

Concessions Planning Implementation Team (CPIT)

CPIT MANUAL

UPDATED May 2026

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NOTE: This manual is only a guide. If discrepancies occur, the terms and conditions detailed in the Concession Lease Agreement for Food & Beverage and Retail Concessions govern. This document is for reference purposes only. If any discrepancies are found between this document and the MAC Concessions Lease Agreement, the MAC Concessions Lease Agreement shall prevail.

A - PURPOSE

This manual was created as a guide for Minneapolis-St. Paul International Airport (MSP) Food & Beverage and Retail, and Passenger Services concessions only. It contains specific standards for a design and construction process that must be followed in remodeling or building of any concession space or unit at MSP.

The CPIT consists of representatives from:

1. MAC Revenue & Business Development (RBA)
2. MAC Airport Operations (Facilities)
3. MAC Airport Development (AirDev)
4. MAC Building Official
5. MAC Design Consultants
6. MAC IT
   All MAC contacts can be found here: https://metroairports.org/macdcs/contacts

The CPIT has established the following goals for its concessions. These goals shall serve as direction for the development of concepts, designs, plans and construction leading to the successful completion of the concession spaces:

- The Operator shall use its industry contacts and resources to provide the best concepts and brands for its assigned space(s). Its highest and best efforts shall also be reflected throughout the planning process in order to maximize the brand and product offerings. This effort shall also be reflected in the product assortment and fixture plans.
- The Operator shall supply adequate inventory and restock support in all product categories. The fixture and storage planning shall reflect this important inventory goal.
- The Operator shall provide concept designs, inventory plans, staff and store policies that maximize customer service. It is the Operator's responsibility to present reasonable options which will achieve the highest design and space utilization while still maintaining strong customer / passenger satisfaction.
- The Operator shall provide concept and merchandising designs that go above the minimum requirements of the Americans with Disabilities Act (ADA) to achieve higher standards of accessibility.
- The Operator shall integrate sustainable practices into all aspects of space design and operations and shall propose innovative solutions that support the MAC's Sustainability Goals. Read more about the MAC's Sustainability Commitment here: https://metroairports.org/about-us/sustainability

B - CONCEPT DESIGN APPROVAL (CPIT #1)

The Operator is to submit to the MAC Concessions Manager (see Contact List, Attachment 1) their proposed concepts for each space awarded. Each space has been assigned its own terminal location number (ID#).

The first plan submitted to the CPIT is the **Concept Design Submittal**. This preliminary design and concept submittal must include:

- Floor Plan of the proposed space with the assigned ID#;
- Elevations of the storefront showing any unique or exceptional design characteristics;
- Sections of the building space as required to show the design concept;
- Perspective sketches illustrating the design concept;
- Color and materials boards and samples;
- List of impacts on the Operator's flooring, wall or ceiling treatments, or mechanical or electrical elements;
- List of anticipated additional utility needs;
- Written summary highlighting all design elements that do not meet the Tenant Design Guidelines with explicit request for design variance; and
- Preliminary LEED (Leadership in Energy and Environmental Design) Scorecard (Attachment 6) and supporting documentation indicating how tenant will meet sustainability requirements. Review *Sustainable Design and Construction Requirements* in the Tenant Design Guidelines for more details.

- Menu / Product / Brand name information to include retail / selling prices.

When complete, submit an electronic set via email to your Concessions lease manager two weeks ahead of the scheduled CPIT meeting (See Contact List, Attachment 1).

The CPIT will review each submittal for overall desirability and feasibility, compliance with the Concessions Tenant Design Guidelines and unique or exceptional design work. The CPIT has the authority to allow exceptions to the Concessions Tenant Design Guidelines if the Team finds the concept worthy of an exception. Depending on project complexity, the CPIT can be expected to meet within two weeks of submittal to provide written comments. The Operator shall provide a Project Manager and or Design Professional to attend the CPIT review to answer any questions. The MAC Design Consultant (on behalf of the entire CPIT) will return the CPIT review comments to the Operator in one of three forms:

- Written approval
- Written approval as noted:
  If an "approval as noted" is issued, these noted points must be addressed in the subsequent Construction document submittal (see Construction Document Approval – Section C).
- Written rejection:
  If "rejected", the entire submittal must be re-worked and resubmitted as per the reasons listed on the rejection letter.

