

**SAN ANTONIO INTERNATIONAL AIRPORT
CONCESSION AGREEMENT**

Between

CITY OF SAN ANTONIO

And

CARDTRONICS USA, INC.

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SAN ANTONIO INTERNATIONAL AIRPORT CONCESSION AGREEMENT

THIS CONCESSION AGREEMENT (“Agreement”) is made and entered into on _____, 201____, by and between the **CITY OF SAN ANTONIO** (“City”), a Texas home-rule municipality, acting by and through its City Manager, pursuant to Ordinance No. _____, passed and approved by the San Antonio City Council on _____, 201____, and **CARDTRONICS USA, INC.**, a Delaware corporation authorized to do business in the State of Texas (“Concessionaire”), acting by and through its authorized officers.

For good and valuable consideration, the City, does hereby lease unto Concessionaire, and Concessionaire hereby leases from the City, the location identified herein (“**Premises**”) which is in and part of Terminals A and B (“**Terminals**”) at San Antonio International Airport (“**SAT**” or “**Airport**”). **Exhibit A1** is a general site plan of the Airport including the locations of Terminals A and B.

ARTICLE I. DEFINITIONS

The terms used in this Agreement shall have the meanings indicated in this **Article I, Definitions** unless the context clearly indicates otherwise. Words used in this Agreement in the present tense include the future as well as the present. Words used in the masculine gender include the feminine and neuter. The singular number includes the plural and the plural includes the singular. The word “person” means a business or corporation as well as a natural person.

“**Airport**” means San Antonio International Airport.

“**Annual Statement**” is defined in **Section 4.02(a)**.

“**Automatic Teller Machine (ATM)**” means any removable equipment used to dispense currency from customers’ bank accounts, and perform other remote banking functions.

“**Commencement Date**” is defined in **Section 2.03**.

“**Day**” means calendar day and not business day.

“**Delivery of Premises Date**” means the date(s) on which the City delivers the location of the Premises shown in **Section 2.01**, subject of this Agreement, to Concessionaire.

“**Director**” means the Aviation Director, or his designee, for the City of San Antonio.

“**Lease Year**” means a twelve (12) month period commencing on the Commencement Date and each successive twelve (12) month period thereafter during the term; however, in the event the Commencement Date occurs on a day other than the first of a month, the first Lease Year shall contain the prorated month from the Commencement Date through the immediately following full twelve (12) month period.

“Leased Premises” or **“Premises”** means those premises made available to Concessionaire under this Agreement.

“Miscellaneous Charges” is defined in **Section 3.03**.

“Monthly Statement” is defined in **Section 4.02(a)**.

“Operation Plan” means the installation schedule submitted by Concessionaire and approved by the Director.

“Permitted Use” means the commercial activities that Concessionaire is authorized to conduct in the Leased Premises, as such activities are described in **Section 8.01**.

“Public Areas” means, to the extent provided by City, all improved interior and exterior areas within the Terminal which are not devoted to the exclusive use by the Aviation Department, City employees, any airline, concessionaire or other occupant occupying space in the Terminal, including, without limitation, public transportation loading and unloading facilities, pedestrian walkways and horizontal pedestrian movers, delivery areas, landscaped areas, community rooms, elevators, escalators, stairs and ramps, public restrooms and comfort stations, service areas, service and fire exit corridors, passageways and parking facilities.

“Rental Commencement Date” means the first day of the month on which the Concessionaire is under obligation to pay Percentage Rent for each individual location within the Premises under this Agreement.

“Rents” and **“Rentals”** means the amounts payable by Concessionaire to City including Percentage Rent.

“Surcharge Fee” means the per-use charge (\$2.75) assessed against customers for each use of ATMs pursuant to this agreement.

“**Surcharge Free Network**” means a network that enables Surcharge Free Transactions

“**Trade Name**” means the branding and signage language appearing on all ATMs pursuant to this agreement. All ATMs will display “First Mark” as the permitted trade name.

“**Transaction Fee**” is defined in Section 3.02

ARTICLE II. PREMISES, GRANT AND TERM

Section 2.01 PREMISES. The Premises, shown on **Exhibit A2**, comprise the initial six (6) ATM locations, which locations may be reconfigured, added to, or deleted from during the term of this Agreement, to be evidenced by a replacement of **Exhibit A2**. The ATM locations may be moved at the direction of the Aviation Director upon thirty (30) days’ written notice to Concessionaire.

Section 2.02 CONDITIONS OF GRANT. The City has the right to make any modifications to the Airport. Concessionaire acknowledges that the City may change the shape, size, location, and number of the locations generally shown on **Exhibits A1 and A2**, and may eliminate or add any location to any portion of the Terminals and the Airport at any time without Concessionaire’s consent. The City shall have the right to locate, install, maintain, use, repair and replace pipes, utility lines, conduits, ducts, flues, refrigerant lines, drains, sprinkler mains and valves, wires and wiring and structural elements leading through the Premises, serving the Premises, or serving any other parts of the Terminals. The City, to the extent possible, shall use reasonable efforts to locate any such items (other than existing items and/or necessary structural elements) in locations that do not materially interfere with Concessionaire’s use of the Premises. Concessionaire, upon approval by the Director or his designee, shall have the right to install those utilities lines which exclusively serve the Premises in the area between Concessionaire’s finished ceiling and the roof above at Concessionaire’s sole cost. In the event the City elects to enlarge or alter the Airport or the Terminals, the City may include the additional area in the definition of either of the Airport or Terminals for purposes hereof. If possible, City will provide a ten (10) day notice.

Section 2.03 COMMENCEMENT AND ENDING DATE OF TERM. The Term shall commence on the first day after the date of the enactment of the Ordinance which approves this Agreement by City Council (“**Commencement Date**”), and shall terminate five (5) years from that date, unless sooner terminated in accordance with this Agreement. Unless otherwise approved in writing by the Director, Concessionaire shall install, fully stock, and have operational for the public the ATMs in accordance with its Operation Plan, which Operation Plan shall be submitted to the Director no later than the Commencement Date.

Section 2.04 HOLDING OVER

(a) Any holding over after expiration of the Term with the consent of the Director shall be construed to be a tenancy from month to month pursuant to the terms hereof at one-twelfth (1/12th) of the Percentage Rent required to be paid by Concessionaire (as established for a Lease Year under **Section 3.01** hereof), and shall be on the same terms and conditions as herein specified, so far as applicable.

(b) Without City’s waiver of any rights, any holding over without the City’s consent shall be construed to be a tenancy from month to month pursuant to the terms hereof at one hundred fifty percent (150%) of Percentage Rent, and shall be on the same terms and conditions as herein specified, so far as applicable.

ARTICLE III. RENTAL

From and after the commencement of the first Lease Year, Concessionaire shall pay to the City a Transaction Fee (as defined in this Agreement). Concessionaire shall also pay other charges set forth herein.

Concessionaire’s obligation to pay a Transaction Fee shall commence with the first Lease Year. Any occupancy of the Premises by Concessionaire following the Commencement Date and prior to the beginning of the first Lease Year shall be subject to all terms and conditions hereof, including payment of Rent.

Section 3.01 Surcharge Fee: Concessionaire will assess a Monthly Surcharge Fee of Two Dollars and Seventy Five Cents (\$2.75) per use, to each customer utilizing Concessionaire’s ATMs.

Section 3.02 Transaction Fee.

(a) Concessionaire shall pay to the City, for each month of the Term, a Transaction Fee. The Transaction Fee (“**Transaction Fee**”) shall be equal to fifty-five percent (55%) of the total monthly Surcharge Fee revenue collected by Concessionaire from customers utilizing ATMs. Concessionaire shall pay Transaction Fee, if any, to the City monthly, without prior notice or demand within twenty (20) days after the expiration of each calendar month. Transaction Fee shall apply at all times during the term of this Agreement.

(b) Transaction Fee is agreed to be a portion of the consideration for the City to enter into this Agreement. If Concessionaire fails to continuously operate its business or vacates the Premises prior to the expiration of the Term, the City will suffer damages not readily ascertainable. The City shall have the right to treat any of such events as a material default and breach by Concessionaire and the City shall be entitled to all remedies provided hereunder or at law.

(c) In an effort to increase the number of consumers served Cardtronics is expressly authorized to enroll the ATMs into one or more Surcharge Free Networks with Merchant’s consent. For the avoidance of doubt, Merchant hereby expressly agrees, acknowledges and consents that all ATMs covered hereunder shall be part of the Allpoint Surcharge Free Network.

Section 3.02 MISCELLANEOUS CHARGES. The following charges shall be collectively referred to as “**Miscellaneous Charges**”:

(a) Employee Parking. The City, while providing parking facilities at the San Antonio International Airport to Concessionaire’s employees in common with employees of other concessionaires and users of the Airport, retains the right to institute a reasonable charge for the privilege of using these parking facilities. Such charges shall be evidenced by an invoice from the City and shall be promptly paid to the City, with payment to be made directly at the office of the Aviation Director at the Airport at such intervals as shall be demanded by the City from time to time.

(b) Identification Security Badges. All persons employed at SAT and SSF, including Concessionaire’s employees, are required to obtain identification security badges from the City and the City reserves the right to institute a reasonable charge for the issuance and replacement of these identification security badges. Concessionaire shall pay such charges at the time incurred.

Section 3.03 OTHER CONTRACTUAL CHARGES. Concessionaire shall pay the following charges (collectively “**Contractual Charges**”) for violation of various requirements set out in the referenced sections below. Acceptance of payment for Contractual Charges shall not constitute a waiver by City of its right to pursue other contractual or legal remedies:

Section	Violation	Amount of fee
4.02(c)	Late Monthly Statements	\$100.00 per month per late statement until submitted.
4.02(d)	Late Annual Audit	\$100.00 per month until submitted.
8.02 (k)	Failure to comply with a law or regulation; licenses pertaining to cleanliness, safety, occupancy; operation and use of premises, etc.	\$50.00 per day until compliant.

Section 3.04 PAYMENTS.

All Rents, fees, and charges shall be paid by Concessionaire by check payable to the City of San Antonio, which shall be delivered or mailed, postage prepaid to the address in this section or to such other address as may be designated in writing by Director. Payments may also be made by ACH transfer, or other alternative means, if agreed to, in writing, by all parties.

City of San Antonio
c/o Frost National Bank
P.O. Box 1958
San Antonio, TX 78297-1958

Section 3.05 TIME OF PAYMENT. The following sets forth the time of Concessionaire

payments of rents, fees, and charges to City which shall all be paid without deduction or setoff:

(a) Transaction Fee for each month of operations shall be due and payable without deduction or setoff by the twentieth (20th) day of the month following the end of said month.

(b) Miscellaneous, Contractual, and/or Late Payment Charges shall be paid by Concessionaire within ten (10) days of transmittal of an invoice or other writing by City or in conformance with procedures established by Director.

Section 3.06 LATE PAYMENT CHARGE. If any Rentals, charges, or fees required to be paid to the City hereunder are not made when such Rentals, charges and fees are due, including amounts identified as a result of any audit findings, are delinquent for a period of ten (10) days or more from the date when such payment is due to City, Concessionaire shall pay City late fees thereon, from the date such Rents, fees, or charges became payable to the date of payment at the rate of one and one-half percent (1.5%) per month; provided, however, that if the maximum rate then provided by law is less than one and one-half percent (1.5%) per month, then the rate shall be such maximum legal rate. City may, but is not obligated to, provide Concessionaire with a written reminder when invoiced rents, fees, or charges have not been received within ten (10) days of the due date. The parties hereto agree that such late payment charge represents a fair estimate of expenses the City will incur by reason of any such late payment. The City's acceptance of partial payments or late payment charges shall not constitute a waiver of Concessionaire's default with respect to Concessionaire's nonpayment nor prevent the City from exercising all other rights and remedies available to the City under this Agreement or at law.

Section 3.07 CONCESSIONAIRE'S PAYMENT OBLIGATIONS. The City may apply any payments received from Concessionaire to any Rentals which are then due. If the City shall not make any specific application of a payment received from Concessionaire, then any such payment received shall be applied first to the Rentals which have been overdue for the longest period of time. No designation of any payment by Concessionaire for application to a specific portion of Concessionaire's financial obligations hereunder shall be binding unless otherwise required under Texas law. Concessionaire covenants to pay all Rentals hereunder independent of any obligation of the City. No breach of this Agreement by the City shall relieve Concessionaire of its obligation

and duty to pay all such Rentals when due under the terms hereof. Except as otherwise specifically set forth herein, all Rentals shall be paid by Concessionaire to the City without set-off, deduction, demand, notice or abatement. All payments received by the City shall be credited and be deemed to be on account of the Rental and other charges first then due. No statements or endorsements on any check or any letter accompanying any check or payment of Rental or other charges shall be deemed an accord and satisfaction of any debt or obligation of Concessionaire hereunder. The City reserves the right to accept any check or payment without prejudicing in any way the City's right to recover the balance of any and all Rental and other charges due from Concessionaire after receipt of any such check or payment or to pursue any other remedy provided herein or by law.

Section 3.08 PERFORMANCE GUARANTEE. Concessionaire shall deliver to the City and shall keep in force throughout the term of this Agreement either an irrevocable standby letter of credit in favor of City drawn upon a bank satisfactory to City or a surety bond payable to City. If a letter of credit is delivered it shall be in the form set forth in **Exhibit B** to this Agreement. If a bond shall be delivered, it shall be issued by a sound indemnity company authorized to do business in Texas. The amount of the irrevocable letter of credit or surety bond to be delivered by Concessionaire to the Director on or before the Commencement Date of the Agreement and shall be no less than Sixty-Five Thousand Dollars (\$65,000.00) for the first Lease Year. Notwithstanding the forgoing, Concessionaire may tender to the Director a cashiers' check in lieu of letter of credit or surety bond in the amount of the required performance guarantee. For each subsequent Lease Year, the amount of the performance guarantee shall be adjusted so that at all times it equals not less than fifty percent (50%) of the prior Lease Year's Gross Revenues but at no time will it be less than Sixty-Five Thousand Dollars (\$65,000.00). The City shall retain said performance guarantee for the benefit of the City throughout the Term of this Agreement as security for the faithful performance by Concessionaire of all of the terms, covenants and conditions of this Agreement. Performance guarantee shall remain in full force and effect, and be so dated to reflect same, for a period not less than One Hundred and Eighty (180) days subsequent to the expiration of this agreement, or any subsequent extension(s) thereto. If Concessionaire defaults with respect to any provision of this Agreement, including, but not limited to, the provisions relating to the payment of Rentals, the City may use, apply or retain

all or any part of the performance guarantee for the payment of any Rentals or any other sum in default, or for the payment of any loss or damage which the City may suffer by reason of Concessionaire's default, or to compensate the City for any other amount which the City may spend or become obligated to spend by reason of Concessionaire's default. In no event, except as specifically hereinafter provided, shall the City be obliged to apply the same to Rentals or other charges in arrears or to damages for Concessionaire's failure to perform said covenants, conditions and agreements; however, the City may so apply the performance guarantee, at its option. The City's right to bring a special proceeding to recover or otherwise to obtain possession of the Premises before or after the City's declaration of the termination of this Agreement for non-payment of Rentals or for any other reason shall not in any event be affected by reason of the fact that the City holds the performance guarantee. In the event that the City regains possession of the Premises, whether by special proceeding, reentry or otherwise, because of Concessionaire's default or failure to carry out the covenants, conditions and agreements of this Agreement, the City may apply such performance guarantee to all damages suffered through the date of said repossession and may retain the performance guarantee to apply to such damages as may be suffered or shall accrue thereafter by reason of Concessionaire's default or breach. In the event any bankruptcy, insolvency, reorganization or other creditor-debtor proceedings shall be instituted by or against Concessionaire, or its successors or assigns, or any guarantor of Concessionaire hereunder, such performance guarantee shall be deemed to be applied first to the payment of any Rentals and/or other charges due the City for all periods prior to the institution of such proceedings, and the balance, if any, of such performance guarantee may be retained by the City in partial liquidation of the City's damages. The performance guarantee shall not constitute a trust fund. In the event the City applies the performance guarantee in whole or in part, Concessionaire shall, within ten (10) days after written demand by the City, deposit sufficient funds by delivering an amendment to the existing irrevocable standby letter of credit or surety bond or delivering a new irrevocable standby letter of credit or surety bond to maintain the performance guarantee in the initial amount. Failure of Concessionaire to supply such additional funds shall entitle the City to avail itself of the remedies provided in this Agreement for non-payment of Rentals by Concessionaire. If Concessionaire fully and faithfully performs every provision of this Agreement to be performed by it, the performance guarantee or any balance

thereof, less any sums then due the City from Concessionaire under this Agreement, shall be returned to Concessionaire (or, at the City's option to the last assignee of Concessionaire's interest thereunder) within one hundred twenty (120) days following the later of the expiration of the Term of this Agreement, the earlier termination thereof or Concessionaire's vacating and surrendering possession of the Premises to the City.

ARTICLE IV. RECORDS AND SALES REPORTS

Section 4.01 CONCESSIONAIRE'S RECORDS. (a) Concessionaire shall maintain, in accordance with generally accepted accounting principles, full, complete and accurate records and accounts of fees at each ATM for each Location covered by this Agreement for each day of the Initial Term and Renewal Term hereof. ("Records"). Such records and accounts and all supporting records shall be kept in a format mutually agreed upon by the Concessionaire and the Airport, provided to the Airport on a monthly basis, and preserved by the Concessionaire for three (3) years ("retention period") from the date of termination of the Agreement at the local offices of the Concessionaire, and made available to the Airport and the Airport's duly authorized agents and representatives for examination during the Concessionaire's regular business hours. The Airport reserves the right to audit the Records, provided such request to audit said records will be in writing and shall be delivered to the Concessionaire by certified mail or electronics mail at least ten (10) business days in advance of such audit.. Concessionaire shall ensure City has these rights with Concessionaire's employees, agents, assigns, successors, and subcontractors, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between the City and any subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the Concessionaire's obligations to the City.

(b) If, at the end of the retention period, there is litigation or other questions arising from, involving or concerning this documentation or the services provided hereunder, Concessionaire shall retain the records until the resolution of such litigation or other such questions. Concessionaire acknowledges and agrees that the Airport shall have access to any and all such documents at any and all times, as deemed necessary by the Airport, during said retention period. The Airport may, at its election, require the Concessionaire to return said documents to the Airport prior to or at the conclusion of said retention.

(b) All Records maintained pursuant hereto shall at all reasonable times, during Concessionaire's normal business hours after twenty (20) days prior written notice, be open to the inspection of, and may be copied or extracted from, in whole or in part, by, the City, or the City's designated management representatives or agents, including City's internal or external auditors.

Section 4.02 REPORTS BY CONCESSIONAIRE.

(a) Concessionaire shall deliver to the City:

- i. within twenty (20) days after the expiration of each month during any Lease Year, a sample of an acceptable form attached hereto as **Exhibit C1** or other form reasonably satisfactory to the Director, showing the statistical terminal data, delineating services used for each ATM during the previous month. The "**Monthly Statement**" shall include, at a minimum, a summary of ATM activity that shows the total transactions processed per ATM, cash dispensed, all Surcharge Fees collected for transactions, the Concessionaire Fees payable to the Airport; and
- ii. Concessionaire shall furnish a Certified Audited Annual Statement, signed by the CEO or Officer of the company, to the Airport stating that in his or her opinion the Concessionaire Fees paid by the Concessionaire to the Airport during the preceding year pursuant to this Agreement were made in accordance with the applicable terms of this Agreement. The Audit shall be completed and delivered to the Airport within ninety (90) days after the expiration of each Lease Year and after termination of this Agreement. Attached to the Certified Audited Statement written statement, shall contain a sample form attached hereto as **Exhibit C-2** or other form reasonably satisfactory to the Director ("**Annual Statement**").

The Monthly Statements and Annual Statements prepared by Concessionaire shall also provide an analysis of operations, which shall include the total number of transactions per location.

iii. The Director may make reasonable changes to the form of the Monthly Statement or Annual Statement from time to time upon thirty (30) days prior notice to Concessionaire.

(b) Independent CPA. If so requested by City, Licensee shall employ an independent Certified Public Accountant, which may be the same auditor that performs ordinary and customary auditing functions for Licensee, who shall furnish an annual written audit to the City stating that in his or her opinion the License Fees paid by Licensee to City during the preceding year pursuant to this Agreement were made in accordance with the applicable terms of this Agreement. The Audit shall be completed and delivered to City within one-hundred twenty (120) days after the last day of the preceding calendar year.

(c) Concessionaire shall require a similar audit, as the audit required from Concessionaire, from all sublessees, subconcessionaires, joint venture partnerships or sublicenses operating in the Premises.

(d) If Concessionaire fails to furnish City with the Monthly Statement required above, Concessionaire's monthly sales shall be determined by assuming that the total sales during the preceding month were one hundred fifty percent (150%) of gross sales for the highest month in the preceding 12-month period. Any necessary adjustment in such Percentage Rent shall be calculated after an accurate report is delivered to the Director by Concessionaire for the month in question, and resulting surpluses or deficits shall be applied to Concessionaire for the next succeeding month. An accounting fee of \$100.00 per month per late Monthly Statement will be charged to Concessionaire and shall be payable by Concessionaire for the additional services required by City pursuant to this paragraph. This remedy shall be in addition to other remedies provided herein or by law to the City.

(e) If Concessionaire fails to furnish to the Director an Annual Statement and/or Annual Written Audit as required above, the Concessionaire shall pay within ten (10) days of written demand therefor by the City as a contractual charge of \$100.00 per month, or fraction thereof, until the Annual Statement is delivered to Director by Concessionaire. This remedy shall be in addition to other remedies provided herein or by law to the City.

ARTICLE V. AUDIT

Section 5.01 Audit Rights

City reserves the right to audit Licensee's books and records of receipts related directly to transaction volume of the ATMs contemplated by this Agreement at any time upon thirty (30) days' written notice to Licensee but no more than two (2) times during the Initial Term hereof or during any Renewal Term, for the purpose of certifying the information reported under Article IV. If, as a result of such audit, it is established that Licensee has understated the foreign transaction volume, upon which the License Fee is based, generated by two percent (2%) or more of the amount reported to City during the previous reporting period under this Agreement, then the entire expense of said audit shall be borne by Licensee and the limitation regarding the number of audits in any one term shall no longer be in effect. Any additional fees due as a result of the understatement shall forthwith be paid by Licensee to City with interest thereon at eighteen percent (18%) per annum from (or the highest rate allowed by Texas Law) the date such additional fees

ARTICLE VI. DELIVERY AND CONDITION OF PREMISES

(a) Except as otherwise specifically provided herein (including, without limitation, in **Exhibit A1**), Concessionaire hereby agrees that upon delivery of possession of the Premises to Concessionaire, Concessionaire shall accept such delivery of possession of individual locations that comprise the Premises in their then existing “**AS IS**” condition, and Concessionaire acknowledges that:

- i. Concessionaire shall have inspected the Premises and shall be fully aware of the condition of the Premises as of delivery of possession;
- ii. the City shall have no obligation to improve or alter the Premises for the benefit of Concessionaire;
- iii. except as may be expressly provided herein, neither the City nor any of the City's employees, agents, designated management representatives, contractors nor brokers has made any representation or warranty of any kind respecting:
 - the condition of the Premises, and/or the Terminals,
 - the suitability thereof for Concessionaire's permitted use or the conduct of Concessionaire's business, or
 - occupancy or operation within the Terminals by any other airline, person or entity including forecasted or estimated enplaned passenger volume in the

Terminals.

(b) Concessionaire irrevocably waives any claim based upon or related to any such claimed representation by the City or its designated management representatives as to public traffic to be expected at the Premises or sales to be expected at the Premises. Concessionaire's taking possession of the Premises shall constitute Concessionaire's formal acceptance of the same and acknowledgment that the Premises are in the condition called for hereunder, subject to all field conditions existing at the time of delivery of possession. In no event shall the City be liable for damages or otherwise as a result of any failure to make the Premises available within the time and/or in the condition provided herein.

(c) Any improvements made to the Premises shall follow as set forth in **Exhibit F**, the Tenant Design Criteria and Handbook ("Design Handbook") and pursuant to the Aviation Department's Tenant's Design Guidelines, as they currently exists and as amended from time to time, and permitted in accordance with all applicable laws and regulations and any other requirements required by the City.

ARTICLE VII. ALTERATIONS, CHANGES AND ADDITIONS

Section 7.01 REMOVAL BY CONCESSIONAIRE. Upon the expiration or earlier termination of this Agreement, Concessionaire shall remove all Operating Equipment and removable trade fixtures installed by Concessionaire and not permanently affixed to the Premises, and Concessionaire's personal property shall remain the property of Concessionaire and may be removed throughout the Term hereof or upon expiration or earlier termination of the Term hereof if all Rental and other charges due hereunder are paid in full and Concessionaire is not otherwise then in default of any of the covenants, terms or provisions of this Agreement beyond applicable notice and cure periods; provided that Concessionaire immediately repair any damage caused by such removal. If Concessionaire shall fail to remove any of its personal property and Operating Equipment, the City may remove all or any portion of the property from the Premises and dispose of the property in any manner, without compensation to Concessionaire. In the latter event, Concessionaire shall, upon demand, pay to the City the reasonable and actual expense of

such removal and disposition and the repair of any damage to the Premises resulting from or caused by such removal. The obligations contained in this **Section 7.01** shall survive the expiration or earlier termination of this Agreement.

Section 7.02 CHANGES AND ADDITIONS. The City reserves the right at any time, and from time to time, to make extensive renovations and/or alterations to, and to build additional stories on, the Terminals and to construct other buildings and improvements at the Airports, including any extensive modifications of the Public Areas in connection therewith, to enlarge or reduce the Terminals, to add decks or elevated parking facilities, and to sell or lease any part of the land comprising the Airports, for the extensive construction thereon of a building or buildings which may or may not be part of the Airports. The City reserves the right at any time to relocate, reduce, enlarge, or reconfigure the Terminals, the Airports, parking areas and other Public Areas shown on **Exhibits A1 and A2**, or to add additional locations at the Airports. Concessionaire agrees to accommodate and cooperate with the City in such matters, even though Concessionaire's own operations may be inconvenienced or impaired thereby, and Concessionaire agrees that no liability shall attach to the City (including its agents, contractors, designated management representatives, directors, employees, officers and subcontractors) by reason of such inconvenience or impairment, and Concessionaire hereby waives any and all claims for damages and other consideration by reason of such inconvenience or impairment. The City shall use reasonable efforts not to materially inconvenience Concessionaire or materially impair Concessionaire's operations and the Director shall give reasonable notice to Concessionaire of any such construction, repair or related activity.

Section 7.03 RELOCATION, REDUCTION OR TERMINATION.

(a) At any time during the Term hereof, due to the nature of the commercial air public transportation facilities in general, it may be necessary to relocate and/or reduce all or any part of the Premises if the Director determines such action to be necessary for airline and/or airport operational considerations (e.g., the operation of non-concession services in the Terminals, the operation of non-concession services for any airline or Airport operations in the Terminals or due to public health or safety issues relating to the operation of the Terminals). Provided, however, the Director shall have no right to relocate any ATM from its original place of installation

without prior written consent of Concessionaire, except for temporary relocations of ATMs in the event of fire, casualty or other emergencies. In the case of a temporary relocation, the Director shall notify Concessionaire by telephone of such temporary relocation as quickly as reasonably practicable under the circumstances. Notwithstanding anything herein to the contrary, either the Director or Concessionaire can request a relocation of a particular ATM upon written notice to the other party, in which case both parties shall negotiate in good faith concerning such relocation but no relocation shall occur except upon a mutual agreement by the parties. For purposes hereof, relocation is defined as the City's decision to terminate possession of an existing concession facility and to provide a reasonably comparable space for the substitute concession facility in terms of size, location, relation to airline gates and exposure to the Terminals' users' pedestrian traffic flow patterns (particularly enplaned passengers) within the Terminals. Reduction of the Premises includes, but is not limited to, the movement of walls of the Premises or any other action which may reduce the size or any part of the Premises. In the event the Director elects to exercise any such rights as the City deems reasonably necessary or desirable, it shall advise Concessionaire by sixty (60) days prior written notice. Concessionaire hereby agrees to be bound by such election and to execute, upon receipt from the Director, whatever amendments, terminations or other instruments as may be necessary. Any such relocation or reduction of the Premises shall be accomplished, with Concessionaire's complete cooperation, as expeditiously as is reasonable under the circumstances but in no event later than the date specified by the Director to ensure the proper and efficient operation of the Terminals. Concessionaire shall not be responsible for any costs or expenses involved in any relocation of or reduction to all or any part of the Premises requested without prior mutual consent of relocation by both parties. The City shall not have any liability for such relocation or reduction of the Premises other than as specifically set forth in this **Section 7.03(a)** and Concessionaire hereby waives any such claims, including, without limitation, claims for lost business opportunity, claims for lost profits and claims for relocation benefits under Federal and any state law. Should such relocation or reduction of the Premises be accomplished, then and in such event, the Aviation Director, at his sole discretion, may temporarily or permanently adjust rental amounts if the reduction in Premises is significant. The Aviation Director shall determine if the reduction in Premises is significant, which determination shall be in the Aviation Director's sole

discretion.

ARTICLE VIII. CONDUCT OF BUSINESS BY CONCESSIONAIRE

Section 8.01 PERMITTED USE. Concessionaire will use the Premises solely for the operation of ATMs. The ATMs will be installed in approved locations within the Public Areas of the Airport and at such other specified locations determined by the City (“**Permitted Use**”). No other Permitted Use shall be allowed unless approved in writing by the Aviation Director.

Specific services and equipment to be provided by Concessionaire shall include as a minimum but not be limited to the following:

- (a) Concessionaire must install, maintain, and operate equipment at its sole cost and expense, including but not limited to, the costs of ATM locations, any construction related to installation, utilities (other than electrical utilities), and all parts and supplies.
- (b) Director and Concessionaire will mutually agree on any increase or decrease in the number and/or location changes of ATMs needed to accommodate the traveling public. Concessionaire shall submit all change requests in writing to the Director, setting forth the reason for such changes. The Director, may, at his discretion, request such other materials and data as is reasonably believed to be pertinent in analyzing the request.
- (c) Concessionaire must comply with all rules and regulations, and coordinate its activities with the appropriate staff including, but not limited to, any design and construction related to the installation of ATMs.

Section 8.02 OPERATION OF BUSINESS.

(a) Concessionaire agrees to be open for business and to continuously and uninterruptedly operate in all of the Premises during the entire Term following the Commencement Date, to actively and diligently conduct its business at all times in a first class and reputable manner, making every reasonable and lawful effort to develop, maintain and increase Concessionaire’s business, using best efforts to achieve maximum sales volumes, customer satisfaction and maintaining at all times

high quality merchandise and products. Notwithstanding the foregoing, Director acknowledges that, due to the automated nature of Concessionaire's business, Concessionaire shall operate and maintain the availability of the ATMs in a manner that will ensure ninety-five percent (95%) uptime during each calendar month. Concessionaire will be charged fifty dollar (\$50) per day per ATM resulting from such unavailability. Such charge is in addition to, and not in lieu of, any other payment owed to the Airport under the Agreement. Any such reasonable downtime shall not be deemed a violation of this Agreement.

(b) Begin the process of replacing any inoperable or malfunctioning ATMs, which cannot be promptly and satisfactorily repaired on-site, within twenty-four (24) hours of Airport's notification.

(c) Concessionaire shall maintain a sufficient number of personnel at all times to service equipment. All such personnel shall be knowledgeable, helpful to Terminal users, courteous, efficient, and neat in appearance and appropriately attired and shall not act in a loud, offensive or otherwise objectionable manner. Concessionaire's employees or subcontractors shall wear name tags and security badges at all times. Concessionaire shall not employ at or about the Premises any person who shall use offensive language, makes persistent announcements of its merchandise and products and/or services over loud speakers or whose conduct is loud or offensive or otherwise detrimental to the best interests of the Terminals and/or Airport. Concessionaire also agrees not to divert or allow or cause to be diverted any business from the Terminals and/or Airport. Concessionaire agrees that it will reasonably and promptly respond to all customer complaints regarding unsatisfactory service and/or unsatisfactory quality of merchandise, products and/or services, including all refunds as appropriately requested from time to time by any customer. Concessionaire shall not give samples, approach customers, or otherwise solicit business in the common areas, terminals, or any other location at the Airport, nor shall Concessionaire distribute any handbills or other advertising material at the Airport.

