



# USER GUIDE

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*State of Alaska*

*Department of Transportation & Public Facilities*

*Statewide Aviation Leasing*

*February 2012*

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# REGISTERING AN ACCOUNT

- 1) In the main log-in screen, click on the *Individual* or *Organization/Company* link to register online.

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The State of Alaska

**eLeasing**  
AVIATION LEASING

Welcome to the State of Alaska Department of Transportation and Public Facilities  
Statewide Aviation Leasing Online eLeasing System

**Rural Airports Only**

For Anchorage International Airport, [click here.](#) For Fairbanks International Airport, [click here.](#)

**Have an account? Enter your User ID and Password to gain access to the system.**

Your User ID and Password are both Case Sensitive

User ID:

Password:

[Forgot your Password? Click here](#)  
[Forgot User ID? Click here](#)

**New User? Register Online for an Individual or an Organization / Company.**

[Need Help? Click here](#)

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- 2) Fill in all fields (required fields are marked with a red \*) and click on the *Submit* button at the bottom of the screen. REMEMBER: User ID and Password are both case sensitive!
- 3) You should now be at the Main Menu.

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**eLeasing**  
AVIATION LEASING

Welcome to the Statewide Aviation Leasing Online eLeasing system

**What do you want to do?**

View or Change your eLeasing Profile or Password Info   
View, Add or Remove Contracts linked to your Profile   
View eLeasing Application History and Status

Pay an Invoice using your Credit Card   
Submit an online Certified Activity Report (CAR)

Apply for a new Lease/Permit or amend a current Lease/Permit   
Apply for permit to dispense fuel or for a mobile fueler   
Apply for a Building Permit

Apply for a Tiedown Permit   
Apply to assign a Lease to someone else   
Apply for a Sublease

**Need to do something else?**

Contact Us | Help | Refunds | Delivery | Privacy | Fees & Rates | Log Out  
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# LOGGING IN

In the main log-in screen, enter your User ID in the *User ID* box and your password in the *Password* box.

REMEMBER: Your User ID and Password are CASE SENSITIVE!

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**eLeasing**  
AVIATION LEASING

Welcome to the State of Alaska Department of Transportation and Public Facilities  
Statewide Aviation Leasing Online eLeasing System

**Rural Airports Only**

For Anchorage International Airport, [click here](#). For Fairbanks International Airport, [click here](#).

**Have an account? Enter your User ID and Password to gain access to the system.**

Your User ID and Password are both Case Sensitive

User ID:

Password:

[Forgot your Password? Click here](#)  
[Forgot User ID? Click here](#)

New User? Register Online for an Individual or an Organization / Company.

[Need Help? Click here](#)

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## *Forgot your User ID?*

- 1) Click on the *Forgot your User ID? Click here* link.
- 2) In the box that asks for it, enter your email address and click on the *Submit* button. eLeasing will email your User ID to you.
- 3) You should see a message confirming your User ID was emailed to you. If you receive a message telling you “*more than one User is registered with your email*” you will need to click on the *Contact Us* link on the top line and contact Aviation Leasing to find out your User ID.

## Forgot your Password?

- 1) Click on the *Forgot your Password? Click here* link.



Have an account? Enter your User ID and Password to gain access to the system.

Your User ID and Password are both Case Sensitive

User ID:

Password:

Login

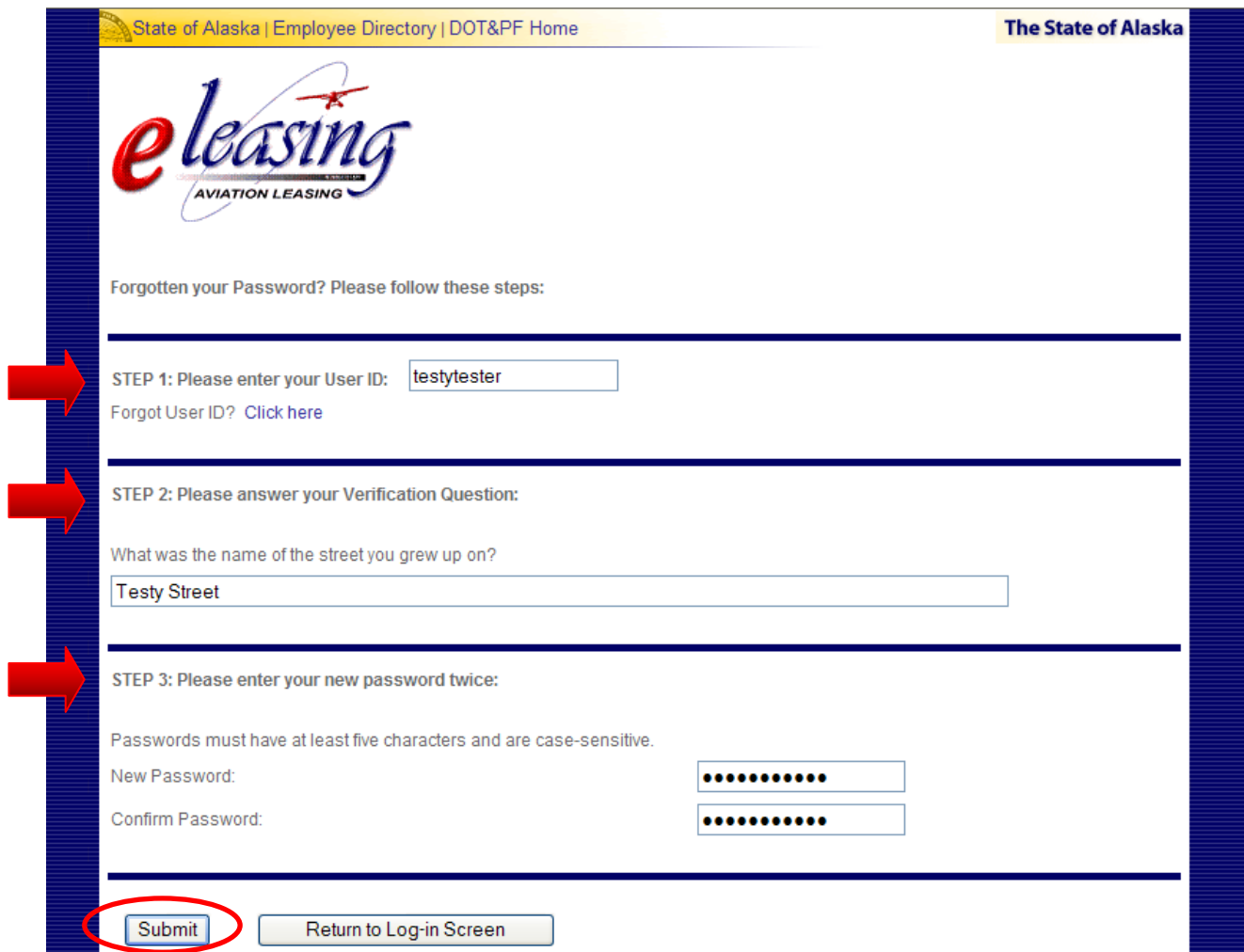
Forgot your Password? Click here

Forgot User ID? Click here

New User? Register Online for an Individual or an Organization / Company.

Need Help? Click here

- 2) In the *Step 1* box, enter in your User ID and click on the *Submit* button. REMEMBER: Your User ID is CASE SENSITIVE!
- 3) In the *Step 2* box, answer your *Verification Question*. In the *Step 3* boxes, type in your new preferred password. Click on the *Submit* button. You should now be in the Main Menu.



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**eleasing**  
AVIATION LEASING

Forgotten your Password? Please follow these steps:

STEP 1: Please enter your User ID:

Forgot User ID? Click here

STEP 2: Please answer your Verification Question:

What was the name of the street you grew up on?

STEP 3: Please enter your new password twice:

Passwords must have at least five characters and are case-sensitive.

New Password:

Confirm Password:


Submit

Return to Log-in Screen

# THE MAIN MENU

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**Welcome to the Statewide Aviation Leasing Online eLeasing system**

## What do you want to do?

View or Change your eLeasing Account or Password Info  
**See Pages 7-12**

View, Add or Remove Contracts linked to your eLeasing Account  
**See Page 13**

View eLeasing Application History and Status  
**See Page 14**

Pay an Invoice using your Credit Card  
**See Pages 15-16**

Submit an online Certified Activity Report (CAR)  
**See Page 17-30**

Apply for a new Lease/Permit or amend a current Lease/Permit  
**See Page 31-41**

Apply for a permit to dispense fuel or for a mobile fueler  
**See Page 42-47**

Apply for a Building Permit  
**See Page 48-55**

Apply for a Tiedown Permit  
**See Page 56-65**

Apply to assign a Lease to someone else  
**See Page 66**

Apply for a Sublease  
**See Page 67**

## Need to do something else?

**See Page 68-69**

**See Page 70**

**See Page 71**

Contact Us

Help

Refunds

Delivery

Privacy

Fees & Rates

Log Out

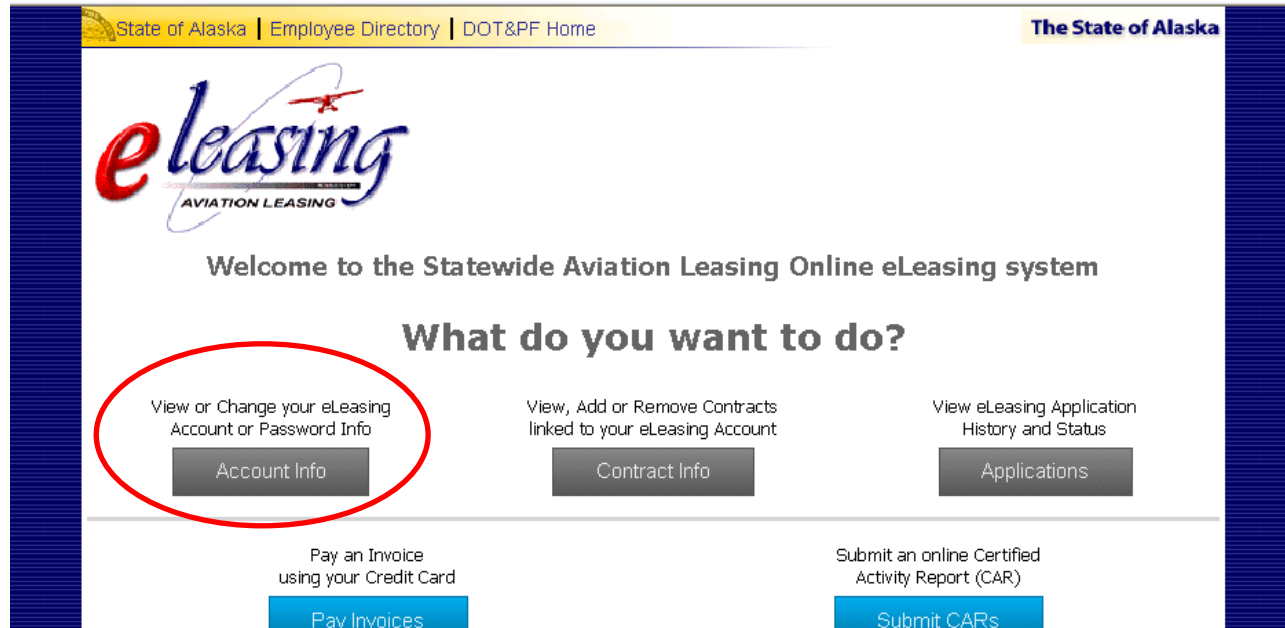
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**See Page 72**

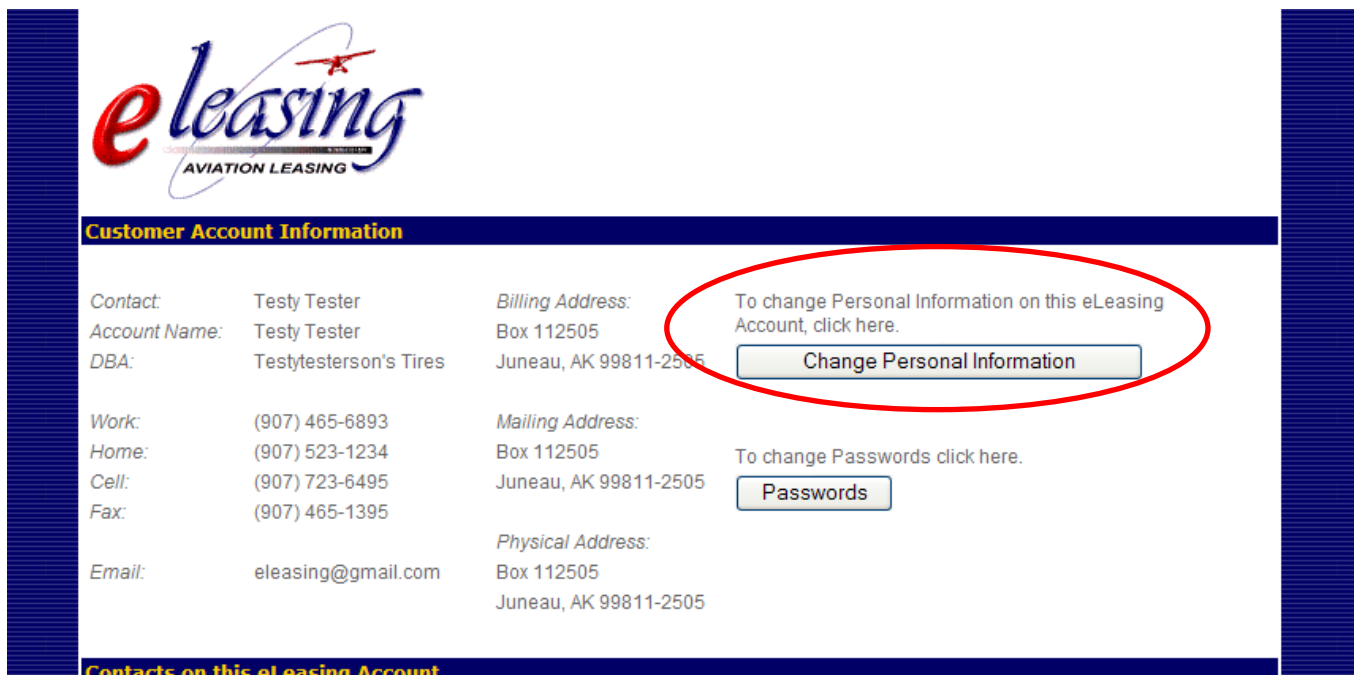
6

# UPDATING PERSONAL INFORMATION

- 1) In the Main Menu, click on the *Account Info* button.



- 2) Click on the *Change Personal Information* button.

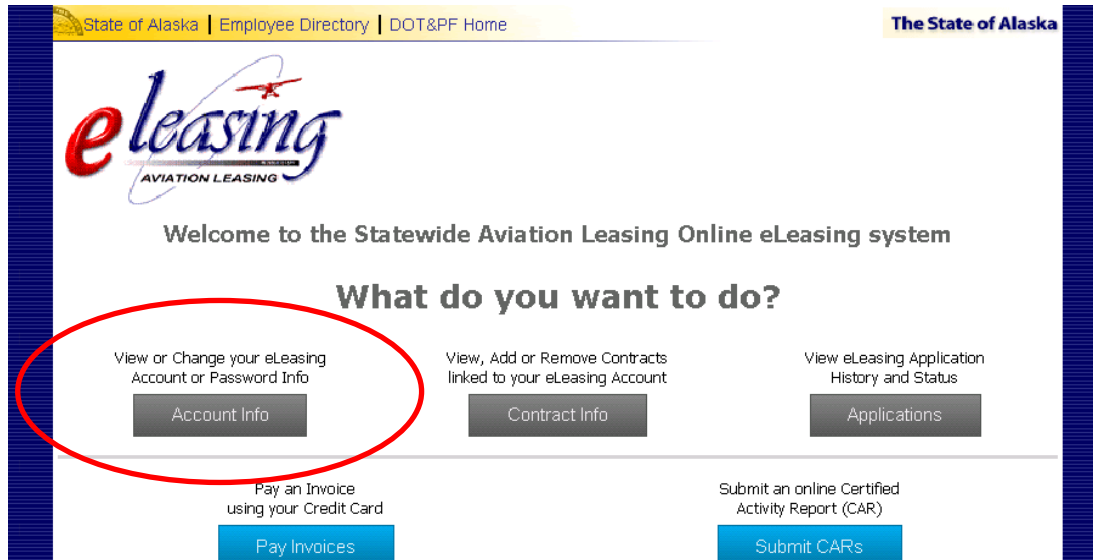


- 3) Update the personal Information fields and click on the *Save Changes* button at the bottom of the screen.
- 4) The *Reset* button will take out your changes and put the original information back in the fields while leaving you in the current screen. The *Exit without Saving* button will return you to the Customer Account Information screen above without updating any of your information.

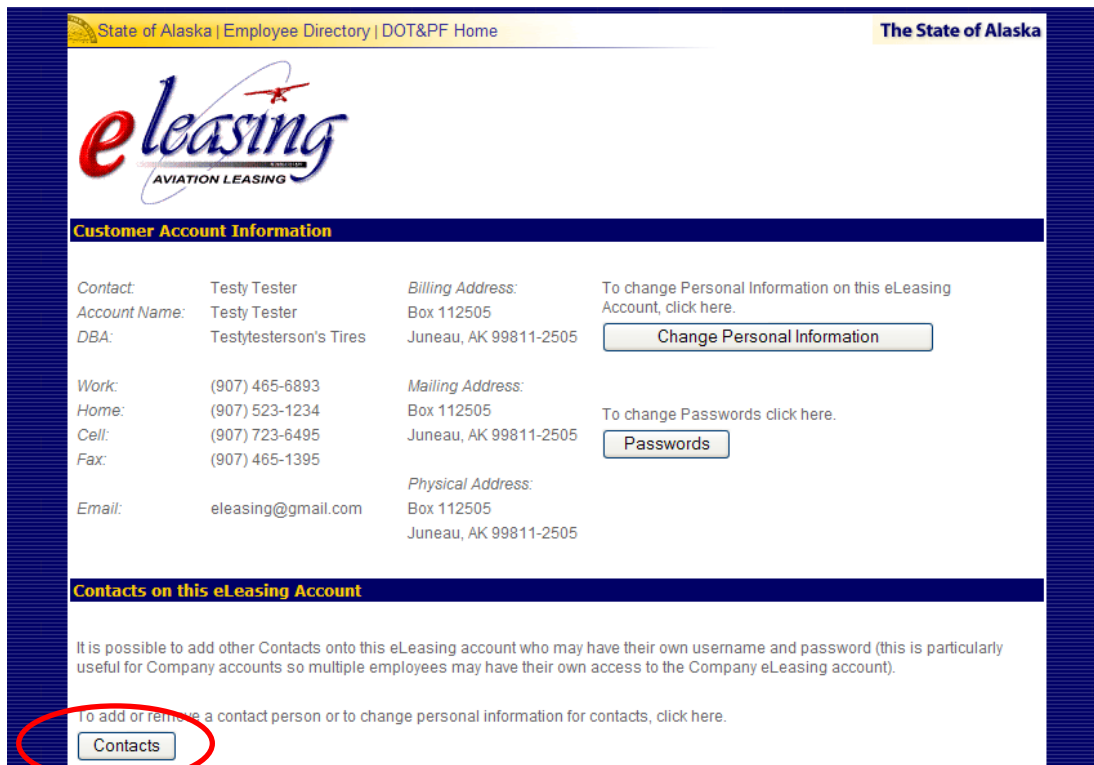
# ADDING A CONTACT TO YOUR ACCOUNT

A “Contact” is a person who is able to access the eLeasing Account with their own User ID and Password. It is possible to allow multiple Contacts to access an eLeasing Account, including making applications, paying invoices, submitting CARs etc. This is especially useful for a Company Account with multiple users.

- 1) In the Main Menu, click on the *Account Info* button.



- 2) Click on the *Contacts* button.





3) Click on the *Add* button.

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**eleasing**  
AVIATION LEASING

Select the contact to edit Personal Information or Password

Modify	Name	Phone	Fax	Email
	Testy Tester	(907) 465-6893	(907) 465-1395	sharyn.thorsteinson@alaska.gov

- Add: add a new contact
- Update Information: update the contact's personal information
- Delete: delete the selected contact
- Change Password: change the password for this contact

**Add** Update Information Delete Change Password

Main Menu Logout

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4) Fill in all fields (required fields are indicated by a red \*) and click on the *Add* button at the bottom of the screen.

**Contact Person Information**

\* Denotes Required Field

Mr./Mrs./Ms.: Mrs

First Name: \* Trusty

Middle Initial:

Last Name: \* Tester

Jr./Sr./etc.:

Title:

Phone number format: 999-999-9999 ext. 9999  
\* at least one phone field is required.

Work Phone: 907-465-6893

Home Phone: 907-123-4567

Cell Phone: 907-523-1234

Fax number format: 999-999-9999

Fax:

Email: trustytester@gmail.com

Usernames and passwords can be a combination of letters and numbers. They must have between five and sixteen characters. They are case-sensitive.

User ID: \* Trustytester

Password: \* .....

Re-enter Password: \* .....

When contacting the DOT for password assistance by phone or in person, the DOT will ask a question to verify your account. Please provide a question and answer that are unique to you.

Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g. "What is your mother's maiden name?".

Verification Question: \* What is your cat's name?

Verification Answer is your response to the question.

Verification Answer: \* Catface

**Add** Reset Cancel

- Add: sends your contact information to the system.
- Reset: sets all the fields to blank without saving/submitting any current information.
- Cancel: returns to the Contact Management page without saving/submitting any current information.

- 5) To clear the fields, click the *Reset* button or to return to the previous screen with no changes, click the *Cancel* button.

account holder, e.g. What is your model's model name? :

Verification Question: \*

Verification Answer is your response to the question.


Verification Answer: \*

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- **Add:** sends your contact information to the system.
- **Reset:** sets all the fields to blank without saving/submitting any current information.
- **Cancel:** returns to the Contact Management page without saving/submitting any current information.

### To Update the Information of a Contact

- 1) In the Main Menu, click on the *Account Info* button.



Welcome to the Statewide Aviation Leasing Online eLeasing system

**What do you want to do?**

View or Change your eLeasing Account or Password Info

View, Add or Remove Contracts linked to your eLeasing Account

View eLeasing Application History and Status

Pay an Invoice using your Credit Card

Submit an online Certified Activity Report (CAR)

- 2) Click on the *Contacts* button.

**Customer Account Information**

Contact:	Testy Tester	Billing Address:	To change Personal Information on this eLeasing Account, click here.
Account Name:	Testy Tester	Box 112505	<input type="button" value="Change Personal Information"/>
DBA:	Testytesterson's Tires	Juneau, AK 99811-2505	
Work:	(907) 465-6893	Mailing Address:	To change Passwords click here.
Home:	(907) 523-1234	Box 112505	<input type="button" value="Passwords"/>
Cell:	(907) 723-6495	Juneau, AK 99811-2505	
Fax:	(907) 465-1395	Physical Address:	
Email:	eleasing@gmail.com	Box 112505	
		Juneau, AK 99811-2505	

**Contacts on this eLeasing Account**

It is possible to add other Contacts onto this eLeasing account who may have their own username and password (this is particularly useful for Company accounts so multiple employees may have their own access to the Company eLeasing account).

To add or remove a contact person or to change personal information for contacts, click here.

- 3) Select the Contact you wish to amend and click on the *Update Information* button.

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**eLeasing**  
AVIATION LEASING

Select the contact to edit Personal Information or Password

Modify	Name	Phone	Fax	Email
<input checked="" type="radio"/>	Testy Tester	(907) 465-6893	(907) 465-1395	sharyn.thorsteinson@alaska.gov
<input type="radio"/>	Mrs Trusty Tester	(907) 465-6893		sharyn.thorsteinson@alaska.gov

- Add: add a new contact
- Update Information: update the contact's personal information
- Delete: delete the selected contact
- Change Password: change the password for this contact

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- 4) Amend the information as needed and click on *Accept Changes* button at the bottom of the screen.

### To Remove a Contact from your Account

- 1) In the Main Menu, click on the *Account Info* button.

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**eLeasing**  
AVIATION LEASING

Welcome to the Statewide Aviation Leasing Online eLeasing system

**What do you want to do?**

View or Change your eLeasing Account or Password Info

View, Add or Remove Contracts linked to your eLeasing Account

View eLeasing Application History and Status


Pay an Invoice using your Credit Card

Submit an online Certified Activity Report (CAR)

- 2) Click on the *Contacts* button.

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**Customer Account Information**

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<b>Contact:</b>	Testy Tester	<b>Billing Address:</b>	To change Personal Information on this eLeasing Account, click here.
<b>Account Name:</b>	Testy Tester	Box 112505	<input type="button" value="Change Personal Information"/>
<b>DBA:</b>	Testytesterson's Tires	Juneau, AK 99811-2505	
<b>Work:</b>	(907) 465-6893	<b>Mailing Address:</b>	To change Passwords click here.
<b>Home:</b>	(907) 523-1234	Box 112505	<input type="button" value="Passwords"/>
<b>Cell:</b>	(907) 723-6495	Juneau, AK 99811-2505	
<b>Fax:</b>	(907) 465-1395	<b>Physical Address:</b>	
<b>Email:</b>	eleasing@gmail.com	Box 112505	
		Juneau, AK 99811-2505	

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**Contacts on this eLeasing Account**

---


It is possible to add other Contacts onto this eLeasing account who may have their own username and password (this is particularly useful for Company accounts so multiple employees may have their own access to the Company eLeasing account).

