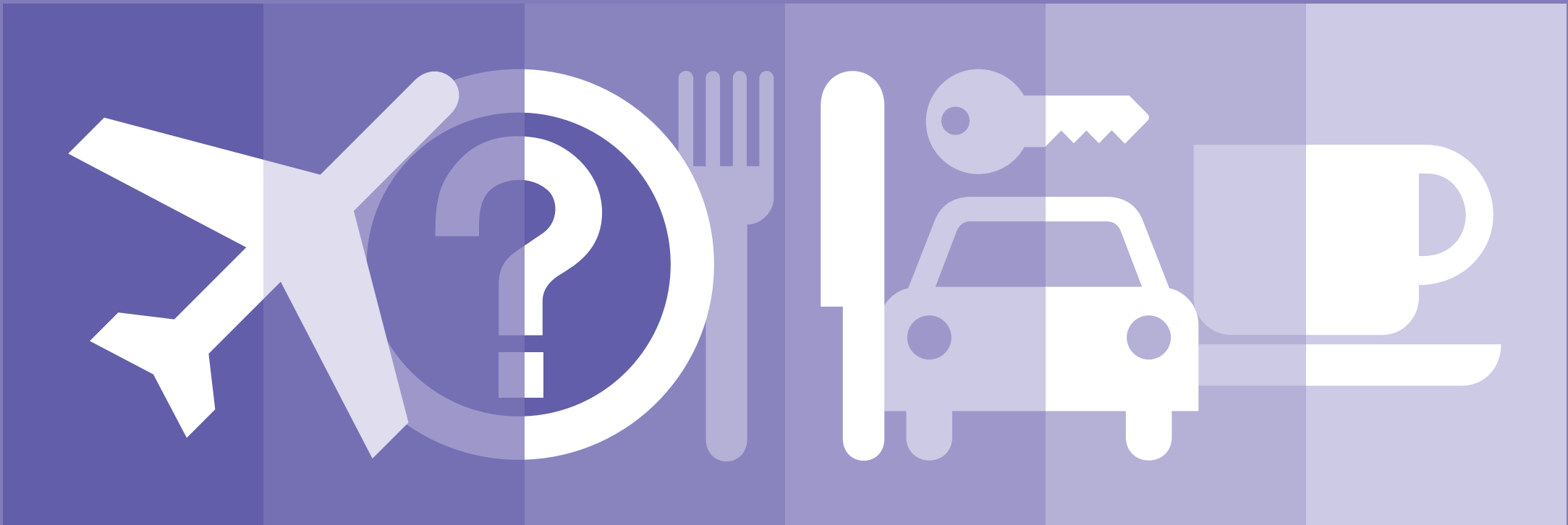


Tucson International Airport
Ryan Airfield

Tenant Sign Guidelines
August 30, 2006

Tucson Airport Authority



Tucson Airport Authority

Tenant Sign Guidelines

August 30, 2006

I. Purpose

This document, *Tenant Sign Guidelines*, has been established for the purpose of assuring that all tenant signage is designed and constructed in a manner that consistently promotes the following:

- Visual harmony between signage and architecture, including adjacent materials and colors.
- Clear and distinctive identification for each tenant.
- Visual enhancement of the airport experience.
- Diversity and individuality for each tenant's signage while maintaining a consistent size and quantity throughout.
- The use of high quality materials.
- Appropriate use of lighting of signage.

These *Tenant Sign Guidelines* therefore provide minimum standards to regulate and control the quantity, size, design, materials, construction, location, illumination and approval of all tenant signs within the Tucson Airport Authority's properties.

II. Definitions

For the purpose of these *Tenant Sign Guidelines*, definitions as defined herein and certain abbreviations, terms, phrases, words and their derivatives shall be construed as specified in this section.

"Abandoned sign" means any sign which is located on property which becomes vacant and unoccupied for a period of six months or more, or any sign which relates to any occupant or business unrelated to the present occupant or his business, or any sign which pertains to a time, event, or purpose which no longer applies.

"A-board" (see "Sidewalk or sandwich board sign").

"Advertising vehicles" means any vehicle or trailer on a public right-of-way or public property or on private property so as to be visible from a public right-of-way which has attached thereto, or located thereon, any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity located on the same or nearby property or any other premises. Company names or logos on commercial delivery or service vehicles are not considered to be advertising vehicles.

"Animated sign" means any sign that includes action or motion or the optical illusion of action or motion, or color changes of all or any part of the sign facing, requiring electrical energy, or set in motion by movement of the atmosphere. Excluded from the definition are public service signs, changing message center signs, searchlights and flags.

"Awning" or "canopy" means a projecting shelter or cover supported from the exterior wall of a building, constructed of cloth, plastic or metal and permanently affixed .

“Back wall sign” means an airline or rental car company identification sign located on the wall surface behind the ticketing or transaction counters and within the tenant’s leasehold.

“Blade sign” means a sign suspended above and situated perpendicular to the primary customer entrance(s) of a tenant’s property, but not projecting beyond the elevation of the building. Said signs are intended to serve as pedestrian-level identification of the business.

“Bulletin board” or “reader board” means a sign so designed that the message may be changed by removal or addition of specially designed letters that attach to the face of the sign.

