the access, presence, or movement of persons or vehicles in Secured Areas, AOAs, or SIDAs in any other manner than that for which it was issued by the appropriate authority under 49 CFR 1540, 1542, 1544, and 1546 of the MCI Airport Security Program.
- Individuals in the Secured Area, AOA, SIDA or sterile area must continuously display the identification badge issued to that individual on the outermost garment, above waist level, or be under escort by a properly badged individual.
- Firearms/weapons are PROHIBITED in the Secured Area, AOA, and SIDA unless authorized for official business.
- Escort Procedures – Persons who do not have unescorted access authority and have a need to enter a restricted area, must be under “positive” escort by a person who has a valid authorized identification/access badge. “Positive” escort means the individual providing the escort must be in the proximity of the individual(s) being escorted to the extent capable of controlling the movement of the individual(s) and ensure the individual(s) under escort is engaged in only activities for which escorted access was granted. Should the individual(s) attempt to engage in unauthorized activity, the person providing the escort should conduct a verbal challenge. Should the person providing the escort become endangered, or the escorted individual(s) is unresponsive to the verbal challenge, ACC should be notified immediately by radio or telephone. ACC will dispatch an Airport Police Officer to the reported location for appropriate action and follow-up. When an individual fails to successfully complete a Security Threat Assessment (STA) or Criminal History Records Check (CHRC), or is subsequently disqualified due to an STA or CHRC disqualifying offense, where required, the Airport may not grant the individual escorted or unescorted access to the SIDA, Secured Area, Sterile Area, or AOA.

*No person may be escorted into the Secured Area, AOA, SIDA, or sterile area that has been granted unescorted access authority and does not have their identification/Access card in their possession.*

- Challenge – Each airport employee, airport tenant or contractor who has been issued an airport identification/access badge has the responsibility to challenge any person(s), whether in uniform or not, who is not displaying an airport approved identification badge within the Secured Area/SIDA of MCI in a manner prescribed herein, or a person displaying an identification badge with unauthorized color-code for the area, or the badge is expired, or the badge was not issued to the individual displaying it, and immediately report the incident to Airport Police. The challenge should be accomplished in a non-threatening manner. Non-security/law enforcement personnel are not expected to place themselves or others in a dangerous situation if it is suspected that a challenge would result in such. The challenge requirement may also be satisfied when Airport Police are immediately notified at the time a person is found to be in the Secured Area, AOA, SIDA or sterile area without a badge or proper authorization. When a verbal challenge is not made, the continuous location, name, and/or description of the person should be relayed to Airport Police. Persons found to be without a badge, or in an unauthorized area, shall be immediately escorted from the area and Airport Police notified. Airport Police will take deliberate and appropriate action following investigation on each incident.
- In the event an identification/access badge is lost or stolen, individuals must immediately notify the Airport ID Office at 243-5211 or the Airport Communications Center at 243-4000. The replacement fee is \$50 for regular employees and \$100 for contractors.
- All identification/access cards remain the property of MCI Airport and must be surrendered upon termination of employment. Failure to return an identification/access media card can result in a warrant being issued for the individual's arrest.

I have read and understand the above responsibilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employee Telephone Number

\_\_\_\_\_  
Date

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**AUTHORIZED SIGNATURES  
FOR  
MCI AIRPORT ID / ACCESS BADGES, KEYS, and/or PADLOCKS**

\_\_\_\_\_  
Company Name (Print)

To request Identification / Access badges, keys, and/or padlocks, the following are the only Authorized Signatures for the above company:

**Printed Name:**                      **Signature:**                      **Title:**                      **Telephone:**                      **E-Mail:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Manager's Printed Name:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Revised: April 2009

\_\_\_\_\_  
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**AOA ACCESS KEY/PADLOCK REQUEST**  
Kansas City International Airport (MCI)

EMPLOYEE'S NAME \_\_\_\_\_ SPONSOR \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PROJECT # \_\_\_\_\_

KEY CONTROL # \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

ID/ACCESS BADGE# \_\_\_\_\_ SSN \_\_\_\_\_

There is a \$50.00 fee for each key or padlock lost. There is no refund on keys reported lost or missing, then later returned. Padlocks will not be removed without prior coordination with the Aviation Department. Control of this key and/or padlock is as significant as the control of the MCI Airport ID Access badge. Loss of this key and/or padlock compromises the security of the airport. Loss of this key and/or padlock will be reported to the Airport ID Office immediately. Padlock will be confiscated if found unsecured.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Printed Name of Authorized Individual

\_\_\_\_\_  
Date

**FOR AIRPORT ID OFFICE USE**

Key Serial # \_\_\_\_\_ Padlock # \_\_\_\_\_ Quantity of padlocks issued \_\_\_\_\_

Key Returned: Control # \_\_\_\_\_ Date \_\_\_\_\_

Serial # \_\_\_\_\_ Signature \_\_\_\_\_

Rev.7/13/2006

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**AOA ACCESS KEY ISSUE LOG**  
Kansas City International Airport (MCI)

(Please Print)

TENANT / AGENCY \_\_\_\_\_ KEY CONTROL # \_\_\_\_\_

KEY CUSTODIAN \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE NAME	MCI BADGE #	KEY SERIAL #	ISSUE DATE	RETURN DATE

**Attachment 6**

Rev.6/1/04

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**CRIMINAL HISTORY RECORDS CHECK  
FINGERPRINT APPLICATION**  
Kansas City International Airport (MCI)

Name (Print) \_\_\_\_\_  
Last First Middle

Disqualifying criminal offenses as defined in TSR Part 1542.209(d) and TSR 1544.229(d):

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.
2. Interference with air navigation; 49 U.S.C. 46308.
3. Improper transportation of a hazardous material; 49 U.S.C. 46312.
4. Aircraft piracy; 49 U.S.C. 46502.
5. Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
6. Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
7. Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
8. Conveying false information and threats; 49 U.S.C. 46507.
9. Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
10. Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.
12. Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
13. Murder.
14. Assault with intent to murder.
15. Espionage.
16. Sedition.
17. Kidnapping or hostage taking.
18. Treason.
19. Rape or aggravated sexual abuse.
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
21. Extortion.
22. Armed or felony unarmed robbery.
23. Distribution of, or intent to distribute a controlled substance.
24. Felony arson.
25. Felony involving a threat.
26. Felony involving
  - a. Willful destruction of property;
  - b. Importation or manufacture of a controlled substance;
  - c. Burglary;
  - d. Theft;
  - e. Dishonesty, fraud, or misrepresentation;
  - f. Possession or distribution of stolen property;
  - g. Aggravated assault;
  - h. Bribery; or
  - i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
27. Violence at international airports; 18 U.S.C. 37.
28. Conspiracy or attempt to commit any of the criminal acts listed in this paragraph.

By signing this application, I officially state I have not been convicted or found not guilty by reason of insanity of any disqualifying criminal offense in any jurisdiction during the 10 years prior to the date of this application.

Individuals have a continuing obligation to disclose to the airport operator, within 24 hours, if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority under 49 CFR 1542.209.

