



**CITY OF SAN ANTONIO**

**AVIATION DEPARTMENT**

**STANDARDS AND  
SPECIFICATIONS FOR  
CONSTRUCTION**

# San Antonio International Airport Standards and Specifications for Construction

## Table of Contents

	Page
SECTION 1 – INTRODUCTION .....	3
1.1. Introduction.....	3
1.2. Definitions.....	3
1.3. Abbreviations.....	4
SECTION 2 – SECURITY, ESCORTS, AND DELIVERIES .....	5
2.1. Introduction.....	5
2.2. Security Badging Procedure.....	5
2.3. Security of Existing Facilities and Special Airport Conditions .....	7
2.4. Escorts across Airfield Operations Area (AOA).....	9
2.5. Airport Security and Materials Delivery .....	9
2.6. Curb Side Deliveries.....	9
2.7. Ramp side Deliveries.....	10
2.8. Materials Delivery .....	10
SECTION 3 – DESIGN CRITERIA .....	11
3.1. Introduction.....	11
3.2. General Requirements for all Submissions .....	12
3.3. Concession Design Elements.....	12
3.4. Conceptual Plans Submission:.....	13
3.5. Final Drawing Submission: .....	14
3.6. Changes After Final Drawing Approval .....	17
3.7. Physical On-Site Inspection.....	17
3.8. Aviation Department Drawing Review and Approval.....	18
3.9. Drawings Submittal Address .....	18
3.10. Construction Requirements and Project Close-Out.....	18
SECTION 4 – CONSTRUCTION CRITERIA.....	20
4.1. Purpose of Construction Criteria .....	20
4.2. Use of Construction Criteria .....	20
4.3. City/Tenant Work.....	21
4.4. HVAC, Electrical, Plumbing, IT and Fire Protection.....	22

# San Antonio International Airport Standards and Specifications for Construction

## Table of Contents

	Page
4.5. Construction Requirements .....	28
4.6. Contractors and Subcontractors Insurance .....	28
4.7. Pre-Construction Meetings and General Procedures .....	28
4.8. Aviation Properties and Concessions Division .....	29
4.9. Progress Meetings.....	29
4.10. Interruptions to Existing Facilities .....	30
4.11. Keys and Locks .....	30
4.12. Hazardous Material .....	31
4.13. Dust Control .....	31
4.14. Noise Control.....	32
4.15. Welding Notification in the Concession Space .....	32
4.16. Barricades .....	33
4.17. Parking .....	35
4.18. Trash and Debris Removal.....	35
4.19. Floor and Roof Penetrations.....	35
4.20. Close-Out Requirements .....	35
4.21. General Construction Documents and Miscellaneous Items.....	37
SECTION 5 – CONCESSION SIGNAGE CRITERIA .....	42
5.1 Scope .....	42
5.2 Applicability .....	42
5.3 Procedure.....	42
5.4 General Rules .....	42
5.5 Promotional Signs .....	43
5.6 Miscellaneous Signs.....	43
5.7 Blade Signs .....	44
SECTION 6 – CLEANING AND PREVENTATIVE MAINTENANCE REQUIREMENTS .....	47
SECTION 7 – WILDLIFE CONCERNS AND STRUCTURED CABLING INFRASTRUCTURE GUIDELINES .....	48

**SECTION 1 – INTRODUCTION**

**1.1. Introduction**

The City of San Antonio (City) is the operator of San Antonio International Airport (SAT). The City is responsible for providing consumer services to the public within the airport and has the right to lease certain areas for the operation of concession facilities within the Terminals as well as for airline, tenant or concession construction processes.

This Specification Manual and the FAA Standards for Specifying Construction of Airports is to provide guidelines for design and construction at SAT. It is not intended to amend, modify, or supersede any provisions of federal, state, or local law, or any specific contractual agreement of the City with which it may conflict; provided, however, that this Specification Manual shall, insofar as possible, be interpreted such that a conflict shall not exist.

This Specification Manual, together with the lease agreement or concession agreement, any referenced documents herein, any permits and documents as may be required by the City shall govern the construction coordination process along with the FAA Standard Specifications for Construction of Airports, Advisory Circular 150/5370-10H, which can be found on their website at [www.faa.gov](http://www.faa.gov).

**1.2. Definitions:**

1. "Agreement" shall mean the lease agreements and concession agreements between the City of San Antonio and each tenant leasing space and/or operating a concession in the Terminals at SAT.
2. "Tenant" shall mean a person, group, or company to whom a space has been leased (under contract), to operate a subsidiary business or service.
3. "Tenant's Work" shall mean Tenant's total responsibility (or any portion thereof) for the construction and improvement of the Premises. Tenant's Work shall be performed at Tenant's sole cost and expense. Tenant's Work shall include, but not be limited to, all work necessary or required to complete the Premises.
4. "Properties and Concessions Management" shall mean SAT staff or SAT contractor assigned to oversee the program for the Aviation Department.
5. "Specification Manual" shall mean this document: San Antonio International Airport Standards and Specifications for Construction, which was developed for Tenants, their Consultants and Contractors, intending to construct improvements, alterations, and/or new facilities at SAT. It is the intent of the Specification Manual to assist applicants so Tenant Permit Application (CPA) submissions can be complete; time frames for review can be more predictable; and construction and closeout requirements can be understood. The procedures outlined and referenced in this Specification Manual are applicable to all types of construction, alterations, equipment additions/replacements, and maintenance work performed by a Tenant within their leasehold.

- 6. The term “City's Work” shall mean City's total responsibility for construction of improvements within the Terminal as set forth in the lease Agreement. City's Work shall be of a design, type, size, location, quality and nature as may be selected by City from time to time. Any item of work necessary to complete the Premises, which is not hereinafter specifically included as part of City's Work, shall be considered as part of Tenants Work.
  
- 7. The term “Tenant's Requirements” includes, but is not limited to, the following: this Specification Manual, the Agreement, the CPA and its process requirements, and all of the requirements set forth in the most current edition of local codes.

**1.3. Abbreviations:**

ADA	Americans with Disabilities Act
AOA	Airfield Operations Area
BPA	Building Permit Application also referred to as Building Permit
CADD	Computer Aided Drafting and Design
COSA	City of San Antonio
CMS	Cable Management System
CPA	Concessionaire Permit Application
EMT	Electrical Metallic Tubing
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
GC	General Contractor
GPR	Ground Penetrating Radar
IDF	Intermediate Distribution Frames
IP	Internet protocol
ISP	Internet Service Provider
IT	Information Technology
MACs	Moves, Adds and Changes
MDF	Main Distribution Frame
MSDS	Material Safety Data Sheets
OSHA	Occupational Safety and Health Administration
PDS	Perimeter Distribution System
Pre-Con	Pre-Construction Meeting
SAAS	San Antonio Airport System
SAT	San Antonio International Airport
TAS	Texas Accessibility Standards
TGB	Telecommunications Grounding Busbar
TMGB	Telecommunications Main Grounding Busbar
TI	Tenant Improvement
TSA	Transportation Security Administration

**SECTION 2 – SECURITY, ESCORTS, AND DELIVERIES****2.1. Introduction**

This section summarizes some of the rules and regulations that apply to tenants, their consultants and contractors in regards to security, escorts and deliveries. Please refer to the entire San Antonio Airport System Airport Rules & Regulations document online at <https://flysanantonio.com/business/sat-assistance/training-refs/>.

**2.2. Security Badging Procedure**

Due to the volume of construction taking place and the short duration of the Tenant's work, the Tenant under contract to City will be responsible for Tenant's Contractors badges and required background checks. All Contractors and Subcontractors prior to the preconstruction meeting will be required to comply with the security identification badging process as required by Airport Police, if the concession location is post-security.

The Airport Badging/ID Office located at 9623 West Terminal Drive, Bldg. # 1322.

The badging procedure is as follows:

Everyone is required to contact the office at 210.207.3526 or via email at [aviation.satbadgeoffice@sanantonio.gov](mailto:aviation.satbadgeoffice@sanantonio.gov) to schedule an appointment for all badge processes.

Once an Aviation Department division has notified the Airport Security of an approved City contract which will require the badging of personnel, the Contactor's designated representative for badging must call Badge & ID at (210) 207-3526 to arrange to become an Authorizing Signatory. The Authorized Signatory will be responsible for all Airport Identification Media (badges) to be issued to the Contractor's employees working on the contract. The Airport Coordinator or Criminal History Records Check (CHRC) Specialist will send the appropriate link to the person in order to complete an application for badge processing. Once the application has been approved an appointment will be set to come to the Badge and ID Office for processing and training. Once the person has completed the required training, they will then be authorized to approve applications for other Contractor employees under their responsibility.

All Airport Identification Media (badge) applications are processed electronically via an online application process. Once the Contractor's Authorizing Signatory has been trained successfully on their responsibilities and completed all phases of the badging process, the website address for Contractor's employees to use to complete the application will be provided. Furthermore, the Authorizing Signatory will be provided instructions on how to setup, use and approve badge applications via the online badging system.

As part of the badging process, all Contractor employees are required to complete a computer based SIDA training class. All documents necessary to complete the application process (including obtaining the applicants fingerprints to conduct a Criminal History Records Check (CHRC) and Security Threat Assessment (STA) must be completed before the Contractor's employees may attend the computer based SIDA training class. The SIDA class takes approximately 1-1 ½ hours to complete and the applicant must make a 100% on the final test to successfully complete this stage of the badging process. The SAT badge will only be issued after the applicant successfully completes the SIDA class; Airport Security completes the CHRC and receives an approved STA. It may take anywhere from five (5) business days to four (4) weeks before the applicant may be issued an Airport Identification Media (badge).

At the end of the contract, the Contractor's Authorizing Signatory shall deactivate and return issued Airport Identification Media (badge) to the Airport Security Badge and ID Office directly and inform the Aviation Department division that managed the contract that all badges have been returned before final payment for the work can be processed. Each SAT badge that is not returned to the Airport Security Badge and ID Office is subject to a \$150.00 non-returned badge fee.

Any lost or stolen Airport Identification Media (badge) shall be reported to Airport Security so the badge can be deactivated. The Contractor's employee must contact Contractor's Authorizing Signatory to make arrangements to complete the necessary paperwork to receive a replacement SAT badge. The Contractor shall be responsible for any fees/fines resulting from the lost, stolen, or otherwise unaccounted for SAT badge.

All individuals must bring two (2) forms of identification (social security card, military id and valid driver's license or passport) and complete the security badge application at the Badging/ID office for badge processing to begin.

White badges will allow an individual to pass through the Security Checkpoint only, and do not allow the individual access to the Airfield or activate secure doors. All white badges must be escorted by an individual with an appropriate yellow or red badge when accessing the airfield or passing through secure doors.

Yellow badges will allow an individual to pass through Security Checkpoints, access to the immediate airfield area surrounding the terminal buildings.

The Tenant will be responsible for collecting and returning all contractor badges to the Airport Police, upon completion and opening of the concession location. The cost associated with any badge not returned will be deducted from the Contractors deposit.

**2.3. Security of Existing Facilities and Special Airport Conditions**

All materials, equipment, tools, gang boxes, vehicles, supplies and personnel are subject to security inspection at the beginning and end of each work shift. When in the Airport or on Airport property, all personnel will be required to maintain a visible site access badge on their person at all times. Any breach in security or failure to follow mandated rules can result in the removal of both the individual(s) involved as well as the General Contractor.

Contractor shall perform Contractor's Work so as not to: (i) unreasonably interfere with any other construction being performed at the Terminal or (ii) unreasonably impair the use, occupancy or enjoyment at the Terminal and/or the Airport by City, the City, other airlines, (iii) other Tenants.

