



Risk Engineering Services

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January 26, 2024

Ms. Patty Wahto, Airport Manager
Juneau International Airport (JNU)
City & Borough of Juneau
1873 Shell Simmons Drive
Juneau, AK 99801
Patty.Wahto@jnuairport.com

Purpose: AIRPORT LIABILITY RISK ENGINEERING SURVEY
Client: Juneau International Airport (JNU)
Dates of Survey: September 28-29, 2023
Policy Number: AAP N14308118 (7/1/2023-7/1/2024)
Broker: Alliant Insurance Services, Inc.

Dear Ms. Wahto:

This letter is to summarize and confirm the onsite survey at the **Juneau International Airport** from September 28th through 29th, in our continuing support of your airport risk management efforts and for underwriting purposes.

The meeting was highly collaborative and please thank all of the member of the airport team for their efforts during our meetings and tours. It is clear that airport staff is committed to reducing the risk of losses in their daily efforts.

Personnel Interviewed

In addition to you, the following individuals provided valuable information and assistance during this survey:

- Mr. Phil Adams, Deputy Airport & Security Manager
- Mr. Andres Delgado, Airport Maintenance and Operations Superintendent
- Ms. Chelsea Swick, Risk Management Officer, City & Borough of Juneau
- Ms. Pam Chapin, Airport Administrative Assistant
- Mr. Mark Fuelle, Capital City Fire & Rescue & JNU ARFF
- Mr. Craig Brown, Capital City Fire & Rescue & JNU ARFF

Survey Agenda:

September 28th:

- Initial meeting was held with the airport management team for updates to operations and plan the sequence of meetings for the two days of touring the airport operations.
- Tours of the airfield were conducted with Mr. Delgado, and Ms. Swick. This included the tours of runways and taxiways, FBO/fueling operations, maintenance shop, snow removal equipment building, and the airfield lighting electrical vault.
- A nighttime runway inspection tour was conducted with Mr. Delgado.
- A tour of the terminal was provided by Mr. Adams.
- Daytime and nighttime inspections of the landside areas was conducted independently between other escorted tours.

September 29th:

- Airport risk transfer practices were discussed with you and Ms. Swick.

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- Tour of the ARFF station was conducted with Mr. Delgado, including spot check of quarterly fuel inspection reports.
- A review and wrap up meeting was held with the airport management team.

Areas of Discussion/Documents Reviewed

We reviewed a number of airport operational areas with a focus on potential airport liability risks.

We also discussed the controls in place or needed to help reduce the potential for airport liability accidents and claims in these areas. Some of our discussions included the following areas:

- Airport organization and management
- Airport operations and activities
- Airfield upgrades, completed or planned
- Airfield self-inspections and maintenance
- Tenant lease agreements & certificates of insurance
- Airport security activities
- Accidents/claims
- The latest FAA annual inspection report
- Airport Certification Manual (ACM)
- Airfield self-inspection reports
- Fuel farm/vehicle inspection reports
- Wildlife activity data

Recommendations

As a result of this survey, several new opportunities for improvement were identified. Our recommendations are listed at the end of this letter.

Future Risk Engineering Services

Chubb Risk Engineering Services (CRES) can be called upon, if requested, to provide future consultative services in several ways such as Safety Management Systems for airports, tenant safety evaluations, slip resistance testing and accident/incident investigation training which are just a few of our capabilities. CRES employs consultants specializing in slip and fall prevention, industrial hygiene, ergonomics, driver safety, workers' compensation, and general liability. Each of these subjects may be of interest to assist airports with practices and procedures.

I look forward to my next visit at which time I will follow up on changes at the airport and the status of the attached recommendations.

Should you have any questions, please do not hesitate to contact me at the numbers and email address above or Ms. Ginga Griffin at ginga.griffin@chubb.com or at 770.518.9210.

Sincerely,

Reviewed by,

James D. Dubois

James D. Dubois CSP, CPCU, ARM
Senior Property & Casualty Risk Engineer
Chubb Risk Engineering Services

Ginga Griffin

Ginga Griffin CPCU, ALCM
Program Manager/Principal Consultant
Chubb Risk Engineering Services

cc: Ms. Vicki Holaday, Alliant Insurance Services, Inc., (vholaday@alliant.com)

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Risk Engineering Services

Airport Liability Risk Engineering Survey

JUNEAU INTERNATIONAL AIRPORT (JNU)

Juneau, AK

Prepared by:
James D. Dubois CSP, CPCU, ARM
Senior Property & Casualty Risk Engineer
Chubb Risk Engineering Services

Dates of Survey:
September 28-29, 2023

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AIRPORT LIABILITY RISK ENGINEERING EXECUTIVE SUMMARY REPORT

OBJECTIVES

The goals and objectives of this survey were to update underwriting information and provide risk engineering assistance to the airport organization aimed at preventing accidents and controlling costs in the event aviation liability accidents occur. The focus of the risk engineering survey was targeted at an assessment of existing management controls for the many areas that affect airport liability. The assessment addressed the risks associated with specific operations and activities and the controls in effect for the risks.

FINDINGS AND CONCLUSIONS

As a result of the survey and observations made, it was determined that the airport performs many activities to control airport liability exposures and potential accidents/claims that might arise from complex airport operations.

It is not the intent of this report to summarize all of the many observations made during the survey; however, significant best practices were noted and discussed during the meetings. In addition, management improvement opportunities were identified during this evaluation and are presented at the end of this report as risk engineering recommendations.

LOSS EXPERIENCE

In a review of the loss history, there have been no new claims reported since our meeting last year.

Airport Security continues to be notified of all incidents. All incident reports are input into the CBJ Risk Management Department electronic filing system by either Mr. Phil Adams, Ms. Pam Chapin, or the Airport Terminal Manager. If injuries are thought to be involved, 9-1-1 is contacted so that municipal law enforcement and/or EMS personnel are dispatched. Cameras continue to be in place in many areas of the terminal. If an accident is captured on closed circuit cameras, the video recording is quickly retained in the security file before it is erased.

AIRPORT CHANGES, IMPROVEMENTS AND FUTURE PLANS

The following is a list of changes at the airport since our last visit:

- The short term, long term, and employee parking lots are in the process of being completely reconfigured and re-paved.
- Alaska Seaplanes is constructing a new building, extending from the north end of the terminal. The project is partially complete.
- A project to replace Jetbridge 5 has just started and will be completed in 2024.
- Carpeting was removed from the floor in the baggage claim area and tile was installed.
- Several projects on the float pond were completed in 2023, including extensive rehab work to the bulkhead along the west and south shores to stop erosion. The electric pump used to control the water level was hard-connected to an electrical supply line. Additional segments of the South Float Plane Pond Access Road were paved.
- A new airfield lighting electrical vault was put into use. The original vault will remain as a backup facility.
- The belt system for the outgoing baggage conveyor was replaced.

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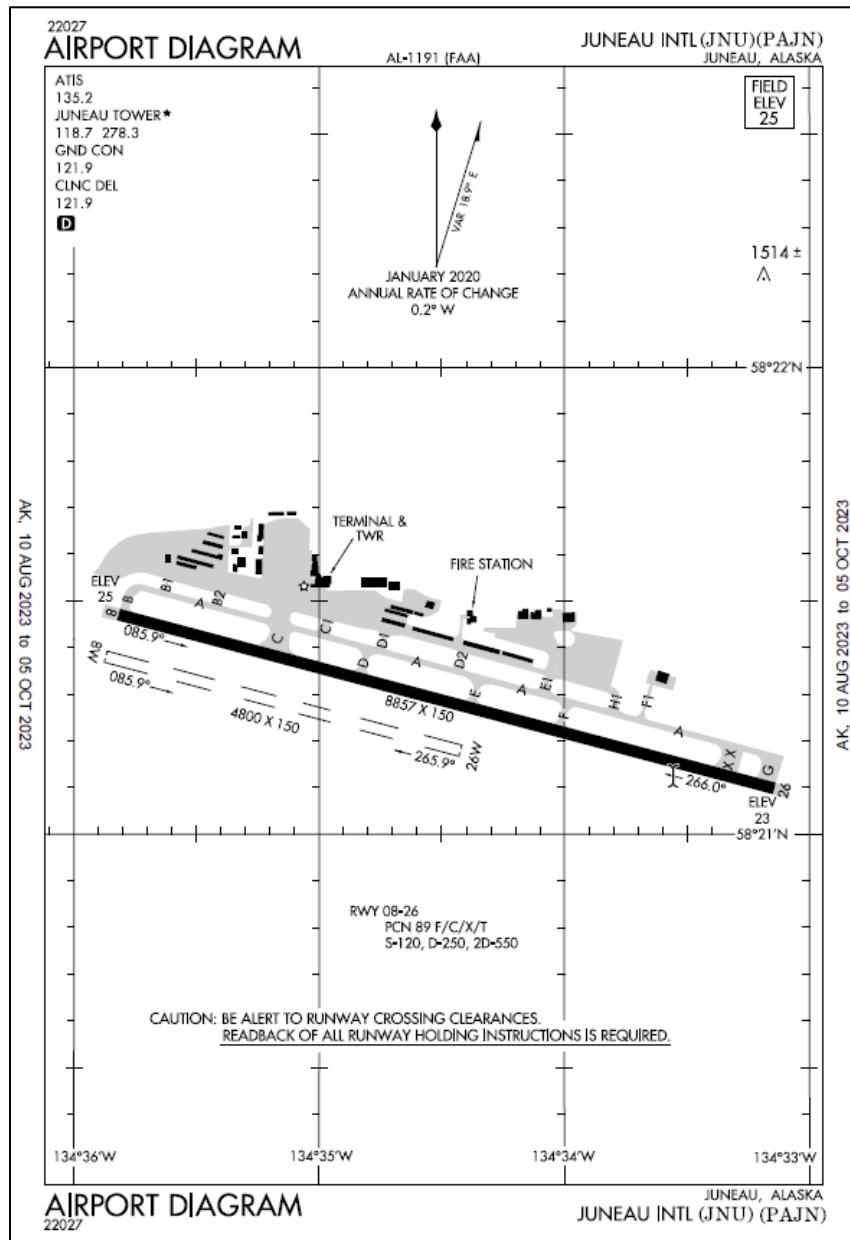
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Future plans discussed include:

- Additional segments of fencing will be installed along the perimeter of the airport, for improved security and wildlife controls.
- The terminal ramp will be rehabilitated with improved drainage, resurfaced, and expanded with remains overnight (RON) space added. This project is under design.

GENERAL AIRPORT DATA

The airport continues operate one commercial runway, Runway 8/26 and one float pond runway, Runway 8W/26W. The Airport Diagram data has been updated and is accurate for all movement area geometry. The airport current headcount is 30 employees with 10 in operations/maintenance, 7 in terminal maintenance/custodial, and 13 in management/administration.



Airport diagram

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AIRSIDE ACTIVITIES AND CONTROLS

Airport Operations

There have been no significant changes to the airport programs and practices since our virtual survey in 2021.

The Airport Certification Manual (ACM) was reviewed and found to be up to date. The revision log was most recently updated on May 31, 2023, with FAA approved edits to several Exhibits.

Safety Management Systems (SMS)

The airport has made significant progress on the Implementation Plan (IP), but the gap analysis is yet to be completed. The IP will be submitted to the FAA within the mandatory timelines established in April 2023.

Runway Safety Action Team (RSAT)

The RSAT is organized and hosted by the Air Traffic Control Tower (ATCT) manager. The most recent meeting was held on September 21, 2022.

There were five events reported during this meeting, including three surface incidents and one runway excursion.

Runway Incursions

1. An aircraft completed a wrong direction departure on the runway after entering from Taxiway F during limited visibility conditions. No other aircraft were involved.
2. A vehicle entered Runway 8 without establishing communications with the tower. No aircraft or other vehicles were involved. The vehicle was not identified or located.
3. A float plane was taxiing in the west water lane and experience rudder issues and veered into pond Runway 26W without tower approval just after another float plane had completed a routine take off.
4. An aircraft was instructed to hold short at Taxiway F in preparation for departure on Runway 26. It failed to hold short and taxied onto the runway and departed. No other aircraft were involved.

Surface Incidents

None

Runway Excursion

1. During takeoff roll from Taxiway C for departure on Runway 8, an aircraft exited the runway to the right, across from Taxiway E into the strip of RSA between the runway and Float Plane Access Road. No other aircraft or vehicles were involved. ARFF responded, but there were no injuries or property damage.

During the RSAT meeting, Mr. Andres Delgado reviewed proper protocols for vehicle operations on the airfield so that each stakeholder would review with their teams. This was in response to the runway incursion noted above.

Airfield Maintenance

Runway safety areas are maintained by airport staff, including mowing of surface vegetation. There continues to be a full complement of equipment for airport facilities maintenance. The airport owns three dump trucks, a vacuum sweeper, a bobcat, a power roller, two tractors used for vegetation mowing, portable lighting and a generator.

While the airport normally hires an outside contractor to paint airfield markings, there is a paint cart that is used for painting markings on the ramp and also for the landside projects including the terminal drive lane and parking lots. The airport operations/maintenance staff continues to perform the Part 139 daily daylight and nighttime airfield inspections.

