

# GENERAL AVIATION SECURITY PROCEDURES

For Questions Regarding  
General Aviation Procedures,  
Contact the Badging Office  
801-575-2423



1-866 GA-SECURE  
866-427-3287

**REPORT  
SUSPICIOUS  
ACTIVITIES TO  
AIRPORT  
POLICE AT  
801-575-2911**

**If your badge is  
lost or stolen, it  
must be  
reported to the  
Badging Office  
immediately at  
801-575-2423  
After hours,  
contact the  
Airport Control  
Center at  
801-575-2401**

## Security Awareness

The following procedures have been established to ensure the security of the Salt Lake City Department of Airports General Aviation facilities. Failure to comply with these requirements not only compromises airport security, but may also result in enforcement action.

- When entering or exiting a gate, always wait for it to close before you leave the area.
- Doors and pedestrian gates that lead to the secure area must be secured or monitored; do not prop them open.
- Airport-issued identification badges must be displayed at all times.
- Vehicles must have company markings and an airport-issued ramp permit if driven outside of leased areas.
- Never loan your ID badge to another individual.
- Fuel trucks must be secured.
- Aircraft must be secured.
- Aircraft with unusual or unauthorized modifications.
- Persons loitering in the vicinity or aircraft or facilities.
- Persons who appear to be under stress or the control of other persons.
- Persons with identification that appears to be altered or inconsistent.
- Persons loading unusual or unauthorized payload onto aircraft.

### **Increased vigilance should be directed toward the following:**

- Unknown pilots and/or clients for aircraft or helicopter rentals/ charters.
- Unknown service and/or delivery personnel.

## Prevent Unauthorized Individuals from Gaining Access

- Always confirm that an individual is one of your customers/passengers before giving access to the restricted area.
- Keep doors, gates and other access points locked or monitored to prevent unauthorized access to restricted areas of the airport (except emergency exit doors).
- If a gate malfunctions, contact the Airport by using the phone at the gate and remain at the gate until an Airport representative arrives.
- If a vehicle or person not under your escort follows you through a vehicle or pedestrian gate, notify the Airport Police immediately and provide a description and location of the individual/ vehicle.
- If you observe an unescorted individual without an ID badge, notify Airport Police immediately and provide a description and location.
- An employee who opens a gate under their company's control to allow ramp access is responsible to confine the individual(s) and/or vehicle(s) to the leased area unless the badging and/or vehicle requirements are met.
- Do not provide access to an individual with an invalid badge. Refer the person to the Badging Office.

## SECURITY VIOLATIONS

Individuals who are found in violation of the following will have their badge confiscated and will be required to retake the Airport's General Aviation Security Training Course before the badge will be reinstated. The TSA may also impose civil penalties:

- Leaving a vehicle or pedestrian gate or door leading to a secure area open and unattended
- Not having a valid airport-issued badge
- Loaning a general aviation badge to another individual
- Leaving an escorted individual unattended

### Contacts

Badging Office:  
801-575-2423

Airport Police  
Non-emergency:  
801-575-2401

Emergency:  
801-575-2911  
**SOUTH VALLEY  
REGIONAL  
DIAL 911**

General Aviation  
Manager  
David Teggin:  
801-647-5532

Airport Properties/  
Hangars  
Phil Bevan:  
801-575-2957

## Badging Requirements

- All individuals must display an airport-issued identification badge or be under escort.
- When a badge is no longer needed, it must be returned to the Badging Office; a \$250 fee will be assessed for all non-returned badges. Those individuals renting a hangar, a \$250 fee will be held from the hangar deposit.
- There is a \$75.00 fee to replace a lost badge (for a complete fee schedule, please contact the Badging Office).
- Displaying a badge is not required during activities such as aircraft maintenance where the badge could potentially be a safety concern; however, the badge must always be in the individual's possession and presented upon request.
- Visitors and customers without airport-issued identification must remain under continuous visual control of a badged individual.
- Badges expire on the date printed on the front. The badge must be renewed before it expires and may be renewed up to six weeks prior to the expiration date. NOTE: the Badging Office requires an appointment and presentation of the proper identification documents at the time of initial badge issue and renewal. For information on appointments and acceptable forms of ID, contact the Badging Office or visit our website at [www.slairport.com/badging](http://www.slairport.com/badging). If an individual's badge is expired, that person may not be escorted into the restricted area, or use another's badge to enter.

## Vehicle Requirements

Vehicles outside tenant leased areas must meet the following requirements:



- Company markings on both sides, visible from a distance of 50 feet
- An Airport-issued ramp permit on the windshield



*When you enter the General Aviation area, you must take the most direct route from the gate to your hangar.*

**VEHICLES MAY BE SUBJECT TO SEARCH**

**BADGING OFFICE HOURS OF OPERATION:**  
Monday through Friday 7:15 a.m.—5:00 p.m.  
Closed Thursday from 11:30 a.m. to 1:00 p.m.  
**CLOSED WEEKENDS AND HOLIDAYS**

[www.slairport.com/badging](http://www.slairport.com/badging)