

Abilene Regional Airport

MEMORANDUM

DATE: November 1, 2010
TO: Badge Authorizers and Badge Holders
FROM: Chris Taylor, Assistant Director of Aviation
SUBJECT: **Change to Badge Testing Requirement for Badge Renewal.**

1. Effective November 1st, 2010 Aviation will change the badge renewal process for all Class I and Class II badge holders. No longer will badge holders be required to take the computer base training and testing for badge renewal. Badges with “None” listed as their driving qualifications will not be required to test.
2. The Department of Aviation has posted on its website all required training guides and tests. For badge renewal please follow the steps listed below.
 - a. Thirty days prior to the expiration date of your badge, access the Aviation’s website at www.abilenetx.com/Airport/index.htm.
 - b. On the lower left side of the Airport’s webpage access the blue link identified as “Badge Renewal.” Upon opening of the link follow the instructions provided.
3. In the event that a badge holder prefers to use Airport Administration’s computer based training system please contact the Airport Receptionist at (325) 734-5309 from 9:30 a.m. to 1:30p.m Monday thru Friday.
4. All new badge applications are required to show Federal proof of work authorization for the United States of America. This can be accomplished by providing proof of residency (Green Card), Social Security Card, birth certificate, or passport with your driver license.
5. If you have any questions, contact me at 676-6368.