The Operator is to respond in writing to the CPIT Comments in bullet format in order of the written approval or rejection with references to the plan page number for the CPIT to review.

C - CONSTRUCTION DOCUMENTS (CD) APPROVAL (CPIT #2)

The purpose of this phase is to review the construction documentation for the proposed space. Final mechanical, electrical and plumbing plans must be submitted to the MAC lease manager prior to the CPIT #2 review. The concept design must be finalized and approved before the commencement of construction document submission. The work shall be described in detail including materials, equipment, workmanship and finishes required for architectural, structural, plumbing, mechanical, electrical, fire protection, telecommunications (voice/data) and signage other related work elements, as needed. The Operator's construction documents must reference and incorporate the MAC Design and Construction Standards. In particular, demo plans, Architectural, Structural, Mechanical, Electrical and Plumbing Plans, fire protection, fire alarm, telecommunications (voice/data) and Airport Security and Badging criteria shall be included, as necessary. It is highly recommended that, early in the construction document preparation phase, the Operator's Architect meet with the MAC Building Official to review the proposed construction plans and address any building code issues. All construction documents (architectural and engineering) must be signed by a licensed architect or engineer registered in the State of Minnesota. Any value engineering made between the design submittal and construction document submission must be documented and explicitly called out for CPIT members to easily reference and approve.

Refer to Minnesota Statutes and Administrative Rules, instructions for certification and signature on plans, specification, plates, reports, etc.
http://mn.gov/aelslagid/stampinfo.html
http://mn.gov/aelslagid/docs/stampinfo.pdf
https://www.revisor.mn.gov/rules/?id=1800.4200

One electronic set shall be submitted to the MAC lease manager (see Contact List, Attachment 1). At this same time, Operator must also submit the signage application for review.

The CPIT will review the submittal, which can be expected to take up to two weeks of submittal to provide written comments. The Operator shall provide a Project Manager and or Design Professional to attend the CPIT review to answer any questions. The MAC Design Consultant (on behalf of the entire CPIT) will return the CPIT review comments to the Operator in one of three forms:

- Written approval
- Written approval as noted:
  If an “approval as noted” is issued, these noted points must be addressed in the subsequent Construction document submittal (see Construction Document Approval – Section C).
- Written rejection:
  If “rejected”, the entire submittal must be re-worked and resubmitted as per the reasons listed on the rejection letter.

A verification form may be distributed internally for pending review and sign off from the MAC’s:

- MAC Police / Security
- MAC Fire Department
- Director of Airport Operations / Facilities Manager
- Electrical Department
- Plumbing Department
- Energy Management Center
- Information Technology (IT) Department

The completed Tenant Submittal Review form will be sent to the Operator who will be responsible to modify the construction documents as directed. Once all modifications to the construction documents have been modified and the above Departments have reviewed and signed off on the Verification form, the MAC Design Consultant will forward the modified plans and specifications and review comments to the MAC Building Official for review. The MAC Design Consultant will also forward the modified plans to MAC Airport Development and RBA. The MAC Design Consultant will also forward the set of comments made by signers of the Verification form to the Operator’s Architect.

The Building Official shall determine final approvals and may request revised plans addressing code concerns.

Hennepin County Public Health Department:

For Information regarding construction at MSP and the requirements of the Hennepin County and Minnesota State Health Departments please refer to:
Minnesota Food Code 4626: (https://www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html) **and Hennepin County Ordinance #3** (http://www.hennepin.us/your-government/ordinances/ordinance-3)

The Operator is responsible to submit a complete set of plans to the Hennepin County Health Department after CPIT #2.

General Number	612-543-5200	
Health Dept. After Hours Emergency	612-543-5217	
Julie Degn, Health Inspector	612-543-5200	julie.degn@hennepin.us

MAC Electric:

The Operator’s General Contractor is responsible to submit plans to MAC Electric for review and approval, as applicable.