“Canopy” (see “awning”).

“Changing message center sign” means an electronically or electrically controlled sign where different automatic changing messages are shown on the same lamp bank.

“City” means the city of Tucson, Arizona.

“Construction sign” means any sign used to identify the architects, engineers, contractors or other individuals or firms involved with the construction of a building and announce the character of the building or the purpose for which the building is intended.

“County” means Pima County, Arizona.

“Directory sign” means a sign listing the names of tenants, businesses or services, principally for pedestrian or vehicular traffic.

“Electronic message center” means an electronic or electronically controlled message sign, with scrolling or moving text and/or images.

“Flashing sign” means any sign which contains an intermittent or flashing light source or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted intermittent light source. Excluded from the definition are public service and changing message center signs.

“Freestanding sign” means any sign that is supported by one or more uprights, poles or braces in or upon the ground, that is greater than forty-two inches from the ground to the top of the sign.

“Garage sale signs,” i.e., yard sales, moving sales, patio sales, means temporary signs used to announce a sale of used items.

“Gate podium sign” means a sign that is installed integral with a free-standing gate podium inside a passenger terminal.

“Grand opening displays” means temporary signs, posters, banners, strings of lights, clusters of flags, balloons, searchlights and similar devices used to announce the opening of a completely new enterprise or the opening of an enterprise under new management.

“Ground sign” means sign supported by a wide base of solid appearance that is a minimum of one half the sign width.

“Height” or “height of sign” means the vertical distance to the highest point of a sign or any vertical projection thereof, including its supporting columns. The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.

“Inflatable sign” means balloons or other gas filled figures. For purposes of these *Tenant Sign Guidelines*, inflatable signs shall be treated as temporary signs.

“Landscaping” means any material used as a decorative feature, such as shrubbery or planting materials, planter boxes, concrete bases, brick work, decorative framing or pole covers, used in conjunction with a sign which expresses the theme of the sign and related structure but does not contain advertising copy.

“Logo” means the stylized lettering of a business’s name and may include a stylized symbol or similar graphic element used to brand a particular business.

“Mansard roof” means a sloped roof or roof-like façade architecturally able to be treated as a building wall.

“Marquee” means a permanent roofed structure attached to, and supported by, the building.

“Multiple building complex” means a group of structures each housing at least one retail business, office, commercial venture or independent or separate part of a business which shares the same lot, access and/or parking facilities.

“Multiple tenant building” means a single structure housing more than one retail business, office or commercial enterprise.

“Mural” means a decorative design or scene, containing no commercial messages, logos or corporate symbols intended only to provide visual enjoyment, which is painted or placed upon an exterior building wall.

“Nonconforming sign” means a sign which: (a) on the effective date of these *Tenant Sign Guidelines* had been erected in accordance with the provision of any prior sign guidelines, ordinance or code but which sign does not conform to the applicable limitations established by these *Tenant Sign Guidelines*; or (b) on or after the effective date of these *Tenant Sign Guidelines* was lawfully maintained and erected in accordance with the provisions of these *Tenant Sign Guidelines* but which sign, by reason of

amendment of these *Tenant Sign Guidelines* after the effective date thereof, does not conform to the applicable limitations established by these *Tenant Sign Guidelines*.

“Off-premises sign” means a sign that directs attention to a business, commodity, service or entertainment conducted, sold or offered at a location other than the premises on which the sign is located.

“Political sign” means a sign advertising a candidate or candidates for public elective office, or a political party, or sign urging a particular vote on a public issue decided by ballot.

“Portable sign” or “mobile sign” means a sign made of any material which by its design is readily movable and is equipped with wheels, caster or rollers or which is not permanently affixed to the ground, structure or building.

“Projecting sign” means a sign which projects twelve inches or more from, and is supported by a wall of a building or structure.

“Public service sign” means an electronically or electrically controlled public service sign, or portion of a larger sign that conveys only information such as time, date, temperature, atmospheric condition or general news information where different alternating copy changes are shown on the same lamp bank matrix.

“Real estate sign” means any sign pertaining to the sale, lease or rental of land or buildings.

“Roof sign” means any sign erected upon, against or directly above a roof or on top of or above the parapet of a building. A sign shall be considered a flush-mounted sign if it is erected upon a mansard roof, or any other surface meeting the definition of a wall, as contained in the Uniform Building Code.

“Searchlight” means an apparatus containing an electric light and reflector on a swivel for projecting a far-reaching beam in any desired direction.

“Shopping center” means a commercial development whereupon there are located a number of commercial activities in separate ownership or lease, in which there are appurtenant shared facilities, such as parking and pedestrian mall, and which is designed to provide a single area in which the public can obtain varied products and services.

“Sidewalk or sandwich board sign” means a portable sign having one or two sign faces, placed on or near a business.

“Sign” means any commercial communication device, structure or fixture that is intended to aid an establishment in identification and to advertise and/or promote a business, service, activity or interest. For the purpose of these *Tenant Sign Guidelines*, a sign shall not be considered to be a building or structural design, but shall be restricted solely to graphics, symbols or written copy that is meant to be used in the aforementioned way.

