



**APPLICANT INFORMATION**

Name and mailing address of applicant: Name: _____ Address: _____ _____	Name and mailing address to appear on contract: Name: _____ Address: _____ _____
Contact person: _____ Telephone: (____) _____ Fax No: (____) _____ E-mail: _____	Incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/> Where? _____ When? _____ Registered in Alaska? Yes <input type="checkbox"/> No <input type="checkbox"/>

**PREMISES, TERM, IMPROVEMENTS, AND USES REQUESTED**

Premises: Description of property requested. <i>(If a block and lot number do not exist, attach a drawing showing proposed location and dimensions.)</i> Block : _____ Lot: _____ Parcel: _____ Term requested: _____ Desired beginning date: _____	For what purpose do you plan to use the property? List all specific uses planned <i>(i.e. air cargo, aircraft maintenance and repair, air taxi, etc.)</i> : _____ _____ Do you plan to sell aviation fuel on the premises? Yes <input type="checkbox"/> No <input type="checkbox"/>
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**IMPROVEMENTS:** Do you plan to construct improvements on the premises? Yes  No   
If yes, attach a site plan drawn to scale showing all dimensions *(example attached)*. Site plan attached   
Describe purpose of proposed improvements *(i.e., hangar, office, aboveground fuel storage tank, etc)*: \_\_\_\_\_  
\_\_\_\_\_  
Estimated total value of proposed improvements when completed: \$ \_\_\_\_\_  
Proposed construction dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**FOR AN EXISTING LAND LESSEE**

- Is this an application for a new lease to replace an existing land lease? Yes  No
- Is this an application for a supplement to extend the term of an existing land lease? Yes  No
- If yes to either 1. or 2. above, please provide ADA-number of existing lease: ADA- \_\_\_\_\_
- If application is for 2. above, do you wish to amend the disposition of improvements language in your existing lease? Yes  No
- If requesting either 1. or 2. above and a term greater than five years, provide supporting documentation of project costs, purchase price, fair market value, or useful life or remaining useful life of the permanent improvements on the premises, as required under 17 AAC 42.230. If no documentation is received, the maximum lease term or term extension that may be granted is five years.

**AIRCRAFT**

Enter the type and number of aircraft that will be operated from the premises *(if applicable)*.

	under 6,500#	6,500 - 12,500#	12,500 - 25,000#	25,000 - 200,000#	200,000# & over
Fixed wing aircraft:					
Rotary wing aircraft:					

**BEFORE SUBMITTING THIS APPLICATION, HAVE YOU:**

Provided all the required information?	<input type="checkbox"/>	Signature: _____
Attached a site plan?	<input type="checkbox"/>	
Provided documentation if required under 5. above?	<input type="checkbox"/>	Print name: _____
Attached a \$100 application fee?	<input type="checkbox"/>	
Signed the application?	<input type="checkbox"/>	Title: _____ Date: _____

**Note:** The State reserves the right to return incomplete applications or require additional information.

**FOR OFFICE USE ONLY**

1. New ADA- \_\_\_\_\_ 2. Date entered into PropWorks \_\_\_\_\_ Initials: \_\_\_\_\_

**INFORMATION FOR APPLICANTS**

1. **Fees:** All applications must be accompanied by a \$100 nonrefundable application fee. *(An exemption is granted to a Government agency for an activity directly related to the operation of an airport).* Checks must be made payable to "State of Alaska." Depending on the proposed activity, the lessee may be charged a percentage of gross sales in addition to land or building rent.
2. **Length of Term:** 17 AAC 42.225(b) states that, in setting or extending the term for a land lease (except for government agencies), the airport manager shall consider the following factors:
  - (1) the applicant's actual or proposed development and use of the premises;
  - (2) sound airport planning and anticipated needs for security, safety, maintenance, and operation of the airport;
  - (3) future development needs of the airport;
  - (4) applicable covenants running with the land and restrictions in the state's title to airport property;
  - (5) the amount of investment, purchase price, fair market value, useful life, or remaining useful life of permanent improvements documented in the application, as applicable;
  - (6) the applicant's plan for remediation of any environmental contamination if the applicant did not cause or materially contribute to the contamination; and
  - (7) the proposed method and terms of financing the applicant's investment.

