

# **San Antonio International Airport Terminal A Design Criteria Manual**



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## **Definitions:**

1. "Concessionaire" (also referred to as "Tenant") shall mean a person, group, or company to whom a concession space has been leased (under contract), to operate a subsidiary business or service.
2. "Concessionaire's Work" shall mean Concessionaire's total responsibility (or any portion thereof) for the construction and improvement of the Premises. Concessionaire's Work shall be performed at Concessionaire's sole cost and expense. Concessionaire's Work shall include, but not be limited to, all work necessary or required to complete the Premises.
3. "Concession Agreement" (also referred to as "Agreement") – shall mean the lease and concession agreements between the City of San Antonio and each concession tenant leasing space and operating a concession in Terminal A at the San Antonio International Airport (SAT).
4. "Concession Management" shall mean the San Antonio International Airport (SAT) staff or SAT contractor assigned to oversee the concession program for the Aviation Department.
5. "Construction Manual" shall mean the manual developed for Concessionaires, their Consultants and Contractors, intending to construct improvements, alterations, and/or new facilities at SAT. It is the intent of the Construction Manual to assist applicants so Concessionaire 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 the Construction Manual are applicable to all types of construction, alterations, equipment additions/replacements, and maintenance work performed by a Concessionaire within their leasehold.

## **Introduction:**

This manual is to provide guidelines for the design and construction of concessions at the San Antonio International Airport Terminal A. The terminal will be going through a renovation and these concessions will enhance a new image for the facility.

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

1. Concessionaire's Work shall be subject to the Aviation Department's and the Development Services Department's prior approval, such approval to be determined in their sole discretion, and shall be designed, fabricated, constructed, and installed to comply with all of the requirements set forth in the Aviation Department's Design Criteria Manual and with all of the requirements set forth in the most current edition of local codes and other various documents and

2. The Terminal A Design Criteria Manual, the Construction Manual, current local codes, the Agreement, and its process requirements may, when the context requires, hereinafter be collectively referred to as "Concessionaire's Requirements".
3. The design, fabrication, construction, and installation of Concessionaire's Work must comply with each of the following requirements:
  - a. This Terminal Design Criteria Manual
  - b. The Construction Manual (to include specifications and procedures)
  - c. Current local codes
  - d. Concessionaire's Final Drawings, as approved by the Aviation Department
  - e. All applicable laws, ordinances, codes, regulations, and the requirements of all federal, state, and/or local permitting, building, and inspection agencies.
  - f. 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.
  - g. All provisions for access to the construction site as determined by Aviation Department.
  - h. All safety measures, including, but not limited to, safety training classes as required by the Aviation Department, Concession Management, and the Transportation Security Administration. (TSA)
  - i. Concessionaire 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 Concessionaire's Work.

4. All aspects of Concessionaire'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 Concessionaire's Work, Concessionaire's construction of the Premises, and installations made as a part of Concessionaire's Work shall be of new, commercial grade, and first-class quality.
5. After Concessionaire's initial construction of the Premises, any and all elective remodeling and alterations required of Concessionaire by the Aviation Department under the applicable provisions of the Agreement shall be performed

6. Concessionaire 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 to provide the concession services as permitted in the Concession Agreement. The Concessionaire 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 Concession Agreement and in the Concessionaire's Construction Requirements.

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

1. Within five (5) calendar days after the effective date of the Concession Agreement and lease date, Concessionaire shall notify Concession Management of the identity of the licensed architect engaged by Concessionaire for the preparation of the drawings for Concessionaire Work.
2. Concessionaire and/or Concessionaire's architect shall immediately engage mechanical, electrical, plumbing, and fire protection system engineers and notify Concession Management of such, in writing, as soon as possible thereafter.
3. All architects and engineers, obtained in accordance with the above 2 paragraphs, must be licensed in the state of Texas, as required.
4. Concessionaire's architect and engineers shall submit all drawing documentation, in hard copy and electronic versions (AutoCAD and PDF), to Concession Management Office. Concession Management shall distribute drawings for review and reply via email, fax, or mail to Concessionaire with comments and any applicable illustrations to further convey comments.
5. The Aviation Department will review the drawings at 30%, 60% and 100% for general compliance with all applicable Design criteria for the Airport facilities.

