

Project/Event Name

CONSTRUCTION/ EVENT SECURITY PLAN

Project/Event Name
Contractor Name
Contractor Address
Project/Event POC

Date of document created

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Overview

Airport Security requires all persons or companies planning projects or events effecting the Security Identification Display Area (SIDA), Secured Area, Sterile Areas and/or Air Operations Area (AOA) at San Antonio International Airport (SAT) to submit a Security Plan to Airport Security - Compliance.

The overview section must include the following for projects:

- Project start and end date
- Identified Authorized Signatory
- Project site location
- Summary of the project
- Work Schedule
- Number of contractors on site

**Projects in the Sterile Area will require a Tool Check on materials and tools by contacting Airport Security – Operations Supervisor at 210-355-2952 or contacting the Operation Control Center at 210-207-3433.*

The overview section must include the following for events:

- Event Name/type
- Identified Authorized Signatory
- Event Schedule
 - Start and end dates and times
 - Set-up and take-down time
- Event location(s)
- Number of attendees
- Number of vendors on site

**Projects in the Sterile Area will require a Tool Check on materials and tools by contacting Airport Security – Operations Supervisor at 210-355-2952 or contacting the Operation Control Center at 210-207-3433.*

Project and Event Scope

The scope helps explain the boundaries of the project and establishes responsibilities for the contractor. Airport Security - Compliance will review the specific tasks and determine what changes will impact the SIDA, Secured Area, and AOA at SAT and how the project/event will maintain compliance with regulations. . Once reviewed Airport Security – Compliance will submit to Transportation Security Administration (TSA) for approval to proceed.

This section should include the following:

- Project/Event details to understand what's involved
- Proposed changes to AOA Portals and/or delineation during all phases of the project
- Specify security measures implemented/sustained

Plan Requirements

1. Project Meetings:

The Airport Security Program (ASP) describes how the airport and all internal and external users of the airport will comply with federal regulations and mandates relating to aviation security. Prior to the request being submitted to TSA, a coordinated walk thru and/or review of plans must be conducted with Airport Security - Compliance.

A Security Vulnerability Assessment will then be performed that weigh the appropriate security and safety measures to current security threats & risks, and to fulfill TSA requirements. This assessment may impact the existing airport security posture and measures, and could include recommending or mandating modifications to the project to meet the minimum security requirements. TSA requires **a minimum 60 calendar days prior to start date for review**. During the duration of the project/event Airport Security – Compliance should be included in all meetings.

2. Maps and/or Diagrams:

This section should include the following:

- Project Phases to include contractor access to each phase
- Contractor staging, Equipment Storage, Demolished pavement disposal areas, and Soil Disposal areas
- Construction Site Access and Haul Road

3. Access Plan:

To request access to any sterile or secure areas, the Authorized Signatory must fill out an Access Request Form for individuals needing access. Airport Security – Systems can provide the form to the Authorized Signatory. The form must be returned to Airport Security - Systems for review and approval. Once the form is reviewed the Authorized Signatory will be notified. Please allow 5 days for access Request Form processing from time of receipt for access groups to be updated with the new information. (*Form AVI-FM-0069 SAT Access Request*)

4. Escorting/Badging Plan:

The escort ratio at SAT is **5 to 1** for person-to-person escorting in the Security Identification Display Area (SIDA), Secured Area, and Sterile Areas of the airport. This means for every 1 badged individual with escort privileges, 5 un-badged persons can be escorted. For vehicles, the ratio is **2:1**. The escort vehicle driver must have an airfield driver's license and escort privileges to escort up to two other vehicles. The ratio for pedestrians (5:1) still applies within the vehicles. Please contact Airport Security with additional questions. The escort process shall not be used to circumvent the mandated badge processing requirements (contact Airport Security for more information). An escort variance may be granted by the ASC under certain circumstances and may be requested by completing the Escort Variance Request Form. (*AVI-FM-0045 Escort Variance Request*)

This section should include the following:

- Details of number of personnel with an Airport Identification Media (badge) dedicated to escorting and/or monitoring
- The specified gate shall be monitored for access control by a Contractor supplied badged personnel during all Contractor operations
- The Contractor shall not permit any unauthorized construction personnel or traffic on the project site.
- Vehicle use permits shall be assigned in accordance with airport security procedures.