Electrical Permit	612-210-4257	MACPermits@mspmac.orgdli.electricity@state.mn.us
Electric Inspector	612-214-7094	anthony.jarosz@mspmac.org

Metropolitan Council Environmental Services:

The Operator may be required to apply for Sewer Availability Charge (SAC) through the Metropolitan Council. SAC is a one-time fee imposed by MCES to customer communities for each new connection or increase in capacity demand of the

Metropolitan Disposal System. The Building Permit will not be issued until the SAC determination has been made and addressed.

Sewer Availability Charge (SAC)	651-602-1531	SACprogram@metc.state.mn.us

Operator must provide a signed copy of Acceptance Form found in Attachment 5 prior to commencing construction in the leased premise

D - CONSTRUCTION BIDS

The Operator shall seek competitive construction bids for proposed location(s). Upon MAC's request and upon completion of the bidding process, the Operator shall submit a copy of the final bids with its selected Contractor's final bid to the MAC Airport Development Project Manager for approval. Operator shall provide the bid, schedule of values, and master construction schedule. This bid copy shall identify all costs associated with each element of the work (i.e. casework / fixtures, flooring, wall treatments, ceilings, signage, doors / hardware, other finishes, plumbing, HVAC, electrical, fire protection, general conditions, and any other fees).

Construction work deemed to be reimbursable to the Operator by MAC shall conform with the bidding process described above. Further, such work shall be shown as a separate line item and depicted on the final bid submittal as a MAC reimbursable cost. MAC, may, at its sole discretion, direct the Operator to accept the bid of the apparent lowest bidder for the itemized MAC reimbursable construction work.

Upon execution of an agreement between Operator and General Contractor, the General Contractor is responsible for commencing the MSP badging process.

E - BUILDING PERMITS

Prior to submission for a Construction Building Permit, the Operator's General Contractor must provide the following information to the CPIT:

- Construction Bids with selected Contractor's winning bid, if necessary;
- Selected Contractors Insurance Certificate (must list the Metropolitan Airports Commission as an additional insured);
- Verification that selected contractor has received security clearance and SIDA badges if required. A list of the full names and SIDA Badge Numbers assigned to the Contractor's employees who are assigned to work within the secure areas of the airport terminals shall be provided to the CPIT
- Performance and Payment Bonds submitted to the MAC lease manager, as applicable.

In order to start construction on the space the Operator's General Contractor must receive a Construction Building Permit from the MAC Building Official. No construction crews are permitted to start any work until the Operator has received the permits. The following are required to be submitted to the Building Official prior to issuance of Construction Building Permits to the Operator:

- Approved / Signed drawings from the Hennepin County Health Department, as applicable;
- Approved / Signed drawings from the Minnesota Board of Electricity.

With completion of the above, the Operator or its Contractor may visit the Building Official's office, pay for and receive the Construction Building Permit and Inspection Record Card. Electrical permits must be obtained and fees paid to the Minnesota State Board of Electricity.

Operator's architect is required to submit permit drawings reflecting all approved CPIT construction requirements as both dwg and pdf format to MAC Airport Development Senior Architectural Design Technician.

Type	Authority Having Jurisdiction	Phone Number	Anticipated Review Time
Demolition	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Building	Metropolitan Airports Commission	612-467-0425	10 to 14 days
HVAC	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Plumbing	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Electrical	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Fire Protection	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Telecommunications	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Signage	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Other Permits			
Structural	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Foundation/Piling	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Grading	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Utility	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Sewer and Water	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Public Works	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Fence	Metropolitan Airports Commission	612-467-0425	10 to 14 days
Health	Hennepin County Public Health Department	612-543-5200	30 days
Airspace Evaluation	Metropolitan Airports Commission Federal Aviation Administration	612-713-7492 / 612-713-7499 817-222-5920 / 612-253-4610	2 to 3 weeks 60 to 90 days
Sewer Availability Charge	Metropolitan Council	651-602-1531	2 to 3 weeks

F - CONSTRUCTION

The Operator **shall maintain full and complete architectural and construction management support and services for the duration of the entire construction process**.

The Operator must attend meetings with the CPIT to discuss development issues and progress. The CPIT will determine the date at which time the proposed space will be available for the tenant's construction. The Operator has a date specified in their lease after issuance of the MAC Construction Permits (Turnover Date) to complete all construction before the Rent Start Date (see Concessions Lease for definitions) commences.

