



**JUNEAU INTERNATIONAL AIRPORT  
LEASE ACTION REQUEST**  
(submit filing fee \$100 + tax) 560500101-4799

**CURRENT LESSEE INFORMATION (IN FULL)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Lot# & Block# (if currently leased), or Property Description: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TYPE OF REQUEST (Check all that apply)**

\_\_\_\_\_ **Terminal Lease**      \_\_\_\_\_ **Airfield Lease**

\_\_\_\_\_ **New Lease\***      \_\_\_\_\_ **Lease Amendment\***      \_\_\_\_\_ **Lease Cancellation\***

\_\_\_\_\_ **Assignment of Lease\***      \_\_\_\_\_ **Collateral Assignment\***

\*Describe Your Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Investment Amount (required for new construction leases): \$ \_\_\_\_\_

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**NEW LESSEE INFORMATION (IN FULL)**

(Name and title of person/s to appear on document; add another sheet if more than one Lessee and/or Aircraft)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Contact Person (if business): \_\_\_\_\_  
Title: \_\_\_\_\_

Aircraft Type: \_\_\_\_\_ Registration No. (tail#): \_\_\_\_\_

\*\*\*\*\* For Airport Use Only \*\*\*\*\*

Received by: \_\_\_\_\_ Receipt#: \_\_\_\_\_ Date: \_\_\_\_\_

# CHECK LIST FOR LEASE ACTIONS

From Lessee \_\_\_\_\_

To Lessee \_\_\_\_\_ (\*\*Lease Assignments Only)

Date \_\_\_\_\_

\*\*\*\*\***For Airport Use Only**\*\*\*\*\*

At the time of lease action, these requirements must be met:

- Insurance Certificate**  
Lessee must provide Certificate of Insurance in his/her name.
  
- Accounts**  
CBJ accounts must be paid up-to-date.
- A/R account #s \_\_\_\_\_
- Utilities —water/sewer account # \_\_\_\_\_
- Property Tax account # \_\_\_\_\_ *\*\*Must be fully paid for Lease Assignments made on or after July 1<sup>st</sup>.*
  
- Sales Tax (commercial applicants only)**  
Must be paid up-to-date.
  
- Aircraft Ownership**  
New lessee must be aircraft owner, as established by FAA Aircraft Registration inquiry (website), or copy of bill of sale, etc.
  
- Collateral Assignment**  
Existing collateral assignments must be released by bank.
  
- Existing Conditions**  
Any outstanding conditions on parcel must be resolved.
  
- Badges**  
Lessee terminating or assigning a lease must return airport badge, if applicable.
  
- Hangar Wait List**  
New Airfield lessees are removed from Hangar Wait List for a year—notify Airport Business Manager.