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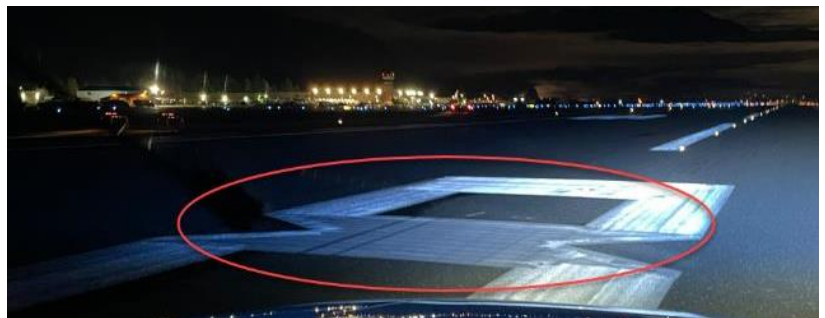
The snow removal and maintenance equipment building



Paint carts and tractor

Painting of the airfield markings is contracted to an outside firm and conducted each year. Winter weather operations significantly degrade the condition of the surface markings, so annual re-painting is standard operating procedure. The re-painting was completed in June 2023. During both our daylight and after-dark airfield tours, the surface markings on movement areas were observed to be in visible condition with one significant exception.

During the nighttime runway inspection, several markings were observed to be flawed. When the contractor performed touch-up painting, they covered portions of the glass beading on several markings. As a result, the night visibility of these markings was diminished. For example, on the Runway 8 indicator, the “8” looked to be a zero since they touched up the middle line of the number. A recommendation is being submitted to require the vendor to return to inspect and repair all markings. Otherwise, the signage and edge lighting were observed to be highly visible and in good repair.



Runway 8 indicator, note center of the “8” glass beads are not reflective due to defective contractor touch up work, in-pavement center line lighting

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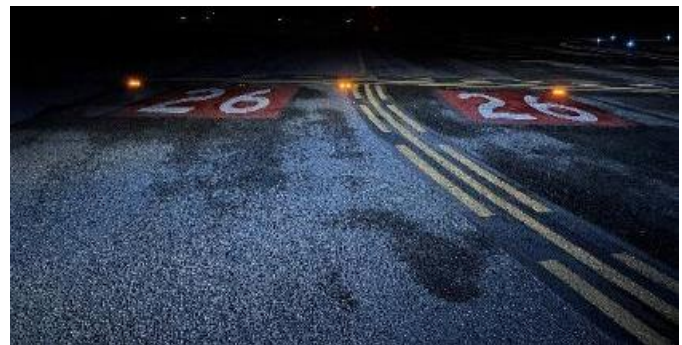
Runway 8 centerline has some rubber build-up, but mostly visible



Taxiway B surface painted hold position markings and enhanced taxiway markings



Runway 26 indicator markings also flawed by defective touch up painting. In-pavement center line lighting



Taxiway G surface painted hold position markings and enhanced taxiway markings



Airfield signs were highly visible and in good repair

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Wind sock and segmented circle with wind sock



Other movement area markings in good condition



Other movement area markings in good condition

Fuel Farm, Airfield Fuel Tanks, and Mobile Fuel Trucks

The main airport fueling FBO continues to be Aero Services. There are several other entities on the airport that dispense fuel and are subject to the quarterly Part 139 inspections, which includes Alaska Seaplanes, Coastal Fuel Inc, Ward Air, and Airlift Northwest, whose tanks are supplied by Aero Services.

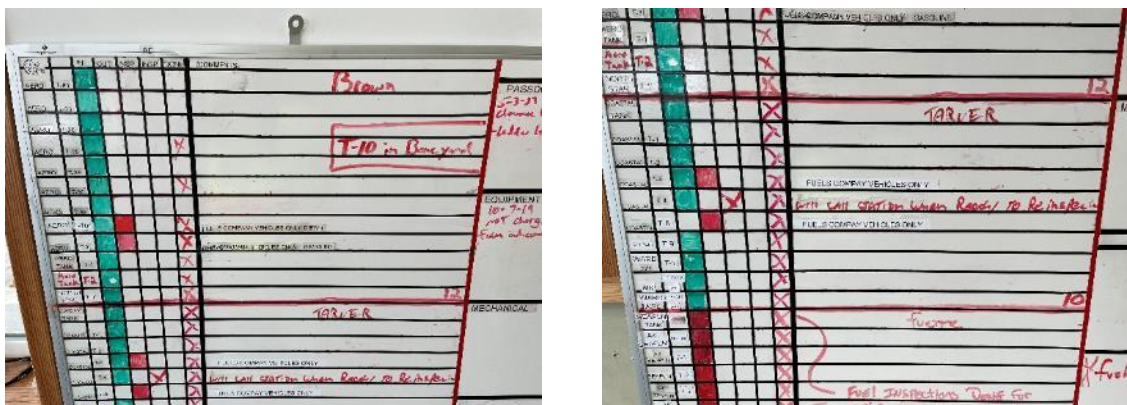
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Location of various fuel facilities

The airport conducts quarterly fuel farm inspections, which are completed by members of the ARFF team. A spot check of the most recent round of inspections of all fuelers were conducted during this survey. One copy of the completed checklist is given to the fueller, who must report back to confirm corrective actions taken for discrepancies discovered; one copy is provided to the airport, and the other is held by ARFF as part of the Part 139 recordkeeping requirement. ARFF follows up on “open” reports with discrepancies until the fueller confirms corrective actions have been taken and ARFF verifies compliance. Closed quarterly inspection reports are then filed and retained.

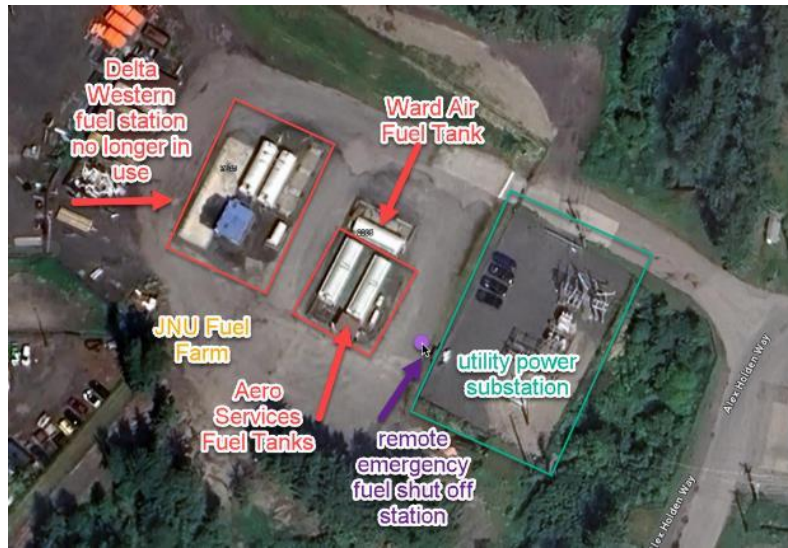


White board for all tanks and mobile fuel trucks

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Main Fuel Farm:



Google aerial image of the JNU fuel farm

During this survey, most of the same concerns identified at the fuel farm from the 2022 survey remain. Consequently, those recommendations will be resubmitted as part of this survey. Similar to last year, members of the ARFF team, who perform the quarterly fuel inspections, Mr. Mark Fuelle and Mr. Craig Brown, attended the fuel farm tour to discuss the current fire prevention controls. . It was agreed that the Chubb recommendations outlining fire prevention changes in placarding and placing of emergency fuel shut stations were needed to reduce the risk of loss.

The applicable section from NFPA 409 (Aircraft Fuel Servicing) relating to the placement of emergency fuel shut-off systems:

407-14	AIRCRAFT FUEL SERVICING
<p>5.1.9.2 The emergency fuel shutoff system shall shut down the flow of fuel in the entire system or in sections of the system.</p> <p>5.1.9.3 The emergency fuel shutoff system shall be of a fail-safe design.</p> <p>5.1.9.4* The method of fuel transfer (gravity, pumping, or use of hydraulic or inert gas pressure) shall be considered in the design of the emergency fuel shutoff system and the location of the emergency fuel shutoff valve.</p> <p>5.1.9.5 The emergency fuel shutoff system shall include shut-off stations located outside of probable spill areas and near the route that normally is used to leave the spill area or to reach the fire extinguishers provided for the protection of the area.</p> <p>5.1.9.6* At least one emergency shutoff control station shall be accessible to each fueling vehicle loading position or aircraft fueling position.</p> <p>5.1.9.7 The emergency fuel shutoff system shall be designed so that operation of a station shuts off fuel flow to all hydrants that have a common exposure.</p> <p>5.1.9.8 Emergency fuel shutoff systems shall be designed so that they shut off the flow of fuel if the operating power fails.</p> <p>5.1.9.9 Emergency fuel shutoffs shall not be located beneath piping, pumps, vents, or other components containing fuel or fuel vapors.</p>	<p>5.1.12.4 New and existing loading systems shall comply with 5.1.12.1 through 5.1.12.3 within 5 years of the effective date of this edition.</p> <p>5.1.13 Fuel Servicing Hydrants, Pits, and Cabinets.</p> <p>5.1.13.1 Fueling hydrants and fueling pits that are recessed below a ramp or apron surface and are subject to vehicle or aircraft traffic shall be fitted with a cover designed to sustain the load of vehicles or aircraft that taxi over all or part of them.</p> <p>5.1.13.2 Fueling hydrants, cabinets, and pits shall be located at least 15.2 m (50 ft) from any terminal building, hangar, service building, or enclosed passenger concourse (other than loading bridges).</p> <p>5.2 Operations.</p> <p>5.2.1* Security. Access to fuel storage and fuel vehicle loading areas shall be secured.</p> <p>5.2.2 Personnel. (Reserved)</p> <p>5.2.3 Prevention and Control of Spills. (Reserved)</p> <p>5.2.4 Emergency Fuel Shutoff. (Reserved)</p> <p>5.2.5 Bonding. (Reserved)</p> <p>5.2.6 Control of Fuel Flow. If a wireless deadman control is used, the operator shall be located at the fueling point during</p>

Aero Services Fuel Farm Tanks:

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Aero Services maintains two Jet A fuel tanks that dispense from a single filling hose. The filling station is outfitted with safety controls including a Scully overfill protection system, deadman control on the filling pump control, and a bonding cable on a retractable reel.

The method of quickly shutting off fuel flow in case of a spill continues to need improvement. As reported from the 2022 survey, the posted signs ineffectively indicate the location of the emergency shut-off valve. To further confuse the situation, there is a remote emergency shut-off station across the gravel lot that is also labeled as an emergency fuel shut-off area. There are three buttons whose specific purpose is not stated on the posted placards. In the event of an active fuel spill, it is not clear what buttons should be activated, which continues to be an open question with the ARFF inspectors, who are not entirely sure either.

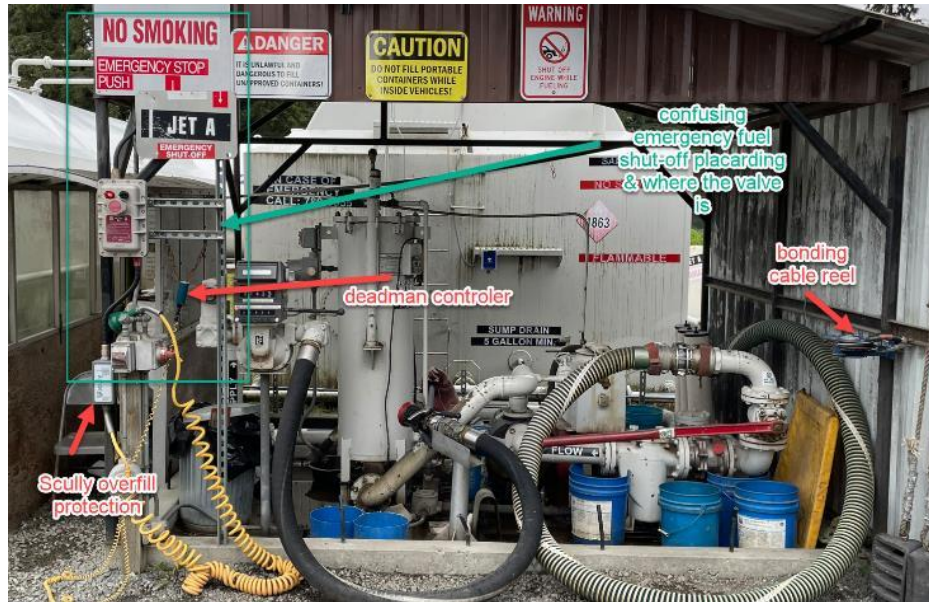
The prevailing opinion is that the **remote** emergency fuel shut-off station should be the primary means of shutting down the flow of fuel since it is clearly not within the probable spill area. If this is the final decision, then the instructional placards at the fuel station should be removed to avoid confusion as to where the actual emergency shut-off mechanism is located. A placard should be installed that reads “Emergency Fuel Shut-Off”.



Aero Service fueling station

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Aero Services fueling station and confusing placarding



Remote emergency fuel shut-off station

Ward Air Fuel Farm Tank:

Ward Air maintains one Av Gas fuel tank within the main fuel farm. The tank itself was repainted, and new warning placards were installed. Similar to the Aero Services fueling station, there were multiple improvements discovered during the 2022 survey that remain as recommendations for this survey. This includes repairing the broken bonding cable clip and moving the emergency fuel shut off station away from the probable fuel spill area. It would make sense to move the emergency fuel shut-off station to the remote panel across from the Aero Services fuel station, possibly to make it a universal emergency fuel shut-off for both Aero Services and Ward Air. This will be a decision for the local Fire Marshal to decide on.