Tenant shall (i) take all safety measures required to protect the Terminal and/or the Airport from injury or damage caused by or resulting from the performance of Contractor's Work and defend, protect and indemnify City and the City's (including their respective agents, commissioners, officers, directors and employees), other airlines, other Tenants operating concession facilities or customers of any of them from any and all claims arising from or in connection with the death of or accident, injury, loss or damage whatsoever caused to any natural person or to the property of any person or entity arising out of, in connection with, or as a result of Contractor's Work; (ii) repair any and all damage to the Terminals and or the Airport as a result of Contractor's Work; and (iii) require all contractors and subcontractors to comply with all of the requirements and Permits for the performance of Contractor's Work.

**Terminal A**

All materials, equipment, and workers must enter Terminal A through the Loading Dock, off load and transfer all material, equipment and workers via the freight elevator to the concourse level. All materials, equipment and workers will be required to enter the concourse through security doors adjacent to the freight elevator, which will require activation by a yellow or red security badge. All security doors require badges to be swiped through the reader, prior to entering the concourse area. A security checkpoint will be provided either on the loading dock or outside the freight elevator on the concourse level. All deliveries, materials, equipment, tools and workers are subject to search and an inventory will be provided to the Airport Police, an Aviation Department representative or their designee. All personnel entering the concourse will be required to display an SAT security badge; there will be no exceptions. If a General Contractor wishes to use a subcontractor who does not have a badge, that subcontractor must allow adequate time prior to reporting for work for the badging process, no escorts or special permits will be provided. In all cases the General Contractor and ultimately the Tenant are responsible for the actions of all involved with the construction of the space.

Once off-loaded, all vehicles will be relocated to a parking area that is designated by the Aviation Department or Airport Security for the duration of the shift.



In certain circumstances, Contractors will be allowed to off load oversize equipment or supplies curbside on the ticketing level. All requests for curbside delivery will require seventy-two (72) hours' notice to Properties and Concession Division Consulting and a Police escort for the vehicle and entry through the curbside secure doors.

### **Terminal B**

All materials, equipment, and workers entering Terminal B require entrance through a pre-determined Security Checkpoint. All deliveries, materials, equipment, tool and workers are subject to search prior to entering the airfield operations area. All tools, materials and equipment will be inventoried, and the list will be provided to the Airport Security, an Aviation Department representative or their designee upon arrival at the checkpoint. All personnel entering the concourse will be required to display an SAT security badge; there will be no exception.

Construction hard hat, hard soled footwear, safety glasses, and safety vest are required site equipment.

Once off-loaded, all vehicles will be relocated to a parking area, designated by the Aviation Department or Airport Security for the duration of the shift.

If any contractor/subcontractor employee wishes to exit the work area during work hours, the employee must store all tools and supplies in the work area job box.

Tenant shall perform Tenant's Work so as not to: (i) unreasonably interfere with any other construction being performed at the Terminals or (ii) unreasonably impair the use, occupancy or enjoyment at the Terminals and/or the Airport by City, the City, other airlines, (iii) other Tenants operating concession facilities (iv) customers of any Tenant or (v) the traveling public.

Tenant shall (i) take all safety measures required to protect the Terminals and/or the Airport from injury or damage caused by or resulting from the performance of Tenant's Work and defend, protect and identify the City (including their respective agents, commissioners, officers, directors and employees), other airlines, other Tenants operating concession facilities or customers of any of them from any and all claims arising from or in connection with the death of or accident, injury, loss or damage whatsoever caused to any natural person or to the property of any person or entity arising out of, in connection with, or as a result of Tenant's Work; (ii) repair any and all damage to the Terminals and/or the Airport as a result of Tenant's Work and (iii) require all contractors and subcontractor to comply with all of the requirements and Permits for the performance of Tenant's Work.

**2.4. Escorts across Airfield Operations Area (AOA)**

Contractor escorts will be badged and AOA Licensed. All requirements for escort across the AOA will be coordinated with the Properties and Concession's Division. The Properties and Concession's Division will develop a standing schedule for work shift commencement and ending. Delivery of materials, which cannot be accommodated by the contractor's vehicles and requires supplier vehicles to be escorted across the AOA, requires s e v e n t y - t w o ( 72) hours' notice to the Properties and Concession's Division. All scheduled escorts are subject to priority conditions on the airfield and may not be provided as scheduled. For operation of vehicles within the AOA, refer to Airport Rules & Regulations found under Chapter 3, Airports, of the City Code for San Antonio at Code of Ordinances, which can be found online at the link below: <https://flysanantonio.com/business/sat-assistance/training-refs/>.

**2.5. Airport Security and Materials Delivery**

Most of the work will take place on the Concourse Level and the security clearance required on this level is the mandatory SAT security badge. After the last flight, the security checkpoint will be closed, and only yellow- or red-badged personnel are allowed access to the Concourse through secured doors. The Tenant's General Contractor is required to notify Properties and Concessions Office at least three days in advance of all deliveries so they can coordinate with all parties involved to allow access. Yellow badges may be provided to Tenant Contractor's on limited bases for access through secured doors and all other personal including subcontractors will be provided White badges for identification. The Tenant and Tenant's General Contractor are responsible for ensuring that all individuals follow the rules concerning access to the Terminals. Failure to comply with these rules can lead to the removal of the individual(s) involved as well as the Tenant's General Contractor.

At no time will hard cast steel wheels be allowed to cross facility flooring in Terminals. It is imperative that extreme caution be taken to avoid any damage to the flooring. General Contractors and their subs are subject to repair charges if damages to the terrazzo flooring occur during construction.

**2.6. Curb Side Deliveries**

For extremely large items and depending on the location of the space, a Curbside delivery may be necessary. Contact the Properties and Concessions office at least five working days prior to delivery. Only soft-wheeled dollies may be used; no gas or propane forklifts (electric only), pallet jacks, debris containers or extremely heavy objects are allowed. General Contractor and their sub's are subject to repair charges if damages to the terrazzo flooring occur during construction. The Terminals floors are constructed and designed primarily for pedestrian usage; therefore the Tenant/Contractor must utilize the necessary floor protection. Since this type of delivery require several departments to be notified, it is imperative to contact the Properties and Concessions Office early in the project.

**2.7. Ramp side Deliveries**

Larger items may be delivered to the ramp side of the Terminal. These deliveries require an official escort. Contact the Properties and Concession's Office at least 5 working days to arrange for all ramp side deliveries. Delivery drivers will be inspected and enter through Gate 20 and will follow the escort and observe all posted speed limits and signage.

ALL AIRCRAFT HAVE THE RIGHT OF WAY.

**2.8. Materials Delivery**

- Walk route with Airport Personnel prior to delivery.
- Notify the Communications Center of schedule for the arrival of the delivery vehicle.
- Use the loading dock freight elevator in Terminal A
- Special deliveries to loading dock ramps require an escort and prior approval.

**SECTION 3 – DESIGN CRITERIA****3.1. Introduction**

It is the responsibility of the Tenant to field-verify the as-built conditions of each lease space.

Tenant's Work shall be subject to the Aviation Department's and the Development Services Department's prior approval. Such approval shall be determined in their sole discretion, and shall be designed, fabricated, constructed, and installed to comply with all of the Tenant's Requirements.

The design, fabrication, construction, and installation of Tenant's Work must comply with each of the following requirements:

- a. This Specification Manual (to include specifications and procedures)
- b. Current local codes
- c. Tenant's Final Drawings, as approved by the Aviation Department
- d. All applicable laws, ordinances, codes, regulations, and the requirements of all federal, state, and/or local permitting, building, and inspection agencies.
- e. All applicable standards of the American Insurance Association, the American Society of Heating, Refrigeration, and Air Conditioning, Engineer's Guide (latest edition) the City's Insurance Carriers, the local building codes and regulations and all other agencies having jurisdiction.
- f. All provisions for access to the construction site as determined by Aviation Department.
- g. All safety measures, including, but not limited to, safety training classes as required by the Aviation Department, Properties and Concession Management, and the Transportation Security Administration (TSA).
- h. Tenant will be required to comply with standard finishes established by the Aviation Department.

In the event of a conflict between any of the aforementioned items, the most stringent requirement shall govern each increment of Tenant's Work.

All aspects of Tenant's Work shall be performed in a professional, first-class and workmanlike manner and shall be in a good, first-class and usable condition as of the date of completion and maintained in such condition at all times. All materials used in Tenant's Work, Tenant's construction of the Premises, and installations made as a part of Tenant's Work shall be of new, commercial grade, and first-class quality.

After Tenant's initial construction of the Premises, any and all elective remodeling and alterations required of Tenant by the Aviation Department under the applicable provisions of the Agreement shall be performed.

Tenant shall be solely responsible for the investment required for the planning, design, development, construction, fabrication, and installation of all Fixed Improvements and Operating Equipment necessary to complete the premises as required by the Lease Agreement. The Tenant is responsible for all demolition and preparation of the lease space for new construction.

Such investment shall be subject to the detailed review and approval by the Aviation Department as provided elsewhere in the Lease Agreement and in the Tenant's Construction Requirements.

### **3.2. General Requirements for all Submissions:**

Within five (5) calendar days after the effective date of the Agreement and lease date, Tenant shall notify the Properties and Concession Management of the identity of the licensed architect engaged by Tenant for the preparation of the drawings for Tenant Work.

Tenant and/or Tenant's architect shall immediately engage mechanical, electrical, plumbing, and fire protection system engineers and notify the Properties and Concession Management of such, in writing, as soon as possible thereafter.

All architects and engineers, obtained in accordance with the above 2 paragraphs, must be licensed in the state of Texas, as required.

Tenant's architect and engineers shall submit all drawing documentation, in hard copy and electronic versions (AutoCAD and PDF), to the Properties and Concession Management Office. Properties and Concession Management shall distribute drawings for review and reply via email, fax, or mail to Tenant with comments and any applicable illustrations to further convey comments.

The Aviation Department will review the drawings at 30%, 60% and 100% for general compliance with all applicable Design criteria for the Airport facilities.

### **3.3. Concession Design Elements**

The designers of the concession are encouraged to design visually stimulating spaces that incorporate complimentary building finishes. The design elements consist of the following:

- 1) Mainly open store fronts with Security grilles by Tenant.
- 2) Blade sign (by tenant to Aviation standards).
- 3) Signage (by tenant); mounting, size and material as approved by the Aviation Department.
- 4) Ceilings.
- 5) Remainder of furr down and existing finish out to extend to lease line only, all surfaces within lease line to be finished by tenant including, but not limited to a pier, flooring, walls and ceiling.
- 6) All millwork used within lease spaces must be durable and high design quality.
- 7) All areas planned to be a wet surface like a kitchen, mop sink area, and dish washing area should be designed with an epoxy membrane floor with a 6 (six) inch wall base with suitable floor covering to match the areas use. The use of a proper floor drain or floor sinks when required.
- 8) Areas equipped with grease interceptors should have an automatic chemical injection system to assist in preventing excessive grease and food accumulation in the drain lines. The chemical introduced should be non-destructive to the piping system.

