

# ALASKA INTERNATIONAL AIRPORT SYSTEM

## NEW AIRLINE HANDBOOK

January 1, 2019





**WELCOME**  
**FROM THE TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**  
**Jim Szczesniak, Airport Manager**

Welcome to Ted Stevens Anchorage International Airport (ANC), a major gateway to Alaska and North America. Anchorage offers unparalleled access to world markets across the globe. Our airport has the distinction of being the preeminent international air cargo crossroad for transpacific freighter activity.

ANC is part of the Alaska International Airport System (AIAS) which also includes the Fairbanks International Airport (FAI) just 220 air miles north. Aviation is the primary mode of transportation in Alaska, and our state has the largest and most comprehensive aviation infrastructure system in the nation. The AIAS airports work closely together to maximize aviation safety, ensuring access 365 days a year, and providing highly competitive rates and fees.

The airport is a transportation focal point for Anchorage and the rest of our state. It provides 24-hour service, growing passenger numbers, and worldwide cargo operations. ANC serves approximately 5 million passengers per year, and averages 500 wide-body cargo flights per week. We are less than 9 ½ hours by air from 90% of the industrialized world, including Asia, Europe, and North America .

Most importantly, we have one of the best Airport Teams in the world. It is the men and women of our airport whom you can rely on to assist in making your business operation successful. We are consistently honored with awards such as the Air Cargo World Air Cargo Excellence Award and the Balchen Post Award for wintertime airfield maintenance. Our mission is to "Develop, Operate and Maintain the Airport for Anchorage, Alaska and the World." We are ready and happy to assist you with any questions you may have about our airport facilities, operations, and business development.

Every day of the year, the world comes to Anchorage. When you plan the future of your global, regional, or local business, Ted Stevens Anchorage International Airport is the place to be. Again, welcome to our airports family. We look forward to a long and successful partnership with you.

Regards,

Jim Szczesniak  
Airport Manager



**WELCOME**  
**FROM THE FAIRBANKS INTERNATIONAL AIRPORT**  
**Angie Spear, Airport Manager**

Welcome to Fairbanks International Airport (FAI), the gateway to Alaska's Interior and Denali National Park. FAI is the second busiest commercial airport in Alaska. The Fairbanks North Star Borough, FAI's home, has more than 100,000 people and at its center, the Golden Heart City of Fairbanks.

Fairbanks is the second largest city in Alaska and boasts all the amenities of a modern city. With a two-hour drive to Denali's park entrance and some of the best Aurora Borealis viewing in the world, Fairbanks is a popular year-round tourism destination.

FAI is part of the Alaska International Airport System (AIAS) which also includes Ted Stevens Anchorage International Airport (ANC). Together, the Fairbanks and Anchorage airports offer a unique one-service system through location, flexibility, tourism, certainty, low-cost, payload-range, capacity, throughput, and handling.

FAI and ANC have never experienced a simultaneous closure – offering certainty for international and domestic aviation. We're open 24-7-365, offer full-time Customs services, and can handle any size aircraft, anywhere, anytime, with an 11,800' main runway, six heavy aircraft parking positions, and an international/domestic passenger terminal.

FAI served more than 1.6 million passengers in 2018. We are less than 9 ½ hours by air from 90% of the industrialized world, including Asia, Europe, and North America. Alaska's location, combined with AIAS' operational certainty, offer businesses a variety of opportunities and insure connectivity.

The AIAS system has the primary purpose of Keeping Alaska Flying and Thriving and the exceptional team members at FAI help make that purpose come to fruition. With an eagerness to serve and safety on the forefront of their minds the FAI team is sure to help your business succeed.

I want to thank you for choosing the Alaska International Airport System and welcome you to Fairbanks International Airport and the Golden Heart City. I look forward to our partnership and a long and successful future.

Warm Regards,

Angie Spear, CM  
Airport Manager



## TABLE OF CONTENTS

INTRODUCTION	1
SIGNATORY STATUS REQUIREMENTS	2
CARGO TRANSFER	3
INCENTIVE PROGRAMS	4
ALASKA INTERNATIONAL AIRPORT SYSTEM RATES AND FEES	6
TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT	7
NEW AIRLINE TENANT REQUIREMENTS	8
INFORMATION GUIDE FOR INTERNATIONAL OPERATIONS	9
AIRPORT IDENTIFICATION BADGES AND VEHICLE PERMITS	10
AIRSIDE OPERATING INFORMATION	11
GROUND HANDLERS	13
FUEL SUPPLIERS	14
AIRCRAFT MAINTENANCE PROVIDERS	15
AIR FREIGHT FORWARDERS	16
FACILITIES	17
CATERING COMPANIES	18
GOVERNMENT AGENCIES	19
FAIRBANKS INTERNATIONAL AIRPORT	20
NEW AIRLINE TENANT REQUIREMENTS	21
INFORMATION GUIDE FOR INTERNATIONAL OPERATIONS	22
AIRPORT IDENTIFICATION BADGES AND VEHICLE PERMITS	23
AIRSIDE OPERATING INFORMATION	24
GROUND HANDLERS	25
FUEL SUPPLIERS	26
AIRCRAFT MAINTENANCE PROVIDERS	27
CATERING COMPANIES	28
GOVERNMENT AGENCIES	29
APPENDIX I:	NEW AIRLINE CHECKLIST
APPENDIX II	ALASKA INTERNATIONAL AIRPORT SYSTEM AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION
APPENDIX III:	AIRLINE ACCESS COMPLAINT PROCEDURES & FORM
APPENDIX IV:	SAMPLE CERTIFIED ACTIVITY REPORT FORM



## **AN INTRODUCTION TO THE ALASKA INTERNATIONAL AIRPORT SYSTEM**

The Alaska International Airport System (System) is comprised of the Ted Stevens Anchorage International Airport (ANC) and the Fairbanks International Airport (FAI). There are many benefits to being a system which translates to benefits for air carriers. When you sign an operating permit or operating agreement at one airport, you are granted the same rights at the other airport. If you need to divert to FAI from ANC or to ANC from FAI, you will not be assessed additional fees. This offers you flexibility when scheduling your flights.

### **Unmatched Access to World Markets**

Both Ted Stevens Anchorage and Fairbanks International Airports offer unmatched access to the world's markets being less than nine and one-half air hours from 90 percent of the industrialized world. Ted Stevens Anchorage is the 6<sup>th</sup> largest cargo airport in the world and ranked #1 in Excellence by Air Cargo World. Both airports are Design Group VI capable with 24-7-365 international and domestic services; Anchorage having three runways, Fairbanks one. Anchorage enjoys nearly 2.5 million enplanements per year; Fairbanks nearly 500,000; both with direct service to cities in the continental United States.

Air carriers can achieve efficiencies by relocating their aircraft operations centers to Anchorage. For manufacturers and 3PLs there are numerous global logistics efficiencies inherent in an Anchorage location. Anchorage is a strategic location for central customer service and repair hubs; final product assembly, packaging, testing, and distribution operations; and international warehousing and distribution of high value, time-sensitive products.

### **Cargo Transfer Rights**

Cargo carriers can take advantage of unique cargo transfer rights offered only in Alaska and Hawaii. The rights allow you to bring cargo from multiple markets, transfer cargo between your aircraft or aircraft from other carriers, and fly to several destinations. Open new markets, seize new opportunities, and add value. See page 3 for specific details.

### **Incentives**

The System offers incentives to qualifying airlines through landing fee waivers to passenger and cargo carriers that provide services to new markets. See page 4 for specific details.

### **Rates and Fees**

The System rates and fees are competitive with other airports along similar routes. We take pride in the fact that we keep our operating costs low while providing the highest level of service possible to our air carriers.



## SIGNATORY STATUS REQUIREMENTS

An airline wishing to become a signatory carrier at the Ted Stevens Anchorage International Airport (ANC) or the Fairbanks International Airport (FAI) (together comprising the Alaska International Airport System, referred to as the “AIAS” or “The System”) must agree to provide “Commercial Air Transportation” as defined for purposes of signatory status in the AIAS Operating Agreement and Passenger Terminal Lease (“Operating Agreement”). That definition is “the carriage for compensation of passengers, property, freight, or mail by one or more aircraft of FAA Design Group II or larger or having a Certificated Maximum Gross Takeoff Weight of 12,500 pounds or more, making not less than one hundred fifty-six (156) Landings or not less than fifty (50) international passenger Landings **at the Airport System** in each consecutive twelve (12)-month period.”

