



ALBANY COUNTY AIRPORT AUTHORITY
ALBANY INTERNATIONAL AIRPORT
ADMINISTRATION BUILDING
SUITE 200
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222
ADMIN FAX: 518-242-2641
FINANCE FAX: 518-242-2640
SITE: www.albanyairport.com

ALBANY COUNTY AIRPORT AUTHORITY
2021 OFFICERS

Chair Samuel A. Fresina (Appointed 01/05/2021)
Kevin R. Hicks, Sr., Vice-Chair (Elected 02/01/2021)
Lyon M. Greenberg, M.D., Treasurer (Elected 10/07/2019)
Steven H. Heider, Secretary (Elected 10/07/2019)

ACAA Approved Officers
02/01/2021

2021 COMMITTEE ASSIGNMENTS

Finance & Administration (Established: January 10, 1994)

Kevin Hicks, Chair
Lyon M. Greenberg, M.D.
Sari M. O'Connor

ACAA Concurrence with
Committee Assignments
02/01/2021

Audit (Established: May 1, 2006) **CHARTER**

Lyon M. Greenberg, M.D., Chair
Steven H. Heider
Thomas A. Nardacci

Personnel (Established: January 10, 1994)

Lyon M. Greenberg, M.D., Chair
Sari M. O'Connor
John-Raphael Pichardo

Operations (Established: January 10, 1994)

Steven H. Heider, Chair
Kevin R. Hicks, Sr.
John-Raphael Pichardo

By-Laws (Established: January 10, 1994)

Kevin R. Hicks, Chair
Steven H. Heider
John-Raphael Pichardo

Public Communications (Established: January 10, 1994)

Steven Heider, Chair
Sari M. O'Connor
Thomas A. Nardacci

Governance (Established: May 1, 2006) **CHARTER**

Sari O'Connor, Chair
Lyon M. Greenberg, M.D.
Thomas A. Nardacci



ALBANY COUNTY AIRPORT AUTHORITY
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737 ALBANY SHAKER ROAD
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ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING

AGENDA

February 1, 2021

General:

1. **Chairman's Remarks**
 - 1.1 **Election of Officers and Assignment of Committees**
2. **Approval of Minutes**

Regular Meeting – December 16, 2020
3. **Communications and Report of Chief Executive Officer**

Reports:

4. **Chief Financial Officer**
5. **Project Development**
6. **Counsel**
7. **Concessions/Ambassador Program**
8. **Public Affairs**
9. **Business & Economic Development**

Action Items:

10. **Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
 - 10.1 **Review of Guidelines: Review and Approval of Property Disposition Guidelines**
 - 10.2 **Amendment No. 9 Extension of contract with Airport Rates and Charges Consultant through the completion of end of year service for the year ending December 31, 2021 at the attached fee schedule.**
 - 10.3 **Lease: Affirmation and authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space.**

10.4 Amendment #1 to Contract No. S-1039 Replacement of Passenger Boarding Bridge A3, A5, B10 & C1 to C & S Companies for Construction Inspection (CI).

11. Authorization of Change Orders

None

12. Authorization of Federal and State Grants

None

13. Informational Only

None

Old Business:

New Business:

Executive Session - Attorney-Client Privilege Matters:

AGENDA ITEM NO. 1

Chairman's Remarks



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**ALBANY COUNTY AIRPORT AUTHORITY
2021 OFFICERS**

2021 COMMITTEE ASSIGNMENTS

AGENDA ITEM NO. 2

Approval of Minutes



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Minutes of the Regular Telephonic Meeting of the Albany County Airport Authority

December 16, 2020

Pursuant to notice duly given and posted, the regular telephonic meeting of the Albany County Airport Authority was called to order on Monday, December 16, 2020 at 11:30 a.m. via telephonic by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
Tony Gorman
Lyon M. Greenberg, M.D.
Steven H. Heider (via telephonic)
Kevin R. Hicks
Samuel A. Fresina
Sari M. O'Connor

MEMBERS ABSENT

STAFF

Philip F. Calderone, Esq.
Christine Quinn
Michael F. Zonsius
Doug Myers
Liz Charland
Steve Iachetta
John LaClair
Matthew J. Cannon
Helen Chadderdon
Kathy Greenwood

ATTENDEES

Fred Acunto, Airport Manager, AvPorts (via telephone)
John DelBalso, Assistant Airport Manager, AvPorts (via telephone)
Dennis Feeney, Majority Leader (via telephone)
Darcy Rogers (Lamar – Telephonic)
Shanna Forsythe (Telephonic Lamar)
Michael DeMasi, Albany Business Review (via telephone)
Ray Casey, Airport Consultant

General:

1. Chairman's Remarks

2. Approval of Minutes

Mr. Fresina moved to approve the minutes of the October 1, 2020 Telephonic Meeting. The motion was adopted unanimously.

Dr. Greenberg moved to approve the minutes of the November 9, 2020 regular meeting. The motion was adopted unanimously.

3. Communications and Report of Chief Executive Officer

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of December 2020

Management Reports:

4. Chief Financial Officer

Mr. Zonsius presented the Financial Report for the month of December.

5. Project Development

Mr. LaClair presented the Project Development Report for the month of December 2020.

6. Counsel

Ms. Quinn presented Counsel's report for the month of December 2020.

7. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Program Report of the month of December 2020.

8. Public Affairs Month

Mr. Myers presented the Public Affairs Report for the month of December 2020

9. Business & Economic Development

Mr. Cannon presented the Business & Economic Development Report for the month of December 2020

Action Items:

10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments

10.1 Approval of expenditure in the amount of \$737,901 and approximately \$65,000 for insurance policy premiums and insurance broker services, respectively (\$802,901 total).

Mr. Zonsius requested authorization to approve an expenditure in the amount of \$750,526 and approximately \$65,000 for insurance policy premiums and insurance broker services, respectively (\$815,526 total). He advised that Insurance policies are renewed on an annual basis and although not necessarily shopped to insurance underwriters on an annual basis, underwriters were invited by the insurance broker, Risk Strategies, to provide updated quotes for next year's renewal period.

Mr. Fresina moved to authorize the expenditure in the amount of \$737,901 and approximately \$65,000 for insurance policy premiums and insurance broker services, respectively (\$815,526 total). The motion was adopted unanimously.

10.2 Concessions Contract Amendments: HMS Host (Contract No. 566-CON-FB), OHM (Contract No. 910-CON-FB), Paradies (Contract No. 822-CON-RNG)

Mr. Casey requested authorization to Amend the following Concession Contracts: HMS Host (Contract No. 566-CON-FB), OHM (Contract No. 910-CON-FB), Paradies (Contract No. 822-CON-RNG). He advised that given the losses suffered by the concessions to date and the uncertainty of future sales in the near to mid term it is the recommendation of staff to modify each of the contracts through December 31, 2021 by substituting the percentage of sales language for the monthly MAG payments and in the case of Paradies, implementing a 50% of MAG payment for all of 2021. He further advised that in addition, to help make up for the loss of revenue over the COVID impact time---and to assure continuation of service to our flying public and employees, we recommend that we be authorized to offer 5 year extensions to each concession contract.

Dr. Greenberg moved to authorization the amendments to Concession Contracts: HMS Host (Contract No. 566-CON-FB), OHM (Contract No. 910-CON-FB), Paradies (Contract No. 822-CON-RNG) contracts through December 31, 2021 by substituting the percentage of sales language for the monthly MAG payments and in the case of Paradies, implementing a 50% of MAG payment for all of 2021. Also, the Authority is authorized to offer 5 year extensions to each concession contract. The motion was adopted unanimously.

10.3 Contract with SUNY Upstate Medical University and Quadrant Biosciences

Ms. Quinn requested authorization to enter into a contract with SUNY Upstate Medical University and Quadrant Biosciences for the provision of COVID-19 testing services in an amount not-to-exceed \$100,000. She advised onsite testing

will provide a safe and convenient means for ALB employees to test periodically, voluntarily and be provided at no cost to the employee. Additionally testing kits will be available in an inexpensive and convenient means for departing or arriving passengers.

Mr. Fresina moved to authorize a contract with SUNY Upstate Medical University and Quadrant Biosciences for the provision of COVID-19 testing services in an amount not-to-exceed \$100,000. The motion was adopted unanimously.

10.4 Amendment of the Signatory Airline Use and Lease Agreement (Agreement)

Ms. Quinn requested authorization to amend the Signatory Airline Use and Lease Agreement to allow for three (3) additional one (1) year terms and a final renewal term of two (2) years. She advised that the current pandemic has had an unprecedented impact on the aviation industry and as we prepared to renew the Agreement with our signatory airlines, it became clear that the parties needed to renegotiate the terms of the renewal under Article 3. She further advised the current Agreement provides for a single five (5) year renewal term commencing on January 1, 2021.

(Discussion attached.)

Dr. Greenberg moved to authorize the amendment of the Signatory Airline Use and Lease Agreement to allow for three (3) additional one (1) year terms and a final renewal term of two (2) years. The motion was adopted unanimously.

12. Authorization of Federal and State Grants

None

13. Informational Only - Visual Arts Programs at Airports (ACRP Synthesis Published)

14. Amend Authority By-Laws - Amendment from November 9, 2020 Governance Committee Meeting

Ms. Quinn advised that the Governance Committee met on November 9, 2020 to review a proposed amendment to the ACAA By-Laws to accurately reflect the way in which the Authority operates. She advised that as a result of their review, the Governance Committee recommended that the proposed amendment to the By-Laws be adopted. In accordance with the By-Laws, 30 days written notice of the proposed amendment was given to each member of the Board on November 9, 2020.

Ms. O'Connor moved to authorize said amendment to the By-Laws based on the Governance Committee's recommendation. The motion was adopted unanimously.

15. Adoption of Budget 2021 in the amount of \$65,617,498 and authorization to transfer \$240,109 from the Authority to the Albany County Airport Authority OPEB Trust.

Mr. Gorman, Chair of the Finance Committee advised the Finance Committee met on November 16 and December 11, 2020 and they recommend Adoption of the 2021 Airport Operating Budget in the amount of \$65,617,498 and requests authorization to transfer \$240,109 from the Authority to the Albany County Airport Authority OPEB Trust. He further advised that the Authority's Airline Rates & Charges consultant has also reviewed the budgetary data and airline rates and charges for consistency with the Airline Use and Lease Agreement and the Master Bond Resolution, with one noted exception and as discussed with the airlines on September 16 and October 17 the capital contribution to remain at \$3.3 million.

Mr. Gorman moved to adopt the 2021 Airport Operating Budget in the amount of \$65,617,498 and to transfer \$240,109 from the Authority to the Albany County Airport Authority OPEB Trust. The motion was adopted unanimously.

16. Review and approval of the Authority's PROCUREMENT CONTRACT GUIDELINES, OPERATIVE POLICY, PETTY CASH ACCOUNTS AND INSTRUCTIONS (Procurement Guidelines) adopted December 14, 2015 and last reviewed December 9, 2019.

Mr. Zonsius recommended review and approval of the Authority's Procurement Guidelines adopted December 14, 2015 and last reviewed and approved December 9, 2019. He advised that the NYS Authority Budget Office requires that the Authority annually disclose if the procurement guidelines have been annually reviewed, amended if needed, and approved by its governing Board. He further advised there is one proposed change on Page 5, Article 3.5. Article 3.5 may be waived at the discretion of the CEO.

Dr. Greenberg moved to approve the Procurement Guidelines with the one proposed change on Page 5, Article 3.5. Article 3.5 may be waived at the discretion of the CEO. The motion was adopted unanimously.

Old Business: None

New Business: None

Executive Session: Attorney-Client Privilege Matters:

Father Doyle made a motion to go into Executive Session to discuss two matters of Attorney-Client Privilege:

ES-1 – Matter Regarding a Particular Corporation.

ES-2 – Proposed Lease of Real Property

Father Doyle moved to go out of Executive Session. The motion was adopted unanimously.

ES-1 – Matter Regarding a Particular Corporation

Mr. Gorman made a motion to approve the early termination agreement of the Terminal Advertising Agreement with Lamar Airport Advertising (terminating December 31, 2020). The motion was adopted unanimously.

ES-2 - Proposed Lease of Real Property

Mr. Fresina made a motion to authorize the CEO to enter into lease negotiations for the lease of 6 Jetway Drive and, once the lease is negotiated, he is authorized to execute the lease. The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 12:50 p.m.

ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING

AGENDA

December 16, 2020

General:

- 3. Chairman's Remarks**
- 4. Approval of Minutes**
Telephone Meeting – October 1, 2020
Regular Meeting – November 9, 2020
- 4. Communications and Report of Chief Executive Officer**

Reports:

- 5. Chief Financial Officer**
- 5. Project Development**
- 6. Counsel**
- 7. Concessions/Ambassador Program**
- 8. Public Affairs**
- 9. Business & Economic Development**

Action Items:

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
 - 10.1 Approval of expenditure in the amount of \$737,901 and approximately \$65,000 for insurance policy premiums and insurance broker services, respectively (\$802,901 total).**
 - 10.2 Concessions Contract Amendments: HMS Host (Contract No. 566-CON-FB), OHM (Contract No. 910-CON-FB), Paradies (Contract No. 822-CON-RNG)**

10.3 Contract with SUNY Upstate Medical University and Quadrant Biosciences

10.4 Amendment of the Signatory Airline Use and Lease Agreement (Agreement)

11. Authorization of Change Orders

None

12. Authorization of Federal and State Grants

None

13. Informational Only - Visual Arts Programs at Airports (ACRP Synthesis Published)

14. Amend Authority By-Laws - Amendment from November 9, 2020 Governance Committee Meeting

15. Adoption of Budget 2021 in the amount of \$65,617,498 and authorization to transfer \$240,109 from the Authority to the Albany County Airport Authority OPEB Trust.

16. Review and approval of the Authority's PROCUREMENT CONTRACT GUIDELINES, OPERATIVE POLICY, PETTY CASH ACCOUNTS AND INSTRUCTIONS (Procurement Guidelines) adopted December 14, 2015 and last reviewed December 9, 2019.

Old Business:

New Business:

Executive Session - Attorney-Client Privilege Matters:

ES-1 – Matter Regarding a Particular Corporation.

ES-2 – Proposed Lease of Real Property

ALBANY COUNTY AIRPORT AUTHORITY

**Moderator: Elizabeth M. Charland
December 16, 2020
10:30 am CT**

Liz Charland: Liz Charland...

Operator: ...has joined the conference. All participants are now in listen-only mode.

((Crosstalk))

Chairman: Okay, we'll call the meeting to order and thank you, all of you for coming and for those who are online, thank you to you. First order of business is the approval of the minutes. We had a telephone meeting on October 1. Uh, I'll accept a motion to approve those, the minutes for that meeting. So moved, (Sari). Second?

Man: Second.

Chairman: Second, (Kevin). All those in favor?

(Group): Aye.

Chairman: And then the minutes of the regular meeting on November 9, uh, motion to approve those? Dr. (Greenberg). Second? (Sari). All those in favor.

(Group): Aye.

Chairman: Thank you. Now we have (Phil Calderone)'s report.

(Phil Calderone): Good morning, Father. So my first board meeting was about a year ago today, the first meeting that I chaired, uh, along with Father. And I had at that point the (unintelligible) report on the snowstorm that occurred on my very first meeting.

This meeting I'll begin by saying we're getting ready for the next major snowstorm. They say it's going to be one of the largest in the Northeast and our team is ready. They've been preparing for several days. And we think we'll be in fine shape. So say a prayer.

We're on the other day, you know, 6 to 12 inches. As you know, safety and security of our passenger and employees has been our Number 1 priority at the airport, particularly throughout this pandemic. We have talked about this at nearly every board meeting. Taken really (unintelligible) steps to make sure that our airport (unintelligible) as possible. Everything from increasing airflow and air filtration systems to intensive sanitization.

As you know, we've installed new lighting, cleaning protocol, electrostatic cleaning. We have a GE wellness app as a result of our unique and wonderful partnership with GE Research and GE Aviation. We have mandatory mask-wearing and social distancing. We're so proud to have been named by GE their digital incubator for post-COVID-19 technology.

Today I'm really proud and pleased to announce a couple of new honors and distinctions. We have received from GBAC, the Global Biorisk Advisory Council notification that we will be accredited by them for our cleaning and health and safety protocols. This was a month-long review by GBAC to make sure we met their standards. I want to thank.

Operator: (Shanna Forsythe Lamar) has joined the conference.

(Phil Calderone): I want to thank (unintelligible) and our staff for their commitment to making sure that we met the GBAC safety protocols. It is the gold standard in the industry. It's equivalent, many of you are familiar with energy SAR certifications. So with regard to large commercial enterprises, GBAC certification is the gold standard. We were the first airport in New York State to apply for this certification and we're honored and thrilled to receive the recognition.

At the same time, we also applied for Airport Council International accreditation. Airport Council International is an international healthcare agency that provides accreditation for airports in particular for airports that meet measurable standards of excellence with regard to health and safety protocols.

They have notified us that by the end of today we will have their accreditation as well. We will be the first airport in your state to receive both GBAC and AC5 accreditation and I want to thank our staff and congratulate them.

One year's accomplishment. Thank you very much. So we continue to work with the governor's office and the National Guard in making sure that the (front) team requirements are met. The National Guard has been outstanding

in dealing with passengers who are arriving at our airport and explaining what the safety protocols and the quarantine restrictions are.

And as you know, a couple of Sundays ago we had the exciting announcement with (unintelligible) upstate and Quadrant Biosciences that we are now the first commercial application of their saliva-based diagnostic PTR testing. As you know, there are two types of testing for COVID. One is an antigen test and the other the gold standard diagnostic test. What is unique about the saliva-based test is its accuracy. The very day that we announced that we were going to be partnering with SUNY Upstate and Quadrant Biosciences to make the test available at our airport, SUNY received notification from the FDA that it is the fifth most accurate PTR diagnostic test in the world.

There are a lot of people to thank for making this test available at our airport beginning with the governor and chancellor and you'll see Chancellor Malatras in the photo that's on the wall for signing off to make this test available at our airport.

Also want to thank our county executive who was part of our effort here and you'll see he's on the photo as well. And was here for our announcement. I particularly want to thank, Dr. (Manish Dejuan) from SUNY Upstate and (Richard Uatoi) as the President of Quadrant Biosciences. We had a successful, very successful rollout, soft rollout of testing last Thursday for our employees and that was made possible.

I want you all to know that as a result of Dr. (Lyn Greenberg) our board member writing a blanket prescription that allows us to conduct this testing and get results to our employees and soon to our passengers. So I want to thank Dr. (Greenberg). He's not only been an outstanding chair of our coronavirus test score, but an invaluable member of our board and we

continue to be appreciative of all of his efforts in leading us through this difficult and challenging time.

We are working with SUNY and Upstate and Quadrant to rollout within hopefully the next few days and hopefully before the Christmas rush testing (unintelligible). We are, as I mentioned a second ago, the first commercial enterprise to be using this testing and so Quadrant is working on a few things that need to be handed to their healthcare app so that everything is in place when we roll this out per passenger testing and we, you know, expect that will happen very soon. Again, remain grateful to them.

We'll see (Helen) taking her test and we had a great turnout from a variety of folks here at the airport. Our plan is initially to test the folks, employees at the airport from TSA and (unintelligible) authority, volunteers, ambassadors, our military folks, sheriff. Then it begins and to do those tests either weekly or biweekly will see how it goes.

And then to include also a regular testing of other employees or here on campus including airline personnel, connoisseurs, (unintelligible) companies and other users of the airport. So, you know, we are doing everything possible. And I think the testing will help go a long way to keeping our employees, our valuable employees safe. And then once that's underway as I indicated, we'll begin the testing of passengers.

We were one of the few airports in the country to receive delivery of the vaccine which will be a game-changer. And we were so proud to be part of the network of airports that received that precious cargo a couple of nights ago. And we're looking forward as a result of the new vaccine to (unintelligible) for not only our airport but for our society.

The other thing I want to take a minute to talk about before I turn it over to comments to our finance department. The new board members that will be joining. We have (Tom Nardacci) who will be joining and (Tom) is a very successful businessperson. He's very active in the community. He runs a number of successful enterprises that I think will bring a tremendous amount of benefit to our board. And we have another new board member who will be joining (John-Raphael Pichardo).

I also am thrilled that the legislature had reduced Sims and (Kevin) turns on the board which (Phil) has that on the board. I mentioned this the last board meeting. My enormous gratitude to Father (Doyle) and to (Tony Gorman) for their long-term service to the authority.

One of my favorite books was, is a book written by (Bob Iger), the President, former President of Walt Disney Corporation. The book is called Ride of a Lifetime. And in it, (Bob) talks about the quality of leadership that make a successful organization. He talks, has specific chapters devoted to commitment and dedication, integrity and thoughtfulness and often the need to make an enterprise successful. Each one of those chapters could have been written about father or (Tony) and what they have meant to this Authority, the qualities that they have brought to this board and that have made us the success that we are.

And particularly that last question, optimism. Each of them incredibly challenging time and their spirits, their kindness, um, the compassion and the concern for all of us. I know, has been incredibly invaluable to me and I know I speak for every one of you in expressing our appreciation and gratitude for their service. So, thank you

Man: Quick question. Now mic is on, do you-

Chairman: Dr. (Greenberg).

((Crosstalk))

Man: Sorry, go ahead.

Dr. (Greenberg): An employee refused to take the test.

Man: Yes, it's totally voluntary.

Dr. (Greenberg): I think that could be a problem.

Man: We're encouraging employees to take it, but it's voluntary.

Man: Yes, legally you can't force anybody. You can't force them.

Man: Have you had anybody? You're not really taking a tally one way or the other.

Man: You've had a good turnout for Authority employees, very good turnout.

Man: We need to make - does it come to your or you go to them in terms of?

Man: We do enormous canvassing. (Unintelligible) assists. USA assists and everyone is working toward the goal of getting compliant.

Man: But there's only a certain percentage that will do it.

Man: Correct.

Chairman: Okay, any other questions for (Phil)? Okay, (Mike Zonsius)?

Man: I'm going to defer to (Matt) for two slides up next (unintelligible).

Man: Okay.

(Mike Zonsius): Flipped the order. Sorry about that. So, we can jump right into, I want to provide an update on the (unintelligible) plan B (RAC) which all of you were kind enough to sign off on our invite list at a prior meeting. We intend (unintelligible) a very positive response coming back. It's be nothing but (unintelligible) at this point. There's a lot of excitement to be a part of this historical opportunity to work on what the airport will look like the next 20+ years.

Very impressive group of people who agree to be a part of this. A few more we're still reaching out to confirm participation. But this group, we are targeting additional meetings, kickoff meetings, the week of February the 8th where the actual date (unintelligible) opportunity for those who want to do in-person and those who want to do it virtually. But it's going to be a very exciting time with this group.

And a lot of these people are not only involved going beyond the master plans as well. So I think that's an opportunity we'll keep in the back of our minds as we're going through this is how we can utilize this community post-master plan to then implement what comes out of the (unintelligible) and other elements of the master plan.

(Unintelligible) update on Friday, but (unintelligible) updates are going to provide continuing to work daily with (Vibrant Brand) on our new website. We're at that phase right now where it's, you know, the kind of fun backend of

the website work that's being done. But, you know, some of the things that we're looking to add to the website in comparison to what we currently have. We're working with the finance team on some online payment methods for tenants. That will just bring it into 2020/2021 of (unintelligible) other technology to make it easier (unintelligible).

Really renting out the arrival/departure display that's on the website. If you go to it right now (unintelligible). You know, so that's, you know, one of the many features that people use most on our website. We want to (unintelligible) get better as well. And then also in (unintelligible) a new match for inside the terminal, but also the property as a whole. Just make it easier for people with regard to parking once they're in the terminal, where they'll go for concession and shops and things like that.

So really excited to roll that out. We're not at the visual component of it yet, otherwise I would have been happy to share today. But that's going to be a great new launch for the airport as well.

On the government affairs side, continue to talk daily and monitor daily what's going on in Washington. You know, woke up this morning and it seems like there's some progress and potential for an announcement earlier today regarding stimulus package. What is in there for airports and airlines is the question, but it does look like there will be some money, some opportunity for us there which is encouraging, not only for us, but also the teams for the airlines as well.

As we talk to the airlines, they're very conservative and hesitant right now because they're relying on money coming towards them. You know, the schedule that we get from airlines right now are really month-to-month. They're afraid to make a commitment until they see that money. So, you

know, any one of, you know, father, you know, anything you can do with (unintelligible), you need to manage that.

Those are just a couple quick things I wanted to run through today. We have a heavy agenda, but happy to entertain any questions. Thank you all.

Operator: (Dennis Feeney) has left the conference.

((Crosstalk))

Man: This never fails.

(Michael) December there was a dip in the (unintelligible). The first week of December is one of the lowest periods throughout the whole year. So, you know, that's normal.

As to the next page, that's the monthly employment. It is somewhat (unintelligible), but back in August, you know, like (unintelligible) said, they'll probably review about 520,000 (unintelligible). Sure enough we're at 490 right now. We are averaging about 30,000 per month. So come March 30, we should be about 530,000. So if (Bill) has any stock, (unintelligible).

This is the passenger growth. This is how it compared with the country, the North America. It comes from ATI. It does (unintelligible) is correct because it takes a time period for ATI to get all these numbers. As you can see we are below what the national North America but not all that much. In cargo we are very favorable on cargo. We are better than the North America.

The next sheet is the (unintelligible) that we experience. We have (unintelligible) that includes both FBO and the airport. And we are a little bit

below the average even if expenses are above what the operating revenues are. What makes up the difference is, of course, the CARES Act which is very important because now we're going to get to the end of the year. We're going to be doing the settlement charge with (unintelligible) whether they owe us money or we owe them money. I expect that we will owe them money because our expenses came in lower. And without the net revenue (unintelligible), I am not expecting much in revenue sharing.

Right now we have collected on the CARES Act and (unintelligible) approximately about \$20.12 million in debt to date in December. The expenses are coming in as we had projected. (Unintelligible). This is the cash and our cash is good, you know. We received that income and incentive (unintelligible) cash is good. That was just looking at new hours of service for the (unintelligible) the 20225. Right now we have \$20 million and this is (unintelligible) in October financial statement.

December, I expect that number to be north of that \$20 million. This is just how the cash flow goes, protection and the (unintelligible). Of course, most of that is in the PFC. We have probably (unintelligible) maybe (unintelligible) separate expenditures for our other expenses, other separate expenses.

(Unintelligible) is now indicated about the schedule airlines. We have scheduled airlines for January and you can see it did not change that much from December. (Unintelligible) kind of a fun day. This is a charter aircraft, the 767 that was chartered by the (FBO). It took less than 100 people to (unintelligible) and then it was going to New Zealand for (unintelligible). They were (unintelligible) in Antarctica. That (unintelligible). You know, it's so wide. They had under 100 people. It took on 16.5 gallons of fuel. That's a lot of fuel. We charge approximately \$2.25 per gallon. They got the discount,

of course, which (unintelligible) \$2.00 a gallon. So that was a good day for us. That was a Saturday in November. So we can add (unintelligible) charters to (unintelligible). That's all I got, thank you.

Chairman: Questions for (Michael). Thank you (Michael). (John), you're going to do project development.

(John): (Unintelligible). Okay, so I'm going to go through this fairly weekly. We've got a number of (unintelligible). I just finished it last Friday. The only issue with was lead time was (unintelligible) due to COVID. The manufacturing plants have been shut down. (Unintelligible) all lines are lit. Everything's working very well. So we have LED across the whole airfield right now. All that's actuating, (unintelligible) we have LED. The only ones that aren't are the centerline lights. The FAA's not approved that yet, but the rest (unintelligible) produces our electric appropriately.

A new project coming up, the board approved (McFarland Johnson) to be the design firm for the (unintelligible). We've had several crews out there. We've had (unintelligible) crews. They're going to test it. They're getting ready. Meeting all the requirements for the FAA money that will be paying for most of this. They're meeting the requirements that we have to have by the end of the year. The design will be done early spring. We'll get that out to bid around May. Right now we're looking at a little over \$5 million to do this.

That whole south end (unintelligible) more than just being repaved. It's a (unintelligible) issue that we're going to deal with and take care of this so we never have that problem again.

As for boarding bridges, they're in production. Aerobridge who is (unintelligible) got the project. There were here onsite the last two days,

Monday and Tuesday, taking measurements, making some needed adjustments that they need to in their shop drawings. These are actually in production. One of the bridges is in production right now. So it's onboard to get those done in the spring of next year. We'll finish those out. They'll be four new bridges next year.

The parts and revenue equipment, we've got another update put through the system. (Unintelligible) is the supplier of the equipment. The contacts that work with them, so again, a couple times we go through and it doesn't read the license plate. That's what it is. They're debugging it. They tell me that they should have it up and completely running other than we can't calibrate the lights inside the (unintelligible). The license plate readers should be up and running by the end of this week, totally. Should not have those glitches again which will be good.

Inside, we're just trying to (unintelligible). There were ongoing projects. We're trying to get them closed out. There's two little, small items that have been delayed. Basically, (unintelligible) the solar panels underneath there, we're trying to get that hanging. There's a specific lift they need. Just little things, but that job will be complete by the end of the year. We'll have that (unintelligible) report. You guys won't see this one again. We're just closing out the two times (unintelligible) five. So the 99-1 that we're still outstanding, we'll close them out.

Then we have (unintelligible) but I'm sure you all know this. (Phil) and (Chris) and crew on one side are all relocated. Everybody's up in their new offices up on the third floor up here. That's kind of nice. (Unintelligible) is ongoing. It should be complete next week. And between the week of Christmas and New Year's, we will be moving the financial people up here on the other side. So that one will be complete. They're finishing out painting.

The carpet is going down. There's some HVAC work to be (unintelligible) quickly, lighting (unintelligible). That actually progressed. (Phil) gave me until the end of the year and I tried to beat it and I think I did.

Air traffic control tower, we've had issues with them. Obviously, you have (unintelligible). Maintain that, they've got it locked down. They won't let us in. So we can't progress any projects of that. So it stays on. We have some projects we'd like to do. Elevator work, (unintelligible) work but until they open up (unintelligible). Now with the vaccine now hopefully within a few months, we'll be able to get back in there and continue that work. Right now it's on hold.

The (unintelligible) room, the fire detection system for that, just (unintelligible) contractor. They're in the process of getting approval from the engineers and then they'll order the equipment. The (unintelligible) equipment is they'll need six to eight weeks and then (unintelligible) February, March, they'll be in there, more than three weeks to put the equipment in. The no liquid protection for our entire internet, telephone connections. So we don't lose that equipment.

The Hudson Valley (unintelligible) water tower, (unintelligible). HMS got caught up with their finances enough to have (unintelligible) contractor back in. They're back in there right now working on it. We had a recon meeting with them two weeks ago. They're back working. Their electricians, their mechanical, they expect to have this up and ready to go before the middle of January. So we can have that up and running. Now whether they open it I think will depend a lot on the (unintelligible), but it will be ready to go by the middle of January. I'll be happy to take any questions.

Chairman: Questions for (John)? Thank you, (John). (Chris Quinn) we have a counsel throughput.

(Chris Quinn): Yes, thank you Father. I wanted to update the board on the recent exposures at the airport (unintelligible). Our CEO (unintelligible) also the (unintelligible) alum was recently contacted by the (unintelligible) to (unintelligible) 2020 additions. I think you all know that (unintelligible) has been the safest and smartest, successful airport. It's truly an endless pursuit. There isn't a day where (Phil) doesn't have a new idea. Sometimes more than that.

We constantly review that and look at that through a lens of, you know, many difference aspects. But (unintelligible) how we look at various, you know, COVID practices. Who lines up, you know, constitutionally law and articles and protecting employees' rights and the passengers' rights. Also protecting the employees from any exposure (unintelligible). I think we've done that very successfully.

To the extent that we've been (unintelligible) and the world to have, you know, various (unintelligible) such as the GE (unintelligible) and our employee, passenger testing. So I think I speak for everyone in the room when I say we are so proud to be a part of this. That's all I have. I'm happy (unintelligible).

Chairman: Thank you (Chris). Next we have (Helen Chadderdon) on the concessions and ambassador.

(Helen Chadderdon): Thank you. The first part of my report has to do with concessions and the part where it has (unintelligible). (Unintelligible) is at 17%, OHS gets delayed at the moment. It is at 88%. They already have (unintelligible) is at 60%. The hours that they are operating (unintelligible) get a little bit better

with getting the vaccine out a little bit of (unintelligible) in the air. And OHM is (unintelligible) working on a plan to open (unintelligible) on February 1. (Unintelligible) is working on the (unintelligible) building in the next few weeks. They have been through that (unintelligible). There will be more people in the pipeline to train. We'll have a few more opportunities for passengers, employees for food and beverage.

On the ambassador side of things, of course our (unintelligible) program and our (unintelligible) program are on a temporary hold, but the number of hours that the (unintelligible) so far this year is over 4,000. They have (unintelligible) almost 31,000 passengers and our (unintelligible) number is up to (unintelligible). I'm happy to answer any questions.

Chairman: Questions for (Helen)? Thank you (Helen). (Doug Meyers).

(Doug Meyers): Thank you, father. In terms of media, the (unintelligible) radio should be (unintelligible). A lot of stories on the National Guard (unintelligible) airport. Most will turn those questions over to the New York State Health Department. There's been a dramatic increase in UPS due to at-home shopping, online shopping. (Unintelligible) would do (unintelligible) each day here at Albany. (Unintelligible) what's happened there with shopping online.

(Phil) went over our Sunday news conference with SUNY Albany and New York State Medical Center. (Unintelligible) courtesy reopened but now again has closed (unintelligible) virus. We continue to contact the local media about events happening here at the airport in terms of the snow. Today was (unintelligible) and throughout tomorrow. We could get anywhere from (unintelligible). Happy to answer any questions.

Chairman: Questions for (Doug). Thank you, (Doug).

Man: Father, before you open the line. I just want to make a comment about (Doug). I talked earlier about the success of the team that we have here and no one is more responsible for our success in getting the word out about this airport and its important mission than (Doug Meyers). And (Doug) will be going to part time status at the end of this month. Happily, he's staying on. And we'll continue to see his, you know, smiling face and hear his (unintelligible) voice.

But I'd like to take this opportunity on behalf of the staff and I know the board to thank (Doug) for tremendous service to this airport for success.

Chairman: Thank you. (Matt Cannon), you have more on business taking up development or did you do that already?

Man: (Unintelligible).

Chairman: Now we have some action items. The first is (Mike Zonsius) and this is for our insurance premiums and broker services.

(Mike Zonsius): Thank you, Father. I don't know how involved the (unintelligible) insurance are. We see what we did was we got all the insurances that will be renewed in next year (unintelligible) table and the premium. And also the (unintelligible) on the insurance broker and try (unintelligible). Had the same one for a number of years. We contacted them in (unintelligible). They went and shopped the underwriters for each of the markets and as shown is the results of that. We have approval of (unintelligible) insurance program for 2021.

And this will change, you know, as we have (unintelligible). We have project, different projects. The numbers will change, but not, you know, materially. And I'm open to any questions.

Man: I have a question. You mention that we've had the same insurance broker for a number of years. Has anyone put any thought into maybe putting it out for a bid?

(Mike Zonsius): Yes, we have.

Man: Just from my perspective as someone who runs a statewide organization, occasionally we do that and we find that a lot of times there's an opportunity to save a lot of money. I don't know what the, I mean, probably talking about a lot.

Mike Zonsius): (Unintelligible). Brokers services charged as a percentage of commission. You know, we said let's charge what it is, a fixed fee. That was we know for absolutely sure how much the charge is because as premiums go up, well their commission goes up. So what we did, we put it on a Plan B, except for there was only one insurance (unintelligible). That way (unintelligible). So that's the reason so that this year we can go out for an (RSP) to other brokers for this and compare on a scale, on the same scale for the class percent insurance.

Man: It's a complicated process. You need a year to prepare and we're preparing for it.

Man: I had a question. The board meetings and this copy don't, the figures are different.

Mike Zonsius): That is correct. We are going with the \$802 (unintelligible) amount.

Man: So the board meeting was downloaded. This is incorrect?

Mike Zonsius): Give me that.

((Crosstalk))

Mike Zonsius): The higher one would be correct, \$816,000. That came about because late last week we did the (unintelligible) insurance risk. And they upped that policy. So it is the higher among, \$816,000.

Man: Need to be corrected.

Chairman: Thank you. So if we need a motion to approve that. (Sam). Second? (Sari). All those in favor?

Man: Aye.

Chairman: Next we have (Ray Casey). We need to make some adjustments for HMS and for Paradies and OHM. So I guess the title of this section is concessions to the concessions.

(Ray Casey): I was thinking about as (Phil) talked about (unintelligible). About three months ago, we game to the OEM and knowing that the concessions were really struggling and (unintelligible). We don't want them - we have contracts with them. Just so everybody knows. These contracts are competitively (unintelligible). We're given numbers. It's a selection process that you go through, but the numbers draw a lot of the selection.

But these firms, we can tell looking at the amount of distancing they're doing versus the mag that, the minimum annual payment that they have to make to us in effect like a rent. Business is lower than the rent, not counting expenses. So we made a proposal to cut the mags through the end of the year at the rate of 50%. And said we would look at it again in December.

But the numbers on the slide haven't gone up. The employment hasn't gone up tremendously. Some of these people, we can talk about the numbers. They're running at a loss. So we went back to them and made a proposal that we would try to make accommodations through the end of 2021. I know and I'm sure in a business sense, what you mean is predictability. And we thought to try to do this on a month basis or on a quarter basis. Not just going through the end of 2021 (unintelligible) have to go back.

In each of these contracts when they bid them, they bid this mag, in effect the rent payment. They also put a percentage in if a certain, if they go past a certain sales level then they pay us an additional, the percentage. So what we're proposing is going to the percentages for the two-year period actually, almost two years, from April of this year through December of next year for these firms.

In return, this isn't a one-way street. So (Helen) mentioned, we have pushed a couple of the firms to open some additional venues even though it's going to be tight for them. But we expect (Wolfgang Plot) to open around the first of February and Starbucks who has been a key for us to push that. They had difficulty finding staff. They're going to throw a targeted hour basis from 5:00 in the morning to 11:00 in the morning to start with.

So we recommend that we authorize amendments to these existing contracts and in addition since they're all competitively bid. They're usually ten-year

contracts because of significant capital investment involved when you invest in a pizza place or a Starbucks or watching the way we did Chick-Fil-A. We're recommending that we offer each of them as I mentioned the last time. I think you agreed to, up to a five-year extension. We think they all will take a five-year extension on their contracts.

And we think it's fair. And that's what we're trying to be is fair with these folks. Encourage the concessions. Be open to serve our staff and the (unintelligible) public. And be reasonable with what's going on with the whole industry. We check other airports across the country. They're all in the same (unintelligible) that we are. They're trying to figure out (unintelligible). They're all coming back on each rent. In some cases it's just wiped them out entirely. We don't think that's necessary. And we will collect on the percentages for the time through December.

So we'd like a motion on that to allow us to finalize that. We've got the deals.

Chairman: Have you figured out with (Mike) if what, how this would reflect in our budget?

(Ray Casey): It will not - the budget is (unintelligible) September. We did increase the budget, but not to the extent we did (unintelligible). I do expect, though, that we will add (unintelligible) for next year that we'll make up the difference (unintelligible). Just to piggyback on that, one of the things that we're fearful of, I mention (unintelligible). Dunkin Donuts is single.

Chairman: I noticed that.

(Ray Casey): We know they're losing money. We can tell. We know what their payroll costs are. We know what their expenses are. We started here. We may have

to close. That would have been the best thing for us. So that was part of the deal. Everything that's open, stays open. We add these others. And we provide accommodations for December of 2020.

Man: So we have CARES Act. You know, we're carrying over. So we should be fine with it, the (unintelligible) presenting.

Chairman: So, we'll invite a motion then to approve the amendments to the contracts as proposed by (Ray). So moved? Dr. (Greenberg). Second? (Tony). All of those in favor.

Man: Aye.

Chairman: Thanks, (Ray). (Chris Quinn), you're going to talk about the contract with the SUNY Upstate and Quadrant for the testing.

(Chris Quinn): Thanks, Father. I think as well (unintelligible). So we can perform the swabs. We're expecting (unintelligible). As you know the Authority (unintelligible) employees that have tested (unintelligible). All other (unintelligible) will not be (unintelligible).

Chairman: We don't have a figure, but it's not to exceed \$100,000. Any discussion on that?

Man: There's a question I had on that. I had to store it. We really don't know how many people are going to.

Chairman: Take advantage of it, yes.

Man: Too many turn it down because it's ineffective. That was my only point.

Chairman: Okay, motion to approve? (Sam). Second? (Kevin). All those in favor.

Man: Aye.

Chairman: All right, thank you. (Unintelligible) (Chris) the amendment to the lease agreement for the airline.

(Chris Quinn): Thank you, Father. You (unintelligible) on this before, the original agreement had approved a (unintelligible) term (unintelligible) renewal terms with respect in January of 2021. I think it's (unintelligible) airline is experiencing (unintelligible). And we have come to an understanding that the airlines feel it's (unintelligible) for them. Where instead of having one single, five-year renewal, it is a three, one-year renewals. And a final two-year (unintelligible). We're seeking (unintelligible).

Man: One question. What is the - if they want to pull out within the five-year period, what's gives - what terms can they do it? I mean is there contingencies where they can do it without recourse?

(Chris Quinn): They could.

Man: They could, but legally could we go after it?

(Chris Quinn): (Unintelligible).

Man: We have the three-year options.

Man: I'm talking about the first five years.

((Crosstalk))

Man: If they pull out, there are penalties. They have it right now to renew at the end of the year. That's what they're seeking to do, not to renew, if they so choose.

Man: In other words, it's not a five-year contract. It's a one-year contract.

((Crosstalk))

Man: It's one year, but it gives us the ability for (unintelligible) reviewing with the rating agency to say that we have five, one-year agreements in place.

(Chris Quinn): It's a one-year contract and then two more one-year contracts. In that time, the airlines need to give us six months' notice of their intent.

Man: Six months' notice, okay.

Chairman: So we'll have to negotiate this each year for the next three years at least. We'll have to negotiate this each year for the next three years?

Man: No, so these agreements will automatically renew unless the airlines decide to opt-out.

Man: Okay.

Man: You know that would be if, god forbid, you know this pandemic continued and things were not favorable here. We all hope that doesn't, that isn't the case.

Man: What the government generally does with general service administration, we have a contract with (Christian Park). And a five-year team, and then five additional one-year terms, but they could break after any one of the one-year.

Man: (Unintelligible).

(Chris Quinn): I'll also add and this is important. Gives us an idea, you know, the outlook of the aviation industry and the frontier group, not one of our signatory airlines right now is very seriously considering becoming one of our signatory airlines. So that's a very positive.

Man: And (Tony) with regard to, you know, (unintelligible) could be an opportunity to, again, thank (Ray) as I did the last time. You know, he took on the job of negotiating with our concessionaires. We have been adamant in not recognizing anyone here to (unintelligible). So, you know, again I want to thank part of, you know, what (Ray) did was working with concessionaires so that we can avoid that entire issue. Thank you (Ray) on that effort.

Chairman: So we need a motion (Chris) to approve this amendment to the lease agreements?

(Chris Quinn): Yes.

Chairman: Dr. (Greenberg) so moved. Second? (Sam). All those in favor?

Man: Aye.

Chairman: Thank you. Thanks, (Chris). Change orders, non-federal grants, we're down to Number 14 and (Chris) it's you again on the small amendment to the bylaws.

(Chris Quinn): Thank you, Father. So this is an item that points to governance. We (unintelligible) to the bylaws committee in October as well (unintelligible) committee sent out recommendation to amend the bylaws. Really what I've written with respect of going to work, you know, as the chair, the CEO and (unintelligible).

Chairman: Motion to approve that amendment? (Sari). Second? (Sam). All those in favor?

Man: Aye.

Man: Father, before we get to this Number 15. I just want to mention on 13, it's in your packet. The (unintelligible) arts program article, you know a couple of months ago, I talked about USA Today recognizing five things that they (unintelligible) where unique and special about our airport. And one of those items that they thought was unique was the arts program here at the airport. It's been in place for a very long time. It distinguishes us. This article, I think is a very nicely written piece on our commitment to that arts program and to the community. I want to thank (Kathy Griffin) for continued dedication to the program and leadership if it. So thank you (Kathy).

Chairman: Thanks (Kathy). Thank you. And now we have (Tony) you're going to talk about the adoption of the 2021 budget.

(Tony): We, the finance committee met twice, reviewing the proposed 2021 budget. (Michael) and his staff have put together the (unintelligible) the issues involved. And somebody voted and we recommend and we bring it to the board for their approval. So, (unintelligible) done our due diligence as far as

reviewing all aspects of it. But if there are any questions at this point, they should be brought up so we can address them for approval.

Chairman: Any significant changes or anything, (Tony) to the budget?

((Crosstalk))

Man: There were some blips, but, I mean obviously (Michael)'s gone over the significant changes for us as far as revenue and income and federal funding. Soon it's going to be coming forward. Other than that, we're not, I mean all things considered, (unintelligible).

Chairman: So the finance committee recommends that full board's approval of this. So, we have a motion for the full board to approve? (Kevin). Second, (Sari). All those in favor?

Man: Aye.

Chairman: Thank you. Thank you, (Mike). (Michael), we have contract guidelines review and approval. You want to talk about that?

(Michael): This is (unintelligible). We recommend that the (unintelligible). Recommend an (unintelligible) to that comment as (unintelligible) discretion of the Chief Executive Officer should there be. We don't want (unintelligible).

Chairman: That's the only amendment?

(Michael): Yes.

Chairman: Motion to approve those guidelines for the? Dr. (Greenberg). Second?
(Sari). All those in favor.

Man: Aye.

Chairman: Thank you, (Michael). If there's old or new business, I'll entertain a motion to do an executive session to discuss two attorney/client privilege matters. One regarding a particular corporation, one regarding a proposed lease of real property. Motion to go into executive session?

Man: So moved.

Chairman: (Kevin). Second? (Sam). All those in favor?

(Group): Aye.

Chairman: Thank you.

Operator: A participant has left the conference. (Shanna Forsythe Lamar) has left the conference.

Man: Hello?

Operator: A participant has left the conference. (Steve Rider) has left the conference. Your conference is ending now as requested by the host. Please hang up.

END

AGENDA ITEM NO. 3

Communications and Report of Chief Executive Officer



ALBANY COUNTY AIRPORT AUTHORITY
ALBANY INTERNATIONAL AIRPORT
737 ALBANY SHAKER ROAD
MAIN TERMINAL - SUITE 300
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222
ADMIN FAX: 518-242-2641
FINANCE FAX: 518-242-2640
SITE: www.flyalbany.com

MEMO: February 1, 2021
TO: Albany County Airport Authority Board Members
FROM: Philip F. Calderone, Esq., Chief Executive Officer

- Welcome New Board Members
- Update COVID-19 Impact on Airport Operations
- Update on Testing
- Update on G.E. Digital Incubator Initiatives
- Update on Masterplan
- New Airline Incentive Initiative

AGENDA ITEM NO. 4

Financials

PA

ALBANY COUNTY AIRPORT AUTHORITY

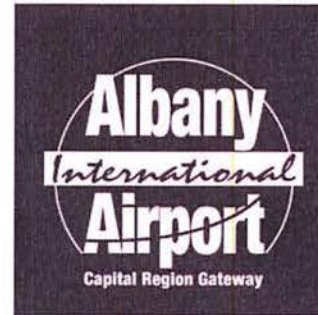
Monthly Financial Report

December 2020

(dated January 26, 2021)

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January 26, 2021

ACAA Members

INTRODUCTION

The December 2020 highs and lows in brief are as follows:

- ✈ YE Airport Operating Profit, \$240,482
- ✈ YE FBO Operating Profit, \$552,577
- ✈ Cargo tonnage continues to grow.
- ✈ Pax traffic remains at 75% of 2019 levels
- ✈ Two less airports served from prior year Fort Myers, FL and Sandford, FL

Enplanement, Operations and Landed Weight indices continue to be below comparable month, YTD, and the previous twelve-month amounts, as shown below:

	Current Year versus			
	2020 Budget	2019 Month	2019 YTD	2019 Prev. 12 Mo.
Enplanements	(74.7%)	(75.0%)	(65.8%)	(65.8%)
Cargo	28.2	4.0	9.2	9.2
Operations	(31.1)	(29.6)	(29.7)	(29.7)

	Month	
	Feb20	Feb21
Destination Airports	16	16
Scheduled Monthly Flight	1,374	560
Average Daily Flights	47.4	20.0
Pax Lift (Pax Seats)	141,833	50,558

FINANCIAL INFORMATION

Cash Position – Unrestricted (Operating)

Despite continued unfavorable enplanement levels, the Airport continues to maintain a strong cash position. The Statements of Net Position provided on Page 4 reports unrestricted cash of \$21,399,156 and equates to approximately 7.63 months of operating reserves (Notes to Financial Statements #2, Page 8), this nominal change from the prior month.

Cash Position – Restricted

Restricted cash available for capital purposes is as follows:

Projects	\$ 4,822,938
Projects – PFC	9,969,251
Projects – Other	<u>1,350,566</u>
	\$16,142,755

Accounts Receivable

The Accounts Receivable balance is approximately 4.65 of average day total operating revenues.

Equity – YTD Earnings

The Summary of Revenues, Expenses and Net results is provided on Page 4. The Airport recorded a change in net position for the month and year-to-date shown as follows:

	Month	YTD
Airport Operating	(\$901,431)	\$ 240,482
FBO Profit	(85,672)	<u>552,577</u>
	(987,103)	793,059
Other Rev/Exp (d.ser.)	1,864,783	4,076,615
Capital Contributions	3,249,506	10,620,233
Airline Incnt. Payts.	<u>15,974</u>	(603,411)
	<u>5,130,263</u>	<u>14,093,437</u>
	\$4,143,160	\$14,886,496

As shown above, the results would have been materially different had Capital Contributions not been included in the calculation.

Operating Revenues

The 2020 Operating Revenues are preliminary and do not include the following annual adjustments (generally reductions in revenue):

1. Airline Settlement - Landing, Terminal, Apron, Passenger Boarding Bridge; and,
2. Revenue Sharing (if any).

The two above adjustments will be made in the forthcoming weeks and will be reflected in the Year End Financial Report.

Monthly operating revenues were approximately \$1,777K and (773,698K) for 2020 and 2019, respectively, a difference of \$2,551K. Most of this decrease is attributable to the following:

Parking Revenue	~\$1,041,000
Rental Cars	~ 233,000
Food & Beverage	~ 90,000
Retail	~ -
Other	~ <u>1,398,000</u>
	~\$2,551,000

YTD operating revenues were approximately \$26,528K and \$41,416K for 2020 and 2019, respectively, a difference of \$14,888K. The overwhelming decrease is attributed to the following:

Parking Revenue	~ \$10,775,000
Rental Cars	~ 2,925,000
Food & Beverage	~ 813,000
Retail	~ 519,000
Other	~ <u>144,000</u>
	~ \$14,888,000

Airport Operating Expenses

Monthly operating expenses were approximately \$2,678K and \$3,230K for 2020 and 2019, respectively. YTD operating expenses were \$26,288K and \$29,217K for 2020 and 2019 respectively.

Non-Operating Revenue

Recorded in the month was \$2,438,474 of CARES Act funding, YTD CARES Act funding is \$10,914,551.

AIRPORT OPERATING BUDGET

Monthly operating revenues were unfavorable by approximately \$1,807K, again, due in large part to the decrease in parking revenue, rental car revenues and food & beverage sales. Monthly operating expenses compared to budget were favorable by \$550K.

YTD operating revenues were unfavorable by approximately \$17,425K. Parking, again, making up the "lions" share of this decrease at \$10,826K. YTD operating expense were favorable by approximately \$3,657K.

MILLION AIR FBO OPERATIONS

Revenues derived from the sale of JetA and AvGas fuels is the largest contributor of FBO revenue. Below is the decrease of the fuel sold in gallons as a result of decreased operations attributed to the COVID-19 pandemic.

	<u>Current Year versus</u>			
	2020	2019	2019	2019
	Budget	Month	YTD	Prev.
				12 Mo.
JetA (gals)	(9.4%)	(19.7%)	(27.7%)	(27.7%)
AvGas (gals)	(11.9)	(4.6)	(5.5)	(5.5)

FBO Summary of Revenues, Expenses and Net results are shown on Page 4.

The FBO had operating profits of (\$85,672) and \$552,577, for the month and year-to-date, respectively. The increase in the operating profit compared to previous months is due to deicing services provided during October icing conditions.