Changes to the approved plans and specifications must be reviewed by the CPIT. Every effort shall be made by the Operator to avoid field changes. If these changes are necessary, the Operator is to notify the MAC Tenant MAC lease manager, who will then route the proposed CO to the appropriate MAC Department or Consultant if necessary. The Operator's contractor (and its subcontractors) is not permitted to execute change orders without approval from the MAC lease manager.

The CPIT will keep a log of each tenant space by ID#. This log will track the projected schedule and actual schedule for approvals and tenant buildout. The CPIT will also log the budgeted costs, bid costs and actual costs for each space.

Before construction can commence, the Operator shall furnish to the MAC lease manager the original copy of the payment and performance bonds each in the amount of the total construction contract for each build-out. The bonds shall remain in force and effect throughout all construction and until the Operator submits, and MAC approves, lien waivers from all contractors and subcontractors. For more information about the payment and performance bonds requirements, please reference your Concessions Agreement.

G – INSPECTIONS

When construction has started, the MAC Building and Inspections and MAC Trades Department will conduct building, plumbing, HVAC, electrical, fire protection, and telecommunications inspections. It will be the responsibility of the Operator's contractor to call the MAC Building and Inspections Department at least 24 hours in advance for all required inspections. Operators requiring a permit from the Health Department are advised to keep the Hennepin County Health Department informed on expected construction completion. Operators must seek a final pre-opening approval from the Hennepin County Health Department inspector. Once the Operator is 90% complete with its construction work, it must contact the MAC Building Official (612) 467-0425 to request a Temporary Certificate of Occupancy or Full **Certificate of Occupancy.** The Building Official shall determine if the Operator has met the 90% threshold. Once the Operator has received its Certificate of Occupancy it may start training and / or open for business.

H - PROJECT CLOSE OUT DOCUMENTS

MAC Airport Development will conduct a site inspection and walk through to create a Punch List of expectations shortly after the first day of business.

MAC Punch List: Operator / Operator's General Contractor required to submit signed completed punch list 30 days after issuance of MAC Punch list.

As Built Drawings: Operator / Operator's Architect required to submit as built drawings 90 days after opening. (See *BIM/CAD Requirements* in the Tenant Design Guidelines for documentation standards.)

Capital Expenditure: Operator required to submit Capital Expenditure 180 days after opening.

- Sworn Construction Statements
- Lien Waivers and Affidavit of Payments
- Franchise Agreement and payments (if applicable)

Sustainability Documentation: Operator required to submit 60 days after opening. (See *Sustainable Design and Construction Requirements* in the Tenant Design Guidelines)

- Sustainability Letter of Intent
- LEED Scorecard (Attachment 6)
- Supporting documentation as required in the Tenant Design Guidelines

Please see Attachment 2 for additional requirements.

If there are any questions in reference to this manual contact a MAC Concessions Manager.

ATTACHMENT 1
MAC CONSULTANT CONTACT LIST

MAC Design Consultants

Paul Merrell (Alliiance)	Architectural Terminal 1	612-874-4106	pmerrell@alliiance.us
Monica Hartberg (Miller Dunwiddie)	Architectural Terminal 2	612-278-7694	mhartberg@millerdunwiddie.com
John Haley	Mechanical Engineering	612-673-6896	jhaley@michaudcooley.com
Taylor Sohre	Mechanical Engineering	612-673-6980	tsohre@michaudcooley.com
Amy Megonigle (Michaud Cooley Erickson)	Electrical Engineering	612-673-6882	amegonigle@michaudcooley.com
Matt Ryan (Inspec)	Roof Inspections	763-546-3434	mbrayn@inspec.com
Jeff Bruhn (Honeywell)	Alarms	763-208-9068	Jeffrey.bruhn@mspmac.org

ATTACHMENT 2
MAC PROJECT CLOSEOUT DOCUMENTS

The MAC project close out documents are used to establish expenditure accounting that determines Key Money allocations, Leasehold Improvements, Amortization Amount, permit valuations, eligible costs, ineligible costs and buy-out costs.

