

# General Briefing for ABoVE Participants using Alaska Aerofuels Facility

## General Notes:

- **WiFi: AKAAeroWiFi**      **WiFi Password: denali49**
- Evan, Nicole, and Connie will be the employees at the front desk
- Suggestion: switch to “wifi calling” as cell service can be spotty in the building
- Do not touch or hang anything on the wall; the paint WILL come off

1. TSA is co-located in the building making Alaska Aerofuel sensitive to any potential violations. A violation is serious. We need to be sure that only cleared/badged individuals are on the tarmac alone and that unbadged individuals are accompanied by a badged person.

- We should follow their protocols for access to the ramp – ask for permission to go outside, etc.
- Do not access the ramp from the hangar unless taking planes in or out
- Do not prop open the door to the hangar. If they wish to do this, then they can. We will need to use the electronic code boxes. The code should not be posted or widely distributed. Only mechanics, pilots, and essential personnel should have the codes. Others should not be in the hangar unless accompanied by one of these escorts – similar to ramp access
- Do not use the west hangar door for quick access to Fedex unless an Alaska Aerofuels employee opens it for you.

2. They have a large VIP business and want that to continue to run smoothly. That is difficult for them to do with many people going in and out of the hangar and offices.

3. WRT after hours operations: Tim needs to get staff at the facility before 0700 or schedule them after 1900. If we know this in advance, he can usually make things work. This is especially important on weekends or holidays! He doesn't have a huge staff, so the more advance notice, the better. Additional costs will be incurred for after hours operations.

- Weekday hours: 0700 - 1900
- Weekend and holiday hours: 0800 - 1800

4. Clearing customs at Alaska Aerofuel is easy, but requires proper protocols and a short quarantine period on the plane and or in the lobby while the Customs agent does his work. Tim needs to schedule this person at least 24 hours in advance, and it is very difficult to have them available after hours (or even after 1700). Access to the hangar or out of the building is possible, using the flight planning room to the hangar or the west door out of the building. NEVER cross the customs barricade in the hallway. There are two bathrooms that are available aside from the lobby one which is not accessible during customs.

5. Finally, we need to brief our team that it is 'their' home, not ours. We should be respectful guests. This will be easy to forget as we spend more time there.

- We need to stay out of the lobby as much as possible. When teams gather prior to flight, it should be outside if possible. Particularly relevant when we have multiple teams assembling for nearly concurrent take off times
- We have an office space which can house 8-10 people comfortably.
- Pilots only should access the pilot planning room unless they specifically request someone else to join them for a consultation
- Non-pilots should stay out of the 'ready rooms'
- Team should bring their own food and drinks for flights. There will be a great temptation to raid AA supplies
- Clean work areas and general housekeeping, etc. both in the hangar and the office