

**SECURING TIE-DOWNS AT MRI**

*Thank you for your interest in tie-downs at Merrill Field—Alaska’s oldest airport!*

In order to secure a tie-down, we will initially require a copy of your **aircraft registration (or Bill of Sale) and a current copy of our Driver’s Training Test** (link found on our website’s front page, at the left under the drop-down menu). Service must be set up in the registered owner’s name. The next step is determining what your tie-down needs are. Do you require a tail-in, drive-thru, electric or non-electric tie-down? Do you need pavement or gravel? Please consult our general apron map (on our website) and let us know which apron you wish to see for current availability. Please email merrillinfo@muni.org the following info in order to create your account: Name, billing address, phone number, email, aircraft tail number & color, a local emergency contact, and your vehicle color, make, model and license plate.

**Billing, Payment and Cancellation:** We operate on quarterly billing. We will send a paper bill to the address on your account two weeks prior to the start of the new billing quarter. Payment is due on the first day of the new quarter. We will send a paper bill regardless of activated autopay. If payment is not received by the end of the billing quarter’s first month, your aircraft will be subject to impoundment and the subsequent fees. To be refunded payment at cancellation, the tie-down must be utilized for 30 days. Refunds will not be issued in the last two weeks of the quarter. It is the permitee’s sole responsibility to notify the Manager’s Office of the date the aircraft has vacated the tie-down in order for the rented space to be officially cancelled. The permitee remains liable for future permit fees until the Manager’s Office has been properly notified of cancellation/aircraft removed. It is also the permitee’s sole responsibility to notify the Manger’s Office of an aircraft sale, and to indicate if the tie-down will be cancelled or transferred to the buyer.

**Miscellaneous Info to Note:**

As a courtesy, MRI Maintenance will plow the snow in your tie-down at the initial set-up during the winter season. Post initial set-up, snow inside your tie-down is your responsibility. Please comply with MRI Maintenance snow removal procedures.

During winter, the Whiskey Apron (gravel strip) is skis only on aircraft and vehicles are prohibited from driving inside the apron. This is effective once the first official snow fall has packed down.

Engine and wing covers left on past the season create a bird nuisance which results in damage to your own and your neighbor’s aircraft.

Only one vehicle is allowed, as a courtesy, parked in the respectively rented tie-down, and only when the aircraft is absent.

Tie-downs come with anchors but the permitee is responsible for adequate tie-down ropes. Ratchet straps are not allowed.

Apron electric posts cannot hold more than 10 amps. Please be cognizant of refraining from overloading them.

AV Fuel is available for purchase on field. Please see our transient map.

Remote Gate Smart Cards are available for the purchase of $30 a card for the Whiskey, Charlie South and Orca gated aprons.

In the summer season, there is an aircraft wash rack on the South side of the MRI Maintenance Building. It requires money coins for activation.

Autopay activation is available upon request.

There are outhouses on field located at Alpha Transient, Campground Transient and the Whiskey apron.

The MRI Manager’s Office Lobby keeps a lost and found and a bulletin board for local aviation advertisement needs. The lobby and restrooms are open 24/7 for your convenience.

***Tie-down permits are revocable at the will of the Manager’s Office.***

***We appreciate your compliance with the airport rules and procedures.***

Merrill Field Airport | 800 Merrill Field Drive | Anchorage, AK 99501

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Office Hours:  M – F  7:30 am – 4:30 pm | *Closed on Municipal Holidays*

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