**3.4. Conceptual Plans Submission:**

- 1) Tenant shall prepare five (5) 24"x36" sets of conceptual plans for the Premises in accordance with the provisions of the Standards and Specifications for Construction and current local code and submit them to the Properties and Concessions Management Office for Aviation Department approval, such approval to be determined in its sole discretion. The Conceptual Plans must be submitted to the Properties and Concessions Management Office no later than thirty (30) calendar days from the effective date of the lease Agreement and lease date or such shorter period of time as may be required for Tenant to open for business as per contract, and shall include at a minimum the following (as applicable to work scope):
  - a. Cover Page - To include code information, contact information for complete design team, location/site maps, Table of Contents, address, etc.
  - b. Demolition Plan - To include items proposed to be removed.
  - c. Floor Plan to include overall dimensions, interior finishes, construction components, and location of construction barricades.
  - d. Elevations - To include all interior and storefront elevations of the Premises visible to the public, storefront details illustrating architectural compatibility with surrounding areas.
  - e. Material Board - To include material boards referenced to floor plans and elevations for the Premises illustrating floor, base, wall, millwork, door, trim, ceiling materials, and color selections. Material boards shall include color photos and catalog cuts of furniture and/or fixtures where required; one (1) board for colors and materials for all storefront and interior components. One (1) Color rendering of Tenant's proposed storefront design.
  - f. Reflected Ceiling Plan - To include locations of all lighting fixtures.
  - g. Signage Drawings - To include the shape, size, color, and location of signs (including Blade Sign), and a description of all materials, methods of fabrication, installation, and construction.

- h. Mechanical, Electrical, Engineering & Plumbing - To include connections to base building system and locations of piping, ductwork, equipment, materials, catalog cut, and/or details for the make, model, and capacity of all new equipment including location and electrical requirements, location of return air systems, incorporation of all applicable design criteria, floor plan and riser diagram for all new plumbing fixtures, show interface with base building smoke control system and building automation system. Floor plans showing outlets, other electrical equipment, location of panel board and switchboards, projected electrical loads, and incorporation of applicable design criteria contained in the electrical requirements. Shall also include special system, such as telephone and data transmission line systems, fire alarm system, airport access control system (if applicable), paging system (if applicable), cable access television system (if applicable), and master clock system (if applicable).
- 2) The Aviation Department shall have the right to require modifications to the Conceptual Plan and any approval granted by the Aviation Department is subject to the Tenant's incorporation of the required modifications and draft set of Tenant specifications to ensure compliance with the Standards and Specifications for Construction and the current local codes. In the event the Aviation Department requires any such modifications to the Conceptual Plans, Tenant shall prepare and submit the same for the Aviation Department's review and approval within five (5) calendar days after receipt of the Aviation Department's modifications.

### 3.5. Final Drawing Submission:

- 1) Tenant shall prepare and submit five (5) 24" x 36" sets of final construction drawings and specifications ("Final Drawings") which are based on the Aviation Department's approved Conceptual Plans for the Premises as described herein within six (6) weeks from receipt of the approved Conceptual Plans, or earlier as may be required, to open the Premises for business no later than the Latest Rental Commencement Date specified in the Agreement. The Final Drawings shall be prepared and all calculations must be signed and sealed by the registered architect and/or the registered engineer licensed in the State of Texas, at a minimum, to include the following:
  - a. Drawings
    - (i) Cover Page
    - (ii) Demolition Plan
    - (iii) Floor Plan
    - (iv) Elevations
    - (v) Sections
    - (vi) Details
    - (vii) Finish, hardware, door, room, fixture, storefront and window schedules
    - (viii) Fixture Plans
    - (ix) Reflected Ceiling Plan
    - (x) Signage Drawings
    - (xi) Temporary Construction Barricade
    - (xii) Finish out of or Modifications to Storage Space

- b. Applicable Specifications
- c. Reflected Ceiling Plans - To include ceiling material, grid, soffits, drops, recesses, coves, etc., ceiling heights for each space, all light fixtures, type of ceiling system with fire rating, any items attached to or coming through the ceiling, if any, Reflected Ceiling Plan to be at 1/4" = 1'-0" scale or larger. Also include details of rolling grille and/or security gate assembly.
- d. Structural Drawings - To include structural drawings and calculations of proposed structural elements. Base building structural components shall not be altered.
- e. Mechanical Drawings - To include load calculations submitted as required in the Standards and Specifications for Construction and current local code, gas lines, and proposed locations & connections of all equipment.
- f. Plumbing Drawings - If applicable, to include location and size of water and supply lines, drains, vents, grease traps and grease waste lines, and water and sanitary riser diagrams.
- g. Fire Protection & Monitoring Systems - To include fire suppression and monitoring systems, fire alarm, location of connection point to the base building systems, location of addressable initiating devices such as; smoke detectors, duct detectors, and heat detectors as per the Standards and Specifications for Construction, national codes, current local codes, local amendments and all other applicable codes and regulations. If base building systems are not available or fully utilized or do not satisfy current local code requirement, Tenant shall provide make and model numbers and specifications of intended fire suppression and monitoring systems for approval by the Aviation Department. If base building system resources are not available or if such system resources are fully utilized or do not satisfy current local code requirements, the Tenant is required to contract with a private provider of fire alarm monitoring services, which will have the ability to monitor the Tenant's fire alarm system 24 hours per day, 365 days per year and provide immediate notification to the San Antonio Fire Department, the Airport communications center and any other individual or agency required by the Aviation Department from time to time.
- h. Electrical Plans - To include power and lighting layout with circuits and home runs, electrical load requirements, on panel schedules, service riser diagrams, telephone conduits, and load calculations.
- i. Special Systems - Such as telephone and data transmission line systems, airport access control system (if applicable), paging system (if applicable), cable access television system (if applicable), and master clock system (if applicable).
- j. Locking System - Tenant shall install a lock keying system compatible with the City's system on all entrances to the premises and mechanical room entrances located therein for police, security, fire protection, and maintenance reasons.



- 2) Tenant shall submit to the Aviation Department as part of the Conceptual Plans and Final Drawings, drawings (in color) showing storefronts, window displays, signage, and any advertising structures, plus a lighting plan.
- 3) When Tenant submits any plans and specifications to the Aviation Department it shall include complete sets for each submittal as specified in the Standards and Specifications for Construction and current local codes.
- 4) Tenant's Work shall include the procurement of all necessary building permits, licenses, variances, and additional utility services required to facilitate Tenant's construction and occupancy of the Premises, and the payment of any fees associated therewith as may be required by the Aviation Department, other public agencies, and utility companies. Within ten (10) calendar days after approval of the Final drawings or such shorter period of time as may be required for Tenant to open the Premise for business no later than the Latest Rental Commencement Date, Tenant shall make all necessary applications, provide all necessary information, pay all required fees and take all necessary actions to obtain such items and shall endeavor to use due diligence and its best efforts to procure the same as quickly as possible.
- 5) Tenant shall comply in all respects with the Tenant's Construction requirements including, but not limited to, applicable local/state health department requirements, U.S. Department of Labor, Construction Safety, Health Regulation, Part 1926, and this Construction Specification. Tenant shall comply and be liable for all costs associated with adherence to the Texas Accessibility Standards (TAS).
- 6) On all premises, the Tenant shall:
  - a. Obtain the Architect's/Engineer's Texas Seal on two (2) sets of final construction drawings or as may otherwise be specified by the current local code process submitted for a building permit,
  - b. Obtain from the Tenant's contractor(s) a written warranty of all materials and workmanship for a period of one (1) year effective from the date of beneficial occupancy of the premises. Tenant's contractor(s) shall be required by Tenant in its construction contract to repair and/or replace all defective materials, equipment and workmanship at no cost to the Aviation Department of the Tenant occupying the Premises, obtain all required manufacturer' guarantees, maintenance manuals and other pertinent documents, and (iv) furnish to the Aviation Department one (1) set of "as-built" drawings (and preferably specifications) and Computer Aided Drafting and Design (AutoCAD) drawings, duly certified by a Texas registered architect or registered engineer, no later than ninety (90) calendar days after opening for business in the Premises.
- 7) Tenant shall not be permitted to commence any work until all requirements of the Standards and Specifications for Construction and current local codes have been completed.

- 8) Security clearance, safety training, and any other related requirements necessary must be completed as required by the Aviation Department and TSA.
- 9) In its construction plans Tenant must ensure that the Premises have strong visual appeal and are inviting to the customers and that the Premises accommodate customers with luggage and meet all Americans with Disabilities Act (ADA), Texas Accessibility Standard (TAS), and all current local code requirements relating to ingress, egress, access, and other architectural matters, for example, large print price signs for the visually impaired and the ability to communicate with hearing impaired.
- 10) Plans to finish out or modify storage rooms included as part of the Agreement must be submitted with all conceptual drawing and final drawing submissions.
- 11) When Aviation Department shall determine that the construction drawings and specifications conform to the Preliminary Plans and design/construction requirements, Aviation Department shall cause one (1) copy thereof to be electronically stamped and initialed on behalf of Aviation Department, thereby evidencing the approval thereof by Aviation Department and shall return such counterpart so initialed to Tenant or Tenant's Representative. The construction drawings and specifications or the revised final drawings and specifications shall become and are hereinafter referred to as the Final Construction Drawings.

**3.6. Changes After Final Drawing Approval:**

- 1) Final Drawings must also be submitted to the Properties and Concessions Management Office, at the address below, for Aviation Department review and approval. Forward five (5) 24"x 36" complete sets (architectural, mechanical, electrical, plumbing, & fire suppression) to that office for review. Upon review and approval Aviation Department, the Tenant will be allowed to apply to the City of San Antonio for its building permit.
- 2) After the Aviation Department's approval of the Final Construction Drawings, no changes shall be made in the final construction drawings by the Tenant, except with prior approval of the Aviation Department. Aviation Department reserves the right to make changes in, on, or about the building as may be required. Tenant shall be notified of such changes and adjust the Final Construction Drawings to accommodate such changes.

**3.7. Physical On-Site Inspection:**

During all phases of drawing development and prior to bidding documents and/or commencing construction, Tenant shall make a physical on-site inspection of the Demised Premises or cause Tenant's architect and engineers to do, to verify the as-built location, conditions, and physical dimensions of the Demised Premises and the conformance of the Final Working Drawings thereof. Failure to do so shall be at the risk and sole expense of Tenant. Tenant's architects or Tenant's engineers are required to contact the Properties and Concession Management Office prior to visiting the site. Hard hats and proper footwear are required in the construction zones. All persons visiting the site must abide by the Aviation Department's and TSA's

security guidelines.

**3.8. Aviation Department Drawing Review and Approval:**

No responsibility for proper engineering, safety, and design of facilities or compliance with all applicable governing codes and regulations implied or inferred on the part of Aviation Department by drawing approval. Aviation Department's drawing review and approval is for compliance with this Specification Manual only, and this approval does not relieve Tenant of responsibility for:

- 1) Compliance with Agreement.
- 2) Field verification of dimensions and existing conditions.
- 3) Discrepancies between final drawings and as-built conditions of Tenant's space.
- 4) Coordination with other trades and job conditions; and
- 5) Compliance with all governing codes and regulations applicable to this work.

**3.9. Drawings Submittal Address:**

At the Tenant's sole expense, all drawings, samples, and related documentation shall be submitted for review and approval to the Properties and Concessions Management Office:

Properties and Concessions Management Office  
San Antonio International Airport  
9800 Airport Blvd., Suite A2128  
San Antonio, Texas 78216

The Properties and Concessions Management Office will then distribute drawings to the Aviation Department for review.

**3.10. Construction Requirements and Project Close-Out**

See Section 4, CONSTRUCTION CRITERIA, for more specific information regarding items below.