(d) Concessionaire shall not abandon or permanently vacate the Premises without the prior, advance written approval of the Director. For purposes hereof, "abandonment" shall mean closing

the Premises to public trade for five (5) or more consecutive days, unless other provisions hereof permit such closing.

(e) Concessionaire shall be obligated to operate all ATMs 24 hours per day, 7 days per week. Concessionaire understands and agrees that its operation hereunder is a service to airline customers and the users and employees of the Terminals and the Airport.

(f) Concessionaire, at its expense, shall promptly comply with all present and future laws, ordinances, orders, rules, regulations, applicable business licenses and requirements of the City and all governmental authorities having jurisdiction affecting or applicable to the Premises or the cleanliness, safety, occupancy, operation and use of the same, whether or not any such law, ordinance, order, rule, regulation or requirement is foreseen or unforeseen, ordinary or extraordinary, shall necessitate changes or improvements (other than structural changes or structural improvements) and/or interfere with the use and enjoyment of the Premises. Concessionaire shall promptly correct any deficiencies reported by the City and all other governmental authorities having jurisdiction. Concessionaire shall not do or permit anything to be done in or about the Premises, nor bring anything therein, which will in any way conflict with any such law, ordinance, order, rule, regulation or requirement affecting the occupancy or use of the Premises or the Terminals which has been or may hereafter be enacted or promulgated by the City and all governmental authorities, or in any way obstruct or interfere with the rights of others, nor shall Concessionaire use or allow the Premises to be used for any improper, immoral or objectionable purposes or do any act tending to injure the reputation of the Terminals and/or the Airport.

(g) Any area occupied by Concessionaire and all equipment and materials used by Concessionaire shall at all times be kept clean, sanitary, and free from rubbish, refuse, dust, dirt, offensive or unclean materials, flies and other insects, rodents and vermin in accordance with any and all applicable rules, regulations and requirements of the City and in accordance with any and all laws, statutes, ordinances and regulations that may be promulgated from time to time by governmental agencies and authorities.

(h) No auction, liquidation, going out of business, fire or bankruptcy sale may be conducted or advertised by sign or otherwise in the Premises.

(i) All receiving and delivery of goods and merchandise and products for the Premises, and all removal of merchandise and products, supplies, equipment, trash and debris and all storage of trash and debris from the Premises shall be made only by way of or in the areas provided therefor. No trash, trash containers, hand trucks, carts, racks or movable fixtures designed for the movement of merchandise and products and/or trash within the Premises or to or from the Premises may be left unattended in the corridors or other Public Areas, nor may such items or devices in non-Public Areas be visible from Public Areas of either the Premises or the Terminals. Concessionaire shall be solely responsible for prompt disposal within the Premises or in such areas as may be provided for such disposal of all trash and debris from the Premises.

(j) Should the City establish a central delivery dock area, Concessionaire shall provide all deliveries of supplies, materials, inventory or merchandise and products to the central delivery dock area controlled by the City.

(k) If Concessionaire shall fail to comply with any of the provisions of this **Section 8.02(a)-(j)**, which result in the downtime in excess of 5% per month, then Concessionaire shall pay, within ten (10) days of demand therefor by the City, Contractual Charges in the amount of not more than \$50.00 per day until such time as Concessionaire is in compliance. This remedy shall be in addition to any and all other remedies provided in this Agreement or by law or in equity to the City.

Section 8.03 AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) PROGRAM.

(a) This agreement is subject to the requirements of the U.S. Department of Transportation's regulations, 49 C.F.R. Part 23. The Concessionaire agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of this Agreement, management contract, or subcontract, purchase or lease

agreement, or other agreement covered by 49 C.F.R. Part 23.

(b) Concessionaire agrees to include the above statements in any subsequent concession agreement or contract covered by 49 C.F.R. Part 23 that it enters into and cause those businesses to similarly include the statements in further agreements.

(c) Concessionaire shall comply with City's approved Airport Concessions Disadvantaged Business Enterprise (ACDBE) program submitted in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Office of the Secretary, Part 23, Participation by Disadvantaged Business Enterprise programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(d) Concessionaire shall make a good faith effort to adhere to the City's ACDBE program if opportunities arise for utilization of ACDBE firms in the performance of this Agreement.

Concessionaire agrees that within thirty (30) days after the expiration of each calendar quarter during the term of this Agreement, it will provide an expenditure report to the City, in a form acceptable to the City, describing names of the vendors providing the goods and services utilized by Concessionaire at the Airport in fulfilling the obligations prescribed by this Agreement. Such expenditure report shall also include goods and services for any substitute ACDBE obtained pursuant to **Section 8.03(h)**, calculated in accordance with the requirements of 49 C.F.R. Part 23

(e) Concessionaire agrees that it will also submit within the same period described in this **Section 8.03**, a report to the City, in a form acceptable to the City, describing the Concessionaire's total Gross Receipts for the entire contract, and a breakdown of such Gross Receipts by location.

(f) Concessionaire will have no right to terminate an ACDBE for convenience without the City's prior written consent. If an ACDBE is terminated by the Concessionaire with the City's consent or because of the ACDBE's default, then the Concessionaire must make a good faith effort, in accordance with the requirements of 49 C.F.R. part 23.25(e)1(iii) and (iv), and 49 C.F.R. part 26.53, to find another ACDBE to substitute for the original ACDBE to perform the tasks or provide services, if feasible, for the remaining term of this Agreement attributable to the same estimated Gross Receipts under the Agreement as the ACDBE that was terminated. In the event

such action is not feasible, the Concessionaire shall make good faith efforts during the remaining term of the Agreement to encourage ACDBEs to compete for purchases and or leases of goods and services to be made by the Concessionaire. Should City notify Concessionaire that Concessionaire has not attained the ACDBE participation required under this Agreement, Concessionaire shall submit a corrective action plan to City to remedy such non-attainment within thirty (30) days of the non-attainment notice.

(g) The Concessionaire's breach of its obligations under this **Section 8.03** shall constitute an event of default by Concessionaire and shall entitle the City to exercise any and all of its contractual and legal remedies, including termination of this Agreement.

(h) The City reserves the right to apply any and all legal and contractual remedies available under federal, state and local law, including, but not limited to, responsibility determinations in future contracts, suspension/debarment procedures, and forfeiture of profits as provided elsewhere.

(i) Pursuant to 49 C.F.R. 26.107, any person or entity that makes a false or fraudulent statement in connection with participation of an ACDBE in any Department of Transportation assisted program or otherwise violates applicable federal statutes, may be referred to the Department of Transportation, and possibly the Department of Justice, for prosecution.

Section 8.04 ENVIRONMENTAL COMPLIANCE.

(a) Concessionaire shall, in conducting any activity on the Premises, comply with all environmental laws and regulations, including but not limited to environmental laws and regulations regarding the generation, storage, use, transportation and disposal of solid wastes, hazardous materials, toxic chemicals, special wastes or other contaminants and shall comply with all laws, regulations and notice requirements pertaining to releases or threatened releases of hazardous materials, toxic chemicals, special wastes or other contaminants into the environment. Concessionaire shall not cause or permit its employees, agents, permittees, contractors, subcontractors, subconcessionaires or others in Concessionaire's control, supervision, or employment to release (whether by way of uncapping, pouring, spilling, spraying, spreading,

attaching, or otherwise) into or onto the Premises or any other location upon the Airport (including the air above, the ground and ground water thereunder and the sewer and storm water drainage systems therein) any quantity of hazardous substances (as defined or established from time to time by applicable local, state, or federal law and including, among other things, hazardous waste and any other substances that have been or may in the future be determined to be toxic, hazardous, or unsafe). To the extent any such release may exceed quantities or volumes permitted by applicable federal, Texas, or local law, Concessionaire shall immediately notify the Director, the Texas Commission on Environmental Quality (TCEQ) and the Local Emergency Planning Committee (LEPC) as may be required under the federal Emergency Planning And Community Right To Know Act. Concessionaire shall be responsible for compliance with the Emergency Planning And Community Right To Know Act if any such release occurs.

(b) Concessionaire shall remedy any such release or threatened release as described above and, whether resulting from such release or otherwise, shall remove any hazardous materials, and special wastes and any other environmental contamination as are caused by Concessionaire on or under or upon the Premises, as are necessary to protect the public health and safety and the environment from actual or potential harm and to bring the Premises into compliance with all environmental laws and regulations. Such work shall be performed at Concessionaire's sole expense after Concessionaire submits to the City a written plan for completing such work. The City shall have the right to review and inspect all such work at any time using consultants and representatives of its choice. The cost of such review and inspection shall be paid by Concessionaire. Specific cleanup levels for any environmental remediation work shall be designed to meet all of the applicable environmental laws and regulations, to the satisfaction of the appropriate regulatory agency and the City.

(c) Except for the environmental matters not caused by Concessionaire, **Concessionaire agrees to defend, indemnify and hold harmless the City, its elected and appointed officials, officers, agents, designated management representatives and employees from and against any and all loss, claim, liability, damages, injunctive relief, injuries to person, property or natural resources, cost, expense, enforcement actions, action or cause of action, fines and penalties arising as a result of action or inaction by the Concessionaire, its employees,**

agents or contractors in connection with the release, threatened release or presence of any hazardous material, contaminants, or toxic chemicals at, on, under, over or upon the Premises, the Terminal and the Airport, whether foreseeable or unforeseeable, regardless of the source of such release or threatened release or when such release or threatened release or presence occurred or is discovered. The foregoing indemnity includes without limitation, all costs at law or in equity for removal, clean-up, remediation any kind and disposal of such contaminants, all resultant and associated costs of determining whether the Premises, the Terminal or the Airport is in compliance and causing the Premises, the Terminal or the Airport to be in compliance with all applicable environmental laws and regulations and all costs associated with claims for damages to persons, property or natural resources. **In the event that the City is named in any enforcement action or lawsuit by any party in connection with the environmental condition of the Premises, the Terminal or the Airport caused by the action or inaction of the Concessionaire, Concessionaire shall defend the City and indemnify and hold harmless the City its elected and appointed officials, officers, agents, designated management representatives and employees from any costs, damages, fines and penalties resulting therefrom.**

(d) In addition to any other rights of access regarding the Premises herein contained, the City shall have access to the Premises to inspect the same in order to confirm that the Concessionaire is using the Premises in accordance with all applicable environmental laws and regulations. Concessionaire shall, upon the Director's demand and at Concessionaire's sole expense, demonstrate to the Director (through such tests, professional inspections, or samplings, or otherwise as is in the Director's reasonable judgment sufficient for the purpose) that Concessionaire has not caused or permitted any release of hazardous substances or contaminants in excess of quantities or volumes permitted by applicable federal, state or local law. Any such tests and assessments shall be conducted by qualified independent experts chosen by Concessionaire and subject to the City's approval. Copies of reports from any such testing or assessments shall be provided to the City upon receipt by Concessionaire. Should Concessionaire not provide such tests, inspections, or samplings, or assessments, the City may conduct or cause to be conducted such tests, inspections, samplings and assessments and

Concessionaire shall reimburse the City for all costs of such actions, no later than thirty (30) days following receipt by Concessionaire of invoices therefor. The City reserves the right to conduct any of the above actions at the Director's discretion, when in the opinion of the Director, additional or supplemental assessment is in the best interest of the City. Concessionaire, at the request of the City, shall make available for inspection and copying upon reasonable notice and at reasonable times, any or all of the documents and materials the Concessionaire has prepared pursuant to any environmental law or regulation, which may be retained by the City or submitted to any governmental regulatory agency; provided, that such documents and materials relate to environmental regulatory compliance and are pertinent to the Premises, the Terminal or the Airport. If any environmental law or regulation requires the Concessionaire to file any notice or report of a release or threatened release of regulated materials on, under or about the Premises, the Terminal or the Airport, Concessionaire shall promptly submit such notice or report to the appropriate governmental agency and shall simultaneously provide a copy of such report or notice to the City. In the event that any allegation, claim, demand, action or notice is made against Concessionaire regarding Concessionaire's failure or alleged failure to comply with any environmental law or regulation, Concessionaire immediately shall notify the City in writing and shall provide the City with copies of any such written allegations, claims, demands, notices, or actions so made.

(e) Concessionaire shall not discharge or cause to be discharged any matter or substance (whether in liquid, solid, gaseous, gelatinous, or other form) into the storm water system unless expressly approved by Director and in full compliance with the City's storm water permit and applicable law and regulations.

(f) The parties to the Concession Agreement, including subconcessionaires who may enjoy a future right of occupation through the Concessionaire, acknowledge a right and a duty in the City, exercised by the Director, to review safety and potential environmental impacts of any proposed operation, business, maintenance activity, or other activity of the Concessionaire and its subconcessionaires. To this end, the Director shall have authority to disapprove an activity of the Concessionaire and/or any subconcessionaire on the basis of a risk assessment. Discretion and judgment are reserved to the Director for reason that combinations and proximity of such

materials are synergistic. The Director's decision in this regard is final. The Director shall exercise such review prior to any lease or sublease and shall exercise such review from time to time as he or she may deem necessary for appropriate risk assessment of existing leases and subleases.

Section 8.05. ATM EQUIPMENT SPECIFICATIONS. All ATMs installed under this Agreement shall be new in appearance, in good operating condition and, if available, Energy Star rated and not older than eighteen (18) months at the time of contract award. All ATMs must comply with Americans with Disabilities Act (ADA) guidelines, to the extent applicable. The Director reserves the final right of approval or disapproval of all ATMs prior to installation. Further, the Aviation Department retains the right, in its sole discretion, throughout the term of the Agreement, to require Concessionaire to replace any ATMs that do not meet the Aviation Department's standards in terms of appearance, function, and/or condition. The City shall be responsible for compliance with the ADA and applicable state and local disability laws, at City's sole cost and expense, to the extent that such compliance relates to the location of an ATM (including any new location to which an ATM is relocated due to the noncompliance of the previous location). If the City determines that a particular location is noncompliant with the ADA (or applicable state and local disability laws), the City shall have the right to either (A) modify such location (at the City's sole cost and expense) in such a way as to bring it into compliance; or (ii) require Concessionaire to relocate (at Concessionaire's sole cost and expense) such ATM to a mutually agreed alternative location that complies with the ADA (and applicable state and local disability laws). If Concessionaire has notified the City that, in the City's opinion, a particular location does not comply with the ADA (or applicable state and local disability laws) and the City has not remedied such noncompliance as provided in this Section 5.6(b)(ii), the City shall indemnify and hold harmless Concessionaire from and against any fines, penalties, third party damage claims or other costs arising from failure to comply with the ADA (or applicable state and local disability laws) to the extent such noncompliance relates to the location of an ATM (including any new location to which an ATM is relocated due to the noncompliance of the previous location) covered by this Agreement.

(a) All ATMs shall be equipped to accept major credit cards. All ATMs shall be equipped to

record sales data to permit verification of reports required to be provided by Concessionaire to the City. Prices for products and services offered for sale shall be clearly posted. Any price increases for products offered for sale must be approved in advance by the Aviation Director.

(b) ATMs must be kept in good working order and shall be serviced at intervals that guarantee the machine functions properly.

(c) The location designated for the six (6) initial ATMs in this agreement has an existing electrical outlet. The Concessionaire may obtain without charge a supply of electricity, where applicable, for operation of its ATMs, provided that existing electrical outlets are adequate for this purpose. In the event that new areas are designated or existing electrical outlets are inadequate, electrical hook-ups and all associated costs to establish the new electrical service at the outlet (except for the cost of providing electricity) will be the sole responsibility of the Concessionaire.

(d) All ATM enclosures or casings shall be of a material and color that is approved by the Aviation Department. The enclosures shall be sturdy, in both material and as an outside frame to the designated machines.

(e) All ATM displays are to be approved in advance by the Aviation Department. The ATMs shall be branded "First Mark". No other corporate logos or brand names are allowed. Any changes to approved brand names and/or logos must be approved in advance by the Aviation Department.

(f) ATM signage and/or visual displays must adhere to the graphic standards of the Aviation Department and indicate the following information: (i) simple instructions to guide customers through the purchase process in multiple languages; at a minimum, the ATMs should provide instructions in English and Spanish; and (ii) Concessionaire's customer service contact information, including toll free telephone numbers and hours of service. Concessionaire must provide 24-hour customer service assistance through a toll-free telephone number that is posted on all ATMs. Concessionaire must provide instructions to customers for refunds for

defective transactions. .

Section 8.06 OPERATIONAL REQUIREMENTS. Servicing of ATMs shall include, but not be limited to:

(a) ATMs shall be serviced and filled at intervals which guarantee the machines are full. Replenishment of funds shall occur as necessary, seven (7) days per week. Concessionaire shall respond to calls for service on-site within four (4) hours. If Concessionaire does not provide on-site response within four (4) hours of Airport's notification, then in addition to any other remedies the Airport may have, the Airport may post an "Out of Order" sign on the ATMs requiring services.

(b) ATMs must be kept in good working order and shall be serviced at intervals to guarantee the machines function properly, and maintained in new or like-new condition. No deliveries of any items shall be made by any persons or entities directly to the Premises without the prior written authorization of the Director and, if given by the Director, the Director shall have the right to revoke any such authorization at any time and for any reason. Armored carrier deliveries must be made in accordance with Airport Rules and Regulations and applicable TSA requirements.

(c) General Cleaning: Concessionaire will, at its own expense, provide all cleaning, repair, and maintenance service for its ATMs. The Concessionaire shall keep the machine, floor area immediately under and around the machine, and the wall behind the machine, in a clean and sanitary condition. Concessionaire shall keep each enclosure, every side including the top of the enclosure, in a clean and sanitary condition, free of dust, dirt, and grime. ATMs shall be cleaned every time a machine is restocked.

(d) The City maintains the right to monitor and enforce quality standards for its concession operators. Areas for review will include, but not be limited to, cleanliness, maintenance, repair of equipment, casings or enclosures, quality of products, demeanor of employees, pricing, and overall responsiveness.

ARTICLE IX. PUBLIC AREAS

Section 9.01 OPERATION AND MAINTENANCE OF PUBLIC AREAS. The manner in which all interior and exterior Public Areas of the Terminals and/or the Airport are operated and maintained, and the expenditures therefor, shall be determined at the City's sole and absolute discretion. The use of such interior and exterior Public Areas shall be subject to reasonable and non-discriminatory rules and regulations as the City may make from time to time.

Section 9.02 USE OF PUBLIC AREAS. (a) Concessionaire shall have as appurtenant to the Premises the right to the non-exclusive use in common with others all Public Areas in the Terminals as designated by the Director from time to time, and such reasonable access, during Concessionaire's normal operating hours, to the Premises. Such appurtenant rights shall be subject to such reasonable rules, regulations, fees and security directives from time to time established by the City by suitable notice. The City shall have the right, but not the obligation, from time to time, to modify the Public Areas, remove portions of the Public Areas from common use, to permit entertainment events, advertising displays, educational displays and other displays in the Public Areas.

(b) Concessionaire and its employees shall not park their cars or any other vehicles in the parking facilities except in the areas specifically designated by the Director. There is no free parking at the Airport for Concessionaire or any of Concessionaire's employees, contractors or customers. Concessionaire and its agents, employees, contractors or subcontractors shall comply with the City's rules and regulations with respect to parking and vehicular traffic as the same may be amended or modified from time to time and will be subject to any enforcement action (including towing) pursued by the City's airport police without any notice thereof. The City may at any time close any Public Areas to make repairs or changes, to prevent the acquisition of public rights in such area, to use areas for attendant or valet parking, and may do such other acts in and to the Public Areas as in its judgment may be desirable.

ARTICLE X. MAINTENANCE AND REPAIRS

Section 10.01 CITY'S MAINTENANCE AND REPAIRS The City shall keep and maintain the Terminal properties, which are not part of the Premises, structural elements and structural foundation and the exterior surface of the exterior walls of the building in which the Premises is

located, the Public Areas of the Terminals adjacent to the Premises in good repair, except that the City shall not be required to undertake any maintenance or repair required or occasioned by any act, negligent act or omission to act of Concessionaire, its agent, employees, licensees, contractors or subcontractors or caused by any alteration, addition, construction or improvement by Concessionaire, its agents, employees, licensees, contractors or subcontractors. Such maintenance of the Terminals required by the City herein shall be maintained in a condition which the City determines for the proper operation thereof, determined in the City's sole discretion. The City shall not be called upon or required to make any other improvements or repairs of any kind upon the Premises and appurtenances, except as specifically required under this Agreement. In no event shall the City be liable for any damages, whether consequential damages or otherwise or lost profits claimed to be caused by any failure of maintenance or repair by the City and nothing contained in this **Section 10.01** shall limit the City's right to reimbursement from Concessionaire for maintenance costs, repair costs and replacement costs confirmed elsewhere in this Agreement.

Section 10.02 CONCESSIONAIRE'S MAINTENANCE AND REPAIRS. Except as provided in **Section 10.01**, Concessionaire, at its sole cost and expense, shall keep and maintain in a first-class appearance, reasonable wear and tear and damage by fire and other casualty excepted, and in a safe, clean, neat, sanitary and lawful order, good condition and repair (including replacement of parts and equipment), the Premises immediately adjacent to Concessionaire's ATMs.

(b) Provide maintenance and repair of ATMs by qualified technicians (see badging requirements, Exhibit E). Maintenance and repair shall occur as necessary seven (7) days per week. Concessionaire shall respond to calls for service on-site within four (4) hours. If Concessionaire does not provide on-site response within four (4) hours of Airport's notification, then in addition to any other remedies the Airport may have, the Airport may post an "Out of Order" sign on the ATMs requiring service.

ARTICLE XI. INSURANCE

Section 11.01 Prior to the commencement of any work under this Agreement, Concessionaire shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City's Aviation

Department, which shall be clearly labeled “*ATM Concession Agreement*” in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must list the agent’s signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City’s Aviation Department. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

Section 11.02 The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

Section 11.03 A Concessionaire’s financial integrity is of interest to the City; therefore, subject to Concessionaire’s right to maintain reasonable deductibles in such amounts as are approved by the City, Concessionaire shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Concessionaire’s sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000/\$1,000,000/\$1,000,000

<p>3. Commercial General Liability Insurance to include coverage for the following:</p> <ul style="list-style-type: none"> a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury 	<p>For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage</p>
<p>4. Business Automobile Liability</p> <ul style="list-style-type: none"> a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles 	<p><u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence (\$5,000,000 if driving on AOA is required).</p>
<p>6. *Property Insurance: For physical damage to the property of LESSEE, including improvements and betterment to the Leased Premises</p>	<p>Coverage for replacement value with a minimum co-insurance factor of eighty percent (80%) of the cost of Concessionaire's property</p>
<p>*if applicable</p>	

Section 11.04 Concessionaire agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Concessionaire herein, and provide a certificate of insurance and endorsement that names the Concessionaire and the CITY as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Concessionaire. Concessionaire shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

Section 11.05 As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the Certificate(s) of Insurance and all required endorsements. Concessionaire shall be required to comply with any such requests and shall submit requested documents to

City at the address provided below within 10 days. Concessionaire shall pay any costs incurred resulting from provision of said documents.

City of San Antonio
Attn: Aviation Department
9800 Airport Blvd.
San Antonio, Texas 78216

Section 11.06 Concessionaire agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation policies;
- Commercial general liability policy shall provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.

Section 11.07 Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Concessionaire shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Concessionaire's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

Section 11.08 In addition to any other remedies the City may have upon Concessionaire's failure to maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Concessionaire to stop work hereunder, and/or withhold any payment(s) which

become due to Concessionaire hereunder until Concessionaire demonstrates compliance with the requirements hereof.

Section 11.09 Nothing herein contained shall be construed as limiting in any way the extent to which Concessionaire may be held responsible for payments of damages to persons or property resulting from Concessionaire's or its subcontractors' performance of the work covered under this Agreement.

Section 11.10 It is agreed that Concessionaire's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

Section 11.11 It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided..

Section 11.12 Concessionaire and any Subcontractors are responsible for all damage to their own equipment and/or property.

ARTICLE XII. INDEMNITY

Section 12.01 INDEMNITY. CONCESSIONAIRE covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages (including, but not limited to, punitive, exemplary and consequential damages), losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, intellectual property infringement, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to CONCESSIONAIRE'S activities under this Agreement, including any acts or omissions of CONCESSIONAIRE, any agent, officer, director, representative, employee, consultant or subcontractor of CONCESSIONAIRE, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity

provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT CONCESSIONAIRE AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. CONCESSIONAIRE shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or CONCESSIONAIRE known to CONCESSIONAIRE related to or arising out of CONCESSIONAIRE's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at CONCESSIONAIRE's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving CONCESSIONAIRE of any of its obligations under this paragraph.

Section 12.02 LIMITATION OF LIABILITY

(a) The CITY shall be responsible for compliance with the Americans with Disabilities Act ("ADA") and applicable state and local disability laws, at the CITY's sole cost and expense, to the extent that such compliance relates to the location of an ATM (including any new location to which an ATM is relocated due to the noncompliance of the previous location), and shall indemnify and hold harmless CONCESSIONAIRE from and against any fines, penalties, third party damage claims or other costs arising from failure to comply with the ADA (or applicable local disability laws) to the extent such noncompliance relates to an ATM (including any new location to which an ATM is relocated.)

(b) Under no circumstances will the aggregate liability of CONCESSIONAIRE under this Agreement exceed the amount of Rent paid by to CONCESSIONAIRE during the term of this

Agreement.

F. UNDER NO CIRCUMSTANCES WILL EITHER PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND OR NATURE (INCLUDING BUT NOT LIMITED TO, LOSS OF GOODWILL OR REPUTATION), WHETHER ARISING UNDER CONTRACT, TORT, STRICT LIABILITY, OR OTHER FORM OF ACTION ARISING BY, THROUGH OR UNDER THIS AGREEMENT WHETHER OR NOT A PARTY HAS BEEN ADVISED OF THE POSSIBILITY THEREOF.

ARTICLE XIII. UTILITIES

(a) The City shall provide access to a continuous supply, in commercially reasonable and normal amounts (as determined by the City), of electric, heat, air conditioning, and if applicable, gas, domestic cold water, high temperature hot water and sewage services to the Premises for use by Concessionaire provided by utility systems, connections and related equipment existing as of the Premises delivery date but shall have no obligation to provide telephone or data communication services to the Premises.

(b) In no event shall the City be liable for damages, loss of business, loss of profits, consequential damages, or otherwise for any interruption, reduction, disruption, curtailment or failure in the supply, quality or character of electricity, services from a central utility plant or any other utility or other service, or if either the quantity, quality or character thereof supplied to or by the City is changed or is no longer available for Concessionaire's requirements, nor shall any such interruption, reduction, disruption, curtailment, failure or change in quantity, quality or character constitute or be deemed to constitute actual or constructive eviction of Concessionaire, or excuse or relieve Concessionaire from its obligations hereunder, including but not limited to the payment of Rental or all other sums, damages, fees, costs and expenses payable under this Agreement. Any obligation of the City to furnish light, power and services from a central utility plant shall be conditioned upon the availability of adequate energy sources. The City shall have the right to reduce heating, cooling and lighting within the Premises and the Public Areas as required by any mandatory or voluntary fuel or energy saving allocation, or similar statute, regulation, order or program. Notwithstanding anything to the contrary contained in this **Article XIII**, if any utility to

the Premises is supplied by or through the City and, due to the sole negligence of the City, such utility to the Premises is interrupted which forces Concessionaire to close its business within the Premises for more than two (2) complete and consecutive days, then Percentage Rent shall abate for the period commencing on the third day after Concessionaire is forced to close its business within the Premises and shall continue until the earlier of: (i) the date such utility is restored to the Premises; or (ii) the date Concessionaire reopens its business in the Premises.

ARTICLE XIV. SUBORDINATION AND TIME OF EMERGENCY

Section 14.01 SUBORDINATION. This Agreement shall be subordinate to the provisions of any existing or future agreement between the City and the United States of America relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport. Should the effect of such agreement with the United States Government be to take any of the property under lease or substantially alter or destroy the commercial value of the leasehold interest granted herein, the City shall not be held liable therefor, but in such event Concessionaire may cancel this Agreement upon ten (10) days' written notice to the City. Notwithstanding the foregoing, however, the City agrees that, in the event the City becomes aware of any such proposed or pending agreement or taking, the City shall utilize the City's best efforts to (i) give the maximum possible notice thereof to Concessionaire, and (ii) cooperate with Concessionaire to mitigate the impact of such agreement or taking or other government action upon Concessionaire, including but not limited to reasonably assisting Concessionaire in securing alternate premises, and minimizing any disruption of or interference with Concessionaire's business.

Section 14.02 TIME OF EMERGENCY. During time of war or national emergency, the City shall have the right to lease the landing area or any part thereof to the United States for government use, and, if such lease is executed, the provisions of this Agreement, insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

ARTICLE XV. ASSIGNMENT AND SUBLETTING

(a) Concessionaire shall not transfer or assign this Agreement or Concessionaire's interest in or to the Premises or any part thereof without having first obtained the prior written consent of the City which may be given only by or pursuant to an ordinance enacted by the City Council of the City of San Antonio, Texas; provided, however, the transfer of Concessionaire's securities in connection with Concessionaire becoming a publicly held company or issuing securities in connection with an additional public offering of securities shall not constitute a transfer or assignment of this Agreement. The public trading of Concessionaire's securities on a nationally recognized exchange or on the NASDAQ market shall not constitute or be considered to result in any such transfer or assignment of this Agreement. Notwithstanding the foregoing, and for so long as any pledge or collateral assignment of Concessionaire's interest in the Agreement shall be by instrument substantially in such form as shall have previously been approved by the City Council, the consent of the City to such pledge or collateral assignment may be given by the City acting by and through the Director. Each transfer, assignment or subletting to which there has been consent shall be by instrument in writing, in form satisfactory to the City, and shall be executed by the transferee, assignee or subconcessionaire who shall agree in writing for the benefit of the City to be bound by and to perform the terms, covenants and conditions of this Agreement. Four executed copies of such written instrument shall be delivered to the City. Failure to first obtain in writing the City's consent, or failure to comply with the provisions herein contained, shall operate to prevent any such transfer, assignment or subletting from becoming effective. The receipt by the City of rent from an assignee, subtenant or occupant of the Premises shall not be deemed a waiver of the covenant in this Agreement against assignment and subletting or an acceptance of the assignee, subtenant or occupant as a tenant or a release of the Concessionaire from further observance or performance by Concessionaire of the covenants contained in this Agreement. No provision of this Agreement shall be deemed to have been waived by the City unless such waiver be in writing, signed by the Director.

(b) Notwithstanding the foregoing provisions of this **Article XV**, Concessionaire shall have the right to transfer or assign this Agreement, with the Director's consent, such consent not to be unreasonably withheld, to:

- i. a subsidiary of Concessionaire or its parent corporation or to an entity that is an affiliate

- of Concessionaire or its parent corporation;
- ii. any corporation with which Concessionaire shall merge, reorganize or consolidate; or
 - iii. any corporation acquiring all or substantially all of the assets of Concessionaire or which may succeed to a controlling interest in the business of Concessionaire; provided that in the case of any and each such transfer or assignment under clauses (ii) and (iii) above which is permitted hereunder, the City shall have the discretionary right to withhold its consent unless;
 - 1) such transferee or assignee shall have a net worth equal to or greater than Concessionaire's (or its guarantor, if any) as of the effective date of any proposed transfer or assignment;
 - 2) such transferee or assignee shall have proven airport concession operating experience as a prime concessionaire and the ability to efficiently and effectively operate the business in the Premises consistent with at least as high a standard as then exists in the Premises;
 - 3) the business conducted in the Premises by such transferee or assignee shall be conducted under the same use and under a trade name permitted to be used by Concessionaire hereunder;
 - 4) Concessionaire shall not be in default after the applicable notice and cure periods under any of the terms and provisions hereof;
 - 5) the use of the Premises by such Concessionaire shall not violate any agreements affecting the Premises, the City or other tenants or occupants in the Airport and shall not disrupt the concession mix within the Terminals as determined in the sole and absolute discretion of the City;
 - 6) if Concessionaire is a certified DBE or if Concessionaire's certified DBE participant is a member/partner of a limited liability company/general partnership or joint venturer of a joint venture with Concessionaire, any such transfer or assignment of this Agreement shall not effect, modify or otherwise jeopardize the required DBE participation interest under this Agreement;
 - 7) except as may otherwise be prohibited under federal securities laws, notice of any proposed transfer or assignment shall be given to the City at least thirty (30)

days prior to its proposed effective date, and there shall be delivered to the City instruments evidencing such proposed transfer or assignment and the agreement of such transferee or assignee to assume and be bound by all of the terms, conditions and covenants hereof, all in form acceptable to the City; and

- 8) Concessionaire and its guarantor, if any, shall continue to remain fully liable for the payment of all sums due and the performance of all the terms and conditions hereof.