### **Concession Design Elements**

The designers of the concessions are encouraged to design visually stimulating spaces that incorporate complimentary building finishes. The Terminal A concession spaces are located both pre- and post-security checkpoint and the design elements consist of the following:

1. Mainly open store fronts with rolling overhead grilles by concessionaire;
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
6. 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. All millwork used within lease spaces must be durable and high-design quality.

### **Conceptual Plans Submission:**

1. Concessionaire shall prepare five (5) 24"x36" sets of conceptual plans for the Premises in accordance with the provisions of the Design Criteria Manual and current local codes and submit them to the Concession Management Office for Aviation Department approval, such approval to be determined in its sole discretion. The Conceptual Plans must be submitted to the Concession Management Office no later than thirty (30) calendar days from the effective date of the Concession Agreement and lease date or such shorter period of time as may be required for Concessionaire 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 Boards - 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 Concessionaire'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 systems and locations of piping, ductwork, equipment, materials, catalog cuts, 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 systems, 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 Plans and any approval granted by the Aviation Department is subject to the Concessionaire's incorporation of the required modifications and draft set of Concessionaire specifications to ensure compliance with the Design Criteria Manual and the current local codes. In the event the Aviation Department requires any such modifications to the Conceptual Plans, Concessionaire 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.

### **Final Drawing Submission:**

1. Concessionaire 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 Concession 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 Design Criteria Manual and current local codes, 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 smoke detectors, duct/smoke detectors, combination heat/smoke detectors, and addressable heat detectors as per the Design Criteria Manual, current local codes, and all other applicable codes and regulations. If base building systems are not available or fully utilized or do not satisfy current local code requirements, Concessionaire 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 Concessionaire is required to contract with a private provider of fire alarm monitoring services, which will have the ability to monitor the Concessionaire'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 - Concessionaire 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. Concessionaire 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 Concessionaire submits any plans and specifications to the Aviation Department it shall include complete sets for each submittal as specified in the Design Criteria Manual and current local codes.
  4. Concessionaire's Work shall include the procurement of all necessary building permits, licenses, variances, and additional utility services required to facilitate Concessionaire'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 Concessionaire to open the Premises for business no later than the Latest Rental Commencement Date, Concessionaire 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. Concessionaire shall comply in all respects with the Concessionaire's Construction requirements including, but not limited to, applicable local/state health department requirements, U.S. Department of Labor, Construction Safety, Health Regulations, Part 1926, and the Terminal Construction Manual. Concessionaire shall comply and be liable for all costs associated with adherence to the Texas Accessibility Standards (TAS).
  6. On all premises, the Concessionaire 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 Concessionaire'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. Concessionaire's contractor(s) shall be required by Concessionaire in its construction contract to repair and/or replace all defective materials, equipment and workmanship at no cost to the Aviation Department of the Concessionaire occupying the Premises,
  - c. obtain all required manufacturers' 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 (60) calendar days after opening for business in the Premises.
7. Concessionaire shall not be permitted to commence any work until all requirements of the Design Criteria Manual 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, Concession Management, and TSA.
  9. In its construction plans Concessionaire 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 concession leases 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 Concessionaire or Concessionaire'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.

## **Changes After Final Drawing Approval:**

1. Final Drawings must also be submitted to the Concession 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 Concessionaire 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 Concessionaire, 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. Concessionaire shall be notified of such changes and adjust the Final Construction Drawings to accommodate such changes.

## **Physical On-Site Inspection:**

During all phases of drawing development and prior to bidding documents and/or commencing construction, Concessionaire shall make a physical on-site inspection of the Demised Premises or cause Concessionaire's architect and engineers to do so, 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 Concessionaire. Concessionaire's architects or Concessionaire's engineers are required to contact 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.

