

**CITY of AUSTIN, TEXAS  
DEPARTMENT of AVIATION  
POLICY & PROCEDURES for the  
ABIA DESIGN REVIEW COMMITTEE**

**I. Purpose**

The purpose of the Austin-Bergstrom International Airport Design Review Committee is to review and approve or disapprove all proposed facility construction and alterations to ensure that improvements and function changes are in compliance with the ABIA Design and Development Guide (DDG) and all regulatory requirements.

**II. Applies to**

This procedure applies to construction, alteration, or modification of usage of all Department of Aviation facilities except runways and taxiways, all airport tenant facilities, and all temporary uses of ABIA facilities except those authorized under the Corporate Host or similar Program approved by the Director of the Department of Aviation (“Director”). Department of Aviation Capital Improvement Projects are excluded from application of this procedure because they are reviewed through a different process. Maintenance work and repairs which are done under the General Development Permit are also excluded unless they will materially alter the appearance or function of a facility.

**III. Authority**

Under City Code §13-1-39 a person may not alter, install, remove, construct or demolish a building, hangar, facility, equipment or improvement on the airport, or alter, install or remove electrical wiring or plumbing, without (a) the prior written consent of the Director, and (b) all necessary City Permits and licenses, if any. By adopting these rules, the Director hereby delegates his initial review of construction and similar plans to a Design Review Committee. The Director expressly reserves the right to overrule or modify any decision or finding of the Design Review Committee.

**IV. Design Review Committee**

All applicable projects, usage modifications, and temporary uses shall be reviewed and approved by a Design Review Committee which shall be comprised of the following members:

1. Planning & Engineering Manager or designee, Chairperson
2. Airport Property Manager or designee, Assistant Chairperson
3. Marketing Manager or designee
4. Operations Manager or designee

5. Building Maintenance Manager or designee
6. Airport Public Safety Manager or designee
7. Information Systems Manager or designee
8. Facility Services Manager or designee
9. Airline Station Manager Representative from East Ticket Lobby (one-year term, selected by east lobby Station Managers)
10. Airline Station Manager Representative from West Ticket Lobby (one-year term, selected by west lobby Station Managers)
11. At-Large Non-Airline Representative (one-year term, appointed by the Director)

The DRC shall meet monthly at such times as may be appropriate. The DRC may adopt a standing meeting date. The chair of the DRC may call special meetings by written notice to the members at least three days in advance of each meeting. Parties requiring expedited action may request a special meeting by contacting the DRC Chairperson or Airport Property Manager.

#### **V. Procedure for Installations or Alterations**

All applicable installations or alterations to tenant leasehold, a Department of Aviation work area, or a common use area, including the terminal lobby and airfield aprons; require DRC review and approval prior to commencement of work. Procedures for requesting such review and approval are as follow:

1. Initial Installations or Alterations
  - a. Concept: Requestor shall provide eleven (11) completed Concept Proposal Information Sheets (CPIS) to DRC Chairperson or Assistant Chairperson prior to execution of a lease or lease modification, if appropriate, and no later than fifteen (15) days prior to a scheduled DRC meeting, or fifteen (15) days prior to the date requested for a special meeting if circumstances do not allow consideration at a scheduled meeting. A written outline of the proposed alteration, modification, or addition shall be included. Sketches should be included if they help clarify the concept or proposed location. After consideration the DRC will return a copy of the CPIS form to the requestor noting approval or disapproval of the concept. If disapproved, the reasons will be noted on the form.
  - b. Schematic Design: Eleven (11) copies of a schematic design package shall be submitted showing the layout and design characteristics of the proposed alteration, modification, or addition. Depending on the complexity of the project and the requestor's schedule, the schematic design package may accompany the CPIS or may be a second package submitted after approval of the concept.

