

# Memo

To: ORH Pilots  
From: Eric N. Waldron, A.A.E.  
CC: Airport Operations, Airport Police, Swissport, Amity, WAPA  
Date: 11/12/02  
Re: Pilot Vehicle Access and ID Badges

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As you may be aware, we have been working on a system for ID Badges to allow unescorted access to the Worcester Regional Airport General Aviation Area by based pilots. We have decided to go with the new Massachusetts Aeronautical Commission (MAC) photo ID badges.

## **Access Level Types**

This new system will mainly be divided into two levels. The first level will have the wording Ramp Driver on the ID badge and will allow you to drive your Worcester Airport registered vehicle to and from either Gate 10 (at Swissport) or Gate 14 (by Euro-American Cargo) to your Aircraft. However, while Gate 14 is Out of Service until late this winter or early Spring, Gate 10 use is permitted. This level of access, vehicle access/driver privileges, will require you to under go a Criminal History Records Check (CHRC) which entails fingerprinting at our Airport Police Station, as well as filling out the application and getting your photo taken. As before you must present a copy of your vehicle insurance policy stating that you are insured for a minimum of \$100,000 in property damage.

The second level of access will be unescorted pedestrian access through Swissport. Swissport will verify your badge and buzz you through their ramp access door. This will require that you fill out the application with the Airport Police and get your picture taken. For both ID's the information will be then transmitted to MAC, who in turn will make up the badge and return it back to Airport Police. Airport Police will call you to pick up your badge when it has been completed. We estimate that the entire process will take three weeks.

## Costs

The following costs are required to cover the associated expense of the ID Badge, CHRC, Key Card and Vehicle Sticker. For vehicle access/driver privileges the cost is \$61.00 and the check will need to be made out to Worcester Regional Airport. If you already have a current year vehicle sticker you will still need to get another one that is valid for the 2003 year. If you require a second vehicle sticker for another vehicle, another may be purchased at the Airport Police Station for \$15.00. If you already have a gate key card you will need to bring that to the Airport Police Station at the time of filling out the application so that it can be recorded and programmed for re-activation once your badge has been issued.

The cost for the unescorted pedestrian access badge is \$15.00.

For both ID Badges the cost of the first replacement badge is \$50.00. The cost of a replacement key card or sticker is \$15.00 each. After the first replacement, the Airport Director will determine if a third ID Badge will be given out.

Applications for the ID badges are available at the Airport Police Station, Amity, and Swissport and may be picked up any time. Upon completing the application, photos and fingerprinting, if required, will be done at the Airport Police Station during the following times:

Monday & Tuesday                      2:00PM – 10:00PM

Wednesday & Thursday                4:30PM – 10:00PM

**Furthermore for the next three weekends, 11/16, 11/17, 11/23, 11/24 and 11/30, 12/01, ID badges and fingerprinting will be conducted between the times of 9:00AM – 9:00PM.** To ensure that our staff is ready to process your application, we would appreciate it if you would call prior your arrival at the Airport Police Station. It is especially important to call in advance if you will need to be fingerprinted, as we can process approximately four fingerprints per hour. This should reduce the chance of delays experienced during this process.

Please familiarize yourself with the more specific rules and regulations both attached and at the end of the application. Two of the more imperative rules is that we receive your badge, gate key card, and sticker when your access needs at ORH have ended and that you report all lost airport property to the Airport Police. ***The other is that you are required to wear this ID badge at all times on the Airport, on your outer-most garment, above the waist.*** Please also ensure that you fill out the application in its entirety, as any blanks may delay the processing of your badge. Thank you!