- 1) All areas of construction must have a barricade erected prior to the start of construction and the contractor shall use all means necessary to keep dust to a minimum by having dust control. Dust is a major element in construction that needs to be controlled at all times. See Section 4.16, Temporary Construction Barricade Design Criteria, for the specification drawing. The Aviation Department Fire Protection Team shall be contacted seventy-two (72) hours prior to start of any Demolition work or any activity which will dispense dust or construction particles into the air in order to avoid nuisance and or false fire alarms and Terminal Evacuation.
- 2) Contractor shall be responsible for the repair and/or replacement of any damages caused by Tenant's contractor or his subcontractor to the Facility or surrounding tenants. All damage must be repaired within a twenty-four (24) hour-time period, or Aviation will complete all necessary repairs at the sole cost and expense to the contractor, plus an administrative fee, as defined in the lease agreement.
- 3) Prior to opening, contractor shall deliver to Properties and Concessions Manager office a copy of the Certificate of Occupancy with respect to the premises.

- 4) X-ray or SRP of existing concrete structural members is required. If any attachments or penetration are required, all shall be filled and sealed with appropriate materials.
- 5) If additional HVAC is required per design to any lease space. Tenant must provide their own Split or package unit. Testing and Balancing report must be submitted upon completion of installation.
- 6) Commercial epoxy, or terrazzo flooring required for all wet areas (kitchen, bar and serving areas) with a (6) six-inch wall base. Floor and base of wall to be applied monolithic to avoid seams where possible. Six-hour water test required.
- 7) Grease traps are required at every food and beverage unit with a (3) three bay compartment sink or as required by Code.
- 8) Cutting and patching on roof must be performed by an Aviation approved roofing contractor to ensure warranty. Currently, roof penetrations are not allowed except for kitchen uses. At those times, all penetrations must be coordinated with Properties and Concessions Management office. Only authorized contractors are allowed access to the roof and must be authorized by the Properties and Concession Manager and only City's authorized roofer can be used. The Contractor is to contact the Properties and Concession Manager for information. Contractor shall:
  - a. Provide a written warranty of all materials and workmanship for a period of one (1) year effective from the date of beneficial occupancy of the Premises. Contractor(s) shall be required in its construction contract to repair and/or replace all defective materials, equipment and workmanship at no cost to the City, or the Tenant occupying the Premises.
  - b. Submit all required manufacturers guarantees, maintenance manuals and other pertinent documents; preventative maintenance program details and schedule.
  - c. One (1) set of "as-built" drawings (and preferably specifications) and Computer Aided Drafting and Design (CADD) drawings, on CD duly certified by a Texas registered architect or registered engineer, no later than 60 days after opening for business in the Premises.
  - d. Executed copies of all mechanics lien waivers and/or releases or other lien waivers and/or releases on account of contractors work, notarized and unconditional, in such form as COSA shall have reasonable approved along with an architect's certification that the Premises have been constructed in accordance with the approved Final Drawings and are fully complete in accordance with all of such requirements specified or reference herein.
  - e. Statements of the total construction costs incurred by Contractor which is certified by a responsible officer of Contractor as correct together with copies of all supporting documentation required by the City under the Agreement with the City including copies of paid invoices.

**SECTION 4 – CONSTRUCTION CRITERIA****4.1. Purpose of Construction Criteria**

This criteria has been developed for Tenants, their Consultants and Contractors, intending to construct improvements, alterations, and/or new facilities at SAT. It is the intent of this criteria to assist applicants so Tenant Permit Application (CPA) submissions can be complete; time frames for review can be more predictable; and construction and closeout requirements can be understood. The procedures outlined and referenced are applicable to all types of construction, alterations, equipment additions/replacements, and maintenance work performed by a Tenant within their leasehold.

This Specification Manual, together with the Agreement, including Exhibits and approved design and construction drawings required by Properties and Concession Management, comprise the Tenant's Package. Tenants are strongly encouraged to become familiar with the intent and details of these documents prior to the commencement of work, and to become aware of the special characteristics of the terminal buildings and how their architectural elements, finishes, and materials will affect individual concession design solutions. Tenants must comply with the requirements and conditions set forth in the Tenant Package. Should there be any discrepancies between the Standards and Specifications for Construction for Concession improvements and the Agreement, the latter shall govern.

The City's Properties and Concessions Manager Office shall have absolute right of review and approval over all aspects of Lease Space Improvements, as well as the discretion to waive any of the Standards and Specifications for Construction so long as the concept, quality, and character of the project are not significantly affected.

**4.2. Use of Construction Criteria**

Each Tenant their Consultants and Contractors must be familiar with the intent, scope, and detailed requirements of this Specification Manual before the construction process begins. It is the Tenant's, their Consultants and Contractors responsibility to visit the site and verify existing conditions. The Aviation Department and the City of San Antonio Development Services Department must approve each Tenant design and a Permit must be issued as well as other pre-construction requirements which will be described further within before construction is allowed to begin.

**4.3. City/Tenant Work**

City's Work to be performed or provided at City's sole cost and expense shall be limited to the following: City shall not have any obligation to improve any portion of the Premises unless specified in Lease Agreement. Premises are being delivered by City to Tenant in its then existing, "AS IS," "WHERE LOCATED" condition. City may perform the safe remediation or removal of any pre-existing Hazardous Materials located within the Premises. City may provide additional items of basic building shell or utility conduit services for the Premises as part of City's Work. If applicable, such additional items, if any, shall be provided in accordance with City's specifications.

City's Work shall include all work necessary to demolish any existing improvements located within the Premise, if any, if required to return the Premises to a shell condition (including removal of ceiling grids, finish materials, storefront, light fixtures, partitions (excluding demising partitions) and all existing utility systems and components that will not be reused to serve the Premises.

Tenant's Work shall include all work necessary or required to complete the Premises, except those items of work that are specifically included under City's Work. Tenant's Work shall be subject to City and Properties and Concessions Division and Construction and Development prior approval. Tenant's work shall be designed, fabricated, constructed and installed to comply with all of the requirements set forth in this document and all requirements set forth in the most current edition of Standards and Specifications for Construction.

City personnel shall have access to the Premises/Lease Space to inspect all phases of construction.

The Tenant/general contractor will always assume the responsibility of quality control throughout the duration of the project; however, the City reserves the right to inquire and check randomly select areas as a form of quality assurance throughout all phases of construction.

The design, fabrication, construction and installation of Tenant's Work must comply with each of the following requirements:

- 1) This Specification Manual and the Design Development Drawings.
- 2) The CPA and its process requirements.
- 3) Tenant's Final Drawings, as approved by City of San Antonio's Aviation Construction and Development and Concessions Division.
- 4) All applicable laws, ordinances, codes, regulations and the requirements of all federal, state or local permitting, building and inspection agencies, including the City, State and Federal Codes.
- 5) All applicable standards of the American Insurance Association, The National Electric Code (latest edition), the American Society of Heating, Refrigeration and Air Conditioning Engineer's Guide (latest edition), the City's and City's insurance carriers, the local building codes and regulations and all other agencies having jurisdiction.

In the event of a conflict between any of the above-referenced items, the most stringent requirement shall govern each increment of Tenant's Work.

All aspects of Tenant's Work shall be performed in a professional, first-class and workmanlike manner and shall be in a good and first-class and usable condition as of the date of completion and maintained in such condition at all times. All materials used in Tenant's Work, Tenant 's construction of the Premises and installations made as a part of Tenant 's Work shall be of new, commercial grade and first-class quality. After Tenant's initial construction of the Premises, any and all remodeling and alterations shall be performed in accordance with all of the Tenant's Construction Requirements.

All contracts and subcontracts for the performance of Tenant's, Airline and FBOs Work shall require:

- 1) that all contractors and subcontractors provide labor that can work in harmony with other labor employed or to be employed at the Airport in accordance with this Agreement, properly bonded and access grants as dictated by the Base Concession Manager and/or the City.
- 2) Insurance coverage and suretyship as defined by lease agreement to the City for the protection of The City for the protection of the City, its laborers, supplies, contractors, and subcontractors designated management representatives and the general public.
- 3) that all contractors and subcontractors comply strictly with all of the applicable provisions of the Lease Agreement and related Exhibits, Tenant Handbook, BPA process, all applicable permits, and/or an otherwise required by code.
- 4) Performance and payment bonds from Tenant or its contractor, in form and substance reasonably satisfactory to the City, each of which shall name the City as an additional obligee and aggregation in the penal sum equal to all of Tenant's construction contracts valid through duration of project.

Tenant shall be solely responsible for the investment required for the planning, design, development, construction, fabrication and installation of all Fixed Improvements and other leasehold improvements and Operating Equipment necessary to complete the Premises as required to provide the retail concession services within the Terminal.

#### **4.4. HVAC, Electrical, Plumbing, IT and Fire Protection**

- 1) **Inspections and Compliance:** Contractor is responsible for scheduling inspections by the City of San Antonio Development Services and other inspectors as necessary, and for compliance with their requirements. Provide notification of inspection date and time to Properties and Concessions Manager. A copy of all inspection reports and the Certificate of Occupancy must be submitted to Properties and Concessions Office

upon completion of the work. In the event Contractor is notified of any violations of codes by the jurisdictional authorities or by Aviation, Contractor shall correct such violations within seven (7) calendar days from such date of notification. Construction shall comply in all respect with currently applicable federal, state, county and/or local statutes, ordinances, regulations, laws and codes and ordinances. Please refer to <https://www.sanantonio.gov/DSD/Constructing/Codes-and-Ordinances> for the list of adopted codes and local amendments. In addition, coordination and compliance with the following is required:

- City of San Antonio Fire Marshall
  - City of San Antonio Department of Health
  - American with Disabilities Act and Texas Accessibility Standards
- 2) **Licensed Professional Engineer:** A professional engineer licensed in the state of Texas shall prepare all calculations, drawings and specifications in accordance with all applicable codes and recognized engineering practices. The engineer shall be required to be available if any questions or modification to the system is required.
- 3) **Project Review:** The Aviation Department will review the drawings 30%, 60% and 100% for general compliance with the Mechanical Design criteria of the Airport facilities. It is the Contractor's responsibility to submit documents to the City of San Antonio Development Services ([www.sanantonio.gov](http://www.sanantonio.gov)) for review and is issuance of a Building Permit. It is the Contractor's responsibility to ensure that the Contractor's system will perform satisfactorily and is in compliance with all applicable code and regulations. The average permit review time is 2-3 weeks. Development Services does offer an expedited review with associated fee.
- 4) **Submission Requirements:** The Tenant shall submit complete plans and specifications for Mechanical work consisting of the following at a minimum:
- a. HVAC (if applicable), plumbing (if applicable), and fire protection floor plans (if applicable).
  - b. Plumbing riser diagram indicating pipe sizes and connection points. Heating and cooling load calculations.
  - c. HVAC Testing and balancing report submitted upon completion of installation.
  - d. Supply air, chilled water (if any) requirements. As-built drawings upon project completion.
  - e. IT and Electrical Plans
  - f. Material Sheets
  - g. Elevations
- 5) **Mechanical and IT Room Access:** Facilities Maintenance will provide access to the mechanical rooms that provide service to the Concession space. Access requests should be submitted to Properties and Concessions Manager for coordination seventy-two (72) hours in advance.