“Sign area” means the entire area of a sign on which copy is to be placed. Only one side of a double-faced sign shall be included. The area of painted signs, individual letter signs and other indirectly illuminated signs shall be calculated on the basis of the smallest single overall rectangle that will enclose the entire outermost dimensions of any sign. Any such calculation shall include the areas between letters and lines, as well as the areas of any devices, illuminated or non-illuminated, which are intended to attract attention.

“Special event signs” means temporary signs used to announce a circus, a carnival, festivals or other similar events.

“Structural alteration” means any action that changes the height, size or shape of the sign or any action that affects the base or support(s) of the sign. When a sign is structurally altered, it ceases to be a nonconforming sign and must conform to the provisions of these *Tenant Sign Guidelines*.

“Storefront sign” means a wall sign located flush on a wall surface, above or adjacent to, and parallel to the entrance into a retail tenant’s space.

“TAA” is synonymous with the Tucson Airport Authority.

“Temporary sign” means any sign, banner, pennant, valence, flags (not intended to include flags of any nation, state, city or other governmental agency or nonprofit organization), searchlights, balloons or other air-filled or gas-filled figures or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without frame, intended to be displayed for a limited period of time only. Different types of temporary signs included in this category are: construction, grand opening displays, real estate, special event, political and garage sale.

“Wall” means any member or group of members, which defines the exterior boundaries of a building and which has a slope of sixty degrees or greater with the horizontal plane. The height of a wall shall be measured as the two dimensional height from the average finished grade of the particular architectural building elevation adjacent to the wall to the finish roof plane.

“Wall sign” means any sign attached to the wall, or erected against the wall of a building being parallel or approximately parallel to said wall; and does not exceed a distance of twelve inches from said wall. A permanent sign located inside and affixed to or within three feet of an exterior window shall be considered a wall sign.

“Window sign” means any sign, picture, symbol or combination thereof, not meeting the definition of “wall sign” above, designed to communicate information about an activity, business, commodity, event sale, or service that is placed inside a window or upon the window panes or glass, and is visible from the exterior of the window.

III. General Guidelines For Signage

The criteria in this document shall govern the design, fabrication and installation of all signs to be installed by and for tenants within the TAA's properties. TAA's interpretation of these criteria shall be final and controlling.

These *Tenant Sign Guidelines* are in addition to any and all restrictions, approvals and permitting processes that may be imposed under other jurisdictions including but not limited to City of Tucson, Pima County and the State of Arizona and/or the US federal government or agencies. In the event of any conflicting ordinances or guidelines, the most restrictive provisions will apply.

For the purposes of these *Tenant Sign Guidelines*, the TAA properties are divided into various districts with related land uses. The Tucson International Airport and surrounding area is divided into 5 districts with related land uses:

<u>District:</u>	<u>Land Use:</u>
• Air Cargo	Industrial
• Executive Terminal	Passenger terminal
• General Aviation	Industrial
• North Airplex	Industrial
• TIA Terminal	Passenger terminal
• West Airplex	Industrial

Refer to the TIA Districts diagram, drawing 0.01, which outlines the boundaries of these districts.

The Ryan Airfield consists entirely of one district:

<u>District:</u>	<u>Land Use:</u>
• General Aviation	Industrial

General Design and Quality Standards

All installed tenant signs must meet the levels of TAA's standards of quality:

- All signs shall be fabricated in a first-class, professional manner. Signs with a "home-made" or amateur appearance will not be acceptable.
- Lettering to computer-cut vinyl or masking, or computer-cut dimensional material. Hand-cut or hand-painted lettering is not acceptable. Backgrounds, trim and hardware to be spray painted. Hand-painting is not acceptable.
- Fabrication and materials must be of high quality and appearance. Plywood, including MDO, is not acceptable. Acceptable materials include acrylic sheet (Plexiglas or Lexan), Sintra, aluminum, Alucobond, Dibond, steel, awning canvas and similar high-quality materials common in the professional sign making industry. Vinyl awnings and canopies are not acceptable.

- Signs are required to have integral sign backgrounds, unless the sign consists of individual three-dimensional characters. Signs may not be painted or vinyl applied directly on a building.
- Illumination may be internal or exterior fluorescent, halogen or similar white light source. Sodium lamps are not allowed. Exposed illumination must be housed in UL approved fixtures and generally concealed from view by landscaping or building overhangs. Exposed lamps, wiring and fixtures are not acceptable. Illumination from or on any sign shall be shaded, shielded, directed or reduced so as to avoid undue brightness, glare or reflection of light on tenant's or adjacent properties, and so as to avoid unreasonably distracting brightness to pedestrians and motorists, as determined by TAA.
- Structural hardware must be designed to be minimal in appearance and painted to match adjacent surfaces. All penetrations to leased buildings must be approved by TAA.
- All signs must meet the standards provided in the Uniform Building Code and/or International Building Code, as well as the National Electric Code.

The determination of acceptance of these minimum standards of quality will be at the sole discretion of TAA.

IV. Allowable Signage in Industrial Districts

This section describes the allowable signage within each of the following industrial land use districts:

- **Air Cargo District**
- **General Aviation District**
- **North Airplex District**
- **Ryan Airfield**
- **West Airplex District**

In addition to the general design and quality standards noted in Section III, the following specific requirements apply.

