

# KETCHIKAN INTERNATIONAL AIRPORT (KTN) ACDBE PROGRAM GOALS: FY25



Meeting Date: March 6, 2025

# WELCOME



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Please provide your name and contact information in the chat.

# TEAMS MEETING TOOLS



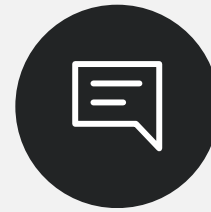
## Microphone

Toggle to mute/unmute audio. A slash means muted.



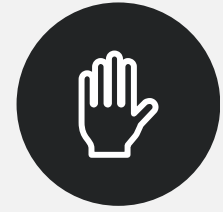
## Video

Please turn your video off for better participation.



## Chat

Click to view the chat window or send a message.



## Raise Hand

Click to let others know that you have a question.

**NOTE:** Mute your microphone unless you are talking. Use the “raise hand” feature or chat to indicate you have a question.



# MEETING OUTLINE

**01**

Welcome

**02**

Ketchikan Land  
Acknowledgement

**03**

ACDBE Program Overview

**04**

Federal Fiscal Year 2025 Goals

**05**

Goal Setting Methodology

**06**

Potential Opportunities

**07**

How to become an ACDBE Firm

**08**

Conclusion



# Acknowledgement

*I respectfully acknowledge that we are gathered on the ancestral lands of Alaska Native peoples, who have stewarded these lands and waters for countless generations. Their deep cultural, spiritual, and historical connections to this region continue to thrive today.*

*I honor the ancestors, elders, and community members whose resilience and stewardship have shaped this land.*

# OBJECTIVES OF THE ACDBE PROGRAM

## AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)

- To create a level playing field on which ACDBEs can compete fairly for opportunities for concessions;
- To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as ACDBEs;
- To help remove barriers to the participation of ACDBEs in opportunities for concessions at airports receiving DOT financial assistance;
- To promote the use of ACDBEs in all types of concessions activities at airports receiving DOT financial assistance;
- To assist the development of firms that can compete successfully in the marketplace outside the ACDBE program.





# DEFINITIONS (49 CFR PART 23 §23.3)

**CONCESSION** | For-profit business engaged in sale of good or services to the traveling public under an agreement with the recipient, other concessionaire, or the owner or lessee of the terminal.

**ACDBE** | A for-profit small business that is at least 51% owned by socially and economically disadvantaged individuals, and whose management and daily business operations are controlled by one or more of the socially economically disadvantaged individuals who own it.

**RACE NEUTRAL** | A measure or program that is, or can be, used to assist all small businesses, without making distinctions or classifications on the basis of race or gender.

**RACE CONSCIOUS** | A measure or program that is focused specifically on assisting only ACDBEs, including women-owned ACDBEs. For the purposes of this part, race-conscious measures include gender-conscious measures.



# WHAT IS AN ACDBE?

## OWNERSHIP



A Socially or Economically Disadvantaged Person owns and controls more than 51% of the business.

Note: The person's Personal Net Worth must be under \$2.047 Million.

## SIZE STANDARDS



Firms with less than \$56.42M gross revenue (except as indicated below):

- Banks less than \$1B in assets
- Car rental less than \$75.23M gross revenue
- Pay phones less than 1,500 employees
- Auto dealers less than 350 employees

## ACDBE

More information on applying to be certified as an ACDBE later in this presentation.

# PROGRAM GOALS

Program goals are a defined percentage of gross revenue that is generated by airport concessionaires.

The goals are accomplished by having an ACDBE as the concessionaire or by the concessionaire purchasing goods and services from ACDBE suppliers.