*The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both (See section 1001 of Title 18 United States Code.)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Telephone Number \_\_\_\_\_

Rev.6/1/04

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**CERTIFICATION  
For  
Fingerprint Based Criminal History Records Check/Criminal Records Check  
Kansas City International Airport (MCI)**

Employee's Name	Social Security Number
Employer	Date

- AIRCRAFT OPERATORS:**  
 MCI shall accept certification from Aircraft Operators for each aircraft operator employee and contractor seeking unescorted access authority to the Secured Area and SIDA under the provisions of TSR Parts 1542.209 and 1544.229.
- FEDERAL, STATE, and LOCAL GOVERNMENT:**  
 As a condition of employment, the employee has been subjected to an employment investigation which included a criminal records check.
- CONTINUOUS EMPLOYMENT – UNESCORTED ACCESS:**  
 The employee has been continuously employed in a position requiring unescorted access authority by another airport operator, airport user, aircraft operator, or contractor to such an entity, and the employee's grant for unescorted access authority was based upon a fingerprint based CHRC through TSA or FAA.
- CONTINUOUS EMPLOYMENT – SCREENERS:**  
 The employee has been continuously employed by an aircraft operator or aircraft operator contractor in a position with authority to perform screening functions, and the employee's grant for unescorted access authority was based upon a fingerprint based CHRC through TSA or FAA.

By my signature: I certify that in accordance with TSR Parts 1542 and 1544, the applicant has undergone a criminal records check as a condition of employment or a fingerprint based criminal history records check that did not disclose the individual has been convicted or found not guilty by reason of insanity of any of the disqualifying crimes in any jurisdiction during the 10 years before the date of the individual's application. A written record of this information will be maintained until 180 days after the employee's authority for unescorted access has been terminated. I further understand and stipulate the employer assumes responsibility for all fines imposed by the Transportation Security Administration upon the City of Kansas City, Missouri Aviation Department for any violation of this employee's criminal history records check.

Authorized Signature	Date
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EMPLOYER:

APPLICATION IDENTIFICATION / PROXIMITY CARD Kansas City International Airport (MCI Category I)

CONTRACTOR: SUB:

Once the KCI Airport ID Badge Application is signed by the Authorized Signatory, the individual has 5 working days to respond to the ID Office to obtain a badge.

Select One: NEW RENEWAL LOST DAMAGED NAME CHANGE ADDITIONAL CATEGORY

Full Legal Name (Last) (First) (Middle Name) (Full Initials)

Former / Other Names (Provide the Given and Surname; for example: Joseph Robert Doe and Joe Bob Doe)

Current Mailing Address

City State Zip Address Country (NCIC 2 character abbr.)

Daytime Telephone Number Work Number Home Number Gender: Male or Female

Place of Birth Country (NCIC 2-character abbr.) Citizenship Country Code (NCIC 2-character abbr.)

Social Security Number: (9 digits) Date of Birth: (MMDDYYYY)

For individuals who are not U.S. citizens, provide the:

Alien Registration # (9 digits) I-94 Arrival / Departure Form # (11 digits)

For individuals who hold a non-immigrant visa, provide the visa control number, which appears in the top right-hand corner of the visa and is labeled "Control Number."

Non-Immigrant Visa Control Number:

For individuals who are U.S. citizens born abroad or naturalized U.S. citizens, provide:

Passport Number Passport Country (NCIC 2-character abbr.)

(Passport information is voluntary but may expedite the adjudication process for applicants who are U.S. citizens born abroad.)

OR

Certificate of Naturalization Number Form N-550 or N-570, (9 digits) Appears on right side of the document.

OR

Certification of Birth Abroad (Form DS-1350 or 10-digit document number, which appears in top right-hand corner of document. Precede the 10-digit Number with DS. For example, DS 1234567890. Do not include dashes.)

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The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code.)

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollment Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010. I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

*I understand and verify through my signature below there is a \$100 charge for each badge not returned and a \$ 50 charge for an expired or lost badge.* If a lost badge is returned within 30 days after being reported lost or stolen and before its expiration date, the charge will be refunded. No refunds will be provided without a receipt.

I understand and verify through my signature below a \$110 deposit is required for each contractor badge prior to obtaining the badge at the Airport ID Office. **The \$110 deposit will be withheld for all contractor badges not returned, expired, or lost. If a contractor badge is lost or stolen, a \$110 charge will be assessed before the contractor badge is replaced.** If a lost contractor badge is returned within 30 days after being reported lost or stolen and before its expiration date, the charge will be refunded. No refunds will be provided without a receipt.

Print Employee Full Name	Employee Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN (9 digits)		Date of Birth (MMDDYYYY)

### TSA PRIVACY ACT STATEMENT

Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

Purpose: The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT).

DHS will also maintain a national, centralized revocation database of individuals who have had airport-or aircraft operator-issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at [Aviation.workers@tsa.dhs.gov](mailto:Aviation.workers@tsa.dhs.gov).

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. § 552a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information will result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

As of June 20, 2021, MCI notifies all individuals who have successfully completed a CHRC to obtain an airport-issued ID that individuals who violate aviation security requirements resulting in ID media revocation, will be added to the Centralized Revocation Database for a period of five years.

I verify through my signature below that I have read and understand the above Privacy Act Notice.

Print Employee Full Name	Employee Signature	Date
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SENSITIVE SECURITY INFORMATION / FOR OFFICIAL USE ONLY WARNING: This document contains Sensitive Security Information that is controlled under 49 CFR Part 1520. No part of this document may be released to persons without a need to know, as defined in 49 CFR 1520, except with the written permission of the Administrator of the Transportation Security Administration, Arlington, VA. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public release is governed by 5 U.S.C. 522.

**SCREENING NOTICE:**

**Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area. All Badged employees working at MCI will be enrolled into the FBI RAPBACK program.**

As an **AUTHORIZED SIGNATORY** for my company, \_\_\_\_\_, I verify the above named employee has a legitimate need for a KCI Airport-issued ID badge / access media.

Print Authorized Signatory's Name \_\_\_\_\_ Authorized Signature (Attachment 2 on File) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signatory's E-Mail Address \_\_\_\_\_ Authorized Signatory's Work Telephone \_\_\_\_\_

**AIRPORT ID OFFICE USE ONLY**

If identification badge holder will be AOA Movement or Non-Movement privileged, applicant must present a valid, state-issued driver's license.

State of Issue: \_\_\_\_\_ Operator's License No: \_\_\_\_\_ Expiration: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Issued Badge #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Expiration: \_\_\_\_\_

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

ID Badge Deactivation Date: \_\_\_\_\_ Reason: \_\_\_\_\_  
(Lost, Damaged, Stolen, Name Change)

Deactivation Date & Note Entered Into Badging System: \_\_\_\_\_  
(Date of Entry) (Initials)

Badge was UNINTENTIONALLY damaged, a replacement badge was issued at no charge to the badge holder.

\_\_\_\_\_  
(Replacement Badge Number) (Date) (Initials)

Was \$50.00 or \$100.00 fee collected for badge not returned, expired, or lost? \_\_\_\_\_ Was receipt given? \_\_\_\_\_

Deactivated By: \_\_\_\_\_  
(Signature)

Badge Returned: Yes \_\_\_\_\_ No \_\_\_\_\_ Was a receipt given? \_\_\_\_\_ Receipt # \_\_\_\_\_ Initials \_\_\_\_\_

If an individual KCI Airport badge holder experiences multiple unintentional damaged badges between badge renewals, the ID Office Trusted Agent will simply attach an additional Attachment 10 form page 4 of 4 to the individual's paperwork on file for each occurrence.

