



# Ketchikan International Airport and State of Alaska Department of Transportation and Public Facilities

## Airport Concessionaire Disadvantaged Business Enterprise

Goal Methodology FFY2025

# **PROPOSED ACDBE OVERALL CONCESSION GOALS**

Federal Fiscal Years 2025

Ketchikan International Airport

Goal Period:           From: October 1, 2024  
                                  Thru: September 30, 2025

ACDBE Goal for Non-Car Rental Concessions: 0.34% (Race Neutral)

ACDBE Goal for Car Rental Concessions: 0.02% (Race Neutral)

## Attachment 4

### Section 23.45: Overall Goal Calculation for Concessions Other Than Car Rentals

Airport: Ketchikan International Airport (KTN),  
Ketchikan Gateway Borough (KGB),  
Ketchikan, Alaska

Goal Period: FY 2025 (October 1, 2024 – September 30, 2025)

#### **Overall (One-Year) Goal: 0.34%**

This goal is to be accomplished through 0% RC and 0.34% RN.

The Sponsor has determined the market area to be **Nationwide**.

#### **Market Area for Non-Car Rental Concessionaires**

The market area is the geographical area in which the substantial majority of firms which seek to do concessions business with the airport are located and the geographical area in which the firms receive a substantial majority of concessions related revenues are located. Based on past history the market areas for specific categories are determined below.

<b>Company</b>	<b>Type of Concession</b>	<b>City</b>	<b>State</b>	<b>Nationwide</b>
Gifts on the Fly	Gift, Novelty and Souvenir Retailers			X
Airport Lounge	Drinking Places	X		
Ketchikan Soda Works	Vending Machine	X		
G-Games	Vending Machine	X		

#### **Base of Goal**

To calculate the base of the goal the Sponsor considered the previous 3 years of gross concession receipts and the projected potential concession revenue (gross receipts) three years into the future including upcoming new opportunities.

#### **Gross Receipts for Previous 3 Years - Non-Car Rental Concessions**

<b>Fiscal Year</b>	<b>Concessions Revenue (Excluding Car Rental)</b>
2022	\$2,284,165
2023	\$2,472,609
2024	\$2,634,824

The concession opportunities anticipated during this goal period are Gift Shop, Lounge/Snack Bar, ATM, and Vending Machines with estimated gross receipts of \$2,755,728. At this time there are no new leases slated for the FY 2025 time-period.

#### Estimated Future Gross Receipts

FY25	\$2,755,728
FY26	\$2,883,412
FY27	\$3,018,483
<b>Total</b>	<b>\$8,657,623</b>

Projected ACDBE Participation – \$2,755,728 X 0.34% = \$9,369

The following are not included in the total gross receipts for concessions: (a) the gross receipts of car rental operations, (b) the dollar amount of a management contract or subcontract with a non-ACDBE, (c) the gross receipts of business activities to which a management contract or subcontract with a non-ACDBE pertains, and (d) any portion of a firm's estimated gross receipts that will not be generated from a concession.

If a new concession opportunity arises prior to the end of this goal period and the estimated average of annual gross revenues are anticipated to be \$200,000 or greater, the Sponsor will submit to the FAA an appropriate adjustment to the overall goal. This will be submitted to the FAA for approval no later than 90 days before issuing the solicitation for the new concession opportunity. (23.45(i)).

#### Step 1: 23.51(c)

The base figure for the relative availability of ACDBEs other than car rentals was calculated as follows:

**Numerator:** Consists of ready, willing, and able non-car rental ACDBE firms in the market area. The FAA Matchmaker System, Certified Directory was used to determine the numerator at the national level, (<https://faa.dbesystem.com/>).

**Denominator:** Consists of ready, willing, and able relevant non-car rental firms in the market area. The County Business Patterns, United States Department of Commerce Census Bureau data was used to determine the denominator.

