

ADDENDUM NO. 1 – RFP-FY25-100-10

Full-Service Sports Themed Bar and Restaurant - Concourse B

Norfolk International Airport

Issued: May 21, 2025

The following requests for clarification have been received. The responses represent the positions of the Norfolk Airport Authority (NAA).

1. Please provide a copy of the Authority's design guidelines. **Response: Attached as Exhibit A.**
2. Please provide LOD for the space. **Response: Attached as Exhibit B.**
3. Would the Authority please confirm that the two-page cover letter is separate from the 25 page limitation of the rest of the proposal? **Response: The cover letter is not included in the 25-page proposal limit.**
4. Would the Authority please confirm that the following are not included in page limitations:
 - Exhibit 7, Forms 1 and 2 **Response: Exhibit 7 and forms 1 and 2 are not included in the 25-page proposal limit.**
 - Photocopy of the bid security **Response: The photocopy of the bid security is not included in the 25-page proposal limit.**
 - Tabs **Response: Tabs are not included in the 25-page proposal limit.**
 - Outline of training programs in detail (RFP page 12, N, paragraph 2) **Response: See response to question 5.**
5. RFP page 12, N, paragraph 2 states that "Respondents should include an outline of the respective training programs in detail in their proposals." Would the authority please confirm that this is not included in the page limitations? **Response: The detailed training program is not included in the 25-page proposal limit.**

EXHIBIT A

NAA Tenant Design Guidelines, Sections 1, 2 and 3



Section 1

Introduction

1.1 Purpose of this Document

Norfolk International Airport (ORF) is embarking on a multi-phased, multi-faceted Capital Improvement program which seeks to expand its existing facility and associated infrastructure to accommodate increasing passenger demand and future growth. The main goal of the program is to improve the experience for all users, including passengers and staff. The experience at ORF will be improved through the reconfiguration and redesign of existing spaces and the addition of new spaces through various projects. These projects are redefining and optimizing the design language and operational efficiency of the facility.

Tenants play a significant role in the functionality of any airport facility. The purpose of this document is to provide a compliance roadmap to all types of airport tenants that will enable them to seamlessly integrate into the experience and functionality of ORF. This document provides the design parameters and responsibilities that tenants should adhere to in order to successfully operate at ORF. As will be reiterated throughout this document, the Guideline is provided to aid Tenant's and their Design Teams in determining and providing concepts and programs which will be met with approval by the Norfolk Airport Authority (NAA). Ultimate approval of any Tenant Improvement is at the sole discretion of the NAA.

Tenant types at ORF include, but are not limited to, the following:

- Concessionaires
 - Food & Beverage
 - Retail
- Airlines
- Rental Car Companies
- Advertisers
- Public Art Displays
- TSA & CBP

This manual is intended to be a living document that will evolve over time as ORF continuously seeks to serve a rapidly changing travel industry. For all matters addressed through this Tenant Guideline, the Norfolk Airport Authority's Chief Commercial Officer will be responsible for overseeing compliance.

TENANT AND CONCESSIONAIRE RFPs

The Tenant Guideline is specifically written in a manner to address tenants who are approaching NAA requesting to modify their existing facilities at Norfolk International or to request the construction of new tenant facilities.

However, the guideline can and is anticipated to be provided as part of NAA solicitations for new tenant programs and Improvements. When utilized for this purpose certain obvious processes and requirements may be omitted at the Airport's discretion with the intent to not duplicate tasks in the RFP response.

For example, if the RFP response requires development of a concept package for the tenant space, then that effort need not replicated as a design submittal.



Section 2

Tenant Procedures and Responsibilities

2.2 Design & Approvals Phase

2.2.1 – Norfolk Airport Authority Capital Improvement Program Contacts

Name	Title	Contact
Steve Djunaedi	Chief Commercial Officer	sdjunaedi@norfolkairport.com 757-857-3594

The Chief Commercial Officer (CCO) will be the main point of contact for matters regarding tenant leasing, tenant design, and for overseeing compliance with these guidelines. The CCO may oversee construction as the Owner’s representative or may designate that oversight to other Norfolk Airport Authority staff.

2.2.2 – Concept Review and Approval

The intention of these Tenant Guidelines is to provide general guidance to the Tenant design teams and provide an understanding of the Airport Authority’s base expectations for the design of the leased spaces. It is suggested that tenants view the concepts provided within this documents as starting points for further development, not as rigid requirements on their design. This guidance is intended to mitigate efforts on designs which are significantly out of alignment with the NAA’s design goals for their campus. If the tenants develop designs which “bend the rules” but compliment and add value to the Airport, their design may be accepted. In the same light, designs which seem to meet the guidelines in their entirety may be rejected by NAA.

Ultimate approval or rejection of the Tenant’s concepts is at the sole discretion of NAA’s preferences.

Existing Tenants requesting to make significant design modifications to their leased space shall contact the Chief Commercial Officer to request modifications and review most updated protocols. The CCO will coordinate internal NAA processes, preparing appropriate documentation and developing an NAA team as required to support the design and construction from the Owner’s side.

In order for a new design to be considered, the tenant must develop a Conceptual Design Submittal Package for review by NAA which is to include at a minimum the following:

- General information about the project’s form and concept.
- Narratives including description the concept, its alignment with these design guidelines, and rationale behind any significant deviation from the requirements provided herein for consideration.
- Initial renderings and floor plans, along with a list of utilities that are anticipated to be used in the leased space. Intended interior finish materiality should be indicated on the renderings
- 2d- plans and elevations describing demising walls, interior partiotions, casework, major equipment and furnishings

Upon receipt of the Conceptual Design Package, the CCO will coordinate review of the concept with NAA staff. The NAA staff will evaluate the concept based in part on these design guidelines, as well as their interpretation of how the concept will complement and add value to the Airport. Review period will be approximately ten working days.

The CCO will communicate to the Tenant whether the Conceptual Design is accepted, if rework is needed, or if the design is altogether rejected. If rework is requested or the design is rejected, the CCO will provide the tenant a written report of rationale or requested modifications within 5 working days of notice.

If the Conceptual Design is approved, NAA will provide formal notice for the Tenant that they may move on to the Design Phase.

2.2 Design & Approvals Phase

2.2.3 – Architect & Engineer Selection and Requirements

The Tenant shall engage an architect and engineers that are licensed to practice in the Commonwealth of Virginia. The design professionals shall prepare the design, any necessary calculations, and construction documents for the Tenant's buildout. The Architect and Engineers shall be capable providing permissible construction documents in compliance with the current additions of the Virginia Uniform Statewide Building Code (USBC).

The architect and engineers shall provide Construction Administration services.

NAA does not have any SMWBE requirements for the tenant upfit design team, however participation is encouraged.

NAA does not carry a list of approved architects, engineers, contractors, or vendors; however Tenants may reach out to the CCO to request the names of entities who have worked at the Airport.

2.2.4 – Design Phase Considerations

FIELD VERIFICATION

NAA may provide existing cad (dwg) files as well as as-built and record drawing pdfs for the areas to be used by the Tenant and their consultants. NAA can make no guarantee regarding the accuracy of those documents and files, therefore it is the Tenant's responsibility to field verify existing conditions.

The Tenant's Design Professionals shall field verify all existing conditions for the leased space where construction will occur. Conditions to verify include, but are not limited to:

- » Overall dimensions of the space
- » Presence of existing materials from previous tenants
- » Locations of demising walls
- » Locations of existing utility connections and equipment
- » Locations of existing fire suppression lines and sprinklers
- » Locations of all existing infrastructure.

The Design Professional shall document these conditions and illustrate them in the required design submittals.

INTERFACE WITH BASE BUILDING SYSTEMS

Tenant is responsible for maintaining all Operational Building Systems and shall design all required elements up to NAA's tie-in points.

- Tie-in Points: Tenant's design must clearly identify on the construction documents all tie-in points for:
 - » Mechanical Systems
 - » Electrical Panels
 - » Plumbing Systems
 - » Fire Sprinkler Systems
 - » Fire alarm Systems
 - » Communication Systems and Telephone rooms.

Utility Calculations: Tenant's design must provide all calculations related to utility needs in order to obtain approval of their design from NAA.

SUSTAINABILITY

The Norfolk Airport Authority has set as a goal to attain certification in Green Globes where feasible and appropriate on many of their capital improvement projects.

Tenants are encouraged to incorporate sustainable design practices and materials into the design of their leased space. Certification from recognized sustainable organizations such as United States Green Building Council (USGBC) or WELL is not required, however, the Tenant's design professionals should design for and specify sustainable materials and systems wherever practical and feasible. The following sustainable principles are not required but should be taken into consideration:

- Materials
 - » Install products that contain recycled materials and are low-emitters of volatile organic compounds (VOCs).
- Lighting
 - » Utilize LED and other energy efficient light sources and controls.
 - » Specify the use of occupancy sensors in office space and spaces that are not regularly occupied.
 - » Set all non-emergency lighting fixtures to be off during non-business hours.

2.2 Design & Approvals Phase

- Energy
 - » Tenants should specify and install energy-efficient equipment, such as products that have an Energy Star label.
- Water
 - » Specify water-efficient fixtures, such as low-flow toilets and sink faucets.
- Indoor Air Quality
 - » The quality of air in indoor environments is crucial to the comfort of those that inhabit a space.
 - » Tenants shall support the prohibition of smoking within the airport facilities.
 - Smoking is only permitted outside of the landside areas of the airport in designated smoking areas which are at least 50 feet from the outside of the building.
 - » Restaurant tenants shall appropriately exhaust kitchen fumes to the exterior of the building.
 - » Products with low-VOC content should be specified to limit the off gassing of harmful or toxic chemicals into the air.
- Recycling
 - » NAA employs a recycling program at the airport. If the tenant provides waste receptacles in their space, it is encouraged that recycling receptacles be provided as well to support NAA's recycling program.

CODE & REGULATIONS COMPLIANCE

Virginia's latest building code adoptions are effective as of January 18th, 2024. Virginia employs the Uniform Statewide Building Code (USBC) and its associated standards and regulations. Building codes may be accessed online at the Virginia Department of Housing and Community Development website: <https://www.dhcd.virginia.gov/>.

As of the initial publication of this document, applicable adopted building code documents include but are not limited to the following:

- » 2021 Virginia Construction Code
- » 2021 Virginia Existing Building Code
- » 2021 Virginia Property Maintenance Code
- » 2021 Virginia Statewide Fire Prevention Code
- » 2021 Virginia Related Laws Package
- » 2021 Virginia Certification Standards
- » 2021 International Energy Conservation Code
- » Americans with Disabilities Act

It is the responsibility of the Tenant's Design and Construction Teams to determine the most current code, federal, and statutory requirements for each project.

Tenant is responsible for bringing their leased space into compliance with the current edition of the Virginia Construction Code.

ADA Compliance: In addition to the meeting the Chapter 11 Accessibility requirements in the Virginia Construction Code, the Tenant is responsible for bringing their leased space into compliance with the 2010 ADA standards for Accessible Design.

2.2 Design & Approvals Phase

EXISTING CONSTRUCTION TYPE AND CODE COMPLIANCE APPROACH

- Tenant is responsible for performing and confirming their own code analysis, the information noted below is provided as prompts for consideration.
- Construction Type and Use Groups:
 - Terminal: Original Departures Terminal was constructed around 1972-73. The Building Code in effect at that time was the Southern Standard Building Code, 1969 Edition. Existing floor deck construction is 1 ½ hour rated.
 - The Departures Building is currently not sprinklered.
 - The Building Use Group at the time was Assembly A-3
 - As part of an upcoming Terminal Improvement and modernization project is presumed that sprinkler will be added to the Departures Terminal and that the building will be brought into compliance with the requirements of covered mall. Tenants constructing facilities within the Departures Building are responsible for understanding the timing of those modifications and the impacts to their construction.
 - Concourses A&B: IIB, Unprotected Steel and composite decking, fully sprinklered. Several intermingled occupancies within a facility classified as covered mall.
 - Arrivals Building: Type 1B, Noncombustible Protected, fully sprinklered. Use Group A.
- Concourses A and B are classified as Covered Mall and all construction there-in is to comply with the requirements of Chapter 4 of the current version of the Virginia Construction code. Tenants are suggested to become familiar with the unique requirements of covered mall construction while developing permit documents.
- Key covered mall code related items to consider when considering within covered mall facilities include but are not limited to
 - Lease Plan – Building officials and Fire Departments are to be provided with a lease plan showing the location of each occupancy and its exits after the certificate of occupancy has been issued.
 - Occupancy Separation
 - Fire resistance separation is not required between tenant spaces and the mall.
- Fire resistance -rated separation is not required between a food court and an adjacent tenant or the mall.
- Each tenant shall be separated from other tenant spaces by a fire partition complying with VCC Section 708.
- If needed, Tenant is responsible for permitting any grease laden sanitary in accordance with the Hampton Rhodes Sanitation District (HRSD) and the City of Norfolk. Be advised there are no existing grease mains at the Norfolk Airport.

HAZARDOUS MATERIALS

Existing facilities may contain hazardous materials such as asbestos or lead. The Tenant shall coordinate with the airport and have the limits of their construction evaluated during design by an abatement professional to determine if hazardous materials are present. If so, plans shall be developed to appropriately remove or mitigate hazardous materials prior to or during construction in compliance with all applicable codes.

2.2 Design & Approvals Phase

2.2.5 – Design Submittal Requirements

After approval of the Conceptual Design Submittal, the Tenant shall provide a series of Design Phase submittals for the buildout of its leased space to NAA. The ultimate Construction Documents should be in alignment with the initially approved Conceptual Design.

The Tenant shall provide the following submittals in .PDF format. The Tenant may only deviate from the submittal schedule with pre-approval from NAA. The Tenant's Design Team must receive a formal notice to proceed to each subsequent design phase from NAA where noted.