**STEP-BY-STEP PROCEDURES FOR THE COMPLETION OF THE KCI AIRPORT ID  
BADGE / PROXIMITY CARD APPLICATION (ATTACHMENT 10)**

**NEW BADGES**

**All applications and signatures must be ORIGINALS. Copies will not be accepted.  
Once the KCI Airport ID Badge Application is signed by the Authorized Signatory, the  
individual has 5 working days to respond to the ID Office to obtain a badge.**

1. Print the employer's name in the upper **left-hand** corner of the Attachment 10 form. If the application is for a **contractor**, please write the employer name in the upper **left-hand** corner and on the upper **right-hand** corner the company the contractor actually works for. (Example: KCAD Engineering – Loch Sand Construction)
2. When an employee reports to the ID Office, Attachments 10, 7, and 1 are required upon arrival. The employee must present 2 forms of identification; one must be a government issued ID with a photo. The employee must also present the **ORIGINAL** documents used to provide identity and work authorization on page 2 of the Attachment 10 form.
3. "New" will need to be circled on the Attachment 10.
4. The employee's last, first, and middle name should be written legibly on the Attachment 10. List the employee's full initials. If no middle name, please indicate so. Provide any former or other names.
5. Fill in the COMPLETE street address, city, state, zip code and home telephone number. Circle either MALE or FEMALE.
6. The Address Country, Place of Birth Country, and Citizenship Country codes need to be listed. (Please refer to the NCIC 2-Character Abbreviations handout.)
7. List the COMPLETE Social Security Number. (9 digits; one number per box)
8. Fill in the COMPLETE date of birth. (MMDDYYYY; one number per box)
9. For individuals who are not U.S. citizens, provide the Alien Registration Number (9 digits; no dashes) or the I-94 Arrival / Departure Form Number (11 digits; no dashes).
10. For individuals who hold a non-immigrant visa, provide the visa control number, which appears in the top right-hand corner of the visa and is labeled "Control Number".
11. Individuals who are U.S. citizens board abroad or naturalized U.S. citizens, one of three documents can be used. Passport: copy the correct 9-digit number listed in the upper right-hand corner of the passport. Also enter the 2-character country code from where the passport was issued. Or a Certificate of Naturalization may be used. List the Certificate of Naturalization Number (9 digits; no dashes). This number appears on the right side of the document and may be called the ARN or INS number. Or a Certification of Birth Abroad may be used. List the Form DS-1350 or 10-digit document number, which appears in the top right-hand corner of the document. Precede the 10-digit number with DS. For example, DS 1234567890. Do not include dashes.
12. Circle the Type of Badge (**Permanent, Contractor, and Temporary**) that is requested for the employee.
13. Enter the COMPLETE Company Name. For example, American Airlines – Overhaul Base, or American Airlines – Terminal, or KCAD Field Maintenance.
14. Enter the Contractor Name, **if applicable** and the Project Number. For example, KCAD Engineering – Loch Sand Construction (as listed on page 1 of 4). Project Number 1234.

15. Company Selected Door Category Access is required for access to various doors and post gates your employees use in the course of their duties. (Refer to the Attachment 10 Door Category Access Codes handout.) For cargo employees, always indicate Post 1.

16. Access Level indicates where the employee needs to go and have access to in the course of their duties. CHECK ONLY ONE BOX.

17. Additional Authorities indicates other privileges and access the employee may need to perform his / her job. CHECK ALL THAT APPLY. When selecting AOA Non-movement or AOA movement, the OLN (Operator's License Number), State issued, and Expiration date need to be completed for all employees who are receiving this authority. **Authorized to Escort**

18. If the individual applying for a KCI Airport-issued ID Badge / Proximity Card has an operational need to access the US Customs facility, Terminal C, Gate 90, check the "CBP FIS Authorization" under additional authorities. BEFORE the individual reports to the ID Office they must stop by the US Customs office to have one of the Customs Officers sign and date the Attachment 10 form. Individuals must show proof of identity. The US Customs Office is located in Terminal C at Gate 90 and is open Sunday through Saturday from 12:00p.m. to 8:00p.m. Their telephone number is 816-243-3676.

### 19. Identity and Work Authorization

Original identity and work authorization documents must be presented at the ID Office for inspection, authentication, and copying.

20. The ID Office Trusted Agents will verify the acceptable original documents for authenticity, list the type of document(s), document number(s), and list their OWN name as the individual verifying the documents. The ID Office Trusted Agents will make copies of the identity and employment eligibility documents and staple the copies to the Attachment 10 document.

21. Line 1 is used to establish BOTH Identity and Employment Eligibility. In most cases, a passport is used. Please refer to the Identity & Work Authorization Handout, LIST A for other acceptable documents.

22. Line 2 and line 3 are used to establish Identity. In most cases, a valid driver's license and Social Security Card are used. Please refer to the Identity & Work Authorization Handout, LIST B for other acceptable documents.

23. The employee needs to read the top paragraph on page 3, PRINT FULL NAME, SIGN, and DATE the application. The employee needs to provide his / her Social Security Number (9 digits; no dashes) and Date of Birth (MMDDYY).

24. The employee needs to read the "Privacy Act Notice" on page 3, PRINT FULL NAME, SIGN, and DATE the application.

25. The line indicating, "As an authorized signatory for my employer..." should be completed with THE SIGNATORY'S COMPANY NAME.

26. The **authorized signatory** should PRINT FULL NAME, SIGN and DATE the application.

27. The **authorized signatory** should print his or her **own** e-mail address and list their work telephone number. The ID Office may need to contact the authorized signatory.

28. Page 4 is for Airport ID Office use only.

Once the KCI Airport ID Badge Application is signed by the Authorized Signatory, the individual has 5 working days to respond to the ID Office to obtain a badge.

**If you have any questions when completing a KCI Airport ID / Proximity Card Application (Attachment 10),  
Please contact Robin McDaniel-Beck, ID Office Supervisor at 243-5105 or via e-mail at:  
Robin.McDaniel-Beck@kcmo.org.**



**STEP-BY-STEP PROCEDURES FOR THE COMPLETION OF THE KCI AIRPORT ID  
BADGE / PROXIMITY CARD APPLICATION (ATTACHMENT 10)**

**RENEWAL, LOST, DAMAGED, BADGES, NAME CHANGE and/or ADDITIONAL CATEGORY**

**All applications and signatures must be ORIGINALS. Copies will not be accepted.**

1. Print the employer's name in the upper **left-hand** corner of the Attachment 10 form. If the application is for a **contractor**, please write the employer name in the upper **left-hand** corner and on the upper **right-hand** corner the company the contractor actually works for. (Example: KCAD Engineering – Loch Sand Construction)
2. When an employee reports to the ID Office to RENEW their badge, obtain another badge because the badge was LOST or DAMAGED, or due to a NAME CHANGE or ADDITIONAL CATEGORY needed, an original Attachment 10 is required upon arrival. The employee must present 2 forms of identification; one must be a government issued ID with a photo. The employee must also present the ORIGINAL documents used to provide identity and work authorization on page 2 of the Attachment 10 form.
3. Circle the appropriate reason for a badge request; i.e., RENEWAL, LOST, DAMAGED, NAME CHANGE, ADDITIONAL CATEGORY.
4. The employee's last, first, and middle name should be written legibly on the Attachment 10. List the employee's full initials. If no middle name, please indicate so. Provide any former or other names.
5. Fill in the COMPLETE street address, city, state, zip code and home telephone number. Circle either MALE or FEMALE.
6. The Address Country, Place of Birth Country, and Citizenship Country codes need to be listed. (Please refer to the NCIC 2-Character Abbreviations handout.)
7. List the COMPLETE Social Security Number. (9 digits; one number per box)
8. Fill in the COMPLETE date of birth. (MMDDYYYY; one number per box)
9. For individuals who are not U.S. citizens, provide the Alien Registration Number (9 digits; no dashes) or the I-94 Arrival / Departure Form Number (11 digits; no dashes).
10. For individuals who hold a non-immigrant visa, provide the visa control number, which appears in the top right-hand corner of the visa and is labeled "Control Number".
11. Individuals who are U.S. citizens board abroad or naturalized U.S. citizens, one of three documents can be used. Passport: copy the correct 9-digit number listed in the upper right-hand corner of the passport. Also enter the 2-character country code from where the passport was issued. Or a Certificate of Naturalization may be used. List the Certificate of Naturalization Number (9 digits; no dashes). This number appears on the right side of the document and may be called the ARN or INS number. Or a Certification of Birth Abroad may be used. List the Form DS-1350 or 10-digit document number, which appears in the top right-hand corner of the document. Precede the 10-digit number with DS. For example, DS 1234567890. Do not include dashes.
12. Circle the Type of Badge (**Permanent, Contractor, and Temporary**) that is requested for the employee.
13. Enter the COMPLETE Company Name. For example, American Airlines – Overhaul Base, or American Airlines – Terminal, or KCAD Field Maintenance.
14. Enter the Contractor Name, **if applicable** and the Project Number. For example, KCAD Engineering – Loch Sand Construction. Project Number 1234.
15. Company Selected Door Category Access is required for access to various doors and post gates your employees use in the course of their duties. (Refer to the Attachment 10 Door Category Access Codes handout.) For cargo employees, always indicate Post 1.