- 6) **General Requirements:** The Tenant shall furnish and install all mechanical work required for and within the Tenant premises, which is not furnished as part of the Base Building work.
- a. Mechanical system modifications requiring shutdown of other portions of the mechanical systems shall be done upon approval of Aviation Facilities Maintenance. Notification must be provided to Concessions Division and the City/Airport seventy-two (72) hours prior to the shutdown requirement.
  - b. Obtain permission from the City through the Properties and Concessions Division and Construction and Development prior to core drilling through floors or roof structure. Any roof penetrations will be performed by a contractor selected by the Aviation Department and billed to Tenant.
  - c. Coring for roof or floor penetrations will require seventy-two (72) hours' notice.
  - d. Cutting and patching to be performed as required, to return all remaining original finishes to their original condition.
  - e. Floor and wall penetrations must be sealed and dampered to maintain occupancy separations where required. All penetrations must be filled with approved Fire Caulking with a Fire Rating of not less than that of the roof, wall and/or floor which was penetrated.
  - f. Welding or torch cutting must comply with the Airport's Fire Marshal's and Aviation Fire Protection Division regulations and notify them seventy-two (72) hours prior to welding or torch cutting.
  - g. As-built drawings are to be maintained by the Tenant mechanical contractor and submitted to the City. Record exact pipe, duct, and equipment routing and location, and sizes of equipment.
- 7) **Identification and Labeling:** Required for all equipment, pipes and ducts within the Tenant space:
- a. Laminated plastic nameplates, black-white-black with engraved characters 1" high for all equipment. Pipe marker, ANSI size, 3/4 letters, pre-printed, mounted on pipe or duct penetrating walls and at 25' intervals.
  - b. Identify pipe fluid or duct air type.
- 8) **HVAC System Criteria**
- a. It is the Tenant's responsibility to add additional VAV boxes, Rooftop or Split Units if required to meet their heating and cooling needs, to be approved by HVAC Department.
  - b. Return air and smoke purge are accomplished through the plenum, and it is the Tenant's responsibility to ensure adequate airflow into and through the plenum.
  - c. All insulation must have a flame spread/smoke developed rating not higher than 25/50.
  - d. All ducts are to be supported from bridging not to exceed ten-foot intervals.
  - e. An air balance report must be submitted to the City prior to the final inspection. All changes to existing system must be approved by Airport Facilities HVAC Department. All changes to existing system must be approved by Airport Facilities HVAC Department.
  - f. All changes to existing system must be approved by Airport Facilities HVAC Department.
  - g. Flexible duct lengths must not exceed six (6) feet nor be used for change of direction.

**Existing HVAC System Description**

SAT uses a two-pipe chilled water system to provide cooling or heating water to most air handlers or VAV boxes In Terminal A. Some areas have electric heat. All CONRAC and Terminal B have electric heat.

**9) Electrical System Criteria**

All electric designs must comply with the City of San Antonio current codes. Please refer to <https://www.sanantonio.gov/DSD/Constructing/Codes-and-Ordinances> for the list of adopted codes and local amendments.

The City of San Antonio also requires the following:

1. Coordination of all electrical work with the City Airport Electrical Department prior to commencing any work.
2. All conduits must be a minimum 3/4" EMT with compression fittings. In wet areas, all conduits are to be rigid. All wire to be TI4HN or TWIHN rated at 105 degrees at 600 volts.
3. No MC or other armored interlock is allowed. "Greenfield" or "Seal Tight" whips are to be a maximum of six (6) feet.
4. All ceiling mounted transformers must be supported from the building structure independent of all other systems and a continuous ceiling must separate the transformer from the plenum.
5. All junction and pull boxes must be labeled with appropriate panel name and circuit numbers.

Food Court Food & Beverage Tenants will also be required to install sub metering for electric, if applicable. All floor penetrations and floor boxes must be UL rated for a 2-hour fire separation. The Tenant will also be required to label the switch in the MER with the space number and Tenant name as well as label the Tenant's Panel with MER and Switch gear name. Tenant is to receive approval from Properties and Concessions Division and the Airport Electrical Department prior to start of work for all tie-ins and shutdowns.

**10) Plumbing Criteria**

All Plumbing Designs must comply with the City of San Antonio current codes. Please refer to <https://www.sanantonio.gov/DSD/Constructing/Codes-and-Ordinances> for the list of adopted codes and local amendments.

The City of San Antonio also has established the following criteria:

1. PVC piping will not be used above the ground within buildings.
2. Clamps for no-hub piping will be those manufactured by Clamp-all Corp, Huskey SD series 4000 or approved equal.
3. All hubless pipes will be anchored at each side of the hub and at five-foot intervals.
4. All trapezes will be supported from bridging or structural beams not from the roof decks.
5. All abandoned pipes will be removed to the source or point of discharge. All openings will be plugged.
6. All valves and pipes will be labeled to identify use; all flows will also be indicated.
7. All cold piping will be insulated using 1" thick Owens Corning Fiberglass "25A5J/SSL".
8. All pipe hangers longer than 12" will be seismic designed.
9. All piping will be hydrostatically tested as per Code.
10. All floor sinks and drains will have flashing to prevent water penetration.
11. Every lease space is required to have a main water supply cut off valve inside lease space.
12. All shutdowns and tie-ins must be coordinated through the Properties and Concessions Manager Office and Airport Maintenance seventy-two (72) hours prior to commencing work. All tie-ins must be approved prior to start of work.

#### **11) Fire Protection Criteria**

In general, all Fire Protection Systems must comply with all building, mechanical, electrical and fire protection, and lighting protection to new roof equipment by warranty holder contractor. (National Fire Protection Association (NFPA) Standards).

The design must be submitted to Properties and Concessions Office and Facilities Maintenance during the initial submission for approval prior to the start of construction. All sprinkler shutdowns (if required) are to be performed by City's authorized agent, coordinated with the Aviation Departments Fire Protection Team and billed to Tenant. A minimum of 3 days written notice must be given. The Tenant is also responsible to notify the Properties and Concessions office to arrange for a Fire Watch condition. It is the Contractor's responsibility to pay all costs incurred for the shutdown. Prior to the Final Inspection, a hydrostatic (controlled inspection) test must be performed and results submitted in writing to the COSA. All Fire Sprinkler installations, additions and/or repairs shall be conducted by a state licensed and/or nationally certified technician/contractor IAW NFPA and IFC Standards.

The Tenant must have all required fire extinguishers installed per IAW, NFPA and IFC Standards prior to the final inspection.

#### **12) Fire Alarm System (If Applicable for Food Service Only)**

It is the Tenant's responsibility to purchase all fire alarm devices required per code and install them in the space. All newly installed Fire alarm Equipment shall be compatible with the system it is to be added to and to be of the same make and model as the other system components. It will be the monitor's responsibility to contact the

Communications Center/Fire Protection Division at the Airport in the event of fire or trouble alarm. It will be the Tenant's responsibility to pre-test the system and provide proof prior to the Final Inspection. Tenant needs to provide seventy-two (72) hours prior notice to Aviation Fire Protection Team for Fire Alarm system pre-testing and acceptance testing. Pre- testing and testing, of the Fire alarm system, which involves the activation of the Terminal's horns, strobes and voice evacuation appliances shall be conducted between the hours of 10:00 p.m. – 3:00 a.m. All Fire Alarm installations, additions and/or repairs shall be conducted by a state licensed and/or nationally certified technician/contractor IAW NFPA and IFC Standards.

A tie-in to the base building system is provided. The warranty service provider is:

Terminal B:  
Simplex Grinnell San Antonio

Terminal A:  
Johnson Control

The Tenant must also have all required fire extinguishers installed IAW NFPA and IFC Standards prior to the final inspection.

### **13) Telephone/Communication Service**

All telephone, communication and data line services are the Contractor's responsibility. The Contractor must select a sub-contractor, which will be acceptable to Aviation IT Department, to run the required cable from the main switchboards to the space. All communication wires must be run in EMT conduit and labeled as such. All EMT conduits provided to accommodate telephone and data line service will be responsibility of the Contractor. Contact IT Manager for approval of all wiring in terminals (10) ten days prior to commencing work.

Please contact Aviation IT Manager and Concession Manager, to coordinate any cable installations.

**4.5. Construction Requirements**

All contracts and subcontracts for any portion of Tenant's Work shall require:

1. During the construction periods at the Terminals, the City, Tenant and their agents, servants, employee and contractors shall be permitted entry and access to the Terminals and to the Premises for the purpose of performing and completing all work necessary to make the Premises and other improvements ready for use, occupancy and rental. During the construction periods, City, Tenant and their respective agents, consultants and employees, contractors and subcontractors shall observe all applicable rules and regulations and applicable directives imposed by the City of San Antonio and the Aviation Department as to the conduct of their work. Tenant and its agents shall be responsible for securing, keeping and maintaining all of their equipment, materials, supplies, tools, work trailers, smoke, fumes/odors, dust and the like within the Tenant's Premises, or with in a defined staging area for the exclusive purpose of supporting the Tenant's Premises construction, subject to City approval. Tenant shall also be responsible for ensuring that all construction debris is removed from the construction site daily, and that the site is neat and clean at all times. Tenant shall comply in all respects with procedures for project closeout and acceptance of the space as detailed in this Specification Manual and the CPA.

**4.6. Contractors and Subcontractors Insurance**

All policies of insurance and bonds required in the Agreement shall be issued for the protection of the City, Tenant in accordance with their respective insurable interest. The terms of the policies and bonds and the insurer or surety shall be subject to the reasonable approval of the City.

Tenant shall provide, maintain and identify the City as an additional insured, with respect to the insurance protection required under the provisions outlined in the Agreement.

Each of Tenant's insurance policies required under the Lease Agreement shall name The City of San Antonio as additionally insured.

**4.7. Pre-Construction Meetings and General Procedures**

Prior to the commencement of construction, a Pre-Construction meeting must be held. This "Pre-con" takes place after:

Signed and executed Construction Agreement with the City of San Antonio is delivered to all parties and a Building Permit is issued by the City of San Antonio Building Inspection Department.

Properties and Concessions Manager will arrange the Pre-Con when items meet the requirement. The Project Manager and Superintendent and General Contractor must attend the Pre-Construction meeting with the Aviation Department. The following documents must be submitted at the Pre-Construction meeting:

1. General Contractor's Insurance Certificate
2. List of all Sub Contractors with emergency phone numbers including the GC's, project manager, and the Architect's

3. Material Safety Data sheets for products to be used. The City reserves the right to refuse the use of any Substance believed may be hazardous when used in the Airport.
4. Project Safety Plan (submit 2 (two) weeks prior to Construction).
5. Overall Project Timeline Summary with preliminary delivery schedules and unloading requirements.
6. Signed Lease or Letter of Acceptance for space.
7. A Building Permit issued the City of San Antonio
8. Performance and Payment Bonds delivered to City of San Antonio (COSA) in the total amount of construction contract costs for "Fixed Improvement" naming the City as additional obligee.
9. Any other documents required by the City of San Antonio.
10. Asbestos Report.
11. Five (5) sets of stamped and signed drawings.
12. Architect's Letter of introduction, if applicable.
13. Copies of Electrical and Plumbing Licenses
14. Architect's Letter or Introduction, if applicable.
15. Schedule

General Procedures: The following documents will be submitted to the On-Site Tenant Coordinator ten business days prior to the start of construction:

1. Approved Insurance Certificate (must be approved by COSA)
2. 24 Hr. Emergency Contact List (includes Corporate mailing address and fax number)
3. List of construction workers with security clearance badges
4. All Material Safety Data Sheets for products which will be used
5. Project Safety Plan (submit (2) two weeks prior to Construction)
6. Overall Project Summary (preferably accompanied by Microsoft Project Schedule on disk)
7. Signed Letter of Acceptance for space
8. Performance and Payment Bonds delivered to City of San Antonio (COSA) in the total amount of construction contract costs for "Fixed Improvements" naming the City as additional obligees
9. Any other documents required by the City of San Antonio

#### **4.8. Aviation Properties and Concessions Division**

Tenant Coordination activities will be the responsibility of Properties and Concessions Division. Please contact William Idar at (210) 207-3565 phone, or by email at [William.idar@sanantonio.gov](mailto:William.idar@sanantonio.gov) with any questions concerning coordination, pre-construction meetings, notices to the City, construction inspections or any other questions you may have.