- 50% Design Development
 - » This submittal should have drawings for each design discipline.
 - » Demolition and new construction drawings should be provided.
 - » Specification table of contents.
 - » Outline specifications for material and product selections.
 - » For projects where construction or staging of construction may affect or fall inside the AOA, the construction documents should include an Airport Safety Plan.
- Upon Receipt of 50% Design Development Drawings, NAA will review for 10 business days and subsequently provide comments and a formal notice to proceed to 90% Construction Documents if appropriate.
- 90% Construction Documents
 - » This submittal should include drawings and specifications for each necessary design discipline.
 - » It is the Tenant's discretion to provide either book or sheet specifications, depending on the size and complexity of the project.
 - » Location Plan: A plan of the airport facility indicating the Tenant's location.
 - » Floor Plans showing adjacent areas and the details of Tenant's buildout location.
 - » Reflected ceiling plans showing finish ceiling materials and ceiling-mounted equipment.
 - » Elevations showing wall finishes, millwork and cabinetry, and mechanical, electrical, and low voltage elements, and other wall-mounted elements or equipment.
 - » Storefront elevation and section showing how the storefront and signage design fits within and complies with the airport's storefront design guidelines.
 - » Project contact list of the Tenant's design team.
 - » This submission is a nearly complete set of documents pending only Owner and QC comments.
- Upon Receipt of 90% Construction Documents, NAA will review for 10 business days and subsequently provide comments and a formal notice to proceed to produce Permit Documents.
- Issue for Bid and or Permit Documents
 - » This submittal should include the Tenant's construction documents and a proposed bid schedule (if bidding the project)
 - » A proposed construction schedule (and phasing plan, if applicable) should be provided.
 - » Tenant's team is responsible for permitting their documents with the City of Norfolk and incurring all associated costs.
 - » NAA fire chief will provide hot work permits.
- 100% Construction Documents
 - » The purpose of this submittal is to notify NAA of any changes that occurred to the design during the bidding and or permitting process such as substitutions, value engineering, or Norfolk AHJ requests.
 - » Provide NAA with pdf drawings and specifications of the 100% Construction Documents.
 - » Provide NAA with 2-D cad .dwg files
- Kiosk and Vending Machine Design Submittal Requirements
 - For projects that do not involve construction, and only involve the installation of self-serve kiosks or vending machines, the following should be submitted for review:
 - » Equipment product data.
 - » Equipment installation guide.
 - » Location plan(s) for the proposed locations of the equipment.
 - » Rendering(s) showing the installed equipment.
 - » Signed and sealed electrical and low voltage drawings showing full connectivity information.

2.2.4 – Deliverable Format Requirements

NAA will require Construction Documents and Record drawings to be submitted as pdf files and 2-D cad files in alignment with National CADD Standards

Provide NAA with pdf copies of Project Manuals (Specifications), O&M and Warranty Manuals

2.3 Construction Phase

2.3.1 – Contractor Selection

Tenant shall engage a qualified Contractor, licensed to do business in the Commonwealth of Virginia and the City of Norfolk. Contractors shall construct Tenant spaces in accordance with Contract Documents that have been approved by NAA and the City of Norfolk Department of City Planning. Tenants may procure Contractors in a manner of their choosing.

2.3.2 – Operational Parameters During Construction

COORDINATION WITH NAA

- Tenants will be assigned a prime contact person with the Authority at the time of the project’s preconstruction meeting.
- Notice to Proceed: Tenant must have a written “Notice to Proceed” issued by NAA prior to the commencement of any work.
- Tenants shall provide NAA at a minimum monthly schedule updates regarding Construction progression.

INTERFACE WITH BASE BUILDING SYSTEMS

- Any intent or action to add or modify systems must be coordinated with NAA Facility Maintenance.
- All new systems shall be installed per applicable codes and standards and have a minimum one year warranty.
- Tenant is responsible for all costs related to work that will be performed on these systems.
- The physical tie-in to the Operational Building Systems shall be coordinated by the Tenant but performed by an authorized on-call Contractor managed by NAA’s Facility Maintenance Division.
- All coordination for tie-ins and/or additions to any of all existing systems will require a minimum 72 hours advance notice in writing to NAA Facility Maintenance Division followed by a written approval.

CLEANLINESS

- All construction work shall be performed such that unnecessary noise, dust, smoke, fumes, obstructions, and other hindrances are avoided.
- Work areas and adjacent spaces must be kept clean and free of debris. Daily housekeeping shall be performed.
- Contractors must provide means of cleaning dust from shoes.
- Interior areas shall be kept vacuum-clean throughout the day and at the end of every shift.
- Tenant Contractors shall avoid spreading any substances on the site or into adjacent spaces. Spills should be cleaned at the time of occurrence. Cleaning materials must not damage the surfaces being cleaned.
- It is recommended that Tenant Contractors establish and execute a Construction Indoor Air Quality Management Plan to protect and promote the wellbeing of its staff and other building occupants. The Contractor will be held responsible for damage to base building mechanical equipment and filters.
- For larger tenant projects, Contractors are encouraged to coordinate a construction waste diversion program with NAA.
- The Tenant’s Contractor shall not dispose of any solids or paint, paint thinner, mortar mix, and other construction waste products into building sanitary or storm drains.
- Tenants shall provide temporary access keys to NAA and airport police.
- Tenant shall provide adequate storage for all items awaiting removal from the site and shall observe all requirements for fire prevention and protection of the environment.

SAFETY & SECURITY

- The Tenant’s Contractor is responsible for all necessary safety precautions to protect workers, the general public, private and public property, and compliance with the OSHA.
- The Tenant’s Contractor shall not cause interference to or hinder the work of other Tenants or base building operations by NAA.
- When a Tenant’s work area is located within a designated restricted area, Contractor personnel will be limited to specific work and storage areas.

2.3 Construction Phase

INSURANCE

- The Tenant's Contractor shall not start work until all required insurance has been procured and submitted to NAA for approval. Specific requirements for a Tenant will be contained in the Tenant's lease agreement with NAA.

BONDS

- Requirements for bonding will be contained in the Tenant's lease agreement with NAA. Construction may not commence prior to bonding documentation being provided to the Airport Authority.

PERMITS

- The Tenant's Contractor is responsible for the costs of acquiring all necessary construction permits from the City of Norfolk. Electronic copies of permits shall be submitted to NAA prior to the start of construction.
- All permits must be posted in a conspicuous location for the duration of construction.

HOT WORK

- Contractors must secure Hot Work Permits prior to the start of welding and cutting activities.
- A fire watch shall be provided by the Contractor and a fire extinguisher shall be available within 20 feet of the work.
- Welding or cutting shall cease 30 minutes before closing of the job site for the day and be inspected prior to employees leaving the site for the day.
- Contractors should take the necessary precautions in preparation for Hot Work in accordance with NFPA 51B, Standard Prevention During Welding, Cutting, and Other Hot Work.
- Notification of all welding and cutting activities shall be reported to NAA Fire Chief.
- Need fire chief contact
- The NAA Fire Chief will be the issuer of hot work permits.

HAZARDOUS MATERIALS

- Existing facilities may contain hazardous materials such as asbestos or lead. This should be investigated prior to construction where feasible.
- The Tenant's Contractor should continue to evaluate the potential of exposure to such substances during a renovation and/or demolition project.
- If a suspected hazardous material is uncovered during construction, the Contractor is to immediately stop work, secure the area to prevent exposure of the substance to all personnel, and contact NAA immediately with a proposed containment and/or remediation plan.

LIMITS OF CONSTRUCTION

- The Tenant's Contractor shall provide temporary dust walls between its space and base building spaces, i.e., within the neutral frame opening.
- The finish face of the wall shall be no more than 3'-0" from the lease line into public space.
- The wall shall be constructed of 5/8" gypsum board on rigid metal studs. The public side of the wall shall be painted [a color]. Tenant's may apply a "coming soon" advertisement on the public-facing side of the wall. The advertisement may include branding graphics and renders, subject to NAA approval.
 - » If a Tenant's construction wall is in conflict with or covers up an existing advertisement location, the temporary relocation of such an advertisement shall be coordinated with NAA. Advertising space for the affected advertisement may need to be accommodated on the Tenant's construction wall.
- Depending on the Tenant's location, other prefabricated barrier systems may be used with NAA approval.
- The Tenant's Contractor is responsible for all injury to persons and damage to property resulting from a failure to properly maintain barricades around construction.

2.3 Construction Phase

CONTRACTOR BADGING

- In regard to any work required within the Airport Operations Area (AOA) and or Secure Areas the Contractor shall have personnel procure Norfolk Airport Security Identification Badges to work on those secure and airside portions of the facility. The Tenant shall request the most current badging package from NAA. The Tenant's Team is responsible for all costs associated with badging personnel as well as coordinating durations required to procure that badging.

TEMPORARY UTILITIES

- If primary building systems are out of service or inaccessible to the Contractor during construction, the Contractor shall make arrangements for temporary utility connections as directed by NAA and pay for the cost of the connections and removal, and all utility charges incurred by the work.

FLOOR AND ROOF PENETRATIONS

- The Tenant's Contractor shall coordinate all floor and roof penetrations with NAA. The Contractor shall locate concealed structural reinforcement and/or utilities by x-ray or GPR scan and present its findings to NAA.
- The Contractor is responsible for repair to any damaged reinforcement or utilities from penetrating activities.
- Weatherproofing for all roof penetrations will be performed by NAA's authorized roofing contractor to maintain existing roof warranties, but the Tenant's Contractor will bear the cost of said weatherproofing.
- Floor penetrations on Level 2 of the facility must be core-drilled. All penetrations must be sleeved and sealed with one pipe per sleeve. All Level 2 floor penetrations must be completely sealed to prevent the escape of any substances to the level below
- Penetrations shall be sealed with fire sealant per local code requirements and to match the floor's existing fire resistance rating.

ATTACHMENTS TO EXISTING STRUCTURE

INSTALLATION OF ROOFTOP EQUIPMENT

CONTRACTOR PARKING

- NAA will attempt to provide tenant contractors parking on the airport campus. Coordinate with NAA.
- NAA will not reimburse for use of paid public parking facilities.

MATERIAL DELIVERIES, STORAGE, AND LAY-DOWN AREAS

- Tenant contractors are responsible for the unloading and transportation of their materials and shall provide flagging personnel if necessary. No material shall be delivered to, or transported through, any public area without prior approval from NAA.
- Tenants shall use freight elevators for vertical transportation of materials and equipment. Customer elevators shall not be used unless prior approval from NAA is given.
- Storage of equipment and materials shall be confined to the NAA designated storage and laydown areas. Stored materials and equipment shall not exceed the structural loading capacity of any floor. Contractor shall not utilize forklifts or heavy machinery within the Airport Facility without a professional engineers evaluation.

WORKING HOURS & HOLIDAYS

- Work in public areas is to be coordinated with NAA. The Contractor shall work to mitigate impacts to patrons.
- All work occurring outside of typical business hours should be communicated to NAA. The Airport is a 24/7/365 facility. NAA will not significantly limit what time of day/week that the Contractor may work.
- The following activities should occur during the overnight hours of 11:00 PM to 4:00 AM.
 - » Major service disruptions and utility shutoffs.
 - » Jackhammering, core-drilling, and other noisy operations.
 - » Work which renders public entrances and egress points inaccessible.
 - » Transportation of demolished material through public spaces.
 - » Welding which would be visible to the public.

2.3.3 – Construction Management and Owner Coordination During Construction

2.3 Construction Phase

2.3.4 – Field Offices

Some tenant construction projects may require temporary field offices for Contractors that are outside of the tenant's leased area. Prior to construction, the Contractor shall coordinate with NAA to determine the most logical and practical location for the field office.

2.3.5 – Inspections and Permits

2.3.6 – Closeout Requirements

AS-BUILTS

- The Tenant's Contractor shall submit final as-builts drawings to NAA and the Tenant's Design Team at the completion of construction.
- The Tenant's Design Team shall use the as-builts to generate their design record drawings.
- As-builts shall be submitted in PDF and CAD formats.

RECORD DRAWINGS

- The Tenant's Design Team shall submit record drawings to NAA at the completion of construction.
- Record drawings shall be submitted in PDF and CAD formats, and shall include all drawings and specifications used for construction.
- Drawings should show all changes that occurred to the design during the construction phase. This shall be coordinated with the Contractor's as-builts.

INSPECTIONS

- The Tenant's Contractor is responsible for all costs associated with scheduling and completing inspections by the AHJ.

PUNCH LIST

- Approvals from inspections and permitting agencies are required prior to final inspection by NAA.

CERTIFICATE OF SUBSTANTIAL COMPLETION

- Any NAA requirements here?

CERTIFICATE OF OCCUPANCY

- Tenant controls opening of space once the Certificate of Occupancy has been issued.

OWNER & MAINTENANCE MANUALS

- Contractor shall submit operations and maintenance manuals for HVAC, plumbing, and electrical equipment to NAA.
- Contractor shall submit all test reports, including HVAC Test and Balance reports, to NAA.
- Contractor shall submit product data and warranty information for all warranted equipment to NAA.

ATTIC STOCK & LONG-TERM STORAGE

- Allowed by NAA?

BADGE, KEY, & VEHICLE PERMIT RETURNS

CONDITIONAL WAIVERS AND RELEASES



Section 3

Concessionaires Design Guidelines

3.1 General Guidelines

This section addresses general parameters that may or may not apply to all tenants.

3.1.1 Demising Walls

Demising walls will be provided and constructed by NAA and separate leased tenant spaces from neighboring tenant spaces or base building areas. Demising walls will be provided with the required fire rating and finishes that blend with the surrounding environment. Tenants will be responsible for the finish of any public facing or base building facing side of a demising wall. However, contractors will be responsible for the repair of public-facing demising walls if damaged is incurred by the contractor.

Doors in demising walls shall be 1 ¾" hollow metal doors with silencers and have the appropriate fire rating with a UL label fastened to the door panels and door frame.

Tenants are responsible for the finish of demising walls on their side of the wall.

Tenants shall notify NAA if a need arises to modify an existing demising wall.

3.1.2 Customer Service & Accessibility

Tenants shall develop their designs and layouts to promote quick and easy access and maneuverability to goods and services. Clear organization and proper circulation paths must be provided, taking into consideration ADA requirements and passengers with luggage. Display and accessibility of merchandise must be integrated into the design concept. Checkout queueing shall not block circulation within a tenant's leased space and shall not unreasonably extend into public circulation paths, especially if the area is within a designated building egress path.

3.1.3 Delivery & Storage

Tenants will be responsible for unloading and transporting their own materials. They shall utilize the provided base building loading dock and delivery screening area for the delivery of all materials.

Tenant's post-screening stored goods shall be confined to a tenants own designated storage space and shall not spill over into another tenant's storage space. Tenants shall use the building's designated freight elevators for vertical transportation of goods. Tenants shall be sure to include an appropriate amount of storage space within the design of their leased space.

