



CONCESSION DESIGN CRITERIA MANUAL
Cincinnati/Northern Kentucky International Airport

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1 Introduction

The Kenton County Airport Board (Airport), Owner and Operator of the Cincinnati/Northern Kentucky International Airport is dedicated to providing the highest level of customer service and a world class travel experience to the millions of passengers that pass through our facility annually. Our goal is to create a diverse retail and dining environment within the Airport that offers our customers and employees the broadest range of goods, services and food at a reasonable price. The Airport strives to promote a positive relationship with all its tenants to maximize the overall customer experience.

The purpose of the *Concession Design Criteria Manual* (Manual) is to provide potential and existing tenants, Designers, and contractors with the Airport Design criteria, construction requirements and permitting requirements needed to construct or renovate a concession space within the Airport Terminal complex.

The Airport has developed a multi-step process to ensure that Tenants have the information necessary to comply with the design standards stipulated in the *Concession Design Criteria Manual*.

All sections of the Airport manuals are subject to review and modification without notice at anytime by the Airport. It is the

Tenant's responsibility to keep aware of any changes issued by the Airport, Federal, State or local authorities. Should there be any discrepancies between the Airport manuals and the Tenant's lease with the Kenton County Airport Board, the Tenant's lease shall govern.



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2 Organization of Airport Manual

CVG maintains comprehensive manuals covering design, construction, and operational requirements for the entire Airport. Tenants and their design consultants are urged to download the current version of the Airport manuals as required for their scope of project. All Airport Manuals, construction permit application, and related construction forms, can be downloaded in PDF format from the Airport website, www.cvgairport.com.

Current CVG Manuals include:

- ◆ *Concession Design Criteria Manual*
- ◆ *Technical Design Criteria Manual*
- ◆ *Tenant Building Design Criteria Manual*
- ◆ *Operations Manual*

The *Concession Design Criteria Manual* is specifically for Tenants that will be constructing or renovating interior lease spaces in the Terminal area buildings.

The *Technical Design Criteria Manual* contains all products, execution, installation, and quality control requirements. The Manual has been developed to follow a MasterSpec numbering format. Contractors are advised to use this format when developing construction drawings CVG Airport projects.

The *Tenant Building Design Criteria Manual* defines the specific requirements for the construction or renovation of free standing buildings outside of the Terminal Complex.

The *Operations Manual* outlines procedures for operating as a tenant/concession/airline at the Airport. All Contractors, subcontractors, workmen, design professionals, tenants, etc. shall be required to observe, obey and abide by all applicable requirements, standards, practices, rules or procedures contained herein.

The *Concession Design Criteria Manual* has been prepared to inform and assist you, our Tenant, as well as your Architect, Store Designer, and Contractor with the Airports criteria necessary for the construction of your premises. The information enclosed includes guidelines for your Architect and/or Designer. This particular manual also defines the Airport's and Tenant's construction responsibilities.

The criterion presented in *Concession Design Criteria Manual* has been established by the Airport to provide Tenants with an orderly framework for the design of their store. Creative design solutions that respond to the ambiance of the Airport's architectural vocabulary are encouraged.

An attractive and individual store design is an integral part of creating a shopping environment that appeals and attracts



customers. Tenants are encouraged to be creative and individualistic in designing their storefronts, signs, and interiors. The Airport has established certain standards of quality and design, delineated within this section, which are compatible with the design philosophy of CVG.

The design criteria are intended as a common point of departure for all Tenants. Each Tenant is expected to become familiar with the intent, scope, and requirements stated herein. In the interest of enhancing store design, the Airport will consider and review specific design variances. Each variance must be clearly identified as discussed in the Manual.

The criteria set forth are intended for use by all Tenants, including those who have a nationally or regionally recognizable storefront design. It is the intent of the Airport not only to remain flexible in the review of storefronts, but also to achieve a high level of design quality, diversity, and individual expression for Tenants' storefronts. In this regard, it is the Airport's intent to discourage design approaches that connote "shopping mall" or a "rubber stamp" approach and to encourage new design approaches, which more fully embody the spirit of CVG.

All Tenant improvements must conform to the standards set forth in the Tenant *Concession Design Criteria Manual*. If at any time the Airport discovers work that is not in compliance and not

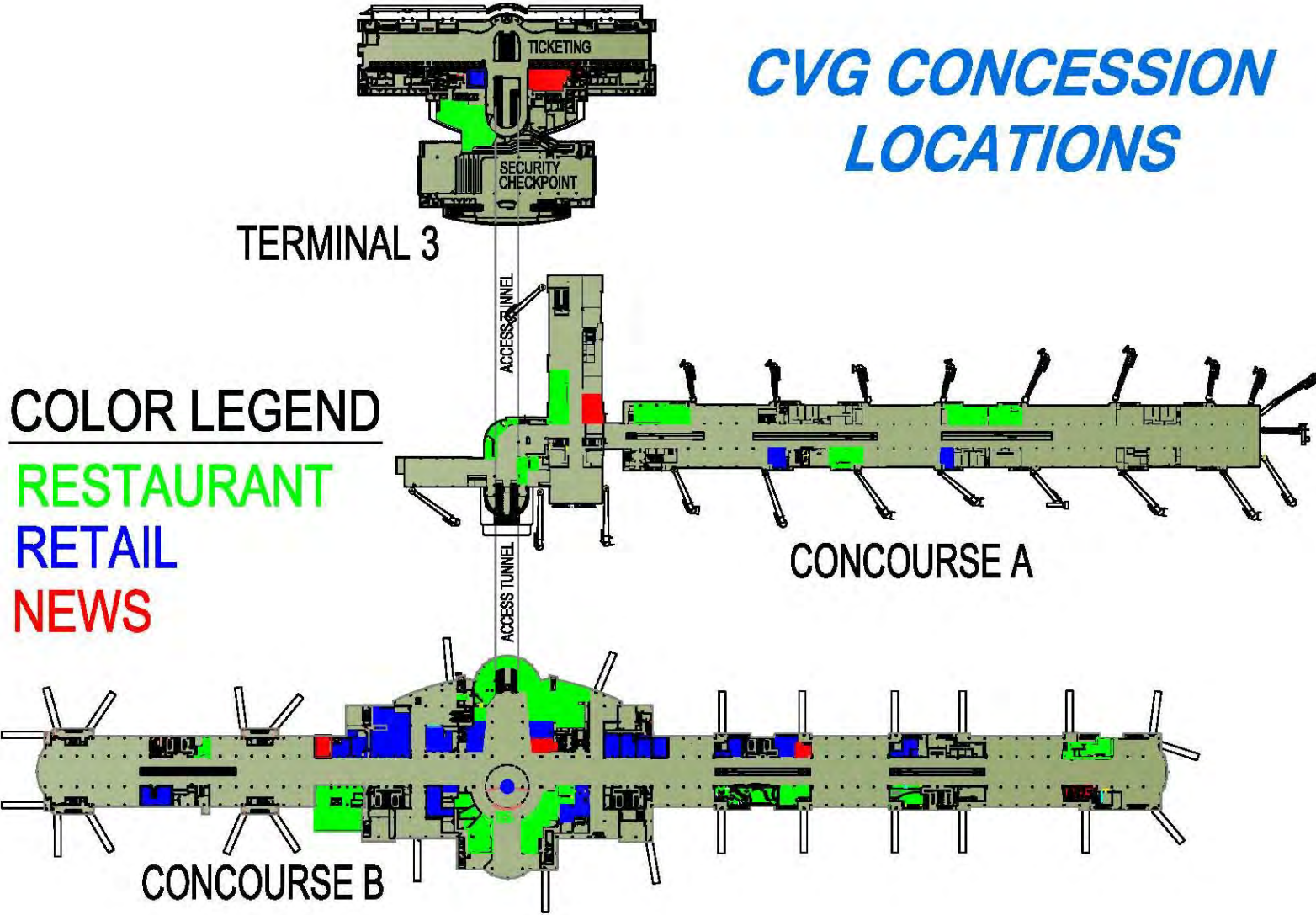
specifically approved in writing, the Tenant will be obligated to correct such non-compliance at the Tenant's expense.



The following exhibit presents the current CVG Concession layout for the Terminal area:



CVG CONCESSION LOCATIONS



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3 Design Principles

3.1 Doing Business at CVG

Working at an Airport environment is unique and will require a special attention to detail. The Concessionaires and their Designers will benefit greatly by understanding the Airport standards and requirements for doing business at CVG. The Airport staff will work jointly as a team throughout the design and construction process to achieve the best finished project possible.

3.2 Concession Request for Proposal (RFP) Process

To begin any development process the Board issues a Request for Proposal (RFP) for a single or multiple location concession opportunity at the Airport. The RFP may identify a specific concept/brand for a concession location or may allow the Proposer to make a recommendation of the concept that best suits the airport and passenger. The RFP will include a time line for questions, submittal, award and construction.

3.3 Basis of Award and Review of Submittals

Each proposal submitted to the Board shall be evaluated by Airport Staff. After careful review and evaluation, staff will present its recommendations to the Business Management

Committee of the Board. The Committee may request formal presentations by the Proposer. The Committee will make its recommendation to the full Board for award. The best qualified proposal in the Board's sole judgment will be selected for the concession award.

Criteria to be evaluated will include Management and Operations Plan; Operator Experience/Financial Strength; Facility Design/Architectural Plans/Capital Investment; Gross Revenue Projections/Performa; Human Resources Plan; Proposed Brand/Concept; Menu/Pricing; Marketing Plan; Facility Maintenance Plan.

The RFP process can take anywhere from four to six months from issuance to award.





3.4 *Concessions Philosophy*

The Board seeks qualified, world-class operators to effectively and actively manage the concession area and provide innovative services, products and amenities to our traveling public in a manner that supports the Board's objectives. The Board has established the following objectives for the Airport's concession program:

- ▶ Diversity of Choice
- ▶ Regional Feel and Impact

- ▶ Creative design
- ▶ Overall character for program
- ▶ Operating Performance standards
- ▶ Remain at the forefront of the industry
- ▶ Seamless provision of amenities during transition
- ▶ Remain "Fresh" throughout the new lease term
- ▶ Optimized Revenue (This will be the byproduct of objectives 1-8)
- ▶ Promote Sustainability in design and operation

3.5 *Varying Conditions*

Due to the age and different designs of the buildings, the requirements may differ in each concession location. Please check with the Airport Project Manager and appropriate manuals prior to beginning any design work or construction.

3.6 *Goals of Design*

- ▶ When beginning the design processes please keep in the mind these keys items:
- ▶ Emphasis on Appealing Design
- ▶ Aesthetic Balance with Base Building & Surrounding Tenants
- ▶ Need for Sustainability Practices in Design and Operation
- ▶ Use of High Quality Materials



3.7 Sustainability

CVG Airport is dedicated and striving to be a good steward to the environment by establishing good sustainability and conservation practices in operations, construction, and all facets of the Airport. The Airport strongly encourages that Designers and Tenants embrace such sustainability practices in their construction and daily operations.

The Airport also encourages that Tenants seriously consider pursuing having their tenant construction project obtain LEED certification. The **Leadership in Energy and Environmental Design (LEED)** certification is the internationally recognized green building certification system established by the US Green Building Council. Although, LEED certification for tenant construction is not mandatory, Designers and Tenants are expected to follow the established LEED Guidelines, making environmentally responsible design and operating decisions.

In the past, tenants at CVG were required to install their own Air Handler Units to support their facility HVAC needs. CVG is currently working to install new tenant connections to the Airport's chilled water and hot water loop systems to make efficient use of the Airport's excess capacity and reduce the overall Airport electrical consumption footprint.

3.7.1 Sustainability Requirements

In support of CVG's commitment to sustainability, certain sustainability requirements have been established as mandatory and are required to be included in the Tenant design. These are as follows:

- ▶ All equipment and appliances installed in the tenant facility must have an ENERGY STAR® rating. This would include but is not limited to refrigeration units, ovens, appliances, commercial food service equipment, and office equipment.
- ▶ Designers must specify products (paint, coatings, sealants, adhesives, etc...) that meet LEED guidelines for VOC (Volatile Organic Compounds) levels. VOC levels for all products used will be required to be submitted to the Airport for review and approval during the design process.
- ▶ No Construction products may contain urea-formaldehyde resin additives.
- ▶ A construction Waste management plan shall be formulated and reviewed with the Airport prior to Construction. Contractors should strive to have 50% of construction waste be diverted from landfills.
- ▶ Low flow water fixtures should be specified for use.
- ▶ Contractor must use high efficiency lighting in the facility.



- ▶ Designers shall specify rapidly renewable materials, materials with high recycled content, and are manufactured and assembled locally when possible.

The Airport encourages Tenants to operate as an environmentally responsible steward after opening the facility. Tenants should use only environmentally friendly cleaning products, paper products and trash bag liners with high volumes of recycled materials.

Tenants are encouraged to promote and advertise their sustainability efforts by introducing displays in their facility promoting the use of sustainable building practices and their efforts to promote other Green operational practices.

3.8 Accessibility

The Tenant Designer must be responsive to the needs of all travelers, enhancing their experience at CVG, creating a visually and physically open, approachable, and inviting concession space. Ease of access and circulation within the concession space is crucial for travelers with luggage, strollers or those that may have mobility challenges. Thoughtful consideration will require attention to the to the store front, access and merchandise fixture layouts.