To add or remove a contact person or to change personal information for contacts, click here.

- 3) Select the Contact you wish to remove and click the *Delete* button.

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**Select the contact to edit Personal Information or Password**

---

Modify	Name	Phone	Fax	Email
<input checked="" type="radio"/>	Testy Tester	(907) 465-6893	(907) 465-1395	sharyn.thorsteinson@alaska.gov
<input type="radio"/>	Mrs Trusty Tester	(907) 465-6893		sharyn.thorsteinson@alaska.gov

- Add: add a new contact
- Update Information: update the contact's personal information
- Delete: delete the selected contact
- Change Password: change the password for this contact

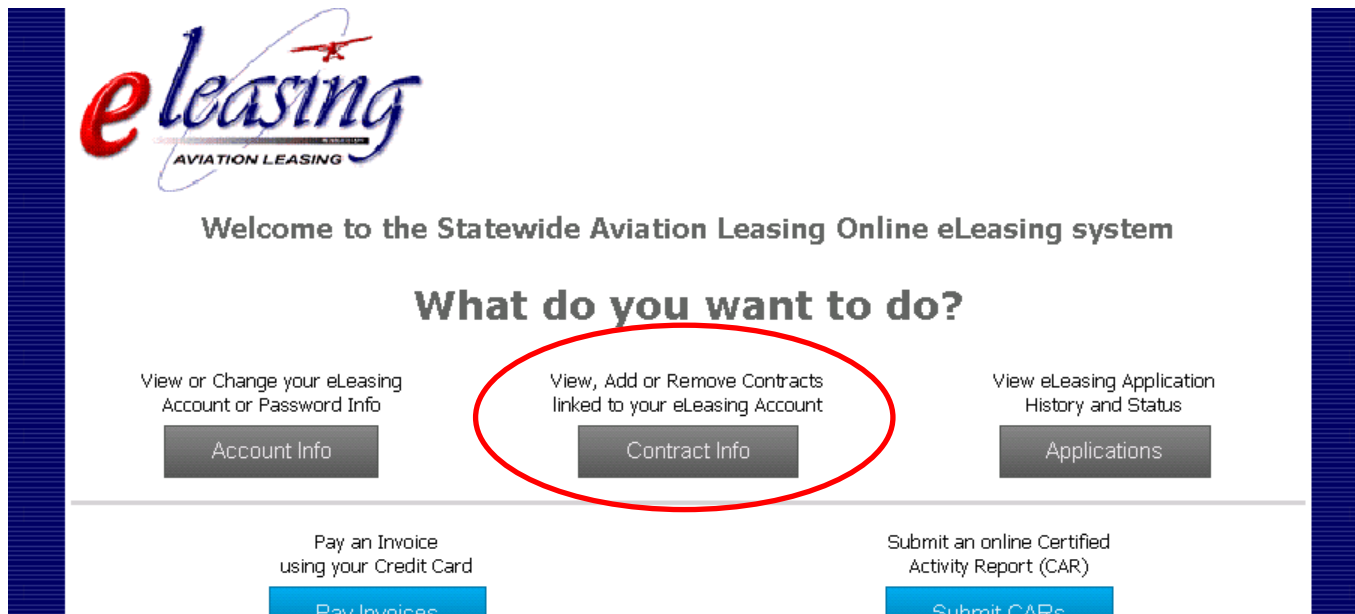
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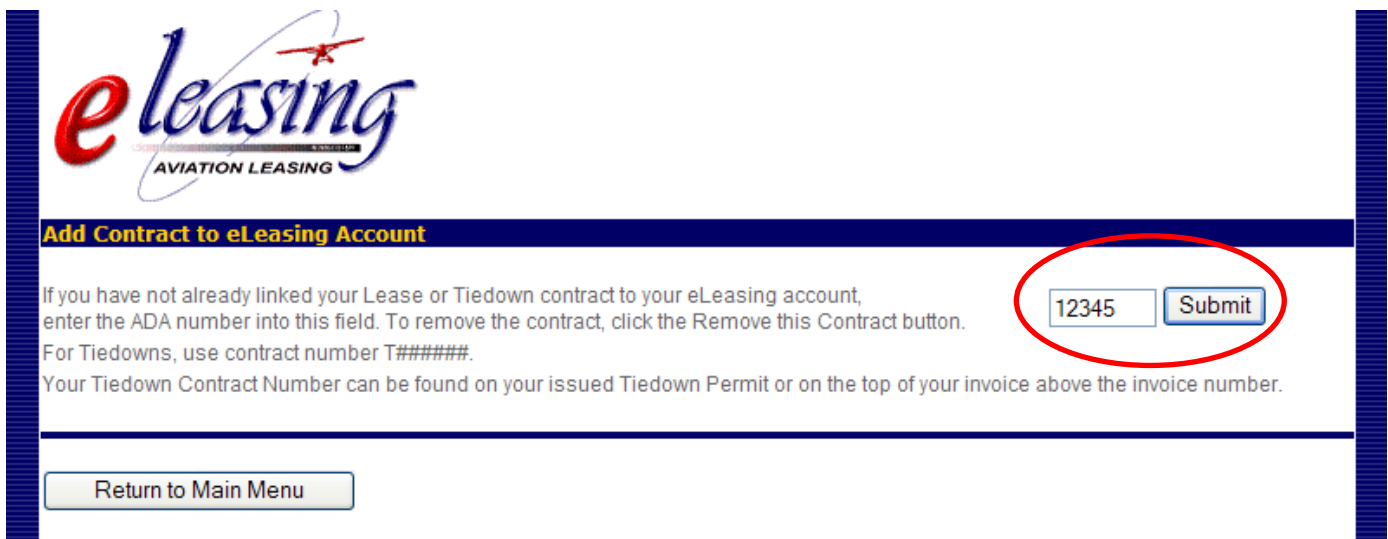
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# LINKING CONTRACTS TO YOUR ACCOUNT

- 1) Contracts (such as leases or permits) can be linked to your account enabling you to pay invoices, submit CARs and make applications against those contracts. In the Main Menu, click on the *Contract Info* button.



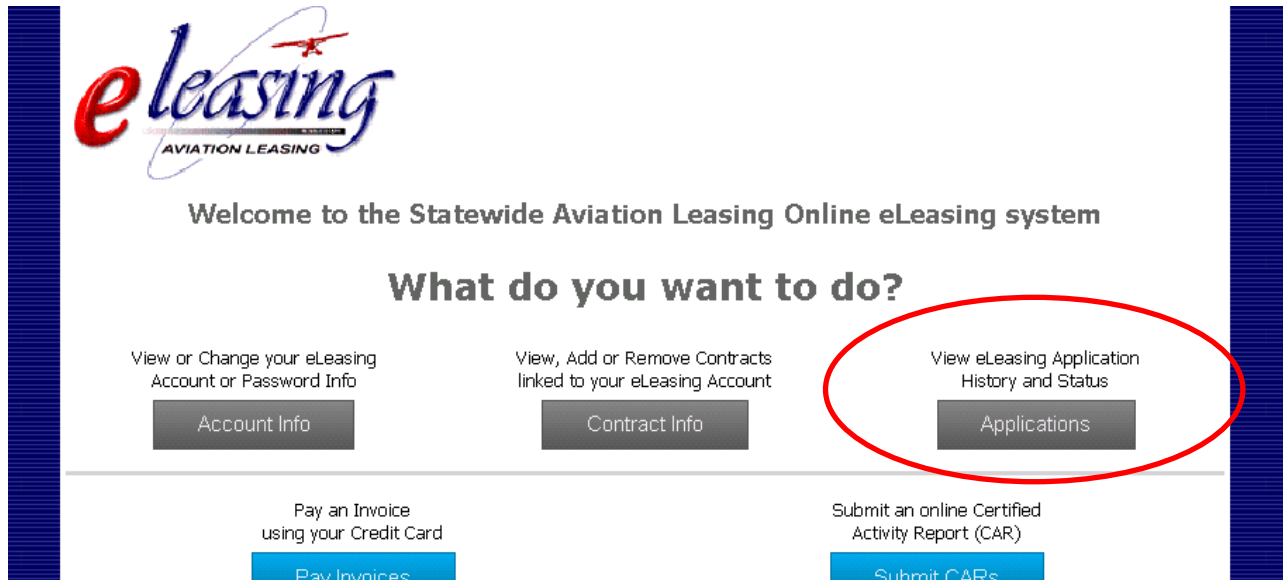
- 2) Type the contract number (such as Lease ADA number) into the box at the top of the screen and click *Submit*.



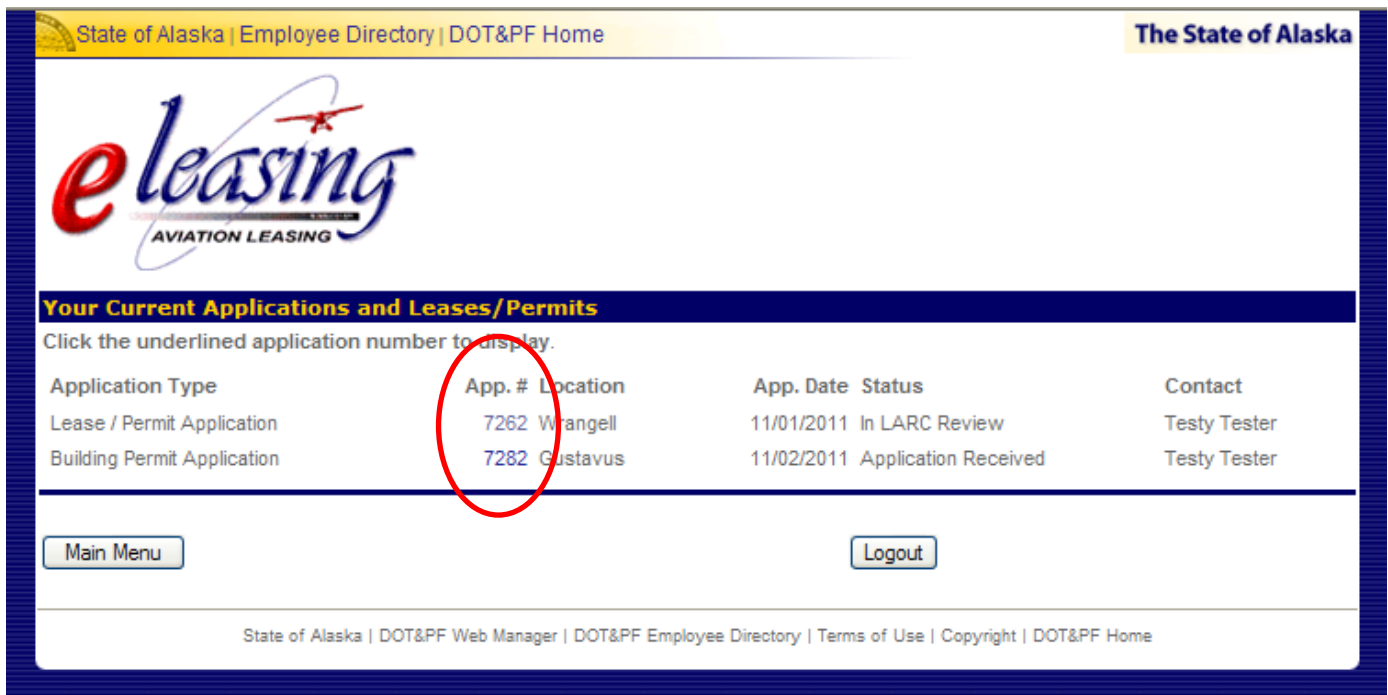
- 3) Confirm the information presented as the correct contract person/company and click on the *Yes* button.
- 4) You should now see the contract listed. To remove this contract, click the *Remove this Contract* button.

# CHECK THE STATUS OF AN APPLICATION

- 1) In the Main Menu, click on the *Applications* button.



- 2) This will then generate a list of all applications entered into by this eLeasing Account, including applications made on behalf of the Account by other Contacts (to see the list of Contacts on your Account, refer to Page 8).
- 3) The status of the application is listed in the *Status* column, but to see details of the actual application made, click on the blue application number in the *App. #* column.



# PAY AN INVOICE

- 1) In the Main Menu, click on the *Pay Invoices* button.

Welcome to the Statewide Aviation Leasing Online eLeasing system

What do you want to do?

View or Change your eLeasing Account or Password Info  
Account Info

View, Add or Remove Contracts linked to your eLeasing Account  
Contract Info

View eLeasing Application History and Status  
Applications

Pay an Invoice using your Credit Card  
**Pay Invoices**

Submit an online Certified Activity Report (CAR)  
Submit CARs

Apply for a new Lease/Permit or amend a current Lease/Permit  
Lease/Permit Apps

Apply for a permit to dispense fuel or for a mobile fueler  
Fueling Permits

Apply for a Building Permit  
Building Permits

- 2) If you have already linked a contract to your eLeasing Account, you should already see a list of your outstanding invoices for that contract, continue on to Step 3 of this section.

Otherwise, type the contract number (ADA number) into the box at the top of the screen and click *Submit*. Confirm the information presented as the correct contract person/company and click on the *Yes* button. This will link the contract to your eLeasing Account.

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You have no Unpaid Invoices.

**Add Contract to eLeasing Account**

If you have not already linked your Lease or Tiedown contract to your eLeasing account, enter the ADA number into this field. Once this contract is linked, your invoices will be listed below. For Tiedowns, use contract number T#####. Your Tiedown Contract Number can be found on your issued Tiedown Permit or on the top of your invoice above the invoice number.

12345 Submit

Return to Main Menu

- 3) Once your contract is linked, you should see a list of invoices for that contract listed. Click on the blue *Pay* link at the end of the invoice you wish to pay.

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**eLeasing** AVIATION LEASING Associated lease contract with user.

**Add Contract to eLeasing Account**

If you have not already linked your Lease or Tiedown contract to your eLeasing account, enter the ADA number into this field. Once this contract is linked, your invoices will be listed below.  
For Tiedowns, use contract number T#####.  
Your Tiedown Contract Number can be found on your issued Tiedown Permit or on the top of your invoice above the invoice number.

**Pay Invoices**

Note: Payments over \$5000 can not be made online

Contract (ADA)#	Airport	Invoice #	Date Due	Amount	Pay
12345	GUSTAVUS	S012346	11/30/2011	\$2,570.47	Pay
12345	GUSTAVUS	S012345	11/30/2011	\$100.00	Pay

[View invoices previously paid online](#)

- 4) Click on the *Yes – Enter Billing Information* button and enter in your credit card information.

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**eLeasing** AVIATION LEASING

**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
Invoice	S012346	2,570.47	\$2,570.47
			<b>Total: \$2,570.47</b>

Do you wish to make payment on this now?

NOTE: If you have come to this screen after submitting a Certified Activity Report, please print this page as confirmation of your CAR submission. If you choose not to pay your Invoice now, you will receive an invoice from Aviation Leasing in the mail. If you do not, please [Contact Us](#).

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# SUBMIT A CERTIFIED ACTIVITY REPORT (CAR)

- 1) In the Main Menu, click on the *Submit CARs* button.

Welcome to the Statewide Aviation Leasing Online eLeasing system

**What do you want to do?**

View or Change your eLeasing Account or Password Info <b>Account Info</b>	View, Add or Remove Contracts linked to your eLeasing Account <b>Contract Info</b>	View eLeasing Application History and Status <b>Applications</b>
Pay an Invoice using your Credit Card <b>Pay Invoices</b>	Submit an online Certified Activity Report (CAR) <b>Submit CARs</b>	
Apply for a new Lease/Permit or amend a current Lease/Permit <b>Lease/Permit Apps</b>	Apply for a permit to dispense fuel or for a mobile fueler <b>Fueling Permits</b>	Apply for a Building Permit <b>Building Permits</b>

- 2) If you have already linked a contract to your eLeasing Account, you should see a list of these contracts - continue on to Step 3 of this section.

Otherwise, type the contract number (ADA number) into the box at the top of the screen and click *Submit*. Confirm the information presented as the correct contract person/company and click on the *Yes* button. This will link the contract to your eLeasing Account.

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**eLeasing**  
AVIATION LEASING

**Add Contract to eLeasing Account**

If you have not already linked your Lease or Tiedown contract to your eLeasing account, enter the ADA number into this field. Once your contract is linked, click on the word Submit. For Tiedowns, use contract number T#####. Your Tiedown Contract Number can be found on your issued Tiedown Permit or on the top of your invoice above the invoice number.

12345 Submit

Return to Main Menu

- 3) Click on the *Submit* link for the contract you wish to submit a CAR for.

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**eLeasing**  
AVIATION LEASING

Associated lease contract with user.

**Add Contract to eLeasing Account**

If you have not already linked your Lease or Tiedown contract to your eLeasing account, enter the ADA number into this field. Once your contract is linked, click on the word Submit.  
For Tiedowns, use contract number T#####.  
Your Tiedown Contract Number can be found on your issued Tiedown Permit or on the top of your invoice above the invoice number.

**Certified Activity Reports**

Contract (ADA)#	Airport	Submit
12345	GUSTAVUS	Submit

View activity reports previously submitted online

Return to Main Menu

- 4) This will bring you to the Certified Activity Report questionnaire to determine what kind of CAR you wish to submit. Follow the flow chart on the next page to assist you in answering the questions/queries (Q1-Q8).

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**Food, Goods, Alcohol & Lodging Concessions:**

1. Is contract ADA-12345 required to report concessions for Food, Goods, Alcohol, and/or Lodging? Yes ▾

2. Is contract ADA-12345 eligible for the \$50,000 concession-free allowance under Alaska Administrative Code, 17 AAC 45.127? No ▾

3. Is contract ADA-12345 required to pay a Minimum Rent Payment?  
(used if you pay the greater of a Minimum Rent Payment or total concessions due)  
Enter the amount here:  No ▾

**Fuel Concessions:**

Is contract ADA-12345 required to report concessions for the following fuels:

4. Aviation Fuel Yes ▾

5. Jet Fuel Yes ▾

6. Non-Aviation Fuel Yes ▾

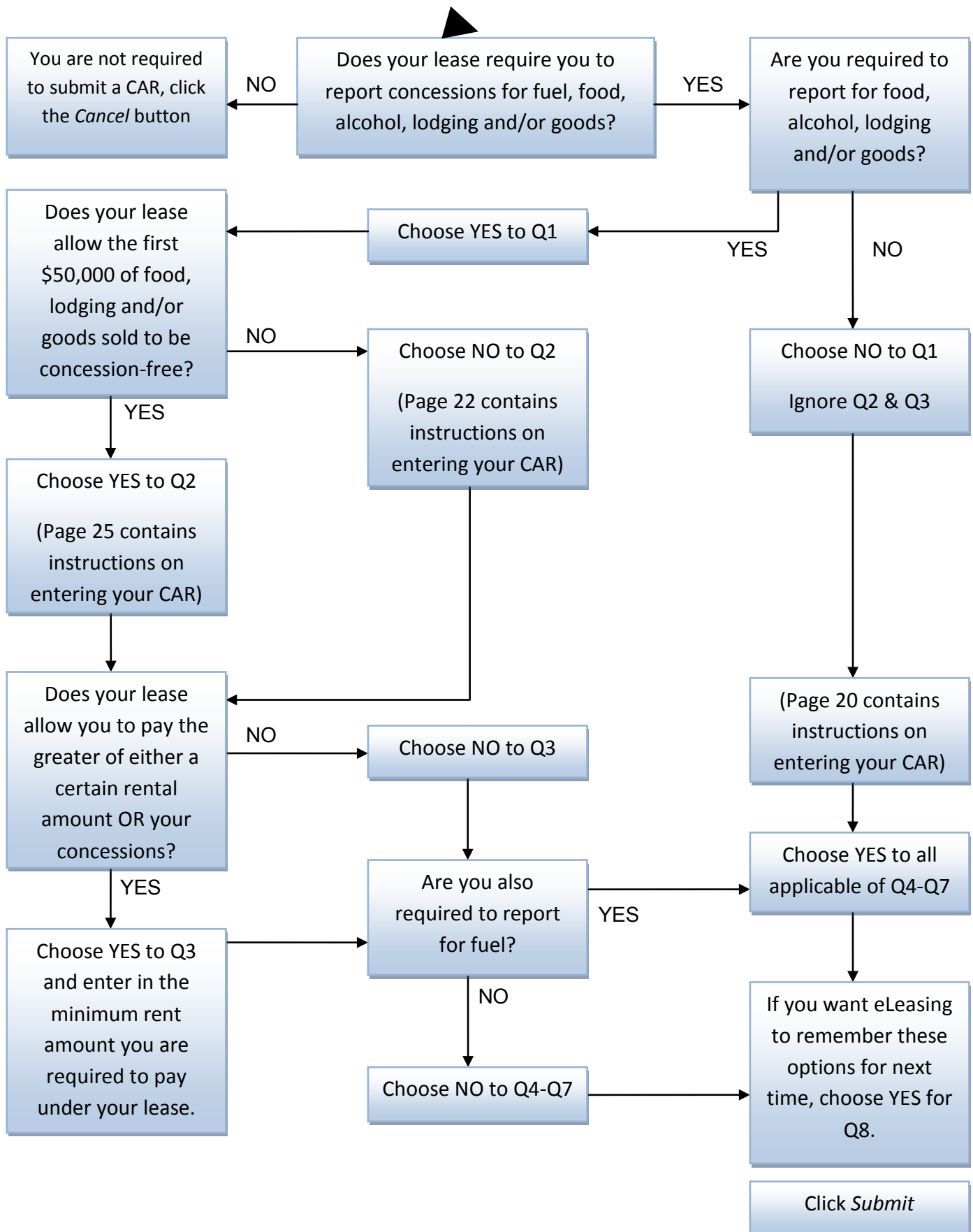
7. Fuel (Non-Standard) Yes ▾

8. Do you want to remember these options for this contract? Yes ▾

Submit Cancel

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## START HERE



## Submitting a CAR for Fuel

You have chosen NO to Q1-Q3 and YES to any applicable of Q4-Q7 of the CAR questionnaire. Click on *Submit*.

3. Is contract ADA-12345 required to pay a Minimum Rent Payment?  
(used if you pay the greater of a Minimum Rent Payment or total concessions due)  
Enter the amount here:

**Fuel Concessions:**

Is contract ADA-12345 required to report concessions for the following fuels:

4. Aviation Fuel

5. Jet Fuel

6. Non-Aviation Fuel

7. Fuel (Non-Standard)

8. Do you want to remember these options for this contract?

This will bring up the Fuel Only CAR as follows:

- 1) Enter in the date of the last day of the period you are reporting for.
- 2) Enter in the number of gallons of each type of fuel you sold in that period.
- 3) Click the *Calculate* button to bring up the amount you owe.
- 4) Check your entries and click the *Submit Certified Activity Report* button.

**Certified Activity Report for Fuel**

Under Agreement ADA-12345 at the GUSTAVUS airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell fuel.

Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).

**CONCESSION FEES ON FUEL:**

	Sales for Period (in gallons)	Rate	Concession Fees Owed
Aviation Fuel	<input type="text" value="1532"/>	0.022	
Jet Fuel	<input type="text" value="634"/>	0.022	
Non-Aviation Fuel	<input type="text" value="784"/>	0.022	
Fuel (Non-Standard)	<input type="text" value="18654"/>	0.022	

TOTAL CONCESSION FEES:


I certify that the figures presented above are true and correct.

- 5) Print this page as a confirmation of your CAR submission.

If you prefer to pay your CAR by check, choose *No – Return to CARs List*. You will exit without paying your invoice and Aviation Leasing’s accounting office will mail your invoice to you. To pay this invoice now, click on the *Yes – Enter Billing Information* button.

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**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
Invoice	267643	475.29	\$475.29
			<b>Total: \$475.29</b>

Please PRINT this page for your confirmation of CAR submission.


Do you wish to make payment on this now?

Yes - Enter Billing Information

No - Return to CARs List

NOTE: If you have come to this screen after submitting a Certified Activity Report, please print this page as confirmation of your CAR submission. If you choose not to pay your Invoice now, you will receive an invoice from Aviation Leasing in the mail. If you do not, please [Contact Us](#).

- 6) Enter in your credit card details where indicated.







**Cardholder Information**

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

Cardholder Name	Testy Tester
Company (Optional)	
Cardholder Address	Box 112505
City	Juneau
Province/State	Alaska
Postal/ZIP Code	99811-2505
Country	United States
Phone Number	907-465-6893
Email Address	eleasing@gmail.com

To receive your payment receipt

We Accept



Continue

\* By providing this information you agree to InternetSecure's [Privacy Policy](#) and [Terms of Use](#)

## Submitting a CAR for Food/Lodging with no \$50,000 concession-free allowance

You have chosen YES to Q1 and NO to Q2. You may choose YES or NO for any of the other questions on this page as appropriate without affecting these instructions. Click on *Submit*.

### Food, Goods, Alcohol & Lodging Concessions:

1. Is contract ADA-12345 required to report concessions for Food, Goods, Alcohol, and/or Lodging? Yes ▾
2. Is contract ADA-12345 eligible for the \$50,000 non-concessionary allowance under Alaska Administrative Code, 17 AAC 45.127? No ▾
3. Is contract ADA-12345 required to pay a Minimum Rent Payment?  
(used if you pay the greater of a Minimum Rent Payment or total concessions due) No ▾

Enter the amount here:

This will bring up the CAR screen for entering your sales information for Food & Non-alcoholic Beverages, Lodging and Alcoholic Beverages.

