AIRPORT SECURITY AUTHORIZED SIGNATORY

INFORMATION BOOKLET

DENVER INTERNATIONAL AIRPORT

I attended class on __ /__ /__ (today's date)

Renewal Authorized Signatory Training is required within twelve (12) months of your previous class date.

Information contained in this booklet is subject to change. The Airport Security Office will share changes and updates through Authorized Signatory email.

Always feel free to contact the Airport Security Office at

(303) 342-4307 for any questions you may have.

11/25/2016

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AUTHORIZED SIGNATORY REQUIREMENTS

An Authorized Signatory is designated for each company participating in the Airport Security Program. Their responsibilities include overseeing the background check process, signing applications and forms, requesting that Airport ID badges be cancelled & returned immediately upon termination for their employees, adding or deleting access from access levels, requesting RFID tags, as well as training company applicants to be compliant with Rules and Regulations Governing the Denver Municipal Airport System.

All Authorized Signatories must:

- Attend an Authorized Signatory class annually. To schedule an Authorized Signatory class please go to https://as.flydenver.com to access the link for scheduling or call 303-342-4307 to be scheduled for an Authorized Signatory class.
- Maintain an "active" Airport ID badge at all times.
    - If your Airport ID badge is not valid, YOU CANNOT SIGN!
- NEVER sign a blank Fingerprinting and Badging Application Form.
    - Violation Notice will be issued, loss of Authorized Signatory privileges & possible civil penalties can be assessed to Authorized Signatory by the Transportation Security Administration and badge suspension.
- Airport ID badges must be terminated immediately upon employee separation. Immediate termination of the Airport ID badge is critical, as the purpose is to remove the possibility of the employee (or someone else) using the Airport ID badge in our Access Control System. This system is critical to protecting our security posture.
    - Terminating Airport ID badges can be accomplished twenty-four hours per day / seven days per week at:
        - (303) 342-4300 during normal business hours (7:45am-4:00pm Mon-Fri)
        - (303) 342-4210 after normal business hours
        - Authorized Signatory website (username and password required)
    - Airport ID badges/Security keys must be returned to Airport Security immediately after the employee no longer works within the Public, Controlled, Sterile, or Secured areas at DEN.
    - Return terminated Airport ID badges to either badging office (Satellite Badging Office or Main Badging Office near Gate A-46) during business hours (7:45am-4pm) or, Return terminated Airport ID badges to the Drop Box located outside of the Airport Office Building (AOB) glass doors after business hours. (Security keys must be returned to office during business hours)
- Develop a plan to ensure Airport ID badges are cancelled & returned to Airport Security immediately when an employee separates from the company.
- Audit Airport ID Badge Certification Report (quarterly basis) and RFID vehicle tag (semi-annually).
- Maintain an updated Authorized Signatory Designation Form at all times.
    - The Senior Company Manager for each company will designate an Authorized Signatory who will become the key player(s) involved with Airport Security issues.
    - A new form must be submitted for any changes (new, removal and addition).
    - Up to five (5) Authorized Signatories are allowed.
    - If you are the only Authorized Signatory on record, you may sign your own application. If you have more than one designated Authorized Signatory you cannot sign your own form.
- Have a unique email that cannot be shared with other Authorized Signatories.

SENSITIVE SECURITY INFORMATION (SSI)

Sensitive Security Information (SSI) is information that, if publicly released, would be detrimental to transportation security, as defined by Federal regulation 49 C.F.R. part 1520 (http://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf).

Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI. As persons receiving SSI in order to carry out responsibilities related to transportation security, you are considered "covered persons" under the SSI regulation and have special obligations to protect this information from unauthorized disclosure.

SSI REQUIREMENTS

The SSI regulation mandates specific and general requirements for handling and protecting SSI.

- **You Must – Lock Up All SSI:** Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.9 (a)(1).
- **You Must – When No Longer Needed, Destroy SSI:** Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).
  You Must – Mark SSI: The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer. (As defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.