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The recommendation will be revised to include two other improvements. There is a disconnected defunct emergency fuel shut-off apparatus at the opposite end of the tank that should be removed. In addition, the tank does not have an overfill protection system, so one is being recommended.



Ward Air fuel farm Av Gas tank



Ward Air fuel farm Av Gas tank



Bonding cable clip does not close

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Ward Air fuel farm Av Gas tank, disconnected emergency fuel shut-off apparatus to be removed

Aero Services Mobile Fuel Trucks:

Aero Services is the airport fueling FBO. Their main office is located on the airfield where their mobile fueler trucks are parked. The mobile fuelers were parked at sufficient distances from structures and each other vehicles. Visual observation of the mobile fueler systems indicated that they had bonding cables and functioning deadman controls. Some rear placards were partially obstructed by step ladders, so consideration should be given to moving those placards. It is recommended that faded placards be replaced, and emergency fuel shut-off buttons be re-painted to restore a high visibility red color. This applies to only a few isolated trucks.



Aero Service Jet A mobile fueler parked on the ramp, properly chocked wheels, placards with good visibility

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The Jet A mobile fuel truck is outfitted with overfill protection connections and clearly visible emergency fuel shut-off lever, however signage should state "Emergency Fuel Shut Off."



Av Gas mobile fuel truck has faded placards in need of replacement (No Smoking & Flammable), the rear placards should be moved to avoid obstructed view from the fixed & step ladders



The emergency fuel shut-off button was faded, so it should be re-painted bright red, the bonding cable was in good condition

Ward Air – Airfield Fuel Station:

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Ward Air is an on-demand sea plane service. Their main office and one Av Gas fuel tank is located on the airfield. The placard for the emergency fuel shut off valve at their main office is faded and should be replaced.



Ward Air airfield Av Gas tank near their office



Ward Air emergency shut off valve is properly located outside of the “probable spill area”, but the placard is faded and should be replaced

Alaska Seaplanes & Coastal Helicopters – Airfield Fuel Tanks & Mobile Fuel Trucks

Alaska Seaplanes and Coastal Helicopters are separate operations, but both offer on-demand air travel. Coastal provides helicopter tours over the nearby Mendenhall Glacier and other wilderness sites. Both flying services generate revenues from short notice travel reservations as well as from partnerships with the cruise ship lines that travel to Juneau and other ports in Alaska.

There are two Jet A fuel tanks located next to the Coastal Helicopters office on the ramp, which are used to supply the Coastal mobile fuelers. Coastal operates a small fleet of mobile fuelers under the name Coastal Fuel Inc, which provides fueling for both air travel carriers, including to the Alaska Seaplanes mobile fueling trailer that is primarily parked on North Float Pond Road for fueling the float planes.

Coastal Fuel Mobile Fuel Trucks

Similar to the Aero Services, several Coastal mobile fuel trucks exhibited faded placarding and emergency fuel shut-off buttons. Otherwise, the mobile fuelers were outfitted with functioning bonding cables and deadman controls. It is recommended that faded placards be replaced, and emergency fuel shut-off buttons be re-painted to restore high visibility red color.

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Jet A mobile fuel truck, faded placards should be replaced, wheels properly chocked



Bonding cable/clip in good condition, the emergency fuel shut-off button is faded and should be painted bright red to restore high visibility appearance

Alaska Seaplanes & Coastal Helicopter Fuel Tanks

There is a single emergency fuel shut off valve for both fuel tanks, properly placed outside of the probable spill area. Following a recommendation from the 2022, the operator has added informational placarding to indicate the emergency fuel shut-off button controls both tanks simultaneously. There are no bonding cables or overfill protection systems installed at either tank, so a recommendation is being submitted to install those important fire prevention features on each tank.



Coastal Fuel & Alaska Seaplanes Jet A fuel tanks, highly visible placards, no bonding cable or overfill protection systems on either tank

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Emergency fuel shut-off station was improved to include the directional arrow and instructional placard to say the button shuts off both fuel tanks

Alaska Seaplanes operates a mobile fuel trailer, which is parked on North Float Plane Access Road. The trailer wheels are chocked and NFPA 407 placarding is posted. The bonding cable reel is located on the trailer, so the fuel operator will need to hold the cable grip, walk along the shore and down the dock ramp and clip to the aircraft.

During this survey and also last year, the bonding cable was coiled inside the reel on the trailer. Both years, the fuel hose was uncoiled from its reel and hung on a post on the dock, so it raises the question if the bonding cable is actually being used. As discussed this year, it is recommended that a hardwired bonding cable be installed on the floating dock itself.



Alaska Seaplanes mobile Av Gas fuel trailer parked on North Float Pond Road

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View from the dock where fueling takes place



Ramp to dock (left), bonding cable coiled inside the reel on the fuel trailer

Airlift Northwest

This is the medical flight carrier for Juneau. They operate one Jet A fuel tank which was newly installed within the past two years. The tank has good warning placards posted on the tank. The emergency fuel shut off valve is properly installed on the nearby hangar outside of the “probable spill area” and contain adequate nomenclature, but the push button is faded and should be re-painted to restore the high visibility red color.



Airlift Northwest Jet A fuel tank

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Emergency fuel shut-off station on the wall of the hangar, slightly faded button could use a touch up painting of high visibility red

Snow Removal Equipment (SRE)

The airport owns:

- three MB3 multi-function machines,
- two tractors with front displacement plow blades,
- two multi-use tractors with front-end mountable devices (typically buckets for loading snow into dump trucks),
- two rotary snow blower machines,
- one truck with a front-mounted broom that is sometimes used during other seasons for movement area FOD removal, and
- one tanker truck for applying de-icing chemical to movement areas.

The dump trucks and tractors are used across all seasons for various airfield projects as needed. All equipment is garaged inside the climate controlled airport snow removal and maintenance building.



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Multi-function machines (3) with plow blade, broom, and blower, the same for all three machines



Rotary snow blowers (2)



Deicing truck and broom truck

Mr. Andres Delgado is the airport Snow Boss. While the Snow Boss is the primary contact with the ATCT while movement area is being maintained, it is common that a lead equipment operator may also initiate communications directly with the ATCT. All SRE are operated by airport staff and no hired contractors are brought in to run airport machinery.

For runway conditions assessment, the airport uses a Bowmonk AFM2 Mark 3 decelerometer.

De-icing agent for movement areas and sand for landside applications is stored in the sand and chemical accommodation building (SCAB) which is divided into half sections with separate large roll-up doors on the front and back.

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SCAB building



Sand stored on one side of the building



De-icing chemical storage on other side of the building

Airfield Lighting Electrical Vault

The new airfield lighting electrical vault was put into use this year. It is located in the new snow removal and maintenance building. The old vault will remain in place as a backup facility. Both vaults were observed to be well maintained with good housekeeping and no accumulation of combustibles. There are no “Danger - High Voltage” warning signs posted on the exterior vault doors of either building, so this previous recommendation will be carried over from last year.

The regulators in both vaults have placards identifying the circuit numbers under their control, however the actual names of the lighting or signs powered by the regulators are not identified, such as Runway 8/26 or Taxiway A. It is recommended that more descriptive placards be mounted on each regulator, to include clearly stated descriptions of the exact circuits controlled. It is highly suggested that printed diagrams showing the geographic locations on the

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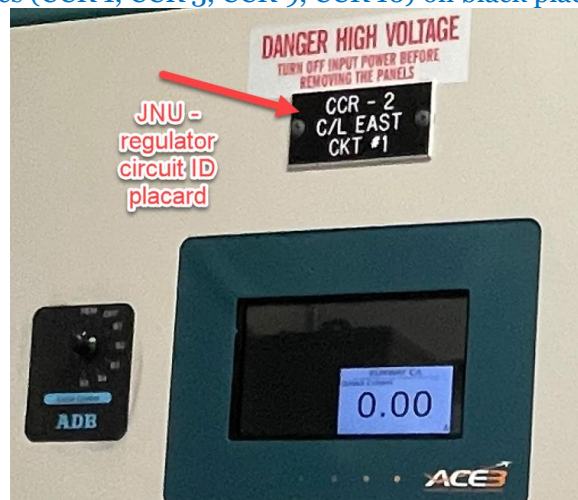
airfield of the circuits controlled be installed at or near each regulator. Examples are provided in images below. The objective is to the reduce risk on injuries to staff or hired electricians by making it abundantly clear which electrical circuits need to be de-energized prior to accessing the wiring on the airfield.



The new airfield lighting electrical vault entrance and interior, Danger/Warning signs needed on the door



New regulators with circuit names (CCR 1, CCR 3, CCR 9, CCR 10) on black placards, but with no other references



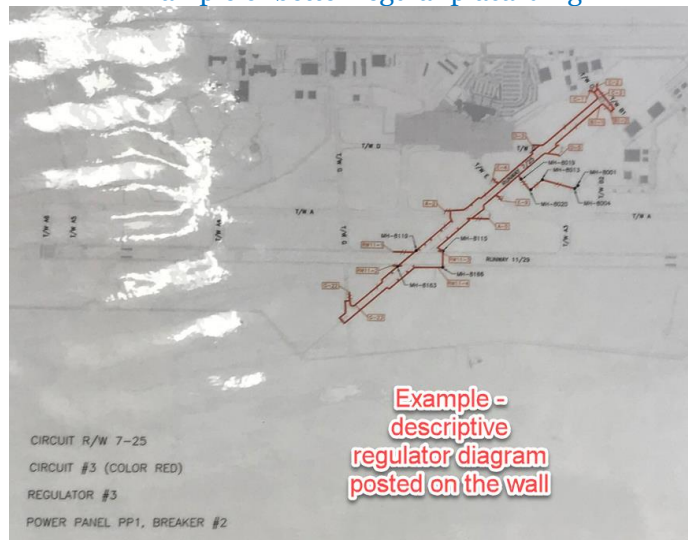
A placard from the older vault, also with unclear language of the circuit controlled by the regulator

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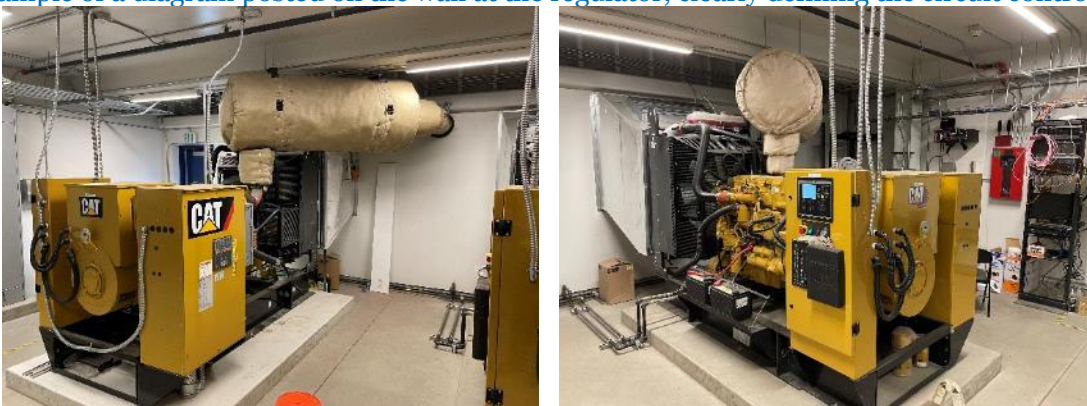
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Example of better regular placarding



Example of a diagram posted on the wall at the regulator, clearly defining the circuit controlled



Diesel backup generators in the snow removal and maintenance building, one for the airfield lighting electrical vault and one for the maintenance management computer system

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When any airfield lighting system repairs are conducted there is a mandatory lockout-tagout (LOTO) process that involves:

1. De-energizing the lighting regulators by powering-off on the front panel knob.
2. Locking-out the circuit breaker in the main panel with a padlock and tag.

It is also recommended that the LOTO written program be printed and posted on the wall inside both airfield lighting electrical vault.



Secondary airfield lighting electrical vault, Danger/Warning signs needed on both doors



Backup regulators and generator for the old vault

Aircraft Rescue and Fire Fighting (ARFF)/Emergency Preparedness

The ARFF operations are contracted with the CBJ Fire Department (CBJ FD) who maintains a staff of 40 firefighters at the fire station that lies partly within the fenced area of the airfield. It is staffed 24/7/365 for responses on and off the airport, with a minimum of two firefighters on duty. All staff are cross trained for ARFF duty. The ARFF Fire Department meets an Index C capability. There are three ARFF rescue trucks.

The fire station building space is roughly allocated 50/50 between ARFF and CBJ Fire Department assets. The north end which is outside of the airport fence line is occupied by the CBJ FD trucks and equipment. The south end is occupied by the ARFF which is located inside the airport fence line. The center area contains the living areas, locker room, kitchen, and other meeting areas used by the firefighters.