- 1) Enter in the date of the last day of the period you are reporting for.
- 2) Enter in the amount of sales for the period for each item in the list.
- 3) Look up your lease to check the rate percentages required for Food, Lodging and Alcohol and enter those.
- 4) To allow eLeasing to calculate how much you owe for Concessions, click on the *Calculate* button.

### Certified Activity Report for Concession

Under Agreement **ADA-12345** at the **GUSTAVUS** airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell **food, goods, lodging, and/or alcoholic beverages**.

Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).

#### CONCESSION FEES ON FOOD, LODGING & ALCOHOLIC BEVERAGES

	Sales for Period	Rate	Concession Fees Owed
Food & Non-alcoholic Beverages	<input type="text" value="2485"/>	<input type="text" value="5.0"/> %	
Lodging	<input type="text" value="45664"/>	<input type="text" value="5.0"/> %	
Alcoholic Beverages	<input type="text" value="1215"/>	<input type="text" value="12.0"/> %	

TOTAL CONCESSION FEES:

I certify that the figures presented above are true and correct.

Please note that once this form is submitted you will not be able to make changes to it online. You must contact your leasing officer to file an amended report.

- 5) After you click the *Calculate* button, check your entries. If all is correct, click on the *Submit Certified Activity Report* button.

**Certified Activity Report for Concession**  
Under Agreement ADA-12345 at the GUSTAVUS airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell food, goods, lodging, and/or alcoholic beverages.  
Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).  
**CONCESSION FEES ON FOOD, LODGING & ALCOHOLIC BEVERAGES**

	Sales for Period	Rate	Concession Fees Owed
Food & Non-alcoholic Beverages	<input type="text" value="2485"/>	<input type="text" value="5.0"/> %	\$124.25
Lodging	<input type="text" value="45664"/>	<input type="text" value="5.0"/> %	\$2,283.20
Alcoholic Beverages	<input type="text" value="1215"/>	<input type="text" value="12.0"/> %	\$145.80

**TOTAL CONCESSION FEES:**

**Total Concession Fees From Food, Lodging & Alcohol:** \$2,553.25

**Total Amount Due:** \$2,553.25

I certify that the figures presented above are true and correct.

Please note that once this form is submitted you will not be able to make changes to it online. You must contact your leasing officer to file an amended report.

- 6) Print this page as confirmation of your CAR submission. Click on the *Yes – Enter Billing Information* button to enter your Credit Card details. If you wish to exit and mail in a check, click on the *No – Return to CARs List* button.

**Make Payment**  
The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
Invoice	267644	2,553.25	\$2,553.25
			<b>Total: \$2,553.25</b>

Please PRINT this page for your confirmation of CAR submission.

Do you wish to make payment on this now?

NOTE: If you have come to this screen after submitting a Certified Activity Report, please print this page as confirmation of your CAR submission. If you choose not to pay your Invoice now, you will receive an invoice from Aviation Leasing in the mail. If you do not, please [Contact Us](#).

### Enter a Minimum Rent Payment?

- 1) If your lease states that you should either pay your concessions fees OR a minimum rent payment, whichever is greater, also choose YES to Q3 and enter the minimum rent payment amount into the appropriate field.

**Food, Goods, Alcohol & Lodging Concessions:**

1. Is contract ADA-12345 required to report concessions for Food, Goods, Alcohol, and/or Lodging? Yes

2. Is contract ADA-12345 eligible for the \$50,000 non-concessionary allowance under Alaska Administrative Code, 17 AAC 45.127? No

3. Is contract ADA-12345 required to pay a Minimum Rent Payment? Yes

(used if you pay the greater of a Minimum Rent Payment or total concessions due)

Enter the amount here:

- 2) Once you have entered your figures and clicked *Calculate* (see steps 1-4 on Page 22) the minimum rent payment will appear at the bottom and your *Total Amount Due* will be adjusted.

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**eleasing**  
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**Certified Activity Report for Concession**

Under Agreement **ADA-12345** at the **GUSTAVUS** airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell **food, goods, lodging, and/or alcoholic beverages**.

Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).

**CONCESSION FEES ON FOOD, LODGING & ALCOHOLIC BEVERAGES:**

	Sales for Period	Rate	Concession Fees Owed
Food & Non-alcoholic Beverages	<input type="text" value="2485"/>	<input type="text" value="5"/> %	\$124.25
Lodging	<input type="text" value="45664"/>	<input type="text" value="5.0"/> %	\$2,283.20
Alcoholic Beverages	<input type="text" value="1215"/>	<input type="text" value="12.0"/> %	\$145.80

TOTAL CONCESSION FEES:

Total Concession Fees From Food, Lodging & Alcohol:	\$2,553.25
<b>Minimum Rent Payment:</b>	<b>\$5,000.00</b>
Amount Due For Food, Lodging & Alcohol:	\$5,000.00

**Total Amount Due: \$5,000.00**

I certify that the figures presented above are true and correct.

Please note that once this form is submitted you will not be able to make changes to it online. You must contact your leasing officer to file an amended report.



## Submitting a CAR for Food/Lodging with a \$50,000 concession-free allowance

NOTE: SINCE THE \$50,000 IS AN ANNUAL ALLOWANCE, THIS CALCULATION IS TO BE USED FOR ANNUAL REPORTING ONLY. IF YOU ARE REPORTING FOR A SHORTER PERIOD THAN ANNUAL, PLEASE CONTACT YOUR REGIONAL OFFICE OF STATEWIDE AVIATION LEASING FOR ALTERNATE MEANS OF REPORTING.

You have chosen YES to Q1 and YES to Q2. You may choose YES or NO for any of the other questions on this page as appropriate without affecting these instructions. Click *Submit*.

### Food, Goods, Alcohol & Lodging Concessions:

1. Is contract ADA-12345 required to report concessions for Food, Goods, Alcohol, and/or Lodging? Yes ▼
2. Is contract ADA-12345 eligible for the \$50,000 non-concessionary allowance under Alaska Administrative Code, 17 AAC 45.127? Yes ▼
3. Is contract ADA-12345 required to pay a Minimum Rent Payment? No ▼

This will bring up the CAR screen for entering your sales information for Food & Non-alcoholic Beverages, Goods & Merchandise, Lodging and Alcoholic Beverages. The Rates for these concessions are set by regulation 17 AAC 45.

**Certified Activity Report for Concession**  
Under Agreement ADA-12345 at the GUSTAVUS airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell food, goods, lodging, and/or alcoholic beverages.

Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).

Enter the number of months you are reporting for:

NOTE: Since the \$50,000 is an annual allowance, this type of CAR is only reportable for a 12 month period. To report for less than 12 months, please contact your regional office of Statewide Aviation Leasing for the appropriate forms ([click here](#)).

CONCESSION FEES ON FOOD, GOODS & LODGING:		% of Gross Sales	Rate	Concession Fees Owed
Food & Non-alcoholic Beverages	<input type="text"/>		6.0%	
Goods & Merchandise	<input type="text"/>		8.0%	
Lodging	<input type="text"/>		5.0%	

TOTAL GROSS SALES:  
Less \$50,000 allowance:  
GROSS SALES CHARGEABLE:

Total Concession Fees Owed From Food, Goods & Lodging:

CONCESSION FEES ON ALCOHOLIC BEVERAGES:		Rate
Alcoholic Beverages	<input type="text"/>	12.0%

Total Concession Fees Owed From Alcoholic Beverages:

TOTAL CONCESSION FEES:

- 1) Enter in the date of the last day of the period you are reporting for.
- 2) Enter in the number of months you are reporting for – this MUST be 12 months as this type of CAR is only reportable annually in eLeasing. NOTE: If you are reporting for anything other than 12 months, please contact the Statewide Aviation Leasing office to get the appropriate forms to report manually.
- 3) Enter in the amount of sales for the period for Food, Goods and Lodging.

- 4) Enter in the amount of sales for Alcoholic Beverages.
- 5) To allow eLeasing to calculate how much you owe for concessions, click on the *Calculate* button. eLeasing will then perform the following calculations:
  - a) Calculate your total gross sales by adding all your sales together.
  - b) Work out what percentage of the total gross sales was for each type of item sold - Food & Non-alcoholic Beverages , Goods & Merchandise and Lodging .
  - c) Take the \$50,000 allowance off the total gross sales, leaving the gross sales to be charged fees (Gross Sales Chargeable).
  - d) Divide the gross sales chargeable by b) to get chargeable sales for each type of item sold.
  - e) Multiply the chargeable sales for each type of item sold (calculated in step d) by the concession rate for each type of item sold.
  - f) The concession fees calculated in Step e) for each type of item sold are totaled.
  - g) The 12% concession fee for Alcohol (which is not subject to the \$50,000 concession-free allowance) is calculated.
  - h) All Concession Fees (f & g) are totaled together to give the Total Amount Due.
- 6) Check your entries are correct, then click on the *Submit Certified Activity Report* button to submit.

**Certified Activity Report for Concession**  
 Under Agreement ADA-12345 at the GUSTAVUS airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell food, goods, lodging, and/or alcoholic beverages.

Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).  
 Enter the number of months you are reporting for:   
 NOTE: Since the \$50,000 is an annual allowance, this type of CAR is only reportable for a 12 month period. To report for less than 12 months, please contact your regional office of Statewide Aviation Leasing for the appropriate forms ([click here](#)).

**CONCESSION FEES ON FOOD, GOODS & LODGING:**

	Sales for Period	% of Gross Sales	Rate	Concession Fees Owed
Food & Non-alcoholic Beverages	<input type="text" value="2485"/>	4.6%	6.0%	\$12.55
Goods & Merchandise	<input type="text" value="6448"/>	11.8%	8.0%	\$43.43
Lodging	<input type="text" value="45664"/>	83.6%	5.0%	\$192.24
<b>TOTAL GROSS SALES:</b>	<b>\$54,597.00</b>			
Less \$50,000 allowance:	\$50,000.00			
<b>GROSS SALES CHARGEABLE:</b>	<b>\$4,597.00</b>			
			<b>Total Concession Fees Owed From Food, Goods &amp; Lodging:</b>	<b>\$248.23</b>

**CONCESSION FEES ON ALCOHOLIC BEVERAGES:**

	Sales for Period	Rate	Concession Fees Owed
Alcoholic Beverages	<input type="text" value="1215"/>	12.0%	\$145.80
		<b>Total Concession Fees Owed From Alcoholic Beverages:</b>	<b>\$145.80</b>

**TOTAL CONCESSION FEES:**

**Total Concession Fees From Food, Goods, Lodging & Alcohol:** **\$394.03**  
**Total Amount Due:** **\$394.03**

I certify that the figures presented above are true and correct.

Please note that once this form is submitted you will not be able to make changes to it online. You must contact your leasing officer to file an amended report.

- 7) Print this page as confirmation of your CAR submission. Click on the *Yes – Enter Billing Information* button to enter your credit card details. If you wish to exit and mail in a check, click on the *No – Return to CARs List* button.

**eLeasing**  
AVIATION LEASING

**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
Invoice	262757	394.03	\$394.03
			<b>Total: \$394.03</b>

Please PRINT this page for your confirmation of CAR submission.

Do you wish to make payment on this now?

**Yes - Enter Billing Information**      **No - Return to CARs List**

### *Enter a Minimum Rent Payment?*

- 1) If your lease states that you should either pay your concessions fees OR a minimum rent payment whichever is greater, see Page 24 for instructions on how to enter this Minimum Rent Payment.
- 2) Once you have entered your figures and clicked *Calculate* (see steps 1-5 on Pages 25-26) the minimum rent payment will appear at the bottom and correctly adjust your *Total Amount Due*.

Alcoholic Beverages      Sales for Period: 1215      Rate: 12.0%

Total Concession Fees Owed From Alcoholic Beverages: \$145.80

TOTAL CONCESSION FEES:      **Calculate**

Total Concession Fees From Food, Goods, Lodging & Alcohol:	\$394.03
<b>Minimum Rent Payment:</b>	<b>\$5,000.00</b>
Amount Due For Food, Goods, Lodging & Alcohol:	\$5,000.00
<b>Total Amount Due:</b>	<b>\$5,000.00</b>

## Adding Fuel to a CAR for Food/Lodging

- 1) You have chosen YES to Q1 and YES to any of the fuel questions Q4-Q7. You may choose YES or NO for any of the other questions on this page as appropriate without affecting these instructions. NOTE: It is not recommended that you add fuel to a CAR where you are choosing YES to Q2 however. A CAR eligible for the \$50,000 concessionary-free allowance is only reportable annually and since most fuel is reported quarterly, it is advisable to submit two separate CARs – one for Food, Lodging, Goods & Alcohol and one for Fuel.

**Food, Goods, Alcohol & Lodging Concessions:**

1. Is contract ADA-12345 required to report concessions for Food, Goods, Alcohol, and/or Lodging? Yes

2. Is contract ADA-12345 eligible for the \$50,000 concession-free allowance under Alaska Administrative Code, 17 AAC 45.127? No

3. Is contract ADA-12345 required to pay a Minimum Rent Payment?  
(used if you pay the greater of a Minimum Rent Payment or total concessions due)  
Enter the amount here:

**Fuel Concessions:**

Is contract ADA-12345 required to report concessions for the following fuels:

4. Aviation Fuel Yes

5. Jet Fuel Yes

6. Non-Aviation Fuel Yes

7. Fuel (Non-Standard) Yes

- 2) Your CAR will now have your Food, Lodging, Alcohol and if applicable, Goods, listed as per the instructions on Pages 22-27 and stacked underneath this will be fields to also enter in fuel sales.

**Certified Activity Report for Fuel and Concession**

Under Agreement ADA-12345 at the GUSTAVUS airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell fuel, food, goods, lodging, and/or alcoholic beverages.

Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).

**CONCESSION FEES ON FOOD, LODGING & ALCOHOLIC BEVERAGES**

	Sales for Period	Rate	Concession Fees Owed
Food & Non-alcoholic Beverages	<input type="text" value="2485"/>	5.0 %	
Lodging	<input type="text" value="45664"/>	5.0 %	
Alcoholic Beverages	<input type="text" value="1215"/>	12.0 %	

**CONCESSION FEES ON FUEL:**

	Sales for Period (in gallons)	Rate	Concession Fees Owed
Aviation Fuel	<input type="text" value="1532"/>	0.022	
Jet Fuel	<input type="text" value="634"/>	0.022	
Non-Aviation Fuel	<input type="text" value="784"/>	0.022	
Fuel (Non-Standard)	<input type="text" value="18654"/>	0.022	

TOTAL CONCESSION FEES:

- 3) Enter in the amount of sales of fuel (in gallons) into the fuel fields and click *Calculate* to allow eLeasing to calculate your entire amount of concessions due.
- 4) Click on the *Submit Certified Activity Report* button.

**Certified Activity Report for Fuel and Concession**

Under Agreement ADA-12345 at the GUSTAVUS airport, my firm is authorized by the State of Alaska, Department of Transportation and Public Facilities to sell **fuel, food, goods, lodging, and/or alcoholic beverages**.

Following is a Certified Activity Report for sales for the period ending  (MM/dd/yyyy).

**CONCESSION FEES ON FOOD, LODGING & ALCOHOLIC BEVERAGES**

	Sales for Period	Rate	Concession Fees Owed
Food & Non-alcoholic Beverages	<input type="text" value="2485"/>	<input type="text" value="5.0"/> %	\$124.25
Lodging	<input type="text" value="45664"/>	<input type="text" value="5.0"/> %	\$2,283.20
Alcoholic Beverages	<input type="text" value="1215"/>	<input type="text" value="12.0"/> %	\$145.80

**CONCESSION FEES ON FUEL:**

	Sales for Period (in gallons)	Rate	Concession Fees Owed
Aviation Fuel	<input type="text" value="1532"/>	0.022	\$33.70
Jet Fuel	<input type="text" value="634"/>	0.022	\$13.95
Non-Aviation Fuel	<input type="text" value="784"/>	0.022	\$17.25
Fuel (Non-Standard)	<input type="text" value="18654"/>	0.022	\$410.39

**TOTAL CONCESSION FEES:**

<b>Total Concession Fees From Food, Lodging &amp; Alcohol:</b>	\$2,553.25
<b>Amount Due For Fuel:</b>	\$475.29
<b>Total Amount Due:</b>	<b>\$3,028.54</b>

I certify that the figures presented above are true and correct.

Please note that once this form is submitted you will not be able to make changes to it online. You must contact your leasing officer to file an amended report.

- 5) Print this page as confirmation of your CAR submission. Click on the *Yes – Enter Billing Information* button to enter your credit card details. If you wish to exit and mail in a check, click on the *No – Return to CARs List* button.

**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App/Inv. Number	Fee Amount	To Pay
Invoice	262758	3,028.54	\$3,028.54
			<b>Total: \$3,028.54</b>

Please PRINT this page for your confirmation of CAR submission.

Do you wish to make payment on this now?

## Saving and Changing Your CAR Options

It is possible to save your CAR options so that each time you go to submit a CAR, you can skip the questionnaire screen and go straight into entering your CAR sales information. To do this, after selecting your options for Q1-Q7, choose YES for Q8. Click *Submit*.

(used if you pay the greater of a Minimum Rent Payment or total concessions due)

Enter the amount here:

**Fuel Concessions:**

Is contract ADA-12345 required to report concessions for the following fuels:

4. Aviation Fuel	Yes ▼
5. Jet Fuel	Yes ▼
6. Non-Aviation Fuel	Yes ▼
7. Fuel (Non-Standard)	Yes ▼

---

8. Do you want to remember these options for this contract?

If you ever need to revise your options at a later date, simply click on the *Reset Concession Options* button at the bottom of all CARs screens, change your options then choose YES to Q8 to save these changes. NOTE: Changes you make to your Options will not “stick” to future CARs unless you actually submit a CAR (by clicking on the *Submit Certified Activity Report* button) using the changed options.

TOTAL CONCESSION FEES:

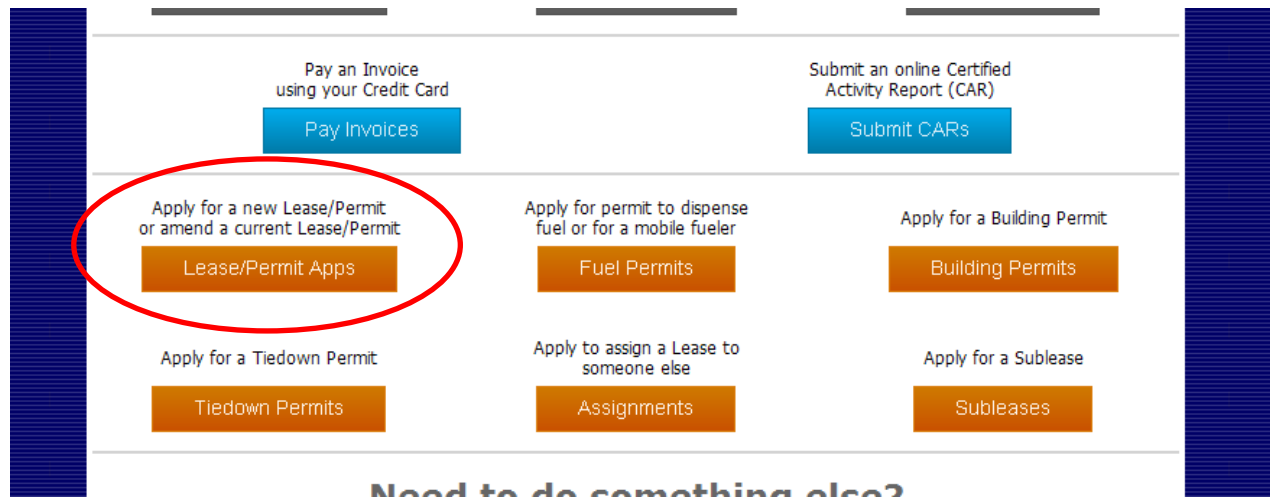
I certify that the figures presented above are true and correct.

Please note that once this form is submitted you will not be able to make changes to it online. You must contact your leasing officer to file an amended report.

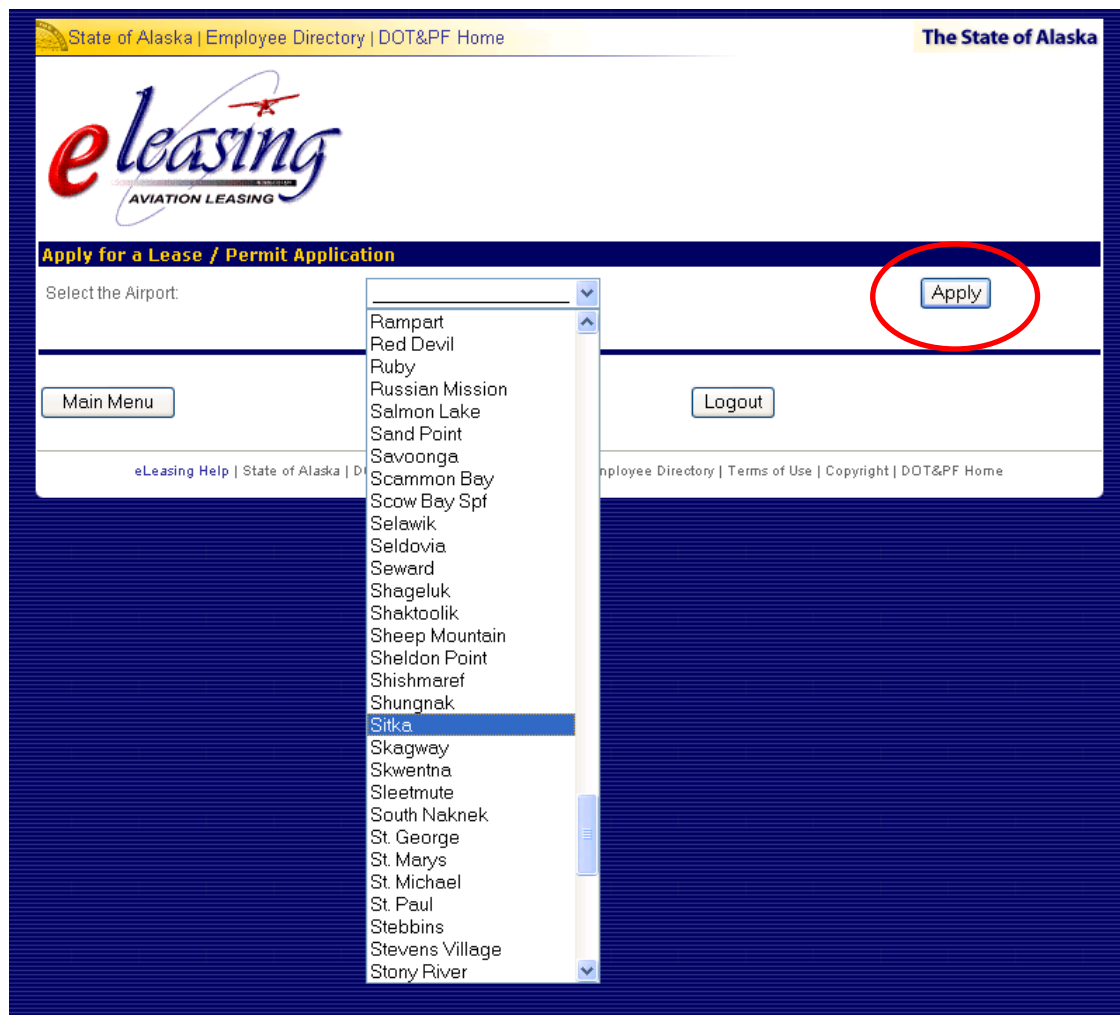
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# APPLY FOR A NEW LEASE OR PERMIT

- 1) In the Main Menu, click on the *Lease/Permit Apps* button.



- 2) Choose your Airport and click on the *Apply* button.