AIRPORT SECURITY BADGING OFFICES

Both locations are closed every third Thursday of the month from noon to 4 p.m., as well as on all observed City holidays.

MAIN BADGING OFFICE (MBO)

8500 Peña Boulevard, Denver, CO 80249
Concourse A, Near Gate A-46, Level 4

Hours of Operation:

7:45 a.m. – 4:00 p.m. M-F
Please allow one hour for security training
Please allow two hours for security and driving training
Last fingerprint appointment at 3:15pm
Closed on City observed holidays

SATELLITE BADGING OFFICE (SBO)

Airport Security Satellite Badge Office is for:

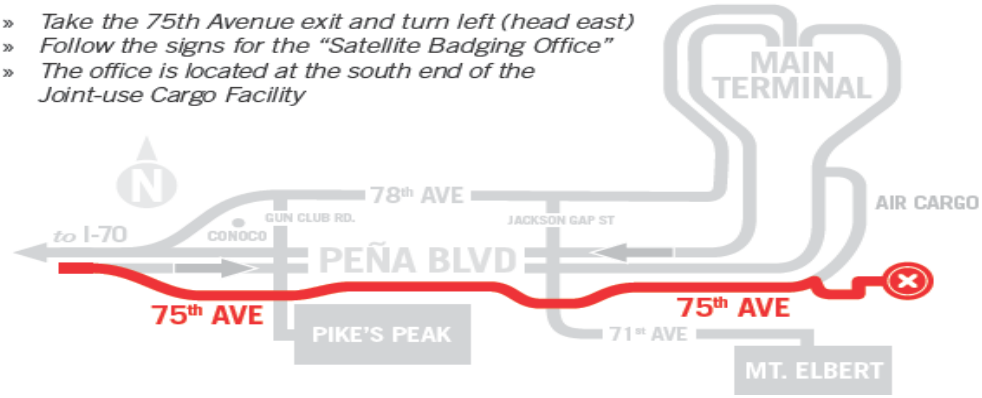
- Employees applying for a Denver International Airport ID badge for the first time, and all ground transportation badging
- Fingerprint appointments
- New company participant meetings
- Dropping off vehicle permits, applications, etc.

Where:

Satellite Office
7640 Undergrove Street, Unit A
Denver, CO 80249
(not mailing address)

**Free parking available for Airport Security Badging Office patrons*

» *Take the 75th Avenue exit and turn left (head east)*
» *Follow the signs for the "Satellite Badging Office"*
» *The office is located at the south end of the Joint-use Cargo Facility*



Hours of Operation:

7:45 a.m. – 4:00 p.m. M-F

Please allow one hour for security training
Please allow two hours for security and driving training
Last fingerprint appointment at 3:15pm
Closed on City observed holidays

AIRPORT SECURITY FORMS

Please use the following links to access the forms.

- https://as.flydenver.com (the front page of the website has links to all Airport Security related forms)
- http://business.flydenver.com/security (public website)

FORMS

- Access Change Form
- Airport ID Badge Certification Form
- Airport ID Badge Termination Request Form (only to be submitted with an Airport ID Badge Certification Form)
- Aircraft Operator Fingerprinting & Badging Application
- Authorized Signatory Designation Form
- Fingerprint Certification for Air Carrier Employee
- Fingerprinting and Badging Application
- Standard Participant Sponsorship Agreement
- Receipt for Returned Airport ID badge
- Security Key User Agreement
- Sponsorship Certification Form
- Sterile Area-Secure Area Access Request Form
- Translation Assistance Accountability Form
- Vehicle Permitting Worksheet

The Fingerprinting & Badging Application and Aircraft Operator Fingerprinting & Badging Application should be double sided, printed in color and the original must be provided. The Security Key User Agreement must also be in color and the original must be provided. All other forms can be faxed or scanned into an email. All forms are also available at either Airport Security Badging Offices.