Designers must comply with all Americans with Disabilities Act (ADA) requirements meeting all national and local code

requirements. These Code requirements will determine acceptable aisle widths, sales counter access, counter heights, dining layouts, for the concession space.

Vending machine concessions that provide ATM's, snack and drink machines, gift vending machines, etc..., must be fully accessible under the ADA requirements.

3.9 Environmental

Damaged and/or impacted Lead Based Paint (LPB) and/or Asbestos Containing Materials (ACM) suspected or found during renovation and/or demolition activity will require abatement by licensed contractors. Upon discovery of these items, the Contractor shall implement procedures to contain these materials and control disturbance, secure the site, and contact the Airport Project Manager.

Fluorescent light ballasts which are not labeled "No PCBs" should be disposed as PCB-containing waste prior to renovation or demolition activities that might impact these materials.

Fluorescent light tubes, which may contain mercury, are considered universal waste unless they are broken and then must be disposed of as hazardous waste or special waste.



4 *Project Request Process*

Any airport Tenant desiring to undertake improvements, modifications, or construct new structures involving leased space, Airport owned buildings, or on Airport property are required to receive written approval in advance of the project from the Planning & Development Department of the Kenton County Airport Board (KCAB). Please note the terms “Tenant” or “Lessee” may be used interchangeably in this document.

4.1 *Submittal Process Steps*

The Airport has developed a multi-step process to ensure Tenants comply with the design standards stipulated in the Design Criteria Manuals. This process will seek to keep the size and magnitude of the project in perspective adapting a reasonable level of effort and oversight to the scope of the project while ensuring all design and construction in the Airport Facilities are consistent with the overall design objectives and applicable codes, ordinances, rules and regulations. The level of design / progress reviews required will be determined on the magnitude and scope of the proposed project

The steps, outlined in detail below consist of:

1. Initial Concept Request Form submitted by Tenant to P&D
2. Concept Review Meeting
3. 30% Design Conditional Review
4. 60% Design Progress Review
5. 90% Design Progress Review
6. Tenant submits final design / construction plans and specs
7. Tenant secures all required permits and submits to P&D
8. Tenant submits all applicable insurance certificates for contractors on site
9. P&D issues NTP and Construction Permit
10. Pre-Construction Meeting
11. Weekly on-site Construction Meetings
12. Close out documents



Note: Approval must be received from KCAB at each step prior to the Tenant progressing in the process.

Tenants shall be required to become familiar with the contents and intent of this Manual and all other Airport documents applicable to their lease premise. Tenants shall be required to ensure that their designers and contractors also become familiar with these documents. Tenants shall also be required to make site inspections as necessary to ensure compliance by their designers and contractors with approved plans, specifications, etc..

The Tenant shall be provided with information describing the extent of their Assigned Premises and lease line parameters. The Tenant shall be responsible for verifying all conditions in the field. Tenant shall be required to retain the services of a professionally licensed Architect in the Commonwealth of Kentucky to sign the required drawings. All mechanical, In addition, Airport acceptance of plans and specifications does not release the tenant or their contractor from the responsibility to comply with all local, state, and Federal codes and ordinances requirements, including the Americans with Disabilities Act (ADA) and ADA Accessibility Guidelines (ADAAG)electrical, plumbing and fire protection final plans must be stamped and signed by a Kentucky licensed engineer.



No acceptance of a plan by the Airport shall be deemed to encompass any variance from the Manual unless the variance has been so identified in the submitted plans and approved in writing. The approval or acceptance by the Airport of any plans and specifications refers only to the conformity of such

plans and specifications to the general architectural and aesthetic appearance for the Facility and its conformity with the Airport Design Criteria established.

4.2 *Project Concept Request*

To start a new project, a Tenant will submit a **Project Concept Request Form** along with appropriate attachments to KCAB at: planning&development@cvgairport.com. The Concept Review Form is to be completed by all Tenants whom wish to construct, modify or renovate any Tenant/Lessee space at CVG Airport.

The form is designed to prompt the Tenant to provide all the appropriate and pertinent information that KCAB needs up front to effectively evaluate the proposed project and provide a **5% Concept Review**. Instructions accompany the form and explain each field and lists attachments to included. It is important these forms be as complete as possible and the attachments are provided so KCAB can efficiently and effectively review the proposed project. The Tenant can contact KCAB Planning & Development Department with any questions regarding completion of the Concept Request Form.

Once the completed **Project Concept Request Form** and its attachments are submitted, KCAB's Planning & Development Department will lead an internal review of the submittal with input from other key KCAB divisions. The project will be evaluated for business and leasing issues, as well as planning, technical, and operational impacts. The staff recommendations and evaluation of the project will be reviewed by KCAB Executives and the project will be approved or denied. Once a decision has been rendered, KCAB will issue a response to the Tenant through either a Concept Acceptance or a Rejection Letter. The Rejection Letter will also contain the reason why the project may not move forward in the process. The Concept Acceptance Letter will indicate that the project has been approved, articulate comments specific to the project, and will provide direction as to how the Tenant should move forward in the process. The Concept Approval Letters will focus on information specific and unique to the proposed project including, but not limited to: additional information, such as drawings and exhibits, that will need to be submitted; contact information for reviewers with whom the Tenant will need to coordinate certain items in order to get sign off; permit requirements; and an indication of all further reviews required. The



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Tenant can expect to receive a Concept Response within 3 weeks of submitting a complete Concept Submittal.

Please note: All projects, modifications and refurbishments must go through a Project Concept Review regardless of complexity or scope. A Project Concept Acceptance Letter does not mean that Construction may begin.

4.3 Concept Review Meeting

Based on the magnitude and scope of the project, a concept review meeting may be required. The purpose of a concept review meeting would be to provide an opportunity for KCAB and the Tenant to review the scope of work and discuss KCAB's expectations, codes, and other requirements specific to the project.

4.4 30% Conditional Review

This phase is the vehicle by which the Tenant/Architect design team must think through all elements from merchandising to

mechanical systems before, documents proceed to development of construction documents.

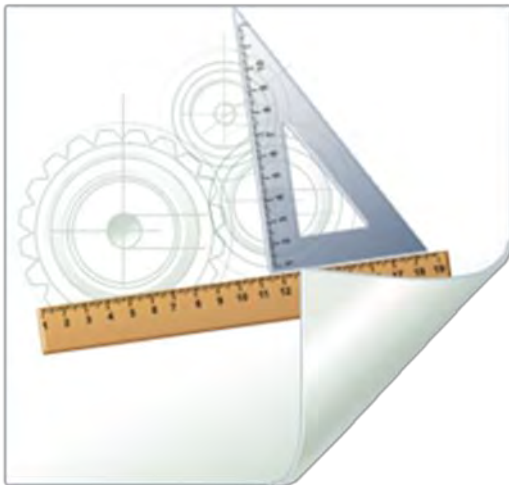
If required in the Concept Acceptance Letter, the Tenant and/or Tenants AE consultant will submit a **30% Design Package** to KCAB. The purpose of this phase is to develop the approved concept plans to a level ensuring compliance with KCAB requirements and standards and to review all components of the Tenant's design. The package should address the comments and conditions outlined in the Concept Approval Letter and should include sufficient information to adequately describe the overall signage, interior design, merchandising concepts, and mechanical systems. A signed copy of the **30% Review Checklist** is required with the package submission, along with drawings and material sample boards. All drawings are to be PDF formatted in 24" x 36" standard size format.

KCAB's P&D department will lead an internal review of the submittal package with input from other KCAB departments. Within two (2) weeks of the complete design package submittal the Tenant will receive a 30% Conditional Review Response Letter. The letter will include approval to move to



the next phase and/or comments requiring changes to the 30% design package.

Note: Upon review of 30% Plan, KCAB P&D will include level of environmental processing required. Tenant shall not proceed beyond this phase until written approval is received from KCAB.



4.5 60% Progress Review

If a 60% Design Progress Review is required, the Tenant will submit a 60% Design Package. The process and requirements for the 60% Design Package will be the same as the 30% Design Package and should address the concerns, changes and conditions identified in the Concept Acceptance Letter (and 30% Conditional Response Letter), and a signed **60% Review Checklist**. Upon receipt of the 60% Design submittal KCAB's P&D Department will review the package with input from other KCAB Departments. After the review, within two (2) weeks from package submittal, the Tenant will receive a 60% Design Review Response Letter. The Letter will include approval to move to the next phase and any comments or concerns which must be addressed in the Final Design Package.

The Tenant shall not proceed beyond this phase until written approval is received from KCAB



Terminal 3 Parking Garage

the 90% Design Package will be the same as the previous Design Package Reviews. Upon receipt of the 90% Design submittal KCAB's P&D Department will review the package with input from other KCAB Departments. After the review, within two (2) weeks from package submittal, the Tenant will receive a 90% Design Review Response Letter. The Letter will include approval to move to the next phase and any comments or concerns which must be addressed in the Final Design Package.

The Tenant shall not proceed beyond this phase until written approval is received from KCAB

4.6 90% Progress Review

If a 90% Design Progress Review is required, the Tenant will submit a 90% Design Package. The process and requirements for

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General Office Building, South Airfield

4.7 *Final Design Review*

Depending on the scope of the project, the next submittal after the Concept Review for some projects will be the Final Design Review. **All request regardless of magnitude or scope must go through the Final Design Review.** The Final Design

Package should address all concerns, changes, and conditions identified in previous review phases and provide KCAB with a complete set of working drawings and specifications showing all details for construction and for the Building Department permit sets. A complete package including a signed **Final Review Checklist** must be submitted for approval. KCAB may require additional information upon review of submitted package and will notify Tenant within two (2) weeks of any additional information or requirements. Drawings shall be submitted electronically in both Auto CAD and PDF version. All drawings shall be signed and sealed by a registered architect or engineer, registered in the Commonwealth of Kentucky, and shall be signed as approved by the Tenant.

Once KCAB has reviewed the Final Design Package and all concerns, changes and conditions have been addressed to meet KCAB's standards, a written approval to proceed with obtaining the necessary permits, Insurance, and Bond requirements will be sent to the Tenant.

Note: Acceptance by KCAB for plans, specifications and/or schedules does not constitute KCAB's approval for architectural or engineering design or compliance with applicable laws or codes. The Kenton County Airport



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Board assumes no liability or responsibility for any defect in any structure or improvement constructed according to such drawings/plans and specifications by deeming the drawings/plans acceptable. Tenants and their architects have total responsibility for compliance with all applicable Federal, State and local codes and ordinances for their occupancy types. Tenants also have total responsibility for coordination and scheduling.

4.8 Permitting Procedures

Upon KCAB's acceptance of the Final Review Package, Tenant shall obtain all necessary permits from all responsible parties. Obtaining all permits shall be the sole responsibility of the Tenant or their representative. Upon Tenant's receipt of applicable permits needed to perform the proposed work, Tenant shall forward a copy of the permits to KCAB at which time a Pre-Construction meeting will be scheduled.



Photo: Pemco Maintenance Hangar, CVG

The Airport is located in Boone, County Kentucky. Code review and enforcement for the Airport is regulated by the Boone County Building Department. Permit information, requirements, and forms are available from their website at www.boonecountyky.org. The Airport Fire Department is the "Authority Having Jurisdiction", (AHJ), for all fire safety related items.

Kentucky follows the Kentucky Building Code (KBC), which is based on the International Building Code (IBC). A listing of currently adopted codes and a copy of the KY Building Code may be downloaded from the Kentucky Department of Housing, Buildings and Construction, Division of Building Code Enforcement at <http://dhbc.ky.gov/bce/> under "Quick Links" to the right of the screen.



The Airport will also issue their own Construction Permit upon final acceptance of the plans. The Airport Construction permit shall be posted at the site along with the County Building Permit (where applicable).

No construction is permitted until there is the issuance of KCAB Construction Permit, State approval is granted and Boone County Building Permit (where applicable).

In addition, no site preparation or site demolition may occur until KCAB, State and County approvals are granted.

Please note: The issuance of permits is not authorization for any work, marshaling of materials, or any related construction, repair, or renovation of any kind to occur without first completing the Pre-Construction meeting and receiving a Notice To Proceed.

4.9 Pre-Construction Meeting

Prior to starting any work on the airport property the Tenant and the Tenant's contractor must attend a pre-construction meeting with KCAB. This meeting will cover specific information pertaining to working on the airport property, and KCAB's: communication, safety, security and coordination requirements. A Pre-construction meeting is required for **all** projects on Airport

property and owned or leased buildings. All documentation listed on the **Pre Construction checklist** must be received by KCAB a minimum of 2 days prior to meeting.

4.10 Notice to Proceed

Prior to the start of any project, a Notice to Proceed and KCAB Building Permit must be issued. Prior to issuance, Insurance Certificates, Safety Plans and any additional requirements included on the Final Approval Letter and Pre-Construction meeting must be provided by the Tenant and Tenants Contractor(s). Upon receipt, KCAB P&D will review all documentation to ensure all pre-requisite criteria have been met and satisfied. Once complete, KCAB will issue a NTP and Building Permit.

No changes or alterations shall be made to plans and specifications after the issuance of Airport's Notice to Proceed, without the prior written approval of the KCAB. Should a change in the approved plans be required for any reason whatsoever, Tenant shall submit such request to KCAB P&D Department for acceptance. The Tenant shall also submit such request to all governmental agencies if applicable. The Airport shall review such request as if submitted as Final Construction Design Drawings.