### Customer Information

Contact:	Testy Tester	Billing Address:	
Name:	Testy Tester	Box 112505	
DBA:	Testytesterson's Tires	Juneau, AK 99811-2505	
Work:	(907) 465-6893	Mailing Address:	
Home:	(907) 523-1234	Box 112505	
Cell:	(907) 723-6495	Juneau, AK 99811-2505	
Fax:	(907) 465-1395		
Email:	eleasing@gmail.com	Physical Address:	
		Box 112505	
		Juneau, AK 99811-2505	

### Pre-application Questions

- |   |   |       |
|---|---|-------|
| 1 | Do you want to apply to use airport property under a new lease/permit or to amend or renew an existing land lease/permit?   | Yes ▾ |
| 2 | Do you want to renew under AS.02.15.090(c), which provides for a current lessee to apply for a new lease or for an extended term of an existing lease for the same land, for the same use, without competition? | Yes ▾ |
| 3 | Do you want to dispense fuel from a mobile fueler for private or commercial use?  | Yes ▾ |
| 4 | Do you want to dispense fuel from a storage tank for private or commercial use?   | Yes ▾ |
| 5 | Do you want to rent space within a state-owned building on airport property?  | Yes ▾ |
| 6 | Do you want to provide commercial ground transportation on airport property (such as Taxi, Bus Service, etc.) not covered under another airport land-use agreement?   | Yes ▾ |
| 7 | Do you want to conduct a non-aviation business activity (other than ground transportation) on airport property?   | Yes ▾ |
| 8 | Do you want to cross onto airport property using a vehicle or aircraft from outside an airport boundary with your activity?   | Yes ▾ |
| 9 | Do you want to transport fish from airport property?  | Yes ▾ |

3) Choose Yes or No to each of the Pre-application Questions. Explanations are as follows:

Q1 If you want to apply for a new lease or permit or to amend your current lease or permit: Choose YES

Q2 If you want to apply to renew or extend the term of your current lease and are able to do so without competition from other applicants (via AS 02.15.090(c) below): Choose YES

AS 02.15.090(c) states:

*Notwithstanding the right of the public to rightful, equal, and uniform use under (a) of this section, before the expiration of a land lease, including the termination of a lease in holdover status, entered into under this section, the lessee may apply for a new lease, or for an extended term under the existing lease, for the same land. The commissioner shall approve the application for a new land lease or an extended term under this section without offering the land to other persons for leasing if (1) the lessee is in compliance with the terms and conditions of the existing or holdover lease; and (2) the continued use of the leasehold is consistent with written airport operation policies and is in the state's best interest.*

Q3 If you want to apply to dispense fuel from a fuel truck or a mobile fuel tank: Choose YES



- Q4 If you want to apply to dispense fuel from a stationary fuel tank: Choose YES
- Q5 If you wish to rent space within a State-owned building such as a terminal facility: Choose YES
- Q6 If you wish to operate a taxi or bus type service on the Airport: Choose YES
- Q7 If you wish to apply for permission to conduct a non-aviation business on the Airport, such as tour operating or a restaurant: Choose YES
- Q8 If you own or operate from land abutting the Airport and wish to cross from that land onto the Airport using your plane (for example, if you have a hangar on private land adjoining the Airport apron and wish to taxi onto the Airport from your hangar: Choose YES  
NOTE: An application is not necessary if you wish to cross onto Airport land using a public road or other such authorized trail.
- Q9 If you operate a business on the Airport that involves handling of fish: Choose YES  
NOTE: Special Conditions may apply on any permit or lease involving fish.

4) Click on *Submit*.

NOTE: For the purposes of this User Guide, YES has been chosen to all questions. If you have chosen NO to some of the questions you may not see all of the boxes in the application form that are listed in this User Guide.

#### **NAME TO APPEAR ON LEASE/PERMIT:**

Fill in as much personal information as possible (all required fields are marked with a red \*). To fill this information in from the personal information in your eLeasing Account, check the box above the *Name* field.

**Name to Appear on Lease/Permit:**

☒ Click here if same as above. (Uncheck to edit values copied from above)

**Name: \***

\* at least one phone field is required.

**Home Phone:** (  )  -

**Work Phone:** (  )  -  Ext.

**Cell Phone:** (  )  -

**Fax:** (  )  -

**Email:**

**Address: \***

**Address cont.:**

**City: \***

**State: \***

**Zip: \***  -

### **SITE DESCRIPTION:**

Choose either the Block and Lot number from the *Lot/Property* list or, if the area you are applying to lease is not on the list, write a description of what you are applying for in the *Other* box.

Check a box for your expected use of the property (private, commercial etc) and write your planned use of the space in the *List Specific Uses Planned* field. Examples of planned uses are: "Hangar for private aircraft storage" or "Offices and hangar for operation of a Part 135 air taxi business".

Site Description	
<b>Airport</b>	Sitka *
Lot/Property:	<div>BLOCK 0300 LOT 001 BLOCK 0300 LOT 002 BLOCK 0300 LOT 002A BLOCK 0300 LOT 003 BLOCK 0300 LOT 004</div> <div>To select more than one property from this list:<ul style="list-style-type: none"><li>Windows Users - hold down the Ctrl button and click on each property desired.</li><li>Mac Users - use the Apple Key and click each property desired.</li></ul></div>
Other:	<div>If your property is not listed above, please enter the property id or a brief description below.</div> <div>12' x 12' piece of land next to the State ARFF building (see attached drawing).</div>
Requested Use(s) of the Property:*	<div><input checked="" type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Government <input type="checkbox"/> Other</div>
List Specific Uses Planned (i.e., private aircraft storage, air taxi, air freight, etc.): *	<div>Storage of a mobile fuel tank for self-fueling of owner's own aircraft.</div>

### **TERM REQUESTED:**

How long do you want your lease or permit to go for? And what date do you want it to start?

Term Requested	
Term: *	<div>5 Years</div>
Start Date: * (mm/dd/yyyy)	<div>01/01/2012</div>

### **RENEWAL UNDER AS.02.15.090 (C):**

If you chose YES for Pre-application Q2 (see Page 32) and you are applying to renew your current lease without competition from other applicants, enter in whether you are applying for a Term Extension or a New Lease under this provision, what your current contract (Lease) number is and your justification for how you fit the AS.02.15.090(c) criteria.

Renewal Under AS.02.15.090(c)	
<div>AS.02.15.090(c) provides for a current lessee to apply for a new lease or for an extended term of an existing lease for the same land, for the same use, without competition. Complete this section if you are applying under AS.02.15.090(c).</div>	
Renewal Request Type:	<div>Term Extension</div>
ADA/Lease Number:	<div>12345</div>
Justification:	<div>I am using the same premises for the same purposes and I am in compliance with all the terms of my current agreement.</div>

### PLANNED IMPROVEMENTS:

The type of construction you are planning on the leased property can affect the length of time the lease may be approved for. Fill in the type of improvements you are planning, when you expect them to be completed by, how much they will cost and how you are paying for the improvements.

already and is necessary for my Part 135 air taxi business.

#### Planned Improvements

If you plan on constructing or placing improvements on the premises, complete this section.

Financing: ☒ Cash ☐ Other   
☐ Loan  
☐ Gift/Grant

Estimated cost:  (including survey work, fill, site preparation, investment, and actual construction costs)

Anticipated Completion Date

Describe proposed improvements and type(s) of construction:

### FUEL DISPENSING:

If you are storing fuel of any kind in any kind of tanks on the premises, please enter in the details here.

construction:

#### Fuel Dispensing

Please list the type and number of tanks that you want to use. If you plan to sell, or are considering selling, fuel from any of the tanks listed below, please select Yes in the Selling column.

Quantity	Tank Type	Capacity(per tank in US Gallons)	Contents	Selling Fuel?
<input type="text" value="1"/>	<input type="text" value="Above Ground"/>	<input type="text" value="500"/>	<input type="text" value="Jet Fuel"/>	<input type="text" value="No"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### AIRCRAFT INFORMATION:

Give the details of all aircraft stored on the premises and the nature of your commercial aircraft operation, if you have one.

#### Aircraft Information

Tail Number	Wing Type	Wing Span	Weight(CMGTW)
<input type="text" value="N123456"/>	<input type="text" value="Fixed-Wing"/>	<input type="text" value="25"/>	<input type="text" value="Under 6,000 lbs"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you a Certified Commercial Operator?  14 CFR Part:

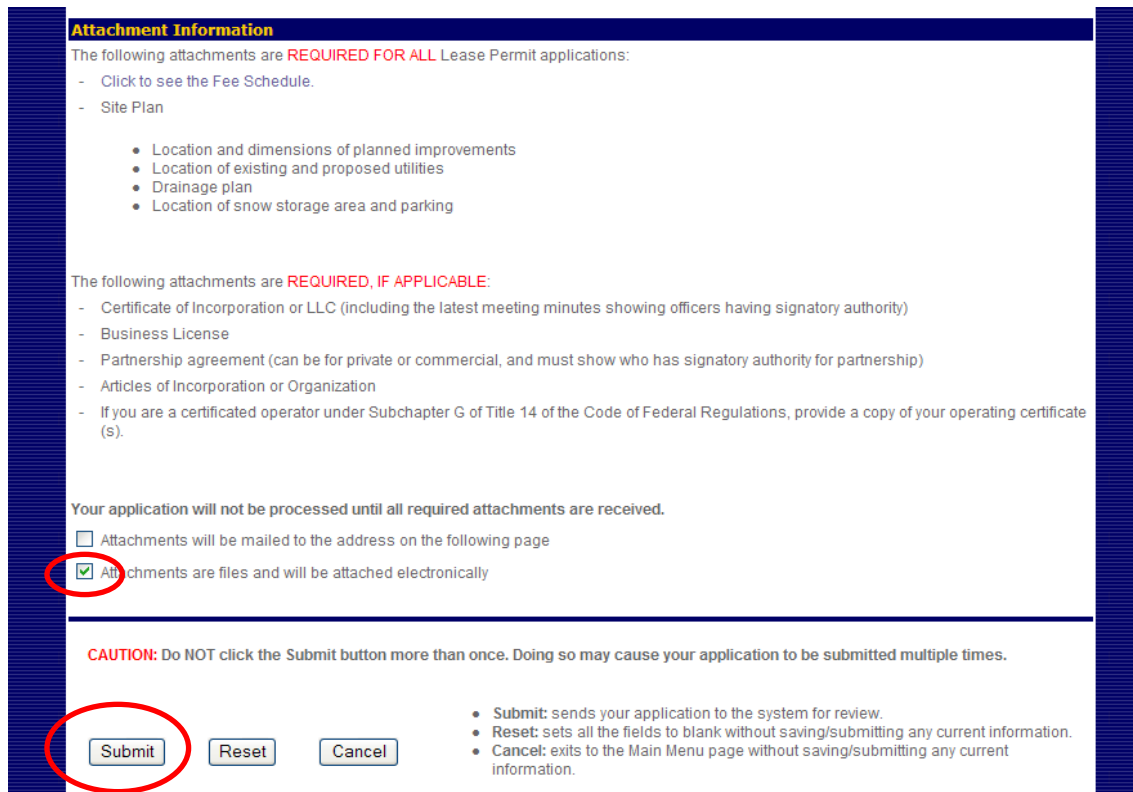
#### Attachment Information

The following attachments are **REQUIRED FOR ALL** Lease Permit applications:

- [Click to see the Fee Schedule.](#)

## ATTACHMENT INFORMATION:

If you have attachments that you wish to electronically add to the application, check the box circled below and click the *Submit* button. If you are going to send the attachments in the mail, check the other box, click the *Submit* button and skip to Step 9.



**Attachment Information**

The following attachments are **REQUIRED FOR ALL** Lease Permit applications:

- Click to see the Fee Schedule.
- Site Plan
- Location and dimensions of planned improvements
- Location of existing and proposed utilities
- Drainage plan
- Location of snow storage area and parking

The following attachments are **REQUIRED, IF APPLICABLE**:

- Certificate of Incorporation or LLC (including the latest meeting minutes showing officers having signatory authority)
- Business License
- Partnership agreement (can be for private or commercial, and must show who has signatory authority for partnership)
- Articles of Incorporation or Organization
- If you are a certificated operator under Subchapter G of Title 14 of the Code of Federal Regulations, provide a copy of your operating certificate (s).

Your application will not be processed until all required attachments are received.

☐ Attachments will be mailed to the address on the following page

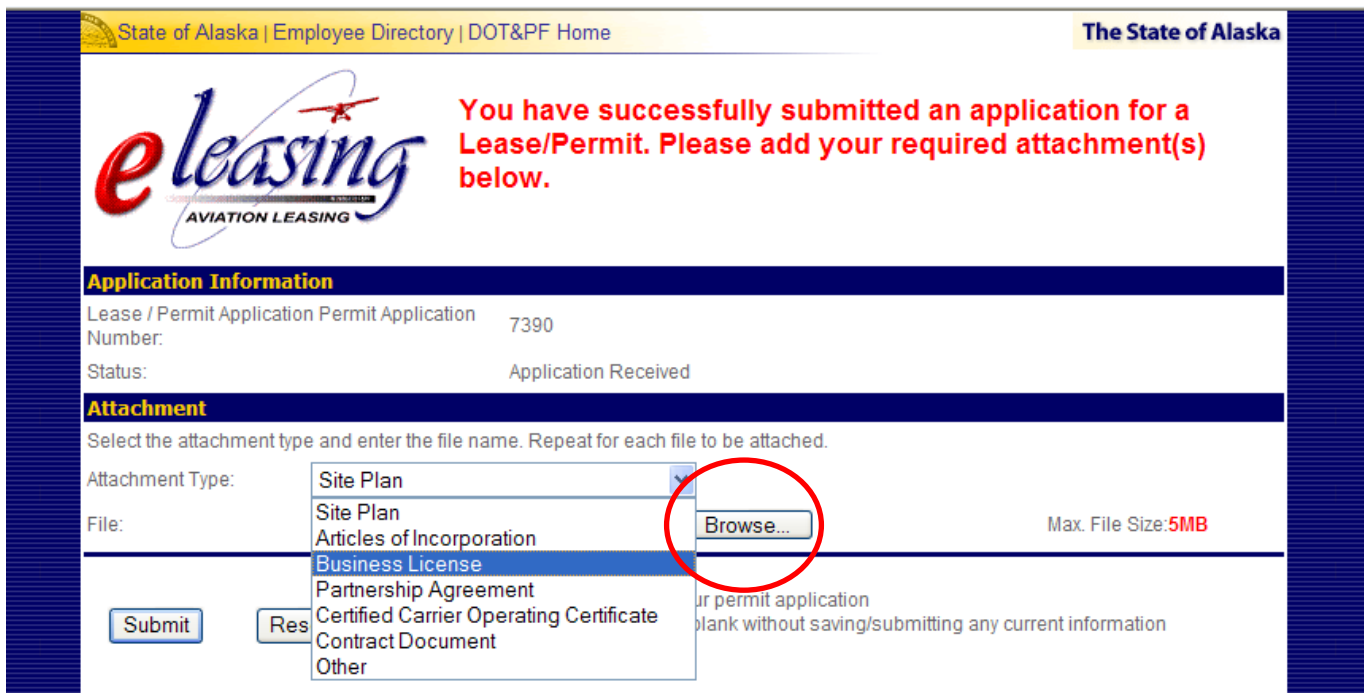
☒ Attachments are files and will be attached electronically

**CAUTION:** Do NOT click the Submit button more than once. Doing so may cause your application to be submitted multiple times.

**Submit** **Reset** **Cancel**

- **Submit:** sends your application to the system for review.
- **Reset:** sets all the fields to blank without saving/submitting any current information.
- **Cancel:** exits to the Main Menu page without saving/submitting any current information.

- 5) If you have chosen to attach your documents electronically, after you click the *Submit* button, you will see the screen below. Choose the type of attachment and click on the *Browse* button to find the file on your computer.



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**eleasing**  
AVIATION LEASING

**You have successfully submitted an application for a Lease/Permit. Please add your required attachment(s) below.**

**Application Information**

Lease / Permit Application Permit Application Number: 7390

Status: Application Received

**Attachment**

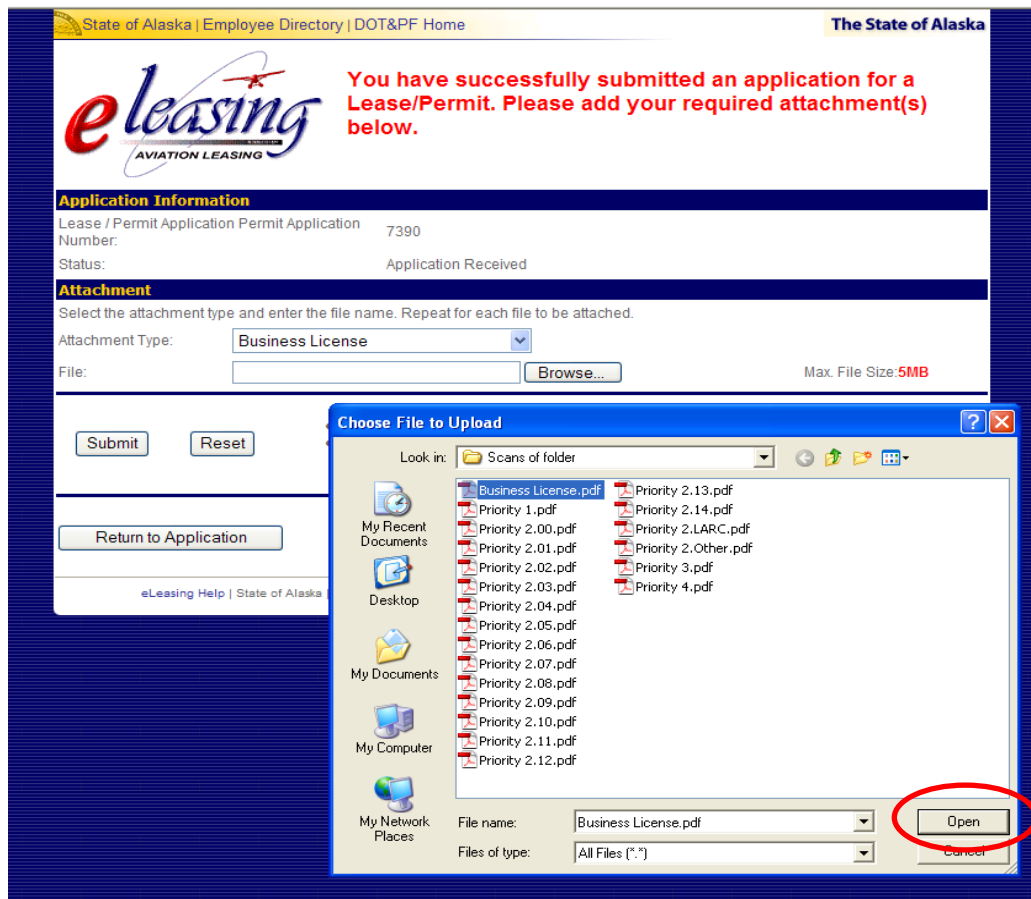
Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type: Site Plan

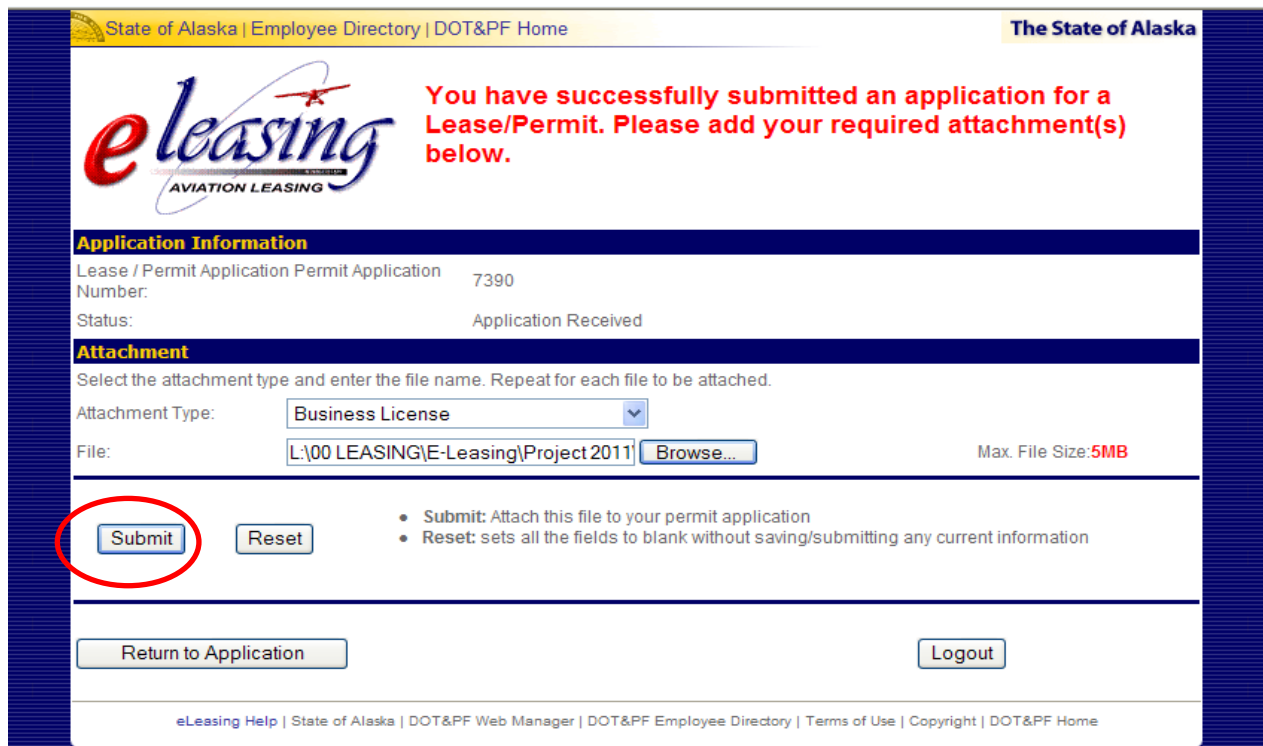
File: Site Plan Articles of Incorporation Business License Partnership Agreement Certified Carrier Operating Certificate Contract Document Other

**Submit** **Reset** **Browse...** Max. File Size: 5MB

- 6) Find the file on your computer, select it and click the *Open* button.



- 7) You should now see the name of the file in the *File* box. Click the *Submit* button.



- 8) If you have more attachments, follow Steps 5 through 7 for each one. Once you are finished adding documents, click the *Return to Application* button.

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**eLeasing** AVIATION LEASING

**File attachment Business License.pdf added to application**

**Application Information**

Lease / Permit Application Permit Application Number: 7390  
Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type:   Max. File Size: 5MB

- Submit: Attach this file to your permit application
- Reset: sets all the fields to blank without saving/submitting any current information

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- 9) You should now be at the Lease/Permit Application Summary Page and have a red message confirming your application is made. Do a thorough review of your information and ensure your application is accurate. It is also possible at this stage to delete incorrect or duplicate attachments. If you realize you have made an error in your application, click on the *Edit* button at the bottom of the Summary Page, make necessary adjustments and click the *Submit* button again. This will bring you back to the Summary Page.
- 10) To pay your application fee online using your credit card, click on the *Pay Now* link in the top right corner of the Summary Page.

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**eLeasing** AVIATION LEASING

**You have successfully submitted an application for a Lease Permit. The information you provided is shown below. Please review this information for accuracy and then choose a payment option.**

**Application Information**

Application Number: 7390 Application Status: Application Received  
**Paid Status: Pay Now**  
Application Date: 12/02/2011

**Customer Information**

Contact:	Testy Tester	Billing Address:
Name:	Testy Tester	Box 112505
DBA:	Testytesterson's Tires	Juneau, AK 99811-2505
Work:	(907) 465-6893	Mailing Address:

- 11) This will move you to the bottom of the Summary Page to the *Fees and Payments Information* section. Check the *Application Fee* checkbox and click on the *Pay Now* button.

Review of Incorporation or Organization

- If you are a certificated operator under Subchapter G of Title 14 of the Code of Federal Regulations, provide a copy of your operating certificate(s).

**Provisions**

**Special Conditions**

**Fees and Payments Information**

Once the application is submitted, the application fee must be remitted either electronically by following the instructions below or by check by following the instructions at the end of the page.

To pay online using a credit card, check the box next to the fee, and click the Pay Now button. Note: Payments over \$5000 can not be made online.

☒ Land Use General Application Fee \$100.00

**Pay Now**

**Payments**

Date	Fee Type	Payment Type	Amount
------	----------	--------------	--------

If you would prefer not to pay online using a credit card, you may also pay by check. If you choose this option, please make checks payable to the **State of Alaska** and include either the Application Number or

- 12) Click on the *Yes – Enter Billing Information* button and enter in your credit card details.

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The State of Alaska

**eleasing**  
AVIATION LEASING

**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
Land Use General Application Fee	7390	100.00	\$100.00
			Total: \$100.00

Do you wish to make payment on this now?

**Yes - Enter Billing Information** **No - Return to Main Menu**

NOTE: If you have come to this screen after submitting a Certified Activity Report, please print this page as confirmation of your CAR submission. If you choose not to pay your Invoice now, you will receive an invoice from Aviation Leasing in the mail. If you do not, please [Contact Us](#).



# APPLY TO AMEND A CURRENT LEASE OR PERMIT

- 1) Applying to amend your current lease follows the same process as applying for a new lease in eLeasing. Please follow steps for Apply for a New Lease or Permit starting on Page 31 with the following two exceptions:
  - a) Ensure that under Step 3 when you answer the Pre-application Questions, you answer YES to Q1 and, if applicable, YES to Q2.
  - b) When filling out the application form fields, ensure that you provide extra details on how you would like your current lease amended, for example:

## **IF YOU WOULD LIKE TO EXTEND THE TERM OF YOUR LEASE:**

If your lease is about to expire and you wish to apply to renew it, and you are able to do so without competition from other applicants (see AS.02.15.090(c) on Page 32 to see whether you will be able to do this), ensure that you answer YES to Q2 in the Pre-application Questions.

When you come to the application form, you will see a section called *Renewal Under AS.02.15.090(c)*. Enter in whether you are applying for a Term Extension or a New Lease under this provision, what your current contract (Lease) number is and your justification for how you fit the AS.02.15.090(c) criteria.

**Renewal Under AS.02.15.090(c)**

AS.02.15.090(c) provides for a current lessee to apply for a new lease or for an extended term of an existing lease for the same land, for the same use, without competition. Complete this section if you are applying under AS.02.15.090(c).

Renewal Request Type:

ADA/Lease Number:

Justification:

## **IF YOU WOULD LIKE TO CHANGE YOUR AUTHORIZED USES:**

Under the *Site Description* section, enter in your requested change of authorized uses under the *Specific Uses Planned* box.

**Site Description \***

Please enter at least 1 of the following items below:

**Airport** Sitka

Lot/Property:

Use the Ctrl Key and Click on the items you want to select multiple for Windows systems. Use the Apple Key and Click for Mac systems.

If your property is not listed above, please enter the property id or a brief description below.

