

AIRPORT - USER  
SECURITY LETTER OF AGREEMENT  
ACCESS TO AIRPORT OPERATIONS AREA & RAMPS

This letter serves as an agreement between the Wilkes-Barre/Scranton International Airport, Avoca, PA. Hereinafter called "Airport" and \_\_\_\_\_.

The purpose of this agreement is to establish procedures to control access by the User to the Airport's Air Operations Area (AOA): \_\_\_\_\_.

The User has hereby delegated authority to utilize the following AOA Gates/Doors: authority, the User acknowledges his responsibility for insuring against entry of unauthorized persons or vehicles to the General Aviation Ramp.

1. The User will have read and understand the Airport Security Awareness Pamphlet.
2. The User will be responsible to complete an Application for an Airport Identification Badge to include a ten (10) year employment history. Further, the User authorized the Airport to verify the employment history and/or any criminal background checks to the extent allowable by law. The five (5) year employment verifications shall include references and prior employers as necessary to verify representations made by the User.
3. The User must immediately notify the Public Safety Director of any changes in an individual's access requirements via US Mail or Fax to 570-602-2025.
4. The User shall be issued an AVP ID Badge for passage through the security fence gates/doors for a specific charge. Upon termination of this contract, the AVP ID Badge shall be surrendered. While in the AOA, the User must visibly wear an Airport ID Badge.
5. A charge will be required for each replacement badge should the original badge be lost. The User agrees to furnish all information, forms, certifications, etc., as requested by the Airport in order to process ID Badges.
6. The User is permitted to open specified gates/doors in the conducting of his/her business, but during such time the User will guard against and prevent unauthorized entry by others by remaining in close proximity and in line of sight with its opened gate/door. Immediately upon use, the gate/door shall be closed and locked.
7. The User shall challenge any other gate user, or person already in the restricted area, not recognized as authorized, or one not displaying the proper Airport ID Badge. The User shall immediately report such violation to Airport Security.

8. The User, in the conduct of its business at the Airport, shall notify Airport Security of any suspicious condition or action observed or if any security questions arise.
9. The User must immediately notify Airport Security or the Public Safety Supervisor of any mechanical problems associated with the Airport Security System entry points.
10. When the User is unable to comply with any part of this agreement, the User will notify Airport Security who will take the appropriate corrective action to reestablish the required level of security.
11. Under no circumstances may any person other than the individual to whom it was issued use a badge.
12. No duplication of any Airport key/badge is permitted.
13. The Airport Director shall periodically evaluate the foregoing procedures. Failure by the User to fully implement these provisions shall be the basis for the Public Safety Director to immediately terminate this agreement or to take other corrective measures until an acceptable level of security is restored.
14. The User hereby agrees to comply with all future additional security related requirements, which may be promulgated or established from time to time by the Airport Director.

**AGREED:**

WILKES BARRE/SCRANTON  
INTERNATIONAL AIRPORT

BY: \_\_\_\_\_  
George J. Bieber, Public Safety Director

SIGNER:

\_\_\_\_\_

DATE:

WITNESS:

\_\_\_\_\_