16. Access Level indicates where the employee needs to go and have access to in the course of their duties. CHECK ONLY ONE BOX.

17. Additional Authorities indicates other privileges and access the employee may need to perform his / her job. CHECK ALL THAT APPLY.

18. If the individual applying for a KCI Airport-issued ID Badge / Proximity Card has an operational need to access the US Customs facility, Terminal C, Gate 90, check the "CBP FIS Authorization" under additional authorities. BEFORE the individual reports to the ID Office they must stop by the US Customs office to have one of the Customs Officers sign and date the Attachment 10 form. Individuals must show proof of identity. The US Customs Office is located in Terminal C at Gate 90 and is open Sunday through Saturday from 12:00p.m. to 8:00p.m.

19. OLN (Operator's License Number), State issued, and Expiration date need to be completed for all employees who are receiving NON-MOVEMENT or MOVEMENT AREA airfield driving privileges.

#### **Identity and Work Authorization**

Original identity and work authorization documents must be presented at the ID Office for inspection, authentication, and copying.

20. The Identity and Work Authorization box **DOES** need to be completed for **Renewals, Lost, or Damaged Badges, Name Changes and/or Additional Categories requested.**

21. The ID Office Trusted Agents verify the acceptable original documents for authenticity, list the type of document(s), document number(s), and list their OWN name as the individual verifying the documents. The ID Office Trusted Agents will make copies of the identity and employment eligibility documents and staple the copies to the Attachment 10 document.

22. Line 1 is used to establish BOTH Identity and Employment Eligibility. In most cases, a passport is used. Please refer to the Identity & Work Authorization Handout, LIST A for other acceptable documents.

23. Line 2 and line 3 are used to establish Identity. In most cases, a valid driver's license and Social Security Card are used. Please refer to the Identity & Work Authorization Handout, LIST B for other acceptable documents.

24. The employee needs to read the top paragraph on page 3, PRINT FULL NAME, SIGN, and DATE the application. The employee needs to provide his / her Social Security Number (9 digits; no dashes) and Date of Birth (MMDDYYYY).

25. The employee needs to read the "Privacy Act Notice" on page 3, PRINT FULL NAME, SIGN, and DATE the application.

26. The line indicating, "As an authorized signatory for my employer..." should be completed with THE SIGNATORY'S COMPANY NAME.

27. The authorized signatory should PRINT FULL NAME, SIGN and DATE the application.

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Please contact Robin McDaniel-Beck, ID Office Supervisor at 243-5105 or via e-mail at:  
Robin.McDaniel-Beck@kcmo.org.**

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

**Documents that Establish Both  
Identity and Employment  
Authorization**

### LIST B

**Documents that Establish  
Identity**

### LIST C

**Documents that Establish  
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)	
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	5. U.S. Military card or draft record		
	6. Military dependent's ID card		
	6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
		8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority	
<b>For persons under age 18 who are unable to present a document listed above:</b>		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security	
	11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record		

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

**NCIC 2-Character Abbreviations  
for  
Place of Birth Country / Citizenship Code Country / Passport Country**

<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>
AA	Albania	CC	Cuba	EU	Ecuador	IE [2]	Ireland
AB	Alberta	CD [1]	Canada	EY	Egypt	IL	India
AD	Andorra	CE	Campeche	EZ	Czech Republic	IL	Illinois
AE	Anguilla	CF	Chad	FA	Falkland Islands	IM	Madeira Islands
AF	Afghanistan	CG	Caroline Islands	FC	Fond du Lac	IN	Indiana
AG	Aguascalientes	CH	Chihuahua	FD	Finland	IO	Indonesia
AH	Ashmore & Cartier Islands	CI	Chiapas	FG	French Guiana	IQ	Iraq
AI	Antigua & Barbuda	CJ	Cambodia	FJ	Fiji	IR	Iran
AJ	Aruba	CL	Colima	FL	Florida	IS	Israel
AK	Alaska	CM	Cameroon	FN	France	IT	Italy
AL	Alabama	CO	Colorado	FO	Faroe Islands	IU	Niue
AM	American Samoa	CP	Cayman Islands	FP	French Polynesia	IW	Iowa Tribe
AN	Algeria	CQ	Chile	FR	French Southern & Antarctic Lands	IX	Menominee
AO	Angola	CR	Costa Rica	FS	Federated States of Micronesia	IY	Cote d'Ivoire (Ivory Coast)
AP	Armenia	CS	Cyprus	FX	Sac & Fox	JA	Japan
AQ	Azores Islands	CT	Connecticut	GA	Georgia	JE	Jersey
AR	Arkansas	CU	Coahuila	GB	Gabon	JI	Johnston Island
AS	Australia	CV	Cape Verde Islands	GC	Greece	JL	Jalisco
AT	Argentina	CW	Central African Republic	GD	Georgia	JM	Jamaica
AU	Austria	CY	Ceylon (Now Sri Lanka)	GE	Germany	JN	Jan Mayen
AV	Azerbaijan	CZ	Canal Zone	GF	Guernsey	JO	Jordan
AX	Apache Tribe	DA	Cheyenne & Arapaho Tribes	GG	Ghana	JR	Jarvis Island
AZ	Arizona	DB	Clipperton Island	GI	Guinea	JU	Juan de Nova Island
BA	Baja California (Northern Section)	DC	District of Columbia	GJ	Grenada	KB	Gilbert Islands (Now Kiribati)
BB	Barbados	DD	Cocos Islands	GK	Gambia, The	KC	Croatia
BC	British Columbia	DE	Delaware	GM	Guam	KE	Kenya
BD	Bahamas, The	DF	Distrito Federal (Mexico, D.F.)	GN	Greenland	KH	Manahiki Island
BE	Bahrain/Bahrein	DG	Comoros (or Comoros Islands)	GO	Glorioso Islands	KI	Kingman Reef
BF	Bassas Da India	DH	Benin (formally Dahomey)	GP	Guadeloupe	KK	Kickapoo Tribe
BG	Belgium	DI	Cook Islands	GR	Guerrero	KN	North Korea
BH	Belize	DJ	Coral Sea Islands	GS	South Georgia & South Sandwich Islands	KO	South Korea
BI	Burundi	DK	Denmark	GT	Guatemala	KP	Shakopee
BJ	Baja California (Southern Section)	DL	Devil's Lake Sioux Tribe	GU	Guanajuato	KS	Kansas
BK	Baker Island	DM	Dominica	GY	Guyana	KT	Kazakhstan
BL	Bangladesh	DN	Djibouti	GZ	Gaza	KU	Kuwait
BM	Bermuda	DO	Durango	HD	Honduras	KW	Kiowa
BN	Bhutan	DP	Comanche Nation	HE	Heard Island & McDonald Island	KY	Kentucky
BO	British Indian Ocean Territory	DR	Dominican Republic	HI	Hawaii	KZ	Kyrgyzstan
BP	Bosnia & Hercegovenia	DS	Miami Tribe	HK	Hong Kong	LA	Louisiana
BQ	Bouvet Island (Norwegian Territory)	DT	Muscogee (Creek) Tribe	HL	Hidalgo	LB	Liberia
BR	Burma	DV	Seneca-Cayuga Tribes	HN	New Hebrides (now Vanuatu)	LC	Mille Lacs
BS	British Solomon Islands (now Solomon Islands)	DW	Citizen Band Pottawatomie Tribe	HO	Howland Island	LD	Moldovia
BT	Botswana	EE	Absentee Shawnee	HR	Christmas Island	LE	Lesotho
BU	Bulgaria	EK	Equatorial Guinea	HS	Saint Helena	LF	Slovakia
BV	Bolivia	EL	El Salvador	HT	Haiti	LH	Lithuania
BW	Balearic Islands	EN	England	HU	Hungary	LI	Liechtenstein
BX	Brunei	EO	Ethiopia	IA	Iowa	LL	Leech Lake Band of Chippewa
BY	Brazil	ER	Europa Island	IB	Isle of Man	LN	Lebanon
CA	California	ES	Estonia	IC	Iceland	LO	Slovenia
CB	Colombia	ET	Eretria	ID	Idaho	LP	Lac du Flambeau Band of Lake Superior Chippewa

