GA-AOA BADGE RENEWAL FORM / PROCEDURES AND RESPONSIBILITIES

NAME: _________________________________

<table>
<thead>
<tr>
<th>Reason For Badge (check one)</th>
<th>□ Hangar Lease OR Tie Down Rental In My Name</th>
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</thead>
<tbody>
<tr>
<td>□ Sublease or Share a Hangar/Tie Down</td>
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<tr>
<td>□ Company Employee (Company Name:____________________________________________)</td>
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<td>□ Authorized Company Signature: _________________________________________________</td>
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<td>□ Other (Explain):  ____________________________________________________________</td>
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| **Verified by Airport _________________________ | **

Please read each of the following and write your initials on the line:

1. **Do Not Loan Your Badge to anyone; not even a co-worker or family member.**

2. Badges are the property of the Juneau International Airport and may be suspended, revoked or access denied at any time that the Airport believes that it is in the best interest of the Airport or airport security. Badges are a privilege.

3. Badgeholders shall report security breaches or suspicious activity/persons immediately to the Airport Police LEO.

4. Badgeholders shall ensure that no one gains illegal entry through gates (piggybacking). Ensure gates close securely behind you.

5. Escorted person(s) must be under your control at all times, and within sight and hearing range.

6. Report lost or stolen badges immediately to Airport Police. Fees apply for lost or stolen badges.

7. Badges must be returned to the Airport upon termination of any of the following: lease, tie down agreement, employment, or tenant sponsorship.

8. Badgeholder is responsible for any fines, civil sanctions and/or prosecution resulting from a security infraction, violation or security breach by the badgeholder.

9. Badgeholders that allow their badge to expire 30 days or more will forfeit their initial deposit and a new deposit will be required.

I, the undersigned, have read and understand and will comply with the above GA Badge Procedures and Responsibilities governing Airport Identification Badges. Failure to comply may result in the loss of Airport Identification Badge privileges and/or fines.

________________ ______________________________________________________________________________
Date   Signature of Badgeholder (Both sides must be signed)

_______________________  __________________________________________________     ____________________
Address    City/State/Zip       Phone

******************************************Airport Use Only ******************************************

Airport Witness/ID Verified By: _______________________________________  Date: ______________________

Type(s) of ID/Work Verification received: 1) _____________________________  2) ______________________________

<table>
<thead>
<tr>
<th>Sign/Initial</th>
<th>Date</th>
<th>Badge Process</th>
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<tbody>
<tr>
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<td>Verify Reason for Badge</td>
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<td>Check &amp; copy ID forms</td>
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<td></td>
<td></td>
<td>Authorizes GA badge &amp; Access</td>
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<td>Issues badge</td>
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Gate/Door Use and Access Rules:
1. 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.
2. User may escort an unauthorized person through an access gate/door, provided they are escorted by the user at all times within the Restricted Areas. Unauthorized Person(s) must also be escorted out of the Restricted Areas.
3. 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.
4. Badges/access cards are the property of the Juneau International Airport and may be confiscated or de-activated 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 users of such occurrence.
5. User must report any malfunctioning gate or suspicious persons/vehicles within a Restricted Areas immediately by notifying Airport Police (586-0899), Airfield Maintenance (789-4001) or Airport Management (789-7821).
6. 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-AOA or GA-AOA; if authorized (see #2 below)
   - Sterile-AOA may escort in the Sterile Area and 135-AOA ramp; 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-AOA ramp or GA-AOA areas only
   - GA-AOA may escort in the GA-AOA area only (general aviation area)
2. SIDA, Sterile-AOA, Sterile, and 135-AOA area badged individuals must be authorized to provide escort. SIDA, Sterile-AOA, Sterile, and 135-AOA area individuals must display escort authority (“EA”) on their badge. GA-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 Areas, 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 thei r badge or a badgeholders that badge has expired.
7. Vehicles may be escorted under the same escort procedures.
8. Escort must notify the Airport or Airport Police of unusual activity or possible threatening situations.
9. Escort authority may be suspended or revoked by the Airport at any time. Escort authority is a privilege.

Challenge Procedures:
1. All badgeholders are required to challenge persons in any Restricted Areas. SIDA, Sterile-AOA, Sterile, and 135-AOA badges must be displayed at all times while in those areas; GA-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 produce 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 Restricted Area 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, CBP, etc.), Law Enforcement, and Airline crew (Alaska Airlines, Delta Air Lines, etc.).

I have read and acknowledged the rules associated with Escort Authority, Challenge Procedures and Gate/Door Use.

_______________________________________  ______________________________
Signature   Date
(Both sides must be signed)