#### **4.9. Progress Meetings**

Representatives of City and Tenant shall attend on-site progress meeting with such periods of frequency during the performance of Tenant's Work as may be mutually agreed upon but not less frequently than weekly. City Project Manager will be responsible for scheduling and conducting the progress meetings.

The Contractor will provide at the end of each week the following documents:

1. Two week look ahead schedule
2. All deliveries for following week
3. Storage and escort needs
4. Minimum seventy-two (72) hours notification of all power, water, mechanical Shutdowns
5. All welding and burning requirements
6. List of Badged construction workers (if there are additions/deletions)
7. Material Safety Data Sheets (additional/revised)
8. 24 Hr. Emergency Contact List (if there are revisions)

#### **4.10. Interruptions to Existing Facilities**

At NO time are construction activities to interfere with the normal operations of the Terminal. All deliveries and debris removal must take place between 10:00 p.m. and 3:00 a.m. in the event that there are passengers within the Terminal during these hours due to uncontrolled events (i.e. inclement weather); prudence and common sense must take place. All items and debris are to be kept within the space; nothing is to be left in the Concourse area. All welding, burning, chopping, jack hammering is to take place between 10:00 p.m. and 3:00 a.m. There is to be no welding/burning within the confines of the concourse; all work must take place behind the barricade. In the event that construction activities interrupt airport operations, SAAS reserves the right to have the contractor responsible removed from the project. It is imperative that there is no impact to passenger flow.

Barricades must have self-closing hinges and be kept closed at all times and locked during non-working hours. Properties and Concessions Office and Construction and Development must have a key and combination to the barricade and all items stored within the space must be inventoried and declared to Airport Security prior to bringing them into either Terminal. All tools or equipment remaining in the concession space after working hours must be store in a locking job or gang box. It will be the Tenant Contractor's responsibility to maintain the barricades both functionally and aesthetically. The Tenant Contractor will be responsible to legally dispose of the barricade upon completion of the concession build out.

Tenant Contractor's must maintain awareness and control of Construction activity to avoid false activations of fire alarm systems, evacuations of Terminal Buildings and unnecessary activation of Emergency Responders.

#### **4.11. Keys and Locks**

The Aviation Department has provided standard equipment throughout the facility. All locks must be part of the Sargent Signature Series product line as follows:

Entrance/office; cylindrical level lock (63-10G05-LB Key LL 26D with IC core LB Key Way) 7900 Mortise Lock; 63-8205 LNB US26D 480 Series Inside Thumb Turn Lever (63-10-480- 26D; LB Key Way, control #236511)

It is the Tenant Contractor's responsibility to give to the Concession's Division a combination to the barricade cypher lock (KABA 5000 Series Push Button Lever Lock with Key Override plus the lever handle must accommodate a large format interchangeable core (10 digit)) in the event that SAAS requires access to the space. Contact Felipe Garcia - Aviation Department, Access Control - at (210) 207-1669 for assistance.

**4.12. Hazardous Material**

The Contractor must submit to Concession Manager and Airport Safety all Material Safety Data Sheets for all materials used in the construction process. Properties and Concession Management Office and Airport Safety reserve the right to reject any such materials, which may pose a hazard or potential hazard to the Terminals and its patrons. Under no circumstances will any construction debris be placed into any Terminal refuse containers or dumpsters. The Contractor is responsible for the legal disposal of all debris generated during the build out process.

Currently, as a result of the City's abatement efforts all undeveloped Lease spaces are believed to be asbestos free. An Asbestos Report for each tenant space under construction will be provided to Properties and Concession Management Office and Aviation Environmental Stewardship and must be submitted to the City Building Inspection Department as part of the Building Permit submittal process. In the event that the Contractor is remodeling a space vacated by a previous concession or remodeling a current concession space, an updated asbestos survey is required and will be the sole responsibility and cost of the Contractor.

In the event Contractor encounters any pre-existing Hazardous Materials during the performance of Contractor's Work for the initial construction of the Premises, Contractor shall immediately notify City verbally and in writing and provide all details related thereto. In no event shall Contractor perform any work that will in any way disturb any such Hazardous Materials so encountered until City has determined whether it is necessary to rededicate or remove the same. City shall have the right to perform the safe removal, encapsulation, enclosure or other disposition of asbestos, polychlorinated biphenyls or other hazardous or toxic materials (collectively, "Hazardous Materials") that exist within the Premises as of the date Contractor was delivered possession of the Premises. City shall rededicate or remove (or reimburse reasonable costs incurred by Contractor) any such preexisting Hazardous Materials that City determines, in its discretion, is necessary for Contractor to perform Work.

**4.13. Dust Control**

Dust is a major element in construction that needs to be controlled at all times. The contractor shall use all means necessary to keep dust to a minimum by:

- a. The Tenant Contractor will use and maintain dust cover over barricade.
- b. Tenant Contractor will ensure that there are no holes in the dust cover and that it is securely fastened to the barricade and bulkhead. In the event that there should be rips or tears in the dust cover, Tenant Contractor will replace the dust cover immediately with the exact type of material.
- c. Tenant Contractor will utilize construction methods and equipment that minimizes dust.
- d. Tenant Contractor will provide dust masks and respirators (if necessary) as per OSHA 29 CFR 1910.134 and 29 CFR 1926.103
- e. In the event that excessive dust cannot be avoided, Tenant Contractor will maintain a mist over the area. Tenant Contractor will ensure that the wheels of all carts and dollies are clean of dust and dirt so not to track through the Airport common areas. All dollies and cart are to have properly operating rubber wheels. No metal or studded wheels will be permitted.
- f. Filter return air to HVAC system.



**4.14. Noise Control**

During the hours of 3:00 a.m. till 10:00 p.m. a ban on excessive noise will be established. Excessive noise is considered to be jack hammers, chipping guns, excessive hammering, electric chop saws, floor grinders/scrapers, and powder actuated tools; these items may only be used between 10:00 p.m. and 3:00 a.m. This time frame may change due to location of the Concession and the operating flight in the general area. Tools that may be permitted for day usage are hand tools, electric drills, circular saws and reciprocating saws. In the event of a complaint by the City or an Airline, the On-Site Tenant Coordinator will immediately stop the activity that is the cause of the complaint.

The Tenant Contractor will be responsible to issue all workers proper hearing protection as per OSHA 29 CFR 1926.52 and 29 CFR 1926.101

**4.15. Welding Notification in the Concession Space**

No welding or burning can take place without notification to Concession Manager and approval by Concession Manager. A Welding Request must be submitted to Properties and Concessions Management Office at least 5 days in advance of the work.

Properties and Concessions Office will pursue approval and notify process required. The notice is both site and occurrence specific; each additional requirement for welding or burning will require an additional notice. If a fire watch is required by Aviation Fire Department, fee will be paid by Tenant. In order to be able to field weld, the following criteria must be met and maintained for the duration of all welding procedures:

1. Submit a Welding Application at least five days in advance.
2. Provide all fire watches required and all fire extinguishers and fire blankets
3. Use and maintain all required personal protective equipment.
4. Maintain a fire watch(s) during welding operation and post welding for duration of at least one (1) hour.
5. Properly secure all gas bottles. Extra gas bottles are not to be stored inside the Terminal.
6. All gas bottle storage, handling, transporting and usage must comply with OSHA 29 CFR 1926.3 50 S.
7. No welding in public view (storefronts included) may take place from 4 a.m. till 10 p.m.
8. All welding procedure are to be in compliance with all COSA and Airport guidelines and OSHA 29 CFR 1926.102(b), .350-.354, 406(c)
9. All arc welding machines are to be approved by Aviation Fire Department/Safety for use prior to welding.
10. Welding or torch cutting under the direct supervision and by approval of Concession Manager.
11. A welding permit must be completed. See Properties and Concessions Manager for copy.
12. Comply with the Airport's Fire Marshal's regulations and provide notification of welding activity to Properties and Concession Manager and Aviation Fire Protection Team seventy-two (72) hours prior to start for safety assessment of the activity and area.

**4.16. Temporary Construction Barricades**

All areas of construction must have a barricade erected prior to the start of construction.

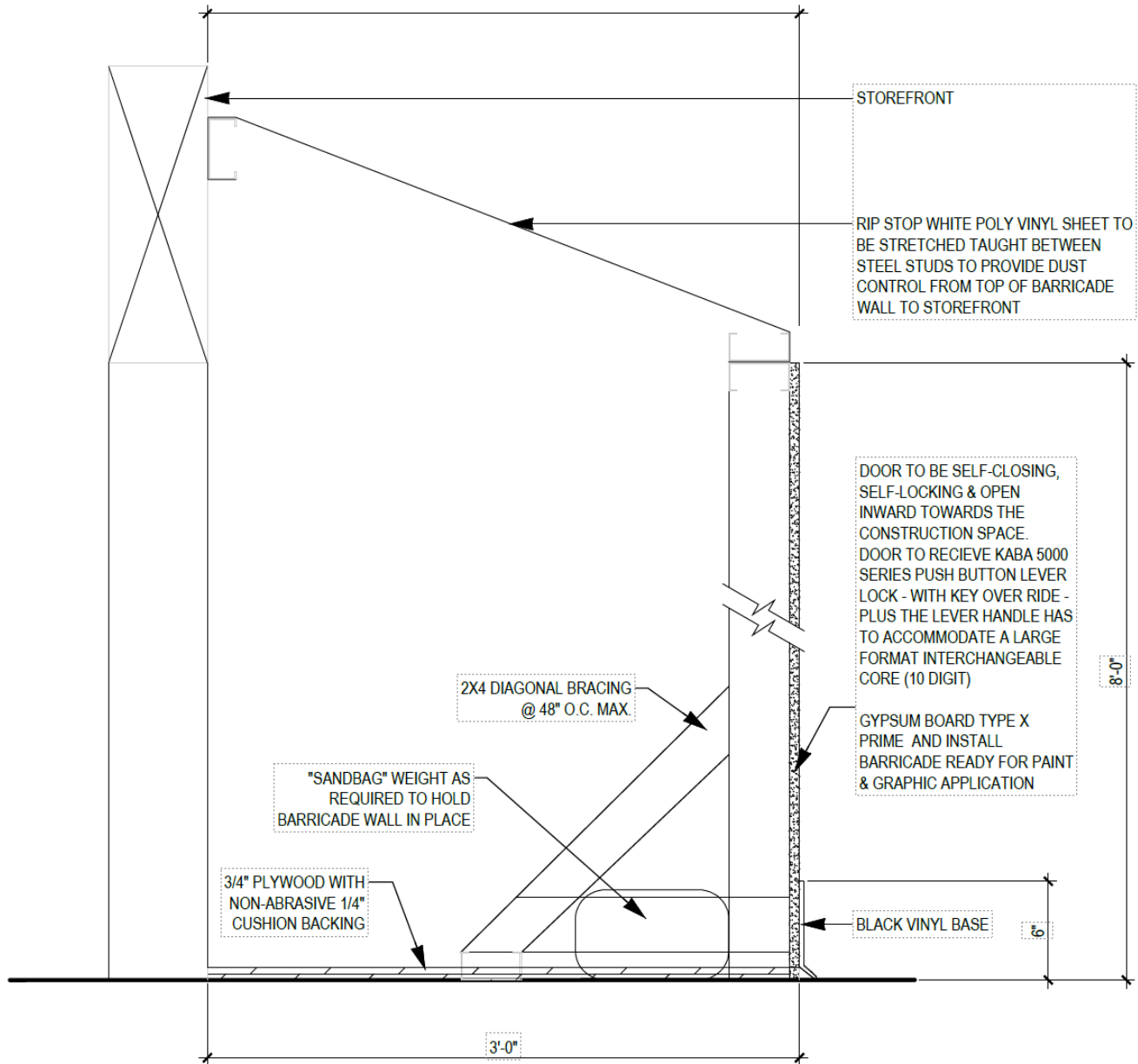
The following criteria must be followed:

1. Height of barricade will extend to the existing ceiling height.
2. Barricade must be painted Brilliant Blue (PPG1161.7) with black base molding applied to the concourse side.
3. Barricade must have dust cover consisting ripstop visqueen.
4. Barricade not to project out more than 3 feet past the bulkhead.
5. Barricade side return panels are to be 45-degree angles to aid passenger flow.
6. Barricade cannot be bolted, screwed, glued, or shot into any finished floor. Floor protection required.
7. Barricade must be secured to prevent tipping over or shifting during construction.
8. Barricade is subject to City approval; with TSA approval contingent upon public activity.
9. All barricade installation and removal to take place at night between the hours of 10:00 pm through 3:00 am.