## **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 is implied or inferred on the part of Aviation Department by drawing approval. Aviation Department's drawing review and approval is for compliance with Terminal A Design Criteria Manual and the Construction Manual only, and this approval does not relieve Concessionaire of responsibility for:

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

## **Drawings Submittal Address:**

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

Concession Management Office  
San Antonio International Airport  
9800 Airport Blvd., Suite 2091  
San Antonio, Texas 78216

The Concession Management Office will then distribute drawings to the Aviation Department for review.

## **Construction Requirements and Project Close-Out**

See Construction Manual for more specific information regarding items below.

1. Terminal A will soon be renovated throughout and the project will affect storefronts, flooring, lighting, and other building elements. It will be required that during all phases of construction the Concessionaire coordinate with Aviation Department staff and Terminal A Renovation contractors doing these improvements. Storefronts may be remodeled throughout the terminal and blade signs may have to be delayed pending final design of the new terminal storefronts. The scope of the Terminal A Interior Renovation, an ongoing project, will include the installation of an automatic sprinkler system within the space and coordination will be required in order to maintain ongoing airport operations, ingress and egress from the lease spaces, ensure life safety and passenger convenience.
2. 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 Temporary Construction Barricade Design Criteria specification drawing in this criteria manual.
3. Contractor shall be responsible for the repair and/or replacement of any damages caused by Concessionaire'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.
4. Prior to opening concession, contractor shall deliver to Concession Manager a copy of the Certificate of Occupancy with respect to the premises.
5. Cutting and patching on roof must be performed by roofing contractor to ensure warranty, American Roofing is the Terminal A contact. Currently, roof penetrations are not allowed except for kitchen uses. At those times, all

penetrations must be coordinated with Concession Manager. Only authorized contractors are allowed access to the roof and must be authorized by Concession Manager and only City's authorized roofer can be used; American Roofing – Terminal A. The Contractor is to contact Concession Manager for information.

Within 60 days after opening for business in the Premises, Contractor shall:

1. 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 Concessionaire occupying the Premises;
2. Submit all required manufacturers' guarantees, maintenance manuals and other pertinent documents; preventative maintenance program details and schedule;
3. 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,
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 architects 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.

## **Tenant IT Cable Policy**

**1.0 CABLE MANAGEMENT DOCUMENTATION FOR PDS:** SAT requires Tenants to submit detailed information for all changes to the PDS. This information will then be input into a computerized Cable Management System (CMS) and used to increase quality of service for Tenants through increased efficiency of tracking circuits and troubleshooting faults. Tenants may request the template schedule spreadsheet by contacting (210) 207-3411 or by email at [aviation.support@sanantonio.gov](mailto:aviation.support@sanantonio.gov) and a SAT IT representative will respond.

**2.0 IT SERVICE REQUESTS PROCEDURES:** SAT recognizes two types of service requests based upon size and scope of the request: (1) Major construction requests are considered Tenant Improvement (TI) Projects; and (2) Non-major requests

are referred to as Moves, Adds, and Changes (MACs) and are treated as routine operations. Both types of service requests and their respective processes are documented below:

**2.1 TENANT IMPROVEMENT (TI):** SAT Properties is the central point of contact for all Tenant Improvement projects, including IT projects. Tenants will be required to provide necessary submittal documents for TI projects to SAT Properties' manager at (210) 207-3461. SAT Properties will make a final determination whether the service request constitutes a TI or a MAC. Until specific policies and procedures are established by SAT for the management of TI, all TI requests shall be made to SAT pursuant to the procedures established herein. Projects that are a part of major operations including new construction, demolition, renovation, installation or removal of non-load bearing walls or partitions require TI approval. SAT IT will review Tenant's documented requests for completion and will perform site inspections to verify that installations progress in accordance to SAT technical specifications.