If an airline has provided uninterrupted Commercial Air Transportation as defined above for the previous two years, and agrees to continue to do so through the remaining term of the current Operating Agreement (through June 30, 2023), then that airline may enter into an Operating Agreement with full rights and obligations, including signatory rates for landing and fuel flowage fees, from the first day of the month following execution of the Operating Agreement.

If an airline has not provided uninterrupted Commercial Air Transportation for the previous two years, but agrees to do so through the remaining term of the current Operating Agreement (through June 30, 2023), and that airline also enters into a lease of greater than 100 square feet of terminal space or greater than 1,000 square feet of land at either ANC or FAI through the remaining term of the current Operating Agreement, then that airline may also enter into an Operating Agreement with full signatory rights and obligations, including signatory rates for landing and fuel flowage fees, from the first day of the month following execution of the Operating Agreement. The airline will have a one-time right to reduce its terminal space by no more than 50% of the aggregate square footage by giving written notice to the System of such reduction by January 31, 2019, to be effective June 30, 2019.

If an airline has not provided uninterrupted Commercial Air Transportation for the previous two years, and does not lease Airport terminal space greater than 100 square feet or Airport land greater than 1,000 square feet for a term at least through the remaining term of the current Operating Agreement, but does agree to provide Commercial Air Transportation as defined above through the remaining term of the current Operating Agreement, then that airline may enter into an Operating Agreement with full signatory rights and obligations; however, that airline will be required to pay non-signatory rates for two years and will receive a credit or refund of the difference between signatory and non-signatory rates upon the conclusion of its first and second twelve (12)-month period of providing Commercial Air Transportation.

Non-signatory landings at FAI are exempt from the landing fee differential and the fuel flowage fee for non-signatory aircraft >12,500 lbs CMGTW at FAI will be \$0.027 per gallon for the first twenty-five million (25,000,000) gallons of fuel dispensed to a particular non-signatory customer in the fiscal year, until the first day of the month following the month in which the total fuel dispensed at FAI exceeds one hundred million (100,000,000) gallons for that fiscal year at which time the non-signatory fuel flowage fee will be raised to \$0.067 per gallon.



## **CARGO TRANSFER RIGHTS**

### **Expanded Air Cargo Transfer Rights in Alaska Creates New Opportunities**

The Alaska International Airport System has the most liberalized air cargo transfer rights in the United States (US). Air carriers can create new opportunities for global cargo logistics and integrated alliance partner networks by taking advantage of expanded cargo transfer rights at Ted Stevens Anchorage International Airport (ANC) and Fairbanks International Airport (FAI). As of January, 2004, a new law permits air cargo to or from a foreign country to be transferred to another airline in Alaska without being considered to have broken its international journey.

### **New Initiative for Expanded Cargo Transfer Rights**

This new law was approved in the US to expand air cargo transfer rights at ANC and FAI to their logical conclusion. The new law allows the carriage of international origin or destination cargo on foreign air carrier aircraft between Alaska and other points in the US in the course of continuing international transportation. These expanded air cargo transfer rights will allow air carriers utilizing ANC or FAI to:

- Take advantage of alliance partnerships through true interlining capabilities.
- Lower operating costs by eliminating lower revenue producing legs.
- Increase market penetration while at the same time reducing costs by eliminating beyond ANC or FAI flights
- Higher aircraft utilization.
- Opportunities for true transfer and transload operations.
- Test market conditions without committing aircraft by utilizing code-share agreements.

### **Background**

In 1996, the USDOT (USDOT Docket OST 96-1600) granted ANC the following expanded air cargo transfer rights:

1. Interline to/from non-US carriers
2. Interline to/from US carriers
3. Transfer on-line between flights
4. Change of gauge/"starburst" service
5. Commingling of US and non-US traffic on the same flight

In 1999 the USDOT, in the matter of Expanded Air Services at Alaska International Airports, expanded transfer rights further by:

1. Granting all foreign air carriers which currently hold, or which may subsequently receive effective USDOT authority, to serve any point or points in Alaska, and to co-terminalize points in Alaska with other US points for which they hold USDOT authority (excludes carriers from the UK); and
2. Inviting foreign air carriers to apply for exemption authority to serve additional US points on an extra bilateral basis, where those additional points would be served only on flights also serving Alaska.



## **INCENTIVE PROGRAM**

### **Alaska International Airport System Passenger and Cargo Airline Incentive Program**

*To promote the expansion or addition of scheduled passenger and cargo airline service at Ted Stevens Anchorage and Fairbanks International Airports, AIAS has developed a Passenger and Cargo Airline incentive program with the following categories of eligible service and terms and conditions of eligibility for participation. The program is at all times subject to conformance with Federal Aviation Administration (FAA) rules and regulations.*

#### **CATEGORY 1 - Passenger Service**

New, direct, non-stop, scheduled passenger service between an Alaska International Airport System (AIAS) airport and a city that has not been directly served as either an origin or destination city by any airline during the 13 months prior to initiation of service.

New service must be for at least 3 months with a minimum of 1 flight per week.

For approved applications for Category 1 flights, all Landing Fees will be waived for a 12 month period for new service for at least 12 months for qualified flights.

For approved applications for Category 1 flights, Landing Fees will be waived for the first 13 eligible flights of less than 12 months for qualified flights.

#### **CATEGORY 2 - Passenger Service**

Expanded, direct, non-stop, scheduled passenger service between September 16 and May 14 from an AIAS airport and a city that has not been directly served as either an origin or destination city by any airline between September 16 and May 14 during the 13 months prior to initiation of service. This applies to expansion of existing service which occurred only between May 15 and September 15.

Expanded service must be for at least 8 months with a minimum of 1 flight per week.

For approved applications for Category 2 flights, all Landing Fees will be waived for the 8 month period of expanded service (September 16 – May 14) for qualified flights.

#### **CATEGORY 3 – Cargo Service**

Rescheduled all-cargo service which was previously scheduled and performed from a non-AIAS airport within the 13 months prior to initiation of service and is now performed exclusively at or through an AIAS airport.

Rescheduled all-cargo service must be for at least 6 months.

For approved applications for Category 3 flights, Landing Fees will be waived for up to a 12 month period for qualified flights.



#### **CATEGORY 4 - Cargo Service**

New, direct, non-stop, scheduled cargo service between an AIAS airport and a city that has not been directly served as either an origin or destination city by any airline during the 13 months prior to initiation of service.

New service must be for at least 6 months with a minimum of 1 flight per week.

For approved applications for Category 4 flights, all Landing Fees will be waived for up to a 12 month period for qualified flights.

#### **CATEGORY 5 - International Passenger Service**

New, direct, non-stop, scheduled international passenger service between an AIAS airport and a city that has not been directly served as either an origin or destination city by any airline during the 13 months prior to initiation of service.

New service must be for at least 3 months with a minimum of 1 flight per week.

For approved applications for Category 5 flights, Landing Fees will be waived for up to a 24 month period from initiation of service for qualified flights.

#### **Eligibility:**

Eligible flights are only those flights performed by an appropriately certified international or domestic air carrier which provides new service as described above. Any airline wishing to apply for any incentive program must be a signatory or non-signatory carrier within the AIAS prior to submitting an application.

Each incentive is offered on a first-come, first-served basis determined by receipt and review of the application, and cannot be applied twice to the same city pair in the same period and may be cancelled at any time by AIAS. All incentives will be at the discretion of the AIAS and based on the schedule submitted and accepted as part of an approved Program application. In the event that an airline does not complete the full service commitment submitted and accepted in its application, all waived Landing Fees will become due and payable to the AIAS.

#### **Enrollment:**

Applications must be made by letter to AIAS and should explain the applicant carrier's understanding of the program, the applicant's eligibility to participate, and the applicant's proposed schedule of eligible service for participation.