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ARFF station, airfield side of the fence (left), closer view of the location on both sides of the airfield perimeter fence (right)



ARFF rescue trucks



Third ARFF rescue truck

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ARFF no longer conducts training drills using AFFF (foam) and have purchased an E-One Ecologic Foam Concentration Test System for training purposes that simulates AFFF without spraying Perfluorooctane Sulfonic Acid (PFOS).

The airport emergency plan is reviewed annually for consideration of revisions. The most recent triennial full-scale exercise was just conducted on July 23, 2022. The ARFF staff participates in annual live fire training at several different training centers throughout the year, typically in groups of two to four each session so that station coverage is maintained at all times. The most recent live fire training was conducted in September 2023.

Airport Security

Mr. Phil Adams is the Airport Security Coordinator (ASC). There are no significant changes at the airport security operations since our last visit. The ASC is also responsible for badging the airport tenants and monitoring the approximately 70 cameras located around the terminal, ramp, and parking lot. Videos are retained on a server and recordings are on a 45-day loop.

Security at JNU is provided exclusively by Juneau Police Department (JPD) who provides an on-duty officer onsite 24/7/365. The airport has an agreement with CBJ that no LEO will vacate the airport unless they have TSA approval. It was discussed that the airport security may be vulnerable during some sort of catastrophic event away from the airport where LEO's may be called to respond, leaving the airport without a security presence, but JPD has vowed to maintain at least one LEO onsite.

The terminal public access doors are unlocked 24/7/365. There are approximately 100 closed circuit cameras in use, located both inside and outside of the terminal. Consequently, the vast majority of the terminal and immediate external public areas are under continuous surveillance, except inside restrooms. There are no fake cameras used.

The airfield is partially fenced with the majority of the tidal flats at the east end of the airport unfenced.

Airfield operations personnel regularly inspect the perimeter of the airfield to verify that all access gates are locked. During the airfield perimeter ride, all access gates were observed to be sturdy and locked shut.

There is an ongoing homeless persons encampment located on airport property, north of the airport across the street from the airport parking lots. For this reason, a recommendation was submitted last year to partner with the CBJ to increase the presence of law enforcement at the airport until the encampments are removed. Criminal incidents continue to occur involving homeless individuals interacting with airport patrons in the parking lot and observed car-prowls observed on security cameras.

There are several security factors that directly impact airport operations, including the welfare of airport patrons, but also the potential for wildfires originating in the wooded areas and the trash that may attract wildlife that may find its way onto the aircraft movement areas. Given the known issues impacting airport operations, it is recommended that immediate actions be taken to mitigate the risk of negatively impacting airport operations. This may include any combination of total removal of the unlawful camping and/or increasing law enforcement presence in this landside areas of the airport, in addition to the existing presence of LEO's in the terminal.

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The red line indicates land owned by airport north of Yandukin Dive, several homeless camps are within the wooded sections

Since there has been no significant progress on the situation from last year and the objective need to protect airport patrons and workers, the recommendation will be re-submitted.

Wildlife Hazard Management Plan (WHMP)

The current WHMP was written and approved by the FAA in January 2022. The airport's wildlife biologist conducts an annual review of the wildlife activity and updates to the WHMP as needed.

The surrounding geography of the airport supports a variety of wildlife habitats established in forests, tidal flats, rivers, streams, and wetlands. The east side of the airport property that is not fenced is particularly vulnerable to wildlife activities. River flow and tides may deposit tree debris, man-made objects, or dead animal carcasses that naturally attract wildlife. On occasion this debris is removed for the specific purpose of reducing wildlife activity within the airspace of the airport. For example, large tree stumps provide convenient perches for flocks of birds, so some larger stumps have been removed to reduce the congregation of birds. A larger dead animal carcass will also attract multiple groups of scavengers, so those are removed.

Given that a large section of the east end of the airfield is not fenced, there are many species of animals that may gain access to the airfield. The most common species being birds, deer, bears, and many smaller mammals including fox, coyote, and skunk. JNU holds the distinction of being one of two airports in the country with a recorded fish strike with an aircraft, caused when a fish was dropped by an eagle and striking an aircraft.

A copy of the FAA bird strike tracking log was reviewed prior to this survey. There were no reported incidents in 2023 YTD and only four in 2022. Species of birds included pine siskin, bald eagle, spotted sandpiper, snow bunting, and semipalmated plover. During the tour of the airfield, two bald eagles were observed in the RSA in between the North Float Plane Access Road and the runway. Mr. Andres Delgado contacted the onsite wildlife biologist to take action to remove them. There are strict rules for interactions with eagles. There have been multiple nests discovered in the stands of trees along the float pond, which they are not allowed to remove without following a detailed protocol.

All airfield operations and maintenance staff are trained on how to haze wildlife. All airport vehicles carry approved hazing devices. As a matter of practice, only USDA biologists are contacted to use deadly force to kill wildlife that cannot be chased from the airport property.

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Float Pond

The float pond operates as Runway 8W/26W and is maintained by the airport. All flights using 8W/26W occur during daylight hours only. The standard water depth is maintained at 16' to 17.5'. There are two control valves at the west end of the pond where water is either drained to or drawn in from the Mendenhall River.



West end facing east, float planes docked along North Float Plane Access Road



East end facing north

A new electrically controlled underground valve was installed in 2019 which is now used instead of the original manually operated gate, which remains in place for back up use if necessary. The hookup station was hard-connected to the power grid this year, alleviating the need to use a mobile generator to supply power to operate it.



Power hookup panel for the new float pond pump

When changes to the float pond depth are needed, the opening or closing of the valves must be coordinated with the tide levels of the Mendenhall River which discharges into a saltwater bay connected to the Gulf of Alaska and subject to tidal changes that affect the river surface level. If the pond level needs to be lowered, this would be done when the tide is out, so the water will flow out once the valve is opened. Likewise, the pond can be filled when the tide is in, so the water will flow inward.

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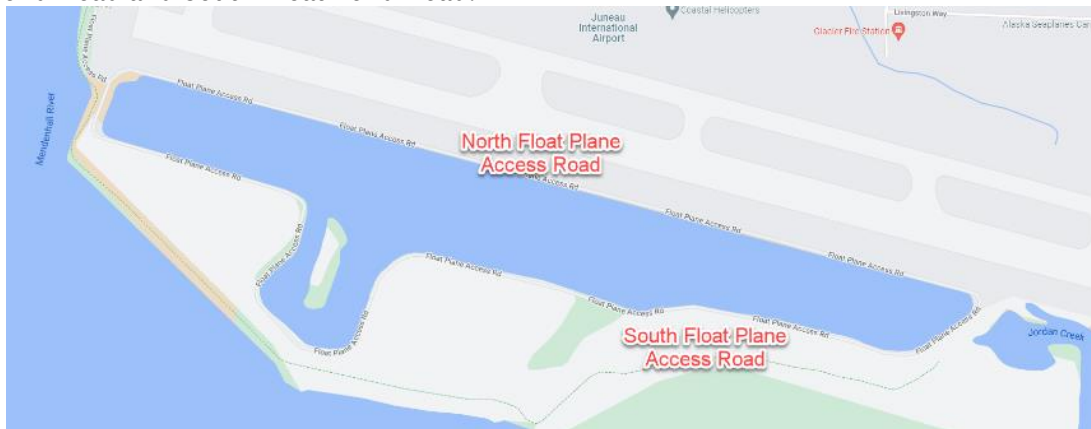
There is an additional pump used to fill the pond, powered by a diesel pump that draws water in from an intake pipe which is located further out into the river and below the low tide level.



Diesel pump and inlet piping also used to fill the float pond

The pond was last dredged in 2009 or 2010 where excavated materials were used for backfilling at project sites on the airport property. When pond maintenance is needed, the depth is reduced to around 14' which still allows aircraft to safely operate.

The Float Plane Access Road runs the circumference of pond. The two segments of the road are referred to as the North Float Pond Road and South Float Pond Road.



Float Plane Access Road

Most of the float docks are leased to commercial aviation companies and are located along both the north and south shores of the pond. The actual floating docks where aircraft are moored are installed and owned by the individual aircraft owners who are responsible for the upkeep of their docks.

For the leased float docks, the airport is responsible for the upkeep of the concrete pad, ramp, and the plastic landing float. The tenant is responsible for the floating dock they installed. The airport has authority to condemn private docks if they are observed to be unsafe, but every effort will be made to work with the dock owners to make repairs before any extreme actions are taken.

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Components of a leased float dock

For maintenance and upkeep of the pond, the airport owns and uses a small boat for inspections and maintenance work. As a matter of practice, there is a comprehensive inspection of all airport-controlled infrastructure on the float pond in the springtime that includes a detailed inspection of all docks, pilings, ramps, and associated connections. The airfield Part 139 daily inspection checklist contains a line item for documenting float pond deficiencies, so there is a twice-daily inspection of the pond. Another ongoing preventative maintenance activity is the mowing underwater weeds using a specially design self-propelled piece of equipment.

There were several projects completed on around the float pond. Shore improvements were installed at the west end to reduce erosion and sloughing. This involved adding more rock reinforcement.



Newly installed rock along the shore, the airport float pond maintenance boat is moored at the dock (right)

Additional segments of the South Float Plane Access Road paved that including installation of several new drainage culverts.

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Newly paved sections of the South Float Plane Access Road



Regraded area with a new culvert

Tenant Hangars

The airport provides ground leases only, so all tenant hangars are built and owned by tenants. The airport has painted a centerline in one area of the east apron tenant hangar area where aircraft are free to enter from either end.

In all other rows of tenant hangars, the airport has considered painting centerlines, but has decided against it because it will necessitate additional signage indicating preferred direction of use and/or dead-ends, which is predicted to create more pilot confusion. No tenant hangar owners have requested that the airport add centerlines.



Aerial images of the tenant hangars on the west apron (left) and east apron (right)

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West apron airfield tenant hangars, no center lead-in lines



East apron airfield tenant hangars, centerline installed in this aisle

Airfield Hosted Events

The airport has not hosted any airfield events in many years and there are no immediate plans to hold one. As we discussed, should this change, the airport should notify your aviation broker prior to future events to verify all necessary insurance coverages are in place for the planned activities.

TERMINAL ACTIVITIES AND CONTROLS

Terminal Interior-Non-Secured Areas

The footprint of the terminal has been expanded in recent years with two recent additions to the north end of the terminal. The most recent is a new building constructed by Alaska Seaplanes which will be occupied exclusively by Alaska Seaplanes upon completion. Although this is not technically part of the public terminal, it will increase the general traffic at the north end of the terminal itself, including the sidewalks, the drive lane, and pedestrians accessing the airport parking lots.



Alaska Seaplanes new building under construction

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The first floor of the terminal is level with the airport drive lane. This includes airline ticketing, rental car counters, and the baggage claim carousel. The second level of the terminal is accessed via two escalators at the north and east ends, open staircases next to each escalator, or by one bank of elevators at the center of the terminal. The comb plates on both escalators should be repaired, to include full width yellow comb plates, which allow riders to clearly detect the interface between the moving step tread and the fixed comb plate. The contrast between the moving parts and the fixed comb plate is a designed safety feature to help reduce the risk of injuries on escalators. It is also recommended that signs be posted in the vicinity of each end of both escalators of the location of the elevators. If the escalators are malfunctioning or otherwise not in use, this will reduce confusion and deter persons from using the escalators and being injured.

The TSA checkpoint and boarding gate areas are located on the second floor. Other facilities located on the second floor include the airport administration offices, a small restaurant, non-secured waiting areas, and the secured access doors to the ATCT.



