

Airport Concession Disadvantaged Business Enterprise (ACDBE) Airport and other Facility/Business Inventory Checklist

Overview of ACDBE Program: The [49 CFR Part 23](#) Airport Concessions Disadvantaged Business Enterprise (ACDBE) program is designed to ensure that small, minority, and women-owned businesses have equal opportunities to participate in airport concession activities. The program aims to promote a diverse and inclusive business environment within airport operations by setting standards and goals for the inclusion of DBEs. Objectives include fostering competition, enhancing the growth and development of ACDBEs, and ensuring non-discriminatory practices in the awarding of concession contracts at airports. Under [49 CFR Part 23](#), airport concessions refer to businesses that operate within the airport premises and provide goods and services to passengers.

The Alaska Department of Transportation & Public Facilities (DOT&PF), Civil Rights Office and Division of Statewide Aviation is committed to continuing and enhancing the [49 CFR Part 23](#) program at the Statewide Primary Airports. To ensure the highest standards of quality control and compliance with FAA requirements, the Civil Rights Office and Statewide Aviation will periodically request information on concession activities.

Purpose of checklist: The purpose of this checklist is to provide a comprehensive list of airport concessions as defined by [49 CFR Part 23](#), encompassing various businesses that operate on airport property and sell goods and services to the traveling public. This structured approach will assist in the accurate reporting and management of concessions, supporting the overall goal of maintaining exceptional service and operational efficiency at Alaska's primary airports. This information will also assist in maintaining compliance with federal regulations. Compliance with federal regulations is a condition of receiving FAA grant funds for airport development.

What is a concession?

Taken from [49 CFR 23.3](#), a Concession means one or more of the types of for-profit businesses that serve the traveling public listed in paragraph (1) or (2) of this definition:

1. A business, located on an airport subject to this part, that is engaged in the sale of consumer goods or services to the traveling public under an agreement with the recipient, another concessionaire, or the owner or lessee of a terminal, if other than the recipient.
2. A business conducting one or more of the following covered activities, even if it does not maintain an office, store, or other business location on an airport subject to this part, as long as the activities take place on the airport: Management contracts and subcontracts, a web-based or other electronic business in a terminal or which passengers can access at the terminal, an advertising business that provides advertising displays or messages to the public on the airport, or a business that provides goods and services to concessionaires.

Types of Concessions: Concessions provide a variety of services and products to passengers and airport staff. These concessions can include but are not limited to:

1. Food and Beverage: Restaurants, cafes, bars, and fast-food outlets.
2. Retail: Duty-free shops, bookstores, gift shops, and specialty retail stores (e.g., clothing, electronics).
3. Services: Car rental agencies, baggage handling, currency exchange offices, lounges (ex: Alaska Airlines Lounge which charges a fee for entry), spas.
4. Entertainment: Movie theaters, gaming zones, and other recreational facilities.
5. Environmental/Electrical: Charging ports for phones, ports for electric vehicles, electric scooters and other types of environmental/electrical items.

- 6. Advertising: In-terminal advertising; on-airport billboards.
- 7. Good/Services: Restaurant supplies, building supplies (cleaning products, kitchen supplies etc.)

Instructions:

1. Conduct a thorough inspection: Walk through the entire facility, inspecting each room (floor to ceiling) to assess the types of businesses operating there.
2. Complete checklist: Provide detailed information for each category, focusing on facilities/businesses where there is access to the traveling public. *You can submit multiple forms for specific facilities.*
3. Document with photos: Take photos of each business or item that is accessible to the traveling public.
4. Submit the completed form: Ensure that the form is fully completed and attach the photos before submission.
5. If you're unsure whether something applies, include it in the checklist anyway!

How to submit: Submit completed packets with photos to:

- Email to DOT.CRO.ProjectsDocs@alaska.gov with airport name in the title.
- [Alaska ZendTo/Dropbox](#): If your document is greater than 4MB, than you can submit it by clicking 'Drop-Off' and following instructions.