Application for participation should be sent to Keith Day, AIAS Controller, Alaska International Airport System, via either of the following methods:

Mailing address:  
P.O. Box 196960  
Anchorage, AK 99519-6960

Physical address:  
South Terminal, Room C-3588  
5000 West International Airport Road  
Anchorage, Alaska 99502

The Incentive Program may change from time to time, for the most up-to-date Incentive Program please visit our website at: [http://dot.alaska.gov/aias/assets/Incentive\\_Program.pdf](http://dot.alaska.gov/aias/assets/Incentive_Program.pdf)



## ALASKA INTERNATIONAL AIRPORT SYSTEM RATES AND FEES Effective July 1, 2019

### Terminal Rental Rate

Long-term Lease (until at least June 30, 2023)	\$73.41 per square foot per year
Month-to-Month Lease or Permit	\$91.76 per square foot per year

### Landing Fee

**(For Aircraft 6,000 lbs and greater CMGTW)**

Signatory Airline Aircraft	\$1.95 per 1,000 pounds CMGTW
Aircraft 12,500 lbs and less CMGTW	\$1.95 per 1,000 pounds CMGTW
FAI Non-Signatory Aircraft > 12,500 lbs CMGTW	\$1.95 per 1,000 pounds CMGTW
ANC Non-Signatory Aircraft > 12,500 lbs CMGTW	\$2.44 per 1,000 pounds CMGTW

### Fuel Flowage Fee \*

**(Applies to all fuel/all aircraft)**

Signatory Airline Aircraft	\$ 0.027 per gallon
Aircraft 12,500 lbs and less CMGTW	\$ 0.027 per gallon
Non-Signatory Airline Aircraft >12,500 lbs CMGTW	\$ 0.067 per gallon

*\* At FAI, the Fuel Flowage Fee for Non-Signatory Aircraft >12,500 lbs CMGTW will be \$0.027 per gallon for the first twenty five million (25,000,000) gallons of fuel dispensed to a Non-Signatory customer in the fiscal year, until the first day of the month after the month in which total fuel dispensed at FAI exceeds one hundred million (100,000,000) gallons for that fiscal year.*

### Aircraft Ramp Rental Rate

\$1.39 per square foot per year

### Vehicle Parking Position (current aircraft ramp rate x 200 sq ft /12)

\$23.17 per month

### Federal Inspection Service Fee

FIS Service Fee per Airplane Inspection	\$49.00 per inspection
FIS Service Fee per Deplaning Passenger	\$6.70 per inspection

### Aircraft Parking Charge Rate

Narrow Body Aircraft (single aisle) up to 4hrs charge rate	\$ 86.92 per use (1 x a/c parking charge rate)
Wide Body Aircraft (2 or more aisles) up to 4hrs charge rate	\$173.83 per use (2 x a/c parking charge rate)
Narrow Body Aircraft (single aisle) 4hrs to 24hrs charge rate	\$260.75 per use (3 x a/c parking charge rate)
Wide Body Aircraft (2 or more aisles) 4hrs to 24hrs charge rate	\$347.67 per use (4 x a/c parking charge rate)

### Common Use Premises Charges

All other common use premises	\$2.12 per enplaned passenger
-------------------------------	-------------------------------

### Airport Administered Premises charges \*\*

Airport Administered Gate Fee Per Turn (one landing and departure of an aircraft):	
Wide Body (two or more aisles)	\$1,154.40 per turn
Narrow Body (single aisle and > 100 seats)	\$641.34 per turn
Regional (50-99 seats)	\$448.93 per turn
Commuter (fewer than 50 seats)	\$256.53 per turn

*\*\* Amount paid in a Fiscal Year by Signatory Airline on per turn basis not to exceed amount which would have been paid by that airline as preferential use premises for that entire fiscal year.*

Passenger Jet Bridge Fee	\$288.67 per turn
Passenger Jet Bridge Fee	\$5,334.87 per month
Ticket Counter / Bag Makeup Space	\$69.58 per use

### Common Use Passenger Processing System (CUPPS)

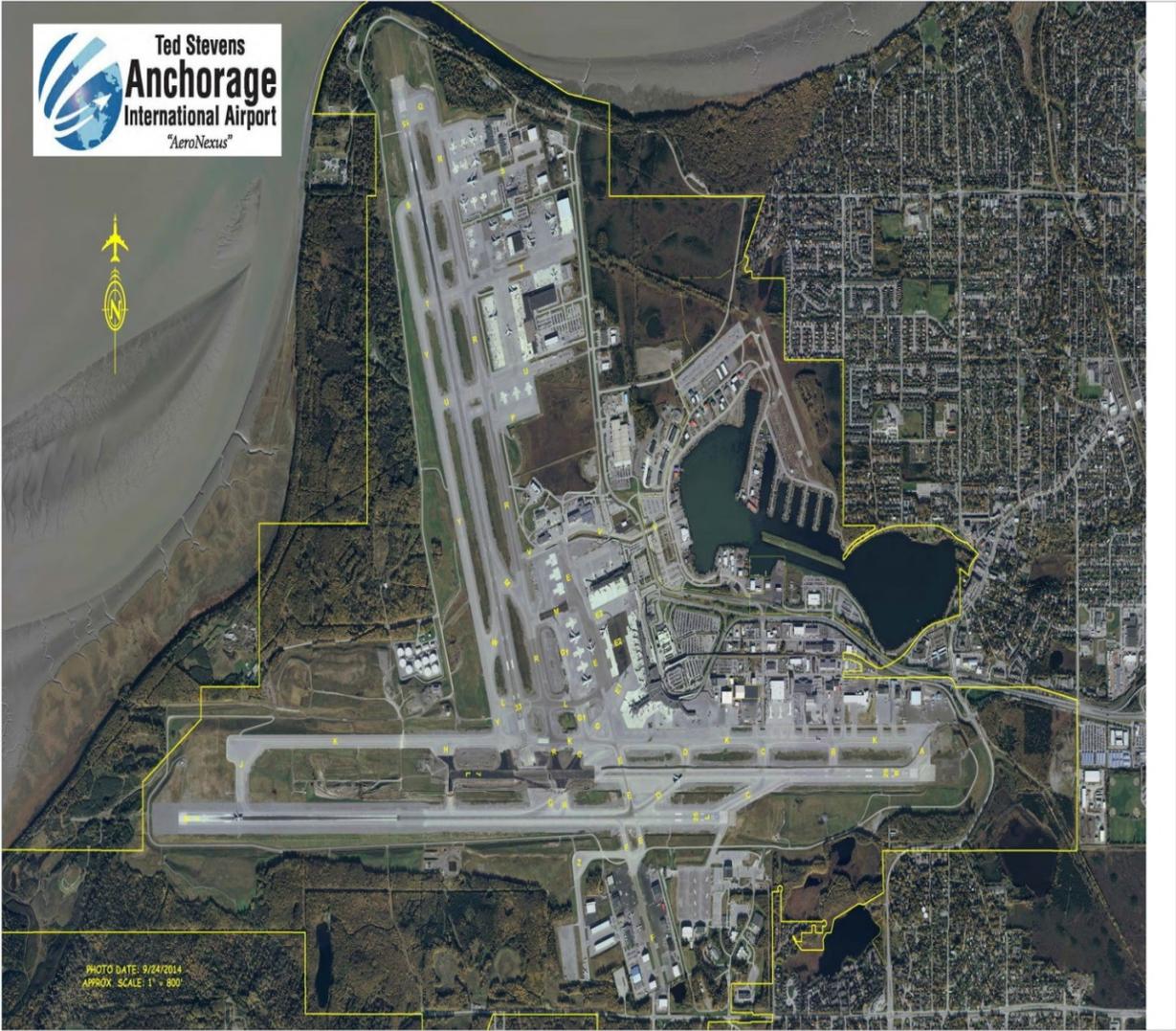
\$1.52 per enplaned passenger

### Ground Support Equipment (GSE Parking Sticker Fee)

Self-Propelled	\$40.00 per year
Non Self-Propelled	\$20.00 per year

Rates and Fees change periodically throughout the year, for the most up-to-date Rates and Fees please visit our website at: [http://dot.alaska.gov/aias/rates\\_fees.shtml](http://dot.alaska.gov/aias/rates_fees.shtml)

# TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT





## NEW AIRLINE TENANT REQUIREMENTS

All prospective air carriers seeking to commence scheduled service at Ted Stevens Anchorage International Airport (ANC) must initiate the following actions before starting operations (A New Airline Checklist is provided as Appendix I):

- Domestic and International Airline representatives must submit the following forms:
  - A completed Airline Agreement and Terminal Lease Application with applicable documentation. A copy is included as Appendix II.
  - Certificate of Insurance.
- Airlines that wish to lease/use ticket counters and lease terminal or other airline support space will need to include the specific requirements on the above application.
- The Airport has created a Competitive Access Team to assist carriers with requests for new or expanded services by facilitating access to gates and other airport facilities. The Team consists of the Airport Manager, the Division Operations Manager, and the Properties Manager. They may be contacted as follows:

Jim Szczesniak  
Airport Manager  
(907) 266-2529

[jim.szczesniak@alaska.gov](mailto:jim.szczesniak@alaska.gov)

Trudy Wassel  
Division Operations Manager  
(907) 266-2545

[trudy.wassel@alaska.gov](mailto:trudy.wassel@alaska.gov)

Jeanette Luckey  
Acting Properties Manager  
(907) 266-2671

[marc.larose@alaska.gov](mailto:marc.larose@alaska.gov)

- Carriers that feel that they have been denied reasonable access to the Airport may file an Airline Access Complaint Form with the Airport Manager. A copy of the procedures and form are included as Appendix III.
- Monthly Certified Activity Reports: Each airline serving Anchorage is required to provide specific information regarding their operations at ANC each month. This information is submitted electronically on a Certified Activity Report form. The airline's station manager or ground handler usually prepares these forms for submittal to Airport Accounting. A copy of the Certified Activity Report is included as Appendix IV.
- Anchorage has no landing slots or curfews. However, Anchorage is a "landing rights" airport, and as such, a permit must be obtained from the US Customs and Border Protection office when operating international flights.