Other:

Requested use(s) of the property: ☐ Private ☒ Commercial ☐ Government  
☐ Other

List specific uses planned (i.e., private aircraft storage, air taxi, air freight, etc.):



### **IF YOU WOULD LIKE TO CHANGE YOUR PREMISES SIZE OR DESCRIPTION:**

Under the *Site Description* section, enter the change you are requesting to your Premises in the *Other* box. Attach a drawing (preferably electronically) to the application to clearly show how you want your Lot boundaries to change.

The screenshot shows a web form titled "Site Description \*". Below the title, it says "Please enter at least 1 of the following items below:". There are two main sections: "Airport" and "Other". The "Airport" section has a dropdown menu for "Lot/Property:" with the following options: "BLOCK 0600 LOT 003", "BLOCK 0600 LOT 003A", "BLOCK 0600 LOT 004" (which is highlighted), "BLOCK 0600 LOT 005", and "BLOCK 0600 LOT 006A". To the right of this dropdown is a note: "Use the Ctrl Key and Click on the items you want to select multiple for Windows systems. Use the Apple Key and Click for Mac systems." Below the "Airport" section is a text box labeled "Other:" with the text "My current lease is 12,500 sq ft, I would like to extend that to 15,000 sq ft (see attached drawing for requested changes)". This "Other:" text box is circled in red. Below the "Other:" text box is a section for "Requested use(s) of the property:\*" with checkboxes for "Private", "Commercial" (which is checked), and "Government". There is also an "Other" checkbox with a text input field. At the bottom, there is a text box for "List specific uses planned (i.e., private aircraft storage, air taxi, air freight, etc.): \*" with the text "Used as hangar for commercial air taxi business.".

### **IF YOU WOULD LIKE TO CHANGE THE NAME OF THE LESSEE ON YOUR LEASE:**

If you wish to transfer your lease or agreement to another person or entity, check the clauses of the agreement itself to see whether a Lease Assignment is allowed and/or required.

In eLeasing, an Assignment does not require you to make an application via the Apply for a New Lease or Permit section. Instead, click on the *Assignments* button in the Main Menu to read an explanation of Assignments under the State of Alaska Aviation Leasing regulations and follow the instructions there on how to apply for an Assignment (see also Page 67 of this User Guide).

If an Assignment is not required (for example, if the Lessee got married and their name changed, but there is no transfer of ownership of the Lease), it may be possible to execute a Supplement to a Lease amending the Lessee name.

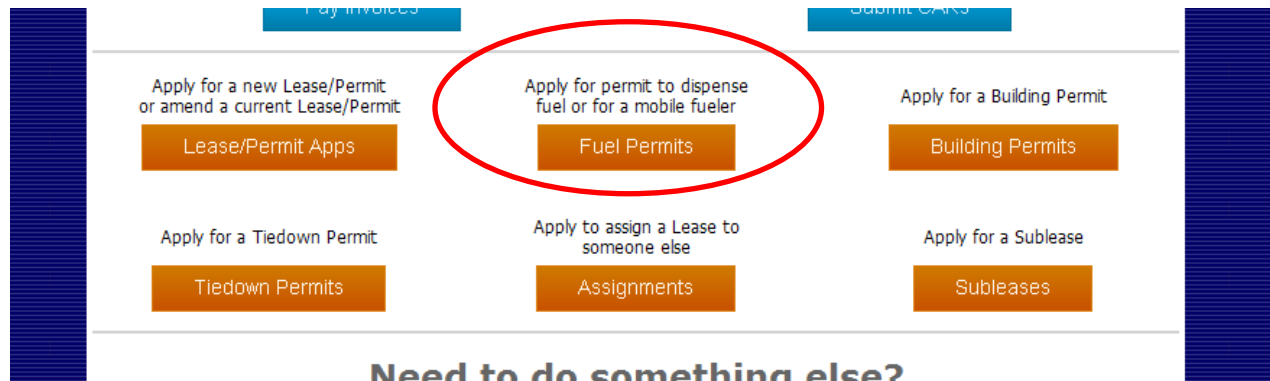
Please contact your local Statewide Aviation Leasing office to discuss the best way to apply for this change. Click on the *Contact Us* button on the Main Menu to see the contact details of the office handling your Airport.

### **ANY OTHER CHANGES TO YOUR LEASE:**

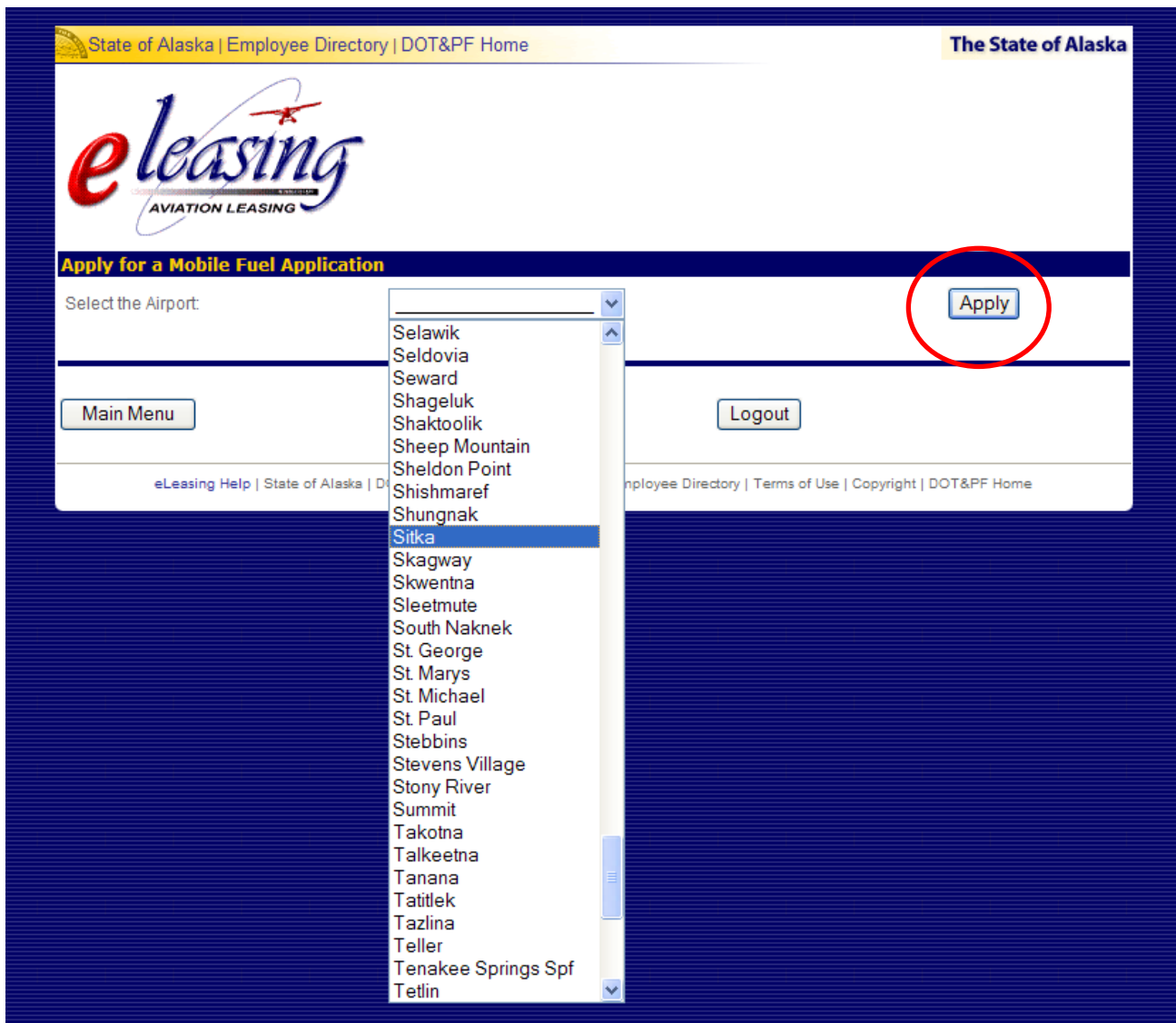
Please contact your local Statewide Aviation Leasing office to discuss the best way to apply for other changes. Click on the *Contact Us* button on the Main Menu to see the contact details of the office handling your Airport.

# APPLY FOR A FUEL DISPENSING PERMIT

- 1) In the Main Menu, click on the *Fuel Permits* button.



- 2) Choose the Airport you are applying for and click the *Apply* button.



3) Fill in as many fields as possible (required fields are marked with a red \*).

### **NAME TO APPEAR ON LEASE/PERMIT:**

Fill in as much personal information as possible (required fields are marked with a red \*). To fill this information in from the Personal Information in your eLeasing Account, check the box above the *Name* field.

**Name to Appear on Permit:**

☒ Click here if same as above. (Uncheck to edit values copied from above)

**Name: \***

**\* at least one phone field is required.**

**Home Phone:** (  )  -

**Work Phone:** (  )  -  Ext.

**Cell Phone:** (  )  -

**Fax:** (  )  -

**Email:**

**Address: \***

**Address cont.:**

**City: \***

**State: \***

**Zip: \***  -

### **TERM REQUESTED:**

How long do you want your permit to go for? And what date do you want it to start?

**Term Requested**

**Term: \***  **Years**

**Start Date: \***   
(mm/dd/yyyy)

### **FUEL DISPENSING INFORMATION:**

Enter in the details of your fuel storage and dispensing equipment here. Enter in how many fuelers you will have, how many gallons they will store, what type of fuel will be in them and whether you will be selling your fuel to the public.

**Fuel Dispensing**

Please list the type and number of tanks that you want to use. If you plan to sell, or are considering selling, fuel from any of the tanks listed below, please select Yes in the Selling column.

NOTE: State fire marshal approval is required for your project. Visit the [fire marshal website](#) for more information, and also see the [guidelines](#).

Quantity*	Tank Type*	Capacity(per tank in US Gallons)*	Contents*	Selling Fuel?
<input type="text" value="1"/>	Mobile Fueler	<input type="text" value="500"/>	<input type="text" value="Av Gas"/>	<input type="button" value="No"/> <input type="button" value="v"/>
<input type="text"/>	Mobile Fueler	<input type="text"/>	<input type="text"/>	<input type="button" value="No"/> <input type="button" value="v"/>
<input type="text"/>	Mobile Fueler	<input type="text"/>	<input type="text"/>	<input type="button" value="No"/> <input type="button" value="v"/>
<input type="text"/>	Mobile Fueler	<input type="text"/>	<input type="text"/>	<input type="button" value="No"/> <input type="button" value="v"/>
<input type="text"/>	<input type="button" value="Add More Tanks"/>			

- 4) If you have attachments you wish to electronically add to the application, check the appropriate box in the *Attachment Information* section and click the *Submit* button. If you are going to send the attachments in the mail, check the other box, click on the *Submit* button and skip to Step 9.

**Attachment Information**

The following attachments are **REQUIRED FOR ALL** Mobile Fueling Permit applications:

- [Click to see the Fee Schedule.](#)

The following attachments are **REQUIRED, IF APPLICABLE**:

- Certificate of Incorporation or LLC (including the latest meeting minutes showing officers having signatory authority)
- Business License
- Partnership agreement (can be for private or commercial, and must show who has signatory authority for partnership)
- Articles of Incorporation or Organization
- If you are a certificated operator under Subchapter G of Title 14 of the Code of Federal Regulations, provide a copy of your operating certificate(s).

Your application will not be processed until all required attachments are received.

☐ Attachments will be mailed to the address on the following page

☒ Attachments are files and will be attached electronically

**CAUTION:** Do NOT click the Submit button more than once. Doing so may cause your application to be submitted multiple times.

- **Submit:** sends your application to the system for review.
- **Reset:** sets all the fields to blank without saving/submitted any current information.
- **Cancel:** exits to the Main Menu page without saving/submitted any current information.

- 5) If you have chosen to attach your documents electronically, choose the type of attachment and click on the *Browse* button to find the file on your computer.

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**eleasing**  
AVIATION LEASING

**You have successfully submitted an application for a Mobile Fuel Permit. Mail or electronically add the required attachment(s) below.**

**Application Information**

Mobile Fuel Application Permit Application Number: 7388

Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type:

File:   Max. File Size: 5MB

Articles of Incorporation  
Business License  
Partnership Agreement  
Certified Carrier Operating Certificate  
Contract Document  
Other

- 6) Find the file on your computer, select it and click the *Open* button.

**eLeasing**  
AVIATION LEASING

**You have successfully submitted an application for a Mobile Fuel Permit. Mail or electronically add the required attachment(s) below.**

**Application Information**

Mobile Fuel Application Permit Application Number: 7388  
Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type:

File:   Max. File Size: 5MB

eLeasing Help | State of A

**Choose File to Upload**

Look in: Scans of folder

My Recent Documents  
Desktop  
My Documents  
My Computer  
My Network Places

Business License.pdf  
Priority 1.pdf  
Priority 2.00.pdf  
Priority 2.01.pdf  
Priority 2.02.pdf  
Priority 2.03.pdf  
Priority 2.04.pdf  
Priority 2.05.pdf  
Priority 2.06.pdf  
Priority 2.07.pdf  
Priority 2.08.pdf  
Priority 2.09.pdf  
Priority 2.10.pdf  
Priority 2.11.pdf  
Priority 2.12.pdf  
Priority 2.13.pdf  
Priority 2.14.pdf  
Priority 2.LARC.pdf  
Priority 2.Other.pdf  
Priority 3.pdf  
Priority 4.pdf

File name: Business License.pdf  
Files of type: All Files (\*.\*)

- 7) You should now see the name of the file in the *File* box. Click the *Submit* button.

**eLeasing**  
AVIATION LEASING

**You have successfully submitted an application for a Mobile Fuel Permit. Mail or electronically add the required attachment(s) below.**

**Application Information**

Mobile Fuel Application Permit Application Number: 7388  
Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type:

File:   Max. File Size: 5MB

- Submit: Attach this file to your permit application
- Reset: sets all the fields to blank without saving/submitting any current information

- 8) If you have more attachments, follow Steps 5 through 7 for each one. Once you are finished adding documents, click the *Return to Application* button.

**eLeasing**  
AVIATION LEASING

**File attachment Business License.pdf added to application**

**Application Information**

Mobile Fuel Application Permit Application Number: 7389  
Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type: Site Plan  
File:   Max. File Size: 5MB

- Submit: Attach this file to your permit application
- Reset: sets all the fields to blank without saving/submitting any current information

- 9) You should now be at the Mobile Fueling Application Summary Page and have a red message confirming your application is made. Do a thorough review of your information and ensure your application is accurate. It is also possible at this stage to delete incorrect or duplicate attachments. If you realize you have made an error in your application, click on the *Edit* button at the bottom of the Summary Page, make necessary adjustments and click the *Submit* button again. This will bring you back to the Summary Page.
- 10) To pay your application fee online using your credit card, click on the *Pay Now* link in the top right corner of the Summary Page.

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**eLeasing**  
AVIATION LEASING

**You have successfully submitted an application for a Mobile Fuel Permit. The information you provided is shown below. Please review this information for accuracy and then choose a payment option.**

**Application Information**

Application Number: 7389 Application Status: Application Received  
**Paid Status: Pay Now**  
Application Date: 12/01/2011

**Customer Information**

Contact:	Testy Tester	Billing Address:
Name:	Testy Tester	Box 112505
DBA:	Testytesterson's Tires	Juneau, AK 99811-2505
Work:	(907) 465-6893	Mailing Address:
Home:	(907) 523-1234	Box 112505
Cell:	(907) 723-6495	Juneau, AK 99811-2505

- 11) This will move you to the bottom of the Summary Page to the *Fees and Payments Information* section. Check the *Application Fee* checkbox and click on the *Pay Now* button.

- BUSINESS LICENSE  
- Partnership agreement (can be for private or commercial, and must show who has signatory authority for partnership)  
- Articles of Incorporation or Organization  
- If you are a certificated operator under Subchapter G of Title 14 of the Code of Federal Regulations, provide a copy of your operating certificate(s).

**Provisions**

**Special Conditions**

**Fees and Payments Information**

Once the application is submitted, the application fee must be remitted either electronically by following the instructions below or by check by following the instructions at the end of the page.

To pay online using a credit card, check the box next to the fee, and click the Pay Now button. Note: Payments over \$5000 can not be made online.

☒ Fuel Dispensing Permit Application \$100.00

**Pay Now**

**Payments**

Date	Fee Type	Payment Type	Amount
If you would prefer not to pay online using a credit card, you may also pay by check. If you choose this			

- 12) Click on the *Yes – Enter Billing Information* button and enter in your credit card details.

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**eleasing**  
AVIATION LEASING

**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
Fuel Dispensing Permit Application	7389	100.00	\$100.00
			Total: \$100.00

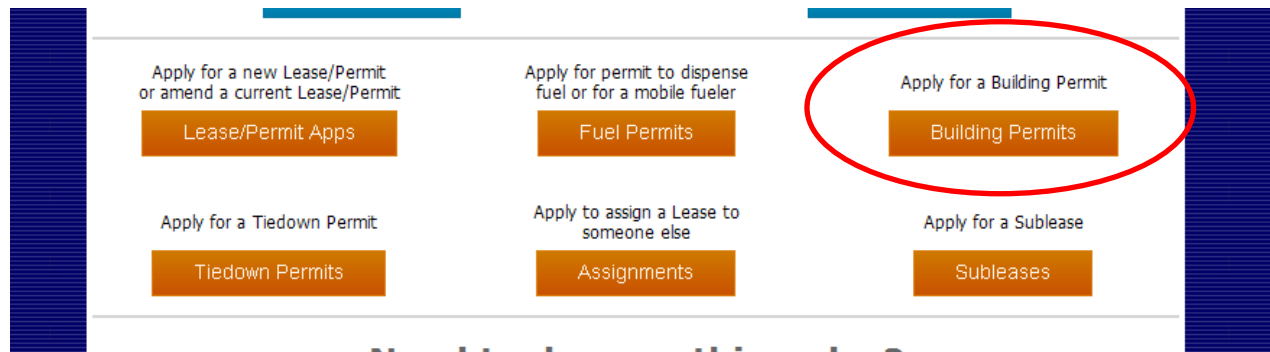
Do you wish to make payment on this now?

**Yes - Enter Billing Information** **No - Return to Main Menu**

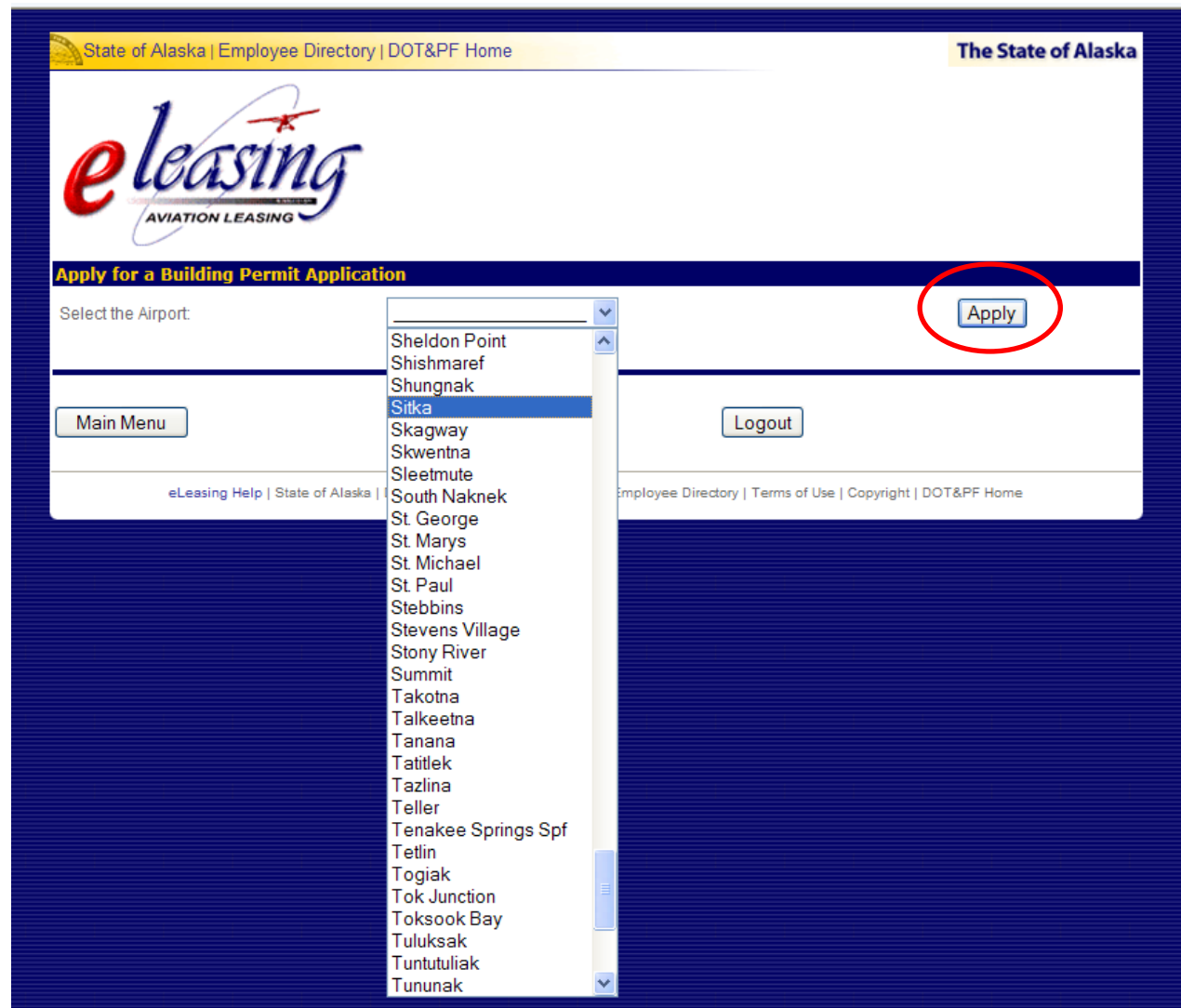
NOTE: If you have come to this screen after submitting a Certified Activity Report, please print this page as confirmation of your CAR submission. If you choose not to pay your Invoice now, you will receive an invoice from Aviation Leasing in the mail. If you do not, please Contact Us.

# APPLY FOR A BUILDING PERMIT

- 1) In the Main Menu, click on the *Building Permits* button.



- 2) Choose your Airport and click on the *Apply* button.





3) Fill in as many fields as possible (required fields are marked with a red \*).

### **CONTRACTOR INFORMATION:**

Fill in as much personal information as possible (required fields are marked with a red \*). If you are having someone else construct your improvements, fill this information in with THEIR details, otherwise check the box above the *Contractor Name* field to prefill the personal information from your eLeasing Account.

### **SITE DESCRIPTION:**

Enter the Lease ADA number from your current lease into the *ADA #* box.

Choose either the Block and Lot number from the *Lot/Property* list or, if the area you are applying to construct on is not on the list, write a description of what you are applying for in the *Other* box.

### **CONSTRUCTION/WORK PLAN:**

Choose the type of construction you are applying for, how much money you are estimating the construction will cost, when you wish to start construction (*Start Date*) and when you expect construction to be completed by (*End Date*).

*Work Schedule* refers to the time (days and times of day) you expect to be engaged in construction during the week.

Write a complete summary of the construction work you are planning in the *Description of Proposed Work* box. This should be backed up by attachments of construction plans (see the Building Permit Checklist on Page 51 for specifics on what your construction plans should include).

Links can be found in this section (circled in red below) to the Fire Marshal website and to guidelines on installing fueling systems on an Airport. Read these thoroughly to ensure all required documentation gets submitted with your application.

Construction/Work Plan			
Construction/Work Type: *	<input type="text" value="New Construction"/>		
Estimated Cost or Investment in Improvements: *	<input type="text" value="\$46000"/>		
Proposed Work Dates			
Start Date: * (mm/dd/yyyy)	<input type="text" value="04/01/2012"/>	End Date: * (mm/dd/yyyy)	<input type="text" value="09/30/2012"/>
Work Schedule: *	<input type="text" value="Mon-Fri 8am-5pm"/>		
Description of Proposed Work (include proposed utilities, site preparation, and construction detail): *	<input type="text" value="Digging drainage ditch for stormwater lines, laying foundation for hangar, construction of hangar including metal roof (see attached plans)."/>		
NOTE: If fill material is required, use clean fill only (non-contaminated, non-organic, non-forest susceptible materials)			
NOTE: State fire marshal approval may be required for your project. Visit the <a href="#">fire marshal website</a> for more information, and also see the <a href="#">Fuel System Guidelines</a>			

### FAA REQUIRED INFORMATION:

Fill in the type of structure you wish to construct and whether the structure will be permanent or temporary. If temporary, enter how long you expect the structure to be present on the premises. Enter the total height of the tallest structure Above Ground Level (AGL). Enter other fields if known.

