

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER DPDR 03.01.010	PAGE 1 of 2
	Policy and Procedure		EFFECTIVE DATE April 25, 1992	
SUBJECT Lease Application Review - Anchorage International Airport (AIA)		SUPERSEDES		DATED
TITLE Alaska International Airport System	CHAPTER General Administration	APPROVED BY <p style="text-align: center;">Signature on File</p>		

PURPOSE AND SCOPE

In accordance with Policy Number 03.01.010, this procedure establishes guidelines to ensure adequate review of applications for leases and other interests in airport property at Anchorage International Airport (AIA) and defines a consistent review process.

DISTRIBUTION

All holders of the Department of Transportation & Public Facilities Procedures Manual.
 AIA Director
 AIA Section Heads
 All AIA Leasing Officers

PROCEDURE

- A. The AIA will form a Lease Application Review Committee (LARC) composed of at least the following positions:
 - Chief, Airport Leasing (Chair)
 - Manager of Aviation Operations
 - Chief, Airport Safety
 - Planning Manager
- B. LARC will review all applications for leases and other interests in airport property. LARC will review requests for other uses of the airport unless the Director previously approved a program or practice covering the request. Other matters may be reviewed at the request of any LARC member.
- C. LARC will review applications at the call of the Chair. Based on the nature of the agenda, the Chair will decide whether to call a meeting or to request written comments.
- D. If a LARC meeting is called, the Chair will prepare an agenda and distribute the agenda for review prior to the meeting. The Chair will distribute the LARC agenda to all LARC members and other staff from whom the Chair needs comments. The

Chair will conduct the meeting, will discuss each item on the agenda, and will present the Leasing Section's recommendation for discussion.

- E. If the Chair requests written comments in place of a meeting, the Chair will send pertinent information to all LARC members and other staff from whom the Chair needs comments, along with Leasing's recommendation and a date for written comments. LARC members will respond in writing on or before the due date.
- F. The Chair will prepare a summary of LARC comments for the Director. Based on the Chair's summary, the Director will make a final written decision regarding acceptance or rejection. At the Director's discretion, the application may be returned to LARC for further review.
- G. Leasing will record all comments and the decisions reached. If an application is rejected, the record will explain the reason for rejection.
- H. Leasing will send a record of final decisions on LARC agenda items to all LARC members.
- I. Leasing will notify applicants of acceptance or rejection of the applications and will provide them with reasons for the rejection.