PASSENGER AIRLINE SCHEDULES

Weekly Passenger Airline schedule flight changes over the past months are as follows:

	<u>Begin</u>	<u>+</u>	<u>-</u>	<u>End</u>
Jan20 (week #03-20)				313
Feb (week #8)				348
Mar (week #13)				354
Apr (week #17)				313
May (week #22)				98
Jun (week #26)	98	12	185	140
July (week #30)	140	50	7	183
Aug (week #34)	183	40	2	221
Sep (week #39)	221	4	78	147
Oct (week #44)	147	26	5	168
Nov (week #49)	168	32	27	173
Dec (week #53)	173	16	17	172
Jan21 (week #03-21)	172	-	41	131
Feb21 (week #06-21)	131	12	1	142

PROJECTIONS

Annual 2020 enplanement projections at the following dates are as follows:

Jan 2020	1,500,000
Jun 2020	600,000
Jul 2020	600,000
Aug 30, 2020	520,000
Sep 25, 2020	520,000
Nov 2, 2020	520,000
Nov 25, 2020	520,000
Dec 31, 2020	520,000

Annual 2021 enplanement projections at the following dates are as follows:

Jun 2020	1,200,000
Jul 2020	940,000
Aug 2020	940,000
Sep 25, 2020	940,000
Nov 2, 2020	940,000
Nov 25, 2020	940,000
Dec 31, 2020	940,000

COMPARISON WITH NATIONAL

Comparison of enplanement and cargo levels with the North American (NAM) amounts as provided by ACI-NA are as follows:

Enplanements

	<u>Month YOY%</u>		<u>YTD YOY%</u>		<u>12YE YOY%</u>	
	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Jun20	(78.1)	(77.0)	(53.7)	(54.2)	(24.8)	(25.3)
Jul20	(69.9)	(78.4)	(56.3)	(58.2)	(31.6)	(33.1)
Aug20	(66.7)	(80.0)	(57.7)	(61.2)	(37.8)	(41.0)
Sep20	(63.0)	(76.5)	(58.3)	(62.8)	(43.1)	(47.3)
Oct20	(60.7)	(74.2)	(58.6)	(64.0)	(48.6)	(54.1)
Nov20		(75.3)		(65.0)		(59.9)
Dec20		(75.0)		(65.8)		(65.8)

Cargo

	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Jun20	11.7	11.8	2.2	8.7	1.1	10.0
Jul20	12.7	15.1	3.5	9.7	1.6	10.8
Aug20	1.5	1.8	3.3	8.6	1.8	10.7
Sept20	16.0	21.0	4.7	10.2	3.7	12.5
Oct20	10.0	9.8	5.3	10.1	4.5	12.6

Albany County Airport Authority
Statements of Net Position

	Unaudited December 31, 2019	Unaudited December 31, 2020
<u>ASSETS</u>		
CURRENT ASSETS		
Unrestricted Assets		
Cash and cash equivalents	\$16,301,205	\$21,399,156
Accounts receivable - net	2,557,885	469,731
Prepaid Expenses	990,905	946,846
Total Unrestricted Assets	<u>19,849,995</u>	<u>22,815,733</u>
Restricted Assets		
Operating and Renewal Reserves	15,988,012	7,102,132
CFC Funds	--	448,906
Capital Funds	16,621,222	4,822,938
PFC Funds	16,335,651	9,969,251
Revenue Bond Funds	12,831,704	7,279,664
FAA Restricted Funds	1,081,542	203,549
Concession Improvement Funds	681,422	698,111
Total Restricted Assets	<u>63,539,553</u>	<u>30,524,551</u>
Total Current Assets	<u>83,389,548</u>	<u>53,340,284</u>
NON-CURRENT ASSETS		
Bond Insurance Premiums	240,770	200,037
Capital Assets	280,508,829	300,345,581
Prepaid Expenses	240,538	225,103
Total Non-Current Assets	<u>280,990,137</u>	<u>300,770,721</u>
Total Assets	<u>364,379,685</u>	<u>354,111,005</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Refunding	2,145,790	2,145,790
OPEB Expenses	621,658	621,658
Pension Expenses	541,970	541,970
Total Deferred Outflows of Resources	<u>3,309,418</u>	<u>3,309,418</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u>367,689,103</u>	<u>357,420,423</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Payable from Unrestricted Assets	8,441,109	2,744,191
Payable from Restricted Assets	20,608,482	6,506,112
Total Current Liabilities	<u>29,049,591</u>	<u>9,250,303</u>
NON-CURRENT LIABILITIES		
Bonds and other debt obligations	89,281,579	83,941,121
Net OPEB liability	7,599,110	7,603,748
Net pension liability - proportionate share	320,236	341,146
Total Non-Current Liabilities	<u>97,200,925</u>	<u>91,886,015</u>
Total Liabilities	<u>126,250,516</u>	<u>101,136,318</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Concession Improvement Funds	681,422	640,444
OPEB expenses	48,217	48,217
Pension expenses	119,207	119,207
Total Deferred Inflows of Resources	<u>848,846</u>	<u>807,868</u>
<u>NET POSITION</u>		
Invested in Capital Assets, net of Related Debt	189,798,620	219,464,091
Restricted	30,076,829	15,332,323
Unrestricted	<u>20,714,292</u>	<u>20,679,823</u>
Net Position	<u>240,589,741 (#4)</u>	<u>255,476,237</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	<u>\$ 367,689,103</u>	<u>\$ 357,420,423</u>

Albany County Airport Authority
2020 Summary of Revenues, Expenses and Net Results
For the twelve months ended December 31, 2020

	Current Month			Year to Date		
	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual
AIRPORT						
OPERATING REVENUES						
Airline	\$ 1,159,785	\$ (3,199,523)	\$ 913,505	\$ 13,579,352	\$ 9,876,438	\$ 11,312,043
Non-Airline	2,425,115	2,425,825	863,755	30,373,894	31,540,062	15,216,002
Total Revenues	3,584,900	(773,698)	1,777,260	43,953,246	41,416,500	26,528,045
OPERATING EXPENSES						
Personal Services	851,464	943,090	901,418	10,104,718	9,674,177	9,045,923
Employee Benefits	464,086	775,428	413,163	5,401,878	5,249,039	4,887,593
Utilities & Communications	185,736	166,789	128,813	2,002,418	1,878,658	1,688,546
Purchased Services	540,618	359,958	133,029	6,433,035	6,202,675	4,457,872
Material & Supplies	612,638	892,821	976,189	4,756,952	5,072,491	5,111,849
Office	52,615	33,685	107,552	437,441	373,727	685,121
Administration	54,194	57,813	18,527	808,522	766,143	410,659
Total Expenses	2,761,351	3,229,584	2,678,691	29,944,964	29,216,910	26,287,563
AIRPORT OPERATING RESULTS	823,549	(4,003,282)	(901,431)	14,008,282	12,199,590	240,482
FBO OPERATING RESULTS	159,427	296,534	(85,672)	1,425,510	1,966,592	552,577
TOTAL OPERATING RESULTS	982,976	(3,706,748)	(987,103)	15,433,792	14,166,182	793,059
OTHER REVENUES (EXPENSES)						
Interest Earnings	77,322	89,275	8,524	927,864	1,403,088	309,825
Passenger Facility Charges	345,076	2,055,038	345,076	4,140,917	6,194,834	4,140,917
ACAA Debt Service	(920,796)	6,464,195	(968,576)	(11,049,553)	(4,613,706)	(11,289,218)
Line of Credit Interest	-	(19,446)	(1,195)	-	(53,124)	(54,602)
Non-Capital Equipment	(32,917)	(6,705)	-	(395,006)	(368,951)	(452,338)
Insurance Recoveries	-	-	-	-	8,704	-
Customer Facility Charges Income	-	50	-	-	757,428	-
Customer Facility Charges Expense	-	7,418	-	-	(302,037)	-
Grant Income	9,001	23,560	2,450,254	137,560	150,480	11,053,631
Improvement Charges	30,700	30,700	30,700	368,400	368,400	368,400
Total Other Revenues(Expenses)	(491,614)	8,644,085	1,864,783	(5,869,818)	3,545,116	4,076,615
INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS	491,362	4,937,337	877,680	9,563,974	17,711,298	4,869,674
AIRLINE INCENTIVES		(80,455)	15,974		(1,489,604)	(603,411)
CAPITAL CONTRIBUTIONS		13,606,347	3,249,506		25,142,535	10,620,233
INCREASE IN NET POSITION		\$ 18,463,229	\$ 4,143,160		41,364,229	14,886,496
NET POSITION, BEGINNING OF PERIOD					214,569,660	240,589,741
NET POSITION, END OF PERIOD					\$ 255,933,889	\$ 255,476,237
RECONCIATION TO AIRLINE FUNDS REMAINING:						
NET RESULTS BEFORE RESERVES	491,362	4,937,337	877,680	9,563,974	17,711,298	4,869,674
Less: Capital Improvements	(275,956)	(275,511)	(275,956)	(3,311,467)	(3,306,134)	(3,311,467)
Less: Reserve Requirements	(10,473)	(36,323)	(10,473)	(125,680)	(435,879)	(125,680)
NET RESULTS	204,933	4,625,503	591,251	6,126,827	13,969,285	1,432,527
Revenue Sharing:						
Transfer to/from Airlines (50%)	102,467	2,312,751	295,626	3,063,414	6,984,643	716,264
Authority Share (50%)	102,467	2,312,751	295,626	3,063,414	6,984,643	716,264
Less: Airline Incentives	(83,333)	(80,455)	15,974	(1,000,000)	(1,489,604)	(603,411)
Net Authority Share	\$ 19,133	\$ 2,232,296	\$ 311,600	\$ 2,063,414	\$ 5,495,039	\$ 112,853

Albany County Airport Authority
Operating Revenues
For the twelve months ended December 31, 2020

	Current Month			Year to Date		
	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual
AIRLINE REVENUES						
COMMERCIAL						
Landing Fees	\$395,032	(\$1,271,121)	\$169,622	\$5,173,170	\$3,938,546	\$2,794,444
Airline Apron Fees	56,674	(106,256)	59,376	680,082	633,074	764,631
Glycol Disposal Fee	82,020	115,570	36,917	360,750	429,529	228,089
CARGO						
Landing Fee	55,743	(29,746)	75,919	521,562	478,378	532,202
TERMINAL						
Loading Bridges	55,336	21,101	56,846	664,028	655,171	712,359
Space Rental	514,980	(1,929,071)	514,826	6,179,760	3,741,740	6,280,318
TOTAL AIRLINE REVENUES	1,159,785	(3,199,523)	913,505	13,579,352	9,876,438	11,312,043
NON-AIRLINE REVENUES						
AIRFIELD						
Tenant Maintenance	6,690	12,936	8,053	45,000	61,816	35,570
Total Airfield	6,690	12,936	8,053	45,000	61,816	35,570
TERMINAL						
Utility Reimbursement	3,166	2,937	2,426	27,000	24,277	23,643
Tenant Maintenance	3,095	11,391	0	12,559	18,847	23,977
Space Rent - Non Airline	61,638	61,371	61,052	739,661	738,519	732,161
Food & Beverage	79,390	102,413	11,800	941,804	1,214,921	401,308
Retail	58,153	61,147	62,634	866,687	933,339	413,953
Advertising	25,000	25,000	(86,764)	300,000	297,444	158,536
Foreign Currency Concession	0	0	0	0	8,867	0
Payphones	190	134	0	2,278	1,241	194
ATM	2,965	2,785	2,603	35,577	34,479	31,605
Museum Shop	0	0	0	0	191,483	0
Operating Permits	22,065	31,077	11,592	230,665	309,179	187,698
Vending Machines	2,818	3,000	1,014	33,535	34,634	17,241
Baggage Cart Rentals	1,383	812	260	16,594	14,257	6,074
Total Terminal	259,863	302,067	66,618	3,206,360	3,821,485	1,996,390
GROUND TRANSPORTATION						
Parking	1,227,045	1,238,040	196,236	16,300,374	16,249,822	5,474,391
Rental Cars	477,471	352,196	118,958	5,306,102	5,396,551	2,471,572
Access Fees	21,876	19,935	2,012	317,813	293,627	111,554
TNCs	25,971	31,465	6,387	300,000	363,460	134,043
Garage Space Rent	7,708	7,708	8,123	92,492	91,872	95,464
Total Ground Transportation	1,760,070	1,649,343	331,716	22,316,781	22,395,332	8,287,024
OTHER AIRPORT						
Telephone System - Tenants	5,833	0	4,265	70,000	60,555	61,083
Building Rental	8,597	8,329	32,738	125,383	120,637	139,964
Control Tower Rental	55,481	55,481	55,481	665,776	665,776	665,776
Air Cargo Facility	39,005	102,096	78,227	468,059	925,203	539,013
State Executive Hangar	103,924	103,924	103,924	1,247,083	1,247,083	1,247,083
T Hangars	8,361	9,802	10,102	100,328	109,835	128,313
Tie Downs	355	237	241	4,258	3,948	2,891
AV Gas Fuel Sales	2,551	1,577	5,281	42,448	39,873	49,058
Industrial Park	48,787	48,107	47,116	579,690	562,585	564,234
Land Rental	26,283	23,572	27,380	315,604	316,237	325,145
Eclipse Hangar	27,916	27,806	24,648	333,894	332,615	328,551
Hangar Rental	42,848	42,901	47,630	514,171	512,363	535,424
Internet and Cable Access	440	440	385	7,680	7,680	6,875
Fingerprinting	2,500	3,283	889	30,000	48,476	21,317
Tenant Maintenance	83	0	0	1,000	6,964	0
Purchasing Proposals	83	0	0	1,000	530	170
Ebay/Scrap/Equipment Sales	1,250	2,117	(23)	15,000	9,089	8,063
Utility Reimbursement	17,528	14,957	12,902	170,000	163,342	151,747
Taxes	0	0	0	34,380	27,804	39,574
Other	6,667	16,851	6,184	80,000	100,834	82,737
Total Other Airport	398,491	461,478	457,368	4,805,753	5,261,430	4,897,017
TOTAL NON AIRLINE REVENUES	2,425,115	2,425,825	863,755	30,373,894	31,540,062	15,216,002
TOTAL REVENUES	\$ 3,584,900	\$ (773,698)	\$ 1,777,260	\$ 43,953,246	\$ 41,416,501	\$ 26,528,045

Albany County Airport Authority
FBO Results
For the twelve months ended December 31, 2020

	Current Month			Year to Date		
	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual
OPERATING REVENUES						
Retail Fuel						
Jet A Fuel Sales	\$ 402,255	\$ 451,510	\$ 319,795	\$ 5,745,173	\$ 5,622,733	\$ 3,511,041
AvGas Fuel Sales	17,088	14,943	10,538	318,088	324,539	270,258
Commercial AvGas Fuel Sales	1,965	1,100	671	23,580	135,402	12,210
Auto & Diesel Fuel Sales	36,262	43,225	22,136	300,000	317,701	182,383
Retail Fuel Sales	457,570	510,777	353,140	6,386,841	6,400,375	3,975,892
Into Plane Fees	54,221	54,730	27,205	675,000	690,015	383,695
Fuel Farm Fees	55,666	54,768	23,138	629,733	650,582	335,744
General Aviation Landing Fees	18,956	23,404	11,335	278,484	286,611	170,418
Aircraft Parking Fees	13,151	14,626	5,543	220,870	200,046	132,666
Deicing Services	307,382	462,734	126,600	1,300,560	1,763,718	867,073
FBO Properties	28,592	27,928	27,937	347,963	351,648	386,192
FBO Services	6,876	21,497	3,766	65,846	83,896	55,727
TOTAL REVENUES	942,413	1,170,465	578,663	9,905,296	10,426,891	6,307,407
COST OF SALES						
Fuel Costs - Jet A	231,446	262,572	147,919	3,305,609	3,164,808	1,539,034
Fuel Discounts - Jet A	26,956	30,286	32,108	385,000	385,039	280,129
Fuel Costs - AvGas	12,808	12,521	8,643	238,406	254,103	189,973
Fuel Discounts - AvGas	236	245	261	4,400	4,392	6,067
Fuel Costs - Commercial AvGas	1,861	962	555	21,360	120,194	11,300
Fuel Costs - Auto & Diesel	30,117	33,718	13,639	250,000	242,196	128,506
Total Fuel Costs	303,424	340,305	203,125	4,204,776	4,170,731	2,155,009
Deicing Costs - Type I & IV	215,019	242,853	97,031	950,266	984,723	516,123
Catering, Oil & Other	417	0	0	5,000	2,671	3,152
Total Cost of Sales	518,860	583,158	300,156	5,160,042	5,158,125	2,674,283
Net Operating	423,554	587,307	278,507	4,745,255	5,268,766	3,633,124
OPERATING EXPENSES						
Personal Services						
Salaries	103,173	119,960	134,825	1,341,245	1,245,666	1,286,353
Overtime	22,562	32,935	11,598	185,449	258,719	107,001
Total Personal Services	125,735	152,895	146,423	1,526,694	1,504,385	1,393,355
Employee Benefits	43,347	36,080	72,755	513,953	554,064	561,338
Utilities & Communications	8,226	6,613	4,768	89,305	79,072	68,810
Purchased Services	30,361	29,528	26,295	538,600	497,796	521,276
Materials & Supplies						
Buildings	7,119	10,330	10,475	86,921	83,387	89,296
Grounds	2,056	9,498	2,136	23,100	27,543	21,888
Vehicles	31,121	29,266	91,860	326,000	359,080	295,602
Total Materials & Supplies	40,297	49,093	104,472	436,021	470,010	406,786
Administrative Expenses	16,161	16,562	9,467	215,172	196,848	128,982
Non-Capital Equipment	0	0	0	0	0	0
TOTAL EXPENSES	264,126	290,772	364,179	3,319,745	3,302,174	3,080,547
FBO Net Operating Results	\$ 159,427	\$ 296,534	\$ (85,672)	\$ 1,425,510	\$ 1,966,592	\$ 552,577

Notes to Financial Statements

1. Accounting Basis

This financial information is presented for the purposes of comparing budget to actual results and for indicating generally how revenues and expenses have compared to budgeted revenues and expenses through on a monthly basis. The financial information presented herewith is prepared on the Albany County Airport Authority's budgetary basis of accounting.

This report includes preliminary operating and performance statistics, and financial forecasts based upon the budgetary basis of accounting estimates that involve uncertainties that could result in actual financial results differing materially from preliminary estimates.

2. Cash Reserves

2020 Operating Budget	\$38,819,754
2020 Debt Service	10,950,553
2020 Debt Service Paid by PFCs	<u>(4,140,917)</u>
	\$45,629,390

Monthly Cash Outflow (\$45,629,390/12)
\$3,802,449

Months Operating Reserves Unrestricted
\$21,399,156/\$3,802,449 ~ 5.63 months

Months Operating Reserves Restricted
\$6,600,000/\$3,234,979 ~ 2.00 months

(\$38,819,754 FY20Budg/12 = \$3,234,979)

	Unrest.	Restr	
Apr 20			7.10
May 20			6.90
Jun 20			7.70
Jul 20			7.25
Aug20	4.85	2.0	6.85
Sep20	5.37	2.0	7.37
Oct20	5.31	2.0	7.31
Nov20	5.14	2.0	7.14
Dec20	5.63	2.0	7.63

3. Accounts Receivable

The amount of accounts receivables, shown as days of average annual daily revenues, is as follows:

$$\$45,629,390 / 365 = \$125,012$$

$$\$469,731 / \$125,012 = 3.75$$

Apr 20	10.91
May 20	17.76
Jun 20	7.45
Jul 20	8.99
Aug 20	10.04
Sep 20	4.52
Oct20	4.65
Nov20	4.46
Dec20	3.75

4. Accounts Receivable

The Year Ending December 31, 2019 Net Position on the Statements of Net position does not reconcile with the 2019 Summary of Revenues, Expenses and Net Results due to the difference of accounting method used for only the December 2019 year end.

Statistics
For the nine months period ending December 31, 2020

	Current Month			Year to Date			12 Month Running	
	Budget	2019	2020	Budget	2019	2020	2019	2020
Total Enplanements	116,592 -74.7%	117,812	29,455 -75.0%	1,500,000	1,518,969	520,029 -65.8%	1,518,969	520,029 -65.8%
Operations								
<i>Passenger</i>	2,788	2,776	1,312	38,668	36,446	19,604	36,446	19,604
<i>Cargo</i>	346	344	378	3,773	3,750	3,174	3,750	3,174
<i>Charter, Corporate & Diversi</i>	286	285	187	3,768	3,745	2,190	3,745	2,190
<i>General Aviation</i>	837	797	956	13,772	13,863	14,224	13,863	14,224
<i>Military</i>	181	139	223	2,961	2,944	3,487	2,944	3,487
Total Operations	4,438 -31.1%	4,341	3,056 -29.6%	60,943	60,748	42,679 -29.7%	60,748	42,679 -29.7%
Landed Weight (000)	128,284	127,001	55,541	1,679,956	1,667,799	908,135	1,667,799	908,135
Cargo/Mail & Express	2,003.9 29.2%	2,470.1	2,569.7 4.0%	19,017.9	20,008.8	21,857.6 9.2%	20,008.8	21,857.6 9.2%
Jet A Gallons	85,404 -9.4%	96,319	77,368 -19.7%	1,219,782	1,217,080	879,612 -27.7%	1,217,080	879,612 -27.7%
AvGas Gallons	3,425 -11.9%	3,162	3,017 -4.6%	63,745	65,993	62,368 -5.5%	65,993	62,368 -5.5%
Deicing Consortium	19,613	22,969	9,856	97,000	87,349	53,108	87,349	53,108
Deicing sprayed/retail	15,422	27,340	6,796	59,800	99,455	51,163	99,455	51,163
Parking Revenue	\$ 1,227,044	\$ 1,238,040	\$ 196,236	16,300,374	\$ 16,249,822	\$ 5,474,391	\$ 16,249,822	\$ 5,474,391
Revenue per enplanement		\$ 10.51	\$ 6.66		\$ 10.70	\$ 10.53	\$ 10.70	\$ 10.53
Transactions		52,173	13,478		642,667	245,365	642,667	245,365
Average transaction		\$ 23.73	\$ 14.56		\$ 25.28	\$ 22.31	\$ 25.28	\$ 22.31
Concession Sales								
Rental Cars		\$ 3,521,952	\$ 1,104,736		\$ 53,965,805	\$ 21,091,741	\$ 53,965,805	\$ 21,091,741
Revenue per enplanement		\$ 29.89	\$ 37.51		\$ 35.53	\$ 40.56	\$ 35.53	\$ 40.56
Food and Beverage		\$ 819,720	\$ 146,796		\$ 9,643,936	\$ 3,116,387	\$ 9,643,936	\$ 3,116,387
Revenue per enplanement		\$ 6.96	\$ 4.98		\$ 6.35	\$ 5.99	\$ 6.35	\$ 5.99
Retail		\$ 305,733	\$ 94,935		\$ 4,458,143	\$ 1,642,981	\$ 4,458,143	\$ 1,642,981
Revenue per enplanement		\$ 2.60	\$ 3.22		\$ 2.93	\$ 3.16	\$ 2.93	\$ 3.16

SCHEDULED AIRLINE PASSENGER SERVICE

Monthly Scheduled Flights are as follows:

	Airlines	Destination Airports	Non-Stop Destination Cities ⁽¹⁾	Non-Stop Scheduled Flights	Average Flights per Day	Mo. Seats Available	Mo. Landed Weight (lbs.)
Jan2020	7	17	13	1,391	44.9	141,803	147,829,062
Feb20	7	16	12	1,374	47.4	141,833	147,219,632
Mar20	7	18	14	1,549	50.0	161,752	162,630,904
Apr20	7	17	13	891	30.0	103,200	102,522,032
May20	7	12	10	418	13.5	45,913	45,124,706
Jun20	7	15	12	556	18.5	65,955	65,335,083
Jul20	7	16	13	779	25.1	82,887	87,150,492
Aug20	7	17	13	937	30.2	103,399	106,554,438
Sep20	7	14	12	642	21.4	63,168	64,144,804
Oct20	7	16	13	740	23.9	67,992	68,410,190
Nov20	7	16	12	735	24.5	68,806	73,145,608
Dec20	7	16	12	693	22.4	64,017	67,995,130
Jan21	7	15	11	622	20.6	56,129	58,693,922
Feb21	7	16	11	560	20.0	50,558	52,562,092

⁽¹⁾ Five (5) cities may be served by two (2) airports; Chicago (ORD/MDW), Orlando (MCO/SFB), Tampa (TPA/PIE/PGD), and Washington DC (DCA/IAD).

Weekly schedule flight changes are as follows:

			Year-To-Date (net)								
			Week		Week		Week		Week		Week
			#03-21	+ (-)	#06-21	#03-21	+ (-)	#06-21	#08-20		
1	ATL	Atlanta, GA	7	-	-	7	7	-	-	7	19
2	BDL	Hartford, CT	-	1	-	1	-	1	-	1	-
3	BWI	Baltimore, MD	14	-	-	14	14	-	-	14	28
4	MDW	Chicago-Midway	6	1	-	7	6	1	-	7	12
5	ORD	Chicago-O'Hare	14	1	-	15	14	1	-	15	47
6	CLT	Charlotte, NC	18	-	-	18	18	-	-	18	28
7	DEN	Denver, CO	-	-	-	-	-	-	-	-	-
8	DTW	Detroit, MI	19	1	-	20	19	1	-	20	23
9	FLL	Fort Lauderdale, FL	1	-	(1)	-	1	-	(1)	-	15
10	RSW	Fort Myers, FL	-	-	-	-	-	-	-	-	4
11	MYR	Myrtle Beach, SC	-	-	-	-	-	-	-	-	-
12	EWR	Newark, NJ	7	-	-	7	7	-	-	7	33
13	MCO	Orlando, FL	10	-	-	10	10	-	-	10	26
14	SFB	Orlando/Sanford, FL	-	3	-	3	-	3	-	3	5
15	PHL	Philadelphia, PA	13	3	-	16	13	3	-	16	35
16	PGD	Tampa/Punta Gorda, FL	2	-	-	2	2	-	-	2	5
17	TPA	Tampa, FL	1	-	-	1	1	-	-	1	9
18	PIE	Tampa/St. Pete, FL	2	2	-	4	2	2	-	4	5
19	DCA	Washington DC-Reagan	5	-	-	5	5	-	-	5	33
20	IAD	Washington DC-Dulles	<u>12</u>	<u>-</u>	<u>-</u>	<u>12</u>	<u>12</u>	<u>-</u>	<u>-</u>	<u>12</u>	<u>21</u>
			131	12	(1)	142	131	12	(1)	142	348

AGENDA ITEM NO. 5

Project Development



ALBANY COUNTY AIRPORT AUTHORITY
ALBANY INTERNATIONAL AIRPORT
737 ALBANY SHAKER ROAD
MAIN TERMINAL - SUITE 300
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222
ADMIN FAX: 518-242-2641
FINANCE FAX: 518-242-2640
SITE: www.flyalbany.com

PROJECT STATUS REPORT

February 1, 2021

I. AIRSIDE IMPROVEMENTS

A) Runway 10-28 and Taxiway C Edge Light Replacement (Contract No. 946-E)

DLC Electric has completed the installation of the new Runway 10-28 and Taxiway C edge lights. The project included directional drilling under several taxiways, installation of new wind cones along with the new LED edge lights. The contractor completed the punchlist items and is working with the Engineers on the closeout documents for the project.

B) Taxiway A Pavement Rehabilitation Design (Contract No. S-1064)

McFarland Johnson were contracted as the design firm for this project by the RFP selection committee. They continue site investigation work including soil borings and are producing FAA required documents. The final design will be completed in the Spring of 2021 and ready to be bid.

C) Replacement of Boarding Bridges A3, A5, B10, & C1 (Contract No. S-1039)

The Board approved the low bids for both 1039-GC and 1039-E to AERO Bridge at June's Board meeting. AERO Bridge worked with C&S Companies to provide approved shop drawings to the fabricator. AERO Bridge submitted a schedule showing the installation starting in May 2021. ACAA and AvPorts will work with the affected airlines to accommodate the installations.

II. LANDSIDE IMPROVEMENTS

A) Revenue Upgrades and PARCS System (Contract No. 990-GC)

The existing parking revenue system was replaced with the PARCS system. Amano McGann is working with ATI Access Control to install another upgrade to the new PARCS system software that includes LPR's (License Plate Readers) and EZ Pass Plus antennas, which are all in place and active. The Long Term, Short Term and North Garage entrances and exits are operating with the new equipment. Calibrating of the equipment in the new garage is ongoing.

B) Main Terminal Alarm Replacement (Contract No. S-1075)

Contract S-1075 is for the Main Terminal Alarm Replacement project and has been advertised for bid. This project is to replace the existing alarm system, which is beyond its 20 year working life. The project will replace the existing equipment with the latest in fire and smoke detection technology, which can be upgraded to extend its working life.

C) ACAA Office Relocation

The ACAA staff are relocating to the third floor of the Terminal. The area was cleared out and then the area was redesigned for office space. Construction of the office space was completed in late December 2020 and the ACAA staff has been relocated. All moving of equipment and furniture is being done by Airport personnel.

D) Air Traffic Control Tower (Contract No. 1013-SW, M, E & EL)

The FAA has requested some upgrades to their facility. Sage Engineering has completed the design for the elevator replacement (1013-EL) and the project was bid. The FAA is still restricting access to their facility due to the COVID-19, so the project was not awarded since no contractors are being allowed into the facility. The project will be rebid when the facility is accessible again.

E) MDF (Main Distribution Frame) Room Fire Protection (Contract No. 1053-FP)

Condor Fire Sprinkler was the low bidder for this project and their contract was approved by the Board. The work includes the installation of a new dry fire protection system in the MDF room where all the Airport computer, telephone and security system are routed back to. This project will replace the existing sprinkler system that currently serves as fire protection, eliminating the possibility of system failure due to sprinklers going off. Condor has ordered the equipment and will begin installation as it is shipped.

F) New Terminal Concessions

The Hudson Valley Wine Bar was closed on January 2, 2020. Construction work was progressing but was halted due to COVID-19. The vendor, HMS Host, took delivery of the new equipment for the venue in May 2020. HMS Host has had their contractor resume work on the space which is being converted to the Beer Union on December 7, 2020, which is going to feature craft beers. It will be advertised as part of the Taste New York campaign. HMS Host expects to have this venue ready to be opened by mid-February 2021.

AGENDA ITEM NO. 6

Counsel



ALBANY COUNTY AIRPORT AUTHORITY
ALBANY INTERNATIONAL AIRPORT
737 ALBANY SHAKER ROAD
MAIN TERMINAL - SUITE 300
ALBANY, NEW YORK 12211-1057

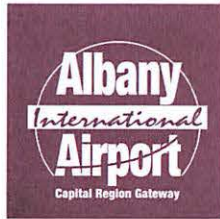
TEL: 518-242-2222
ADMIN FAX: 518-242-2641
FINANCE FAX: 518-242-2640
SITE: www.flyalbany.com

MEMO: February 1, 2021
TO: Albany County Airport Authority Board Members
FROM: Christine C. Quinn, Esq., Authority Counsel

- Employee Training

AGENDA ITEM NO. 7

Concessions/Ambassador Program



ALBANY COUNTY AIRPORT AUTHORITY
 ALBANY INTERNATIONAL AIRPORT
 ADMINISTRATION BUILDING
 SUITE 200
 ALBANY, NEW YORK 12211-1057

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 FINANCE FAX: 518-242-2640
 SITE: www.albanyairport.com

February 1, 2021

Marketing, Concessions & Ambassador Program

Minority Percentages in the Concession's Workforce

Date	HMS Host	OHM	Paradies	Dunkin Donuts
Jan 2020	26/67=38.8%	60/70=86%	15/22=68%	5/11=45.45%
Feb 2020	26/60=43.3%	50/63=79.3%	13/25= 52%	5/11=45.45%
Mar 2020	0/4=0%	2/4=50%	2/10=20%	3/5=60%
April 2020	0/1=0%	0	1/8=12.5%	3/5=60%
May 2020	0/1=0%	0	2/9=22%	4/6=66.6%
June 2020	0/6=0%	17/21=81%	2/9=22%	4/6=66.6%
July 2020	0/6=0%	15/17=88%	2/9=22%	3/5=60%
Aug 2020	0/6=0%	15/17=88%	3/10=30%	3/6=50%
Sept 2020	0/6=0%	9/11=82%	5/11=45%	3/6=50%
Oct 2020	1/6=17%	10/12=83%	5/10=50%	3/6=50%
Nov 2020	1/6=17%	14/16= 88%	6/12=50%	3/5=60%
Dec 2020	1/6 =17%	13/17=76%	6/12= 50%	2/5=40%
Jan 2021	1/6=17%	8/14=57%	6/12=50%	1/4=25%

Concessions

HMSHost

- Adirondack Lodge – closed
- Silks of Saratoga – Open (10:00 a.m. – 6:00 p.m.)
- Starbucks – planned reopening on Monday, February 1, 2021 (now delayed)
- The Local – closed
- Burger King - closed
- Hudson Valley Beer Union – remodel project expected to be complete by mid-February.
- Dunkin Donuts – Open (4:00 a.m. – 6:00 p.m.)

OHM

- Empire Deli – closed
- Wolfgang Puck Pizza - closed
- Chick fil A – Open (5:00 a.m. – 5:00 p.m.) Monday - Saturday

Paradies

Gift/News on A – intermittent hours through last departure on A

Gift News on B – intermittent hours through last departure on B

Gift/News on C – open 4:30 am through to the last departure on C

Ambassador Program

Tours 2021

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD – 0
0												

Canine 2021

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD – 0
0												

Hours 2020

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD – 4723
1215	1174	491	0	6.5	235	263	267	308.5	357	296	110	

Guest Served 2020

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD – 31,378
11,337	13,200	1814	0	0	694	685	606	854	1123	606	459	

Business Center 2020

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD – 653
139	175	60	0	0	28	36	38	33	54	43	47	

AGENDA ITEM NO. 8

Public Affairs



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pas

Public Affairs Report February 2021

COVID-19 Testing

On December 11, the Airport Authority held a news conference to announce a program to provide COVID-19 testing for airport employees. The testing is being conducted through SUNY Upstate Medical University in cooperation with Quadrant Biosciences.



COVID-10 Testing Travelers

CEO Philip Calderone, Counsel Chris Quinn and Assistant Airport Manager John Delbalso met with reporters on December 24 to announce a program to provide COVID-19 Testing for air travelers passing through Albany International Airport. Qualified travelers may obtain the self-administered COVID-19 test daily from 7:00 a.m. to 5:00 p.m. at the Airport's Information Desk located on the first level of the terminal.



MEDIA-Airport Security

Public Affairs distributed a Media Advisory noting that security at the airport had been heightened in the wake of the attack on the US Capitol and concerns for potential incidents at the New York State Capital. The most visible security involved members of the federal VIPR teams (Visible Intermodal Prevention and Response) and the Albany County Sheriff's Office.



International Airport Review

A comprehensive report on the Airport's COVID-19 response has been submitted for publication in the International Airport Review. The article includes details of our continued relationship with GE Aviation and GE Global Research, the Airport's COVID-19 Task Force and our COVID-19 testing program for staff and travelers.

INTERNATIONAL
Airport
REVIEW

MILITARY ROOM

The Military Courtesy Room located on the third floor of the terminal remains closed due to the COVID-19 pandemic.

MEDIA

The local media have been kept up-to-date on Airport actions during the pandemic via news releases, advisories, personal and phone interviews.

AGENDA ITEM NO. 9

Economic Development



ALBANY COUNTY AIRPORT AUTHORITY
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MAIN TERMINAL - SUITE 300
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SITE: www.flyalbany.com

MEMO: February 1, 2021

TO: Albany County Airport Authority Board Members

FROM: Matthew J. Cannon, Director of Development & Government Affairs

- Air Service Development
- Government Affairs
- Rebranding and Website Design

AGENDA ITEM NO. 10

**Authorization of Contracts/Leases/Contract
Negotiations/Contract Amendments**

AGENDA ITEM NO. 10.1

Review of Guidelines: Review and Approval of Property Disposition Guidelines

AGENDA ITEM NO: 10.1
MEETING DATE: February 1, 2021

**ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION**

DEPARTMENT: *Legal Department*

Contact Person: *Christine C. Quinn, Authority Counsel*

PURPOSE OF REQUEST:

Review of Guidelines: *Review and Approval of Property Disposition Guidelines*

CONTRACT AMOUNT:

N/A

BUDGET INFORMATION:

Anticipated in Current Budget: Yes ___ No ___ NA ✓ ___

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal _____ State _____ Airport _____ NA ✓ _____

JUSTIFICATION:

The Public Authorities Accountability Act ("Act") provides that all public authorities shall review and approve comprehensive guidelines which provide for the disposition of its property. The Guidelines shall (1) detail the authority's policy regarding the use, awarding, monitoring and reporting contracts for the disposal of property, and (2) designate a contracting officer responsible for compliance with and enforcement of the guidelines.

The Authority originally adopted the guidelines in 2006. The attached, proposed guidelines, in conformance with the Act, provide that the Authority: (a) maintain adequate inventory controls and accountability systems for all property under its control; (b) periodically inventory such property to determine which property shall be disposed of; (c) produce a written report of such property; and (d) transfer or dispose of such property as promptly as possible in accordance with the guidelines. Property is to generally be sold at fair market value and by bid. The Contracting Officer for the Authority shall be its General Counsel. Whenever property is disposed of by negotiation, an explanatory statement shall be prepared and transmitted to the NYS Comptroller, DOB, OGS and Legislature.

The request is made that the Authority adopt the guidelines unchanged.

AGENDA ITEM NO: 10.1
MEETING DATE: February 1, 2021

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES ✓ NA _____

BACK-UP MATERIAL:

- 1) Disposition of Property Guidelines
- 2) Public Authorities Accountability Excerpt

ALBANY COUNTY AIRPORT AUTHORITY
DISPOSITION OF PROPERTY GUIDELINES

ARTICLE I PREAMBLE

The Albany County Airport Authority ("Authority") has adopted these Property Disposition Guidelines ("Guidelines") in conformance with Title 5-A (Disposition of Property by Public Authorities) of the New York State Public Authorities Law.

ARTICLE II DEFINITIONS

For the purposes of these Guidelines, unless a different meaning is required by the context:

1. "Contracting officer" shall mean the General Counsel of the Authority, who shall be responsible for the disposition of property of the Authority as set forth in these Guidelines.
2. "Dispose" or "disposal" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with Article IV.
3. "Property" shall mean personal property in excess of five thousand dollars in value, real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

ARTICLE III DUTIES WITH RESPECT OF THE DISPOSAL OF PROPERTY

1. It is the intent of the Authority that these Guidelines shall:
 - (a) Detail the Authority's operative policy and instructions regarding the use, awarding, monitoring and reporting of contracts for the disposal of property, and
 - (b) Designate a contracting officer who shall be responsible for the Authority's compliance with, and enforcement of, such Guidelines.

The Authority intends that these Guidelines shall be consistent with, and shall require the Authority's contracting activities to comply with Title 5-A of the New York State Public Authorities Law and any other applicable law for the disposal of property.

These Guidelines shall be annually reviewed and approved by the Authority. On or before the thirty-first day of March in each year, the public authority shall file with the New York State Comptroller a copy of these Guidelines as most recently

reviewed and approved by the Authority, including the name of the Authority's designated contracting officer.

At the time of such filing of the Guidelines, the Authority shall also post such guidelines on the Authority's internet website. Guidelines posted on the Authority's internet website shall be maintained on such website at least until the procurement guidelines for the following year are posted on such website.

2. The Authority shall:
 - (a) Maintain adequate inventory controls and accountability systems for all property under its control;
 - (b) Periodically inventory such property to determine which property shall be disposed of;
 - (c) Produce a written report of such property in accordance with subdivision three of this section; and
 - (d) Transfer or dispose of such property as promptly as possible in accordance with Article IV.
3.
 - (a) The Authority shall publish, not less frequently than annually, a report listing all real property of the Authority. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Authority and the name of the purchaser for all such property sold by the Authority during such period.
 - (b) The Authority shall deliver copies of such report to the NYS Comptroller, the NYS Director of the Budget, the NYS Commissioner of General Services, and the NYS Legislature.

ARTICLE IV DISPOSAL OF PROPERTY

1. Supervision and Direction:

Except as otherwise provided in these Guidelines, the Contracting Officer shall have supervision and direction over the disposition of property of the Authority.

2. Custody and Control:

The custody and control of the property of the Authority, pending its disposition, and the disposal of such property, shall be performed by Authority or by the NYS Commissioner of General Services when so authorized under this Article.

3. Method of Disposition:

Subject to Article III the Authority may dispose of property for not less than the fair market value of such property by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the contracting officer deems proper, and it may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, that no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction.

4. Sales by the NYS Commissioner of General Services:

When it shall be deemed advantageous, the Authority may enter into an agreement with the Commissioner of General Services where under such Commissioner may dispose of property of the Authority under terms and conditions agreed to by the Authority and the Commissioner of General Services. In disposing of any such property of the Authority, the Commissioner of General Services shall be bound by the terms of this Article and references to the contracting officer shall be deemed to refer to such Commissioner.

5. Validity of Deed, Bill of Sale, Lease, or Other Instrument:

A deed, bill of sale, lease, or other instrument executed by or on behalf of the Authority, purporting to transfer title or any other interest in property of the Authority shall be conclusive evidence of compliance with the provisions of these Guidelines insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.

6. Bids for Disposal; Advertising; Procedure; Disposal by Negotiations; Explanatory Statement:

(a) All disposals or contracts for disposal of property of the Authority made or authorized by the contracting officer shall be made after publicly advertising for bids except as provided in paragraph (c) of this Article IV.6.

(b) Whenever public advertising for bids is required under paragraph (c) of this Article IV.6.

(i) The advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as

shall permit full and free competition consistent with the value and nature of the property;

- (ii) All bids shall be publicly disclosed at the time and place stated in the advertisement; and
 - (iii) The award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Authority, price and other factors considered; provided, that all bids may be rejected when it is in the public interest to do so.
- (c) Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to paragraphs (a) and (b) of this Section 1V.6 but subject to obtaining such competition as is feasible under the circumstances, if:
- (i) The personal property involved is of a nature and quantity which, if disposed of under paragraphs a and b of this subdivision, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
 - (ii) The fair market value of the property does not exceed fifteen thousand dollars;
 - (iii) Bid prices after advertising therefor are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
 - (iv) The disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
 - (v) The disposal is for an amount less than the estimated fair market value of the property, the terms of such disposal are obtained by public auction or negotiation, the disposal of the property is intended to further the public health, safety or welfare or an economic development interest of the state or a political subdivision (to include but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, or where the authority's enabling legislation permits), the purpose and the terms of such disposal are documented in writing and approved by resolution of the board of the Authority; or

- (vi) Such action is otherwise authorized by law.
- (d) (i) An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
 - (A) Any personal property which has an estimated fair market value in excess of fifteen thousand dollars;
 - (B) Any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (C) through (E) of this subparagraph;
 - (C) Any real property disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars for any of such years;
 - (D) Any real property disposed of by lease for a term of more than five years, if the total estimated rent over the term of the lease is in excess of one hundred thousand dollars; or
 - (E) Any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.
- (ii) Each such statement shall be transmitted to the NYS Comptroller, the NYS Director of the Budget, the NYS Commissioner of General Services, and the NYS Legislature not less than ninety days in advance of such disposal, and a copy thereof shall be preserved in the files of the Authority.

Adopted by the Albany County Airport Authority – May 1, 2006

Public Authorities

§ 2896. Duties of public authorities with respect to the disposal of property. 1. Every authority, as defined in section two of this chapter, shall adopt by resolution comprehensive guidelines which shall (a) detail the public authority's operative policy and instructions regarding the use, awarding, monitoring and reporting of contracts for the disposal of property, and (b) designate a contracting officer who shall be responsible for the public authority's compliance with, and enforcement of, such guidelines. Such guidelines shall be consistent with, and shall require the public authority's contracting activities to comply with this section, the authorities enabling legislation and any other applicable law for the disposal of property, except that such guidelines may be stricter than the provisions of this section, the authorities enabling legislation and any other applicable law for the disposal of property if the public authority determines that additional safeguards are necessary to assure the integrity of its disposition activities. Guidelines approved by the public authority shall be annually reviewed and approved by the governing body of the public authority. On or before the thirty-first day of March in each year, the public authority shall file with the comptroller a copy of the guidelines most recently reviewed and approved by the public authority, including the name of the public authority's designated contracting officer. At the time of filing such guidelines with the comptroller, every public authority shall also post such guidelines on the public authority's internet website. Guidelines posted on the public authority's internet website shall be maintained on such website at least until the procurement guidelines for the following year are posted on such website.

2. Each public authority shall:

- a. maintain adequate inventory controls and accountability systems for all property under its control;
- b. periodically inventory such property to determine which property shall be disposed of;
- c. produce a written report of such property in accordance with subdivision three of this section;
- d. transfer or dispose of such property as promptly as possible in accordance with section twenty-eight hundred ninety-seven of this title.

3. a. Each public authority shall publish, not less frequently than annually, a report listing all real property of the public authority. Such report shall include a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the public authority and the name of the purchaser for all such property sold by the public authority during such period.

b. The public authority shall deliver copies of such report to the comptroller, the director of the budget, the commissioner of general services, the legislature and the authorities budget office.

AGENDA ITEM NO. 10.2

Amendment No. 9

Extension of contract with Airport Rates and Charges Consultant through the completion of end of year service for the year ending December 31, 2021 at the attached fee schedule.

AGENDA ITEM NO: 10.2
MEETING DATE: February 1, 2021

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: FINANCE

Contact Person: Michael F. Zonsius, Chief Financial Officer

PURPOSE OF REQUEST:

Extension of contract with Airport Rates and Charges Consultant through the completion of end of year service for the year ending December 31, 2021 at the attached fee schedule.

CONTRACT AMOUNT:

Budget Amount: \$60,000.00

Account String: 41010-71

FISCAL FUNDING:

Federal ___ State ___ Airport NA ___

JUSTIFICATION:

The Airport Rates and Charges Consultant (the Consultant) provides servicing related to Airport rate setting including an annual opinion that the rates and charges imposed on airlines are appropriate in accordance with the Signatory Airline Use and Lease Agreement. The Consultant also may be called upon to provide reports in conjunction with the issuance of bonds.

The Airport master bond resolution requires that the Airport utilize the service of an "Airport Consultant" that meets the following definition: "Airport Consultant" means an independent person or firm or corporation (a) not under the control of the Authority or any airline or air carrier landing at the Airport on a routine basis, and (b) who shall have a widely known and favorable reputation for special skill, knowledge and experience in methods of the development, operation and management of airports of the approximate size and character as the proprieties constituting the Airport System.

The retention of LeighFisher Inc. fulfills the need to appoint a firm well qualified to fulfill the role of Airport Consultant.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

AGENDA ITEM NO: 10.2
MEETING DATE: February 1, 2021

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES J NA _____

BACK-UP MATERIAL:

1) Draft Amendment No. 9 to Contract No. 409-F

PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE
ALBANY COUNTY AIRPORT AUTHORITY
AND
LeighFisher Inc.
FOR THE ALBANY INTERNATIONAL AIRPORT
CONTRACT NO. 409-F
CONTRACT AMENDMENT #9

The PROFESSIONAL SERVICES AGREEMENT dated the ___ day of _____, 2021, by and between the **ALBANY COUNTY AIRPORT AUTHORITY** (the "Authority"), a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act enacted by chapter 686 of the laws of 1993 and set forth in Title 32 of the New York Public Authorities Law, having offices at the Administration Building, Room 200, Albany International Airport, Albany, NY, 12211 and **LeighFisher Inc.**, (the "Consultant"), having its office and principal place of business at Four Embarcadero Center, Suite 3800, San Francisco, California, 94111, is amended February 1, 2021 as follows:

RECITALS

1. The County of Albany (the "County") is the owner of the Albany International Airport (the "Airport"), located in the Town of Colonie, County of Albany, State of New York.
2. The County and the Authority have entered into an Airport Lease Agreement, effective as of May 16, 1996, for a term expiring December 31, 2049, whereby the Authority has the exclusive right to operate, maintain and improve the Airport and do anything else permitted by law, subject only to the restrictions and conditions stated in such Airport Lease Agreement and in accordance with applicable law.
3. The Consultant has heretofore submitted a proposal, dated July 15, 2002 (the "Proposal"), for the project entitled Professional Airport Financial Consulting Services.
4. An agreement between the Authority and Consultant for the provision of such services was duly authorized by the Albany County Airport Authority by resolution adopted on September 9, 2002, and such an agreement was entered into effective January 1, 2003 (the "Original Agreement").
5. A Contract Amendment #1 to the Original Agreement was duly authorized by the Albany County Airport Authority by resolution adopted November 5, 2007 and entered into effective November 29, 2007; a Contract Amendment #2 to the Original Agreement was duly authorized by the Albany County Airport Authority by resolution adopted August 4, 2008 and entered into and effective as of August 1, 2008; a Contract Amendment #3 to the Original Agreement was duly authorized by

the Albany County Airport Authority by resolution adopted April 6, 2009 and entered into and effective as of April 15, 2009; a Contract #4 to the Original Agreement was duly authorized by the Albany County Airport Authority by resolution adopted November 1, 2010 and entered into and effective as of November 2, 2010; a Contract Amendment #5 to the Original Agreement was duly authorized by the Albany County Airport Authority by resolution adopted November 5, 2012 and entered into and effective November 4, 2012; Contract Amendment #6 to the Original Agreement was duly Authorized by the Albany County Airport Authority November 2, 2015 and entered into and effective as of January 1, 2016; Contract Amendment #7 to the Original Agreement was duly Authorized by the Albany County Airport Authority February 6, 2017 and entered into and effective as of January 1, 2017; Contract Amendment #8 to the Original Agreement was duly Authorized by the Albany County Airport Authority February 8, 2019 and entered into and effective as of January 1, 2019.

6. John F. Brown Company, Inc. was assigned to Jacobs Consultancy Inc. effective August 9, 2007 by way of the Assignment Agreement dated September 30, 2007 and approved by the Authority on November 5, 2007. Jacobs Consultancy Inc. was assigned to LeighFisher Inc. effective November 4, 2012 by way of the Contract Amendment #4.
7. The Authority and Consultant now desire to enter into this contract amendment (the "Contract Amendment No. 9") which was duly authorized by the Albany County Airport Authority by resolution adopted on February 1, 2021.
8. LeighFisher's current standard billing rates and bankable feasibility study terms and conditions are attached and incorporated as Attachment A.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

ARTICLE 1 – TERM OF AGREEMENT

The term of this Amendment shall be from January 1, 2021 to December 31, 2021, including all end-of-year services in connection with the 2022 Airline Rates and Charges Settlement and Revenue Sharing Transfer Calculation. All other terms and conditions of the Original Contract, Contract Amendment No. 1, Contract Amendment No. 2, Contract Amendment No. 3, Contract Amendment No. 4, Contract Amendment No. 5, Contract Amendment No. 6, Contract Amendment No. 7 and Contract Amendment No. 8 remain unchanged.

IN WITNESS WHEREOF, this Agreement has been executed by the Authority, acting by and through the Chairman of the Authority, and the Consultant, by and through a duly authorized officer has executed this Agreement effective the day and year first above written.

ALBANY COUNTY AIRPORT AUTHORITY

LEIGHFISHER INC.

BY: _____
Samuel A. Fresina
Chairman

BY: _____
William M. Romzick
Manager of Projects

=====

STATE OF NEW YORK

) SS.:

COUNTY OF ALBANY

On the _____ day of _____, 2021, before me personally appeared **SAMUEL A. FRESINA**, to me known, to be the person who executed the above instrument, who, being duly sworn, did depose and say that he resides in the County of Albany, that he is the Chairman of the Albany County Airport Authority, the public benefit corporation described in, and which executed the foregoing instrument in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on [[]], 2021; and that he signed his name thereto by like authorization.

Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF OHIO
COUNTY OF HAMILTON

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2021, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____

AGENDA ITEM NO. 10.3

Lease: Affirmation and authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space.

AGENDA ITEM NO: 10.3
MEETING DATE: February 1, 2021

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: *Finance / Legal*

*Contact Person: Christine C. Quinn, Authority Counsel
Michael F. Zonsius, Chief Financial Officer*

PURPOSE OF REQUEST:

Lease: Affirmation and authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space.

CONTRACT AMOUNT:

Initial

**Future Amendment
with additional 359 sqft.**

*Year 1: \$543,475.50 (\$61.50 per sqft)
Year 2: \$543,475.50 (\$61.50 per sqft)
Year 3: \$543,475.50 (\$61.50 per sqft)
Year 4: \$543,475.50 (\$61.50 per sqft)
Year 5: \$543,475.50 (\$61.50 per sqft)
Year 6: \$623,008.50 (\$70.50 per sqft)
Year 7: \$623,008.50 (\$70.50 per sqft)
Year 8: \$623,008.50 (\$70.50 per sqft)
Year 9: \$623,008.50 (\$70.50 per sqft)
Year 10: \$623,008.50 (\$70.50 per sqft)*

*Year 1: \$565,554
Year 2: \$565,554
Year 3: \$565,554
Year 4: \$565,554
Year 5: \$565,554
Year 6: \$648,318
Year 7: \$648,318
Year 8: \$648,318
Year 9: \$648,318
Year 10: \$648,318*

BUDGET INFORMATION:

*Anticipated in Current Budget: Yes No NA
Account String: 03030 - 21*

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal State Airport NA

AGENDA ITEM NO: 10.3
MEETING DATE: February 1, 2021

JUSTIFICATION:

TSA occupies 9,198 sqft of office space in the terminal building and their lease expired on July 31, 2020. A new lease was negotiated and subsequently approved by this Board at the July 20, 2020 Board Meeting. After Board approval, TSA leadership requested a ten-year lease as opposed to the negotiated five-year lease with one five-year extension. Also requested, an extension of the current lease to January 31, 2021.