Fuel System Guidelines.	
FAA Required Information	
GPS Conversion Utility. Use this utility if you are using a personal GPS device to calculate longitude/latitude. If you do not know your longitude/latitude, please leave blank the longitude, latitude, and datum fields.	
Latitude:	<input type="text"/> ° <input type="text"/> ' <input type="text"/> "
Longitude:	<input type="text"/> ° <input type="text"/> ' <input type="text"/> "
Datum:	<input type="radio"/> NAD 83 <input type="radio"/> NAD 27 <input type="radio"/> Other <input type="text"/>
Structure Type: *	<input type="text" value="Building"/> If other, please explain: <input type="text"/>
Structure Duration: *	<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary ( <input type="text"/> months <input type="text"/> days )
FCC Antenna Structure Registration Number:	<input type="text"/>
Site Elevation (AMSL):	<input type="text"/> ft.
Maximum Height of Tallest Structure (AGL):*	<input type="text" value="14"/> ft.
Previous FAA Aeronautical Study Number (if applicable):	<input type="text"/>

# AIRPORT BUILDING PERMIT CHECKLIST

The following documents must be submitted with your Building Permit Application:

- ☐ **\$55.00 Nonrefundable Application Fee**
- ☐ **Site Plan** showing:
  1. Dimensions of all proposed *and* existing improvements (buildings, tanks, parking areas, etc); distances from proposed improvements to existing structures and two contiguous lot boundary lines.
  2. Locations of utilities, including pole heights, depth of buried cable, etc.
  3. Drainage plan, including elevations, grades and sizes of drainage structures and appurtenances.
  4. Location of snow-storage area and layout of aircraft and vehicle parking.
- ☐ **Construction Plan Drawing(s):** May be combined with the Site Plan. Must show front and side elevations for all proposed buildings, building additions, miscellaneous structures and fueling facilities.

The following documents are required by the Federal Aviation Administration to construct on the Airport:

- ☐ **Federal Aviation Administration (FAA) determination:** FAA Form 7460-1: "Notice of Proposed Construction or Alteration". You can file this at the following FAA website address: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>  
Once you get your FAA Determination Letter, forward a copy to the Aviation Leasing office.

The following documents may be required, if applicable to your application:

- ☐ **State Fire Marshal Approval**
- ☐ **Alaska Department of Environmental Conservation (DEC) Approval**
- ☐ **National Pollution Discharge Elimination System Permit (NPDES)**
  - ☐ Notice of Intent (NOI) with the Environmental Protection Agency for coverage under either the NPDES General Permit for construction activities or under the Multi-Sector General Permit (MSGP-2000) for Alaska (Sector S) for industrial activities.
  - ☐ Storm Water Pollution Prevention Plan (SWPPP)
- ☐ **Other Approvals such as the following examples:**
  1. Office of Project Management and Permitting:
    - ☐ U.S. Corps of Engineers
    - ☐ Alaska Department of Natural Resources
    - ☐ Alaska Department of Fish and Game; U.S. Fish & Wildlife Service
  2. Alaska Department of Transportation & Public Facilities, Right-of-Way Division:
    - ☐ Utility Permits: Main and off-premises utility installations (telephone, electric, gas, sewer and water lines) require a separate Utility Permit.
    - ☐ Driveway Permits: Construction and maintenance of a driveway off a public right-of-way requires a separate Driveway Permit.
- ☐ **City Permits**
- ☐ **Any other Federal or State Permit that may apply**
- ☐ **Survey:** Check your lease to ascertain whether a survey is required prior to any construction on the premises.

## **ATTACHMENTS:**

- 4) Page 51 contains a Building Permit Checklist you may print and mark off as you gather together the needed documents to be attached to your Building Permit application. This checklist may also be found at the link circled below.

If you wish to electronically add your Attachments to the application, check the appropriate box (circled below) and click the *Submit* button. If you are going to send the attachments in the mail, check the other box, click the *Submit* button and skip to Step 9.

**Attachment Information**

FOR A CHECKLIST OF REQUIRED ATTACHMENTS [Click here](#)

The following attachments are **REQUIRED FOR ALL** Building Permit applications:

- [Click to see the Fee Schedule.](#)
- Site Plan
  - Location and dimensions of planned improvements
  - Location of existing and proposed utilities
  - Drainage plan
  - Location of snow storage area and parking
- Construction Plan Drawing(s)
- FAA Airspace Determination (FAA form 7460-1)

The following attachments are **REQUIRED, IF APPLICABLE:**

- Other Alaska Department of Transportation Permit(s)
- Survey
- State Fire Marshal Approval
- Department of Environmental Conservation Approval
- Division of Governmental Coordination Approval
  - Corps of Engineers Approval (Wetlands Permit)
  - State Department of Natural Resources
  - State Department of Fish and Game
- NPDES Notice of Intent and SWPPP

Your application will not be processed until all required attachments are received.

☐ Attachments will be mailed to the address on the following page

☒ Attachments are files and will be attached electronically

**CAUTION:** Do NOT click the Submit button more than once. Doing so may cause your application to be submitted multiple times.

- **Submit:** sends your application to the system for review.
- **Reset:** sets all the fields to blank without saving/submitting any current information.
- **Cancel:** exits to the Main Menu page without saving/submitting any current information.

- 5) If you have chosen to attach your documents electronically, choose the type of attachment and click on the *Browse* button to find the file on your computer.

**eLeasing**  
AVIATION LEASING

**You have successfully submitted an application for a Building Permit. Mail or electronically add the required attachment(s) below.**

**Application Information**

Building Permit Application Permit Application Number: 7462  
Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type:   Max. File Size: 5MB

File:

- 6) Find the file on your computer, select it and click the *Open* button.

**eLeasing**  
AVIATION LEASING

**You have successfully submitted an application for a Building Permit. Mail or electronically add the required attachment(s) below.**

**Application Information**

Building Permit Application Permit Application Number: 7462  
Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type:   Max. File Size: 5MB

File:

**Choose File to Upload**

Look in: Scans of folder

Files:

- Business License.pdf
- Construction Plans.pdf
- Priority 1.pdf
- Priority 2.00.pdf
- Priority 2.01.pdf
- Priority 2.02.pdf
- Priority 2.03.pdf
- Priority 2.04.pdf
- Priority 2.05.pdf
- Priority 2.06.pdf
- Priority 2.07.pdf
- Priority 2.08.pdf
- Priority 2.09.pdf
- Priority 2.10.pdf
- Priority 2.11.pdf
- Priority 2.12.pdf
- Priority 2.13.pdf
- Priority 2.14.pdf
- Priority 2.LARC.pdf
- Priority 2.Other.pdf
- Priority 3.pdf

File name:

Files of type:

- 7) You should now see the name of the file in the *File* box. Click the *Submit* button.

The screenshot shows the eLeasing Aviation Leasing application interface. At the top, there is a red message: "You have successfully submitted an application for a Building Permit. Mail or electronically add the required attachment(s) below." Below this, the "Application Information" section displays "Building Permit Application Permit Application Number: 7462" and "Status: Application Received". The "Attachment" section has a heading "Select the attachment type and enter the file name. Repeat for each file to be attached." It shows "Attachment Type: Construction Plan" and "File: L:\00 LEASING\E-Leasing\Project 2011" with a "Browse..." button. To the right, it says "Max. File Size: 5MB". At the bottom, there are "Submit" and "Reset" buttons. The "Submit" button is circled in red. A legend indicates: "Submit: Attach this file to your permit application" and "Reset: sets all the fields to blank without saving/submitting any current information".

- 8) If you have more attachments, follow Steps 5 through 7 for each one. Once you are finished adding documents, click the *Return to Application* button.


The screenshot shows the eLeasing Aviation Leasing application interface after adding an attachment. A red message at the top says: "File attachment Construction Plans.pdf added to application". The "Application Information" section remains the same. The "Attachment" section now shows "Attachment Type: Site Plan" and an empty "File:" box with a "Browse..." button. The "Max. File Size: 5MB" is still present. At the bottom, there are "Submit" and "Reset" buttons. A legend indicates: "Submit: Attach this file to your permit application" and "Reset: sets all the fields to blank without saving/submitting any current information". At the very bottom, there is a "Return to Application" button circled in red and a "Logout" button.

- 9) You should now be at the Building Permit Application Summary Page and have a red message confirming your application is made. Do a thorough review of your information and ensure your application is accurate. It is also possible at this stage to delete incorrect or duplicate attachments. If you realize you have made an error in your application, click on the *Edit* button at the bottom of the Summary Page, make necessary adjustments and click the *Submit* button again. This will bring you back to the Summary Page.

- 10) To pay your application fee online using your credit card, click on the *Pay Now* link in the top right corner of the Summary Page.

State of Alaska | Employee Directory | DOT&PF Home The State of Alaska

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**You have successfully submitted an application for a Building Permit. The information you provided is shown below. Please review this information for accuracy and then choose a payment option.**

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**Application Information**

Application Number: 7462

Application Status: [Application Received](#)  
**Paid Status: Pay Now**  
Application Date: 07/18/2012

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**Customer Information**

Contact: Testy Tester  
Name: Testy Tester

Billing Address:  
Box 112505

- 11) This will move you to the bottom of the Summary Page to the *Fees and Payments Information* section. Check the *Application Fee* checkbox and click on the *Pay Now* button.

**Fees and Payments Information**

Once the application is submitted, the application fee must be remitted either electronically by following the instructions below or by check by following the instructions at the end of the page.

To pay online using a credit card, check the box next to the fee, and click the Pay Now button. Note: Payments over \$5000 can not be made online.

<input checked="" type="checkbox"/>	BP Non-refundable Application Fee	\$55.00
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**Pay Now**

- 12) Click on the *Yes – Enter Billing Information* button and enter in your credit card details.

**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
BP Non-refundable Application Fee	7462	55.00	\$55.00
			Total: \$55.00

Do you wish to make payment on this now?

**Yes - Enter Billing Information**

No - Return to Main Menu

NOTE: If you have come to this screen after submitting a Certified Activity Report, please print this page as confirmation of your CAR submission. If you choose not to pay your Invoice now, you will receive an invoice from Aviation Leasing in the mail. If you do not, please [Contact Us](#).

## Applying for your FAA 7460-1 determination

One of the required Building Permit attachments is the FAA 7460-1 determination (Obstruction Evaluation/Airport Airspace Analysis). This document (which evaluates whether or not the height of your structure will interfere with airspace restrictions on an Airport) will be mailed to you by the FAA after you have applied through their website.

Once you have submitted your Building Permit application in eLeasing, you are able to reach the FAA website to file your FAA 7460-1 via a link called *FAA Airspace Determination 7460-1* in the *Attachments* section of your application Summary Page. If you have exited your application, follow instructions on Page 14 to find your application via the *Applications* button on the Main Menu.

Number:  
Site Elevation (AMSL): 125 ft.  
Maximum Height of Tallest Structure (AGL): 14 ft.  
Previous FAA Aeronautical Study Number (if applicable):

**Attachments**

Add Attachment

FOR A CHECKLIST OF REQUIRED ATTACHMENTS [Click here](#)

The following items are **REQUIRED FOR ALL** Building Permit applications:

- [Click to see the Fee Schedule.](#)
- Site Plan
  - Location and dimensions of planned improvements
  - Location of existing and proposed utilities
  - Drainage plan
  - Location of snow storage area and parking
- Construction Plan Drawing(s)
- **FAA Airspace Determination 7460-1**

The following attachments are **REQUIRED, IF APPLICABLE**:

- Other Alaska Department of Transportation Permit(s)
- Survey
- State Fire Marshal Approval
- Department of Environmental Conservation Approval
- Division of Governmental Coordination Approval
  - Corps of Engineers Approval (Wetlands Permit)
  - State Department of Natural Resources
  - State Department of Fish and Game
- NPDES Notice of Intent and SWPPP

Your application will not be processed until all required attachments are received.

**Fees and Payments Information**

Once the application is submitted, the application fee must be remitted either electronically by following the instructions below or by check by following the instructions at the end of the page.

To pay online using a credit card, check the box next to the fee, and click the Pay Now button. Note: Payments over \$5000 can not be made online.

☐ BP Non-refundable Application Fee \$55.00

Pay Now

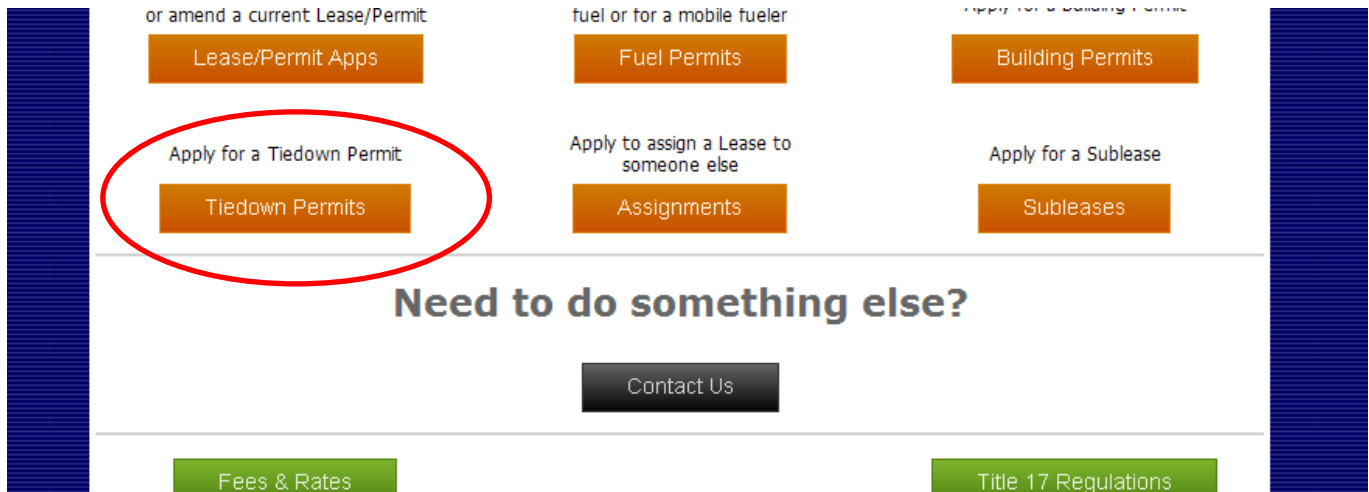
**Payments**

Date	Fee Type	Payment Type	Amount
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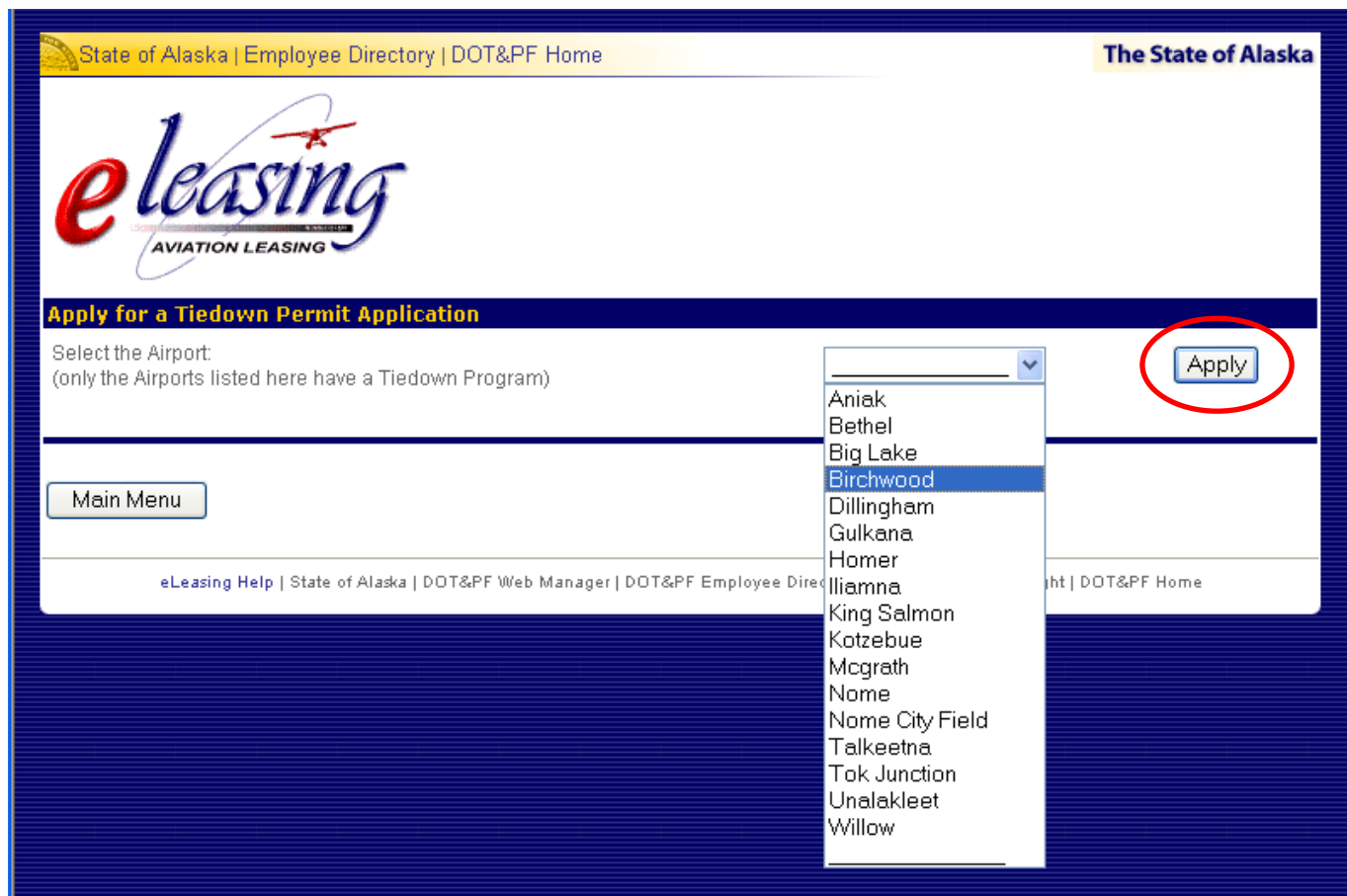


# APPLY FOR A TIEDOWN PERMIT

- 1) In the Main Menu, click on the *Tiedown Permits* button.



- 2) Choose your Airport and click on the *Apply* button.



3) Fill in as many fields as possible (required fields are marked with a red \*).

**AIRCRAFT OWNER INFORMATION TO APPEAR ON TIEDOWN PERMIT:**

Fill in as much personal information as possible (required fields are marked with a red \*). To fill this information in from the customer information in your eLeasing Account, check the box above the *Owner Name* field.

Don't forget to fill in the *Emergency Contact Name* and *Emergency Contact Phone* information. This is the person we will contact if we cannot get hold of you.

Aircraft Owner Information to Appear on Tiedown Permit:			
<input checked="" type="checkbox"/> Click here if same as above. (Uncheck to edit values copied from above)			
Owner Name: *	<input type="text" value="Testy Tester"/>		
* at least one phone field is required.			
Home Phone:	( <input type="text" value="907"/> <input type="text" value="523"/> )	- <input type="text" value="1234"/>	
Work Phone:	( <input type="text" value="907"/> <input type="text" value="465"/> )	- <input type="text" value="6893"/>	Ext. <input type="text"/>
Cell Phone:	( <input type="text" value="907"/> <input type="text" value="723"/> )	- <input type="text" value="6495"/>	
Fax:	( <input type="text" value="907"/> <input type="text" value="465"/> )	- <input type="text" value="1395"/>	
Email:	<input type="text" value="eleasing@gmail.com"/>		
Address: *	<input type="text" value="Box 112505"/>		
Address cont.:	<input type="text"/>		
City: *	<input type="text" value="Juneau"/>		
State: *	<input type="text" value="AK"/>		
Zip: *	<input type="text" value="99811"/>	- <input type="text" value="2505"/>	
Co-owner Name:	<input type="text"/>		
Emergency Contact Name: *	<input type="text" value="JimmyBob Tester"/>		
Emergency Contact Phone: *	( <input type="text" value="907"/> <input type="text" value="465"/> )	- <input type="text" value="1234"/>	Ext. <input type="text"/>

**AIRCRAFT INFORMATION:**

Enter in the *Registration #* of the aircraft you wish to park in the Tiedown space. Enter the *Make & Model* of the aircraft, whether or not the aircraft is on *Floats*, on *Skis/Tundra Tires*, the *Wing Span* in feet and which *Weight Class* the aircraft is in. If the aircraft is owned by more than one person, enter the percentage of ownership and the names of the other owners in the relevant boxes. The co-owner(s) name(s) should also be entered in the *Co-owner Name* field (above *Emergency Contact Name*) in the *Aircraft Owner Information* section (see picture above).

Aircraft Information						
Please list your aircraft in the table below.						
Registration#	Make & Model	Floats	Skis/Tundra Tires	Wing Span (ft)	Weight Class	
N12345	Cessna 525	No	No	46	6,000-12,500 lbs	
Ownership %	Other Owner Names					
<input type="button" value="Add More Aircraft"/> (Enter number of desired new lines in the box to the left)						

☐ All aircraft shown above are listed in the [FAA Registry](#) as registered to the name to appear on the Tiedown permit

It is possible to have more than one aircraft assigned to use a tiedown space. To add more aircraft, enter the number of additional aircraft you wish to add in the box circled below and click the *Add More Aircraft* button.

**Aircraft Information**

Please list your aircraft in the table below.

Registration#	Make & Model	Floats	Skis/Tundra Tires	Wing Span (ft)	Weight Class
N12345	Cessna 525	No	No	46	6,000-12,500 lbs
Ownership %	Other Owner Names				

2

Add More Aircraft

(Enter number of desired new lines in the box to the left)

☐ All aircraft shown above are listed in the [FAA Registry](#) as registered to the name to appear on the Tiedown permit.

Enter in the details of the additional aircraft.

**Aircraft Information**

Please list your aircraft in the table below.

Registration#	Make & Model	Floats	Skis/Tundra Tires	Wing Span (ft)	Weight Class
N12345	Cessna 525	No	No	46	6,000-12,500 lbs
Ownership %	Other Owner Names				

Registration#	Make & Model	Floats	Skis/Tundra Tires	Wing Span (ft)	Weight Class
N23456	Cessna 525	No	No	46	6,000-12,500 lbs
Ownership %	Other Owner Names				
50	Trusty Tester				

Registration#	Make & Model	Floats	Skis/Tundra Tires	Wing Span (ft)	Weight Class
N45678	Cessna 525	No	No	46	6,000-12,500 lbs
Ownership %	Other Owner Names				

Add More Aircraft

(Enter number of desired new lines in the box to the left)

☐ All aircraft shown above are listed in the [FAA Registry](#) as registered to the name to appear on the Tiedown permit.

### NUMBER AND LOCATION OF TIEDOWN SPACE(S):

Enter in the number of tiedowns you are requesting (if different from 1 which is the default). Enter in the date you wish to start the Tiedown Permit and whether you are applying for a *Long Term permit* (five years) or a *Short Term permit* (3 months minimum up to 12 maximum). If *Short Term permit* is chosen, enter the date you wish to end the permit. The *End Date* must end on the same day of the month as the *Start Date* starts (permit is only available in WHOLE months).

**Number and Location of Tiedown Space(s)**

Note that the application fee applies to **each** space requested. The term of a long-term permit is 5 years and fees are paid every six months. The first six months fee is due when the permit is issued and is not refundable. The term of a short-term permit is one year or less and is paid every 3 months. The first 3 months is due when the permit is issued and is not refundable.

Selected Airport: Birchwood

Please enter the number of tiedowns you are requesting: 2

Start Date: (mm/dd/yyyy) 03/01/2012

☐ Long-term permit - 5 years
 ☒ Short-term permit - less than one year, 3 month minimum. End Date: (mm/dd/yyyy) 08/01/2012

Date must be whole months from the Start Date

If you are going to use the Tiedown(s) for commercial purposes, choose the Yes bullet.  
If you are renewing a current Tiedown, choose the Yes bullet.

☒ Short-term permit - less than one year, 3 month minimum. End Date: (mm/dd/yyyy) 08/01/2012

*A tiedown space may not be used for commercial purposes unless this permit expressly authorizes that use.*

Do you plan to conduct a commercial or business activity from the tiedown space? ☐ yes ☒ no

*If yes, applicant must submit a business license.*

Is this a renewal of a current tiedown? ☐ yes ☒ no

### CHOOSING YOUR TIEDOWN SPACE:

There are two ways to choose a Tiedown Space.

- You can use the **Airport Map method** (choose from the map on the tabs). This method requires you have Java running on your computer (see instructions on Page 61).
- If your computer does not support this method, you may choose your preferred space using the **Tiedown Table method** (see instructions on Page 63).

Select your preferred tiedown spaces using the maps below.

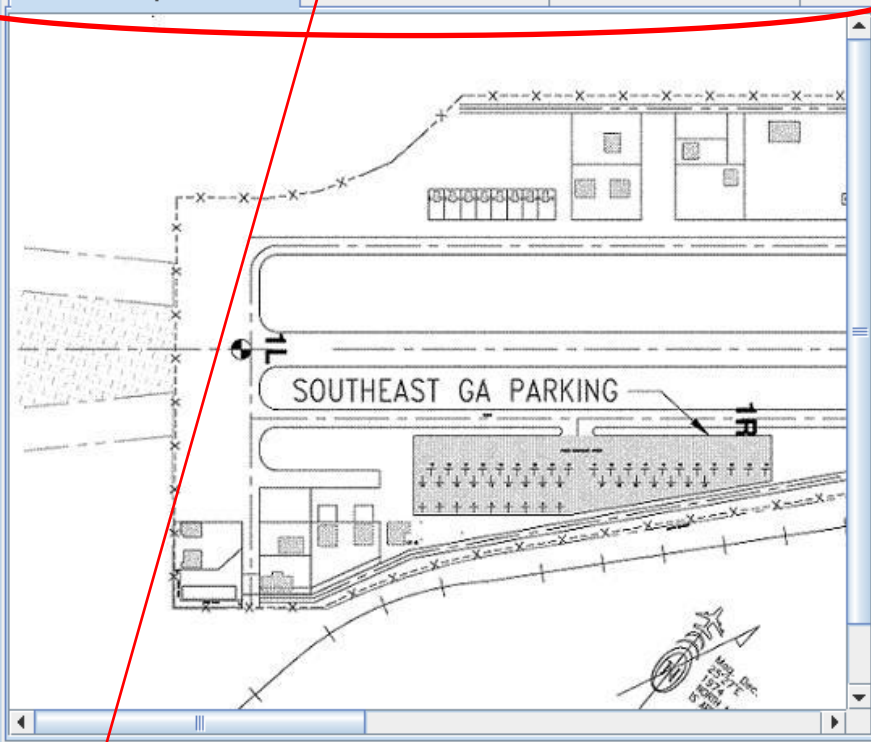
- First determine which area map contains the tiedown(s) you are interested in. (see overview map)
- Next, click the tab for the appropriate area map.
- Choose the desired tiedown space(s) and at least two alternates for each choice, by clicking the circle over each desired space.
- Red circles indicate spaces that are currently leased. Green circles indicate spaces that are available.
- Arrange your choices in order of preference using the Up/Down buttons.