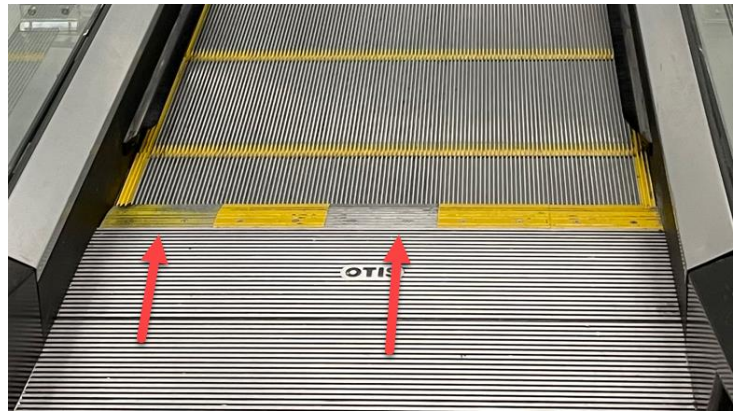
Center entrance, main vestibule, from the drive lane Alaska Airline ticket counter, just inside center entrance



North end of terminal with on-demand air carrier ticketing and non-secured waiting area

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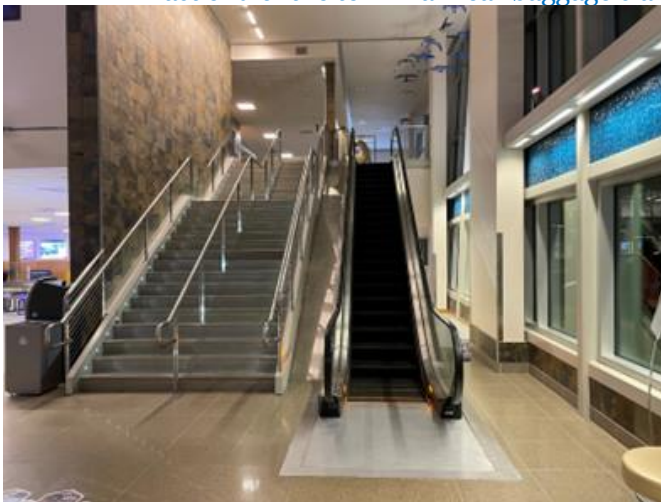
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North upward escalator and stairs, the upper end comb plates need consistent yellow coloring across the width



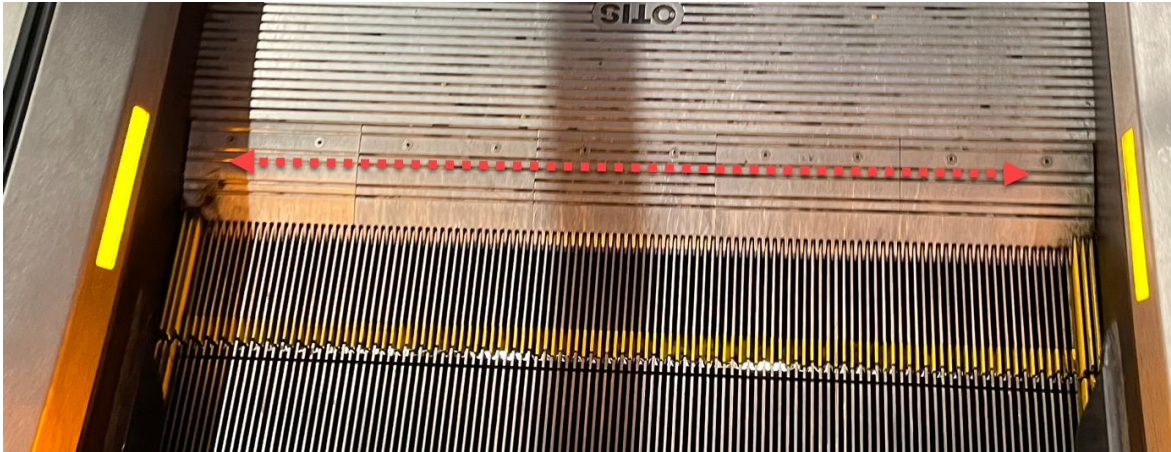
East end of the terminal near baggage claim with all new tile floor, east end exit (right)



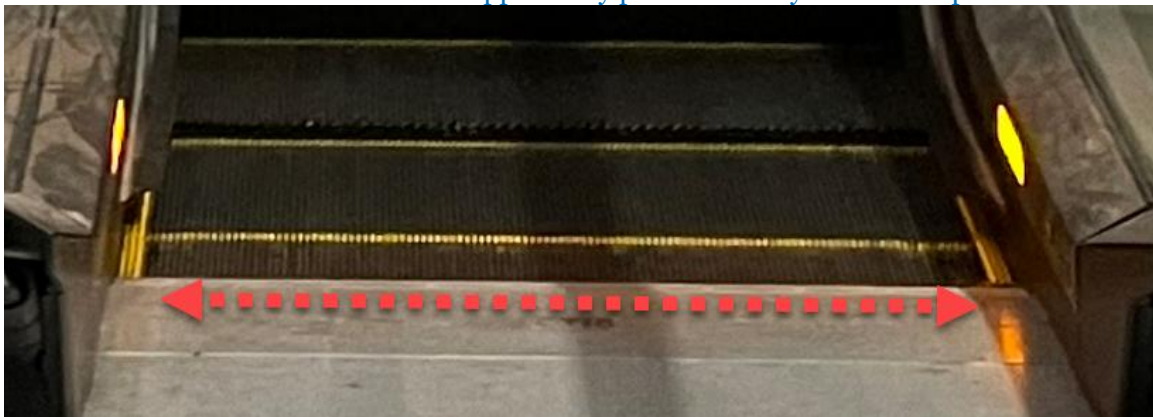
East downward escalator and stairs

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East downward escalator upper entry point needs a yellow comb plate



East downward escalator lower exit point needs a yellow comb plate

The terminal was observed to be in good condition with excellent housekeeping. All areas contain good illumination is provided. All four of the terminal drive lane access vestibules have in-ground floor mats to collect moisture and debris. Additional surface walk-off “throw” mats are no longer used, which was found to be a trip hazard in the vestibule near the rental car counter, so they are no longer used in any of the vestibules.



All vestibules have in-ground walk-off mats, flush with the tile surface with no exposed edges

The floor surface in the baggage claim area and rental car counters was replaced with new tile, so the majority of the ground level of the terminal now consists of a hard surface materials of terrazzo, tile, or laminate flooring. There are isolated sections with carpeting, mainly in seating areas.

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One area of improvement was developed to reduce the risk of slip and fall accidents. The drinking water fountains throughout the terminal are outfitted with bottle filling nozzles, so there is a high likelihood that water will be spilled on to hard walking surfaces. It is recommended that walk-off mats be placed below all water fountains to collect spilled water and reduce the risk of incidents.



Drinking water fountains with bottle filling dispensers and hard surface flooring

Cleaning inside the terminal is performed by employee custodians who are on duty 20 hours per day. They are performing continuous cleaning rounds throughout the day. The custodial staff turnover is low. As recommended last year, refresher training was provided to the staff with emphasis on mitigating slip/trip and fall incidents.

General Life Safety features present in the terminal include emergency lighting, exit placard, automatic fire sprinklers, and a formalized emergency action plan. Exit signs and emergency lighting is placed throughout the terminal with backup power provided by a diesel backup generator.

The terminal is equipped with automatic external defibrillator (AED) devices and portable fire extinguishers. It was not evident from the cabinets when the last equipment and inspection took place. AED devices should be inspected and maintained in accordance with manufacturer specifications. Some features, such as the electrodes that are attached to the skin have a limited useful product life and should be replaced. It is recommended that a qualified vendor inspect all AED equipment present in the terminal and update all contents in accordance with original factory specifications.



One of several AED cabinets located throughout the terminal

Baggage Carousel

There is one baggage claim belt. Carpeting was replaced with new tile this year. It continues to be recommended that warning placards be installed to deter riding or horseplay on the conveyor. Also, "No Trespass" signs should be

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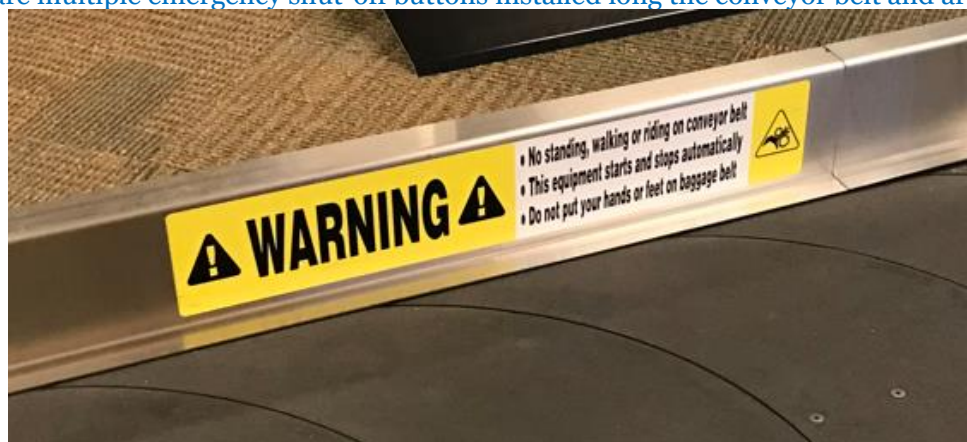
posted on the wall where the baggage belt transitions to the rear make-up area. Sample wording is provided in images provided below.



Baggage claim belt



There are multiple emergency shut-off buttons installed long the conveyor belt and are labeled



Sample baggage conveyor warning

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Sample baggage conveyor warning



It is recommended a warning sign be posted to deter trespass into the baggage make-up area



Sample no trespass warning sign for baggage conveyor

TSA Gate, Passenger Boarding, and Other Secured Areas

The TSA checkpoint area includes two screening lines. The arriving passengers exit through two automatic one-way gates into the non-secured side of the terminal.

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TSA entry point on the 2nd Floor, arriving passengers discharge through automatic exit gates (left)

The airport owns and maintains jetbridges at Gates 2/2A and 5, plus the fixed section of Gate 4 which connects the departure lounge to jetbridge for Gate 4. Alaska Airlines owns and maintains the jetbridge at Gates 3 and 4. Jetbridge 5 was shut down in preparation for replacement. Gate 2 is a newer unit and includes solid tires. Gate 2A is an enclosed staircase where passengers are routed for ramp boarding. The soon to be replaced Gate 5 jetbridge has pneumatic tires, but the replacement will be outfitted with solid tires.

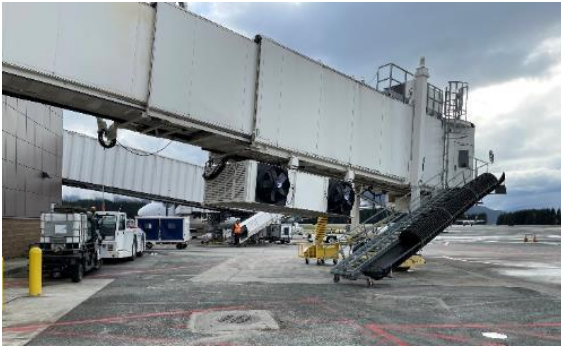
The airport-owned jetbridges are inspected periodically by airport maintenance staff, but there is no formal documentation captured. The airport is in the process of obtaining quotes from qualified contractors to perform annual jetbridge inspections and including periodic service work. It is recommended that airport maintenance staff complete monthly documented inspections.



Jetbridge 2 interior, good use of warning signs for surface transitions and edge markings

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Jetbridge 2



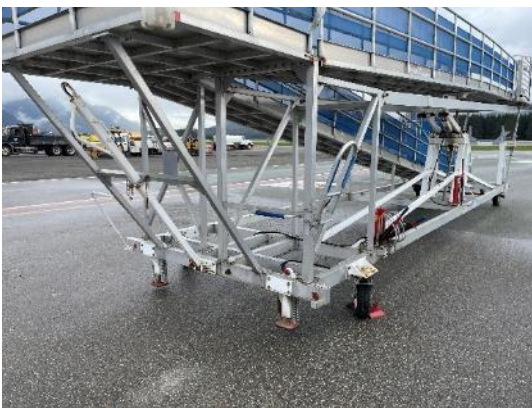
Gates 4 & 5



Wheelchairs staged inside the Gate 4 hallway which is maintained by the airport (but not the jetbridge)

It is recommended that the wheelchairs currently staged in the Gate 4 hallway be moved to a completely different location with much lower congestion. While the main path of travel is open, the area is relatively narrow, and it might interfere with movements of passengers and their luggage that might cause a trip and fall incident.

The airport owns and maintains one mobile passenger bridge, which is staged on the ramp east of Gate 5. It is lightly used, but an air carrier can request use at any time, usually with little or no advance notice. At present, there is no formal self-inspection protocol, so it is recommended that some systematic and ongoing self-inspections be conducted to make sure it is fully functional. It is stored outside and unprotected from the elements, so some degree of preventative maintenance is needed to reduce the risk of malfunction that could lead to injury or damages.



Airport owned mobile passenger bridge

Wheelchairs In the Terminal

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Some, but not all, airlines own and maintain wheelchairs for use by their ticketed passengers. For the most part, the idle wheelchairs were corralled and under the supervision of airline personnel, either near the front ticket counters or at boarding gate check stands. Injuries occurring from the negligent operation or from malfunctioning wheelchairs is a legal liability exposure for both the airlines who own and maintain the wheelchairs, but also the airport. It is recommended that the airport review the programs and practices of the airlines to make sure they have robust and proactive wheelchair management practices.



Unsecured wheelchairs in the terminal



A stray wheelchair left outside, clearly by a private party and not an airline employee

HVAC & Automatic Sprinkler Valves

The second floor HVAC and telecommunications mechanical rooms were observed to be organized and with good housekeeping. No excessive storage of combustible materials was observed.

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Terminal mechanical equipment, very clean and free of storage

In terms of Life Safety, the terminal is protected by automatic fire sprinkler system which is inspected annually by a qualified contractor in accordance with the National Fire Protection Association (NFPA-25) guidelines.

LANDSIDE ACTIVITIES AND CONTROLS

Terminal Exterior Walkways

The sidewalks along the terminal and including most of the center island leading to the parking lots are heated, which significantly reduces the risk of slip and fall incidents during the wintertime. The sidewalk curbing is painted yellow for improved visibility, except where the ADA cut-outs are flush with the drive lane where there is no change in elevation, which is also a good risk reduction practice to minimize trip and fall incidents where pedestrians may be distracted or otherwise not paying attention to where they are walking.



Center entrance to the terminal (main vestibule)



Heated sidewalk near center entrance facing east

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Center crosswalk to the parking lots closed during parking lot rehab project



Heated sidewalk near the east terminal exit doors

One area with relatively high foot-traffic is located just outside the east exit of the terminal. This interior and exterior corridor experiences high volume from a variety of services accessed from this end of the terminal. This includes rental car customers who are walking to or from their rental cars, cruise ship passengers walking to/from a designated bus stop is just outside the door, and to a designated smoking area next to the rental car lot. Additionally, the on-duty LEO often parks their CBJ patrol car in this area, so that individual is also at-risk of slipping and falling as well.