A "revised" lease has been negotiated and prepared with a ten-year term. The rental rate was also revised to reflect the change in term and is revenue neutral in comparison with the lease approved in July 2020.

The lease rental area is 8,837 sqft, however, this area will be amended and increased 359 sqft. to total 9,196 sqft in a future lease amendment. The leased area initially did not include exclusive use areas (3 bathrooms and a hallway) and is not reflected in the renegotiated lease. Due to time constraints, GSA requested the execution of the lease with 8,837 square feet and an amendment will be subsequently prepared for approval. See attached emails confirming this amendment.

The expiring lease rate is \$48.80 sqft and will increase to \$61.50 sqft for the first five-years and \$70.50 sqft for the second five-years.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend affirmation and authorization of approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES J NA

BACK-UP MATERIAL:

Please see attached draft lease.

LEASE NO. GS-02B-LNY00753

On-Airport Lease
GSA FORM L201D (February 2020)

This Lease is made and entered into between **ALBANY COUNTY AIRPORT AUTHORITY** (Lessor), whose principal place of business is 737 Albany Shaker Road, Albany, NY 12211, and whose interest in the Property described herein is that of Fee Owner, and the **UNITED STATES OF AMERICA** (Government), acting by and through the designated representative of the General Services Administration (GSA), upon the terms and conditions set forth herein.

Witnessed: The parties hereto, for the consideration hereinafter mentioned, covenant and agree as follows:

Lessor hereby leases to the Government the Premises described herein, being all or a portion of the Property located at the **Albany International Airport, Albany Shaker Road, Albany NY 12211-1057**, and more fully described in Section 1 and Exhibit **A** of this Lease, together with rights to the use of parking and other areas as set forth herein, to be used for such purposes as determined by GSA.

LEASE TERM

To Have and To Hold the said Premises with its appurtenances for a term beginning on February 1, 2021, and continuing to January 31, 2031, subject to termination and renewal rights as may be hereinafter set forth.

In Witness Whereof, the parties to this Lease evidence their agreement to all terms and conditions set forth herein by their signatures below, to be effective as of the date of delivery of the fully executed Lease to the Lessor.

FOR THE LESSOR:

Name: _____
Title: _____
Entity: _____
Date: _____

FOR THE GOVERNMENT:

Name: John McAuliffe
Title: Lease Contracting Officer
General Services Administration, Public Buildings Service
Date: _____

WITNESSED FOR THE LESSOR BY:

Name: _____
Title: _____
Date: _____

The information collection requirements contained in this Solicitation/Contract, that are not required by the regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

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SECTION 1 THE PREMISES, RENT, AND OTHER TERMS

1.01 THE PREMISES (SEP 2015)

The Premises are described as follows:

A. Office and Related Space: **8,837** rentable square feet (RSF), yielding **8,837** ANSI/BOMA Office Area (ABOA) square feet (SF) of office and related Space located on the First (1st), Second (2nd), and Third (3rd) Floors of the Building, as depicted on the floor plans attached hereto as Exhibit A and broken down as follows:

- 7,845 ABOASF located on the 1ST Floor of the Airport Terminal
- 80 ABOASF located on the 2nd Floor of the Airport Terminal
- 912 ABOASF located on the 3rd Floor of the Airport Terminal

B. Common Area Factor: The Common Area Factor (CAF) is established as **1.0**. This factor, which represents the conversion from ABOA to rentable square feet, rounded to the nearest whole percentage, shall be used for purposes of rental adjustments in accordance with the Payment Clause of the General Clauses.

1.02 EXPRESS APPURTENANT RIGHTS (SEP 2013)

The Government shall have the non-exclusive right to the use of Appurtenant Areas, and shall have the right to post Rules and Regulations Governing Conduct on Federal Property, Title 41, CFR, Part 102-74, Subpart C within such areas. The Government will coordinate with Lessor to ensure signage is consistent with Lessor's standards. Appurtenant to the Premises and included in the Lease are rights to use the following:

A. Parking: **Nine (9)** surface/outside parking spaces as depicted on the plan attached hereto as Exhibit B, reserved for the exclusive use of the Government. In addition, the Lessor shall provide such additional parking spaces as required by the applicable code of the local government entity having jurisdiction over the Property.

B. INTENTIONALLY DELETED

1.03 RENT AND OTHER CONSIDERATION (ON-AIRPORT) (OCT 2019)

A. The Government shall pay the Lessor annual rent payable monthly in arrears at the following rates:

	Firm Term Years 1 - 5		Non-Firm Term Years 6 - 10	
	Annual Rent	Annual Rate / RSF	Annual Rent	Annual Rate / RSF
Shell Rental Rate	\$543,475.50	\$61.50	\$623,008.50	\$70.50
Operating Costs ¹	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Improvement Allowance ²	\$10,256.25	\$1.16	\$0.00	\$0.00
Routine Cleaning & Disinfecting Services ³	\$0.00	\$0.00	\$0.00	\$0.00
Parking ⁴	\$0.00	\$0.00	\$0.00	\$0.00
Full Service Rate	\$553,731.75	\$62.66	\$623,008.50	\$70.50

¹ Operating Costs are included in the Shell Rental Rate.

² Tenant Improvement Allowance of \$50,000.00 is amortized at a rate of 1.0% per Annum over the Firm Term.

³ The cost of Routine Cleaning & Disinfecting Services are included in the Shell Rental Rate. See Paragraph 5.01 of this Lease.

⁴ Parking is included in the Shell Rental Rate.

B. Rent Start: There shall be a partial rent commencement of the Annual Rent, consisting only of the Shell Rental Rate. Effective February 1, 2021, the Annual Rent for the Firm Term shall be in the amount of \$543,475.50, payable at the rate of \$61.50/RSF per month, in arrears.

C. Tenant Improvement Allowance: The Lessor and the Government acknowledge that a Lease Amendment will be executed to reconcile the Tenant Improvement Allowance, and to confirm a rental adjustment will be made to include the amortization of the Tenant Improvement Allowance over the remainder of the Firm Term.

D. Rent is subject to adjustment based upon a mutual measurement of the Space upon acceptance, not to exceed **8,837** ABOA SF. based upon the methodology outlined under the "Payment" clause of GSA Form 3517.

E. Rent is subject to adjustment based upon the final TI cost to be amortized in the rental rate, as agreed upon by the parties subsequent to the Lease Award Date.

F. If the Government occupies the Premises for less than a full calendar month, then rent shall be prorated based on the actual number of days of occupancy for that month.

G. Rent shall be paid to Lessor by electronic funds transfer (EFT) in accordance with the provisions of the General Clauses. Rent shall be payable using the EFT information contained in the System for Award Management (SAM). In the event the EFT information changes, the Lessor shall be responsible for providing the updated information to SAM. Failure by the Lessor to maintain an active registration in SAM may result in delay of rental payments until such time as the SAM registration is activated. This registration service is free of charge.

H. The Lessor shall provide to the Government, in exchange for the payment of rental and other specified consideration, the following:

1. The leasehold interest in the Property described herein in the paragraph entitled "The Premises,"
2. All costs, expenses and fees to perform the work required for acceptance of the Premises in accordance with this Lease, including all costs for labor, materials, and equipment, professional fees, contractor fees, attorney fees, permit fees, inspection fees, and similar such fees, and all related expenses;
3. Performance or satisfaction of all other obligations set forth in this Lease; and,
4. All services, utilities, and maintenance required for the proper operation of the Property, the Building, and the Premises in accordance with the terms of the Lease, including, but not limited to, all inspections, modifications, repairs, replacements, and improvements required to be made thereto to meet the requirements of this Lease.
5. The Lessor shall provide routine cleaning and disinfecting services, as outlined under Section 5.01 of the paragraph entitled "Routine Cleaning and Disinfecting Services (On-Airport)". The Government reserves the right to issue notice to unilaterally cancel the routine cleaning and disinfecting at any time during the Lease term. The cost of these services are already included in the Shell Rental Rate as part of the services provided to the Government under this Lease.

I. Parking: The cost of nine (9) surface/outside parking spaces is included in the Annual Rent.

1.04 TERMINATION RIGHTS (ON-AIRPORT) (SEP 2013)

A. The Government may terminate this Lease, in whole or in part, at any time during the term of this lease with **120** days' prior written notice to the Lessor if (i) regularly scheduled commercial air services cease, (ii) the airport opts to replace TSA screeners with private contractors, (iii) the checkpoint supported by the leased Space is closed, or (iv) the Government reduces its presence at the airport due to a reduction in enplanements. The effective date of the termination shall be the day following the expiration of the required notice period or the termination date set forth in the notice, whichever is later. No rental shall accrue after the effective date of termination.

B. The Government may terminate this Lease, in whole or in part, at any time effective after the Firm Term of this Lease, by providing not less than **120** days' prior written notice to the Lessor. The effective date of the termination shall be the day following the expiration of the required notice period or the termination date set forth in the notice, whichever is later. No rental shall accrue after the effective date of termination.

1.05 ~~RENEWAL RIGHTS (OCT 2016)~~ INTENTIONALLY DELETED

1.06 DOCUMENTS INCORPORATED IN THE LEASE (ON-AIRPORT) (OCT 2019)

The following documents are attached to and made part of the Lease:

DOCUMENT NAME	NO. OF PAGES	EXHIBIT
Floor Plan	2	A
Parking Plan	2	B
GSA Form 3517B, General Clauses	17	C
TSA Program of Requirements	87	D

1.07 OPERATING COST BASE (OCT 2016) INTENTIONALLY DELETED**1.08 LESSOR'S DUNS NUMBER (OCT 2017)**

Lessor's Dun & Bradstreet DUNS Number: **145701699**.

1.09 TENANT IMPROVEMENT RENTAL ADJUSTMENT (OCT 2016)

A. The Tenant Improvement Allowance (TIA) for purposes of this Lease is **\$50,000.00**. The TIA is the amount that the Lessor shall make available for the Government to be used for TIs. This amount is amortized in the rent over the Firm Term of this Lease at an annual interest rate of 1 percent (1.0%).

B. The Government, at its sole discretion, shall make all decisions as to the use of the TIA. The Government may use all or part of the TIA. The Government may return to the Lessor any unused portion of the TIA in exchange for a decrease in rent according to the agreed-upon amortization rate over the Firm Term.

C. The Government may elect to make lump sum payments for any or all work covered by the TIA. That part of the TIA amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion, may elect to pay lump sum for any part or all of the remaining unpaid amortized balance of the TIA. If the Government elects to make a lump sum payment for the TIA after occupancy, the payment of the TIA by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.

D. If it is anticipated that the Government will spend more than the identified TIA, the Government may elect to:

1. Reduce the TI requirements;
2. Pay a lump sum for the overage upon substantial completion in accordance with the "Acceptance of Space and Certificate of Occupancy" paragraph;
3. Negotiate an increase in the rent.

SECTION 2 GENERAL TERMS, CONDITIONS, AND STANDARDS

2.01 DEFINITIONS AND GENERAL TERMS (OCT 2016)

Unless otherwise specifically noted, all terms and conditions set forth in this Lease shall be interpreted by reference to the following definitions, standards, and formulas:

- A. Appurtenant Areas. Appurtenant Areas are defined as those areas and facilities on the Property that are not located within the Premises, but for which rights are expressly granted under this Lease, or for which rights to use are reasonably necessary or reasonably anticipated with respect to the Government's enjoyment of the Premises and express appurtenant rights.

B. INTENTIONALLY DELETED

- C. Building. Building(s) situated on the Property in which the Premises are located.
- D. INTENTIONALLY DELETED
- E. Common Area Factor. The "Common Area Factor" (CAF) is a conversion factor determined by the Building owner and applied by the owner to the ABOA SF to determine the RSF for the leased Space. The CAF is expressed as a percentage of the difference between the amount of rentable SF and ABOA SF, divided by the ABOA SF. For example 11,500 RSF and 10,000 ABOA SF will have a CAF of 15% [(11,500 RSF-10,000 ABOA SF)/10,000 ABOA SF]. For the purposes of this Lease, the CAF shall be determined in accordance with the applicable ANSI/BOMA standard for the type of space to which the CAF shall apply.
- F. Contract. Contract shall mean this Lease.
- G. Contractor. Contractor shall mean Lessor.
- H. Days. All references to "day" or "days" in this Lease shall mean calendar days, unless specified otherwise.
- I. FAR. All references to the FAR shall be understood to mean the Federal Acquisition Regulation, codified at 48 CFR Chapter 1.
- J. Firm Term/Non-Firm Term. The Firm Term is that part of the Lease term that is not subject to termination rights. The Non-Firm Term is that part of the Lease term following the end of the Firm Term.
- K. GSAR. All references to the GSAR shall be understood to mean the GSA supplement to the FAR, codified at 48 CFR Chapter 5.
- L. Lease Term Commencement Date. The date on which the Lease term commences.
- M. Lease Award Date. The date the LCO executes the Lease and mails or otherwise furnishes written notification of the executed Lease to the successful Offeror (date on which the parties' obligations under the Lease begin).
- N. Premises. The Premises are defined as the total Office Area or other type of Space, together with all associated common areas, described in Section 1 of this Lease, and delineated by plan in the attached exhibit. Parking and other areas to which the Government has rights under this Lease are not included in the Premises.
- O. Property. The Property is defined as the land and Buildings in which the Premises are located, including all Appurtenant Areas (e.g., parking areas) to which the Government is granted rights.
- P. Rentable Space or Rentable Square Feet (RSF). Rentable Space is the area for which a tenant is charged rent. It is determined by the Building owner and may vary by city or by building within the same city. The Rentable Space may include a share of Building support/common areas such as elevator lobbies, Building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises: $ABOA\ SF\ of\ Space \times (1 + CAF) = RSF$.
- Q. Space. The Space shall refer to that part of the Premises to which the Government has exclusive use, such as Office Area, or other type of Space. Parking areas to which the Government has rights under this Lease are not included in the Space.
- R. Office Area. For the purposes of this Lease, Space shall be measured in accordance with the standard (Z65.1-1996) provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for Office Area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed." References to ABOA mean ANSI/BOMA Office Area.

S. Working Days. Working Days shall mean weekdays, excluding Saturdays and Sundays and Federal holidays.

2.02 AUTHORIZED REPRESENTATIVES (OCT 2016)

Signatories to this Lease shall have full authority to bind their respective principals with regard to all matters relating to this Lease. No other persons shall be understood to have any authority to bind their respective principals, except to the extent that such authority may be explicitly delegated by notice to the other party, or to the extent that such authority is transferred by succession of interest. The Government shall have the right to substitute its Lease Contracting Officer (LCO) by notice, without an express delegation by the prior LCO.

2.03 WAIVER OF RESTORATION (OCT 2018)

Lessor shall have no right to require the Government to restore the Premises upon expiration or earlier termination (full or partial) of the Lease, and waives all claims against the Government for waste, damages, or restoration arising from or related to (a) the Government's normal and customary use of the Premises during the term of the Lease (including any extensions thereof), as well as (b) any initial or subsequent alteration to the Premises regardless of whether such alterations are performed by the Lessor or by the Government. At its sole option, the Government may abandon property in the Space following expiration or earlier termination (full or partial) of the Lease, in which case the property will become the property of the Lessor and the Government will be relieved of any liability in connection therewith.

2.04 ~~OPERATING COSTS ADJUSTMENT (JUN 2012) INTENTIONALLY DELETED~~

2.05 RELOCATION RIGHTS (JUN 2012)

If it becomes necessary in the orderly development of the Airport, Lessor may require the relocation of Premises to other space at the Airport which, in the reasonable judgment of Lessor, is similar and suitable for the purposes for which this Lease is entered as such purposes are set forth herein. Should such relocation be necessary, the Lessor shall provide the Government a minimum of 120 days prior written notice. Lessor shall be responsible for all costs for such relocation, including all costs for moving furniture, office equipment, telephone and data lines, and any other costs associated with replicating necessary operational features provided in the space originally leased. The Airport shall provide such relocated Premises at the same rental rate as the original Premises, unless the new Premises are located in an area for which the Airport charges tenants a lower rate, in which event the parties shall negotiate a reduction in the rental rate.

2.06 RECITALS FOR TRANSPORTATION SECURITY ADMINISTRATION (ON-AIRPORT) (JUN 2012)

- A. The Transportation Security Administration (TSA) is required, pursuant to 49 U.S.C. 40101—The Aviation and Transportation Security Act (ATSA), to oversee security measures at the Airport.
- B. TSA is responsible for airline passenger and baggage screening services at the Airport.
- C. The U.S. General Services Administration (GSA), on behalf of TSA, leases certain facilities on the Airport premises for administrative offices and/or break rooms in support of airport passenger and baggage screening services by the TSA.
- D. Space for TSA to screen passengers and baggage is expressly excluded from this Lease.

2.07 ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY (ON-AIRPORT) (MAY 2015)

- A. The Lessor shall provide floor plans for the Space and a valid Certificate of Occupancy (C of O), issued by the local jurisdiction, for the intended use of the Government. If the local jurisdiction does not issue C of O's or if the C of O is not available, the Lessor may satisfy this condition by providing a report prepared by a licensed fire protection engineer that verifies that the Space complies with all applicable local fire protection and life safety codes and ordinances and all fire protection and life safety-related requirements of this Lease.
- B. Neither the Government's acceptance of the Premises for occupancy or acceptance of related appurtenances, nor the Government's occupancy of the Premises, shall be construed as a waiver of any requirement or right of the Government

under this lease, or as otherwise prejudicing the Government with respect to any such requirement or right, or as an acceptance of any latent defect or condition.

2.08 ALTERATIONS PRIOR TO ACCEPTANCE (JUN 2012)

The Government's rights stated under the General Clause "Alterations" also apply to initial build-out of the Premises.

2.09 SYSTEM FOR AWARD MANAGEMENT (MAR 2020)

The Offeror must have an active registration in the System for Award Management (SAM), via the Internet at, <https://www.sam.gov/SAM/> prior to the Lease Award Date. Registration must be for purposes of "All Awards" and include completion of all required representations and certifications within SAM. Registration must be active throughout the life of the Lease. To remain active, the Offeror/Lessor is required to update or renew its registration annually. The Government will not process rent payments to Lessors without an active registration in SAM. No change of ownership of the leased Premises will be recognized by the Government until the new owner registers in SAM.

2.10 SECURITY UPGRADES DUE TO IMMEDIATE THREAT (APR 2011)

The Government reserves the right, at its own expense and with its own personnel, to heighten security in the Building under Lease during heightened security conditions due to emergencies such as terrorist attacks, natural disaster, and civil unrest.

SECTION 3 CONSTRUCTION STANDARDS AND SHELL COMPONENTS

3.01 BUILDING SHELL REQUIREMENTS (ON-AIRPORT) (SEP 2013)

A. The Building Shell shall be designed, constructed, and maintained in accordance with the standards set forth herein and completed prior to acceptance of Space. For pricing, fulfillment of all requirements not specifically designated as operating costs or other rent components as indicated shall be deemed included in the Shell Rent.

B. Base structure and Building enclosure components shall be complete. All common areas accessible by the Government, such as lobbies, fire egress corridors and stairwells, elevators, garages, and service areas, shall be complete. Restrooms shall be complete and operational. All newly installed Building shell components, including but not limited to, heating, ventilation, and air conditioning (HVAC), electrical, ceilings, sprinklers, etc., shall be furnished, installed, and coordinated with TIs. Circulation corridors are provided as part of the base Building only on multi-tenanted floors where the corridor is common to more than one tenant. On single tenant floors, only the fire egress corridor(s) necessary to meet code is provided as part of the shell.

3.02 MEANS OF EGRESS (MAY 2015)

A. Prior to occupancy, the Premises and any parking garage areas shall meet or will be upgraded to meet, either the applicable egress requirements in the National Fire Protection Association, Life Safety Code (NFPA 101), or the International Code Council, International Building Code (IBC), each current as of the Lease Award Date, or use an alternative approach or method that achieves an equivalent level of safety deemed acceptable by the Government.

B. The Space shall have unrestricted access to a minimum of two remote exits on each floor of Government occupancy.

C. Interlocking or scissor stairs located on the floor(s) where Space is located shall only count as one exit stair.

D. A fire escape located on the floor(s) where Space is located shall not be counted as an approved exit stair.

E. Doors shall not be locked in the direction of egress unless equipped with special locking hardware in accordance with requirements of NFPA 101 or the IBC.

3.03 AUTOMATIC FIRE SPRINKLER SYSTEM (SEP 2013)

A. Any portion of the Space located below-grade, including parking garage areas, and all areas in a Building referred to as "hazardous areas" (defined in National Fire Protection Association (NFPA) 101) that are located within the entire Building (including non-Government areas) shall be protected by an automatic fire sprinkler system or an equivalent level of safety.

B. For Buildings in which any portion of the Space is on or above the sixth floor, then, at a minimum, the Building up to and including the highest floor of Government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety.

C. For Buildings in which any portion of the Space is on or above the sixth floor, and lease of the Space will result, either individually or in combination with other Government Leases in the Building, in the Government leasing 35,000 or more ANSI/BOMA Office Area SF of Space in the Building, then the entire Building shall be protected throughout by an automatic fire sprinkler system or an equivalent level of safety.

D. Automatic fire sprinkler system(s) shall be installed in accordance with the requirements of NFPA 13, Standard for the Installation of Sprinkler Systems that was in effect on the actual date of installation.

E. Automatic fire sprinkler system(s) shall be maintained in accordance with the requirements of NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems (current as of the Lease Award Date).

F. "Equivalent level of safety" means an alternative design or system (which may include automatic fire sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic fire sprinkler systems.

3.04 FIRE ALARM SYSTEM (SEP 2013)

A. A Building-wide fire alarm system shall be installed in the entire Building in which any portion of the Space is located on the 3rd floor or higher.

B. The fire alarm system shall be installed in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code that was in effect on the actual date of installation.

C. The fire alarm system shall be maintained in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date).

D. The fire alarm system shall transmit all fire alarm signals to the local fire department via any of the following means: directly to the local fire department, to the (911) public communications center, to a central station, to a remote supervising station, or to a proprietary supervising station.

E. If the Building's fire alarm control unit is over 25 years old as of the Lease Award Date, Lessor shall install a new fire alarm system in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date), prior to Government acceptance and occupancy of the Space.

3.05 ENERGY INDEPENDENCE AND SECURITY ACT (DEC 2011)

A. The Energy Independence and Security Act (EISA) establishes the following requirements for Government Leases in Buildings that have not earned the ENERGY STAR® Label conferred by the Environmental Protection Agency (EPA) within one year prior to the due date for final proposal revisions ("most recent year").

B. If this Lease was awarded under any of EISA's Section 435 statutory exceptions, the Lessor shall either:

1. Earn the ENERGY STAR® Label prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease); or

2. Complete energy efficiency and conservation improvements if any, agreed to by Lessor in lieu of earning the ENERGY STAR® Label prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease).

C. If this Lease was awarded to a Building to be built or to a Building predominantly vacant as of the due date for final proposal revisions and was unable to earn the ENERGY STAR® label for the most recent year (as defined above) due to insufficient occupancy, but was able to demonstrate sufficient evidence of capability to earn the ENERGY STAR® label, then Lessor must earn the ENERGY STAR® label within 18 months after occupancy by the Government.

3.06 ACCESSIBILITY (FEB 2007)

The Building, leased Space, and areas serving the leased Space shall be accessible to persons with disabilities in accordance with the Architectural Barriers Act Accessibility Standard (ABAAS), Appendices C and D to 36 CFR Part 1191 (ABA Chapters 1 and 2, and Chapters 3 through 10). To the extent the standard referenced in the preceding sentence conflicts with local accessibility requirements, the more stringent shall apply.

3.07 MECHANICAL, ELECTRICAL, PLUMBING: GENERAL (APR 2011)

The Lessor shall provide and operate all Building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. Mains, lines, and meters for utilities shall be provided by the Lessor. Exposed ducts, piping, and conduits are not permitted in office Space.

3.08 RESTROOMS (ON-AIRPORT) (JUN 2012)

Government employees shall have access to all public restroom facilities for men and women in the Airport terminal at all times without additional payment.

3.09 HEATING, VENTILATION, AND AIR CONDITIONING (ON-AIRPORT) (APR 2011)

A. Temperatures shall conform to local commercial equivalent temperature levels and operating practices to maximize tenant satisfaction. These temperatures shall be maintained throughout the leased Premises and service areas, regardless of outside temperatures, during the hours of operation specified in this Lease. The Lessor shall perform any necessary systems start-up required to meet the commercially equivalent temperature levels prior to the first hour of each day's operation. At all times, humidity shall be maintained below 60 percent relative humidity.

B. The Lessor shall conduct HVAC system balancing after all HVAC system alterations during the term of the Lease and shall make a reasonable attempt to schedule major construction outside of office hours.

C. Normal HVAC systems maintenance shall not disrupt tenant operations.

3.10 TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS (ON-AIRPORT) (SEP 2013)

A. The Government may elect to contract its own telecommunications (voice, data, video, Internet, or other emerging technologies) service in the Space. The Government may contract with one or more parties to have inside wiring (or other transmission medium) and telecommunications equipment installed.

B. The Lessor shall allow the Government's designated telecommunications providers access to utilize existing Building wiring to connect its services to the Government's Space. If the existing Building wiring is insufficient to handle the transmission requirements of the Government's designated telecommunications providers, the Lessor shall provide access from the point of entry into the Building to the Government's floor Space, subject to any inherent limitations in the pathway involved.

C. The Lessor shall allow the Government's designated telecommunications providers to affix telecommunications antennas (high frequency, mobile, microwave, satellite, or other emerging technologies), subject to weight and wind load conditions, to roof, parapet, or Building envelope as required.

SECTION 4 UTILITIES, SERVICES, AND OBLIGATIONS DURING THE LEASE TERM

4.01 SERVICES, UTILITIES, AND MAINTENANCE (ON-AIRPORT) (OCT 2013)

The Lessor is responsible for providing all utilities necessary for base building and tenant operations and all associated costs are included as a part of the established rental rates. The Lessor shall follow the routine cleaning and disinfecting requirements set forth in Section 5.01 of this Lease. The following services, utilities, and maintenance shall be provided by the Lessor as part of the rental consideration:

- | | | | | |
|--|--|--|---|--|
| <input checked="" type="checkbox"/> HEAT | <input checked="" type="checkbox"/> TRASH REMOVAL | <input checked="" type="checkbox"/> ELEVATOR SERVICE | <input checked="" type="checkbox"/> INITIAL & REPLACEMENT LAMPS, TUBES & BALLASTS | <input type="checkbox"/> OTHER (Specify below) |
| <input checked="" type="checkbox"/> ELECTRICITY | <input checked="" type="checkbox"/> CHILLED DRINKING WATER | <input checked="" type="checkbox"/> WINDOW WASHING | <input checked="" type="checkbox"/> PAINTING FREQUENCY | _____ |
| <input checked="" type="checkbox"/> POWER (Special Equip.) | <input checked="" type="checkbox"/> AIR CONDITIONING | Frequency <u>As Required</u> | Space <u>Every 5 years</u> | |
| <input checked="" type="checkbox"/> WATER (Hot & Cold) | <input checked="" type="checkbox"/> RESTROOM SUPPLIES | <input checked="" type="checkbox"/> CARPET CLEANING | Public Areas <u>As Required</u> | |
| <input checked="" type="checkbox"/> SNOW REMOVAL | <input checked="" type="checkbox"/> JANITORIAL SERV. & SUPP. | Frequency <u>As Required</u> | | |

The Lessor shall have an onsite building superintendent or a locally designated representative available to promptly respond to deficiencies, and immediately address all emergency situations.

4.02 PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS FOR AIRPORT OCCUPANCIES (SEP 2013)

The Government shall have access to the Premises and its Appurtenant Areas at all times without additional payment, including the use, during other than normal hours, of necessary services and utilities such as elevators, restrooms, lights, and electric power. Cleaning shall be performed after tenant working hours unless daytime cleaning is specified as a special requirement elsewhere in this Lease. Janitorial Services shall not be required on weekends or Federal holidays. Services, maintenance, and utilities shall be provided from **6:00 AM to 6:00 PM**.

4.03 MAINTENANCE AND TESTING OF SYSTEMS (SEP 2013)

A. The Lessor is responsible for the total maintenance and repair of the leased Premises. Such maintenance and repairs include the site and private access roads. All equipment and systems shall be maintained to provide reliable, energy efficient service without unusual interruption, disturbing noises, exposure to fire or safety hazards, uncomfortable drafts, excessive air velocities, or unusual emissions of dirt. The Lessor's maintenance responsibility includes initial supply and replacement of all supplies, materials, and equipment necessary for such maintenance. Maintenance, testing, and inspection of appropriate equipment and systems shall be done in accordance with current applicable codes, and inspection certificates shall be displayed as appropriate. Copies of all records in this regard shall be forwarded to the Government's designated representative.

B. At the Lessor's expense, the Government reserves the right to require documentation of proper operations, inspection, testing, and maintenance of fire protection systems, such as, but not limited to, fire alarm, fire sprinkler, standpipes, fire pump, emergency lighting, illuminated exit signs, emergency generator, prior to occupancy to ensure proper operation. These tests shall be witnessed by the Government's designated representative.

4.04 RECYCLING (ON-AIRPORT) (JUN 2012)

Where state or local law, code, or ordinance requires recycling programs (including mercury-containing lamps) for the Space to be provided pursuant to this Lease, the Lessor shall comply with such state and local law, code, or ordinance in accordance with GSA Form 3517, General Clauses, 552.270-8, *Compliance with Applicable Law*. During the lease term, the Lessor agrees, upon request, to provide the Government with additional information concerning recycling programs maintained in the Building and in the Leased Space.

4.05 RANDOLPH-SHEPPARD COMPLIANCE (SEP 2013)

During the term of the Lease, the Lessor may not establish vending facilities within the leased Space that will compete with any Randolph-Sheppard vending facilities.

4.06 SAFEGUARDING AND DISSEMINATION OF CONTROLLED UNCLASSIFIED INFORMATION (CUI) BUILDING INFORMATION (FEB 2020)

This clause applies to all recipients of CUI building information (which falls within the CUI Physical Security category), including offerors, bidders, awardees, contractors, subcontractors, lessors, suppliers and manufacturers.

Marking CUI: Contractors must submit any contractor-generated documents that contain building information to GSA for review and identification of any CUI building information that may be included. In addition, any documents GSA identifies as containing CUI building information must be marked in accordance with the Order and the Marking Controlled Unclassified Information Handbook (the current version may be found at <https://www.archives.gov/files/cui/20161206-cui-marking-handbook-v1-1.pdf>) before the original or any copies are disseminated to any other parties. If CUI content is identified, the CO may direct the contractor, as specified elsewhere in this contract, to imprint or affix CUI document markings (CUI) to the original documents and all copies, before any dissemination, or authorized GSA employees may mark the documents.

1. Authorized recipients.

- a. Building information designated as CUI must be protected with access strictly controlled and limited to those individuals having a Lawful Government Purpose to access such information, as defined in 32 C.F.R. § 2002.4(bb). Those with such a Lawful Government Purpose may include Federal, state and local government entities, and non-governmental entities engaged in the conduct of business on behalf of or with GSA. Non-governmental entities may include architects, engineers, consultants, contractors, subcontractors, suppliers, utilities, and others submitting an offer or bid to GSA, or performing work under a GSA contract or subcontract. Recipient contractors must be registered as "active" in the System for Award Management (SAM) database at www.sam.gov, and have a Lawful Government Purpose to access such information. If a subcontractor is not registered in the SAM database and has a Lawful Government Purpose to possess CUI building information in furtherance of the contract, the subcontractor must provide to the contractor its DUNS number or its tax ID number and a copy of its business license. The contractor must keep this information related to the subcontractor for the duration of the contract and subcontract.
- b. All GSA personnel and contractors must be provided CUI building information when needed for the performance of official Federal, state, and local government functions, such as for code compliance reviews and the issuance of building permits. Public safety entities such as fire and utility departments may have a Lawful Government Purpose to access CUI building information on a case-by-case basis. This clause must not prevent or encumber the necessary dissemination of CUI building information to public safety entities.

2. Dissemination of CUI building information:

- a. By electronic transmission. Electronic transmission of CUI information outside of the GSA network must use session encryption (or alternatively, file encryption) consistent with National Institute of Standards and Technology (NIST) SP 800-171. Encryption must be through an approved NIST algorithm with a valid certification, such as Advanced Encryption Standard or Triple Data Encryption Standard, in accordance with Federal Information Processing Standards Publication 140-2, Security Requirements for Cryptographic Modules, as required by GSA policy.
- b. By non-electronic form or on portable electronic data storage devices. Portable electronic data storage devices include CDs, DVDs, and USB drives. Non-electronic forms of CUI building information include paper documents, photographs, and film, among other formats.
 - i. By mail. Contractors must only use methods of shipping that provide services for monitoring receipt such as track and confirm, proof of delivery, signature confirmation, or return receipt.
 - ii. In person. Contractors must provide CUI building information only to authorized recipients with a Lawful Government Purpose to access such information. Further information on authorized recipients is found in section 1 of this clause.

3. Record keeping. Contractors must maintain a list of all entities to which CUI is disseminated, in accordance with sections 2 and 3 of this clause. This list must include, at a minimum:
 - a. The name of the state, Federal, or local government entity, utility, or firm to which CUI has been disseminated;
 - b. The name of the individual at the entity or firm who is responsible for protecting the CUI building information, with access strictly controlled and limited to those individuals having a Lawful Government Purpose to access such information;
 - c. Contact information for the named individual; and
 - d. A description of the CUI building information provided.

Once "as built" drawings are submitted, the contractor must collect all lists maintained in accordance with this clause, including those maintained by any subcontractors and suppliers, and submit them to the CO. For Federal buildings, final payment may be withheld until the lists are received.

4. Safeguarding CUI documents. CUI building information (both electronic and paper formats) must be stored within controlled environments that prevent unauthorized access. GSA contractors and subcontractors must not take CUI building information outside of GSA or their own facilities or network, except as necessary for the performance of that contract. Access to the information must be limited to those with a Lawful Government Purpose for access.
5. Destroying CUI building information. When no longer needed, CUI building information must either be returned to the CO or destroyed in accordance with guidelines in NIST Special Publication 800-88, Guidelines for Media Sanitization.
6. Notice of disposal. The contractor must notify the CO that all CUI building information has been returned or destroyed by the contractor and its subcontractors or suppliers in accordance with paragraphs 4 and 5 of this clause, with the exception of the contractor's record copy. This notice must be submitted to the CO at the completion of the contract to receive final payment. For leases, this notice must be submitted to the CO at the completion of the lease term.
7. CUI security incidents. All improper disclosures or receipt of CUI building information must be immediately reported to the CO and the GSA Incident Response Team Center at gsa-ir@gsa.gov. If the contract provides for progress payments, the CO may withhold approval of progress payments until the contractor provides a corrective action plan explaining how the contractor will prevent future improper disclosures of CUI building information. Progress payments may also be withheld for failure to comply with any provision in this clause until the contractor provides a corrective action plan explaining how the contractor will rectify any noncompliance and comply with the clause in the future.
8. Subcontracts. The contractor and subcontractors must insert the substance of this clause in all subcontracts.

4.07 INDOOR AIR QUALITY (OCT 2019)

A. The Lessor shall control airborne contaminants at the source and/or operate the Space in such a manner that indoor air quality action limits identified in the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8), OSHA regulatory limits, and generally accepted consensus standards are not exceeded.

B. The Lessor shall avoid the use of products containing toxic, hazardous, carcinogenic, flammable, or corrosive ingredients as determined from the product label or manufacturer's safety data sheet. The Lessor shall use available odor-free or low odor products when applying paints, glues, lubricants, and similar wet products. When such equivalent products are not available, lessor shall use the alternate products outside normal working hours. Except in an emergency, the Lessor shall provide at least 72 hours advance notice to the Government before applying chemicals or products with noticeable odors in occupied Spaces and shall adequately ventilate those Spaces during and after application.

C. The Lessor shall serve as first responder to any occupant complaints about indoor air quality (IAQ). The Lessor shall promptly investigate such complaints and implement the necessary controls to address each complaint. Investigations shall include testing as needed, to ascertain the source and severity of the complaint.

D. The Government reserves the right to conduct independent IAQ assessments and detailed studies in Space that it occupies, as well as in space serving the Space (e.g., common use areas, mechanical rooms, HVAC systems, etc.). The Lessor shall assist the Government in its assessments and detailed studies by:

1. Making available information on Building operations and Lessor activities;
2. Providing access to Space for assessment and testing, if required; and
3. Implementing corrective measures required by the LCO. The Lessor shall take corrective action to correct any tests or measurements that do not meet GSA policy action limits in the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8), OSHA regulatory limits and generally accepted consensus standards.

E. The Lessor shall provide to the Government safety data sheets (SDS) upon request for the following products prior to their use during the term of the Lease: adhesives, caulking, sealants, insulating materials, fireproofing or fire-stopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finish for wood surfaces, janitorial cleaning products, pesticides, rodenticides, and herbicides. The Government reserves the right to review such products used by the Lessor within the Space, common building areas, ventilation systems and zones serving the Space, and the area above suspended ceilings and engineering space in the same ventilation zone as the Space.

F. The Lessor shall use high efficiency (HEPA) filtration vacuums for cleaning and minimum MERV 10 rated ventilation system filtration whenever feasible.

G. The Lessor is encouraged to comply with best practices outlined in Appendix D- Indoor Air Quality in GSA Leased Facilities (Best Practices) within the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8).

4.08 HAZARDOUS MATERIALS (ON-AIRPORT) (OCT 2018)

The leased Space shall be free of hazardous materials, hazardous substances, and hazardous wastes, as defined by and according to applicable Federal, state, and local environmental regulations including, but not limited to, the following:

A. The leased Space shall be free of all asbestos containing materials, except undamaged asbestos flooring in the Space or undamaged boiler or pipe insulation outside the Space, in which case an asbestos management program conforming to EPA guidance shall be implemented.

B. The Lessor shall provide Space to the Government that is free from ongoing water leaks or moisture infiltration. The Space and ventilation zones serving the Space shall also be free of visible mold or actionable airborne mold.

1. Actionable mold is either visible mold or airborne mold of types and concentrations in excess of that found in the local outdoor air or non-problematic control areas elsewhere in the same building, whichever is lower. The Lessor shall safely remediate all actionable mold in accordance with sub-paragraph B.2 below.

2. The Lessor shall be responsible for conducting the remediation in accordance with the relevant provisions of the document entitled "Mold Remediation in Schools and Commercial Buildings" (EPA 402-K-01-001, September 2008), published by EPA, as same may be amended or revised from time to time, and any other applicable Federal, state, or local laws, regulatory standards, and guidelines.

3. The Lessor acknowledges and agrees that the Government shall have a reasonable opportunity to inspect the leased Space after conclusion of the remediation. If the results of the Government's inspection indicate that the remediation does not comply with the plan or any other applicable Federal, state, or local laws, regulatory standards, or

guidelines, the Lessor, at its sole cost, expense, and risk, shall immediately take all further actions necessary to bring the remediation into compliance.

4. If the Lessor fails to exercise due diligence, or is otherwise unable to remediate the actionable mold, the Government may implement a corrective action program and deduct its costs from the rent.

4.09 OCCUPANT EMERGENCY PLANS (SEP 2013)

The Lessor is required to cooperate, participate and comply with the development and implementation of the Government's Occupant Emergency Plan (OEP) and if necessary, a supplemental Shelter-in Place (SIP) Plan. Periodically, the Government may request that the Lessor assist in reviewing and revising its OEP and SIP. The Plan, among other things, must include an annual emergency evacuation drill, emergency notification procedures for the Lessor's Building engineer or manager, Building security, local emergency personnel, and Government agency personnel.

SECTION 5 ADDITIONAL TERMS AND CONDITIONS

5.01 ROUTINE CLEANING AND DISINFECTING SERVICES (ON-AIRPORT) (OCT 2020)

The Lessor shall wipe down daily all solid, high contact surfaces in Building common areas (defined here as those areas used or accessed by the Government's employees and visitors), and within the leased Space, using a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2 ([HTTPS://WWW.EPA.GOV/PESTICIDE-REGISTRATION/LIST-N-DISINFECTANTS-USE-AGAINST-SARS-COV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)), or other products containing the same active ingredient(s) at the same or greater concentration than those on the list. Cleaning staff shall use products in accordance with directions provided by the manufacturer. Cleaning staff shall wear disposable gloves (e.g., latex, nitrile, etc.), facemasks, and any additional personal protective equipment (PPE) as recommended by the cleaning and disinfectant product manufacturers. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings.

Examples of solid, high contact surfaces in Building common and high traffic areas include, but are not limited to, handrails, door knobs, key card scan pads, light switches, countertops, table tops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. It does not include agency owned equipment such as desks, telephones, computers, keyboards, docking stations, computer power supplies, and computer mouse, personal fans and heaters, desk lighting, etc. Disinfected surfaces should be allowed to air dry.

The Government reserves the right to issue notice to unilaterally cancel this routine cleaning and disinfecting at any time during the Lease term.

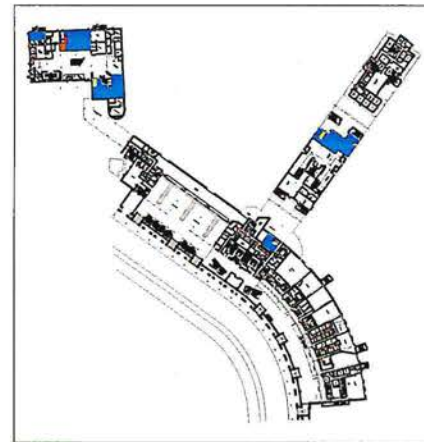
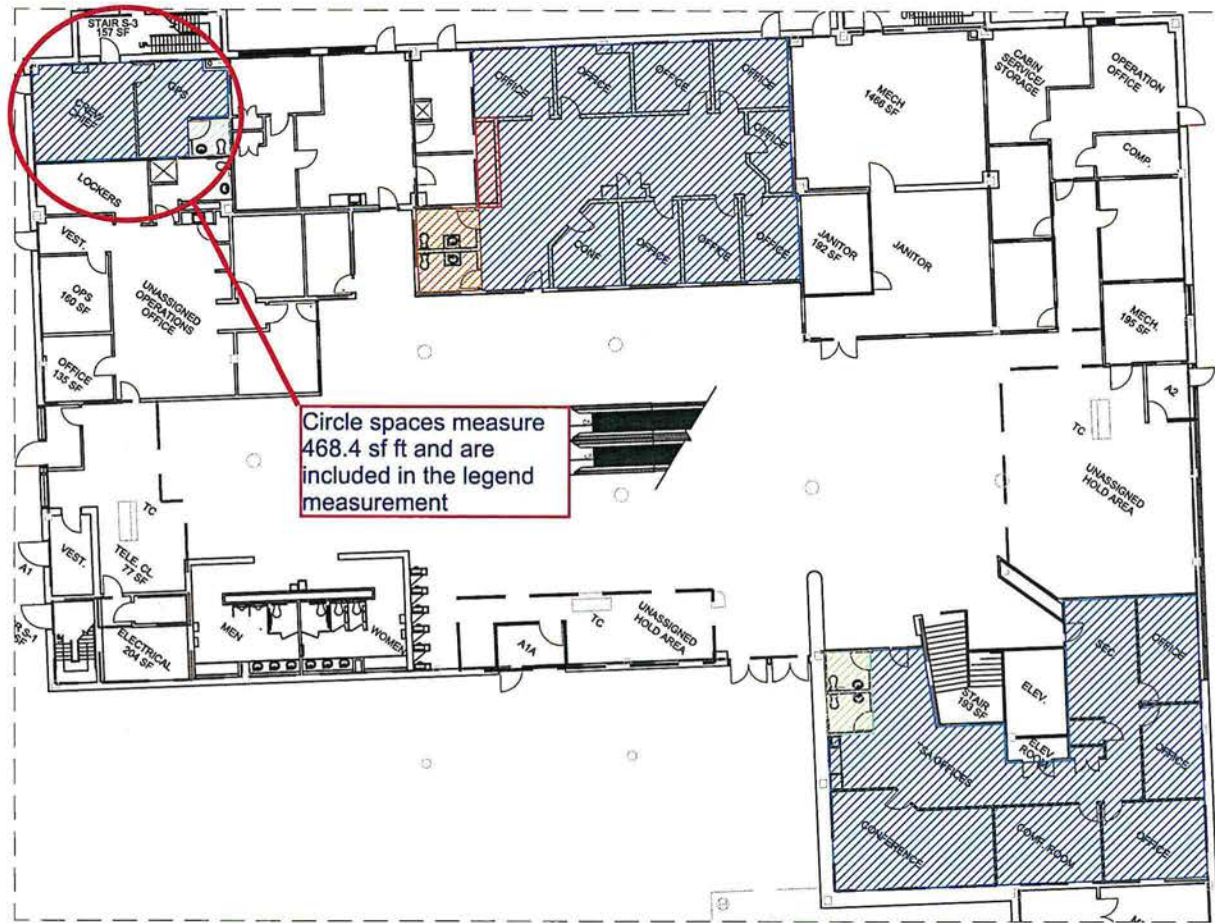
The cost for Route Cleaning and Disinfecting Services is included in the Annual Rent. There shall be no adjustment to the Annual Rent in the event the Government unilaterally cancels such services.

TSA ALBANY NY

LNK-00753

EXHIBIT A

FLOOR PLAN



KEY PLAN FLOOR 1

N.T.S.

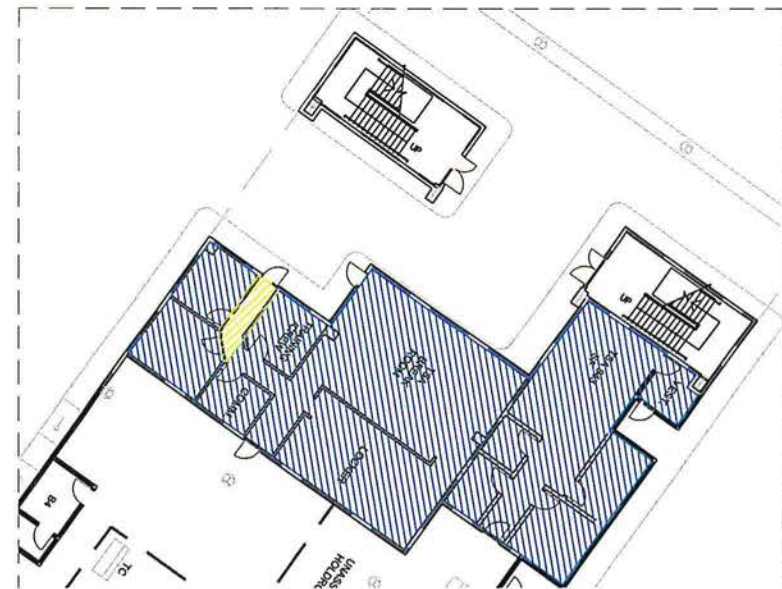
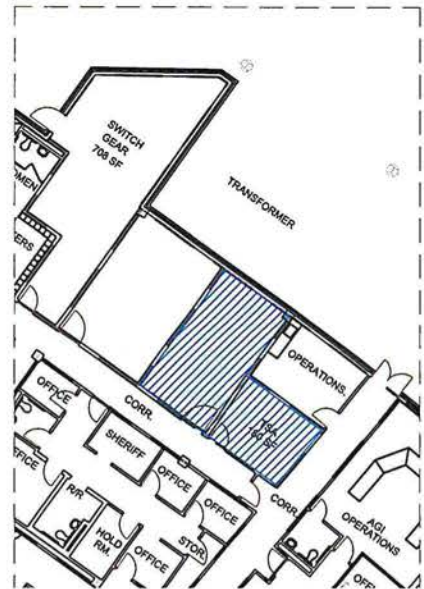
1ST FLOOR SCALING PLAN

SCALE: 1/32" = 1'-0"

LEGEND:

-  1st Floor - TSA
±7,845.37 ANSI BOMA Sq.Ft.
-  RESTROOM 1
±145.63 Sq.Ft.
-  RESTROOM 2
±44.67 Sq.Ft.
-  RESTROOM 3
±105.94 Sq.Ft.
-  HALLWAY
±62.21 Sq.Ft.
-  VOID WALL
± 55.84Sq.Ft.

SQUARE FOOTAGE WITH BATH ROOM & VOID WALL INCLUDED: ± 8,197.45 Sq.Ft.



3RD FLOOR

SCALE: 1/32" = 1'-0"

LEGEND:

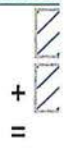
-  3RD Floor - TSA
±911.70 ANS
-  RESTROOM
±59.64 Sq.Ft.

SQUARE FOOTAGE WITH BATH ROOM & VOID WALL INCLUDED: ±971.34 Sq.Ft.

Total Sq.Ft on the 1st Floor



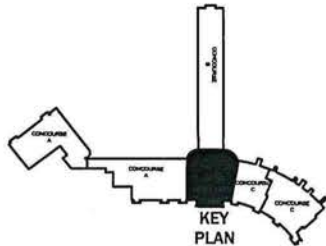
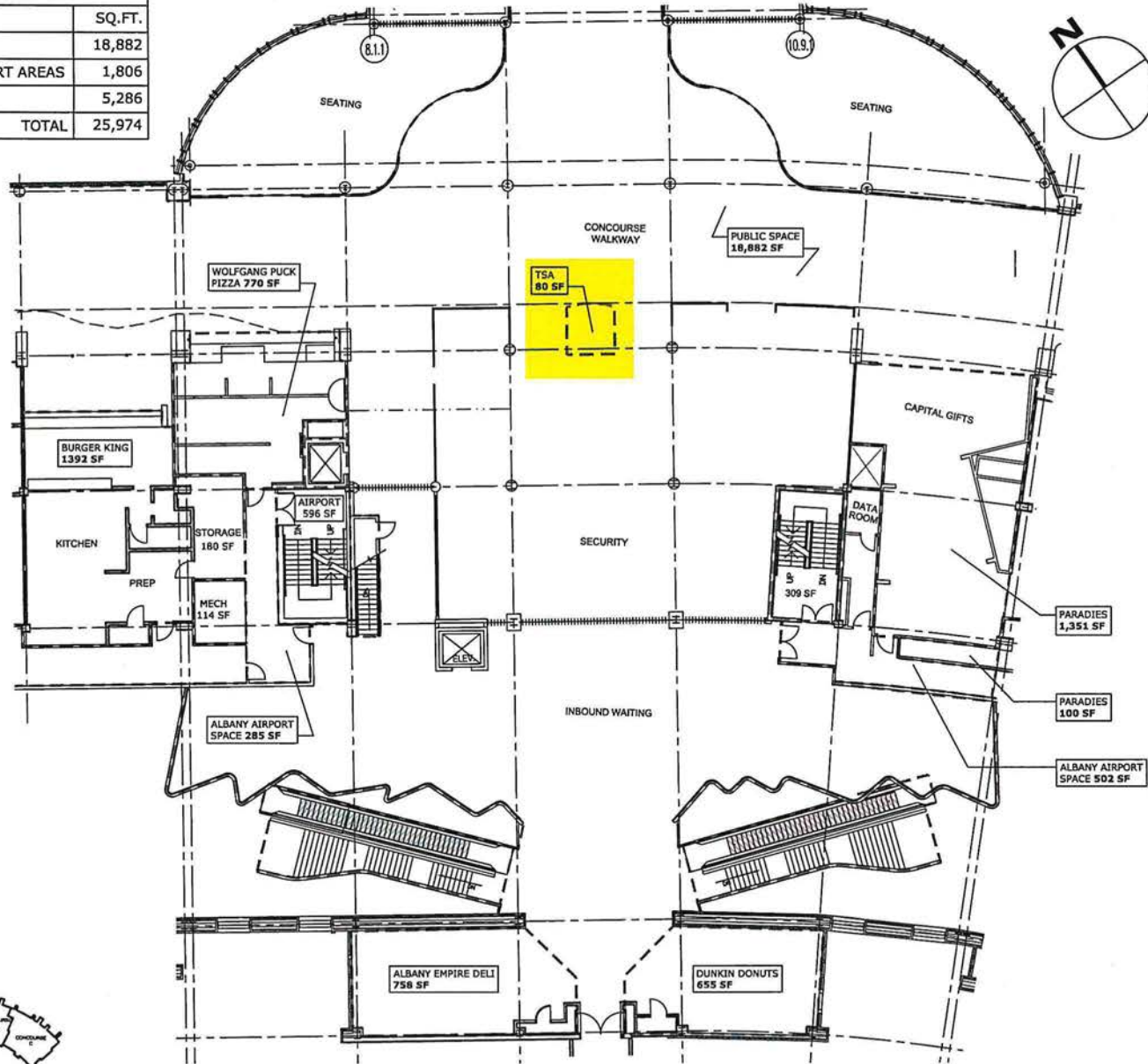
Total Sq.Ft on the 1st & 3rd Floor



Total Sq.Ft on the 1st & 3rd Floor

PROJECT NUMBER:

AREA CALCULATION	
AREA NAME	SQ. FT.
COMMON/PUBLIC USE:	18,882
MECHANICAL OR SERVICE SUPPORT AREAS	1,806
TENANT LEASEHOLD:	5,286
TOTAL	25,974



TIMES SQUARE - SECOND FLOOR

ALBANY INTERNATIONAL AIRPORT



C.T. MALE ASSOCIATES
 Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.
 50 CENTURY HILL DRIVE, LATHAM, NY 518.786.7400
 COBLESKILL, NY • GLENS FALLS, NY • Poughkeepsie, NY •
 JOHNSTOWN, NY • SYRACUSE, NY

B-103
 SHEET 09 OF 13
 DWG. NO: 05-268

UNAUTHORIZED ALTERATION
 OF THIS DOCUMENT IS A VIOLATION OF
 THE NEW YORK STATE
 EDUCATION LAW.