**2.1.1 SUBMITTAL DOCUMENTS:** All submittal documents required herein must be provided to SAT Properties' manager at **(210) 207-3461**. SAT Properties will then coordinate with all related divisions, including SAT IT, as applicable. This includes two (2) complete sets of documents to SAT IT for review at least **ten (10) business days** prior to the anticipated project start date. The information submitted for SAT IT review shall include the following:

- Tenant Name & Contact Information
- Type of Services Requested
- Building Floor (Lease Space)
- Drawing – Physical Cabling Pathways
- Telecommunications bonding and grounding plan

**2.1.2 SAT IT RESPONSE** – In response to Tenant's request to initiate a TI project, SAT IT will send written review comments and a PDS utilization plan<sup>1</sup> to the Tenant as applicable. This letter will advise Tenant to either forward original drawings or reproducible documents for signature, or revise and resubmit the documents. The response will also contain a SAT plan for PDS usage showing all termination locations, cross-connect points, and co-location

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<sup>1</sup> The utilization plan only applies to **Terminal B** tenants and includes: (1) Fiber/Copper Pathway Connectivity Notes (SAT Form), and (2) Line Extension Connectivity Notes (SAT Form).

assignments. Approximate time required: **five (5) business days from receipt of submittal.**

**2.1.3 SAT AUTHORIZATION** - When all review comments have been addressed, SAT IT will approve the Tenant's IT submittal documents and recommend authorization to SAT Properties for coordination with other SAT divisions recommendations.

**2.1.4 RECORD DRAWINGS** - Within **fifteen (15) business days** of completion of construction, Tenant must provide to SAT IT record drawings and Cable Management Documentation which accurately represent all as-built conditions, including the following documentation:

**2.1.4.1** Submit two (2) hardcopies of full size drawings of the project. The submittal shall include a cover sheet identifying Tenant space occupant, key plan of portion(s) of SAT illustrated in drawing set, installing Contractor and date of submittal.

**2.1.4.2** Submit one (1) electronic file softcopy of the project drawings saved in AutoCAD format compatible with current AutoCAD version in use at SAT.

**2.1.4.3** Submit one (1) electronic file softcopy of project schedule spreadsheets saved in a CSV (Comma Separated Value) format on CD media. Coordinate with SAT for exact format requirements.

**2.2 MOVES, ADDS, AND CHANGES (MACs):** MACs are non-major telephony and data related improvement operations consisting of single or multiple moves of phone, data, and/or addition of lines and routing or adding cabling. These are minor, non-structural changes, leaving walls, floors, ceiling, and fixed equipment in place. For support and coordination on all Tenant MACs, please contact (210) 207-3411 or [aviation.support@sanantonio.gov](mailto:aviation.support@sanantonio.gov) and a SAT IT representative will respond.

**2.2.1 SUBMITTAL DOCUMENTS:** Tenant will be required to provide necessary submittal documents depending on the requirement. This includes two (2) complete sets of documents to SAT IT for review at least **two (2) business days** prior to the anticipated project start date. The information submitted to SAT IT shall include the following:

- Tenant Name & Contact Information
- Type of Services Requested
- Building Floor (Lease Space)
- Drawing – Physical Cabling Pathways
- Telecommunications bonding and grounding plan

**2.2.2 SAT IT RESPONSE** – In response to MAC requests, SAT IT will send written review comments and a utilization plan to the Tenant. This letter will advise Tenant to either forward original drawings or reproducible documents for signature, or revise and resubmit the documents. Approximate time required: **Two (2) business days from receipt of submittal.**

**2.2.3 SAT AUTHORIZATION** - When all review comments have been addressed, SAT will sign the Tenant's submittal documents and issue an authorization letter.

**2.2.4 RECORD DRAWINGS** - Within **fifteen (15) business days** of completion of construction, Tenant must provide to SAT IT record drawings and Cable Management Documentation which accurately represent all as-built conditions, including the following documentation:

**2.2.4.1 Submit one (1) electronic file softcopy of as-built project drawings** saved in AutoCAD format compatible with current AutoCAD version in use at SAT.

**2.2.4.2 Submit one (1) electronic file softcopy of project schedule spreadsheets** saved in a CSV (Comma Separated Value) format on CD media. Coordinate with SAT for exact format requirements.