The contact information is as follows:

Area Port Director  
US Customs and Border Protection  
North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6313 - Phone  
(907) 271-6333 - Fax



## **INFORMATION GUIDE FOR INTERNATIONAL OPERATIONS**

### **OVERVIEW**

The Ted Stevens Anchorage International Airport provides Federal Inspection Services (FIS) at the North Terminal.

The North Terminal has international gates that are designated for common use. The North Terminal is a 24-hour facility for processing both passengers and cargo.

Gates are scheduled by Swissport, USA (907-243-3310) on a first-come, first-served basis.

International passenger carriers have the ability to deplane passengers at the North Terminal and enplane passengers at the South Terminal. This procedure offers the greatest opportunity for passengers with regard to shopping and dining.

### **CONCESSIONS AND SERVICES**

The North Terminal has a Duty Free Shop that includes duty free items, fragrances, cosmetics, clothing, souvenirs, health and beauty items, and furs. The North Terminal also has a snack bar and a smoking room.

The South Terminal has a smaller Duty Free Shop; however, there are several retail and news and gift shops available as well as several restaurants to choose from.



## AIRPORT IDENTIFICATION BADGES AND VEHICLE PERMITS

In accordance with Department of Homeland Security regulation 49 CFR Part 1542, Ted Stevens Anchorage International Airport (ANC) is required to perform Criminal History Records Checks and Security Threat Assessments on most individuals applying for airport identification badges. Upon clearance, individuals may be issued an airport identification badge. Please contact the Airport Badge Office for information regarding the badging process.

### Airport Badge Office Services:

- Pre-badging background checks
- Badging
- Security Training
- Vehicle Permit Issuance

### Airport Badge Office Information:

- The Airport Badge Office is located on the first floor of the North Terminal at ANC, Room NA165.
- Hours: Monday through Friday 0700 – 1600. Closed State and most Federal holidays.
- Phone: 907-266-2409
- Fax: 907-266-2554
- Email: [dot.tsaia.badge.office@alaska.gov](mailto:dot.tsaia.badge.office@alaska.gov)

Vehicle Permits are issued for all vehicles accessing the Airport Operations Area (AOA). Ground Service Equipment (GSE) permits are issued for all motorized and non-motorized equipment that operate on the AOA.

For further badging and vehicle permit information, please visit the airport's website at <http://www.dot.state.ak.us/anc/>.

To report a lost or stolen badge or for employee termination notification after hours call the Airport Communications Center at (907) 266-2415.



## AIRSIDE OPERATING INFORMATION

The Ted Stevens Anchorage International Airport (ANC) Airport Operations Area (AOA) is any surface inside the perimeter fence and is managed by Airport Operations. The AOA consists of movement areas, non-movement areas and tenant leaseholds. Since the Secure Identification Display Area (SIDA) and the AOA are the same at ANC, AOA access requires an airport identification badge or appropriate escort. Additionally, ground vehicle access to the AOA requires ramp driver training, a ramp driver endorsement on the airport identification badge and appropriate vehicle markings.

Non-movement areas consist of taxiways, taxi lanes and aprons used by aircraft but not controlled by FAA Air Traffic Control Tower (ATCT). Movement areas consist of runways and taxiways controlled by the ATCT. Vehicle access to the movement areas requires airport operations escort. Tenants are not permitted to enter the movement areas without an escort from Airport Operations. Escorts will be conducted on request during emergency situations, or by appointment for all other times. For escort or aircraft "Follow-Me" operations, contact Airport Operations at 266-2600.

Airport Operations maintains the Airport Certification Manual (ACM) and inspects the airfield regularly to ensure compliance with the ACM and FAA airport regulations. If any discrepancy is noted, Airport Operations publishes a Notice to Airmen (NOTAM) to advise aircrew, airlines and ground handlers. Each carrier operating at ANC must comply with the procedures contained in the Airport Operations Manual, available at:

<http://www.dot.state.ak.us/anc/business/operations/index.shtml>.

Airport Operations administers the Airfield Drivers Safety Training Program. All personnel who will be operating a ground vehicle on the airfield must complete the Airfield Drivers Training Program through the Airport Badge Office.

Airport Operations is responsible for wildlife mitigation, airfield surface assessment and reporting. Aircraft operational areas are continuously monitored during changing winter weather conditions and maintained in accordance with ANC's FAA approved airport snow and ice control plan and disseminated to users via NOTAM.

Airport Operations works with airport users to coordinate a passenger terminal gate use schedule based upon scheduled traffic. Unscheduled flights must be coordinated through Airport Operations to ensure availability of an airport administered gate. International terminal gates and remote parking/flow thru parking positions are scheduled by Swissport USA, (907) 243-3310. Papa ramp remote locations, for Group VI aircraft larger than a B-747-8F, and state-controlled passenger gates at the domestic terminal are scheduled by Airport Operations.

ANC has two locations for engine runs and explosive cargo loading. Contact Airport Operations for availability and use. You must receive permission prior to using the pads at night as part of our FAA Noise Plan.



ANC is certified to remain operational in low visibility weather conditions. An FAA approved low visibility (SMGCS) plan allows arrivals and departures for qualified aircrews in weather conditions as low as CAT IIIb (600 RVR). If planning to operate ground vehicles or aircraft in low visibility conditions at ANC, adherence to the terms of the ANC SMGCS plan is required.

For more information on any airfield concern or issue, or to obtain copies of any airport administered plan, contact Airport Operations at (907) 266-2600. For immediate airfield issues, contact the Operations Officer on duty at (907) 266-2600 or through the Airport Communication Center at (907) 266-2415.



**GROUND HANDLERS  
(Specialized Services)**

**Air Liquide America Corp**  
(Cylinder Gases Only)

5000 West Int'l Airport Road, Room C3330  
Anchorage, AK 99502  
(907) 245-1677  
6415 Arctic Blvd.  
Anchorage, AK 99518  
(907) 564-9742

**Airline Support, Inc.**  
(Crew Transportation and Aircraft Cleaning)  
P.O. Box 190735  
Anchorage, AK 99519-0735  
(907) 272-2211

**BAC Transportation, LLC**  
(Crew Transportation)  
660 W. 54<sup>th</sup> Avenue  
Anchorage, AK 99518  
(907) 222-2600

**Integrated Deicing Services, LLC**  
(De-icing Only)  
6201 Boeing Avenue  
Anchorage, AK 99502  
(907) 245-0526

**Delta Global Services, Inc.**  
(Aircraft Cleaning Only)  
5000 West Int'l Airport Road, Rm C1754  
Anchorage, AK 99502-1093  
(907) 344-6450

**Elite Line Services**  
(Corporate Aircraft Only)  
4750 Old International Airport Road  
Anchorage, AK 99502  
(907) 266-7260  
(972) 389-6200

**Ross Aviation**  
6160 Carl Brady Drive  
Anchorage, AK 99502  
(907) 550-8500

**FEAM Ground Services**  
6300 Boeing Avenue, Suite 900  
Anchorage, AK 99502  
(907) 677-7770 / (907) 529-7984

**Flight Services & Systems, Inc.**  
(Aircraft Security Only)

5000 West Int'l Airport Road, Room C3330  
Anchorage, AK 99502  
(907) 245-1677

**Olympic Security Services, Inc.**  
(Aircraft Security Only)  
2632 Brookstone Loop  
Anchorage, AK 99515  
(907) 242-1216  
(206) 575-8531

**Pegasus Aircraft Maintenance, LLC**  
3901 Old International Airport Road  
Anchorage, AK 99502  
(907) 301-2712

**PrimeFlight Aviation Services**  
6200 Boeing Avenue, Ste. 100  
Anchorage, AK 99502  
(907) 202-0814  
(907) 744-4825

**Quantem Aviation Services, LLC**  
4370 Old International Airport Road  
Anchorage, AK 99502  
(907) 266-5656

**Great Circle Flight Services**  
(Corporate Aircraft Only)  
6121 S. Airpark Place, #2  
Anchorage, AK 99502  
(907) 245-1232