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 C.T. MALE ASSOCIATES
 DESIGNED: NML
 DRAFTED: NML
 CHECKED:
 PROJ. NO: 07.1015
 SCALE: 1"=20'
 DATE: 08/22/2019



CAD DWG. FILE NAME: A09.DWG

Note - the 80 Usable Square Feet illustrated above is included as part of the Scaled Floor Plan measuring 8,757 for a Total Usable Square Feet of 8,837.

TSA ALBANY NY

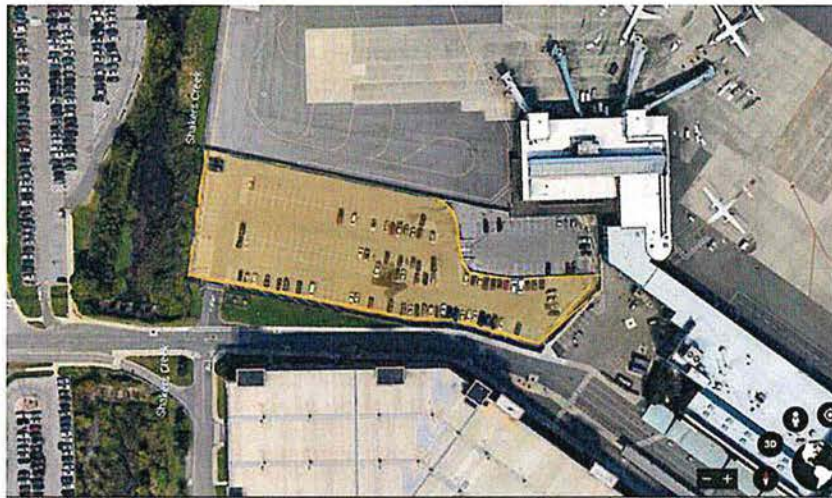
LNK-00753

EXHIBIT B

PARKING PLAN

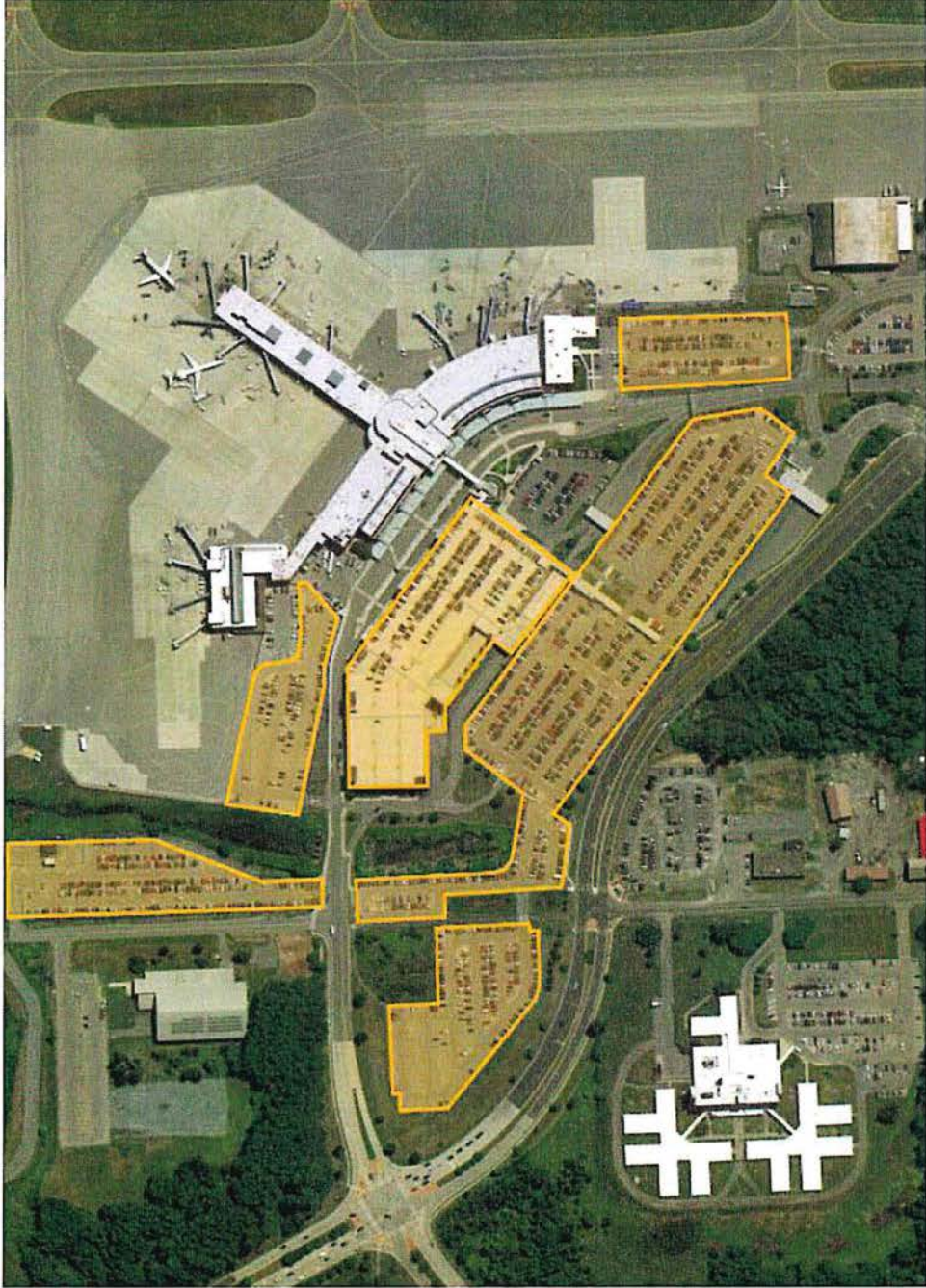
TSA Albany NY – LNY00753

Parking Plan



There is sufficient parking to provide TSA personnel throughout the Lease Term. The above photograph shows the area of the (9) nine parking spots currently provided to TSA for reserved parking. The TSA Reserved Parking will be clearly visible in the respective parking area. If the parking assignment changes, it will be re-assigned to an area highlighted in the corresponding aerial plan. The re-assigned parking area will be adjacent to the terminal and will be agreed upon by the Lessor and Government.

Lessor _____ Government _____



Lessor _____ Government _____

TSA ALBANY NY

LNy-00753

EXHIBIT C

GSA FORM 3517B

GENERAL CLAUSES
(Acquisition of Leasehold Interests in Real Property)

CATEGORY	CLAUSE NO.	48 CFR REF.	CLAUSE TITLE
GENERAL	1		SUBLETTING AND ASSIGNMENT
	2	552.270-11	SUCCESSORS BOUND
	3	552.270-23	SUBORDINATION, NON-DISTURBANCE AND ATTORNMEN
	4	552.270-24	STATEMENT OF LEASE
	5	552.270-25	SUBSTITUTION OF TENANT AGENCY
	6	552.270-26	NO WAIVER
	7		INTEGRATED AGREEMENT
	8	552.270-28	MUTUALITY OF OBLIGATION
PERFORMANCE	9		DELIVERY AND CONDITION
	10		DEFAULT BY LESSOR
	11	552.270-19	PROGRESSIVE OCCUPANCY
	12		MAINTENANCE OF THE PROPERTY, RIGHT TO INSPECT
	13		FIRE AND CASUALTY DAMAGE
	14		COMPLIANCE WITH APPLICABLE LAW
	15	552.270-12	ALTERATIONS
	16		ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY
PAYMENT	17	552.270-33	SYSTEM FOR AWARD MANAGEMENT - LEASING
	18	52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE
	19	552.270-31	PROMPT PAYMENT
	20	52.232-23	ASSIGNMENT OF CLAIMS
	21		PAYMENT
	22	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER—SYSTEM FOR AWARD MANAGEMENT
STANDARDS OF CONDUCT	23	52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
	24	552.270-32	COVENANT AGAINST CONTINGENT FEES
	25	52-203-7	ANTI-KICKBACK PROCEDURES
	26	52-223-6	DRUG-FREE WORKPLACE
	27	52.203-14	DISPLAY OF HOTLINE POSTER(S)
ADJUSTMENTS	28	552.270-30	PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
	29	52.215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA
	30	552.270-13	PROPOSALS FOR ADJUSTMENT
	31		CHANGES
AUDITS	32	552.215-70	EXAMINATION OF RECORDS BY GSA
	33	52.215-2	AUDIT AND RECORDS—NEGOTIATION

LESSOR: _____ GOVERNMENT: _____

DISPUTES	34	52.233-1	DISPUTES
LABOR STANDARDS	35	52.222-26	EQUAL OPPORTUNITY
	36	52.222-21	PROHIBITION OF SEGREGATED FACILITIES
	37	52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION
	38	52.222-35	EQUAL OPPORTUNITY FOR VETERANS
	39	52.222-36	EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES
	40	52.222-37	EMPLOYMENT REPORTS ON VETERANS
SUBCONTRACTING	41	52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
	42	52.215-12	SUBCONTRACTOR CERTIFIED COST OR PRICING DATA
	43	52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS
	44	52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN
	45	52.219-16	LIQUIDATED DAMAGES—SUBCONTRACTING PLAN
	46	52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST- TIER SUBCONTRACT AWARDS
OTHER	47	52.204-25	PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
	48	552.204-70	REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
	49	52.204-19	INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS

The information collection requirements contained in this solicitation/contract that are not required by regulation have been approved by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

LESSOR: _____ GOVERNMENT: _____

GENERAL CLAUSES
(Acquisition of Leasehold Interests in Real Property)

1. SUBLETTING AND ASSIGNMENT (JAN 2011)

The Government may sublet any part of the premises but shall not be relieved from any obligations under this lease by reason of any such subletting. The Government may at any time assign this lease, and be relieved from all obligations to Lessor under this lease excepting only unpaid rent and other liabilities, if any, that have accrued to the date of said assignment. Any subletting or assignment shall be subject to prior written consent of Lessor, which shall not be unreasonably withheld.

2. 552.270-11 SUCCESSORS BOUND (SEP 1999)

This lease shall bind, and inure to the benefit of, the parties and their respective heirs, executors, administrators, successors, and assigns.

3. 552.270-23 SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT (SEP 1999)

(a) Lessor warrants that it holds such title to or other interest in the premises and other property as is necessary to the Government's access to the premises and full use and enjoyment thereof in accordance with the provisions of this lease. Government agrees, in consideration of the warranties and conditions set forth in this clause, that this lease is subject and subordinate to any and all recorded mortgages, deeds of trust and other liens now or hereafter existing or imposed upon the premises, and to any renewal, modification or extension thereof. It is the intention of the parties that this provision shall be self-operative and that no further instrument shall be required to effect the present or subsequent subordination of this lease. Government agrees, however, within twenty (20) business days next following the Contracting Officer's receipt of a written demand, to execute such instruments as Lessor may reasonably request to evidence further the subordination of this lease to any existing or future mortgage, deed of trust or other security interest pertaining to the premises, and to any water, sewer or access easement necessary or desirable to serve the premises or adjoining property owned in whole or in part by Lessor if such easement does not interfere with the full enjoyment of any right granted the Government under this lease.

(b) No such subordination, to either existing or future mortgages, deeds of trust or other lien or security instrument shall operate to affect adversely any right of the Government under this lease so long as the Government is not in default under this lease. Lessor will include in any future mortgage, deed of trust or other security instrument to which this lease becomes subordinate, or in a separate non-disturbance agreement, a provision to the foregoing effect. Lessor warrants that the holders of all notes or other obligations secured by existing mortgages, deeds of trust or other security instruments have consented to the provisions of this clause, and agrees to provide true copies of all such consents to the Contracting Officer promptly upon demand.

(c) In the event of any sale of the premises or any portion thereof by foreclosure of the lien of any such mortgage, deed of trust or other security instrument, or the giving of a deed in lieu of foreclosure, the Government will be deemed to have attorned to any purchaser, purchasers, transferee or transferees of the premises or any portion thereof and its or their successors and assigns, and any such purchasers and transferees will be deemed to have assumed all obligations of the Lessor under this lease, so as to establish direct privity of estate and contract between Government and such purchasers or transferees, with the same force, effect and relative priority in time and right as if the lease had initially been entered into between such purchasers or transferees and the Government; provided, further, that the Contracting Officer and such purchasers or transferees shall, with reasonable promptness following any such sale or deed delivery in lieu of foreclosure, execute all such revisions to this lease, or other writings, as shall be necessary to document the foregoing relationship.

(d) None of the foregoing provisions may be deemed or construed to imply a waiver of the Government's rights as a sovereign.

LESSOR: _____ GOVERNMENT: _____

4. 552.270-24 STATEMENT OF LEASE (SEP 1999)

(a) The Contracting Officer will, within thirty (30) days next following the Contracting Officer's receipt of a joint written request from Lessor and a prospective lender or purchaser of the building, execute and deliver to Lessor a letter stating that the same is issued subject to the conditions stated in this clause and, if such is the case, that (1) the lease is in full force and effect; (2) the date to which the rent and other charges have been paid in advance, if any; and (3) whether any notice of default has been issued.

(b) Letters issued pursuant to this clause are subject to the following conditions:

(1) That they are based solely upon a reasonably diligent review of the Contracting Officer's lease file as of the date of issuance;

(2) That the Government shall not be held liable because of any defect in or condition of the premises or building;

(3) That the Contracting Officer does not warrant or represent that the premises or building comply with applicable Federal, State and local law; and

(4) That the Lessor, and each prospective lender and purchaser are deemed to have constructive notice of such facts as would be ascertainable by reasonable pre-purchase and pre-commitment inspection of the Premises and Building and by inquiry to appropriate Federal, State and local Government officials.

5. 552.270-25 SUBSTITUTION OF TENANT AGENCY (SEP 1999)

The Government may, at any time and from time to time, substitute any Government agency or agencies for the Government agency or agencies, if any, named in the lease.

6. 552.270-26 NO WAIVER (SEP 1999)

No failure by either party to insist upon the strict performance of any provision of this lease or to exercise any right or remedy consequent upon a breach thereof, and no acceptance of full or partial rent or other performance by either party during the continuance of any such breach shall constitute a waiver of any such breach of such provision.

7. INTEGRATED AGREEMENT (JUN 2012)

This Lease, upon execution, contains the entire agreement of the parties and no prior written or oral agreement, express or implied, shall be admissible to contradict the provisions of the Lease. Except as expressly attached to and made a part of the Lease, neither the Request for Lease Proposals nor any pre-award communications by either party shall be incorporated in the Lease.

8. 552.270-28 MUTUALITY OF OBLIGATION (SEP 1999)

The obligations and covenants of the Lessor, and the Government's obligation to pay rent and other Government obligations and covenants, arising under or related to this Lease, are interdependent. The Government may, upon issuance of and delivery to Lessor of a final decision asserting a claim against Lessor, set off such claim, in whole or in part, as against any payment or payments then or thereafter due the Lessor under this lease. No setoff pursuant to this clause shall constitute a breach by the Government of this lease.

9. DELIVERY AND CONDITION (JAN 2011)

(a) Unless the Government elects to have the space occupied in increments, the space must be delivered ready for occupancy as a complete unit.

(b) The Government may elect to accept the Space notwithstanding the Lessor's failure to deliver the Space substantially complete; if the Government so elects, it may reduce the rent payments.

LESSOR: _____ GOVERNMENT: _____

10. DEFAULT BY LESSOR (APR 2012)

(a) The following conditions shall constitute default by the Lessor, and shall give rise to the following rights and remedies for the Government:

(1) Prior to Acceptance of the Premises. Failure by the Lessor to diligently perform all obligations required for Acceptance of the Space within the times specified, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may terminate the Lease on account of the Lessor's default.

(2) After Acceptance of the Premises. Failure by the Lessor to perform any service, to provide any item, or satisfy any requirement of this Lease, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may perform the service, provide the item, or obtain satisfaction of the requirement by its own employees or contractors. If the Government elects to take such action, the Government may deduct from rental payments its costs incurred in connection with taking the action. Alternatively, the Government may reduce the rent by an amount reasonably calculated to approximate the cost or value of the service not performed, item not provided, or requirement not satisfied, such reduction effective as of the date of the commencement of the default condition.

(3) Grounds for Termination. The Government may terminate the Lease if:

(i) The Lessor's default persists notwithstanding provision of notice and reasonable opportunity to cure by the Government, or

(ii) The Lessor fails to take such actions as are necessary to prevent the recurrence of default conditions,

and such conditions (i) or (ii) substantially impair the safe and healthful occupancy of the Premises, or render the Space unusable for its intended purposes.

(4) Excuse. Failure by the Lessor to timely deliver the Space or perform any service, provide any item, or satisfy any requirement of this Lease shall not be excused if its failure in performance arises from:

(i) Circumstances within the Lessor's control;

(ii) Circumstances about which the Lessor had actual or constructive knowledge prior to the Lease Award Date that could reasonably be expected to affect the Lessor's capability to perform, regardless of the Government's knowledge of such matters;

(iii) The condition of the Property;

(iv) The acts or omissions of the Lessor, its employees, agents or contractors; or

(v) The Lessor's inability to obtain sufficient financial resources to perform its obligations.

(5) The rights and remedies specified in this clause are in addition to any and all remedies to which the Government may be entitled as a matter of law.

11. 552.270-19 PROGRESSIVE OCCUPANCY (SEP 1999)

The Government shall have the right to elect to occupy the space in partial increments prior to the substantial completion of the entire leased premises, and the Lessor agrees to schedule its work so as to deliver the space incrementally as elected by the Government. The Government shall pay rent commencing with the first business day following substantial completion of the entire leased premise unless the Government has elected to occupy the leased premises incrementally. In case of incremental occupancy, the Government shall pay rent pro rata upon the first

LESSOR: _____ GOVERNMENT: _____

business day following substantial completion of each incremental unit. Rental payments shall become due on the first workday of the month following the month in which an increment of space is substantially complete, except that should an increment of space be substantially completed after the fifteenth day of the month, the payment due date will be the first workday of the second month following the month in which it was substantially complete. The commencement date of the firm lease term will be a composite determined from all rent commencement dates.

12. MAINTENANCE OF THE PROPERTY, RIGHT TO INSPECT (APR 2015)

The Lessor shall maintain the Property, including the building, building systems, and all equipment, fixtures, and appurtenances furnished by the Lessor under this Lease, in good repair and tenantable condition so that they are suitable in appearance and capable of supplying such heat, air conditioning, light, ventilation, safety systems, access and other things to the premises, without reasonably preventable or recurring disruption, as is required for the Government's access to, occupancy, possession, use and enjoyment of the premises as provided in this lease. For the purpose of so maintaining the premises, the Lessor may at reasonable times enter the premises with the approval of the authorized Government representative in charge. Upon request of the Lease Contracting Officer (LCO), the Lessor shall provide written documentation that building systems have been properly maintained, tested, and are operational within manufacturer's warranted operating standards. The Lessor shall maintain the Premises in a safe and healthful condition according to applicable OSHA standards and all other requirements of this Lease, including standards governing indoor air quality, existence of mold and other biological hazards, presence of hazardous materials, etc. The Government shall have the right, at any time after the Lease Award Date and during the term of the Lease, to inspect all areas of the Property to which access is necessary for the purpose of determining the Lessor's compliance with this clause.

13. FIRE AND CASUALTY DAMAGE (JUN 2016)

If the building in which the Premises are located is totally destroyed or damaged by fire or other casualty, this Lease shall immediately terminate. If the building in which the Premises are located are only partially destroyed or damaged, so as to render the Premises untenable, or not usable for their intended purpose, the Lessor shall have the option to elect to repair and restore the Premises or terminate the Lease. The Lessor shall be permitted a reasonable amount of time, not to exceed **270 days** from the event of destruction or damage, to repair or restore the Premises, provided that the Lessor submits to the Government a reasonable schedule for repair of the Premises within **60 days** of the event of destruction or damage. If the Lessor fails to timely submit a reasonable schedule for completing the work, the Government may elect to terminate the Lease effective as of the date of the event of destruction or damage. If the Lessor elects to repair or restore the Premises, but fails to repair or restore the Premises within **270 days** from the event of destruction or damage, or fails to diligently pursue such repairs or restoration so as to render timely completion commercially impracticable, the Government may terminate the Lease effective as of the date of the destruction or damage. During the time that the Premises are unoccupied, rent shall be abated. Termination of the Lease by either party under this clause shall not give rise to liability for either party.

Nothing in this lease shall be construed as relieving Lessor from liability for damage to, or destruction of, property of the United States of America caused by the willful or negligent act or omission of Lessor.

14. COMPLIANCE WITH APPLICABLE LAW (JAN 2011)

Lessor shall comply with all Federal, state and local laws applicable to its ownership and leasing of the Property, including, without limitation, laws applicable to the construction, ownership, alteration or operation of all buildings, structures, and facilities located thereon, and obtain all necessary permits, licenses and similar items at its own expense. The Government will comply with all Federal, State and local laws applicable to and enforceable against it as a tenant under this lease, provided that nothing in this Lease shall be construed as a waiver of the sovereign immunity of the Government. This Lease shall be governed by Federal law.

15. 552.270-12 ALTERATIONS (SEP 1999)

The Government shall have the right during the existence of this lease to make alterations, attach fixtures, and erect structures or signs in or upon the premises hereby leased, which fixtures, additions or structures so placed in, on, upon, or attached to the said premises shall be and remain the property of the Government and may be removed or otherwise disposed of by the Government. If the lease contemplates that the Government is the sole occupant of the building, for

LESSOR: _____ GOVERNMENT: _____

purposes of this clause, the leased premises include the land on which the building is sited and the building itself. Otherwise, the Government shall have the right to tie into or make any physical connection with any structure located on the property as is reasonably necessary for appropriate utilization of the leased space.

16. ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY (APR 2015)

(a) Ten (10) working days prior to the completion of the Space, the Lessor shall issue written notice to the Government to schedule the inspection of the Space for acceptance. The Government shall accept the Space only if the construction of building shell and TIs conforming to this Lease and the approved DID's is substantially complete, and a Certificate of Occupancy has been issued as set forth below.

(b) The Space shall be considered substantially complete only if the Space may be used for its intended purpose and completion of remaining work will not unreasonably interfere with the Government's enjoyment of the Space. Acceptance shall be final and binding upon the Government with respect to conformance of the completed TIs to the approved DID's, with the exception of items identified on a punchlist generated as a result of the inspection, concealed conditions, latent defects, or fraud, but shall not relieve the Lessor of any other Lease requirements.

(c) The Lessor shall provide a valid Certificate of Occupancy, issued by the local jurisdiction, for the intended use of the Government. If the local jurisdiction does not issue Certificates of Occupancy or if the Certificate of Occupancy is not available, the Lessor may satisfy this condition by providing a report prepared by a licensed fire protection engineer that indicates that the Space and Building are compliant with all applicable local codes and ordinances and all fire protection and life safety-related requirements of this Lease to ensure an acceptable level of safety is provided. Under such circumstances, the Government shall only accept the Space without a Certificate of Occupancy if a licensed fire protection engineer determines that the offered space is compliant with all applicable local codes and ordinances and fire protection and life safety-related requirements of this Lease.

17. 552.270-33 SYSTEM FOR AWARD MANAGEMENT – LEASING (FEB 2020)

(a) Definitions. As used in this provision—

"Electronic Funds Transfer (EFT) indicator means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see subpart 32.11) for the same entity.

"Registered in the System for Award Management (SAM)" means that—

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see subpart 4.14) into SAM

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in SAM;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record "Active".

"Unique entity identifier" means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b)

(1) An Offeror is required to be registered in SAM prior to award, and shall continue to be registered during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "Unique Entity Identifier" followed by the unique entity identifier that identifies the Offeror's name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

(1) Company legal business name.

LESSOR: _____ GOVERNMENT: _____

- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company physical street address, city, state, and Zip Code.
- (4) Company mailing address, city, state and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time should be taken into consideration when registering. Offerors who are not registered in SAM should consider applying for registration immediately upon receipt of this solicitation. See <https://www.sam.gov> for information on registration.

18. 52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (OCT 2018)

This clause is incorporated by reference.

19. 552.270-31 PROMPT PAYMENT (JUN 2011)

The Government will make payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or an electronic funds transfer is made. All days referred to in this clause are calendar days, unless otherwise specified.

(a) *Payment due date—*

(1) *Rental payments.* Rent shall be paid monthly in arrears and will be due on the first workday of each month, and only as provided for by the lease.

(i) When the date for commencement of rent falls on the 15th day of the month or earlier, the initial monthly rental payment under this contract shall become due on the first workday of the month following the month in which the commencement of the rent is effective.

(ii) When the date for commencement of rent falls after the 15th day of the month, the initial monthly rental payment under this contract shall become due on the first workday of the second month following the month in which the commencement of the rent is effective.

(2) *Other payments.* The due date for making payments other than rent shall be the later of the following two events:

(i) The 30th day after the designated billing office has received a proper invoice from the Contractor.

(ii) The 30th day after Government acceptance of the work or service. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the Contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(b) *Invoice and inspection requirements for payments other than rent.*

(1) The Contractor shall prepare and submit an invoice to the designated billing office after completion of the work. A proper invoice shall include the following items:

(i) Name and address of the Contractor.

LESSOR: _____ GOVERNMENT: _____

(ii) Invoice date.

(iii) Lease number.

(iv) Government's order number or other authorization.

(v) Description, price, and quantity of work or services delivered.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the remittance address in the lease or the order).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice.

(2) The Government will inspect and determine the acceptability of the work performed or services delivered within seven days after the receipt of a proper invoice or notification of completion of the work or services unless a different period is specified at the time the order is placed. If actual acceptance occurs later, for the purpose of determining the payment due date and calculation of interest, acceptance will be deemed to occur on the last day of the seven day inspection period. If the work or service is rejected for failure to conform to the technical requirements of the contract, the seven days will be counted beginning with receipt of a new invoice or notification. In either case, the Contractor is not entitled to any payment or interest unless actual acceptance by the Government occurs.

(c) *Interest Penalty.*

(1) An interest penalty shall be paid automatically by the Government, without request from the Contractor, if payment is not made by the due date.

(2) The interest penalty shall be at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) that is in effect on the day after the due date. This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the **Federal Register** semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the payment amount approved by the Government and be compounded in 30-day increments inclusive from the first day after the due date through the payment date.

(3) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the clause at 52.233-1, Disputes, or for more than one year. Interest penalties of less than \$1.00 need not be paid.

(4) Interest penalties are not required on payment delays due to disagreement between the Government and Contractor over the payment amount or other issues involving contract compliance or on amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the clause at 52.233-1, Disputes.

(d) *Overpayments.* If the Lessor becomes aware of a duplicate payment or that the Government has otherwise overpaid on a payment, the Contractor shall—

(1) Return the overpayment amount to the payment office cited in the contract along with a description of the overpayment including the—

(i) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment, liquidation errors, date(s) of overpayment);

(ii) Affected lease number; (iii) Affected lease line item or sub-line item, if applicable; and

(iii) Lessor point of contact.

LESSOR: _____ GOVERNMENT: _____

(2) Provide a copy of the remittance and supporting documentation to the Contracting Officer.

20. 52.232-23 ASSIGNMENT OF CLAIMS (MAY 2014)

(Applicable to leases over the micro-purchase threshold.)

(a) The Contractor, under the Assignment of Claims Act, as amended, 31 U.S.C. 3727, 41 U.S.C. 6305 (hereafter referred to as "the Act"), may assign its rights to be paid amounts due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency. The assignee under such an assignment may thereafter further assign or reassign its right under the original assignment to any type of financing institution described in the preceding sentence.

(b) Any assignment or reassignment authorized under the Act and this clause shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party, except that an assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in the financing of this contract.

(c) The Contractor shall not furnish or disclose to any assignee under this contract any classified document (including this contract) or information related to work under this contract until the Contracting Officer authorizes such action in writing.

21. PAYMENT (MAY 2011)

(a) When space is offered and accepted, the amount of American National Standards Institute/Building Owners and Managers Association Office Area (ABOA) square footage delivered will be confirmed by:

(1) The Government's measurement of plans submitted by the successful Offeror as approved by the Government, and an inspection of the space to verify that the delivered space is in conformance with such plans or

(2) A mutual on-site measurement of the space, if the Contracting Officer determines that it is necessary.

(b) Payment will not be made for space which is in excess of the amount of ABOA square footage stated in the lease.

(c) If it is determined that the amount of ABOA square footage actually delivered is less than the amount agreed to in the lease, the lease will be modified to reflect the amount of ABOA space delivered and the annual rental will be adjusted as follows:

ABOA square feet not delivered multiplied by one plus the common area factor (CAF), multiplied by the rate per rentable square foot (RSF). That is: $(1+CAF) \times \text{Rate per RSF} = \text{Reduction in Annual Rent}$

22. 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER—SYSTEM FOR AWARD MANAGEMENT (OCT 2018)

This clause is incorporated by reference.

23. 52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (OCT 2015)

(Applicable to leases over \$5.5 million total contract value and performance period is 120 days or more.)

This clause is incorporated by reference.

24. 552.270-32 COVENANT AGAINST CONTINGENT FEES (JUN 2011)

(Applicable to leases over the Simplified Lease Acquisition Threshold.)

LESSOR: _____ GOVERNMENT: _____

(a) The Contractor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of the contingent fee.

(b) *Bona fide agency*, as used in this clause, means an established commercial or selling agency (including licensed real estate agents or brokers), maintained by a Contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

(1) *Bona fide employee*, as used in this clause, means a person, employed by a Contractor and subject to the Contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

(2) *Contingent fee*, as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

(3) *Improper influence*, as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

25. 52.203-7 ANTI-KICKBACK PROCEDURES (MAY 2014)

(Applicable to leases over the Simplified Lease Acquisition Threshold.)

This clause is incorporated by reference.

26. 52.223-6 DRUG-FREE WORKPLACE (MAY 2001)

(Applicable to leases over the Simplified Lease Acquisition Threshold, as well as to leases of any value awarded to an individual.)

This clause is incorporated by reference.

27. 52.203-14 DISPLAY OF HOTLINE POSTER(S) (OCT 2015)

(Applicable to leases over \$5.5 Million total contract value and performance period is 120 days or more.)

(a) Definition.

"United States," as used in this clause, means the 50 States, the District of Columbia, and outlying areas.

(b) Display of fraud hotline poster(s). Except as provided in paragraph (c)—

(1) During contract performance in the United States, the Contractor shall prominently display in common work areas within business segments performing work under this contract and at contract work sites—

- (i) Any agency fraud hotline poster or Department of Homeland Security (DHS) fraud hotline poster identified in paragraph (b)(3) of this clause; and
- (ii) Any DHS fraud hotline poster subsequently identified by the Contracting Officer.

(2) Additionally, if the Contractor maintains a company website as a method of providing information to employees, the Contractor shall display an electronic version of the poster(s) at the website.

(3) Any required posters may be obtained as follows:

Obtain from

LESSOR: _____ GOVERNMENT: _____

Poster(s)

GSA Office of Inspector General "FRAUDNET HOTLINE

Contracting Officer

(Contracting Officer shall insert—

- (i) Appropriate agency name(s) and/or title of applicable Department of Homeland Security fraud hotline poster); and
- (ii) The website(s) or other contact information for obtaining the poster(s.)

(c) If the Contractor has implemented a business ethics and conduct awareness program, including a reporting mechanism, such as a hotline poster, then the Contractor need not display any agency fraud hotline posters as required in paragraph (b) of this clause, other than any required DHS posters.

(d) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (d), in all subcontracts that exceed \$5.5 million, except when the subcontract—

- (1) Is for the acquisition of a commercial item; or
- (2) Is performed entirely outside the United States.

28. 552.270-30 PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JUN 2011)
(Applicable to leases over the Simplified Lease Acquisition Threshold.)

(a) If the head of the contracting activity (HCA) or his or her designee determines that there was a violation of subsection 27(a) of the Office of Federal Procurement Policy Act, as amended (41 U.S.C. 423), as implemented in the Federal Acquisition Regulation, the Government, at its election, may—

- (1) Reduce the monthly rental under this lease by five percent of the amount of the rental for each month of the remaining term of the lease, including any option periods, and recover five percent of the rental already paid;
- (2) Reduce payments for alterations not included in monthly rental payments by five percent of the amount of the alterations agreement; or
- (3) Reduce the payments for violations by a Lessor's subcontractor by an amount not to exceed the amount of profit or fee reflected in the subcontract at the time the subcontract was placed.

(b) Prior to making a determination as set forth above, the HCA or designee shall provide to the Lessor a written notice of the action being considered and the basis thereof. The Lessor shall have a period determined by the agency head or designee, but not less than 30 calendar days after receipt of such notice, to submit in person, in writing, or through a representative, information and argument in opposition to the proposed reduction. The agency head or designee may, upon good cause shown, determine to deduct less than the above amounts from payments.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law or under this lease.

29. 52.215-10 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA (AUG 2011)
(Applicable when cost or pricing data are required for work or services over \$750,000.)
This clause is incorporated by reference.

30. 552.270-13 PROPOSALS FOR ADJUSTMENT (OCT 2016)
This clause is incorporated by reference.

LESSOR: _____ GOVERNMENT: _____

31. CHANGES (MAR 2013)

(a) The LCO may at any time, by written order, direct changes to the Tenant Improvements within the Space, Building Security Requirements, or the services required under the Lease.

(b) If any such change causes an increase or decrease in Lessor's costs or time required for performance of its obligations under this Lease, whether or not changed by the order, the Lessor shall be entitled to an amendment to the Lease providing for one or more of the following:

- (1) An adjustment of the delivery date;
- (2) An equitable adjustment in the rental rate;
- (3) A lump sum equitable adjustment; or
- (4) A change to the operating cost base, if applicable.

(c) The Lessor shall assert its right to an amendment under this clause within 30 days from the date of receipt of the change order and shall submit a proposal for adjustment. Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, the pendency of an adjustment or existence of a dispute shall not excuse the Lessor from proceeding with the change as directed.

(d) Absent a written change order from the LCO, or from a Government official to whom the LCO has explicitly and in writing delegated the authority to direct changes, the Government shall not be liable to Lessor under this clause.

32. 552.215-70 EXAMINATION OF RECORDS BY GSA (JUL 2016)

This clause is incorporated by reference.

33. 52.215-2 AUDIT AND RECORDS—NEGOTIATION (OCT 2010)

(Applicable to leases over the Simplified Lease Acquisition Threshold.)

This clause is incorporated by reference.

34. 52.233-1 DISPUTES (MAY 2014)

This clause is incorporated by reference.

35. 52.222-26 EQUAL OPPORTUNITY (SEP 2016)

This clause is incorporated by reference.

36. 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (APR 2015)

This clause is incorporated by reference.

37. 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JUL 2013)

(Applicable to leases exceeding the micro-purchase threshold.)

This clause is incorporated by reference.

38. 52.222-35 EQUAL OPPORTUNITY FOR VETERANS (OCT 2015)

(Applicable to leases \$150,000 or more, total contract value.)

(a) Definitions. As used in this clause—

“Active duty wartime or campaign badge veteran,” “Armed Forces service medal veteran,” “disabled veteran,” “protected veteran,” “qualified disabled veteran,” and “recently separated veteran” have the meanings given at FAR 22.1301.

LESSOR: _____ GOVERNMENT: _____

- (b) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-300.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified protected veterans, and requires affirmative action by the Contractor to employ and advance in employment qualified protected veterans.
- (c) Subcontracts. The Contractor shall insert the terms of this clause in subcontracts of \$150,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

39. 52.222-36 EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES (JUL 2014)

(Applicable to leases over \$15,000 total contract value.)

- (a) *Equal opportunity clause.* The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-741.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by the Contractor to employ and advance in employment qualified individuals with disabilities.
- (b) *Subcontracts.* The Contractor shall include the terms of this clause in every subcontract or purchase order in excess of \$15,000 unless exempted by rules, regulations, or orders of the Secretary, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs of the U.S. Department of Labor, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

40. 52.222-37 EMPLOYMENT REPORTS ON VETERANS (FEB 2016)

(Applicable to leases \$150,000 or more, total contract value.)

This clause is incorporated by reference.

41. 52.209-6 PROTECTING THE GOVERNMENT’S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (OCT 2015)

(Applicable to

leases over \$35,000 total contract value.)

This clause is incorporated by reference.

42. 52.215-12 SUBCONTRACTOR CERTIFIED COST OR PRICING DATA (OCT 2010)

(Applicable if over \$750,000 total contract value.)

This clause is incorporated by reference.

43. 52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (OCT 2018)

(Applicable to leases over the Simplified Lease Acquisition Threshold.)

This clause is incorporated by reference.

44. 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (AUG 2018) ALTERNATE III (JAN 2017)

(Applicable to leases over \$700,000 total contract value.)

This clause is incorporated by reference.

45. 52.219-16 LIQUIDATED DAMAGES—SUBCONTRACTING PLAN (JAN 1999)

(Applicable to leases over \$700,000 total contract value.)

This clause is incorporated by reference.

LESSOR: _____ GOVERNMENT: _____

46. 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (OCT 2018)

(Applicable if over \$30,000 total contract value.)
This clause is incorporated by reference.

47. 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2019)

(a) Definitions. As used in this clause—

“Covered foreign country” means The People’s Republic of China.

“Covered telecommunications equipment or services” means –

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

“Critical technology” means-

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled—

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

“Substantial or essential component” means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation 4.2104.

(c) Exceptions. This clause does not prohibit contractors from providing-

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

LESSOR: _____ GOVERNMENT: _____

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

48. 552.204-70 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2019)

(a) *Definitions.* As used in this clause-

"Covered telecommunications equipment or services", "Critical technology", and "Substantial or essential component" have the meanings provided in FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing-

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Representation.* The Offeror or Contractor represents that it [] will or [] will not [Contractor to complete and submit to the Contracting Officer] provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

(d) *Disclosures.* If the Offeror or Contractor has responded affirmatively to the representation in paragraph (c) of this clause, the Offeror or Contractor shall provide the following additional information to the Contracting Officer--

(1) All covered telecommunications equipment and services offered or provided (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

LESSOR: _____ GOVERNMENT: _____

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and

(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

49. 52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS (DEC 2014).

This clause is incorporated by reference.

LESSOR: _____ GOVERNMENT: _____

TSA ALBANY NY

LNy-00753

EXHIBIT D

TSA PROGRAM OF REQUIREMENTS



Transportation Security Administration

Program of Requirements

Tools for leasehold improvements at TSA Field locations

Version | 1.01

Prepared By | Office of Finance
and Administration

Lessor _____ Government _____

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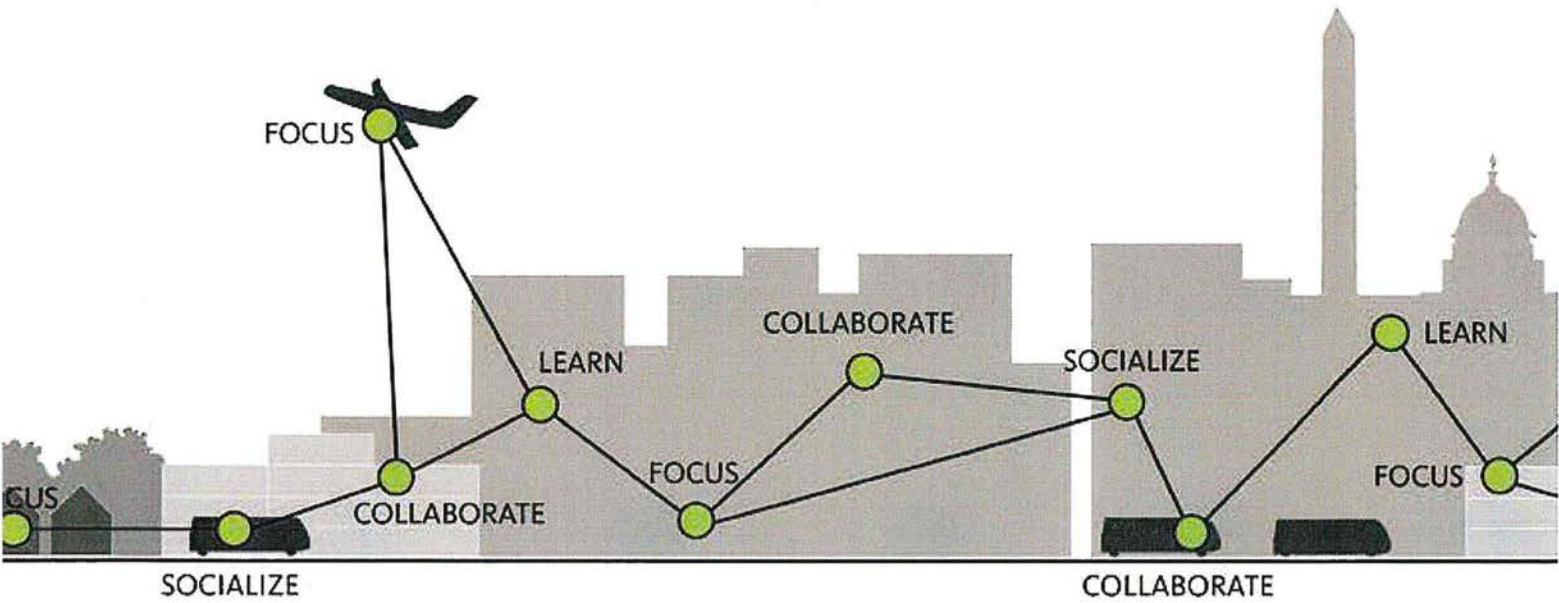
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8.0 ABBREVIATIONS LIST

9.0 VERSION HISTORY



1.0 Introduction

1.1 Background

The Program of Requirements (POR) is a comprehensive document that provides construction specifications for all TSA locations housing and/or supporting Federal Security Directors (FSD), their staff and the TSO workforce. Information provided in this document is the result of requirements provided by The Office of Acquisition Program Management (OAPM), Office of the Chief Information Officer (OCIO), the Office of Physical Security and the Office of Finance and Administration, Occupational Safety, Health and Environment (OSHE).

For more detailed information and guidance regarding the allocation of space, amounts of appropriate space for different TSA functions, leasing and renovation of space, purchase and installation of furniture, parking of official government vehicles and related real estate space and leasing services, refer to the following tools and documents, all available on the Office of Finance and Administration, Real Estate Management Division's (REMD) Sharepoint site:

- TSA Space Management Guidelines
- TSA Management Directive No. 200.12

1.2 Purpose

The purpose of preparing this POR is to establish

general guidelines that communicate design objectives and criteria to GSA, Lessors, architects, designers and engineers managing and developing construction projects for TSA. Every effort should be made to apply these build-out standards across the board to ensure consistency in FSD offices and support spaces. Where minor renovations will be performed, the standards published in this document should be followed as closely as possible.

Standards and specifications provided throughout this document are to be used as guidelines for design and construction. Space layouts can vary or require modification when affected by site conditions that may include but are not limited to existing architectural and structural elements, life safety egress code requirements and security considerations.

Where feasible, building standards and designs will also seek to comply with the revised Guiding Principles for Sustainable Federal Buildings, issued by the Council on Environmental Quality in 2016.

This POR does not apply to passenger checkpoints, checked baggage screening areas or headquarters spaces. Please note that all the construction specifications, including all architectural, telecommunications, security and safety requirements for checkpoint areas and baggage screening areas are coordinated with the respective TSA Program Offices.

1.3 Application

Leased space that is raw (open with no walls) or configured for other than office use or where modifications are needed to accommodate the required numbers of staff and support spaces, will be designed or reconfigured and constructed to conform, inasmuch as possible, to the standards outlined in this POR. The level of effort is also contingent upon the availability of funding.

Leased space accepted in "as-is" condition may or may not comply with the standards and guidelines outlined in this POR. Space is accepted in "as-is" condition when it has been determined that staff and support spaces can be accommodated in the space without major construction/renovations. Minor improvements may be made such as paint and carpet replacement. Prior to occupancy, REMD will work with OCIO and the Office of Physical Security to coordinate the installation of telecommunications and security enhancements required to make the space operational and secure.

When renovating existing leased space, requested modifications should, inasmuch as possible, conform to the standards in the POR. The level of effort is also contingent upon the availability of funding.

1.4 General Site Criteria

1.4.1 Site Criteria

Criteria have been established for all field locations to be located at or near airport facilities. Requirements were established based on operational needs defined by OSO and the Office of Physical Security. The table below summarizes the basic requirements to be followed, inasmuch as possible, for FSD offices and support spaces. Specific safety and, detailed security requirements can be found in the Appendix of this document.

1.4.2 Security Considerations

Considerations for selection of TSA Field Office space should be an integral part of the initial evaluation process of a market survey. Effective site selection can enhance security of an office eliminating the need for intricate engineering solutions. Placing greater emphasis on the building's operating efficiency and performance at the initial project stage

can greatly reduce total life-cycle cost.

1.4.3 Office Support Spaces

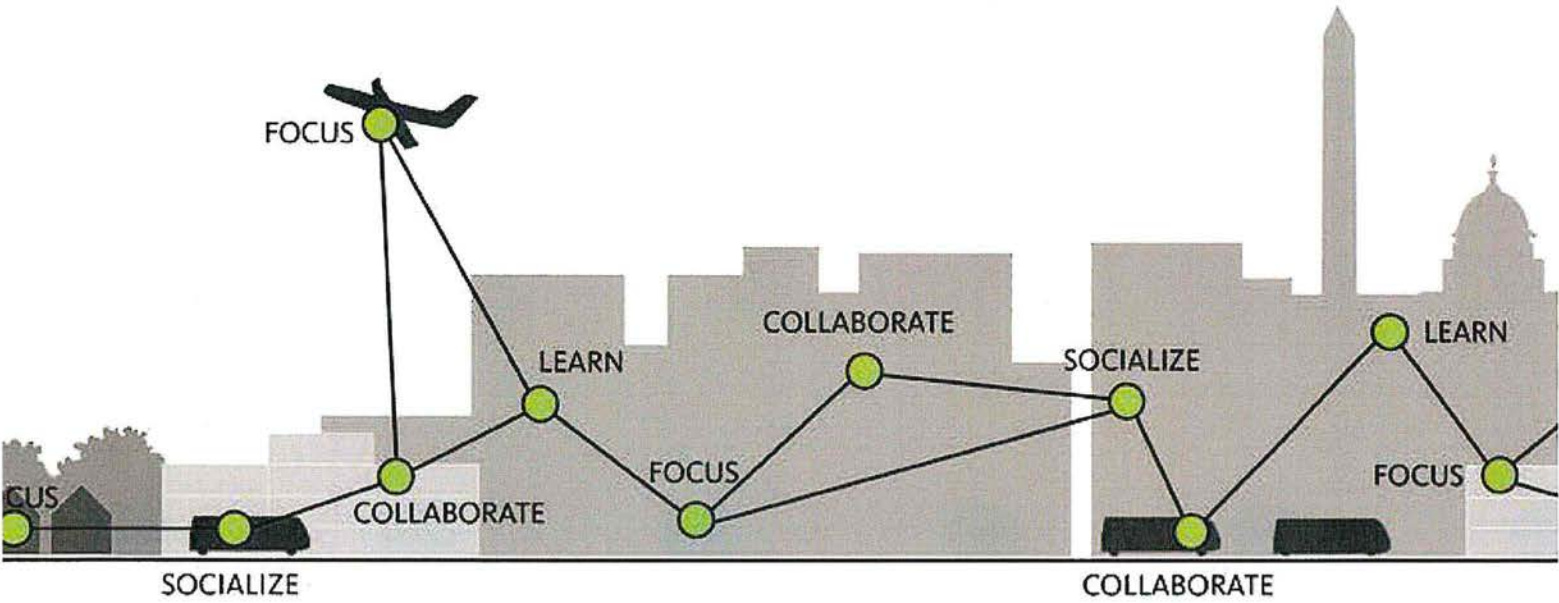
- TSA administrative offices should not be located in windowed space that is adjacent to outside fire escapes, ledges or mezzanines.
- TSA administrative offices should be located in contiguous space on one floor, when available.
- Where possible, TSA administrative offices and support spaces should not be located on the top or ground levels of any building.
- In general, office spaces should be placed and glazed such that personnel cannot be seen from uncontrolled public areas. Preferably these offices should face courtyards, interior spaces or controlled areas.
- TSA offices should not be collocated in buildings or areas that handle, store, or ship Hazardous Materials (HAZMAT).
- TSA offices shall not be collocated in any facility where non-TSA personnel require daily access or emergency egress through TSA spaces.

1.4.4 Parking

- Security requirements for parking areas for official vehicles will depend on local conditions. All parking for official vehicles should be in close proximity to selected facilities.
- Lighting for the parking area will depend on the local conditions. However, adequate lighting is needed for surveillance and employee safety purposes.

1.4.5 Building Signage

- For Operation Security (OPSEC) purposes, signage should be limited to suite numbers only. There shall not be any signage that draws attention to or publicizes the locations of TSA operational units and personnel.



2.0 Architectural Specifications

This section outlines the various architectural specifications that are common throughout TSA design and construction projects. These examples are meant to be used purely as a reference, and the final space size and configuration may vary from what is shown here.

The specifications outlined in this section are as follows:

- Partitions
- Doors, Frames and Hardware
- Ceilings
- Flooring
- Finishes
- Millwork
- HVAC
- Plumbing
- Lighting
- Electrical and Telecommunications
- IT Security Considerations
- Equipment

2.1 Partitions

2.1.1 Partition Types

See table below

2.1.2 Partition Criteria

All standard walls are to be designed for deflection not to exceed L/240 of the height when subjected to the minimum positive and negative pressure of 5 psf for typical partitions.

- **Wallboard:** Gypsum wallboard to be 5/8". Individual conditions will dictate need for fire-rated, water-resistant or other special wallboard. Verify with A/E. **Metal Studs:** ASTM C645 roll formed galvanized steel, 25 gauge minimum; spacing 16" on center and size as recommended by the wallboard manufacturer for the wall system and height required.
- **Sound Attenuation Batt:** Provide acoustical insulation to the thickness recommended by manufacturer for the thickness of wall to achieve recommended minimum STC rating of 45.
- All openings in the perimeter walls or interior partitions must be covered with 13 gauge expanded steel mesh, firmly anchored to the wall studs inside

the secured area. The area of any single opening should not exceed 100 square inches.

2.1.3 Partition Notes

- Install fire-rated supplementary framing, blocking and bracing at terminations in gypsum board assemblies to support fixtures, equipment, furnishings, etc. Including wall-hung cabinets in Break Rooms and marker boards and/or television/monitor in Conference Rooms and Coordination Center.
- Provide 3/4" plywood painted with a light colored fire-retardant paint on a minimum of 2 walls at 18" above finished floor and to a height of 8' in the Communications Room. See "7.4.3.2 Provisioning" on page 62.
- Provide acoustical sealant at base, head, perimeter and all openings for all sound-rated partitions.

Partition Types		
Type	Description	Application (Room)
PT-1	Floor to ceiling partition, metal studs with gypsum wallboard both sides	<ul style="list-style-type: none"> • Offices (unless otherwise noted)
PT-2	Slab-to-slab partition, metal studs with gypsum wallboard both sides with sound attenuation batting (min STC 45)	<ul style="list-style-type: none"> • FSD & or SES Office • Conference Rooms • Multi-purpose Room • Coordination Center • Canine Support Space • FIO Office • Training Rooms
PT-3	Slab-to-slab partition, metal studs with gypsum wallboard both sides	<ul style="list-style-type: none"> • Waiting Area • Secure File Room • Secured Storage • ATLAS Support Space • Operational Storage • TSSE-BAO Support Space • Perimeter partitions
PT-4	One hour fire rated wall, slab-to-slab steel stud and gypsum board partition	<ul style="list-style-type: none"> • Communications Closet

**For reference only, actual configuration may vary*

**Not to scale*

2.2 Doors, Frames and Hardware

2.2.1 Door Types

See Door Types Table below

2.2.2 Door Criteria

- Interior solid core flush wood door (Single): Comply with NWWDA, I.S.1 and AWI 1300 Architectural Quality Standards. Premium grade. 5-ply construction with particleboard or glued-block core. (Preferred)
- Interior hollow metal flush door (Single): Construct interior doors in accordance with ANSI/SDI-100 "recommended Specifications for Standard Steel Doors and Frames", Grade III, extra heavy duty, model 2, seamless design, minimum 18 gauge outer sheets. (Exception to match existing)

2.2.3 Frame Types

- Hollow Metal - Single Door

2.2.4 Frame Criteria

- Hollow Metal: Welded hollow metal frame, one piece rolled section with minimum of 16 gauge steel for openings less than 4'-0" in width and 14 gauge

steel for openings of 4'-0" and greater. Painted finish.

