

MEMORANDUM

TO: All New Companies without an executed lease or contract with the City of Atlanta

FROM: Paul S. Meyer, A.A.E.
Director of Operations

DATE: September 5, 2009

SUBJECT: Launch of the Airside Operating Permit

Effective October 1st, 2009, new companies desiring to do business at the airport and requiring airside access, but do not have an executed lease or contract with the City of Atlanta, shall first apply for an Airside Operating Permit (AOP) prior to the DOA Security New Company Orientation briefing. These companies must apply online at: <https://secure.atlanta-airport.com/AirsidePermit/>. Information provided on the application shall be accurate and include, but not limited to, general company information; a list of company sponsor(s); nature of work being performed; location of work; and Federal Tax ID. An administrative fee of \$50 will be collected during the New Company Orientation briefing in order to activate the AOP. Once the Permit is activated, the company will be able to continue the security process. In addition, the company will be responsible to maintain current information on the AOP website as necessary and shall renew the permit every twelve (12) calendar months.

Details regarding the AOP Policy and Procedures can be obtained from the City of Atlanta Ordinance Section 22-70 Airside Operating Permit (AOP) link provided below.

<http://apps.atlantaga.gov/citycouncil/2009/images/adopted/0706/09O1047.pdf>

For more information, contact the Airside Operations Division at (404) 530-6620.