

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Angie Spear
AIAS Director

DATE: February 25, 2025

FROM: Ryan Anderson, P.E.
Commissioner

PHONE NO: 907-465-3900



SUBJECT: AIAS Administrative,
Leasing and Planning
Actions

This memo clarifies the Alaska Department of Transportation and Public Facilities (DOT&PF) Commissioner's role in the Alaska International Airport System (AIAS), which is comprised of the Ted Stevens Anchorage (ANC) and Fairbanks International (FAI) Airports.

Overall, the DOT&PF Commissioner's role in AIAS is outlined in the DOT&PF Policy and Procedures, the Alaska State Statutes and Alaska Administrative Code. This memo is limited to the following actions: administrative, leasing and development, and planning and zoning.

Administrative Actions:

The Alaska DOT &PF Administrative Actions Policy and Procedure 01.0 I .030 outlines the delegation of authority for interagency actions.

The responsibilities of audit, in state travel and moving expenses, grant award and grant acceptance are delegated to AIAS Director, Angie Spear.

Personnel action forms (PAFs), revised programs, and budget increments or supplements must have the approval of the AIAS Director before submission to Program Management and Administration.

The Commissioner retains signature authority for interagency actions, including memorandums of understanding, memorandums of agreement and mutual aid agreements with local, state, and federal governments, as well as any other non-profit, advocacy groups, or other outside entity.

All contact that either ANC or FAI wishes to initiate with state or federal elected officials, regardless of topic, must be routed through the AIAS Director to the DOT Legislative Liaison and the Commissioner before it takes place. If approved, a summary of the interaction must be provided to the AIAS Director and DOT Legislative Liaison immediately afterward.

Leasing and Development Actions:

17 AAC 42 article 2 outlines the authorizations required for the use of International Airport Property. For airport leasing or property development actions that:

- involve improvements valued at over \$10 million,
- require wetlands credits or a land exchange,
- are within 500 feet of FAI or ANC's boundaries, or

- may generate significant public interest,

must obtain the Commissioner's approval before offering any lease, permit, concession, or other use of airport property. Additionally, for these same projects, secure Commissioner approval prior to issuing an Airport Building Permit.

Notify the Commissioner before any airport-initiated lease termination or denial of a lease extension or application. Likewise, notify the Commissioner prior to commencing any condemnation of a leasehold or associated improvements or the issuance of formal lease agreement violations to a tenant.

Planning and Zoning Actions:

17 AAC 42.145 outlines authorizations required for planning and zoning actions. Before initiating any master planning actions, land use determinations, or zoning plans, obtain advance approval from the Commissioner.

cc: Tyson Gallagher, Chief of Staff,
Office of the Governor