

Juneau International Airport  
**BADGE APPLICATION—GENERAL AVIATION (GA) AOA:**  
**Airport Security Rules & Procedures**

Applicant Name (print): \_\_\_\_\_ 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Airport badge by Airport Management, and has not let that badge expire, and whose authority to use the badge has not been revoked.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.

“AOA” means Air Operations Area or all airport areas where aircraft can operate, either under their own power or while in tow (General Aviation air operations area, GA-AOA and ramps where certified 135 operators operate, 135-AOA).

All badgeholders must be 18 years of age or older and agree to follow all security rules and procedures when receiving a badge/access card.

**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 GA-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 (586-0899) if they believe a security rule or regulation has been violated.
7. Smoking is prohibited in the Airport Operations Area (AOA).

**Gate/Door Use and Access Rules:**

1. 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. 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 to access the 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 Areas. Unauthorized Person(s) must also be escorted out of the Restricted Areas.
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 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.
11. 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)**.
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-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 their 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 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 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.).

**Additional Security Responsibilities (1540.105.a):**

1. No badgeholder may tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure or procedure as part of the Airport Security Plan.
2. No badgeholder may enter, or be present within, a secure or restricted area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in such areas.
3. No badgeholder may use, allow to be used, or cause to be used, any airport-issued or airport-approved access material or identification material that authorizes the access, presence, or movement of persons or vehicles in a secure or restricted area in any manner than that for which it was issued by the Airport.

I have read and acknowledge the rules, responsibilities, and procedures as stated above.

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Signature

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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: \_\_\_\_\_

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**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 \_\_\_\_\_)

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**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: \_\_\_\_\_

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A payment of \$85 (\$35 badging fees and \$50 refundable deposit), contractor payment of \$235 (\$35 badging fees and \$200 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. After 30 days post expiration of badge, badgeholder must start a new application and forfeits the original deposit. 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, escort another badgeholder, or fail to comply with the policy/procedures set forth in this application, 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: \_\_\_\_\_ Secondary ID Type: \_\_\_\_\_  
Number: \_\_\_\_\_ Number: \_\_\_\_\_

Airport Witness/ID Verified \_\_\_\_\_ Date: \_\_\_\_\_