MAC Project Close Out Schedule:

Deliverable	Due	Submit To
MAC Punch List	30 days after issuance of MAC Punch List	MAC Building Official and MAC Lease Manager
Permit Drawings	7 days after issuance of MAC Building Permit	MAC Airport Development Sr. Architectural Design Technician
Capital Expenditure	180 days after Opening	MAC Lease Manager
As Built Drawings	30 days after Opening	MAC Airport Development Sr. Architectural Design Technician
LEED Scorecard and supporting documentation	60 days after Opening	MAC Lease Manager and MAC Sustainable Design & Certification Manager

I. MAC Punch List

A. General Contractor required to submit signed completed punch list
B. Electronic copy via email and printed Capital Expenditure binder

II. Permit Drawings

A. Operator's Architect required to submit permit drawings reflecting all approved CPIT construction requirements
B. Electronic copy or via FTP in both dwg and pdf format

III. Capital Expenditure

A. Capital Expenditure Closeout Document Submission Requirements:
    1. Operator required to submit
        a. Electronic copy via FTP in pdf format

These documents are used by the MAC and tenants to establish expenditure accounting that is used to determine key money allocations, leasehold investments, amortization schedules, permit valuations, eligible costs, ineligible costs and buy-out costs.

<u>Documents Required</u>
Descriptions of Services and Financials General Ledger and Supporting Records:

- Architect and Professional Services
- Construction Material Supplies and Labor
- Equipment List, Make/Model Numbers and Serial Numbers
- Owner/Other Provided Material Supplies and Labor
- Lien Waivers and Sworn Construction Statements from all contractors and sub-contractors
- As Built Drawings

- Franchise Agreement and Payment
- LEED Scorecard and supporting documentation

General Ledger of CapEx and Supporting Documents
The general ledger of CapEx is a summary accounting work sheet itemizing all invoice and payment transactions specific to each concession location at MSP. The supporting documents include all associated invoices, material lists, and payment records.

Architect and Professional Services – Invoices
The invoices for architects/engineers, and related professions should show the date, the name and address of the firm, the location code number for MSP, the name and address of the tenant space at MSP, the invoice #, the names and titles of persons who worked on the project, the hourly billing rate for each person, and the total costs of the hours billed. In addition, the invoice should describe the services/work product rendered for specific location and any reimbursable costs incurred. Separate invoices are required for each MSP location.

Architect and Professional Services – Payments
The payments for architects/engineers, and related professions should show the name and address of the payer and vendor, the financial institution from which the funds are drawn, the date of payment, the invoice # being paid, and the total amount of the payment which agrees exactly with the invoice submitted for a specific location.

Bundled invoices and payment records for multiple locations is not allowed and leads to confused record keeping, difficult review and auditing, as well as expensive redundancy.

Up to 10% of the construction costs on a project may be applied for the inclusion of professional fee payments eligible for listing in the finalized CapEx.

Invoice and payments for a specific location should be attached together as a single complete record.

Construction Material Supplies and Labor – Invoices
The invoices for contractors, material vendors, and equipment vendors, should show the date, the name and address of the firm, the location code number for MSP, the name and address of the tenant space at MSP, the invoice #, the names and titles of persons who worked on the project, the hourly billing rate for each person, and the total costs of the hours billed. In addition, the invoice should describe the services/work product rendered for specific location and any reimbursable costs incurred. Separate invoices are required for each MSP location. Invoices that include payments for subcontractors should include similar information from the subcontractor as an attachment.

Construction Material Supplies and Labor – Payments
The payments for contractors, material vendors and equipment vendors should show the name and address of the payer and vendor, the financial institution from which the funds are drawn, the date of payment, the invoice # being paid, and the total amount of the payment which agrees exactly with the invoice submitted for a specific location.

Bundled invoices and payment records for multiple locations is not allowed and leads to confused record keeping, difficult review and auditing, as well as expensive redundancy.

Equipment
Equipment records include listings from vendors for devices shown on the approved construction documents.

Lists of equipment should include a description of the device, the manufacturer name, the model type, the serial # as applicable, and the quantity, per the unit cost and the extended cost subtotals and total cost.

Equipment records should be specific to each concession location at MSP and not bundled for multiple locations.

Owner/Other Provided Items
Invoices and payment records for Owner/Other Provided Services and Items should follow the same procedure as described for Construction Materials Supplies and Labor.

Lien Waivers
A lien waiver is an instrument by which a person or organization who has a right of mechanic's lien or material lien against the property of another relinquishes such right.