**Signature Flight Support Corp.**  
(Corporate Aircraft Only)  
6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-7627

**Swissport USA, Inc.**  
PO Box 190408  
Anchorage, AK 99519-0408  
(907) 243-3310

**Triad International Maintenance Corporation (TIMCO)**  
623 Radar Road  
Greensboro, NC 27410  
(973) 634-4190



## FUEL SUPPLIERS



### **Anchorage Fueling and Service Co.**

PO Box 190246  
Anchorage, AK 99519-0246  
(907) 243-4322

### **Epic Aviation, Inc.**

PO Box 12249  
Salem, OR 97309-0249  
(866) 501-3742

### **Ross Aviation**

6160 Carl Brady Drive  
Anchorage, AK 99502  
(907) 550-8500

### **Inlet Petroleum Company**

(Deliver to airline storage tanks only)  
459 West Bluff Drive  
Anchorage, AK 99501  
(907) 274-3835

### **International Aviation Service, Inc.**

4200 West 50th Avenue  
Anchorage, AK 99502  
(907) 243-1515

### **Petro Star, Inc.**

PO Box 240108  
Anchorage, AK 99524  
(907) 267-6142

### **Great Circle Flight Services**

6121 South Airpark Place, #2  
Anchorage, AK 99502  
(907) 440-0769

### **Signature Flight Support Corp.**

6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-7627



## AIRCRAFT MAINTENANCE PROVIDERS

### **FEAM Aircraft Maintenance**

6300 Boeing Avenue, Suite 900  
Anchorage, AK 99502  
(907) 677-7770 / (907) 529-7984

### **Ross Aviation**

6160 Carl Brady Drive  
Anchorage, AK 99502  
(907) 550-8500

### **Pegasus Aircraft Maintenance**

3901 Old International Airport Road  
Anchorage, AK 99502  
(907) 301-2712

### **Swissport USA, Inc.**

PO Box 190408  
Anchorage, AK 99519-0408  
(907) 243-331

### **Triad International Maintenance Corporation (TIMCO)**

623 Radar road  
Greensboro, NC 27410  
(336) 668-4410



## AIR FREIGHT FORWARDERS

### **Airland Transport**

11100 Calaska Circle  
Anchorage, AK 99515  
(907) 248-0362

### **Alaska Air Forwarders**

4000 W. 50<sup>th</sup> Avenue, Suite 6  
Anchorage, AK 99502  
(907) 248-4697

### **Alaska Central Express**

5901 Lockheed Drive  
Anchorage, AK 99502  
(907) 334-5115

### **Alaska Luggage and Seafood**

9138 Arlon Street, Suite A3-800  
Anchorage, AK 99507  
(907) 644-8256

### **American Fast Freight, Inc.**

5025 Van Buren  
Anchorage, AK 99517  
(907) 248-5548

### **DHL Global Forwarding**

2000 W. International Airport Road, Suite D6  
Anchorage, AK 99502  
(907) 243-4301

### **Everts Air Cargo**

6111 Lockheed Avenue  
Anchorage, AK 99502  
(907) 243-0009

### **International Freight Terminal**

4000 W. Dimond Blvd., Suite 240  
Anchorage, AK 99502  
(907) 564-2424

### **Lynden International**

6441 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-6150

### **Movers Inc.**

(Seafood Only)  
6441 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-4305

### **Nippon Express**

2000 W. International Airport Road  
Anchorage, AK 99502  
(907) 243-7891

### **Northern Air Cargo**

3900 Old International Airport Road  
Anchorage, AK 99502  
(907) 243-3331

### **Pilot Freight Services**

6300 Boeing Avenue  
Anchorage, AK 99502  
(907) 406-0005  
Cell (907) 351-2328

### **Polar Air Cargo**

2000 Westchester Avenue  
Purchase, NY 10577  
(914) 701-8000

### **Southern Air**

6300 Boeing Avenue, Suite 350  
Anchorage, AK 99502  
(907) 245-1189



## FACILITIES

### **Alaska CargoPort, LLC**

(Full Service Heavy Cargo Ramp/  
Transload Operations)

6200 Boeing Avenue, Suite 200

Anchorage, AK 99502

(907) 243-0390

### **Ross Aviation, LLC**

(Full Service FBO – Design Group III or smaller)

6160 Carl Brady Drive, Hangar 1

Anchorage, AK 99502

(907) 550-8500

### **Great Circle Flight Services**

(Full Service FBO – Design Group III or smaller)

6121 S. Airpark Place, #2

Anchorage, AK 99502

(907) 245-1232

### **Signature Flight Support Corporation**

#### **3600 Int'l Airport Road**

(Full Service FBO – Design Group III or smaller)

6231 S. Airpark Place

Anchorage, AK 99502

(907) 243-4328





## CATERING COMPANIES



### **LSG SkyChefs**

(Cargo and Passenger)  
Dave Sandell  
General Manager  
4370 Old International Airport Road  
Anchorage, AK 99502  
(907) 248-2424

### **Airline Support**

(Cargo and Passenger)  
Voytek Bogdziwiecz  
Contract Manager  
PO Box 190735  
Anchorage, AK 99519-0735  
(907) 272-2211



## GOVERNMENT AGENCIES

### **Federal Aviation Administration**

Administrator, Alaska Region  
Community Relations  
222 West 7th, #14  
Anchorage, AK 99513-7587  
(907) 271-5645

### **Transportation Security Administration**

Federal Security Director  
4000 West 50th, Suite 300  
Anchorage, AK 99502  
(907) 271-2905

### **U.S. Customs and Border Protection**

Area Port Director  
Inspection Section (downstairs)  
Cargo/Marine Section (upstairs)  
605 West 4th #205  
Anchorage, AK 99501  
(907) 271-2675  
Chief  
North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6309 ext. 205

### **U.S. Department of Agriculture**

North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6309 ext. 350

### **U.S. Department of Fish & Wildlife**

North Terminal, Room NB207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6198

### **U.S. Department of Health & Human Services, Center for Disease Control**

Anchorage Quarantine Station  
North Terminal, Room NA212  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6301

# FAIRBANKS INTERNATIONAL AIRPORT





## NEW AIRLINE TENANT REQUIREMENTS

All prospective air carriers seeking to commence scheduled service at Fairbanks International Airport (FAI) must initiate the following actions before starting operations:

- Domestic and International Airline representatives must submit the following forms:
  - A completed Operating Agreement and Terminal Lease Application with applicable documentation. A copy is included as Appendix I.
  - Certificate of Insurance.
- Airlines that wish to lease/use ticket counters and lease terminal or other airline support space will need to include the specific requirements on the above application.
- The Airport has created a Competitive Access Team to assist carriers with requests for new or expanded services by facilitating access to gates and other airport facilities. The Team consists of the Airport Manager, Division Operations Manager, Airport Leasing Specialist II, and Chief of Leasing. They may be contacted at:

Angie Spear, M  
Airport Manager  
(907) 474-2529  
angie.spear@alaska.gov

Teresa L. Harvey  
Division Operations Manager  
(907) 474-2521  
theresa.harvey@alaska.gov

Christel Burgess  
Chief of Leasing  
(907) 474-2549  
christel.burgess@alaska.gov

Annette Cole  
Airport Leasing Specialist  
(907) 474-2526  
annette.cole@alaska.gov

- Monthly Certified Activity Reports: Each airline serving Fairbanks is required to provide specific information regarding their operations at FAI each month. This information is submitted electronically on a Certified Activity Report form. The airline's station manager or ground handler usually prepares these forms for submittal to Airport Accounting. A copy of the Certified Activity Report is included as Appendix III.
- A permit must be obtained from the Customs and Border Protection when operating international flights.

The contact information is as follows:

Customs and Border Protection  
6450 Airport Way, Suite 13  
Fairbanks, AK 99709  
Phone: (907) 474-0307, FAX: (907) 474-3035



## INFORMATION GUIDE FOR INTERNATIONAL OPERATIONS

### OVERVIEW

Fairbanks International Airport provides six processing stations for Federal Inspection Services (FIS) by U. S. Customs and Border Protection at the main Terminal. All passengers, baggage and aircraft must be inspected/cleared at their first U.S. port.

The Terminal currently has two international gates that are designated for common use in an international configuration only. The Terminal is a 24-hour facility for processing both passengers and cargo.