Allowable Signage:

Businesses within the industrial land use districts are allowed to utilize any of the following sign types: single tenant ground sign or multiple tenant ground sign, plus wall signs.

Other signage that identifies districts, major tenants, or provides wayfinding and/or operational functions, as determined by TAA, may be provided by TAA at their sole discretion.

Sign Type:	Single Tenant Ground Sign: Industrial Land Use Districts
Application:	<ul style="list-style-type: none"> Single tenant ground signs are designed to provide individual identification of free-standing businesses.
Sign Design:	<ul style="list-style-type: none"> Sign may be single or double face. Other configurations are not permitted.
Sign Area:	<ul style="list-style-type: none"> Sign face area shall be equal to or less than 0.5 square feet per lineal foot of leased building space frontage on the right-of-way or parking area frontage to which the sign is oriented, not to exceed 100 square feet.
Height	<ul style="list-style-type: none"> Based on the allowable sign area, maximum sign height is as follows: <ul style="list-style-type: none"> Up to 40 sq. ft. 6 feet maximum sign height Up to 60 sq. ft. 7 feet maximum sign height Over 60 sq. ft. 8 feet maximum sign height
Quantity:	<ul style="list-style-type: none"> One ground sign is allowed along each street frontage or parking area frontage for each single tenant building. For single tenant buildings with two street frontages and entrances on both streets, ground signs are allowed at each street.
Sight Lines	<ul style="list-style-type: none"> All ground signs shall be located such that there is a clear view between heights of 3 feet and 10 feet in a triangle formed by the corner and points on the curb 30 feet from the intersection or entryway. Ground signs within 30 lineal feet of street intersections or driveways shall not exceed 42 inches in height. Refer to the Single Tenant Ground Signs diagram, drawing 1.01.
Illumination:	<ul style="list-style-type: none"> Per Section III at 500 watts maximum per sign face.
Graphics:	<ul style="list-style-type: none"> Sign face colors and graphics may be individualized by each tenant. Sign content is limited to the business's logo.
Special Condition on Public Street Frontages	<ul style="list-style-type: none"> Tenants whose leasehold has a frontage along a city, county or state owned road, including but not limited to E. Valencia and S. Nogales Highway, may opt to follow the sign height and sign face area allowances along those frontages only as established by the City of Tucson for adjacent parcels under their jurisdiction, subject to TAA approval.

Sign Type:	Multiple Tenant Ground Sign: Industrial Land Use Districts
Application:	<ul style="list-style-type: none"> Multiple tenant ground signs are designed to provide grouped identification for multiple tenant buildings or complexes.
Sign Design:	<ul style="list-style-type: none"> Sign may be single or double face. Other configurations are not permitted. Signs shall be configured for either 4 or 6 tenant panels.
Sign Area:	<ul style="list-style-type: none"> Aggregate sign face area shall be equal to or less than 0.5 square feet per lineal foot of leased building space frontage on the right-of-way or parking area frontage to which the sign is oriented, not to exceed 100 square feet.
Height	<ul style="list-style-type: none"> Based on the allowable aggregate sign area, maximum sign height is as follows: <ul style="list-style-type: none"> Up to 40 sq. ft. 6 feet maximum sign height Up to 60 sq. ft. 7 feet maximum sign height Over 60 sq. ft. 8 feet maximum sign height
Quantity:	<ul style="list-style-type: none"> One ground sign is allowed along each street frontage or parking area frontage for each multiple-tenant building or complex. For multiple-tenant buildings or complexes with two street frontages and entrances on both streets, ground signs are allowed at each street frontage. Maximum of one sign panel (2 if sign is double face) per tenant per sign.
Sight Lines	<ul style="list-style-type: none"> All ground signs shall be located such that there is a clear view between heights of 3 feet and 10 feet in a triangle formed by the corner and points on the curb 30 feet from the intersection or entryway. Ground signs within 30 lineal feet of street intersections or driveways shall not exceed 42 inches in height.
Illumination:	<ul style="list-style-type: none"> Per Section III at 500 watts maximum per sign face.
Graphics:	<ul style="list-style-type: none"> Individual tenant graphics and colors may be individualized by each tenant. Sign content is limited to the business's logo.
Special Condition on Public Streets	<ul style="list-style-type: none"> Tenants whose leasehold has a frontage along a city, county or state owned road, including but not limited to E. Valencia and S. Nogales Highway, may opt to follow the sign height and sign face area allowances along those frontages only as established by the City of Tucson for adjacent parcels under their jurisdiction, subject to TAA approval.

