

M. Kasim Reed
Mayor

Benjamin R. DeCosta
Aviation General Manager

MEMORANDUM

TO: All Tenants

FROM: Richard L. Duncan, CRP
Aviation Security Director

DATE: February 3, 2010

SUBJECT: Non-Returned Badge Audit Invoices Received in 2009

In recent months you may have received an invoice from the Department of Aviation for non-returned security ID badges. If you have a dispute and you have a verifiable justification, we will gladly meet with you to discuss and review any issues. Please send all meeting requests via email to SecurityID@Atlanta-Airport.com. A representative from our Division will contact you to schedule an appointment.

Please be advised, **effective March 1, 2010, we will no longer honor invoice dispute requests.** All invoices that were issued will be final and expected to be paid in full by your perspective company.

If you have any additional questions and/or concerns, please contact the Security Division via email at SecurityID@Atlanta-Airport.com and your concern will be addressed by the appropriate personnel. We thank you in advance for your support of the Airport Security Program.

RLD:ac