Goals are required when:

**1** CAR RENTAL CONCESSION  
REVENUE EXCEEDS \$200,000



**2** NON-CAR RENTAL CONCESSION  
REVENUE EXCEEDS \$200,000



Note: Separate ACDBE goals are required for car rentals and non-car rentals



# GOAL CALCULATION

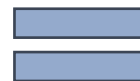
## STEP 1 – BASE FIGURE

- ✓ Identify ACDBE opportunities
- ✓ Identify geographic market area of opportunities
- ✓ Research ACDBE & non-ACDBE businesses
- ✓ Calculate ACDBE availability percentage
- ✓ The ACDBE Availability % is the Base Figure



Ready, Willing, and Able ACDBEs in the  
Market Area

Total Number of Ready, Willing, and Able  
Firms in the Market Area



**ACDBE Availability %**

# GOAL CALCULATION

## STEP 1 – WEIGHTED BASE FIGURE FOR NON-CAR RENTAL GOALS

- ✓ Determine gross revenue for all NAICS categories.
- ✓ Calculate the percentage of total gross revenue attributed to each NAICS code.



$$\% \text{ Gross} \times \% \text{ ACDBE Available} = \text{Weighted Base (Non-Car Rental)}$$



# GOAL CALCULATION

## STEP 2 – ADJUSTMENT

- ✓ Current Market
- ✓ Disparity Studies
- ✓ Historic Performance

## RACE-NEUTRAL/RACE-CONSCIOUS BREAKOUT

- ✓ Historic Performance

## PUBLIC CONSULTATION

- ✓ You!



# DETERMINING MARKET AREA

## CAR RENTAL

B – Ketchikan Gateway Borough

S – State of Alaska

N – Nationwide

## NON-CAR RENTAL

N – Nationwide



# CALCULATING CAR RENTAL GOAL

## STEP 1 – BASE FIGURE

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>

### LEGEND

B – Ketchikan Gateway Borough

S – State of Alaska

N – Nationwide

Total ACDBEs		<b>Base Figure</b>
Total All Firms		
29		<b>0.018%</b>
161,740		





# CALCULATING CAR RENTAL GOAL

## STEP 2 – ADJUSTMENT

- No historic accomplishment
- No disparity study available
- Conducted outreach to ACDBE firms and determined, with race-neutral outreach, Base Figure can be increased to 0.02% of total car rental concession revenue

## RACE-NEUTRAL/RACE-CONSCIOUS BREAKOUT

- Race-neutral outreach to obtain goal

# CALCULATING NON-CAR RENTAL GOAL

## STEP 1 – BASE FIGURE

NAICS	Type of Concession	Market Area	Total ACDBE's	Total All Firms	% ACDBE Availability
459420	Gift Shop	N	229	18,609	1.23%
445132	Vending Machines	B	0	5	0.00%
454210	ATM	B	0	5	0.00%
722410	Drinking Places	B	0	11	0.00%

### LEGEND

N – Nationwide

B – Ketchikan Gateway Borough

$$\frac{\text{Total ACDBEs}}{\text{Total All Firms}} = \% \text{ of ACDBE Availability}$$

# CALCULATING NON-CAR RENTAL GOAL

## STEP 1 – BASE FIGURE

NAICS	Type of Concession	% Gross	% ACDBE Available	Weighted
459420	Gift Shop	27.96%	1.23%	0.34%
454210	Vending Machines	0.41%	0.00%	0%
522320	ATM	0.18%	0.00%	0%
722410	Drinking Places	71.45%	0.00%	0%
Total				0.34%

**WEIGHTED BASE**

**0.34%**



# CALCULATING NON-CAR RENTAL GOAL

## STEP 2 – ADJUSTMENT

- No historic accomplishment
- No disparity study available
- Conducted outreach to ACDBE firms and determined, with race-neutral outreach, Base Figure will remain at 0.34% of total non-car rental concession revenue

## RACE-NEUTRAL/RACE-CONSCIOUS BREAKOUT

- Race-neutral outreach to obtain goal

# RACE-NEUTRAL MEASURES: HOW AIRPORT WILL OBTAIN ACDBE GOALS



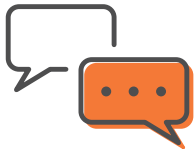
Locate and identify ACDBEs and other small businesses that may want to participate as concessionaires