All forms require an active Authorized Signatory signature

Standard Participant Sponsorship Agreement

All sponsored companies conducting business at DEN are required to have a Standard Participant Sponsorship Agreement on file with Airport Security with each company they conduct business with. The sponsorship establishes that a vendor or contractor has legitimate business at the airport.

- New companies must specify access level (s) and what access should be attached to the access level (s) and if driving and escorting privileges are required.
- Renewing Sponsorships are certified semi-annually through the Participant Sponsorship Certification Form. This form must be completed by the sponsoring company.

Access Change Forms

- Adding or removing access to the company or access level.
- Provide card reader number(s) and justification for request.

Vehicle Permitting Worksheet

- Authorized Signatories can use this worksheet to collect vehicle information for easy data entry when applying electronically for the RFID tag and can be used for your company records.
- When submitting requests electronically, please specify pick up location (SBO or MBO).
- Requests will be processed within five (5) business days.

Sterile Area/Secured Area Access Request Form

- Required to be completed for unbadged individuals that are conducting "official airport business," in the Sterile Area and/or requesting approval for unbadged individuals to be escorted in the Secured Area.
- Request must be emailed 48 hours in advance to asc@flydenver.com for approval.

FINGERPRINTING AND BADGING APPLICATION TIPS

- Check to make sure you are using the correct revision date of the Fingerprinting & Badging Application.
- Use Blue or Black pen (no pencil and no correction fluid).
- Section 1, Section 3, and Section 4 must be completely filled out by the employee and validated by the Authorized Signatory before the Authorized Signatory completes Section 2. Section 5 is to only be completed if an Airport ID badge was lost, stolen or destroyed.
- Name of applicant on the Fingerprinting & Badging Application must match the government issued identification being presented.
- Please list all aliases on Fingerprinting & Badging Application.
- Employees must have an active Airport ID badge prior to working in the Sterile Area and/or Secured Area. Applicants cannot be escorted in the Secured Area once they have started the badging process.
- An Airport ID badge is only required in the Public Area if an employee has to access a card reader (Controlled Area).

NEW AIRPORT ID BADGE HOLDERS

- Make new fingerprinting appointments by calling (303) 342-4300.
- Applicant comes to fingerprinting appointment with a Fingerprinting & Badging Application and the following forms of ID: government issued photo ID, proof of citizenship.

  Examples of proof of citizenship are:
  - Valid U.S. Passport
  - State Issued Birth Certificate
  - Certification of Naturalization
  - Consular Report of Birth Abroad

- Work Authorization Documentation for all non US Citizens is required to be presented whenever the applicant comes to the Airport Security Office.

  Examples of Work Authorization Documentation are:
  - Permanent Resident Card
  - Employment Authorization Card
  - I-94
- Applicant is fingerprinted and Authorized Signatory will be notified once the Criminal History Records Check (CHRC) and the Security Threat Assessment (STA) have both cleared. If you have not heard anything after fifteen (15) business days please contact our office. This information will only be given to an approved Authorized Signatory. No clearance information will be released to the employee.
- Once you have been notified of the clearance, please ensure your employee comes in as soon as possible. Fingerprints are only valid for thirty (30) days from the date of notification.

AIRPORT ID BADGE RENEWAL

- A new Denver International Airport Fingerprinting & Badge Application signed by the Authorized Signatory must be presented when the applicant comes to the Security Office to get their Airport ID badge renewed.
- Effective July 27, 2015 all Airport ID badge holders with companies regulated by CFR 49 Part 1542/1546 will be required to have a recurrent fingerprint based CHRC every two (2) years. Airport Security will resubmit fingerprints for Airport ID badge holders upon badge revalidation if their existing CHRC clearance date will exceed two (2) years in age before their next badge revalidation (Airport ID badge expiration date).
- Appointments are not required or accepted for badge renewal and the recurrent CHRC resubmissions.
- Complete all computer based training and successfully pass test before Airport ID badge is issued.
- All Airport ID badges expire at midnight on the date printed on the Airport ID badge.
- If an Airport ID badge has expired, the Airport ID badge holder may also be required to clear a new Security Threat Assessment (STA).
- Airport ID badge holders are able to renew their badges up to thirty (30) days prior to the expiration of their current Airport ID badge.
- If the Airport ID badge has been expired for more than thirty (30) days, the applicant must re-start the entire process as a new employee.