3.1.4 Utilities & Base Building Tie-ins

NAA provided utilities and base building tie-ins will be defined per specific location, the following utilities may be provided:

- HVAC
- Plumbing
- Electrical
- Natural gas
- Fire Protection & Alarm
- Low Voltage & Telecommunications Systems
- TV Service
- Antennas
- CCTV

3.1 General Guidelines

3.1.5 Security Grilles

All open areas of the tenant's storefront must be secured during closed hours. All security enclosures must be concealed from view during the required hours of operation and semi-transparent when closed. Structure and design for all security enclosures shall be provided by the tenant.

The following enclosure types are discouraged:

- Opaque grilles and gates
- Sliding gates
- Hinged swinging doors

The following storefront security materials and closure types are acceptable:

- Sliding frameless glass doors: Single track, narrow style located behind the lease line. Doors shall be enclosed in a pocket when open or become a rear enclosure for a window. All sliding doors shall be recessed with the top track mounted flush with the storefront head.
- Folding glass doors and storefronts: Doors shall be enclosed in a pocket when fully open. Minimally framed or frameless glass doors on pivots are encouraged. Enclosure of the folding can occur within the 24" of lease line
- Overhead rolling grilles and sliding folding grilles: Clear anodized aluminum finish and must be enclosed and concealed within the tenant space. Open curtain or glass paneled (1/8" thick polycarbonate, clear, fire retardant, and scratch resistant) are permitted.

In order to allow entry for the fire department, security grilles or doors should be equipped with locks that can be opened from the concourse. These locks must be compatible with the Airport's master key system. The keys provided should be labeled with the tenant's name and a reference number or identifier of the leased space.

3.1.6 Signage, Logos, and Displays

Tenant names, logos, or signs shall be centered within the bulkhead above the storefront and below the ceiling if space permits in the terminal. A blade sign extending from the tenant's neutral frame will be provided at all locations.. Every tenant storefront design within the airport terminals should complement the interior finish out of the tenant space as well as the terminal architecture.

(Exhibits to be provided at a later date)

3.1 General Guidelines

3.1.7 Floor Transitions

The following guidelines have been established to ensure the safety, accessibility, and functionality of all public spaces within ORF. They specifically address the requirements and best practices for flooring transitions in all tenant spaces. These guidelines are critical in maintaining a seamless and visually appealing environment, while also ensuring ease of navigation and safety for all users, including those with disabilities. To maintain safety and accessibility for all users of ORF, all flooring transitions in tenant spaces must be secure, seamless, and visually distinct. This applies to areas where different flooring materials intersect, changes in floor levels, and entry and exit points.

The materials used for flooring transitions should harmonize with the flooring types they connect. Tenants are advised to consult with the airport's designated architect or facilities manager for appropriate material selection. Flooring transition that will not be allowed within the tenant's spaces include:

- Abrupt Transitions: Sudden changes in flooring levels
- High-Profile Edges: High-Profile edges or thresholds between different types of flooring
- Slippery Transitions: Slippery transitions such as certain types of tile, should not be used in areas where they are likely to get wet.
- Inadequate Lighting: Ensure all transitions are well-lit in high-traffic areas

All flooring transitions should adhere to the standards set by the ADA (Americans with Disabilities Act). Transitions should not exceed a height difference of more than 1/4 inch (6.4 mm) unless beveled with a slope no steeper than 1:2. To assist visually impaired individuals, flooring transitions should provide a color contrast between the two adjacent floor materials.

Considering the heavy foot traffic at the airport, transition materials used should be durable and low-maintenance. They should also withstand the cleaning products and techniques employed within the airport.

All flooring transitions must be installed and maintained by professionals to ensure their durability and safety. Tenants are tasked with preserving their flooring transitions in a safe, tidy, and sound condition. Any worn-out or damaged transitions should be reported promptly to the airport management and repaired or replaced as necessary. Regular checks will be conducted by airport management to verify that all flooring transitions comply with safety, accessibility, and aesthetic standards. Tenants will be notified of any discrepancies and will be allowed a reasonable period to rectify the issue.

3.1 General Guidelines

3.1.8 Tenant Finishes

All tenant materials and finishes must be durable and resistant to abuse. They must maintain their aesthetic appeal when exposed to high occupant use and potential impact by travelers' luggage. Tenants will submit samples of all materials and finishes for review and approval by Norfolk International Airport (ORF). High-quality finishes are especially important at the entrance area of a tenant's space.

FLOORING

Flooring within tenant spaces shall terminate at the lease line. At kiosks, a separate floor system that is not permanently fastened to the floor may be allowed, provided it complies with ADA requirements and is approved in writing by Norfolk International Airport. All flooring within the tenant area will be exactly level with the concourse's finished floor elevation at the lease line. Raised or depressed floor slabs for general sales and service areas are not allowed. Tenants must select a flooring material with a "Slip Resistance Coefficient" greater than or equal to 0.5 when tested in wet and dry conditions. Samples of the flooring material with joint color will be submitted to Norfolk International Airport for review and approval prior to installation. Materials that will be considered acceptable include:

- Stone tile: Joint widths will be no greater than 1/8". Joint color will not contrast with the color of the selected stone. No ridges or pores.
- Porcelain tile: Joint width will be no greater than 1/8". Joint color will not contrast with the color of the selected porcelain and will be stain-proof epoxy. Color body porcelain tiles are recommended and will not be smaller than 12" x 12".
- Terrazzo: The use of this material is strongly encouraged. Primary divider strips shall be 1/4" wide aluminum. Secondary divider joints shall be 1/8" wide aluminum.
- Carpet tile: Carpet tiles may be any size and must be installed in a large repetitive pattern. The manufacturer used will have life cycle guarantees that will be reviewed and approved by Norfolk International Airport.
- Rubber Flooring

Floor materials that are discouraged include the following:

- Rolled carpeting
- Laminated wood
- Vinyl composition tile
- Non-commercial sheet vinyl with a gauge less than .125"

Base materials adjacent to the terminal concourses and within the concession will be 8" or 12" in height (depending on where in the terminal the project is located). Acceptable base materials should be complementary in color, match, or be the same as the adjacent floor material. Kiosks and Retail Merchandise Units will also have at least an 8" high base of stainless steel that is either recessed as a toe-kick or set flush with the counter face. The base must be attached with flush stainless steel fasteners. Acceptable base materials include: tile, terrazzo, vinyl/rubber base or stainless steel. Base materials that are discouraged include the following:

- Wood base

3.1 General Guidelines

WALLS

Demising wall framing will be provided by Norfolk International Airport. Storefront walls are addressed in a previous section. All additional walls are the responsibility of the tenant. All framing shall be of noncombustible materials. All gypsum board shall have a minimum thickness of 5/8". Tenants shall provide additional fire resistance ratings that may be required per the current enforceable version of the Virginia Uniform Statewide Building Code (USBC). Wall finishes shall also comply with the USBC flame spread requirements for interior wall finishes.

Colors for all painted wall surfaces, as well as patterns and other wall finishes, will be reviewed and approved by ORF. Soothing light colors will be used for the main field, and bright colors are encouraged as accent colors. Niches, shelves, or glass displays integrated into the wall are encouraged. Stainless steel edge guards (2" x 2" x full height and 1/32" thick min.) will be provided at all extruding wall corners.

Suggested wall finishes include:

- Semi-gloss paint
- Porcelain tile
- Tempered glass
- Glass tile
- Painted glass
- Wall coverings
- Metal wall panels
- Stainless steel
- Polished stone in high traffic areas
- Natural stone without rough edges

CEILINGS

Ceilings within 24" of the entrance are encouraged to be painted gypsum board. Beyond the entrance, an accessible ceiling system is encouraged. Ceilings may consist of painted gypsum board, acoustical lay-in tiles or perforated metal lay-in panels. Designers and architects should consider the use of the ceiling as a creative design expression within a tenant space. Other well-designed elements may be considered and allowed after a ORF review and written approval. All ceiling devices must be centered in the ceiling tiles.

3.1 General Guidelines

MILLWORK & COUNTERTOPS

Display, cabinetry and countertop materials used for merchandise displays, bars and food service must be of a high quality to ensure maintainability in the high traffic airport conditions. They should incorporate creative detailing and clear product display. Brushed stainless steel, glass, nonporous stone and composite quartz/stone materials are encouraged for countertops. Plastic laminate finishes will not be allowed. All counter top materials shall adhere to food service and hygiene standards.

LIGHTING

Tenants shall install lamps with a Color Rendering Index (CRI) of at least 80 in applications such as specialty retail stores. This is essential where the color rendering of skin tones and merchandise is very important. Strobe lights, lasers, flashing lights, and neon are prohibited. Lighting shall not spill into the terminal or create any glare through the tenant's storefront. All lighting shall comply with applicable local and national codes and regulations.

Lighting fixtures must not shine into the eyes of passersby. Other lighting suggestions shall be incorporated:

- Creative use of cove lighting, indirect lighting, LED ropes, back lighting, or recessed fixtures are encouraged.
- Storefronts, signage, and displays shall be illuminated with higher intensity to draw attention to the retail zone (incandescent lighting is preferred at show windows).
- Track lighting used in display windows should be recessed in coves or pockets.
- Visible linear fluorescents and sodium lamps are not permitted.
- All display cases must integrate shielded lighting and be vented properly.
- All lighting to have a color temperature of 3000 to 3500 Kelvin.

Design professionals are encouraged to explore lighting design alternatives for their tenant spaces that are imaginative and creative. Lighting intensity with color should be carefully considered. Bright, vibrant light colors at tenant entrances will be carefully reviewed by ORF.

3.1 General Guidelines

FURNITURE

At Norfolk International Airport, furniture selections shall aim to provide a variety of experiences. Both individual and shared dining seating will be incorporated, featuring a mix of dining and bar-height tables. These traditional dining options, paired with standing counter zones and lounge pieces, allow passengers to choose from several different environments. Tenants are encouraged to select furniture that enhances the overall aesthetic and functionality of their spaces. The following guidelines outline the requirements and recommendations for furniture selections within tenant spaces.

All furniture must be of commercial quality, durable, and able to withstand high traffic and frequent use. Materials should be easy to clean and maintain. Furniture should complement the overall design and architectural style of the terminal, creating a cohesive look throughout the airport. Comfort and accessibility are paramount, ensuring that all passengers, including those with disabilities, can use the furniture. Compliance with ADA (Americans with Disabilities Act) requirements is essential.

- Seating -
 - » Tenants should provide a mix of individual and shared seating options, including traditional dining chairs, bar-height stools, lounge chairs, and benches. Seating should offer ergonomic support to ensure passenger comfort during extended periods. Arrangements should accommodate both solo travelers and groups, with movable furniture allowing for flexible seating configurations.
- Tables -
 - » A variety of table heights, including dining-height and bar-height tables, should be incorporated to cater to different preferences. Tables must be stable and sturdy, with surfaces resistant to scratches and spills. Where possible, tables should include integrated power outlets to allow passengers to charge their devices.

- Lounge Areas -
 - » Comfortable lounge furniture, such as sofas, armchairs, and ottomans, should be included to create relaxing spaces for passengers. Standing counter zones should be provided for those who prefer to stand while eating or working. Lounge areas should be designed with privacy in mind, using partitions or screens to create semi-private spaces.
- Aesthetic Considerations -
 - » Furniture colors and materials should complement the terminal's interior design, with soothing light colors for main pieces and bright accent colors encouraged. Innovative and creative furniture designs that enhance the passenger experience are highly recommended. Sustainable and eco-friendly furniture options should be chosen where possible.
- Maintenance And Safety -
 - » Furniture should be easy to clean and maintain, avoiding materials prone to staining or damage. All furniture must comply with local and national safety regulations, avoiding sharp edges and ensuring stability to prevent accidents. Fire resistance standards as required by the Virginia Building Code (VBC) must be met.

ROOFTOP EQUIPMENT AND PENETRATIONS

- RTUs and exhaust are not prohibited but shall be placed as far away from the outer limits of the roof as possible. Location shall meet OSHA requirements for placement and maintenance. Tenant shall review with NAA plan for observation and ongoing maintenance of the units. If those processed require fall protection accommodations, Tenant shall bore cost of those improvements.
- Tenant is responsible for procuring roof assembly warranty information for roofs that they are impacting. Tenant must provide roof modification details that maintain any existing roof warranties.
- Rooftop Equipment must be as small as possible to meet requirements of proposed facilities and color shall not be dark and must be approved by the Authority.

3.1 General Guidelines

3.1.9 Neutral Frames

- The aesthetic of concession tenant areas will be shaped by uniform neutral frame details, shared storefront specifications, and individual storefront and signage zones. These design components will provide a cohesive visual experience for ORF passengers, while also permitting tenants to showcase their unique identity. Given the uniqueness of each concession, a variety of design guidelines have been put in place to ensure visual consistency across the entire airport.
- In terminal and concourse areas the tenant's storefront will be defined by the neutral frame, this frame will be installed and controlled by ORF. The neutral frame serves as the boundary between the tenant and the base building finishes. These frames will be crafted from a minimal neutral material, with a depth ranging between 1" to 3". They will be positioned vertically at the ceiling and horizontally at the end limits of each tenant space, serving the purpose of generating a demarcation between the tenant and the airport's finish materials. The tenant must ensure a 3/4" black border between the Neutral Frame and their store enclosure as part of their improvements. A minimum of 70% must be left open or transparent between the concourse and the tenant lease area.
- The tenants, will be responsible for supplying a bulkhead of uniform height within the neutral frame for their brand signage. The bulkhead should maintain a height of 2'0", and allow a minimum head height of 6'8" at entrances.
- In cases where a base building column is situated within the lease line of a tenant, the tenant will be permitted to envelop the column in brand materials, unless noted otherwise. The intention behind this guideline is to facilitate the tenant's ability to seamlessly integrate their brand identity into the allotted space, while maintaining the overall architectural integrity and uniformity of the premises.
- The implementation of the Neutral Frames is intended to foster a clean, organized visual aesthetic, while also creating a clear distinction between individual tenants and the base structure. This procedure ensures that each tenant can customize their space to their liking, while still adhering to the overall design vision of the airport
- Storefronts and facades at concessions offer Norfolk International Airport (ORF) passengers their first impression of a tenant's image and product or service offering. In the case of concourse storefronts, the goal is to encourage tenants to showcase their products, brand, and services. While Norfolk International Airport (ORF) acknowledges the significance of contemporary and regional architectural styles, certain materials that are not encompassed within this style should be avoided. In most cases, these materials include but may not be limited to the following:

- Exposed brick
- Wood siding
- Wood log structures
- Alpine shapes or shingles
- Large areas of smooth painted drywall
- Sharp or rough surfaces
- Stucco or plaster treated with an exaggerated texture
- Heavy textured stone or brick

The airport authority may make exceptions to the above materials based upon a branded operator's use of a material in a recognizable design, but ORF prefers modern concepts for all new storefront and façade designs. Any concessionaire that intends to serve alcohol will be required to provide a railing to demark the tenant space.