**3.0 SITE ESCORT SERVICES:** Only SAT IT, or its authorized representative, will have permission to access the MDF or IDFs. SAT IT will arrange for escort services as necessary when Tenant representatives need access to the MDF or any IDF. Requests for escort to perform routine maintenance should be submitted at least 48 hours in advance. Site escort services for emergency repairs will be provided according to the service level required at the time.

#### **4.0 MISCELLANEOUS:**

**4.1 SATELLITE SERVICE REQUIREMENTS:** Tenants requiring satellite installation for cable television services shall submit installation requirements and plans including roof penetration and mounting details, to SAT IT utilizing the process described in Section 6.0 of this document, prior to the commencement of installation. The installation of a satellite dish utilizing space on the roof top of Terminal B will require a separate license agreement as prescribed by the San Antonio City Code for the use of City property. Such satellite dish installations shall be performed according to SAT technical specifications.

#### **4.2 WIRELESS POLICY**

**4.2.1 APPLICABILITY:** Tenants may install private Wi-Fi hotspots that utilize unlicensed spectrum within their own exclusively leased space.

**4.2.1.1** Tenant takes full responsibility of devices; Airport is not responsible for any wireless devices belonging to Tenant.

**4.2.1.2** Airport is not responsible for any detriments to the Tenant's Wi-Fi hotspot that occurs as a result of lack of security.

**4.2.1.3** Tenant is responsible for monitoring the RF spectrum to prevent any interference with licensed spectrum and Airport wireless equipment and transmissions. In the event of such interference, and subject to reasonable notice, SAT reserves the right to disable the wireless signal in order to protect public safety and welfare.

**4.3** **REQUEST FOR CABLE TELEVISION SERVICE:** Although coax cable is not part of the PDS, until specific policies and procedures are established by SAT for the management of coax cable infrastructure in Terminal B, any requests for the installation of cable television service shall be made to SAT pursuant to the procedures established in Section 2.0 of this document, prior to the commencement of installation.

**5.0** **REQUEST TO DEVIATE FROM POLICY:** Any request to deviate from these policies and procedures shall be requested in writing to SAT IT at aviation.support@sanantonio.gov. No exception will be granted without SAT written authorization.

## **Security and Special Airport Conditions (See Airport Rules & Regulations)**

<http://www.sanantonio.gov/Aviation/imagelibrary/uploadedfiles/upload-217201130045pm.pdf>

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:

1. unreasonably interfere with any other construction being performed at the Terminal or
2. unreasonably impair the use, occupancy or enjoyment at the Terminal and/or the Airport by City, the City, other airlines, (iii) other Concessionaires.

Contractor shall:

1. 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 Concessionaires 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;
2. repair any and all damage to the Terminals and/or the Airport as a result of Contractor's Work; and
  3. require all contractors and subcontractors to comply with all of the requirements and Permits for the performance of Contractor's Work.

**Site Access Badging Procedure (See Airport Rules & Regulations)**

<http://www.sanantonio.gov/Aviation/imagelibrary/uploadedfiles/upload-217201130045pm.pdf>

The Contractor under contract to City will be responsible for Contractors identification badges to gain site access. All Contractors and Subcontractors prior to the preconstruction meeting will be required to comply with the site access process as required by Aviation Security. All badges are to be turned in to Security at projects completion.