4.11 Construction

Once the Pre-construction Meeting is held *and* a NTP issued, the tenant may start construction. A KCAB Project Manager and Inspector will be assigned to the project and will serve as the tenants points of contact for all construction related matters during the construction process. The PM is responsible to ensure the interests of KCAB are satisfied during construction and will serve as the liaison between the Tenant and other KCAB departments to ensure logistics are coordinated and executed in compliance with established guidelines and procedures. The PM will also coordinate between the Tenant and their contractors to facilitate utility shutdowns, to minimize impact to the traveling public, operations and other Tenants.

In addition, the Tenant can utilize the Construction checklist for a guide during the construction phase of the project. This checklist provides specific requirements which must be adhered. Additional items may be required based on the scope of the project and will be communicated by the assigned KCAB PM or Inspector.

4.12 Project Close Out

As the project approaches completion, the PM working with the Tenant and Tenants Contractor will complete the **Project Close-**

Out checklist. This checklist provides for all items which must be completed prior to the project being officially closed. Upon successful completion of all items on the Project Close Out

5 General Tenant Construction Guidelines

The Airport encourages creative storefront designs that will enhance passenger retail and dining experience at CVG. However, some restrictions have been developed to unify the surrounding common area and other tenant spaces. This section of the *Concession Design Criteria Manual* will focus on design guidelines for Concession Signage, Storefronts, and lease line requirements.

5.1 Storefront Construction Guidelines

The Storefront is the most visible and prominent element of the concession design. Whether the concessionaire is a nationally recognized brand, a local brand or an airport unique concept, the design of the storefront must meet Airport standards in order to ensure a pleasing design flow throughout the facilities.

Effective space planning shall be used to focus on the customer flow into and throughout the space. Designers shall provide ample aisle widths flowing into and through the tenant space to ensure ADA compliant access and ease of flow



taking into account that the majority of the customers will be traveling with luggage carts.

5.1.1 Design Zone

The Design Zone begins at the lease line and extends 5 feet into the store. Items included in the Design Zone are all display windows, related graphics, display fixtures, signs, materials, finishes, colors, and lighting within this dimensional area.

Sales counter and/or gang fixtures may not be located within the Design Zone.

5.1.2 Store Front

The Airport requires that all tenants develop a strong storefront with an identifiable architectural presence to provide a rich texture of unique alternatives to the traveling shoppers at CVG. All storefront elements shall be designed, fabricated, and installed at the expense of the Tenant. Open storefronts for the entire width of the leased premises are prohibited. Minimum permitted opening is 6 (six) feet wide.

Tenants shall utilize the entire available storefront opening as provided by the Airport. Where the leased premises does not adjoin a demising column on both sides refer to Lease Outline Drawing (LOD) for allowable extent of storefront construction.

5.1.2.1 Store Front Special Conditions

5.1.2.1.1 Corner Locations

Tenants located in leased premises with two elevations on public corridors must provide an entry on both elevations or at the corner. End-cap stores adjoining airline hold room space may be considered a corner store location; each location will be reviewed for availability of a second entry. In the case of more than two elevations, an entry must be provided on at least two sides.

See Exhibit B-1 for more details.





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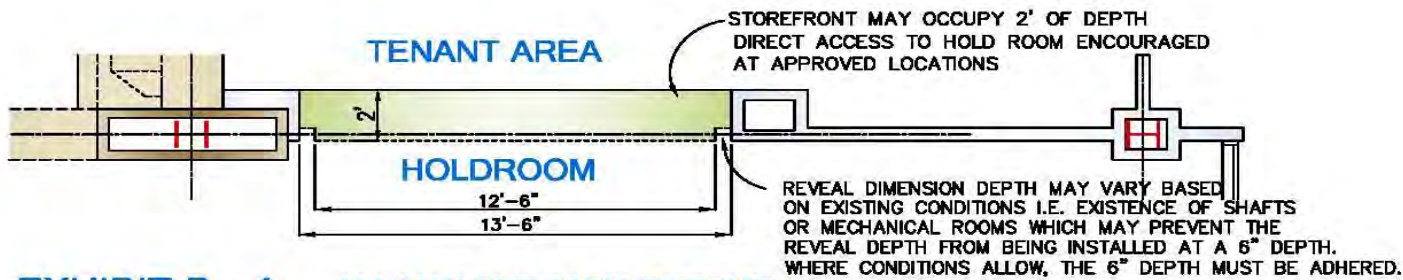
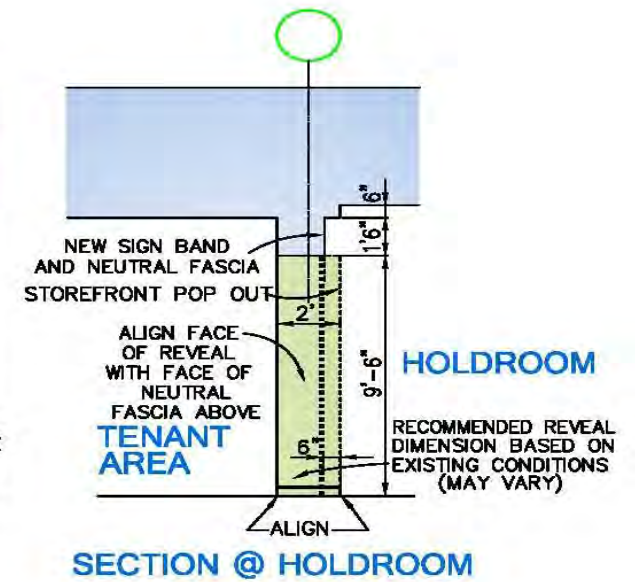
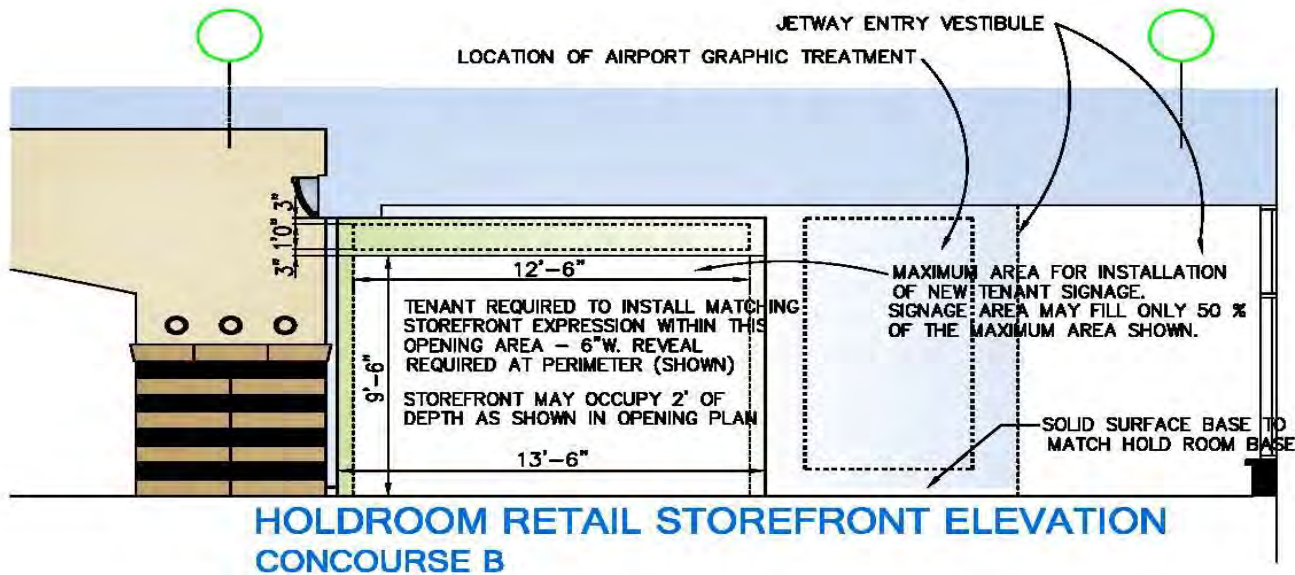


EXHIBIT B - 1 ALLOWABLE SIGN EXTENT



5.1.2.1.2 Food Court Locations

Sales counter and/or gang fixtures may be located within the Design Zone in the food court area. Storefront construction in the food court shall extend from the floor slab to the Airport's neutral soffit and fascia above. In the Food Court and other areas that two lease lines touch without a delineating column to separate them, Tenants shall install a black demising strip approximately 1" in width. The installation of this strip will have to be coordinated with the construction of the two tenant spaces. See Exhibit B-2 for more details.

5.1.2.1.3 Design Area above Sign Band (Food Court)

The curved band above the tenant spaces in the food court of Concourse B is to be used by the tenant as their primary storefront identity sign. Existing air vent ducts in the band must be preserved but may be painted to blend with the store facade. See Exhibit B-2 for more details.



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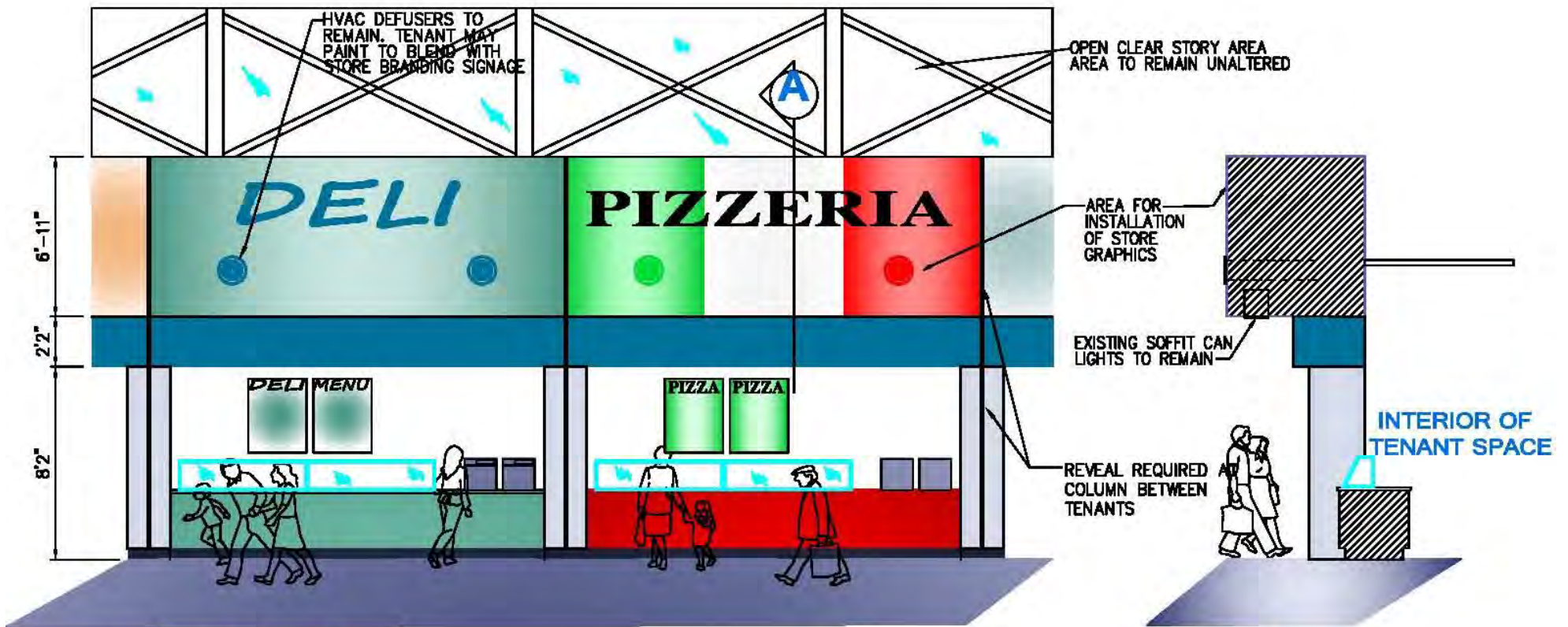


EXHIBIT B - 2 CONCOURSE B FOOD COURT ELEVATION

SECTION A

CINCINNATI/NORTHERN KENTUCKY INTERNATIONAL AIRPORT



CONCESSION DESIGN CRITERIA MANUAL

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5.1.3 Store Front Materials

The Airport environment requires high quality materials and finishes that can withstand high-volume traffic, luggage carts, and commercial maintenance equipment and resist wear.

All materials used in storefront construction are subject to Airport approval for color and finish.

- ▶ *Acceptable storefront materials include:* Thin set stone; naturally finished, stained, dyed, or clear hardwoods and exotic woods (painted wood may be acceptable - consult Airport with concept for review); sandblasted, beveled, laminated, leaded, or cut glass; electrolytically painted, powder-coated, or anodized metals.
- ▶ *Prohibited storefront materials include:* Pre-manufactured metal storefront systems; butt-glazed continuous glass for the extent of enclosure; painted gypsum drywall; textured or sprayed paint finishes; rough cut woods of any type; Plastic laminate of any type.
- ▶ *Neutral Piers:* Neutral pier finishes are provided to the lease line by the Airport. Tenant finishes shall be flush to the profiles.

