

TO: AMA Authorized Signatories

FROM: Garnett M. Schafer, C.M. 
Airport Operations Manager/Airport Security Coordinator

ISSUED: May 19, 2023

EFFECTIVE: June 1, 2023

RE: Increased Lost/Unreturned Airport Access Media Fee

Beginning June 1, 2023, the penalties for lost/unreturned airport issued access media will increase. Recent audits have shown a consistent increase in lost/unreturned access media through the entirety of AMA's badge population. AMA is increasing the penalties for lost/unreturned access media to re-emphasize the importance of maintaining control of Airport issued access media as well as ensuring media is returned to the Airport once it is no longer needed. The following penalties will apply for *each* lost/unreturned badge and key:

- \$100 for the 1st occurrence.
- \$150 for each additional occurrence.

If Airport issued access media was stolen, the fees will be waived under the following circumstances:

- The theft is reported to the Airport Operations Center within 24 hours, and
- A copy of the police report that lists the airport badge/key as stolen is provided to the Airport Badge Office at the time of access media reissuance.

This notice will be posted to www.fly-ama.com as well as in the Airport Badge Office.