

TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT

Department of Transportation & Public Facilities
Airport Leasing & Property Management
PO Box 196960, Anchorage AK 99519-6960
Phone: 907-266-2420 ♦ Fax: 907-266-2458

INSTRUCTIONS AND INFORMATION FOR LEASE OR PERMIT AMENDMENT APPLICATION (EXCLUDES TERM EXTENSIONS)

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 permitting and leasing process as well as how to conduct a 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 application fee for any amendment to an existing permit or agreement is \$25.00 per application.

Please complete the application according to the following instructions:

1. Name on Lease/Permit: For commercial applicants, the name in Item 1 must match the name on their existing Lease or Permit.
2. Lease/Permit Contact Name: Person with Signature Authority to sign the Lease/Permit Amendment and related documents.
3. Type of Lease/Permit: Select the type of lease or permit that the amendment will apply to.
4. Name of Contact Person: Name of local contact person, if other than applicant.
5. Billing Contact Information: Contact information for account invoicing.
6. Business Information: Check only one box and attach copies of your updated 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 apply for a Lease/Permit Amendment. ***Please submit a copy of your Alaska Business License (per AS 43.70.020)***
7. Type of Amendment Proposed: Check the box next to the type of Amendment you are requesting. If the Amendment is for Company Name Change, please record the new Company Name in the space under New Company Name.
8. Reason for Lease/Permit Amendment: Record the reason for the Lease/Permit Amendment.
9. Start Date: The start date in which the amendment will take effect.
10. Statement of Compliance: Please read this statement carefully before signing the application. This statement indicates that you understand your responsibilities regarding the amendment change.
11. Name and Signature: Sign your application and print your name, title, company name, and the date.
12. Application Checklist: Check attachments to be sure all required items are submitted:
 - a. Sign and date the application.
 - b. Alaska Business License and other requested business documentation
 - c. \$25.00 application fee – Payable over the phone to the main Leasing phone line at 907-266-2420 or sent via check to the following address:

PO Box 196960
Anchorage, AK 99519-6960

Please make checks payable to the State of Alaska

TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING & PROPERTY MANAGEMENT

LEASE OR PERMIT AMENDMENT APPLICATION

1. <u>Name on Lease/Permit</u> (Must match Company Name): Name: _____	5. <u>Billing Contact Information:</u> Name: _____ Address: _____ _____ _____ _____ Phone: _____ FAX: _____ Email: _____
2. <u>Lease/Permit Contact Name</u> (Person with Signature Authority): Name: _____ Address: _____ _____ _____ Phone: _____ FAX: _____ Email: _____	6. If Applicant is a business, indicate which type below and provide documentation as required in the instructions. ☐ Individual ☐ Partnership ☐ Corporation ☐ Limited Liability Company (LLC) ☐ Government ☐ Other: _____ <i>Please submit a copy of your updated Alaska Business License (per AS 43.70.020)</i>
3. <u>Type of Lease/Permit</u> ☐ Land Lease ☐ Terminal Lease ☐ Operating Agreement/Permit ☐ Concession Lease ☐ Business Activity Permit ☐ Other	7. <u>Type of Amendment proposed:</u> ☐ Authorized Uses Change ☐ Additional Space ☐ Removal of Space ☐ Company Name Change New Company Name: _____ _____ ☐ Other: _____
4. <u>Name of Local Contact Person</u> Name: _____ Phone: _____ FAX: _____ Email: _____	8. Reason for Lease/Permit Amendment (attach additional pages as needed): _____ _____ _____ _____ _____ _____ _____
9. START DATE: What is the start date of the Amendment change? _____	

10. Statement of Compliance:

My signature below acknowledges that, if granted this Lease/Permit Amendment, I assume full control and sole responsibility for my activities and the activities of my personnel, employees, agents, contractors, and guests, including compliance with the terms of this Amendment and all applicable requirements of State statutes and regulations in effect during the term of this Amendment, including those relating to the granting of privileges at State Airports.

11. Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

12. BEFORE SUBMITTING YOUR APPLICATION, HAVE YOU:

- Completed and signed the application?
- Provided Alaska Business License or other requested business documentation?
- Enclosed the nonrefundable \$25.00 application fee? Payable over the phone to the main Leasing phone line at 907-266-2420 or sent via check to the following address:

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Anchorage, AK 99519-6960

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UNSIGNED OR INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED