



Shirley Franklin
Mayor

Benjamin R. DeCosta
Aviation General Manager

MEMORANDUM

TO: All Tenants

FROM: Richard L. Duncan, CPP
Aviation Security Director

DATE: August 28, 2009

SUBJECT: Non-Returned Badge Invoice Clarification

A large, stylized handwritten signature in black ink, appearing to be 'Richard L. Duncan', written over the 'FROM' field.

In recent days you may have received an invoice from the Department of Aviation for non-returned badges. Please be advised that these invoices include both the 2007 and 2008 audits. During this timeframe the Security Division has converted the audit procedures to an electronic method that has proven to be much more effective and efficient than the manual process.

If you have a dispute about any badges and/or employees listed on the non-returned invoice, and you have a verifiable justification, we will gladly correct your invoice. Please send all requests to us via email at SecurityID@Atlanta-Airport.com. After reviewing your request, we will respond to you with a resolution as soon as possible.

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

RLD:ac