### **VACANT**

*Epifano Rosado*

**Acting** Port Director

Fairbanks Port of Entry

U.S. Customs & Border Protection

Office: 907-474-1025

Fax: 907-474-3035

**Email: [epifano.rosado@cbp.dhs.gov](mailto:epifano.rosado@cbp.dhs.gov)**

### CONCESSIONS AND SERVICES

The Terminal has vending machines available for snacks and cold beverages to serve International Passengers.



## AIRPORT IDENTIFICATION BADGES AND VEHICLE PERMITS

Fairbanks International Airport (FAI) is required through 49 CFR 1542, one of the Transportation Security Administration (TSA) regulations governing airport operations, to issue identification badges and vehicle permits. All badges and vehicle permits are issued by the Airport Badge Office. TSA requirements are specific and all directions should be followed to ensure a smooth badging process.

All badging, vehicle permitting or related inquiries should be directed to the Airport Badge Office.

### General Badge Office Information:

Location: 5195 Brumbaugh Blvd  
Airport Response Center  
Hours: Monday through Friday 8:00 am to 5:00 pm  
closed State and Federal Holidays  
Phone: (907) 474-2532  
Fax: (907) 474-2512  
Email: [dot.fai.badgeoffice@alaska.gov](mailto:dot.fai.badgeoffice@alaska.gov)

### Contacts:

Matthew McClurg  
Chief of Airport Operations Phone:  
(907) 474-2550  
Fax: (907) 474-2512  
Email: [matthew.mcclurg@alaska.gov](mailto:matthew.mcclurg@alaska.gov)

Vacant  
Airport Badging  
Phone: (907) 474-2532  
Fax: (907) 474-2512  
Email: [dot.fai.badgeoffice@alaska.gov](mailto:dot.fai.badgeoffice@alaska.gov)

To report a lost or stolen badge or for employee termination notification after hours, call Airport Dispatch at (907) 474-2530.



## AIRSIDE OPERATING INFORMATION

Airside areas at Fairbanks International Airport (FAI) are managed by Airport Operations. Ground vehicle access to aircraft parking and servicing areas requires an airport ID badge, driver training and driving endorsement. Additionally, ground vehicle access to FAI runways and taxiways requires an escort from Airport Operations. Aircraft follow-me service is available upon request by contacting Airport Operations (through Airport Dispatch) at (907) 451-2300.

Airport Operations inspects the airfield regularly to ensure compliance with FAA airport regulations and publishes Airport Operational Orders for airport users. These Operational Orders, which contain information on procedures for aircraft de-icing, tour bus and taxi operations, aircraft engine run up areas, hazardous cargo loading, noise abatement and more are available through our office or by downloading at [http://www.dot.state.ak.us/faiiap/op\\_orders.shtml](http://www.dot.state.ak.us/faiiap/op_orders.shtml).

Airport Operations is responsible for wildlife mitigation, airfield surface assessment and reporting. Aircraft operational areas are continuously monitored during changing winter weather conditions and maintained in accordance with FAI's FAA approved airport snow and ice control plan and disseminated to users via NOTAM.

Biannually, Airport Operations works with airport users to create and publish a terminal gate use schedule based upon scheduled traffic. Unscheduled flights must be coordinated through Airport Operations to ensure availability of airport administered gate or remote parking positions.

Fairbanks International Airport is certified to remain operational in low visibility weather conditions. An FAA approved low visibility (SMGCS) plan allows arrivals and departures for qualified aircrews in weather conditions as low as CAT III. If planning to operate ground vehicles or aircraft in low visibility conditions at FAI, adherence to the terms of the FAI SMGCS plan is required.

For more information on any airfield concern or issue, or to obtain copies of any airport administered plan, contact Airport Operations at (907) 451-2300. For immediate airfield issues, contact the Operations Officer on duty through Airport Dispatch at (907)474-2530.

FAI utilizes Passur's OpsNet Communicator to share internal information on FAI field / terminal conditions, weather, NOTAM's, snow / low visibility plans and 24/7 contact information. To obtain access to this web-based system, contact the Chief of Operations at [matthew.mcclurg@alaska.gov](mailto:matthew.mcclurg@alaska.gov) or 907-474-2550





**GROUND HANDLERS**  
**(Full Service and Specialized Services)**

**Omni Logistics, Inc.**

Attn: Dennis Michel II  
6302 Old Airport Way  
Fairbanks, AK 99709  
(907) 474-9494  
ops@omnifai.com

**Northern Air Cargo, Inc.**

Attn: Bill Lavery, General Manager  
5385 Airport Industrial Road  
Fairbanks, AK 99709  
(907) 474-9606  
WLavery@nac.aero

**Delta Global Services**

Attn: Nikar Murad  
6450 Airport Way, Suite 17  
Fairbanks, AK 99709  
(907) 474-3064  
nikar.murad@delta.com





## FUEL SUPPLIERS

### **Alaska Aerofuel, Inc.**

Attn: Tim Hill  
PO Box 60669  
Fairbanks, AK 99706  
Phone: (907) 474-0062  
FAX: (907) 474-0085  
Email: [tim.hill@alaskaaerofuel.com](mailto:tim.hill@alaskaaerofuel.com)

### **CPD ALASKA LLC Crowley Petroleum Distribution**

Attn: Mike Harrod  
201 Arctic Slope Ave.  
Anchorage, AK 99518  
Phone: (907) 328-4500  
FAX: (907) 456-1659  
Email: [mike.harrod@crowley.com](mailto:mike.harrod@crowley.com)

### **Everts Air Fuel, Inc.**

Attn: Aaron Ham  
PO Box 60908  
Fairbanks, AK 99706  
Phone: (907) 450-2305  
FAX: (907) 450-2326  
Email: [aham@evertsair.com](mailto:aham@evertsair.com)





## AIRCRAFT MAINTENANCE PROVIDERS

### **Everts Air**

Attn: Dave Dunbar, CM  
PO Box 60908  
Fairbanks, AK 99706  
Phone: (907) 590-3130  
Email: [ddunbar@evertsair.com](mailto:ddunbar@evertsair.com)





## CATERING COMPANIES

### **NANA Management Services, LLC**

Attn: Greg Whiteside, General Manager  
6450 Airport Way, Suite 7  
Fairbanks, AK 99709  
Phone: (907) 451-0144  
FAX: (907) 451-0143  
Email: [greg.whitesides@nmsusa.com](mailto:greg.whitesides@nmsusa.com)  
Cargo and Passenger - International and Domestic





## GOVERNMENT AGENCIES

### **Federal Aviation Administration**

Air Traffic Control Tower (ATCT)  
Attn: Joshua Coleman, Manager  
3800 University Avenue South Fairbanks,  
AK 99709  
Phone: (907) 474-0050  
FAX: (907) 479-4650  
Email: [joshua.g.coleman@faa.gov](mailto:joshua.g.coleman@faa.gov)

### **Transportation Security Administration**

Attn: Dawn Baptist  
Assistant Federal Security Director 5904 Old Airport  
Way, Suite 2B Fairbanks, AK 99709  
Phone: (907) 452-9418  
FAX: (907) 458-2070  
Email: [dawn.baptist@tsa.dhs.gov](mailto:dawn.baptist@tsa.dhs.gov)

### **U.S. Customs and Border Protection**

Attn: Epifano Rosado, Acting Port Director  
6450 Airport Way, Suite 13  
Fairbanks, AK 99709  
Phone: (907) 474-0307  
FAX: (907) 474-3035  
Email: [epifano.rosado@cbp.dhs.gov](mailto:epifano.rosado@cbp.dhs.gov)

**APPENDIX I**

**NEW AIRLINE CHECKLIST**

## NEW AIRLINE CHECKLIST

(This checklist has been included as an organizational tool and is not required to be submitted with your application.)