Notify ACDBEs of concession opportunities and encourage them to compete, when appropriate



Structure concession activities to encourage and facilitate ACDBE participation



Ensure competitors for opportunities are informed during pre-solicitation meetings about how the ACDBE program will affect the procurement process



Inform competitors of the availability of ACDBE firms to assist them in obtaining ACDBE participation



# KTN'S ACDBE GOALS FOR FFY 2025



## CAR RENTAL – 0.02%

- No ACDBE Car Rental Companies in KGB market area
- Goal to be obtained by purchasing goods/services from ACDBE vendors



## NON-CAR RENTAL – 0.34%

- Applies to restaurant and gift shop and future concessions
- Goal to be obtained by purchasing goods/services from ACDBE vendors



# POTENTIAL FUTURE CONCESSIONS

## KTN TERMINAL EXPANSION

Expected completion – Spring 2027

KTN will evaluate demand for additional concession opportunity.



# Comments on Goals

Please provide any comments to [mzollars@DOWL.com](mailto:mzollars@DOWL.com) by April 7, 2025.



# UNDERSTANDING DBE & ACDBE PROGRAM



**FAA ACDBE KTN Public Participation Meeting**  
Presentation by Alaska DOT&PF, Civil Rights Office

# CIVIL RIGHTS OFFICE OVERVIEW

The Civil Rights Office is committed to ensuring equal opportunity for all businesses and personnel on Alaska Department of Transportation and Public Facilities (Alaska DOT&PF) projects.

Alaska DOT&PF's policy is to ensure that no person be excluded from participation, or be denied benefits, based on race, color, national origin, sex, age, or disability.

**Our Mission** is to promote fair and equitable public service, advocating nondiscriminatory treatment in providing transportation services.

**Our Vision** is to ensure transportation services are provided in a non-discriminatory manner.



# OVERVIEW OF DBE PROGRAM



# OVERVIEW OF DBE PROGRAM

The DBE program is **designed to remedy ongoing discrimination and the continuing effects of past discrimination** in federally-assisted highway, transit, airport, and highway safety financial assistance transportation contracting markets nationwide.

The **primary remedial goal** and objective of the DBE program is to **level the playing field** by providing small businesses owned and controlled by socially and economically disadvantaged individuals a **fair opportunity to compete for federally funded transportation contracts**.

**Authority:** Administered under 49 CFR Part 26

**Funding Sources:** Applies to contracts funded by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA).

## **Objectives include:**

- To ensure that our contractors comply with DBE laws and requirements.
- To ensure that DBEs can compete fairly for federally funded transportation-related projects.
- To ensure that only eligible firms participate as DBEs.
- To assist DBE firms in competing outside the DBE Program

# OVERVIEW OF AIRPORT CONCESSION DBE PROGRAM

The ACDBE program is **designed to level the playing field** for small businesses **wanting to do business** with Alaska DOT&PF and other agencies receiving federal funds through the Federal Aviation Administration (FAA) and **wish to participate in contracting and concession opportunities at airports.**

ACDBE Program plays a crucial role in promoting diversity and inclusion in the aviation industry by providing opportunities for small businesses owned by socially and economically disadvantaged individuals to participate in airport concession contracts.

**Authority:** Administered under [49 CFR Part 23](#)

## **Objectives include:**

- **Ensure Nondiscrimination:** Award concession opportunities without discrimination based on race, color, national origin, or gender.
- **Level the Playing Field:** Provide fair competition for small businesses owned by socially and economically disadvantaged individuals.
- **Increase Participation:** Boost ACDBE participation in airport concessions, increasing access for disadvantaged businesses.
- **Promote Fair Competition:** Remove barriers to ACDBE participation and ensure only eligible firms are involved.

# HOW TO BECOME CERTIFIED

Presentation by Certification Officer





# WHAT IS A DBE/ACDBE?

A DBE is a small, for-profit business that is at least 51% owned & controlled by socially & economically disadvantaged individuals.