Liens may not be charged against MAC property or against MAC itself.

Copies of lien waivers from all contractors, sub-contractors, and suppliers are required.

As-Built Drawings
At the end of construction as-built record drawings shall be provided to the MAC. As-built drawings show significant changes made during the construction process: usually based on red-lined prints, marked-up drawings and other data furnished by the contractor or the architect.

As built drawings are to be provided to the MAC as a .pdf file and an AutoCAD copy.

Franchise Agreements and Payments
Copies of Franchise Agreements and Payments shall be provided to the MAC.

Concessions Development
Eligible and Non-Eligible Cost List

List of Eligible Cost
(This is a list of items whose costs may be applied toward the $300 per square foot Retail or the $400 per square foot Food and Beverage development costs required by the MAC, or development costs as stipulated in the Tenant Lease).

Architectural, engineering and sub-consultant design fees up to 10% of the total construction cost, per a specific concessions tenant location at T-1 Lindbergh Terminal or T-2 Humphrey Terminal.

Construction cost of building improvements.
- This includes but is not limited to:
- Floor finishes
- Walls and wall finishes
- Doors, frames and hardware
- Rolling grills, store entrances
- Store fronts
- Millwork items
- Ceiling finishes
- Mechanical systems
- Fire protection

- Electrical systems
- Construction general conditions, bond, fees, etc.
- Building and inspection permits
- Temporary conditions including walls mechanical and electrical

Furniture, fixtures and Equipment (FF&E)

- Kitchen equipment
- Store signage
- Display fixtures and equipment
- Revenue control systems (cash registers, count/monitoring systems, etc.)
- Video and audio systems
- Security systems
- Beverage distribution systems
- Furniture (tables, chairs, booths, lockers, counters, trash containers, etc.)
- Wall mounted menu boards
- Murals, artwork and artifacts

List of Non-Eligible Costs

(This is a partial list of development costs that are not allowed)

- Tenant advertising
- Feasibility studies, customer surveys
- Employee procurement and training
- Uniforms
- Franchise fees and vendor licensing fees
- Developer management, bonuses and salary costs
- Condiments, plastic utensils, plates, napkins, etc.
- Office products
- Maintenance and repairs
- Store inventory
- Restocking fees
- Cookware (pots, pans, utensils, cooking equipment, etc.).
- Housewares (silverware, dishes, glassware and linens, etc.).
- Recipe development

Please note these lists are not meant to be all inclusive since each store type will have different tenant fit-up requirements. These lists are to be a guide to categorize what costs may or may not be applied toward the required square foot concessions development cost.

ATTACHMENT 3
PERMIT FEE SCHEDULE

Permit fees are subject to change.

Building Permit Fees	
Total Valuation	****Fee**
$1.00 to $500.00	$23.50
$501.00 to $2,000.00	$23.50 for the first $500.00 plus $3.05 for each additional $100.00, or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$391.25 for the first $25,000.00 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
$1,000,001.00 and up	$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof
Mechanical Permit Fees	
2% of the cost of the mechanical work	
Electrical Permit Fees	
2% of the cost of the electrical work	

ATTACHMENT 4



AIRDEV HARDCOPY/ELECTRONIC DATA REQUEST, DISCLAIMER, AND NON-DISCLOSURE FORM

for a MAC Consultant, Regulating Body, Entity Under Contract with MAC, or other Qualifying Entity*

Requestor: _____

Signature: _____

Date: _____

Company Name: _____

Address: _____

_____

Telephone Number : _____

Email Address: _____

List all Documents or Data Requested: _____

_____

_____

_____

MAC Approved by: _____ Date: _____

MAC Approved by: _____ Date: _____

Comments: _____

_____

Note: Before signing your request, please carefully read the disclaimer on the back of this form to make sure that you fully understand your responsibilities for the receipt, use, protection, and security of this MAC information. Signatures are required where indicated on the front and back of this form.

*A Qualifying Entity is an entity providing services within the MAC Campus; including, but not limited to an architectural firm, an engineering firm, a general contractor, or a subcontractor.