Airport Security does not accept or require badge appointments

AIRPORT ID BADGE RENEWAL FOR AIR CARRIER ONLY

- Effective July 27, 2015 all Airport ID badgeholders with companies regulated by CFR 49 Part 1544 (Air Carriers) will be required to have a recurrent fingerprint based CHRC every two (2) years (the fingerprint-based CHRC cannot expire before the badge expires. This would require a new CHRC).
- Air Carriers that have their employees fingerprinted by Airport Security are required to submit a completed Air Carrier Fingerprinting & Badge Application Form at the time they are fingerprinted, and the employee will have to return to Airport Security with a completed Fingerprint Certification Form after their company receives the CHRC results.
    - Air Carriers cannot submit applicant fingerprints any earlier than sixty (60) days prior to the Airport ID badge expiration date.
- Air Carriers that have their employees fingerprinted by their respective companies will need to have a completed Air Carrier Fingerprinting & Badge Application Form and a completed Fingerprint Certification Form at time of Airport ID badge renewal.
- Appointments are not required or accepted for badge renewal and the recurrent CHRC resubmissions.
- Applicants must complete all computer based training and successfully pass test before Airport ID badge is issued.
- All Airport ID badges expire at midnight on the date printed on the Airport ID badge.
- If an Airport ID badge has expired, the Airport ID badgeholder may be required to clear a new Security Threat Assessment (STA).
- Airport ID badgeholders are able to renew their badges up to thirty (30) days prior to the expiration of their current Airport ID badge.
- If the Airport ID badge has been expired for more than thirty (30) days, the applicant must re-start the entire process as a new employee.

TESTING PROCEDURES

SIDA TESTING

All Applicants applying for an Airport ID badge with unescorted access to non-public areas are required to watch, and successfully pass, the SIDA Computer Based Training (CBT):

- An individual is allowed to take the SIDA test only one (1) time in a business day.
- If an individual is not successful in passing all training concepts, the individual must wait until the following business day to receive the SIDA training again. If the individual fails a second (2nd) time the individual must wait one (1) business day before the individual may re-test for the SIDA training.
- If the individual fails the third attempt, they may not re-apply for the SIDA training for one (1) full calendar month.

Translation Assistance

- If the applicant needs translation assistance the Translation Accountability Form needs to be completed prior to testing. This form must be signed by a valid Authorized Signatory.
- The translator must be a DEN Airport ID badge holder for your company.
- Translation assistance can be utilized for SIDA testing (new or renewal).
- Translation assistance is only available for SIDA training. Non Movement & Movement driving must be completed without assistance.

ESCORTING PROCEDURES

The City and County of Denver (CCD) is the "Airport Operator" of DEN and is regulated under Part 1542 of the Code of Federal Regulations. Under Transportation Security Administration (TSA) regulations and CCD rules, individuals "regularly" working at DEN in any capacity must obtain an Airport ID badge. Airport Security has limited the amount of times an individual can obtain access into the Secured & Sterile Areas to ensure that companies/individuals are not circumventing the Airport Security Program (ASP). Companies and/or individuals who have a "demonstrated need" to access areas at DEN to conduct official airport business for a "limited" time may utilize one of the following procedures:

SECURED AREA ACCESS

Unbadged individuals may be escorted into the ***Secured Area*** through a City & County of Denver controlled guard gate (Gates 1, 2, 4, 5, 6, 7 & 9) following established DEN escorting protocols. Unbadged individuals are limited to being escorted **five (5) times** and will be denied escorted access into the Secured Area once that number is exceeded. Any exception to this policy requires approval from the Airport Security Coordinator (ASC).