Socially disadvantaged individual means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who has been subjected to racial or ethnic prejudice or cultural bias within American society because of his or her identity as a members of groups and without regard to his or her individual qualities. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

To be regarded as economically disadvantaged, an individual must have a personal net worth that does not exceed \$2.047 million.

# DBE PROGRAM SIZE STANDARDS

SBA Size Measure	DBE Statutory Cap
<p>SBA business size standard(s) found in <a href="#">13 CFR part 121</a> appropriate to the type(s) of work the firm seeks to perform in DOT-assisted contracts, including the primary industry classification of the applicant.</p> <p>See <a href="#">13 CFR part 121.201</a></p>	<p>Size limit = \$30.72 million</p>
<p>Average annual gross receipts over the firm's previous 5 fiscal years.</p> <p>See <a href="#">13 CFR part 121.104(c)</a></p>	<p>Average annual gross receipts over the firm's previous 3 fiscal years.</p> <p>See <a href="#">26.65(b)</a>, <a href="#">2021 Final Rule, DBE Guidance on Gross Receipts (2020)</a></p>
<p><b>*DBEs working on FAA contracts are only subject to the SBA size standards. DBEs working on FHWA and FTA contracts are subject to both the SBA size and the DBE statutory gross receipts standards.</b></p>	

# ACDBE PROGRAM SIZE STANDARDS

Affiliation has the same meaning the term has in the Small Business Administration (SBA) regulations, except that the provisions of SBA regulations concerning affiliation in the context of joint ventures (13 CFR §121.103(h)) do not apply to this part.

Size Limit	Regulation
<b>\$56.42 million</b> (Average annual gross receipts over the firm's 5 previous fiscal years)	<u>23.33(a)</u>
<i>Banks and financial institutions:</i> <b>\$1 billion in assets</b>	<u>23.33 (b)(1)</u>
<i>Passenger car rental companies:</i> <b>\$75.23 million</b> (Average annual gross receipts over the firm's three previous fiscal years).	<u>23.33 (b)(2)</u>
<i>Pay telephones:</i> <b>1,500 employees</b>	<u>23.33 (b)(3)</u>

# APPLICATION PROCESS

The DBE application can be found on the Civil Rights Office website:

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

All applicants must register as a vendor in our system:

<https://dot.alaska.gov/aashtoware/docs/AWP-Vendor-List-Guidance.pdf>

Submit your application and supporting documentation to [sarah.starzec@alaska.gov](mailto:sarah.starzec@alaska.gov) or by using our file transfer site: <https://drop.state.ak.us/drop/>

We have 90 days to process the application once we receive all the required documentation. We will notify the applicant within 30 days if we require additional documentation. We will also conduct an onsite review either virtually or in person.



# PLAN HOLDER SELF REGISTRATION LIST

The Plan Holders Self-Registration List (PHSRL) allows DBE, SBE, and non-DBE subcontractors to self-register as interested subcontractors on Alaska DOT&PF Projects. Prime contractors have access to all subcontractors who are interested in participating in the bid.

Before you register for the PHSRL, it is highly recommended that you first register for the Online Public Bidding Notices which will notify you of any upcoming bids.

All prime contractors, subcontractors and DBEs must register for AASHTOWare Project as a vendor in order to submit bids or register on the PHSRL.

PHSRL guidance can be found here:

<https://dot.alaska.gov/cvlrts/forms/Plan-Holder-Self-Registration-List-Guide.pdf>

# SPECIAL CERTIFICATION RULES

There are special DBE certification rules that apply to Alaska Native Corporation (ANC) owned firms. The AUCP uses a different application packet for ANC-owned firms applying under the special rules, and this can be found here:

- <https://dot.alaska.gov/cvlrts/pdfs/Application-Packet-for-ANC.pdf>

49 CFR Part 26.63(c)(2)(i) contains special certification rules which apply to Alaska Native Corporation (ANC) owned firms. DOT regulations require that an ANC meeting all of the following requirements must be certified as a DBE:

- (i) The Settlement Common Stock of the underlying ANC and other stock of the ANC held by holders of the Settlement Common Stock and by Natives and descendants of Natives represent a majority of both the total equity of the ANC and the total voting power of the corporation for purposes of electing directors;*
- (ii) The shares of stock or other units of common ownership interest in the subsidiary, joint venture, or partnership entity held by the ANC and by holders of its Settlement Common Stock represent a majority of both the total equity of the entity and the total voting power of the entity for the purpose of electing directors, the general partner, or principal officers; and*
- (iii) The subsidiary, joint venture, or partnership entity has been certified by the Small Business Administration under the 8(a) or small disadvantaged business program.*



# DBE/ACDBE DIRECTORY

Updated weekly with newly certified DBE/ACDBE firms

The screenshot shows the Alaska Department of Transportation and Public Facilities (DOT&PF) Civil Rights Office website. The page is titled "AUCP Disadvantaged Business Enterprise (DBE) Directory". It includes a search filter section with the following fields:

- Search by Certification Type:** Two checked options:  Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) and  Disadvantaged Business Enterprise (DBE).
- Enter Vendor Name (Full or Partial):** A text input field containing the word "crouse".
- Work Location (Region):** A dropdown menu.
- Select the NAICS Code:** A dropdown menu.
- Select the Work Category:** A dropdown menu.
- Professional Services Only

At the bottom of the filter section, there are "Search" and "Reset" buttons. Below the filter section, a "Disclaimer Statement:" is partially visible.

Link: <https://dot.alaska.gov/cvlrts/directory.shtml>

# BENEFITS OF DBE & ACDBE CERTIFICATION

- **Access to Government Contracts:**
  - **Priority in Contracting:** DBE-certified firms get priority consideration for federally funded contracts, particularly in transportation, airport, and highway projects.
  - **Set-Asides and Goals:** Many federal, state, and local contracts have specific DBE participation goals, which means prime contractors are often required to partner with DBEs.
- **Increased Business Visibility:**
  - **Inclusion in DBE Directories:** Certified DBEs are listed in directories that contractors use to find qualified DBE firms, increasing exposure to potential business opportunities.
  - **Networking Opportunities:** DBEs often have access to networking events, workshops, and resources aimed at enhancing their business visibility and fostering partnerships.



# BENEFITS OF DBE & ACDBE CERTIFICATION

- **Access to Resources and Support:**

- **Technical Assistance and Training:** DBE programs often provide technical assistance, business development support, and mentorship to help firms grow.
- **Bonding and Financial Assistance:** Some programs offer bonding support and access to financing to help DBEs compete for contracts that might otherwise be difficult to secure due to bonding or financial limitations.



- **Increased Competitiveness**

- **Increased Contract Opportunities:** DBE status can help small businesses gain access to contracts that may otherwise go to larger firms.
- **Enhanced Marketability:** Being DBE-certified signals to potential clients and partners that the business has met strict requirements for certification and is qualified to perform on government contracts.





# BENEFITS OF DBE & ACDBE CERTIFICATION

- **Subcontracting Opportunities**

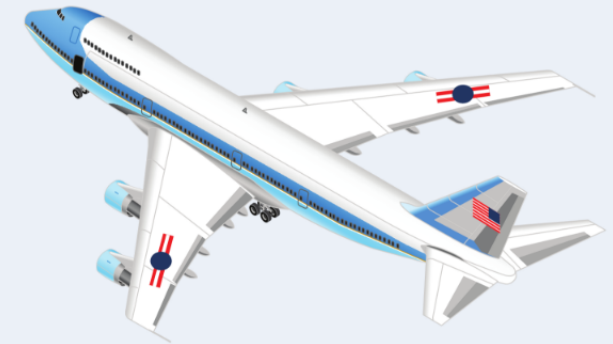
- Partnering with Larger Contractors: DBEs can often partner with larger contractors as subcontractors, giving them the opportunity to gain experience, build capacity, and grow their businesses.