- ▶ *Glass:* Stationary storefront elements are required to be a minimum of 60% glass. Framing is to be interestingly detailed within the vocabulary of the following finishes and materials section.
- ▶ *Door:* Full-frame, double-leaf, hold-open doors are encouraged as a method of storefront closure. When in the open position these door leaves must recess into pockets to provide a decorative treatment with a maximum clearance within the vestibule entry.
- ▶ *Rolling Grills:* Rolling Grill devices must be fully concealed within the ceiling or wall of the store entry vestibule when open to provide a seamless, continuous finish surface at the entry. When fully closed, the grill must occur at the rear of the vestibule element and must not incorporate any openings to the interior space. Consideration must be given to access the gate for maintenance issues, which may be accomplished by access panels, etc.
- ▶ *All security devices:* must be physically integrated into storefront construction. Free standing or visible sensors are prohibited.
- ▶ No storefront shall be recessed adjacent to a demising pier. Recesses may not occur within 4 feet of a pier at the demising point.



Please see Exhibit B-3, B-4 and B-5 for more specifics of the store front design criteria in Concourse B concessions.

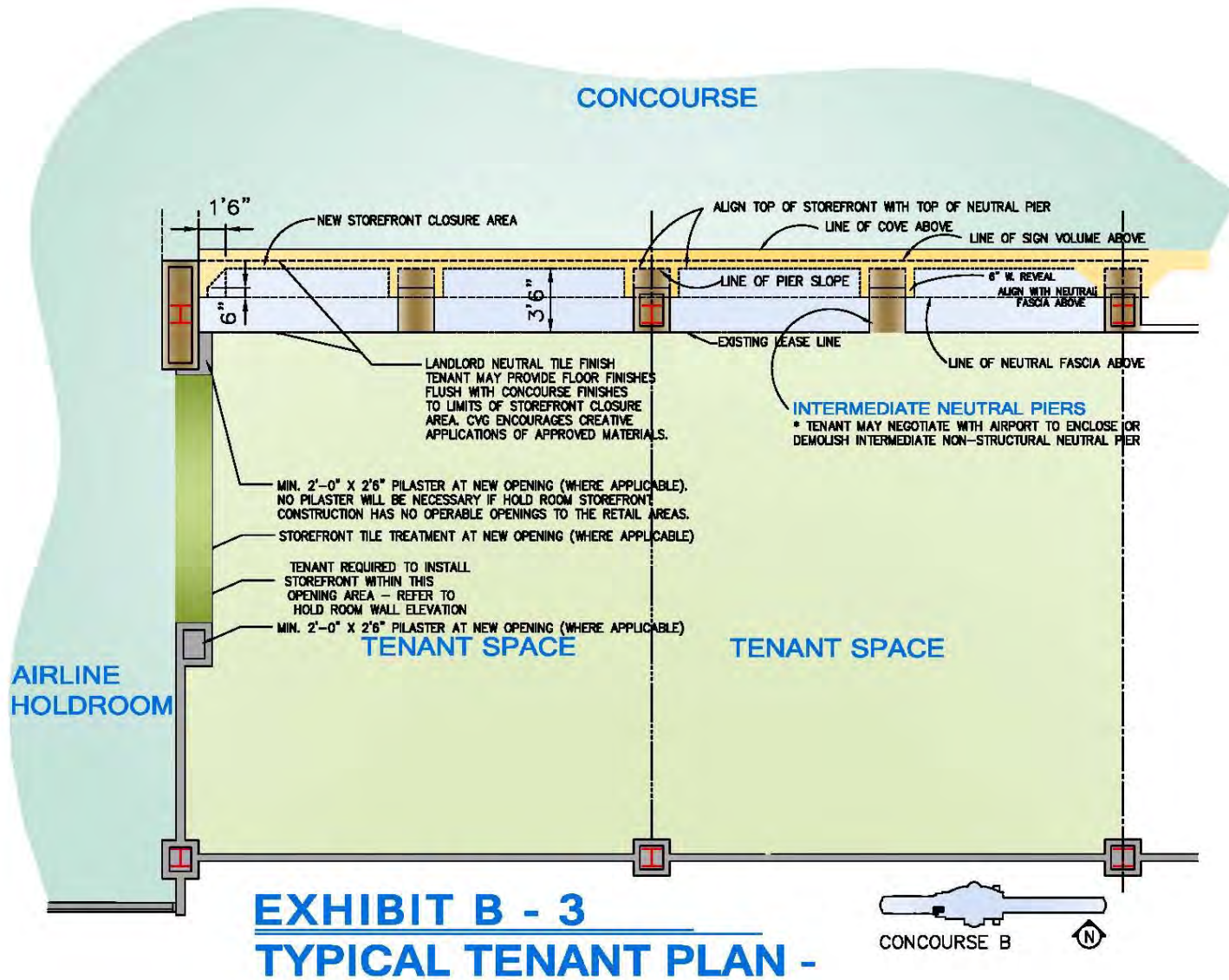


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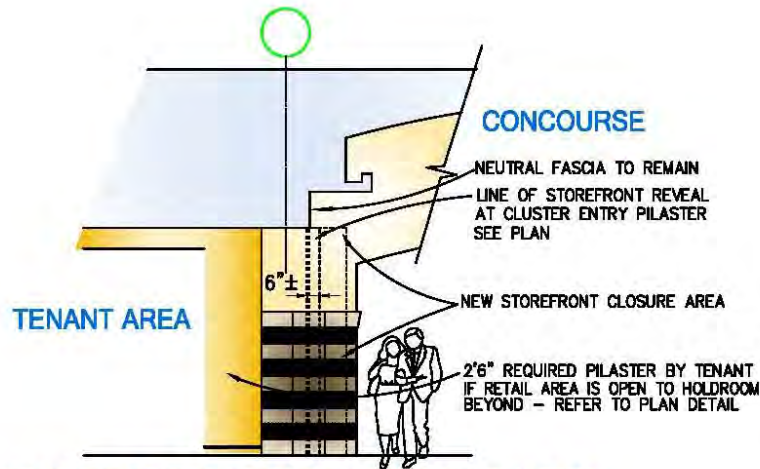
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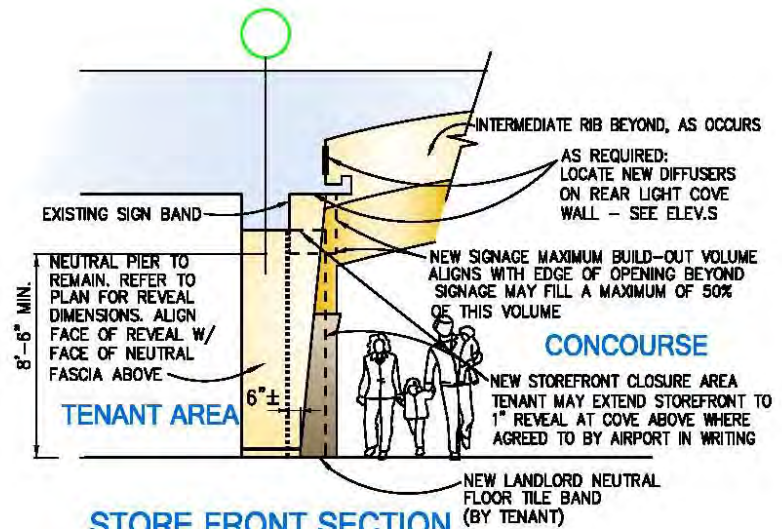
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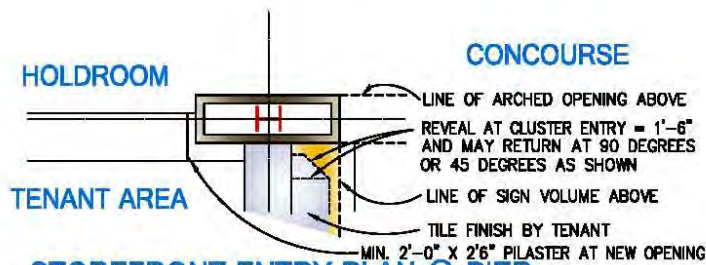
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STOREFRONT ENTRY SECTION/ELEVATION
HOLDROOM OPENING CONDITION

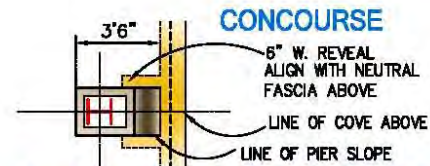


STORE FRONT SECTION
RETAIL CLUSTER



STOREFRONT ENTRY PLAN @ PIER
HOLDROOM OPENING CONDITION

NOTE: TENANT MAY NOT MODIFY ANY PILASTER FINISHES BEYOND LEASED PREMISES



STORE FRONT PLAN @ PIER
RETAIL CLUSTER

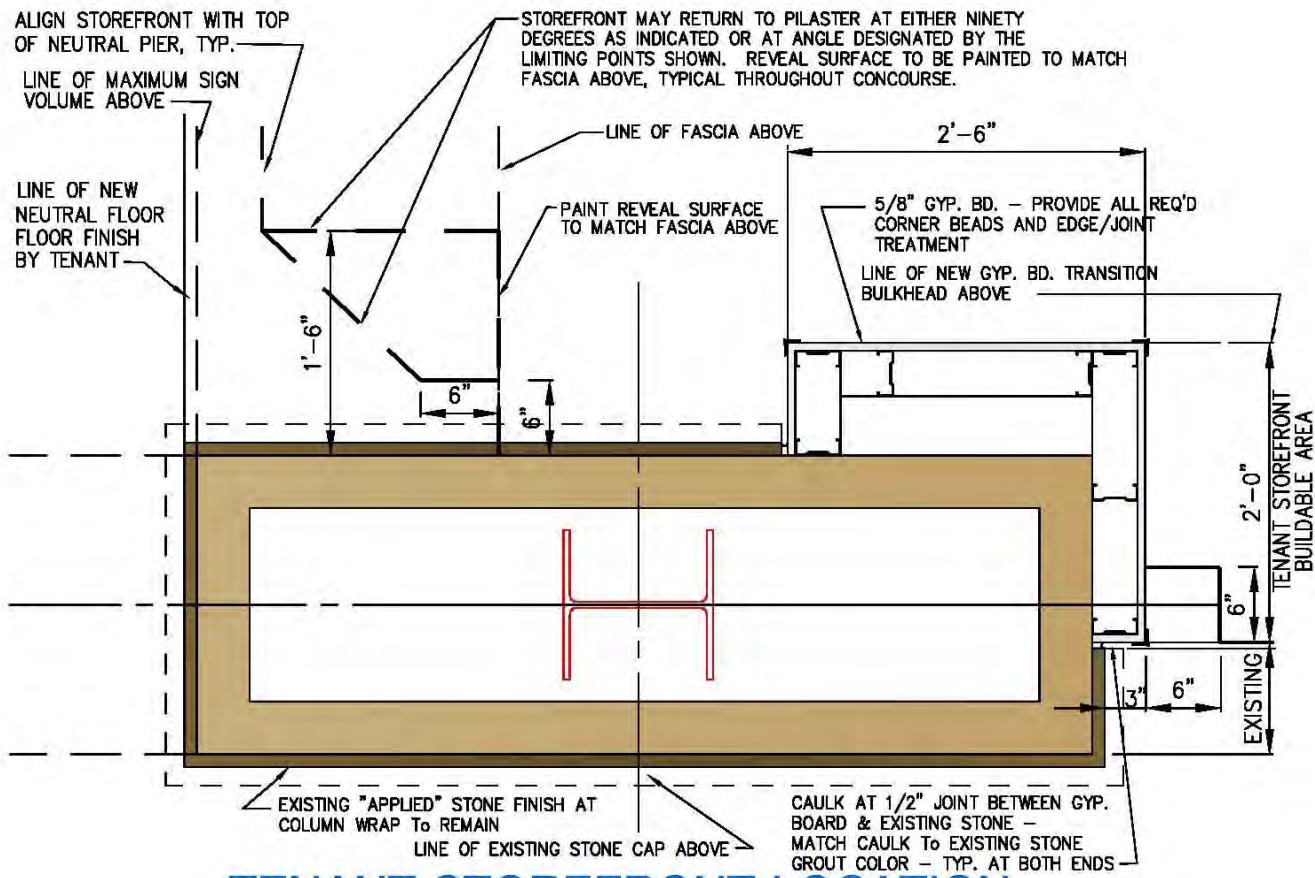
EXHIBIT B - 4

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TENANT STOREFRONT LOCATION
CONCOURSE 'B' - TYPICAL HOLDROOM CONDITION
EXHIBIT B - 5



Please see Exhibits T3-1 and T3-2 for more specifics of the store front design criteria for Terminal 3 concessions.