- c. Design Development: Seven (7) copies of project documents for a project which has received conceptual and schematic design approval from the DRC shall be submitted to the Planning & Engineering Division of the Department of Aviation (P&E) when the design is 75% complete. P&E will review the documents and use its best efforts to return comments within six (6) working days of receipt of the documents.
- d. Construction Documents: When the project documents are 100% complete, seven sets shall be submitted for final approval. Copies of all permits required by City, State, or Federal rules and regulations, certificates evidencing required insurance coverages, and copies of payment and performance bonds, shall accompany this submittal.
- e. As Built Plans. Within thirty (30) days following substantial completion of construction of any improvements or modifications by an Airport tenant, the tenant shall furnish chair of the DRC and the Airport Property Manager with (a) a certificate from Tenant's architect or engineer certifying that the work has been completed in accordance with the approved plans and specifications; (b) a complete set of Mylar, blue print and electronic as built drawings in AutoCAD 2000 format of all improvements or modifications; (c) a detailed listing of project costs including copies of invoices and paid checks to establish the verified development cost; (d) copies of all operation and maintenance manuals and warranties; and (e) a list of all maintenance contractors and contracts for the improvements, or any part thereof. The tenant acknowledges that the Department may use all plans and specifications submitted by the tenant without payment to the tenant or any other person, for any purpose related to the tenant's lease, permit or license, or the development of the Airport.
- f. Resubmittal of Disapproved Documents: If the DRC rejects any such plans, or approves the plans subject to conditions, the applicant shall resubmit the documents within 15 days of receipt of the notice.
- g. Texas Architects and Engineers: All plans, drawings and specifications, preliminary and final, for construction, alteration, or demolition of permanent improvements to the Airport, or to any building or facility on the Airport, must be prepared by registered architects or engineers licensed to practice in the State of Texas.
- h. Preconstruction: After approval of the final construction documents, and upon receipt of evidence that all permits have been

obtained and that all insurance, performance and payment bonds, and security checks are in order, the DRC will coordinate and schedule a Preconstruction Conference. If everything is determined to be in order, the DRC will issue a Notice to Proceed effective on an agreed-upon date.

- i. Construction and Closeout: A representative of the DRC will attend periodic progress meetings. DRC representatives will also occasionally visit the work area to observe the progress. Any issues noted will be reported to the contractor and/or sponsor. When all work is complete, the sponsor will schedule a final inspection. One or more DRC representatives will attend the final inspection. When all punchlist corrections have been completed, the Certificate of Occupancy has been received, and all closeout documents, including as-built drawings have been received, the DRC will issue a Notice of Completion to the Sponsor. It should be noted that proper closeout of a project is considered to be one of the most important aspects of a project, but one of the most overlooked. Therefore, the DRC will not approve a new project or alternation for a sponsor who has failed to close-out a previous project which has been complete for more than 90 days.
2. Small Projects: For small projects which require no lease execution or modification, the documents noted in Sections IV. 1.a. through IV.1.d. may be combined into a single package for approval. Eleven (11) copies of the entire package will be submitted to the DRC Chairperson or Assistant Chairperson no later than fifteen (15) days prior to the meeting at which the project is to be considered. No additional submissions to P&E will be required. Additionally, the DRC is authorized to waive or modify technical requirements for small projects when deemed appropriate. The remainder of the process will be as noted in IV.1.e. and IV.1.f., above.
3. No assumption of responsibility: The review of plans or designs by the DRC is only for compliance with the DDG and, if applicable, the terms of the applicant's permit, license or lease, but not for architectural or engineering design. Neither the City, the Department, the Director or the DRC assumes any liability or responsibility for the design, or for any defect in the design or in any work performed pursuant to such plans or designs.

## **VI. Temporary Displays in the Terminal**

Except as noted below, all banners, posters, decorations, marketing materials, and temporary displays shall be submitted to the DRC Chairperson or Assistant Chairperson for review and approval. Procedures, which will vary depending on

the type display desired and the party requesting the temporary display, are as noted below, however in all cases, the requestor will submit eleven (11) copies of each package at least fifteen days prior to the meeting at which review and approval is desired. All temporary displays should follow the attached “Guidelines for Temporary Displays” to the maximum extent possible and Requestor should explain the need for any deviations from these guidelines when they cannot be followed. Approvals may require modifications of requested display to better comply with the purpose and intent of the guidelines.