**NCIC 2-Character Abbreviations**  
for  
**Place of Birth Country / Citizenship Code Country / Passport Country**

<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>
LS	Laos	NT	Northwest Territories	RI	Rhode Island	TU	Tunisia
LT	Latvia	NU	Nicaragua	RL	Red Lake	TV	Ellice Islands
LU	Saint Lucia	NV	Nevada	RR	Montserrat	TW	Taiwan, Republic of China
LX	Luxembourg	NW	Norway	RS	Spanish Sahara	TX	Texas
LY	Libya	NX	Bonaire (Netherlands Antilles)	RU	Romania	TY	Turkey
MA	Massachusetts	NY	New York	RV	Socialist Republic of Vietnam	TZ	Tanzania, United Republic of
MB	Manitoba	NZ	New Zealand	RW	Rwanda	UC	Turtle Mtn. Band of Chipewa
MC	Michoacan	OA	Oaxaca	RY	Republic of Yemen	UG	Uganda
MD	Maryland	OC	Macao	SA	Sierre Leone	UK	Ukraine
ME	Maine	OF	Norfolk Island	SB	Saudi Arabia	UM	Mauritius
MF	Malawi	OG	Osage Nation	SC	South Carolina	UR	Turkmenistan
MG	Mongolia	OH	Ohio	SD	South Dakota	US	United States of America
MH	Marshall Islands	OI	Okinawa	SE	Seychelles	UT	Utah
MI	Michigan	OK	Oklahoma	SF	South Africa	UV	Burkina Faso
MJ	Monaco	OM	Oman	SG	Senegal	UY	Uruguay
MK	Mariana Islands	ON	Ontario	SH	San Marino	UZ	Uzbekistan
ML	Mali	OO	Otoe-Missouria Tribe	SI	Sinaloa	VA	Virginia
MM [3]	Mexico	OR	Oregon	SJ	Namibia	VB	British Virgin Islands
MN	Minnesota	OS	Oglala Sioux	SK	Seminole Nation	VC	Veracruz
MO	Missouri	OT	Oneida Tribe of Indians of Wisconsin	SL	San Luis Potosi	VI	U.S. Virgin Islands
MP	Madagascar	PA	Pennsylvania	SM	Somalia	VL	Navassa Island
MQ	Morocco	PB	Puebla	SN	Saskatchewan	VT	Vermont
MR	Morelos	PC	Pitcairn, Henderson, Ducie, & Oeno Islands	SO	Sonora	VV	Saint Vincent & the Grenadines
MS	Mississippi	PD	Palau, Republic of	SP	Spain	VY	Vatican City
MT	Montana	PE	Prince Edward Island	SQ	Sweden	VZ	Venezuela
MU	Mauritania	PF	Parcel Islands	SR	Singapore	WA	Washington
MV	Maldives	PG	Guinea-Bissau	SS	Scotland	WB	West Bank
MW	Midway Islands	PI	Philippines	SU	Sudan	WD	Wyandotte Tribe
MX	Mexico (State)	PK	Pakistan	SV	Svalbard	WE	White Earth
MY	Malta	PL	Palmyra Atoll	SW	Swaziland	WF	Wallis & Futuna
MZ	Malaysia	PM	Panama	SY	Syria	WI	Wisconsin
NA	Nayarit	PN	Ponca Tribe	SZ	Switzerland	WK	Wake Island
NB	Nebraska	PO	Poland	TA	Tamaulipas	WL	Wales
NC	North Carolina	PQ	Quebec	TB	Tabasco	WN	West Indies
ND	North Dakota	PR	Puerto Rico	TC	Trucial States (Now United Arab Emirates)	WS	Western Samoa
NE	Holland (Netherlands)	PS	Saint Pierre & Miquelon	TD	Trust Territory of the Pacific Islands	WT	Wichita Tribe
NF	Newfoundland	PT	Portugal	TE	Spratly Islands	WV	West Virginia
NG	Nigeria	PU	Peru	TF	Tuamotu Archipelago	WY	Wyoming
NH	New Hampshire	PV	Paraguay	TG	Tonga	XX	Unknown Place of Birth
NI	Northern Ireland	PW	Pawnee Tribe	TH	Thailand	YG	Yugoslavia
NJ	New Jersey	QA	Qatar	TJ	Tajikistan	YO	Mayotte
NK	New Brunswick	QR	Quintana Roo	TK	Tokelau	YT	Yukon (Territory)
NL	Nuevo Leon	QU	Queretaro	TL	Tlaxcala	YU	Yucatan
NM	New Mexico	RA	Russia	TM	Tromelin Island	YY	All Others
NN	Nigeria	RB	Republic of Congo	TN	Tennessee	ZA	Zacatecas
NO	New Guinea	RC	People's Republic of China	TO	Togo	ZB	Martinique
NP	Nepal	RE	Reunion	TP	Sao Tome & Principe	ZC	Surinam
NQ	New Caledonia	RF	Russian Federation	TR	Turks & Calcos Islands	ZD	Macedonia
NR	Nauru	RG	Gibraltar	TS	Nevis & Saint Christopher "Kitts"	ZI	Canary Islands
NS	Nova Scotia	RH	Rhodesia (now Zimbabwe)	TT	Trinidad & Tobago	ZM	Zambia

**NCIC 2-Character Abbreviations  
for  
Place of Birth Country / Citizenship Code Country / Passport Country**

<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>
ZO	Mozambique						
ZR	Congo Kinshasa, now Zaire						

[1] See separate list of Canadian Provinces; Use code CD only when province is unknown.

[2] Does not include Northern Ireland; See Northern Ireland contained in main listing.

[3] See separate list of Mexican States; Use code MM only when state is unknown.