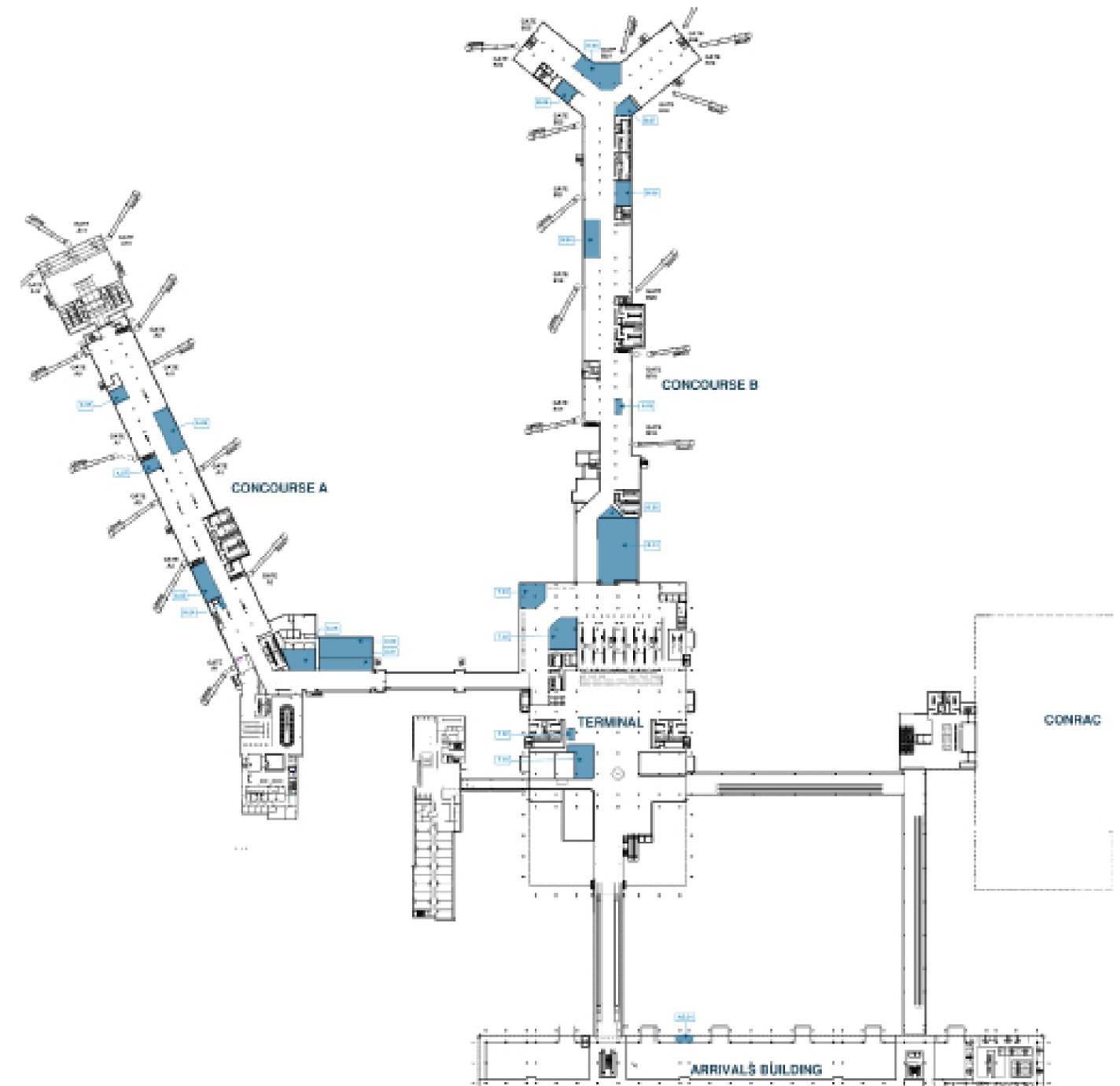
3.2 Location Specific Guidelines

3.2.1 Introduction

The guidelines that are provided in this section aim to ensure that the concessionaire areas harmoniously integrate with the overarching airport architecture, thereby creating a more unified experience between concessions and the airport. At times, these guidelines may necessitate the limitation of certain interior elements' height to protect the view. In other instances, they may encourage a sense of openness between waiting zones and retail spaces. The overall success of the airport is intrinsically linked to the achievement of a holistic design that respects the original structure and contributes to it.

These guidelines are categorized per building, as demonstrated in the table below.

TERMINAL	CONCOURSE A	CONCOURSE B	ARRIVALS BLD
T.01	A.01	B.01	AB.01
T.02	A.02	B.02	
T.03	A.03	B.03	
T.04	A.04	B.04	
	A.05	B.05	
	A.06	B.06	
	A.07	B.07	
	A.08	B.08	



3.2 Location Specific Requirements

3.2.2 Main Terminal

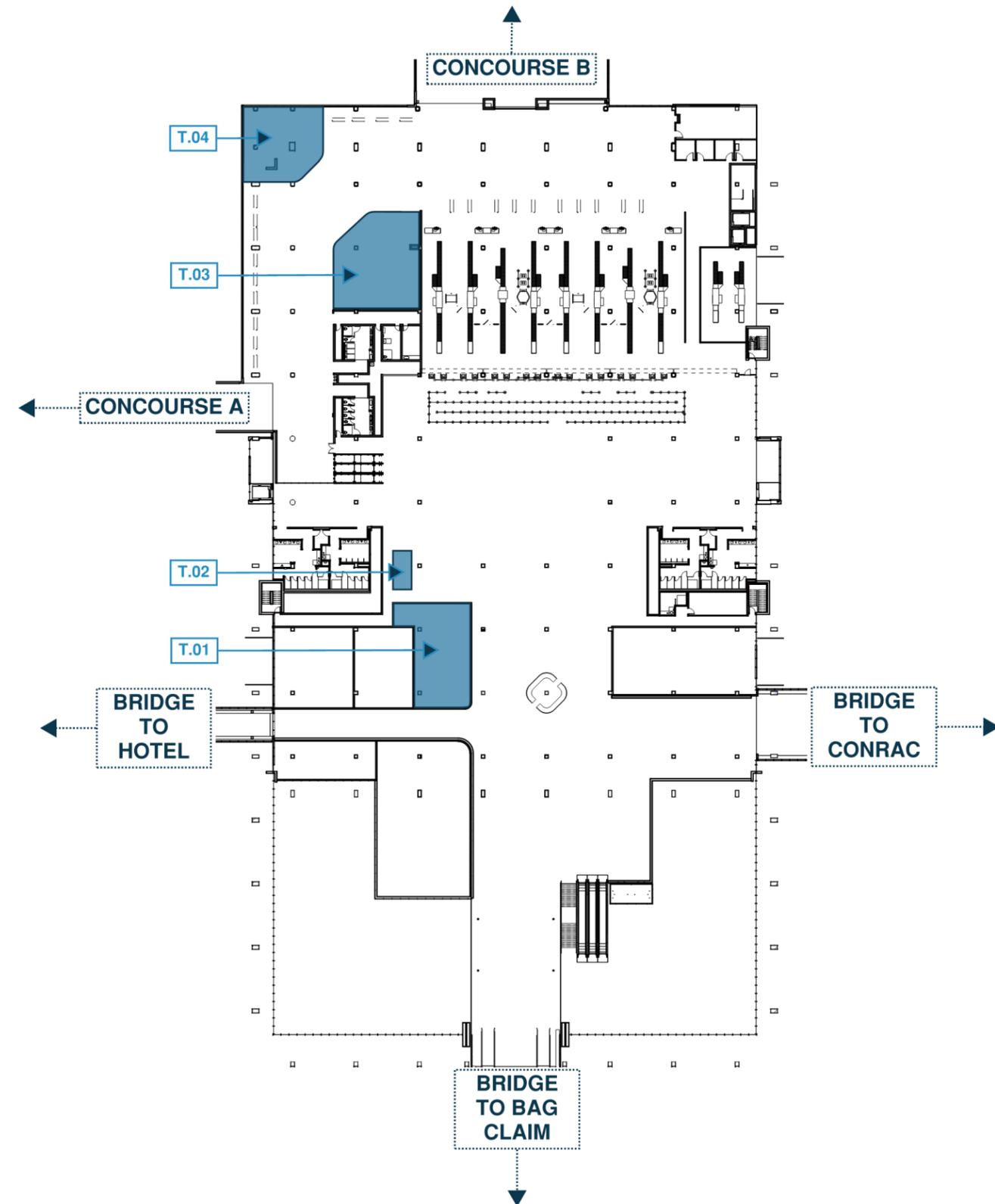
The main terminal serves as the entry point to the airport, playing a crucial role in shaping the first impressions of passengers. It is essential that the concessions present in this area are part of a cohesive design.

It is critical that these concessions do not obstruct the primary flow of passenger traffic, and that they are well-contained, preventing any spillage into the main circulation space or interference with wayfinding. No queuing area should invade the circulation space.

The base building finishes, especially the floor and ceilings, should be taken into account or integrated into the concession design. All finishes shall ensure a consistent design aesthetic.

The main terminal houses the subsequent concessions, and specific design guidelines for each concession are detailed in the ensuing pages.

- T.01
- T.02
- T.03
- T.04



3.2 Location Specific Requirements

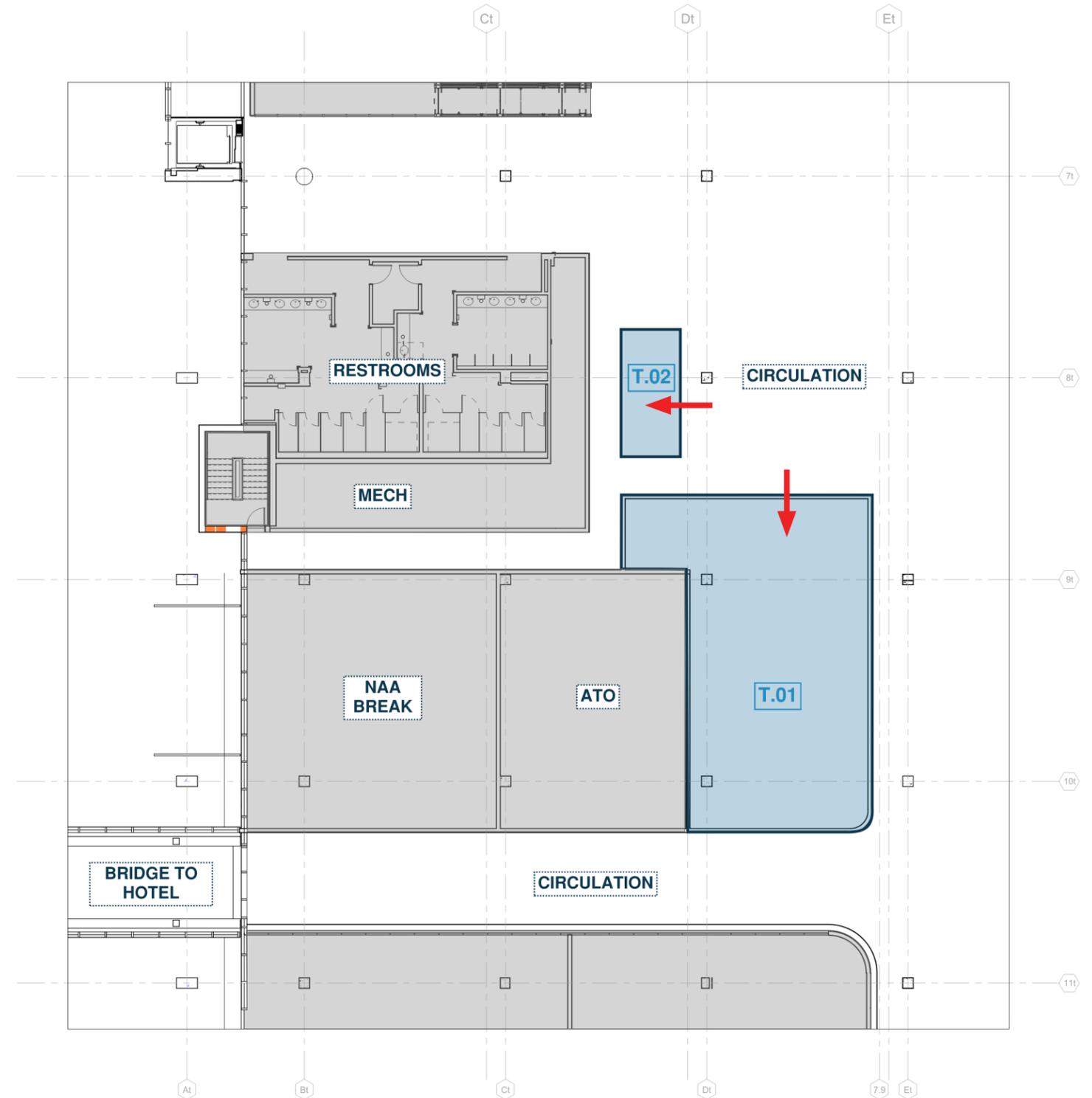
Main Terminal

T.01 -

- Concession Typology: Traditional Concession
- Concession Category: Food & Beverage/Coffee, small retail
- Square Footage: 1,600 SF
- Situated on landside of the Terminal, this condition has clear visibility from all major circulation paths and shares proximity with the information desk and the area for meeting and greeting. This space should prioritize transparency to ensure clear visibility for all passengers. The entry point into the concession area is to be located plan north to avoid disrupting circulation paths. The finishes shall harmonize with the base building finishes and architectural design to maintain a unified design aesthetic. For more details on design intent, refer to Section 3.3 Concession Typologies.

T.02 -

- Concession Typology: Vending Concession
- Square Footage: 251 SF
- Situated on landside of the terminal, this condition has clear visibility from the security checkpoint and shares proximity with the area for meeting and greeting. All vending machines shall be encapsulated by a single enclosure and all finishes shall harmonize with the base building finishes and architectural design to maintain a unified design aesthetic. Access to this concession is to be located plan west to avoid disrupting circulation paths. For more details on design intent, refer to Section 3.3 Concession Typologies.