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

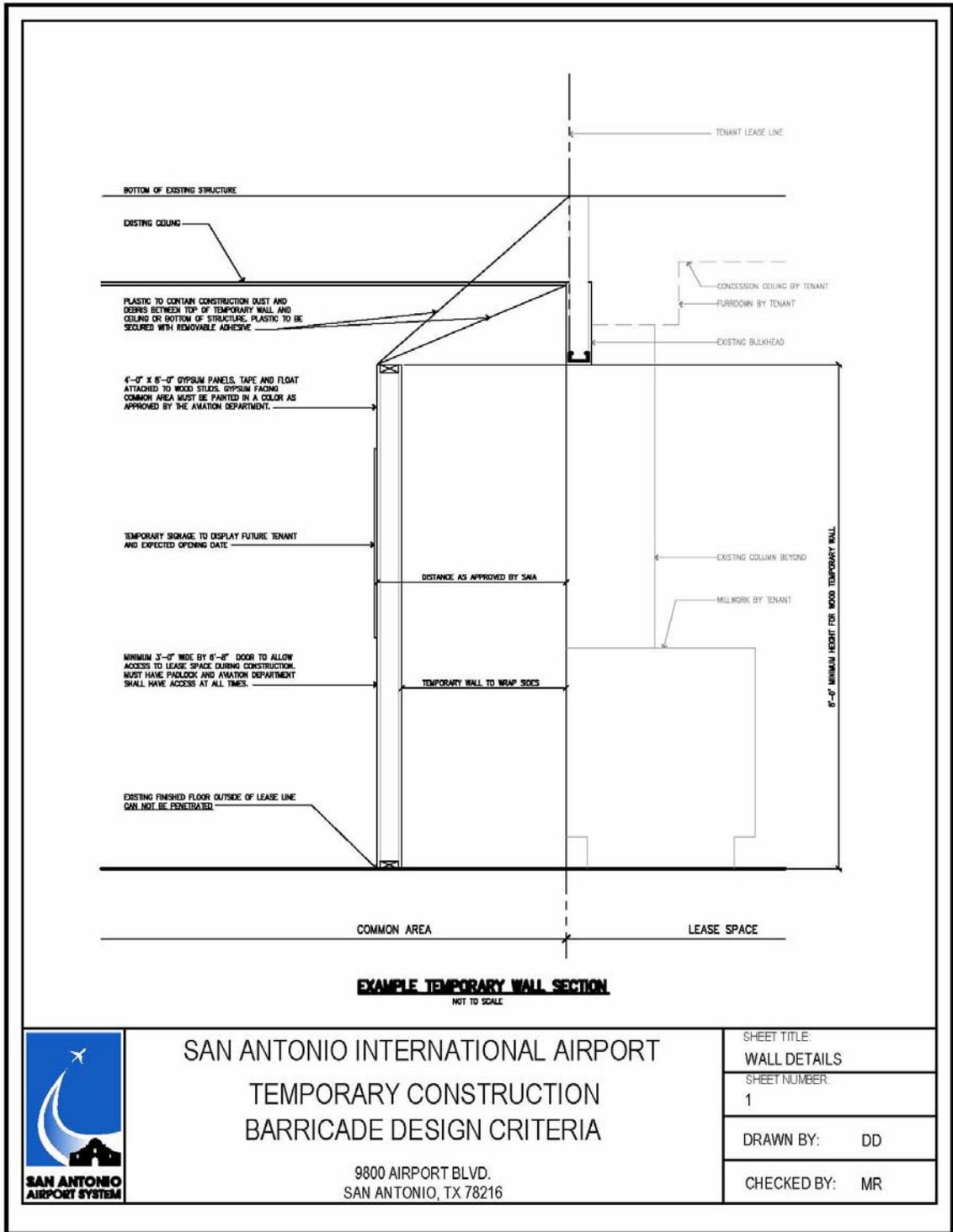
Once offloaded at the designated area, all vehicles will be relocated to a parking area, designated by the Aviation Security.

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.

During the construction periods, City, Contractor 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. Contractor 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 Contractor's Premises, or within a defined staging area for the exclusive purpose of supporting the Contractor's Premises construction, subject to City approval. Contractor 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. Contractor shall comply in all respects with procedures for project closeout and acceptance of the space as detailed in this Handbook and the BPA.

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

Escorts by contractor will be badged and AOA Licensed.



SAN ANTONIO INTERNATIONAL AIRPORT  
 TEMPORARY CONSTRUCTION  
 BARRICADE DESIGN CRITERIA

9800 AIRPORT BLVD.  
 SAN ANTONIO, TX 78216

SHEET TITLE:	
WALL DETAILS	
SHEET NUMBER:	
1	
DRAWN BY:	DD
CHECKED BY:	MR

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