For the Terminal/Freight Elevators, unbadged individuals must use elevator TE-60 on the West side to access the Secured Area. A Guard is posted to log the escort and verify the identity of the unbadged individual. This is the only access point for escorting into the Secured Area from the Jeppesen Terminal. If TE-60 is out of service, TE-99 on the East side will be available. Escorting is not permitted at any other Jeppesen Terminal Elevators.

Perimeter Facilities have specific escorting procedures. The leaseholder must log the unbadged individual in and out and is responsible for maintaining the escort within the internal footprint of the building at all times. Escorting an unbadged individual beyond the internal footprint in the Secured Area must be approved in advance. The Sterile Area/Secured Area Access Request Form must be submitted to the Airport Security Coordinator 48 hours in advance for approval. This form can be emailed to asc@flydenver.com.

STERILE AREA ACCESS

The Pink Concourse Visitor Badge Program is approved by the TSA, and is ***primarily*** used by DEN to allow new applicants of the airport to gain access to the Main Badging Office located on the A-Concourse for fingerprint appointments and testing for badges. Since this office is located in the ***Sterile Area***, access is obtained through one of the three TSA Security Screening Checkpoints. Once the individual successfully completes the screening process at the TSA Security Screening Checkpoint, they do not need to be escorted while in the Sterile Area.

Authorized Signatories requesting for an unbadged individual to access the Sterile Area must submit a request and be pre-approved by the Airport Security Coordinator (ASC). Unbadged individuals must be conducting "official airport business," are limited to the issuance of **five (5)** Pink Concourse Visitor badges and will be denied access into the Sterile Area once that number is reached. Any exception to this policy requires approval from the Airport Security Coordinator (AS).

Pink Concourse Visitor badges are only issued at the Airport Office Building (AOB) Reception Area which is adjacent to the A-Bridge TSA Security Screening Checkpoint. The AOB Reception Area is open 6:00 am to 6:00 pm Monday through Friday (except holidays) and special arrangements must be pre-coordinated with the ASC to have a Pink Concourse Visitor badge issued during off-hours or on weekends.

The Sterile Area-Secure Area Access Request Form is required to be completed and emailed 48 hours in advance to asc@flydenver.com for approval.

NOTE: Air Carriers who are defined by the TSA as "Aircraft Operators" are regulated under Part 1544 of the Code of Federal Regulations and will issue their own "demonstrated needs pass" based on their company policies to unbadged individuals requiring access to the Sterile Area.

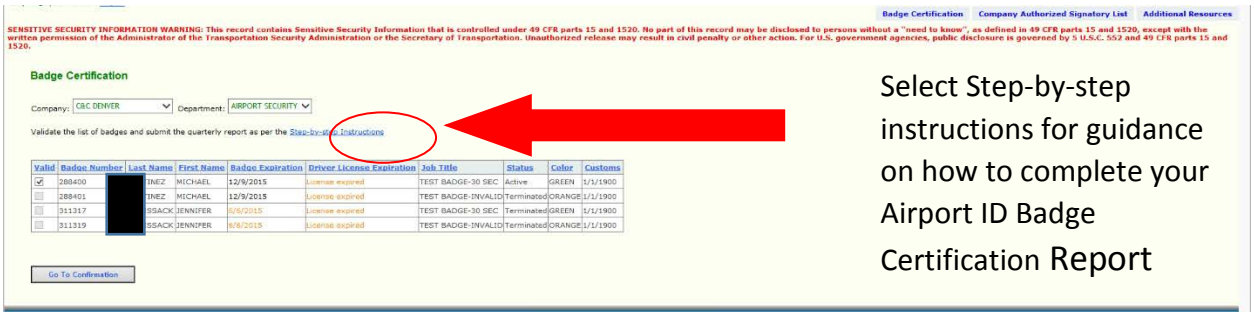
AUTHORIZED SIGNATORY WEBSITE

The website is a tool for current Authorized Signatories to view your Airport ID badge(s) and complete your Airport ID Badge Certification Report. It also has a Resource Tab that has other helpful information such as Airport ID Badge Certification Report schedule and the current Authorized Signatories for your company

https://as.flydenver.com

- The website contains SSI (Sensitive Security Information). Please follow SSI protocols. Passwords are only to be used by an approved Authorized Signatory for a company/department.

