

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 03.01.011	PAGE 1 of 2
	Policy and Procedure		EFFECTIVE DATE September 17, 1994	
SUBJECT Lease Application Review - Fairbanks International Airport (FIA)		SUPERSEDES		DATED
TITLE Alaska International Airport System	CHAPTER General Administration	APPROVED BY Signature on File		

PURPOSE AND SCOPE

In accordance with Policy Number 03.01.010, this procedure establishes guidelines to ensure adequate expertise is available from those airport disciplines directly affected by use of the airport in order to provide the Airport Manager with a comprehensive review of applications for leases and other interests in airport property at Fairbanks International Airport (FIA).

DISTRIBUTION

All holders of the Department of Transportation & Public Facilities Procedures Manual.
 FIA Manager
 FIA Section Manager
 FIA Leasing Staff

PROCEDURE

- A. FIA will form a Lease Application Review Committee (LARC) normally composed of the positions shown below. A particular position or positions may not be required for every review.

Accounting Supervisor
 Airport Manager
 Airport Engineer
 Business Manager
 Chief, Airport Leasing
 Chief, Airport Maintenance
 Chief, Airport Safety
 Operations Officer

The Chief of Leasing will normally chair and lead (LARC) meeting discussions.

- B. In accordance with 17 AAC 40.320(c)(8), LARC will review all applications for leases and other interests in airport property which do not conform to the FIA Master Plan. LARC will review requests for other uses of the airport as requested by the Airport

Manager unless the Airport Manager previously approved a program or practice covering the request. Matters pertaining to subjects other than the application(s) at hand may be reviewed at the request of any LARC member.

- C. LARC will review applications as requested. The Business Manager and Chief of Leasing will recommend to the Airport Manager who will determine whether to call a meeting or to request written comments.
 - 1. Prior to LARC meetings, the Chief of Leasing will prepare an agenda and distribute it to all appropriate LARC members, and other staff as needed. Each item on the agenda will be discussed and the Chief of Leasing will provide Leasing's recommendation on each. Other LARC members involved in the review will provide their recommendations as pertains to their respective FIA area of expertise.
 - 2. If written comments are requested of LARC, the Chief of Leasing will send pertinent information to all appropriate LARC members, and other staff as needed, along with Leasing's recommendations and a due date for written comments. LARC members involved in the review will respond on or before the due date with their recommendations as pertains to their respective FIA area of expertise.
- D. The Chief of Leasing will prepare a summary of LARC's comments. The Airport Manager will make a final written decision regarding acceptance or rejection of the application. At the Airport Manager's discretion, the application may be returned to LARC for further review.
- E. Leasing will record all comments and decisions reached. If an application is rejected, the reason for rejection will be documented.
- F. Leasing will distribute a record of final decisions on agenda items to all LARC members.
- G. Leasing will notify each applicant of the Airport Manager's decision regarding acceptance or rejection of the application. If the application is rejected, Leasing will provide the applicant with the reasons for the rejection as well as an explanation of the appeal procedures.