



# Active Participant in Airport Concessions Form Instructions & FAQ

## Purpose of form:

All firms seeking to work on airport concession opportunities in State of Alaska owned airports must complete this form and submit it to the Alaska Department of Transportation & Public Facilities (DOT&PF), Civil Rights Office. In accordance with 49 CFR 23.27(c)(3) the required data must be collected from all firms that have participated or attempted to participate in airport concession activities and submitted proposals or initial responses to negotiated procurements.

## Authority:

- [49 CFR 23.27\(c\)\(3\)](#): What information does a recipient have to retain and report about implementation of its ACDBE program?

## What information does the form capture?

The form captures the following information from ACDBE and non-ACDBE firms seeking to participate in your concession opportunities.

1. Firm name
2. Firm address including ZIP code
3. [Firm status](#) as an ACDBE or non-ACDBE
4. Race and gender information for the firm's majority owner
5. NAICS code applicable to the concession contract in which the firm is seeking to perform
6. Age of the firm
7. The annual gross receipts of the firm

## 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.

## Instructions for Active Participant & Leasing Personnel:

### Who owns the form?

The Alaska DOT&PF Civil Rights Office owns and updates the form.

### Who collects the form?

Leasing personnel at State of Alaska-owned airports.

### How often should the form be collected?

The form must be completed each time a firm seeks to work on an airport concession.

### Who should submit the form to Alaska DOT&PF Civil Rights Office?

The form should be submitted by either the active participant or the leasing manager.

### Where to submit the form?

The form should be submitted to [dot.cro.forms@alaska.gov](mailto:dot.cro.forms@alaska.gov).

### Where can I find more information and a copy of this form?

For more information and to access the form, visit the Alaska DOT&PF Civil Rights Office ACDBE webpage:

<https://dot.alaska.gov/cvlrts/acdbe.shtml>