- **Support for Small and Minority-Owned Businesses**

- Promoting Equity in Business: DBE certification promotes diversity, equity, and inclusion in industries where minority and women-owned businesses may face barriers to entry.

- **ACDBE Certification**

- Opens doors to lucrative airport concession opportunities, with a focus on long-term, stable contracts and participation goals that ensure certified businesses can compete in an industry that generates significant revenue from high-traffic airport environments.



# ONCE YOU'RE CERTIFIED

Once you are certified as a DBE or ACDBE, our office will email you instructions on how to join our new DBE/ACDBE firm orientations. These orientations will cover our quarterly events, how to become part of our network, and how to contact our office for any additional assistance.

We also offer valuable support services for new DBE/ACDBE firms, including guidance on bidding for federal projects and opportunities to meet our stakeholders, prime contractors, and other DBEs.

We also offer various support services for new firms, including:

- Networking opportunities
- Training sessions
- Resource guidance

We're here to help you succeed!





# DBE/ACDBE SUPPORT SERVICES

The DBE Support Services (DBE/SS) program is designed to contribute to the growth and eventual self-sufficiency of certified DBE firms by providing assistance in the acquisition of skills and the identification of resources so that the firms can ultimately compete on an equal basis for contracts and subcontracts without the assistance of the DBE program.

DBE/SS resources include:

- Transporter Newsletter
- Events hosted by Alaska DOT&PF, stakeholders and other community partners.
- DBE/ACDBE Conference
- 50% DBE Reimbursement Program
- 90% Reimbursement for Small Business Development Classes
- Orientations for new DBE/ACDBE firms
- List of resources available via [DBE/ACDBE/SS website](#)





# TRANSPORTER NEWSLETTERS

Sign up for our Transporter Newsletters sent out quarterly to stay informed and ahead!

- **Training Opportunities:** Enhance your skills with tailored sessions and workshops.
- **Program Updates:** Stay updated on the latest developments in DBE/ACDBE, OJT, and more.
- **Industry News:** Receive critical updates on policies, initiatives, and opportunities that impact your business.

Don't miss out on essential resources and insights—join our community today!

Email Zhenia at [zhenia.peterson@alaska.gov](mailto:zhenia.peterson@alaska.gov) today!



# THANK YOU FOR LISTENING! REACH OUT FOR ANY QUESTIONS.

## **DBE/ACDBE & OJT PROGRAM MANAGER**

Email: [zhenia.peterson@alaska.gov](mailto:zhenia.peterson@alaska.gov)

Phone: 907-269-0844

## **DBE/ACDBE & OJT COMPLIANCE SPECIALIST**

Email: VACANT

Phone: 907-269-0850

## **DBE/ACDBE CERTIFICATION OFFICER**

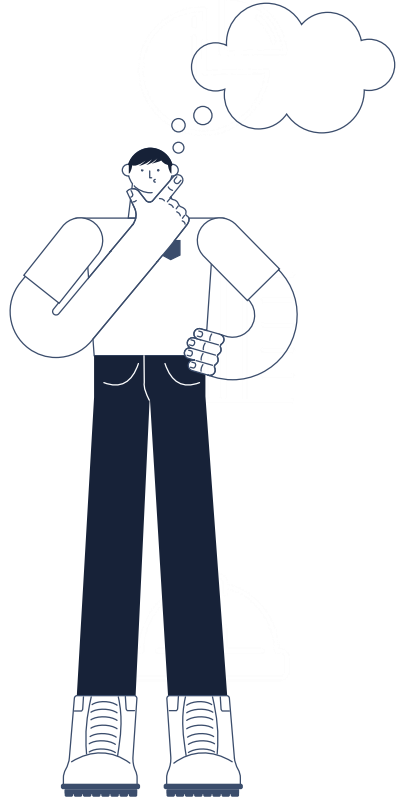
Email: [sarah.starzec@alaska.gov](mailto:sarah.starzec@alaska.gov)

Phone: 907-269-0845



# THANK YOU!





Questions?



**THANK YOU!**