**Base Figure:** Is calculated by dividing numerator divided by denominator.

NAICS	Type of Concession	Market Area	Total ACDBE's	Total All Firms	% ACDBE Availability
459420/453220	Gift, Novelty and Souvenir Retailers	N	229	18,609	1.23%
445132	Vending Machines KTN Soda Works	B	0	5	0.00%
454210	Vending Machine (G Game)	B	0	5	0.00%
722410	Drinking Places	B	0	11	0.00%
<b>Total</b>			<b>908</b>	<b>719,088</b>	<b>1.32%</b>

### Weighting

Weighting the concession categories based on average gross revenue distribution over the last three years results in the following:

Average Gross Revenue Distribution:

Type of Concession	Gross Revenue				Avg Gross %
	FY22	FY23	FY24	3-Yr Total	
Gift, Novelty and Souvenir Retailers	\$689,516.00	\$683,030.00	\$694,281.00	\$2,066,827.00	27.96%
Vending Machines – KTN Soda Works	\$6,823.90	\$12,584.75	\$10,787.75	\$30,196.40	0.41%
Vending G Games	\$4,338.00	\$4,680.00	\$4,623.00	\$13,641.00	0.18%
Drinking Places	\$1,583,487.00	\$1,772,314.00	\$1,925,132.00	\$5,280,933.00	71.45%
<b>3-Yr Total</b>				<b>\$7,391,597.40</b>	

NAICS	Type of Concession	% Gross	% ACDBE Availability	Weighted %
459420	Gift, Novelty and Souvenir Retailers	27.96%	1.23%	0.34%
454210	Vending Machines – KTN Soda Works	0.41%	0.00%	0%
522320	Vending G Games	0.18%	0.00%	0%
722410	Drinking Places	71.45%	0.00%	0%
<b>Total</b>		<b>100%</b>	<b>1.23%</b>	<b>0.34%</b>

### **Base Goal Adjustment**

No historic information is available to make an adjustment to the base figure. The base figure will remain 0.34%. Outreach will be made to minority and small business firms who may be potential ACDBE firms to ensure fair opportunities for all.

**The base goal is 0.34%.**

### **Past History Participation**

There is not a history of accomplishments to use for a Step 2 adjustment. Nor is there an applicable disparity study or any other statistically reliable evidence to use to adjust the goal. A Step 2 adjustment cannot be made based on demonstrable evidence.

**Overall Goal is 0.34%.**

### **Public Participation**

**Consultation:** Section 23.43.

The goal setting process used by Ketchikan to establish the annual overall goal submitted to the operating administrations for approval includes consultation with minority, women's and ACDBE community organizations, and other officials or organizations which could be expected to have information concerning the availability of ACDBEs and non-ACDBEs. This consultation process is also intended to gather information concerning the effects of discrimination on opportunities for ACDBEs and establishing a level playing field for the participation of ACDBEs. Ketchikan held a stakeholder meeting virtually on March 6, 2025, at approximately 1:00 pm AKDT. The State of Alaska Civil Rights Office sent notices on February 18, February 26, and March 5, 2025. There were approximately 564 invites/notices sent out by the Alaska Civil Rights office and 204 of the emails were opened. The Ketchikan Gateway Borough posted flyers, advertised on Facebook, and issued a news release. Exclusive of the Civil Rights Office, DOWL, SALT, and Ketchikan Gateway Borough, five people

attended. Discussion was held after the presentation with current KTN Concessionaires. No comments were received.

## **Breakout of Estimated Race-Neutral & Race Conscious Participation**

### **Section 23.51**

The Sponsor will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating ACDBE participation. The Sponsor uses the following race-neutral measures.

1. Locating and identifying ACDBEs and other small businesses who may be interested in participating as concessionaires under 49 CFR Part 23.
2. Notifying ACDBEs of concession opportunities and encouraging them to compete, when appropriate.
3. When practical, structuring concession activities so as to encourage and facilitate the participation of ACDBEs.
4. Ensuring that competitors for concession opportunities are informed during pre-solicitation meetings about how the sponsor's ACDBE program will affect the procurement process.
5. Providing information concerning the availability of ACDBE firms to competitors to assist them in obtaining ACDBE participation.

Each time the Sponsor submits an overall goal for review by the FAA, the Sponsor will also submit a projection of the portion of the goal that is expected to be met through race-neutral means and the basis for that projection. This projection is subject to approval by the FAA, in conjunction with its review of the Sponsor's overall goal. The Sponsor will establish contract goals to meet any portion of an overall goal when the Sponsor does not project being able to meet goals using race-neutral means.