Subject to the limitations in 17 AAC 42.215 and in 17 AAC 42.220 and after considering the factors described above, the Airport Manager shall grant a term for a new lease or a term extension that will not exceed the greatest of

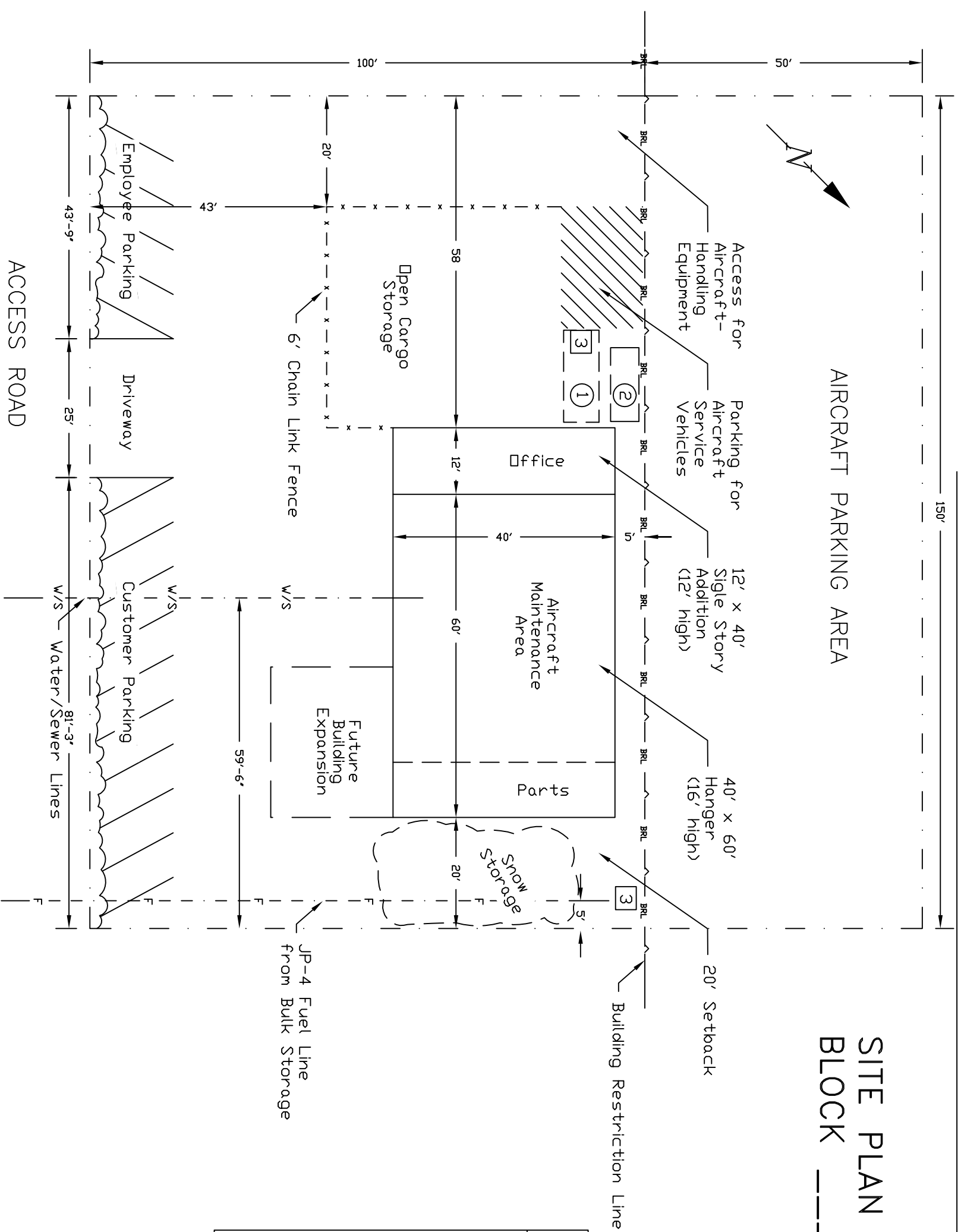
- (1) the number of years shown in the applicable lease term table *(available in the Leasing Office)* that corresponds to the amount of the applicant's initial investment or additional investment, as applicable and excluding financing costs, in
    - (A) premises, boundary, and as-built surveys;
    - (B) site preparation, including excavating, filling, grading, fill material, gravel, and pavement;
    - (C) permanent improvements on the premises or, if constructed for immediate state ownership, off the premises; and
    - (D) remediation of contamination on or that migrated from the premises and that was not caused or materially contributed to by the applicant;
  - (2) the number of years shown in the applicable lease term table that corresponds to the appraised fair market value or purchase price of permanent improvements owned by the applicant on the premises, as applicable and excluding financing costs; or
  - (3) the number of years of useful life of proposed permanent improvements on the premises or the number of years of remaining useful life of existing permanent improvements owned by the applicant on the premises; if more than one applicant-owned permanent improvement is proposed or exists on the premises, the improvement with the longest useful life or remaining useful life shall be used to determine the length of a new lease or term extension.
3. **Insurance Requirements:** 17 AAC 42.410(15) states that the Airport Manager shall require the lessee, at the lessee's own expense, to obtain, maintain, and keep in force throughout the term of the lease adequate and appropriate liability insurance coverage protecting both the lessor and lessee on an occurrence policy form covering all operations by or on behalf of the lessee with combined single limits not less than \$1,000,000 each occurrence or such higher limits as the lessor reasonably finds necessary to provide adequate and appropriate coverage for the risks posed by the lessee's use of the premises and activities at the airport. Please discuss with the Leasing Office the insurance coverage you may be required to carry. You may wish to investigate the cost of insurance before applying for a lease.