3.2 Location Specific Requirements

Main Terminal

T.03 -

- Concession Typology: Traditional Concession
- Concession Category: Food & Beverage/Bar
- Square Footage: 1,987 SF
- Positioned post-security on airside in the Terminal, this condition lies strategically between Concourse A and B. The design of this space shall emphasize transparency for the easy visibility of passengers and maximize the use of natural light from the exterior windows. Entrance to the concession area is to be planned on the east side to prevent interference with circulation paths and to maintain distance from the security checkpoint re-composure zone. Guardrails or walls will be necessary along the circulation routes to ensure that the concession does not encroach on the flow of movement. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.

T.04 -

- Concession Typology: Free Standing Concession
- Concession Category: Retail
- Square Footage: 1,446 SF
- Located post-security on the airside of the Terminal, this concession is strategically situated between Concourse A and B. It is crucial that this concession maintains maximum openness and that the predominant portion of the exterior glazing remains observable from the circulation area. Limiting counters or shelving to ensure unobstructed views of the airfield should be considered. This concession should blend seamlessly with the main structure, utilizing the base building finishes terrazzo flooring, ceilings, lighting, and columns. Although concession signage will be permitted, it will require significant coordination with the base building. For additional details regarding design intent, please refer to Section 3.3 Concession Typologies.



3.2 Location Specific Guidelines

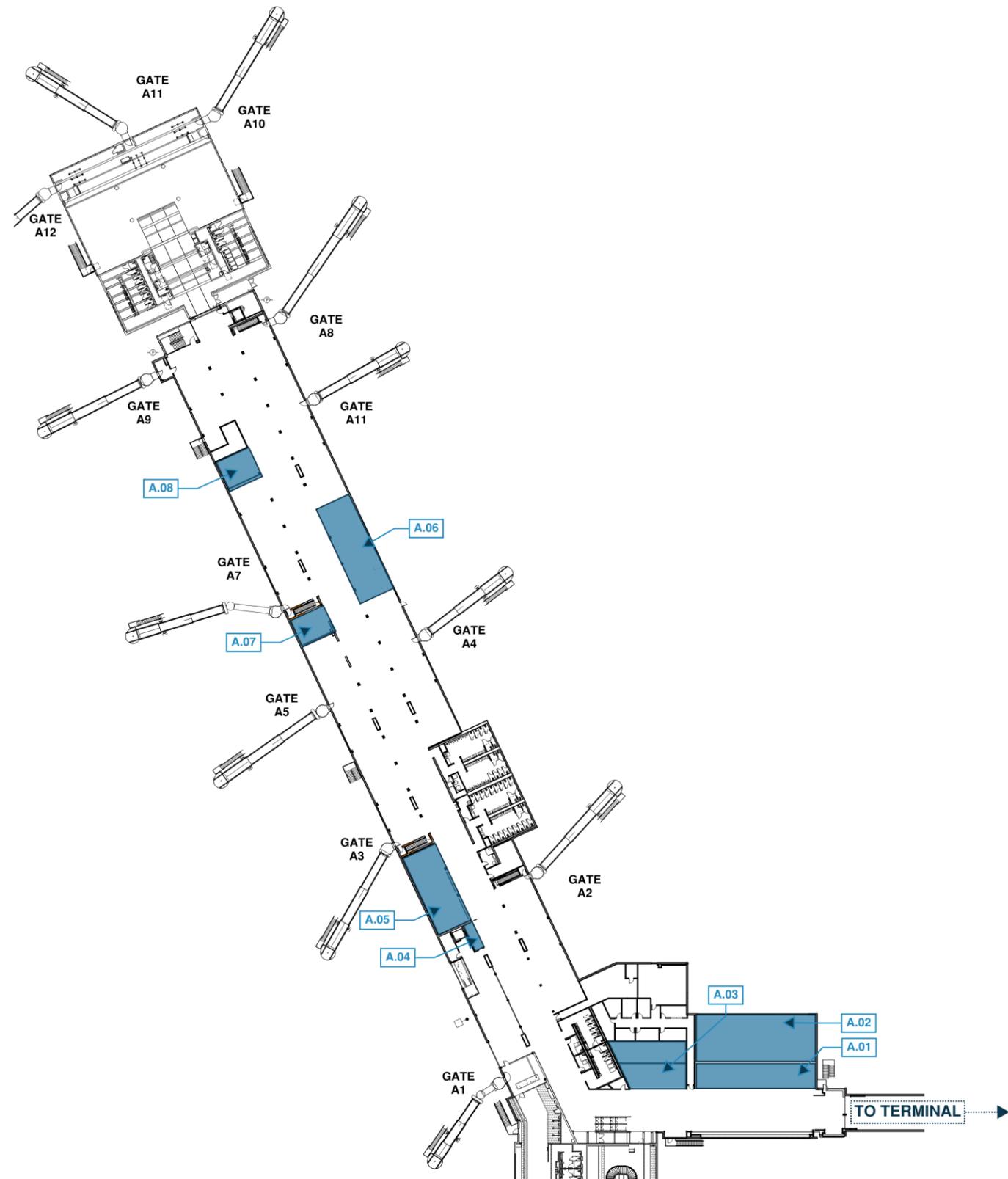
3.2.3 Concourse A

Within Concourse A, the concessions will serve as an integral part of the passenger experience. These concessions, are strategically placed to be highly visible making it easy for passengers to spot and access these concessions from the circulation or the holdrooms. The concession design should takes into consideration passenger flow, ensuring that the presence of the concessions does not disrupt the smooth movement of passengers.

It is imperative that the design of these concessions is a fine balance between functionality and aesthetics. The goal is to create a cohesive design that seamlessly integrates with the overall airport architecture, yet stands out enough to attract passengers. This not only gives passengers a sense of place but also makes the concourse more inviting and comfortable, thereby enhancing the overall passenger experience. Where possible the concessions should be open to the holdrooms, utilizing transparent glass partitions or railings, to allow for passenger to monitor their flight and comfortably enjoy the concession offerings.

Concourse A houses the subsequent concessions, and specific design guidelines for each concession are detailed in the ensuing pages.

- A.01
- A.02
- A.03
- A.04
- A.05
- A.06
- A.07
- A.08



3.2 Location Specific Requirements

Concourse A

A.01 -

- Concession Typology: Free Standing Concession
- Concession Category: Food & Beverage/Bar
- Square Footage: 1,440 SF
- Situated at the hub of Concourse A, this concession will be in plain sight for all passengers heading towards their respective gates. The design of the space will be open and as low as possible to allow natural light from the external windows to permeate the walkway. To prevent the concession from impeding passenger movement, railings shall be installed along the pathway. This concession should blend seamlessly with the main structure, utilizing the base building finishes terrazzo flooring, ceilings, lighting, and columns. Although concession signage will be permitted, it will require significant coordination with the base building. For additional details regarding design intent, please refer to Section 3.3 Concession Typologies. It is envisaged that this concession and concession A.02 will be managed by the same operator to facilitate shared operations.

A.02 -

- Concession Typology: Airport Lounge
- Square Footage: 2,880 SF
- Situated in the heart of the Concourse A hub, this lounge will be readily accessible to all passengers. The finishes that face the concourse corridor should blend seamlessly with the base building finishes and architectural design to maintain a uniform design aesthetic. The interior will evoke an unforgettable and premium atmosphere that reflects the airport; the exterior glazing will be clear and unimpeded, and the interior partition wall shall be designed to allow light to seep into the concourse corridor. The existing base building ceiling height and profile will be preserved, and the concession will include exclusive access bathrooms. For further information regarding the design intention, kindly refer to Section 3.3 Concession Typologies. It is envisaged that this concession and concession A.01 will be managed by the same operator to facilitate shared operations.



3.2 Location Specific Requirements

Concourse A

A.03 -

- Concession Typology: Traditional
- Concession Category: Retail/Coffee
- Square Footage: 1,548 SF
- Located with the hub of Concourse A, this concession will be in plain sight for all passengers heading towards their respective gates. It is bordered by solid walls on three sides, while the fourth side opens to the public circulation route. The design of the concession aims to be as open and clear as possible, enhancing visibility for passengers. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.



3.2 Location Specific Requirements

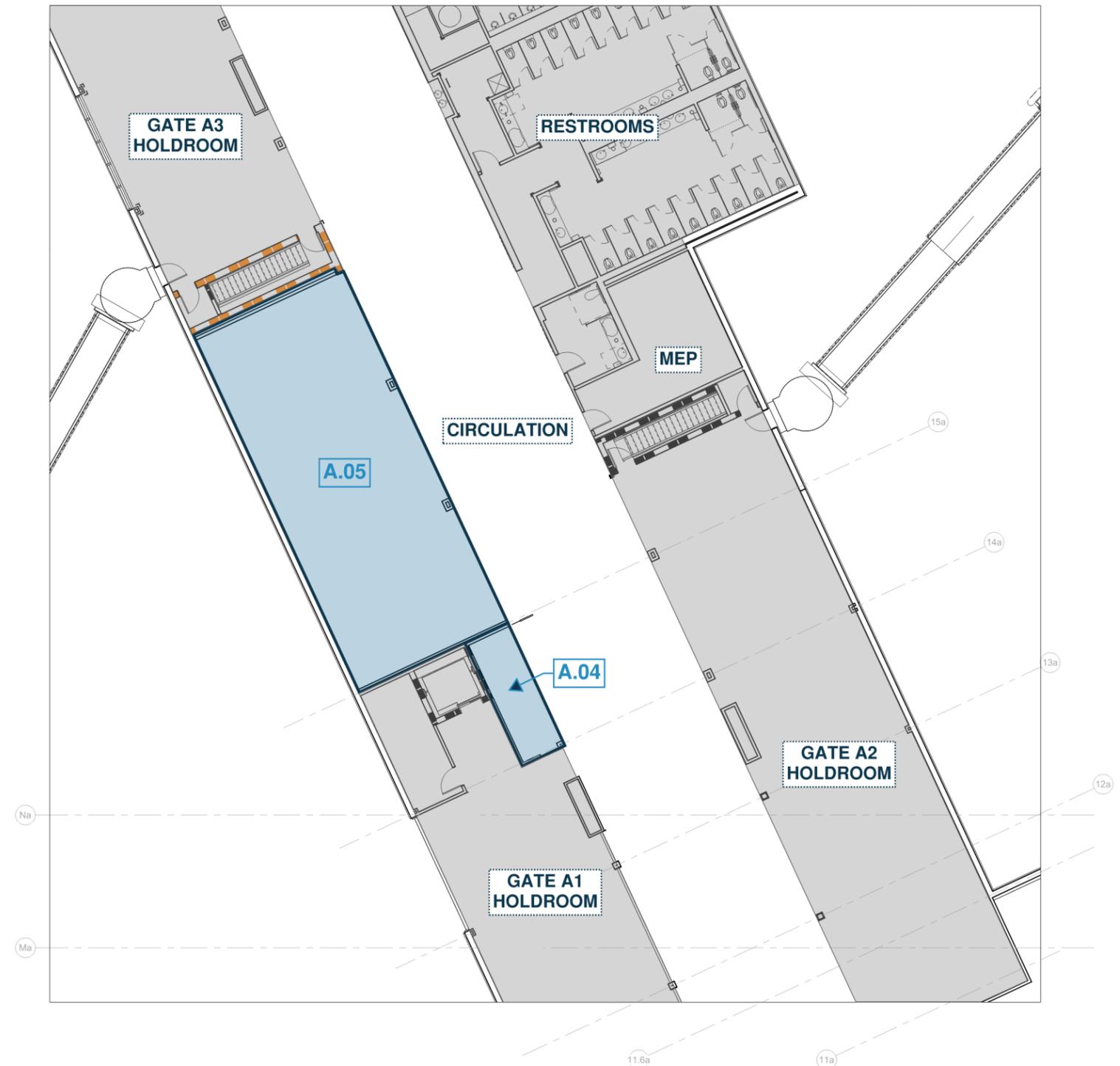
Concourse A

A.04 -

- Concession Typology: Vending
- Square Footage: 133 SF
- The concession is strategically situated on the western side of Concourse A, in close vicinity to the central hub and vital passenger amenities. All vending machines shall be encapsulated by a single enclosure and all finishes shall harmonize with the base building finishes and architectural design to maintain a unified design aesthetic. Entrance to this concession needs to be recessed from the circulation area to prevent interference with circulation routes. For more details on design intent, refer to Section 3.3 Concession Typologies.

A.05 -

- Concession Typology: Traditional
- Concession Category: Food & Beverage/Bar
- Square Footage: 1,561 SF
- Located on the western side of Concourse A, near the central hub, vital passenger amenities and Gates A1, A2 and A3. This space contains glazing with views to the exterior, solid walls on two sides, while the fourth side opens to the public circulation route. The design of the concession aims to be as open and clear as possible, enhancing visibility for passengers. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.