KGB estimates that, meeting the goal of 0.34% will be obtained by 0.00% from race-conscious participation and 0.34% via race-neutral participation measures.

In order to ensure that the ACDBE program will be narrowly tailored to overcome the effects of discrimination, if concession specific goals are used, they will be adjusted to the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual ACDBE participation (see 26.51(f)). Race-neutral and race conscious participation will be tracked and reported separately. For reporting purposes, race-neutral ACDBE participation includes, but is not necessarily limited to, the following: ACDBE participation through a prime contract that an ACDBE obtains through customary competitive procurement procedures; ACDBE participation through a subcontract on a prime contract that does not carry ACDBE goal; ACDBE participation on a prime contract exceeding a concession specific goal; and ACDBE participation through a subcontract from a prime contractor that did not consider a firm's ACDBE status in making the award. Data will be maintained separately on ACDBE achievements in those contracts with and without concession specific goals, respectively.

*References: Alaska DBE Directory, January 2025*  
*FAA Matchmaker System National Certified Directory, January 2025*  
*U S Census Bureau/Census Data, January 2025*



**Attachment 5**  
**Section 23.45: Overall Goal Calculation for Car Rentals**

AIRPORT: Ketchikan International Airport (KTN),  
 Ketchikan Gateway Borough (KGB),  
 Ketchikan, Alaska

Goal Period: FY 2025 (October 1, 2024 – September 30, 2025)

**Overall Goal: 0.02%**

0.02% to be accomplished through 0.00% RC and 0.02% RN

The Sponsor has determined that the market area is the Ketchikan Gateway Borough(B), the State of Alaska (S), as well as the Nation (N).

The market area is the geographical area in which the substantial majority of firms which seek to do goods and services business with the airport are located and the geographical area in which the firms receive a substantial majority of concessions related expenditures are located.

Market Area: The market area was determined using the following information.

Table 1: Type of Service by Market Area

<b>NAICS CODE</b>	<b>Type of Goods and Services</b>	<b>Market Area</b>
459410/453210	Office Supplies	N
423130	Tire Wholesaler	S
423850	Cleaning Supplies	S
441110	New Car Dealership	N
441310	Auto Parts Supplies	S
488410	Towing	B
517311	Phone System	S
524210	Insurance Agencies/Brokerages	N
811111	General Auto Repair	B
811121	Auto Body Repair	B
811191	Oil Change	B
811192	Car Wash/Detail	B
811212	Computer/office Repair	B
561720	Janitorial Services	S
561622	Locksmith Services	B

## **Methodology used to Calculate Overall Goal**

### Goods and Services

As there are no ACDBE car rental concessions in the market area, the ACDBE goal was calculated by including the purchases from ACDBEs of goods and services used in business conducted at the airport by the car rental agencies. The goal will be developed by considering the number of ACDBE certified goods and services as the numerator and the total goods and services (ACDBEs and non-ACDBEs) as the denominator.

## **Base of Car Rental Goal**

### **Step 1: 23.51(c)**

The base figure for the relative availability of goods and services was calculated as follows:

**Numerator:** Consists of ready, willing, and able relevant goods and services ACDBE firms in the market area. The FAA Matchmaker System, Certified Directory was used to determine the numerator, (<https://faa.dbesystem.com/>) for the national level. The Alaska UCP DBE Directory was used to determine the numerator at the state and local level, (<https://dot.alaska.gov/cvlrts/directory.shtml>).

**Denominator:** Consists of ready, willing, and able relevant goods and services firms in the market area. The County Business Patterns, United States Department of Commerce Census Bureau data was used to determine the denominator.

**Base Figure:** Is calculated by dividing the numerator by the denominator.

The below table details the number of ACDBE firms and the total number of firms in the market area. It is used to calculate the base of the goal the Sponsor considered relevant for car rental goods and services.