**Canadian Provinces**

<b>Code:</b>	<b>Province:</b>	<b>Code:</b>	<b>Province:</b>	<b>Code:</b>	<b>Province:</b>	<b>Code:</b>	<b>Province:</b>
AB	Alberta	NF	Newfoundland	ON	Ontario	YT	Yukon Territory
BC	British Columbia	NK	New Brunswick	PE	Prince Edward Island		
CN	Canada	NS	Nova Scotia	PQ	Quebec		
MB	Manitoba	NT	Northwest Territories	SN	Saskatchewan		

**Mexican States**

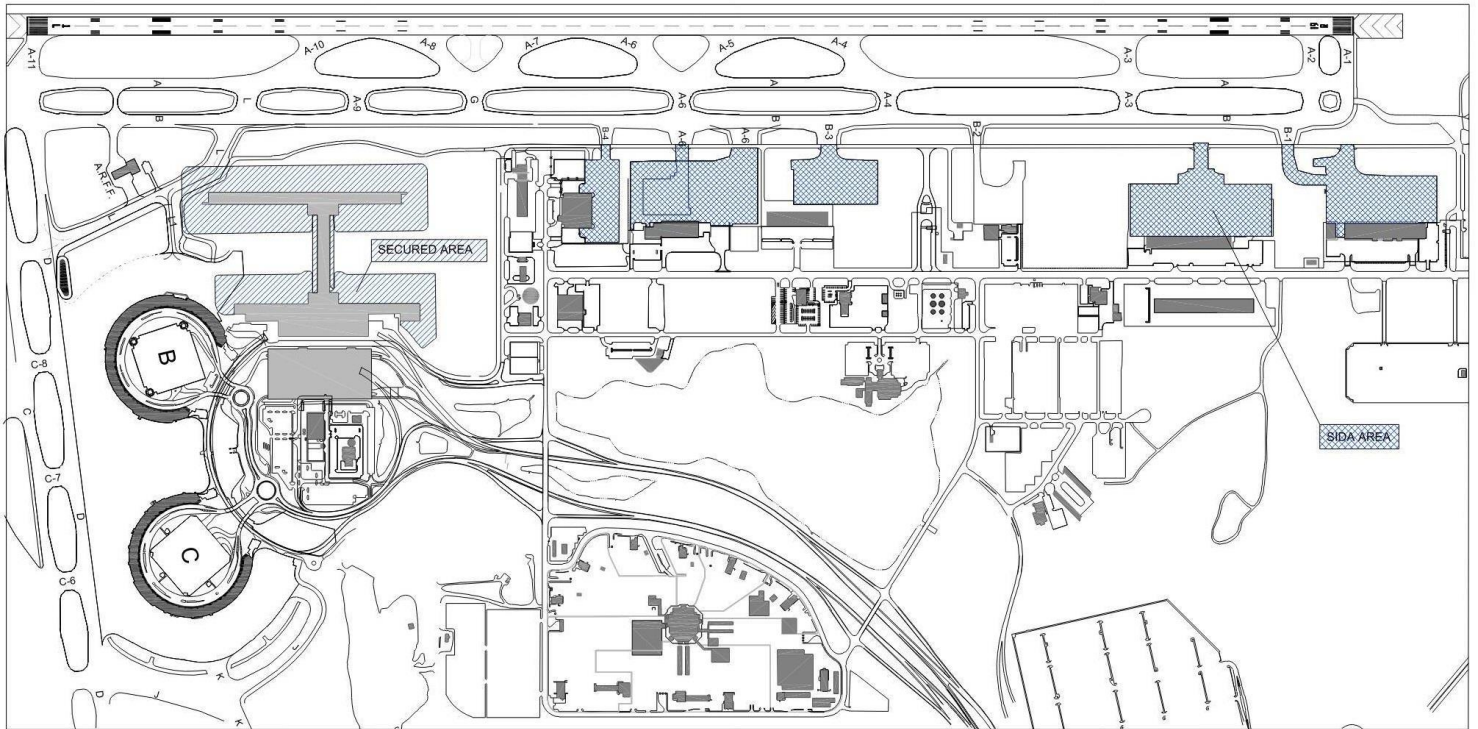
<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>	<b>Code:</b>	<b>Description:</b>
AG	Aguascalientes	DO	Durango	NL	Nuevo Leon	TB	Tabasco
BA	Baja California	GR	Guerrero	OA	Oaxaca	TL	Tlaxcala
BJ	Baja California Sur	GU	Guanajuato	PB	Puebla	VC	Veracruz
CE	Campeche	HL	Hidalgo	QR	Quintana Roo	YU	Yucatan
CH	Chihuahua	JL	Jalisco	QU	Queretaro	ZA	Zacatecus
CI	Chiapas	MC	Michoacan	SI	Sinaloa		
CL	Colima	MR	Morelos	SL	San Luis Potosi		
CU	Coahuila	MX	Mexico (State)	SO	Sonora		
DF	Distrito Federal	NA	Nayarit	TA	Tamaulipas		

**CERTIFICATE  
FOR  
REASSIGNED OR TEMPORARILY ASSIGNED  
AIRCRAFT OPERATOR & TENANT EMPLOYEES**  
Kansas City International Airport (MCI)

I \_\_\_\_\_, successfully completed the Secured Area/SIDA training curriculum approved by the TSA, in accordance with TSR Part 1542.213 at \_\_\_\_\_ Airport. This can be verified by the attached document showing proof of training or by calling the following:

Training Received From: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



**Secured Area** – The boundaries of the Secured Area at MCI include all the pavement areas between the terminals, aircraft operator ramps adjacent to the terminal buildings, and extend out to where the active taxiways begin. The Secured Area includes a small portion of taxiways and access roads adjacent to vehicle gates 1 and 2. The Secured Area also includes all areas beyond the access points on the passenger service level with access to the ramp and includes all baggage make-up areas.

**SIDA** – The SIDA at MCI has the same boundaries as the Secured Area. It also includes the ramp areas of the United States Postal Service, cargo facilities, FBO, and Aviation Field Maintenance located north of the terminal buildings.

FOR LAW ENFORCEMENT PERSONNEL (LEP) ASSISTANCE IN SECURITY MATTERS CALL 243-4000.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**TENANT & CONTRACTOR LETTER OF AGREEMENT**  
**FOR**  
**MCI AIRPORT IDENTIFICATION / ACCESS BADGES**

This agreement is between the airport tenant and the primary contractor. The primary contractor understands that the identification / access badges must be returned to the Airport Identification Office (Airport ID Office) the next working day upon completion of the contract or prior to badge expiration. A deposit of \$100.00 per badge is required. The deposit will be returned upon completion of contract and after all badges have been returned. There will be a \$100.00 deduction from said deposit for each unreturned badge. At which time, any deposits made by a subcontractor will be reimbursed to the primary contractor. All badges must be renewed prior to the expiration date.

The construction contracts for the Engineering Division (Kansas City Aviation Department) will have final payments withheld in lieu of badge deposits. Upon completion of contract, a charge of \$100.00 for each unreturned badge will be deducted from the final payment.

The primary contractor also understands that when anyone with an identification / access badge is terminated for any reason, they must immediately notify the Airport ID Office at 243-5211 or 5105 (during normal business hours) or the Airport Police at 243-4000. The badge for this individual will be returned to the Airport ID Office the next working day. The numbers above should also be called when a badge is lost or stolen.