3.2 Location Specific Requirements

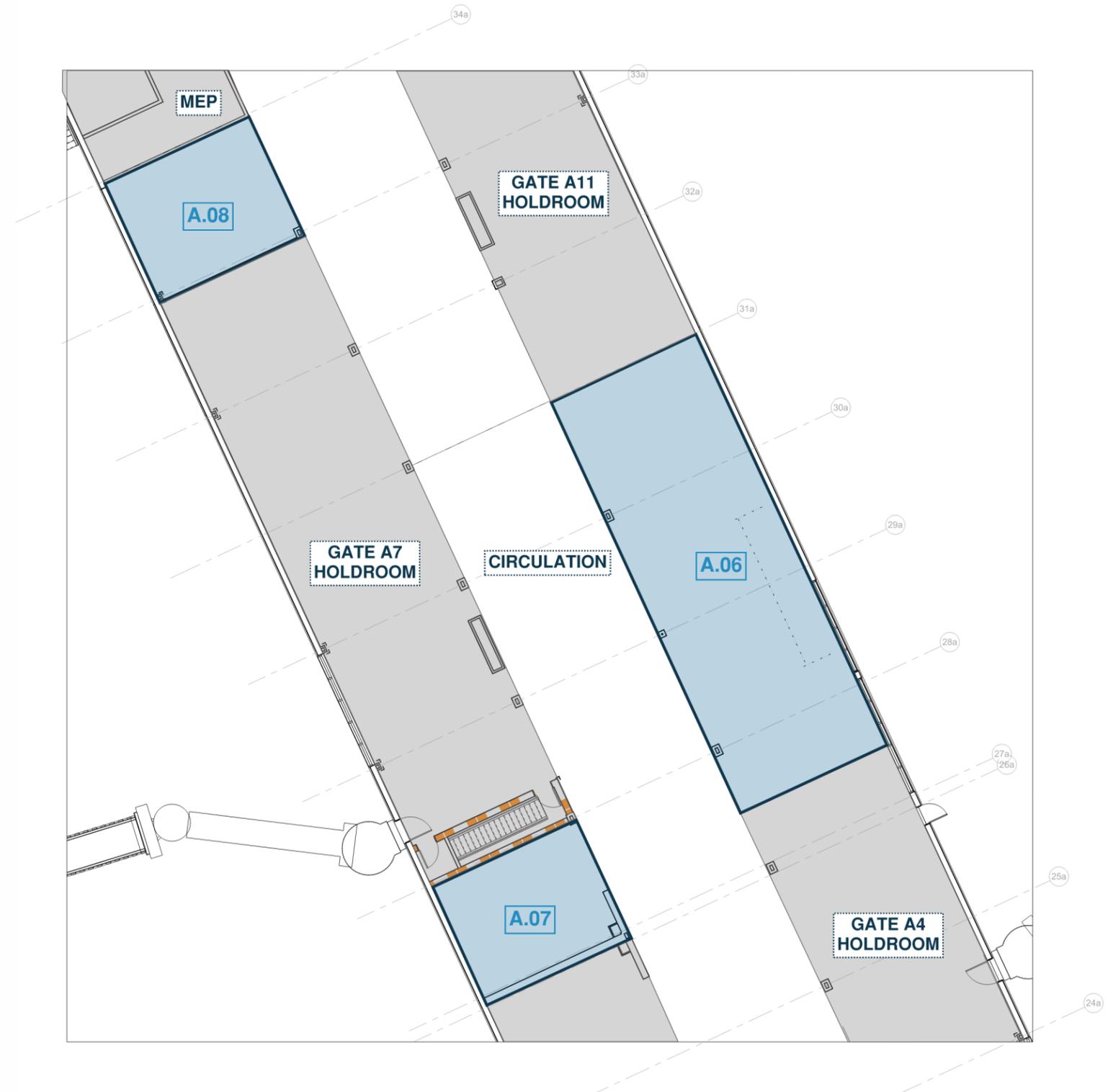
Concourse A

A.06 -

- Concession Typology: Free Standing
- Concession Category: Food & Beverage
- Square Footage: 1,785 SF
- Located on the eastern side of Concourse A, between gates A4 and A8. This area boasts windows that offer external views and is flanked by boarding gates on both sides. It also connects to the public corridor. The design of this space aims for openness and maximum transparency; it shall be equipped with transparent glass partitions or railings on the sides bordering the gates. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.

A.07 -

- Concession Typology: Traditional
- Concession Category: Retail
- Square Footage: 526 SF
- The concession is strategically located on the west side of Concourse A, nestled between gates A5 and A7. It is surrounded by solid walls on three sides, while the fourth side faces the public circulation route. The design of the concession is intended to be as transparent and unobstructed as possible to increase visibility for passengers. There is potential to create an opening on the side adjacent to gate A5. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.

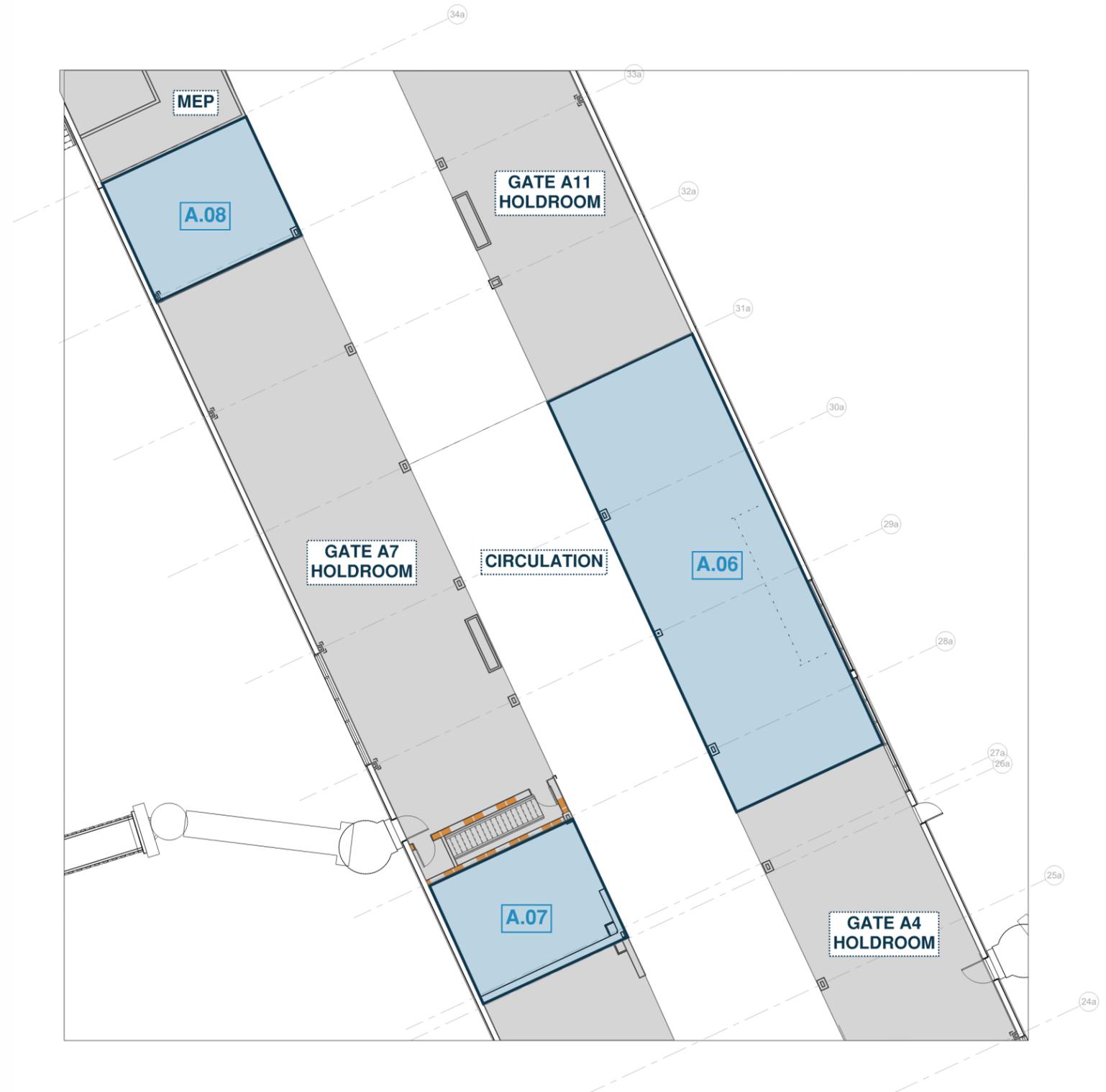


3.2 Location Specific Requirements

Concourse A

A.08 -

- Concession Typology: Traditional
- Concession Category: Food & Beverage (No seating)
- Square Footage: 548 SF
- The concession is located on the west side of Concourse A, nestled between gates A7 and A9. It is surrounded by solid walls on three sides, while the fourth side faces the public circulation route. The design of the concession is intended to be as transparent and unobstructed as possible to increase visibility for passengers. There is potential to create an opening on the side adjacent to gate A7. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.



3.2 Location Specific Guidelines

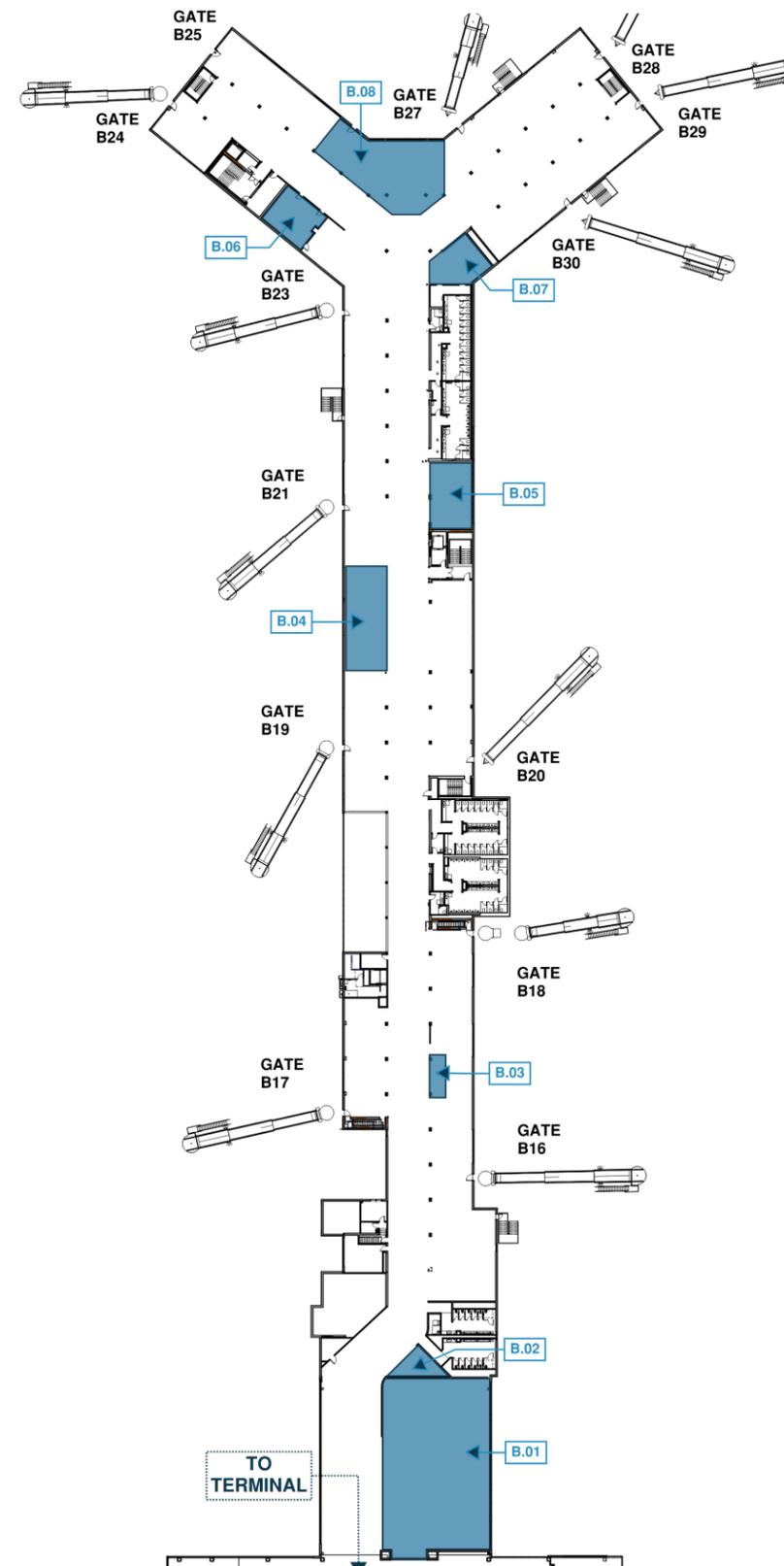
3.2.4 Concourse B

Within Concourse B, the concessions will serve as an integral part of the passenger experience. These concessions, are strategically placed to be highly visible making it easy for passengers to spot and access these concessions from the circulation or the holdrooms. The concession design should take into consideration passenger flow, ensuring that the presence of the concessions does not disrupt the smooth movement of passengers.

It is imperative that the design of these concessions is a fine balance between functionality and aesthetics. The goal is to create a cohesive design that seamlessly integrates with the overall airport architecture, yet stands out enough to attract passengers. This not only gives passengers a sense of place but also makes the concourse more inviting and comfortable, thereby enhancing the overall passenger experience. Where possible the concessions should be open to the holdrooms, utilizing transparent glass partitions or railings, to allow for passenger to monitor their flight and comfortably enjoy the concession offerings.

Concourse B houses the subsequent concessions, and specific design guidelines for each concession are detailed in the ensuing pages.