Sign Type:	Wall Sign: Industrial Land Use Districts
Application:	<ul style="list-style-type: none"> • Wall signs are designed to provide individual identification for each business.
Sign Design:	<ul style="list-style-type: none"> • Sign must be single face. • Signs may not project above or beyond the edges of the building's elevation, and may not project more than 18" from the face of the façade to which it is attached. • Other configurations are not permitted.
Sign Area:	<ul style="list-style-type: none"> • Sign face area shall be equal to or less than one square feet per lineal foot of leased building space frontage on the right-of-way or parking area to which the sign is oriented, not to exceed 100 square feet. • In the event that a tenant elects to use an awning or marquee surface for their wall sign, the area shall be limited to 30% coverage of the face of the marquee or the exposed surface of the awning, but not more than 0.5 square feet per lineal foot of leased building space frontage on the right-of-way or parking area to which the sign is oriented, not to exceed 100 square feet. In no event will awning or marquee signage and wall signage be allowed on the same elevation for any one tenant.
Height	<ul style="list-style-type: none"> • Wall signs shall be installed to maintain 8 feet minimum clearance from grade
Quantity:	<ul style="list-style-type: none"> • One wall sign is allowed along each street frontage or parking area for each single or multiple-tenant building or complex. For single or multiple-tenant buildings or complexes with two street frontages or parking areas and entrances on both, wall signs are allowed at each street frontage or parking area.
Illumination:	<ul style="list-style-type: none"> • Per Section III at 500 watts maximum per sign.
Graphics:	<ul style="list-style-type: none"> • Sign face colors and graphics may be individualized by each tenant. • Sign content is limited to the business's logo.
Special Condition on Public Streets	<ul style="list-style-type: none"> • Tenants whose leasehold has a frontage along a city, county or state owned road, including but not limited to E. Valencia and S. Nogales Highway, may opt to follow the sign height and sign face area allowances along those frontages only as established by the City of Tucson for adjacent parcels under their jurisdiction, subject to TAA approval.

V. Allowable Signage: Passenger Terminals

This section describes the allowable signage within each of the following terminal areas:

- **TIA**
- **Executive Terminal**

In addition to the general design and quality standards noted in Section III, the following specific requirements apply.

Allowable Signage:

Retail businesses, including food and/or beverage tenants, within the passenger terminals are allowed to utilize any of the following sign types: retail storefront signs and/or retail blade signs. In addition, food and/or beverage tenants may also utilize menu board signs.

Airlines within the passenger terminals are required to provide all of the following sign types: back wall signs at the ticket counters and gate podium signs. In addition, airlines may also utilize queuing signs and/or federal regulatory signs. Other passenger-oriented signs necessary for airport operations, as determined by TAA, will be provided by TAA. Airline wall signs in the gate hold rooms are not allowed.

Rental car companies are required to provide back wall signs at the transaction counters, and may provide additional incidental operational signs inside the rental car center, subject to TAA approval. In addition, airlines may also utilize queuing signs. Other passenger-oriented signs necessary for airport operations, as determined by TAA, will be provided by TAA at their sole discretion.

Ground transportation operators other than rental cars are not allowed to install tenant-provided signage. Passenger-oriented signs necessary for airport operations, as determined by TAA, will be provided by TAA.

Sign types noted above are detailed in the remainder of this section.

Sign Type:	Retail Storefront Sign: Passenger Terminals
Application:	<ul style="list-style-type: none"> Retail storefront signs are designed to provide individual identification for each retail business, including food/beverage tenants.
Sign Design:	<ul style="list-style-type: none"> Signs may be located along any sides of the leasehold frontage. Signs may not project above or beyond the edges of the storefront elevation. Signs may not project more than 12” from the façade to which it is attached. Other configurations are not permitted.
Sign Area:	<ul style="list-style-type: none"> Aggregate sign face area shall not exceed one square foot per lineal foot of leased space frontage within the terminal, not to exceed 40 square feet.
Height	<ul style="list-style-type: none"> Retail storefront signs shall be installed to maintain 6’-8” minimum clearance from the finished floor when located above entries, or 3’-0” when located against a wall or otherwise situated in a location where passengers will not travel directly beneath the sign.
Quantity:	<ul style="list-style-type: none"> One retail storefront sign is allowed along each frontage within the terminal. For tenants with two terminal frontages, wall signs are allowed at each frontage.
Illumination:	<ul style="list-style-type: none"> Per Section III at 300 watts maximum per sign.
Graphics:	<ul style="list-style-type: none"> Sign face colors and graphics may be individualized by each tenant. Sign content is limited to the business’s logo.

Sign Type:	Retail Blade Sign: Passenger Terminals
Application:	<ul style="list-style-type: none"> Retail blade signs are designed to provide individual identification for each retail or food/beverage business with a leasehold tenant space of 250 square feet or more.
Sign Design:	<ul style="list-style-type: none"> Sign must be double face and positioned perpendicular to the storefront. Signs may not exceed more than 6” in depth. Other configurations are not permitted.
Sign Area:	<ul style="list-style-type: none"> Sign face area shall be uniform at 1’-0” tall by 2’-6” wide for 2.5 square feet, and may utilize any shape.
Height	<ul style="list-style-type: none"> Retail blade signs shall be installed to maintain 6’-8” minimum clearance from the finished floor.
Quantity:	<ul style="list-style-type: none"> One retail blade sign is allowed along each street frontage within the terminal. For tenants with two terminal frontages, retail blade signs are allowed at each frontage.
Illumination:	<ul style="list-style-type: none"> Per Section III at 100 watts maximum per sign.
Graphics:	<ul style="list-style-type: none"> Sign face colors and graphics may be individualized by each tenant. Sign content is limited to the business’s logo.