2.2.5 Hardware Types

- Hinges: Continuous hinges (for level 3 doors)
- Cylinders, Bolts, Locksets and Deadlocks (for perimeter doors and Communications Closet)
- Push and Pull Silencers, Thresholds, Kick plates (for perimeter doors) and Wall or Floor Stops

2.2.6 Hardware Criteria

- All door hardware and security component submittals should be submitted to REMD for review by the Office of Physical Security.
- Any hinges that are on the outside of TSA space must be equipped with non-removable pins.
- All hardware must meet ADA accessibility requirements, e.g. latch sets and locksets should have lever handles.

2.2.7 Door Frame and Hardware Notes

- Provide door closers where necessary.
- Provide electronic access controls system.
- Provide electric door strike for any door controlled by the access control system. Provide recessed door contact switch.
- Exit doors should not be equipped with key operation or any tools to open from inside of the building per NFPA 101 Life Safety Code, 1997 edition; Paragraph 2.15.1.
- For the TSO Break Room and any Training Room used by less than 20 screeners, Medeco locks with keys shall be used.
- For the TSO Break Room and any Training Room used by more than 20 screeners, install EPLEX 5800 or approved equivalent.

Door Types	
Type	Description
DR-1	Typical single, solid core wood door Size 36" x 84" x 1 3/4" or match existing
DR-2	Fire-rated door to meet local building codes
DR-3	Pre-hung door to be bullet resistant and shall be rated UL 752 SPSA/Level 3 including frame assembly. This door shall be alarmed and equipped with a heavy duty electric strike, controlled by a release button located at the receptionist desk
<i>See Physical Security Program of Requirements for additional information about door and hardware types</i>	

2.3 Ceilings

2.3.1 Ceiling Types

See *Ceiling Types Table* below

2.3.2 Ceiling Criteria

- All existing damaged ceiling tiles and/or grid system are to be replaced with new tiles and suspension system to match existing system.
- For new ceiling installations, use a 2' x 2' square system.
- Secure suspension system/wire/rod hangers, etc. for the ceiling tiles or gypsum board to structural members or framing members only. Never attach the suspended steel framing to the roof decks or to the ducts, pipes and conduits.
- Install edge molding and trim at perimeter of acoustical ceiling where necessary to conceal edges of acoustical ceiling tiles.
- Apply acoustical sealant in a continuous ribbon form where ceiling meets the vertical walls.

2.3.3 Ceiling Notes

- Locate electrical devices, life safety devices and

the sprinkler heads at the center of the acoustical ceiling tiles, unless otherwise noted.

- For existing spaces, provide min. 6" fiberglass sound roll or batt insulation above ceiling up to 2' on either side of existing partition, where applicable.

Ceiling Types	
Type	Description
CL-1	ACT - Acoustical ceiling tile with suspension grid
CL-2	GBC - Gypsum board ceiling
CL-3	Open - Open to structure above

**For reference only, actual configuration may vary*

**Not to scale*

2.4 Flooring

2.4.1 Flooring Types

See *Flooring Types Table* below

2.4.2 Flooring Criteria

- Carpet: Commercial grade carpet tile. Color to be selected from manufacturer’s standards. Select carpeting to have limited off-gassing from the carpet fibers and carpet backing. Direct glue-down installation per guidelines of Carpet and Rug Institute (CRI).
- Extend carpet into toe spaces, door reveals, closets, alcoves, removable flanges, etc.
- VCT: Vinyl composition tile complying with ASTM F1066, Composition 1, colors as selected by TSA. All tiles shall bear a minimum static coefficient of friction of 0.6 for accessible routes and 0.8 for ramps when tested under a dry condition. All tiles will be selected to have a fire performance complying with the requirements of building code and local authorities.
- At expansion joints, locate joints in tile surfaces directly above the joints in concrete substrate.

- Extend tile work into toe spaces, recesses, door reveals, closets and under or behind equipment and fixtures to form complete covering without interruption, unless otherwise noted.
- Do not saw-cut joints after installing tiles.
- Colors may be selected by local REMD approval. Samples to be submitted to both field office and the REMD.
- Contractor shall be responsible for leveling of floor slabs to receive specified finishes.
- All floor finish changes to occur under centerline of door in closed position.
- All patterned flooring is to be centered in both directions and generated from center of room outward toward partitions, unless noted otherwise.
- Carpet seams shall occur at junction of partitions, thresholds or change of direction in corridor. Strip patching is not acceptable.

2.4.3 Flooring Notes

- Floor loading in Communications Closet should accommodate 150 lbs/sf for telecommunication equipment.
- Refer to “7.6.3.2 Floor Loading” on page 63

Flooring Types	
Type	Description
FL-1	Carpet - per SFO Standard (TSA minimum requirement is 26 oz. multicolor level loop.)
FL-2	VCT - 12" x 12" x 1/8" vinyl composition tile per SFO standard
FL-3	VCT AS - 12" x 12" x 1/8" anti-static vinyl composition tile
FL-4	VCT HD - 12" x 12" x 1/8" heavy duty vinyl composition tile
FL-5	Concrete - sealed concrete

*For reference only, actual configuration may vary
 *Not to scale

2.5 Finishes

2.5.1 Wall Finish Types

See Wall Finish Types Table below

2.5.2 Wall Finish Criteria

- Paint: Painting systems selected shall be manufactured from materials bearing low levels of volatile compounds without affecting in-service performance.
 - Paint surfaces behind movable equipment and furniture the same as similar exposed surfaces.
 - Paint in the field all un-insulated metal and plastic pipes, pipe hangers and supports, panel boards and all mechanical and electrical equipment which is factory primed.
- Metals: Provide primer and two finish coats acrylic latex semi-gloss.
- Masonry: Provide filler and two coats acrylic latex semi-gloss.
- Wallboard: Provide primer and provide two coats acrylic latex.
- Concrete: Provide primer and two coats acrylic

latex semi-gloss.

- Fabric Wall covering: Content to be polyester or polypropylene. Flame retardant. (as exception only)
- Vinyl Wall covering: All wall coverings should be fire-performance tested to meet requirements of building code and local authorities. (as exception only)
- Vinyl Base: Color to be selected from manufacturer’s standards. Provide vinyl edge strips and terminations as required.
- Colors may be selected by local REMD approval. Samples to be submitted to both field office and REMD.

2.5.3 Wall Base Criteria

- Apply wall base to walls, columns, pilasters and cabinets in toe spaces and other permanent fixtures in rooms and areas where base is required.
- Attach or glue wall base tightly to the wall and floor substrate continuously throughout its length without gap at seams.
- Wall base shall not be stretched.

Wall Finish Types	
Type	Description
WF-1	Paint - per SFO standards (Eggshell finish or finish to match existing)
WF-2	Paint - per SFO standards (Semi gloss finish at door frames and at Break Room walls)
WF-3	VB 4" - vinyl cove base
WF-4	VW - commercial grade medium grade vinyl wall covering, mar and stain resistant; colors to be selected from manufacturer’s standards (As exception only - needs REMD approval).
WF-5	FP - Floor to ceiling fabric-wrapped 1" thick sound absorption panels (As exception only - needs REMD approval).

2.6 Millwork

2.6.1 Millwork Types

See Millwork Types Table below

2.6.2 Millwork Criteria

- All architectural woodwork is to comply with AWI "Premium Grade Quality Standards", 5th Edition.
- All products are to be selected and specified to avoid high off-gassing for urea formaldehyde, polyvinyl acetate (PVA) and asphaltic resin glues. The use of plywood products incorporating phenol formaldehyde or resorcinol glues will be specified subject to Building Code-mandated fire-resistance requirements.
- Plastic laminate face sheets are to comply with NEMA LD3, GP 50; satin finish texture.
- Plastic laminate edges are to match face sheets and to be applied before the face sheets are applied.
- All edges should be rounded smooth.
- All hardware pulls to conform with to ABAAS Guidelines.

Millwork Types	
Type	Description
MW-1	WC - wall cabinets with adjustable shelves, 12" deep. All exposed surfaces are to have plastic laminate finish (including shelving).
MW-2	BC - base cabinets 24" deep with 4" backsplash and side splash. All exposed surfaces are to have plastic laminate finish including counter-tops, wall panels, clad shelving, etc. Base cabinetry shall be designed and installed to comply with Architectural Barriers Act Accessibility Standards (ABAAS), per the SFO.
MW-3	CC - computer counter (optional): 30" deep, 1 ½" thick laminated work-surface with vertical support every 4 feet. Install grommets in the surface to allow wiring access. Locations to be coordinated during drawing review. Install a plastic bushing to protect wires.
MW-4	OS - open shelving. All exposed surfaces to be plastic laminate on 3/4" plywood to match base and wall cabinetry..

**For reference only, actual configuration may vary*

**Not to scale*

2.7 HVAC

2.7.1 HVAC Types

See HVAC Types Table below

2.7.2 HVAC Criteria

- All existing ducts, plenums and air unit casings should be cleaned of all debris, dirt and dust before installing grills, registers or diffusers.
- Where ductwork, piping or conduits pass through fire-rated partition, fire-walls or floors, fire-stop should be provided to ensure an effective barrier for the spread of fire, gases or smoke.
- Where duct work passes through fire-rated walls and floors, provide fire damper and access panel.
- All annular spaces between piping, ductwork or sleeves which do not require fire-stops should be packed with mineral wool and caulked.
- HVAC system should be tested and balanced according to the design specifications.
- Supplemental HVAC unit is required at Communications Room. Refer to "7.6.3.4 Heating, Venting and Air Conditioning (HVAC)" on page 63

- Coordinate thermostat locations with architectural floor plan for effectiveness and to eliminate interference with furniture.
- Temperature and humidity control should be adjusted to the settings required for the performance specified. (Refer to HVAC notes below.)

2.7.3 HVAC Notes

- EF-1 Provide ceiling-mounted exhaust fan with wall-mounted switch. The fan is to be capable of providing 200 CFM and ducted to the building exhaust system. (TSO Break Room)
- SAS Provide concealed separate 24-hr operation, dedicated HVAC system, which must provide cooling, humidity and ventilation requirements as described in Appendix: Structured Cabling Systems Guidelines, Sub-Part 6.3.4, and be controlled by a thermostat. Heat gain per rack is estimated at 3000 BTUH. (Communications Closet)

HVAC Types	
Type	Description
HV-1	AS - Air Supply - Size: 2' x 2', unless otherwise noted (UON)
HV-2	AR - Air Return
HV-3	EF-1 - Exhaust Fan capable of providing 200 CFM (TSO Break Room)
HV-4	SAS - Supplemental HVAC Unit

*For reference only, actual configuration may vary
 *Not to scale

2.8 Plumbing

2.8.1 Plumbing Types

See *Plumbing Types Table below*

2.8.2 Plumbing Criteria

- Fixture rough-ins shall be compliant with ABAAS guidelines

2.8.3 Plumbing Notes

- Provide hot and cold running water to TSO break rooms and pantry areas, where applicable.
- Connect refrigerator ice maker (if applicable) to cold water supply.
- Instant hot to be installed in TSO Break Room only.
- Provide garbage disposal (GD-1) where approved.

Plumbing Types	
Type	Description
PL-1	Sink - 21" x 24" stainless steel single sink with chrome-plated brass single lever faucet.
PL-2	GD-1 - Garbage Disposal shall be one 3/4 hp, GE or equivalent with wall mounted switch.
PL-3	Instant Hot – to dispense a minimum of 30 cups of 190-degree F. (approx.) water per hour. Provide disconnect switch under the sink.

2.9 Lighting

2.9.1 Lighting Types

See *Lighting Types Table* below

2.9.2 Lighting Criteria

- All luminaires in one room should be the same type unless otherwise noted and identical luminaires should be furnished with identical electronic ballasts.
- An overall lighting level of 50 foot-candles is required at task level. (30" AFF)
- Mount light switches on walls inside of room no higher than 48" AFF UON.
- Align edges of luminaires with walls or other building elements as indicated in the drawing.

2.9.3 Lighting Notes

- The lighting shall utilize multiple switching so that the center lamp of each 3-lamp fixture is connected to one switch and the outside lamps are connected to a second switch. This allows various lighting levels using 2 switches by switching either 1 lamp on, 2 lamps on, or all 3 lamps on in each fixture.

Lighting Types	
Type	Description
LT-1	FP: Fluorescent fixture with parabolic louvers or matched to building standard
LT-2	EF: Emergency Fluorescent fixture (connected to back-up generator, if available)
LT-3	NL: Night Light (always on)
LT-4	THBL: Twin Head Battery Pack Light (emergency light)

**For reference only, actual configuration may vary*
**Not to scale*

2.10 Electrical and Telecommunications

2.10.1 Electrical and Telecom Types

See *Electrical & Telecommunications Table below*

2.10.2 Electrical and Telecom Criteria

- Locate power for shared equipment in shared common wall or a systems furniture panel. Use of power poles is discouraged.
- All telecommunications data cables to be CAT 5E or a higher standard.
- Contractor is required to verify calculation and implementation of all electrical circuitry loads as required to comply with all applicable codes.

2.10.3 Electrical and Telecom Notes

- Outlet plates shall be installed flush with the

finished surface.

- Provide one ground connection to each rack in Communications Closet.
- Provide j-hook cable management above ceiling for CAT 5E cabling.
- Cable TV termination and electrical outlet to be installed in FSD Office, FSD Conference Room, TSO Break Room and/or Coordination Center only. Locations should be coordinated with Furniture Plan.
- All power in Coordination Center and Communications Room shall be connected to back-up power, and/or the building's emergency generator, if available.
- At a computer counter, mount data and

Electrical & Telecommunications Types

Type	Description
ET-1	BF: Wall-mounted systems furniture base-feed for connection of systems power whip connection
ET-2	CB: Cable outlet for TV connection
ET-3	DPW: Wall-mounted duplex outlet
ET-4	QPW: Wall-mounted quadruplex outlet
ET-5	DPWD: Wall-mounted, dedicated 20-amp duplex outlet
ET-6	DPWG: Wall-mounted GFI duplex outlet
ET-7	VDW: Wall-mounted voice/data outlet
ET-8	DPF: Floor-mounted duplex outlet
ET-9	QPF: Floor-mounted quadruplex outlet
ET-10	VDF2: Floor-mounted voice/data outlet
ET-11	VDF4: Floor-mounted quadruplex voice/data outlet
ET-12	BVDW: Wall-mounted communication distribution box for connection to multiple workstations via system furniture panels
ET-13	BVDC: Ceiling-mounted communication distribution box for connection to multiple workstations through power poles
ET-14	JBU: Under-counter junction box (Break Room – Disposal and/or Instant hot)
ET-15	JBW: Wall-mounted junction box
ET-16	JBC: Ceiling-mounted junction box
ET-17	TOW: Wall-mounted telephone outlet
ET-18	MSW: Motion Sensor Switch (Wall)
ET-19	MSC: Motion Sensor Switch (Ceiling)

**For reference only, actual configuration may vary*

**Not to scale*

electrical outlets 6" above counter surface.

- Each workstation requires two (2) 20 Amp circuits; one for computer use and one for utility use. Each computer circuit shall not exceed 4 duplex outlets (4 workstations). Each utility circuit shall not exceed eight (8) duplex outlets.
- Each workstation should be connected directly to the patch panel in the Communications Room via a home-run.
- Provide one dedicated analog line in Communications Room for each Security Panel, if applicable. (Refer to Physical Security Program of Requirements)
- Refer to "7.0 Guidelines for Structured Cabling Systems (Voice/Data)" on page 58 for detailed guidelines.

2.11 IT Security

IT Security considerations for selection of a TSA Field Office including Telecommunications Room (TR) or a Telecommunications Cabinet (TC) for housing IT equipment are an integral part of the initial evaluation process of a market survey. IT Security requirements must be met for C&A processes and FISMA compliance.

2.11.1 Telecommunications Room

The TSA Telecommunications Room (TR) is the designated location for core infrastructure equipment including telecommunications, network, and other information systems that support TSA operations at local airports or other TSA offices. The following items must be evaluated for TR for placement of information systems, network communication devices, or other IT components that directly support the TSA facility or operations.

- TSA Telecommunications Rooms (TR) shall be dedicated to telecommunications, networking or supporting information technology systems or end user connectivity only. The TR shall not be used for non-IT purposes such as storage or a break room.
- Equipment not related to telecommunications shall not be installed, pass through or enter the telecommunications room. Examples include: baggage handling equipment, cooking equipment, water pipes, fire suppression systems not supporting the TR, etc.
- Minimum one closet per floor to house telecommunications equipment/cable terminations and associated cross-connect cable and wire.
- The TR must be located near the center of the area being served. Extended cable runs and the use of repeating equipment is discouraged due to the additional security risks of cable breaches and additional equipment that may not be adequately monitored.
- Horizontal pathways shall terminate in the telecommunications room on the same floor as the area served. Cable runs between multiple floors

must only occur to/from each TR. Ad-hoc cable runs between floors must be avoided to prevent cable compromise.

- False ceilings must not be used in TR locations. The ability to climb over a wall into a TR bypassing other physical security controls shall be prevented.
- Physical access to the TR is controlled; Solid core doors with no grates shall be used for TR doors, and access shall be controlled with multi-factor authentication door locks. Windows and other mechanisms that could be used to circumnavigate physical security controls shall not be allowed in TR locations. TR locations shall never be easily publicly accessible.
- HVAC requirements shall be appropriate to maintain the TR. High temperatures can cause equipment failures and shorten the lifespan of information Technology Systems. Environmental temperature and humidity controls shall be available to maintain equipment to adequate operational capabilities in accordance with TSA IT Security Policy. HVAC systems shall maintain a separate adjustable thermostat located in the TR, and must be available 24/7/365 with full operational capabilities.
- Emergency Room Power Shutoff switches may or may not be available; however, if unavailable, TSA shall install a secondary switch to allow power shutdown of Uninterruptible Power Supply (UPS) while personnel are inside the TR in case of emergency.
- TR shall have fire suppression equipment that can be activated in case of a fire. In the case that no fire suppression equipment is available, compensating controls such as fire extinguishers must be provided for the TR in accordance with local building codes for TR or computer rooms.
- TR shall not be located where flooding has occurred or is expected to occur due to the hazard posed by water to information systems.

**For reference only, actual configuration may vary*

**Not to scale*

2.11.2 Telecommunications Cabinet

Occasionally, when there is often no other location to place IT systems and equipment, a cabinet is wall mounted with IT systems housed in the storage areas of the cabinet, referred to as Telecommunications Cabinets (TC). Telecommunications Cabinets shall not be used to house core infrastructure equipment. The following items must be evaluated for TC usage with information systems, network communication devices, or other IT components that directly support the TSA facility or operations.

- The TC must be dedicated to telecommunications, networking or supporting information technology systems or end user connectivity only. The TC shall not be used for non-IT purposes such as storage of sensitive information, or as a location for 'safekeeping' of non-IT items. Paper and printer supplies shall not be stored in the TC.
- All equipment must be able to be wholly contained in the TC. Electrical outlets shall be installed so that they are located inside the cabinet and protected by the cabinet instead of being installed outside of the cabinet and the equipment being vulnerable to the cable being removed from the cabinet.
- All network cabling must be wholly contained in the TC; Network cabling that is not contained in the TC must have a separate cabinet or use conduit to prevent unauthorized access to any network cabling. Cable runs that allow public access to the physical medium is prohibited.
- Wide Area Network connectivity must be contained in the TC including telecommunications ports, telecommunications supporting equipment, and any firewall/switching/routing equipment in use.
- Physical access to the TC is controlled; The TC shall be physically installed as far as possible from non-TSA personnel access to prevent unauthorized

access. Placing TC in publicly accessible areas shall be avoided.

- Environmental controls must be evaluated for the TC. The TC shall be installed away from potential environmental hazards such as water pipes, excessive heat producing equipment, or other potential environmental hazards to the information technology equipment. Placing computer equipment in high temperature, high humidity, and or in locations where excessive dirt, dust, oil, grease or other debris can render information systems inoperable.
- Monitors and other IT display equipment shall be controlled to authorized viewing for users working on systems in the TC.
- The ability to quickly disable power to the TC shall be evaluated. An electrical breaker shall be available and or another mechanism to stop power to the TC in the case of an emergency.
- Fire extinguishers must be installed within 6 feet of the TC to address any danger posed by fire or fire extinguishers must be installed to meet fire suppression equipment requirements in accordance with local building codes.

2.12 Equipment

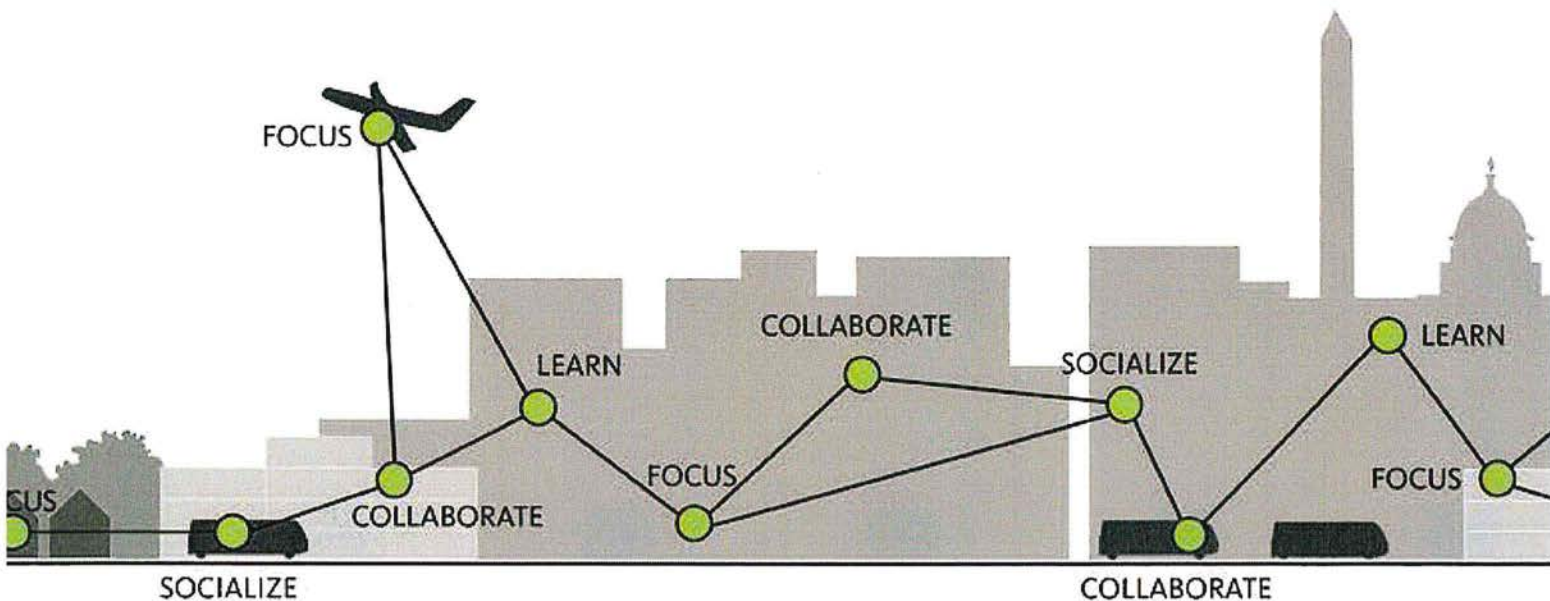
2.12.1 Equipment Types

See *Equipment Types Table below*

2.12.2 Equipment Notes

- Provide wall/ceiling mounted TV rack, if applicable, for TV. Rack is to be supplied and installed by GC and coordinated with TSA Field Office point of contact. Television is to be supplied by the TSA Field Office.
- Microwaves are to be supplied by the local TSA Field Office and may be existing. The new location may either be above counter or below counter; dimensions and power requirements should be coordinated.

Equipment Types	
Type	Description
EQ-1	MW - medium to heavy-duty commercial microwave oven, with a capacity of approx. 1.2 CF.
EQ-2	REF – refrigerator with icemaker, GE or equivalent. Typical capacity should be approx. 21 cubic feet.
EQ-3	CM: Coffee maker (single-cup or multi-cup unit) based on number of staff



3.0 Deliverables

3.1 Dissemination of Sensitive Documents

GSA and the Federal Government are concerned with the safety and security of persons and property under their control. The contractor should ensure that reasonable care is provided to protect sensitive information, both in paper and electronic format, regarding building drawings and specifications for design, construction and/or renovation, security equipment and installation, and contract guard information related to GSA-controlled facilities from being used for illegal purposes. All documents and drawings shall be password protected.

3.1.1 Sheet File Security Imprint

Imprint for all building plans, drawings, and specifications prepared for construction or renovation, and/or security services, either in electronic or paper formats, shall have included on each sheet file of the construction drawings or plans in a minimum of 14 point bold face type (3 mm or about 1/8") and shall be visible in both paper space and model space:

PROPERTY OF UNITED STATES GOVERNMENT FOR OFFICIAL USE ONLY

Do not remove this notice. Properly destroy documents when no longer needed.

3.1.2 Cover Sheet Security Imprint

The following paragraph will be noted on the cover page of all drawing sets and on the cover page of the specifications in a minimum of 14 point bold face type (3 mm or about 1/8"):

PROPERTY OF THE UNITED STATES GOVERNMENT COPYING, DISSEMINATION, OR DISTRIBUTION OF THESE DRAWINGS, PLANS, OR SPECIFICATIONS TO UNAUTHORIZED PERSONS IS PROHIBITED

Do not remove this notice. Properly destroy documents when no longer needed.

3.1.3 Deliverable File Formats

- Drawings - shall be readable by AutoCAD Version 2011. Being "readable" is constituted by the ability to open a file without any errors, such as proxy, font substitution, XREF resolution, etc., and the objects, layers, etc. in the file remaining intact. When a hard copy drawing in the drawing set includes photographs or other images the electronic file submission shall include a corresponding AutoCAD *.DWG sheet file containing these raster images as XREFs or embedded files.
- Documents - shall be Microsoft Word files. Macros may be included with these documents provided they are virus free, their function is explained next to the code, and are not write-protected.

- Spreadsheets - shall be Microsoft Excel files. Graphics may be submitted in *.TIF, *.GIF, *.JPG, *.CAL, *.PDF or *.BMP file format only. This option is intended for photos, conceptual sketches, etc., and not as an indication that raster file drawings will be accepted in lieu of AutoCAD files.
- Schedules - shall be Microsoft Project files saved with a baseline.
- Deliverables integrating multiple file formats may be submitted in *.PDF file format (to maintain formatting) in addition to the base file structure. Examples include reports, photographs, and manuals created by using a variety of software packages and file formats.

The contractor shall be responsible for software and data upgrades throughout the contract lifecycle.

3.1.4 Third Party Software Criteria

A written request must be submitted to REMD and permission granted in order to submit electronic data in a format other than those specifically named above. This includes AutoCAD add-on applications that leave non-native objects in drawings and AutoCAD-integrated applications, such as Architectural Desktop. When it is considered in the best interest of the Government, the TSA Project Manager may permit third party software. Any third party software used that modifies or creates layers in AutoCAD shall adhere to the AIA CAD Layering Guidelines.

3.1.5 Design Intent Drawing

CONTENTS Standards

- I. Cover Sheet
 - a. Project name and address
 - b. Contract number
 - c. Submission date
 - d. Architectural/Design firm (including address and phone number)
- II. Legends Sheet
 - a. Materials and symbols legends
 - b. Index (contents description)
 - c. Abbreviations
 - d. Partition types
 - e. General notes and requirements
- III. Demolition Plan
 - a. Construction telephone, data and electric to be removed

- b. Partitions and/or doors to be removed
 - c. General notes and symbol legend
 - d. Graphic scale
- IV. Partition Plan
 - a. Walls and doors
 - b. Partition type symbols
 - c. Door numbers
 - d. General and key notes
 - e. Elevation references
 - f. Symbols legend
 - g. Graphic scale
 - h. Electrical and Security Plans
 - i. Electric symbols
 - j. Symbols dimensioned both horizontal and vertical
 - k. Data symbols (wall mounted, floor mounted, for equipment)
 - l. Security equipment symbols and specifications
 - m. General and key notes
 - n. Graphic scale
 - V. Reflected Ceiling Plan
 - a. Light Fixtures
 - b. Fixture legend
 - c. General and key notes
 - d. Graphic scale
 - VI. Finish Plan and Schedule
 - a. Finish legend and schedule
 - b. General and key notes
 - c. Graphic scale
 - VII. Door and Hardware Schedule
 - a. Door and frame specifications
 - b. Door frame types
 - c. Hardware schedule
 - d. General and key notes
 - VIII. Generic Furniture and Equipment Plan
 - a. Private office furniture and workstations
 - b. Electrical and Data symbols
 - c. Equipment (printers, fax machines, copiers)
 - d. Furniture legend
 - e. General and key notes
 - f. Graphic scale
 - g. Section Details
 - h. Breakroom millwork (dimensioned and annotated)
 - i. Graphic scale
 - IX. Interior Elevations

3.1.6 Electronic Submittals

In addition to full size hardcopy drawing sets, the contractor shall submit each drawing sheet electronically in .PDF or .DWF format for review submittals. The contractor shall include the most current viewing software with each submittal. Adobe Reader viewer for .PDF files is available for download at www.adobe.com. Autodesk Express Viewer for .DWF files is available for download at usa.autodesk.com. Final submittals shall be in .DWG format using AutoCAD version 11 or newer.

All drawings submitted to REMD for review and approval shall be in .DWG format. The TSA POC in the Field shall receive either a hard copy .PDF or .DWF (along with AutoDesk Express Viewer) format for review and approval.

3.1.7 Quantities

Contractor shall, at the minimum, provide one (1) set of electronic files on CD-ROM and two (2) hard copy set of drawings to TSA per submittal.

3.1.8 Email Transmittals

All AutoCAD files transmitted via e-mail shall be password protected using the 'e-transmit' command. All Other Deliverables

3.1.9 Space Plans

Generic floor plan showing TSA leased area. The plan should show partitions with room names (corresponding to the spaces in the POR) and square footages, and a basic furniture layout. Critical dimensions should be used where necessary.

3.1.10 Construction Documents

At the discretion of TSA, Construction Documents which include complete details of the following may be required:

- a. Mechanical
- b. Electrical
- c. Plumbing
- d. Fire Safety
- e. Lighting
- f. Power Plan
- g. Structural
- h. Architectural Improvements

3.1.11 As-Built Drawings

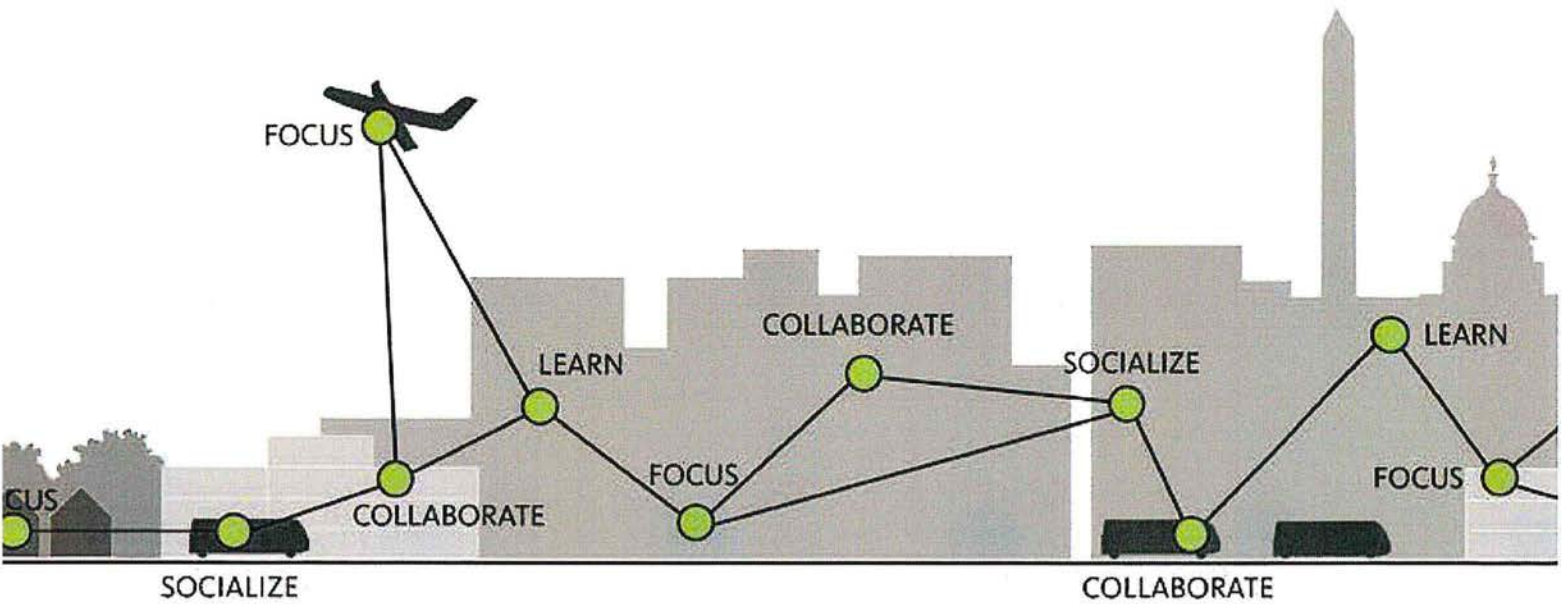
If available, As-Built drawings should be provided

prior to signing a lease. This will allow any existing conditions to be identified that may adversely impact the new project.

At a minimum, As-Built drawings shall be submitted to REMD within 30 days of project completion.

3.1.12 Cost Estimates

Cost Estimates should be formatted according to the Construction Specifications Institute(CSI) format.

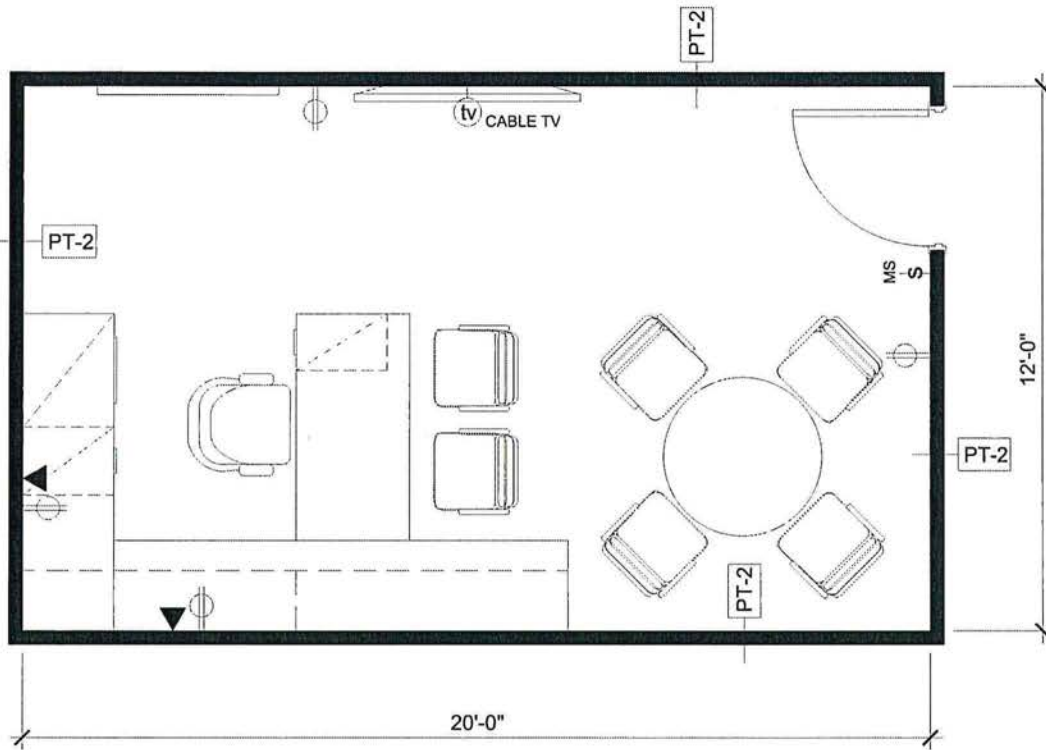


4.0 Space Typicals

This section outlines the spaces that are common throughout TSA and provides a typical example of each space. These examples are meant to be used purely as a reference, and the final space size and configuration may vary from what is shown here. The spaces outlined in this section are as follows:

- OF-01 Private Office
- OF-02 Private Office
- OF-03 Private Office
- DS-01 File Room
- DS-02 Pantry
- DS-03 Pantry with Vending and Seating
- DS-04 Copy Room
- DS-05 Communications Closet
- DS-06 Waiting Area
- DS-07 Storage Room
- DS-08 Team Room
- DS-09 Privacy Room
- DS-10 Conference Room
- DS-11 Multipurpose Room
- MS-01 TSO Break Room
- MS-02 OLC Training
- MS-03 Lecture Training
- MS-04 ATLAS Support Space
- MS-05 Coordination Center
- MS-06 Operational Storage
- MS-07 TSSE-BAO Workshop
- MS-08 Canine Support Space
- MS-09 Local Hiring Center

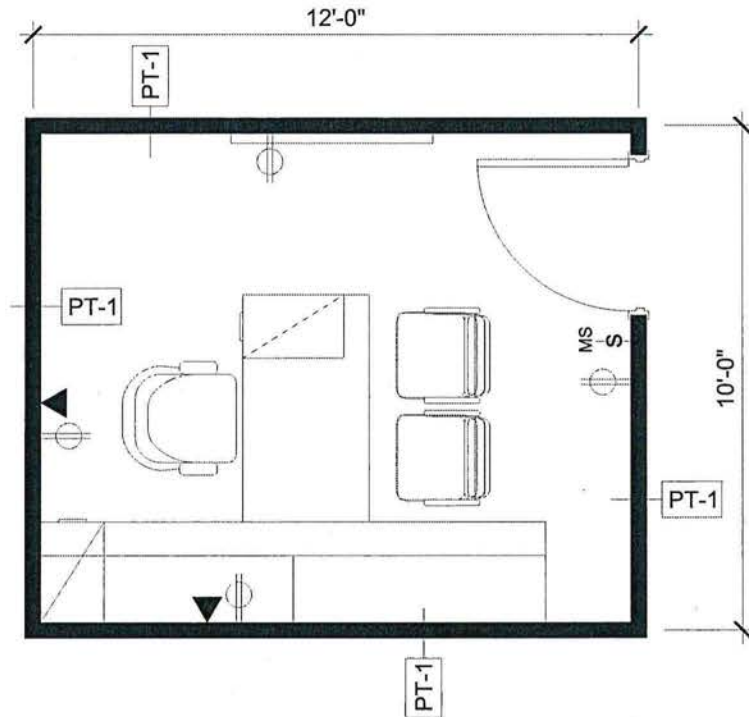
OF-01 Private Office



Architectural Specifications and Notes

PARTITION:	PT-2	ELEC, TELECOM: SFO and TSA Standard (4) DPW, (2) V/DW, (1) MSW, (1) CB-only if not in
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) PC, (1) Voice Over Internet Protocol Phone, (1) Network Deskjet Printer One per site, location TBD: (1) RASP Terminal Dial-Up, (1) Secure Fax
FLOORING:	CPT	
FINISHES:	PA-1; VB	
MILLWORK:	None	
HVAC:	SFO Standard	
PLUMBING:	None	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	
		ADD'L REQ: Secure Terminal Equipment (STE) in separate HSDN Room

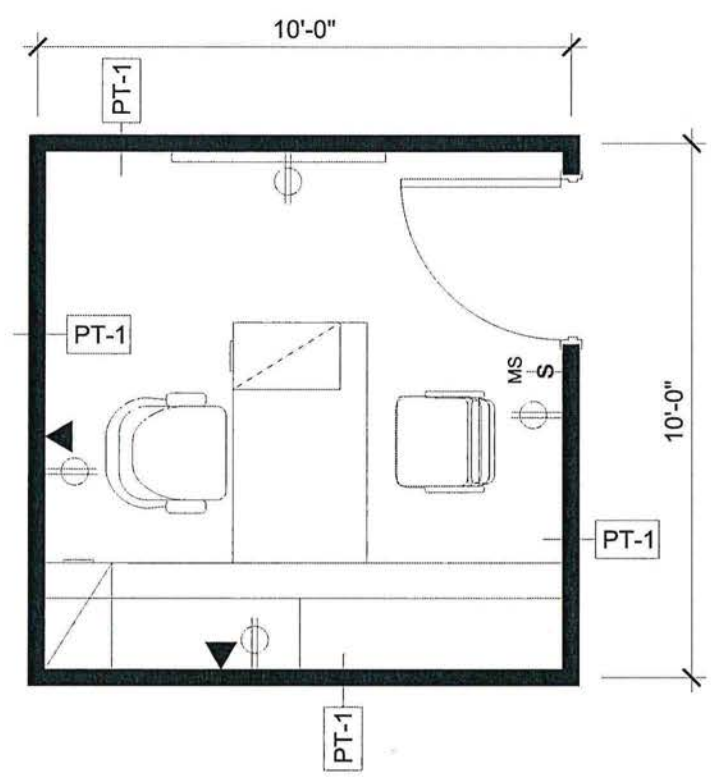
OF-02 Private Office



Architectural Specifications and Notes

PARTITION:	PT-1	ELEC, TELECOM: SFO and TSA Standard (4) DPW, (2) V/DW, (1) MSW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) PC, (1) Voice Over Internet Protocol Phone,
FLOORING:	CPT	
FINISHES:	PA-1; VB	
MILLWORK:	None	
HVAC:	SFO Standard	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
PLUMBING:	None	
LIGHTING:	SFO Standard	ADD'L REQ: None
SECURITY:	Refer to Physical Security POR	

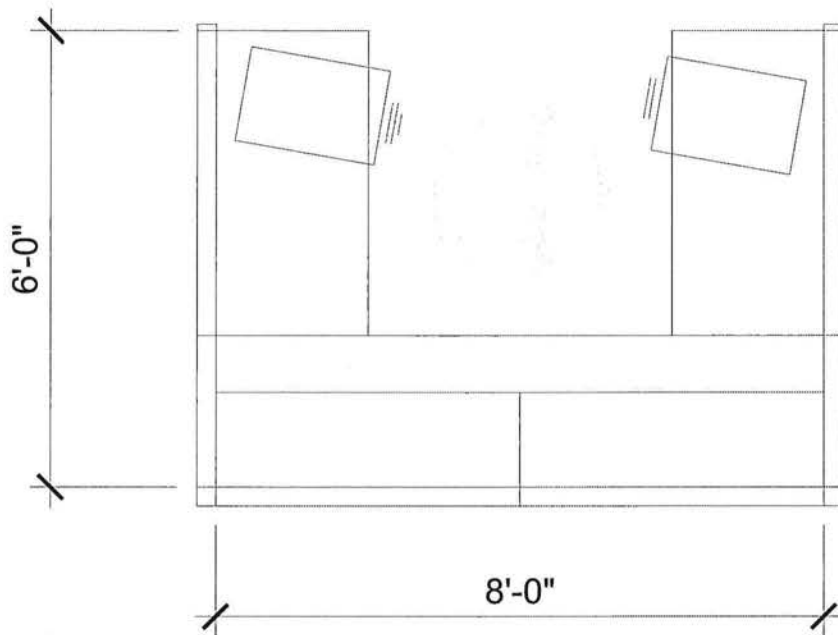
OF-03 Private Office



Architectural Specifications and Notes

PARTITION:	PT-1	ELEC, TELECOM: SFO and TSA Standard (4) DPW, (2) V/DW, (1) MSW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) PC, (1) Voice Over Internet Protocol Phone,
FLOORING:	CPT	
FINISHES:	PA-1; VB	
MILLWORK:	None	
HVAC:	SFO Standard	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
PLUMBING:	None	
LIGHTING:	SFO Standard	ADD'L REQ: None
SECURITY:	Refer to Physical Security POR	

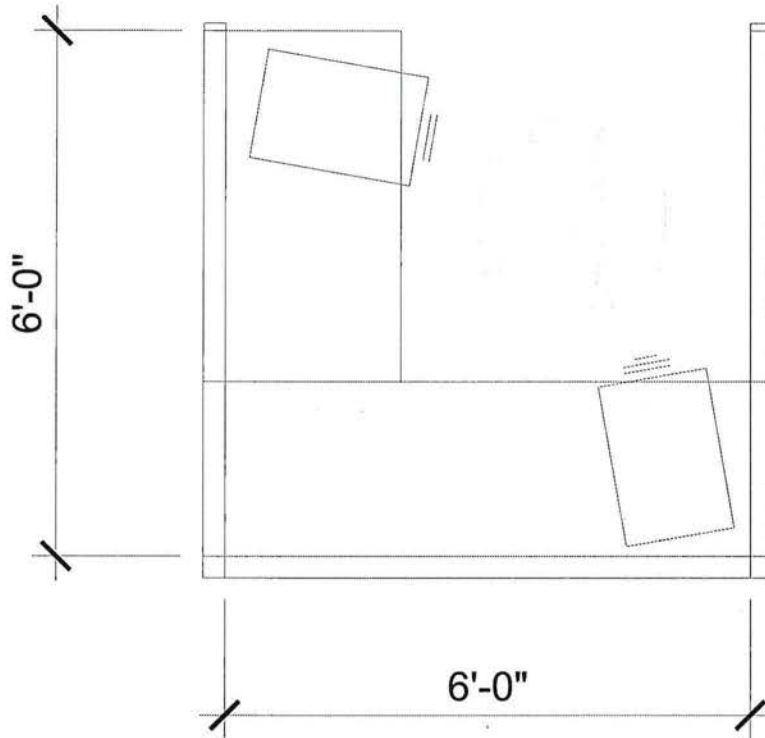
WS-01 Workstation



Architectural Specifications and Notes

PARTITION:	N/A	ELEC, TELECOM: SFO and TSA Standard (4) DPW, (2) V/DW, (1) MSW
DOORS/HARDWARE:	N/A	
CEILING:	ACT	EQUIPMENT: (1) PC, (1) Voice Over Internet Protocol Phone,
FLOORING:	CPT	
FINISHES:	N/A	
MILLWORK:	None	
HVAC:	SFO Standard	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
PLUMBING:	None	
LIGHTING:	SFO Standard	ADD'L REQ: None
SECURITY:	Refer to Physical Security POR	

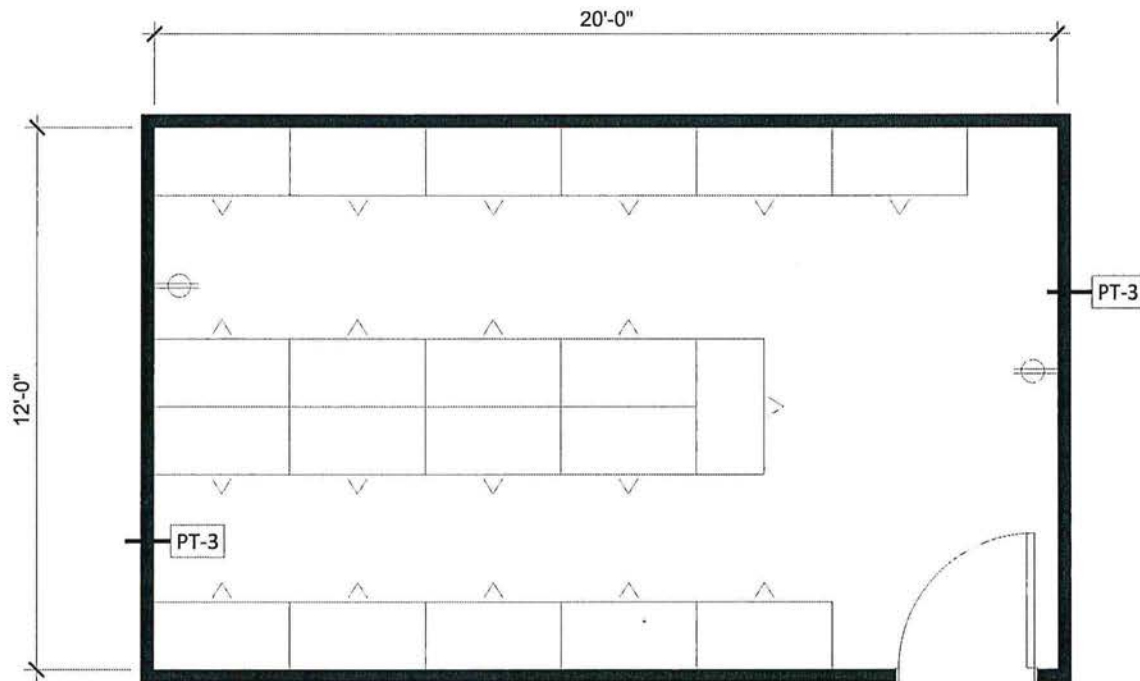
WS-02 Workstation



Architectural Specifications and Notes

PARTITION:	N/A	ELEC, TELECOM: SFO and TSA Standard (4) BF, (1) JBVDW, (1) Panel Mounted V/D Outlet
DOORS/HARDWARE:	N/A	
CEILING:	ACT	EQUIPMENT: (1) PC, (1) Voice Over Internet Protocol Phone,
FLOORING:	CPT	
FINISHES:	N/A	
MILLWORK:	None	
HVAC:	SFO Standard	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
PLUMBING:	None	
LIGHTING:	SFO Standard	ADD'L REQ: None
SECURITY:	Refer to Physical Security POR	

DS-01 File Room

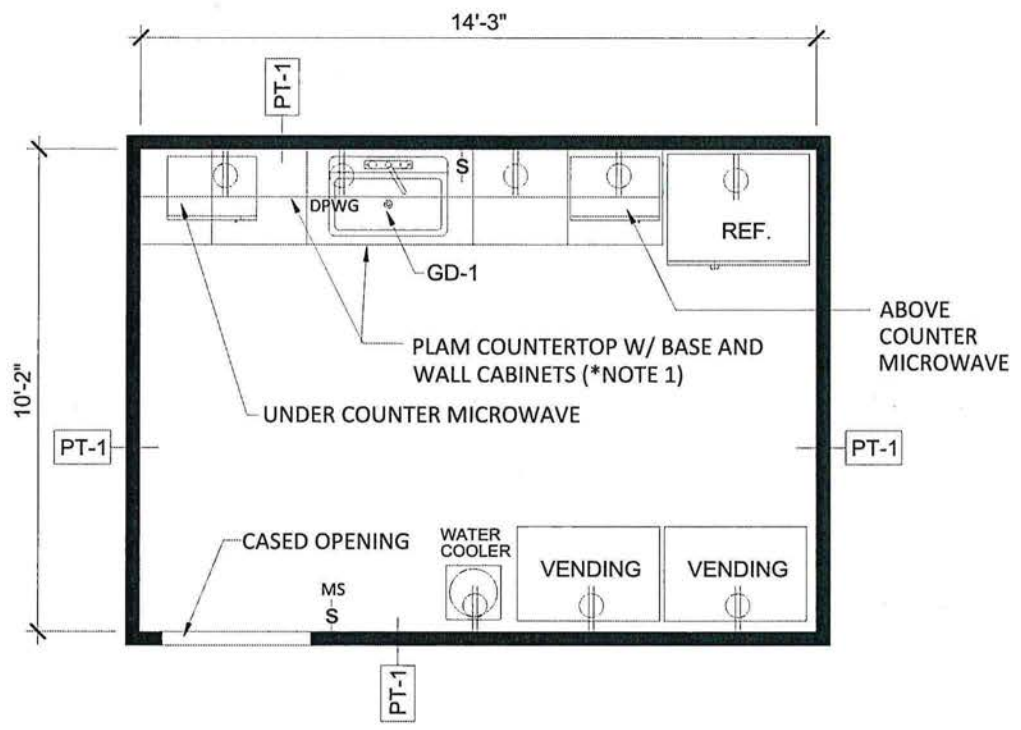


SECURED FILE ROOM

Architectural Specifications and Notes

PARTITION:	PT-3	ELEC, TELECOM: SFO and TSA Standard (2) DPW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: None
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Lateral Files - See Furniture Schedule
MILLWORK:	None	
HVAC:	SFO Standard	ADD'L REQ: File storage may also be in an open area or in semi-enclosed rooms. HR files should be in enclosed rooms.
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

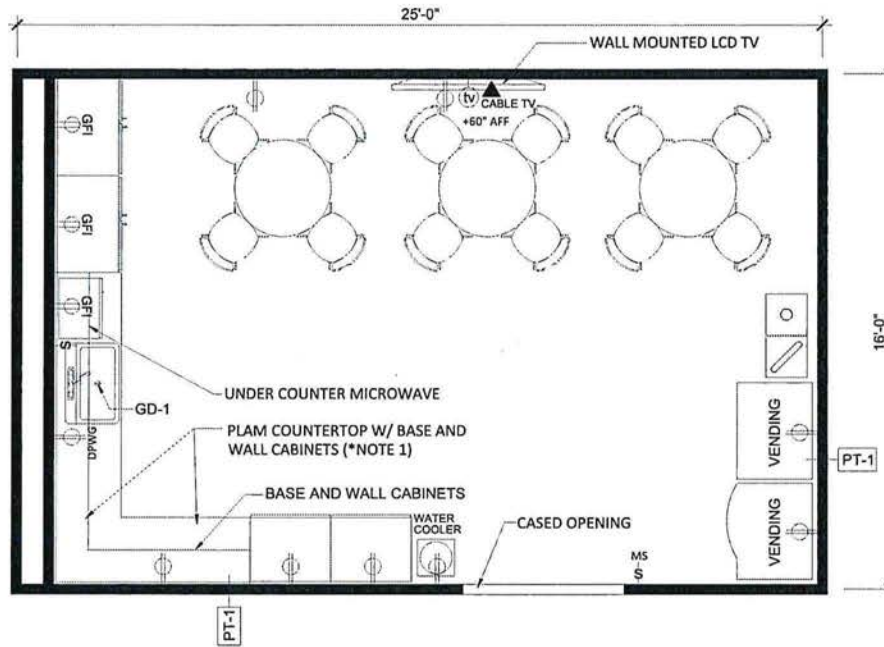
DS-02 Pantry



Architectural Specifications and Notes

PARTITION:	PT-1	ELEC, TELECOM: SFO and TSA Standard (7) DPW, (1) VDW, (1) MSW, (1) DPWG, (1) JBW for GD-1
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: Supplied by TSA Field Office (1) Ref, (1) Below Counter Microwave, (1) Above Counter Microwave, (1) GD-1 to be installed by GC where applicable, Vending Machines
FLOORING:	CPT	
FINISHES:	PA-1; VB	
HVAC:	SFO Standard	FURNITURE: None
PLUMBING:	None	
LIGHTING:	SFO Standard	MILLWORK: Plastic Laminate Countertop w/12 lf of Base and Wall Cabinets (min)
SECURITY:	Refer to Physical Security POR	