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East terminal exit and rental car parking lot continue to remain dimly illuminated

There have been some slip and fall incident reports and likely other near-misses on ice or snow. While the main sidewalk along the terminal drive lane is heated, the concrete and paved area leading to the rental car lot is not heated and is susceptible to freezing precipitation. This area is considered as high priority for snow removal and de-icing by the airport to reduce the risk of slip and fall accidents. It is recommended that additional lighting be installed in the external corridor along the building, which was observed during the nighttime tour to be poorly illuminated.

Pedestrian crosswalk markings on the terminal drive lane between the exit doors and parking lots were found to be mostly visible but will need re-painting once the parking lot rehab project is completed.

Airport Parking Lot & Entry Drive

Shell Simmons Drive is a one-way street leading to the terminal. There is one 10 mph speed limit sign posted approximately 100 feet north of the terminal and no speed bumps or other warning signs. Given the heavy pedestrian foot-traffic crossing the drive lane, we discussed, and it is recommended that additional speed limit signs be installed on the approach to the terminal to increase driver awareness to reduce speed for the safety of all individuals crossing the drive lane to the parking lots. Speed bumps are not favored because they make snow plowing more difficult, so additional warning signs are the preferred strategy. Any combination of more speed limit signs (preferably flashing), warning signs to “slow down”, or “speed readers” will greatly increase the chance that drivers will reduce vehicle speeds and decrease the potential for vehicle-pedestrian accidents.

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Incoming drive lane to the airport and parking lot rehab project as viewed from the roof of the terminal.



Outgoing drive lane to the airport and parking lot rehab project as viewed from the roof of the terminal.



The only 10 mph speed limit sign for entry drive

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Airport parking is offered for a fee, one rate for short-term and a slightly reduced rate for long-term parking which is managed by Republic Parking, the hired vendor. The main airport parking lot is closed and nearing completion of an extensive rehabilitation. A temporary parking lot has been set up north of the terminal. The rehabbed parking lot will have new pavement, parking stall configurations, and lighting.



Temporary parking lot north of the terminal as viewed from the roof

The markings on the drive lane and parking lot are typically re-painted by airport maintenance staff every other year, depending on the necessity. With the construction project still underway and not expected to finish until late 2023 or early 2024, the drive lane marking will not be repainted until 2024 once weather conditions permit.

RISK TRANSFER ACTIVITIES AND CONTROLS

The handling of leased space and vendor management continues to fall under the responsibility of both the CBJ Risk Management Department and the Airport Director. Ms. Chelsea Swick attended the session for the discussion on the high risk partners who conduct operations on the airfield.

The meeting was highly productive. It was clear the CBJ and the airport are making every effort to apply robust risk transfer controls to protect stakeholder interests. This includes written contracts that stipulate stated minimum liability insurance policy limits, requirements for Certificates of Insurance (COIs) and naming the airport and the CBJ as Additional Insureds by endorsement.

Vendors and contractors are used regularly for specialized work at the airport. All contractors are vetted and there is a documentation process that takes place for problem contractors and/or individuals who have exhibited poor behavior while working at the airport.

The Chubb resource guide of recommended policy limits was provided prior to the meeting. During this survey, details of these COIs were discussed, including discrepancies of coverage and/or policy limits as compared in the resource guide.

Certificates of Insurance (COI)

Most of the COIs tracked involve tenants' leasing of land and/or building space. A visual review of the more critical COIs was conducted during this survey. COI elements reviewed included:

- Proper naming of Certificateholder name
- Current policy term
- Adequate coverage lines and liability limits
- Airport properly named as Additional Insured by endorsement

A recommendation is being submitted for the following COI improvement areas found during this review:

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- **Aero Services** (FBO), provides \$50M liability policy limits, but the airport is not named as Additional Insured, which should be requested.
- **Alaska Seaplanes** COI listed \$10M Aviation Liability insurance coverage. It is recommended that you review this with your broker and request appropriate Aviation Liability coverages from with Additional Insured endorsement in favor of the airport.
- **Ward Air** COI listed \$5.5M Aviation Liability insurance coverage. It is recommended that you review this with your broker and request appropriate Aviation Liability coverages from with Additional Insured endorsement in favor of the airport.
- **Avis/Budget Car Rental** liability policy limits are \$1M GL and \$1M Commercial Auto. It is recommended that that you review these liability limits with your broker and consider requesting higher liability limits.
- **National/Alamo Car Rental** liability policy limits are \$5M GL and \$3M Commercial Auto. It is recommended that you discuss with your broker having them increase their Commercial Auto coverage limits.

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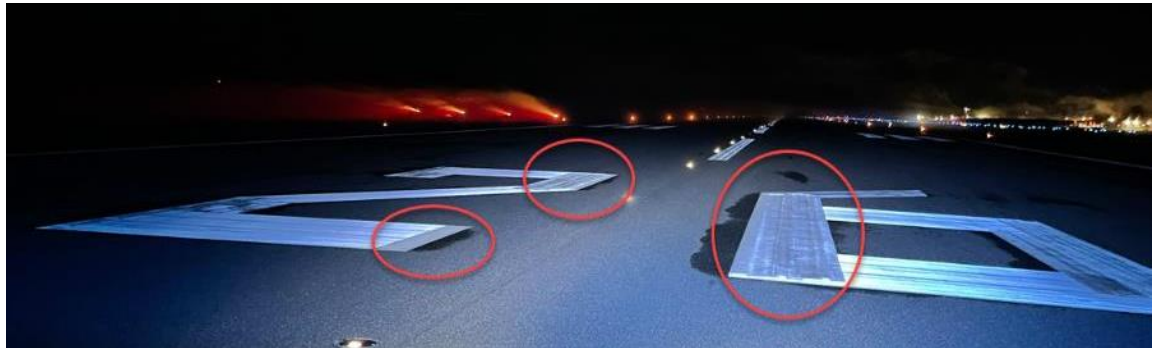
2023 RECOMMENDATIONS

2023-01 Re-Paint Flawed Runway Identifiers – Restore Glass Bead Reflectivity

It was observed that some of the movement area markings were inadvertently flawed during touchup work by the hired contractor. Paint was applied over the top of glass beading, which diminished the light reflectivity of the marking. It is recommended that all runway markings be re-inspected and repaired to restore full light reflectivity.



Runway 8 identifier partially flawed reflectivity



Runway 26 identifier partially flawed reflectivity

2023-02 Slip-Trip-Fall Accident Mitigation Program – East Terminal Exit Exterior Lighting (Revised & Resubmitted from 2022-02)

The walking surfaces outside of the east exit of the terminal lead to the bus loading zone, rental car parking lots and the designated smoking area, are considered to be high foot traffic corridor. It is recommended that additional lighting be installed to illuminate the area during nighttime hours. Slip, trips and fall are a major accident type at airports and sufficient illumination for walking areas helps assure that persons can better see walking surfaces at all times.

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East terminal high traffic exit to rental car parking lot and designated smoking shelter, low lighting

2023-03

Airfield Lighting Electrical Vault Improvements (Primary & Backup Vaults) (Revised & Resubmitted from 2022-10)

Install More Descriptive Placards on All Regulators

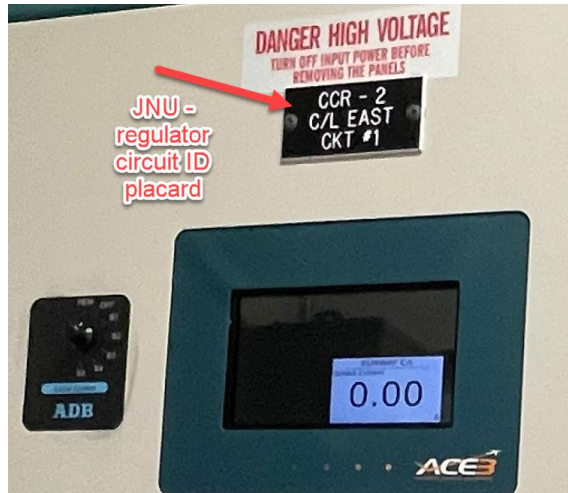
It is recommended that the placards posted on the new airfield lighting electrical vault regulators be changed to use more plain language descriptions of the circuits they control. Terms like CCR, C/L, and CKT may not be understood by new workers or contractors new to the airport. It is critical that all personnel performing repairs be absolutely clear on what circuits must be de-energized before leaving the vault to begin work.



New regulators with vague descriptive placards (CCR 1 & CCR 3)

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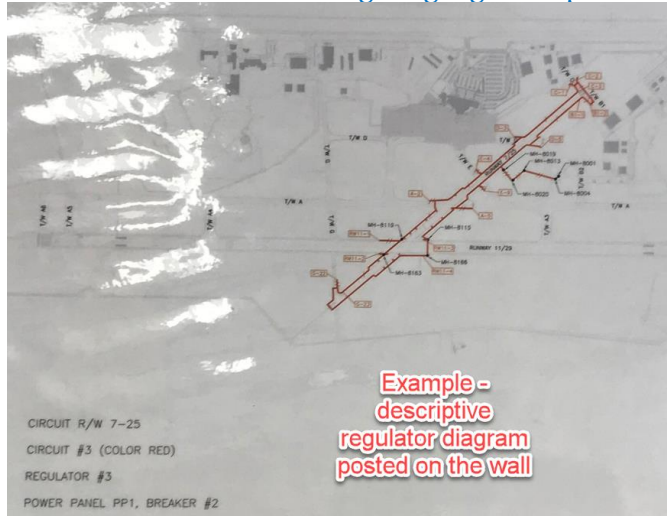


An old airfield lighting vault regulator, also with vague descriptive placarding

Images are provided below of much clearer wording on placards. Many airports also post diagrams of the airfield that clearly mark the geographical location of the circuits, which is highly suggested to be included with the improved placarding. A failure to properly de-energize and apply effective lockout-tagout hardware could result in grave injuries to persons conducting repairs.



An example of a more definitive airfield lighting regulator placard nomenclature



An example of a descriptive diagram posted adjacent to a regulator, depicting the geographic location of the circuit controlled

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Install Warning Signs to All Doors

In an effort to reduce the risk of electric shock to unknowing visitors, danger/warning placards indicating the high voltage exposure should be installed on all airfield electrical vault doors, including for the new and old buildings.

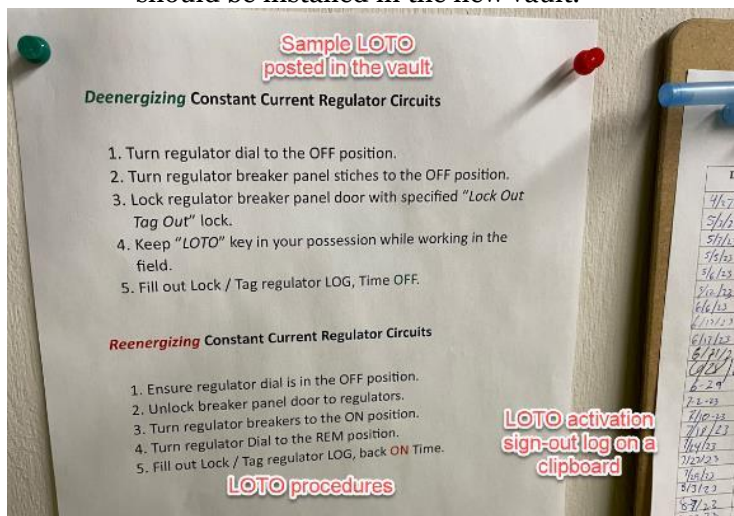
Additionally, it is recommended that your written lockout-tagout (LOTO) program be printed and posted on the walls with both airfield electrical vault buildings to make sure all individuals are informed on the exact rules to follow when performing repairs to the airfield lighting circuits.



Sample warning sign for electrical vault doors

Post the Lockout-Tagout (LOTO) Policy next to Hardware

It is recommended that the airport's written LOTO policy and associated hardware be installed on the wall of both airfield lighting electrical vaults. This will emphasize following clear and consistent procedures, all intended to prevent serious injuries or death of personnel working on the airfield lighting systems. The older and now reserve vault already contains LOTO hardware, so a similar kit should be installed in the new vault.



Sample Lockout-Tagout policy posted inside the vault



LOTO hardware in the older vault

2023-04 Escalator Repair & Improvements

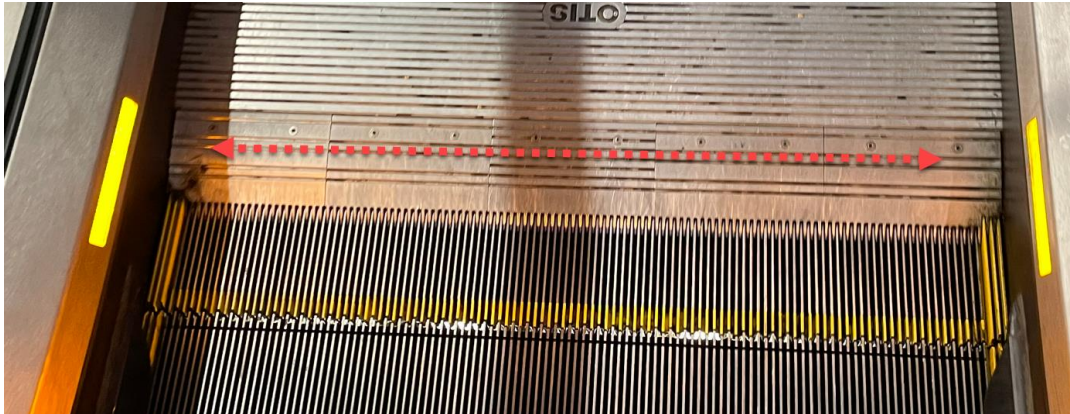
It is recommended that full-width yellow comb plates be present on both elevators at each end. The contrasting yellow color provides visual recognition to pedestrians of the interface between the moving stair tread and the fixed comb plate. This is a designed safety feature to help reduce the risk of injuries for persons entering or exiting the device.