Sign Type:	Back Wall Signs: Passenger Terminals
Application:	<ul style="list-style-type: none"> • Ticketing back wall signs are designed to provide individual identification for each airline and rental car company.
Sign Design:	<ul style="list-style-type: none"> • The available area upon which the back wall sign may be installed is defined as the wall area between the floor baseboard and the ceiling, extending the width of the tenant leasehold. • The back wall may be painted or covered with vinyl wall covering, fabric, plastic laminate or other TAA-approved finish. Except for the allowable signage, the back wall shall be flat with no projecting design elements. • Sign must be single face. • Signs shall not project more than 2" from the face of the back wall. • Airline code share partner logos shall be mounted within a rectangular frame no larger than 2'-0" wide and 2'-10" high, and the frame shall be 1" wide by 1.5" deep brushed stainless steel finish. • Other configurations are not permitted.
Sign Area:	<ul style="list-style-type: none"> • Signs shall not exceed a 2'-10" high band of space. The top of the band shall correspond with the top of the back wall door frames (approximately 7'-2" above the floor). • Signs shall not exceed the width of the tenant leasehold, less 12" clearance at the leasehold boundaries and at door frames. • The same limitations shall apply to airline code share partner logos, and they shall be mounted within a rectangular frame no larger than 2'-0" wide and 2'-10" high.
Height	<ul style="list-style-type: none"> • Sign height shall not extend below the height of the adjacent ticket or transaction counter for the airline or rental car company name. Other graphics, including symbols, patterns or other non-literal elements may extend below this line.
Quantity:	<ul style="list-style-type: none"> • No more than one airline or rental car logo per 15 feet of counter length. • Where airline code share partners are applicable, no more than one code share partner logo per 30 feet of counter length.
Illumination:	<ul style="list-style-type: none"> • Indirect illumination only, provided by TAA.
Graphics:	<ul style="list-style-type: none"> • Sign face colors and graphics may be individualized by each airline. • Sign content is limited to the business's logo.

Sign Type: Federal Regulatory Signage

- Application:
- Federal regulatory signage as required and approved by TAA at ticketing counters, curbside check-in and gates.
- Sign Design:
- 16” tall by 20” wide stainless steel single face frames provided by TAA located on the side of each baggage well.
 - 10” tall x 34” wide recess beneath glass inserts on the tops of ticket counter shells and/or gate podiums.
 - Other federally required signage approved by TAA shall be installed within similar single face stainless steel frames, or within stanchion signs. Stanchion signs shall be Lavi Industries stainless steel components, or approved by TAA as equal, in standard sizes, single or double face:
 - 22” wide x 28” tall (freestanding or stanchion mount are acceptable)
 - 11” wide x 14” tall
 - 7” wide x 11” tall
 - Other configurations are not permitted.
- Sign Area:
- As noted above.
- Height
- All signs shall be mounted at 6 feet or less in overall height.
- Quantity:
- As required by federal authorities and as approved by TAA.
- Illumination:
- Non-illuminated.
- Graphics:
- As required by federal authorities and as approved by TAA.

Sign Type:	Queuing Signage
Application:	<ul style="list-style-type: none"> • Queuing signage posted by tenants at counters, curbside check-in gates, shops, etc.
Sign Design:	<ul style="list-style-type: none"> • Queuing signage shall be installed in single face stainless steel frames, or within stanchion signs. Stanchion signs shall be Lavi Industries stainless steel components, or approved by TAA as equal, in standard sizes, single or double face: <ul style="list-style-type: none"> • 22" wide x 28" tall (freestanding or stanchion mount are acceptable) • 11" wide x 14" tall • 7" wide x 11" tall • Other configurations are not permitted.
Sign Area:	<ul style="list-style-type: none"> • As noted above.
Height	<ul style="list-style-type: none"> • All signs shall be mounted at 6 feet or less in overall height.
Quantity:	<ul style="list-style-type: none"> • As approved by TAA.
Illumination:	<ul style="list-style-type: none"> • Non-illuminated.
Graphics:	<ul style="list-style-type: none"> • Sign face colors and graphics may be individualized by each tenant.

Sign Type:	Menu Board Signage
Application:	<ul style="list-style-type: none"> • Menu board signs are for use by food and beverage tenants.
Sign Design:	<ul style="list-style-type: none"> • Designs shall be single face and of a design character compatible with the tenant's themed interior design motif. • Signs shall be located inside the leasehold. • Signs may not project more than 6" from the façade to which it is attached.
Sign Area:	<ul style="list-style-type: none"> • Aggregate area for menu board signs area shall not exceed 30 square feet per leasehold.
Height	<ul style="list-style-type: none"> • All signs shall be mounted at 8 feet or less in overall height.
Quantity:	<ul style="list-style-type: none"> • One menu board sign per order station.
Illumination:	<ul style="list-style-type: none"> • Non-illuminated or direct illumination per Section III, and shall not exceed 100 watts.
Graphics:	<ul style="list-style-type: none"> • Sign face colors and graphics may be individualized by each tenant.