- B.01
- B.02
- B.03
- B.04
- B.05
- B.06
- B.07
- B.08



3.2 Location Specific Guidelines

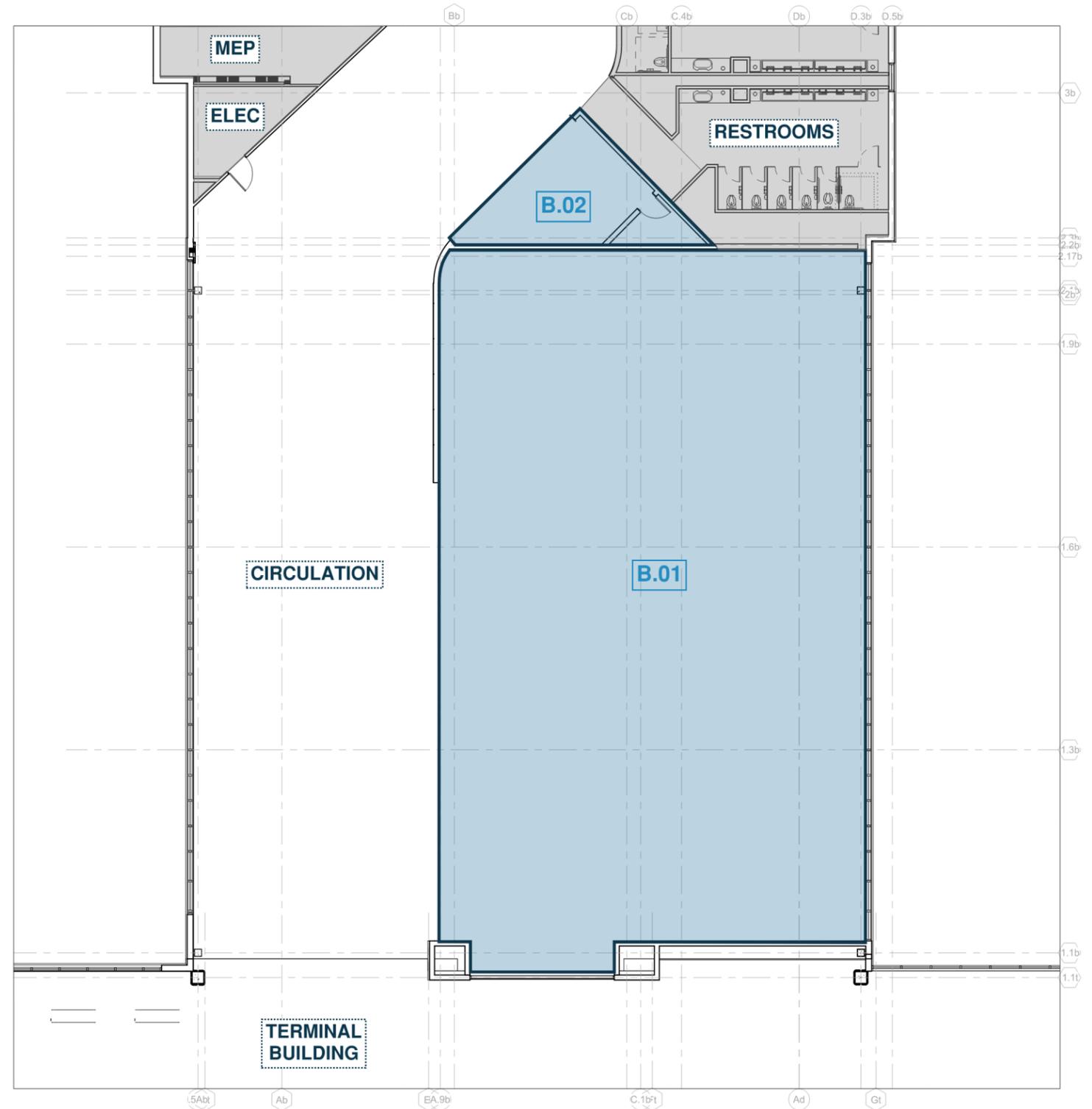
Concourse B

B.01 -

- Concession Typology: Food Court
- Concession Category: Food & Beverage (3 Restaurants & Bar)
- Square Footage: 6,079 SF
- Situated in the heart of the Concourse B hub, this food court will be easily accessible to all travelers and in clear sight from the Security Checkpoint. The design of the concession should integrate smoothly with the main infrastructure, using the base building's terrazzo flooring and columns. The finishes should complement the base building finishes and architectural design to maintain a uniform design aesthetic. The external glazing should be transparent and unobstructed to the greatest extent plausible, and the existing ceiling height and profile of the base building should be retained. Although concession signage will be permitted, it will require significant coordination with the base building. For further information on design intent, please refer to Section 3.3 Concession Typologies.

B.02 -

- Concession Typology: Traditional
- Concession Category: Food & Beverage/Coffee (No Seating)
- Square Footage: 363 SF
- Located with the hub of Concourse B, this concession will be in plain sight for all passengers heading towards their respective gates. It is bordered by solid walls on three sides, while the fourth side opens to the public circulation route. The design of the concession aims to be as open and clear as possible, enhancing visibility for passengers. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.

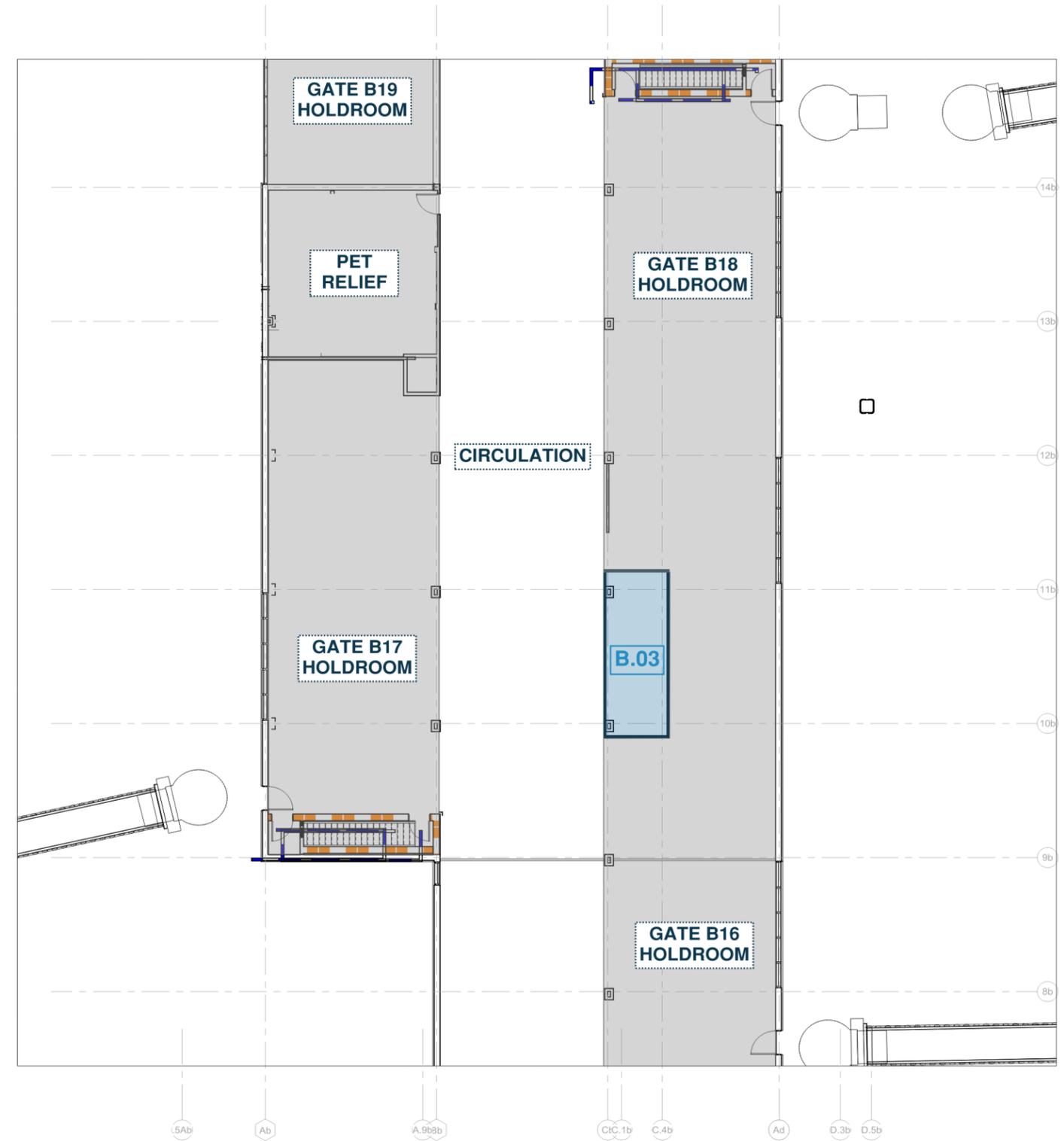


3.2 Location Specific Guidelines

Concourse B

B.03 -

- Concession Typology: Vending
- Square Footage: 251 SF
- The concession is strategically situated on the eastern side of Concourse B, in close vicinity to the central hub and vital passenger amenities. All vending machines shall be encapsulated by a single enclosure and all finishes shall harmonize with the base building finishes and architectural design to maintain a unified design aesthetic. Entrance to this concession needs to be recessed from the circulation area to prevent interference with circulation routes. For more details on design intent, refer to Section 3.3 Concession Typologies.



3.2 Location Specific Guidelines

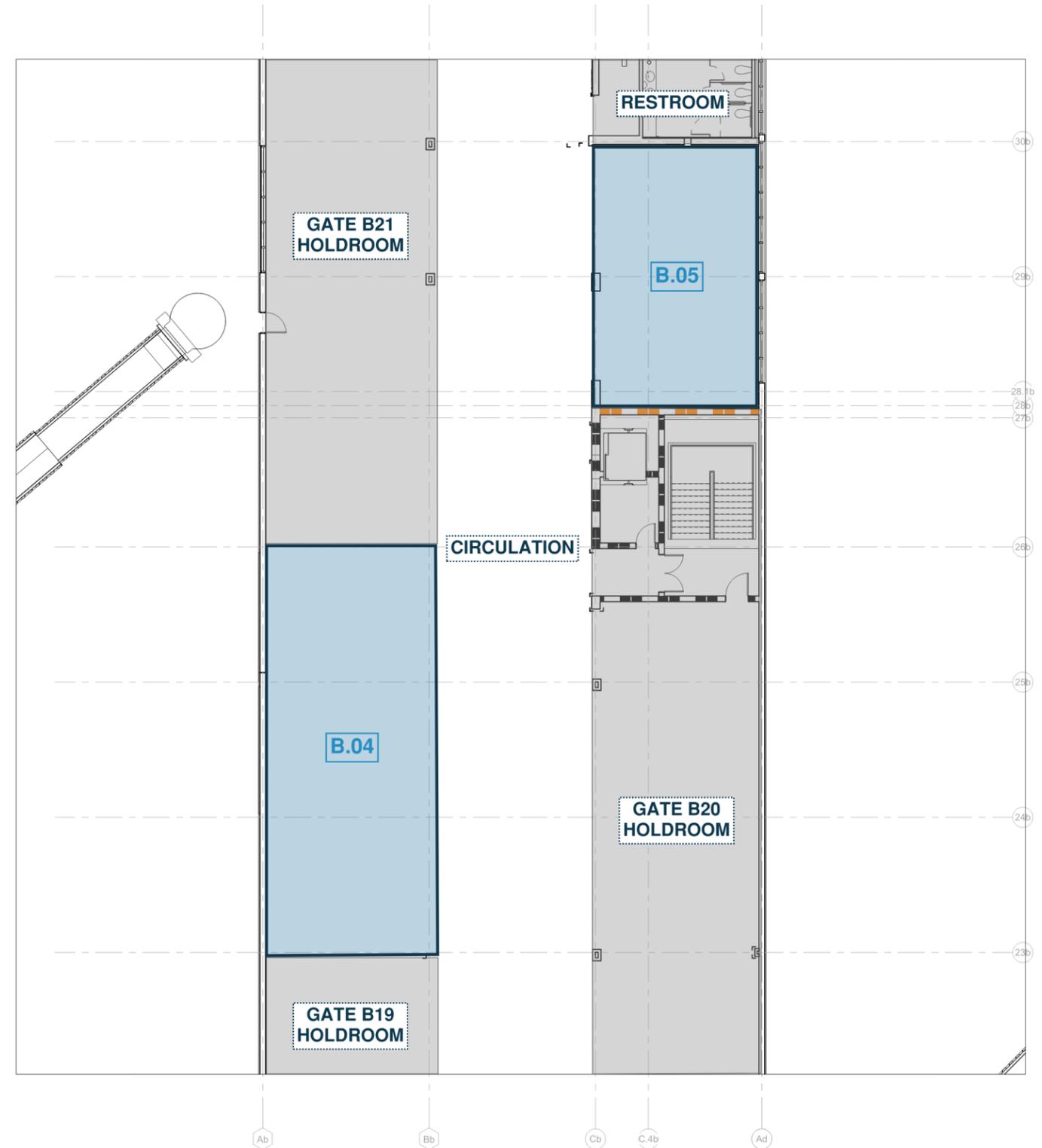
Concourse B

B.04 -

- Concession Typology: Free Standing
- Concession Category: Food & Beverage/Bar
- Square Footage: 1,504 SF
- Located on the western side of Concourse B, between gates B19 and B21. This area boasts windows that offer external views and is flanked by boarding gates on both sides. It also connects to the public corridor. The design of this space aims for openness and maximum transparency; it shall be equipped with transparent glass partitions or railings on the sides bordering the gates. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.

B.05 -

- Concession Typology: Traditional
- Concession Category: Food & Beverage (No Bar)
- Square Footage: 925 SF
- The concession is located on the east side of Concourse B, and close to passenger amenities. It is surrounded by solid walls on three sides, while the fourth side faces the public circulation route. The design of the concession is intended to be as transparent and unobstructed as possible to increase visibility for passengers. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.



3.2 Location Specific Guidelines

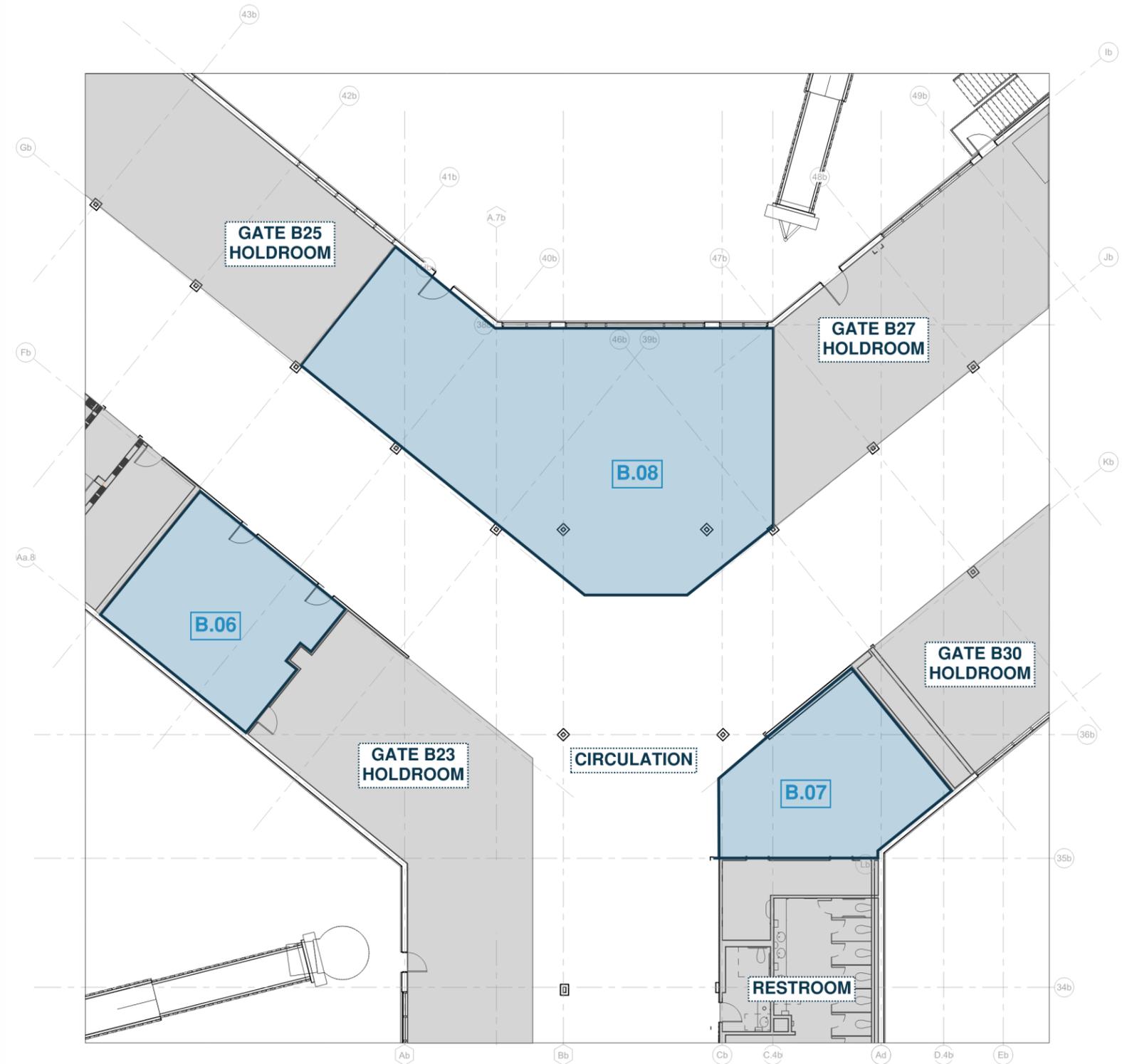
Concourse B

B.06 -

- Concession Typology: Traditional
- Concession Category: Food & Beverage (Minimal Seating)
- Square Footage: 726 SF
- The concession is located on the north end of Concourse B, nestled next to gate B23. It is surrounded by solid walls on three sides, while the fourth side faces the public circulation route. The design of the concession is intended to be as transparent and unobstructed as possible to increase visibility for passengers. There is potential to create an opening on the side adjacent to gate B23. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.