(c) Concessionaire shall not sublet the Premises or any part thereof without having first obtained the prior written consent of the City which may be given by the City acting by and through the Director. In the event Concessionaire requests permission to sublease, the request shall be submitted to the Director prior to the effective date of the sublease requested and shall be accompanied by a copy of the proposed sublease agreements and of all agreements collateral thereto. The identity of the subconcessionaire, the area or space to be subleased, the rental to be charged, the type of business to be conducted, recent audited financial statements and history and all other information requested by said Director shall be specified. Concessionaire shall not sublease a total of more than 25% of the equipment.

(d) Should the transfer or assignment of this Agreement be approved by the City and to the extent that such transferee or assignee assumes Concessionaire's obligation hereunder, Concessionaire may by virtue of such assignment be released from such obligation to the extent the City approves such release in writing. Should the subletting of the Premises be approved by the City, however, Concessionaire agrees and acknowledges that Concessionaire shall remain fully and primarily liable under this Agreement, notwithstanding any such sublease and that any such subconcessionaire shall be required to attorn to the City under the terms of this Agreement.

ARTICLE XVI. WASTE OR NUISANCE

Concessionaire shall not commit nor permit any of its employees, contractors, subcontractors, licensees, subconcessionaires or agents to injure, deface or otherwise harm the Premises, the Terminals or the Airport, nor commit any waste upon the Premises, the Terminals or the Airport,

and shall not place a load upon the floor of the Premises which exceeds the floor load per square foot which such floor was designed to carry. Concessionaire shall not commit nor permit any of its employees, contractors, subcontractors, licensees, subconcessionaires or agents to commit any nuisance or other act or thing which may constitute a menace or which may impact either the City's operation of the Terminals or the Airport or disturb the quiet enjoyment of any other occupant or concessionaire of the Airport. Concessionaire shall not use or permit to be used any medium that might constitute a nuisance, such as loudspeakers, sound amplifiers, tape decks, compact disc players, radios, televisions, or any other sound producing or other device which will carry sound or odors outside the Premises except as may otherwise be approved in advance in writing by the Director and, upon notice from the Director to Concessionaire's business representative at the Premises, Concessionaire shall cause any such noise or odors to cease immediately. Concessionaire shall not allow any use of the Premises or any other portion of the Terminals and/or Airport in a manner which is a source of annoyance, disturbance or embarrassment to the City, or to the other concessionaires and occupants of the Terminals and/or Airport or which is deemed by the City, in its sole discretion, as not in keeping with the character of the Terminals and/or Airport. The Premises shall not be used for any unlawful or immoral purpose or which will invalidate or increase the premiums on any of the City's insurance.

ARTICLE XVII. SOLICITATION OF BUSINESS

Concessionaire shall not give samples, approach customers, distribute handbills or other advertising matter or otherwise solicit business in the parking or other Public Areas or any part of the Terminals or the Airport. In the event Concessionaire violates the foregoing, Concessionaire shall, at Concessionaire's sole cost and expense, be responsible to clean the area of any such materials so distributed by Concessionaire, its agents or employees. Notwithstanding the foregoing, the Director may approve in writing activities, prohibited in this **Article XVII**, to be conducted for a limited period of time.

ARTICLE XVIII. DAMAGE OR DESTRUCTION OF EQUIPMENT

Section 18.01 In the event any of Concessionaire' equipment is destroyed or damaged to the extent that it is unusable, Concessionaire shall have the election to replace or not replace the

equipment. Concessionaire shall give the Director written notice of its election within sixty (60) days after the occurrence of such casualty. If the entirety or substantially all of the equipment is damaged or destroyed and Concessionaire elects not to replace the equipment within the sixty (60) day election period, the Director may terminate this Agreement by written notice to Concessionaire given within sixty (60) days following expiration of Concessionaire's election period, whereupon (i) this Agreement shall terminate and Concessionaire shall abandon the Premises and (ii) the insurance proceeds covering the equipment shall be paid to the owner of the equipment as of the date of such damage or destruction (provided, however, Concessionaire shall have the right to retain therefrom its actual costs paid in making improvements to the damaged or destroyed equipment).

Section 18.02 If Concessionaire elects to replace the equipment, Concessionaire shall use its insurance proceeds from the policy covering the destroyed equipment. If the insurance proceeds are not sufficient, Concessionaire agrees to pay the deficiency. Concessionaire agrees that such equipment replacement will be commenced and completed with due diligence.

Section 18.03 Prior to any equipment replacement described above, Concessionaire shall submit plans and specifications to the Director for his written approval. Such equipment replacement shall be in accordance therewith. Any changes must be approved in writing by the Director.

ARTICLE XIX. NON-DISCRIMINATION

Section 19.01 GENERAL PROHIBITION. As a party to this Agreement, Concessionaire understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein. Any discrimination by Concessionaire, its agents or employees on account of race, creed, color, sex, age, disability, religion or national origin, in employment practices or in the use of or admission to the Premises is prohibited. Concessionaire, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree, that: (a) no person

on the grounds of race, creed, color, sex, age, disability, religion or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Premises; (b) that in the furnishing of services thereon, no person on the grounds of race, creed, color, sex, age disability, religion or national origin shall be excluded from participation, denied the benefits of, or otherwise be subjected to discrimination; and (c) that Concessionaire shall use the Premises in compliance with all other requirements imposed by or pursuant to 49 C.F.R. Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended and/or supplemented.

Section 19.02 AFFIRMATIVE ACTION. To the extent required by law, Concessionaire assures that it will undertake an affirmative action program as required by 14 C.F.R. Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, sex, age, disability, religion or national origin be excluded from participating in any employment activities covered in 14 C.F.R. Part 152, Subpart E. Concessionaire assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. Concessionaire assures that it will require that its covered sub-organizations provide assurances to Concessionaire that they will require assurances from their sub-organizations, as required by 14 C.F.R. Part 152, Subpart E, to the same effect. Concessionaire shall comply with the City's Nondiscrimination Clause as set forth in the Concessionaire Handbook which shall include submittal of Concessionaire's affirmative action plan for equal employment opportunity relating to the conduct of its business in the Premises. If requested by the City, this plan shall be submitted on an annual basis and monitored through the submission of an annual status report reflecting prior year activity. Quarterly affirmative action status reports shall also be provided, if requested by the City.

ARTICLE XX. DEFAULT

Section 20.01 CONCESSIONAIRE'S DEFAULT. (a) Notwithstanding any provision herein to the contrary and irrespective of whether all or any rights conferred upon the City by this **Article XX** are expressly or by implication conferred upon the City elsewhere herein, each of the following shall constitute an the event of default by Concessionaire:

- i. Concessionaire shall fail to pay any Rentals or any other charges whatsoever due as provided for in this Agreement and such failure shall continue for a period of ten (10) days after written notice thereof, provided that such notice from the City shall be in lieu of, and not in addition to, any notice of default required by applicable laws;
- ii. Concessionaire shall neglect or fail to perform or observe any of the other terms, conditions, or covenants herein contained, and on Concessionaire's part to be performed or in any way observed if such neglect or failure shall continue for a period of thirty (30) days after written notice of such neglect or failure (or if more than 30 days shall be required because of the nature of the default, if Concessionaire shall fail within said 30 days to commence and thereafter diligently proceed to cure such default to completion, provided that in no event shall such cure period extend beyond 60 days or such longer period of time as is approved by the Director in writing and if Concessionaire's cure period is so extended, Concessionaire must, within 5 days after the written extension notice provide a written plan to the Director outlining all steps Concessionaire is taking to cure the default and when the cure shall be completed), provided that such notice from the City shall be in lieu of, and not in addition to, any notice of default required by applicable laws;
- iii. Concessionaire shall fail to install its ATMs in accordance within the timetables set forth in this Agreement and such failure is not occasioned by reason of force majeure;
- iv. Concessionaire shall fail to operate continuously in the manner that the ATM is not meeting its ninety-five percent (95%) uptime or for the Permitted Use;
- v. Concessionaire shall voluntarily discontinue its operations at the Premises for a period of five (5) consecutive days and such failure is not occasioned by reason of force majeure or permitting this Agreement to be taken under any writ of execution or similar writ or order;

- vi. Concessionaire shall become insolvent, shall take the benefit of any present or future insolvency statute, shall make a general assignment for the benefit of creditors, shall file a voluntary petition in bankruptcy or a petition or answer seeking a reorganization or the readjustment of its indebtedness under the federal bankruptcy laws or under any other law or statute of the United States or of any state thereof, or shall consent to the appointment of a receiver, trustee, or liquidator of all or substantially all of its property;
- vii. an Order of Relief shall be entered at the request of Concessionaire or any of its creditors under the federal bankruptcy laws or under any law or statute of the United States or any state thereof and shall not be vacated within 60 days;
- viii. a petition under any part of the federal bankruptcy laws or an action under any present or future insolvency law or statute shall be filed against Concessionaire and shall not be dismissed within 90 days after the filing thereof;
- ix. by or pursuant to or under the authority of any legislative act, resolution or rule, or any order or decree of any court or governmental board, agency or officer, a receiver, trustee, or liquidator shall take possession or control of all or substantially all of the property of Concessionaire and such possession or control shall continue in effect for a period of 60 days;
- x. if applicable, Concessionaire shall become a corporation in dissolution or voluntarily or involuntarily forfeit its corporate charter;
- xi. Concessionaire shall fail to carry insurance as required under this Agreement or to comply with any applicable law, rule or regulation concerning security, and such failure continues for forty-eight (48) hours after written notice from the City thereof;
- xii. a governmental authority, board, agency or officer with competent jurisdiction

terminates or suspends any certificate, license, permit or authority held by Concessionaire without which Concessionaire shall not be lawfully empowered to conduct its business operations in the Premises;

- xiii. the rights of Concessionaire hereunder shall be transferred to, pass to, or devolve upon, by operation of law or otherwise, any other person, firm, corporation, or other entity by or in connection with or as a result of any bankruptcy, insolvency, trusteeship, liquidation or other similar proceedings or occurrences;
- xiv. if applicable, the failure of Concessionaire to initially obtain and thereafter maintain continuously throughout the Term, its eligibility and certification required under the federal ACDBE program, its ACDBE status and/or to renew such eligibility and certification as and such failure shall continue for a period of 30 days.

(b) If any condition of Concessionaire's event of default shall occur which shall not be timely cured as provided in **Section 20.01(a)**, in addition to any other rights or remedies the City may have by law or in equity, the City, then, or at any time thereafter, but prior to the removal of such event of default shall have the right, at its election, either to terminate this Agreement by giving at least five (5) days written notice to Concessionaire at which time Concessionaire will then quit and surrender the Premises to the City, but Concessionaire shall remain liable as hereinafter provided, or, to enter upon and take possession of the Premises (or any part thereof in the name of the whole), without demand or notice, and repossess the same as of the City's former estate, expelling Concessionaire and those claiming under Concessionaire, forcibly if necessary, without prejudice to any remedy for arrears of Rentals or preceding breach of covenant and without any liability to Concessionaire or those claiming under Concessionaire for such repossession, in which event the City shall have the right to enforce all of the City's rights and remedies hereunder including the right to recover all Rentals and other charges payable by Concessionaire hereunder as they become due hereunder. The City's repossession of the Premises shall not be construed as an election to terminate this Agreement nor shall it cause a forfeiture of Rentals or any other charges remaining to be paid during the balance of the Term hereof, unless a written

notice of such intention be given to Concessionaire, or unless such termination is decreed by a court of competent jurisdiction. If the City elects to terminate this Agreement, the City shall have the right to recover immediately from Concessionaire all damages permissible in law or at equity.

(c) If the City shall terminate this Agreement or take possession of the Premises by reason of an event of default, Concessionaire and those holding under Concessionaire, shall forthwith remove their goods and effects from the Premises within seven (7) days. If Concessionaire or any such claimant shall fail to effect such removal forthwith, the City may, without liability to Concessionaire or those claiming under Concessionaire, remove such goods and effects and may store the same for the account of Concessionaire or of the owner thereof at any place selected by the City, or, at the City's election, and upon giving fifteen (15) days written notice to Concessionaire of date, time and location of sale, the City may sell the same at public auction or private sale on such terms and conditions as to price, payment and otherwise as the City in its sole discretion may deem advisable. If, in the City's judgment, the cost of removing and storing or the cost of removing and selling any such goods and effects exceeds the value thereof or the probable sale price thereof, as the case may be, the City shall have the right to dispose of such goods in any manner the City may deem advisable. Concessionaire shall be responsible for all costs of removal, storage and sale, and the City shall have the right to reimburse the Airport Revenue Fund from the proceeds of any sale for all such costs paid or incurred by the City. If any surplus sale proceeds remain after such reimbursement, the City may deduct from such surplus any other sums due to the City hereunder and shall pay over to Concessionaire any remaining balance of such surplus sale proceeds. Any amount paid or expense or liability incurred by the City for the account of Concessionaire may be deemed to be additional rent and the same may, at the option of the City, be added to any Rentals then due or thereafter falling due hereunder.

(d) If the City shall enter into and repossess the Premises for reason of the default of Concessionaire in the performance of any of the terms, covenants or conditions herein contained, then, and in that event, Concessionaire hereby covenants and agrees that Concessionaire will not claim the right to redeem or re-enter the Premises to restore the operation of this Agreement and Concessionaire hereby waives the right to such redemption and re-entrance under any present or

future law, and does hereby further, for any party claiming through or under Concessionaire, expressly waive its right, if any, to make payment of any sum or sums of Rentals, or otherwise, of which Concessionaire shall have made default under any of the covenants of this Agreement and to claim any subrogation of the rights of Concessionaire under these presents, or any of the covenants thereof, by reason of such payment.

(e) Anything to the contrary notwithstanding, the City shall not be required to give notice under this **Article XX** more than three (3) times for the same type of default in any consecutive twelve-month period. All rights and remedies of the City herein created or otherwise existing at law are cumulative, and the exercise of one or more rights or remedies shall not be taken to exclude or waive the right to the exercise of any other. All such rights and remedies may be exercised and enforced concurrently and whenever and as often as deemed desirable. If proceedings shall, at any time, be commenced for recovery of possession as aforesaid and compromise or settlement shall be effected either before or after judgment whereby Concessionaire shall be permitted to retain possession of the Premises, then such proceeding shall not constitute a waiver of any condition or agreement contained herein or of any subsequent breach thereof or to this Agreement.

Section 20.02 CITY'S DEFAULT. (a) Each of the following shall constitute an event of default by the City:

- i. the permanent abandonment of the Airport by the City;
- ii. the issuance by a court of competent jurisdiction of any injunction preventing or restraining the use of the Airport in such a manner as to substantially restrict Concessionaire from conducting business operations within the Premises and the remaining in force of such injunction for at least 60 days;
- iii. the default by the City of any of the terms, covenants or conditions of this Agreement to be kept, performed or observed by the City and the failure of the City to remedy such default for a period of 60 days after written notice from Concessionaire of the existence of such default has been received by the City or if more than 60 days shall be required because of the nature of such default, if the City shall fail within said 60 day period to commence and thereafter diligently proceed to cure such default; or

- iv. the assumption by the United States government, or any authorized agency thereof, or the operation, control or use of the Airport and its facilities in such a manner as to substantially restrict the Concessionaire from conducting business operations within the Premises hereunder if such restriction shall be continued for a period of 3 consecutive months or more.

(b) If any event of default shall occur which is not cured by the City as provided in **Section 20.02(a)** and notwithstanding any waiver or indulgence granted by Concessionaire with respect to any event of default in any form or instance, Concessionaire's sole right and remedy shall be to declare this Agreement to be terminated upon not less than 30 days prior written notice to the City. If Concessionaire elects to terminate this Agreement due to the City's default, this Agreement shall terminate upon the expiration of such 30 day notice period to the City and Concessionaire shall pay to the City all Rentals and other charges due under this Agreement which shall have accrued prior to the effective date of any such termination. Concessionaire shall not be entitled to any other claims or remedies and Concessionaire hereby waives any such claims, including, without limitation, claims for lost business opportunity, consequential damages, claims for lost profits and all monetary claims for breach of this Agreement under Federal and any state law.

ARTICLE XXI. BANKRUPTCY OR INSOLVENCY

Section 21.01 CONCESSIONAIRE'S INTEREST NOT TRANSFERABLE. Neither Concessionaire's interest in this Agreement, nor any estate hereby created in Concessionaire nor any interest herein or therein, shall pass to any trustee or receiver or assignee for the benefit of creditors or otherwise by operation of law except as may specifically be provided pursuant to the United States Bankruptcy Code, as amended ("Code").

Section 21.02 ELECTION TO ASSUME AGREEMENT. Even though this is an Agreement of real property in an airport, the parties contractually agree that this Agreement shall be construed to be a lease of commercial real property within the meaning of Section 365 of the Code. If Concessionaire becomes a Debtor under Chapter 7, 11 or 13 of the Code, and the Trustee or Concessionaire, as Debtor-In-Possession, elects to assume this Agreement for the purpose of assignment to a third party or otherwise, such election and assignment, if any, may only be made if

all the terms and conditions of the applicable provisions of the Code are satisfied. If the Trustee or Concessionaire, as Debtor-In-Possession, fails to elect to assume or reject this Agreement by the 60th day after the entry of the Order for Relief in a case under Chapter 7, 11 and 13 of the Code, this Agreement shall thereafter be deemed rejected and terminated in accordance with Section 365 of the Code. The Trustee or Concessionaire, as Debtor-In-Possession, shall thereupon immediately surrender possession of the Premises to the City and the City shall have no further obligation to Concessionaire or Trustee hereunder. The acceptance of Rentals by the City after the 60th day shall not be deemed a waiver of the City's rights herein and under Section 365 of the Code, and the City's right to be compensated for damages in such bankruptcy case shall survive.

Section 21.03 OCCUPANCY CHARGES. When, pursuant to the Code, the Trustee or Concessionaire, as Debtor-In-Possession shall be obligated to pay reasonable use and occupancy charges for the use of the Premises or any portion thereof, such charge shall not be less than the Percentage Rent.

ARTICLE XXII. ACCESS BY THE CITY

(a) The City, its agents and designated management representatives shall have the right to access the exterior of Concessionaire's equipment for any reasonable purpose (including inspecting the condition of the Premises) upon reasonable notice to Concessionaire. Concessionaire shall cooperate upon receipt of any such notice and may arrange for its personnel to be available during any such access by the City. The City shall have the further right to make such repairs, alterations, improvements or additions to the Premises as it may deem necessary or desirable, and shall be allowed to take all material into and upon the Premises that may be required without the same constituting an eviction of Concessionaire in whole or in part, and Percentage Rent and other charges reserved hereunder shall not abate while said repairs, alterations, improvements or additions are being made, by reason of loss or interruption of business of Concessionaire, or otherwise.

(b) If the City exercises the foregoing rights and as a result thereof there is a material adverse effect to Concessionaire's operation of its business to the extent that any of Concessionaire's ATMs cannot be used by customers for two (2) or more complete consecutive days, Concessionaire's obligation to pay Percentage Rent shall be abated proportionately by ATMs not in use during

such non-operational periods of time. Concessionaire's payment of Percentage Rent to the City in the full amount required under this Agreement shall immediately recommence on the date once such ATMs are again able to be used by customers.

(c) In exercising such right of entry, the City shall use reasonable efforts not to disrupt Concessionaire's business. The City or its agents and designated management representatives shall have the further right to access the exterior of Concessionaire's equipment without notice at any time in the event of emergency. Finally, the City, during the last twelve (12) months prior to the expiration of the Term, may access Premises for the purpose of exhibiting the same to prospective concessionaires and their representatives.

ARTICLE XXIII. CONCESSIONAIRE'S PROPERTY

Section 23.01 TAXES ON CONCESSIONAIRE'S PERSONAL PROPERTY.

Concessionaire shall be responsible for, and agrees to pay prior to delinquency, any and all taxes or other taxes, assessments, levies, fees and other governmental charges and impositions of every kind of nature, regular or special, direct or indirect, presently foreseen or unforeseen or known or unknown, levied or assessed by municipal, county, state, federal or other governmental taxing or assessing authority, upon, against or with respect to (i) Concessionaire's leasehold interest in the Premises, and (ii) the Operating Equipment, inventory and any other personal property of any kind owned by, or placed, installed or located in, within, upon or about the Premises by Concessionaire (collectively, "**Concessionaire's Taxes**"). Concessionaire shall provide the Director with evidence of Concessionaire's timely payment of such Concessionaire's Taxes upon the Director's request. If at any time any of such Concessionaire's Taxes are not levied and assessed separately and directly to Concessionaire (for example, if the same are levied or assessed to the City, or upon or against, the building containing the Premises and/or the land underlying said building), Concessionaire shall pay to the City Concessionaire's share thereof as reasonably determined and billed by the City.

Section 23.02 LOSS AND DAMAGE. The City shall not be responsible or liable to Concessionaire for any loss or damage that may be occasioned by or through the acts or omissions of persons occupying premises or any part of the premises adjacent to or connected

with the Premises or any part of the building of which the Premises are a part, or any other area in the Airport, or for any loss or damage resulting to Concessionaire or its property from bursting, stoppage or leaking of water, gas, sewer or steam pipes, or (without limiting the foregoing) for any damage or loss of property within the Premises from any cause whatsoever. Concessionaire shall give immediate notice to the Director in case of any damage to or destruction of all or any part of, or of accidents occurring within the Premises, or of defects therein or of any damage to or destruction of any inventory, fixtures or equipment within the Premises.

Section 23.03 THE CITY'S LIEN. Concessionaire hereby gives to the City a lien upon all of its property excluding any currency contained within each ATM unit, now, or at any time hereafter placed in or upon the Premises to secure the prompt payment of the charges herein stipulated to be paid for the use of the Premises; all exemptions of such property, or any of it, being hereby waived. In the event that the amount of the Performance Guarantee provided by Concessionaire to the City under **Section 3.08** above shall equal the greater of the Rentals payable by Concessionaire to the City for the current calendar year, then, and in such event, the provisions set forth above shall not be applicable to this Agreement.

ARTICLE XXIV. RULES AND REGULATIONS

Concessionaire agrees to comply with and observe all reasonable rules and regulations established by the City from time to time, with respect to the Airport, the Terminals, the Premises or any related matter. Concessionaire and its employees shall faithfully observe and comply with any other reasonable rules which the Director may from time to time make after notice to Concessionaire, provided such rules apply to all similarly situated concession operators in the Airport and are reasonably related to the safety, care, appearance, reputation, operation or maintenance of the Terminals or the Airports or the comfort of occupants and others using the Airports. The City shall not have any duty or obligation to enforce such rules or the terms and conditions in any other concession agreement, lease or sublease as against any other concessionaire, lessee or tenant and the City shall not be liable to Concessionaire for violations of the same by other concessionaires, lessees, tenants, subtenants, invitees, their servants, employees, contractors, subcontractors and agents. Concessionaire's failure to keep and observe said rules and regulations shall constitute a breach of the terms hereof in the same manner as if

the rules and regulations were contained herein as covenants. Concessionaire shall comply with all laws and Federal Aviation Administration (FAA) guidelines, including the requirements set forth in **Exhibit D** attached hereto and incorporated by reference, FAA Required Contract Provisions. This Agreement may be amended without further consideration for the purpose of satisfying FAA or TSA requirements.

ARTICLE XXV. QUIET ENJOYMENT

CITY'S COVENANT. Subject to the terms and conditions hereof, upon payment by Concessionaire of the Rentals herein provided and other charges payable by Concessionaire hereunder, and upon the observance and performance of all the covenants, terms and conditions on Concessionaire's part to be observed and performed, Concessionaire shall peaceably and quietly hold and enjoy the Premises for the Term hereby demised without hindrance or interruption by the City.

ARTICLE XXVI. MISCELLANEOUS

Section 26.01 WAIVER; ELECTION OF REMEDIES. One or more waivers of any covenant or condition by either party shall not be construed as a waiver of a subsequent breach of the same covenant or condition by the other party, and the consent or approval by the City to or of any act by Concessionaire requiring the City's consent or approval shall not be deemed to render unnecessary the City's consent or approval to or of any subsequent similar act by Concessionaire. No breach by either party of a covenant or condition hereof shall be deemed to have been waived by the non-breaching party unless such waiver is in writing and signed by a representative of the non-breaching party. The rights and remedies of the City hereunder or in any specific Section, subsection or clause hereof shall be cumulative and in addition to any and all other rights and remedies which the City has or may have elsewhere hereunder or at law or equity, whether or not such Section, subsection or clause expressly so states.

Section 26.02 ENTIRE AGREEMENT. This Agreement supersedes all prior agreements between the parties and sets forth all the covenants, promises, agreements and conditions, and understandings between the City and Concessionaire concerning the Premises, the Terminal and the Airport and there are no actual or implied covenants, promises, agreements, conditions or

understandings, either oral or written, between them other than as are set forth herein and none thereof shall be used to interpret, construe, supplement or contradict this Agreement. Neither the City nor its designated management representatives, employees, elected officials and/or agents have made any representation or warranty regarding the profitability of the Premises, the explained passenger and/or airline volume in the Terminal and/or the Airport or operating airlines in the Terminal and/or the Airport, and Concessionaire has not entered into this Agreement in reliance on any such representations, warranties or financial projections prepared or furnished to Concessionaire by the City or its designated management representatives, employees, elected officials and/or agents. No alteration, amendment, change or addition to this Agreement shall be binding upon the City or Concessionaire unless reduced to writing and signed by each party.

Section 26.03 INTERPRETATION; USE OF PRONOUNS; AUTHORIZATION. Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint ventures between the parties hereto, it being understood and agreed that neither the method of computation of Rentals, nor any other provision contained herein, nor any acts of the parties herein, shall be deemed to create any relationship between the parties hereto other than the relationship of landlord and tenant. Whenever herein the singular number is used the same shall include the plural, and the masculine gender shall include the feminine and neuter genders. If this Agreement is signed on behalf of a corporation, partnership or other entity, the signer is duly authorized to execute this Agreement on behalf of such corporation, partnership or entity.

Section 26.04 DELAYS; FORCE MAJEURE. In the event either party is delayed in the performance of any obligation required by this Agreement, such performance shall be excused (unless the specific provision otherwise provides) for the period of the delay and performance of any such obligation shall be extended for a period equal to the delay, if and only if the delay is by reason of “force majeure”, which as used herein shall mean fire, earthquake, hurricane, flood and a similar act of God constituting a natural disaster, explosion, terrorist action, war, executive order of government or similar causes not within the control of the entity being delayed. However, the time for Concessionaire’s performance of any obligation shall not be extended due to any lack of funds, financial or economic problems of either Concessionaire or Concessionaire’s architects,

contractors, suppliers, agents, consultants and/or employees. If Concessionaire shall claim a delay due to force majeure, Concessionaire must notify the Director in writing for receipt by the City within 15 days of the first occurrence of an event of force majeure. Such notice must specify in reasonable detail the cause or basis for claiming force majeure and the anticipated delay in Concessionaire's performance. In no event shall any delay extend Concessionaire's performance beyond a 75 day period without the specific written approval of the Director. Under no circumstances shall any such condition or delay (unless the specific provision provides for abatement of Rentals), whether such condition or delay is claimed by the City or Concessionaire, excuse or delay Concessionaire's payment of any Rentals and other charges due hereunder. Further, the City's reasonable reduction of heat, light, air conditioning or any other services whatsoever to the Terminal, the Airport or the Premises shall not relieve or excuse Concessionaire from any of its obligations hereunder.

Section 26.05 NOTICES. Notwithstanding the fact that certain descriptions elsewhere in this Agreement of notices required to be given by one party to the other may omit to state that such notices shall be in writing, any notice, demand, request or other instrument which may be or is required to be given hereunder shall be in writing and sent by (i) United States certified mail or registered mail, postage prepaid; (ii) United States express mail; (iii) recognized national air courier (such as Federal Express); (iv) personal delivery; or (v) any other method creating a receipt, waybill or other indication of delivery, and shall be addressed (a) if to the City, at the address as set forth below, or such other address or addresses as the City may designate by written notice, together with copies thereof to such other parties designated by the City; and, (b) if to Concessionaire, the address set forth below, or such other address or addresses as Concessionaire shall designate by written notice, together with copies thereof to such other parties designated by Concessionaire.

If to the City:
City of San Antonio
Attention: Airport Concessions Manager
9800 Airport Blvd., Suite 2091
San Antonio, TX 78216

If to Concessionaire :
Cardtronics USA, Inc.
Josh Landrum
Relationship Manager
3250 Briarpark Drive, Suite
Houston, Texas 77042

Upon mutual agreement of the parties, notices may be preliminarily transmitted via email. These transmissions are intended as a courtesy only, and in no way substitute for the written notice provisions contained in this Section 26.05, Subsections i, ii, iii, iv or v. If both parties wish to utilize this provision, each will provide to the other, no later than thirty (30) days after execution of this agreement, a specific and permanent email address for the receipt of said notice.

This Article shall apply only to notices required by this Agreement. Service of process must be performed in accordance with applicable law.

Section 26.06 CAPTIONS AND SECTION NUMBERS. The captions, section numbers and article numbers appearing herein are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such sections or articles hereof nor in any way affect this Agreement.

Section 26.07 RECORDING. Concessionaire shall not record this Agreement or any short form or memorandum hereof.

Section 26.08 FURNISHING OF FINANCIAL STATEMENTS. Concessionaire has provided the City at or prior to the date of this Agreement with financial statements that provided an analysis of its credit condition as an inducement to the City to enter into this Agreement, and Concessionaire hereby represents and warrants that its financial condition and credit rating have not materially changed since the date of those statements and reports. Upon the Director's written request, Concessionaire shall promptly furnish the City, from time to time, but not more frequently than once in any Lease Year, with financial statements reflecting Concessionaire's then current financial condition. The City shall treat such financial statements and information provided to it confidentially, and shall not disclose them except to the City's lenders or otherwise as reasonably necessary for the operation of the Terminal or the Airport or administration of the City's business or unless disclosure is required by any judicial or administrative order or ruling.

Section 26.09 CONCESSIONAIRE’S WAIVERS IN ACTION FOR POSSESSION. The City and Concessionaire agree that in any action brought by the City to obtain possession of the Premises, the parties desire an expeditious resolution of such litigation. Accordingly, Concessionaire shall not file and hereby waives the right to file any non-compulsory counterclaim in such action. Concessionaire also shall not file and hereby waives the right to file any defense to such action for possession other than the defense that the default alleged by the City did not occur unless Concessionaire would otherwise be precluded from the filing of any such other defense in a separate action.

Section 26.10 ALL AMOUNTS IN U.S. CURRENCY. All amounts mentioned, calculated, or required in this Agreement shall be in U.S. dollars.

Section 26.11 EXECUTION OF AGREEMENT; NO OPTION. The submission of this Agreement to Concessionaire shall be for examination purposes only, and does not and shall not constitute a reservation of an option for Concessionaire to lease, or otherwise create any interest by Concessionaire in the Premises or any other premises in the Terminal or the Airport. Execution of this Agreement by Concessionaire and the return of same to the City shall not be binding upon the City, notwithstanding any time interval, until the City has executed and delivered this Agreement to Concessionaire as authorized by ordinance. Once so executed and delivered by the City as aforesaid, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.

Section 26.12 GOVERNING LAW. All obligations of the parties created hereunder are performable in Bexar County, Texas. This Agreement shall be construed under and in accordance with the laws of the State of Texas except where state law shall be preempted by any rules, laws or regulations of the government of the United States of America. If any provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, such provision shall be adjusted rather than voided, if possible, in order to achieve the intent of the parties, to the extent possible; in any event, all other provisions hereof shall be deemed valid and enforceable to the full extent.

Section 26.13 SPECIFIC PERFORMANCE OF RIGHTS. Each party shall have the right to obtain specific performance of any and all covenants or obligations of the other party hereunder except to the extent otherwise provided herein for the benefit of the City excusing any such performance by the City, and nothing contained herein shall be construed as or shall have the effect of abridging such right.