Barricades shall have signage or graphics approved by the City installed on them. The Tenant Contractor is responsible for any damage to the graphics as a result of careless construction practices.

All barricades must have self-closing hinges and be kept closed at all times and locked during working and non-working hours. All tools or equipment remaining in the concession space after working hours must be stored in a locking job or gang box. It will be the Contractor's responsibility to maintain the barricades both functionally and aesthetically. The Contractor will be responsible to legally dispose of the barricade upon completion of the concession build out.

Temporary Construction Barricade Design



**4.17. Parking**

All designated parking for contractor's vehicles, contractor employee's vehicles and delivery trucks will be provided at the Pre-Construction meeting.

**4.18. Trash and Debris Removal**

The space is to be kept clean at all times, trash accumulation is to be kept to a minimum. A tarp covered dumpster will be allowed on the airside at a location provided by Airport Operations and Airport Security, and the Contractor is responsible for the removal of all trash from the airport property at Contractor's expense. Contractor must ensure that all debris fit properly into debris bin; no debris may be permitted to lean over the profile of the container. It is imperative that no sharp edges, screws, wire etc. project out in such a way as to injure others or damage common areas. All debris must be stored in the construction area; no debris may be placed anywhere else unless permission is given.

Contractor will be responsible for any debris, dirt, grease, dust left in the common areas. Contractor will immediately clean any debris from the common areas and subject to a cleaning fee, if deemed appropriate by the City representative.

**4.19. Floor and Roof Penetrations**

Approval for any core drilling must be obtained prior to commencing work. Submit the request with the appropriate background of need to Properties and Concessions Management Office.

Floor and wall penetrations must be sealed and dampened to maintain occupancy separations where required.

All floor penetration must maintain the two (2) hour fire rating of the slab and require Ground Penetrating Radar (GPR) confirmation prior to commencing work. A qualified GPR contractor hired at contractor's expense shall perform all GPRs. All fireproofing within the Tenant's Space must be restored to its original thickness, properly sealed and filled as applicable per building code(s).

**Roofing**

Currently, roof penetrations are not allowed except for kitchen uses. There are three (3) Roof penetrations within a provided curb to accommodate the concessions within the food court area. Cutting and patching must be performed by only City's authorized roofing contractor to ensure warranty.

The Contractor is to contact Properties and Concessions Management Office for additional information.

**4.20. Close-Out Requirements**

Properties and Concession Management, Aviation Planning and Development and the Contractor will walk the space a minimum of 2 weeks prior to opening, to determine last remaining items to address. This punch list will be monitored until completed. Punch items to be completed prior to opening.

All such construction shall be completed free and clear of all liens, encumbrances and security instruments. If any mechanic's, material means' or other lien is filed against the Premises, the

Terminal, the Airport, the City or any interest in this Lease Agreement as a result of any work or act of Tenant and/or Contractor, Tenant shall fully and completely discharge the lien and have it released from record by payment or posting a bond within 20 days after the filing and subject to consequences as defined in the Lease Agreement.

Prior to opening: Contractor shall also deliver to Properties and Concession Manager a copy of the Certificate of Occupancy with respect to the premises.

Within 30 days after opening for business in the Premises, Contractor shall provide:

1. From the contractor(s) a written warranty of all materials and workmanship for a period of one (1) year effective from the date of beneficial occupancy of the Premises. Contractor(s) shall be required by Contractor in its construction contract to repair and/or replace all defective materials, equipment and workmanship at no cost to the City, or the Tenant occupying the Premises;
2. All required manufacturers' guarantees, maintenance manuals and other pertinent documents; preventative maintenance program details and schedule;
3. Two thumb drives with One (1) set of electronic "as-built" drawings (and preferably specifications) and Computer Aided Drafting and Design (CADD) drawings duly certified by a Texas registered architect or registered engineer, no later than 30 days after opening for business in the Premises;
4. Executed copies of all mechanics lien waivers and/or releases or other lien waivers and/or releases on account of contractors work, notarized and unconditional, in such form as COSA shall have reasonable approved along with an architect's certification that the Premises have been constructed in accordance with the approved Final Drawings and are fully complete in accordance with all of Such requirements specified or reference herein;
5. Statements of the total construction costs incurred by Contractor which is certified by a responsible officer of Contractor as correct together with copies of all supporting documentation required by the City under the Agreement with the City including copies of paid invoices;
6. Certified construction cost reports;
7. All SAT security badges;

**4.21. General Construction Documents and Miscellaneous Items****a. Close Out Documents**

The Tenant Contractor must provide the following information to the On-Site Tenant Coordinator within (30) thirty days from the opening of the location.

1. As-Builts of the Lease Space - 2 CADD Thumb Drives
2. Certified Construction Cost Reports on AIA form to include payments
3. Certificate of Occupancy (prior to opening)
4. Lien Waivers
5. Completed Aviation Punch list (prior to opening)
6. All SAT Security Badge Returned
7. Texas Department of Licensing and Regulation (TDLR) inspection
8. All SAT parking passes returned (as applicable)
9. From the contractor(s) a written warranty of all materials and workmanship effective from the date of beneficial occupancy of the Premises. Contractor(s) shall be required, in its construction contract, to repair and/or replace all defective materials, equipment, and workmanship at no cost to the City, or the Tenant occupying the Premises.
10. All required manufacturers' guarantees, maintenance manuals and other pertinent documents; preventative maintenance program details and schedule.

**b. General Health & Safety**

The Tenant Contractor will at all times conform and comply with all local, state and Federal agencies including but not limited to: OSHA, Federal Aviation Administration, City of San Antonio, and Texas Department of Labor. At no time will any construction related activity jeopardize the safety of any employee, passenger, patron, etc. of SAT. In the event that multiple agencies claim jurisdiction, the most stringent regulations will take precedent.

**c. On-Site Health & Safety Station**

The Tenant Contractor will establish and maintain an On-Site Health & Safety Station. This station will be mounted on a plywood backing affixed to the barricade framing. This Station will consist of the following:

1. First Aid Kit
2. Eye Wash Station
3. Fire Extinguisher with a current inspection.
4. Emergency Phone Number List
5. Contractor Health & Safety Plan (includes MSDS)
6. Terminal Floor plan showing nearest fire exits.

**d. Personal Protective Equipment**

Tenant Contractor to provide all personal protective equipment in accordance with OSHA 29 CFR 1926 Subpart E – Personal Protective and Life Saving Equipment.

**e. Welding**

In order to be able to field weld, the following criteria must be met and maintained for the duration of all welding procedures:

1. Submit to the Concessions Division "Welding Request Notice" (Hot Work Permit) at least (3) three business days in advance.
2. Submit to Concessions Division all Welding Certificates and Licenses.
3. Submit Fire Sprinkler Shut Down Notice (if applicable) to Concessions Division at least (5) five days in advance.
4. Provide all fire watches required and all fire extinguishers and fire blankets.
5. Use and maintain all required personal protective equipment.
6. Maintain a firewatch for the duration of the welding.
7. Properly secure all gas bottles. Extra gas bottles are not to be stored inside the Terminal. All gas bottle storage, handling, transporting and usage must comply with OSHA 29 CFR 1926.3 50
8. No welding in public view (storefronts included) may take place from 3:00 a.m. till 10:00 p.m.
9. All welding procedures are to be in compliance with all City and Airport guidelines and OSHA 29 CFR 1926.102(b), .350-.354,.406(c)
10. All arc welding machines are to be approved for use prior to welding.
11. Notify Airport Communications, Airport Operation, and Airport Fire Rescue Captain prior to starting work.

**f. Fire Sprinkler Shut Downs (if Applicable)**

Due to the large number of agencies that need to be notified of a sprinkler shut down; submit to the Concession Manager a Fire Sprinkler Shut down Notification at least five (5) business days in advance. Contractor is responsible for all fire watches and emergency equipment (fire extinguishers, fire blankets, etc). The Contractor will be charged for any cost associated with a Fire Sprinkler Shut Down as determined by City of San Antonio (COSA).

If the existing Fire Sprinkler System is modified Airport Fire and Safety Division must be notified prior to commencing any work, a hydrostatic test may be required prior to energizing the system. The Tenant Contractor will be informed of the hydrostatic test as required.

**g. Mechanical/Electrical Shutdowns**

In the event that the Contractor requires a Mechanical/Electrical Shutdown, submit a Mechanical Shutdown request seventy-two (72) hours in advance. If the Contractor needs to access any Operations level Mechanical Room, all workers must have security badges and escort by the Airport Police or an Aviation Department representative.

**h. Drug Free Work Place**

Airport is a drug free work place. Alcohol is also prohibited while working.

**i. Smoking**

There is no smoking anywhere inside the Terminals or on the AOA. Designated smoking areas outside the concourse are labeled as such. Anyone violating this rule will be removed from the premises and replaced.

**j. Escorts**

When an escort is required, the escort is responsible for any and all violations that are caused by those with the escort. Those assigned to an escort must remain with the escort at all times. All escorts will be arranged through the On-Site Tenant Coordinator.

**k. Gas Powered Equipment**

No gas, diesel, or propane powered equipment will be permitted,

**l. Lasers**

All lasers are to be operated in a safe manner by trained tradesmen. At no time will a laser be used in the common areas or in such a manner as the laser emits out to the common area. All signage and personal protective equipment will be required.

**m. Powder Actuated Tools**

All powder or explosive charge activated tools are to be operated by persons that are properly and currently trained and qualified to operate that particular tool.



## Pre-Construction Meeting Agenda

Project: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Project Manager: \_\_\_\_\_

On-site Superintendent: \_\_\_\_\_

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

1. Introduction
2. Contractor Pre-Construction Requirements
  - a. Contractors Emergency Contact List
  - b. General Contractor and Sub Contractors List
  - c. Environmental Asbestos Survey
  - d. Permits (DSD)
  - e. Insurance
  - f. Performance & Payment Bond (for total amount of construction contract costs for: fixed improvements: naming the City as additional insured)
  - g. Project Schedule – to be maintained by all concerned.
  - h. Drawings (3 Sets)
3. Security, Badging, and Staging
  - a. Badging and Safety Access Requirements
  - b. Storage of Material, Tools, and Equipment
  - c. Construction Barricades
  - d. Material Delivery Procedures
  - e. Contractor/Sub-contractor Parking
  - f. Job Site Accessibility: Keys and Locks
  - g. Dumpster location
4. Safety Procedures
  - a. Contractor's Safety Management Plan: to be approved by Aviation Safety
  - b. The Contractor is to maintain a safety program.
  - c. Use of PPE and Ladder Safety, **Notify Facility Maintenance of Lock out tag out**
5. Utilities
  - a. Contractor to coordinate with Aviation prior to any shutdowns or modifications minimum of **(72) seventy-two hours prior.**
    - Water
    - Electrical
    - Fire Sprinklers and Alarms
      - Welding (permit required)
    - HVAC
  - b. Contractor is responsible for any damages or modifications to existing utilities; any repairs will be made by contractor at contractor's expense.
6. Other Items
  - a. Debris Removal
  - b. Dust, Noise, Odor control
  - c. Hours of Operation
7. Punch List
  - a. Scheduling - Minimum 2 Week before turnover
  - b. Space to be free and clear of construction activity and equipment allowing for full access. Must be in opening day condition.

