

Juneau International Airport
BADGE APPLICATION—GENERAL AVIATION (GA) AOA:
Airport Security Gate/Door Access Rules

Name: _____ **Date:** _____

The following definitions shall apply:

“Restricted Areas” means those areas of the Airport where persons are not permitted unless authorized by Airport Management. Restricted Areas include all locations on the Airfield and in the Terminal to which access is controlled by any form of lock, and/or is restricted by signs or fence, or by the unfenced Airport property boundary.

“User” or “Badgeholder” means any person who is issued a JNU Airport badge by Airport Management, and has not let that badge expire, and whose authority to use the badge has not been revoked.

“Unauthorized Person” means any person who is not a User/Badgeholder, or who is a User/Badgeholder in an area not authorized by their badge.

“Escort” means to continuously accompany and monitor the activities of an Unauthorized Person by remaining within sight and within hearing range of the unauthorized person at all times.

All Badgeholders must be 18 years of age or older and agree to the following rules when receiving a badge/access card and using the Juneau International Airport security gates/doors.

General Airfield Rules:

1. Aircraft, emergency vehicles, and airfield vehicles have the right-of-way.
2. Users who are unsure of rules or regulations inside the perimeter fencing as it pertains to their use of the airport should contact Airport Police (586-0899) or Airport Management (789-7821) for further clarification.
3. Users shall take the most expeditious route between access gate/door and place of business, hangar or tie down. Vehicles and individuals are not allowed on runway or taxiways. No person or vehicle may be on the main ramp or transit between the east and west sides of the AOA unless authorized by Airport Management.
4. User is responsible for following the posted speed limits and other posted signs or regulations and restrictions while on the airport grounds. Failure to do so may result in fines and/or restriction from airport grounds.
5. All rules apply to the User and anyone they are escorting.
6. Anyone issued access (badge/proximity card) plays a part in the Airport Security Program and is responsible for contacting Airport Police (321-3802) if they believe a security rule or regulation has been violated.

Gate/Door Use and Access Rules:

1. SIDA, Sterile, and 135-AOA badges must be displayed at all times while in those areas. AOA (GA) badges must be produced upon request.
2. Badges/access cards may not be given out or loaned to anyone at any time.
3. User shall notify Airport Management or Airport Police immediately in writing if a Badge/access card is lost or stolen. The access will be de-activated and a new badge/access card may be issued. Badgeholder will be assessed the replacement badge/card fee.
4. All badges/access cards are good for up to one year. All badges/access cards will expire on the Badgeholder’s birthday unless renewed prior to that date, or an alternate date has been authorized by Airport Management. Badge/access cards automatically de-activate upon expiration.
5. It is solely the responsibility of the Badgeholder to renew prior to expiration to avoid interruption of access. The Airport does **not** send renewal notices.
6. User shall notify Airport Management or Airport Police immediately if they no longer have a need access to Restricted Areas. Badge/access card shall be returned to the Airport at such time.
7. Upon entering or exiting a gate/door, persons/vehicles must **STOP** and **WAIT** for gate/door to close prior to proceeding on. The exception to the rules is if there is more than one person/vehicle exiting the restricted area, the first person/vehicle may transfer the responsibility of the gate/door closure to the next person/vehicle exiting. The last exiting person/vehicle must ensure that the gate/door has closed behind them prior to leaving the area.

8. User may **escort** an Unauthorized Person through an access gate/door, provided they are escorted by the User **at all times** within the Restricted Area. Unauthorized Person(s) must also be escorted out of the Restricted Area.
9. Failure to follow proper access procedures or airfield rules may result in fines in excess of \$10,000 per incident. Both City and Borough of Juneau and Federal fines may be assessed to violators.
10. Badges/access cards are the property of the Juneau International Airport and may be confiscated or deactivated at any time the Airport believes that it is in the best interest of the security or safety of the Airport. The Airport may be directed by the Department of Homeland Security (Transportation Security Administration) to limit or close access into all or part of the airport perimeter during times of national emergency or heightened security threat levels. The Airport will make every effort to notify User of such occurrence.
11. User must report any malfunctioning gate or suspicious persons/vehicles within a Restricted Area immediately by notifying Airport Police (586-0899), Airfield Maintenance (789-4001) or Airport Management (789-7821).
12. User operates gates/doors entirely at their own risk and are responsible for the costs to repair or replace gates/doors or other property on the airport which they, or anyone they escort, damage; including their own vehicle/property.