Section 26.14 SUCCESSORS. All rights and liabilities herein given to, or imposed upon, the parties hereto shall inure to and be imposed upon the respective heirs, executors, administrators, successors and assigns of the said parties; and if there shall be more than one entity or individual comprising Concessionaire, they shall all be bound jointly and severally by the terms, covenants and agreements herein. No rights, however, shall inure to the benefit of any assignee of Concessionaire unless the assignment to such assignee has been approved in advance by the Director in writing or approved by Ordinance as required by this **Section 26.14** or **Article XV**.

Section 26.15 SURVIVAL OF OBLIGATIONS. All obligations of either party hereunder which cannot be ascertained to have been fully performed prior to the end of the Term or any earlier termination hereof shall survive any such expiration or termination. All of the terms, conditions, covenants, provisions, restrictions or requirements imposed upon Concessionaire hereunder shall be deemed to extend to Concessionaire's agents, employees, officers, directors, partners, guarantors, contractors, licensees, subconcessionaires and subcontractors and Concessionaire shall cause any such persons or entities to comply therewith and include any applicable provisions in any agreements, contracts, subcontracts or the like entered into by Concessionaire with respect to its activities and operations in the Premises, the Terminal and the Airport.

Section 26.16 CERTAIN RULES OF CONSTRUCTION. Time is of the essence in Concessionaire's performance of this Agreement. Notwithstanding the fact that certain references elsewhere in this Agreement to acts required to be performed by Concessionaire hereunder, or to breaches or defaults of this Agreement by Concessionaire, omit to state that such acts shall be performed at Concessionaire's sole cost and expense, or omit to state that such breaches or defaults by Concessionaire are material, unless the context clearly implies to the contrary, each and every

act to be performed or obligation to be fulfilled by Concessionaire pursuant hereto shall be performed or fulfilled at Concessionaire's sole cost and expense, and all breaches or defaults by Concessionaire hereunder shall be deemed material. Concessionaire shall be fully responsible and liable for the observance and compliance by franchisees, sublessees, licensees, and contractors of Concessionaire and with all the terms and conditions of this Agreement, which terms and conditions shall be applicable to franchisees and licensees as fully as if they were the Concessionaire hereunder; and failure by a franchisee or licensee fully to observe and comply with the terms and conditions of this Agreement shall constitute a default by Concessionaire. Nothing contained in the preceding sentence shall constitute consent by the City to any subconcession, subletting or other arrangement. Further, although the printed provisions of this Agreement were drawn by the City, the parties agree that this circumstance alone shall not create any presumption, canon of construction or implication favoring the position of either the City or Concessionaire and the deletion of language from this Agreement prior to its mutual execution shall not be construed to have any particular meaning or to raise any presumption, canon of construction or implication, including, without limitation, any implication that the parties intended thereby to state the converse, adverse or opposite of the deleted language.

Section 26.17 CONFIDENTIALITY. Any and all information contained in this Agreement or provided to or by Concessionaire and/or the City by reason of the covenants and conditions hereof, economic or otherwise, shall remain confidential between the City and Concessionaire and shall not be divulged to third parties except as required to be disclosed by law. The City shall be permitted to disclose any and all such information consistent with its policies and procedures as such determination is made by the City in its sole and absolute discretion, and, in addition, the City shall be permitted to divulge the contents of statements and reports derived and received in connection with the provisions of **Article IV** and **Article V** in connection with any contemplated sales, transfers, assignments, encumbrances or financing arrangements of the City's interest in the Airport or the Terminal or in connection with any administrative or judicial proceedings in which the City is involved where the City may be required to divulge such information.

Section 26.18 ATTORNEY FEES. If the City brings any action under this Agreement, and

prevails in said action, then the City shall be entitled to recover from Concessionaire its reasonable and actual attorney's fees incurred in the defense or prosecution of such action to the extent and in the manner that the City is awarded any such fees from the court.

Section 26.19 WAIVER OF TRIAL BY JURY. The City and Concessionaire desire and intend that any disputes arising between them with respect to or in connection with this Agreement be subject to expeditious resolution in a court trial without a jury. Therefore, the City and Concessionaire each hereby waive the right to trial by jury of any cause of action, claim, counterclaim or cross-complaint in any action, proceeding or other hearing brought by either the City against Concessionaire or Concessionaire against the City or any matter whatsoever arising out of, or in any way connected with, this Agreement, the relationship of the City and Concessionaire, Concessionaire's use or occupancy of the Premises or any claim of injury or damage, or the enforcement of any remedy under any law, statute, or regulation, emergency or otherwise, now or hereafter in effect.

Section 26.20 A.D.A. COMPLIANCE. To the extent applicable, Concessionaire agrees that within the Premises Concessionaire shall be fully and solely responsible for compliance with the Americans with Disabilities Act (42 U.S.C. §§ 12101 *et seq.*), and the regulations and Accessibility Guidelines for Buildings and Facilities issued pursuant thereto. Further, Concessionaire agrees to install its Operating Equipment and operate the Premises so that the Premises shall at all times accommodate customers with disabilities.

Section 26.21 SECURITY. (a) Concessionaire shall be fully responsible, at its sole cost, for providing security for the Premises with no right of reimbursement from the City. Notwithstanding the foregoing, Concessionaire shall take such reasonable security precautions with respect to the Premises and its operations and personnel as the City in its discretion may require from time to time.

(b) Concessionaire shall comply with all rules, regulations, statutes, orders, directives or other mandates of the United States of America or of the State of Texas regarding security requirements or security measures upon the Airport, including, but not limited to, compliance

with any badging requirements for all of its personnel employed at the Airport. Concessionaire shall also comply with the mandates of the FAA and/or the TSA for background investigations of its personnel, as such mandates now exist or as they may be changed, amended or replaced with new and different mandates in the future. Concessionaire shall indemnify and hold harmless the City, its elected officials, officers, designated management representatives and employees from any charges, fines or penalties that may be assessed or levied by any department or agency of the United States of America, including the FAA, the TSA or of the State of Texas by reason of Concessionaire's failure to comply with any applicable security provision and/or with any provision or requirement for compliance set forth in this **Section 26.21**.

Section 26.22 LABOR HARMONY AND WAGES. Concessionaire agrees that in the use of the Premises or any work performed in or about the Premises that Concessionaire will employ only labor who can work in harmony with all elements of labor employed at the Airport or as otherwise reasonably required by the Director from time to time. Concessionaire shall pay wages that are not less than the minimum wages required by Federal and State statutes and City ordinances to persons employed in its operations hereunder.

Section 26.23 CROSS DEFAULT. Notwithstanding anything to the contrary contained in this Agreement, an event of default of Concessionaire's obligations under the provisions of any other agreement with the City covering any other concession facilities within the Airport shall constitute a default by Concessionaire under this Agreement, entitling the City to the rights and remedies provided to it under this Agreement and at law.

Section 26.24 CONFLICT OF INTEREST.

(a) Concessionaire acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in Section 2-52 of the Ethics Code, from having a financial interest in any contract with the City or any City agency such as city owned utilities. An officer or employee has a "prohibited financial interest" in a contract with the City or in the sale to the City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: a City officer or employee; his parent, child or spouse; a business entity in which the officer or employee, or his

parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

(b) Pursuant to the subsection above, Concessionaire warrants and certifies, and this contract is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City. Concessionaire further warrants and certifies that it has tendered to the City a Discretionary Contracts Disclosure Statement in compliance with the City's Ethics Code.

Section 26.25 APPROVALS BY THE CITY. Whenever this Agreement calls for approval by the City, such approval shall be evidenced by the prior written approval of the Director and/or the City Manager or her designee; provided, however, that this section shall not apply to construction permits or licenses that must be sought outside the Aviation Department.

[signature page follows]

IN WITNESS WHEREOF, the City and Concessionaire, personally or by their duly authorized agents, have executed this Agreement as of the day and year first above written.

CONCESSIONAIRE:
CARDTRONICS USA, INC.

CITY:
CITY OF SAN ANTONIO,
a Texas home-rule municipality

By: 

Printed Name: CHRIS JUETTEN

City Manager

Its: SENIOR VICE PRESIDENT, RETAIN

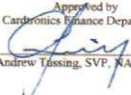
ATTEST:

By: 

ATTEST:

City Clerk

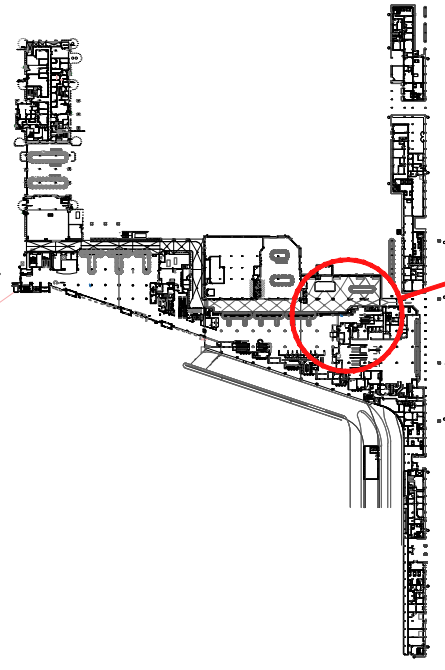
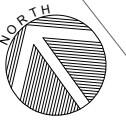
Approved
By
Cardtronics Legal Dept.
A. Killeen / dm

Approved by
Cardtronics Finance Department

Andrew Tassing, SVP, NA Finance

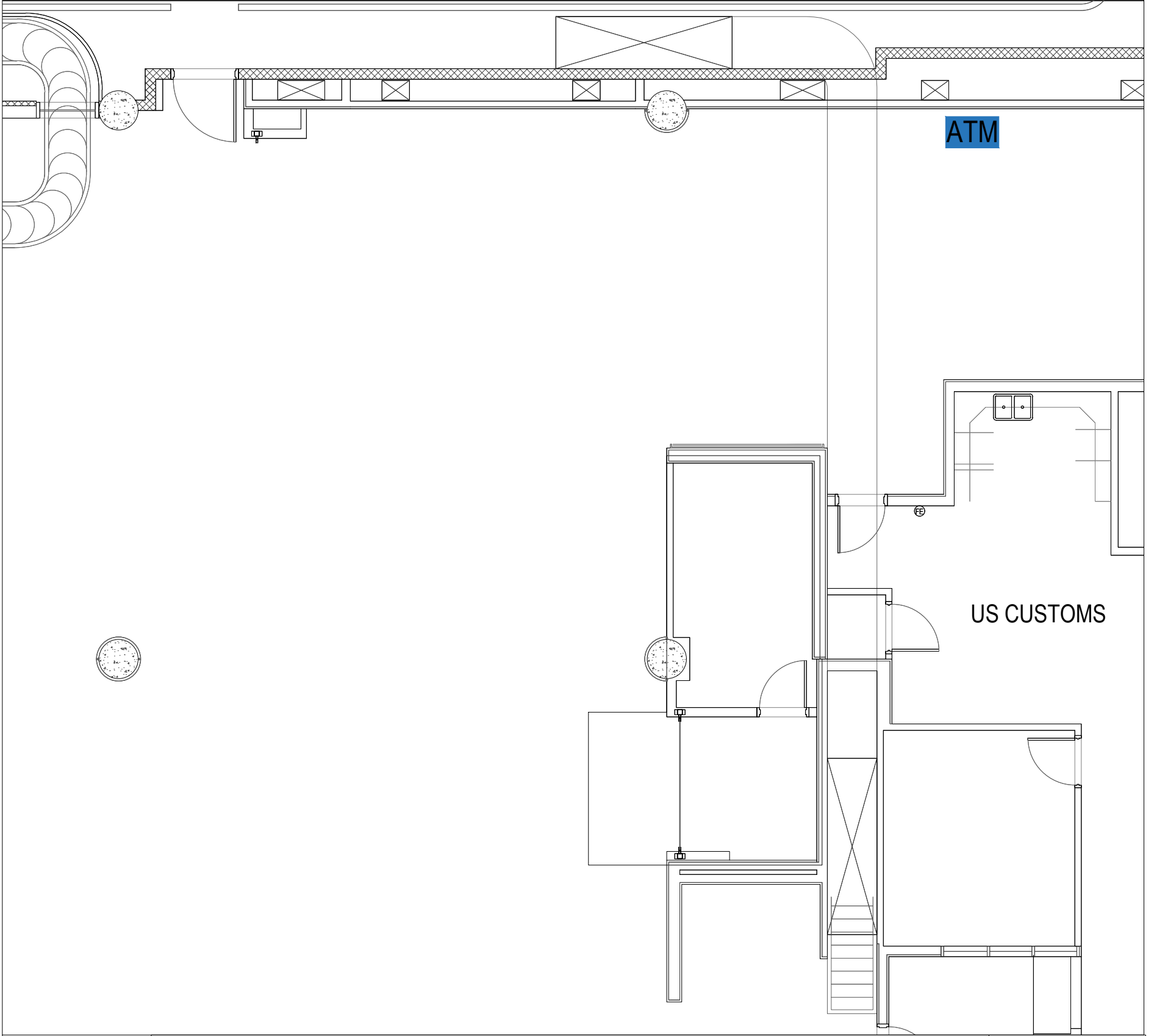
APPROVED AS TO FORM:

City Attorney

EXHIBIT A 1 – SAT General Site Plan



LOCATION OF
LEASE SPACE



ATM

US CUSTOMS



SAN ANTONIO INTERNATIONAL AIRPORT
TERMINAL A - BAG CLAIM
9800 AIRPORT BLVD., SAN ANTONIO, TX 78216

PAGE 1 OF 6

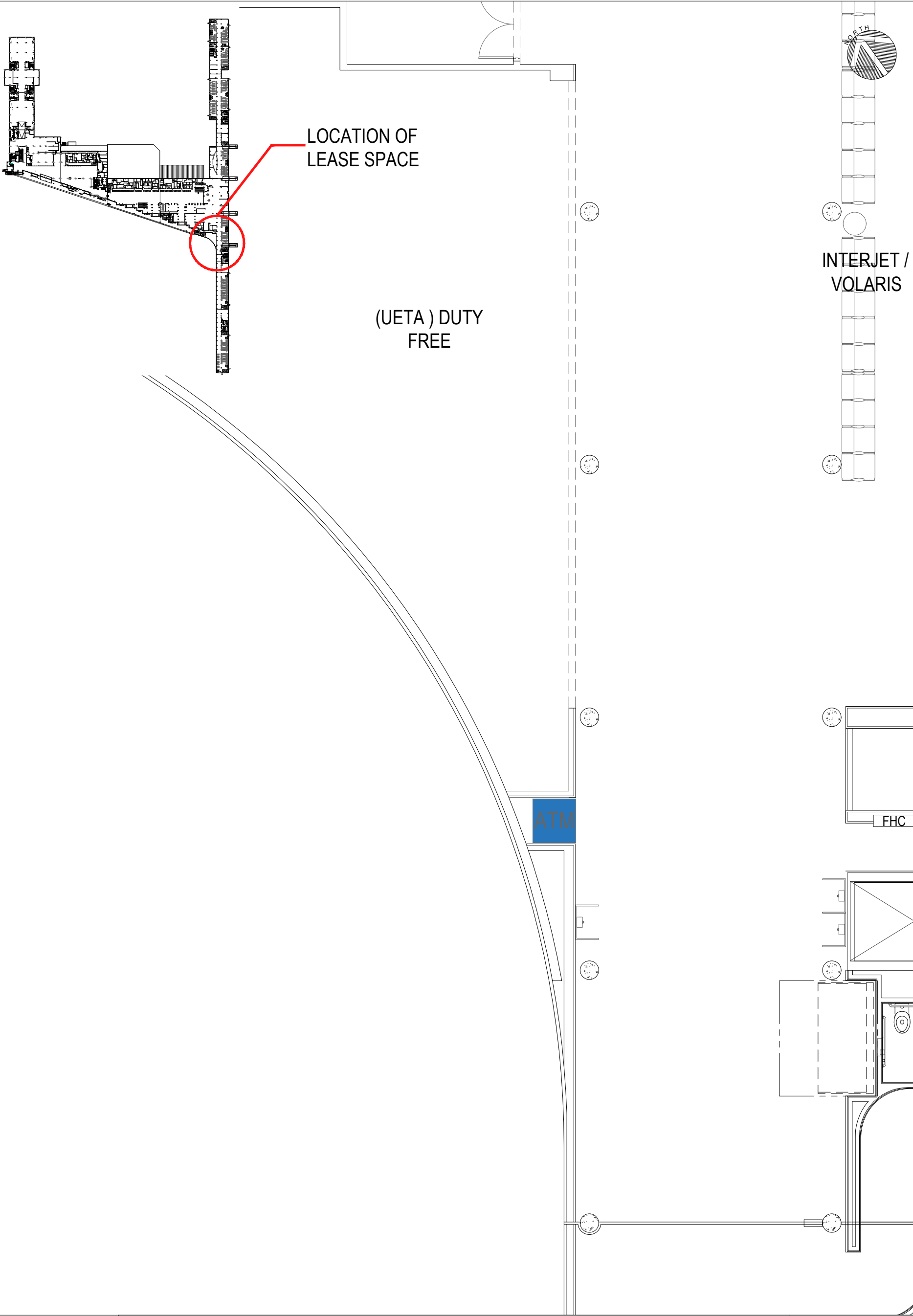
EXHIBIT

A1

ARRIVAL LEVEL

AUTOMATED TELLER MACHINE (ATM)

Sep 11, 2017



SAN ANTONIO INTERNATIONAL AIRPORT
TERMINAL A - SOUTH POST SECURITY
9800 AIRPORT BLVD., SAN ANTONIO, TX 78216

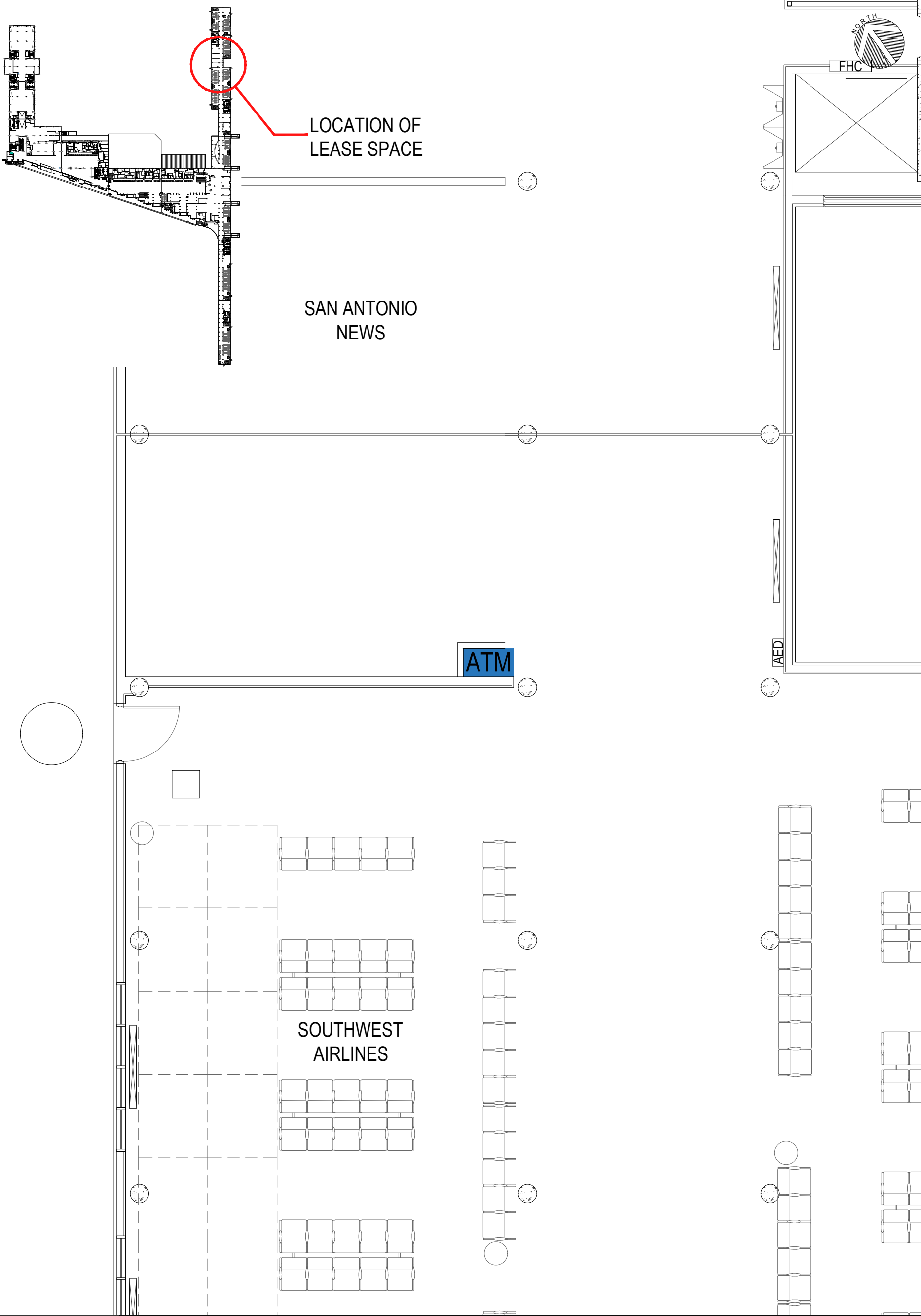
EXHIBIT

ARRIVAL LEVEL

AUTOMATED TELLER MACHINE (ATM)

A1

Sep 11, 2017



SAN ANTONIO INTERNATIONAL AIRPORT
 TERMINAL A - NORTH POST SECURITY
 9800 AIRPORT BLVD., SAN ANTONIO, TX 78216

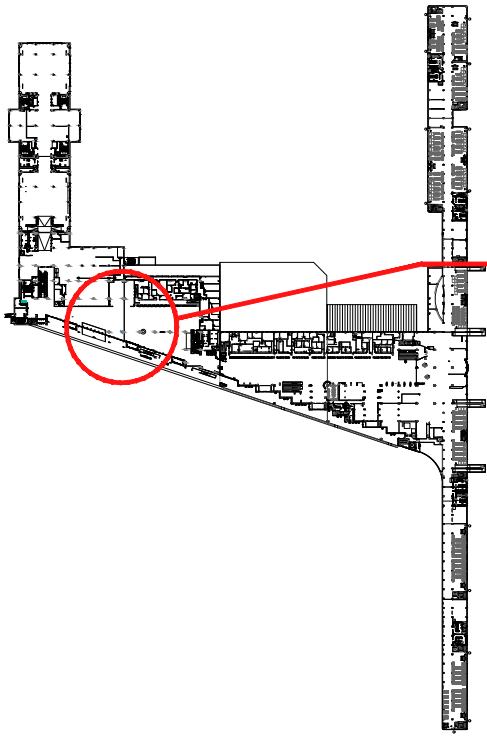
EXHIBIT

A1

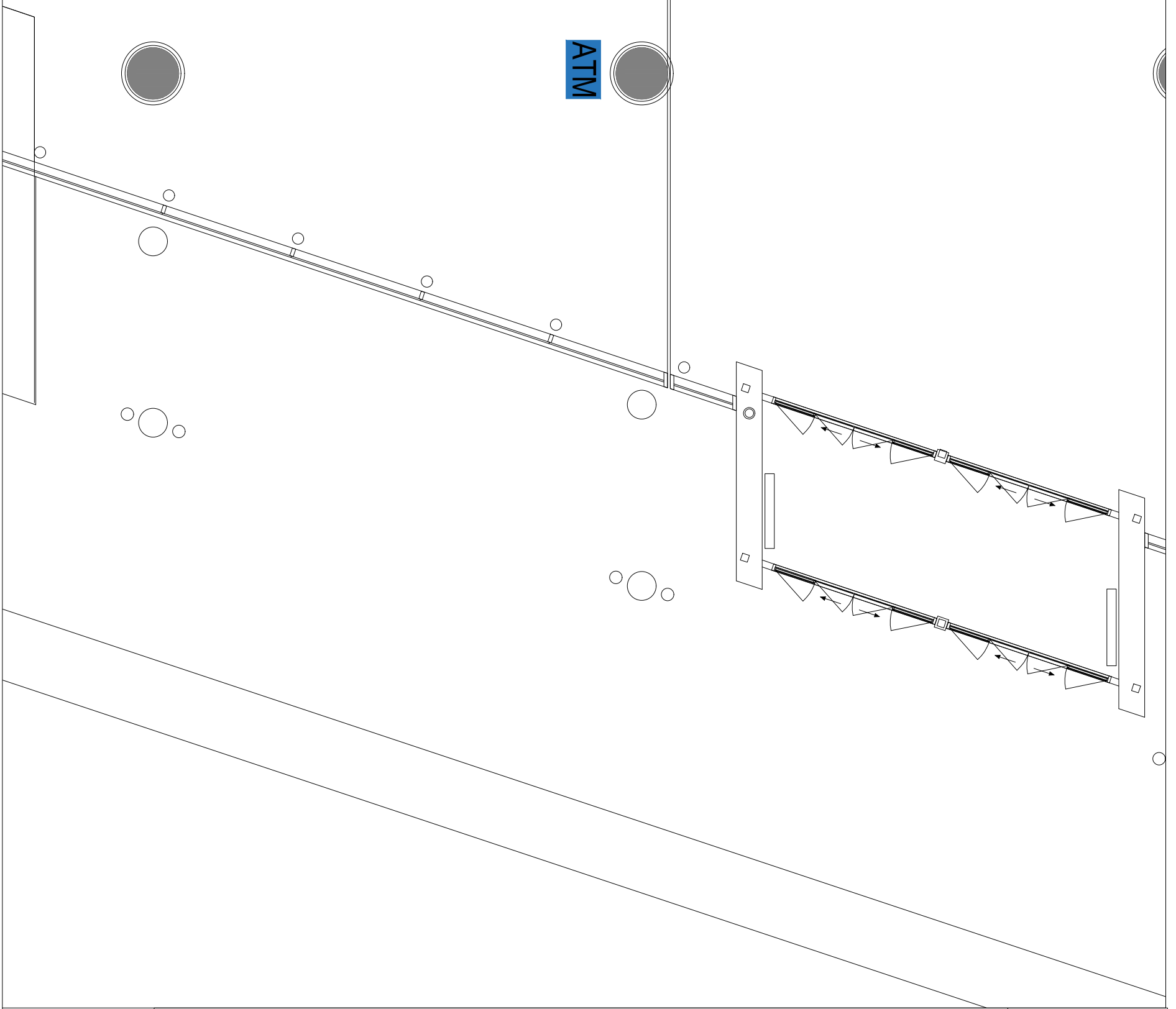
ARRIVAL LEVEL

Sep 11, 2017

AUTOMATED TELLER MACHINE (ATM)



LOCATION OF
LEASE SPACE



ATM



SAN ANTONIO INTERNATIONAL AIRPORT
TERMINAL B - TICKET AREA
9710 AIRPORT BLVD., SAN ANTONIO, TX 78216

PAGE 4 OF 6

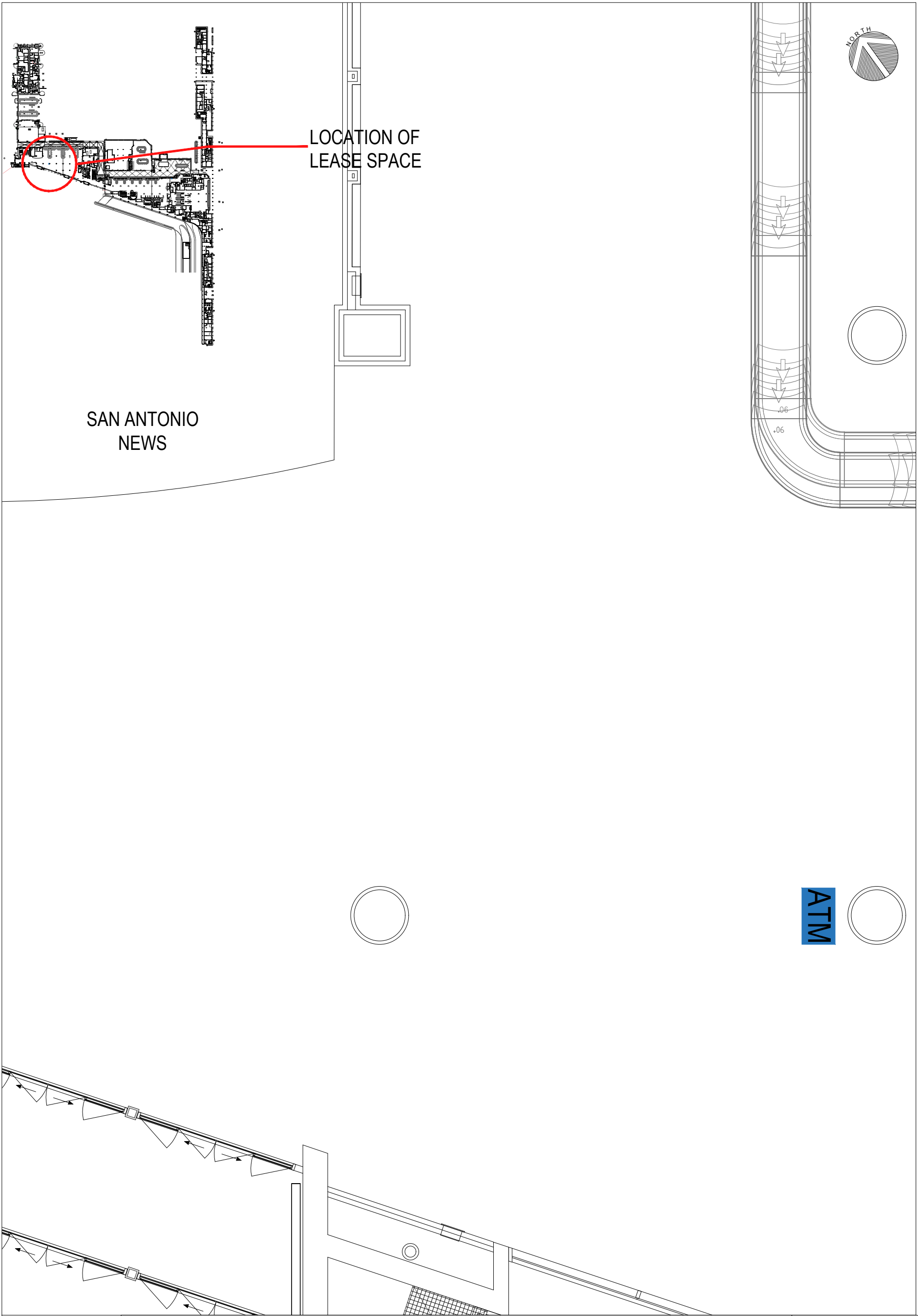
EXHIBIT

A1

ARRIVAL LEVEL

AUTOMATED TELLER MACHINE (ATM)

Sep 11, 2017



SAN ANTONIO INTERNATIONAL AIRPORT
 TERMINAL B - BAG CLAIM
 9710 AIRPORT BLVD., SAN ANTONIO, TX 78216

PAGE 5 OF 6

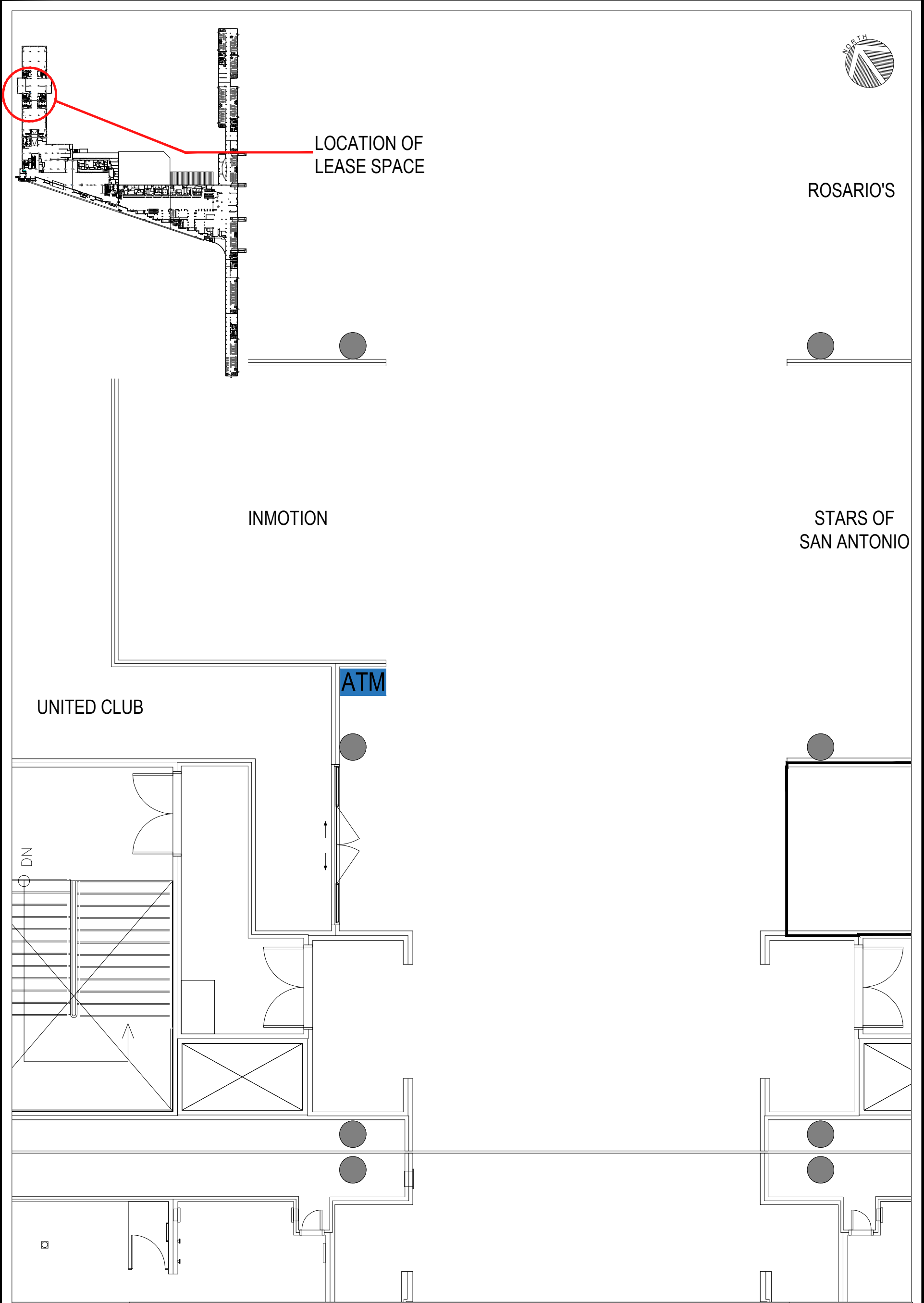
EXHIBIT

ARRIVAL LEVEL

AUTOMATED TELLER MACHINE (ATM)

A1

Sep 11, 2017



SAN ANTONIO INTERNATIONAL AIRPORT
 TERMINAL B - POST SECURITY
 9710 AIRPORT BLVD., SAN ANTONIO, TX 78216

PAGE 6 OF 6

EXHIBIT

ARRIVAL LEVEL

AUTOMATED TELLER MACHINE (ATM)

A1

Sep 11, 2017

EXHIBIT A2

[ATM LOCATIONS]

Concessionaire will place and operate a total of six (6) Automated Teller Machines (ATM) in the following locations.