PLEASE READ CAREFULLY

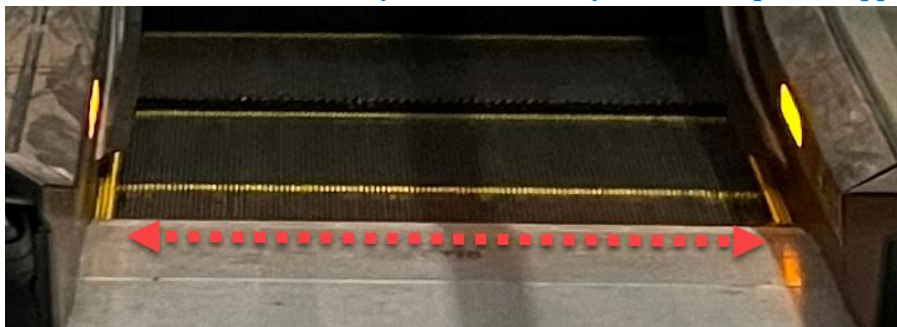
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The comb plate of the newer north escalator is missing sections of yellow comb plates on the upper level



The older east escalator do not have yellow full width yellow comb plates (upper end)



The older east escalator do not have yellow full width yellow comb plates (lower end)

2023-05 Main Fuel Farm - Fire Prevention Improvements (Revised & Resubmitted from 2022-03)

Multiple improvements at the airport fuel farms are recommended to help reduce the risk of fire. Note several hazards do not comply with the Fixed Tank Quarterly Inspection Checklist provided in Appendix 11B of the JNU ACM, specifically for emergency fuel shut-off valves within the probable spill area for both Aero Services and Ward Air fueling stations.

Aero Services Fuel Station:

- The emergency fuel shut-off valve is located next to the fuel hose connection which is within the probable spill area. According to the JNU Quarterly Fueling Inspection Checklist, the emergency should be not less than 20 feet, but no further than 100 feet away from the fixed tank.
- If the **remote** emergency fuel shut-off station controls the Aero fueling station, it may be that this should be designated as the primary shut-off device.

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- NFPA 407 (Aircraft Fueling Facilities) guidance is that the signs must be at least 7 feet above ground and be readable from a distance of at least 50 feet. The current placarding does not comply and is generally confusing.
- Emergency fuel shut-off buttons should be red in color for easy and quick recognition.
- Signage should state “Emergency Fuel Shut Off” at both fuel farms and on fuel vehicles/equipment.



Aero Service fueling station at the main fuel farm, emergency fuel shut-off located within the probable spill area, and the instructional placarding for fuel shut-off should comply with NFPA 407 convention



Remote emergency fuel shut-off station at the main fuel farm near the Aero Services fueling station, additional instructional placards needed

Ward Air Fuel Station

- The emergency fuel shut-off valve is located next to wall of the fuel tank. In the event of a fuel spill, an individual attempting to activate the emergency shut-off would need to walk through the probable spill area, which could potentially already be engulfed in flames. According to the JNU Quarterly Fueling Inspection Checklist, the emergency should be not

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less than 20 feet, but no further than 100 feet away from the fixed tank. It is recommended that the emergency fuel shut-off station be relocated to a new location in compliance with parameters set forth in the JNU ACM.

- The bonding cable clip is stuck in the open position and should be replaced so that it can properly grip a metal surface.
- The disconnected emergency fuel shut-off apparatus located at the east end of the fuel tank should be removed to avoid confusion during an emergency, which might result in delay activation of the actual emergency fuel shut-off valve.
- An overfill protection system should be installed, the same as in place at the Aero Services fuel station.



Ward Air Av Gas tank at the main fuel farm, emergency fuel shut-off station located within the probable spill area



Ward Air bonding cable clip should be replaced, stuck in the open position

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Ward Air fuel tank, disconnected emergency fuel shut-off apparatus should be removed to avoid confusion during a fuel spill event

JUNEAU INTERNATIONAL AIRPORT QUARTERLY AIRPORT FUELING INSPECTION CHECKLIST		
FIXED TANK		
CONTACT NAME: _____		PHONE: _____
LEASE HOLDER: _____		INSPECTION QUARTER: 1st 2nd 3rd 4th
SITE: _____		DATE: _____
YES	NO	REFERENCE
PERSONNEL TRAINING		
<input type="checkbox"/>	<input type="checkbox"/>	Supervisor completed Fire Safety Training? IFC 2006.5.3.2
<input type="checkbox"/>	<input type="checkbox"/>	Personnel who handle fuel received Fire Safety Training? IFC 2006.5.3.2
PLACARDING		
<input type="checkbox"/>	<input type="checkbox"/>	Displayed - Tank owner - Contact phone number (two sides)? IFC 5703.5
<input type="checkbox"/>	<input type="checkbox"/>	Displayed - Tank contents - Type of Fuel, Capacity & Flammable (four sides)? IFC 5703.5
<input type="checkbox"/>	<input type="checkbox"/>	Displayed - No Smoking (four sides)? IFC 2305.6 & 2006.3.8
ELECTRICAL		
<input type="checkbox"/>	<input type="checkbox"/>	Is the electrical system in a safe and in serviceable condition ? IFC 2006.3.4
EMERGENCY FUEL SHUT-OFF		
<input type="checkbox"/>	<input type="checkbox"/>	Does fuel system have an approved emergency fuel shut-off? IFC 2006.5
<input type="checkbox"/>	<input type="checkbox"/>	Is the emergency fuel shut-off placarded correctly? IFC 2006.5
<input type="checkbox"/>	<input type="checkbox"/>	Is the emergency fuel shut-off located no closer than 20 ft. but no further than 100 ft. from the dispense IFC 2203.2
FIRE CONTROL		

JNU Fixed Tank Quarterly Inspection form with applicable section noted

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407-14	AIRCRAFT FUEL SERVICING
<p>5.1.9.2 The emergency fuel shutoff system shall shut down the flow of fuel in the entire system or in sections of the system.</p> <p>5.1.9.3 The emergency fuel shutoff system shall be of a fail-safe design.</p> <p>5.1.9.4* The method of fuel transfer (gravity, pumping, or use of hydraulic or inert gas pressure) shall be considered in the design of the emergency fuel shutoff system and the location of the emergency fuel shutoff valve.</p> <p>5.1.9.5 The emergency fuel shutoff system shall include shut-off stations located outside of probable spill areas and near the route that normally is used to leave the spill area or to reach the fire extinguishers provided for the protection of the area.</p> <p>5.1.9.6* At least one emergency shutoff control station shall be accessible to each fueling vehicle loading position or aircraft fueling position.</p> <p>5.1.9.7 The emergency fuel shutoff system shall be designed so that operation of a station shuts off fuel flow to all hydrants that have a common exposure.</p> <p>5.1.9.8 Emergency fuel shutoff systems shall be designed so that they shut off the flow of fuel if the operating power fails.</p> <p>5.1.9.9 Emergency fuel shutoffs shall not be located beneath piping, pumps, vents, or other components containing fuel or fuel vapors.</p> <p>5.1.10 Fire Protection. At least one fire extinguisher with a minimum rating of 40-B:C and a minimum capacity of 9.0 kg (20 lb) of dry chemical agent shall be provided at each fueling vehicle loading position or rack.</p> <p>5.1.11 Marking and Labeling.</p> <p>5.1.11.1 Emergency fuel shutoff signs shall be located at least 2.1 m (7 ft) above grade, measured to the bottom of the placard.</p> <p>5.1.11.2 Emergency fuel shutoff signs shall be positioned so that they can be seen readily from a distance of at least 15.2 m (50 ft).</p>	<p>5.1.12.4 New and existing loading systems shall comply with 5.1.12.1 through 5.1.12.3 within 5 years of the effective date of this edition.</p> <p>5.1.13 Fuel Servicing Hydrants, Pits, and Cabinets.</p> <p>5.1.13.1 Fueling hydrants and fueling pits that are recessed below a ramp or apron surface and are subject to vehicle or aircraft traffic shall be fitted with a cover designed to sustain the load of vehicles or aircraft that apply over all or part of them.</p> <p>5.1.13.2 Fueling hydrants, cabinets, and pits shall be located at least 15.2 m (50 ft) from any terminal building, hangar, service building, or enclosed passenger concourse (other than loading bridges).</p> <p>5.2 Operations.</p> <p>5.2.1* Security. Access to fuel storage and fuel vehicle loading areas shall be secured.</p> <p>5.2.2 Personnel. (Reserved)</p> <p>5.2.3 Prevention and Control of Spills. (Reserved)</p> <p>5.2.4 Emergency Fuel Shutoff. (Reserved)</p> <p>5.2.5 Bonding. (Reserved)</p> <p>5.2.6 Control of Fuel Flow. If a wireless deadman control is used, the operator shall be located at the fueling point during</p> <p>5.2.7 Fire Protection. At least one fire extinguisher with a minimum rating of 40-B:C and a minimum capacity of 9.0 kg (20 lb) of dry chemical agent shall be provided at each fueling vehicle loading position or rack.</p> <p>5.2.8 Maintenance.</p> <p>5.2.9 Aircraft Fueling.</p> <p>Ch</p> <p>6.1 Design and Construction.</p> <p>6.1.1 General Requirements.</p>

407-14	AIRCRAFT FUEL SERVICING
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NFPA 407 Chapter 5 applicable guidance for fixed tank markings and emergency fuel shut-off placement

2023-06 Aero Services Mobile Fuel Trucks - Fire Prevention Improvements (Revised & Resubmitted from 2022-04)

Many of the Aero Services fuel trucks were in good condition and were outfitted with protective safety equipment in compliance with the FAA and NFPA 407 (Aircraft Fuel Servicing). There were isolated instances where placards and/or safety controls were faded and should be replaced to restore high visibility condition. It is recommended that these be addressed during the next round of quarterly fuel inspections and noted on the respective forms to track compliance.

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Aero Services faded Flammable & No Smoking placards, partially obstructed on the rear of the tank so new placards should be placed in different locations, repaint the emergency fuel shut-off bright red

2023-07 Coastal Fuel & Alaska Seaplanes - Fire Prevention Improvements Side by Side Jet A Fuel Tanks

Coastal Fuel and Alaska Seaplanes operate from the same vicinity on the airfield with one Jet A tank each, mobile fuel trucks, or a fuel trailer. To reduce the risk of fire, it is recommended that both Jet A fuel tanks be outfitted with overfill protection and bonding cables at each filling station.



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Side by side Jet A Tanks



Coastal Fuel (left) & Alaska Seaplanes (right) fueling stations, no overfill protection or bonding cables are present

Coastal Mobile Fuel Trucks

Similar to Aero Services, some Coastal mobile fuel trucks were found to have faded placards that should be replaced to restore their high visibility appearance. In a few instances, placards should be placed in different locations away from obstructions such as ladders.



Coastal mobile fuel trucks with isolated faded placards (Flammable & No Smoking), faded emergency fuel shut-off button

Alaska Seaplanes Fuel Trailer

Alaska Seaplanes operates a mobile fuel trailer that is staged along North Float Pond Road for the purpose of dispensing fuel to float plane customers who moor at dock FP-23 next to the fuel trailer. As observed during this survey and the prior survey in 2022, the fuel operator uncoiled the fuel hose from the retractable reel and hung the nozzle on a post on the dock. The bonding cable on both occasions was observed to be coiled inside the reel mounted on the trailer.

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To help better assure that bonding is conducted when fueling, it is recommended that a hardwired bonding cable be installed on the dock to allow the fuel operator to safely bond the aircraft during fueling operations without having to pull from the trailer to the aircraft.



Alaska Seaplanes mobile fuel trailer and fuel hose staged on the dock



Fuel trailer

2023-08 Ward Air - Fire Prevention Improvements

Ward Air operates a fuel tank on the apron of the airfield. The sign designating the emergency fuel shut-off valve is faded and should be replaced with a new high visibility sign that is at least seven (7) feet above the ground that can be seen from at least 50 feet away as per NFPA 407. It is suggested that these be addressed during the next round of quarterly fuel inspections and noted on the respective forms to track compliance.

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Ward Air faded emergency fuel shut off placard to be replaced

2023-09 Certificates of Insurance (COI) – Request Higher Policy Limits and/or Additional Insured Endorsements
(Resubmitted from 2022-14)

It is recommended that your insurance broker be consulted to advise the airport on recommended insurance requirements for tenants, concessionaires, contractors, etc., including types of coverage, limits of liability, and other terms such as requiring the airport to be named as an additional insured. Consultation could include a discussion of the items identified in the recent review of the current certificates of insurance. The attached Chubb guide suggested limits could also be used when reviewing and assessing limits of liability.