Tenant / KCAD \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Date \_\_\_\_\_

Contractor Name \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Date \_\_\_\_\_

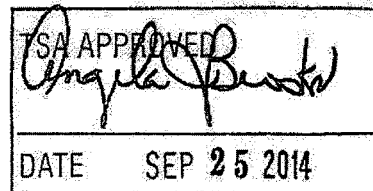
Project # \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

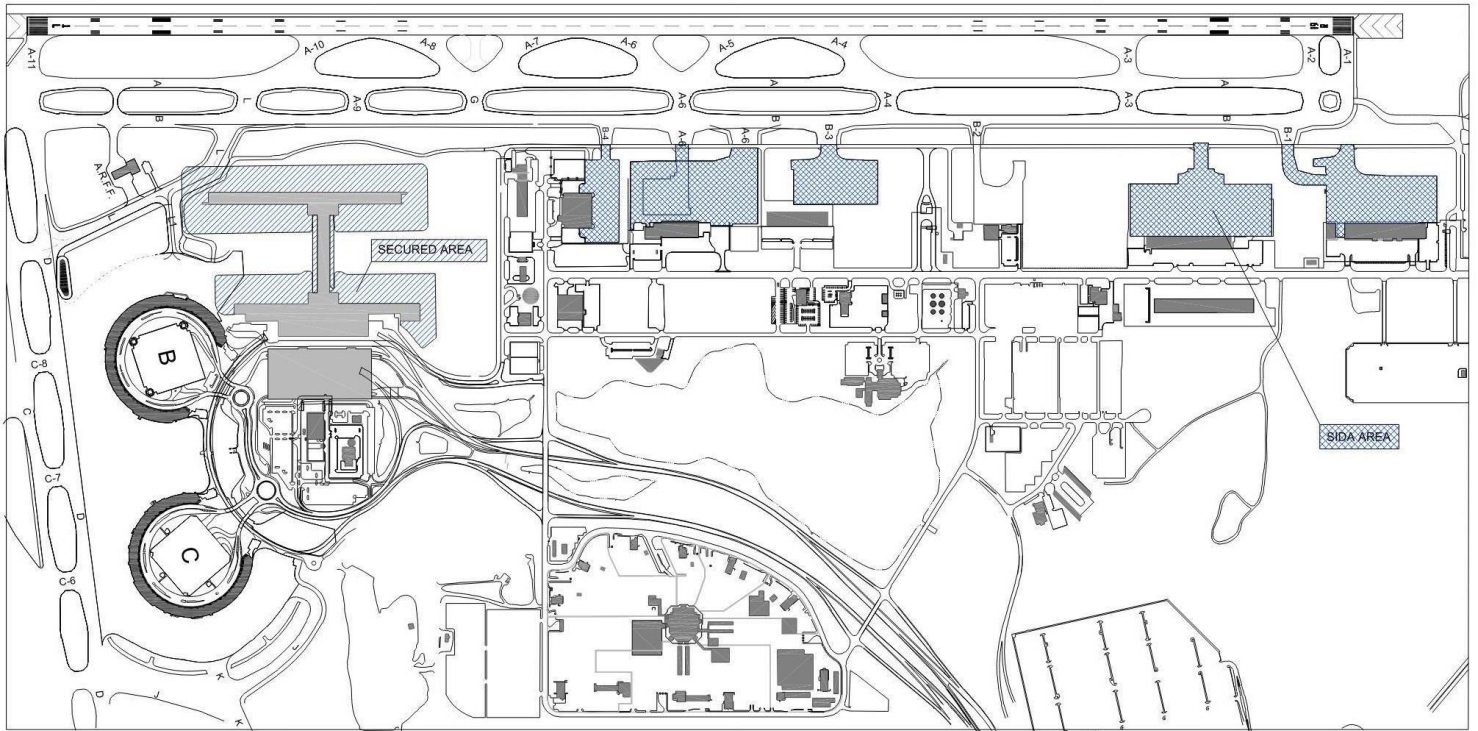
Rev. 8/18/14

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Attachment 13



## Secured Area/SIDA Boundaries Kansas City International Airport (MCI)



**Secured Area** – The boundaries of the Secured Area at MCI include all the pavement areas between the terminals, aircraft operator ramps adjacent to the terminal buildings, and extend out to where the active taxiways begin. The Secured Area includes a small portion of taxiways and access roads adjacent to vehicle gates 1 and 2. The Secured Area also includes all areas beyond the access points on the passenger service level with access to the ramp and includes all baggage make-up areas.

**SIDA** – The SIDA at MCI has the same boundaries as the Secured Area. It also includes the ramp areas of the United States Postal Service, cargo facilities, FBO, and Aviation Field Maintenance located north of the terminal buildings.

**Display** – All persons within the Secured Area or SIDA of MCI shall display on their person, at all times while in the area, a valid identification badge issued or approved by MCI. Individuals in the Secured Area or SIDA must continuously display the identification badge issued to that individual on the outermost garment, above waist level, or be under escort by a properly badged individual.

**Escort Procedures** – Persons who do not have unescorted access and have a need to enter the Secured Area, must be under “positive” escort by a person who has a valid authorized identification/access badge for the Secured Area. “Positive” escort means the individual providing the escort must be in the proximity of the individual(s) being escorted to the extent capable of controlling the movement of the individual(s) and ensure the individual(s) under escort is engaged in only activities for which escorted access was granted. Should the individual(s) attempt to engage in unauthorized activity, the person providing the escort should conduct a verbal challenge. Should the person providing the escort become endangered, or the escorted individual(s) are unresponsive to the verbal challenge, the ACC should be notified immediately by radio or telephone. ACC will dispatch an Airport Police Officer to the reported location for appropriate action and follow-up.

*No person may be escorted onto the Secured Area or SIDA who has been granted unescorted access authority and does not have their badge in their possession.*

**\*SENSITIVE SECURITY INFORMATION/FOR OFFICIAL USE ONLY WARNING:** This document contains Sensitive Security Information that is controlled under 49 CFR Part 1520. No part of this document may be released to persons without a need to know, as defined in 49 CFR 1520, except with the written permission of the Administrator of the Transportation Security Administration, Arlington, VA. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public release is governed by 5 U.S.C.552.\*



CITY OF KANSAS CITY, MISSOURI  
AVIATION DEPARTMENT  
KANSAS CITY INTERNATIONAL AIRPORT (MCI)

# Attachment 9

KCAD Vehicle Inspection and Safety Program

## **Section 011501 - KCAD VEHICLE INSPECTION AND SAFETY PROGRAM**

### **Purpose**

This program has been developed and is administrated by the Kansas City Aviation Department (KCAD) - Airport Operations Division. The program was developed to establish guidelines and procedures for issuing permanent and temporary Airport Operations Area (AOA) permit decals for all non-escorted motorized driven vehicles and all aircraft fuel carts governed by National Fire Protection Agency (NFPA) 407 operating on the AOA. The area covered by the program includes the following locations:

- All airline terminal aprons
- JP Cooper Road
- Ottawa Ave
- Gravel perimeter road
- AOA movement area
- Vehicles entering through Posts 1, 2, 3, 4, 5, 28

AOA locations exempt from this program include:

- Overhaul Base
- Federal Express apron
- Haith Cargo apron.
- Signature Flight Support apron
- Joint Cargo apron
- Aero Term apron
- North Field Maintenance

The purpose of the program is to provide rules to enhance AOA security, vehicle safety, and ensure minimum vehicle insurance requirements are met.

Motorcycles are prohibited, with the exception of law enforcement.

### **Types of Permits**

This program is applicable to all authorized motorized driven vehicles, including aircraft fueling hydrant carts owned or leased by city, federal government, utility companies, tenants, city and tenant contractors and vendors which operate on the AOA at Kansas City International Airport. Proof of registered ownership, or lease agreement to one of the above entities, must be submitted prior to receiving a decal. Privately owned vehicles are prohibited unless otherwise specified in a contract or agreement with the city.