Terminal A—Lower Level Bag Claim (pre-security)

Terminal A—South Concourse (post-security) adjacent to UETA Duty Free

Terminal A—North Concourse (post-security) adjacent to Mission City Ice House

Terminal B—Ticket Area (pre-security) across from security check-point at street entrance

Terminal B—Lower Level Bag Claim (pre-security)

Terminal B—North Concourse (post-security) adjacent to United Clubroom

EXHIBIT B

City of San Antonio
9800 Airport Blvd.
San Antonio, Texas 78216
ATTN: Aviation Director

Date: _____

IRREVOCABLE STANDBY LETTER OF CREDIT NO.

To the Addressee:

At the request of _____ A _____, we _____ B _____, hereby open this IRREVOCABLE STANDBY LETTER OF CREDIT NO. _____ C _____ in your favor up to an aggregate of \$ _____ D _____ U.S. Dollars, available by your draft(s) on us at sight.

We warrant to you that all of your drafts under this CLEAN IRREVOCABLE LETTER OF CREDIT WILL BE DULY HONORED UPON PRESENTATION OF YOUR DRAFT(S) drawn on us and presented to us at the office of our Texas Branch, now located at _____ E _____, _____ E _____ on or before the expiration set forth below or future expiration date as indicated below. Our obligation under this Letter of Credit is the individual obligation of the Bank, in no way contingent upon reimbursement with respect thereto, or upon our ability to perfect any lien or security interest.

All drafts must be marked "Drawn Under _____ B _____ Letter of Credit No. _____ C _____ dated _____, 200_." Partial drawings under this Letter of Credit are permitted.

Drafts must be accompanied by a statement from the City Manager of the City of San Antonio, or his designee, that A _____ has not performed certain terms, conditions or covenants contained in Concession Agreement No. _____ by and between the City of San Antonio and _____ A _____.

This CLEAN IRREVOCABLE LETTER OF CREDIT expires at the close of business on _____ F _____, 200_. This CLEAN IRREVOCABLE LETTER OF CREDIT shall be automatically extended without amendment for additional periods of one (1) year from the present or each future expiration date unless we have notified you in writing not less than sixty (60) days before such date that we elect not to extend the Letter of Credit for such additional period, such notice to be sent by registered or certified mail to you at the address herein. Upon receipt by you of such notice you may draw on us at sight for the balance remaining in this Letter of Credit within the then applicable expiration date, no statement required.

EXCEPT AS OTHERWISE EXPRESSLY PROVIDED HEREIN, THIS LETTER OF CREDIT IS SUBJECT TO THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS (1993 REVISION) INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 500.

Bank Officer/Representative

LEGEND:

- A-INSERT APPLICANT NAME, I.E. CONCESSIONAIRE NAME.
- B-INSERT NAME OF ISSUING BANK.
- C-INSERT L/C IDENTIFICATION NUMBER.
- D-INSERT DOLLAR VALUE OF INSTRUMENT.
- E-INSERT EXACT ADDRESS OF LOCAL BANK BRANCH.
- F-INSERT EXPIRATION DATE OF AGREEMENT PLUS SIXTY DAYS.

EXHIBIT C

CONCESSIONAIRE MONTHLY AND ANNUAL STATEMENT CERTIFICATE FORMS

Monthly Transaction Statement

Terminal ID	ATM Internal ID	Location	Location Address	Location City	Location State	Location Zip	ATM Surcharge	WD Txn	Bal Txn	Tfr Txn	Dny Txn	Dep Txn	Total Txn	Sch WD Txn	Non Sch WD Txn	Sch Collected	Wd Amt	Revenue to You Surcharge Share	Total Revenue to You	NET Earnings	Less DIRECT DEPOS	
								0	0	0	0	0	0	0	0			\$0.00	\$0	\$0.00	\$0.00	\$0.00

Annual Transaction Statement

Month	Terminal ID	ATM Internal ID	Location	Location Address	Location City	Location State	Location Zip	ATM Surcharge	WD Txn	Bal Txn	Tfr Txn	Dny Txn	Dep Txn	Total Txn	Sch WD Txn	Non Sch WD Txn	Sch Collected	Wd Amt	Revenue to You Surcharge Share	Total Revenue to You	NET Earnings	Less DIRECT DEPOS	
January																							
February																							
March																							
April																							
May																							
June																							
July																							
August																							
September																							
October																							
November																							
December																							
									0	0	0	0	0	0	0	0			\$0.00	\$0	\$0.00	\$0.00	\$0.00

EXHIBIT D REQUIRED FEDERAL CONTRACT PROVISIONS

As used in this Exhibit, the terms “contractor” or “Contractor” shall refer to “Lessee” or “Sublessee”.

I. GENERAL CIVIL RIGHTS PROVISIONS

The contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractor and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

II. TITLE VI CLAUSES COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes Concessionaires) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another

who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

III. TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 C.F.R. Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

- The Civil Rights Restoration Act of 1987, (PL 100-209), (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. §1681 et seq).

IV. FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 C.F.R. Part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

V. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 C.F.R. Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to

the employee. The contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 C.F.R. Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

VI. DRUG-FREE WORKPLACE

(a) Definitions. As used in this clause—

“Controlled substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act ([21 U.S.C. 812](#)) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

“Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

“Drug-free workplace” means the site(s) for the performance of work done by the Contractor in connection with a specific contract where employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

“Employee” means an employee of a Contractor directly engaged in the performance of work under a Government contract. “Directly engaged” is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

“Individual” means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) The Contractor, if other than an individual, shall—within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or as soon as possible for contracts of less than 30 days performance duration—

(1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about—

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs;

and

- (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (3) Provide all employees engaged in performance of the contract with a copy of the statement required by paragraph (b)(1) of this clause;
 - (4) Notify such employees in writing in the statement required by paragraph (b)(1) of this clause that, as a condition of continued employment on this contract, the employee will—
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction;
 - (5) Notify the Contracting Officer in writing within 10 days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
 - (6) Within 30 days after receiving notice under subdivision (b)(4)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination; or
 - (ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - (7) Make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (b)(1) through (b)(6) of this clause.
- (c) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.
- (d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraph (b) or (c) of this clause may, pursuant to FAR [23.506](#), render the Contractor subject to suspension of contract payments, termination of the contract or default, and suspension or debarment.

EXHIBIT E

SECURITY BADGING PROVISIONS

PROCEDURES FOR OBTAINING AIRPORT PERSONNEL IDENTIFICATION BADGE AND AIRFIELD DRIVER'S LICENSE AT SAN ANTONIO INTERNATIONAL AIRPORT (SAT)

As per FAA/TSA guidelines, a person performing work in the Security Identification Display Area (SIDA), Secured Area, Sterile Area or Airport Operations Area must have a valid Personnel Identification Badge (known as a SAT badge) or be under an airport approved escort by a person having a SAT badge with the white "E" (escort endorsement) on the badge. Furthermore, each badge holder with the white "E" may escort up to two (2) unbadged individuals while keeping same under positive control at all times while in the SIDA, Secured Area, Sterile Area and/or the project site. **Note:** If the person is disqualified from receiving a SAT badge during the badge application process, or becomes disqualified after receiving a SAT badge, the individual can no longer be present anywhere within the SIDA, Secured Area, Sterile area and/or the project areas.

If driving is involved, the person must have a valid SAT badge and the appropriate airfield driver's license to operate a vehicle in the SIDA and/or the project site. If a vehicle escort is required, each SAT badge holder with the white "E" on his badge (and the appropriate airfield driver's license) may escort up to two (2) vehicles if there is only one unbadged person in each vehicle being escorted.

All vehicles operating in the SIDA or the project area must have the appropriate airport approved company signage on the vehicle. The signage must meet the following requirements: Company name must be in at least six inch (6") tall lettering and/or the company logo must be at least twelve inches (12") tall. The signage must be placed on both vertical sides of any self propelled, motorized vehicle at all times while within the SIDA or the project site. If signage is not available, an Airport issued "Top Hat" may be used for vehicles under an airport approved vehicle escort or while parked in the SIDA.

The procedures to obtain an Airport Personnel Identification Badge and/or an airport driver's license are as follows:

A) Airport Personnel Identification Badge (SAT ID Badge):

- 1) The Airport Security Personnel Identification Office (AS PIO) is located at 9623 West Terminal Drive, Bldg. #1322.
- 2) Once an Aviation Department division has notified the AS PIO of an approved City contract which will require the badging of personnel, the Contactor's designated representative for badging must call (210) 207-3526 to schedule an appointment with the AS PIO to make arrangements to become an Authorizing Signatory for all SAT badges to be issued to the Contactor's employees working on

the contract. Once the Authorizing Signatory has completed the required procedures (i.e., fingerprint-based Criminal History Records Check (CHRC)), Security Threat Assessment (STA) background check, SIDA training, Authorizing Signatory training, etc.) to receive his SAT badge, he will then be authorized to approve applications for other Contractor employees under his responsibility. **Note:** If an employee of Contractor has been convicted of any of the offenses listed in Exhibit 1 hereto, that employee will be immediately disqualified from obtaining a SAT badge and will be ineligible to perform work at SAT

- 3) All SAT ID badge applications are processed electronically via an online application process. Once the Contractor's Authorizing Signatory has been trained successfully on his responsibilities and completed all phases of the badging process, the website address for Contractor's employees to use to complete the application will be provided. Furthermore, the Authorizing Signatory will be provided instructions on how to setup, use and approve badge applications via the online badging system.
- 4) As of October 1, 2011 badge processing fees are:

Airport Security Badge & ID Office Service	Amount
Fingerprint-based Criminal History Records Check (CHRC)/STA	65.00
Identification Badge (new/renewal/replacement/exchange)	35.00
Non-Returned Identification Badge	75.00
Reactivation of Identification Badge (Security Violation)	
1 st Offense	25.00
2 nd Offense	50.00
3 rd Offense	75.00
Progressive Security Fee Program	Sliding Scale
AOA Parking Decal (for General Aviation leasehold only)	5.00

There is no refund for badge processing fees.

- 5) As part of the badging process, all Contractor employees are required to complete a computer-based SIDA training class. All documents necessary to complete the application process (including obtaining the applicants fingerprints to conduct a CHRC must be completed before the Contractor's employees may attend the computer-based SIDA training class. The class is held on a first come, first served basis and is generally available during the following days/times: Monday – Thursday, 8:00 a.m. – 3:00 p.m., and Friday, 8:00 a.m. – 10:30 a.m. and 1:00 p.m. – 3:00 p.m. The SIDA class takes approximately 45 minutes to 1 hour to complete and the applicant must make a 100% on the final test to successfully complete this stage of the badging process. The SAT badge can only be issued after the applicant successfully completes the SIDA class; the Airport Police completes the CHRC; and the Airport Police receives an approved STA check from the TSA. It can take anywhere from three (3) business days to 2 weeks before the applicant may be issued his SAT badge.
- 6) At the end of the contract, the Contractor's Authorizing Signatory shall return all issued airport identification badges to the AS PIO directly and inform the Aviation Department division that managed the contract that all badges have been returned before final payment for the work can be processed.
- 7) Any lost or stolen SAT ID badge shall be reported to Airport Security immediately by contacting (210) 207-3526 or 207-3433 so the badge can be deactivated. The Contractor's employee must contact Contractor's Authorizing Signatory to make arrangements to complete the necessary

paperwork to receive a replacement SAT badge. The Contractor shall be responsible for any fees/fines resulting from the lost, stolen, or otherwise unaccounted for SAT badge.

B) Airfield Driver License:

- 1) Contact the Airport Operations Office (AOO) at 207-3475 for hours of operations and procedures. The Airport Operations Office is located at 457 Sandau Rd., San Antonio, TX 78216. The individual has to show a current valid Texas Driver License, a current valid Airport Personnel Identification Badge and a copy of certificate of insurance document of the individual's employer with the proper coverage must be submitted to the AOO to be kept on file.
- 2) The non-movement classes are held on every Monday at 1:00 P.M., Tuesday and Friday at 9:00 A.M. The movement classes are held every Tuesday at 1:00 P.M. and Thursday at 9:00 A.M. There will be a test at the end of each class. The airfield driver license can only be issued to a person passing the test.
- 3) A copy of the Airfield Driver's Training Program Fees dated Sept. 30, 2008 is attached for the information. Contact with AOO for the current fees. A \$5.00 refund will be issued if the lost license is found within 30 days of the receipt date. For the construction contracts, there is no separate line item on the bid proposal for the costs involved and the costs shall be considered incidental to mobilization expenses.
- 4) The licensed driver can only travel on the areas authorized and use the gate approved by the Airport Police. A driver who loses his or her Airfield Driver License is responsible for reporting the loss immediately to Airport Operations Office. The employee will be responsible to pay the replacement fee for his/her airfield license.
- 5) The company shall have coverage for the vehicles used inside Air Operations Area for the project involved at all times. An Automobile Liability Policy with no less than a Combined, Single Limit for Bodily Injury and Property Damage of \$5,000,000 per occurrence, or its equivalent in Umbrella or Excess Liability Coverage. In addition, the City of San Antonio must be listed as an "additional insured" in the endorsement section.

The Insurance can be under the Company name if a company vehicle will be used and the vehicle must be listed in the insurance policy either specifically by VIN number or generally by covering all autos owned, leased or operated while conducting business on behalf of the company. If this is a private vehicle covered only by personal insurance, the insurance must be under the drivers name and VIN number must be listed. It is the company's responsibility to notify the Aviation Department for any insurance changes.

- 6) At the end of the project, the authorized Project Manager shall return all airfield driver licenses to Planning and Development and at the end of the return process the final payment for the work can be processed.


LIST OF DISQUALIFYING CRIMES

AUTHORIZATION FOR FINGERPRINT-BASED CRIMINAL HISTORY RECORDS CHECK

Please read and review the following list of disqualifying criminal offenses as listed in Transportation Security Regulation (TSR) 1542.209 (d).

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violations: 49 USC 46302
2. Interference with air navigation: 49 USC 46308
3. Improper transportation of a hazardous material: 49 USC 46312
4. Aircraft Piracy: 49 USC 46502
5. Interference with flight crew members or flight attendants: 49 USC 46504
6. Commission of certain crimes aboard aircraft in flight: 49 USC 46506
7. Carrying a weapon or explosive aboard aircraft: 49 USC 46505
8. Conveying false information and threats: 49 USC 46507
9. Aircraft piracy outside the special aircraft jurisdiction of the United States: 49 USC 46502(b)
10. Lighting violations involving transporting controlled substances: 49 USC 46315
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements: 49 USC 46314
12. Destruction of an aircraft or aircraft facility: 18 USC 32
13. Murder
14. Assault with intent to murder
15. Espionage
16. Sedition
17. Kidnapping or hostage taking
18. Treason
19. Rape or aggravated sexual abuse
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
21. Extortion
22. Armed or felony unarmed robbery
23. Distribution of, or intent to distribute, a controlled substance
24. Felony arson
25. Felony Involving a threat
26. Felony involving
 1. Willful destruction of property
 2. Importation or manufacture of a controlled substance
 3. Burglary
 4. Theft
 5. Dishonesty, fraud, or misrepresentation
 6. Possession or distribution of stolen property
 7. Aggravated assault
 8. Bribery
 9. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year
27. Violence at international airports: 18 USC 37
28. Conspiracy or attempt to commit any of the criminal acts listed in this paragraph

EXHIBIT F
DESIGN CRITERIA MANUAL



SAN ANTONIO
INTERNATIONAL AIRPORT
STANDARDS AND
SPECIFICATIONS FOR
CONSTRUCTION

San Antonio International Airport Standards and Specifications for Construction

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SECTION 1 – INTRODUCTION**1.1. Introduction**

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

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

This Specification Manual, together with the lease agreement or concession agreement, any referenced documents herein, and any permits and documents as may be required from time to time by the City shall govern the construction coordination process. Tenant coordination activities will be the responsibility of Properties and Concessions Management.

1.2. Definitions:

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

equipment additions/replacements, and maintenance work performed by a Tenant within their leasehold.

- 6. The term “City's Work” shall mean City's total responsibility for construction of improvements within the Terminal as set forth in the lease Agreement. City's Work shall be of a design, type, size, location, quality and nature as may be selected by City from time to time. Any item of work necessary to complete the Premises, which is not hereinafter specifically included as part of City's Work, shall be considered as part of Tenants Work.

- 7. The term “Tenant’s Requirements” includes, but is not limited to, the following; this Specification Manual, the Agreement, the CPA and its process requirements, and all of the requirements set forth in the most current edition of local codes.

1.3. Abbreviations:

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

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

This section summarizes some of the rules and regulations that apply to tenants, their consultants and contractors in regards to security, escorts and deliveries. Please refer to the entire San Antonio Airport System Airport Rules & Regulations document online at [www.sanantonio.gov/Portals/0/Files/Aviation/Documents/Airport%20Rules%20and%20Regs%20-%202015%20\(full-size\).pdf](http://www.sanantonio.gov/Portals/0/Files/Aviation/Documents/Airport%20Rules%20and%20Regs%20-%202015%20(full-size).pdf).

2.2. Security Badging Procedure

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

The badging procedure is as follows:

The Tenant, General Contractor and all subcontractors to be employed by the Tenant will arrange a time with the Airport Badging/ID office to complete the necessary forms, stand for the required pictures and schedule a security training class prior to receiving the appropriate security badge. Application forms are available from the Airport Badging/ID Office located west of the Terminals and must be executed by the individual employee, the Contractor and authorized Tenant representative.

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

The badging process usually takes from 24 to 72 hours.

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

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

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

2.3. Security of Existing Facilities and Special Airport Conditions

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

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

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

Terminal A

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

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

In certain circumstances, Contractors will be allowed to off load oversize equipment or supplies curbside on the ticketing level. All requests for curbside delivery will require 48 hours' notice to Properties and Concession Division Consulting and a Police escort for the vehicle and entry through the curbside secure doors.

Terminal B

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

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

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

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

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

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

2.4. Escorts across Airfield Operations Area (AOA)

Escorts will be badged and AOA Licensed. All requirements for escort across the AOA will be coordinated with the Properties and Concession's Division. The Properties and Concession's Division will develop a standing schedule for work shift commencement and ending, and notify Airport Operations and the Airport Police for escort availability. Delivery of materials which cannot be accommodated by the contractor's vehicles and requires supplier vehicles to be escorted across the AOA requires 72 hours' notice to the Properties and Concession's Division. All scheduled escorts are subject to priority conditions on the airfield and may not be provided as scheduled. For operation of vehicles within the AOA, refer to Section 3-78 of the Airport Rules & Regulations, which can be found online at the link below:

[www.sanantonio.gov/Portals/0/Files/Aviation/Documents/Airport%20Rules%20and%20Regs%20-%202015%20\(full-size\).pdf](http://www.sanantonio.gov/Portals/0/Files/Aviation/Documents/Airport%20Rules%20and%20Regs%20-%202015%20(full-size).pdf).

2.5. Airport Security and Materials Delivery

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

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

2.6. Curb Side Deliveries

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

2.7. Ramp side Deliveries

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

ALL AIRCRAFT HAVE THE RIGHT OF WAY.

2.8. Materials Delivery

- Walk route with Airport Personnel prior to delivery
- Notify the Communications Center of schedule for the arrival of the delivery vehicle Start delivery after 7 p.m. and finish by 5 a.m.
- Use the loading dock freight elevator in Terminal A
- Special deliveries to loading dock ramps require an escort and prior approval

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

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

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

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

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

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

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

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

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

and preparation of the lease space for new construction. Such investment shall be subject to the detailed review and approval by the Aviation Department as provided elsewhere in the Lease Agreement and in the Tenant's Construction Requirements.

3.2. General Requirements for all Submissions:

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

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

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

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

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

3.3. Concession Design Elements

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

- 1) Mainly open store fronts with rolling overhead grilles by Tenant;
- 2) Blade sign (by tenant to Aviation standards);
- 3) Signage (by tenant); mounting, size and material as approved by the Aviation Department;
- 4) Ceilings;
- 5) Remainder of furr down and existing finish out to extend to lease line only, all surfaces within lease line to be finished by tenant including, but not limited to a pier, flooring, walls and ceiling;
- 6) All millwork used within lease spaces must be durable and high-design quality;

3.4. Conceptual Plans Submission:

- 1) Tenant shall prepare five (5) 24"x36" sets of conceptual plans for the Premises in accordance with the provisions of the Standards and Specifications for Construction and current local code and submit them to the Properties and Concessions Management Office for Aviation Department approval, such approval to be determined in its sole discretion. The Conceptual Plans must be submitted to the Properties and Concessions Management Office no later than thirty (30) calendar

days from the effective date of the lease Agreement and lease date or such shorter period of time as may be required for Tenant to open for business as per contract, and shall include at a minimum the following (as applicable to work scope):

- a. Cover Page - To include code information, contact information for complete design team, location/site maps, Table of Contents, address, etc.
 - b. Demolition Plan - To include items proposed to be removed.
 - c. Floor Plan to include overall dimensions, interior finishes, construction components, and location of construction barricades.
 - d. Elevations - To include all interior and storefront elevations of the Premises visible to the public, storefront details illustrating architectural compatibility with surrounding areas.
 - e. Material Board - To include material boards referenced to floor plans and elevations for the Premises illustrating floor, base, wall, millwork, door, trim, ceiling materials, and color selections. Material boards shall include color photos and catalog cuts of furniture and/or fixtures where required; one (1) board for colors and materials for all storefront and interior components. One (1) Color rendering of Tenant's proposed storefront design.
 - f. Reflected Ceiling Plan - To include locations of all lighting fixtures.
 - g. Signage Drawings - To include the shape, size, color, and location of signs (including Blade Sign), and a description of all materials, methods of fabrication, installation, and construction.
 - h. Mechanical, Electrical, Engineering & Plumbing - To include connections to base building system and locations of piping, ductwork, equipment, materials, catalog cut, and/or details for the make, model, and capacity of all new equipment including location and electrical requirements, location of return air systems, incorporation of all applicable design criteria, floor plan and riser diagram for all new plumbing fixtures, show interface with base building smoke control system and building automation system. Floor plans showing outlets, other electrical equipment, location of panel board and switchboards, projected electrical loads, and incorporation of applicable design criteria contained in the electrical requirements. Shall also include special system, such as telephone and data transmission line systems, fire alarm system, airport access control system (if applicable), paging system (if applicable), cable access television system (if applicable), and master clock system (if applicable) .
- 2) The Aviation Department shall have the right to require modifications to the Conceptual Plan and any approval granted by the Aviation Department is subject to the Tenant's incorporation of the required modifications and draft set of Tenant specifications to ensure compliance with the Standards and Specifications for

Construction and the current local codes. In the event the Aviation Department requires any such modifications to the Conceptual Plans, Tenant shall prepare and submit the same for the Aviation Department's review and approval within five (5) calendar days after receipt of the Aviation Department's modifications.

3.5. Final Drawing Submission:

1) Tenant shall prepare and submit five (5) 24" x 36" sets of final construction drawings and specifications ("Final Drawings") which are based on the Aviation Department's approved Conceptual Plans for the Premises as described herein within six (6) weeks from receipt of the approved Conceptual Plans, or earlier as may be required, to open the Premises for business no later than the Latest Rental Commencement Date specified in the Agreement. The Final Drawings shall be prepared and all calculations must be signed and sealed by the registered architect and/or the registered engineer licensed in the State of Texas, at a minimum, to include the following:

a. Drawings

- (i) Cover Page
- (ii) Demolition Plan
- (iii) Floor Plan
- (iv) Elevations
- (v) Sections
- (vi) Details
- (vii) Finish, hardware, door, room, fixture, storefront and window schedules
- (viii) Fixture Plans
- (ix) Reflected Ceiling Plan
- (x) Signage Drawings
- (xi) Temporary Construction Barricade
- (xii) Finish out of or Modifications to Storage Space

b. Applicable Specifications

c. Reflected Ceiling Plans - To include ceiling material, grid, soffits, drops, recesses, coves, etc., ceiling heights for each space, all light fixtures, type of ceiling system with fire rating, any items attached to or coming through the ceiling, if any, Reflected Ceiling Plan to be at 1/4" = 1'-0" scale or larger. Also include details of rolling grille and/or security gate assembly.

d. Structural Drawings - To include structural drawings and calculations of proposed structural elements. Base building structural components shall not be altered.

e. Mechanical Drawings - To include load calculations submitted as required in the Standards and Specifications for Construction and current local code, gas lines, and proposed locations & connections of all equipment.

f. Plumbing Drawings - If applicable, to include location and size of water and supply

lines, drains, vents, grease traps and grease waste lines, and water and sanitary riser diagrams.

- g. Fire Protection & Monitoring Systems - To include fire suppression and monitoring systems, fire alarm, location of connection point to the base building systems, location of addressable initiating devices such as; smoke detectors, duct detectors, and heat detectors as per the Standards and Specifications for Construction, national codes, current local codes, local amendments and all other applicable codes and regulations. If base building systems are not available or fully utilized or do not satisfy current local code requirement, Tenant shall provide make and model numbers and specifications of intended fire suppression and monitoring systems for approval by the Aviation Department. If base building system resources are not available or if such system resources are fully utilized or do not satisfy current local code requirements, the Tenant is required to contract with a private provider of fire alarm monitoring services, which will have the ability to monitor the Tenant's fire alarm system 24 hours per day, 365 days per year and provide immediate notification to the San Antonio Fire Department, the Airport communications center and any other individual or agency required by the Aviation Department from time to time.
 - h. Electrical Plans - To include power and lighting layout with circuits and home runs, electrical load requirements, on panel schedules, service riser diagrams, telephone conduits, and load calculations.
 - i. Special Systems - Such as telephone and data transmission line systems, airport access control system (if applicable), paging system (if applicable), cable access television system (if applicable), and master clock system (if applicable).
 - j. Locking System - Tenant shall install a lock keying system compatible with the City's system on all entrances to the premises and mechanical room entrances located therein for police, security, fire protection, and maintenance reasons.
- 2) Tenant shall submit to the Aviation Department as part of the Conceptual Plans and Final Drawings, drawings (in color) showing storefronts, window displays, signage, and any advertising structures, plus a lighting plan.
 - 3) When Tenant submits any plans and specifications to the Aviation Department it shall include complete sets for each submittal as specified in the Standards and Specifications for Construction and current local codes.
 - 4) Tenant's Work shall include the procurement of all necessary building permits, licenses, variances, and additional utility services required to facilitate Tenant's construction and occupancy of the Premises, and the payment of any fees associated therewith as may be required by the Aviation Department, other public agencies, and utility companies. Within ten (10) calendar days after approval of the Final drawings or such shorter period of time as may be required for Tenant to open the Premise for business no later than the Latest Rental Commencement Date,

Tenant shall make all necessary applications, provide all necessary information, pay all required fees and take all necessary actions to obtain such items and shall endeavor to use due diligence and its best efforts to procure the same as quickly as possible.

- 5) Tenant shall comply in all respects with the Tenant's Construction requirements including, but not limited to, applicable local/state health department requirements, U.S. Department of Labor, Construction Safety, Health Regulation, Part 1926, and this Construction Specification. Tenant shall comply and be liable for all costs associated with adherence to the Texas Accessibility Standards (TAS).
- 6) On all premises, the Tenant shall:
 - a. Obtain the Architect's/Engineer's Texas Seal on two (2) sets of final construction drawings or as may otherwise be specified by the current local code process submitted for a building permit,
 - b. Obtain from the Tenant's contractor(s) a written warranty of all materials and workmanship for a period of one (1) year effective from the date of beneficial occupancy of the premises. Tenant's contractor(s) shall be required by Tenant in its construction contract to repair and/or replace all defective materials, equipment and workmanship at no cost to the Aviation Department of the Tenant occupying the Premises, obtain all required manufacturer' guarantees, maintenance manuals and other pertinent documents, and (iv) furnish to the Aviation Department one (1) set of "as-built" drawings (and preferably specifications) and Computer Aided Drafting and Design (AutoCAD) drawings, duly certified by a Texas registered architect or registered engineer, no later than ninety (90) calendar days after opening for business s in the Premises.
- 7) Tenant shall not be permitted to commence any work until all requirements of the Standards and Specifications for Construction and current local codes have been completed.
- 8) Security clearance, safety training, and any other related requirements necessary must be completed as required by the Aviation Department and TSA.
- 9) In its construction plans Tenant must ensure that the Premises have strong visual appeal and are inviting to the customers and that the Premises accommodate customers with luggage and meet all Americans with Di abilities Act (ADA), Texas Accessibility Standard (TAS), and all current local code requirements relating to ingress, egress, access, and other architectural matters, for example, large print price signs for the visually impaired and the ability to communicate with hearing impaired.
- 10) Plans to finish out or modify storage rooms included as part of the Agreement must be submitted with all conceptual drawing and final drawing submissions.

11) When Aviation Department shall determine that the construction drawings and specifications conform to the Preliminary Plans and design/construction requirements, Aviation Department shall cause one (1) copy thereof to be electronically stamped and initialed on behalf of Aviation Department, thereby evidencing the approval thereof by Aviation Department and shall return such counterpart so initialed to Tenant or Tenant's Representative. The construction drawings and specifications or the revised final drawings and specifications shall become and are hereinafter referred to as the Final Construction Drawings.