Information Overview			
Airport Name:		Airport 3 Letter Code:	
Airport Address:			
Reviewer Name:			
Reviewer Email:			
Reviewer Phone:		Reviewer Title:	

Which facility/business is being reviewed on Airport Property?
Facility/Business Name:
Location:
Type: <input type="checkbox"/> Airport Facility <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Retail Shop <input type="checkbox"/> Car Rental Agency <input type="checkbox"/> Currency Exchange <input type="checkbox"/> Entertainment <input type="checkbox"/> Electrical/Environmental <input type="checkbox"/> Advertising Agency <input type="checkbox"/> Gift Shop <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Lounge/Spa Other:

Parking Lot Information:
Does the airport have designated parking for members of the traveling public? <input type="checkbox"/> Yes <input type="checkbox"/> No
Who maintains the parking lot (includes snow removal and other general maintenance)?
Are there any management contracts, leases or subleases specifically that pertain to the airport parking lot?

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For airport reviews, please complete the following checklist. If you are evaluating a facility/business that is NOT an airport building, proceed to the end of the checklist.

Food & Beverage Service			
Item	Location in Airport	Lease or Sublease?	Photo?
Restaurant 1:			
Restaurant 2:			
Restaurant 3:			
Limited-Service Café 1:			
Limited-Service Café 2:			
Café 1:			
Café 2:			
Bar 1:			
Bar 2:			
Fast Food Outlet 1:			
Fast Food Outlet 2:			
Snack Bar 1:			
Snack Bar 2:			
Other:			
Other:			
Other:			
Other:			
Other:			

Retail Service			
Item	Location in Airport	Lease or Sublease?	Photo?
Gift Shop 1:			
Gift Shop 2:			
Vending Machine 1:			
Vending Machine 2:			

Vending Machine 3:			
Newspaper Stand/Kiosk 1:			
Newspaper Stand/Kiosk 2:			
Newspaper Stand/Kiosk 3:			
Bookstore 1:			
Bookstore 2:			
Duty Free Shop 1:			
Duty Free Shop 2:			
Kiosk 1:			
Kiosk 2:			
Other:			
Other:			
Other:			
Other:			
Other:			

Hospitality Service at airport:			
Item	Location in Airport	Lease or Sublease?	Photo?
Airport Lounge 1:			
Airport Lounge 2:			
Other:			
Other:			
Other:			

Recreational Service:			
Item	Location in Airport	Lease or Sublease?	Photo?
Play area for children:			
Gaming Machine 1:			
Gaming Machine 2:			
Gaming Center:			
Entertainment Center:			
Other:			

Other:			
Other:			

Business & Office Service:			
Item	Location in Airport	Lease or Sublease?	Photo?
Business Center:			
Conference Room:			
Printing service:			
Other:			
Other:			
Other:			

Financial Service:			
Item	Location in Airport	Lease or Sublease?	Photo?
Bank:			
ATM 1:			
ATM 2:			
Currency Exchange:			
Other:			
Other:			
Other:			

Information & Communication Service:			
Item	Location in Airport	Lease or Sublease?	Photo?
Internet (Wi-Fi):			
Pay Phone 1:			
Pay Phone 2:			
Pay Phone 3:			
Advertising Billboard (count):			
Advertising Kiosk:			
Information Desk:			
Other:			

Other:			
Other:			
Other:			
Other:			

Personal Service:			
Item	Location in Airport	Lease or Sublease?	Photo?
Massage Chair (count):			
Spa Service:			
Beauty Salon:			
Barbershop:			
Shoeshine:			
Other:			
Other:			
Other:			

Health & Wellness:			
Item	Location in Airport	Lease or Sublease?	Photo?
Medical Center:			
Pharmacy:			
First Aid Kit:			
Other:			
Other:			
Other:			

Automotive Service:			
Item	Location in Airport	Lease or Sublease?	Photo?
Car Rental Agency 1:			
Car Rental Agency 2:			
Car Rental Agency 3:			
Car Rental Agency 4:			
Car Rental Agency 5:			

Vehicle Maintenance:			
Other:			
Other:			
Other:			

Transportation Service (Located on airport property per 49 CFR 23.3):			
Item	Location in Airport	Lease or Sublease?	Photo?
Limousine Booth (selling tickets to the public):			
Taxi Dispatcher/Operator:			
Other:			
Other:			
Other:			

Environmental/Electric Vehicle (EV)/Electrical:			
Item	Location in Airport	Lease or Sublease?	Photo?
EV/Electrical Charging Port 1:			
EV/Electrical Charging Port 2:			
EV/Electrical Charging Port 3:			
Scooter Rental (at airport):			
Phone charging port:			
Other:			
Other:			
Other:			