DS-03 Pantry with Vending and Seating

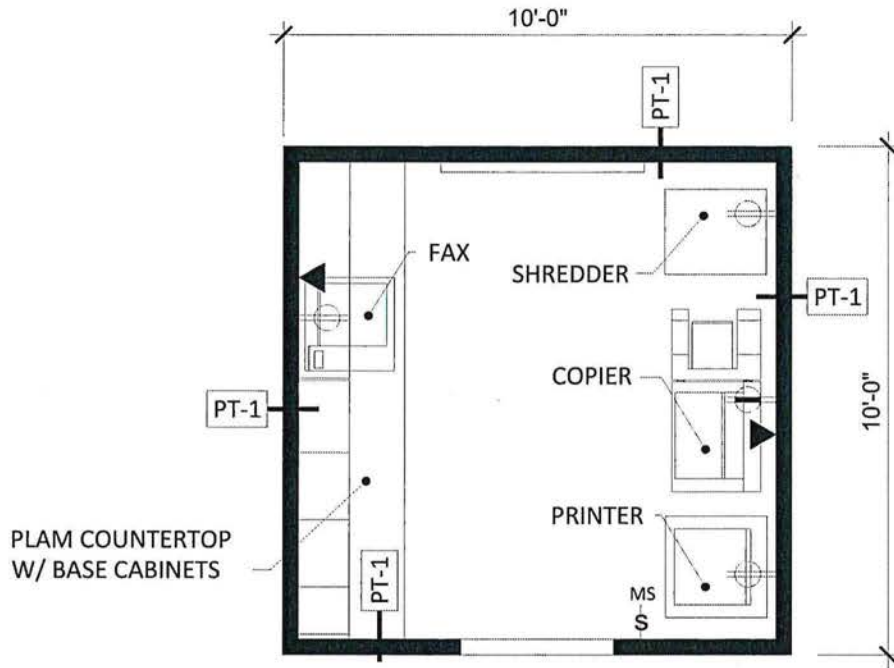


Architectural Specifications and Notes

PARTITION:	PT-1	ELEC, TELECOM: SFO and TSA Standard (7) DPW, (1) VDW, (1) MSW, (1) DPWG, (1) JBW for GD-1
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: Supplied by TSA Field Office (1) Ref, (1) Below Counter Microwave, (1) Above Counter Microwave, (1) GD-1 to be installed by GC where applicable, Vending Machines
FLOORING:	CPT	
FINISHES:	PA-1; VB	
HVAC:	SFO Standard	FURNITURE: None
PLUMBING:	None	
LIGHTING:	SFO Standard	MILLWORK: Plastic Laminate Countertop w/12 lf of Base and Wall Cabinets (min)
SECURITY:	Refer to Physical Security POR	

**For reference only, actual configuration may vary*
**Not to scale*

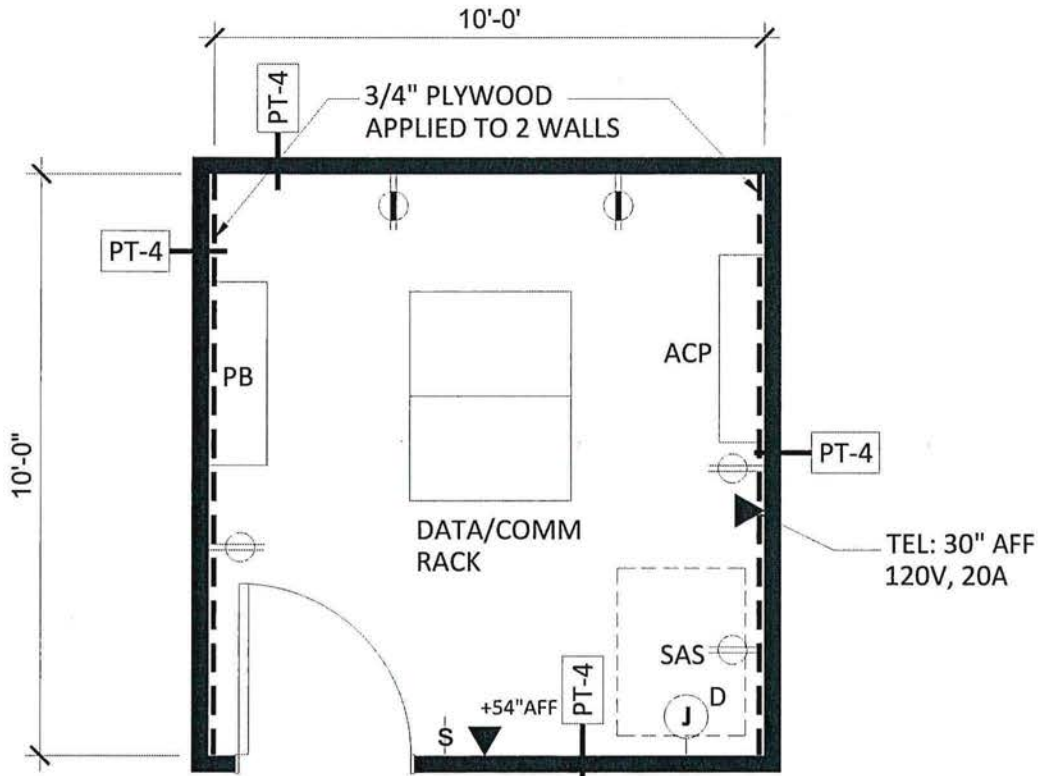
DS-04 Copy Room



Architectural Specifications and Notes

PARTITION:	PT-1	ELEC, TELECOM: SFO and TSA Standard (7) DPW, (3) V/DW, (1) MSW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: Supplied by TSA Field Office (1) Copier, (1) Voice Over Internet Protocol Wall Phone, (1) Fax, (1) Network printer , (1) Trash Bin
FLOORING:	CPT	
FINISHES:	PA-1; VB	
HVAC:	SFO Standard	MILLWORK: Plastic Laminate Countertop w/Base and Wall Cabinets
PLUMBING:	None	
LIGHTING:	SFO Standard	FURNITURE: None
SECURITY:	Refer to Physical Security POR	ADD'L REQ: Provide wood blocking where wall cabinets will be installed

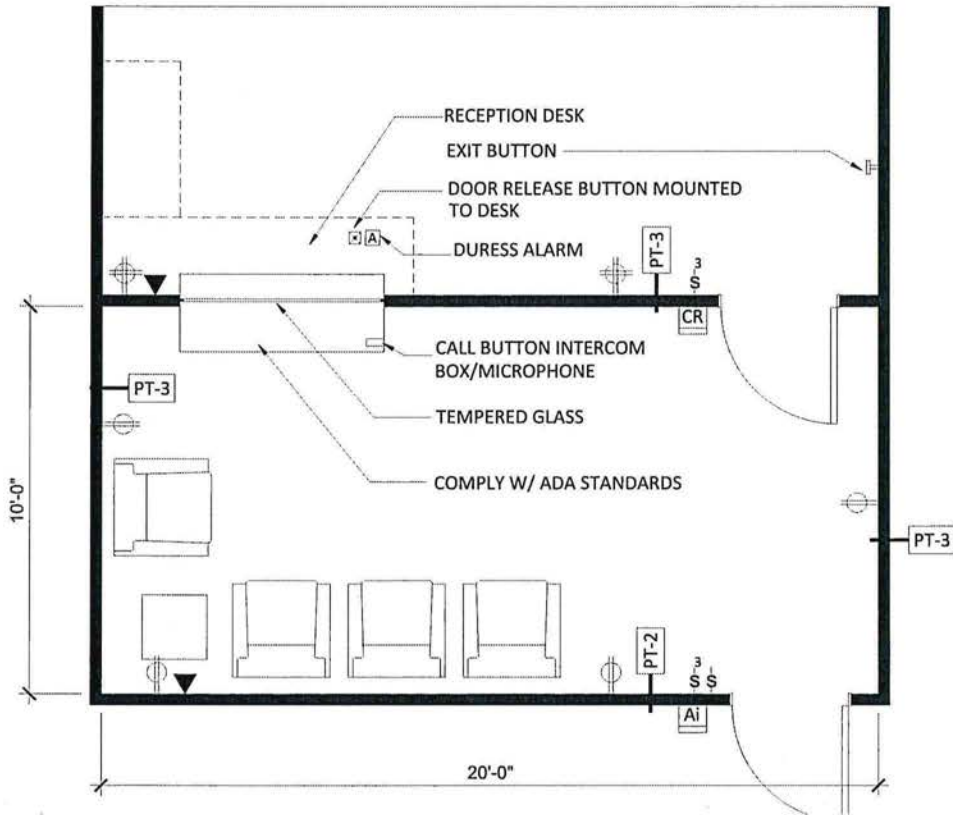
DS-05 Communications Closet



Architectural Specifications and Notes

PARTITION:	PT-4	ELEC, TELECOM: SFO and TSA Standard (3) DPW, (2) DPWD, (1) JBW for SAS unit, (1) LS, (1) Analog phone line for connection to Access Control Panel (ACP) 1. Provide (2) 4" conduit stubbing sleeves to above dropped ceiling, mounted above each rack (preferred) 2. Interconnect (2) data racks with an overhead cable tray. Refer to IT POR Documentation
DOORS/HARDWARE:	DR-2	
CEILING:	ACT or Open	
FLOORING:	VCT	
FINISHES:	PA-1; VB	EQUIPMENT: SFO Standard (#TBD) Equipment Racks, (#TBD) Access control Panel (ACP), (1) Patch Panel (Data), (1) Telephone Punch Block (PB), (1) Supplemental HVAC Unit (SAS) NOTE: 3/4" Plywood paneling to start at 18" AFF
HVAC:	SFO Standard plus Supplemental HVAC Unit (SAS)	
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

DS-06 Waiting Area



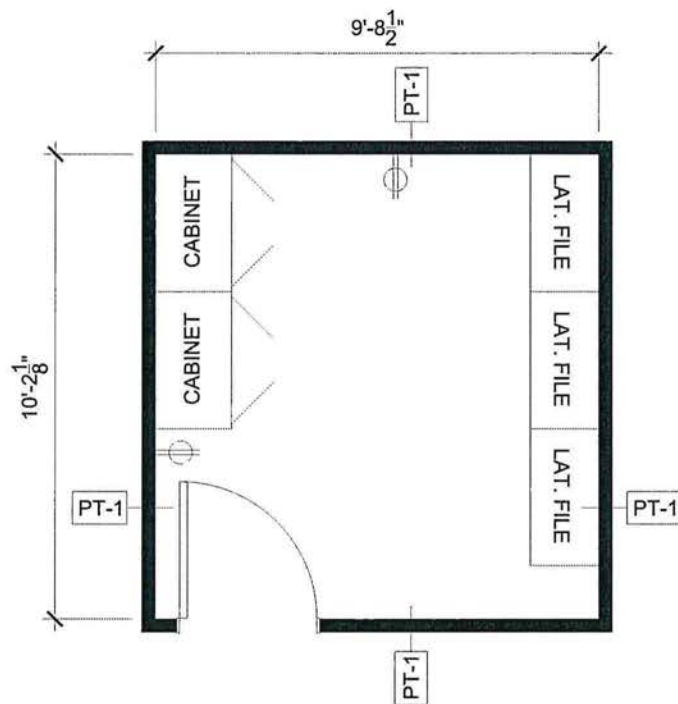
Architectural Specifications and Notes

PARTITION:	PT-2, PT-3	ELEC, TELECOM: SFO and TSA Standard (4) DPW, (2) VDW, (1) QPW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) PC, (2) Voice Over Internet Protocol Phone
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guideline Documentation for furniture schedule and layout configurations.
MILLWORK:	Transaction Window (TW) TW to be comprised of Plastic Laminate Countertop w/inset Stainless Steel Deal Tray & Tempered Glass	
HVAC:	SFO Standard	PHYSICAL SECURITY: Refer to Physical Security POR for information and details on Card Reader (CR), Audio Intercom (AI) Phone, Duress Alarm, Exit Button and other security devices
LIGHTING:	SFO Standard	
		ADD'L REQ: None

**For reference only, actual configuration may vary*

**Not to scale*

DS-07 Storage Room



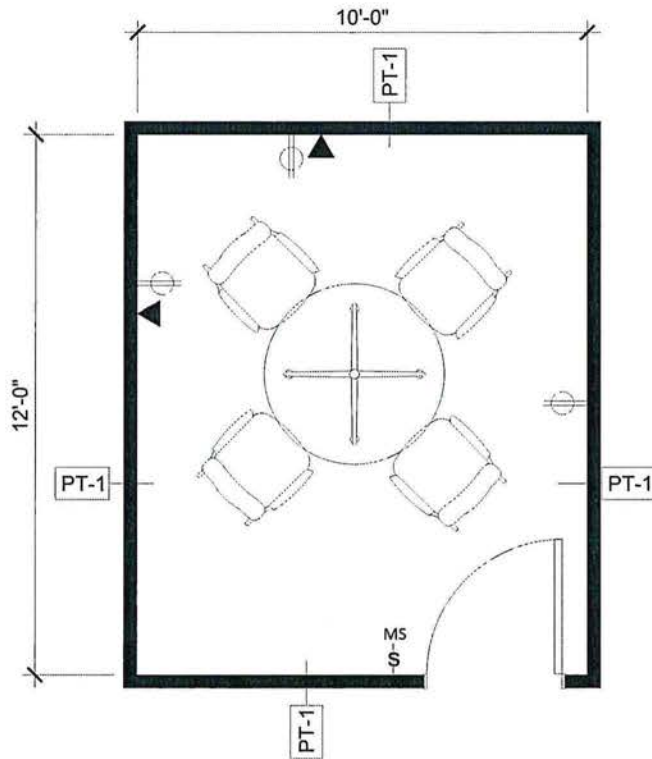
Architectural Specifications and Notes

PARTITION:	PT -1	ELEC, TELECOM: SFO and TSA Standard (4) DPW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: None
FLOORING:	CPT	
FINISHES:	PA-1; VB	SECURITY: If Secured Office Storage refer to Physical Security Program of Requirements
MILLWORK:	None	
HVAC:	SFO Standard	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
PLUMBING:	None	
LIGHTING:	SFO Standard	ADD'L REQ: Secure Terminal Equipment (STE) in separate HSDN Room

**For reference only, actual configuration may vary*

**Not to scale*

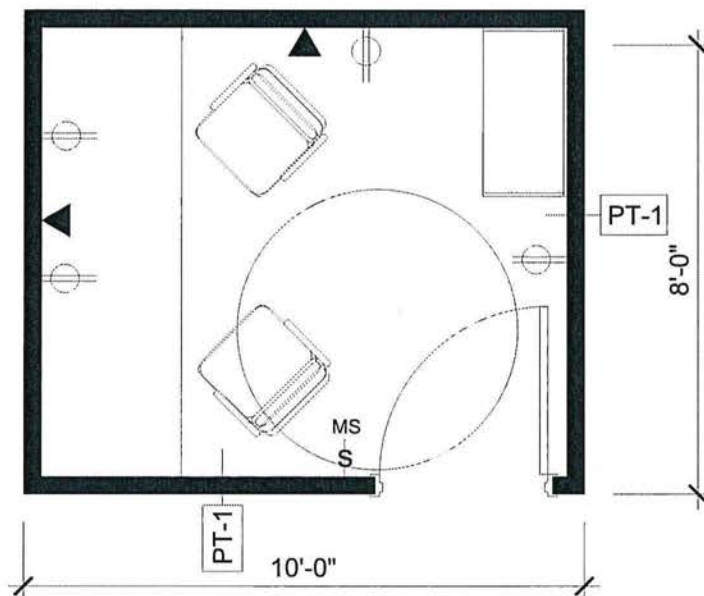
DS-08 Team Room



Architectural Specifications and Notes

PARTITION:	PT-1	ELEC, TELECOM: SFO and TSA Standard (2) DPW, (2) VDW, (1)MSW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) Voice Over Internet Protocol Phone
FLOORING:	CPT	
FINISHES:	PA-1; VB	
MILLWORK:	None	
HVAC:	SFO Standard	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	ADD'L REQ: None

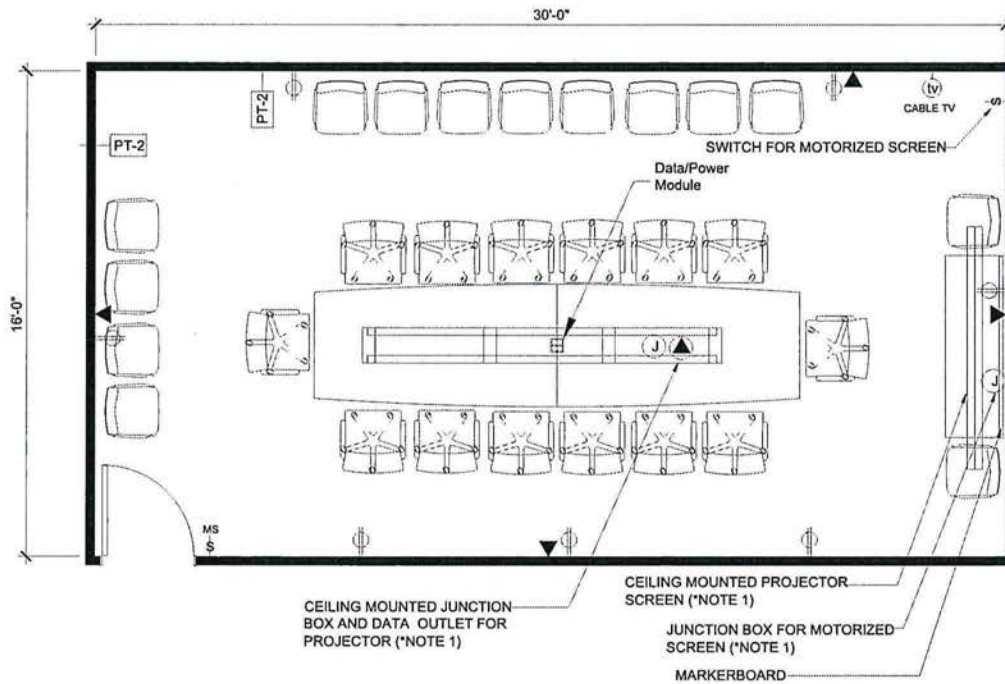
DS-09 Privacy Room



Architectural Specifications and Notes

PARTITION:	PT -1	ELEC, TELECOM: SFO and TSA Standard (4) DPW, (2) V/DW, (1) MSW
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) PC, (1) Voice Over Internet Protocol Phone,
FLOORING:	CPT	
FINISHES:	PA-1; VB	
MILLWORK:	None	
HVAC:	SFO Standard	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
PLUMBING:	None	
LIGHTING:	SFO Standard	ADD'L REQ: None
SECURITY:	Refer to Physical Security POR	

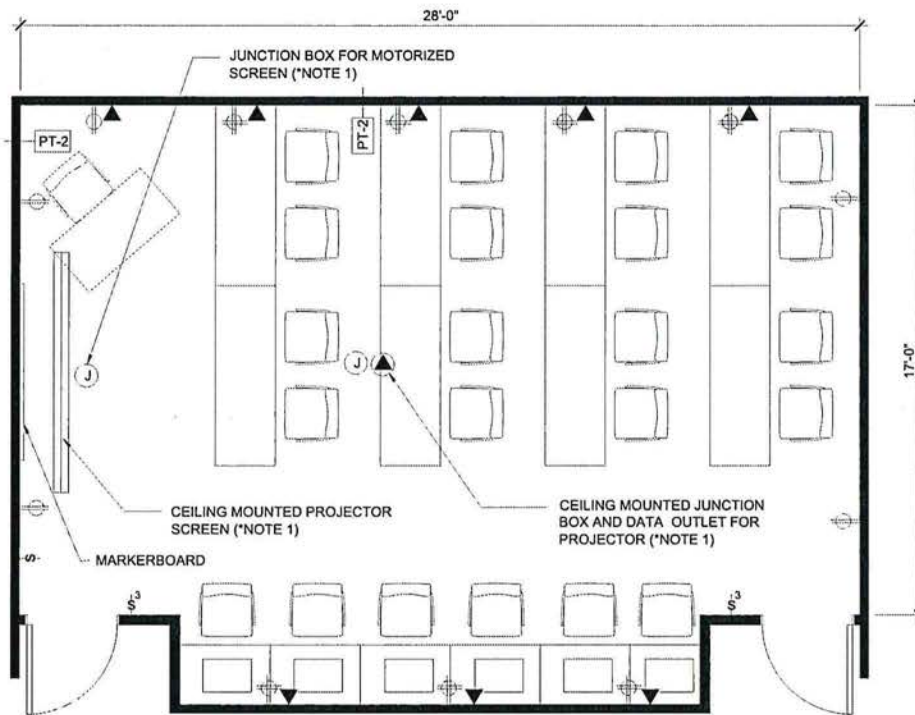
DS-10 Conference Room



Architectural Specifications and Notes

PARTITION:	PT -2	ELEC, TELECOM: SFO and TSA Standard (6) DPW, (3) VDW, (1)MSW, (2) JBC, (1) VDC, (1) CB
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) Voice Over Internet Protocol Phone, (1) 8'-0"w x 4'-0" h white dry Markerboard,(1) Projector Screen, (1) Projector --(To be provided by TSA Field office)
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	NOTE: Provide metal stud bracing to structure above as required for installation of ceiling mounted projector and screen.
PLUMBING:	None	
LIGHTING:	SFO Standard	ADD'L REQ: None
SECURITY:	Refer to Physical Security POR	

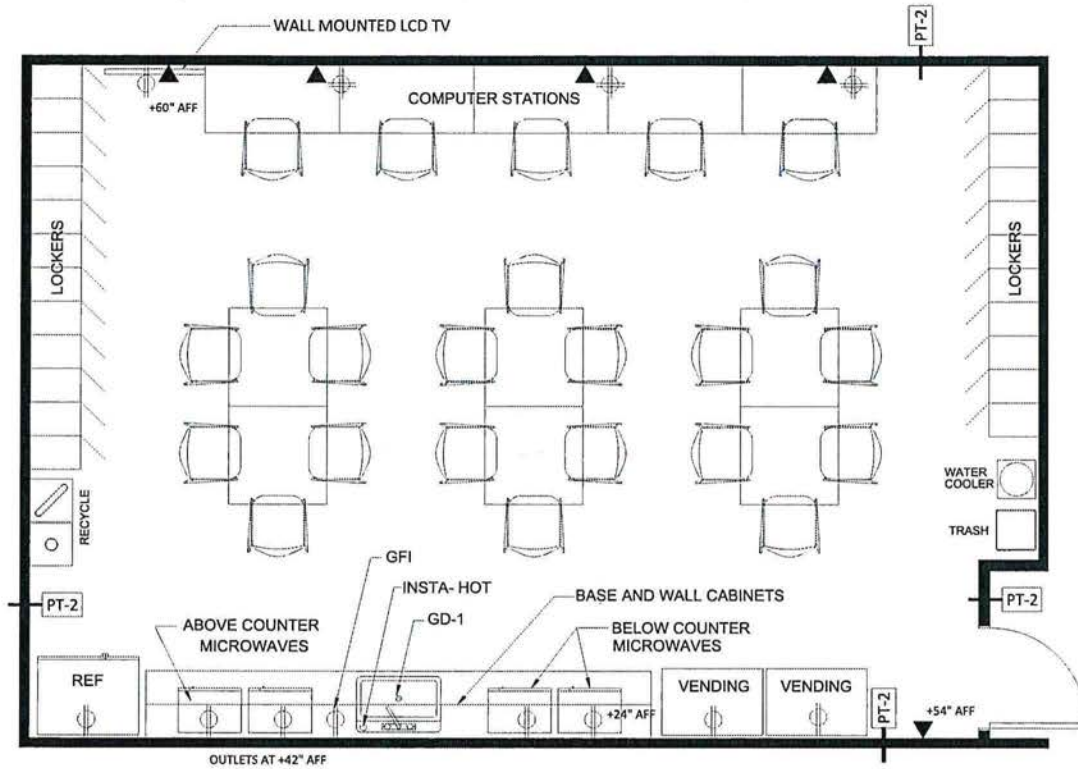
DS-11 Multipurpose Room



Architectural Specifications and Notes

PARTITION:	PT-2	ELEC, TELECOM: SFO and TSA Standard (**) DPW, (**) VDW, (**) QPW, (2) JBC, (1) VDC ** Quantity varies . Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (**) PC, (1) Voice Over Internet Protocol Phone, (1) Network Deskjet Printer, (1) Projector, (1) Projector Screen, (1) 8'-0w x 4'-0"h dry white markerboard
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	NOTE: Provide metal stud bracing to structure above as required for installation of ceiling mounted projector and screen. Provide wood blocking for markerboard installation
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

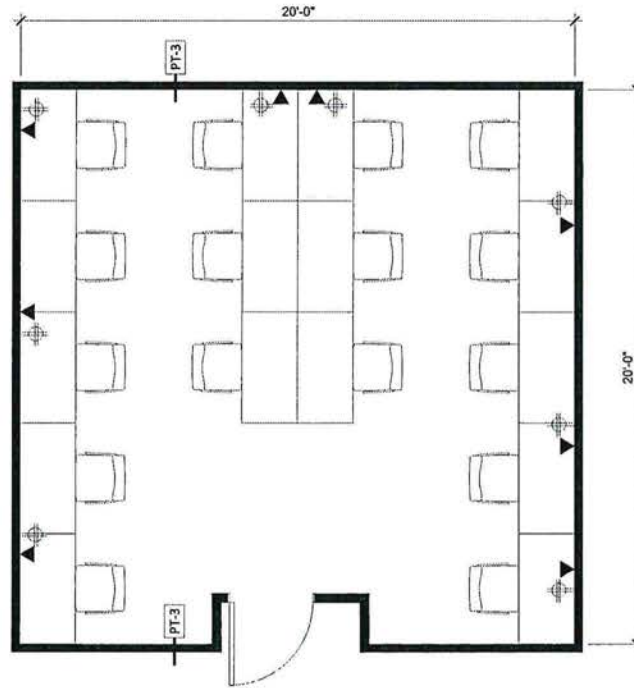
MS-01 TSO Break Room



Architectural Specifications and Notes

PARTITION:	PT-2	ELEC, TELECOM: SFO and TSA Standard (7) DPW, (4) VDW, (3) QPW, (1) JBU, (2) TOW, (1) DPWG
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: Supplied by TSA Field Office (1) Ref, (2) Below Counter Microwaves, (2) Above Counter Microwaves, (1) GD-1, (1) Insta-Hot Water Dispenser, (1) Wall Mounted TV (Optional), Vending Machines
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines for furniture schedules and configurations
HVAC:	SFO Standard	
PLUMBING:	Sink	MILLWORK: Plastic Laminate Countertop w/12 lf of Base and Wall Cabinets (min)
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

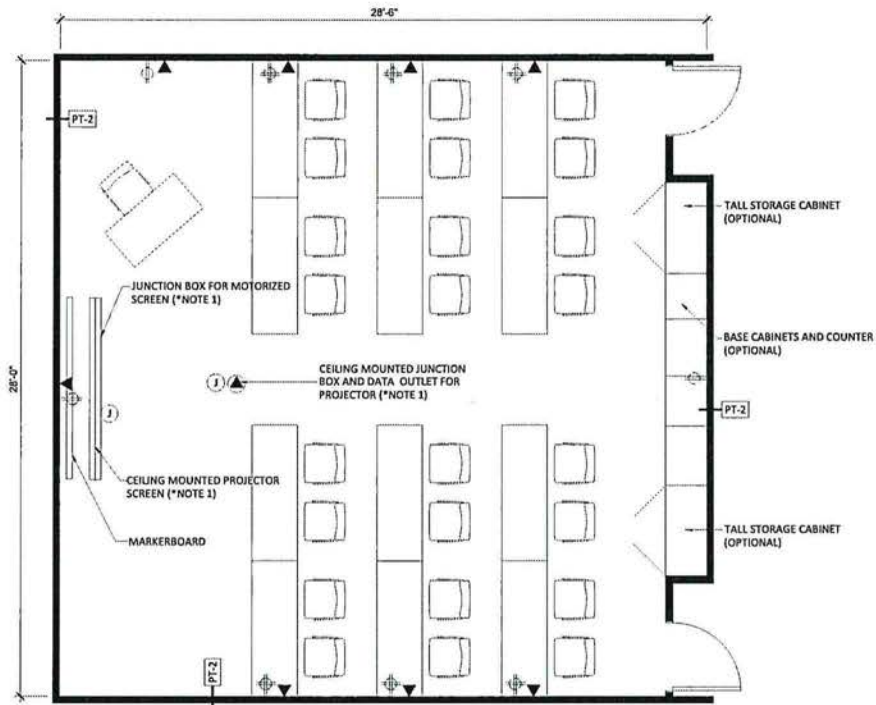
MS-02 OLC Training



Architectural Specifications and Notes

PARTITION:	PT -3	ELEC, TELECOM: SFO and TSA Standard (**) VDW, (**) QPW ** Quantity varies, Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (**) PC
FLOORING:	CPT	
FINISHES:	PA-1; VB	
MILLWORK:	None	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
HVAC:	SFO Standard	
PLUMBING:	None	NOTE: None
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

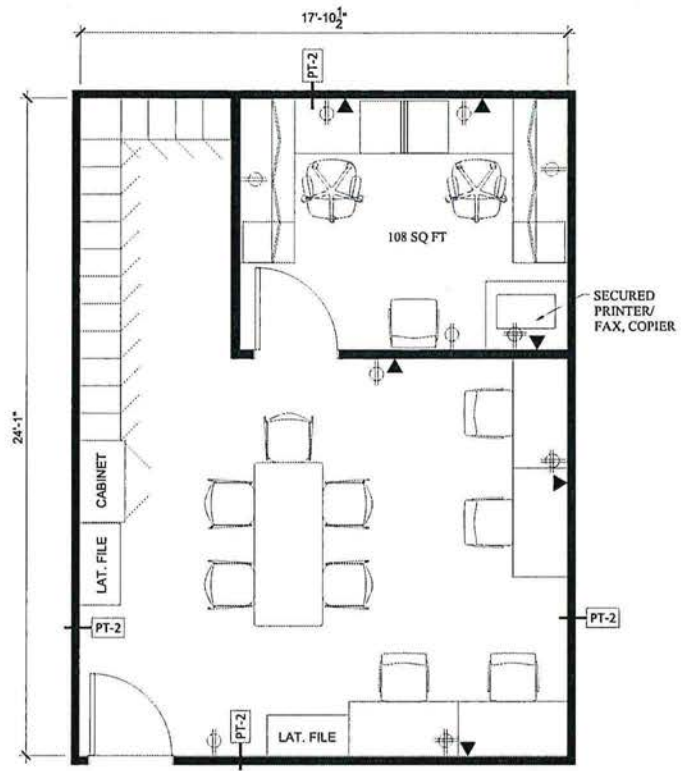
MS-03 Lecture Training



Architectural Specifications and Notes

PARTITION:	PT-2	ELEC, TELECOM: SFO and TSA Standard (3) DPW, (**) VDW, (**) QPW, (1) JBC, (1) JDC ** Quantity varies, Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (1) Projector Screen, (1) Projector --To be supplied by TSA Field Office, (1) Dry White Markerboard
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	
PLUMBING:	None	NOTE: None
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

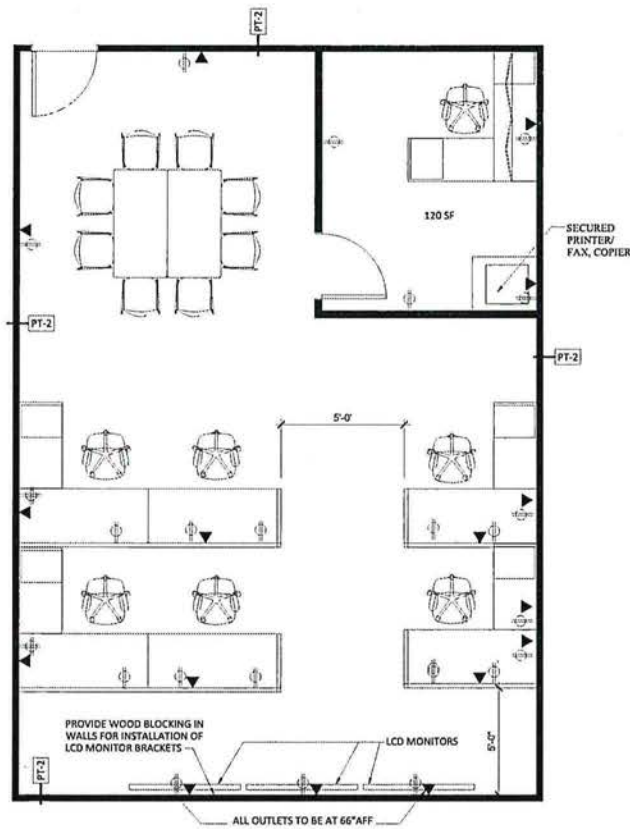
MS-04 ATLAS Support Space



Architectural Specifications and Notes

PARTITION:	PT-2	ELEC, TELECOM: SFO and TSA Standard (3) DPW, (**) VDW, (**) QPW, (1) JBC, (1) JDC ** Quantity varies. Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (**) PC, (**) Voice Over Internet Protocol Phone (**) Network Deskjet Printer ** Quantity varies
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	NOTE: None
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

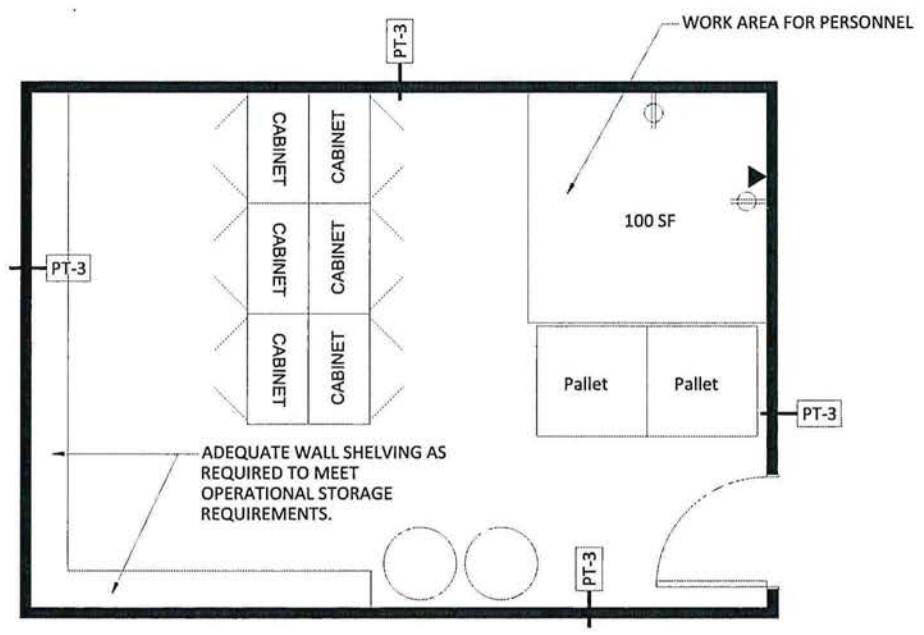
MS-05 Coordination Center



Architectural Specifications and Notes

PARTITION:	PT -2	ELEC, TELECOM: SFO and TSA Standard (**) DPW, (**) VDW, (**) QPW ** Quantity varies. Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (**) PC, (**) Voice Over Internet Protocol Phone (**) LCD Monitors -- To be provided by TSA Field Office ** Quantity varies
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	NOTE: Provide wood blocking at locations to receive wall mounted LCD Monitors
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

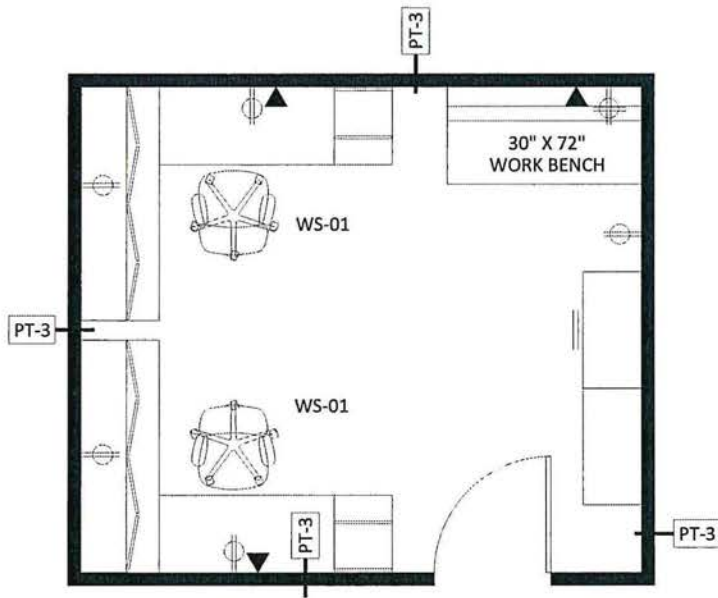
MS-06 Operational Storage



Architectural Specifications and Notes

PARTITION:	PT-3	ELEC, TELECOM: SFO and TSA Standard (**) DPW, (1) VDW ** Quantity varies. Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: TBD by TSA Field Office
FLOORING:	VCT-HD, Sealed Concrete	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	TBD by TSA Field Office	
HVAC:	SFO Standard	
PLUMBING:	None	NOTE: None
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

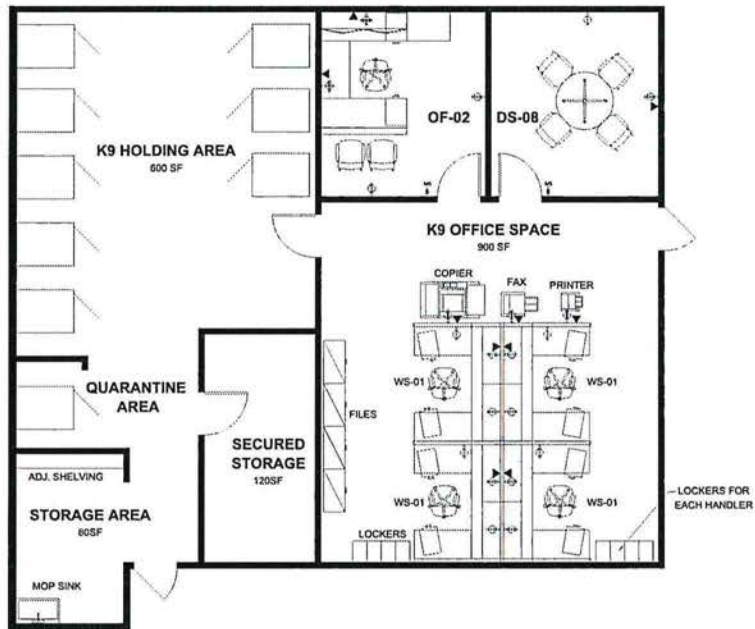
MS-07 TSSE-BAO Workshop



Architectural Specifications and Notes

PARTITION:	PT-3	ELEC, TELECOM: SFO and TSA Standard (**) DPW, (**) VDW, (**) QPW ** Quantity varies. Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (**)PC, (**) Voice Over Internet Protocol Phone ** Quantity varies
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	NOTE: None
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

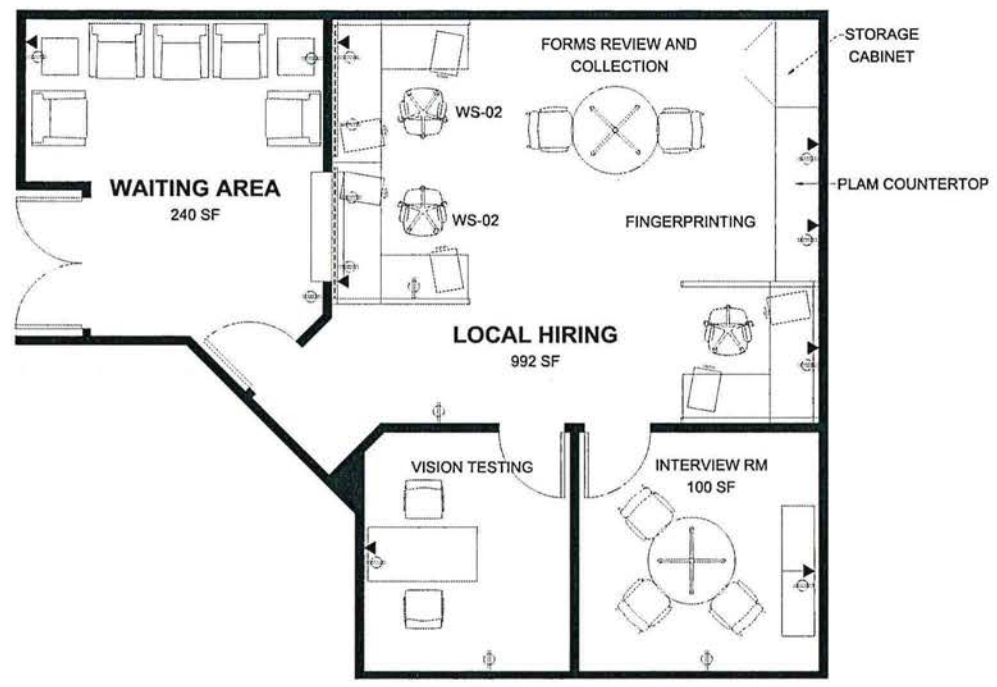
MS-08 Canine Support Space



Architectural Specifications and Notes

PARTITION:	PT -1	ELEC, TELECOM: SFO and TSA Standard (**) DPW, (**) VDW ** Quantity varies. Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (**)PC, (**) Voice Over Internet Protocol Phone (1) Network Printer, (1) Copier, (1) Fax ** Quantity varies
FLOORING:	Sheet Vinyl Flooring, Sealed Concrete	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	NOTE: None
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

MS-09 Local Hiring Center



Architectural Specifications and Notes

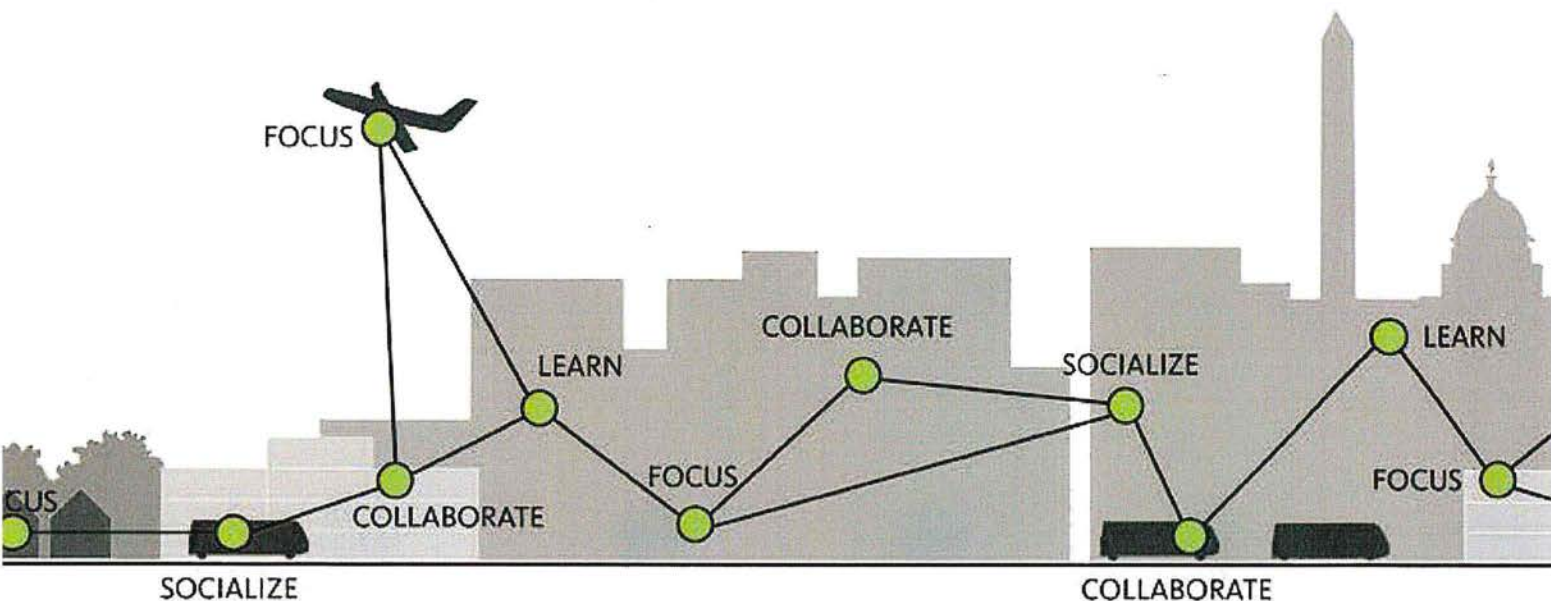
PARTITION:	PT-1	ELEC, TELECOM: SFO and TSA Standard (**) DPW, (**) VDW ** Quantity varies. Data outlets optional depending on room use
DOORS/HARDWARE:	DR-1	
CEILING:	ACT	EQUIPMENT: (**) PC, (**) Voice Over Internet Protocol Phone (**) Network Printer ** Quantity varies
FLOORING:	CPT	
FINISHES:	PA-1; VB	FURNITURE: Refer to Space Guidelines Documentation for furniture schedules and configurations
MILLWORK:	None	
HVAC:	SFO Standard	NOTE: None
PLUMBING:	None	
LIGHTING:	SFO Standard	
SECURITY:	Refer to Physical Security POR	

Architectural Matrix

PERSONNEL WORK SPACE																	
SPACE CODE	SPACE TYPE	PARTITION TYPE				FLOOR FINISH				HVAC			ELEC.		PLUMBING		SPECIAL SECURITY
		PT-1	PT-2	PT-3	PT-4	CPT	VCT	VCT		SAS	EF						
		FLOOR -TO-CEILING	SLAB-TO-SLAB - STC 45	SLAB-TO-SLAB	1 HR FIRE RATED	CARPET TILE	VINYL TILE	VINYL TILE (AS/HD)	OTHER	SEPARATELY ZONED	SUPPLEMENTAL HVAC	DIRECT EXHAUST	24-7 OPERATIONS	BACKUP POWER	UPS SYSTEM	SINK	
OF-01	PRIVATE OFFICE		⊙			⊙											⊙
OF-02	PRIVATE OFFICE	⊙				⊙											
OF-02a	PRIVATE OFFICE		⊙			⊙											⊙
OF-03	PRIVATE OFFICE	⊙				⊙											
WS-01	WORKSTATION					⊙											
WS-02	WORKSTATION					⊙											
DISTRIBUTED SUPPORT SPACE																	
DS-01	FILE ROOM			⊙		⊙											⊙
DS-02	PANTRY	⊙					⊙										⊙
DS-03	PANTRY WITH VENDING AND SEATING	⊙					⊙										⊙
DS-04	COPY ROOM	⊙				⊙											
DS-05	COMMUNICATIONS CLOSET				⊙			⊙		⊙		⊙	⊙				⊙
DS-06	WAITING AREA			⊙		⊙											⊙
DS-07	STORAGE ROOM	⊙				⊙											
DS-08	TEAM ROOM	⊙				⊙											
DS-09	PRIVACY ROOM	⊙				⊙											
DS-10	CONFERENCE ROOM	⊙				⊙											
DS-11	MULTIPURPOSE ROOM	⊙				⊙											
MISSION SUPPORT SPACE																	
MS-01	TSO BREAK ROOM		⊙				⊙										⊙
MS-02	ON-LINE LEARNING CENTER TRAINING			⊙		⊙											
MS-03	LECTURE TRAINING		⊙			⊙											
MS-04	ATLAS SUPPORT SPACE		⊙			⊙											⊙
MS-05	COORDINATION CENTER		⊙			⊙			⊙			⊙	⊙	⊙			⊙
MS-06	OPERATIONAL STORAGE			⊙				⊙									⊙
MS-07	TSS-E BAO SUPPORT SPACE			⊙		⊙											⊙
MS-08	CANINE SUPPORT SPACE	⊙						⊙									⊙
MS-09	LOCAL HIRING CENTER	⊙				⊙											⊙

* Architectural matrix shown above is to be used as a guideline only, final specifications on actual projects shall be based on specific requirements dictated by field office program objectives

* All perimeter partitions bordering non-TSA space must be slab to slab. Refer to POR for partition types



6.0 Guidelines for Safety, Health and Fire Protection Requirements

6.1 General

Buildings and office spaces owned or leased by the Transportation Security Administration (TSA) are generally considered safe and healthy working environments. However, system designers and architects must focus on eliminating or preventing hazards to occupants when drafting designs for new construction or renovation of existing space through proper planning and coordination, the use of appropriate equipment, appliances, hardware, and related materials, and the selection and use of the safest hazardous chemicals.

Therefore, an integrated approach should be employed to ensure that safe and healthy environments are achieved while meeting TSA operational and administrative requirements. System designers and architects shall take into account all phases of a building's life cycle, such as planning, design, construction, operations and maintenance, renovation, and final demolition and disposal. TSA operational requirements are:

- I. Providing designs that eliminate or reduce known hazards in the workplace to prevent occupational injuries and illnesses
- II. Complying with applicable requirements set forth in:
 - a. Occupational Safety and Health

Administration (29 CFR 1910)

- b. Occupational Safety and Health Standards
- c. National Fire Protection Association (NFPA) 70
- d. National Electric Code or applicable equivalent codes National Fire Protection Association (NFPA) 101
- e. Life Safety Code or equivalent codes, unless otherwise stipulated in this section

III. Eliminating exposure to hazardous chemicals (for example, volatile organic compounds and formaldehyde, and asbestos in older buildings)

IV. Providing good indoor air quality and adequate ventilation, while being cognizant of exterior air intake locations that could be compromised. This includes locations for evacuating emergency generator and vehicle exhaust from parking garages.

V. Ensuring ergonomic workstation configurations to prevent musculoskeletal disorders

VI. Providing for safe receipt, storage, handling and transportation of consumable materials

VII. Considering work practices and employee physical requirements and limitations

VIII. Designing for safe maintenance, replacement, and modification of equipment and systems to minimize, if not eliminate, risk of injury to operations, maintenance,

housekeeping, and other service and trades personnel

IX. Providing proper heating, ventilation and air under all circumstances

X. Allowing for natural lighting where possible

XI. Mitigating noise hazards from equipment, systems, and processes, particularly at the source when feasible

XII. Providing interior and exterior floor surfaces that do not pose slip, trip or fall hazards

XIII. Considering response of emergency personnel and apparatus placement in cases of fire and medical emergencies, to include man-made and natural disasters

XIV. Installing caution and/or warning signs where required.

6.2 Routes of Egress

6.2.1 Basic Requirements

Each exit route must be a permanent part of the workplace. Exits must be separated by fire resistant materials. Construction materials used to separate an exit from other parts of the workplace must have a one-hour fire resistance rating if the exit connects three or fewer stories, and a two-hour fire resistance-rating if the exit connects four or more stories. Openings into an exit must be limited. An exit is permitted to have only those openings necessary to allow access to the exit from occupied areas of the workplace or to the exit discharge. An opening into an exit must be protected by a self-closing fire door that remains closed or automatically closes in an emergency upon the sounding of a fire alarm or employee alarm system. Each fire door, including its frame and hardware, must be listed or approved by a nationally recognized testing laboratory.

6.2.2 Exit Routes

At least two exit routes must be available in a workplace to permit prompt evacuation of employees and other building occupants during an emergency, except as allowed in 29 CFR 1910.36(b) (3). Exit routes must be located as far away as practical from each other so that if one exit route is blocked by fire or smoke, employees can evacuate

using the second exit route.

More than two exit routes must be available in a workplace, if the number of employees, the size of the building, its occupancy, or the arrangement of the workplace is such that all employees would not be able to evacuate safely during an emergency.

A single exit route is permitted where the number of employees, the size of the building, its occupancy, or the arrangement of the workplace is such that all employees would be able to evacuate safely during an emergency.

Note: For assistance in determining the number of exit routes necessary for your workplace, consult NFPA 101, Life Safety Code or equivalent standard.