3.6. Changes After Final Drawing Approval:

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

3.7. Physical On-Site Inspection:

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

3.8. Aviation Department Drawing Review and Approval:

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

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

3.9. Drawings Submittal Address:

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

Properties and Concessions Management Office
San Antonio International Airport
9800 Airport Blvd., Suite 2091
San Antonio, Texas 78216

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

3.10. Construction Requirements and Project Close-Out

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

- 1) Terminal A will soon be updating room numbers throughout. It will be required that the Tenant coordinate with Aviation Department staff during. Storefronts as well as any interior rooms will require proper signage that meets Aviation standards and ADA requirements.
- 2) All areas of construction must have a barricade erected prior to the start of construction and the contractor shall use all means necessary to keep dust to a minimum by having dust control. Dust is a major element in construction that needs to be controlled at all times. See Section 3.12, Temporary Construction Barricade Design Criteria, for the specification drawing. The aviation Department Fire Protection Team shall be contacted prior to start of any Demolition work or any activity which will dispense dust or construction particles into the air in order to avoid nuisance and or false fire alarms and Terminal Evacuation.
- 3) Contractor shall be responsible for the repair and/or replacement of any damages caused by Tenant's contractor or his subcontractor to the Facility or surrounding tenants. All damage must be repaired within a twenty-four (24) hour- time period, or Aviation will complete all necessary repairs at the sole cost and expense to the contractor, plus an administrative fee, as defined in the lease agreement.
- 4) Prior to opening, contractor shall deliver to Properties and Concessions Manager office a copy of the Certificate of Occupancy with respect to the premises.

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

accordance with all of such requirements specified or reference herein;

- e. Statements of the total construction costs incurred by Contractor which is certified by a responsible officer of Contractor as correct together with copies of all supporting documentation required by the City under the Agreement with the City including copies of paid invoices;

3.11. Tenant IT and Cable Policies

IT SERVICE REQUEST PROCEDURES: SAT recognizes two types of service requests based upon size and scope of the request: (1) Major construction requests are considered Tenant Improvement (TI) Projects; and (2) Non-major requests are referred to as Moves, Adds, and Changes (MACs) and are treated as routine operations. Both types of service requests and their respective processes are documented below:

- 1) TENANT IMPROVEMENT (TI): SAT Properties and Concessions Office is the central point of contact for all Tenant Improvement projects, including IT projects. Tenants will be required to provide necessary submittal documents for TI projects to SAT Properties and Concessions Office at (210) 207-3565. SAT Properties will make a final determination whether the service request constitutes a TI or a MAC. Until specific policies and procedures are established by SAT for the management of TI, all TI requests shall be made to SAT pursuant to the procedures established herein. Projects that are a part of major operations including new construction, demolition, renovation, installation or removal of non-load bearing walls or partitions require TI approval. SAT IT will review Tenant's documented requests for completion and will perform site inspections to verify that installation progress in accordance to SAT technical specifications.
 - a. SUBMITTAL DOCUMENTS - All submittal documents required herein must be provided to SAT Properties and Concessions Office at (210) 207-3565. SAT Properties and Concessions office will then coordinate with all related divisions, including SAT IT, as applicable. This includes two (2) complete sets of documents to SAT IT for review at least ten (10) business days prior to the anticipated project start date. The information submitted for SAT IT review shall include the following:
 - I. Tenant Name & Contact Information
 - II. Type of Services Requested
 - III. Building Floor (Lease Space)
 - IV. Drawing -Physical Cabling Pathways
 - V. Telecommunications bonding and grounding plan
 - b. SAT IT RESPONSE - In response to Tenants request to initiate a TI project, SAT IT will send written review comments and a PDS utilization plan to the Tenant as applicable. This letter will advise Tenant to either forward original drawings or reproducible documents for signature, or revise and resubmit the

documents. The response will also contain a SAT plan for PDS usage showing all termination locations, cross-connect points, and co-location assignments: Approximate time required: **five (5) business days from receipt of submittal.**

- c. SAT AUTHORIZATION - When all review comment have been addressed, SAT IT will approve the Tenant's IT submittal documents and recommend authorization to SAT Properties for coordination with other SAT divisions recommendations.
 - d. RECORD DRAWINGS - Within fifteen (15) business days of completion of construction, Tenant must provide to SAT IT record drawings and Cable Management Documentation which accurately represent all as-built conditions, including the following documentation:
 - I. Submit two (2) hardcopies of full size drawings of the project. The submittal shall include a cover sheet identifying Tenant space occupant, key plan of portion(s) of SAT illustrated in drawing set, installing Contractor and date of submittal.
 - II. Submit one (1) electronic file softcopy of the project drawings saved in AutoCAD format compatible with current AutoCAD version in use at SAT.
 - III. Submit one (1) electronic file softcopy of project schedule spreadsheets saved in a CSV (Comma Separated Value) fo1mat on CD media. Coordinate with SAT for exact format requirements.
- 2) MOVES, ADDS, AND CHANGES (MACs): MACs are non-major telephony and data related improvement operations consisting of single or multiple moves of phone, data, and/or addition of lines and routing or adding cabling. These are minor, non-structural change, leaving walls, floors, ceiling, and fixed equipment in place. For support and coordination on all Tenant MACs, please contact (210) 207-3565 or aviation.support@sanantonio.gov and a SAT IT representative will respond.
- a. SUBMITTAL DOCUMENTS - Tenant will be required to provide necessary submittal documents depending on the requirement. This includes two (2) complete sets of document to SAT IT for review at least two (2) business days prior to the anticipated project start date. The information submitted to SAT IT shall include the following:
 - I. Tenant Name & Contact Information
 - II. Type of Services Requested
 - III. Building Floor (Lease Space)
 - IV. Drawing - Physical Cabling Pathways
 - V. Telecommunications bonding and grounding plan
 - b. SAT IT RESPONSE - In response to MAC requests, SAT IT will send written review comments and a utilization plan to the Tenant. This letter will advise Tenant to either forward original drawings or reproducible documents for signature, or revise and resubmit the documents. Approximate time required: Two (2) business days from receipt of submittal.

- c. SAT AUTHORIZATION - When all review comments have been addressed, SAT will sign the Tenant's submittal documents and issue an authorization letter.
- d. RECORD DRAWINGS - Within fifteen (15) business days of completion of construction, Tenant must provide to SAT IT record drawings and Cable Management Documentation which accurately represent all as-built conditions, including the following documentation:
 - I. Submit one (1) electronic file softcopy of as-built project drawings saved in AutoCAD format compatible with current AutoCAD version in use at SAT.
 - II. Submit one (1) electronic file softcopy of project schedule spreadsheets saved in a CSV (Comma Separated Value) format on CD media. Coordinate with SAT for exact format requirements.

SITE ESCORT SERVICES: Only SAT IT, or its authorized representative, will have permission to access the MDF or IDFs. SAT IT will arrange for escort services as necessary when Tenant representative is need access to the MDF or any IDF. Requests for escort to perform routine maintenance should be submitted at least 72 hours in advance. Site escort services for emergency repairs will be provided according to the service level required at the time.

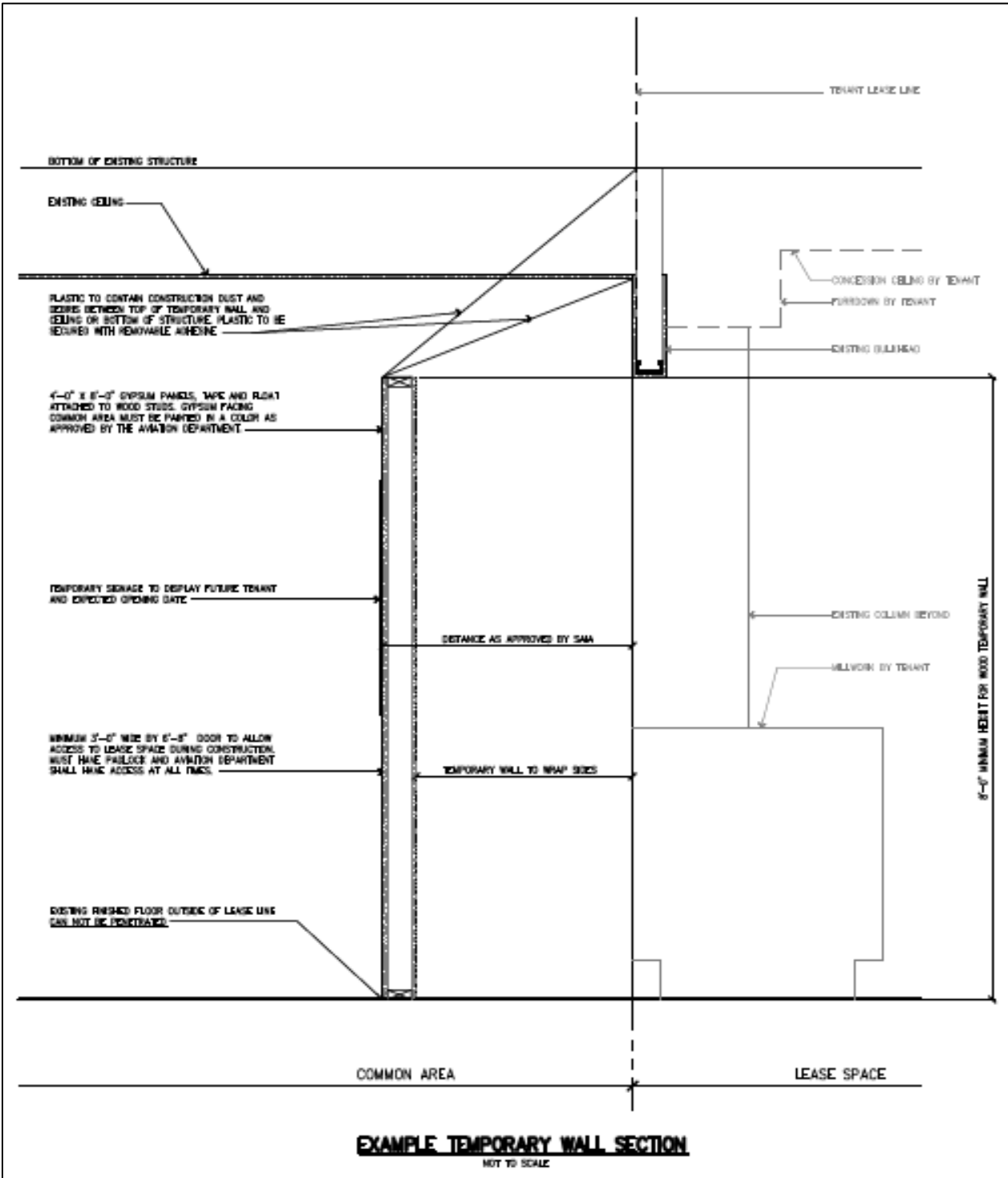
SATELLITE SERVICE REQUIREMENTS: Tenants requiring satellite installation for cable television services shall submit installation requirements and plans including roof penetration and mounting details, to SAT IT utilizing the process described in Section 6.0 of this document, prior to the commencement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

WIRELESS POLICY: Tenants may install private Wi-Fi hotspots that utilize unlicensed spectrum within their own exclusively leased space. Tenant takes full responsibility of devices; Airport is not responsible for any wireless devices belonging to Tenant. Airport is not responsible for any detriments to the Tenant's Wi-Fi hotspot that occurs as a result of lack of security. Tenant is responsible for monitoring the RF spectrum to prevent any interference with licensed spectrum and Airport wireless equipment and transmissions. In the event of such interference, and subject to reasonable notice, SAT reserves the right to disable the wireless signal in order to protect public safety and welfare.

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

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

3.12. Temporary Construction Barricade Design



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

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

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

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

4.2. Use of Construction Criteria

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

4.3. City/Tenant Work

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

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

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

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

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

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

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

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

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

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

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

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

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

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

upon completion of the work. In the event Contractor is notified of any violations of codes by the jurisdictional authorities or by Aviation, Contractor shall correct such violations within seven (7) calendar days from such date of notification. Construction shall comply in all respect with currently applicable federal, state, county and/or local statutes, ordinances, regulations, laws and codes and ordinances. The City of San Antonio is currently under the 2015 *International Codes, 2014 NEC and including the 2015 International Energy Conservation Code*. The list of adopted codes and local amendments for these codes can be found at: New Chapter 10 - Building Related Codes. In addition, coordination and compliance with the following is required:

- City of San Antonio Fire Marshall
 - City of San Antonio Department of Health
 - American with Disabilities Act and Texas Accessibility Standards
- 2) **Licensed Professional Engineer:** A professional engineer licensed in the state of Texas shall prepare all calculations, drawings and specifications in accordance with all applicable codes and recognized engineering practices. The engineer shall be required to be available if any questions or modification to the system is required.
- 3) **Project Review:** The Aviation Department will review the drawings 30%, 60% and 100% for general compliance with the Mechanical Design criteria of the Airport facilities. It is the Contractor's responsibility to submit documents to the City of San Antonio Development Services (www.sanantonio.gov) for review and is issuance of a Building Permit. It is the Contractor's responsibility to ensure that the Contractor's system will perform satisfactorily and is in compliance with all applicable code and regulations. The average permit review time is 2-3 weeks. Development Services does offer an expedited review with associated fee.
- 4) **Submission Requirements:** The Tenant shall submit complete plans and specifications for Mechanical work consisting of the following at a minimum:
- a. HVAC (if applicable), plumbing (if applicable), and fire protection floor plans (if applicable).
 - b. Plumbing riser diagram indicating pipe sizes and connection points. Heating and cooling load calculations.
 - c. HVAC Testing and balancing report submitted upon completion of installation
 - d. Supply air, chilled water (if any) requirements. As-built drawings upon project completion.
 - e. IT and Electrical Plans
 - f. Material Sheets
 - g. Elevations
- 5) **Mechanical and IT Room Access:** Facilities Maintenance will provide access to the mechanical rooms that provide service to the Concession space. Access requests should be submitted to Properties and Concessions Manager for coordination 48 hours in advance.

- 6) **General Requirements:** The Tenant shall furnish and install all mechanical work required for and within the Tenant premises, which is not furnished as part of the Base Building work.
- a. Mechanical system modifications requiring shutdown of other portions of the mechanical systems shall be done upon approval of Aviation Construction and Development and Facilities Maintenance. Notification must be provided to Concessions Division and the City /Airport 48 hours prior to the shutdown requirement.
 - b. Obtain permission from the City through the Properties and Concessions Division and Construction and Development prior to core drilling through floors or roof structure. Any roof penetrations will be performed by a contractor selected by the Aviation Department and billed to Tenant.
 - c. Coring for roof or floor penetrations will require 72-hour notice.
 - d. Cutting and patching to be performed as required, to return all remaining original finishes to their original condition.
 - e. Floor and wall penetrations must be sealed and dampered to maintain occupancy separations where required. All penetrations must be filled with approved Fire Caulking with a Fire Rating of not less than that of the roof, wall and/or floor which was penetrated.
 - f. Welding or torch cutting under the direct supervision and by approval of the Concessions Division and/or Aviation Department personnel. Comply with the Airport's Fire Marshal's regulations and notify them prior to welding or torch cutting.
 - g. As-built drawings are to be maintained by the Tenant mechanical contractor and submitted to the City. Record exact pipe, duct, and equipment routing and location, and sizes of equipment.
- 7) **Identification and Labeling:** Required for all equipment, pipes and ducts within the Tenant space:
- a. Laminated plastic nameplates, black-white-black with engraved characters 1" high for all equipment. Pipe marker, ANSI size, 3/4 letters, pre-printed, mounted on pipe or duct penetrating walls and at 25' intervals.
 - b. Identify pipe fluid or duct air type.
- 8) **HVAC System Criteria**
- a. It is the Tenant's responsibility to add additional VAV boxes, Rooftop or Split Units if required to meet their heating and cooling needs, to be approved by HVAC Department.
 - b. Return air and smoke purge are accomplished through the plenum, and it is the Tenant's responsibility to ensure adequate airflow into and through the plenum.
 - c. All insulation must have a flame spread/smoke developed rating not higher than 25/50.
 - d. All ducts are to be supported from bridging not to exceed ten foot intervals.
 - e. An air balance report must be submitted to the City prior to the final inspection. All changes to existing system must be approved by Airport Facilities HVAC Department. All changes to existing system must be approved by Airport Facilities HVAC

Department.

- f. All changes to existing system must be approved by Airport Facilities HVAC Department.

Existing HVAC System Description

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

9) Electrical System Criteria

All electric designs must comply with the City of San Antonio current codes. COSA is currently under the 2015 International Codes, 2014 NEC and including the 2015 International Energy Conservation Code. The List of adopted codes and local amendments for these codes can be found at: New Chapter 10 - Building Related Codes.

The City of San Antonio also requires the following:

1. Coordination of all electrical work with the City Airport Electrical Department prior to commencing any work.
2. All conduits must be a minimum 3/4" EMT with compression fittings. In wet areas, all conduits are to be rigid. All wire to be T14HN or TWIHN rated at 105 degrees at 600 volts.
3. No MC or other armored interlock is allowed. "Greenfield" or "Seal Tight" whips are to be a maximum of six feet.
4. All ceiling mounted transformers must be supported from the building structure independent of all other systems and a continuous ceiling must separate the transformer from the plenum.
5. All junction and pull boxes must be labeled with appropriate panel name and circuit numbers.

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

10) Plumbing Criteria

All Plumbing Designs must comply with the City of San Antonio current codes. COSA is currently under the 2015 International Codes, 2014 NEC and including the 2015 International Energy Conservation Code. The List of adopted codes and local amendments for these codes can be found at: New Chapter 10 - Building Related Codes.

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

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

11) Fire Protection Criteria

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

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

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

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

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

Communications Center at the Airport in the event of fire or trouble alarm. It will be the Tenant's responsibility to pre-test the system and provide proof prior to the Final Inspection. Pre-testing and testing, of the Fire alarm system, which involves the activation of the Terminal's horns, strobes and voice evacuation appliances shall be conducted between the hours of 10:00 p.m. – 3:30 a.m. All Fire Alarm installations, additions and/or repairs shall be conducted by a state licensed and/or nationally certified technician/contractor IAW NFPA and IFC Standards.

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

Terminal B:
Simplex Grinnell San Antonio

Terminal A:
Johnson Control

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

13) Telephone/Communication Service

All telephone, communication and data line services are the Contractor's responsibility. The Contractor must select a sub-contractor, which will be acceptable to Aviation Department to run the required cable from the main switchboards to the space. It is suggested that the Contractor schedules this service when they open the account for telephone service with AT&T, long distance provider and/or Internet service provider (ISP). All communication wires must be run in EMT conduit and labeled as such. All EMT conduits provided to accommodate telephone and data line service will be responsibility of the Contractor. Contact IT Manager for approval of all wiring in terminals.

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

4.5. Construction Requirements

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

1. All contractors and subcontractors provide labor that can work in harmony with other elements of labor employed or to be employed at the Airport.
2. Insurance coverage and suretyship reasonably satisfactory to City and Concessions Division and Construction and Development for the protection of City, suppliers, contractors, subcontractors and the general public.
3. All contractors and subcontractors comply strictly with all of the applicable provisions of the Lease Agreement, this Specification Manual, Tenant's Agreement with the City and the CPA.
4. For all Fixed Improvements and other leasehold improvements to the Premises; Provide performance bonds and payment bonds from the Tenant or its general contractor, in form and substance satisfactory to City and Properties and Concessions

Division and Construction and Development, each of which shall name City and Properties and Concessions Division as an additional insured and which shall be in the penal sum equal to the amount of Tenant's total construction contracts and subcontracts. Further, Tenant shall comply and shall cause all of its contractors and subcontractors to comply with the City of San Antonio's nondiscrimination and affirmative action provisions.

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

4.6. Contractors and Subcontractors Insurance

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

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

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

4.7. Pre-Construction Meetings and General Procedures

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

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

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

1. General Contractor's Insurance Certificate
2. List of all Sub Contractors with emergency phone numbers including the GC's
3. Material Safety Data sheets for products to be used. The City reserves the right to refuse the use of any Substance believed may be hazardous when used in the Airport.
4. Overall Project Timeline Summary with preliminary delivery schedules and unloading requirements
5. Signed Lease or Letter of Acceptance for space
6. \$5,000 Security Deposit per location payable to "City of San Antonio"
7. A Building Permit issued the City of San Antonio
8. Performance and Payment Bonds delivered to City of San Antonio (COSA) in the total amount of construction contract costs for "Fixed Improvement" naming the City as additional obligee.
9. Any other documents required by the City of San Antonio
10. Asbestos Report
11. Two (2) sets of sealed and signed drawings
12. Architect's Letter of introduction
13. Copies of Electrical and Plumbing Licenses

Contractor shall not be permitted to commence any work until all requirements of this Specification Manual, the CPA and the Construction Agreement have been completed.

1. Two sets of stamped and signed drawings
2. Architect's Letter or Introduction
3. Copies of Electrical and Plumbing Licenses
4. List of all Sub Contractors with emergency phone numbers including the GC's and the Architect's
5. Schedule

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

1. Approved Insurance Certificate (must be approved by COSA)
2. 24 Hr. Emergency Contact List (includes Corporate mailing address and fax number)
3. List of construction workers with security clearance badges
4. All Material Safety Data Sheets for products which will be used
5. Overall Project Summary (preferably accompanied by Microsoft Project Schedule on disk)
6. Signed Letter of Acceptance for space
7. \$5,000 Security Deposit per location payable to the City of San Antonio (COSA)
8. Performance and Payment Bonds delivered to City of San Antonio (COSA) in the total amount of construction contract costs for "Fixed Improvements" naming the City as additional obligees
9. Any other documents required by the City of San Antonio

4.8. Aviation Properties and Concessions Division

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

4.9. Progress Meetings

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

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

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

4.10. Pre-Construction Documents

Prior to the commencement of construction, a Pre-Construction meeting (Pre-Con) must be held. This Pre-con shall take place after:

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

Properties and Concessions Management Office will arrange the Pre-Con when items meet the requirement. The Project Superintendent and General Contractor must attend. The following documents must be submitted at the Pre-con:

1. General Contractor's Insurance Certificate
2. List of all Sub Contractors with emergency phone numbers including the GC's
3. Material Safety Data sheets for products to be used. The City reserves the right to refuse the use of any substance believed may be hazardous when used in the Airport
4. Overall Project Timeline Summary with preliminary delivery schedules and unloading requirements
5. Signed Lease or Letter of Acceptance for space
6. \$5,000 Security Deposit per location payable to "City of San Antonio"
7. A Building Permit issued the City of San Antonio
8. Performance and Payment Bonds delivered to City of San Antonio (COSA) in the total amount of construction contract costs for "Fixed Improvement" naming the City as additional oblige

9. Any other documents required by the City of San Antonio
10. Asbestos Report

Contractor shall not be permitted to commence any work until all requirements of this Specifications Manual, the CPA and the Agreement have been completed.

4.11. Interruptions to Existing Facilities

At NO time are construction activities to interfere with the normal operations of the Terminal. All deliveries and debris removal must take place between 7:00 p.m. and 5:00 a.m. in the event that there are passengers within the Terminal during these hours due to uncontrolled events (i.e. inclement weather); prudence and common sense must take place. All items and debris are to be kept within the space; nothing is to be left in the Concourse area. All welding, burning, chopping, jack hammering is to take place between 7 p.m. and 5 a.m. There is to be no welding/burning within the confines of the concourse; all work must take place behind the barricade. In the event that construction activities interrupt airport operations, SAAS reserves the right to have the contractor responsible removed from the project. It is imperative that there is no impact to passenger flow.

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

SAAS will require a construction deposit of \$5,000.00 per unit from Tenant's general contractor prior to construction. City will not release the deposit until satisfactory completion of all construction and all requirements of this Specification Manual and the Lease Agreement. The City Building Inspection Department and the Aviation Department must specify that all of Tenant's Work has been completed and acceptable by City, prior to release of the construction deposit. City Personnel shall have access to lease space at all phases of construction.

4.12. Keys and Locks

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

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

It is the Tenant Contractor's responsibility to give to the Concession's Division a key or combination to the barricade in the event that SAAS requires access to the space. Contact Mike Castillo - Aviation Department, Access Control - at (210) 207-3537 for assistance.

4.13. Hazardous Material

The Contractor must submit to Concession Manager and Aviation Construction and Development all Material Safety Data Sheets for all materials used in the construction

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

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

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

4.14. Dust Control

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

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

4.15. Noise Control

During the hours of 5:00 a.m. till 10:00 p.m. a ban on excessive noise will be established. Excessive noise is considered to be jack hammers, chipping guns, excessive hammering, electric chop saws, floor grinders/scrapers, and powder actuated tools; these items may only be used between 10:00 p.m. and 5:00 a.m. This time frame may change due to location of the Concession and the operating flight in the general area. Tools that may be permitted for day usage are hand tools, electric drills, circular saws and reciprocating saws. In the event of a complaint by the City or an Airline, the On-Site Tenant Coordinator will immediately stop the activity that is the cause of the complaint.

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

4.16. Welding Notification in the Concession Space

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

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

1. Submit a Welding Application at least five days in advance.
2. Provide all fire watches required and all fire extinguishers and fire blankets
3. Use and maintain all required personal protective equipment.
4. Maintain a fire watch for the duration of the welding
5. Properly secure all gas bottles. Extra gas bottles are not to be stored inside the Terminal.
6. All gas bottle storage, handling, transporting and usage must comply with OSHA 29 CFR 1926.350 S.
7. No welding in public view (storefronts included) may take place from 5 a.m. till 11 p.m.
8. All welding procedure are to be in compliance with all COSA and Airport guidelines and OSHA 29 CFR 1926.102(b), .350-.354, 406(c)
9. All arc welding machines are to be approved by Aviation Fire Department/Safety for use prior to welding.
10. Welding or torch cutting under the direct supervision and by approval of Concession Manager.
11. A welding permit must be completed. See Properties and Concessions Manager for copy.
12. Comply with the Airport's Fire Marshal's regulations and notify Properties and Concession Manager prior to welding or torch cutting.

4.17. Barricades

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

The following criteria must be followed:

1. Height of barricade will extend to the existing ceiling height.

2. Barricade must be painted neutral white with black base molding applied to the concourse side.
3. Barricade must have dust cover consisting ripstop visqueen.
4. Barricade door to be located towards the side not in the center.
5. Barricade not to project out more than 3 feet past the bulkhead.
6. Barricade side return panels are to be 45 degree angles to aid passenger flow.
7. Barricade cannot be bolted, screwed, glued, or shot into any finished floor. Floor protection required.
8. Barricade must be secured to prevent tipping over or shifting during construction.
9. Barricade is subject to City approval; with TSA approval contingent upon public activity.
10. All barricade removal to take place at night when the construction status has been approved by Properties and Concession Manager and Aviation Planning and Development.

Barricades may have signage or graphics approved by the City installed on them. These graphics will be mounted in such a way as not to permanently adhere to the barricade wall. The Tenant Contractor is responsible for any damage to the graphics as a result of careless construction practices.

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

Properties and Concession Division, Construction and Development and Security will approve all barricades construction and maintenance.

4.18. Parking

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

4.19. Trash and Debris Removal

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

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

4.20. Floor and Roof Penetrations

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

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

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

Roofing

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

- Terminal A - American Roofing
- Terminal B - Fifth Wall Roofing

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

4.21. Close-Out Requirements

Properties and Concession Management, Aviation Planning and Development and the Contractor will walk the space a minimum of 2 weeks prior to opening, to determine last remaining items to address. This punch list will be monitored until completed. Punch items to be completed in 30 days.

All such construction shall be completed free and clear of all liens, encumbrances and security instruments. If any mechanic's, material means' or other lien is filed against the Premises, the Terminal, the Airport, the City or any interest in this Lease Agreement as a result of any work or act of Tenant and/or Contractor, Tenant shall fully and completely discharge the lien and have it released from record by payment or posting a bond within 20 days after the filing and subject to consequences as defined in the Lease Agreement.

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

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

1. From the contractor(s) a written warranty of all materials and workmanship for a period of one (1) year effective from the date of beneficial occupancy of the Premises. Contractor(s) shall be required by Contractor in its construction contract to repair and/or replace all defective materials, equipment and workmanship at no cost to the

- City, or the Tenant occupying the Premises;
2. All required manufacturers' guarantees, maintenance manuals and other pertinent documents; preventative maintenance program details and schedule;
 3. One (1) set of "as-built" drawings (and preferably specifications) and Computer Aided Drafting and Design (CADD) drawings, on CD duly certified by a Texas registered architect or registered engineer, no later than 60 days after opening for business in the Premises;
 4. Executed copies of all mechanics lien waivers and/or releases or other lien waivers and/or releases on account of contractors work, notarized and unconditional, in such form as COSA shall have reasonable approved along with an architect's certification that the Premises have been constructed in accordance with the approved Final Drawings and are fully complete in accordance with all of Such requirements specified or reference herein;
 5. Statements of the total construction costs incurred by Contractor which is certified by a responsible officer of Contractor as correct together with copies of all supporting documentation required by the City under the Agreement with the City including copies of paid invoices;
 6. Certified construction cost reports;
 7. All SAT security badges;

4.22. Construction Deposit

A construction deposit of \$5,000.00 will be required from Tenant's general contractor for each space being constructed and shall not be released by COSA until after satisfactory completion of:

1. All requirements of this Specifications Manual;
2. Approval by the COSA's on-site construction supervision personnel or their designee, specifying that all of Contractor's work has been completed and accepted by COSA; and
3. Receipt by COSA of all construction related close-out project documentation required by the Agreement and the CPA process or otherwise required by COSA;

The deposit shall be in the form of a cashier's check made payable to the "City of San Antonio" and due on the day of the pre-construction meeting.

City of San Antonio (COSA) will retain the security deposit until all items are completed and submitted as required by the lease in the "closing documents".

4.23. General Construction Documents and Miscellaneous Items

a. Close Out Documents

The Tenant Contractor must provide the following information to the On-Site Tenant Coordinator within ten business days from the opening of the location. Return of the security deposit will be conditioned upon receipt of the following:

1. As-Builts of the Lease Space - CADD CD
2. Certified Construction Cost Reports
3. Certificate of Occupancy (within 30 Days)
4. Lien Waivers
5. Completed Aviation Punch list
6. All SAT Security Badge Returned
7. Texas Department of Licensing and Regulation (TDLR) inspection

b. General Health & Safety

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

c. On-Site Health & Safety Station

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

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

d. Personal Protective Equipment

Tenant Contractor to provide all personal protective equipment in accordance with OSHA [29 CFR 1926.95, 96,.J 00,.101,.102,.103,.104,.I 05](#)

e. Welding

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

7. Submit to the Concessions Division "Welding Request Notice" at least three days in advance.
8. Submit to Concessions Division all Welding Certificates and Licenses.
9. Submit Fire Sprinkler Shut Down Notice (if applicable) to Concessions Division at least five days in advance.
10. Provide all fire watches required and all fire extinguishers and fire blankets. 5. Use and maintain all required personal protective equipment
11. Maintain a firewatch for the duration of the welding
12. Properly secure all gas bottles. Extra gas bottles are not to be stored inside the Terminal. All gas bottle storage, handling, transporting and usage must comply

with OSHA 29 CFR 1926.350

13. S. No welding in public view (storefronts included) may take place from 5:00 a.m. till 11:00 p.m.
14. All welding procedures are to be in compliance with all City and Airport guidelines and OSHA 29 CFR 1926.102(b), .350-.354,.406(c)
15. All arc welding machines are to be approved for use prior to welding.
16. Notify Airport Communications, Airport Operation and Airport Fire Rescue Captain prior to starting work.

f. Fire Sprinkler Shut Downs (if Applicable)

Due to the large number of agencies that need to be notified of a sprinkler shut down; submit to the Concession Manager a Fire Sprinkler Shut down Notification at least three (3) business days in advance. Contractor is responsible for all fire watches and emergency equipment (fire extinguishers, fire blankets, etc). The Contractor will be charged for any cost associated with a Fire Sprinkler Shut Down as determined by City of San Antonio (COSA).