Escort Authority:

1. Escort may only be performed by a Badgeholder in areas authorized by the badge type:
 - SIDA may escort in the SIDA, Sterile, 135 or AOA; if authorized (see #2 below)
 - Sterile may escort in the Sterile area only (no ramp privilege) if authorized (see #2 below)
 - 135-AOA may escort in the 135 or AOA areas only
 - AOA may escort in the AOA area only (general aviation area)
2. SIDA and Sterile area badged individuals must be authorized to provide escort. Authorized SIDA and Sterile area individuals must display escort authority ("EA") on their badge. 135-AOA and AOA do not need this authorization on their badge but will still be trained in escort procedures.
3. Escort of Unauthorized Person(s) is only for those persons with a need to be in a Restricted Area, including:
 - Escort of contractor for repair or work
 - Escort of another employee during their training period
 - Escort of a (screened) vendor
 - Escort of a ticketed (and screened) passenger
 - Escort of emergency personnel, armed law enforcement or special security personnel
 - Escort for other reasons as approved by Airport Management
4. Know who you are escorting. Request photo identification (unless known) and request work credentials or paperwork (unless known).
5. Escort authority may only be transferred to another Badgeholder with escort authority for that area.
6. Escort is only for Unauthorized Persons, not for a Badgeholder who has lost/forgotten their badge.
7. Vehicles may be escorted under the same escort procedures.
8. Escort must notify the Airport or Law Enforcement of unusual activity or possible threatening situations.
9. Escort authority may be suspended or revoked by the Airport at anytime. Escort authority is a privilege.

Challenge Procedures:

1. All Badgeholders are required to challenge persons in any Restricted Area. SIDA and 135-AOA badges must be displayed at all times while in those areas; AOA badges must be produced upon request.
2. Ensure that the individual has a badge or credential appropriate to the area that they are in. If they cannot produced a badge or credential, ask if they are under escort of another Badgeholder. If they are not under escort, challenger shall escort the individual out of the AOA and notify Airport Police immediately of any *intentional* breach.
3. Any badge or credential produced upon request must have a photo which matches the individual, and be current (not expired). Credentials include Federal Inspectors (FAA, TSA, U.S. Customs, etc.), Law Enforcement, and Airline crew (Alaska Airlines, Empire Air, etc.).

I have read and acknowledge the rules associated with Airport security gate/door access rules, Escort Authority, and Challenge Procedures.

Signature

Date

JUNEAU INTERNATIONAL AIRPORT
GENERAL AVIATION (GA) AOA BADGE REQUEST FORM - RECIPIENT INFORMATION

Personal Demographics: (please print or type)

Applicant Name: _____ Aliases/Maiden: _____

Mailing Address: _____ Residence: _____
(if different from mailing)

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Work Phone: _____

Reason For Badge (check one only--Airport will verify):

- Hangar Lease **OR** Tie Down Rental In My Name
- Sublease or Share a Hangar/Tie Down (Name of Tenant of Record: _____)
- Company Employee (Company Name _____
+ Authorized Company Signature _____)
- Other (Explain _____)

Personal Identification:

Driver's License Number: _____ Expiration: _____ State of Issuance: _____

Male Female Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Date of Birth: _____ State or Country of Birth: _____ Country of Citizenship: _____

SSN: _____ *Passport Country: _____ *Passport Number: _____

If no SSN or "born abroad", provide one of the following: Alien Registration No. _____ **OR**
Non-Immigrant Visa Number: _____

A payment of \$85 (\$35 badging fees and \$50 refundable deposit) is required as a condition of issuance of this badge. *Badge/access card must be renewed annually based on applicant's birthday. All badges must be renewed before the badge expires or another deposit may be required. The Airport does not send out renewal notices. Annual renewals must be done in-person with two (2) forms of ID.*

I agree to notify Airport Management within 24 hours of any change to my tenancy, employment or other reason why access is no longer required on the JNU AOA. Badge/access card(s) must be returned to the Airport at that time. Failure to notify or return badge/access card will be grounds for forfeiture of deposit. I further agree to notify Airport Management immediately if my badge/access card is lost, stolen, or destroyed. A payment of \$200 will be required prior to issuance of a replacement badge/access card. I understand that I am also required to notify the Airport immediately if I no longer meet the requirements for employment or authorized to be residing in the United States (see I-9 List of Acceptable Documents). ID badge/access card does not need to be displayed, but must be presented upon request or challenge. Badge/access card will only be used by applicant. I understand that if I loan my badge/access card to anyone, I will lose my badge/access privileges on the airport (even if I have an aircraft) and be required to pay for escort fees. I understand that I will be held responsible for any fines, civil sanctions and/or prosecution resulting from a security violation or security breach by my action(s).

Applicant Signature

Date

Badge Applications: Applicants must have:

- A. Two forms of identification; one photo ID, one work/ authorization (see Federal Form I-9 on back).
- B. A completed & signed *GA/AOA Badge Request Form* (this form).
- C. A completed *Airport Security Gate/Door Access Rules* (attached)
- D. Pass a TSA Security Threat Assessment (STA).
- E. **NO APPLICATIONS WILL BE ACCEPTED BY MAIL OR FAX.**

Juneau International Airport reserves the right to refuse a badge and access card to anyone whom they feel may jeopardize the security or safety of the Juneau International Airport or its Security Program. DHS Transportation Security Administration may require the Juneau International Airport deny or revoke the issuance of a badge based on threat assessment of an individual.

Picture ID Type: _____
Number: _____

Secondary ID Type: _____
Number: _____

Airport Witness/ID Verified

Date

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.