5. Delivery Locations:

The terminal contains a **pre-security** loading dock for receiving secure and safe equipment and material deliveries. The airport may issue terminal delivery procedures that best allow for the safe movement of delivery vehicles at the airport. The airport may also issue schedules of acceptable delivery times, locations, and points of access, and vehicle size restrictions by written notice.

Coordination with Airport Security is required prior to introducing materials and tools into Sterile/Secure Areas of the airport. Some projects may be required to provide tool logs to account for all tools. All deliveries of equipment and material are subject to screening at designated screening checkpoints and must be secured, monitored, and attended until it is delivered to security areas. A list of Sterile prohibited restricted items is available at the TSA website, www.tsa.gov. To request a tool/equipment check, contact the Airport Integrated Control Center (AICC) at 210-207-3433 and security personnel will be dispatched to the designated location to perform the inspection.

6. Fence/Gate Signage:

Warning signage will be affixed to the outside of the perimeter fencing at 300 foot intervals denoting: “Restricted Air Operations Area – Authorized Personnel Only”. The signage shall be in both English and Spanish language (*Attachment 28-4*).

Signage is required in all gates serving as access points to the AOA Areas that provide warning of the prohibition against unauthorized entry. These signs shall be in both English and Spanish Language (*Attachment 28-5*). Automated access gates will have signage denoting Stop and Wait requirements.

Badging:

1. Contract Requirements:

If the project requires issuance of airport Identification Media (badges), there must be a city contract on file approved either by San Antonio City Council or the Aviation Director prior to starting the badging process. This contract and a point of contact must be provided to the Airport Security – Badge and ID Office at least 45 days in advance of the project start date in order to establish a new company and begin the badging process. The point of contact will be designated as an Authorized Signatory (AS) and will be the primary point of contact between the airport and the company. Otherwise the contractor for the project must be sponsored by an existing company/Authorized Signatory to obtain airport Identification Media (contact Airport Security for more information).

Contract or construction employees, subcontractors and/or vendors who have a valid, business-related need to conduct work activities for a period of at least **fourteen (14)** days (consecutively or intermittently) will be required to process for a badge.

2. Authorized Signatory:

As stated above, each company must designate an Authorized Signatory to be the primary point of contact between the airport and the company if they are to be badged as a standalone company. The process to become an Authorized Signatory requires the person to have an issued badge, complete additional Computer Based Training for Authorized Signatories and attend annual training.

3. Badging Process:

The badging process requires two visits to the Airport – Security Badge and ID Office. The first visit is where the applicant is required to bring in personal identification and payment. The identification required is per the I9 List of Acceptable Documents. During the first visit they have their photo and fingerprints taken and complete necessary paperwork. All applicants who are processed will receive a CHRC in process badge (pink) which indicates they have fulfilled the initial requirements and are in the background check process. This badge will require the applicant be under escort at all times.

4. Badging Hours:

Monday	New Applicants Only/Walk In	8:00 am – 4:00 pm
Tuesday – Thursday	Renewal Applicants/ Walk In & New Appointments	8:00 am – 4:00 pm
Friday	Renewal Applicants/ Walk In & New Appointments	8:00 am – 11:30 am
Office is closed for lunch daily from 11:30 am – 12:30 pm		

5. SIDA Training:

Once backgrounds are cleared the applicant must return to the Badge and ID Office and complete a computer-based SIDA training class. The SIDA class takes approximately 1-1 ½ hours to complete and the applicant must make a 100% on the final assessment to successfully complete this stage of the badging process. SIDA Training is offered in both English and Spanish and applicants must complete the training on their own.