Table 2: Number of ACDBE and Total Firms by NAICS Code

NAICS CODE	Type of Goods and Services	Market Area	Total ACDBE's	Total All Firms
459410/453210	Office Supplies	N	9	4,254
423130	Tire Wholesaler	S	0	3
423850	Cleaning Supplies	S	0	9
441110	New Car Dealership	N	2	21,835
441310	Auto Parts Supplies	S	0	117
488410	Towing	B	0	0
517311	Phone System	S	0	167
524210	Insurance Agencies/Brokerages	N	16	135,100
561622	Locksmith Services	B	0	0
811111	General Auto Repair	B	0	5
811121	Auto Body Repair	B	0	0
811191	Oil Change	B	0	0
811192	Car Wash/Detail	B	0	0
811212	Computer/Office Repair	B	0	0
561720	Janitorial Services	S	2	250
<b>Total</b>			<b>29</b>	<b>161,740</b>

**Basis of Goal:**

$$\frac{29}{161,740} = 0.018\%$$

**Base Goal Adjustment**

By conducting informational meetings and outreach to ACDBE firms, KGB believes the base goal of 0.018% can be adjusted upward to 0.02%. Additionally, outreach will be made to minority and small business firms who may be potential ACDBE firms in an effort to ensure fair opportunities for all.

**Base Goal: 0.018%**

**Adjusted: 0.02%**

**Step 2:****Past History Participation**

There is not a history of accomplishments to use for a Step 2 adjustment. Nor is there an applicable disparity study or any other statistically reliable evidence to use to adjust the goal. Therefore, a Step 2 adjustment cannot be made based on demonstrable evidence.

## **Overall Goal is .02%**

The Sponsor does not anticipate any major changes that would increase goods and services opportunities over the next year. Progress will be checked annually.

Two car rental company operates from the KTN Terminal. No others are expected during the goal period.

The car rental ACDBE Goods & Services opportunities anticipated during this goal period are Office Supplies, Tire Wholesaler, Cleaning Supplies, New Car Dealership, Auto Parts Supplies, Towing, Phone System, Insurance Agencies/Brokerages, General Auto Repair, Auto Body Repair, Oil Change, Car Wash/Detail, Computer/Office Repair, and Janitorial Services.

Gross Revenue for Budget Car Rental and Alaska Car Rental are summarized below for the preceding three years.

	<b>Gross Revenue</b>
FY22	\$2,466,000
FY23	\$2,482,500
FY24	\$2,446,600

If a new concession opportunity arises prior to the end of this goal period and the estimated average of annual gross revenues are anticipated to be \$200,000 or greater, the Sponsor will submit to the FAA an appropriate adjustment to the overall goal. This will be submitted to FAA for approval no later than 90 days before issuing the solicitation for the new concession opportunity (23.45(i)).

## **Public Participation**

**Consultation:** Section 23.43.

The goal setting process used by Ketchikan to establish the annual overall goal submitted to the operating administrations for approval includes consultation with minority, women's and ACDBE community organizations, and other officials or organizations which could be expected to have information concerning the availability of ACDBEs and non-ACDBEs. This consultation process is also intended to gather information concerning the effects of discrimination on opportunities for ACDBEs and establishing a level playing field for the participation of ACDBEs. Ketchikan held a stakeholder meeting virtually on March 6, 2025, at approximately 1:00 pm AKDT. The State of Alaska Civil Rights Office sent notices on February 18, February 26, and March 5, 2025. There were approximately 564 invites/notices sent out by the Alaska Civil Rights office and 204 of the emails were opened. The Ketchikan Gateway Borough posted flyers, advertised on Facebook, and issued a news release. Exclusive of the Civil Rights Office, DOWL, SALT, and Ketchikan Gateway Borough, five people

attended. Discussion was held after the presentation with current KTN Concessionaires. No comments were received.

### **Breakout of Estimated Race-Neutral & Race Conscious Participation** **Section 23.51**

The sponsor expects to meet the overall goal of 0.02% by obtaining obtain 0.02% from race-neutral participation and 0.00% through race-conscious measures.

The sponsor understands that the following steps should be completed to effectively carry out this plan.

1. Locating and identifying ACDBEs and other small businesses who may be interested in participating as concessionaires under 49 CFR Part 23.
2. Notifying ACDBEs of concession opportunities and encouraging them to compete, when appropriate.
3. When practical, structuring concession activities so as to encourage and facilitate the participation of ACDBEs.
4. Ensuring that competitors for concession opportunities are informed during pre-solicitation meetings about how the sponsor's ACDBE program will affect the procurement process.
5. Providing information concerning the availability of ACDBE firms to competitors to assist them in obtaining ACDBE participation.