LAND LEASE APPLICATION PROCESS

DAY 1-30

SUBMIT LAND LEASE APPLICATION AND $100 FEE TO THE LEASING OFFICE

REVIEW BY INTERNAL AIRPORT OFFICES

APPLICATION AND COMMENTS DISCUSSED AT DEVELOPMENT MEETING

DAY 31-60

LEASING PREPARES RECOMMENDATION MEMO FOR LEASE APPLICATION REVIEW COMMITTEE

LEASE APPLICATION REVIEW COMMITTEE DECISION

DISAPPROVED
Letter sent to applicant to explain why application was denied

APPROVED
30-day public notice published in the North and South Terminal and on the State of Alaska's Online Public Notices page (ancairport.com/OPN)

DAY 61-90

IF:

NO COMPETING LEASE APPLICATIONS ARE FILED BEFORE PUBLIC NOTICE PERIOD IS OVER, **THEN**:

LEASE PREPARED

COMPETING LEASE APPLICATIONS ARE FILED WITH LEASING OFFICE BEFORE PUBLIC NOTICE PERIOD IS OVER **OR** AIRPORT DETERMINES PUBLIC OFFERING IS IN THE STATE'S BEST INTEREST, **THEN**:

BID

DAY 91-120

LEASE GIVEN TO APPLICANT FOR REVIEW AND SIGNATURE (excludes additional time related to permitting external to ANC process)

LEASE IS SIGNED BY APPLICANT AND SENT TO THE LEASING OFFICE

LEASE IS EXECUTED BY AIRPORT AND RETURNED TO LESSEE

BID DOCUMENTS PREPARED

DAY 121-180

PRE-BID CONFERENCE HELD

LEASE ADDENDUM PREPARED

BID OPENING HELD

DAY 181-270

LEASE IS SIGNED BY HIGHEST BIDDER AFTER 10-DAY APPEAL OPPORTUNITY. **IF NO APPEALS, THEN**:

LEASE IS EXECUTED BY AIRPORT AND RETURNED TO LESSEE

For more information, call 907.266.5626

(Updated 10/2020)