Monday – Thursday	8:00 am - 10:00 am 12:30 pm – 2:30 pm
Friday	8:00 am – 10:00 am

6. Payment/Fees:

Each applicant can pay individually at their first appointment with cash, check or personal credit card. If the applicants wish to pay with a company credit card, the company

representative whom the credit card is issued to must accompany the applicant and submit payment at their first appointment. With prior coordination with the Fiscal Operations Division, the Authorized Signatory can complete and sign an “Authorized to Bill” form and send it with the applicant on the day they are to process. The City of San Antonio will then bill the company for the applicants processed (*Form AVI-FM-0034 Authorization to Bill*). There are no refunds for badge processing fees

Airport Security - Badge and ID Fees	
SAT Identification Media initial	\$100 (\$35 Identification Media/\$65 Criminal History Records Check (CHRC) and Rapback Enrollment)
SAT Identification Media renewal within 60 days of expiration date	\$35
SAT Identification Media renewal after expiration date	\$100
SAT Identification Media replacement due to theft (Police report required)	No Charge
Change of Name/ /Level of Access/Escort	\$35
SAT Identification Media Replacement Damage or Destroyed	\$35
SAT Identification Media (lost, stolen, unaccounted for)	\$150
Missed Appointment Fee	\$25

<http://www.sanantonio.gov/Aviation/Security/Badge-and-ID#156781624-get-a-badge>

7. Background Check:

There are two separate security background checks conducted as a result of the initial visit; the Criminal History Records Check (CHRC) and Security Threat Assessment (STA). All badge applicants will be enrolled in the Rapback program upon initial processing. Rapback provides the airport with continual updates of badge holders Criminal History.

In the interest of the security and safety of the traveling public and airport employees, the Aviation Department (City of San Antonio) reserves the right to be more stringent in the interpretation of the disqualifying offenses outlined in 49 CFR Part 1542.209 regarding the authorization to be issued or maintain possession of (an) approved badge.

8. Badge Issuance:

The badge will be issued after the applicant successfully completes the SIDA Training and the CHRC and STA process is complete. It may take anywhere from five (5) business days to four (4) weeks before the applicant may be issued a badge.

9. Badge Termination/Recovery:

At the end of the contract, the contractor’s Authorized Signatory is required to return all issued

airport badges to the Airport Security - Badge and ID Office directly. They are to inform the Aviation Department division representative that managed the project or contract that all badges have been returned before final payment for the work can be processed. Each badge that is not returned to Airport Security is subject to a non-returned badge fee. Lost or stolen or non-returned badge must be reported immediately to the Airport Operation Control Center (OCC) at (210) 207-3433. Employers will be assessed and are responsible for paying the fee for any unaccountable badges for which they are the designated sponsor in the system. The contractor shall be responsible for any fees/fines resulting from the lost, stolen, or otherwise unaccounted for SAT badge. All Badge fees can be found in the Airport Rules and Regulations. (Chapter 3 Division 10 – Rates and fees)

10. Badge Accountability:

TSA mandates specific parameters on how airports manage accountability of airport Identification Media (badges). TSA regulations state that at least 95% of all unexpired badges must be accounted for at all times. The instant an airport Identification Media (e.g. Secured, SIDA, Sterile Badge, etc.) exceeds the remaining 5 percent unaccounted (e.g. lost, stolen, or otherwise unaccounted for) threshold, that entire badge type population must begin a badge reissue process. A badge reissuance presents many challenges, not only for the individual company and their employees, but for the entire airport. A badge reissue is an extremely time consuming and expensive endeavor for everyone involved. The Authorized Signatory is responsible for maintaining 100% badge accountability at all times. Airport Security – Compliance and TSA will conduct annual scheduled and random badge audits.