(Note: if the map tool is not supported by your browser, enter your choices in order of preference in the [tiedown table](#) below.)

Tiedown Selection Tool (requires Java)

Airport Area Maps for Birchwood

Birchwood Airport Overview Northeast GA Tiedowns Southeast GA Tiedowns

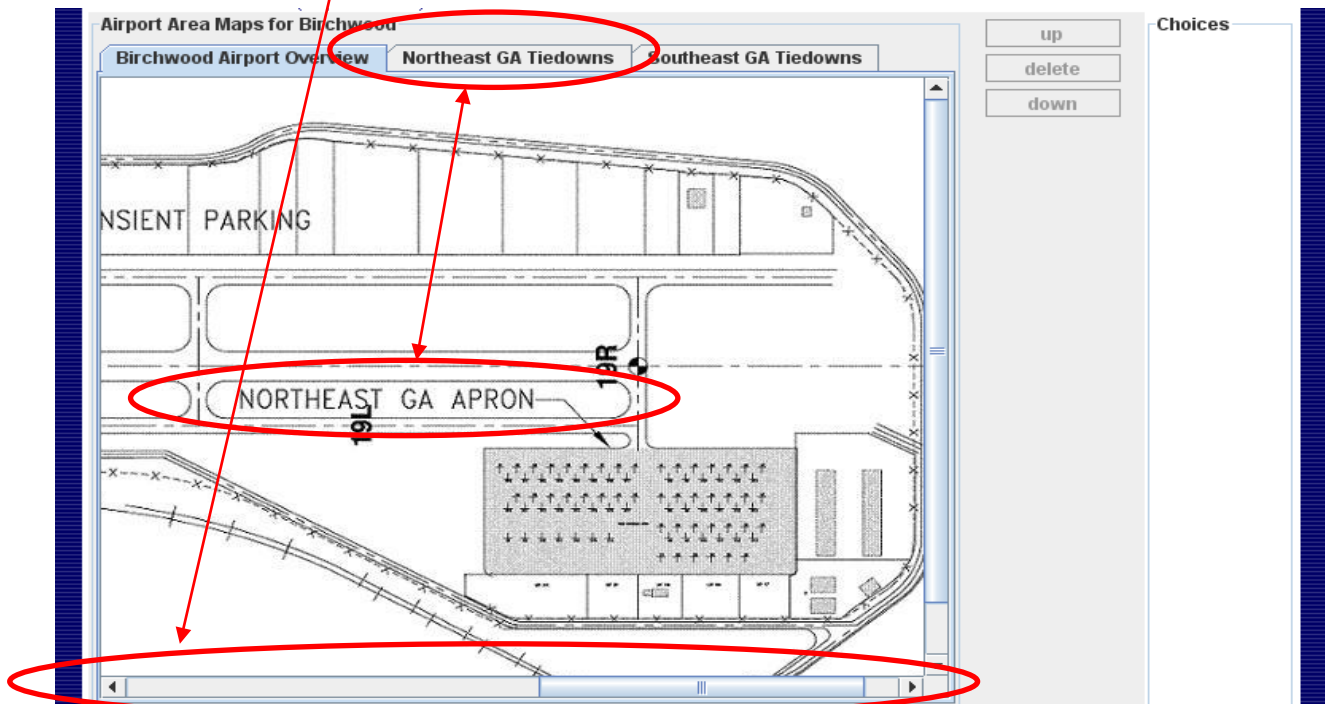


Choices

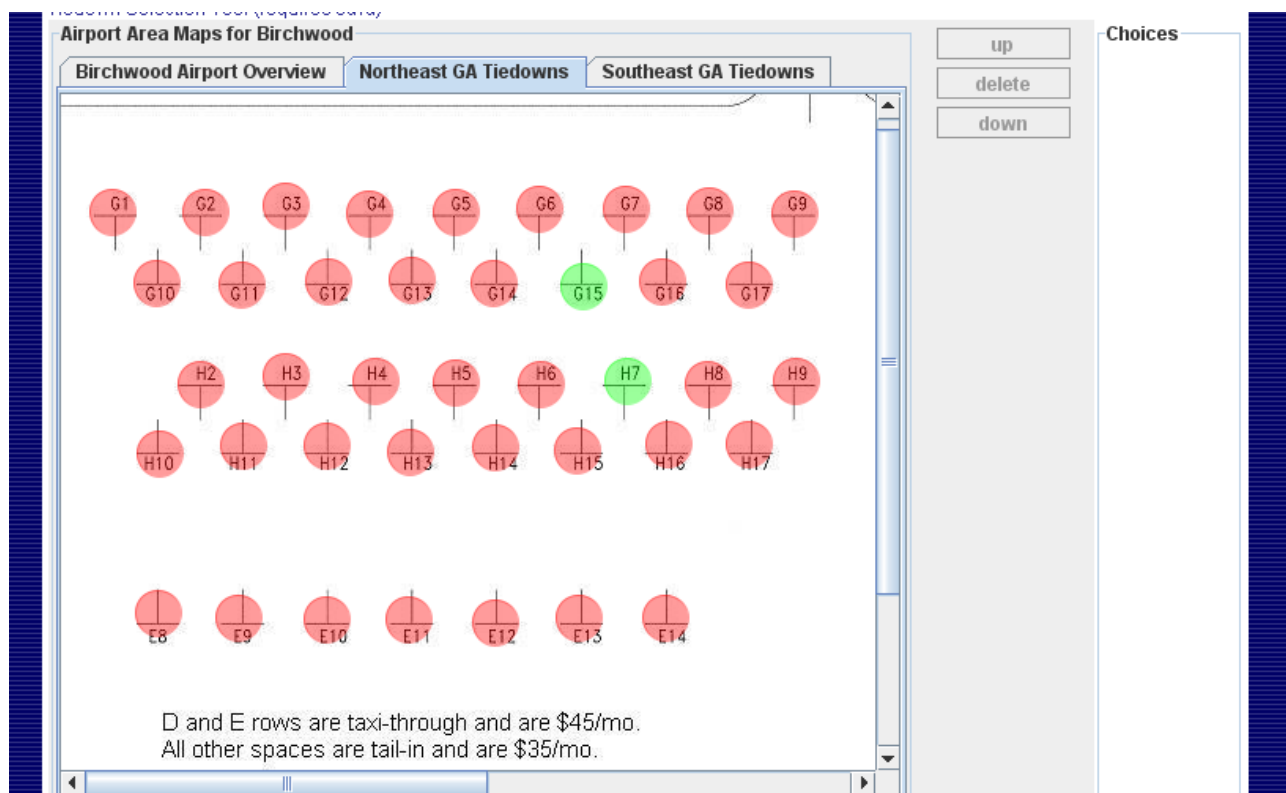
Switch to Tiedown Selection Maps and Table (does not require Java)

## AIRPORT MAP METHOD:

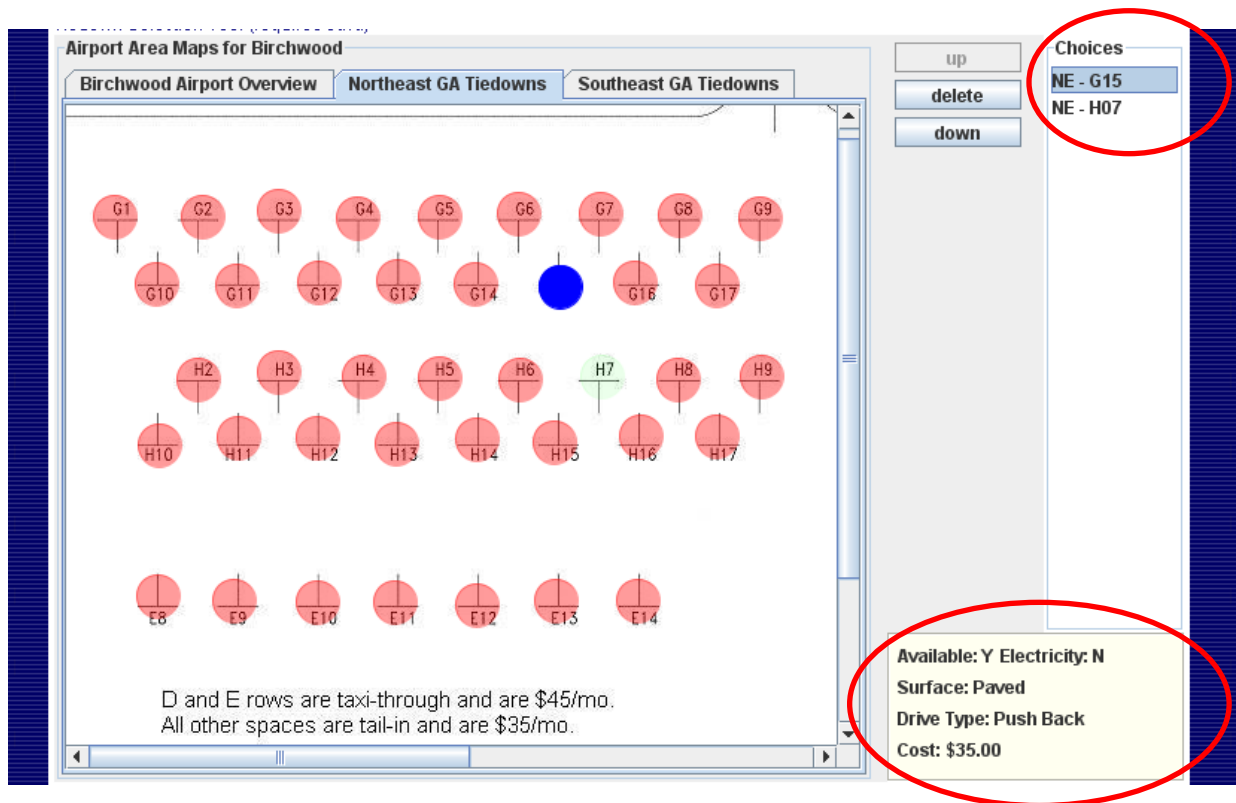
If you cannot see the area of the Airport you wish to have your Tiedown space on, use the slider at the bottom of the map to locate the correct area. The map will show you the name of the tab your Tiedown space will be located on. Click on the appropriate tab and the Tiedowns will be displayed as red or green circles (see below).



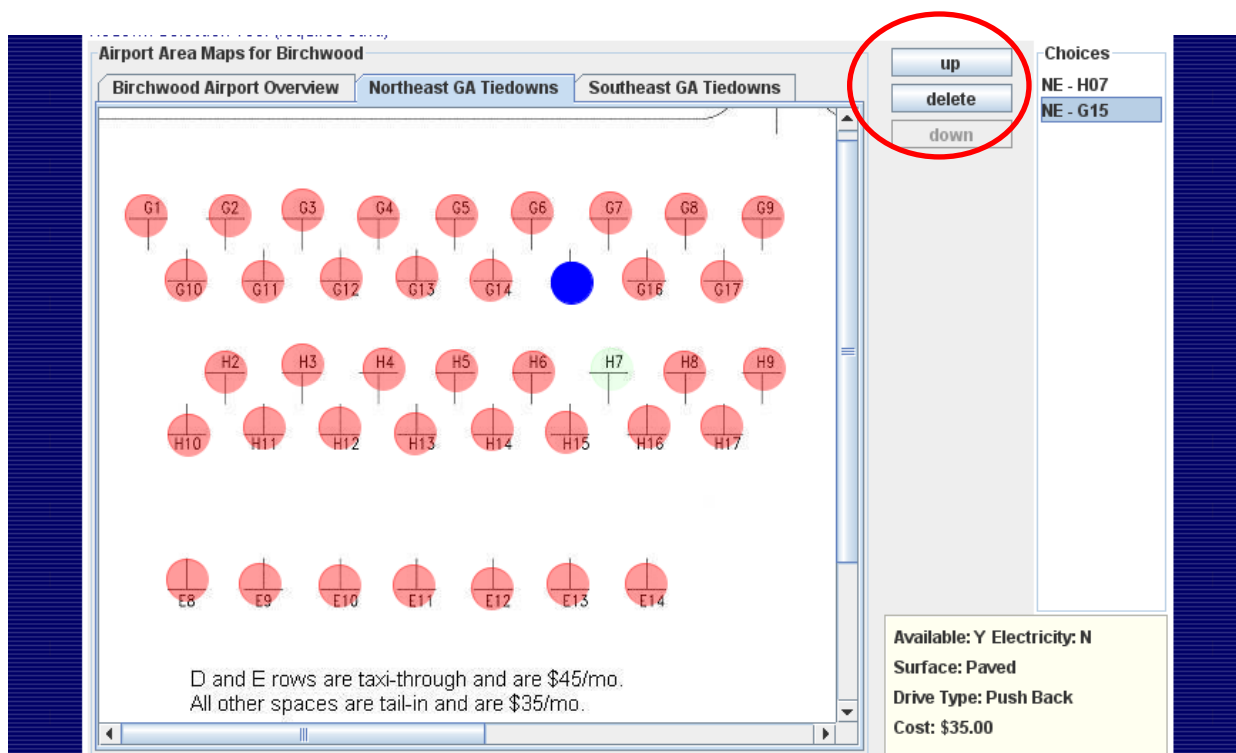
All red circles are Tiedowns which are already rented. Green Tiedowns are available.



Click on the circle for the Tiedown space(s) you wish to apply for. The Tiedown number will appear in the *Choices* box to the right of the map. If you click on the Tiedown number in the *Choices* box, the Tiedown circle will flash blue on the map and you will see the information and rate of that Tiedown space displayed at the bottom of the map.

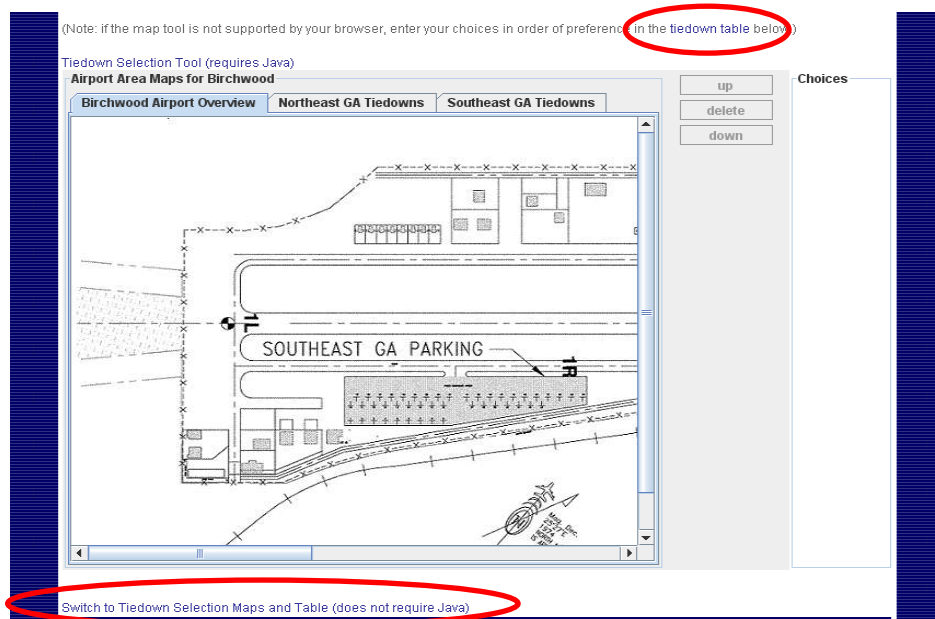


It is preferable that you choose TWO alternate spaces. By clicking on the *Up* or *Down* buttons you can prioritize your choice of Tiedown space (your first choice of space should be at the top of the list). The other spaces will be your alternate spaces if your first choice is no longer available. To remove the tiedown space from the *Choices* box, select it and click the *Delete* button.



## TIEDOWN SELECTION TABLE METHOD:

Click on one of the Tiedown Selection Table links to bring up the Tiedown Selection Maps and Table.



If you are not sure where the space is that you want, click on the Airport maps listed above the spaces table and find the space number. Place a number in the box (1 being your first choice, 2 being your second choice etc) of the Tiedown space(s) you wish to apply for.

Tiedown Selection Maps and Table (does not require Java)

Please use these airport area maps to review your tiedown options, and then enter your preferences in the table below. Enter your choices as numbers ~~starting~~ from 1 in order of preference. Be sure to enter at least 2 alternates for each space requested. Tiedowns marked in red are not currently available.

**Birchwood Airport Overview**  
Northeast GA Tiedowns  
Southeast GA Tiedowns

Tiedown	Choice	Tiedown	Choice	Tiedown	Choice	Tiedown	Choice
SE-01	<input type="text"/>	SE-02	<input type="text"/>	SE-03	<input type="text"/>	SE-04	<input type="text"/>
SE-05	<input type="text"/>	SE-06	<input type="text"/>	SE-07	<input type="text"/>	SE-08	<input type="text"/>
SE-09	<input type="text"/>	SE-10	<input type="text"/>	SE-11	<input type="text"/>	SE-12	<input type="text"/>
SE-13	<input type="text"/>	SE-14	<input type="text"/>	SE-15	<input type="text"/>	SE-16	<input type="text"/>
SE-17	<input type="text"/>	SE-18	<input type="text"/>	SE-19	<input type="text"/>	SE-20	<input type="text"/>
SE-21	<input type="text"/>	SE-22	<input type="text"/>	SE-23	<input type="text"/>	SE-24	<input type="text"/>
SE-25	<input type="text"/>	SE-26	<input type="text"/>	SE-27	<input type="text"/>	SE-37	<input type="text"/>
SE-38	<input type="text"/>	SE-39	<input type="text"/>	SE-40	<input type="text"/>	SE-41	<input type="text"/>
SE-42	<input type="text"/>	SE-43	<input type="text"/>	SE-44	<input type="text"/>	SE-45	<input type="text"/>
SE-46	<input type="text"/>	SE-47	<input type="text"/>	SE-48	<input type="text"/>	SE-49	<input type="text"/>
SE-50	<input type="text"/>	SE-51	<input type="text"/>	SE-52	<input type="text"/>	SE-53	<input type="text"/>
SE-54	<input type="text"/>	NE-A01	<input type="text"/>	NE-A02	<input type="text"/>	NE-A03	<input type="text"/>
NE-A04	<input type="text"/>	NE-A05	<input type="text"/>	NE-A06	<input type="text"/>	NE-A07	<input type="text"/>
NE-A08	<input type="text"/>	NE-A09	<input type="text"/>	NE-A10	<input type="text"/>	NE-A11	<input type="text"/>
NE-A12	<input type="text"/>	NE-A13	<input type="text"/>	NE-B01	<input type="text"/>	NE-B02	<input type="text"/>
NE-B03	<input type="text"/>	NE-B04	<input type="text"/>	NE-B05	<input type="text"/>	NE-B06	<input type="text"/>
NE-B07	<input type="text"/>	NE-B08	<input type="text"/>	NE-B09	<input type="text"/>	NE-B10	<input type="text"/>
NE-B11	<input type="text"/>	NE-B12	<input type="text"/>	NE-B13	<input type="text"/>	NE-C01	<input type="text"/>
NE-C02	<input type="text"/>	NE-C03	<input type="text"/>	NE-C04	<input type="text"/>	NE-C05	<input type="text"/>
NE-C06	<input type="text"/>	NE-C07	<input type="text"/>	NE-C08	<input type="text"/>	NE-C09	<input type="text"/>
NE-C10	<input type="text"/>	NE-C11	<input type="text"/>	NE-C12	<input type="text"/>	NE-C13	<input type="text"/>
NE-D01	<input type="text"/>	NE-D02	<input type="text"/>	NE-D03	<input type="text"/>	NE-D04	<input type="text"/>
NE-D05	<input type="text"/>	NE-D06	<input type="text"/>	NE-E08	<input type="text"/>	NE-E09	<input type="text"/>
NE-E10	<input type="text"/>	NE-E11	<input type="text"/>	NE-E12	<input type="text"/>	NE-E13	<input type="text"/>
NE-E14	<input type="text"/>	NE-G01	<input type="text"/>	NE-G02	<input type="text"/>	NE-G03	<input type="text"/>
NE-G04	<input type="text"/>	NE-G05	<input type="text"/>	NE-G06	<input type="text"/>	NE-G07	<input type="text"/>
NE-G08	<input type="text"/>	NE-G09	<input type="text"/>	NE-G10	<input type="text"/>	NE-G11	<input type="text"/>
NE-G12	<input type="text"/>	NE-G13	<input type="text"/>	NE-G14	<input type="text"/>	NE-G15	<input type="text"/>
NE-G16	<input type="text"/>	NE-G17	<input type="text"/>	NE-H02	<input type="text"/>	NE-H03	<input type="text"/>
NE-H04	<input type="text"/>	NE-H05	<input type="text"/>	NE-H06	<input type="text"/>	NE-H07	<input type="text"/>
NE-H08	<input type="text"/>	NE-H09	<input type="text"/>	NE-H10	<input type="text"/>	NE-H11	<input type="text"/>
NE-H12	<input type="text"/>	NE-H13	<input type="text"/>	NE-H14	<input type="text"/>	NE-H15	<input type="text"/>
NE-H16	<input type="text"/>	NE-H17	<input type="text"/>				



- 4) Enter any relevant additional comments in the *Additional Comments* box.

If you wish to electronically add your Attachments to the application, check the appropriate box (circled below) and click the *Submit* button. If you are going to send the attachments in the mail, check the other box, click the *Submit* button and skip to Step 9.

**Additional Comments**

Jimmy Bob has an additional phone number - (907) 465-5678.

**Attachment Information**

The following attachments are **REQUIRED** for all Tie-Down Permit applications:

- Click to see the Fee Schedule.
- A Commercial Permit application requires a copy of your Business License.

If any of the listed aircraft are NOT in the FAA Registry under the name to appear on the Tiedown permit, one or more of the following attachments must be provided for each aircraft:

- A copy of the aircraft registration in your name, **OR**
- A copy of the application for aircraft registration; **OR**
- if the aircraft is leased, a copy of the lease in the your name with signatures of all parties and the expiration date of the lease; **AND**
- if you own or lease less than 100% interest in an aircraft, attach a list of the names and interests held by all other persons who own or lease an interest in that aircraft.

Your application will not be processed until all required attachments are received.

☐ Attachments will be mailed to the address on the following page

☒ Attachments are files and will be attached electronically

**CAUTION:** Do NOT click the Submit button more than once. Doing so may cause your application to be submitted multiple times.

**Submit** **Reset** **Cancel**

- **Submit:** sends your application to the system for review.
- **Reset:** sets all the fields to blank without saving/submitting any current information.
- **Cancel:** exits to the Main Menu page without saving/submitting any current information.

- 5) If you have chosen to attach your documents electronically, choose the type of attachment and click on the *Browse* button to find the file on your computer.

**Application Information**

Tiedown Permit Application Permit Application Number: 7463

Status: Application Received

**Attachment**

Select the attachment type and enter the file name. Repeat for each file to be attached.