- **Aero Services** (FBO), provides \$50M liability policy limits, but the airport is not named as Additional Insured, which should be requested.
- **Alaska Seaplanes** COI listed \$10M Aviation Liability insurance coverage. It is recommended that you review this with your broker and request appropriate Aviation Liability coverages from air carriers with Additional Insured endorsement in favor of the airport.
- **Ward Air** COI listed \$5.5M Aviation Liability insurance coverage. It is recommended that you review this with your broker and request appropriate Aviation Liability coverages from air carriers with Additional Insured endorsement in favor of the airport.
- **Avis/Budget Car Rental** liability policy limits are \$1M GL and \$1M Commercial Auto. It is recommended that that you review these liability limits with your broker and consider requesting higher liability limits.
- **National/Alamo Car Rental** liability policy limits are \$5M GL and \$3M Commercial Auto. It is recommended that you discuss with your broker having them increase their Commercial Auto coverage limits.

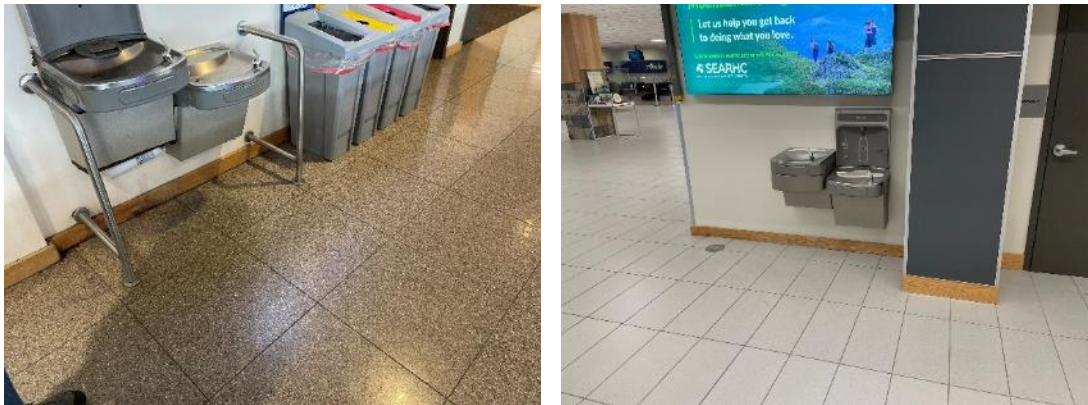
2023-10 Install a Non-Slip Floor Mats Beneath All Drinking Fountains
(Revised & Resubmitted from 2022-08)

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The drinking fountain in the departures lounge is located above a terrazzo floor surface along a high foot-traffic corridor, which presents a high-risk slip and fall exposure. Water may be splashed onto the floor from drinking water and including filling of water bottles.

It is recommended that a non-slip floor mat be placed below the fountain to prevent water from accumulating on the terrazzo surface. The floor mat should be inspected and cleaned regularly by the custodial staff. It should be replaced if/when the edges starting rolling up, which would be **trip hazard**.



Hard floor surfaces below water fountains

2023-11

Improvements to Airport Operations Security Arising from the Homeless Encampments located North of Yandukin Drive (Resubmitted from 2022-05)

The airport owns real estate outside of the airfield and across the street from the public parking lots. There are several unauthorized encampments of vagrants on airport property. Multiple incidents have been reported to Juneau PD involving criminal activities ranging from car prowls to various incidents where airport patrons in the parking lots have been threatened with verbal and physical harm from inhabitants of the homeless camps. Other potential impacts to airport operations include increased wildlife activity arising from feeding on food and trash along with the potential for wildfires from illegal cooking and campfires.

It is recommended that all unauthorized camping be permanently removed to reduce risk of the aforementioned hazards impacting airport operations.

If the unauthorized camps are unable to be removed, it is recommended that additional security patrols be conducted in the parking lots for the safety of airport patrons and their property. The additional security presence should also include ongoing inspection of the camps for proper containment of trash as well as the control of fires.

Incidents attributed to actions of the vagrants that result in property damages and/or bodily injuries to patrons and visitors to the airport, where lack of security controls by the airport may be a contributing factor, may result in allegations of negligence against the airport and could result in liability claims.

2023-12

Enhanced Speed Limit Signs on Shell Simmons Drive Approach to the Terminal (Resubmitted from 2022-09)

Vehicle traffic approaching the terminal presents a high-risk exposure for pedestrians crossing the drive lane. It is recommended that enhanced signage be installed to alert drivers to the posted 10

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mph speed limit. Options included flashing speed limit signs (often solar power devices), vehicle speed-reader signs, and additional soft/frangible signs installed between lanes.



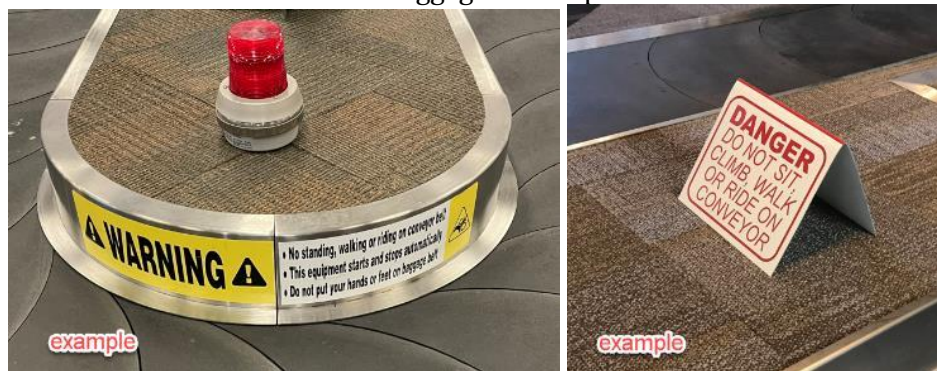
Drive lane speed reduction control options

2023-13

Install Warning Placards at the Baggage Carousel (Resubmitted from 2022-07)

In an effort to reduce the risk of injuries to individuals present at the baggage carousel, it is recommended that warning signs be posted and spaced appropriately along the length of the belt. Hands and feet are particularly vulnerable for individuals who may be trying to sit or play on or near the moving carousel. Two examples are provided of possible language used at other airports.

Warning signs are also recommended at the baggage carousel entry and exit points to deter unauthorized access to the secured baggage make up area.



Sample baggage belt warning signs

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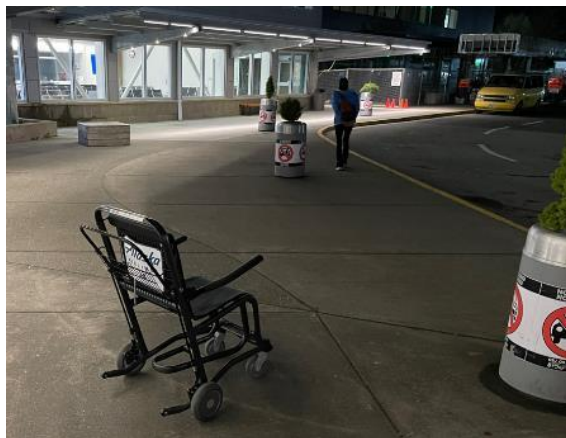


Suggested location and sample sign for baggage belt door

2023-14 Airline Owned Wheelchairs in the Terminal – Verify & Update Robust Controls and Preventative Maintenance Procedures Conducted

Several airlines own and maintains wheelchairs that are intended to transport mobility challenged passengers. During the survey, a number of idle wheelchairs were observed at various locations in the terminal on both sides of the TSA checkpoint. There are minimal documented controls in place to manage the use of the wheelchairs. Injuries may occur to persons using them directly or others who may be struck while others are using them, which may result in alleged damages pursued against both the airline and the airport. It is recommended that idle wheelchairs be secured and available only to authorized personnel employed by the airport or the airlines.

Airport operations should periodically verify that each airline conducts ongoing self-inspections of each wheelchair to verify the wheelchairs are in proper working order in accordance with original manufacturer specifications. Wheelchairs that are found to be damaged or not in proper working order must be removed from use, clearly tagged “Do Not Use”, and placed in a secured area so they are not accidentally used until they are repaired. Inoperable wheelchairs should only be returned to use when they are repaired by a qualified person or vendor.



Unsecured wheelchairs

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Wheelchairs inside Jetbridge 4 (left) and in the open gate area (right)

2023-15 Establish a Recurring Self-Inspection Program for the Mobile Passenger Bridge (Revised & Resubmitted from 2022-12)

The airport owns and maintains one mobile passenger bridge that is lightly used by the air carriers, often requested on short notice. It is stored on the terminal ramp and subject to the elements. An ongoing inspection program should be established to make sure that it is functioning properly at all times. The discussion during the 2023 survey was that a recurring work order could be input into the RTA building management software application to alert management to the inspection schedule.

2023-16 AED Devices in the Terminal – Inspected and Replace Expired Pads

AED devices should be inspected and maintained in accordance with manufacturer specifications. Some features, such as the electrodes that are attached to the skin have a limited useful product life and should be replaced. It is recommended that a qualified vendor inspect all AED equipment present in the terminal and update all contents in accordance with original factory specifications.



One AED box, no indication of inspection or updated contents



Examples of AED cabinets with tracking of expiration dates of contents

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2022 RECOMMENDATIONS

- 2022-01 Slip-Trip-Fall Accident Mitigation Program – Outside East Terminal Exit**
The walking surfaces outside of the east exit of the terminal lead to the bus loading zone, rental car parking lots and the designated smoking area, which is considered to be a high foot traffic corridor. There have been several incidents and near-misses that have taken place in this vicinity, so it is recommended that additional precautions be taken during inclement weather. The parking lot is due for rehabilitation during an upcoming project, so it is highly suggested that a more non-slip surface be installed. At minimum this area should be escalated in priority for snow/ice removal and application of de-icing agent.
- It is also recommended that additional lighting be installed to illuminate the area during nighttime hours.
September 2023 Update: Not completed, work in progress.
- 2022-02 Re-Paint Airfield Markings**
September 2023 Update: Completed.
- 2022-03 Fuel Farm & Airfield Fuel Tank Improvements – Compliance with the Quarterly Airport Fueling Inspection Checklist for Fixed Tanks**
September 2023 Update: Not completed. Re-submit revised recommendation for 2023.
- 2022-04 Mobile Fueler Improvements – Compliance with the Quarterly Airport Fueling Inspection Checklist for Mobile Fuelers**
September 2023 Update: Partially completed. Re-submitted revised recommendation for 2023.
- 2022-05 Improvements to Airport Operations Security Arising from the Homeless Encampments located North of Yandukin Drive**
September 2023 Update: Not completed. Re-submit in 2023.
- 2022-06 Enhanced Terminal Custodial Operations and Training**
In an effort to ensure ongoing and systematic cleaning of the entire terminal, it is recommended that a script of cleaning duties be developed that outlines the expected areas to be inspected and cleaned during each custodial shift. The written program should be posted in a prominent area where all airport custodians can easily view and make sure they are complying with the program, including following updates and changes to the program as it is revised over time. It is suggested that training be provided for the newly implemented program and then annual refresher training be provided going forward.
September 2023 Update: Completed.
- 2022-07 Review & Track Certificates of Insurance Held by Tenants, Airlines, Concessionaires & Contractors (consolidated from 2006-7 & 2006-8, revised & resubmitted)**
September 2023 Update: Work in progress, Re-submit revised recommendation for 2023.
- 2022-08 Install Warning Placards at the Baggage Carousel**
September 2023 Update: Not completed. Re-submit in 2023.

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- 2022-09** **Install a Non-Slip Floor Mat at the Departures Lounge Drinking Fountain**
September 2023 Update: Not completed. Re-submit in 2023.
- 2022-10** **Enhanced Speed Limit Signs on Shell Simmons Drive Approach to the Terminal**
September 2023 Update: Not completed. Re-submit in 2023.
- 2022-11** **Airfield Lighting Regulator Vault (ALRV) Improvements**
September 2023 Update: Not completed. Re-submitted in 2023.
- 2022-12** **Document Jetbridge Inspections**
September 2023 Update: Not completed. Re-submit in 2023.
- 2022-13** **Establish a Recurring Self-Inspection Program for the Mobile Passenger Bridge**
September 2023 Update: Not completed. Re-submit in 2023.
- 2022-14** **Remove Staged Wheelchairs from the Gate 4 Hallway**
September 2023 Update: Partially completed. Re-submitting a revised recommendation addressing all wheelchairs in the terminal in 2023.

PLEASE READ CAREFULLY

This Company has undertaken a survey of your premises, equipment, or operations (whichever is pertinent to the type of insurance applied for or provided) for the purpose of supporting the functions of risk underwriting. In accepting this report, you understand that Chubb Risk Engineering Services are not a substitute for, nor does it excuse you from, fulfilling any legal duty you may have to provide a safe workplace, premises, product or operation. Chubb Risk Engineering Services are not intended as a substitute for advice from legal counsel, nor are they intended to supplant any duty to provide a safe workplace, operation, product or premises. Any duty to implement Chubb recommendations rests with the client not with Chubb.