1. **Previously Approved Installations:** No review or approval of the DRC is required for a temporary display that is to be placed in a previously approved location and facility, and does not require a new or modified installation or location. For example, if a display case or frame has been authorized for a specific location, no review is required for a change in the contents or material displayed in such case or frame, unless the size, location, or electrical requirements of the case or display change.
2. **Marketing Materials:** Tenants desiring to provide temporary or permanent merchandising or promotional materials within their leasehold areas must obtain DRC review and approval of content and graphics prior to placement. Review of content and graphics is solely for compliance with the DDG. The request for review should include samples of the materials to be installed as well as sketches or descriptions of the locations proposed for the materials. In general the following locations within leasehold areas are acceptable:
  - a. Non-illuminated posters or banners may be placed on the vertical sides of the back screens of customer service counters and gate counters provided they are framed in stainless steel and plexiglass and sized to be at least six (6) inches from the edges of the vertical rectangle.
  - b. Brochure racks are allowed on the top of airline ticket counters, customer service counters, and gate podiums provided they are no larger than fourteen (14) inches high and twenty (20) inches wide.
  - c. Non-illuminated posters or banners are allowed on an airline’s own coffee stand provided they are framed in stainless steel and plexiglass, and sized to be at least six (6) inches from the edge of the vertical rectangle.
  - d. Posters or banners are allowed inside passenger boarding bridges which are operated by the airline provided they do not interfere with operation or maintenance of the boarding bridge or with passenger flow through the boarding bridge in either direction.

- e. One airline logo in vinyl or other weatherproof material is allowed on each side of a passenger boarding bridge operated by the airline. Logos shall be no larger than thirty-six (36) inches tall and twenty-four (24) inches wide.
  - f. Other sites which are compatible with the general “Guidelines for Temporary Displays” may be requested.
3. Banners: Banners which are to be placed in areas exclusively leased to a tenant will be reviewed on an exception basis; they are approved unless the requestor is otherwise notified. Banners to be installed by a Tenant outside the area exclusively leased to that Tenant, and non-tenant banners to be installed in any location other than the locations commonly used for the Corporate Host or similar Program approved by the Director, must be submitted to, and approved by the DRC prior to being installed. Information to be submitted for DRC review should include the requestor’s name and contact information, the proposed location of the banner, the desired start date and duration of the display, and a description of the banner to include its size, method of installation, and other pertinent information. Submission of a CPIS is not required.
4. Holiday Decorations: Holiday decorations do not require direct review or approval although the DRC will monitor them to assure that they are compatible with the overall facility. With the exception of the annual December holidays, holiday decorations may be exhibited up to two (2) weeks before the holiday and must be removed no later than two (2) days after the holiday. Decorations for the annual December holidays may be exhibited from Thanksgiving through the following January 2.
5. DRC Monitoring: The DRC shall monitor all temporary displays to assure that they are of an appropriate quality, compatible with the overall facility, in compliance with all rules, and displayed in the proper location and timeframe. The DRC shall cause to be removed any temporary display which it finds to be non-compliant for any of these reasons.

## **VII. Waivers, Variances, and Changes**

It is recognized that an airport is a highly changeable, multi-faceted environment and that not all situations can be anticipated. There will be times when a waiver or variance from some portions of the rules will be needed, or when the rules will need to be changed. Requests for such waivers or variances should be noted clearly on the request package, and should include a clear justification or reason for the deviation. Because of the large number of parties who may be impacted by a waiver or variance, extra time will be needed for review and coordination. Therefore, the application package should be submitted at least four (4) weeks prior to the desired action date. Requests for changes may be submitted at any

time since they will normally require more consideration and should not be requested for a specific display when the desired result can be attained through a waiver or variance.

### **VIII. Appeals**

Appeals of a DRC decision or action shall be addressed in writing, with a copy of the disapproved CPIS form attached, to the Director, with a copy to the Chairperson and Assistant Chairperson of the DRC. The Director will review the documentation and obtain other information as needed to render a decision on the merits. The Director shall notify the DRC and the appellant in writing of his decision. The decision of the Director shall be final and binding on all parties.

ADOPTED this 1st day of January, 2005.

/s/ \_\_\_\_\_  
Jim Smith  
Executive Director  
Department of Aviation