Attachment Type: **Contract Document**

File: **Browse...** Max. File Size: 5MB

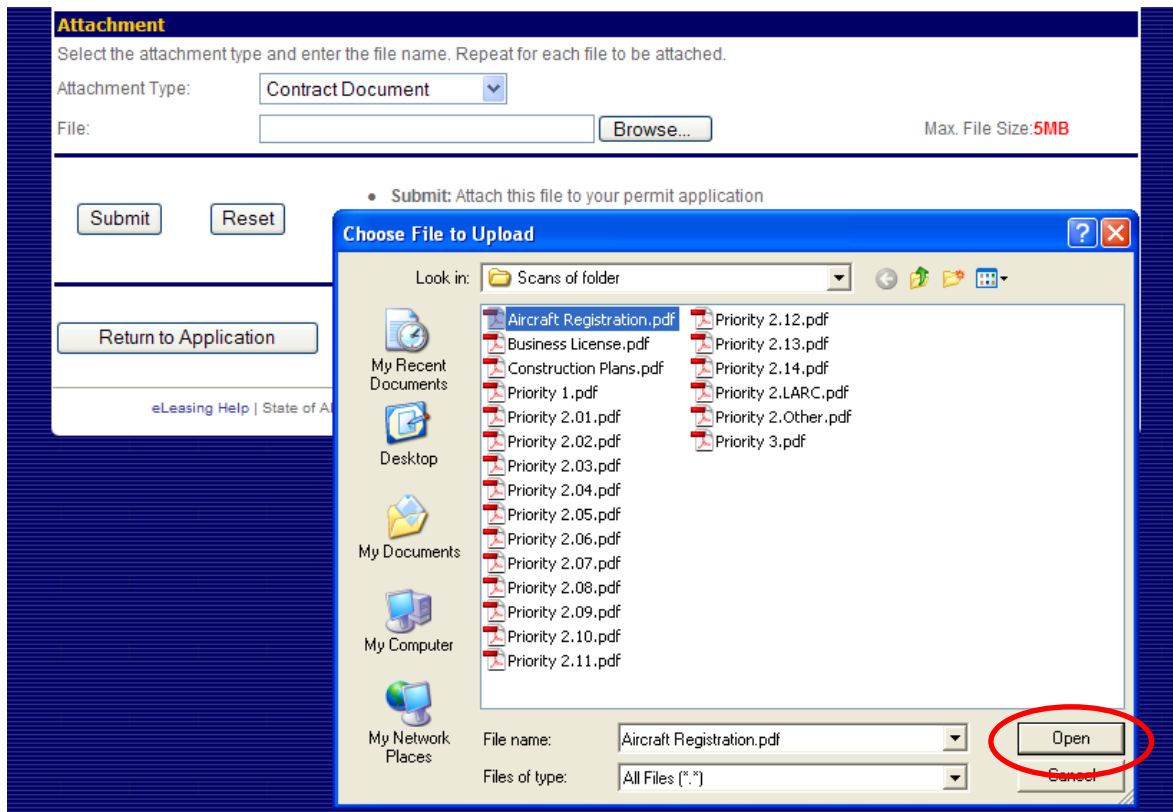
**Submit** **Reset**

this file to your permit application

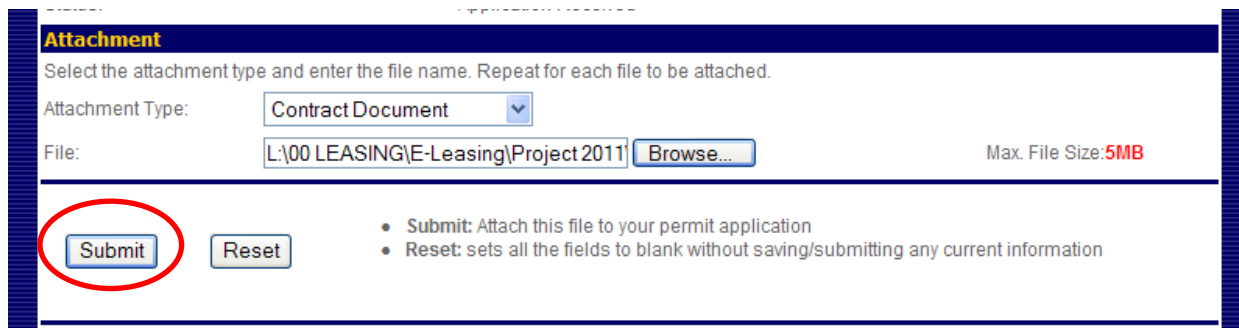
the fields to blank without saving/submitting any current information

- 6) Find the file on your computer, select it and click the *Open* button.

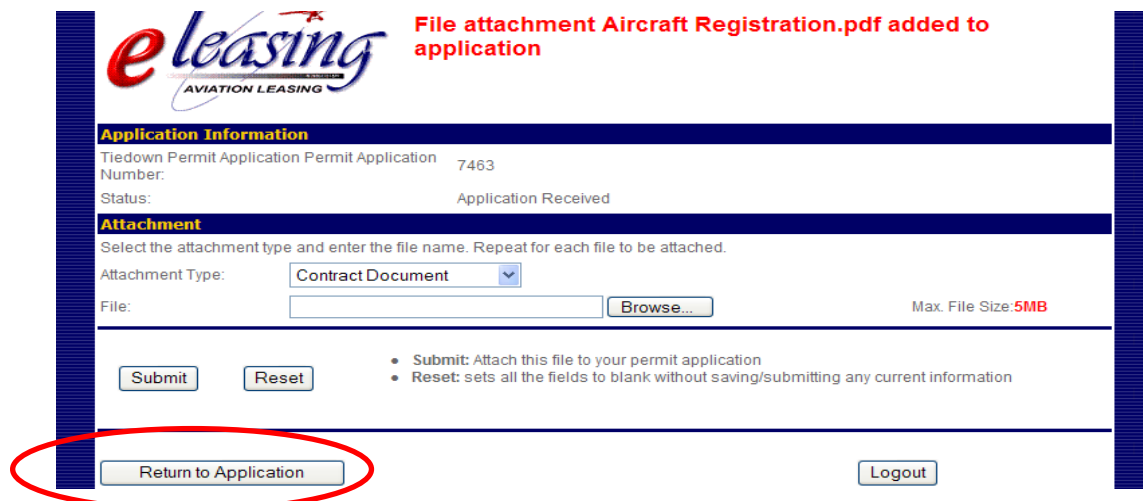




7) You should now see the name of the file in the *File* box. Click the *Submit* button.



8) If you have more attachments, follow Steps 5 through 7 for each one. Once you are finished adding documents, click the *Return to Application* button.



- 9) You should now be at the Tiedown Permit Application Summary Page and have a red message confirming your application is made. Do a thorough review of your information and ensure your application is accurate. It is also possible at this stage to delete incorrect or duplicate attachments. If you realize you have made an error in your application, click on the *Edit* button at the bottom of the Summary Page, make necessary adjustments and click the *Submit* button again. This will bring you back to the Summary Page.
- 10) To pay your application fee online using your credit card, click on the *Pay Now* link in the top right corner of the Summary Page.

**Tiedown Application Display**

**Application Information**

Application Number: 7463

Application Status: Initial Status

**Paid Status: Pay Now**

Application Date: 01/18/2012

**Customer Information**

- 11) This will move you to the bottom of the Summary Page to the *Fees and Payments Information* section. Check the *Application Fee* checkbox and click on the *Pay Now* button.

**Fees and Payments Information**

Once the application is submitted, the application fee must be remitted either electronically by following the instructions below or by check by following the instructions at the end of the page.

To pay online using a credit card, check the box next to the fee, and click the Pay Now button. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount
<input checked="" type="checkbox"/> Tiedown Application Fee	7463	\$25.00

**Pay Now**

- 12) Click on the *Yes – Enter Billing Information* button and enter in your credit card details.

**Make Payment**

The items you have selected to pay for are listed below. Select "Yes - Enter Billing Information" where you will be directed to enter your billing information and your payment will be processed. Note: Payments over \$5000 can not be made online.

Fee Type	App./Inv. Number	Fee Amount	To Pay
Tiedown Application Fee	7463	25.00	\$25.00
			<b>Total: \$25.00</b>

Do you wish to make payment on this now?

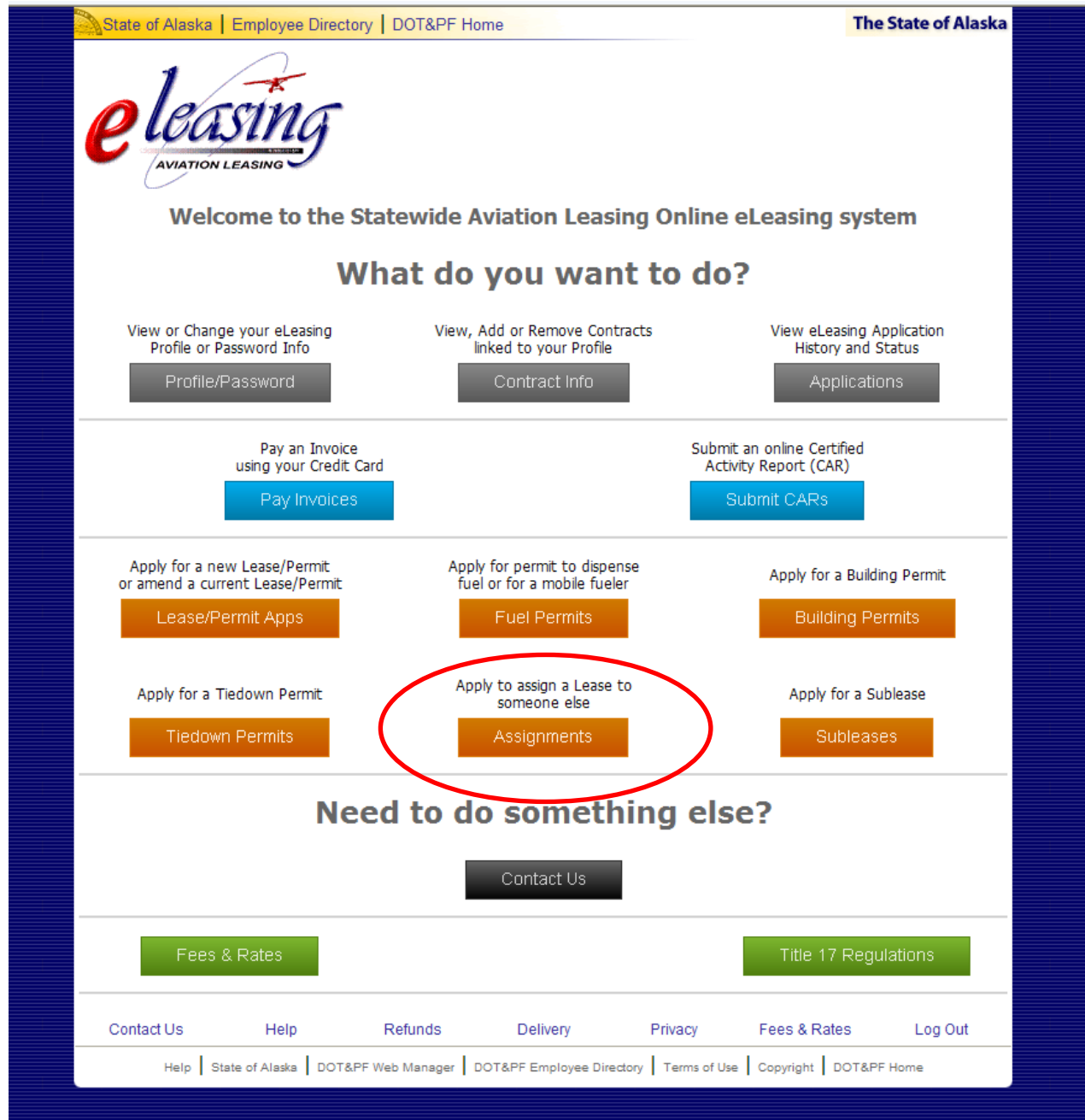
**Yes - Enter Billing Information**

**No - Return to Main Menu**

NOTE: If you have come to this screen after submitting a Certified Activity Report, please print this page as confirmation of your CAR submission. If you choose not to pay your Invoice now, you will receive an invoice from Aviation Leasing in the mail. If you do not, please [Contact Us](#).

# APPLY TO ASSIGN A LEASE

- 1) In the Main Menu, click on the *Assignments* button.



- 2) This will take you to an information screen providing steps on how to apply to assign a lease, provide guidelines on how to format assignment documents, give examples of assignment documents in pdf format and give fee and mailing information.

# APPLY FOR A SUBLEASE

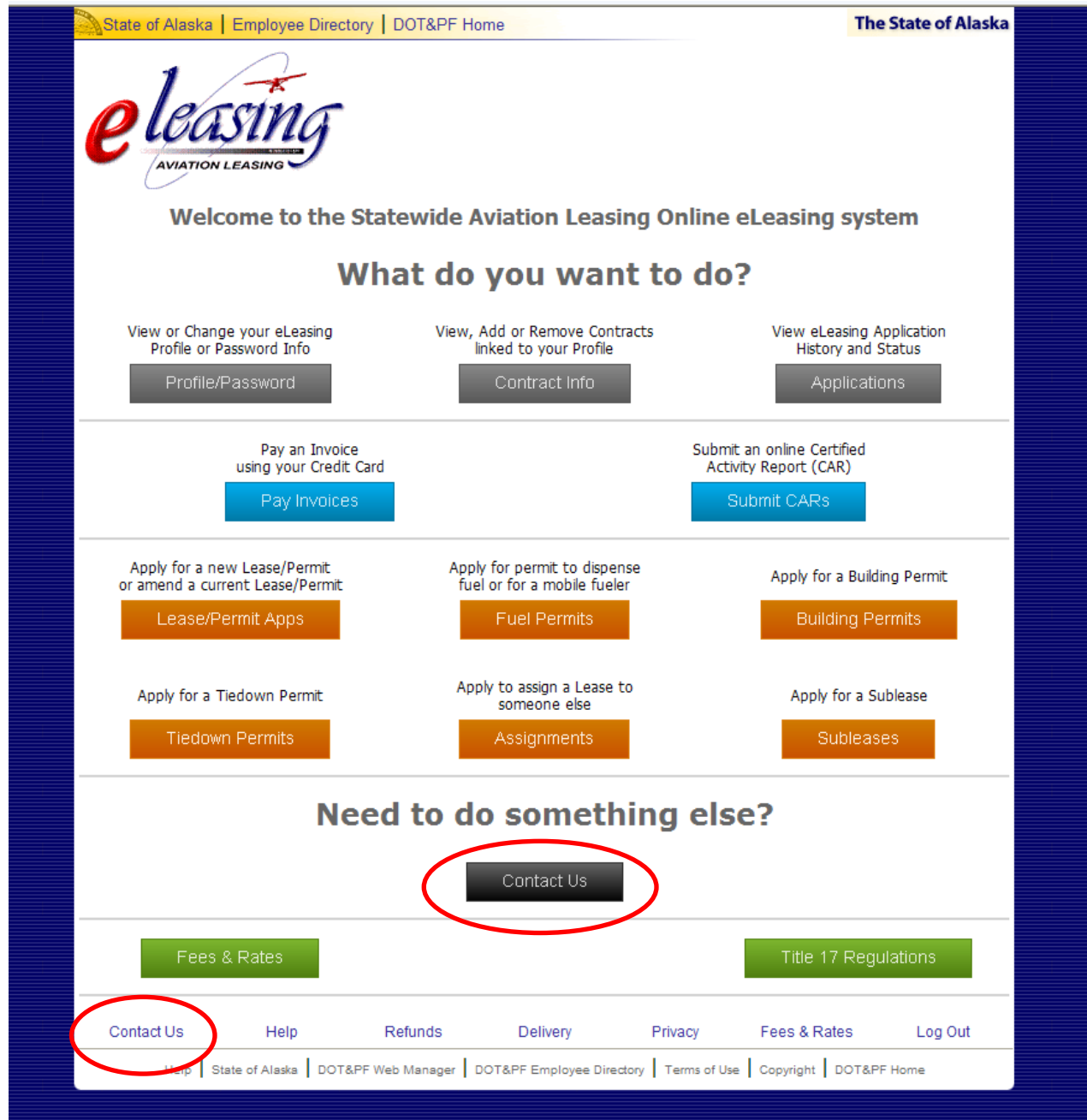
- 1) In the Main Menu, click on the *Subleases* button.

The screenshot shows the main menu of the State of Alaska eLeasing system. At the top, there is a navigation bar with links for 'State of Alaska', 'Employee Directory', and 'DOT&PF Home'. The main heading is 'Welcome to the Statewide Aviation Leasing Online eLeasing system'. Below this, the question 'What do you want to do?' is displayed. There are several buttons arranged in a grid: 'Profile/Password', 'Contract Info', 'Applications', 'Pay Invoices', 'Submit CARs', 'Lease/Permit Apps', 'Fuel Permits', 'Building Permits', 'Tiedown Permits', 'Assignments', and 'Subleases'. The 'Subleases' button is circled in red. Below the grid, there is a section titled 'Need to do something else?' with a 'Contact Us' button. At the bottom, there are links for 'Fees & Rates' and 'Title 17 Regulations'. The footer contains a row of links: 'Contact Us', 'Help', 'Refunds', 'Delivery', 'Privacy', 'Fees & Rates', and 'Log Out'. Below this is a second row of links: 'Help', 'State of Alaska', 'DOT&PF Web Manager', 'DOT&PF Employee Directory', 'Terms of Use', 'Copyright', and 'DOT&PF Home'.

- 2) This will take you to an information screen providing steps on how to apply to get consent for a sublease, provide guidelines on how to format sublease documents and give fee and mailing information.

# CONTACT US

- 1) If you need help at any point, Statewide Aviation Leasing staff are happy to provide it. In order to contact one of the Aviation Leasing Regional offices, click on a *Contact Us* button or link. These can be found in various places throughout eLeasing, but the biggest and easiest one to find is on the Main Menu.



- 2) Choose which regional office you are looking for by clicking directly on that region's button, or choose the Airport you are calling about and click the *Apply* button.

State of Alaska | Employee Directory | DOT&PF Home

The State of Alaska

**eLeasing**  
AVIATION LEASING

**CONTACT US**

**Which regional office do you need to contact?**

**NORTHERN REGION**

**CENTRAL REGION**

**SOUTHEAST REGION**

Shageluk  
Shaktolik  
Sheep Mountain  
Sheldon Point  
Shishmaref  
Shungnak  
Sitka  
Skagway  
Skwentna  
Sleetmute  
South Naknek  
St. George  
St. Marys  
St. Michael  
St. Paul  
Stebbins  
Stevens Village  
Stony River  
Summit  
Taktotna  
Talkeetna  
Tanana  
Tatitlek  
Tazlina  
Teller  
Tenakee Springs Spf  
Tetlin  
Togiak  
Tok Junction  
Toksook Bay

Northern Region

Statewide Leasing

Or choose an Airport:

Apply

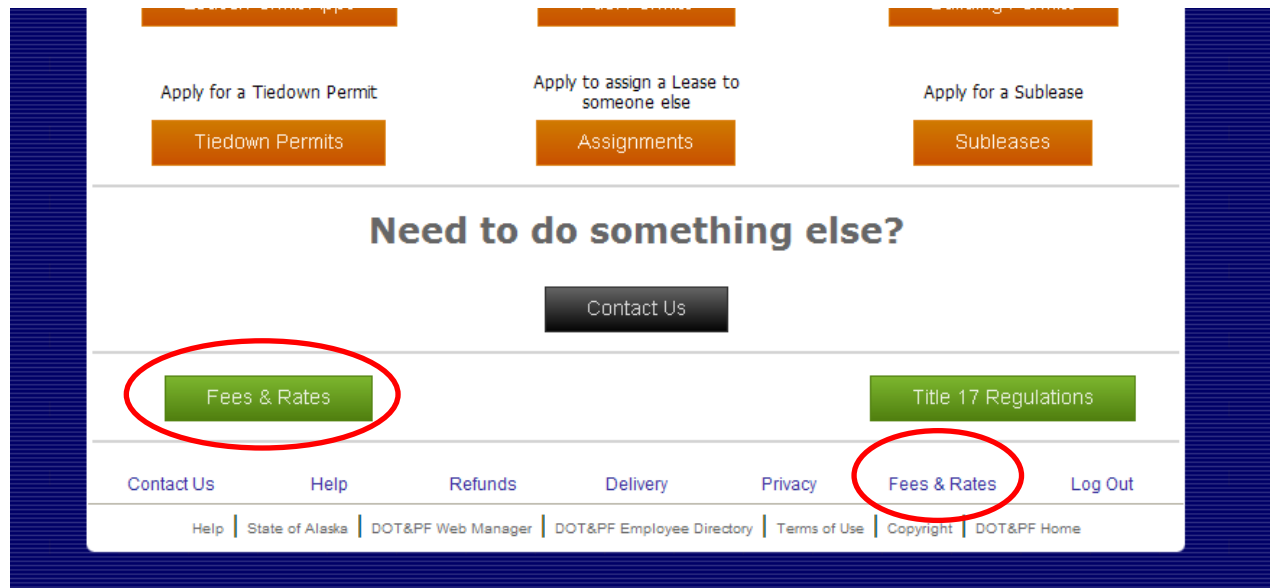
Back to Main Menu

Help | State of Alaska | DOT&PF Web Manager | DOT&PF Employee Directory | Terms of Use | Copyright | DOT&PF Home

- 3) This will bring up a printable pdf of that region's contact details and leasing specialists and staff. For Tiedown programs staff click the Tiedown link at the bottom of each contact page.

# FEES AND RATES

- 1) The list of application and permit fees can be found by clicking the button or link entitled *Fees & Rates*.



- 2) By clicking on the link “To view current Airport information and rental rates” you can also view the current rental rate per square foot of almost all State operated Airports in Alaska.



# TITLE 17 REGULATIONS

- 1) Alaska Administrative Code, Title 17, Chapter 45, Rural Airports (17 AAC 45) are the regulations that govern Statewide Aviation Leasing practices. An unofficial pdf of these can be found by clicking the button on the Main Menu called *Title 17 Regulations*.

State of Alaska | Employee Directory | DOT&PF Home

The State of Alaska

**eLeasing**  
AVIATION LEASING

Welcome to the Statewide Aviation Leasing Online eLeasing system

**What do you want to do?**

View or Change your eLeasing Profile or Password Info <a href="#">Profile/Password</a>	View, Add or Remove Contracts linked to your Profile <a href="#">Contract Info</a>	View eLeasing Application History and Status <a href="#">Applications</a>
Pay an Invoice using your Credit Card <a href="#">Pay Invoices</a>		Submit an online Certified Activity Report (CAR) <a href="#">Submit CARs</a>
Apply for a new Lease/Permit or amend a current Lease/Permit <a href="#">Lease/Permit Apps</a>	Apply for permit to dispense fuel or for a mobile fueler <a href="#">Fuel Permits</a>	Apply for a Building Permit <a href="#">Building Permits</a>
Apply for a Tiedown Permit <a href="#">Tiedown Permits</a>	Apply to assign a Lease to someone else <a href="#">Assignments</a>	Apply for a Sublease <a href="#">Subleases</a>

**Need to do something else?**

[Contact Us](#)

[Fees & Rates](#) [Title 17 Regulations](#)

[Contact Us](#) [Help](#) [Refunds](#) [Delivery](#) [Privacy](#) [Fees & Rates](#) [Log Out](#)

Help | State of Alaska | DOT&PF Web Manager | DOT&PF Employee Directory | Terms of Use | Copyright | DOT&PF Home



# LOGGING OUT

- 1) In the Main Menu, click on the *Log Out* button located at the bottom right of the page. You will instantly be logged out.

State of Alaska | Employee Directory | DOT&PF Home

The State of Alaska

**eLeasing**  
AVIATION LEASING

Welcome to the Statewide Aviation Leasing Online eLeasing system

**What do you want to do?**

View or Change your eLeasing Profile or Password Info  
Profile/Password

View, Add or Remove Contracts linked to your Profile  
Contract Info

View eLeasing Application History and Status  
Applications

Pay an Invoice using your Credit Card  
Pay Invoices

Submit an online Certified Activity Report (CAR)  
Submit CARs

Apply for a new Lease/Permit or amend a current Lease/Permit  
Lease/Permit Apps

Apply for permit to dispense fuel or for a mobile fueler  
Fuel Permits

Apply for a Building Permit  
Building Permits

Apply for a Tiedown Permit  
Tiedown Permits

Apply to assign a Lease to someone else  
Assignments

Apply for a Sublease  
Subleases

**Need to do something else?**

Contact Us

Fees & Rates

Title 17 Regulations

Contact Us | Help | Refunds | Delivery | Privacy | Fees & Rates | **Log Out**

Help | State of Alaska | DOT&PF Web Manager | DOT&PF Employee Directory | Terms of Use | Copyright | DOT&PF Home

# eLEASING GLOSSARY

(NOTE: these definitions are not official  
see 17 AAC 45.990 for official definitions)

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<i>Assigning:</i>	The action of transferring your lease to somebody else – either another person’s name or, in the case of a company, transferring ownership of the company to somebody else meaning the lease is now in different hands than it was before.
<i>Building Permit:</i>	Before a lessee or permittee can perform any construction, demolition or renovation etc on an airport, they must apply for an airport building permit through their regional leasing office.
<i>Certified Activity Report:</i>	(or CAR) A report of gross sales, fuel deliveries or other information that a lessee or other airport user must submit to the department and certify as true and correct.
<i>Contact:</i>	A person listed on your account as being able to access your information, make applications and take care of your business. The Contact has their own User ID and password, but when they log in, they log into YOUR account.
<i>Contract:</i>	Any agreement you have in the State leasing system. These agreements have a five digit number starting with “ADA-”.
<i>Fuel Dispensing Permit:</i>	A permit that allows delivery or dispensing of fuel to users of an airport, either through a mobile fueler or through stationary tanks.
<i>Lease:</i>	A written agreement that creates a relationship between the department, as landlord, and a person, as tenant, and that grants to the tenant the possession of airport land or building space for a determined period of time.
<i>Permit:</i>	A written, revocable authorization or license that the department issues to allow a person to perform an act or conduct an activity on an airport.
<i>Profile:</i>	When you first set up an account in eLeasing, you registered by entering in your personal information and selecting a User ID and Password. This “base” User ID and personal information is known as your Profile.
<i>Registering:</i>	To log into eLeasing, you needed to fill in your personal information and select a User ID and Password to start an eLeasing account. This action is called “registering”.
<i>Sublease:</i>	If you are a lessee with the State, a sublease is a contract which allows a third party to further rent or lease your property from you.
<i>Tiedown:</i>	An assigned aircraft parking space on an airport, usually on the apron.
<i>Title 17 Regulations</i>	Alaska Administrative Code, Title 17, Chapter 45 entitled Rural Airports. These are the State regulations governing State operated rural airports.