	Domestic Carrier	International Carrier
Fuel Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Catering Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Ground Handler	<input type="checkbox"/>	<input type="checkbox"/>
Cargo Handler	<input type="checkbox"/>	<input type="checkbox"/>
Submit Public Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
Certified Activity Report	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for PFC Payment	<input type="checkbox"/>	<input type="checkbox"/>
Employees' Security Badges	<input type="checkbox"/>	<input type="checkbox"/>
Airport Signage	<input type="checkbox"/>	<input type="checkbox"/>
Employee Parking	<input type="checkbox"/>	<input type="checkbox"/>
Space Requests	<input type="checkbox"/>	<input type="checkbox"/>
Gate	<input type="checkbox"/>	<input type="checkbox"/>
Ticketing	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>
Lounge	<input type="checkbox"/>	<input type="checkbox"/>
Cargo	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
FIS Contact		<input type="checkbox"/>
US Customs Permit		<input type="checkbox"/>

## **APPENDIX II**

# **ALASKA INTERNATIONAL AIRPORT SYSTEM AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION**

**ALASKA INTERNATIONAL AIRPORT SYSTEM**  
**Department of Transportation & Public Facilities**  
**Leasing & Property Management**

**Ted Stevens Anchorage International Airport**  
**PO Box 196960, Anchorage AK 99519-6960**  
**Phone: 907-266-2420 ♦ Fax: 907-266-2458**

**Fairbanks International Airport**  
**6450 Airport Way, Suite 1, Fairbanks, Alaska 99709**  
**Phone: 907-474-2500 ♦ Fax: 907-474-2513**

**INSTRUCTIONS AND INFORMATION FOR AIRLINE AGREEMENT  
AND TERMINAL LEASE APPLICATION**

All lease and permit applications must be accompanied by a \$25.00 non-refundable application service fee. The application fee is waived for any government agency for an activity directly related to the operation of an aircraft (17 AAC 42.130(a)(2)) and for air carrier agreements. Checks should be made payable to "State of Alaska."

The State reserves the right to return incomplete applications or request additional information. Applicants are encouraged to review 17 AAC 42 for help in understanding the regulations that govern the Airport's lease application review process, any subsequent agreement, and how to conduct business at the Airport.

Application expires one year after date of applicant signature, subject to 17 AAC 42.010 or expiration of public notice, subject to 17 AAC 42.215 (k).

The current rental rate for terminal space is available at <http://www.dot.state.ak.us/anc/business/leasing/index.shtml> under Airline & Terminal Leases, Signatory & Non-Signatory CAR Rates.

**Please complete the application according to the following instructions:**

1. Name to Appear on Lease/Permit: For commercial applicants, the name in Item 1 must match the business license, corporation, or other certificate name.
2. Lease/Permit Contact Name: Person with Signature Authority to sign the Lease/Permit and related documents
3. Name of Contact Person: Name of local contact person, if other than applicant.
4. Billing Contact Information: Contact information for account invoicing.
5. Business Information: Check only one box and attach copies of your Alaska business license, corporate or LLC certificate, Articles of Organization or Incorporation (with latest meeting minutes showing officers, current signatory authority), and/or partnership agreement (can be for private or commercial and must show who has signatory authority for the partnership). Businesses need to be registered with the State of Alaska in order to enter into a lease or permit, international carrier excepted.
6. Description of Property and Term Requested: Indicate the room number(s) of the space you are interested in (attach drawing if possible) and desired contract term (length in years, months, or days).
7. Existing Lessee Information: Check "yes" only if you are the current lessee of the space being requested and fill in the current ADA number and expiration date.
8. Competing Application: If this application is being filed in response to a public notice, mark yes and fill in the ADA number and premises description from the notice.
9. Type of Agreement Desired: Check the box next to the desired agreement type, if known.
10. Requested Use(s) of the Property: List all intended uses.
11. Regularly Scheduled Airline: Indicate yes or no. If yes, attach a copy of your flight schedule.
12. Aircraft and Commercial Aviation Information: Enter the type and number of aircraft which will be operated at the Airport in conjunction with this agreement, if any.
13. Name and Signature: Sign your application and print your name, company name, title and the date.

14. Application Checklist: Check attachments to be sure all required items are submitted. Name listed in item 1 must match the entity name on the Alaska Business License, International carrier excepted.
- a. \$25.00 non-refundable application fee, as applicable. Checks should be made payable to "State of Alaska". Applications submitted without a filing fee may not be processed.
  - b. Sign and date the application.
  - c. Attached required drawings and documents.
  - d. Alaska Business License or other requested business documentation, as applicable.

**INSURANCE:** In most cases, the lessee is required to carry adequate insurance to protect both the lessee and the State against comprehensive public liability and property damage. The terms and limits of the insurance requirements will be based on the risks relative to the lessee's operations. This may include:

- ◆ Minimum coverage limits of \$1 million per occurrence or such higher limits as the State reasonably finds necessary to provide adequate and appropriate coverage for the risks posed by the applicant's use of the Premises and activities at the Airport; or
- ◆ Airlines: Airline/Aircraft/Airport Public Liability Insurance or Equivalent Insurance at \$150,000 per seat (Gate Use/Commuter Airlines); and \$750,000 per seat for aircraft with a designed maximum seating capacity of up to and including 99 seats and \$1 million per seat for aircraft with a designed maximum seating capacity of 100 seats or more (Operating Agreements and Operating Permits); and
- ◆ Comprehensive Automobile Liability insurance with coverage of not less than \$1,000,000 combined single limit per occurrence and aggregate per year and \$100,000 per person bodily injury sub-limits; and
- ◆ Worker's Compensation insurance coverage for all employees engaged in work, as required under AS 23.30; and
- ◆ State of Alaska named as Additional Assured; and
- ◆ Waiver of Subrogation endorsement with respect to Worker's Compensation and Automobile Liability insurance; and
- ◆ 30-day notice of cancellation.

(It is suggested that the applicant investigate the cost of such coverage prior to making application for lease.)



Ted Stevens Anchorage International Airport  
 PO Box 196960, Anchorage AK 99519-6960  
 Phone: 907-266-2420 ♦ Fax: 907-266-2458

Fairbanks International Airport  
 6450 Airport Way, Suite 1, Fairbanks, Alaska 99709  
 Phone: 907-474-2500 ♦ Fax: 907-474-2513

### AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION

<p>1. Name to Appear on Lease/Permit (Must match name on Alaska Business License):          Name: _____</p> <p>2. Lease/Permit Contact Name (Person with Signature Authority):          Name: _____          Address: _____          _____          _____          Phone: ( ) _____          FAX: ( ) _____          e-mail: _____</p>	<p>4. Billing Contact Information:          Name: _____          Address: _____          _____          _____          Phone: ( ) _____          FAX: ( ) _____          e-mail: _____</p>												
<p>3. Name of Local Contact Person:          Name: _____          Phone: ( ) _____          FAX: ( ) _____          e-mail: _____</p>	<p>5. If Applicant is a business, indicate which type below and provide documentation as required in the instructions.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Individual</td> <td><input type="checkbox"/> Partnership</td> </tr> <tr> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Limited Liability Company (LLC)</td> </tr> <tr> <td><input type="checkbox"/> Government</td> <td><input type="checkbox"/> Other _____</td> </tr> </table> <p style="text-align: center;"><i>Are you registered to do business in the State of Alaska?</i>  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Government	<input type="checkbox"/> Other _____						
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership												
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)												
<input type="checkbox"/> Government	<input type="checkbox"/> Other _____												
<p>6. Description of Area Requested (if no room number exists, attach drawing showing proposed location and dimensions):          _____          _____          _____          _____</p> <p>Term Requested: _____ Starting Date: _____</p>													
<p>7. Is this an application for renewal of an existing contract?      <input type="checkbox"/> Yes      <input type="checkbox"/> No          If yes, provide the following: Lease/Permit No.: ADA- _____ Expiration date: _____</p>													
<p>8. Is this intended as a competing application in response to a current public notice?      <input type="checkbox"/> Yes      <input type="checkbox"/> No          If yes, provide the following: Lease/Permit No.: ADA- _____ Property Description: _____</p>													
<p>9. Type of agreement desired (check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Operating Agreement</td> <td><input type="checkbox"/> Commuter Lease</td> <td><input type="checkbox"/> Terminal Lease</td> </tr> <tr> <td><input type="checkbox"/> Operating Permit</td> <td><input type="checkbox"/> Gate Use Agreement</td> <td><input type="checkbox"/> Terminal Use Permit</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Common Use Passenger Processing (requires use of Airport equipment at Airport Administered Gates)</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other: _____</td> </tr> </table>		<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Terminal Lease	<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Gate Use Agreement	<input type="checkbox"/> Terminal Use Permit	<input type="checkbox"/> Common Use Passenger Processing (requires use of Airport equipment at Airport Administered Gates)			<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Terminal Lease											
<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Gate Use Agreement	<input type="checkbox"/> Terminal Use Permit											
<input type="checkbox"/> Common Use Passenger Processing (requires use of Airport equipment at Airport Administered Gates)													
<input type="checkbox"/> Other: _____													



**APPENDIX III**

**AIRLINE ACCESS COMPLAINT PROCEDURES  
AND FORM**

## **AIRLINE ACCESS COMPLAINT PROCEDURES**

The Ted Stevens Anchorage International Airport and Fairbanks International Airport have committed to accommodate any carrier seeking to initiate or expand service in Anchorage or Fairbanks. In the event a carrier feels that their facility requirements are not met, there is both an informal and formal process for resolution of any complaints.