In every building or structure, exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. No lock or fastener to prevent free escape from the inside of any building shall be installed.

Every exit shall be clearly visible or the route to reach it shall be conspicuously indicated in such a manner that every occupant of every building or structure who is physically and mentally capable will readily know the direction of escape from any point and each path of escape, in its entirety, shall be so arranged or marked that the way to a place of safety outside is unmistakable. Any doorway or passageway not constituting an exit or way to reach an exit, but of such a character as to be subject to being mistaken for an exit, shall be so arranged or marked as to minimize its possible confusion with an exit and the resultant danger of persons endeavoring to escape from fire finding themselves trapped in a dead-end space, such as a dead-end hallway, from which there is no other way out. Any doorway or passage along an exit access that could be mistaken for an exit must be marked "Not an Exit" or similar designation, or be identified by a sign indicating its actual use.

In every building or structure equipped for artificial illumination, adequate and reliable illumination shall be provided for all exit facilities.

Every building or structure, section, or area thereof

of such size, occupancy or arrangement that the reasonable safety of numbers of occupants may be endangered by the blocking of any single means of egress due to fire or smoke, shall have at least two means of egress remote from each other, so arranged as to minimize any possibility that both may be blocked by any one fire or other emergency conditions.

6.2.3 Exit Discharge

Each exit discharge must lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.

The street, walkway, refuge area, public way, or open space to which an exit discharge leads must be large enough to accommodate the building occupants likely to use the exit route.

Exit stairs that continue beyond the level on which the exit discharge is located must be interrupted at that level by doors, partitions, or other effective means that clearly indicate the direction of travel leading to the exit discharge.

6.2.4 Exit Door Access

An exit door must be unlocked from the inside.

Employees must be able to open an exit route door from the inside at all times without keys, tools, or special knowledge. A device such as a panic bar that locks only from the outside is permitted on exit discharge doors.

Exit route doors must be free of any device or alarm that could restrict emergency use of the exit route, if the device or alarm fails.

6.2.5 Door Hinges

A side-hinged exit door must be used.

A side-hinged door must be used to connect any room to an exit route.

The door that connects any room to an exit route must swing out in the direction of exit travel, if the room is to be occupied by more than 50 people or if the room is a high hazard area (that is, the room contains contents that are likely to burn with extreme rapidity or explode).

6.2.6 Exit Route Capacity

The capacity of an exit route must be adequate and may not decrease in the direction of exit route travel to the exit discharge. Exit routes must support the maximum permitted occupant load for each floor served. Note: Information regarding "occupant load" is located in NFPA 101, Life Safety Code.

6.2.7 Height and Width Requirements

The ceiling of an exit route must be at least seven feet six inches (2.3 m) high. Any projection from the ceiling must not reach a point less than six feet eight inches (2.0 m) from the floor.

An exit access must be at least 28 inches (71.1 cm) wide at all points. Where there is only one exit access leading to an exit or exit discharge, the width of the exit and exit discharge must be at least equal to the width of the exit access.

The width of an exit route must be sufficient to accommodate the maximum permitted occupant load of each floor served by the exit route. Objects that project into the exit route must not reduce the width of the exit route to less than the minimum width requirements for exit routes.

6.2.8 Outdoor Exit Routes

An outdoor exit route is permitted. The outdoor exit route must have guardrails to protect unenclosed sides, if a fall hazard exists. The outdoor exit route must be covered, if snow or ice is likely to accumulate along the route, unless it can be demonstrated that any snow or ice accumulation will be removed before it presents a slipping hazard. The outdoor exit route must be reasonably straight and have smooth, solid, substantially level walkways and must not have a dead-end that is longer than 20 feet (6.2 m).

6.3 Life Safety

6.3.1 Exit Signs

Exit doors within TSA space shall be identified with illuminated exit signs that are powered by the emergency lighting system. Additional signs shall be placed throughout open area office space as needed to effectively direct employees to exits.

6.3.2 Emergency Lighting

Emergency lighting shall be provided throughout TSA

open area office space. This can be achieved either through stand-alone (battery-pack type) emergency lighting fixtures or by having the building standard ceiling lights be on an emergency lighting circuit that is supported by a standby generator.

In addition, at least one emergency lighting fixture shall be provided in conference rooms, crisis centers, training rooms, break rooms, locker rooms, and other TSA space where more than 6 persons can be expected to occupy that space at any given time during normal hours of operation.

6.3.3 Manual Fire Alarm Boxes

A manual fire alarm box (pull station) shall be provided in the natural exit access path near each required exit leading out of TSA space.

6.3.4 Smoke Detectors

A smoke detector shall be provided in each HVAC return air duct in addition to a detector in the supply main. Smoke detectors must cause the fire alarm notification systems to operate just as would the actuation of other fire alarm initiating devices (e.g., manual fire alarm boxes and area smoke detectors).

6.3.5 Audible and Visible Signals

Combination fire horn and strobe light fixtures shall be provided in all open area office space, conference rooms, crisis centers, training rooms, break rooms, locker rooms, and other TSA space where more than 6 persons can be expected to occupy that space at any given time during normal hours of operation. A strobe light only fixture may be provided in locations such as restrooms, where the audible fire horn can be sufficiently heard in an adjacent room or open area office space.

6.3.6 Fire Sprinkler Protection System

A supervised automatic sprinkler system shall be provided in all TSA space, unless deemed cost-prohibitive. In such cases, the local authority having jurisdiction shall approve the architectural design plan. Installation, maintenance, and service of fire detection and suppression systems will be the responsibility of building management. All problems with systems protecting TSA space will be reported to TSA management.

6.4 Breakrooms

Base cabinetry shall be designed to allow wheelchair access to the sink and faucets.

A stop block or panel in accordance with standard designs shall be configured beneath the sink to protect drainpipe and water lines.

6.5 Asbestos

The following is excerpted from the Occupational Safety and Health Administration's new Asbestos Standard for Construction, 29 CFR 1926.1101. It is not intended to be a comprehensive review of the entire standard. Persons who wish to learn more about the specific provisions of the standard should consult the preamble and regulatory text of the standard as published in the Federal Register.

The issues that are discussed here are the Permissible Exposure Limit (PEL); duties of building/facility owners; duties and training of the competent person; aspects of exposure monitoring; and control measures, especially for the 4 classes of asbestos work defined by the standard. Basic definitions that are important to understanding these issues are presented.

6.6 Permissible Exposure Limit (PEL)

The time-weighted average (TWA) permissible exposure limit has been reduced to 0.1 fibers per cubic centimeter. The Excursion Limit remains at 1.0 fiber per cubic centimeter averaged over 30 minutes. Both of these values are considered PELs.

There is no established action level in the new standard because the sampling and analytical method is not reliable below the time-weighted average limit of 0.1 fibers per cubic centimeter.

6.7 Requirements for Building/Facility Owners

Most asbestos-related construction activities involve previously installed building materials. Building owners often are the only and/or best sources of information concerning them. Therefore, they are assigned specific information conveying and retention duties under the new asbestos standard. Where a building/facility owner also is an employer with employees who may be exposed to asbestos-

containing materials, the duties of employers also apply.

The following materials must be treated as asbestos-containing, unless specified procedures are followed to determine otherwise:

- TSI and surfacing materials in buildings or substrates constructed no later than 1980.
- Asphalt and vinyl flooring material installed not later than 1980.
- Any other materials that the building owner has actual knowledge that they are or should have been known to be asbestos-containing.

6.7.1 Notification Requirements

Before work is begun, building/facility owners must identify the presence, location, and quantity of ACM/PACM and notify the following persons:

- Prospective employers applying for or bidding for work whose employees reasonably can be expected to work in or adjacent to areas containing such material.
- Employees of the owner who will work in or adjacent to areas containing such material.
- On multi-employer worksites, all employers of employees who will be performing work within or adjacent to areas containing such materials.
- Tenants who will occupy areas containing such materials.

Notification may be in writing or by personal communication to the affected person(s) or their authorized representative.

NOTE:

When materials labeled as containing asbestos according to the requirements of this standard are installed on non-residential roofs, the contractor must notify the building owner of the presence and location of such asbestos-containing materials. This facilitates the owner's future notification requirements.

6.7.2 Signs and Labels

Building/facility owners must post signs at the entrance to mechanical rooms/areas in which employees reasonably can be expected to enter and which contain TSI and surfacing ACM/PACM. The signs must identify the material which is present, its

location, and appropriate work practices that will ensure ACM/PACM will not be disturbed.

Previously installed PACM/ACM that is identified by a building owner or employer must be labeled in areas where the label will clearly be noticed. Posting of signs may be used as an alternative to labels.

The wording for labels is:

DANGER CONTAINS ASBESTOS FIBERS AVOID CREATING DUST CANCER AND LUNG DISEASE HAZARD

Labels must also contain a warning statement against breathing asbestos fibers.

6.7.3 Records Retention

Where a building/facility owner has communicated and/or received notification concerning the identification, location, and quantity of ACM/PACM, written records of such notifications and their content must be maintained by the building owner for the duration of ownership and transferred to successive owners.

Where a building/facility owner has relied on data to demonstrate that PACM is not asbestos-containing, such data must be maintained for as long as they are relied upon to rebut the presumption.

6.8 Competent Person

The new standard requires that a competent person be designated for all worksites covered by the standard. The competent person must have the qualifications and authority required by 29 CFR 1926.20-32, the basic construction requirements. The standard specifies additional duties and training for the competent person on asbestos worksites.

6.8.1 Duties

The competent person must make frequent and regular inspections of the job site, materials, and equipment. On jobsites where Class I or II work is being performed, the competent person must perform or supervise the following duties:

- Set-up the regulated area, enclosure, or other containment.
- Ensure (by on-site inspection) the integrity of the enclosure or containment.

- Set up procedures to control entry to and exit from the enclosure and/or area.
- Supervise all employee exposure monitoring.
- Ensure that employees working within the enclosure and/or using glove bags wear protective clothing and respirators.
- Ensure, through on-site supervision, that employees set up and remove engineering controls, use work practices and personal protective equipment in compliance with all requirements.
- Ensure that employees use the hygiene facilities and observe the decontamination procedures.
- Ensure through on-site inspection that engineering controls are functioning properly and employers are using proper work practices.
- Ensure that notification requirements are met.

For Class I jobs, on-site inspections must be made at least once during each work shift, and at any time at employee request.

For Class II and III jobs, on-site inspections must be made frequently enough to assess whether conditions have changed, as well as at any reasonable time at employee request.

6.8.2 Training

For Class I and II asbestos work, training of the competent person must include all aspects of asbestos removal and handling, including:

- Abatement, installation, removal, and handling.
- Contents of the standard.
- Identification of asbestos removal procedures, where appropriate; and other practices for reducing the hazard.

This training will be obtained in a comprehensive course for supervisors that meet the criteria of EPA's Model Accreditation Plan (40 CFR Part 763), or a course equivalent in stringency, content, and length.

For Class III and IV, training of the competent person must include aspects of asbestos handling appropriate to the work, including:

- Procedures for setting up glove bags and mini-enclosures.
- Use of wet methods.

- Contents of the standard.
- Identification of asbestos.

Training must include successful completion of a course meeting EPA requirements for training local education agency maintenance and custodial staff [40 CFR 763.92(a)(2)], or its equivalent in stringency, content, and length.

Training required for Class I and II competent persons also satisfies the requirements for Class III and IV.

6.9 Exposure Monitoring

6.9.1 Initial Exposure Assessment

A competent person must make an "initial exposure assessment" before or at the initiation of all covered operations to determine expected exposures. An initial exposure assessment is not the same as initial exposure monitoring. Initial employee exposure monitoring cannot adequately predict all future exposures on construction jobs. First-day exposures may reflect set-up activities and thus be lower than later exposures. In addition, results of monitoring are not instantaneously available. Therefore, the initial exposure assessment will identify jobs likely to exceed the PEL in time for employers to install and implement the extra controls required to reduce exposures.

The bases for the initial exposure assessment are:

- Employee exposure monitoring, if feasible.
- All observations, information, or calculations that indicate employee exposure to asbestos; this includes any previous monitoring conducted in the workplace, or of the operations of the employer that indicate the levels of airborne asbestos likely to be encountered on the job.

For Class I jobs, exposures are to be assumed to exceed the PELs until and unless the employer is able to make a "negative exposure assessment."

If a "negative exposure assessment" has been made, the "initial exposure assessment" is not required.

6.9.2 Negative Initial Exposure Assessment

A "negative initial exposure assessment" is a demonstration by the employer that employee exposure during an operation is expected to be

consistently below the PELs.

The determination of a “negative exposure assessment” is job-specific. It can apply only to jobs performed by trained employees.

An employer may demonstrate that exposure will be below the PELs by data conforming to the following criteria:

- a. Objective data - demonstrating that the product or material containing asbestos minerals or the activity involving such product or material cannot release airborne fibers in concentrations in excess of the PELs (TWA or Excursion Limit) under those work conditions having the greatest potential for releasing asbestos (the worst case), OR:
- b. Prior exposure monitoring results - for both PELs; within the previous 12 months; using the sampling and analytical methods of the asbestos standard in effect; work operations closely resemble current or projected operations in terms of processes, types of material, control methods, work practices, environmental conditions, and employee training; results indicate that employee exposures will not exceed PELs, OR:
- c. Results of initial exposure monitoring of the current job - cover operations that are most likely during the performance of the entire asbestos job to result in exposures over the PELs.

6.9.3 Periodic Monitoring

Daily monitoring is required for Class I and II operations unless the employer has made a negative exposure assessment for the entire operation.

For Class I work, daily monitoring may be dispensed with only if all employees are equipped with supplied-air respirators operated in the pressure demand mode (or other positive pressure mode respirator) and only control methods listed in the standard are used.

For Class II work, daily monitoring may be dispensed with if all employees are equipped with supplied-air respirators operated in the positive-pressure mode. All work operations, other than Class I and II work, where exposures are expected to exceed a PEL, must be monitored at intervals sufficient to document the validity of the exposure prediction.

6.10 Methods of Compliance

Some methods of compliance specified in the new standard apply to all covered asbestos jobs. Others are Class-specific.

6.10.1 Requirements Applying to All Jobs

Controls and practices that must always be used, regardless of the level of exposure, are:

- Vacuum cleaners with a HEPA filter to collect asbestos-containing debris and dust.
- Wet methods or wetting agents during handling, mixing, removal, cutting, application, and clean-up (unless infeasible or creates a greater hazard).
- Prompt clean-up and disposal of wastes and debris contaminated with asbestos in leak-tight containers.
- Controls and work practices that may never be used, regardless of the level of exposure are:
 - High-speed abrasive disc saws that are not equipped with point of cut ventilator or enclosures with HEPA filtered exhaust air.
 - Compressed air to remove asbestos-containing materials, unless used in conjunction with an enclosed ventilation system to capture the dust cloud.
 - Dry sweeping, shoveling or other dry clean-up of dust and debris containing ACM and PACM.
 - Employee rotation to reduce employee exposure.

For all work covered by the standard, one or more of the following controls must be used, as necessary, to achieve compliance with the PELs:

- Local exhaust ventilation equipped with HEPA filter dust collection systems.
- Enclosure or isolation of processes producing asbestos dust.
- Ventilation of the regulated area to move contaminated air away from the employee’s breathing zone to a filtration or collection device equipped with a HEPA filter.
- Other work practices and engineering controls that the Assistant Secretary for OSHA can show to be feasible.

Note:

Where the above controls are not sufficient to achieve compliance with the PELs, they must still

be used and then supplemented with respiratory protection.

6.10.2 Requirements Applying to Specific Classes of Asbestos Work

Requirements for controls and work practices that apply to a specific Class or type of asbestos work are found in the sections of the Standard as indicated in the following table:

Asbestos Type	
Class/Type	Paragraph of the Standard
Class I Requirements	(g)(4), (g)(5), (g)(6)
Class II Requirements	(g)(7), (g)(8)
Class III Requirements	(g)(9)
Class IV Requirements	(g)(10)
Installing, removing, repairing, or maintaining intact roof cements, mastics, coatings, or flashings which contain asbestos fibers encapsulated or coated by bituminous or resinous compounds	(g)(11)

6.11 Lead Based Paint

The following are guidelines for lead-based paint (LBP) removal and remediation requirements for a GSA building as stated by the GSA Public Buildings Service. The contractor shall reference the documents listed below for more comprehensive guidelines. For additional information contact the PBS Environmental Hotline at 1-800-379-6505.

6.11.1 Summary of Findings

An action such as this is subject to the requirements of the National Environmental Policy Act (NEPA). GSA guidance for LBP activities is contained in the GSA Technical Guide E402.0395, "Lead-Based Paint", and The Lead-Based Paint Technical Guide summary 402-1001. The Federal lead-based regulations are contained in the following Codes of Federal Regulations: 29 CFR 1926.62 and 40 CFR 745.

The Technical Guide outlines federal regulations and guidance that constitute current GSA policy for LBP safety and remediation activities in all federal building renovations. GSA's over-riding policy is to test for LBP whenever a renovation project requires

sanding, welding, or scraping painted surfaces. LBP should not be abated if the surfaces are intact and in good condition. Always follow the Occupational Safety and Health Administration requirements interim final standard regulating exposure to inorganic lead in construction when lead is detected (29 CFR 1926.62). Under this standard, the PEL for inorganic lead is 50 ug/m³ of air as an 8-hour time-weighted average. An action level of 30 ug/m³ as an 8-hour time-weighted average is an action level requiring exposure monitoring, engineering, and work practice controls, training, medical monitoring, medical removal and record keeping.

Individual states vary on their guidelines to lead abatement. Safety and Environmental personnel should check with their state environmental or occupational safety and health offices to determine if there are any state requirements for abatement or disposal of LBP.

In 1992, Congress enacted Title X, the Residential Lead-Based Paint Hazard Reduction Act to provide a national framework for addressing LBP hazards at Federal residential property. Title X, commonly known as the Residential Lead-Based Paint Hazard Reduction Act required HUD to promulgate regulations addressing LBP inspection and abatement activities. The 1995 HUD guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing were issued pursuant to this act and contain widely accepted guidance on inspection, assessment and abatement techniques.

The following summarizes the main GSA requirements and recommendations based on HUD, OSHA, and EPA rules:

- I. Pre-evaluation surveys – Any renovation project that requires sanding, welding, or scraping painted surfaces, regional Safety and Environmental Management personnel or their contractors must survey the site.
- II. On-site X-ray Fluorescence Analyzer Testing – This test method is preferred by HUD since it is relatively inexpensive, provides rapid results and does not require removal of paint for most samples.
- III. Laboratory Analysis of Paint – Any laboratory used should be accredited by the American Industrial Hygiene Association

and participate in the Environmental Lead Laboratory Accreditation Program for paint samples and dust wipes for lead analysis.

IV. Written Lead Compliance Plan – The written program must contain the requirements given in 29 CFR 1926.62(e)(2).

V. Employee Exposure Assessment – Affected GSA employees of their designated representatives must have an exposure assessment to determine if any employee is exposed to lead at or above the action level.

VI. Identified Tasks – For certain tasks listed in 29 CFR 1926.62(d)(2), OSHA assumes that lead levels will exceed the PEL.

VII. Engineering and Work Practices – Engineering and work practice controls, including administrative controls, are the preferred methods of choice compliance. Workers should refer to:

- “Protecting Workers and Their Communities from Lead Hazards: A Guide for Protective Work Practices and Effective Worker Training” (Society for Occupational and Environmental Health 1993).
- Signs – Warning signs should be posted in work areas and contain the following information: “Warning, Lead Work Area”, “Poison”, and “No Smoking or Eating”.

VIII. Personal Protective Equipment – For most abatement jobs, protective coveralls and shoe covers should be worn at all times. Workers are advised to use special precautions with chemical strippers. The document 29 CFR 1910.151(c) provides emergency eyewash and shower equipment standard operating procedures. Respiratory protection should be considered according to 29 CFR 1926.62(f).

IX. Hygiene Facilities and Practices – Change areas and hand washing facilities must be provided until an employee exposure assessment is performed for identified tasks listed in 29 CFR 1926.62(d)(2). Workers must not be allowed to eat, drink, or use tobacco products in the work area. Lead must be removed from protective clothing or equipment when leaving the worksite by using a high efficiency particulate absolute (HEPA) vacuum, downdraft booth, or other cleaning

method that limits the spread of dust. Workers should change into work/off-work clothes and shoes at the worksite.

X. Clean-up and Disposal – HEPA vacuuming should be used to clean up floors and other surfaces whenever possible. After the job is complete, all paint chips and debris must be removed from the work site and the area must be washed down with a cleaning solution containing Tri-Sodium Phosphate and vacuumed with a HEPA vacuum. At the work site, the exterior of waste containers should be HEPA vacuumed and wet-wiped to remove residual contamination. Disposal of lead-containing waste should be in accordance with state and federal regulations. EPA requires that representative lead abatement wastes be tested to determine if materials are regulated under the Resource Conservation and Recovery Act (RCRA), 40 CFR Part 261.

XI. Training – Train all GSA Workers who are exposed to lead, in addition to the hazard communications training required with OSHA’s Hazard Communication Standard (29 CFR 1926.59) and GSA written Hazard Communication Program Standard Operating Procedure.

XII. Medical Surveillance – GSA workers, who are occupationally exposed on any day to lead at or above the OSHA action level, must be enrolled in an initial medical surveillance program. Medical surveillance provisions shall follow requirements given in Appendix C of 29 CFR 1926.62 and GSA Handbook ADM P 5940.1.

XIII. Record Keeping – Establish and maintain an accurate record of all monitoring and other data used in conducting employee exposure assessments. For more information on requirements for access to employee exposure and medical records and confidentiality refer to 29 CFR 1910.20.

6.12 Definitions

ASBESTOS-CONTAINING MATERIAL (ACM) Any material containing more than one percent asbestos.

PRESUMED ASBESTOS-CONTAINING MATERIAL (PACM) Thermal system insulation and surfacing material found in buildings constructed no later than 1980. The designation of a material as "PACM" may be rebutted following procedures specified in the standard.

SURFACING ACM Material that is sprayed, troweled on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes) and that contains more than 1% asbestos.

THERMAL SYSTEM INSULATION (TSI) ACM ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain and that contains more than 1% asbestos.

CLASS I ASBESTOS WORK Activities involving the removal of TSI and surfacing ACM and PACM.

CLASS II ASBESTOS WORK Activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.

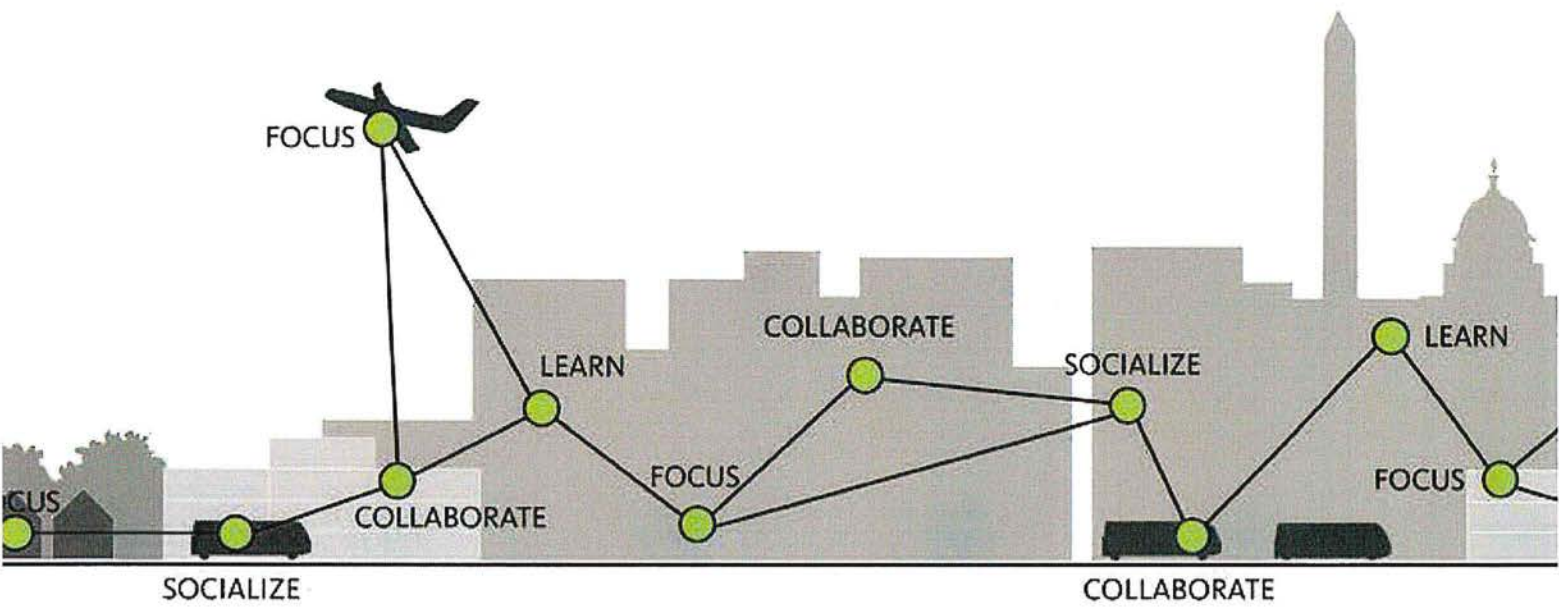
CLASS III ASBESTOS WORK Repair and maintenance operations, where "ACM," including TSI and surfacing ACM and PACM, may be disturbed.

CLASS IV ASBESTOS WORK Maintenance and custodial construction activities during which employees contact but do not disturb ACM or PACM and activities to clean up dust, waste and debris resulting from Class I, II and III activities.

NOTES:

- The removal of intact cements, coatings, mastics, and flashings during roofing work is not covered by the class system.
- The installation of asbestos-containing products is covered by the standard but does not fall into any of the four classes.

- **Building/Facility Owner** - means the legal entity, including a lessee, which exercises control over management and record-keeping functions relating to a building and/or facility in which activities covered by this standard take place.



7.0 Guidelines for Structured Cabling Systems

7.1 Introduction

This document provides direction for a telecommunications wiring system for TSA spaces or buildings to support TSA’s mission and operations. Its purpose is to enable the planning and installation of building wiring with minimal advance knowledge of the telecommunications products used.

Building wiring represents a significant investment. A variety of wiring plans and media exist in buildings today, resulting in an increase in labor costs for move, add and change (MAC) activities. Also, selective re-wiring is occurring in some locations where the existing media does not provide sufficient bandwidth transport capabilities.

These guidelines are to apply to future installations and renovations of buildings and work areas.

The content of this document follows EIA/TIA guidelines. It represents a subset of the appropriate EIA/TIA standards refined to meet specific TSA requirements. All cabling standards contained herein are installer independent.

7.1.1 Scope

This content of this document defines guidelines for

structured telecommunications wiring within TSA facilities or buildings. This includes all components from work area connections to local inter-building facilities. Deviation is discouraged, although, designers will review and document if necessary.

7.1.2 Structured Cabling Systems

The specifications contained in this document originate from the recommended use of structured cabling systems for all communications wiring requirements. These systems are composed of cabling segments that generally correspond to the vertical and horizontal dimensions of buildings and campuses. By interconnecting these segments to one another in prescribed ways, complete end-to-end connections exist to support the physical wiring needs of various systems. Standards refer to each such segment of cabling as a subsystem.

When at all possible, install structured cabling systems as fully as possible in their plant and administrative buildings. This may lead to a certain degree of pre-wiring at workstations where present equipment needs are minimal or even nonexistent. Pre-wiring at work positions initially free of equipment will help to avoid the predictably higher costs of doing so in the future.

The cabling specifications revolve around the use of high-quality unshielded twisted pair (UTP) and fiber optic cabling. Each workstation will have two or more modular jacks in an applicable faceplate. Each jack will include a separate four-pair UTP cable.

7.1.3 Telecommunications Wiring System Subsystems

Several elements comprise a structured telecommunications wiring system. The subsystems addressed in this document include:

- Equipment Subsystem Horizontal Subsystem
- Intermediate Distribution Frame (IDF) Equipment (Telecommunications Closet) Subsystem
- In-Building Backbone (Vertical) Subsystem
- Main Distribution Frame (MDF) Equipment Subsystem
- Campus Backbone Subsystem

7.1.4 Site Preparation Guidelines

7.1.4.1 General Information

A proper wiring plan begins with a good site survey. The survey should address items such as floor plans, power requirements, telecommunications closet plans, environmental considerations, grounding, etc.

It is the responsibility of the LAN Designers and Communication Consultants to coordinate this pre-survey and work with the architects, building operations management, local I&M forces and current occupants to secure the necessary information so that the site survey becomes a meaningful planning document.

All cables and materials used must comply with all relevant local standards for building and electrical materials and construction. Surveyors and/or designers should contact Real Estate Management to verify any exceptional requirements. Safety will never be compromised in any installation.

7.1.4.2 Specifications

A detailed site survey should include the following items:

The user should provide a floor plan with descriptions of communications locations and types of services, as necessary. This may be in the form of a descriptive grid sheet.

The floor plan should provide room sizes, new or existing telecommunications wiring facilities, planned

types of office furniture, HVAC, power locations, and requirements.

Standards recommend that all premise data equipment be mounted in a standard 19" Closed, Open, or Wall-Mount IT Cabinets, in a secured telecommunications closet within the TSA controlled space. If located in Shared IT Communications or Equipment Rooms, Closed Floor or Wall Mount Racks are recommended. These cabinets should include power strips, side panels, and fans for ventilation if required. TSA standards state the necessity for bolting all full size racks to the floor for seismic requirements and security or local earthquake zone standards if greater.

If access floors exist for cable routing, there shall be a minimum of 6 inches of clear space from the bottom of the floor panel to the deck below.

The cabinet with data equipment and rack with patch panel shall be connected via cable ladder for cable routing.

7.2 Workstation Equipment Subsystem

7.2.1 Definition

The Workstation Equipment Subsystem consists of all active or passive media and related components required to form physical connection between station (terminals, copiers, scanners, printers, PC's, and telephone handsets) and the communications outlets provided at the workstation (or office). The components used will be highly variable, depending on the type of equipment used at a particular time and place.

7.2.2 General Information

7.2.2.1 Equipment Specifications

Each of the four-pair UTP Category 5E/6 cables will terminate in the MDF, or IDF, on the same numbered port on the appropriate patch panel. For example, workstation number 1's cable from jack position 1 will terminate on port 1 of the red patch panel and the cable from jack position 2 will terminate on port 1 of the blue patch panel. In this example, each jack position could be color coded, as follows:

Cabling/Position Specification		
Jack Position	Jack Color	Application Position
1	Red	Data 1
2	Blue	Data 2

Below are Examples of Cabling and Power requirements – Actual requirements are based on specific location determinations:

7.2.2.1.1 Example 1

Each workstation (office, cubicle) will have two modular jacks (RJ-45) within a 2-port faceplate, with each jack supported by a separate four-pair UTP Category 5E/6 cable. (It is important to note that all Category 5E/6 jacks, regardless of color, will accommodate any voice or data technology.) Use of existing Category 5/6 cable is allowed provided that it meets all cable testing specifications. (Refer to Section 9.3.2). There should be a minimum of 1 120 VAC circuit that will provide facilities (space, power, grounding, etc.) for passive or active devices used to interconnect the horizontal wiring to the backbone wiring

7.2.2.1.2 Example 2

Each copier room will have six modular jacks (RJ-45) within three, 2-port faceplate, with each jack supported by a separate four-pair UTP Category 5E/6 cable. (It is important to note that all Category 5E/6 jacks, regardless of color, will accommodate any voice or data technology.) Use of existing Category 5/6 cable is allowed provided that it meets all cable testing specifications. (Refer to Section 9.3.2). There should be a minimum of 4 120 VAC circuits that will provide facilities (space, power, grounding, etc.) for passive or active devices used to interconnect the horizontal wiring to the backbone wiring.

7.2.2.1.3 Example 3

Each printer area will have four modular jacks (RJ-45) within a 4-port faceplate, with each jack supported by a separate four-pair UTP Category 5E/6 cable. (It is important to note that all Category 5E/6 jacks, regardless of color, will accommodate any voice or data technology.) Use of existing Category 5/6 cable is allowed provided that it meets all cable testing specifications. (Refer to Section 9.3.2). There should be a minimum of 4 120 VAC circuits that will provide facilities (space, power, grounding, etc.) for passive

or active devices used to interconnect the horizontal wiring to the backbone wiring.

7.2.2.1.4 Example 4

Each conference room will have 16 modular jacks (RJ-45) within eight, 2-port faceplate, with each jack supported by a separate four-pair UTP Category 5E/6 cable. (It is important to note that all Category 5E/6 jacks, regardless of color, will accommodate any voice or data technology.) Use of existing Category 5/6 cable is allowed provided that it meets all cable testing specifications. (Refer to Section 9.3.2). There should be a minimum of 18 120 VAC circuits that will provide facilities (space, power, grounding, etc.) for passive or active devices used to interconnect the horizontal wiring to the backbone wiring. Four of these circuits will be centrally located under the conference table. Two of these circuits will be centrally located in the ceiling of the room for an Audiovisual projector.

7.2.2.2 UTP Patch Cords.

Patch cords will adhere to the same physical and transmission specifications as outlined in section “7.6 Installation and Ongoing Maintenance” on page 64. The maximum length of the patch cord for workstations will be 3 meters (9.8 ft.) and will be pre-constructed “Category 5E/6” compliant. TSA Standards prohibit the use of installer-manufactured patch cords. The use of installer-manufactured patch cords significantly increases trouble reports and associated down time.

7.3 Horizontal Subsystem

7.3.1 Definition

The Horizontal Subsystem is one of the three subsystems that are permanent within facilities. It consists of all communications media, including cables, faceplates and terminating equipment installed between the workstations and the supporting Telecommunications Closets’ Intermediate Distribution Frames (IDF’s).

7.3.2 General Information

When designing the horizontal wiring system, consider all services, such as voice telecommunications service, premise switching equipment, data communications, Local Area Networks (LAN), Video Teleconferencing (VTC) and

other building signaling systems. The horizontal wiring shall be a star topology. Directly connect each work area outlet (home run) to a telecommunications closet. Terminate the horizontal cabling in a telecommunications closet on the same floor as the work area it is serving. Construct terminations at the telecommunications closet with Category 5E UTP 568B patch panels to assist with organization and flexibility of design. The use of non-plenum rated cable within EMT conduit homerun from the workstation to the telecommunications closet, will only be utilized, when required by local code.

Within TSA office space, use plenum rated cable (no conduit required) in controlled spaces. In all cases, cable should be run in EMT conduit, only if required by local code.

7.4 Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) Equipment Subsystem and Telecommunications Closets

7.4.1 Definition

The Main Distribution Frame (MDF) is the primary hub for all outbound Ethernet cables to their designated hardware devices. The MDF holds the TSA Router, Servers, Switches, and UPS. The recommended length for a Cat5E/6 cable is 295 feet. If a device is more than 295 ft from the MDF, how do you reach it? You pull a fiber optic cable and set up an Intermediate Distribution Frame (IDF) in the direction of the distant device and run the required wires from there.

7.4.1.1 Telecommunications – MDF – Main Distribution Frame

This room shall be designed/sized to serve the entire building/facility/location. This room is to be centrally located so as to ensure that all copper voice and data cable sheath lengths out to the outlets are less than 90 m (295 ft). The MDF contains the TSA Data Network equipment (Router, Servers, and Switches). If required, this room shall interconnect with each Intermediate Distribution Facility (IDF) via distinct, dedicated multi-mode and/or single-mode fiber optic backbone cabling. In smaller buildings, where only one telecommunications room is required, the MDF

will also function as the IDF. The MDF is supported by a UPS.

7.4.1.2 Telecommunications – IDF – Intermediate Distribution Frame

This room shall be designed/sized to serve any spaces or areas of the building/facility/location, which are in excess of 90 m, (295 ft.), of the MDF. The IDF typically only contains Patch Panels and Switches. This room is to be centrally located so as to ensure that all copper voice and data cable sheath lengths out to the outlets are less than 90 m (295 ft). The IDF is supported by a Surge Suppressor.

7.4.1.3 Recommended telecommunications closet (MDF or IDF) sizes

Recommended Telecom Closet Sizes	
Closet Type	Size
MDF	10' x 15' or larger
IDF	8' x 8' or larger

7.4.2 General Information

The following are general requirements for the telecommunications closet:

- It should be as close as possible to the core of the area it is serving.
- It should be for communications equipment only.
- There should be a minimum of one telecommunications closet per floor.
- All telecommunication closets within a building should align vertically (stack).
- It should contain a telephone for communications.
- It should be of sufficient size to accommodate all passive or active premise video, data and voice equipment.
- Power requirements must meet manufacturer specifications. This may include a conditioned power supply or UPS with an isolated AC ground.
- There should be a minimum of 1 120 VAC circuit or 1 208 VAC circuits depending on the cabinet UPS requirements. It shall provide facilities (space, power, grounding, etc.) for passive or active devices used to interconnect the horizontal wiring to the backbone wiring.

- Environmental factors (temperature and humidity) should conform to the equipment with the most stringent requirements.
- All active equipment (i.e., wiring hubs, concentrators, controllers, switches, etc.) placed in telecommunications closets should only serve devices on the same floor. In the case of multiple telecommunications closets per floor, active equipment located in one of the telecommunications closets should only serve devices normally supplied from that closet.

7.4.3 Specifications

The MDF and IDF should comply with EIA/TIA-569. Additionally, all voice-related cross-connections should utilize IDC-type connecting hardware. Cross-connections for data-related UTP should utilize plug-ended patch cords. All patch cords should be in accordance with EIA/TIA 568B polarization sequences and comply with TSB 36 and 40. All cross-connections involving the use of fiber optic cabling should be made using single mode fiber optic patch cords with ST compatible plugs on both ends.

Closets or spaces housing secure equipment cabinets should have a minimum of 8 x 8 x 8 (feet) clear space in which to house the cabinet. All IT Room sizes should be discussed with a TSA HQ IT FRM (Field Region Manager). Based on numerous considerations, TSA IT Rooms may vary widely, and each configuration, should be discussed to alleviate a too large, or too small room sizes.

7.4.3.1 Floor Loading (Floor Mount Cabinets)

The weight of a configured MDF/IDF ranges between 1050 and 1400 lbs., for the largest Floor Mount Cabinets. Floor loading capacity in the MDF/IDF shall be sufficient to bear both the distributed and concentrated load of installed equipment. The recommended minimum distributed loading bearing capacity shall be 150 lb/ft. This is for the largest model of Closed Cabinet (42RU). Smaller locations may be able to use Wall-Mount IT Cabinets, which will require a plywood backboard, for mounting.

7.4.3.2 Provisioning

Cover a minimum of two walls with rigidly fixed 20mm (3/4") A-C plywood; preferably void free, 2440mm (8 feet) high, painted with light colored fire retardant paint, capable of supporting attached equipment.

Lighting will be a minimum of 50 foot-candles measured 3 feet above finished floor, mounted 2600 mm (8.5 feet) above finished floor.

Standards recommend against false ceilings, unless local codes specify otherwise. There should be a minimum clearance height of 2440mm (5 ft.) throughout the room.

Doors shall be a minimum of 910mm (36") wide and 2000mm (80") high, without a door sill and hinged to swing outward (unless in violation of local code), or slide side-to-side and fitted with a lock.

Standards state to treat floors, walls and ceilings to eliminate dust. Finishes will be in light colors to enhance room lighting.

The installed equipment determines the electrical power requirements for the cabinets. The Uninterruptible Power Supply (UPS) in the 25 Rack Unit (U) cabinets requires a 120Volt 30Amp electrical circuit terminating to a NEMA L5-30R locking receptacle. The power cord for the 3kVA UPS, is 6 feet long. The UPS in the 42U cabinets requires a 208Volt 30Amp electrical circuit terminating to a NEMA L6-30R locking receptacle. The power cord for the 6kVA UPS, is 8 feet long.

According to the National Electrical Code (NEC) 645.5(B)(2), the electrical supply must be located such that the UPS can be plugged in without the cord lying on the floor to be tripped over or walked on which could damage the supply cord or unplug it.

All active equipment, such as wiring hubs, concentrators, controllers, switches, etc., which provide support to campus or critical subsystem equipment, shall connect to a UPS, or a Surge Suppressor (MDF requires a UPS; and IDF requires a Surge Suppressor). A review of the proposed equipment for the telecommunications closet will determine any other environmental settings, such as cooling and humidity.

7.5 In-Building Backbone Subsystem

7.5.1 Definition

The In-Building Backbone Subsystem is another of the three permanent subsystems within the facility. It consists of all passive cabling media and related connecting hardware required to provide connectivity between IDF's and other IDF's as well as between IDF's and Main Distribution Frames (MDF's or building hub room).

IDF's are where the remote end of in-building backbone cables terminate. These cables originate from other IDF's or the MDF.

7.5.2 General Information

Data-related applications may utilize a fiber optic (single-mode with SC connectors) in-building backbone subsystem. A fiber optic system (using the same standard) will also be used to interconnect multiple IDF's located on a single floor. ALL fiber optic cables should terminate in fiber optic patch panels in IDF's and MDF. (Note: An ST to SC conversion cable may be required to utilize existing fiber infrastructure; all new equipment being installed will use SC connectors.) In all cases, cable should be run in EMT conduit, only if required by local code.

The general design of the in-building backbone system will be a star topology. There shall be no more than two hierarchical levels of wiring cross-connects in the backbone wiring. Interconnections between any IDFs shall pass through three or fewer cross-connects. Wiring may pass through only one cross-connect to reach the main cross-connect. Cross-connects may be in telecommunications closets, equipment rooms, or at entrance facilities. All wiring cross-connects will be in secured rooms/closets.

7.5.3 Site Selection

When selecting a site for the MDF and/or IDF, avoid restricting the location by placing it next to building components that would limit expansion, such as; elevators, outside walls, cores and other fixed building walls. There should be accessibility for delivery of large equipment to the MDF.

7.5.4 Floor Loading (Floor Mount Cabinets)

The weight of a configured MDF/IDF ranges between

1050 and 1400 lbs., for the largest Floor Mount Cabinets. Floor loading capacity in the MDF/IDF shall be sufficient to bear both the distributed and concentrated load of installed equipment. The recommended minimum distributed loading bearing capacity shall be 150 lb/ft. This is for the largest model of Closed Cabinet (42RU). Smaller locations may be able to use Wall-Mount IT Cabinets, which will require a plywood backboard, for mounting.

7.5.5 Water Infiltration

The MDF, and/or IDF, shall not be located at or below water level unless employing preventive measures against water infiltration. If local code permits, the room shall be free of water or drain pipes not directly in support of equipment within the room. If there is a sprinkler requirement, consider a pre-action system. A floor drain shall be within the room if risk of water ingress exists.

7.5.6 Heating, Venting and Air Conditioning (HVAC)

The MDF shall be located with ready access to main HVAC delivery system. In some instances, a separate unit may be required. HVAC shall be available on a 24 hours-per-day, 365 days-per-year basis. If the building HVAC system cannot assure continuous operation, provide a stand-alone HVAC unit. The temperature and humidity shall provide continuous operating ranges of 65°F to 80°F with a 20% to 60% relative humidity. Humidification and dehumidification equipment may be required depending on local conditions. Measure ambient temperature and humidity at a distance of 1.5m (5 ft.) above floor level, after equipment is operational, and at any point along equipment aisle centerline.

7.5.7 Electromagnetic Interference

The room shall be away from sources of electromagnetic interference at a distance that will reduce the interference to 3.0 V/m throughout the frequency spectrum. Give special attention to power supply transformers, motors and generators, radio and induction sealing devices. It is desirable to locate the MDF close to the main backbone pathway.

7.5.8 Vibration

The MDF will be designed to meet the vibration specifications listed below:

MDF Vibration Table	
Frequency (Hz)	Vibration Amplitude
5-22	0.01 in double amp displacement
22 - 500	0.25 g peak acceleration
500 - 22	0.25 g peak acceleration
22 - 5	0.01 in double amp displacement

7.5.9 Size

The size of the MDF shall meet the known requirements of specific equipment. If information is absent, then allow for 0.75 ft. of floor space in MDF for every 100 ft. of workstation space. The MDF is recommended to be a minimum of 150 square ft. Optimum size is based on installed equipment, as well as relative cabling requirements. TSA IT Rooms may also contain other TSA entities, such as TSA Physical Security, and/or other elements related to TSA mission.

Environmental control equipment, such as power conditioning or distribution systems, and UPSs up to 100 KVA, are allowable in the MDF. Locate UPSs larger than 100 KVA in a separate room.

7.5.10 Provisioning

Cover a minimum of two walls with rigidly fixed 20mm (3/4”) A-C plywood, preferably void free, 2440mm (8 feet) high, capable of supporting attached equipment.

Lighting will be a minimum of 540 lux (50 foot candles) measured 3 foot above finished floor, mounted 2600 mm (8 ft. 6 in.) above finished floor.

Standards recommend against false ceilings, unless local codes specify otherwise. There should be a minimum clearance height of 2440mm (5 ft.) throughout the room.

Doors shall be a minimum of 910mm (36’) wide and 2000mm (80’) high, without a door sill, hinged to swing outward (unless in violation of local code), or slide side-to-side and fitted with a lock secured for authorized personnel only. If anticipated that large equipment will be delivered to MDF, a double door 1820mm (72”) wide by 2280mm (90”) high without a door sill or center post is recommended.

Standards state to treat floors, walls and ceilings

to eliminate dust. Finishes will be in light colors to enhance room lighting.

The MDF shall be void of contaminants and pollutants that could affect operation of installed equipment. When contaminants are present in concentrations greater than those indicated below, vapor barriers, positive room pressure or absolute filters shall be provided.

Contaminant Concentration:

- Chlorine 0.01 ppm
- Hydrogen Sulfide 0.05 ppm
- Nitrogen Oxides 0. 1 ppm
- Sulfur Dioxide 0.3 ppm
- Dust 100 ug/cubic meter/24 h
- Hydrocarbons 4 ug/cubic meter /24 h

Adequate ventilation must be available if using batteries for UPS.

A separate supply circuit serving the MDF shall terminate on its own electrical breaker. LAN Designers will determine the ultimate power requirements via a review of all proposed active equipment in MDF. Lighting fixtures and telecommunications equipment within the MDF should not be on the same electrical circuit breaker. Standards do not allow dimmer switches. There will be appropriate emergency lighting.

Especially noisy equipment shall be outside of the MDF

7.5.11 Campus Backbone System

7.5.12 Definition

The Campus Backbone Subsystem is the last of the three permanent subsystems within the facility. It consists of all passive cabling media and related connecting hardware required to provide connectivity between IDF’s and MDF’s of one building to the IDF’s and MDF’s of another building hub room within campus. The campus backbone subsystem will use an appropriate building entrance facility.

7.6 Installation and Ongoing Maintenance

7.6.1 Physical Routing

Whenever possible, routing of cable shall be over corridor areas or along lines that are parallel to contours of building. All deviations from straight runs should be made at right angles. Use pre-constructed distribution systems designed to support and protect standard cable plant when penetrating through wall partitions or between floors.

7.6.1.1 Separation from Sources of Electromagnetic Interference (EMI)

The planning of telecommunications pathways and spaces shall give consideration to nearby noise sources such as electric power wiring, radio frequency (RF) sources, large motors and generators, induction heaters, arc welders, etc. The NEC governs co-installation of telecommunications cable and power cable for safety but take additional precautions to protect the integrity of information carried by copper telecommunications cable.

Closed metal pathways, (i.e., EMT conduits), generally provides adequate protection from nearby capacitive and inductive coupled (rapid changes in large voltages) noise sources typically found in commercial buildings. In cases where inductively coupled (rapid changes in large currents) noise sources are a problem, the closed metal pathway section in proximity to the source shall be of ferrous type material.

Open or non-metal pathways (i.e., open tray or plastic wire ways) shall have sufficient separation from noise sources to eliminate any potential coupling problems. These pathways shall be a minimum of 5 inches away from fluorescent fixtures, ballasts, and high-intensity discharge devices.

Standards state to route all cabling in such a way that complies with the minimum separations from < 480V power sources listed below.

In general, IDF's (telecommunications closets) and MDF's (building hubs) should not be in close proximity with motors, transformers or other high voltage equipment.

Minimum Separations Table			
Condition	<2 KVA	2 - 5 KVA	> 5KVA
Unshielded power lines or electrical equipment in proximity to open or non-Metal pathways	5 in (127 mm)	12 in (305 mm)	24 in (610 mm)
Unshielded power lines or electrical equipment in proximity to grounded metal pathways	2.5 in (6 mm)	6 in (152 mm)	12 in (305 mm)
Power lines enclosed in grounded metal conduit (or equivalent shielding) in proximity to grounded metal pathways		3 in (76 mm)	6 in (152 mm)

7.6.1.2 UTP Splices and Bridge Taps

Standards strictly prohibit the use of splices and bridge taps within UTP segments. Doing so creates conditions in which signal reflections and other distortions can combine to negatively affect the integrity of transmissions.

7.6.1.3 UTP Cable Bends

UTP cable bends, or radii, shall be no less than 4 times the cable diameter.

7.6.1.4 Patch Cords

All cables used for cross-connection purposes need to meet or exceed the requirements of the adjoining cabling segments. Only use RJ-45 plug-ended patch cords to make cross-connects within IDF/MDF equipment subsystems. The cable manufacturer will certify the patch cords.

Additionally, no patch cord or jumper wires will exceed 7m (22.9 ft.) in length. TSA Standards prohibit the use of installer-manufactured patch cords. The use of installer-manufactured patch cords significantly increases trouble reports and associated down time.

7.6.2 Conduit

7.6.2.1 General

Use the conduit requirements as a reference to ensure proper transmission properties of Cat 5E/6 UTP.

7.6.2.2 Types of Conduit

If local code requires conduit, types include electrical metallic tubing (EMT), galvanized rigid steel (GRS)

conduit, and schedule 40 PVC (for outside use only). Conduit shall be of the type permitted under the appropriate electrical codes. Standards recommend against flexible metallic conduit due to cable abrasion problems.

7.6.2.3 Use of Conduit

No use of conduit unless required by local code.

7.6.2.4 Minimum Requirements

If conduit is required, appropriate electrical codes state the minimum requirements for conduit regarding support, end protection, and continuity. No section of conduit shall be longer than 100 ft. nor contain more than two 90 degree bends between pull points or pull boxes.

7.6.2.5 Bends

The inside radius of a bend in conduit shall be at least 6 times the internal diameter. When the conduit size is greater than 2 in., the inside radius shall be at least 10 times the internal diameter of the conduit. For fiber optic cable, the inside radius of a bend for fiber optic cable shall always be at least 10 times the internal diameter of the conduit. No 90 degree bends of fiber optic cable shall occur within the confines of a pull box.

7.6.2.6 Fish-tape or Pull-cord

For ease of pulling future cable, place a fish tape or pull-cord in installed conduit.

7.6.2.7 Conduit Run

Any single conduit run extending from a telecommunications closet should not serve more than three outlets. The size of conduit shall be per the table below and incrementally increase in size from the farthest outlet towards the telecommunications closet.

7.6.2.8 Conduit Termination

Ream conduit to eliminate sharp edges and terminated with an insulated bushing. Terminate conduit protruding through the floor 25-50 mm (1-2 in) above the floor surface.

Conduit Fill Table									
Trade Size (in)		1/2	3/4	1	1 ^{1/4}	1 ^{1/2}	2	2 ^{1/2}	3
Outside Diameter mm (in)	Internal Diameter mm (in)	15.8 (0.62)	20.9 (0.82)	26.6 (1.05)	35.1 (1.38)	40.9 (1.61)	52.5 (2.07)	62.7 (2.47)	77.9 (3.07)
3.3 (.13)	Number of Wires or Cables	1	6	8	16	20	30	45	70
4.6 (.18)		1	5	8	14	18	26	40	60
4.6 (.22)		0	4	7	12	16	22	36	50
6.1 (.24)		0	3	6	10	15	20	30	40
7.4 (.29)		0	2	3	6	7	14	17	20
7.9 (.29)		0	2	3	4	6	12	14	20
9.4 (.31)		0	1	2	3	4	7	12	17
13.5 (.53)		0	0	1	1	2	4	6	7
15.8 (.62)		0	0	0	1	1	3	3	6
17.8 (.70)		0	0	0	1	1	2	3	6

7.6.3 Physical Media Specifications

7.6.3.1 Technical Reference

Standards for 100 ohm UTP cable come from EIA/TIA-568-A UTP media specification and TSB 36 and 40.

7.6.3.2 Length

The cable length from the termination point in the telecommunications closet to the telecommunications outlet in the work area shall not exceed 90 meters (295 feet) independent of the media type.

NOTE: In establishing maximum distance, there is an allowance for 3 additional meters (9.8 ft.) from the telecommunications outlet to the workstation as well as an additional 7 meters (22.9 ft.) from patch panel to active (LAN/data) or passive (voice) components in telecommunications closet.

7.6.3.3 Construction

There are Eight 24-Gauge thermoplastic insulated solid copper conductors formed into four individually twisted pairs and enclosed by an overall plenum (or non-plenum) rated jacket. There is no distinction between voice and data cable. Voice and data services shall not share the same cable sheath. Cables are of non-plenum type for facilities (enclosed in conduit) and plenum type for any cables installed in other offices. No use of conduit, unless required by local code.