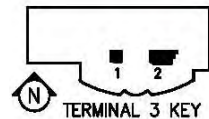
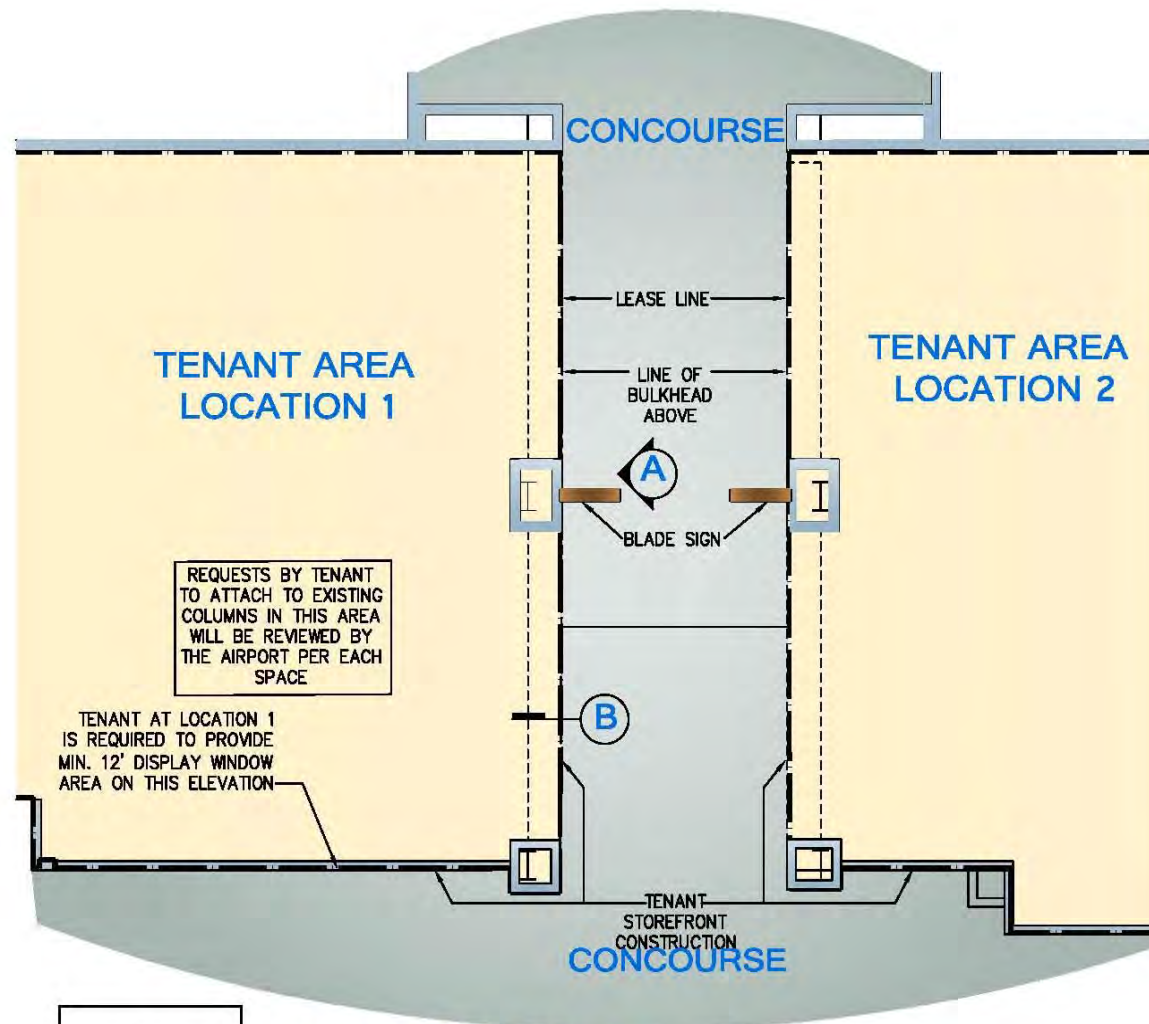


EXHIBIT T3-1 TERMINAL 3 TICKETING PLAN

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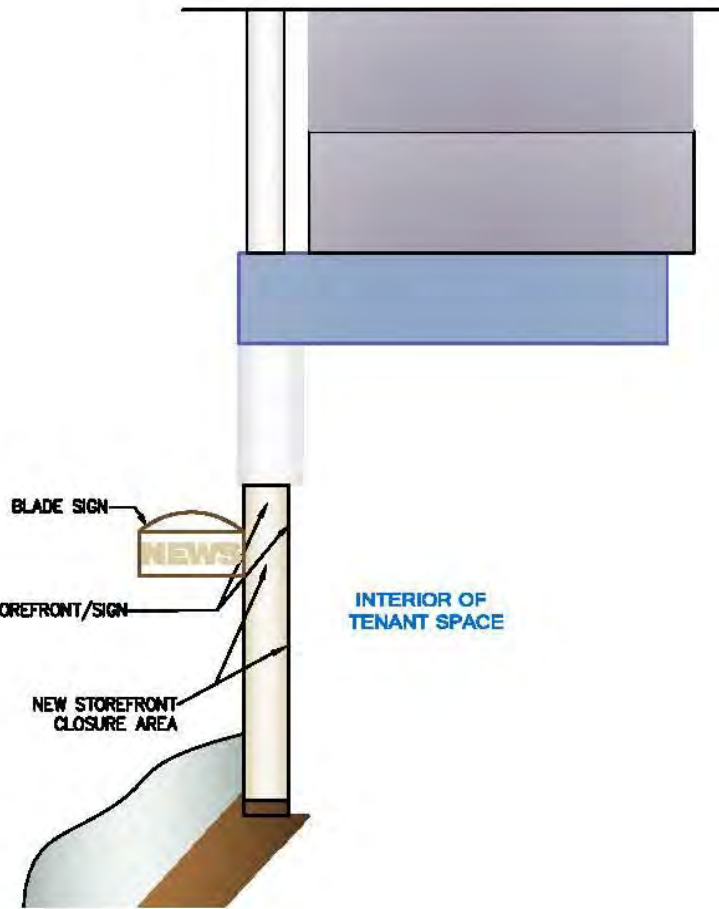
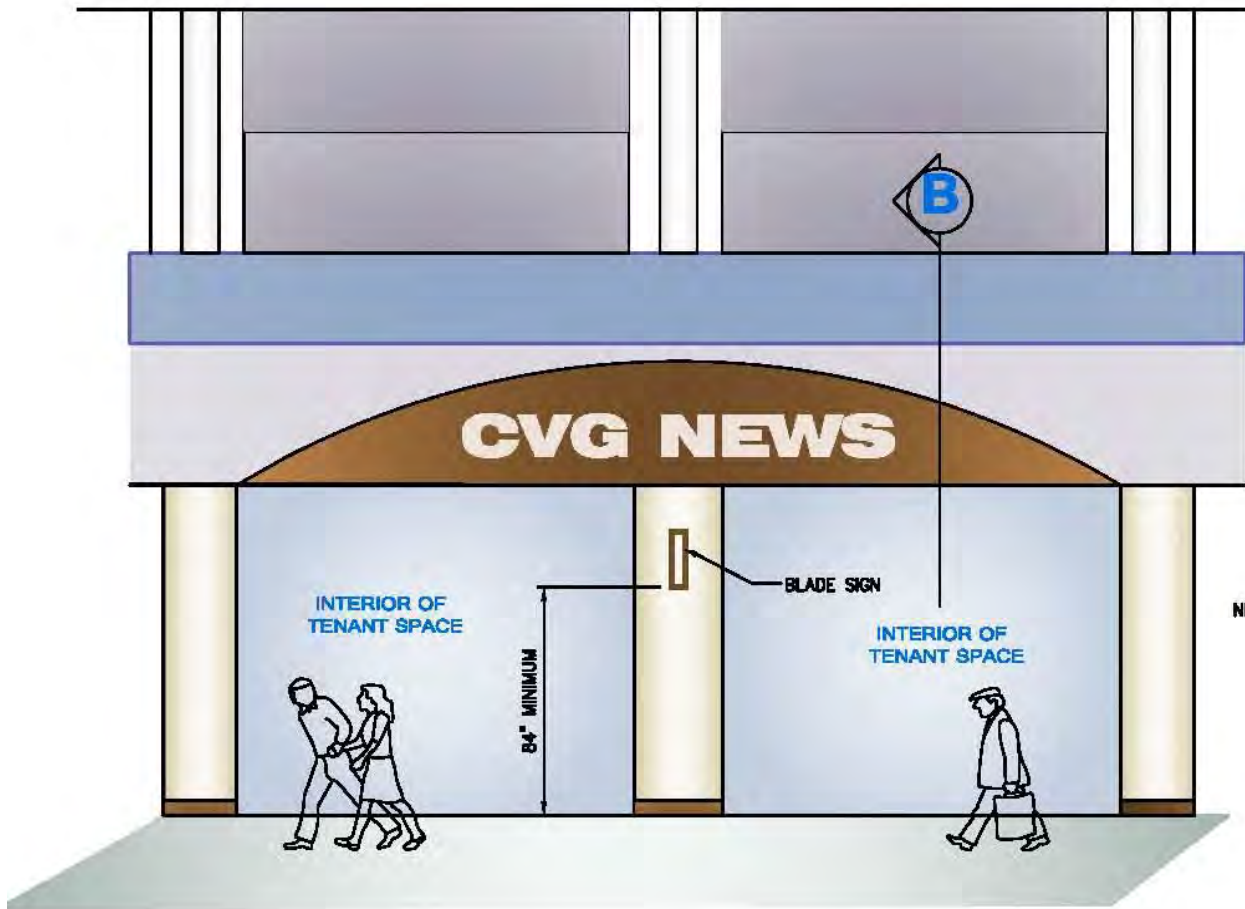


EXHIBIT T3 - 2
TERMINAL 3 TICKETING ELEVATION A

SECTION B

CINCINNATI/NORTHERN KENTUCKY INTERNATIONAL AIRPORT



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See Exhibit B-6 for more details.

5.2 Display Extensions

Display extensions are designated areas between the concession lease line and the open concourse as illustrated in the following diagram. The Display Extension zone is intended to allow storefronts higher visibility to the customer beyond the lease line and existing columns.

The tenant will be permitted to display approved promotional graphics and movable display fixtures in the extension area. Use of this area, graphics, display fixtures and merchandise displayed in the Display Extension must be approved by the Airport Board Commercial and Business Development representative.

Designers are encouraged to develop creative ways to use the space to promote services and products provided by the concessionaire.

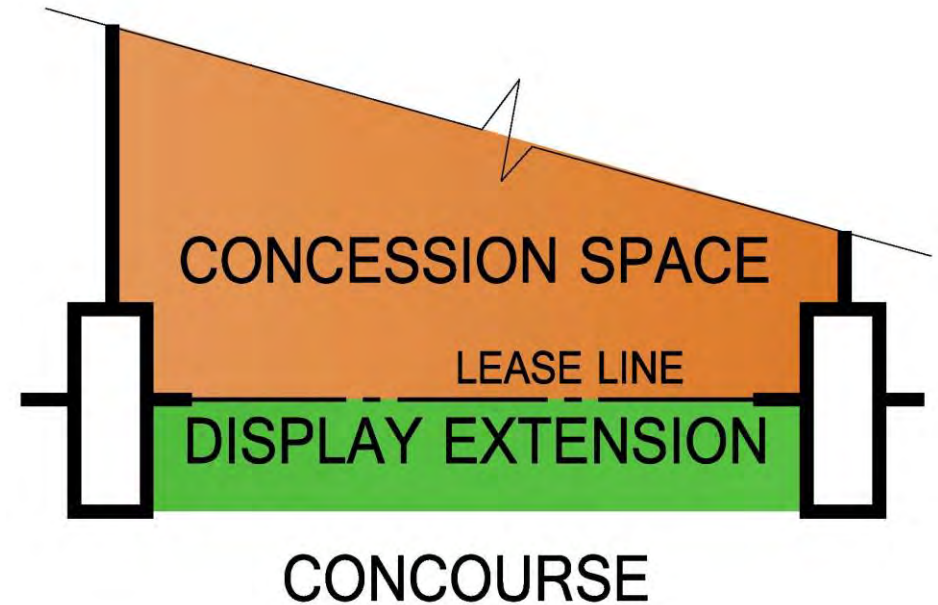


EXHIBIT B-6

5.3 Counters and Merchandise Displays

All counters, furnishings, fixtures and display systems must be approved by the Airport and in compliance with any applicable ADA rules.

Cash wrap and/or checkout counters are not permitted in the Design Zone, except as permitted in the SPECIAL CRITERIA for the Food Court Counters.

- ▶ Plastic laminate finishes, unprotected, are not acceptable. The Airport will consider allowance of PLAM/MLAM if properly protected on edges by rubber, vinyl, metal edging or other acceptable edging to prevent chipping and splintering of the PLAM.

- ▶ All merchandise display cases and equipment in the Design Zone must be lockable.
- ▶ No opaque merchandise counters/display cases or equipment in the Design Zone may exceed 42-inches in height, including the base. Opaque equipment above the counter may not exceed 8-inch height.
- ▶ All counters and display counters must be fabricated in accordance with all applicable health code requirements.
- ▶ Refrigerator/deli display cases may be used in the Design Zone, but must be installed behind the continuous front counter or within the rear work counter(s). Manufacturer's finish may be glass, stainless steel or white enamel.

5.4 Special Criteria (Concourse B Food Court)

- ▶ Where demising columns are provided, counters must be secured to them in accordance with Airport-approved details.
- ▶ All counters and showcases must include a 4-inch maintenance base, which must be recessed 2-inches. See Tenant Design Criteria Drawings below for typical details. See Exhibit B-2 for more detail.
- ▶ All tenant-built counters and display cases located at the Lease Line must use an Airport approved base.



The location of the base must exactly match the line of the limits and the finish of the Common Area floor.

- ▶ Equipment such as cash registers, soda dispensing machines and other equipment located at the front counter must be compliant with current ADA requirements. No product logo or signage may be exposed on any equipment or location other than those approved in the design review.
- ▶ The following counter types are permitted:
 - Standard Counter: Maximum serving countertop height must be 34-inches including base. Counter tops and fronts, which must be continuous across entire width of the Premises, may be constructed of tile, high quality finished wood, tempered or etched glass, stone, stainless steel, Corian, or a combination of these materials. A transition (i.e. reveal) of no less than 3/4-inch must be provided between the counter front and demising column. See Tenant Design Criteria Drawings below for typical details.
 - Counter with Sneeze Guard. A sneeze guard is required for uncovered foods displayed at the counter in accordance with health code requirements. So long as the sneeze guard assembly is fully transparent, there is no limitation of its maximum height. The counter type may be fabricated by the Tenant or supplied by a manufacturer from a list approved by the Airport.