Data Disclaimer & Non-Disclosure Agreement

The Metropolitan Airports Commission ("MAC") makes no representation or warranties, express or implied, with respect to the reuse of the data provided herewith, regardless of its format or the means of its transmission. There is no guarantee or representation to the MAC Consultant, Regulating Body, or Entity Under Contract with MAC (hereinafter collectively referred to as "Requestor") as to the accuracy, currency, suitability, or reliability of this data for any purpose. The Requestor accepts the data "as is," and assumes all risks associated with its use.

In the event non-public data, that is essential for a MAC project, is shared with a Requestor, the Requestor agrees not to transmit this data or provide access to it or any part of it to another party or individual. The Requestor is responsible for all liabilities of the use thereof. The Requestor shall return the data at the request of MAC.

MAC assumes no responsibility for actual or consequential damage incurred as a result of any Requestor's reliance on this data. Hard copy or electronic data and/or files are transmitted or conveyed for your convenience and are the sole property of MAC. By accepting delivery, the Requestor agrees to indemnify and hold MAC harmless from any liability arising from the use of this data.

This data is subject to change. Update verification is the responsibility of the Requestor. MAC is not responsible for updating files or data or for compatibility with Requestor's hardware and/or software. Please check all electronic files for virus contamination prior to use.

==========

The undersigned acknowledges receipt of and/or exposure to MAC data, conditioned upon the terms as stated above.

Requestor Name:_____

Title:_____

Signature:_____

Date:_____

==========

Airport Development
Metropolitan Airports Commission
6040 28th Ave. So., Minneapolis, MN 55450

ATTACHMENT 5
OPERATOR'S ACCEPTANCE OF LEASED PREMISES

_____ hereby acknowledges and agrees with the Metropolitan Airports
(Operator)

Commission ("MAC") as follows:

1. Operator has had adequate opportunity to inspect the Leased Premises and has done so to its satisfaction.
2. Operator hereby accepts the Leased Premises as-is and Operator acknowledges the Leased Premises are received in compliance with applicable laws and the terms and conditions of this Agreement.
3. Operator waives all claims, off-sets, or back-charges with respect to the condition of the Leased Premises.
4. Operator agrees to conduct its own assessment of the Leased Premises prior to design and construction, including within this assessment a verification of lease lines and any other information provided by MAC. If Operator intends to dispute any information provided by MAC in the making of this Agreement, Operator must notify MAC of the dispute prior to signing this acceptance. Operator waives its right to dispute any information or to bring any legal action involving a dispute regarding this information if not reported to MAC prior to signing this acceptance.

Executed this _____ day of _____, 20_____.

By:

Name:

Its:

ATTACHMENT 6

LEED Scorecard – Lease Manager will provide document to Operator.

FREQUENTLY ASKED QUESTIONS: PERMITTING

- Who issues the building permit for our project at MSP, and how long does it take to get approval?
  Answer: Building permits are issued by the Metropolitan Airport Commission's Building Official and typically take between 10-14 days to process. Please reference section "E" of the CPIT manual for more information.

- Can the building permit be issued before the written health department approval of the project?

  Answer: No. However, the contractor can apply and receive a demolition-only permit from MAC's building official to get started on the project.

- How much are the building permit fees charged by MAC?

  Answer: Please reference Attachment 3 of the CPIT manual for a detailed explanation of the fee structure used by MAC.

- What other inspections and permits are required during construction and before the unit can open?

  Answer: The MAC building official and Trades department will conduct building, plumbing, HVAC, and electrical inspections. Please reference the "Permitting Schedule" section "E" of the CPIT manual for more information including contact numbers, the party responsible for inspections and timing. Depending on the scope of the project, a telecommunications permit may need to be issued by MAC as well.

- Is there a signage permit approval process through MAC?

  Answer: Yes. The concessionaire's signage company needs to submit a signage permit to the MAC's Building Official at the time of the building permit submittal.

- Is the airport subject to (SAC) Sewer Availability Charges?

  Answer: It depends on the scope and location of the project. During the CPIT review process, MAC and the concessionaire's design team will discuss if a SAC charge may be assessed. More information can be obtained by contacting the Metropolitan Council at the phone number listed in the "Permitting Schedule" in the section "E" of the CPIT manual for more information. If it is determined that a SAC review is required, the construction documents must be submitted to the Met Council for review.