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

g. Mechanical/Electrical Shutdowns

In the event that the Contractor requires a Mechanical/Electrical Shutdown, submit a Mechanical Shutdown Notice form to the Concession Manager at least three (3) business days in advance. If the Contractor needs to access any Operations level Mechanical Room, all workers must have security badges and escort by the Airport Police or an Aviation Department representative.

h. Drug Free Work Place

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

i. Smoking

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

j. Escorts

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

k. Gas Powered Equipment

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

I. Lasers

All lasers are to be operated in a safe manner by trained tradesmen. At no time will a laser be used in the common areas or in such a manner as the laser emits out to the common area. All signage and personal protective equipment will be required as OSHA 29 CFR 1926.102(b)(2)

m. Powder Actuated Tools

All powder or explosive charge activated tools are to be operated by persons that are properly and currently trained and qualified to operate that particular tool. All tools are to be used and handled as per OSHA 29 CFR 1926.302(e)

Pre-Construction Meeting Agenda

Project: _____

Name of Contractor: _____

Project Manager: _____

On-site Superintendent: _____

Date: _____

1. Introduction
2. Pre-Construction Requirements
 - a. Insurance certificate
 - b. Security Deposit from GC (\$5,000 cashier's check payable to City of San Antonio.)
 - c. Performance & Payment Bond (for total amount of construction contract costs for: fixed improvements: naming the City as additional insured)
 - d. Building Permit and all trade permits
 - e. Emergency Contact List/Medical Locations
 - f. List of Sub Contractors
 - g. Contractors Project Schedule:
 - h. Material Safety Data Sheets (MSDS) for products used
 - i. Electrical, Plumbing & HVAC Licenses
3. Security, Badging and Safety Procedures
 - a. Badging and Safety Access Requirements
 - b. Storage of Tools & Equipment
 - c. Construction Barricade, Keys & locks
 - d. Delivery Procedures
 - e. Contractor/Sub-contractor Parking
 - f. Dumpster location
 - g. Use of PPE, Ladder Safety, Notify Facility Maintenance of Lock out tag out
4. Interruptions to Existing Facilities
 - a. Debris Removal
 - b. Welding (permit required)
 - c. Dust, Noise, Odor control
 - d. Hours of Operation
5. Progress Reports Coordination of Shutdowns & Misc. items
 - a. Progress Reports
 - b. Coordination of Shutdown & Misc. items
 - c. Written Progress Reports
6. Punch List
 - a. Scheduling - Minimum 2 Week before turnover
 - b. Space to be free and clear of construction activity and equipment allowing for full access. Must be in opening day condition
7. Close-out Documents
 - a. Lien wavers, proof of payment
 - b. Cost Certification Sheet
 - c. Deposit return
8. Drug Free Workplace - No Smoking Ordinance
9. Questions?

SECTION 5 – STRUCTURED CABLING INFRASTRUCTURE GUIDELINES**PART 1 - DOCUMENT PURPOSE**

- 1.1 The City of San Antonio Structured Cabling Infrastructure Standard is a guideline for structured cabling infrastructure and the associated spaces to be applied by the design team for new or renovated facilities. Information herein is applicable to the Technology Consultant, Architect, MEP, and contractors, and shall be taken into account for each project by all team members.
 - A. The standards set forth parameters for the technical system in addition to the site and building requirements to facilitate a properly-installed standards-compliant structured cable system, organized as follows ;
 1. Telecommunications Spaces; Architectural, HVAC, Power, Entrance Pathways and Conduits
 2. System Requirements; Cable Management in Telecommunications Spaces, Cable Support in Pathways, Backbone Cabling, Horizontal Cabling, Grounding, Labeling, Testing, and As-Built Documentation.
 3. Telecommunications Diagrams
- 1.2 The standard addresses infrastructure for typical buildings and is not intended for the design of data centers or specialty facilities, of which should be considered on a case-by-case basis.
- 1.3 Designers shall not deviate from this standard without explicit written approval from the City of San Antonio Information Technology Services Department.
- 1.4 Any deviations shall immediately be brought to the attention of the owner's representative in writing for resolution.
- 1.5 Where specific product brands are mentioned, an equivalent will be considered following an official submission of product literature and written acceptance by the City of San Antonio Information Technology Services Department.
- 1.6 Where means, methods, and best practices are mentioned, contractor shall follow the manufacturers' and owner's requirements, industry standards, or code, whichever is most stringent.
- 1.7 Basic contractor qualifications are set forth, but may be made more stringent as applicable to each project based upon size and scope.
- 1.8 A Division 27 specification and T-Series drawings for the Structured Cabling System shall be commissioned and issued by the Architect during the design phases for each facility or project.

PART 2 - DOCUMENT HISTORY

- 2.1 This document supersedes all previous standards which have been fully reevaluated and described herein by the City of San Antonio Information Technology Services Department.
- 2.2 The contents of the standards were derived by the assembly and input from the City of San Antonio Information Technology Services Department.

PART 3 - INDUSTRY STANDARDS

- 3.1. The following industry standards shall be adhered to unless specifically directed otherwise by the City of San Antonio Information Technology Services Department. The list is not all-inclusive and does not alleviate compliance with the latest applicable standards, codes, and best practices:
 - A. TIA-568-C.O Generic Telecommunications Cabling for Customer Premises
 - B. TIA-568-C.1 Commercial Building Telecommunication Cabling Standards - Part 1 General Requirements (2008)
 - C. TIA-568-C .2 Balanced Twisted-Pair Telecommunications Cabling and Components Standard (2009)
 - D. TIA-568-C.3 Optical Fiber Cabling Components Standard (2009)
 - E. TIA-569-B Commercial Building Standard for Telecommunications Pathways and Spaces - (October 2004)
 - F. TIA-598-C Optical Fiber Cable Color Coding - (January 2005)
 - G. TIA/EIA-606-B Administration Standard for Commercial Telecommunications Infrastructure - (May 2012)
 - H. ANSI J-STD-607-8 Commercial Building Grounding and Bonding Requirements for Telecommunications - (October 2011)
 - I. TIA-758-A Customer-Owned Outside Plant Telecommunications Infrastructure Standard - (August 2004)
 - J. TIA-526-7 Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant – OFSTP-7 - (February 2002)
 - K. TIA-526-14-A Optical Power Loss Measurements of Installed Multimode Fiber Cable Plant – OFSTP-14 - (August 1998)
 - L. AIA

M. Local Building Code

N. NEC

O. ISO

P. ANSI

Q. FCC

R. UL

S. OSHA

T. NFPA

U. NEMA

V. IFC

W. IBC

PART 4 - CONTRACTOR QUALIFICATIONS

- 4.1 Contractor and staff shall be a current authorized Panduit Certified Installers and certified by Panduit to provide and furnish a 20-year performance warranty for structured cabling and connectivity components.
- 4.2 Contractor and staff shall possess relevant past-experience and references for a minimum of (5) projects of similar size and scope to that of the City of San Antonio.
- 4.3 Contractor's Project Manager shall be a RCDD in good standing and shall provide Certificate.
- 4.4 Contractor shall have a local office within a 75-mile radius of the project site
- 4.5 Sub-contractors to the primary structured cabling contractor shall meet the same requirements for the primary structured cabling contractor as identified above.

PART 5 - WARRANTY ON PARTS AND LABOR.

- 5.1 The contractor shall furnish a 20-year performance warranty from Panduit for the structured cabling and connectivity components.
- 5.2 All labor and workmanship shall carry a minimum warranty period of (1) year from the date of final system acceptance.

- 5.3 Defects in material or workmanship appearing within this period of time, shall be promptly repaired without cost to the City of San Antonio.

PART 6 - NOMENCLATURE

- 6.1 Main Distribution Frame (MDF) - An environmentally controlled centralized architectural space for housing telecommunications equipment that usually serves as the demarcation point for service providers, and houses the backbone terminations for cross-connection and distribution to Intermediate Distribution Frames.
- 6.2 Intermediate Distribution Frames (IDF) - An environmentally controlled architectural space for housing telecommunications equipment and backbone terminations for cross-connection and distribution to the MDF and end-user workstations.

PART 7 - CITY INFRASTRUCTURE STANDARDS

5.1. Telecommunications Spaces

A. Main Distribution Frame (MDF)

1. Description

- a. The MDF is a telecommunications space that serves a building or multi-building facility or campus. There is only (1) on each campus.
- b. The MDF houses the entrance conduits, terminations, and cross connections for all incoming inter-building backbone cabling from the IDFs in other buildings on the campus and the intra-building backbone cabling from the IDFs in the building in which it resides, and cross-connects to user workstations .
- c. Wall and floor space shall be reserved for service provider demarcation equipment and incoming infrastructure terminations.
- d. Campus distribution network equipment, servers, and other centralized telecommunications related equipment will reside in the MDF.
- e. The MDF may share space with other systems such as security panels, paging systems, and CATV cabling. Space allocation for other systems shall be coordinated with the applicable disciplines after approval from the City of San Antonio Information Technology Service Department. All coordination shall be completed prior to installation.
- f. Fire alarm panels and building control panels shall not be located inside the MDF. Space allocation for these systems needs to occur outside of the MDF.

- g. The MDF shall not be used for storage, serve as a mechanical or electrical distribution space, nor shall it have within its space main electrical feeds, electrical switch gear, transformers, and water or sprinkler main lines.
- h. The layout of cabinets, equipment racks, wall fields, and cable management shall be as indicated on the attached diagrams.

2. Architectural Requirements

- a. The MDF shall be a minimum of 150 square feet with minimum clear lineal walls of at least 10 feet by 15 feet. The size of the MDF shall be coordinated with and approved by the City of San Antonio Information Technology Services Department during the design.
- b. All walls inside the MDF shall go to deck. When walls are drywall they shall be double layered drywall on both sides to help reduce the risk of unauthorized entry.
- c. The MDF Room shall be centrally located.
- d. The floor finish shall be sealed bare concrete or VCT.
- e. The MDF shall not contain windows.
- f. The MDF shall not be located adjacent to or below restrooms or other water-based facilities, or sources of EMI and mechanical vibration.
- g. All walls shall be covered with 4-feet x 8-feet x $\frac{1}{2}$ -inch AC Grade Void Free Fire Retardant Plywood, aligned vertically starting at 12 inches above the finished floor. The plywood shall be installed with the "A" grade side exposed and the "C" grade side against the building or structure. The plywood shall be painted with two coats of fire retardant paint and one stamp from each sheet shall be masked during the painting and uncovered after the paint has dried so the fire rated plywood stamps are visible for inspection.
- h. The minimum ceiling height shall be 9-feet above finished floor with the following preferences of finishes.
 - 1) No ceiling is the preferred finish
 - 2) Hard ceiling is acceptable if leaving open to structure is not possible.
 - 3) The last alternative is a lift-out ceiling. If a lift-out ceiling tile is required this shall be coordinated and approved by the City of San Antonio Information Technology Services Department during the design process. If this option is approved it is recommended the ceiling height inside the MDF room be higher than the ceiling height in the corridor outside the

MDF so the cables entering into the MDF do not have to pass through the lift-out ceiling inside the MDF room.

- i. Entry to the space shall be through a minimum 36-inch by 80-inch clear door opening that swings outward. Door shall be solid core or steel and shall not have any windows. The door shall securely lock and access shall only be by City of San Antonio Information Technology Services Department-approved personnel. The door shall open to an interior hallway or space; it is not recommended the door open to the exterior of the building.
 - j. The MDF door shall be equipped with a minimum of a City of San Antonio Information Technology Services Department approved cipher lock. When an access control security system is available, the entrance to the MDF shall be equipped with a card reader and electrified door hardware.
 - k. Fire suppression for the MDF shall be determined by the specific code requirements for the fire protection scheme of the overall building. If a fire suppression system is designed, it shall be designed to avoid running distribution over the MDF equipment cabinets, racks and equipment.
3. HVAC Requirements
- a. The MDF shall be serviced by a dedicated unit that is part of the building's main system and be equipped with a Split DX system through the wall above the door which cools only when the building HVAC is inadequate or not running. The unit shall maintain a constant 24/7 cooled environment between 68° and 77° F with relative humidity of 40% - 55%.
 - b. Changes in temperature and humidity shall be kept to around 1 percent.
 - c. The minimum HVAC load shall be designed to displace 12KW of power, or 3.5 Tons, and shall be coordinated with the City of San Antonio Information Technology Services Department during the design and designed to load if the known load is greater at the time of design.
 - d. It is recommended the MDF maintain the stated temperature and humidity in the event of building power outages or primary HVAC system failure.
 - e. Air delivery shall be aligned in the front of the equipment rows and returns at the rear of the equipment rows when possible.
 - f. HVAC sensors and controls shall be located in the MDF at 5-ft AFF.
 - g. A hard-wired wall mounted thermostat shall be located inside the MDF Room.
 - h. HVAC systems shall be alarmed for power loss, high and low temperature, high and low humidity, smoke detection, compression failures and water

flooding.

- i. A simplex data drop shall be installed within 12 inches of the unit so it can be incorporated into the Building Automation System (BAS).

4. Lighting Requirements

- a. Florescent light fixtures shall be at least 24 inches above the top of the highest cabinet, rack or cable runway (approximately 84 inches), 36 inches is recommended.
- b. Lighting shall be a minimum of 50 foot candles at 2 feet above the floor in the entire space.
- c. The MDF shall be equipped with emergency lighting to keep the space lit during power outages.

5. Power Requirements

- a. All electrical service outlets shall be labeled with the associated panel and circuit information.
- b. Power shall be in two categories: dedicated and convenience.
- c. Dedicated
 - 1) The MDF shall be equipped with a minimum of (2) dedicated 208 VAC 20 amp electrical circuits terminated in separate J- boxes and (1) dedicated 120 VAC 20 Amp circuit mounted above each equipment cabinet or rack.
 - a) The (2) 208 VAC J-boxes shall be mounted to a uni-strut above the equipment cabinets or racks and shall be provided with a 7-foot "SO Type" cord with a female NEMA L6-20R receptacle on the end.
 - b) The (1) 120 VAC J-box shall be mounted to a uni-strut above the equipment cabinets or racks and shall be provided with a 7-foot "SO Type" cord with a female NEMA 5-20R receptacle on the end.
 - c) The originating electrical panel shall be properly sized for the loads calculated and shall be located in the nearest Electrical Room.
 - 2) Additional power circuits to be allocated to security, paging CATV, and service provider equipment shall be considered and coordinated at the time of building design.
 - 3) Power distribution to the cabinets shall be achieved by installing rack mounted PDUs.

d. Convenience

- 1) The MDF shall be equipped with 120 volt 20 Amp duplex NEMA 5-20R receptacles, with maximum (3) receptacles on each circuit. The originating electrical panel shall be equipped with a 20 Amp breaker per circuit.
- 2) A duplex receptacle shall be spaced at least 1 foot from an adjacent wall and every 6 feet thereafter. A minimum of (1) duplex receptacle shall be placed in each wall and be flush mounted to the finished wall surface at 18 inches above finished floor.

6. Equipment Cabinets / Racks and Cable Management Requirements

- a. The MDF shall be equipped with a minimum (2) equipment cabinets or equipment racks. Coordination with and approval by City of San Antonio Information Technology Services Department during the design is required to determine with equipment cabinets or equipment racks shall be utilized.
- b. The MDF shall be equipped with cable runway encircling the room at 84-86 inches above the finished floor, and crossing the room above the equipment cabinets or racks (1) time.
 - 1) Cable runway shall not be secured to the top of the equipment cabinets.
 - 2) A vertical section of cable runway shall be attached to the wall board to manage backbone and service provider cables as they transition from the entrance conduits to the overhead cable runway.

B. Intermediate Distribution Frame (IDF)

1. Description

- a. An IDF is a telecommunications space that resides in each building that requires more than a single telecommunications space from which to terminate horizontal workstation cables. There may be multiple IDFs in each building as required to maintain horizontal cable distances of 295 feet for the permanent link.
- b. An IDF houses the terminations and cross connections for the intra or inter-building cabling from the MDF and the horizontal user workstation cabling in the area of the building that it serves.
- c. Building workstation access network equipment will reside in the IDF.

- d. The IDF may share space with other systems such as security panels and paging systems. Space allocation for other systems shall be coordinated with the applicable disciplines.
- e. Fire alarm panels and building control panels shall not be located inside the IDF. Space allocation for these systems needs to occur outside of the IDF.
- f. The IDF shall not be used for storage, serve as a mechanical or electrical distribution space, nor shall it have within its space main electrical feeds, electrical switch gear, transformers, water or main sprinkler lines.
- g. The layout of cabinets, equipment racks, wall fields, and cable management shall be as indicated on the attached diagrams.

2. Architectural Requirements

- a. The IDF shall be a minimum of 100 square feet with minimum clear lineal wall lengths of at least 10 feet by 10 feet.
- b. All walls shall go to deck. When walls are drywall they shall be double layered drywall on both sides to help reduce the risk of unauthorized entry.
- c. The floor finish shall be sealed bare concrete or VCT.
- d. The IDF shall not contain windows.
- e. IDFs shall be arranged in a stacked formation in multi-story buildings, and not be located next to or below restrooms or other water-based facilities, or sources of EMI and mechanical vibration.
- f. All walls shall be covered with 4-feet x 8-feet x 1/2-inch AC Grade Void Free Fire Retardant Plywood, aligned vertically starting at 12 inches above the finished floor. The plywood shall be installed with the "A" grade side exposed and the "C" grade side against the building or structure. The plywood shall be painted with two coats of fire retardant paint and one stamp from each sheet shall be masked during the painting and uncovered after the paint has dried so the fire rated plywood stamps are visible for inspection.
- g. The minimum ceiling height shall be 9 feet above finished floor with the following preferences of finishes.
 - 1) No ceiling is the preferred finish
 - 2) Hard ceiling is acceptable if leaving open to structure is not possible.
 - 3) The last alternative is a lift-out ceiling. If a lift-out ceiling tile is required this shall be coordinated and approved by the City of San Antonio Information

Technology Services Department during the design process. If this option is approved it is recommended the ceiling height inside the MDF room be higher than the ceiling height in the corridor outside the MDF so the cables entering into the MDF do not have to pass through the lift-out ceiling inside the MDF room.

- h. Entry to the space shall be through a minimum 36-inch by 80-inch clear door opening that swings outward. Door shall be solid core or steel and shall not have any windows. The door shall securely lock and access shall only be by City of San Antonio Information Technology Services Department-approved personnel. The door shall open to an interior hallway or space; it is not recommended the door open to the exterior of the building.
- i. The IDF door shall be equipped with a minimum of a City of San Antonio Information Technology Services Department approved cipher lock. When an access control security system is available, the entrance to the IDF shall be equipped with a card reader and electrified door hardware.
- j. Fire suppression for the IDF shall be determined by the specific code requirements for the fire protection scheme of the overall building. If a fire suppression system is designed, it shall be designed to avoid running distribution over the IDF equipment cabinets, racks and equipment.

3. HVAC Requirements

- a. The IOF shall be serviced by a dedicated unit that is part of the building's main system and be equipped with Split DX system through the wall above the door which cools only when the building HVAC is inadequate or not running. The unit shall maintain a constant 24/7 cooled environment between 68° and 77° F with relative humidity of 40% - 55%.
- b. Changes in temperature and humidity shall be kept to around 1 percent.
- c. The minimum HVAC load shall be designed to displace 4KW of power, or 1 Ton, and shall be coordinate with the City of San Antonio Information technology Services Department and designed to load if the load is greater and known at the time of design.
- d. It is recommended that the IDF maintain the stated temperature and humidity in the event of building power outages or primary HVAC system failure.
- e. Air delivery shall be aligned in the front of the equipment rows and returns at the rear of the equipment rows.
- f. HVAC sensors and controls shall be located in the IDF at 5-ft AFF.
- g. A hard-wired wall mounted thermostat shall be located inside the IDF Room.

- h. HVAC systems shall be alarmed for power loss, high and low temperature, high and low humidity, smoke detection, compression failures and water flooding.
 - i. A simplex data drop shall be installed within 12 inches of the unit so it can be incorporated into the Building Automation System (BAS).
4. Lighting Requirements
- a. Florescent light fixtures shall be at least 24 inches above the top of the highest cabinet, rack or cable runway, 36 inches is recommended.
 - b. Lighting shall be a minimum of 50 foot candles at 2 feet above the floor in the entire space.
 - c. The IDF shall be equipped with emergency lighting to keep the space lit during power outages.
5. Power Requirements
- a. All electrical service outlets shall be labeled with the associated panel and circuit information.
 - b. Power for the IDF shall be in two categories: dedicated and convenience.
 - c. Dedicated
 - 1) The IDF shall be equipped with a minimum of (2) dedicated 208 VAC 20 amp electrical circuits terminated in separate J-boxes and (1) dedicated 120 VAC 20 Amp circuit mounted above each equipment cabinet or rack.
 - a) The (2) 208 VAC J-boxes shall be mounted to a uni-strut above the equipment cabinets or racks and shall be provided with a 7-foot "SO Type" cord with a female NEMA L6-20 R receptacle on the end.
 - b) The (1) 120 VAC J-box shall be mounted to a uni-strut above the equipment cabinets or racks and shall be provided with a 7-foot "SO Type" cord with a female NEMA 5-20 R receptacle on the end.
 - c) The originating electrical panel shall be properly sized for the loads calculated and shall be located in the nearest Electrical Room.
 - 2) Additional power circuits to be allocated to security, paging, and service provider equipment shall be considered and coordinated at the time of building design.

- 3) Power distribution to the cabinets shall be achieved by installing rack mounted PDUs.

d. Convenience

- 1) The IDF shall be equipped with 20 Amp duplex NEMA 5-20R receptacles, with maximum (3) receptacles on each circuit. The originating electrical panel shall be equipped with a 20 Amp breaker per circuit.
- 2) A duplex receptacle shall be spaced at least 1 foot from an adjacent wall and every 6 feet thereafter. A minimum of (1) duplex receptacle shall be placed in each wall and be flush mounted to the finished wall surface at 18 inches above finished

6. Equipment Cabinets / Racks and Cable Management Requirements

- a. The IDF shall be equipped with a minimum (2) equipment cabinets or equipment racks. Coordination with and approval by City of San Antonio Information Technology Services Department during the design is required to determine with equipment cabinets or equipment racks shall be utilized.
- b. The IDF shall be equipped with cable runway encircling the room at 84-86 inches above the finished floor, and crossing the room above the equipment cabinets or racks (1) time.
 - 1) Cable runway shall not attach to the top of the equipment cabinets.
 - 2) A vertical section of cable runway shall be attached to the wall board to manage backbone and service provider cables as they transition from the entrance conduits to the overhead cable runway.

5.2. Entrance Pathways and Conduits

A. Design Principles

1. Pathways and conduits are described herein with regard to capacity, function, and basic design principles and shall be designed by the MEP in accordance with NEC and EIA/TIA-758, Customer-Owned Outside Plant Telecommunications Cabling.
2. Telecommunications Conduit Systems shall:
 - a. Be Schedule 80 when placed under ground.
 - b. Contain a minimum of (3) 3-inch 3-Cell Maxcell fabric innerducts inside each conduit. Coordination with and approval by the City of San Antonio Information Services Technology Department is required to determine the exact quantity and size of the Maxcell innerducts inside each conduit.

- c. Contain no more than the equivalent of (2) 90 degree bends between pull boxes.
- d. Maintain a minimum bend radius of 10 times the diameter of the conduit.
- e. Not exceed 40 percent fill ratio.
- f. Be placed at a minimum depth of 36-inches from the top of the conduit to the finished grade with 3-inches of compacted sand above and below the buried conduit and an orange metallic tracer warning tape stenciled "TELECOMMUNICATIONS" 12 inches below grade throughout the entire pathway.
- g. Be interrupted by an adequately sized manhole or pull box at least every 600 feet for sections containing up to (1) 90 degree of bend, and at least every 350 feet for sections with the equivalent of (2) 90 degree bends.
 - 1) Manholes and pull boxes shall be of adequate depth for conduits to enter from the side of the pull box and not be required to sweep up into the bottom of box.
 - 2) Manholes shall have a minimum size of 12 feet long 6 feet wide and 7 feet high.
 - 3) Pull boxes shall be a minimum of 24 inches wide, 48 inches long and 30 inches tall.
 - 4) All accessories such as racking, grounding and bonding, ladders and ancillary equipment shall be provided
 - 5) All covers shall be stenciled with "COSA COMMUNICATIONS".
 - 6) Manholes and pull boxes shall be designed to ensure proper construction types and load ratings (i.e., traffic bearing) are observed and utilized based on the location of the pull boxes.
- h. Stub up into the MDF and/or IDF at 4-inches above the finished floor, no more than 2 inches from the finished wall and installed parallel to the finished wall.
- i. Contain a marked pulling tape with 1800 lbs tension strength, be fitted with bushings, and sealed appropriately at both ends.

B. Service Provider Conduits

- 1. Minimum of (4) 4-inch conduits shall route underground from the MDF to the edge of the property Right of Way and terminate as required by the service provider(s). Additional conduits shall be added as required.

2. Manholes and pull boxes shall be utilized as required for an ANSI, TIA and BICSI compliant conduit distribution system. The conduit, pull boxes/manholes sizing and construction shall be coordinated with the City of San Antonio Information Technology Service Department and the applicable service provider on a project by project basis.
3. Where the service provider termination location is unidentified at the time of design, the conduits shall route from the MDF to an adequately- sized pull box or manhole at least 30 feet from the building edge.

C. Campus Serving Conduits

1. Minimum of (2) 4-inch conduits shall route underground from the MDF to the IDF on the first floor of each additional building on the campus. Additional conduits shall be added as required if fill capacity exceeds 40 percent.
2. Manholes and pull boxes shall be utilized as required for an ANSI, TIA and BICSI compliant conduit distribution system. The conduit, pull boxes/manholes sizing and construction shall be coordinated with the City of San Antonio Information Technology Service Department and the applicable service provider on a project by project basis.
3. Where only the first building of a campus is being designed, (2) 4-inch conduits for each additional future building shall route from the MDF to an adequately-sized manhole or pull box at least 30 feet from the building edge.

D. Building Entrance for Large Campus

1. For large campuses, the MEP and Structural Engineer shall consider a conduit entrance vault as part of the MDF sub floor.

5.3. Cable Management In Telecommunications Spaces

A. Equipment Cabinets / Equipment Racks

1. Coordination with and approval by City of San Antonio Information Technology Services Department during the design is required to determine with equipment cabinets or equipment racks shall be utilized.
2. Cabinets and racks shall be black aluminum Standard Equipment Cabinets and Racks with EIA 19-inch rails, 84-inch (45 RMU) overall height and rack mount unit markings engraved on the rails.
3. All cabinets and racks shall be equipped with horizontal and vertical cable management as indicated in Exhibit 1.

4. Racks shall be bolted to the concrete floor and to the overhead cable runway utilizing manufacturer-recommended hardware and methods.

B. Overhead Cable Management

1. Overhead Cable Management shall be a Universal Cable Runway made of 3/8" x 1-1/2" x .065" wall rectangular steel tubing with cross members welded at 12-inch intervals.
 - a. MDFs shall be provided with a minimum of 18-inch wide Universal Cable Runway.
 - b. IDFs shall be provided with a minimum of 12-inch wide Universal Cable Runway.
 - c. Universal Cable Runway shall encircle the MDF or IDF room at 84-86 inches above the finished floor, and crossing the room above the equipment cabinets or racks (1) time.
 - d. The appropriate Radius Drop shall be installed over the racks or cabinets to provide the proper support for the cabling leaving the Runway and entering the rack/cabinet.
 - e. Universal Cable Runway shall be installed utilizing appropriate hardware to support, join, or attach sections to structures, and shall be supported at a minimum of 5 foot intervals.
 - f. A vertical section of cable runway shall be attached to the wall board to manage backbone and service provider cables as they transition from the entrance conduits to the overhead cable runway.
 - g. Universal Cable Runway shall not attach to the full sized equipment cabinets.

5.4. Cable Support in Pathways

A. Main Cable Pathway

1. Main cable pathway shall be wire-basket cable tray with the cables exiting the cable tray supported utilizing j-hooks installed a minimum of every 4-5 feet on center. J-hooks shall be installed utilizing appropriate hardware to support, join and attach j-hooks to structures.
2. Cable tray and J-hook sizing and quantity shall be scaled to the application not to exceed 40 percent fill ratio.
3. A separate j-hook shall be provided for each media type:
 - a. Backbone Fiber

- b. Backbone Copper
- c. Horizontal Data
- d. Horizontal Wireless
- e. Horizontal Audio Visual
- f. Horizontal Security

B. Sleeves and Penetrations

1. Sleeves and penetrations are described herein with regard to capacity, function, and basic design principles and shall be designed in accordance with NEC and EIA/TIA-569-B, Commercial Building Standard for Telecommunications Pathways and Spaces.
2. All sleeves shall be equipped with nylon bushings.
3. All sleeves and penetrations shall be properly fire-stopped to meet local code and to return the wall, floor or structure, back to its original rating.
4. Scale the quantity of sleeves to maintain a 40 percent fill ratio in each sleeve.
5. Above MDF and IDFs install minimum of (4) 4-inch EMT sleeves through the partition wall between the MDF and/or IDF overhead space and the main cabling pathway.
6. Between directly aligned vertically stacked MDF and IDFs install minimum of (3) 4" EMT sleeves through the floor of the upper IDF.
7. Between skewed MDF and IDFs on adjacent floors, install minimum of (3) 4" EMT sleeves through the floor of the upper IDF into the accessible ceiling space below and utilize main cabling pathway to route cabling into the IDF or MDF on the lower floor.

C. Workstation Rough-ins and local power (Typ.)

1. At each flush wall-mounted workstation location, install a 4 11/16 inch by 4 11/16 inch by 2-1/8 inch double-gang back box with double-gang mud ring at 18 inches above the finished floor and at appropriate height for wall mounted phones and above-counter and millwork locations.
 - a. Install a minimum of (1) 1-inch conduit from the double-gang box to above accessible ceiling in the room where double-gang box is located. If ceiling is not accessible, install conduit to nearest accessible ceiling.
 - b. Conduit shall not exceed the 40 percent fill ratio.

- c. Terminate the conduit above accessible ceiling and install nylon bushing and pull string.
 - 1) Conduit shall be installed in accordance with EIA/IA-569-B, contain no more than the equivalent of (2) 90 degree bends and/or 98.4 feet between pull boxes, and maintain a bend radius of 6 times the diameter of the conduit.
2. At locations where the workstation outlets cannot be installed flush in the wall, a Panduit Surface Mounted Raceway that is appropriately sized and designed to meet the specific requirements shall be provided.
 - a. When power is provided in the surface mounted raceway a dual- channel surface mounted raceway shall be provided to separate the power from the structured cabling.
 - b. The use of surface mounted raceway shall only be considered when no option is available to install the workstation outlets flush in the wall and shall be approved by the City of San Antonio Information Technology Service Department during the design or prior to installation.
3. At floor-mounted workstation locations, install a floor box or poke-thru specifically designed for the application and environment adequately sized to accommodate the quantity of installed horizontal data cables.
 - a. Install a minimum of a (1) 1-inch conduit for every (6) cables from the floor box to above accessible ceiling.
 - b. Conduit shall not exceed the 40 percent fill ratio.
4. For modular furniture workstations, a rough-in pathway shall be considered and designed according to the furniture type, quantity of cables, and location as required for each furniture system.
 - a. The use of power poles shall be considered only on a case-by-case basis.
5. For ceiling-mounted outlets above accessible ceiling such as Wireless Access Points or IP Cameras, no rough-in is required. The data cable will terminate into a surface-mount box secured to the structure above the accessible ceiling.
6. The electrical engineer shall design at a minimum (1) quad NEMA 5- 15R receptacle within 12" of each workstation outlet location.

5.5. Backbone Cabling

A. Service Provider Demarc

1. The service provider demarc shall be located inside the MDF when feasible.
 - a. For all new construction, the service provider demarc shall be located inside the MDF. The service provider demarc location and requirements shall be coordinated with City of San Antonio Information Technology Services Department.
 - b. For renovation projects where the service provider demarc is not currently located inside the MDF but is required to be relocated because of the renovation, the service provider demarc shall be relocated to the MDF. The service provider demarc location and requirements shall be coordinated with City of San Antonio Information Technology Services Department.
 - c. For renovation projects where the service provider demarc is not currently located inside the MDF and is not required to be relocated because of the renovation, the service provider demarc shall be extended to the MDF via copper and/or fiber as required. The service provider demarc location and requirements shall be coordinated with City of San Antonio Information Technology Services Department.