Authorized Signatory best practices for badge accountability:

- Maintain badge accountability at all times
- Ensure badge collection of all employee separations
- Develop a non-return badge recovery program

Lost and Found:

Airport Security manages The Lost and Found program for property found within the public, sterile, and secured areas of the airport. To determine if your property has been found and is in the possession of the airport, call 210-207-3433. Be advised that the airlines and TSA also have their own lost and found programs. Additionally, property lost within the CONRAC or parking garages is handled by the Parking division.

Access Control – Medeco Electronic Smart Key System:

In order to receive access into a non-motorized gate in the AOA, the Authorized Signatory or their designee must receive Access Control Portal Specialist Training (mentioned above). After training is complete, the Authorized Signatory must notify Airport Security - Systems and provide the requisite data for data entry into the Medeco Smart Key program. Airport Security - Systems will clarify that the designees company has a business need into the AOA (Amendment, project, etc.) Once the key has been programmed, Airport Security - Systems will meet with the authorized signatory to have the key receipt signed and will go over the operational characteristics of the key and locks themselves. Additionally, every authorized signatory who uses a Medeco Smart Key will be required to submit a weekly log of who has

carried the key and will be subject to audit of said logs.

Airport Security Key Fees	
Non-returned/Damaged Standard Key	\$25
Non-returned/Damaged Electronic Key	\$75

Sterile Access Pass:

An Access Pass may be requested through Airport Security for individuals requiring unescorted access into SAT's Sterile Area. All requests must have a valid business need to be in the Sterile Area. Written justification must be submitted to Airport Security as part of the review and approval process.

Anyone issued an Access Pass must enter the Sterile Area at the TSA Passenger Screening Checkpoint. A valid SAT Access Pass and government issued Identification (with photo) must be present to the TSA Document Checker and have in possession at all times while in the Sterile Area for the valid date(s) for the Access Pass. An Access Pass can be requested no later than 72 hours in advance to Airport Security – Compliance, by submitting an 'Access Pass Application and submitting a valid ID (e.g Driver's License) to satseccom@sanantonio.gov. (AVI-FM-0079 Access Pass Application)

Access Control Portal Specialist Training:

Companies with perimeter gate access must have a valid SAT issued badge and have an airfield driver's license (if driving on the AOA). Companies utilizing Aviation controlled vehicle gates accessing the airfield may be required to have an Access Control Portal Specialist (ACPS) designated to open and close gates. Individuals charged with manning these gates must attend (ACPS) training prior to assignment and have in their possession an (ACPS) badge and comply with stringent lock & key control requirements. To register for a class can be done by emailing Airport Security – Compliance at satseccom@sanantonio.gov.

Security Violations:

The airport must adhere to the security policy set forth and mandated by the TSA Regulations (CFR 1520, 1540, 1542, and 1544). All users of, and persons on, the airport shall be governed and obey the Airport Rules and Regulations and the TSA Regulatory Requirements. Security Violations by persons or company will be subject to SAT's Progressive Security Fee, Badge Revocation Program, and possible TSA civil penalties. As such, all users of, and person on, the airport are subject to audits at the request of Airport Security. Failure to complete an audit successfully shall result in progressive enforcement action.

Security Violations Fees	
Security Violation 1 st Offense	\$25
Security Violation 2 nd Offense	\$50
Security Violation 3 rd Offense	\$75
Security Violation 4 th Offense	Badge issuance/reactivation will be denied

Security Audits:

Airport Security will conduct several audits throughout the year to ensure compliance of all applicable TSA Regulations and Airport Security Program. These audits will be conducted both as random and schedule audit.

Airport Security Contacts

Airport Security Manager
210-207-1674
9623 W. Terminal Drive
San Antonio, Texas 78216

Airport Security – Compliance
210-275-8115
satseccom@sanantonio.gov

Airport Security - Badge and ID
210-207-3526
satbadgeoffice@sanantonio.gov

Airport Security - Operations
210-207-3435
SATSecurityOps@sanantonio.gov

Airport Security - Systems:
210-207-3840
SATSecuritySystems@sanantonio.gov