



BRD Media I.D. Responsibilities

<p style="text-align: center;">BADGE RETURN</p> <p>You must turn in your badge to the Badging Office, Airport Administration or Airport Operations if...</p> <ul style="list-style-type: none"> • You quit your job • You are transferred or reassigned • You are terminated • Airport requests your badge • You are no longer a tenant <p>All BRD badges are airport property.</p>	<p style="text-align: center;">LOST, STOLEN OR UNRETURNED BADGES</p> <p>Notify the Badging Office, Airport Administration or Airport Operations if your badge is lost or stolen. Call us at (218) 838-2325 or (218) 825-2166. The badged individual is responsible for replacing the lost or stolen badge. Fees for lost, stolen or unreturned badges are:</p> <ul style="list-style-type: none"> • AOA- \$25 • SECURED AREA/SIDA- \$60
<p style="text-align: center;">SECURED AREA/SIDA ACCESS</p> <p>If a card reader is installed at the access point, hold your badge to the reader and enter your four-digit PIN number followed by #. If you detect a problem or determine that a door is not working properly call (218) 838-2325 for Airport Operations.</p>	<p>If you locate your badge, return it to the Badging Office, Airport Administration or Airport Operations. If your badge is returned prior to the expiration date on the badge you will be refunded for 50% for the cost of the replacement badge. Refunds are coordinated through Airport Administration.</p>
<p style="text-align: center;">IF YOU WORK FOR MULTIPLE EMPLOYERS</p> <p>A badging application signed by each company’s Authorized Signatory you work for must be brought to the Badging Office to obtain a new badge. You must display the appropriate badge for whom you are working for while in a controlled area.</p>	<p style="text-align: center;">VIOLATIONS</p> <p>Below is a list of comprehensive violations and consequences to such violations. Lack of knowledge or understanding is not an excuse nor a defense with any airport violation.</p>



BRD Airport Violations

Class I Violations

Class I Sanctions: (3) Class 1 violations within 365 days will result in loss of badge privileges. 1st Violation: Warning, 2nd Violation: Retraining, 3rd Violation: Suspension

This is not an all-inclusive list of violations. Other violations may be issued at the discretion of Brainerd Lakes Regional Airport.

1. Failure to display BRD approved identification and/or badge or BRD authorized ID badge that is appropriate for the airport and the area in the prescribed manner, for special management and security purposes, specifically authorized in writing by the Airport Director;
2. Failure to challenge someone in a controlled or restricted area who is not properly displaying an ID badge;
3. Possession of an BRD ID Badge that is substantially damaged, broken, faded or illegible;
4. Using a portal in a manner that has not been specifically authorized by BRD;
5. Smoking in an area where smoking is unauthorized and/or unlawful;
6. Failure to properly secure Sensitive Security Information or report unauthorized distribution of Sensitive Security Information to airport operations.
7. Displaying and/or using an ID badge that has been reported lost, stolen, is expired or has been deactivated;
8. Failure to show a BRD authorized badge appropriate for the area when challenged
9. Piggybacking – when one of more individuals, who are holders of a BRD badge, follow another individual through a controlled access point without using their own badge, key or PIN number (unless they're under proper escort procedures and have a legitimate need to move through the access point);
10. Tailgating- When one or more individuals, who are not holders of a BRD authorized ID Badge, or are holders of an authorized ID Badge but do not have it on their person, follows another BRD badged individual through a controlled access point – the BRD badged individual who does have their ID Badge with them must ensure the access point is secure prior to moving away and challenge the person, peacefully attempt to get them to leave the area, attempt to identify their ID number or license plate number, immediately notify Airport Operations, (218) 838-2325 and/or law enforcement, and assist operations personnel in attempting to locate the tailgater;
11. Failure to challenge a piggybacking or tailgater – a BRD ID badged individual must ensure the access point is secure prior to moving away and challenge someone who is piggybacking. They shall wait while the piggybacker exits and returns through the access point properly using their own badge, key or PIN. If the piggybacker refuses



to comply, the BRD ID badged individual must attempt to obtain the piggybacker's name, but whether they can obtain the name or not they must immediately report the incident to airport operations, (218) 838-2325 and assist operations personnel in attempting to locate the piggybacker;