B. Inter-building Backbone Cabling (Campus)

1. Permanent Structures

a. Copper

- 1) Inter-building Backbone Copper Cabling shall be Category 3 25-pair 24 AWG flooded UTP home run from the MDF to primary IDF in each of the buildings on the campus. Provide a 10-foot service loop at both ends of each cable stored on the wall above or below the cable runway. Provide a 20-foot service loop in each manhole or pull box. Cables shall be secured with Hook-and-loop tie-wraps in the MDF or IDF.
- 2) Inter-building Backbone Copper Cabling shall terminate on UL-listed Category 3 25-pair 110 IDC in/out lightning protection panels equipped with UL-listed Category 3 5-pin solid state quick-acting protector modules. The secondary side of the panel shall be connected to a Category 3 24-Port RJ-45 rack mounted patch panel.

b. Fiber

- 1) Inter-building Backbone Fiber Optic Cabling shall be armored indoor/outdoor 48-Strand single mode home run from the MDF to the primary IDF in each of

the buildings on the campus and dressed with fan-out kits as required. Provide a 10-foot service loop at both ends of each cable stored on the wall above or below the cable runway. Provide a 20-foot service loop in each manhole or pull box. Cables shall be secured with Hook-and-loop tie-wraps in the MDF or IDF.

- 2) All fiber optic terminations shall be fusion spliced to factory provided "pig-tail" LC terminated cables.

C. Intra-building Backbone Cabling

1. Copper

- a. Intra-building Backbone Copper Cabling shall be Category 3 25-pair plenum rated 24 AWG UTP home run from the MDF to each of the IDFs in the building. Provide a 10-foot service loop at both ends of each cable stored on the wall above or below the cable runway. Cables shall be secured with Hook-and-loop tie-wraps in the MDF or IDF.
- b. Intra-building Backbone Copper Cabling shall terminate on a Category 3 24-Port RJ-45 rack mounted patch panel.

2. Fiber

- a. Intra-building Backbone Fiber Optic Cabling shall be armored plenum rated 24-Strand single mode from the MDF to each of the IDFs in the building. Provide a 10-foot service loop at both ends of each cable stored on the wall above or below the cable runway. Cables shall be secured with Hook-and-loop tie-wraps in the MDF or IDF and in the cable runway.
- b. All fiber optic terminations shall be fusion spliced to factory provided "pig-tail" LC terminated cables.

5.6. Horizontal Cabling

A. Workstation Cable

1. Horizontal Data Cabling shall be Category 6 UTP, minimum factory sweep tested to 350 MHz, plenum rated, installed from the patch panel in the MDF or IDF to the workstation location not to exceed 295 feet for the permanent link. Provide a 10' service loop in the MDF or IDF, and 1-foot of slack at the conduit stub-up above the outlet. Cable bundles shall be secured with Hook-and-loop tie-wraps.
2. At the workstation, each Category 6 cable shall be terminated in a Category 6 modular jack insert and snapped into a single or double-gang, faceplate. Jack colors are designated in Exhibit 1. Faceplates shall be equipped with designation windows for labeling and blank inserts in unused ports.

3. Wall phone workstations shall be equipped with a studded wall phone faceplate capable of accepting a modular jack insert.
4. All faceplate colors shall be coordinated with the Architect or owner at the time of installation.
5. In the MDF or IDF, each Category 6 cable shall be terminated on the back of Category 6 rack mounted patch panels which are mounted in the equipment cabinets.
6. Category 6 cable shall be terminated with the T568B sequence.

B. Workstation Configurations

1. Office Workstation

- a. Install (2) yellow Category 6 cables for data into a 6-port double-gang flush faceplate. The yellow cables shall be terminated with ivory category 6 modular jacks and placed in the first and second position in the faceplate.
 - 1) Furnish a minimum of (1) 2-port workstation on each of (2) walls in each office of approximately 100 sq. ft.
 - 2) Offices that are smaller or larger shall be designed with consideration given to the size of the office and number of personnel planned for the office.
 - 3) Modular furniture clusters shall be designed to accommodate the user requirements at the time of construction.

2. Ceiling-Mounted Projector Outlet

- a. Install (1) Purple (or Violet) Category 6 cable with 20-foot slack loop at each ceiling mounted projector location, terminated with a purple category 6 modular jack placed in a surface mounted box and secured to the building structure when mounted above the accessible ceiling.
 - 1) When a Ceiling Mounted Projector outlet is installed above the accessible ceiling, a purple adhesive dot shall be attached to the ceiling grid directly below the outlet location for future identification of the outlet location.
 - 2) When an accessible ceiling is not available, the designer shall coordinate with the audio/visual consultant to termination requirements.
 - 3) The designer shall coordinate with the audio/visual consultant to determine quantities and locations of projectors.

3. Audio Visual Control System (Control Panel)

- a. Install (1) Purple (or Violet) Category 6 cable at each control panel location, terminated with a purple category 6 modular jack placed in a surface mounted box and secured to the building structure when mounted above the accessible ceiling .
 - 1) When an Audio Visual Control System Panel outlet is installed above the accessible ceiling, a purple adhesive dot shall be attached to the ceiling grid directly below the outlet location for future identification of the outlet location.
 - 2) When an accessible ceiling is not available, the designer shall coordinate with the audio/visual consultant to termination requirements.
 - 3) The designer shall coordinate with the audio/visual consultant to determine quantities and locations of projectors.

4. Wireless Access Point Outlet

- a. Install (1) white Category 6 cable with 20-foot slack loop at each wireless access point location, terminated with a white Category 6 modular jack placed in a surface mounted box and secured to the building structure when mounted above the accessible ceiling.
 - 1) When a Wireless Access Point outlet is installed above the accessible ceiling, a white adhesive dot shall be attached to the ceiling grid directly below the outlet location for future identification of the outlet location.
 - 2) When an accessible ceiling is not available, the outlet for the wireless access point shall be terminated in a 2-port single gang flush mounted faceplate located 6-inches below ceiling not to exceed 12-feet above finished floor.
 - 3) The designer shall coordinate with the City of San Antonio Information Technology Services Department to determine quantities and locations of wireless access points.

5. IP Camera Outlet

- a. Install (1) red Category 6 cable with 20-foot slack loop at each IP camera location, terminated on red category 6 modular jack placed in a surface mounted box and secured to the building structure when mounted above the ceiling.
 - 1) When an IP Camera workstation is installed above the accessible ceiling, a red adhesive dot shall be attached to the ceiling grid directly below the outlet location for future identification of the outlet location.

- 2) When an accessible ceiling is not available, the outlet for the IP camera shall be terminated in a 2-port single gang flush mounted faceplate located 6-inches below the ceiling not to exceed 12-feet above finished floor.
- 3) The designer shall coordinate with the City of San Antonio Information technology Services Department to determine quantities and locations of IP Cameras.

C. Patch Cables

1. MDF

a. Fiber Patch Cables – Duplex

- 1) In the MDF furnish to the City of San Antonio Information technology Services Department at the time of substantial completion (1) fiber optic patch cable plus 25 percent spare for each terminated strand.
- 2) Coordinate with City of San Antonio Information technology Services Department for patch cable types, connectors, lengths and colors.

b. Copper Patch Cables

- 1) In the MDF, furnish to the City of San Antonio Information Technology Services Department at the time of final substantial completion (1) 28 AWG Category 6 modular non-booted patch cable plus 25 percent spare for each terminated cable.
- 2) Coordinate with City of San Antonio Information Technology Services Department for lengths of patch cables.
 - a) Category 6 patch cables for each end user workstation outlet terminated shall be black.
 - b) Category 6 patch cable for each audio/visual outlet terminated shall be purple.
 - c) Category 6 patch cable for each wireless access outlet terminated shall be white.
 - d) Category 6 patch cable for each IP camera outlet terminated shall be red.

2. IDF

a. Fiber Patch Cables - Duplex

1. In each IDF furnish to the City of San Antonio Information Technology Services Department owner at the time of substantial completion (1) fiber optic patch cable plus 25 percent for each terminated strand.
2. Coordinate with City of San Antonio Information technology Services Department for patch cable types, connectors, lengths and colors.

b. Copper Patch Cables

- 1) In each IDF, furnish to the owner at the time of substantial completion (1) 28 AWG Category 6 modular non-booted patch cable plus 25 percent for each terminated cable.
- 2) Coordinate with City of San Antonio Information Technology Services Department for lengths of patch cables.
 - a) Category 6 patch cables for each end user workstation outlet terminated shall be black.
 - b) Category 6 patch cables for the active equipment side of each end user workstation outlet terminated shall be yellow.
 - c) Category 6 patch cable for each audio/visual outlet terminated shall be purple.
 - d) Category 6 patch cable for each wireless access outlet terminated shall be white.
 - e) Category 6 patch cable for each IP camera outlet terminated shall be red.

5.7. Grounding

A. Grounding shall be designed and installed in accordance with ANSI-J-STD- 607-8.

1. Install (1) Telecommunications Main Grounding Busbar (TMGB) in the MDF and (1) Telecommunications Grounding Busbar (TGB) in each IDF.
 - a. The TMGB and TGB shall be labeled.
2. Install a Telecommunications Bonding Backbone (TBS), #3/0 AWG stranded green insulated copper conductor in a star topology between the TMGB and each TGB in each building. When IDFs are stacked a single TBB can be daisy-chained between TGBs back to the TMGB.

3. Install an Equipment Bonding Conductor (EBC), #6 AWG green insulated conductor from the TMGB or TGB as applicable to each cable runway system, equipment rack, cabinet, lightning protector, or multi-pair cable with a metallic element.
 - a. Install a #3/0 AWG stranded green insulated copper conductor from the TMGB to the main building electrical service ground in each building.
 - b. In a metal frame (structural steel) building, where the steel framework is readily accessible within or external to the room; each TGB and TMGB shall be bonded to the vertical steel metal frame using a minimum #6 AWG conductor. The connection to building steel does not eliminate the requirement for the TBB or BC to the service ground.
4. Install a Grounding Equalizer Conductor, #3/0 AWG stranded green insulated copper conductor to interconnect multiple TBBs on the top floor and every 3rd floor when required by ANSI J-STD-607-B.
5. When exceeding 13 feet the conductors shall be sized at 2 kcmil per linear foot of conductor length up to a maximum of 3/0 AWG.

5.8. Labeling

1. Coordination with and approval by the City of San Antonio Information Technology Services Department is required on the specific site labeling schema.
2. All labels shall be typed (not handwritten)
3. Verify room numbers and confirm the final room numbering scheme prior to generating labels.
4. Horizontal Cables shall be labeled within 12 inches from the termination point inside the MDF/IDF.
5. Horizontal Cables shall be labeled within 6 inches from the termination point at the workstation end.
6. Backbone Fiber and Copper Cables shall be labeled within 12 inches of the visible end of the jacket.
7. Fiber Innerduct shall be labeled within 12 inches of the point of entry of the fiber optic enclosure.
8. Cables shall be labeled identically at both ends.
9. MDFs and IDFs Room shall be labeled (signage) with the permanent room designations that match the final building signage for cable labeling.

10. Equipment cabinets or racks in each MDF or IDF shall be labeled in sequential numeric order. Labels shall be centered on the top front of the equipment rack.
11. Fiber optic backbone cable labels shall contain the cable origin room number, the cable destination room number, fiber strand numbers, and type (i.e. MDFA150-IDFC126-48SM001-048).
12. Fiber optic enclosures shall be labeled alpha-numeric starting with the 1st fiber optic enclosure in the top of the 1st equipment rack. A label for each terminated strand shall be securely placed inside each fiber optic enclosure.
13. Fiber optic couplers panels in fiber enclosures shall be labeled at each end by strand denoting MDF and/or IDF the cable comes from, and strand number to and from respectively (i.e. 1 DFC126-48SM001-048).
14. Copper backbone cables labels shall contain the cable origin room number, the cable destination room number, and cable pairs (i.e. MDFA150-IDFC126/001-025).
15. Horizontal cables shall be labeled identically at each end with the destination end and origin room number, patch panel number, and port number. (i.e. 1 DFC126-C115-B5).
16. Patch panels in each closet shall be uniquely alphabetically labeled sequentially starting with the first Patch Panel in the top of the first equipment rack (i.e. A, B, C, D, E, etc.). Each MDF or IDF starts with A and shall not repeat a letter.
17. 110-type blocks shall contain the origin room number, destination room number, and pair numbers, under each pair termination. (i.e. MDFA150- IDFC126-PR 1-50). 110-type block labels shall be printed on product- specific label strips and placed into label holders.
18. Workstation Faceplates shall be labeled denoting origin MDF/IDF Room Number, patch panel, and port number (i.e. IDFC126-85).

5.9. Testing

- A. All test results shall be submitted to the owner along with all other final documentation. Test results shall be submitted in both PDF format and the Native Tester format along with the software needed to read the Native Tester Format.
- B. Terminated fiber optic strands shall be tested bi-directionally end to end be and certified in accordance with applicable industry standards and manufacturer certifications requirements with an OTDR field and Light Meter tester that is within their calibration period.
- C. Terminated backbone copper cable links shall be tested in accordance with applicable industry standards and manufacturer certification requirements for attenuation,

continuity, and pin-mapping with approved field tester(s) that are within their calibration period.

- D. Terminated Category 6 UTP cable links shall be tested in accordance with applicable industry standards and manufacturer certification requirements for Category 6 compliance with approved field tester(s) that are within their calibration period.

5.10. As-Built Documentation

- A. Produce drawings depicting the condition of the Structured Cabling System as installed produced in AutoCAD 2010 or higher and provided in hardcopy, electronically in .DWG and .PDF format. Include the exact dimensions and locations of MDF and IDF layouts, wall elevations, equipment cabinet elevations, cable runways, cable tray, sleeves, backbone and horizontal cable pathways, workstation locations, and numbering and labeling scheme.
- B. A half-size hard copy of the as-built drawings for the applicable region served by the MDF and/or IDFs shall be provided in MDF and each IDF for reference.
- C. Produce cable records for the Structured Cabling System as installed to include a list of all horizontal and backbone cables produced in an Excel format and provided in hardcopy and electronic format indicating cable number, unique cable label, cable type, origin and destination, length, termination method, and pass/fail result.
- D. Produce (3) hard copies of all test results for each cable, to include technician's name and date stamp, a list of tested cables, and the individual results for each cable tested. Test results shall be furnished on CD ROM to include native file format and .PDF format.

PART 8 - SUMMARY OF STANDARDS

8.1 Summary

- A. All aspects of this City of San Antonio Structured Cabling Infrastructure Standards shall be applied to the design process for new, leased and renovated facilities.
- B. A Division 27 specification and T-Series drawings for the Structured cabling System shall be commissioned and issued by the Architect during the design phases for each facility or project. Drawings and specifications shall be sealed with a current RCDD stamp.

PART 9 - EXHIBITS

EXHIBIT 1 - ACCEPTABLE MANUFACTURERS / PRODUCTS

- A. The following list of manufacturers / products is provided for reference only and is not all inclusive. All manufacturers / products shall be verified by the designer for each project and confirmed with The City of San Antonio Information Technology Services Department prior to issuing any construction documents.
- B. Where specific manufacturers / products are mentioned, an equivalent will be considered following an official submission of product literature and written acceptance by the City of San Antonio Information Technology Services Department.
- C. Fiber Optic Backbone Cable
1. Indoor
 - a. 9/125 μ m Single-Mode Plenum Rated Armored
 - 1) Panduit
 - 2) Chromatic
 - 3) Commscope
 - 4) Corning
 - 5) Systemax
 2. Outdoor Underground
 - a. 9/125 μ m Indoor/Outdoor Single-Mode Armored
 - 1) Panduit
 - 2) Chromatic
 - 3) Commscope
 - 4) Corning
 - 5) Systemax
 3. Outdoor Aerial
 - a. 9/125 μ m Indoor/Outdoor Single-Mode Armored
 - 1) Panduit

- 2) Chromatic
- 3) Commscope
- 4) Corning
- 5) Systimax

4. Fiber Optic Fabric Innerduct

a. Indoor Plenum Rated

- 1) MaxCell

b. Outdoor

- 1) MaxCell

D. Copper Backbone Cable

1. Indoor

a. Category 3 24 AWG Unshielded Twisted Pair (UTP) Plenum (White Sheath)

- 1) General
- 2) Mohawk
- 3) Superior
- 4) Systimax

2. Outdoor Underground

a. Category 3 24 AWG Unshielded Twisted Pair (UTP) Flooded (PE-89)

- 1) General
- 2) Mohawk
- 3) Superior
- 4) Systimax

3. Outdoor Aerial

a. 24 AWG Unshielded Twisted Pair (UTP) Self-Supported

- 1) General
- 2) Mohawk
- 3) Superior
- 4) Systimax

E. Horizontal Cable

1. Category 6 UTP Plenum (Minimum 350 MHz)

a. Network Access (Yellow Sheath)

- 1) General
- 2) Panduit

b. Wireless Access Points (White Sheath)

- 1) General
- 2) Panduit

c. AV Access (Purple Sheath)

- 1) General
- 2) Panduit

d. IP Security (Red Sheath)

- 1) General
- 2) Panduit

F. Fiber Optic Cable Termination

1. Fiber Enclosure

- a. Panduit Opticom Rack Mount Fiber Enclosure – Part No. FRMEXX

2. 9µm Single-Mode Fiber Coupler Panel

- a. 9µm Panduit Opticom LC Fiber Adapter Panel - Part No. FAP6WBUDLCZ

3. Fiber Blank Panel
 - a. Panduit Opticom Blank Fiber Adapter Panel – Part No. FAPB
4. 9µm Single-Mode LC Pigtailed
 - a. Panduit Opti-Core OS1/OS2 Single-Mode Fiber Optic Pigtailed (LC to Pigtail) – Part No. F9B10-NM1Y
5. Loose Tube Fiber Fan-Out Kit
 - a. Panduit

G. Copper Cable Termination

1. Building Entrance Terminals
 - a. Primary Copper Protectors
 - 1) Circa 50-Pair 110 Style Lightning Protection Block
 - 2) Solid State Digital Series Surge Protection Modules
2. Backbone Cable Termination Panels
 - a. Rack Mounted Voice Patch Panels
 - 1) Panduit Voice Patch Panel – Part No. VP24382TV25Y
3. Category 6 Horizontal Rack Mounted Patch Panels
 - a. Category 6 48-Port Patch Panels – Panduit Mini-Com Flush Mount Modular Patch Panels - Part No. CPP48FMWBLY
4. Category 6 Modular Jacks
 - a. Network Access
 - 1) Equipment Room/Telecommunications Room End (Black)
 - a) Panduit Mini-com TX6 Plus UTP Jack Modules Part No. CJ688TGBL
 - 2) Field End (Ivory)
 - a) Panduit Mini-Com TX6 Plus UTP Jack Modules Part No. CJ688TGEI

- b. Wireless Access Points
 - 1) Equipment Room/Telecommunications Room End (White)
 - a) Panduit Mini-Com TX6 Plus UTP Jack Modules Part No. CJ688TGWH
 - 2) Field End (White)
 - a. Panduit Mini-Com TX6 Plus UTP Jack Modules Part No. CJ688TGWH
 - c. AV Access (Violet)
 - 1) Equipment Room/Telecommunications Room End (Violet)
 - a) Panduit Mini-Com TX6 Plus UTP Jack Modules Part No. CJ688TGVL
 - 2) Field End (Violet)
 - a) Panduit Mini-Com TX6 Plus UTP Jack Modules Part No. CJ688TGVL
 - d. IP Security
 - 1) Equipment Room Telecommunications Room End (Red)
 - a) Panduit Mini-Com TX6 Plus UTP Jack Modules Part No. CJ688TGRD
 - 2) Field End (Red)
 - a) Panduit Mini-Com TX6 Plus UTP Jack Modules Part No. CJ688TGRD
5. Telecommunications Faceplates with Designation Window
- a. 2-Port Single Gang Flush (Stainless Steel)
 - 1) Panduit Mini-Com Stainless Steel Faceplates with Labels Part No. CFPL2SY
 - b. 4-Port Single Gang Flush (Stainless Steel)
 - 1) Panduit Mini-Com Stainless Steel Faceplates with Labels Part No. CFPL4SY
 - c. 4-Port Double Gang Flush (Stainless Steel)
 - 1) Panduit Mini-Com Stainless Steel Faceplates with Labels Part No. CFPL6S-2GY
6. Wall Phone Faceplate (Stainless Steel)

- a. Panduit Phone Wall Plate Module Part No. KWP6PY
- 7. 2-Port Surface Mount Box (White)
 - a. Panduit Mini-Com Surface Mount Box Part No. CBXJ2HW-A
- 8. Blank Insert (White)
 - a. Panduit Mini-Com Blank Module – Part No. CMBWH-X
- H. Equipment Racks, Cabinets, Wire Management, and Accessories
 - 1. Two-Post Rack - 19" x 84" Open Frame (Black)
 - a. Panduit Part No. CMR19x84NU
 - 2. Four-Post Open Frame Rack - 23 .3" x 84" x 30 .2" (Black)
 - a. Panduit Part No. CMR4P84
 - 3. Equipment Cabinet (Black)
 - a. Chatsworth F-Series TeraFrame Gen 3 Cabinet Part No. FF2J-113B- C22A
 - b. Chatsworth CUBE-iT Wall-Mounted Cabinet 48" H X 24" W X 30" D Black Part No. 11996-748
 - c. Chatsworth Thin-Line II Wall-Mounted Cabinet 36" H X 26" W X 12" D 6U Part No. 13050-723
 - 4. Vertical Wire Managers (Black)
 - a. Patch Runner Double Sided Vertical Cable Management System Panduit - Part No. PRV6
 - b. Patch Runner Vertical Cable Management Door Panduit - Part No. PRD6
 - c. Chatsworth F-Series TeraFrame Gen 3 Finger Cable Manager—Part No. 39112-C14
 - 5. Horizontal Wire Managers (Black)
 - a. Net Manager Double Sided High Capacity Horizontal Cable Mangers Panduit - Part No. NCMH2

I. Cable Runway (Ladder Type)

1. 12" Universal Cable Runway
 - a. Chatsworth - Part No. 10250-712
2. 12" Cable Runway Radius Drop, Cross Member
 - a. Chatsworth - Part No. 12100-712
3. 12" Cable Runway Radius Drop, Stringer
 - a. Chatsworth - Part No. 12101-712
4. 18" Universal Cable Runway
 - a. Chatsworth - Part No. 10250-718
5. 18" Cable Runway Radius Drop, Cross Member
 - a. Chatsworth - Part No. 12100-718
6. 18" Cable Runway Radius Drop, Stringer
 - a. Chatsworth - Part No. 12101-718
7. Cable Runway Butt-Splice Kit
 - a. Chatsworth - Part No. 11301-701
8. Cable Runway Junction-Splice Kit
 - a. Chatsworth - Part No. 11302-701
9. Cable Runway Butt-Swivel Splice Kit
 - a. Chatsworth - Part No. 10487-701
10. Rack-to-Runway Mounting Kit
 - a. Chatsworth - Part No. 10595-712

11. Cable Runway Elevation Kit for Racks
 - a. Chatsworth - Part No. 10506-706
12. Cable Runway Elevation Kit for Cabinets
 - a. Chatsworth - Part No. 10506-716
13. 12" Triangular Support Bracket, Aluminum
 - a. Chatsworth - Part No. 11312-712
14. 12" Wall Angle Support Kit, Cable Runway
 - a. Chatsworth - Part No. 11421-712
15. 18" Triangular Support Bracket, Aluminum
 - a. Chatsworth - Part No. 11312-718
16. 18" Wall Angle Support Kit, Cable Runway
 - a. Chatsworth - Part No. 11421-718
17. 90 Degree Runway-Splice Kit
 - a. Chatsworth - Part No. 11314-701
18. 45 Degree Runway-Splice Kit
 - a. Chatsworth - Part No. 11313-712
19. Foot Kit, Cable Runway
 - a. Chatsworth - Part No. 11309-001
20. Vertical Wall Brackets (pair)
 - a. Chatsworth - Part No. 10608-701
21. Threaded Ceiling Kit, Cable Runway
 - a. Chatsworth - Part No. 11310-001

22. Threaded Rod Cover

- a. Chatsworth - Part No. 11085-001

23. Protective End Caps for Cable Runway

- a. Chatsworth - Part No. 10642-001

24. End Closing Kit, Cable Runway

- a. Chatsworth - Part No. 11700-712

J. Pathway Cable Support

1. Panduit J-Mod Cable Support System
2. Erica – CADDY CAT LINKS J-Hook Series
3. Panduit Plenum Rated Hook & Loop (Black)

K. Grounding and Bonding

1. Grounding Bus Bar, 20

- a. Chatsworth - Part No. 40153-020

2. Grounding Bus Bar, 12"

- a. Chatsworth - Part No. 13622-012

3. Cable Runway Ground Strap Kit

- a. Chatsworth - Part No. 40164-001

4. One Mounting Hole Ground Terminal Block

- a. Chatsworth - Part No. 08009-001

5. Horizontal Rack Ground Bar for Wall Mount Cabinet

- a. Chatsworth - Part No. 10610-019

6. #6 AWG Solid Green Insulation Ground Wire

- a. Superior Essex - Part No. 12-018-04

7. #3/0 Stranded Green Insulation Ground Wire

8. Cable Sheath Bonding Clamp

L. Labeling

1. Permanent Labels for Fiber Optic Cables
 - a. Brady
 - b. Panduit Self Laminating Labels
2. Permanent Labels for Innerduct
 - a. Panduit Dome-Top Ty Marker
3. Permanent Labels for Copper Cables
 - a. Panduit Self-Laminating Labels
4. Permanent Labels for Backbone Fiber Optic Cables
 - a. Panduit Dome-Top Ty Marker
5. Permanent Labels for Patch Panels
 - a. Panduit Component Label
6. Permanent Labels for Faceplates
 - a. Panduit Component Label

M. Fire Stop

1. STI Spec Seal Part No.
2. 3M Products Part No.

N. Plywood

1. 8' H x 4' W x 1/2" Sheets of BC grade fire-rated plywood

O. Fire Retardant Paint (White)

P. Fiber Patch Cables

1. Panduit

2. Corning

Q. Copper Patch Cables

1. Panduit

EXHIBIT 2 – TYPICAL DETAILS

INSERT EXHIBITS HERE

SECTION 6 – CONCESSION SIGNAGE CRITERIA**6.1. Scope**

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

6.2. Applicability

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

6.3. Procedure

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

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

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

6.4. General Rules

Except for locations where company name or logo may be displayed, all text Airport Standards

- All Tenant (including sub-tenant) signs must be of an informative nature. "For Sale," "For Lease," or "For Rent" signs are not permitted.
- Signs are not permitted on roof top or to be attached to structural room members
- All signs shall be surface mounted or recessed to a flush condition. Mounting conditions and heights within the Terminal may vary. Appearance of sign mounting locations conditions cannot be altered. Signs painted on any surface of a building are not permitted.
- Flashing, blinking, neon signs are not permitted.
- Altering of portals is not permitted.
- Portable signs are not permitted.
- Signs on doors and windows are not authorized except as permitted by this policy

- Exposed mounting devices, crossovers, conduit or raceways are not permitted
- All signs must meet safety standards. All illuminated signs must bear the Underwriters Laboratories, Inc. label and meet all local code requirements
- Signs of a promotional nature are not permitted except as permitted by this policy
- Handwritten signs are not permitted.
- Signs not covered in this policy are not permitted.

6.5. Promotional Signs

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

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

All promotional signs intended for display for 30 calendar days or less must be approved by the Concession's Manager prior to installation. The approval will be for a specified length of time. The promotional sign must be removed at the end of the period of approved display, all installation device and fasteners removed, and the surface(s) on which installation occurred restored to their condition prior to the installation. At the discretion of the Concessions Division, up to two (2) extensions may be granted up to a maximum display period of ninety (90) calendar day.

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

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

6.6. Miscellaneous Signs

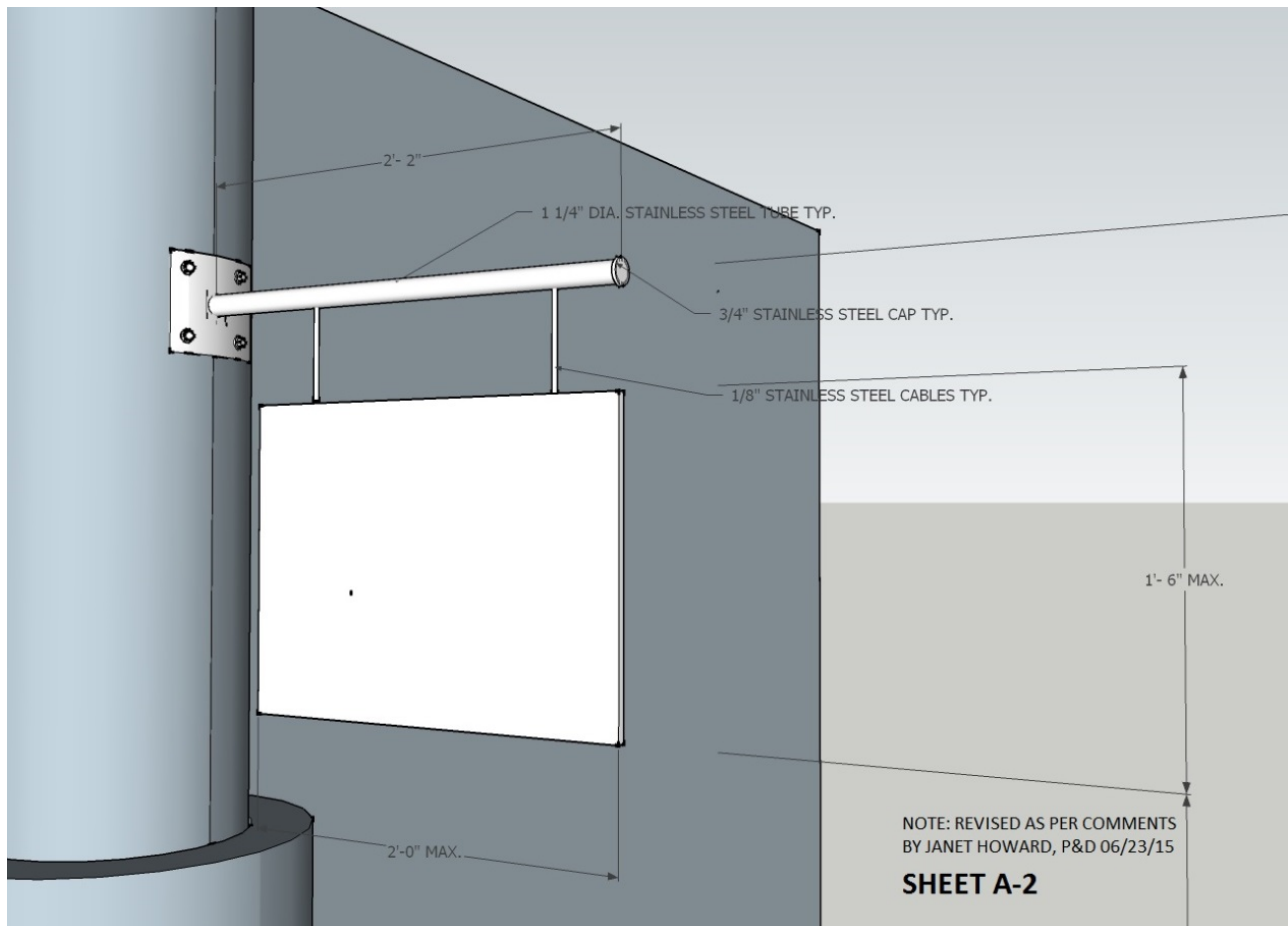
Signage on personnel doors within the Terminals must be approved by the SAAS. Personnel door may be marked as to the function (i.e., "Lost and Found"). These signs shall be installed per ADA requirement Size, color and font to be provided at a later date.

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

6.7. Blade Signs

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

- 18" maximum height
- 24" maximum wide
- 2" maximum thickness
- 1/8" stainless steel cable to hang the sign
- Maximum 10 lbs.
- 7'-4" walking clearance under sign





GENERAL INFORMATION

SIGNAGE CONCEPT PROPOSAL INFORMATION SHEET

Date: _____

Tenant: _____

Tenant Representative: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

SIGNAGE AND GRAPHICS

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

Location: _____

Dates of Display: _____

Description of Display: _____

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

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

SECTION 7 – CLEANING AND PREVENTATIVE MAINTENANCE REQUIREMENTS

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

Daily:

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

Weekly:

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

Monthly:

- Empty cooking oil tallow bins into vat;
- Perform pest control throughout lease space;
- Perform “Liquid Wastewater Treatment” for all drain lines (sinks, mop sinks, floor drains, etc.);
- Clean exhaust goods and remove and power wash all exhaust filters;

Quarterly:

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

Semi-Annually:

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

Annually:

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

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

SECTION 8 – WILDLIFE CONCERNS

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

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