The following two types of vehicle permits are issued by Airport Operations:

- **Permanent**

Permanent permit decals are issued to vehicles operated by the city, city contractors and vendors, federal government, authorized utility companies, and tenants, operated by valid authorized AOA badged employees to conduct business on the AOA.



- **Temporary**

Temporary permit decals are issued to vehicles operated by authorized AOA badged contractors hired by the city, federal government, and its tenants who perform work on a temporary basis, such as tenant modifications, airfield construction projects, or FAA facility installation. A temporary permit decal also shall be used for temporary leased vehicles that are being operated in lieu of a permanent vehicle that may be in the shop for repair or similar situation.



### Vehicle Requirements

Regardless of whether the vehicle is being issued a permanent or temporary pass decal, all vehicle requirements will be the same.

- **Identification**

Each vehicle authorized to operate within the program coverage area shall display on each side of the vehicle, either professionally painted, stenciled, or with a magnetic sign, the name of the company/authority with minimum font to be visible from a distance of 50 feet away.

- **Special Lighting**

- All vehicles will have a amber/yellow rotating beacon or strobe light attached to the highest portion of the vehicle so that it will be visible 360-degrees, and operated at all times while the engine is running.
- Lights must have peak intensity within the range of 40 to 400 candelas (effective) from 0° (horizontal) up to 10° above the horizontal and for 360° horizontally. The upper limit of 400 candelas (effective) is necessary to avoid damage to night vision.
- From 10° to 15° above the horizontal plane, the light output must be 1/10<sup>th</sup> of peak intensity, or between 4 and 40 candelas (effective).
- Lights must flash at 75 ± 15 flashes per minute.
- The amber/yellow lens shall not be damaged or cracked to allow white light to pass through. All emergency vehicles are exempt from the color of the lens.

- **Required Vehicle Safety Equipment**

- All vehicles shall have the following lighting and reflectors:
  - Operative headlights, taillights, side marker lamps – 2 rear red and 2 amber front.
  - Reflex reflectors - 2 red rear, 2 amber front side, 2 red rear side.
  - If the vehicle is designed to trailer equipment, that equipment must have reflex reflectors – 2 red rear, 2 amber front side, 2 red rear side. Three inch stripes of reflective tape may be used rather than reflectors.
  - Specialized equipment and fuel carts that were not originally manufactured with headlights and taillights shall have three inch stripe reflective tape and/or reflectors - 2 red rear, 2 amber front side, 2 red rear side.
- Muffler systems must be free of holes. The exhaust end of the tailpipe and exhaust lines must be mounted so that they are positioned a minimum of 6 inches from the surface.
- Emergency brakes must be capable of holding the vehicle when placed in drive with the motor running and only the emergency brake engaged.
- The vehicle must not leak any fuel, oil, hydraulic, coolant, or transmission fluids.
- Fueling vehicles and hydrant carts must comply with NFPA 407.

- **Insurance**

The limits of insurance coverage is governed by Commercial Development. Prior to the issuance of the permit decal, proof of the following insurance is required:

Signatory Airlines

Commercial Automobile Liability Insurance: with a limit, unless otherwise specified in a contract or agreement, of five million dollars (\$5,000,000) combined single limit, covering owned, hired and non-owned motor vehicles. Coverage provided shall be on an “any auto” basis and written on an “occurrence” basis. This insurance shall be written on a Commercial Business Auto form, or acceptable equivalent, and shall protect against claims arising out of the operation of motor vehicles on the airport, as to acts done in connection with the agreement, by airline. The above requirements apply to owned, non-owned and hired vehicles.

Non-signatory airlines and all other tenants and contractors

Commercial Automobile Liability Insurance: with a limit, unless otherwise specified in a contract or agreement, of five million dollars (\$5,000,000) combined single limit, covering owned, hired and non-owned motor vehicles. Coverage provided shall be on an “any auto” basis and written on an “occurrence” basis. This insurance shall be written on a Commercial Business Auto form, or acceptable equivalent, and shall protect against claims arising out of the operation of motor vehicles on the airport. The above requirements apply to owned, non-owned and hired vehicles.

**Acquiring a Permit**

Each company, tenant, government agency, contractor, who has an operational need to operate a vehicle on the AOA, shall complete and have on file with Airport Operations, a list of those

individuals employed by each organization that have the authority to request an AOA vehicle permit.

Each company, tenant, government agency, contractor shall make a request from Airport Operations for a Permanent/Temporary AOA decal. Once the request has been received, and confirmed that the minimum insurance and registration and/or lease agreement requirements are met, Airport Operations shall make arrangements to inspect the vehicle to ensure it meets the minimum requirements. Once the vehicle has passed the inspection, a decal will be affixed to a prominent location on the driver side, such as the windshield, front bumper, or forward side. Once the decal has been affixed to the vehicle, the application form will reflect the permit number that was issued, and the database updated.

The company, tenant, Government agency or contractor shall maintain the vehicle to ensure it operates with the minimum lighting and safety equipment as indicated above.

### **Failure to Maintain Minimum Lighting and Safety Equipment**

If the following discrepancies are found with a vehicle, the operator will be advised to park the vehicle until repairs are made:

- Inoperative headlights while operating the vehicle between sunset and sunrise.
- No muffler or damaged muffler.
- Missing or inoperative beacon while operating the vehicle.
- Fuel leaking, or significant fluid leaking at the discretion of Airport Operations.
- Condition of vehicle is determined to be a fire hazard.

Once the vehicle is parked, a “Do Not Operate Equipment” tag will be attached to the vehicle steering wheel and an electronic notification will be sent to the owner.



If a vehicle is found operating without the minimum lighting and safety equipment, but the condition does not deem it necessary to immediately park the vehicle, an electronic notification will be made to the owner. The notice will state the reason for the violation and grace period



when repairs must be made to correct the infraction. Once the repairs are made, the owner of the vehicle will request Airport Operations to inspect the vehicle. Once inspected and passed, a new decal will be issued and affixed to the vehicle.

If the vehicle is found operating past the grace period with the same infraction, the decal will be removed by Airport Operations and the operator of the vehicle will be warned not to operate the vehicle. In addition, a “Do Not Operate Equipment” tag will be attached to the vehicle steering wheel. An electronic notification will be made to the vehicle owner to whom the permit was issued. The notice will state the reason why the decal was removed, and indicate that the vehicle can not be operated on the AOA until repairs are made and inspected.

Once repairs are made, Airport Operations will be contacted by the owner so the vehicle can be inspected. Once inspected and passed, a new decal will be issued and affixed to the vehicle, the “Do Not Operate Equipment” tag will be removed, and database updated.

### **Audit Program**

Each June 1<sup>st</sup>, Airport Operations will submit to the owner a list of their permitted vehicles. The owner will review the list and submit any changes.

Anytime a vehicle is taken out of inventory and/or no longer assigned or operating on the AOA, the owner will submit a “Change of Vehicle Status” form to Airport Operations.

Permanent vehicle decals are good for two years from the month it was issued. After two years, the vehicle will be inspected for minimum lighting and safety equipment. Once the vehicle has passed inspection, the existing inspection decal will be replaced with a new decal. The database will then reflect the new decal. It will be the responsibility to Airport Operations to monitor the program to ensure vehicles are inspected after the two years.

Any decal that cannot be accounted for will be reflected on an AOA Vehicle Decal Hot List. The Hot List will be maintained by Airport Operations. A copy of this report will be posted at Post 1 and 28 guard shacks.