  4. **Public Notice:** Except for a permit with a term of 120 days or less, 17 AAC 42.400 requires the Airport Manager to give the public at least 30 days notice before executing a land lease. Comments and competing applications will be accepted for 30 days after the notice first appears, except in the case of an application for an extension of an existing lease or a new lease under 17 AAC 42.205(b). An application for a land lease or material amendment to a land lease that qualifies for consideration without competition under 17 AAC 42.205(b) is approvable subject to public notice and comment if
    - (1) the applicant is in compliance with the terms and conditions of the applicant's current or holdover lease so that denial of the application is not required under 17 AAC 42.010(g);
    - (2) the continued use is consistent with
      - (A) the State's obligations under revenue bonds issued under AS 37.15.410 - 37.15.550 or a covenant running with the airport land;
      - (B) an exclusive right granted by the department to another person;
      - (C) sound airport planning or considerations of security, safety, maintenance, or operation of the airport;
      - (D) the applicable provisions of 17 AAC 42 and of any other statute or regulation, including any relating to noise or airport land use; and
      - (E) any applicable FAA grant assurance incorporated by reference under 17 AAC 42.010 and any written plan or program required for compliance with applicable state or federal law; and
    - (3) the continued use is in the best interest of the state. *17 AAC 42.400 and 17 AAC 42.215(c)*

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APRON

# SAMPLE SITE PLAN



SITE PLAN  
BLOCK \_\_\_\_\_, LOT \_\_\_\_\_

LEGEND	
①	1,000-gal. AV Gas Tank
②	500-gal. Heating Oil Tank
③	Filter and Pump Unit (4' above pavement)
W/S	Water/Sewer Lines (diameter)
F	Fuel Lines (diameter)
	Landscaping

## INSTRUCTIONS

1. Draw to scale.
2. Show uses of Land and Structures: Include areas for snow storage, aircraft, vehicle, and equipment parking.
3. Show dimensions and heights of all structures.
4. Label and locate all improvements on plan: Include utility lines and fuel tanks. Show distances from buildings and lot boundaries.
5. Note whether fuel tanks are above or below ground; specify method of installation.