- Cafeteria-type tray shelves or rails fastened to the front(s) or counter(s) are permitted but must be within the leased premises and cannot extend into the common area or another leased area.

5.5 Lease Line

The Lease Lines shown on the tenants LOD (Lease Outline Drawing) outlines the premises the Tenant will be operating from and all finishes must be contained within the LOD.

5.6 Signage

Signage is a key component of a concessions brand statement. It should be given significant attention in the design from the first conceptual ideas to the final construction drawings. Signage is divided into five main categories:

- » Storefront
- » Permanent Promotional
- » Temporary Promotional
- » Department
- » Informational

Each category has its own criteria as outlined below. The signage design not only identifies a concession, but adds to



the overall creative expression of the space. Premium quality fabrication is required. In this section we will also review digital media and audio guidelines.

5.6.1 Storefront

Each concession is allowed one storefront identity sign on the face of the storefront facade. Corner locations are allowed one sign for each storefront face. The Airport's horizontal light cove bulkhead, above the typical storefront, is not a sign band. All tenant storefront identification signage is subject to Airport approval. See Exhibit B-7 and B-8 for more details.



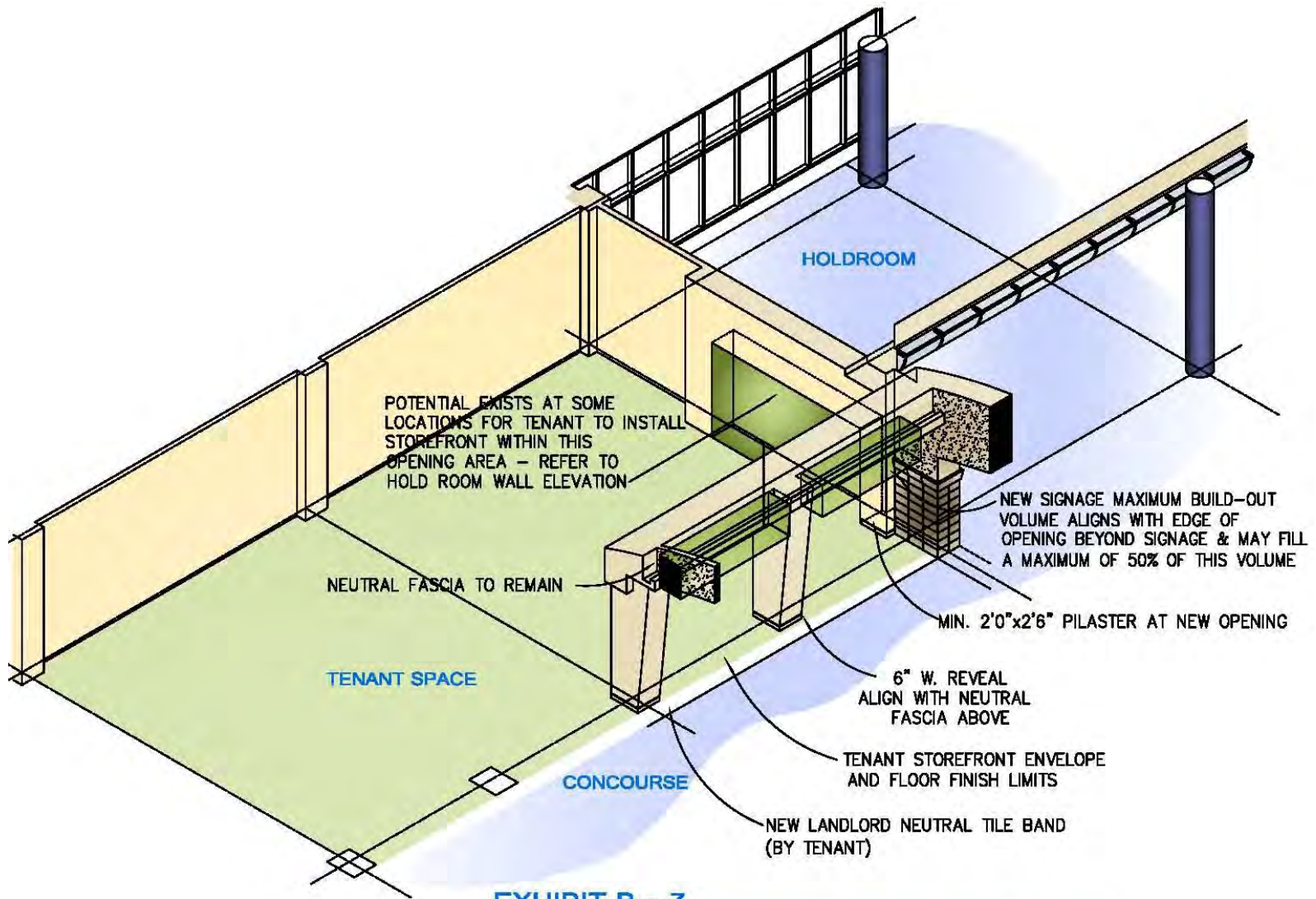
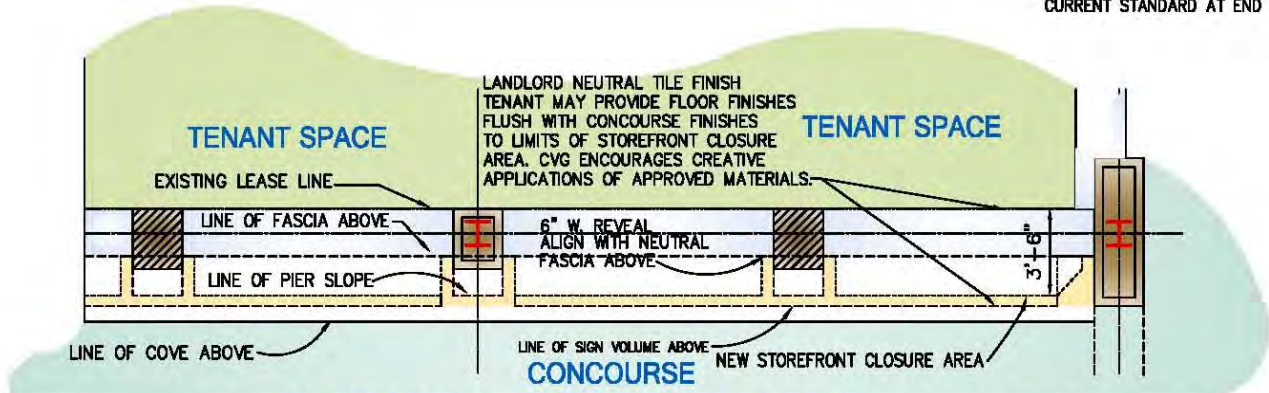
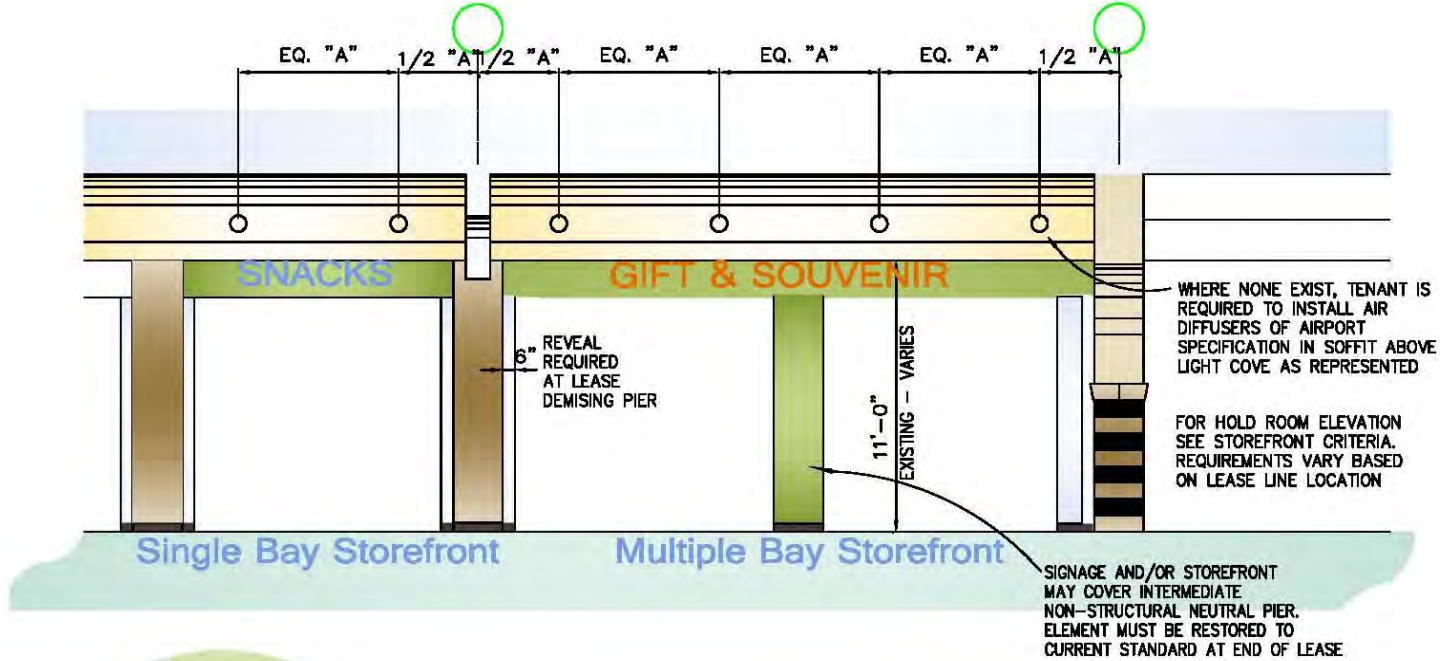


EXHIBIT B - 7
SIGNAGE VOLUME & FLOOR FINISH AREAS





**ALLOWABLE SIGNAGE EXTENTS
CONCOURSE B TENANTS**

EXHIBIT B - 8



5.6.1.1 Guidelines

- ▶ Each concessionaire should schedule a pre-design sign meeting with the Airport Project Manager.
- ▶ Each concessionaire will be required to submit a sign package, which may require a full size mockup to determine feasibility.
- ▶ Signs must be lit. This can be achieved with internal illumination or externally. External light sources must be mounted to the concessions storefront. The airport's ceiling or piers are not acceptable locations for external store signage lighting. Electrical service for illumination must come from the Tenant's electrical panel.
- ▶ All illuminated signs must have a UL label and the label must not be visible from the concourse.
- ▶ The maximum length of lettering used on the storefront primary sign cannot exceed two-thirds ($2/3$) of the width of the storefront between neutral piers.
- ▶ The sign volume shall not exceed 50% of the designated sign volume as described in the Tenant Criteria drawings. Sign volume will be measured by circumscribing a rectangle around the main body of the sign and determining the volume occupied by that area. Tenant shall provide documentation to adequately describe compliance with these criteria. Sign context will be limited to Merchant's trade name only, with exceptions on Airport's written approval only.

- ▶ The maximum letter height is sixteen (16) inches.
- ▶ No components of the storefront sign shall extend more than five (5) inches beyond the face of the storefront.
- ▶ All signs must be three dimensional and finished on all sides.
- ▶ Language should be English except brand names, as approved by the Airport.
- ▶ The primary wording of all signs shall include the concessionaire brand name. The addition of any descriptors or taglines is subject to Airport approval and reviewed on a case-by-case basis. In general, the addition of a tag element must enhance the look of the sign and the look of the overall storefront design.
- ▶ All signage brackets and fastenings shall be concealed, or else considered a part of the overall design presentation.
- ▶ Each sign will be evaluated for brightness, creative design, location, size, etc.

5.6.1.2 Recommended Sign Types & Materials

- ▶ Exposed neon, edge lit, reverse halo, open face and reverse channel, sculpted or resin formed letters
- ▶ Etched or stained glass
- ▶ Chrome, brass, copper, or carved wood
- ▶ Routed metal or stone
- ▶ Wrought iron
- ▶ Metal letters on front or back of glass



- ▶ Dimensional metal letters flush with or pin-mounted to fascia surface
- ▶ Channel letters
- ▶ Externally illuminated signage
- ▶ Sculptural, three-dimensional treatments that project from the storefront where possible

5.6.1.3 Prohibited Signs or Sign Components

- ▶ Vacuum formed or injection-molded plastic signs
- ▶ Cloth, Styrofoam, cardboard, paper and similar stickers and decals
- ▶ Exposed neon tube applied directly to fascia element or mounted against a highly polished or reflective surface
- ▶ Flashing, moving, sequencing, audible or odor-producing signs
- ▶ Stickers or trademarks
- ▶ Carpet or rubber entry mat signs
- ▶ Exposed lamps, with the exception of non-flashing neon
- ▶ Flat box signs
- ▶ Additional signage or advertising with suppliers' logos are not permitted
- ▶ Other signs deemed unsuitable by the Airport

5.6.1.4 Blade Signs

In addition to the main identity sign, the Airport encourages the use of blade signs in specific locations to provide improved visibility. A blade sign is a sign which projects

perpendicular to the storefront. The tenant will be responsible to provide the sign and appropriate installation. The approved size of the blade sign will be dependant on the design and shape of the sign. The sign should be illuminated either internally or externally. The blade sign must be a minimum of 84 inches from the bottom of the sign to the finished floor and compliant with all ADA rules. Blade signs must not interfere with visibility of any terminal way finding signage. Blade signs will not be allowed on the store fronts of the food court concessions.