B.07 -

- Concession Typology: Traditional
- Concession Category: Retail
- Square Footage: 707 SF
- The concession is located on the north end of Concourse B, nestled next to gate B30 and passenger amenities. It is surrounded by solid walls on three sides, while the fourth side facing the public circulation route. The design of the concession is intended to be as transparent and unobstructed as possible to increase visibility for passengers. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. For further information on design intent, please refer to Section 3.3 Concession Typologies.

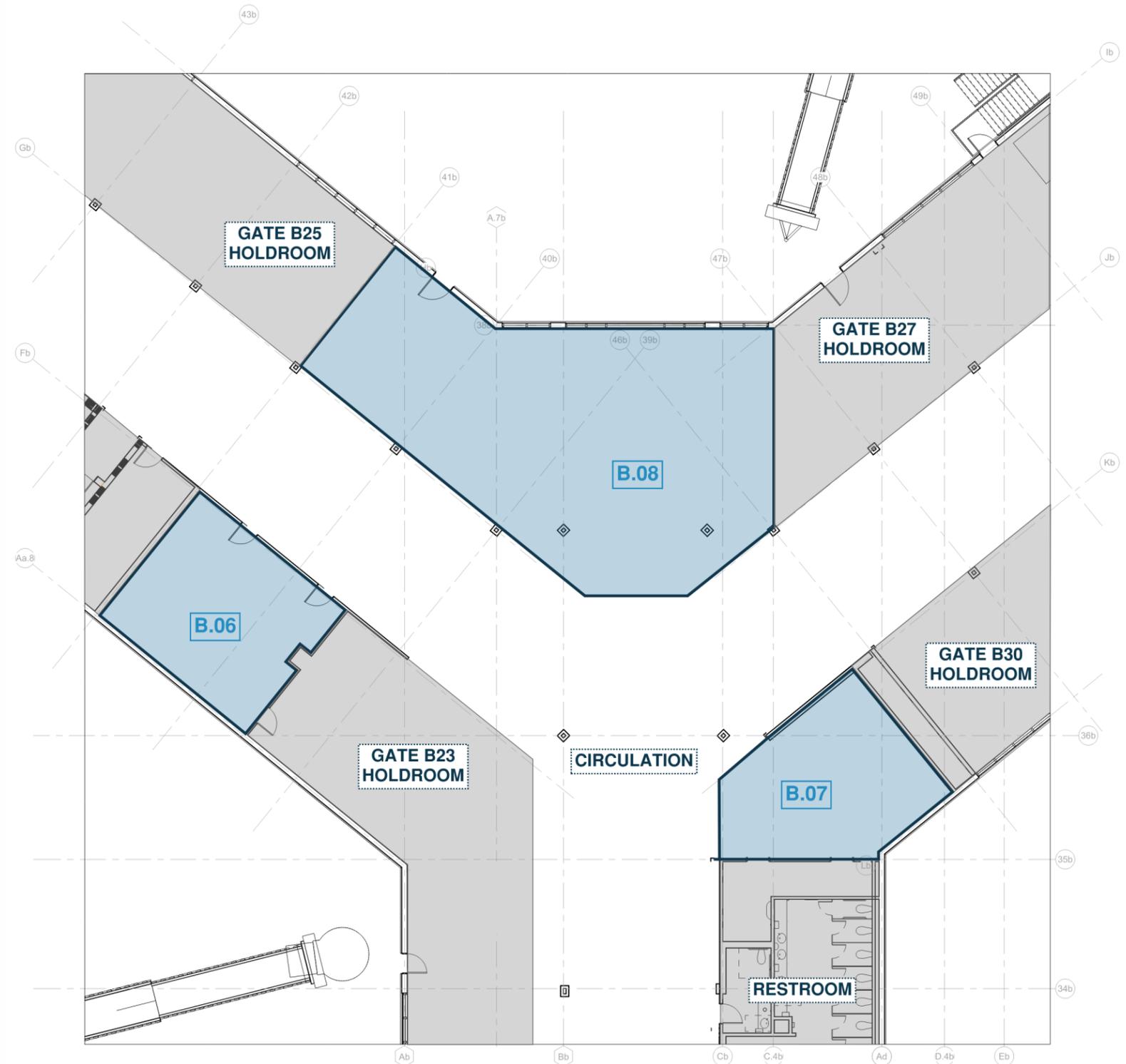


3.2 Location Specific Guidelines

Concourse B

B.08 -

- Concession Typology: Free Standing
- Concession Category: Food & Beverage/Bar
- Square Footage: approx. 2,296 SF
- This concession is strategically located at the end of Concourse B, set between gates B25 and B27. This location has been chosen for its high visibility and accessibility to passengers. Given its positioning, it is of utmost importance that the concession maintains a high degree of openness. The design should prioritize sight lines to exterior glazing allowing visibility from the circulation area, including from the Concourse B check point exit. Furthermore, the design should take into account the need to limit obstructions. This includes not only physical barriers that could hinder movement but also visual obstructions that could block views of the airfield. Strategies to achieve this could include the use of glass railings or low-height furniture. A key design feature to ensure unobstructed passenger movement will be the installation of railings along the pathway, which can guide passengers while maintaining a clear line of sight. The limits of this concession fall within the extents of the exiting building skylight. Tenant walls, ceilings or bulkheads should not interfere with this skylight. Open and inviting layouts are encouraged with the perimeter between the tenant and corridor being open, while maintain physical barriers or boundaries as required. Application of materials, finishes or branding on skylight fascia and bulkhead is discouraged. For further information on design intent, please refer to Section 3.3 Concession Typologies.



3.2 Location Specific Guidelines

3.2.5 Arrivals Building

AB.01-

- Concession Typology: Free Standing
- Concession Category: Food & Beverage/Coffee/Small Retail
- Square Footage: 300 SF
- Located in the Arrivals building, this concession is strategically situated near baggage claim. It is crucial that this concession maintains maximum openness and limiting counters or shelving to ensure unobstructed views of the curbside should be considered. The finishes shall be in harmony with the base building finishes and architectural design to ensure a consistent design aesthetic. Although concession signage will be permitted, it will require significant coordination with the base building. For additional details regarding design intent, please refer to Section 3.3 Concession Typologies.

3.3 Concessions Typologies

3.3.1 Hierarchy of Information

A hierarchy of information shall be adhered to by all concessionaires throughout the airport facility. A higher datum shall be reserved for all airport wayfinding, whereas concessions signage shall occupy a lower datum - this ensures that the user may quickly find the appropriate information within the visual field in a consistent manner, irrespective of location.

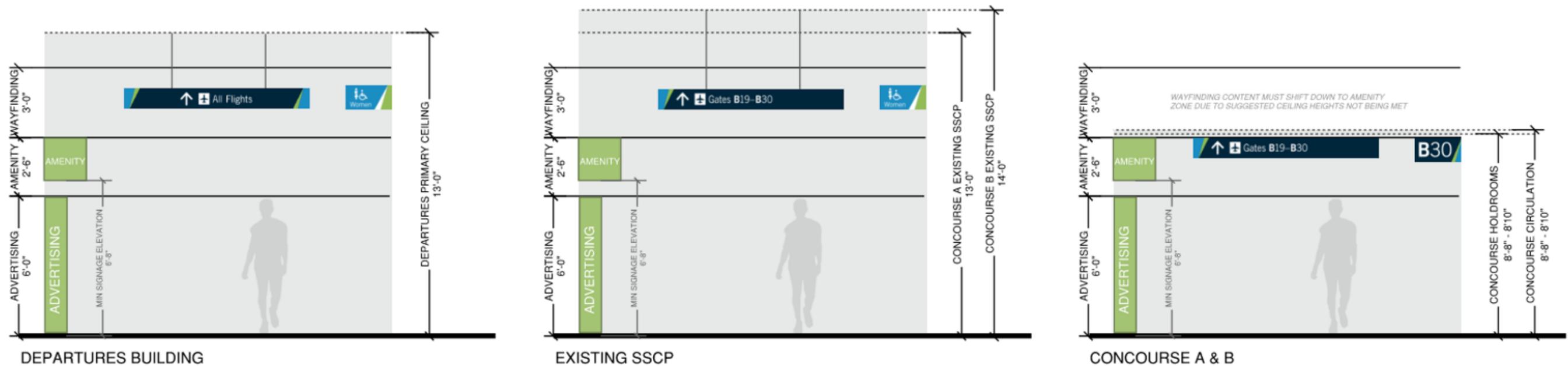
Concessionaires' frontages towards public circulation areas shall not be in conflict with the airport's wayfinding signage. Concessions name and logo shall not be of same, or similar appearance to the airport's wayfinding signs in the following ways:

- color
- typefont
- illumination

3.3.2 Adapting to Localized Conditions

Ceiling conditions and heights vary throughout the airport buildings, however the relationship between wayfinding and concessionaire signage is to be preserved at all times: with wayfinding as the dominant set of information, occupying a location central to circulation path, and at the highest datum. Whereas concessionaires names/logos shall only occupy the area immediately adjacent the concession, and at a lower datum level in relation to airport wayfinding - See diagrams below.

For this reason, careful coordination of concessions signage is required in order to avoid potential conflicts, and to ensure airport wayfinding is not 'in the shadow' of a concessionair's name/logo flag or other element provided by concessionaire.



3.3 Concessions Typologies

3.3.3 Traditional Concession

A traditional concession can be broadly understood as any retail or food&beverage concession which is enclosed by partitions on at least three sides, with the fourth one open for pedestrian access. It can be closed off and secured by roller shutter or other outside hours of operation.

Traditional concessions are the most common type of concessions, and are to be found throughout the airport buildings. Typically they consist of a rectangular footprint with one of the long sides bordering the main circulation zones. The short sides typically border holdroom areas.

Other elements common to other traditional concessions are:

- Neutral portal frame over frontage to circulation space
- Over-portal head (material at the concessionaire's discretion)
- Establishment's name and/or logo at portal head
- Back wall with concessionaire's graphic

All of the above are intended to keep a visually ordered frontage to the common areas of the airport, whilst maximizing transparency to (and by so doing advertising) concessionaire's offerings.



image is a representation of the design intent and may not reflect the final built condition

3.3 Concessions Typologies

3.3.4 Free Standing Concession

A free standing concession is to be understood as a retail or food&beverage concession without traditional wall partitions enclosing it. In comparison with traditional layout, it is intended to have a 'light touch' on the existing basebuild. It leverages the airport's basebuild finishes such as terazzo floor, and ceilings as its own to appear as seamless as possible with the architecture. The benefit of not having a defined frontage is that there are multiple directions from which to access it, and its offerings can be viewed from a multitude of angles.

The visual intent is to control the size of furniture and overall visual clutter such that the architecture and key views may be maintained.

The horizontal band, naming/logo, and head piece are all common elements to traditional concessions.



image is a representation of the design intent and may not reflect the final built condition

3.3 Concessions Typologies

3.3.5 Vending

Vending machines are automated dispensaries of both retail items, and food & beverage which do not require a full-time attendant, and only periodic re-stocking. They also do not require a dedicated security barrier as they are functional at all times of the day.

Vending machines can be stand-alone or in groups. In either case they require a unifying design with portal and header similar to the ones described for traditional concessions.

The single, or group of vending machines is to be stepped back from main circulation space to allow for a space for the proper process of selection, pay and access of the goods being sold without negatively impacting airport circulation corridors and creating congestion.



image is a representation of the design intent and may not reflect the final built condition

3.3 Concessions Typologies

3.3.6 Food Court

Food court(s) at Norfolk International Airport are large spaces where a multitude of franchise operate, providing a variety of different cuisines. Spacious areas with a variety of different seating are available for customers of any one of the franchises.

The frontage of a food court to common areas of the airport shall be treated much in the same way as traditional concessions - with a strong graphic portal which defines the entry to it. Above shall be a header and lettering to clearly define the purpose of the space, and which provide visual interest to draw crowds in.

There shall be limited wall areas where concessionaire graphics can be used in order to contain visual clutter and to provide a calm passenger experience.

Any envelope curtain wall may not be tampered, or fixed into, its glass may not be modified in any way (with applied vinyl, paint, etc).

Furniture is to be durable, and easy to clean.

A FID or monitor is to be provided for passenger flight information.



Images are a representation of the design intent and may not reflect the final built condition

3.3 Concessions Typologies

3.3.7 Airport Lounge

An airport lounge is understood to be a paid or membership waiting area with added amenities such as a bar and restaurant, with a variety of seating options that cater to lounge, work, or dining.

The frontage of an airport lounge to common areas of the airport shall be treated much in the same way as traditional concessions - with a strong graphic portal which defines the entry to it. Above shall be a header and lettering to clearly define the purpose of the space, and which provide visual interest to draw crowds in.

Any envelope curtain wall may not be tampered, or fixed into, its glass may not be modified in any way (with applied vinyl, paint, etc).

Furniture is to be durable, and easy to clean.

A FID or monitor is to be provided for passenger flight information.



image is a representation of the design intent and may not reflect the final built condition

EXHIBIT B

CSA Lease Extents