7.6.3.4 Twisted Pairs

Individual pairs twist variably, relative to one another within each four-pair cable with a minimum of two twists per inch per pair. The cabling manufacturer is to ensure compliance with all EIA/TIA-568 requirements in regards to actual pair twists.

7.6.3.5 Cable Diameter

Overall diameter of jacketed four-pair cable shall not exceed 6.35 mm or .25 in.

7.6.3.6 Breaking Strength

Ultimate breaking strength of completed cable should be 40.82 kg or 90 lbs minimum.

7.6.3.7 Bending Radius

Four-pair cable should withstand a bend radius of 25.4 mm (1 in) minimum at a temperature of -20°C

+/- 1°C without jacket or insulation cracking.

7.6.3.8 UTP Polarization

The 568 “standard” is not to be confused with 568A or 568B wiring schemes, which are themselves, part of the “568A standard”.

Each of the eight conductors contained within each four-pair cable should be color-coded and terminated in accordance with EIA/TIA-568A polarization (568B wiring scheme) sequence as listed below:

UTP Polarization Sequence Table		
Conductor ID	RJ-45 Pin ID	UTP Color Code
Pair 1 Tip	5	White/Blue
Pair 1 Ring	4	Blue/White
Pair 2 Tip	1	White/Orange
Pair 2 Ring	2	Orange/White
Pair 3 Tip	3	White/Green
Pair 3 Ring	6	Green/White
Pair 4 Tip	7	White/Brown
Pair 4 Ring	8	Brown/White

The pin-pair positions are identical to those contained in the IEEE 10BASE-T standard.
 * * Wire insulation is white, and a colored tracer is added for identification.
 * * * Wire insulation has a solid color (stated first) with an optional white tracer.

7.6.4 Transmission Characteristics

7.6.4.1 Technical Reference

Standards are from EIA/TIA-568A and TSB 67 “Category 5” for UTP media specifications.

7.6.4.2 DC Resistance

The resistance of any conductor shall not exceed 9.38 ohms per 100m (328 ft.) at or corrected to a temperature of 20°C.

7.6.4.3 DC Resistance Unbalance

The resistance unbalance between the two conductors of any pair shall not exceed 5% when measured at or corrected to a temperature of 20°C.

7.6.4.4 Mutual Capacitance

The mutual capacitance of any pair at 1KHZ and measured at or corrected to a temperature of 20°C shall not exceed 5.6 nF per 100m (328 ft.).

7.6.4.5 Capacitance Unbalance: Pair to Ground

The capacitance unbalance to ground at 1KHZ of any pair measured at or corrected to a temperature of 20°C shall not exceed 330 pF per 100m (328 ft.).

7.6.4.6 Characteristic Impedance and Structural Return Loss (SRL)

The characteristic impedance of horizontal UTP should be 100 ohms +/- 15% in the frequency range from 1MHz up to 100 MHz.

7.6.5 Data-Related UTP Connecting Hardware: Physical Specifications

7.6.5.1 Technical Reference

The data-related UTP connecting hardware standards are from EIA/TIA-568 standard for UTP Connecting Hardware.

7.6.5.2 Overall Construction

Terminate all data-related UTP cables in the horizontal subsystem on RJ-45 jack panels (patch panels) configured with Insulation Displacement Contact-type connectors for UTP wiring terminations. Include an internally hard-wired connection from each IDC-type connector to a corresponding RJ-45 type jack on the front of the panel for cross-connection purposes. These RJ-45 jacks should serve as the primary interface to equipment or media contained in the IDF Equipment or In-Building Backbone subsystems. Use rack-mounted Jack panels when possible.

7.6.5.3 RJ-45 Construction

Use WECO-style eight-wire modular jacks with 24AWG solid of 50 microns in hard gold, with a minimum contact force of 100 comb. conductors. Each contact surface should have a minimum of 8 separate conductors aligned internally by the jack.

7.6.6 Fiber Optic Cabling: Physical Specifications

7.6.6.1 Technical References

The fiber optic cabling physical specifications comply with the ANSI X3.166-1990.

7.6.6.2 Construction

Single mode graded index fibers, riser or plenum

rated.

7.6.6.3 Quantity Locations with one MDF and one or more IDF

A minimum of one (1) 6-strand fiber optic cable is required between each IDF and MDF.

Locations that require an additional MDF for fiber distribution (IE: locations with multiple buildings or multiple terminals) and one or more IDF:

A minimum of one (1) 6-strand fiber optic cable is required between each IDF and fiber distribution MDF.

A minimum of one (1) 12-strand fiber optic cable is required between each fiber distribution MDF and the core MDF.

7.6.7 Fiber Optic Cabling: Transmission Specifications

7.6.7.1 Technical Reference

The fiber optic cabling transmission specifications comply with the ANSI X3.166-1990 standard.

7.6.7.2 Transmission Characteristics

All fiber optic cables should comply with the following transmission characteristics:

Operating Wavelengths: 1310 and/or 1550 nm
 Maximum Attenuation: 0.3 to 1.0 dB/km at 1310 nm and 1550 nm

Cable Transmission Performance		
Cable Type	Cable Type Wave-length	Maximum Attenuation
Singlemode inside plant cable	1310	0.3 - 1.0 dB/km
	1550	0.3 - 1.0 dB/km

7.6.8 Fiber Optic Connecting Hardware: Physical Specifications

7.6.8.1 Technical Reference

The fiber optic connector types specified in this section are based on the ST connector specification.

7.6.8.2 Construction

TSA standards state the necessity to terminate

all fiber optic cables installed in the backbone subsystem at the time of initial installation. Equipment used to do so should consist of ST interconnect centers (i.e., fiber patch panels) containing at least enough positions to support installed fiber terminating at the MDF or IDF. All ST type connectors should terminate with interconnect sleeves to facilitate patching and cross connections. Fiber patch panels should be rack-mounted whenever possible. Wall mounting will be allowed only when rack mounting space is not available.

7.6.9 Fiber Optic Connecting Hardware: Transmission Characteristics

(Note: An ST to SC conversion cable will be required to utilize existing fiber infrastructure, based on all new equipment being installed will use SC connectors.)

7.6.9.1 Technical Reference

The fiber optic connector types specified in this section are based on the SC/ST connector specifications.

7.6.9.2 Attenuation

Fiber patching or interconnect equipment should support individually terminated single-mode fibers into ST type connectors. All connectors shall comply with the following specification for attenuation: Maximum loss of 0.8 dB per pair of mated connectors using SC/ST type connectors with single-mode fibers.

7.7 Acceptance Testing

7.7.1 Definition

Before acceptance of any newly installed communications wiring, the cable will undergo several levels of testing to ensure that all materials and installation conform to standards included in this guide. This will include both the UTP and Fiber Optics systems. Failure to meet the attached guidelines shall constitute reason to reject entire site installation until all problems are resolved.

7.7.2 General

All recorded testing results should remain in the appropriate telecommunications closet. Follow the guidelines outlined in Section 10 in regards to the labeling of all cables and components. In general,

test both cables and their corresponding connecting systems as a whole unit to ensure system integrity.

7.7.3 Unshielded Twisted Pair Testing

7.7.3.1 Visual Inspection

Visually inspect connections on cable to insure proper compliance with EIA/TIA 568B termination:

- Connectors marked as Cat 5E compliant (Cat 5 when utilizing existing Cat 5 cables)
- Proper color-coding checked on connectors.
- Pairs shall have no more than 1/2" of factory twist at any connecting point.
- Outer sheath shall extend beyond the point of physical restraint or clamp on any connector.

Inspect all exposed portions of the cable to insure a minimum of 4 times the cable diameter bend radius at any point.

Ensure no cable bundles or tie points display kinks, sharp bends, creasing or deformation of outer sheath, or signs of excessive pulling force.

Equip all conduit ends with bushings or other abrasion preventing devices. Cat 5E, fire rating, and UL classifications shall be present on all cables.

No conduit is needed, unless required by local code.

Ensure proper cable identification number, wiring closet, and other necessary markings are visible at each end of singular cables and at each multi-pair transition or cross-connect point or jumper. Labels shall be made with a factory printer approved for the purpose and will be placed as close as practicable to the termination point at each end (not more than 2 inches from end of the sheath and the exposed twisted pair). Printed information on label should face upward for ease of reading.

7.7.3.2 Certification Requirements

All existing Category 5 (CAT5e/6) cable must be tested and shall be in compliance to CAT5e/6 standards as per TIA/EIA TSB 67. Category 5E cable shall be in compliance to 5E standards as per TIA/EIA TSB 67. All cable testing shall be accomplished with a Level 2-test set capable of 155 MHz or higher for certification.

7.7.4 Fiber Optic Circuits

Testing will involve all fiber optic material and components comprising the Backbone system. Testing should include all SC/ST connecting hardware in the IDFs and MDF. Acceptable levels of attenuation for terminated fiber cables are defined as those that are equal to or fall below expected levels. Expected levels are determined by calculating the attenuation of the cable according to manufacturer's specifications (and its known length) and by adding to that value 0.8 dB loss for each pair of mated ST connectors. If attenuation values of the equipment are in excess, the installer will correct and retest.

Test all fibers in both directions. The proper tool to perform fiber optic testing is an Optical Time Domain Reflectometer (OTDR) or approved optical loss test set operating at both 1310 and 1550 nm wavelength.

7.8 Labeling, Cable Management and Administration

7.8.1 Introduction

Physical labeling for all cables and related components is mandatory. The ability to locate, isolate, and manage required components will depend heavily on adhering to a logical labeling scheme to enable expedient patch panel, data jack and switch port identification. Additionally, installers should create records to retain labeling information to aid in the trouble shooting process. At a minimum, these should be manual paper records including the following components:

- A permanent record of each CAT 5E/6 cable and fiber test shall be in each telecommunications closet.
- A floor plan indicating telecommunications closets, cable pathways and work area outlets shall be in each telecommunications closet.

7.8.2 Labeling

7.8.2.1 Data Jack Labeling

Each data jack label will include information pertaining to the cabinet location, patch panel number and patch panel port. The label scheme below is required to be placed on all data jacks and on the horizontal cable near the termination point of the patch panel.

XXXXX - PPX - XX

XXXXX = IT Cabinet Location Identifier

- Room 120 = RM120
- Checkpoint 1 = CKP1

PPX = Patch Panel Identifier

- Patch Panel 1 = PP1
- Patch Panel A = PPA

XX = Patch Panel Port

- Port 1 = 01
- Port 24 = 24

EXAMPLE: RM120-PP1-24 would denote the horizontal cable terminated to this data jack is also terminated to the IT cabinet located in Room 120 on patch panel 1 port 24.

7.8.2.2 Patch Panel Designation

Each patch panel shall be labeled from top to bottom ensuring the upper most patch panel is designated as either 'A' or '1' and preceding panels follow in sequential order.

7.8.2.3 Patch Cable Labeling

An IT cabinet may have several hundred patch cable connections between multiple patch panels and network switches. In order to ensure traceability between patch panel ports and the switch ports, patch cables are required to be labeled at both ends. The patch cable will be labeled with the appropriate patch panel and patch panel port designation at the switch end as well as the switch, switch blade and switch port at the patch panel end (see the below diagram).

7.8.2.4 Patch Panel & Port Designation

The patch panel and port designation will follow the same naming convention notated above.

'PPX' identifies the appropriate patch panel (i.e. PP4 - patch panel 4)

'PXX' identifies the specific patch panel port (i.e. P22 - patch panel port 22)

EXAMPLE: PP3-P22 would denote Patch Panel 3 - Port 22

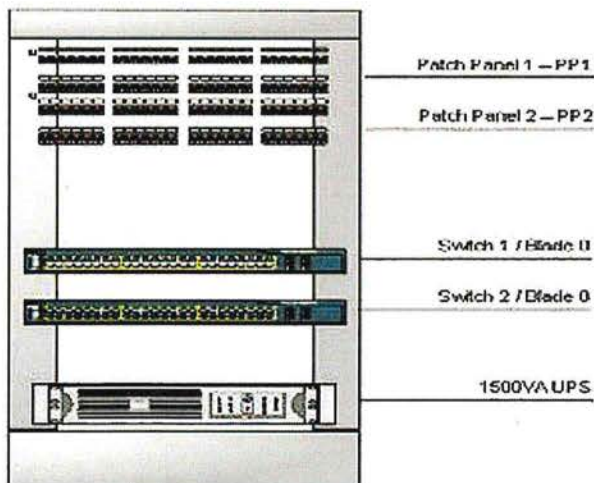
7.8.2.5 Switch, Switch Blade & Port Designation

SXBX-PXX is the required labeling scheme to designate the switch, switch blade and switch port on a patch cable. The switch and switch blade identifiers are similar to a patch panels following a sequential order by their placement in the rack from top to bottom. The blade designation is only required when a switch houses multiple blades within its chassis. When a switch does not contain a blade a zero shall be used as a place holder.

'SX' denotes the switch (i.e. S1 = the top most switch)

'BX' denotes the switch blade (i.e. B4 = the fourth blade within a single switch)

'PXX' identifies the appropriate switch port (i.e. P13 = port 13 on the switch)



7.8.3 Cable Standards

Cable Category: Cat 6 or Cat5e cables will be required for all horizontal cabling.

- Local code and pre-existing cable type will dictate cable specifications

Cable Types

- Straight-through Cable Gray, Bootless, Snagless
- Crossover Cable Blue, Bootless, Snagless

Cable organizers shall be organized between a patch

panel and a switch as reflected in Figure 3

Cable Length

- Use only proper length cable between devices in order to minimize excess cable in the wire management trays.

7.8.4 Cable Management

Straps

- Only use network cable approved straps. (See Figure 2)
- Zip ties or twist ties should not be used on network cables.
- Straps should be spaced at appropriate distance to ensure cables are held tight together.

Cable Management

- Vertical and horizontal cable organizers should be used where appropriate to ensure cables are organized in orderly fashion.

Cable Management Arms

- Cable management arms are discouraged, since they restrict air flow.

Cable flow directions.

- Cables should be divided in the middle, where half flows to left and half flows to right (Figure 3).
- Network switch top row cables should go to upper cable management organizer (Figure 4).
- Network switch bottom row cables go to lower cable management organizer (Figure 4).

Labeling Device

- Manufacturer labeler is required (i.e. Dynamo, Brother) that prints in a clear typed font.
- (Hand written cabling identification information is NOT permitted.)
- Label type: Nylon
- Colors: Black letters on white background

7.8.4.1 Cable Management Figures

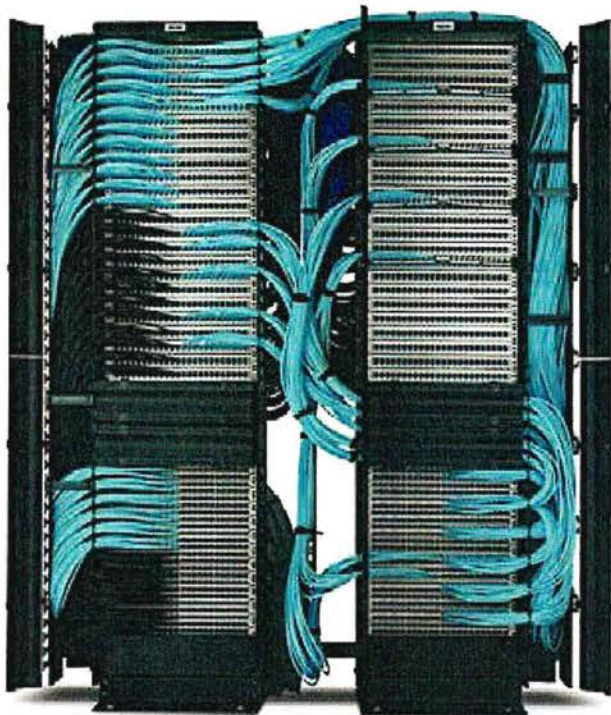


Figure 1 - Proper Cable Management

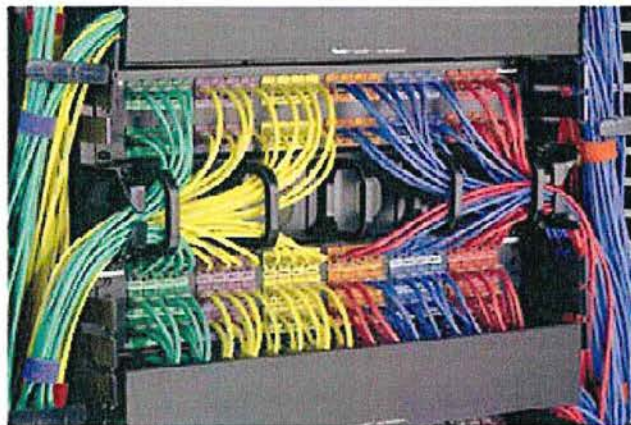


Figure 3 - Cable Flow Directions

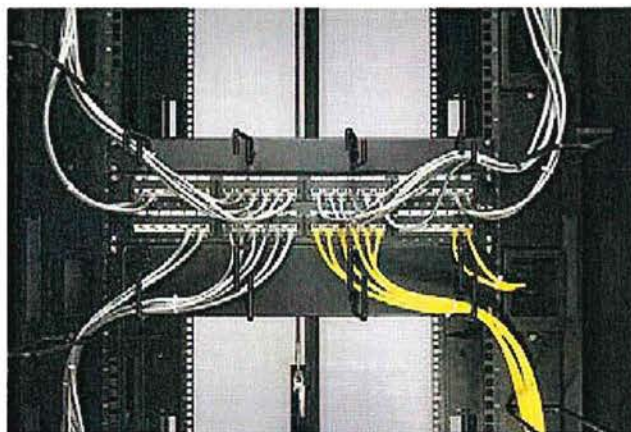


Figure 4 - Upper and Lower Cable Management



Figure 2 - Network Cable Straps

7.9 Firestopping

7.9.1 Definition

This section describes methods, materials and considerations for re-establishing the integrity of fire-rated architectural structures and assemblies (i.e. walls, floors, ceilings) when pipes, conduits, inner-duct, cables, cable tray, ducts, and other items penetrate these barriers.

7.9.2 General information

Firestop systems need to provide a complex balance of thermal resistance, thermal conductivity, adequate sealing at high temperatures, and durability to survive the turbulence of fire and the rapid cooling and erosive impact of a hose stream. A firestop system must provide an appropriate balance between durability, ease of installation, and ease of maintenance.

7.9.3 Requirements

Firestop all penetrations with appropriate materials in accordance with manufacturer's specifications, NFPA practices, applicable codes, statutes and ordinances with NELSON, 3M or HILTI CIBA products.

7.9.4 Specifications

Firestop systems can be divided into two broad categories:

Mechanical systems consist of pre-manufactured elastomeric components, shaped to fit around standard cables, tubes, and conduit. The elastomeric modules fit around the penetrating elements and arrayed within a frame.

Non-mechanical systems come in a variety of forms, each having desirable properties for a specific situation. Several firestop materials are available in the form of putty and may be in a variety of forms; i.e., bars, pads, sticks, tubes, or cans.

7.9.5 Approved Material Types

- Elastomeric components - used in pre-manufactured mechanical systems.
- Putties - may use in conjunction with ceramic fiber or rock wool.
- Caulks - dispensed in tube form.

- Cementitious materials - supplied as a dry powder to be mixed with water or, in some cases, premixed.
- Intumescent sheets - usually used in conjunction with caulk or putty, to fabricate a honeycomb-partitioned opening for cable or conduit.
- Intumescent wrap Strips - used to wrap plastic or metal piping, or cable bundles that may burn away and leave a significant void.
- Pre-manufactured pillows - contain a specially treated, compressible matrix, which, when exposed to fire, the matrix within the pillow swells to provide further sealing.
- Silicone foam - dispensed from pressurized containers.

7.9.6 Selection Criteria

When selecting a qualified system, take into account the following:

- Consider the actual conditions tested and covered by the system.
- When substituting one manufacturer's system for another manufacturer's system, ensure the firestop materials selected are appropriate for the actual conditions.
- Never substitute products of a qualified firestop system with another manufacturer's products. (Products from one manufacturer's system are not interchangeable with products from another manufacturer's system.)
- A firestop material capable of sealing against the passage of smoke and toxic gases through the penetration is highly desirable.

7.10 Telecommunications Bonding and Grounding Requirements

Use the information set forth in this standard to design and install the telecommunications bonding and grounding system for all TSA structured cabling system installations. The primary intent of this standard is to provide direction for the design of new buildings as well reference for the renovation or retrofit of existing buildings (rehab and upgrades). Telecommunications bonding and grounding is additional bonding and grounding specifically designed to support a multi-vendor, multi-product

environment. Communications bonding and grounding serves to minimize electrical surge effects, augment electrical bonding, and lower system ground reference potentials.

The telecommunications grounding and bonding infrastructure originates with a connection to the main electrical service grounding electrode conductor and extends throughout the building to serve the LAN hub rooms and wiring closets. The five major components of the telecommunications grounding and bonding infrastructure are:

- I. Telecommunications Main Grounding Busbar (TMGB)
- II. Telecommunications Grounding Busbar (TGB)
- III. Telecommunications Bonding Backbone (TBB)
- IV. Telecommunications Bonding Backbone Interconnecting Bonding Conductor (TBBIBC)
- V. Bonding conductor for telecommunications

The TMGB and TGB are copper busbars that allow for the termination of the TBB conductor. The TMGB size should be in accordance with the immediate requirements of the application and with consideration for future growth. Typically, there should be a single TMGB per building. Minimum dimensions shall be .25 inches thick x 4 inches wide x 12 inches long. Minimum dimensions for the TGB shall be .25 inches thick x 3 inches wide x 12 inches long. Both TMGB and TGB shall be pre-drilled copper with standard NENIA bolthole sizing and spacing for two-hole compression type connectors. The TMGB and TGB shall be wall mounted and isolated from the supporting structure by a minimum of 2 inches.

Bond all metallic raceways for telecommunications cabling located within the hub room or closet to the TMGB or TGB. All connections of TBBs to the TMGB and TGB shall utilize listed two-hole compression connectors. If an electrical panel board for telecommunications is within the hub room or closet, bond the panel board's Alternating Current Equipment Ground (ACEG) bus (when equipped) or the enclosure to the TMGB or TGB. Bond each equipment rack within the hub room or closet to the TGB with a separate #6 AWG insulated stranded

or solid copper conductor. Locate the TGB so the grounding conductors are as short and straight as possible.

The TBB is a conductor that interconnects all TGB's with the TMGB. The system designer may allow the installation of the TBB in the same pathway (cable tray) as the telecommunications backbone pathways. The TBB's main function is to reduce or equalize potential differences between telecommunications systems bonded to it. The TBB shall be an insulated copper conductor marked appropriately by a distinctive green color. Install the TBB in a metallic raceway if it passes through a plenum rated air space. The minimum size TBB conductor used to interconnect the hub rooms and/or closets shall be 3/0 AWG. The minimum size TBB conductor used to bond the equipment racks and conduits within the hub rooms and closets shall be #6 AWG. Protect the TBB conductors from physical and mechanical damage. If metallic conduit is used it shall be bonded at both ends with a minimum #6 AWG conductor.

Permanently label each 3/0 AWG TBB used to interconnect the hub rooms and closets as close as practicable to their point of termination. The label should indicate either source or destination and will include the statement "Do not disconnect". Bond the TBBs together with a TBB interconnecting bonding conductor (TBBIBC) at the top floor and at a minimum of every third floor in between when two or more vertical TBB's are used within a multistory building. The minimum size of the TBBIBC shall be 3/0 AWG.

Additionally, TSA standards require an RJ-45 grounding receptacle located within the Flex Panel that has all pins connected together and bonded to the TGB. This connector should be green and labeled "Static Discharge".

7.11 TSA Cabinet Specifications

7.11.1 Cabinet Electrical Specifications

The installed equipment determines the electrical power requirements for the cabinets. The 25U cabinet requires an L5-30R receptacle, a locking 120V 30A receptacle. The power cord for the 3KVA uninterruptible power supply (UPS) is 6 feet long. The 42U cabinet requires an L6-30R receptacle, a

locking 208V 30A receptacle. The power cord for the 6kVA UPS is 8 feet long.

Locate the electrical supply so the UPS can be plugged in without the cord lying on the floor to prevent tripping or walking on, which could damage the supply cord or unplug it (National Electrical Code NEC). Install the electrical supply circuits originating from over the equipment cabinets to terminate with the receptacles being approximately 24 inches from the floor. This enables the electrical connection to be inside the security of the cabinet. Ideally, the 42U cabinet should hardwire directly to the UPS electrical power input terminals. This would be a two-wire plus ground, 208V 30A circuit using #8 sized conductors.

7.11.2 Cabinet Size Specifications - Open Racks

Examples associated with this information, are not to be construed, in any way, as of any type of an endorsement, for any Vendor and/or Product. Examples are for example information only.

Note: "Open Racks" can only be used when an independent TSA MDF or TSA IDF IT Room (10'x10' or larger), is being utilized, and is also "TSA Controlled Space". Smaller dimension rooms, may be adequate, if only 1 cabinet is used.

Use of "Open Racks" is preferred in new Office Building or Airport MDF/IDF environments, to contain the TSA Router, Cisco Switches, UPS, Patch Panels, and other miscellaneous TSA IT related equipment.

Keep in mind, that Open Racks are only to be used when there are only TSA entities, (TSA IT and/or TSA Physical Security) in the IT Room. When outside entities are also in the Room, a Closed Cabinet or Closed Rack is preferable. Consult the TSA OIT FRM (Field Region Manager), for additional information.

When Open Racks are utilized, the 45U/4-Post Frame is used to house the Switches, Verizon Router, TSA Network Server, UPS, and other TSA Network connectivity associated devices. In smaller installations, these can also contain the Patch Panels. There will be 1, or more of these installed, based on requirements.

An example of the 45U/4-Post is the Chatsworth

50120-703 or <https://objects.eanixter.com/PD375912.PDF>

For the Cat5E/Cat6 Patch Panel management, at locations with larger cabling requirements, a 45U/4-Post or 45U/2-Post Relay Rack, can be used. One of these, can easily accommodate 8 Patch Panels, which can manage 384 Cable Runs (Cat6). POTS lines and Fiber Patch Panels can be terminated into in this Rack, as well.

An example of the 45U/2-Post is the Chatsworth 55053-703 or <https://objects.eanixter.com/PD375937.PDF>

7.11.3 Cable Management for Open Racks

When using these Open Racks, appropriate Vertical / Horizontal Cable management, should be utilized.

Note: Either Double-Sided or Single Sided sections are used, based on specific requirements.

The table below contains Examples of Vertical Cable Management for the 45U Racks and links to product details:

Cabling Sections	
Part Number	Description for 7' H (2.1 m) 45U Racks W x D - in (mm)
MCS MasterCabling Section	
30092-703	MCS, Single-Sided, 6 x 8.08 (150 x 205)
30093-703	MCS, Single-Sided, 10 x 8.08 (250 x 205)
30095-703	MCS, Double-Sided, 6 x 16.15 (150 x 410)
30096-703	MCS, Double-Sided, 10 x 16 (250 x 410)
Vertical Cable Management Spec Sheet	

The table below contains Examples of Horizontal Cable Management for the 45U Racks and links to product details:

Universal Horizontal Cable Manager Single-Sided	
30130-719	UHCM, Single-Sided, 2U x 5.14 (130)

Universal Horizontal Cable Manager Double-Sided	
30530-719	UHCM, Double-Sided, 2U x 11.73 (297)
Horizontal Cable Management Spec Sheet	

7.11.4 Cabinet Sizes Specifications - Wall Mount

In some circumstances, due the limited IT Room Sizes, Shared IT Rooms, no separate IT Rooms available, etc., the use of a Wall Mount IT Cabinet is appropriate. These can be used for both TSA MDF and IDF applications. Minimum Room size requirements for these installations is 8’x8’. In many cases, the IT Room will need to accommodate both TSA IT and TSA Physical Security equipment, as well an outside entity, such as when ASL (Automated Screening Lane) Servers/Cabling, are being installed. In these cases, the IT Room will need to be more in the 10’ x 15’ size, or larger.

These are standard size 19” Wide “Mounting Width”, (24” – 27” overall) Wall-Mount IT Cabinets, which can range from 12U, and go up to 40U. The commonality of these cabinets, is that they are typically 30’ Deep. This is to accommodate the current depth of the TSA/Cisco 3650 Switch.

There are numerous manufactures of these models, including but not limited to the following:

- CHATSWORTH PRODUCTS INC (CPI) | 12419-724 Wall Mount, 12U, 24” Width x 30” Depth x 24” Height
- CHATSWORTH PRODUCTS INC (CPI) | 12419-736 Wall Mount 18U, 24” Width x 30” Depth x 36” Height
- CHATSWORTH PRODUCTS INC (CPI) | 12419-748 Wall Mount 26U, 24” Width x 30” Depth x 48” Height
- CHATSWORTH PRODUCTS INC (CPI) | 13496-760 Wall Mount 33U, 27” Width x 30” Depth x 60” Height*
- CHATSWORTH PRODUCTS INC (CPI) | 13496-772 Wall Mount 40U, 27” Width x 30” Depth x 72” Height*

*The 60” and 72” Wall Mount Cabinets have the option to have an internal Vertical Cable Manager installed

Vertical Cabinets are also permitted, when required. See example at the following link:
 5U Vertical Wall-Mount Rack Enclosure Cabinet, Low-Profile, Server Depth, 36” Deep (SRWF5U36) – Cabinet is lockable. Approximate dimensions 10”D X 43”H X 26”W

7.11.5 Cabinet Sizes Specification - Closed Racks

The three (3) cabinet sizes approved for creating the secure physical environment for the TSA network electronic are designated as 42U, 32U and 25U. These are used for both MDF and IDF applications. The complete dimensions of the cabinets are shown in the following table:

Cabinet Dimensions						
Name	Height (in.)	Width (in.)	Depth (in.)	Weight (lbs)	Access (in.)	Footprint (in.)
25U	51.70	23.5	35.5	245	30	83.5 x 95.5
32U	63.5	26	42.88	295	30	86 x 103
42U	81.5	23.5	42.2	359	30	83.5 x 103

See Table Notes

Table Notes:

- The (U) identifier in the Cabinet field speaks to the usable vertical space available in the cabinet to install the electronic equipment. A U is equivalent to 1.75 vertical inches.
- The weight is the dry standing weight of an empty cabinet.
- The access dimension is representative of the depth of the largest piece of electronic equipment in the cabinet. The access number represents the additional space necessary to allow equipment installation from the front and rear of the cabinet.
- The required footprint for a cabinet would consist of the width and the depth plus twice the access distance (recommended). (Accurate access dimensions are determined in the lab by which piece of equipment is installed from the front and from the back of the cabinet).

All floor-standing cabinets will have a seismic kit shipped with them. All cabinets will be secured to the floor or wall and meet seismic zone 4 rating.

Equipment must be loaded into the rack at the location where the cabinet is installed. Equipment is loaded into the cabinet from the front and the back.

Side access is not required though it may increase the ease of cabinet configuration.

7.11.6 Cabinet Air Conditioning Requirements

A fully loaded 42U rack will generate 15,500 BTUs of heat per hour. That will require approximately 1 ton of air-conditioning per hour of conditioned air to maintain the 85° maximum temperature in the space. A fully configured 25U cabinet will generate 5,500 BTUs of heat per hour. That will require approximately .5 tons of air-conditioning per hour or 225 cubic feet of conditioned air per hour to maintain the 85° maximum temperature in the space.



7.12 Glossary

ADAPTER A device that enables different sizes or types of plugs to mate with one another or to fit into a Telecommunications outlet, provides for the rearrangement of leads, allows large cable with numerous wires to fan out into smaller groups of wires, or makes interconnections between cables.

ADMINISTRATION The method used for labeling, identification, documentation and usage to implement moves, additions and changes of the telecommunications infrastructure.

BACKBONE A facility between telecommunications closets, the entrance facilities, and the equipment rooms within or between buildings.

CABLE An assembly of one or more conductors or optical fibers within an enveloping sheath, constructed to permit use of the conductors singly or in groups.

COMMERCIAL BUILDING A building that is office oriented.

CROSS-CONNECT A group of connection points, wall or rack mounted, used to mechanically terminate and administer building wiring.

MINIMUM POINT OF ENTRY This is either the closest practical point where the carrier facilities cross the property line or the closest practical point where the wiring enters a multiple-unit building or buildings.

OPTICAL CROSS-CONNECT A cross-connect unit used for circuit administration. It provides for the connection of individual optical fibers with optical fiber patch cords.

OPTICAL INTERCONNECT An optical administration field that provides for the direct connection of individual optical fibers of an optical fiber cable to another cable or to an equipment cable without a patch cord.

OPTICAL FIBER CABLE An assembly consisting of one or more optical fibers (glass or plastic) with strengthening material, and an outer jacket.

PATCH CORD A length of wire or optical fiber cable with connectors on each end used to join communications circuits at a cross-connect.

PATCH PANELS A system of terminal blocks, patch cords, and backboards that facilitates administration of cross-connect fields for moves and rearrangements.

PRIVATE BRANCH EXCHANGE (PBX) A private switching system usually serving an organization, such as a business or government agency, and located on the customer's premises. It switches calls both inside a building or premises and outside to the telephone network and can sometimes also provide access to a computer from a data terminal.

TELECOMMUNICATIONS Any transmission, emission, or reception of signs, signals, writings, images, and sounds, or information of any nature by wire, radio, visual, optical, or other electromagnetic systems.

TELECOMMUNICATIONS CLOSET A telecommunications closet is a floor-serving facility for housing telecommunications equipment, cable terminations, and cross-connect wiring. The closet is the recognized transition point between the backbone and horizontal pathway facilities.

TELECOMMUNICATION OUTLET A connecting device located in a work area on which horizontal wiring system cable terminates and which can receive a mating connector.

TOPOLOGY The physical or logical configuration of a telecommunications system; i.e., a local area network

TRANSITION POINT A location in the horizontal wiring where flat cable connects to round cable.

WORK AREA A building space where the occupants interact with telecommunications terminal equipment.

WORKSTATION A workstation is a building space where the occupant normally interacts with telecommunications equipment. The telecommunications outlet in the work area is the point at which end-user equipment "plugs into" the building telecommunications utility formed by the pathway, space, and building wiring system.

7.13 Acronyms

ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
AWG	American Wire Gage
DTE	Data Terminal Equipment
EIA	Electronic Industries Association
IC	Intermediate Cross-connect
IDF	Intermediate Distribution Frame
IEEE	The Institute of Electrical and Electronics Engineers
ISO	International Organization for Standardization
LAN	Local Area Network
MC	Main Cross-connect
MDF	Main Distribution Frame (Hub Room)
NEC	National Electrical Code
NEXT	Near End Crosstalk
NFPA	National Fire Protection Association
SCS	Structured Cabling System
TC	Telecommunications Closet
TIA	Telecommunications Industry Association
UTP	Unshielded Twisted Pair
VTC	Video Conferencing

7.14 Information Sources/Referenced Documents & Acknowledgments

- Electronic Industries Association/ Telecommunications Industries Association (EIA/TIA) 569-A
- Electronic Industries Association/ Telecommunications Industries Association (EIA/TIA) 606
- Electronic Industries Association/ Telecommunications Industries Association (EIA/TIA) 607
- Electronic Industries Association/ Telecommunications Industries Association TSB 67
- Zatyko Associates Wiring and Physical Plant Guidelines, Methods and Standards
- Newton's Telecom Dictionary
- Vocabulary for Data Processing, Telecommunications, and Office Systems
- The Corporate Cabling Guide by Mark W. McElroy - ISBN 0-89006-663-9

If you have any questions or concerns please contact

your REMD Portfolio Manager.

8.0 Abbreviations List

ARCHITECTURAL

AFF	Above Finished Floor	NO	Number
ACT	Acoustical Tile	O.C.	On Center
A.C.	Air Conditioning	P	Podium
BLDG	Building	PA-1	Paint Color Type
CF	Cubic Feet	PNT	Paint
CPT	Carpet	PLAM	Plastic Laminate
CLG	Ceiling	PT	Point
CT	Carpet Tile	PT-1	Partition Type
COL	Column	PVC	Polyvinyl Chloride
CONC	Concrete	PSF	Pound Per Square Foot
CMU	Concrete Masonry Unit	R.C.P.	Reflected Ceiling Plan
CONST	Construction	REF	Refrigerator
DIA	Diameter	ROW	Right Of Way
DIM	Dimension	RM	Room
DR-1	Door Type	SS	Stainless Steel
DWG	Drawing	SIM	Similar
ELEC	Electric	SPEC	Specification
EL	Elevation	STC	Sound Transmission Class
ELEV	Elevator	STD	Standard
EXIST	Existing	TEL	Telephone
EXT	Exterior	TEMP	Temperature
FIN	Finish	T&G	Tongue and Groove
GL	Glass	TYP	Typical
GWB	Gypsum Wall Board	VB	Vinyl Base
HDW	Hardware	VENT	Vent
HVAC	Heating Ventilation/Air Conditioning	V.I.F.	Verify In Field
HT	Height	VERT	Vertical
HM	Hollow Metal	VW	Vinyl Wall Covering
HR	Hour	VCT	Vinyl Composition Tile
INT	Interior	WC	Water Closet
JAN	Janitor	WWF	Welded Wire Fabric
JT	Joint	W/	With
LF	Linear Foot	W/O	Without
LL	Live Load	WD	Wood.
MFR	Manufacturer		
MAS	Masonry		
MAX	Maximum		
MECH	Mechanical		
MIN	Minimum		
N.T.S.	Not To Scale		

EQUIPMENT

CM	Copy Machine
FAX	Facsimile Machine
LCD	Liquid Crystal Display
MWO	Microwave Oven
PC	Personal Computer
PRT	Printer
REF	Refrigerator
TV	Television
VEND	Vending Machine
VOIP	Voice Over Internet Protocol
WC	Water Cooler
GD-1	Garbage Disposal

MISCELLANEOUS

MISC	Miscellaneous
N.I.C.	Not in Contract
SFO	Solicitation for Offers
U.O.N.	Unless Otherwise Noted
TBD	To be decided
(X)	Quantity TBD

SECURITY

ACP	Alarm Control Panel
EMT	Electrical Metallic Tubing
IDS	Intrusion Detection System
CS	Contact Switch
KP	Alarm Key Pad
DR	Door Release
AS	Alarm Siren/Horn
PA	Panic Alarm
A ⁱ	iPhone-Video/Audio Intercom System
CR	Card Reader

ELECTRIC / TELECOMMUNICATIONS

BF	Wall-mounted systems furniture base-feed for connection of systems power whip connection
CB	Cable outlet for TV connection
DPW	Wall-mounted duplex outlet
QPW	Wall-mounted quadruplex outlet
DPWD	Wall-mounted, dedicated 20-amp duplex outlet
DPWG	Wall-mounted GFI duplex outlet
VDW	Wall-mounted voice/data outlet
DPF	Floor-mounted duplex outlet
QPF	Floor-mounted quadruplex outlet
VDF2	Floor-mounted voice/data outlet
VDF4	Floor-mounted quadruplex voice/data outlet
BVDW	Wall-mounted communication distribution box for connection to multiple workstations through system furniture panels
BVDC	Ceiling-mounted communication distribution box for connection to multiple workstations through power poles
JBU	Under-counter junction box (Break Room – Disposal and/or Insta-hot)
JBW	Wall-mounted junction box
JBC	Ceiling-mounted junction box
TOW	Wall-mounted telephone outlet
MSW	Motion Sensor Switch (Wall)
MSC	Motion Sensor Switch (Ceiling)
GFI	Ground Fault Interrupt
EMT	Electrical Metallic Tubing

9.0 Version History

Version Number	Date Approved	Approved By	Description
1.00	01.11.2018	Reinaldo Junquera	Original Document Creation
1.01	05.07.2018	Reinaldo Junquera	Updated Chapter 7: Guidelines for Structured Cabling Systems

AGENDA ITEM NO. 10.4

**Amendment #1 to Contract No. S-1039
Replacement of Passenger Boarding
Bridge A3, A5, B10 & C1 to C & S
Companies for Construction Inspection (CI).**

AGENDA ITEM NO: 10.4
MEETING DATE: February 1, 2021

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT:

Contact Person: *John LaClair, P.E. Airport Engineer*

PURPOSE OF REQUEST:

Amendment #1 to Contract No. S-1039 Replacement of Passenger Boarding Bridge A3, A5, B10 & C1 to C & S Companies for Construction Inspection (CI).

CONTRACT AMOUNT:

Base Amount: *\$144,950.00*
Amendment #1: *156,871.00**
Total: *\$301,821.00*

**Pending approval at this meeting.*

AWARD CONDITIONS MET:

Apprenticeship N/A DBE √ MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal 90% State 5% Airport 5% NA _____
Term of Funding: 2020-2021
Grant No.: 3-36-0001-xx-20 State PIN: <pending>

JUSTIFICATION:

Authorization is requested for the award of Amendment No. 1 to Contract S-1039 for Construction Inspection Services for the Replacement of Passenger Boarding Bridge A3, A5, B10 & C1 project to C & S Companies in the amount of \$156,871.00. The firm was previously selected as the most qualified firm responding to a competitive Request for Qualifications process. Their fee for services was subsequently established by negotiation as provided for in the Federal Aviation Administration Advisory Circular 150/5100-14-D. The proposed fee will include all construction inspection services during the execution of the construction contract and is in conformance with the Disadvantaged Business Enterprise requirements.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES √ NA _____

AGENDA ITEM NO: 10.4
MEETING DATE: February 1, 2021

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES NO .

BACK-UP MATERIAL:

Please refer to attached CI scope and fee proposal from C & S Companies.

SCOPE OF WORK

PASSENGER BOARDING BRIDGE IMPROVEMENTS PROJECT – PHASE 4 ALBANY INTERNATIONAL AIRPORT (ALB)

PROJECT TITLE: Passenger Boarding Bridge Improvements Project – Phase 4

SERVICES PROVIDED: Construction Observation

AGREEMENT TYPE: Cost Plus Fixed Fee

PROJECT DESCRIPTION:

The Consultant shall provide the following professional services, including construction contract administration and full-time construction observation, during construction of the Passenger Boarding Bridges Improvements Project - Phase 4.

The project generally includes:

- The removal and replacement of passenger boarding bridges at Gates A3, A5, B10, and C1
- The demolition of existing over the wing passenger boarding bridges at Gates C2 and C3 and replacement of walkways
- Installation of conduits and electrical, control and communication circuits,
- Installation of a pre-conditioned air & power units
- Installation of associated electrical equipment
- Restoration of surfaces / finishes disturbed as a result of the work.

Professional services to be provided by the Consultant shall include engineering services required to accomplish the following:

CONSTRUCTION CONTRACT OBSERVATION PHASE

The Construction Contract Observation Phase shall consist of observation of the construction to become generally familiar with the progress and quality of the Contractor's work to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the Consultant shall aid the Albany County Airport Authority (ACAA) by acting as its liaison and Project coordinator with the Federal Aviation Administration (FAA) during the construction of the Project. Construction Contract Observation shall include the following items of work:

1. Provide consultation and advice to the ACAA during construction, including the holding of a pre-construction conference, bi-weekly construction coordination meetings and other meetings required during the course of construction. Prepare and distribute minutes of all meetings.
2. Review alternative construction methods proposed by the Contractor and advise the ACAA of the impact of these methods on the schedule and quality of the Project.
3. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the ACAA when necessary.
4. Conduct pre-final and final inspections of the completed Project with the ACAA's airport personnel, the FAA, and the Contractor.
5. Issue certificates of construction completion to the ACAA, the FAA, and the NYSDOT.
6. Perform an orderly closeout of the Project as required by the ACAA, the FAA, and the NYSDOT.
7. Provide assistance to the ACAA as an expert witness in any litigation that may arise from the development or construction of the Project. Payment for this service will be as stated in the Consultant Agreement.
8. Maintain a Project Record / Engineers Diary.
9. Review documents and submissions by contractors pertaining to scheduling and advise the ACAA as to their acceptability.
10. Observe the work to determine substantial conformity with the Contract Documents and to ascertain the need for correction or rejection of the work.
11. Observe testing and inspection. Arrange for, conduct, or witness field, laboratory, or shop tests of construction materials as required by the plans and specifications for the Project; monitor the suitability of materials on the Project site or brought to the Project site to be used in construction; interpret the contract plans and specifications and check the construction activities for substantial compliance with the design intent; measure, compute, or check quantities of work performed and quantities of materials in-place for partial and final payments to the Contractor.

12. Prepare and submit inspection reports of construction activity and problems encountered as required by the ACAA and the FAA.
13. Review Monthly Contractor Applications for Payment and Make Recommendations for Payment
14. Preparation and review of Change Orders/Force Account Work

The Consultant agrees to perform the services in the Construction Observation Phase of this Project during the construction contract period estimated to be as follows:

Pre-Construction: Sr. Construction Supervisor - 1 day @ 8 hrs/day

Inspection: Sr. Construction Supervisor – 16 weeks @ 6 hrs/week

Resident Engineer – 16 weeks @ 40 hrs/week

Senior Technical Administrator – 16 weeks @ 5 hrs/week

Post Construction: Sr. Construction Supervisor - 2 days @ 8 hrs/day

Senior Technical Administrator – 2 weeks @ 10 hrs/week

END OF SCHEDULE A

SCHEDULE B

COST SUMMARY

Project Title: PASSENGER BOARDING BRIDGE IMPROVEMENTS – PHASE 4
Airport Name: ALBANY COUNTY AIRPORT AUTHORITY
Services Provided: CONSTRUCTION OBSERVATION

Project Description:

The CONSULTANT shall provide professional services as outlined in Schedule A under a Cost Plus Fixed Fee Agreement not to exceed \$156, 871.00.

Refer to attached Schedule B Breakdown



ARCHITECTURAL/ENGINEERING COST SUMMARY SCHEDULE "B" INSPECTION PHASE

PROJECT NAME: ACAA PBBs Phase IV
 PROJ DESCRIPTION Demo of 6 existing and installation of 4 new PBBS

DATE: 29-Jun-20
 A/E: C & S ENGINEERS, INC.
 PROJECT NO:
 C&S CONTACT:

CLIENT:
 CLIENT MANAGER:

I. ESTIMATE OF DIRECT SALARY COSTS:

	TITLE	MAXIMUM RATE OF PAY (\$/HR)	AVERAGE RATE OF PAY (\$/HR)	@	ESTIMATED HOURS		ESTIMATED COST
A.	SERVICE GROUP/ASSOCIATE MANAGER	\$89.10	\$84.70	X	0	=	\$0.00
B.	DEPARTMENT MANAGER	\$73.50	\$66.70	X	0	=	\$0.00
C.	MANAGING/CHIEF ENGINEER	\$65.80	\$57.80	X	0	=	\$0.00
D.	PRINCIPAL ENGINEER	\$62.40	\$58.20	X	0	=	\$0.00
E.	SENIOR PROJECT ENGINEER	\$56.20	\$48.70	X	0	=	\$0.00
F.	PROJECT ENGINEER / ENV SCIENTIST	\$45.70	\$41.00	X	0	=	\$0.00
G.	ENGINEER	\$41.60	\$34.30	X	0	=	\$0.00
H.	STAFF ENGINEER	\$32.90	\$28.70	X	0	=	\$0.00
I.	SENIOR DESIGNER	\$44.00	\$40.60	X	0	=	\$0.00
J.	DESIGNER	\$33.40	\$28.40	X	0	=	\$0.00
K.	CADD OPERATOR/DESIGN TECHNICIAN	\$32.30	\$29.30	X	0	=	\$0.00
L.	ADMINISTRATIVE ASSISTANT	\$29.00	\$25.20	X	0	=	\$0.00
M.	INTERN	\$20.10	\$16.80	X	0	=	\$0.00
N.	GRANTS ADMINISTRATOR	\$35.40	\$33.80	X	0	=	\$0.00
O.	ASSISTANT GRANTS ADMINISTRATOR	\$28.60	\$27.30	X	0	=	\$0.00
P.	MANAGING PLANNER	\$60.50	\$57.60	X	0	=	\$0.00
Q.	SENIOR PROJECT PLANNER	\$52.10	\$49.60	X	0	=	\$0.00
R.	PLANNER	\$34.60	\$32.00	X	0	=	\$0.00
S.	STAFF PLANNER	\$31.50	\$29.30	X	0	=	\$0.00
T.	SENIOR/MANAGING ARCHITECT	\$57.20	\$56.10	X	0	=	\$0.00
U.	SENIOR GIS ANALYST	\$36.30	\$34.60	X	0	=	\$0.00
V.	GEOLOGIST	\$35.60	\$34.00	X	0	=	\$0.00
W.	ENVIRONMENTAL SCIENTIST	\$33.40	\$31.20	X	0	=	\$0.00
X.	SENIOR CONSTRUCTION SUPERVISOR	\$80.20	\$71.30	X	120	=	\$8,556.00
Y.	CONSTRUCTION SUPERVISOR	\$45.70	\$43.50	X	0	=	\$0.00
Z.	RESIDENT ENGINEER	\$52.40	\$47.00	X	660	=	\$31,020.00
AA.	CHIEF INSPECTOR	\$46.40	\$39.90	X	0	=	\$0.00
BB.	SENIOR INSPECTOR	\$42.80	\$35.50	X	0	=	\$0.00
CC.	INSPECTOR	\$34.00	\$32.30	X	0	=	\$0.00
DD.	JUNIOR INSPECTOR	\$22.20	\$21.20	X	0	=	\$0.00
EE.	SENIOR TECHNICAL ADMINISTRATOR	\$36.80	\$33.10	X	100	=	\$3,310.00
FF.	SENIOR PROJECT LANDSCAPE ARCHITECT	\$45.70	\$43.50	X	0	=	\$0.00
GG.	PROJECT LANDSCAPE ARCHITECT	\$43.30	\$41.30	X	0	=	\$0.00
TOTAL ESTIMATED DIRECT SALARY COST:							\$42,886.00

II. OVERHEAD EXPENSES & PAYROLL BURDEN PER SCHEDULE "C" -

(AGREED OVERHEAD EXPRESSED AS A PERCENTAGE OF DIRECT SALARY COST): 166.00% \$71,191.00

III. SUBTOTAL OF ITEMS I & II: \$114,077.00

IV. ESTIMATE OF DIRECT EXPENSES:

A.	TRAVEL, BY AUTO:	64 TRIPS @	300 MILES/TRIP @	\$0.575 =	\$11,040.00
B.	TRAVEL, BY AIR:	0 TRIPS @	0 PERSONS @	\$0.00 =	\$0.00
C.	PER DIEM:	0 DAYS @	0 PERSONS @	\$129.00 =	\$0.00
D.	MISCELLANEOUS:			=	<u>\$14.71</u>

TOTAL ESTIMATE OF DIRECT EXPENSES: \$11,054.71

V. FIXED FEE (PROFIT, LUMP SUM):

A.	LABOR PLUS OVERHEAD:	15%	(OF III.)	\$17,111.55
B.	DIRECT EXPENSES:	5%	(OF IV.)	<u>\$552.74</u>

TOTAL FIXED FEE: \$17,664.29

VI. SUBCONTRACTS:

A.	DBE SBO	\$11,500.00	\$12,075.00
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B. ESTIMATE OF SUBSURFACE INVESTIGATION & TESTS:

1	SPECIAL INSPECTIONS	LUMP SUM	=	\$2,000.00
2	PAVEMENT CORES:	0 EACH @	\$50.00 =	\$0.00
3	CONTINUOUS SAMPLING:	0 L.F. @	\$18.00 =	\$0.00
4	OBSERVATION WELL:	0 L.F. @	\$15.00 =	\$0.00
5	TEST PITS:	0 EACH @	\$250.00 =	\$0.00
6	FIELD CBR:	0 EACH @	\$250.00 =	\$0.00
7	FIELD DENSITY TESTS:	0 EACH @	\$35.00 =	\$0.00
8	MECHANICAL ANALYSIS:	0 EACH @	\$35.00 =	\$0.00
9	LABORATORY PROCTORS:	0 EACH @	\$100.00 =	\$0.00
10	SOAKED LAB CBR (ASTM D1883, PAR 8.1.1):	0 EACH @	\$150.00 =	\$0.00
11	SOAKED LAB CBR (ASTM D1883, PAR 8.1.2):	0 EACH @	\$250.00 =	\$0.00
12	SOAKED LAB CBR (ASTM D1883, PAR 8.2):	0 EACH @	\$350.00 =	\$0.00
13	ATTERBERG LIMITS:	0 EACH @	\$55.00 =	\$0.00
14	NATURAL MOISTURE CONTENT:	0 EACH @	\$6.00 =	\$0.00
15	HYDROMETER ANALYSIS:	0 EACH @	\$60.00 =	\$0.00

TOTAL ESTIMATED SUBSURFACE INVESTIGATION & TESTS: \$2,000.00

VII. TOTALS:

A.	MAXIMUM TOTAL COST FOR DESIGN SERVICES, AGREEMENT TOTAL & FAA ELIGIBLE:	<u><u>\$156,871.00</u></u>
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END OF SCHEDULE B

AGENDA ITEM NO. 11

Authorization of Change Orders

AGENDA ITEM NO. 12

Authorization of Federal and State Grants

AGENDA ITEM NO. 13

**Emergency Procurement Approvals by CEO –
Informational Only**

Old Business

New Business

Executive Session

Attorney-Client Privilege Matters