5.6.1.5 Awnings

Awnings are a third type of allowed storefront signage. Awnings should have only letters or iconographic symbols designating the tenant's trade name and should be applied to the valance or apron scaled appropriately to the overall apron height. The awning may not extend past the tenant's lease line.

5.6.1.6 Plaques

Etched plaques that are non-illuminated, non-ferrous metal or sandblasted stone with etched and in-filled letter graphics are permitted. Plaques must have one-inch (1") returns and be mounted with nonferrous concealed anchors. Concessions are allowed two plaques per location, subject to Airport approval.



Concessions with plaques cannot also have awnings - a choice must be made between the two sign types.

5.6.1.7 *Glazing Graphics*

Small-scale glazing graphics are permitted. They should be applied low and directly to the inside surface of the unit's show window with Airport approval. Graphics may be silk-screened, gold or silver leaf, pressure sensitive die-cut vinyl, metal appliqué on glass, or glass etching. Hand painting is permitted if done professionally.

5.6.2 *Permanent Promotional*

Permanent promotional signage is allowed within a tenant unit if certain requirements are met. This signage can be static or dynamic, but it must be part of a cohesive visual merchandising strategy. All content is subject to Airport review and approval.

- ▶ No pricing information can be part of the sign when displayed at the storefront, except for food/drink menus.
- ▶ Dynamic content signs must show static information for a minimum of 15 seconds per image.
- ▶ "Appear" (no transition) and "dissolve" are the only approved transition formats for changing between images. Spinning, expanding, twirling or any other animated activity is not allowed.
- ▶ All menu boards must be professionally designed and fabricated. Menu boards are permitted at the storefront

but may not be hung from the ceiling directly in front of the storefront bulkhead. Push-in style letters are also unacceptable. All menu boards mounted to walls must be visually integrated into the overall Display Zone. Digital menu boards are encouraged.

- ▶ Permanent promotional sign age is reviewed on a case-by-case basis.

5.6.3 *Temporary Promotional*

One temporary sign, such as advertising placards, banners, and pennants, featuring a limited time offer is allowed per concession. This signage is intended to allow concessionaires the opportunity to promote price and/or brand offerings.

- ▶ The sign must be located within the Display Zone. The Airport may remove any sign that migrates out into the terminal area. Signs may only be fabricated of cloth or vinyl. Signs made of paper, cardboard or other nondurable materials will not be permitted.
- ▶ Maximum size of temporary promotional signs is thirty inches wide by seventy eight inches high (30"w x 78"h)
- ▶ Temporary Promotional signs must be removed once they become torn or unacceptable in appearance as determined by the Airport.



5.6.4 Department

Departmental signage incorporated into the overall concept and design of the space is allowed. Only the most significant departments should receive signage. A sign above every four feet (4'-0") of merchandise is not necessary or encouraged.

5.6.5 Informational

Informational signage within the concession is permitted, but should be minimized. The Airport reserves the option of requesting elimination or redesign of signage if it overpowers the merchandise or overall design.

5.6.5.1 Hours of Operation

Concessionaire shall be responsible for installation of an Airport approved digital display which is used for Hours of Operation. Concessionaire shall install the necessary connections to the Airport's data source so the sign can be updated as necessary by the Airport. Any utilities necessary for the use of this sign will be paid for by the concessionaire.

5.6.5.2 Digital Media

The use of most LCD screens (or other monitors) must conform to the permanent promotional sign age criteria. Digital media used in a truly unique application that adds to the overall concession program are encouraged and will be reviewed on a case-by-case basis.

Televisions or other monitors displaying moving content will not be permitted within five feet (5'-0") of the lease line, except when the content is the specific product for sale. For example, if a tenant's business is retailing DVO movies, the Display Zone can feature monitors with movies. However, a tenant selling food cannot use monitors to show a video of food being made or served. Televisions or other monitors displaying content that adds to the overall merchandising concept and design of the space, such as a sports channel in a sports bar, or a news monitor in news branded news/gift store, is allowed within five feet (5'-0") of the lease line, subject to Airport review. Any screens with potential for "burn in" should not be used for digital media.

5.6.5.3 Audio

Digital media with sound may not carry beyond the Display Zone. Absolutely no sound may encroach on any other unit, either through the walls or via storefronts. The Airport will grant consideration to tenants who use sound to support product sales such as headphones or music CDs, yet at no time will the Airport allow any noise that conflict with other uses of the terminal, such as the public address system.

5.6.5.4 Construction Barricades & Signage

Temporary wall barricades will be required for most tenant areas that are accessible to public area. Care must be taken to



protect the concourse flooring under and inside of the barricade. Barricade must be constructed of studs and finished drywall. Wall must be a minimum of 8' tall and braced for stability. The Airport may require at Tenant's cost a full exterior graphic.

This signage must be approved prior to installation.

5.7 Lighting

The visual environment at each storefront along the common area concourse is important. To retain the facility's design and protect this visual integrity for the benefit of all Tenants, all storefront lighting will be reviewed and approved by the Airport. The Tenant is responsible for all lighting within the entire demised premises. The following Lighting Criteria must be adhered to:

- ▶ The first eight feet (8'0") of the soffited area at the front of the store shall employ efficient use of new technology to promote the appropriate level of lighting at the store front. Fixtures shall be positioned so as not to direct glare from the store to the concourse area. Floor-mounted fixtures are prohibited unless specifically approved by Airport in writing.
- ▶ Prohibited lighting features include:
- ▶ Exposed neon of any kind,

- ▶ Miniature in-line or sequential lighting,
- ▶ H.I.D.
- ▶ Visible xenon or argon.
- ▶ White acrylic egg crate or acrylic prismatic lenses
- ▶ Fully exposed bulbs or colored incandescent bulbs
- ▶ Fluorescent fixtures not recessed and visible from the common or public areas
- ▶ Bare lamp fluorescent fixtures visible to the public.
- ▶ All fixtures within Tenant's public areas, unless decorative, shall be fully recessed. All showcases and display cases must be adequately lighted and vented. Direct visual exposure of incandescent lamps and/or fluorescent tubes is prohibited. High-intensity, low-voltage fixtures are encouraged.
- ▶ All vestibules created by recessed entries shall be illuminated with recessed down lights.
- ▶ Low-voltage type lighting, recessed or surface track is recommended for high visual impact on merchandise.
- ▶ Pendant mounted track fixtures may be used for general lighting only if Tenant has established an identity based on this theme or motif.
- ▶ Tenant should consciously choose high energy efficient fixtures for the facility.

5.8 MEP/FP General Requirements

The scope of the guidelines for utilities and infrastructure is limited. While some general electrical and mechanical



requirements are included in this document, detailed requirements regarding structural, mechanical, electrical, plumbing, fire sprinkler, voice/data design and construction requirements may be found in the Airport's *Technical Design Criteria Manual*.

The tenant should be aware that in some locations, fixed base building electrical and mechanical services pass through leased premises. Consult with the Airport Project Manager to identify these locations. In all such cases, the tenant must accommodate these components within the tenant design and provide access, such as removable ceiling tile or access panels, for maintenance and repair.

5.8.1 Building System Equipment

The appropriateness of equipment (food service or otherwise) being proposed will be reviewed in relation to the offering for each outlet.

5.8.1.1 Fire Alarm Systems

Unless noted otherwise in the lease area descriptions, each tenant shall be required to provide a fire alarm system consisting of both initiating and signaling devices within the lease area. These devices will be required to be tied to the base building existing system. The Airport operates with a Honeywell fire alarm system.

5.8.1.2 Fire Protection Sprinkler Systems

The Airport Fire Department is the "Authority Having Jurisdiction" (AHJ), for Fire Code enforcement on the Airport and must be consulted for interpretations of the Fire Codes, Regulations for Airport Construction. Tenant is required to tie-in to existing Airport Fire Protection System.

All Terminal and Concourse Buildings at CVG are fully sprinklered. The airport is protected by hydraulically designed wet pipe sprinkler systems. These systems will be extended by the tenant to protect the tenant's space and must be a designed by a Fire Protection Engineer. Each tenant must provide an isolation valve in their lease space.

5.9 Communication

Tenants should contact the Kenton County Airport Board IT Department for any information pertaining to the use of fiber cable, telephone cable, cable TV, internal Wi-Fi, and POS data.

5.9.1.1 Food Equipment

5.9.1.1.1 Exhaust Hoods

Exhaust hoods that may be visible to the public view shall be clad in visually acceptable materials such as stainless steel or copper. Type 1 U.V. (NFPA-96 kitchen exhaust hood system) and Type 2 extraction hoods are to be supplied by the tenant as



required by code (see mechanical section of the *Technical Design Criteria Manual* for ducting requirements). Wash-down or standard dry cartridge kitchen exhaust hoods are not permitted.

Each Type 1 or Type 2 extraction hood must have a dedicated exhaust fan. Multiple hoods being served by a single extraction fan shall not be permitted. The tenant must provide all necessary fire protection systems for extraction hoods and cooking equipment. The systems shall tie into building life safety systems.

5.9.1.1.2 Refrigeration

The tenant must supply refrigerated display units with heated evaporator pans. All refrigeration equipment shall comply with EPA standards for CFC free equipment. Large systems should be combined and remotely located.

Grease Exhaust Systems

Food and Beverage operators must provide all cooking equipment and fixtures and perform all necessary building modifications necessary to meet Building Code, Fire Code, Department of Health and Airport requirements. When a grease exhaust system is required, it shall be controlled by building a central DDC system with only "emergency shut-off" inside tenant space. Systems must have an Ansul fire suppression system or equivalent. Grease duct shall be stainless steel, or another approved material and must be liquid tight. The grease

duct may need access panels installed to insure that the complete duct system is accessible for cleaning.

5.9.1.1.3 Grease Waste

The Tenant shall provide a grease interceptor. The main three well sink must be connected to the Tenant's grease interceptor. Grease interceptors shall be contained completely within the Tenant's space and above the floor slab. The grease trap will need to be no less than 100 lb., 30 gpm.

5.9.1.1.4 Disposals

The use of disposals of any kind is not permitted. The use of waste collectors and pulper/ extractor systems are permitted.

5.9.1.2 Miscellaneous MEP

The Tenant is responsible for connecting to all base building utility systems required to provide a complete and operational facility, and must meet all requirements of the Airport's Standards as presented in the *Technical Design Criteria Manual*. If connections to base building systems are beyond the tenant's leasehold, it is the tenant's responsibility to provide such connections, unless approved otherwise, within the tenant's lease.



5.9.1.3 Natural Gas

Natural gas service is available in most areas of the airport. The tenant will be responsible to connect from the gas main to the Tenant's space. Tenant will be responsible to purchase and install an appropriate meter. The Airport will be the service provider.

5.9.1.4 Electrical

The electrical design must comply with all current Kentucky State Code, National Electrical Code, and Airport Standards. The more stringent of these requirements if overlapping shall be followed. The Tenant shall furnish and install all electrical facilities required for the premises from the distribution switchboard to the premises. All electrical service will be metered. The Tenant shall be responsible for purchase and installation of the appropriate meter.

For complete communication and electrical requirements the tenant is directed to the Airport Project Manager for the division of responsibility between the Airport and tenant related to electrical service.

5.9.1.5 Telephone /Data

The telephone company has installed telephone service closets throughout the Airport. The Tenant will need to contact the telephone company to arrange for service from the telephone

service closet to the Tenant's space. The Tenant shall be liable for payment of any telephone service. The Tenant shall furnish and install telephone wire and related conduit, boxes and accessories from the point of service to the Premises. All work shall be done in rigid conduit. The Tenant's will be responsible for coordinating such work with the Airport Project Manager.

5.9.1.6 Heating, Ventilating and Air Conditioning (HVAC) System

The tenant must furnish and install ductwork and other connections within or leading into the lease space. The Airport has both a chilled water and hot water loop system to provide heating and cooling for the base building and tenant spaces. The Tenant will be required to connect to these hot and chilled water loops.

HVAC systems shall be sized appropriately for lighting (general and display), people, equipment, solar gain etc. Food Service tenants must design for make-up air through the tenant space from adjacent open areas. HVAC systems must allow for proper ventilation and pressurization of tenant spaces at all times even when the space is closed. All Tenants are required to maintain a negative air pressure condition to the concourse air. If the storefront closure does not allow for adequate airflow, proper venting must be integrated into the storefront design.



5.9.1.7 *Plumbing*

Domestic cold water: Domestic cold water is available from the Airport base building system. The tenant shall provide an accessible main water shut-off valve within the Premises, in addition to the valve installed in the Base Building system. Tenant will connect to the Airport water line and extend service line including meter with remote monitoring to their space. Tenant will be responsible for purchase and installation of an appropriate meter and remote reader. Domestic cold water to tenant must have an approved reduced pressure "backflow device" installed at tenant expense. The Airport will be the service provider.

The Tenant will be responsible for purchase and installation of a water heater. Water heater will be required to have an Energy Star efficiency rating.

5.9.1.8 *Sanitary Sewer*

Sanitary sewer service is available from the Airport. The Tenant will be responsible to connect to the Airport sewer vertical main and extend the sewer line to their space. Reuse of existing sanitary system is not permitted. Special sanitary plumbing will be required with use of all soda dispensing systems.