**INFORMAL PROCESS:** If the complainant does not receive cooperation and accommodation from an existing carrier, an informal complaint may be either written or verbally directed to the applicable Leasing Office, Airport Competitive Access Team, or Airport Manager or his staff. The Airport Competitive Access Team will attempt to mediate the matter in order to avoid having to exercise more divisive authority.

**FORMAL PROCESS:** If the dispute is not resolved satisfactorily with the complainant, a formal written complaint should be filed. A copy of the form is included below. Airlines have a right under 17 AAC 42.910 to protest Airport decisions. To protest a decision, the affected Airline must submit to the applicable Airport a descriptive written protest within 21 calendar days after being informed of the decision. The Airport Manager must then deliver a written decision on the protest within 15 calendar days from receiving the protest.

An aggrieved Airline has the right under 17 AAC 42.920 to appeal the Airport Manager's protest decision. To appeal a protest decision, the affected Airline must submit to the Commissioner of the State of Alaska Department of Transportation & Public Facilities (the Commissioner) a written appeal within 21 calendar days after being informed of the decision on the protest. The Commissioner then appoints a review officer who may either hold a hearing or, if no hearing has been requested or there are no material facts in dispute, consider the appeal without a hearing. The review officer submits a written recommendation to the Commissioner who accepts the review officer's recommendation, remands the recommendation back to the review officer with instructions or issues a written decision based on the appeal record. A copy of the Commissioner's decision is sent to the appellant airline.

The Commissioner's decision on an appeal is the final administrative decision of the Department of Transportation and Public Facilities. Further appeals would be made to the Alaska Superior Court under the Alaska Rules of Appellate Procedure.

**ALASKA INTERNATIONAL AIRPORT SYSTEM  
AIRLINE ACCESS COMPLAINT FORM**

DATE: \_\_\_\_\_

TO:  Airport Manager  
Ted Stevens Anchorage International Airport  
P.O. Box 196960  
Anchorage, AK 99519-6960

Airport Manager  
Fairbanks International Airport  
6450 Airport Way, Suite 1  
Fairbanks, Alaska 99709

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above airline is filing a formal complaint after having been denied reasonable access to facilities at Ted Stevens Anchorage International Airport. Airline may provide written comments below or attach a document containing the details of denied access.

Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX IV**

# **SAMPLE CERTIFIED ACTIVITY REPORT FORM**

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

Certified Activity Report For The Month Ending:  Signatory Carrier:

Date (mm/dd/yy)

This report is for activity at:  
(Check one)

**TED STEVENS**  
**ANCHORAGE INTERNATIONAL AIRPORT**  
**P.O. BOX 196960**  
**ANCHORAGE, AK 99519-6960**

**FAIRBANKS INTERNATIONAL AIRPORT**  
**6450 AIRPORT WAY, SUITE 1**  
**FAIRBANKS, AK 99709**

<b>Company:</b>	<span style="background-color: #e0ffff; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	Summary:	Landing Fees:	Total
<b>Billing</b>	<span style="background-color: #e0ffff; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		Parkings:	
<b>Address:</b>	<span style="background-color: #e0ffff; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		Additional Charges:	
	<span style="background-color: #e0ffff; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>			_____
	<span style="background-color: #e0ffff; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		<b>Total Due</b>	=====

**IF YOU PROVIDE GROUND-HANDLING SERVICES TO OTHER AIR CARRIERS, A SEPARATE CERTIFIED ACTIVITY REPORT (CAR) MUST BE SUBMITTED FOR EACH CARRIER GROUND-HANDLED. SEE INSTRUCTIONS ON REVERSE SIDE # 14.**

I HEREBY (I HEREBY CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date:  BY:  PER ATTACHED FAX COPY  
Phone:  Fax:

**NOTE: THIS REPORT AND PAYMENT ARE DUE IN THE AIRPORT ACCOUNTING OFFICE BY THE 10TH OF THE MONTH FOR THE PREVIOUS MONTH'S ACTIVITIES. INTEREST WILL BE CHARGED ON ALL DELINQUENT ACCOUNTS. ANY CARRIER PROVIDING BOTH INTERNATIONAL AND DOMESTIC PASSENGER SERVICE MUST FILE SEPARATE MONTHLY CERTIFIED ACTIVITY REPORTS FOR EACH TYPE OF SERVICE.**

**REVISED RATES EFFECTIVE JULY 2010**

SEE INSTRUCTIONS SHEET FOR ADDITIONAL INFORMATION

ALASKA INTERNATIONAL AIRPORT SYSTEM  
**Ted Stevens Anchorage International Airport**  
**Fairbanks International Airport**

Company: \_\_\_\_\_  
 CERTIFIED ACTIVITY REPORT FOR THE MONTH ENDING:

**Landing Fee Information**

AIRCRAFT INFORMATION					LANDING FEE INFORMATION		
1a AIRCRAFT DESCRIPTION	1b MODEL	2 JET (J) or NON-JET(N)	3 CARGO (C) or PAX (P)	4 CMGTW	5 LANDING FEES	6 NO. OF LANDINGS	7 LANDING FEES DUE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
<b>Total Landing Fees</b>							
					(includes additional landings)		

**AIRCRAFT PARKING FEE INFORMATION**

	8) PARKING FEE	9) NO. OF PARKINGS	10) PARKING FEES DUE
Wide Body up to 4 hrs.	<b>\$154.53</b>	<input type="text"/>	<input type="text"/>
Wide Body over 4hrs (not to exceed 24 hrs.)	<b>\$309.06</b>	<input type="text"/>	<input type="text"/>
Narrow Body up to 4 hrs.	<b>\$77.29</b>	<input type="text"/>	<input type="text"/>
Narrow Body over 4hrs. (not to exceed 24 hrs.)	<b>\$154.53</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL PARKING FEES</b>			<b>Total Parking Fees</b>

**ADDITIONAL AIRPORT CHARGES**

11 ANCHORAGE:

12 FAIRBANKS:

AIRPORT ADMINISTERED FEES

	Gate Fee (Per Turn)		Gate Fee (Per Turn)
	So. Terminal	No. Terminal	FIA
Wide Body \$728.54 x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Narrow Body \$404.74 x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Regional \$283.32 x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commuter \$161.9 x	<input type="text"/>	<input type="text"/>	<input type="text"/>

**COMMON USE - BAG CLAIM:**

Each enplaned passenger AIA/FIA  
 x \$ 1.88

Total Gate & Bag Claim Fees

**13 Individual Use Fees**

**FEDERAL CUSTOMS INSPECTION SERVICE USE:**

Airplane Inspection \$35/per x  AIA/FIA  
 Deplaning Passenger \$4.04 x

**TICKET COUNTERS:**

	So. Terminal	No. Terminal	FIA
Passenger Jet Bridge Fee \$163.74/per turn x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ticket Counter/Bag Makeup Space \$30.93 x	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Individual Use Fees

Total Individual Use Fees

**14 TOTAL DUE**

**15 PASSENGER INFORMATION**

	ANCHORAGE SOUTH TERMINAL		ANCHORAGE NORTH TERMINAL		FAIRBANKS INT'L TERMINAL	
	Revenue	Non-Revenue	Revenue	Non-Revenue	Revenue	Non-Revenue
	DEPLANED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ENPLANED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IN TRANSIT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL PAX	0	0	0	0	0	0

**16a FREIGHT INFORMATION LBS.**

	Domestic	Int'l	Total
DEPLANED	<input type="text"/>	<input type="text"/>	0
ENPLANED	<input type="text"/>	<input type="text"/>	0
IN TRANSIT	<input type="text"/>	<input type="text"/>	0
TOTAL FREIGHT	0	0	0

**16b AIRMAIL INFORMATION LBS.**

	Domestic	Int'l	Total
DEPLANED	<input type="text"/>	<input type="text"/>	0
ENPLANED	<input type="text"/>	<input type="text"/>	0
TOTAL MAIL	0	0	0

**17 CREW CHANGEOVER**

DEPLANED:  ENPLANED:

**18 FUEL INFORMATION**

FUEL SUPPLIED BY:  TOTAL GALLONS AVIATION FUEL:

The Certified Activity Report may change from time to time, for the most up-to-date Certified Activity Report please visit our website at: [http://dot.alaska.gov/aias/rates\\_fees.shtml#car](http://dot.alaska.gov/aias/rates_fees.shtml#car) and click on the form.