Lodging (Located on airport property per 49 CFR 23.3):			
Item	Location in Airport	Lease or Sublease?	Photo?
Hotel/Motel 1:			
Hotel/Motel 2:			
Hotel/Motel 3:			
Other:			
Other:			

Other:			
Other:			

Miscellaneous Service:			
Item	Location in Airport	Lease or Sublease?	Photo?
Baggage Wrapping Service:			
Baggage Cart (count):			
Fish Shipping:			
Dry Cleaning/Laundry Service:			
Pet Care Service:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			

Goods Supplier Information for Airport:
Who supplies airports cleaning products?
Who provides restaurant's supplies (napkins, condiments, food, cutlery, glassware, etc.)
List other suppliers and their goods for the airport:

The following checklist is for evaluating a facility/business that is NOT an airport building. These businesses are located in the airport grounds or within walking distance of the airport.

Food & Beverage Business:			
Item	Location	Open to public?	Photo?
Restaurant 1:			
Restaurant 2:			
Restaurant 3:			
Limited-Service Café 1:			
Limited-Service Café 2:			
Café 1:			
Café 2:			
Bar 1:			
Bar 2:			
Fast Food Outlet 1:			
Fast Food Outlet 2:			
Snack Bar 1:			
Snack Bar 2:			
Other:			
Other:			
Other:			
Other:			
Other:			

Retail Service/Business:			
Item	Location	Open to public?	Photo?
Gift Shop 1:			
Gift Shop 2:			
Vending Machine 1:			
Vending Machine 2:			
Vending Machine 3:			
Newspaper Stand/Kiosk 1:			

Newspaper Stand/Kiosk 2:			
Newspaper Stand/Kiosk 3:			
Bookstore 1:			
Bookstore 2:			
Duty Free Shop 1:			
Duty Free Shop 2:			
Kiosk 1:			
Kiosk 2:			
Other:			
Other:			
Other:			
Other:			
Other:			

Hospitality Service/Business:			
Item	Location	Open to public?	Photo?
Other:			
Other:			
Other:			
Other:			

Recreational Service/Business:			
Item	Location	Open to public?	Photo?
Play area for children:			
Gaming Machine 1:			
Gaming Machine 2:			
Gaming Center:			
Entertainment Center:			
Other:			
Other:			
Other:			
Other:			

Business & Office Service:			
Item	Location	Open to public?	Photo?
Business Center:			
Conference Room:			
Printing service:			
Other:			
Other:			
Other:			

Financial Service/Business:			
Item	Location	Open to public?	Photo?
Bank:			
ATM 1:			
ATM 2:			
Currency Exchange:			
Other:			
Other:			
Other:			

Information & Communication Service:			
Item	Location	Open to public?	Photo?
Internet (Wi-Fi):			
Pay Phone 1:			
Pay Phone 2:			
Pay Phone 3:			
Advertising Agency:			
Advertising Kiosk:			
Information Desk:			
Other:			
Other:			
Other:			

Other:			
Other:			

Personal Service Business:			
Item	Location	Open to public?	Photo?
Spa Service:			
Beauty Salon:			
Barbershop:			
Shoeshine:			
Other:			
Other:			
Other:			

Health & Wellness Business:			
Item	Location	Open to public?	Photo?
Medical Center:			
Pharmacy:			
Other:			
Other:			
Other:			

Automotive Service:			
Item	Location	Open to public?	Photo?
Car Rental Agency 1:			
Car Rental Agency 2:			
Car Rental Agency 3:			
Car Rental Agency 4:			
Car Rental Agency 5:			
Vehicle Maintenance:			
Other:			
Other:			
Other:			

Environmental/Electric Vehicle (EV)/Electrical:			
Item	Location	Open to public?	Photo?
EV/Electrical Charging Port 1:			
EV/Electrical Charging Port 2:			
EV/Electrical Charging Port 3:			
Scooter Rental (at airport):			
Phone charging port:			
Other:			
Other:			
Other:			

Miscellaneous Business:			
Item	Location	Open to public?	Photo?
Baggage Wrapping Service:			
Fish Shipping:			
Dry Cleaning/Laundry Service:			
Pet Care Service:			
Other:			
Other:			
Other:			

Contact information: If you have questions or concerns, please reach out to:

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- Alaska DOT&PF, Civil Rights Office: <https://dot.alaska.gov/cvlrts/index.shtml>
- Alaska DOT&PF, ACDBE Program: <https://dot.alaska.gov/cvlrts/acdbe.shtml>