5.9.1.9 *Maintenance*

All mechanical systems must be maintained by the tenant in accordance with the Airport's Preventative Maintenance Program as identified in their lease and/or as directed by the Airport.

5.10 *Walls*

Demising partitions are typically provided by the Airport between the Premise and other premises and/or the Premises and exit and/or service corridors. The Airport typically provides metal studs between the Premise and other premises and also between the Premises and exit and/or service corridor.

Additional framing requirements may be found in the Airport *Technical Design Criteria Manual*.

The following tenant criteria is to be followed:

- ▶ A continuous signage bulkhead is typically provided between the demising columns, in accordance with the Tenant criteria drawing.
- ▶ In the event that no demising partitions are provided, it shall be the tenant's responsibility to demise the space. The Tenant shall install drywall on metal stud demising partitions to create a rated separation between the Premise and adjacent premises, the Common Area



and/or exit and/or service corridors, in accordance with applicable ordinances and direction of the Fire Marshall. The Tenant will be responsible for installation of all fireproofing, fire-safing and/or sealant required between the top of partition framing and/or around penetrations through partitions to ensure integrity of assembly rating (U.L. #U465, or equal).

- ▶ The Tenant may not, under any circumstances, attach anything to any Base Building rated shaft wall.
- ▶ Wall joint cover assemblies shall be provided by the Tenant as required.

5.10.1 Special Criteria (Concourse B Food Court)

Approved wall finishes are porcelain or ceramic tile, porcelain enamel or pressed metal. Painted surfaces or wall covering will be permitted only in areas not affected by food preparation. See Tenant Design Criteria Drawings below for typical details.

Special Conditions all restaurants will be required to install a mop sink surround as detailed in the *Technical Design Criteria Manual*.

5.11 Floors

5.11.1 Neutral Band

The Airport shall provide Concourse flooring material to the neutral floor tile band. Tenant may extend a hard surface floor

treatment into the Airport's field treatment to an established dimension if indicated on Tenant Criteria Drawing and specifically approved by the Airport. Tenant is to provide a ¼-inch stainless steel transition strip at the transition between tenant treatment and the Airport flooring. Tenant floor finishes shall be flush with Airport finishes. The following Tenant installed flooring materials are acceptable within the design zone: stone, wood; porcelain tile of the Flor Gres "Rocks" or "Rockies" series or equal may be considered when submitted for Airport review; some acid washed and hand dyed concretes (exact sample of product and photo of previous installation required for review). No surfaces or projections potentially hazardous to pedestrian traffic will be considered.

In carpeted areas of Concourses A and B, Tenant shall be required to purchase and install a neutral floor tile band for the entire width of the storefront, to the depth described in the Tenant Criteria Drawings. Tile shall be Flor Gres Ceramiche, Chromtech series "Charbon" and shall be installed with the grain of the pattern parallel to the concourse and storefront.

The floor structure, elevations and expansion joint block-outs are as shown on the Base Building Construction Documents. Floor structure is typically steel framing with concrete floor slabs on steel decking. No depressions or recesses in floor slabs will be permitted.



All openings through structurally-supported floors must be cored, sleeved, grouted, sealed and made waterproof. Sleeves, except for water closets, must extend at least 2 inches above the finished floor. Location of all floor openings must be approved by the Airport in writing, and submission of plans for openings must include documentation of impact on spaces below. Tenant is required to take whatever measures are necessary to ensure that core drilling will not damage Base Building structure and other systems, or the Premises below. The cost of tests/core drilling and/or repair of any damage resulting from Tenant's work will be borne by the Tenant. Tenant is also responsible to repair any existing cores that were made by previous tenant during demolition of the space.

5.11.2 Expansion Joint

Where applicable, the Tenant will provide and install a complete expansion joint cover assembly, including firesafing, which is compatible with the blockout provided in the Base Building floor structure and the Tenant's floor finish(es).

5.11.3 Floor Slab Waterproofing

Concessions that have water supplied and in use in their space shall apply a waterproofing membrane to the entire floor area of the Premises. The Airport requires use of Laticrete 9235. The membrane must continue 6 inches vertically behind the wall's finished face.

5.12 Floor Covering

The Tenant must install a finished floor approved by the Airport. Approved finished flooring types are: stone, ceramic or porcelain tile; wood, or carpet, or specialty finishes as approved in writing by the Airport. To promote the longevity of the floor, a sealant should be installed over the floor and maintained during the term of the lease.

Concentrated dead loads, such as safes, walk-in coolers, etc., require specific approval in writing by the Airport. The Tenant will supply documentation from a registered structural engineer licensed by the State of Kentucky for Airport review for any floor penetrations and/or concentrated dead loads. The tenant will be responsible for verifying structural adequacy and the associated costs of engineering for any structural upgrades required.

5.12.1 Special Criteria

The approved material in the Design Zone is thin-set porcelain or quarry tile or porcelain.

Where the Tenant's counter adjoins the terrazzo flooring, the face of the recessed base shall exactly match that of the limits of the terrazzo. No tenant will be permitted to extend the terrazzo floor finish to a recessed counter, or into the Premises.



5.13 *Ceilings*

In some Tenant spaces, a rated ceiling assembly has been installed below the Base Building roof structure, in accordance with applicable building and/or life safety codes. No Tenant construction, including but not necessarily limited to suspended finished ceilings, security grill enclosures, sheet metal duct, fire protection piping, electrical conduit, lighting fixtures, etc., may be suspended from this ceiling.

- ▶ A ceiling shall be installed throughout the entire Premises unless specifically exempted by the Airport in writing. It is the Tenant's responsibility to verify that the ceiling height selected is not in conflict with Base Building structure, fire ceiling, ductwork, pipe mains, etc.
- ▶ Allowable ceiling materials are: gypsum drywall, wood, coffered wood, concealed spline, pressed/decorative metal, plaster, select suspended grid and acoustical tile, or finished exposed structure. Unfinished ceilings are not permitted where visible to the public unless specifically approved in writing by the Airport.
- ▶ Although use of the suspended grid and acoustical tile ceiling systems in the Design Zone is discouraged, the Airport recognizes that the need to access Base Building systems above Tenant's ceilings may make exclusion of such systems impractical. However, it is the Airport's intent to maintain a level of finish consistent with that of

the Base Building, and; therefore, use of grid and tile ceilings in the Design Zone is subject to the following:

- ▶ 9/16-inch grid must be used and may be installed only in a 2'0" x 2'0" configuration.
- ▶ Tile must be finely textured with at least a simple Tegular edge. Since there are a multitude of potentially acceptable products available, all tile is subject to the Airport's review and approval of actual samples of the product proposed by the Tenant. An example of a tile that is acceptable is Armstrong "Cirrus Tegular."
- ▶ If colored tile is used, grid of a matching color must also be used, unless otherwise approved by the Airport.
- ▶ The Tenant's ceiling height within the Design Zone must be installed at an elevation no less than 9 inches above the underside of the Common Area sign band.
- ▶ The Tenant must have the Airport's written approval to expose ducts, conduits, pipes and other mechanical and electrical equipment to public view. Such components must be installed neatly and unobtrusively, and painted to match the Tenant's ceiling finish.
- ▶ Access to the Base Building mechanical systems and controls as well as access to the Tenant's sign and related accessories above the Tenant's ceiling shall be provided by the Tenant in locations designated by the



Airport and/or other governing authorities. To verify location(s) of such access, if any, the Tenant will meet with the Airport Project Coordinator prior to commencing construction; at which time the Airport Project Coordinator will provide the Tenant with written itemization of all access requirements. Upon completion of the work and prior to taking occupancy of the Premises, the Tenant will meet again with the Airport Project Coordinator, who will provide the Tenant and the Airport with written verification that all required access has been provided.

- ▶ All lay-in ceiling tile shall meet the following specifications: A noise reduction coefficient of .60 to .70, minimum room attenuation factor of 400 decibels, a flame spread rating of 0 to 25, smoke development of 0-15 and full contribution of 0 to 25, tested in accordance with ASTM E-84. Tenant to designate on plans or specifications type of tile and rating requirements as listed in the UL Fire Resistance Directory.
- ▶ Ceiling joint cover assemblies shall be provided by the Tenant as required.
- ▶ The Tenant will be responsible for providing return air transfer openings (with fire dampers in rated construction) to allow a return air plenum to Base Building air handling unit.
- ▶ Any penetrations made by the Tenant through rated ceiling assembly must be repaired in a manner that

maintains the integrity of the assembly (U.L. #S701 or #P250 similar). Tenant's architect must verify applicable current design standards prior to execution.

- ▶ In restaurants and other high humidity concessions, the Airport encourages use of ceiling tiles, grids, air diffusers and returns that will not rust, sweat, and are easy to clean. Contact the Airport for more details.

5.13.1 Special Criteria (Concourse B Food Court)

- ▶ Painted drywall is the only material permitted for use in the Design Zone. The Tenant's ceiling in the Design Zone is to be installed at an elevation no less than 12 inches above the underside of the Common Area sign band. See Tenant Design Criteria Drawings below for typical details.
- ▶ The Tenant must provide a ceiling in the Work Zone. Suspended grid and lay-in acoustical tile (with a finish in accordance with all applicable codes) may be used only in the Work Zone or other areas not visible to the public.

5.14 Queuing

Queuing **outside** the food court should be oriented and controlled by facility layout or physical barriers so customer's queues are contained entirely within the Assigned Premises.



Queuing *within* the food court area shall be contained within the Airport approved area outside of the Assigned Premises.

5.15 Construction Logistical Requirements

Construction at CVG is unique from non-aviation locations in regard to security and accessibility to the work site. This handbook will not cover all of the details necessary to construct a concession facility in the Airport but the tenant's designers and contractors should be aware of the policies and unique operational procedures that affect construction at the Airport.

For a more comprehensive overview of safety and security issues, please refer to the following publications:

- ▶ *Kenton County Airport Board Safety & Security Handbook* – Most current addition
- ▶ *Kenton County Airport Board Driver & Security Handbook Study Guide* – Most current addition
- ▶ *Kenton County Airport Board Rules & Regulations* – Most current addition

The Board shall require all contractors, subcontractors and individuals performing work on the Airport to have a working knowledge of the above referenced handbooks. Copies of these handbooks are available from the Airport ID Department when applying for an Airport Security Badge.

Listed below are some of the items which may affect the construction of an airport concession:

- ▶ *Safety and security* - Many of the concession construction sites will be located in the “sterile areas”. Airport Security Badges will be required of all construction workers in this area.
- ▶ *Safety* - All work shall be performed in a safe manner. Each Contractor/Subcontractor shall comply with all requirements of the William Steiger Occupational Safety and Health Act of 1970, including any revisions thereto and all Kentucky OSHA guidlenes.
- ▶ *Access to the Ramp* is off limits to construction personnel except those that acquire proper Airport Security badges and have a specific need to access this area.
- ▶ *Material Supply Data Sheets* (MSDS) shall be kept on-site for all materials on-site.
- ▶ *Storage of Materials* - Storage of materials is limited and must be approved by the Airport. Storage of tools or materials in public area or service corridors is prohibited. Any stored materials conflicting with the Airport's operation or activities will be removed by the Airport at the Tenant's expense. All deliveries must be coordinated and approved with the Airport forty-eight (48) hours in advance.



- ▶ *Cranes* - The use of cranes/boom trucks at the Airport is restricted and is subject to the FAA Control Tower and Airport Board approval.
- ▶ *Odors* - Operations producing objectionable fumes or odors or considered volatile in nature may require special equipment for ventilation and work to be performed at off-hours. Notify the Airport Project Coordinator at a minimum of forty-eight (48) hours in advance of any questionable operation.
- ▶ *Cleanliness* – Contractors and their Subcontractors will be responsible for keeping their path areas and construction site clean at all times. Contractors will be responsible for any damage to walls, elevators, carpet, doors, etc., outside of the construction area. In addition, each Contractor/Subcontractor is responsible for debris removal. An uncleanly, unsafe work area may be shut down by the Airport Project Manager until the work site is cleaned and deemed safe. If a shutdown is required, all consequences of the shutdown solely fall on the contractor.
- ▶ *Insurance requirements* - All insurance requirements as outlined in the Request for Proposal and draft lease agreement will be applicable.
- ▶ *Badging* - All persons having authorized access to restricted areas must have an Airport approved identification badge or be under Airport approved escort.

The Airport approved identification badge must be properly displayed at all times.

- ▶ *After hours work* - The Airport reserves the right to require all work we deem to be loud, disruptive, or odorous in nature, to be performed after hours. These hours are based on building occupancy and flight times. The Airport also reserves the right to halt any daytime work activities that fall under this description.

6 *Airport Contact Information*

The Kenton County Airport Board offices are located with the Terminal complex in Terminal 1. The Commercial Business Development Department team is available to address and comment on questions regarding Tenant development at the Cincinnati/ Northern Kentucky International Airport.

Please contact the Commercial and Business Development staff at:

Commercial and Business Development Department
 Kenton County Airport Board
 P. O. Box 752000
 Cincinnati, OH 45275
 859-767-3268



E-Mail: creynolds@cvgairport.com

Please visit the Airport website for upcoming Request for Proposal releases.

The Airport Board welcomes comment or feedback regarding the use or information provided in this manual.



CINCINNATI/NORTHERN KENTUCKY INTERNATIONAL AIRPORT

CONCESSION DESIGN CRITERIA MANUAL

Version 2

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