Sign Type:	Airline Gate Podium Signs: Passenger Terminals
Application:	<ul style="list-style-type: none"> • Gate podium back signs are designed to provide individual identification for each airline at each departure gate podium.
Sign Design:	<ul style="list-style-type: none"> • Signs are uniform in design in compliance with TAA's standard gate podium design. • Signs may not project above or beyond the edges of the space noted in the standard design. Refer to Airline Gate Podium Signs, drawing 2.04. • Signs may not project from the background surface. • Other configurations are not permitted
Sign Area:	<ul style="list-style-type: none"> • As noted on the standard gate podium design drawing.
Height	<ul style="list-style-type: none"> • As noted on the standard gate podium design drawing.
Quantity:	<ul style="list-style-type: none"> • One sign per podium.
Illumination:	<ul style="list-style-type: none"> • Non-illuminated.
Graphics:	<ul style="list-style-type: none"> • Sign face colors and graphics may be individualized by each airline. • Sign content is limited to the airline's logo. • Logo must be set back from the visible edge of the sign panel no less than 1" top and bottom, and no less than 4" left and right.

VI. Incidental Signs Allowed (All Districts)

The following incidental signs are allowed for any tenant in any district. Approval by TAA must be obtained prior to installation.

- Neon window signs, maximum of 2 square feet each, maximum quantity of 1 per street, parking or terminal frontage. Examples include business name and logo, “Open,” or related brand or trade names, logos, trademarks, service marks or other graphic insignias such as “FedEx” or “Corona.”
- Window lettering and door graphics that include hours of business operation and/or business name on or adjacent to the public entrance door must meet the following criteria:
 - Maximum of 2 square feet of overall area.
 - All lettering is to be professionally applied sign vinyl directly on the interior or exterior of the businesses primary entrance door.
 - The logo and name of the business may be represented by letters and logo up to a maximum height of 3”.
 - Lettering shall be mounted between 4’-0” minimum and 5’-6” maximum from the bottom of the door.
 - If tenant has a non-customer door for receiving merchandise, the tenant’s name and address (number only) may be applied on the door. The letter height is to be 2” high, Helvetica bold font made of white vinyl applied at 5’-6” (overall height) above bottom edge of door and centered. Where more than one tenant uses the same door, each name and address shall be applied.
 - Address numbers (or suite letters) shall be as determined by TAA, Helvetica bold font, white vinyl applied above the entrance door or cut out metal characters painted in a color that adequately contrasts from the building façade.
- Other incidental signs as mandated by building and/or safety codes, such as “Exit,” “Danger” or accessible access, provided that said signs do not exceed 2 square feet each and meet with the approval of TAA.
- In the industrial areas only, tenants are allowed additional incidental signs necessary for business operation, provided that they meet the following criteria:
 - Maximum of 2 square feet of overall area for each sign.
 - All lettering is to be professionally applied sign vinyl with maximum 6” lettering.
 - Sign message is restricted to operational messages, such as “Loading Dock,” “Shipping & Receiving,” or “No Smoking.”
 - Signs shall be mounted between 5’-0” minimum and 10’-0” maximum from grade on buildings.

- Governmental flags limited to:
 - Free-standing flag poles permitted for tenants leasing 2 or more acres, limited to one pole at 35 feet maximum height, with 5 foot x 8 foot flags.
 - One flag per business, provided they do not exceed 3 feet x 5 feet and are attached to the façade of the business. The flag, emblem or insignia of a nation or other governmental unit or nonprofit organization is subject to the guidelines concerning their use set forth by the government or organization which they represent.
 - Flag poles require structural review.
- Temporary signs limited to:
 - Construction signs, maximum of 32 square feet, 8 feet maximum height, single face, limited to the duration of construction commencing from ground breaking.
 - Banners used on a temporary basis for one-time grand openings which are to be approved by TAA on a case by case basis, limited to 15 days of duration. Banners are limited to one per street or parking frontage per tenant, maximum of 32 square feet combined total. Banners must be affixed to the building and may not project above or beyond any line of the elevation.
 - Temporary decorations, clearly incidental and customary and commonly associated with any national, local or religious holiday, or traditional community event such as annual festivals or parades, limited to 30 day duration.
- Murals that do not serve as a commercial communication device or serve to aid an establishment in identification or in the advertising of a business, service, activity, or interest, subject to approval by TAA.

VII. Exempt Signs

The following signs do not require TAA's approval, nor shall the area and number of such signs be included in the area and number of signs permitted for any site or use. This shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance and its compliance with the provisions of these *Tenant Sign Guidelines*.

- Signs of public utility companies indicating danger or which serve as an aid to public safety or which show the location of underground facilities or of public telephones.
- In the industrial areas, signs located in the interior of any building or within an enclosed lobby or court of any building or group of buildings, which signs are designed and located to be viewed exclusively from inside the building and are therefore not visible from the exterior.
- Sculptures, fountains, mosaics and design features which do not incorporate advertising or identification.

- Fuel and price signs, if less than sixteen square feet and only fuel type and price are indicated, and conforming to all height requirements of these *Tenant Sign Guidelines*.

