

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>03.01.030</b>	PAGE 1 of 4
	<b>Policy and Procedure</b>		EFFECTIVE DATE March 15, 1993	
SUBJECT <b>AIAS Policy Development</b>		SUPERSEDES		DATED
TITLE <b>Alaska International Airport System</b>	CHAPTER <b>General Administration</b>	APPROVED BY Signature on File		

## PURPOSE AND SCOPE

This procedure establishes the steps for developing and revising Alaska International Airport System (AIAS) policy.

## DISTRIBUTION

ANC Director  
 FAI Manager  
 AIAS Controller  
 ANC and FAI Section Heads  
 DOT&PF Procedure Manual Holders

## FORMAT

AIAS will use DOT&PF's Policy format and manual for policies affecting both ANC and FAI and will submit AIAS management-approved policy to DOT&PF Headquarters for approval.

## DEFINITIONS

1. **ASSIGNED PARTY** means the individual(s) assigned to research and develop specific AIAS policy.
2. **POLICY COMMITTEE** means the AIAS Controller, the FAI Manager, and ANC Director.
3. **POLICY COORDINATOR** means the individual appointed by the Policy Committee to coordinate AIAS policy development. The Policy Coordinator may also be an Assigned Party.
4. **POLICY REVIEWERS** means staff the Policy Committee identifies to review specific draft policy. Statewide Aviation is always included as a Policy Reviewer.

## **RESPONSIBILITIES**

### **POLICY COMMITTEE:**

- Identify and prioritize topics requiring written policy.
- Designate Assigned Party.
- Provide general direction and guidelines to Assigned Party, Policy Reviewers, and the Policy Coordinator.
- Decide conflicts and disputes.
- Approve or disapprove final policy recommendations.
- Determine appropriate implementation methods and assign implementation responsibilities.

### **POLICY COORDINATOR:**

- Coordinate AIAS policy development.
- Maintain a master list of potential policy topics identified by AIAS staff. Provide Policy Committee with updated list each quarter.
- Distribute policy information to Assigned Parties and Policy Reviewers.
- Prepare and maintain complete files documenting development of each policy.
- Ensure review by Statewide Aviation/Leasing.

### **ASSIGNED PARTY:**

- Conduct research, develop timelines, and draft policy as assigned by the Policy Committee.
- Regularly apprise the Policy Coordinator of policy development status.
- Provide Policy Coordinator with policy drafts, research information, and associated materials.
- Attempt to resolve conflicts regarding development of assigned policy.
- Summarize and report irreconcilable conflicts.
- Recommend policy implementation strategies and identify related issues or problems.

NOTE: In some cases, the Policy Coordinator may also be the Assigned Party depending on Policy Committee assignment for each specific policy.

## **PROCEDURE**

1. The Policy Committee will initiate development of each policy as the need arises or in response to a need identified by AIAS staff. ANC and FAI sections will submit requests for policy development to the Policy Coordinator for presentation to the Policy Committee.
2. The Policy Committee will provide general direction and identify the Assigned Party and Policy Reviewers for each policy.
3. The Policy Coordinator will notify the Assigned Party and provide general directions.
4. The Policy Coordinator will establish and maintain records of policy development.
5. The Assigned Party will conduct research, develop draft policy, and compile complete policy development information.
6. The Assigned Party will submit the policy draft to the Policy Coordinator.
7. The Policy Coordinator will distribute the draft to the Policy Reviewers and establish a deadline for comments. Unless the Policy Committee directs otherwise, the Policy Coordinator will give Policy Reviewers at least four weeks to comment on initial drafts. The Policy Coordinator may request shorter review time on subsequent drafts unless there are major content changes.
8. Policy Reviewers will review drafts, suggest improvements, note possible problems, or suggest alternatives. Policy Reviewers will send comments to the Policy Coordinator by the established deadline date.
9. The Policy Coordinator will update the file and send comments from Policy Reviewers to the Assigned Party.
10. The Assigned Party will consider all comments and prepare a revised draft, if necessary.
11. The Assigned Party will contact individual Policy Reviewers if their comments, ideas, and suggestions are not incorporated into the policy draft and will explain the rationale.
12. The Assigned Party will repeat the draft and review phases until an acceptable final draft is produced.
13. If there is a dispute, the Assigned Party will work with Policy Reviewers to resolve the dispute.

14. If a dispute is resolved, the Assigned Party will develop a final draft policy and send it with all file information to the Policy Coordinator for presentation to the Policy Committee. If the dispute is not resolved, the Assigned Party will provide the Policy Coordinator with a written summary of the dispute along with either a recommendation for resolution or a request for Policy Committee direction.
15. The Assigned Party will attach Policy Reviewer written concurrence to the final draft policy indicating approval of the final draft or noting that there is an unresolved dispute.
16. The Policy Coordinator will work with the Policy Committee to determine the next step.
17. The Policy Coordinator will present final draft policies and the policy development file to the Policy Committee before the Policy Committee meets to discuss policy approval.
18. The Policy Committee will jointly discuss final draft policy. The Policy Committee may request the Assigned Party or Policy Coordinator, or both, to participate in this discussion.
19. The Policy Committee will approve final draft policy or will return disapproved final drafts to the Assigned Party through the Policy Coordinator for additional work.
20. The Policy Committee will report information regarding Policy Committee decisions or conclusions to AIAS staff involved in the specific policy. They may delegate this task to the Assigned Party or Policy Coordinator.
21. The Policy Coordinator will submit approved final drafts for Deputy Commissioner approval.
22. The Policy Committee will decide policy implementation methods and assign implementation responsibility.
23. The Policy Coordinator will distribute Deputy Commissioner approved policies to the FAI Manager and ANC Director for distribution.