AIRPORT ID BADGE CERTIFICATION REPORT



- Verify all the names you see listed. There may be several pages, view them all. The data on the Authorized Signatory Website is current.
- To cancel an Airport ID badge please uncheck the valid box next to the Airport ID badge number and name on the list. When finished making changes, select Go To Confirmation and then select submit.
- A message from the webpage will ask you "Are you sure you want to inactivate these badges". You must click "OK" to continue or "Cancel."
- You will receive an email confirmation that your report was submitted. Please save a copy for your records.
- A Step-by-step Instructions button is located on the Badge Certification page.
- The Airport ID Badge Certification Report Form is not to be utilized as a tool to terminate badges. Airport ID badges can be terminated on the Authorized Signatory website or by immediately calling (303) 342-4300 during regular business hours (M-F 7:45am-4:00pm), or (303) 342-4210 on weekends, evenings and holidays.

Failure to complete the Airport ID Badge Certification Form within ten (10) business days of audit notification may result in the suspension of all Airport ID badges or a possible violation to the Authorized Signatory. If you cannot submit electronically please contact Airport Security immediately.

AUDIT SCHEDULE

- **Vendor/City**: January, April, July, October
- **Contractor/Federal**: February, May, August, November
- **Tenant/Air Carrier**: March, June, September, December

AUTHORIZED SIGNATORY WEBSITE PASSWORD TIPS

- Contact Sarah Mares at sarah.mares@flydenver.com if:
  - You are a new Authorized Signatory or logging on to the website for the first time and requesting a temporary password.
  - You have forgotten your Password and selecting "Forgot Password?" does not work
  - Your Authorized Signatory status expires due to training (your old password will not work)
  - Your Airport ID badge expired or was suspended (your old password will not work)
- For security purposes the password you choose expires every ninety (90) days

BADGE/SECURITY KEY ROSTER AND PHYSICAL AUDITS

Airport Security will conduct unscheduled Airport ID badge and key audits of all companies at DEN. The audits will be conducted using multiple methods:

- In order to complete a Roster Audit, organizations at DEN will be asked to provide Airport Security with a "roster" of their current active Airport ID badge holders and security keys if applicable. This information will be audited and cross referenced with Airport Security's data to ensure the integrity of access control. If any discrepancies are noted in the audit, organizations must correct them within a time frame specified by Airport Security.
- To complete an onsite audit, Airport Security will visit your organization's location at DEN and verify that employees are properly displaying a valid Airport ID badge. Individuals not displaying their Airport ID badges will be issued a Violation Notice. If an individual is displaying an invalid Airport ID badge (terminated, suspended, expired) they will be escorted from the Sterile and or Secured Area. The individual will have to successfully pass their background check before they will be allowed to resume work at DEN.

VIOLATION NOTICE PROGRAM

DEN has a comprehensive Security Violation Notice Program to enforce Part 20 of the Denver Municipal Airport System Rules and Regulations. The Program ensures that all Airport ID badge holders are held accountable for their role in maintaining a safe and secure airport operating environment. As an Authorized Signatory, you may serve as a point of contact for this Program. If a Violation Notice is issued to a member of your organization, you are responsible for taking action as recommended by the Program Security Manager overseeing the Security Violation Notice Program.

