

 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>09.03.050</b>	PAGE  1 of 3
	EFFECTIVE DATE August 27, 2013	
SUBJECT <b>Naming and Renaming Rural System Airports</b>	SUPERSEDES  <b>09.03.050</b>	DATED  August 18, 2005
CHAPTER <b>Planning, Budget and Research</b>	SECTION <b>Planning</b>	APPROVED BY  <b>Signature on File</b>

## PURPOSE

This formalizes the policy and procedure of the department regarding naming and renaming airports in Alaska's Rural Airport System that are owned or operated by the department. This will provide consistency and ease of public information collection.

## POLICY

Except as described below, every rural system airport owned or operated by the department will be named in the format "[Community Name] Airport," or if that name is already in use at another airport in Alaska, "[Community Name] Number 2 Airport." If the appropriate regional director identifies a need to rename an airport, the new name will be in that format.

Occasionally the department receives a request to name or rename an airport, generally for the purpose of honoring an individual. The department will make the final determination regarding requests to name or rename airports by using the following procedure.

## PROCEDURE

The request to name or rename an airport must be in the form of a resolution from a local government, a federally recognized tribe in Alaska, the legislature, or other organization that represents the broad public interests of the community or area.

The appropriate regional director will review the request to determine if it is appropriate to proceed with public review of the proposed name. A request will be considered appropriate unless there is a clear and compelling basis for considering it inappropriate.

The proposed name will be in the format "[Community Name] [Requested Name] Airport." An example is: Petersburg James A. Johnson Airport.

If the regional director approves the request for public review, that official will send written notification and a request for comments to:

- All appropriate local government and tribal organizations in the area;
- Area legislators;
- All lease holders on the airport;
- All airlines providing commercial service to the airport;
- Federal Aviation Administration (FAA) Airports Division;
- DOT&PF commissioner;
- Deputy commissioner;
- Director of Statewide Design and Engineering Services;
- Airport manager;
- Nonprofit organizations representing aviation interests, such as the Alaska Airman's Association and the Alaska Air Carriers Association;
- Media serving the local area, the region, and the state, as appropriate; and
- Other agencies and individuals as appropriate.

Adequate review time will be allowed to provide the local governments and tribal organizations time to debate and pass a resolution favoring or opposing the proposed name. A minimum of 60 days review time will be allowed in most cases.

After the review period is complete, the regional director will forward a recommendation to the commissioner. The commissioner will make the final decision. A copy of the decision will be sent to:

- The organization requesting the name;
- All recipients of the notification above;
- All individuals and organizations that submitted comments regarding the name; and
- All others that the regional director considers appropriate.

When a decision is made to name or rename the airport, the regional director will take the following actions:

- The FAA Airports Division will be requested to make changes to the airport master record and other appropriate FAA data bases.
- The airport certification manual will be updated, in the case of certificated airports.
- The airport layout plan will be updated.

# **STATE OF ALASKA**

Department of Transportation & Public Facilities  
POLICY AND PROCEDURE MANUAL

Policy and Procedure 09.03.050  
Naming and Renaming Rural System Airports  
Effective: August 27, 2013  
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## **AUTHORITY**

AS 02.10.010

AS 02.15.020

AS 02.15.120

AS 02.15.160

## **IMPLEMENTATION RESPONSIBILITY**

Commissioner and regional directors

## **DISTRIBUTION**

All department employees via the DOT&PF website