12. Failure to secure or follow stop and wait procedures at any access point: which is required to be secure if not in use for operational needs, including, but not limited to, a vehicle gate, pedestrian gate, garage door, door, and/or other access point;
13. Escorting individuals who have been issued an ID badged but who do not have the badge in their possession (left it home, vehicle, lost, etc.) may not be escorted through any security access point or into any restricted or controlled area – to do so is an offense for both the escorter and the escortee;
14. Failure to not escort individuals who have applied for but not yet have been issued a BRD authorized badge;
15. Failure to properly store and/or secure TSA prohibited items in a secured, restricted, or sterile area;
16. Failure to obey airside traffic controls, postings, or devices;
17. The violation of any other law, ordinance, policy, procedure rule or regulations related to BRD and its security, airside safety, life safety or operations, including, but not limited to, business and field operations;
18. Performance of any action in conflict with FAR Part 139, the Airport Certification Manual, and/or the BRD Drivers Training Program;
19. Failure to yield to an aircraft under either tow or taxiing;
20. Failure to yield to an emergency vehicle;
21. Operating a vehicle on the AOA without airport authorization;
22. Storing portable gas fired heating appliances, more than 300 lbs of propane, storing propane near an exit door or storing plastic gas cans in airport owned hangars;
23. Conducting and/or permitting an unsafe fueling operation anywhere on the airport;
24. Failure to control, as opposed to failure to properly escort, personnel and equipment in a secured area (i.e. tools, etc);
25. Operating a ground vehicle or multiple ground vehicles in the AOA without having required lights in proper working order and/or not having lights in operation;
26. Operating a ground vehicle without a valid driver's license;
27. Unauthorized vehicle on the AOA;
28. Abandoning a disabled vehicle on the AOA;
29. Failure to report a "reportable hazardous material spill" anywhere on the airport;
30. Operating and/or permitting the operation, including the movement thereof, of improperly maintained fueling equipment anywhere on the airport;
31. Improper cleanup and/or permitting improper cleanup of a hazardous material spill anywhere on the airport;
32. Operating a ground vehicle on the AOA or perimeter roads in a reckless/unsafe manner, and/or in excess of a safe speed limit considering conditions of traffic



(including, but not limited to, pedestrian, aircraft, equipment and/or vehicular), driving surface, weather conditions, and/or exigent circumstances;

Class II Violations

Class II Sanctions: Violators of Class II violations are subject to immediate temporary suspension or revocation.

1. Displaying, loaning and/or permitting use of a BRD authorized ID Badge, assigned keys or PIN number to or by another individual;
2. Failure or refusal to fully, completely, timely and truthfully cooperate with a BRD media audit or investigation. Misrepresentation or falsification, including, but not limited to, intentionally or knowingly or recklessly leaving off any relevant information on any document delivered to BRD;
3. Failure to surrender an individual's own badge upon termination or employment to the individual's employer/Sponsor/BRD ID Badging Office, or failure to surrender ID Badge upon request to anyone authorized to issue a Notice of Violation or a Law Enforcement Office;
4. Intentionally or knowingly interfering with or failure to follow legitimate instructions from an employee or contractor to BRD in the performance of their official duties
5. Use, duplicate, or reproduce media or keys or authorizing access to any controlled or restricted area without written permission from either the ID Badging Office or, if the access device is not under the control of the ID Badging Office, the owner of the access device;
6. The failure to immediately notify the BRD Badging Office of an arrest for a disqualifying crime;
7. Displaying and/or using an ID Badge that is not the violator's own badge;
8. Intentionally physically forcing a secured access point open instead of using an ID Badge, key or PIN;
9. Sabotaging, damaging, destroying a security or life safety device or system or any portion thereof; or disabling, bypassing, removal or modifying a security or life safety device or system of any portion thereof, without written permission of the Airport Director or designee;
10. Causing a runway/vehicle/pedestrian incursion and or entering the Movement Area without Airport Management authorization;
11. Theft in any amount occurring upon BRD property;
12. Introducing or having a prohibited weapon or weapons (other than tools, knives and other items that are essential and authorized work-related purposes) or a firearm by an employee other than law enforcement officers and/or airport operations personnel specifically authorized to do so other in a restricted, secured or



controlled area. Replicas or non-functional devices will be treated as prohibited weapons for the purpose of this policy;

13. Possession or consumption of alcoholic beverages or controlled substances on BRD property, other than by a person licensed or employed by a licensee in the course and scope of their employment for the beverage or controlled substance including if the violator is driving on the AOA, Terminal Ramp, or part of their primary function involves driving in one or more of the foregoing areas and then offence is a Class II Violation;
14. Refusing, or failing to comply with a required inspection, search, or screening of an individual or an individual's accessible property;
15. An employee including, but not limited to, flight crew, cabin crew, mechanic or any other employee boarding or attempting to board an aircraft or enter the sterile area through an access point other than a TSA screening checkpoint.

STEVEN WRIGHT, A.A.E.

AIRPORT DIRECTOR

BRAINERD LAKES REGIONAL AIRPORT