

KCAB's Tenant Project Approval 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.

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 while ensuring all design and construction in the Airport Facilities are consistent with the overall design objectives, applicable codes, ordinances, rules and regulations. The level of design and progress reviews required will be determined on the magnitude and scope of the proposed project.

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. Beneficial Occupancy
13. Close out documents

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

To Initiate a Project or Modification

The following information is a brief overview of each of the steps in the tenant project process. The information is intended to provide general information. Specific requirements can be located in the Tenant Building Design Criteria Manual, and the Concession Design Manual, or by contacting KCAB Planning & Development.

Project Concept Request:

To start a new project, a Tenant will submit a **Project Concept Request Form** along with appropriate attachments to KCAB at: PandDConceptRequest.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 be included. It is important these forms are filled out as completely 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 the project has been accepted, articulate comments specific to the project, and will provide direction on how the Tenant should move forward in the process. The Concept Acceptance Letter 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; KCAB

contact information; permit requirements; and an indication of all further reviews required. The 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.

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.

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% Conditional 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 notify if and to what level environmental processing is required.

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

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% Progress 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

90% Progress Review

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

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 review. 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. 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.

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 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.

Permit Process:

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.

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.

KCAB 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).

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.

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.

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 has 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 KCAB’s Notice to Proceed, without the prior written approval of KCAB. Should a change in the accepted plans be required

for any reason whatsoever, Tenant shall submit such request to KCAB P&D for approval. The Tenant shall also submit such request to all governmental agencies if applicable. KCAB shall review such request as if submitted as Final Construction Design Drawings.

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 Tenant's point 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 to. Additional items may be required based on the scope of the project and will be communicated by the assigned KCAB PM or Inspector.

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 Checklist, the Tenant will receive a Project Closeout Letter indicating the official closure of the project.