You will receive e-mail notification if an employee with your company is issued a Violation Notice, regardless of the infraction's severity. When a "Non-Critical Violation" is issued, you will be asked to review the incident with individual responsible for the infraction and discuss the importance of DEN's security protocols. Other circumstances will require the completion of a Violation Notice Hearing as prescribed in §20.04-8. A Violation Notice Hearing must be scheduled with the Program Security Manager overseeing the Security Violation Notice Program when:

- A Violation Notice is issued for a "Critical" violation,
- The holder of an Airport ID badge is issued a second Violation Notice which is substantively the same as another Violation Notice issued to the same individual within a two (2) year period, or
- Two (2) Violation Notices are issued to the badge holder for the same incident.

As an Authorized Signatory you may be expected to accompany your employee to the Violation Notice Hearing. Representatives from DEN Airport Security will consider all evidence supporting the Violation Notice and provide an opportunity for the badge holder or company to refute the Violation if they so please. The outcome of a Violation Notice Hearing is dependent upon the infraction's severity, and ranges up to permanent revocation of the individual's Airport ID badge.

Questions about the Violation Notice Program should be directed to Matthew Robb, Program Security Manager for Compliance and Enforcement at: matthew.robb@flydenver.com.

AIRPORT SECURITY FEES

Airport ID Badges:

First Airport ID badge / Annual Renewal / Replacement / Airport ID badge information change (i.e. name change, add driving)	**$10.00**
Fee issued to company for Airport ID badges unrecovered (lost, stolen, expired, terminated) for any reason and not returned within ten (10) business days of termination	**$250.00**

Criminal History Records Check (10 Year):

1542 Companies	**$40.00**

*If three (3) Airport ID badges/Security keys are lost, stolen or unrecovered a hearing with the Airport Security Manager or designee will be required prior to the issuance of an additional Airport ID Badge/Security key

We accept cash, major credit cards, personal and business checks. Checks should be made payable to "Airport Revenue Fund"

Billing Option

Your company may be set up on billing for fingerprint and Airport ID badge fees. Please see Airport Security for details.

TRANSPORTATION SECURITY ADMINISTRATION (TSA)

49 U.S. CODE 46301- CIVIL PENALITIES

(6) Failure To Collect Airport Security Badges .— Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed $10,000.

AIRPORT SECURITY PHONE NUMBERS

BADGING OFFICE	
NEW FINGERPRINTING APPOINTMENTS	(303) 342-4300
WEEKENDS, HOLIDAYS AND AFTER BUSINESS HOURS (TO REPORT LOST, STOLEN OR TO CANCEL AN AIRPORT ID BADGE)	(303) 342-4210
AIRPORT SECURITY OFFICE FAX	(303) 342-4319
AUTHORIZED SIGNATORY SCHEDULING FOR ALL COMPANIES	(303) 342-4307
AIRPORT SECURITY STAFF	
NEW COMPANY PARTICIPANT MEETINGS: **KELLY BENNETT** **(kelly.bennett@flydenver.com)**	(303)342-4329
CHRC PROCESSING : **JENNIFER VUKOTICH** **(jennifer.vukotich@flydenver.com)**	(303) 342-4305
CHRC/STA PROCESSING : **CYNTHIA TRUJILLO** **(cynthia.trujillo@flydenver.com)**	(303) 342-4313
RFID PROGRAM and BILLING : **DIANE JURADO** **(diane.jurado@flydenver.com)**	(303) 342-4308
AIRPORT ID BADGE CERTIFICATION REPORTS: **ALEX JACKSON** **(alexander.jackson@flydenver.com)**	(303) 342-4339
ACCESS CHANGE FORMS/ ACCESS ISSUES : **ASHLEY TOILLION** **(ashley.toillion@flydenver.com)**	(303) 342-4504
SPONSORSHIP AGREEMENTS and AUTHORIZED SIGNATORY WEBSITE : **SARAH MARES** **(sarah.mares@FLYDENVER.COM)**	(303) 342-4337
SECURITY KEYS : **KARA BILSTEIN** **(kara.bilstein@flydenver.com)**	(303) 342-4039

NOTES:

Access Levels and Access Assigned to Company: