

SECTION 6

COMMERCIAL VEHICLES

6.3 Vendor Delivery of Merchandise and Consumables *(rev. 4/2023)*

General

The following policy addresses the key items regarding the use of any commercial vehicle at Fairbanks International Airport (FAI). Each commercial vehicle shall abide by all the regulations pertaining to FAI found in 17 AAC 42 (Alaska Administrative Code Title 17, Chapter 42) and any other applicable local, state, and federal laws.

Airport security regulations require vehicles on the terminal concourse to be attended at all times. In order to comply with these regulations and provide a suitable space for package, parcel, newspaper and other deliveries, the airport has created a vendor delivery parking area in Parking Lot A, also known as the bus plaza. This area is marked with "Commercial Loading and Unloading Only" signs and located at the south end of the terminal. Merchandise and consumables delivery parking is limited to 30 minutes. Violations may result in the vehicle being towed or impounded.

Personally owned vehicles (P.O.V.s) may be used to make vendor deliveries for companies holding a Fairbanks Airport concession or business activity permit, provided some type of easily identifiable company information is displayed on the dash.

All merchandise and consumables intended for sale, consumption, or use by customers at retail stores, restaurants, and other concessions must be visually inspected. This includes individuals who re-stock vending machines, ATM machines, and similar machines. Deliveries not bound for a sterile area may be brought directly into the terminal and taken to their final destination. All items brought through the TSA PSCP will be screened/inspected.

Map 6-2 Merchandise and Consumables Delivery in the Bus Plaza (below)

Location

The bus plaza is accessed via Airport Industrial Road (see map 6-2). Security regulations require the driver to remain with the vehicle **unless** parked in one of the marked commercial loading and unloading spaces in Parking Lot A (see map below).

Bus Plaza, Shuttle Service, Active Loading Areas

Responsibilities

Airport Concessionaire

All Deliveries

- Ensure that equipment used and items carried by delivery personnel do not damage the airport flooring.

- Coordinate all deliveries with the vendor and advise them of designated parking location, delivery hours and proper terminal delivery procedures.

TSA Passenger Screening Checkpoint

- Small packages only
- Ensure delivery screening does not unreasonably interfere with passenger screening.

Inspection Room

- Ensure vendors and concessionaires with Sterile Area badges are screened (through the TSA passenger screening checkpoint) prior to retrieving inspected items from the vendor inspection room; no exceptions.
- Provide escorts, as necessary, through the TSA passenger screening checkpoint and within the sterile area for unbadged delivery personnel.
- Provide an Authorized Representative to inspect deliveries. If no Authorized Representative is available call (907) 474-2530 to arrange for an airport inspector.
- Prior to inspection, declare any delivery items on the TSA prohibited items list required for performance of job duties.
- Items delivered by vendors must be inspected by an authorized representative or authorized airport personnel prior to being stored/locked in cages.

Alternate Inspection Area

- Used only when International Flight Operations prohibit use of the Inspection Room.
- Ensure vendors and concessionaires with Sterile Area badges are screened (through the TSA passenger screening checkpoint) prior to retrieving inspected items from the Alternate Vendor Inspection Area. No exceptions.
- Provide escorts, as necessary, through the TSA passenger screening checkpoint and within the sterile area for unbadged delivery personnel.
- Provide an Authorized Representative to inspect deliveries. If no Authorized Representative is available call (907) 474-2530 to arrange for an airport inspector.
- Prior to inspection, declare any delivery items on the TSA prohibited items list required for performance of job duties.

Delivery Personnel

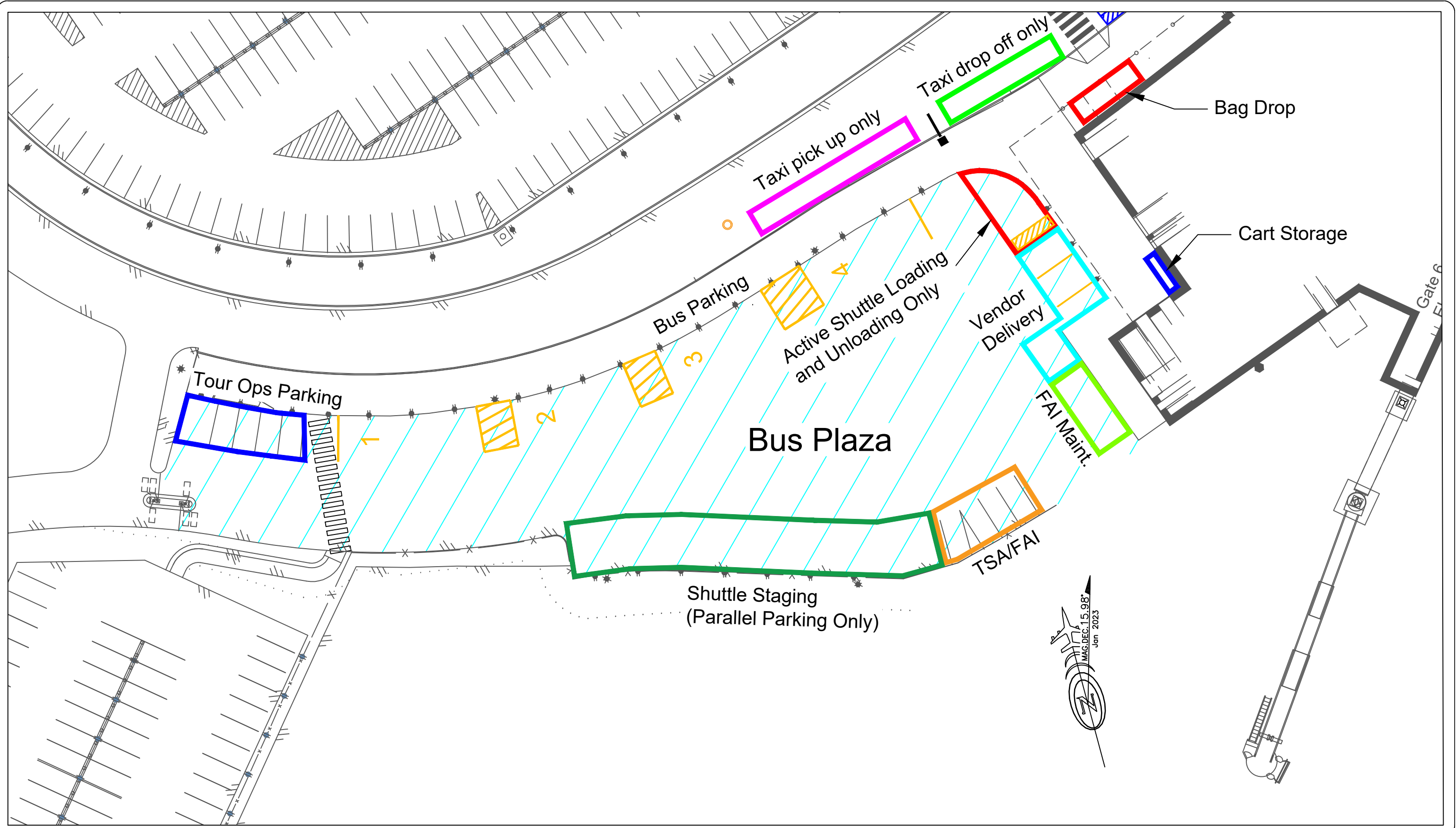
All Deliveries

- Coordinate with the airport concessionaire on all deliveries and follow their instructions.
- Park delivery vehicles only in the marked commercial loading and unloading area in Parking Lot A
- Do not disrupt the traveling public inside or outside the terminal while making deliveries.

TSA Passenger Screening Checkpoint

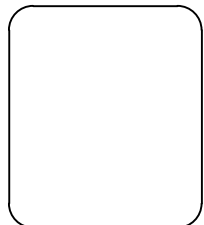
- If accompanying the delivery within the sterile area, vendor personnel must be screened through the TSA passenger screening checkpoint prior to delivering goods to the sterile area. Unbadged vendors must be escorted by a properly badged concessionaire with escort authority at all times within the sterile area.
- FAI will not accept deliveries for airport tenants. All deliveries must be sent to appropriate tenants or their place of business. Anything sent to Airport Administration Offices will be refused or returned.

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BY	DATE	REVISIONS

STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
 FAIRBANKS INTERNATIONAL AIRPORT



Terminal Parking Lot
 South Lot A
 March 2023



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