8. Close-out Documents
  - a. As-Builts of the Lease Space - 2 CADD Thumb Drives
  - b. Certified Construction Cost Reports on AIA form to include payments.
  - c. Certificate of Occupancy (prior to opening)
  - d. Lien Waivers
  - e. Completed Aviation Punch list (prior to opening)
  - f. All SAT Security Badge Returned
  - g. Texas Department of Licensing and Regulation (TDLR) inspection
  - h. All SAT parking passes returned (as applicable)
  - i. From the contractor(s) a written warranty of all materials and workmanship effective from the date of beneficial occupancy of the Premises. Contractor(s) shall be required, in its construction contract, to repair and/or replace all defective materials, equipment, and workmanship at no cost to the City, or the Tenant occupying the Premises.
  - j. All required manufacturers' guarantees, maintenance manuals and other pertinent documents, preventative maintenance program details and schedule.
9. Questions?

**SECTION 5 – CONCESSION SIGNAGE CRITERIA****5.1. Scope**

This signage and graphic design standard incorporates the latest revisions of Operating Instructions to provide Tenants with the criteria and standards for signage.

**5.2. Applicability**

All Tenants who desire to erect signage of any description on property leased from SAAS will be bound by this signage and graphic design standard.

**5.3. Procedure**

All requests for all signage will be submitted to Properties and Concession's Manager as a Tenant Alteration Application. Sketches and graphic designs must accompany each request.

The precise typeface must be accurately represented, to scale, on elevation drawings of the surface on which the proposed signage to be installed. Exterior elevations must show the entire face of the lease space/building. Signage must remain within predetermined boundaries. All power requirements and installation details must be included. Shop drawings must be submitted illustrating: sign height placement, signage height, thickness, mounting applications, colors, and overall width.

Request for promotional signs and displays will be submitted to the Properties and Concession's Manager using the Signage Concept Proposal Information Sheet. This form must be submitted at least 30 days prior to the requested date for the display.

**5.4. General Rules**

Except for locations where company name or logo may be displayed, all text Airport Standards All Signage must be approved by Aviation.

- All Tenant (including sub-tenant) signs must be of an informative nature. "For Sale," "For Lease," or "For Rent" signs are not permitted.
- Signs are not permitted on roof top or to be attached to structural room members.
- All signs shall be surface mounted or recessed to a flush condition. Mounting conditions and heights within the Terminal may vary. Appearance of sign mounting locations conditions cannot be altered. Signs painted on any surface of a building are not permitted.
- Portable signs are not permitted.
- Signs on doors and windows are not authorized except as permitted by this policy.
- Exposed mounting devices, crossovers, conduit, or raceways are not permitted.
- All signs must meet safety standards. All illuminated signs must bear the Underwriters Laboratories, Inc. label and meet all local code requirements.
- Signs of a promotional nature are not permitted except as permitted by this policy.
- Handwritten signs are not permitted.

### **5.5. Promotional Signs**

Promotional signs are defined as any sign, banner, flag, or display of any size, configuration, color or method of attachment or installation within the Tenant's leasehold, which is intended to promote a specific product or service for a limited period of time.

Promotional signs requiring electrical power must be submitted to Concession's Manager for review and approval 30 days prior to installation. Substitution or replacement in kind of existing previously approved signs requiring electrical power must be approved by the Concession's Manager to installation.

All promotional signs intended for display must be approved by the Concession's Manager prior to installation. The approval will be for a specified length of time. The promotional sign must be removed at the end of the period of approved display, all installation device and fasteners removed, and the surface(s) on which installation occurred restored to their condition prior to the installation.

Promotional signage must be maintained in good condition for the duration of display. Any such signage which is not maintained in good condition by the Tenant will be removed by SAAS without prior notice to the Tenant.

Promotional signs must not be at variance with provisions of SAAS advertising Agreements or of any other provisions of this Specification Manual.

### **5.6. Miscellaneous Signs**

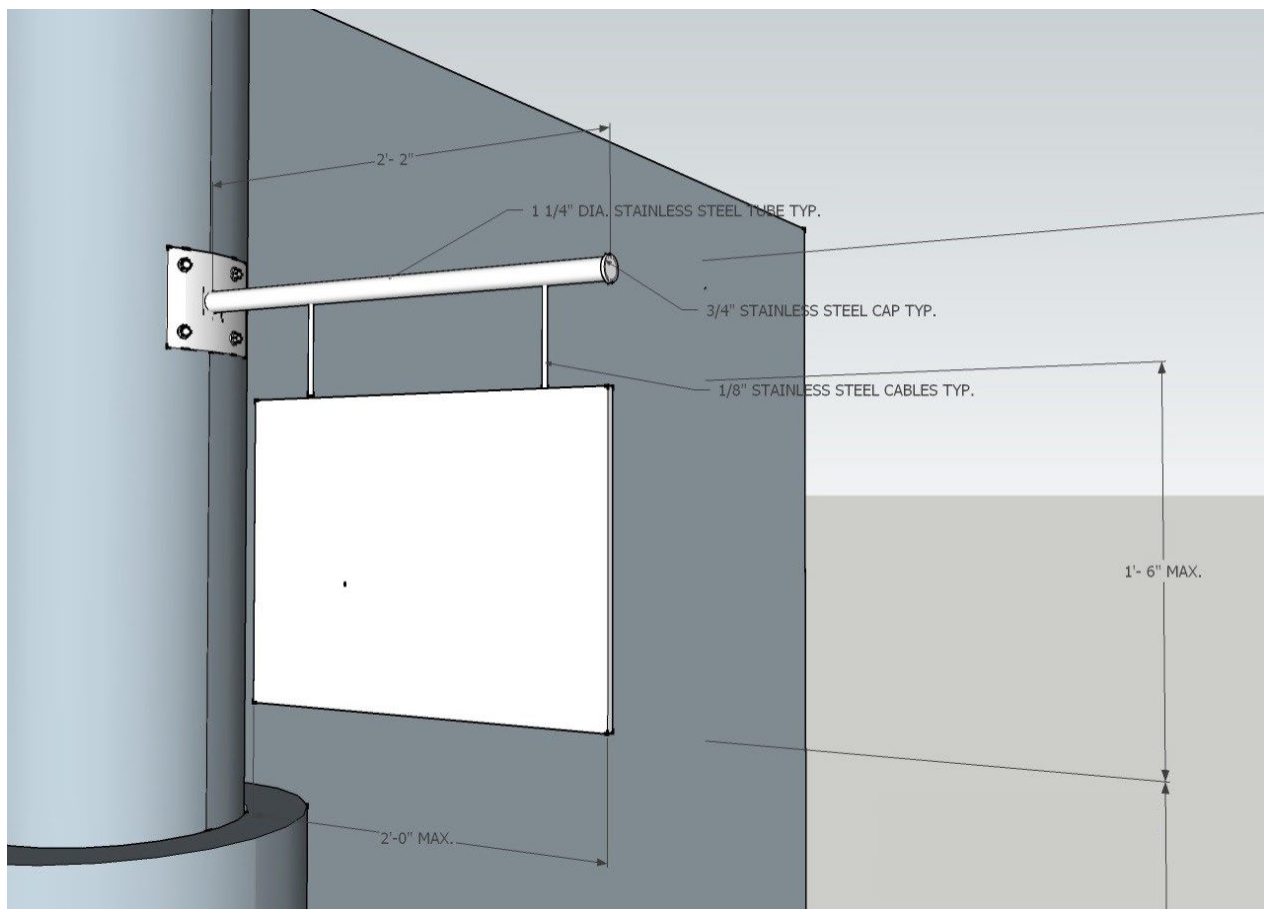
Signage on personnel doors within the Terminals must be approved by the SAAS. Personnel door may be marked as to the function (i.e., "Lost and Found"). These signs shall be installed per ADA requirement Size, color, and font.

Use of Pedestal signs must be approved by Concession's division. If approved, pedestal signs must remain within the leasing boundaries. Handwritten signs are prohibited.

**5.7. Blade Signs**

All Tenants located in a location with a blade sign pole on the store front must design and fabricate a blade sign according to the following dimensions:

- 18” maximum height
- 24” maximum wide
- 2” maximum thickness
- 1/8” stainless steel cable to hang the sign
- Maximum 10 lbs.
- 7’-4” walking clearance under sign
- Signs must be illuminated
- All changes must be submitted for approval





**GENERAL INFORMATION**

**SIGNAGE CONCEPT PROPOSAL INFORMATION SHEET**

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

Tenant: \_\_\_\_\_

Tenant Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**SIGNAGE AND GRAPHICS**

**Promotional Materials and Temporary Displays: (attaching drawings and examples is encouraged)**

Location: \_\_\_\_\_

Dates of Display: \_\_\_\_\_

Description of Display: \_\_\_\_\_

Description of Promotional Material Content (Color, Size, Etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Permanent Signage: (attach drawings and specifications showing materials and locations) Reason and Justification for Signage:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 6 – CLEANING AND PREVENTATIVE MAINTENANCE REQUIREMENTS**

All items must be cleaned, maintained, serviced and must be in top operational condition while at the airport. At a minimum, Tenant shall perform the following maintenance, if applicable:

**Daily:**

- Sweep and mop floors;
- Clean counters, tables and chairs (does not apply to food court seating);

**Weekly:**

- Empty and sanitize all ice bins;
- Clean all refrigerated fan guards;
- Clean fryer coils;
- Clean coffee machines from mineral build-up;
- Check all air vents and remove dust build-up;

**Monthly:**

- Perform pest control throughout lease space;
- Clean exhaust hoods, remove and power wash all exhaust filters;
- Perform “Liquid Wastewater Treatment” for all drain lines (sinks, mop sinks, floor drains, etc.);

**Quarterly:**

- Service grease traps and intercepts up to the City tie-ins.

**Semi-Annually:**

- Clean interior of exhaust hood and vents from hood to roof;
- Perform hydro jet and auguring of sewer lines up to the City tie-ins;
- Inspect fire suppression equipment above all grills and stove;
- Inspect Ansul fire suppression system;

**Annually:**

- Inspect all fire extinguishers;
- Backflow Prevention Device must be inspected per San Antonio Water Systems requirements;

All items pertaining to sanitation and safety not identified must be cleaned and maintained at all times. All equipment must be serviced by the appropriately certified personnel.

**SECTION 7 – WILDLIFE CONCERNS AND STRUCTURED CABLING INFRASTRUCTURE GUIDELINES****7.1 Wildlife Concerns**

Any landscape changes must be reviewed and approved by Airport Wildlife Biologist. All trash cans and dumpsters must be covered and emptied regularly. NO feeding of birds/Animals on airport property. NO ponding water.

If you have any questions or concerns, please contact the Airport Wildlife Biologist at (210) 207-1663 or [marcus.machemehl@sanantonio.gov](mailto:marcus.machemehl@sanantonio.gov).

**7.2 Structured Cabling Infrastructure Guidelines**

Please refer to <https://flysanantonio.com/business/about-saas/construction-development/> for detail information regarding cabling infrastructure.