

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

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

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

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

All lease and permit applications must be accompanied by a \$100.00 non-refundable application service fee. The application fee is waived for any government agency for an activity directly related to the operation of an aircraft (17 AAC 42.130(a)(2)) and for air carrier agreements. Checks should be made payable to "State of Alaska."

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

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

The current rental rate for terminal space is available at <https://dot.alaska.gov/anc/business/leasing/> under Airline & Terminal Leases, Signatory & Non-Signatory CAR Rates.

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

1. **Name to Appear on Lease/Permit:** For commercial applicants, the name in Item 1 must match the business license (Company Name, not Operating Name) corporation, or other certificate name.
2. **Lease/Permit Contact Name:** Person with Signature Authority to sign the Lease/Permit and related documents
3. **Name of Contact Person:** Name of local contact person, if other than applicant.
4. **Billing Contact Information:** Contact information for account invoicing.
5. **Business Information:** Check only one box and attach copies of your Alaska business license, corporate or LLC certificate, Articles of Organization or Incorporation (with latest meeting minutes showing officers, current signatory authority), and/or partnership agreement (can be for private or commercial and must show who has signatory authority for the partnership). Businesses need to be registered with the State of Alaska in order to enter into a lease or permit, international carrier excepted. **Please submit a copy of your Alaska Business License (per AS 43.70.020)**
6. **Description of Property and Term Requested:** Indicate the room number(s) of the space you are interested in (attach drawing if possible) and desired contract term (length in years, months, or days).
7. **Existing Lessee Information:** Check "yes" only if you are the current lessee of the space being requested and fill in the current ADA number and expiration date.
8. **Competing Application:** If this application is being filed in response to a public notice, mark yes and fill in the ADA number and premises description from the notice.
9. **Type of Agreement Desired:** Check the box next to the desired agreement type, if known.
10. **Requested Use(s) of the Property:** List all intended uses.
11. **Regularly Scheduled Airline:** Indicate yes or no. If yes, attach a copy of your flight schedule.
12. **Aircraft and Commercial Aviation Information:** Enter the type and number of aircraft which will be operated at the Airport in conjunction with this agreement, if any.
13. **Name and Signature:** Sign your application and print your name, company name, title and the date.

14. **Application Checklist:** Check attachments to be sure all required items are submitted. Name listed in item 1 must match the entity name on the Alaska Business License, International carrier excepted.
- a. \$100.00 non-refundable application fee, as applicable. Checks should be made payable to "State of Alaska". Applications submitted without a filing fee may not be processed.
  - b. Sign and date the application.
  - c. Attached required drawings and documents.
  - d. Alaska Business License or other requested business documentation, as applicable.

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

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

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



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**AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION**

<p><b>1. Name to Appear on Lease/Permit (Must match Company Name on Alaska Business License):</b>          Name: _____</p> <p><b>2. Lease/Permit Contact Name (Person with Signature Authority):</b>          Name: _____          Address: _____          _____          _____          Phone: ( ) _____          FAX: ( ) _____          e-mail: _____</p>	<p><b>4. Billing Contact Information:</b>          Name: _____          Address: _____          _____          _____          Phone: ( ) _____          FAX: ( ) _____          e-mail: _____</p>
<p><b>3. Name of Local Contact Person:</b>          Name: _____          Phone: ( ) _____          FAX: ( ) _____          e-mail: _____</p>	<p><b>5. If Applicant is a business, indicate which type below and provide documentation as required in the instructions.</b></p> <p> <input type="checkbox"/> Individual                      <input type="checkbox"/> Partnership  <input type="checkbox"/> Corporation                      <input type="checkbox"/> Limited Liability Company (LLC)  <input type="checkbox"/> Government                      <input type="checkbox"/> Other _____         </p> <p><b><i>Please submit a copy of your Alaska Business License (per AS 43.70.030)</i></b></p>
<p><b>6. Description of Area Requested (if no room number exists, attach drawing showing proposed location and dimensions):</b>          _____          _____          _____</p> <p>Term Requested: _____ Starting Date: _____</p>	
<p><b>7. Is this an application for renewal of an existing contract?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No          If yes, provide the following: Lease/Permit No.: ADA-_____ Expiration date: _____</p>	
<p><b>8. Is this intended as a competing application in response to a current public notice?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No          If yes, provide the following: Lease/Permit No.: ADA-_____ Property Description: _____</p>	
<p><b>9. Type of agreement desired (check all that apply):</b></p> <p> <input type="checkbox"/> Operating Agreement    <input type="checkbox"/> Commuter Lease    <input type="checkbox"/> Terminal Lease  <input type="checkbox"/> Operating Permit    <input type="checkbox"/> Gate Use Agreement    <input type="checkbox"/> Terminal Use Permit  <input type="checkbox"/> Common Use Passenger Processing (requires use of Airport equipment at Airport Administered Gates)  <input type="checkbox"/> Other: _____         </p>	