VIII. Signs and Sign Components Not Permitted (All Districts)

The following signs and sign components will not be allowed for any tenant in any district:

- Airline arrival/departure boards.
- Tenant identification on doors or windows, including airline ticket offices, except as provided by TAA.
- Counter position drop-down signs.
- Promotional signs except as noted in Section VI.
- Open or exposed neon or exposed lamps or lamps clearly exposed to pedestrians, except neon window signs as noted in Section V above.
- Any other freestanding or building-mounted signs, including directional signs, except as noted in Section VI.
- A-board, sidewalk or sandwich board signs of any size, portable(mobile) signs, searchlights, advertising vehicles, special event signs, banners or other temporary signs except as noted above in Section V. Prohibited banners and temporary signs include going-out-of-business sales, auctions, garage sales, community and/or special events or other uses other than one-time grand openings.
- “Human A-Board” signs.
- Animated, moving, flashing, blinking, rotating, audible or odor producing signs. Variable message or public service signs, including LED, incandescent, flip matrix or other changing message center sign or display technologies are not permitted. Reader board or bulletin board signs are not permitted.
- Backlit awnings or canopies.
- Freestanding signs.
- Roof signs.
- Projecting signs.
- Murals, except as noted in Section VI.
- Interior window signage or signage inside a tenant’s space that is intended to be viewed from outside with the exception of window lettering and door graphics as described in Section V.
- Window posters or placards exceeding 2 square feet individually or collectively. This includes the prohibition of advertising placards, posters, advertisements, promotional offers, banners, menus, trademarks, pennants, or credit card signs.
- Signs taped or glued to interior of window.

- Inflatable signs, figures or objects.
- Advertising vehicles, in which signs, banners or billboard style graphics are attached to or placed on or in a vehicle or trailer parked within TAA property, such that the primary use or intent becomes advertising. This does not apply to company graphics applied onto a vehicle to identify it as a company vehicle. This provision does not apply to public transit buses or taxis.
- Signs which purport to be or are an imitation of or resemble an official traffic sign or signal, including “stop,” “caution,” “danger,” “warning” or similar, unless used specifically for these purposes in the operations of and within the tenant’s site for the safety and welfare of employees and public.
- Signs attached to utility poles or other unapproved structures.
- Off-premise signs, except any that may be provided by TAA.
- Non-ornamental hardware or electrical components may not be exposed to view.
- Real estate or property for sale, rental or lease signs other than those provided by TAA.
- No supplemental or incidental signs, other than as specifically described above, will be allowed.

IX. Signage Submittal and Approval

New Signs

Prior to installation of any sign, the tenant must obtain TAA’s written approval of the proposed sign design. Application for approval is to be in the form of the Sign Application. Contact TAA’s office for a copy of the form. There is no fee for submitting an application to TAA. The process shall be as follows:

- Tenant to submit completed sign application along with required drawings to TAA. The application includes but is not limited to:
 - Site plan. An accurate and complete site plan of the building and lot in a scale that readily indicates all relevant items, including location of leased portion of building, building and/or lot lines as appropriate for type and size of tenant. Include parking lots, driveways and landscape areas. Indicate all signs submitted for approval, as well as all existing signs. Indicate all quantities of signs. Indicate integration with landscaping and plantings.
 - Sign elevations. Include elevations of each individual sign, including the height, width and depth. Include material and lighting specifications. Include accurate sign face layouts and color specifications.
 - Attachment details. Include attachment details to buildings and other pertinent structural details, including identification of all penetrations to building.
 - Include calculations for sign areas and comparisons to maximum allowances.

- Name and license number of the individual or contractor constructing and installing the sign.
- Evidence of compliance with the National Electric Code.
- TAA to review designs and either approve, approve with corrections, or deny application within 10 days of receipt by TAA.
- If application denied, tenant to review reasons for denial and then change their application and re-submit a new application to TAA.
- Once approval is granted by the TAA, TAA will then issue approval to the tenant, subject to all construction requirements, including compliance with the latest edition of the Uniform Building and/or International Building Code and the National Electric Code. No sign approval shall be issued unless the sign installer has a valid Arizona State contractors license.
- No sign governed by these *Tenant Sign Guidelines* shall be erected, altered or relocated without approval by TAA.
- After installation of signs, TAA will conduct a field review to check that the signs were installed in accordance with the details noted on the application and that they meet TAA's minimum standards of quality.
- Tenant is solely responsible for submittals to and acquiring any and all local permits from the appropriate local authorities.

Failure to Comply

Signs installed without TAA's approval, and/or signs installed that do not meet the TAA's minimum standard of quality as determined by the sole discretion of TAA, or failure to comply with any of the provisions of this document may result in the removal of signage by TAA at tenant's sole expense, provided TAA will issue notice to tenant of it's failure to comply at least 30 days prior to TAA removal to allow tenant time to cure problem and comply.

Existing Non-Conforming Signs

Existing signs that are non-conforming with these *Tenant Sign Guidelines* are granted a one-time grace period until December 31, 2007 to either remove or bring said signs into compliance. Failure to comply may result in removal of said signs at tenant's sole expense. Exceptions will only be granted through the variance procedure.

X. Variances

Under extenuating circumstances, tenant may submit a request for variance to TAA. TAA may grant an exception to the requirements of these *Tenant Sign Guidelines* subject to the applicants demonstration that a variance is warranted. Consideration and approval for approval or denial is at the sole discretion of TAA.

Variance Consideration

The determination by TAA shall be final and any such variance may vary the literal enforcement of any standard or requirement of these *Tenant Sign Guidelines*. Contact

TAA's office for variance procedures and forms. Consideration for variance will be based on:

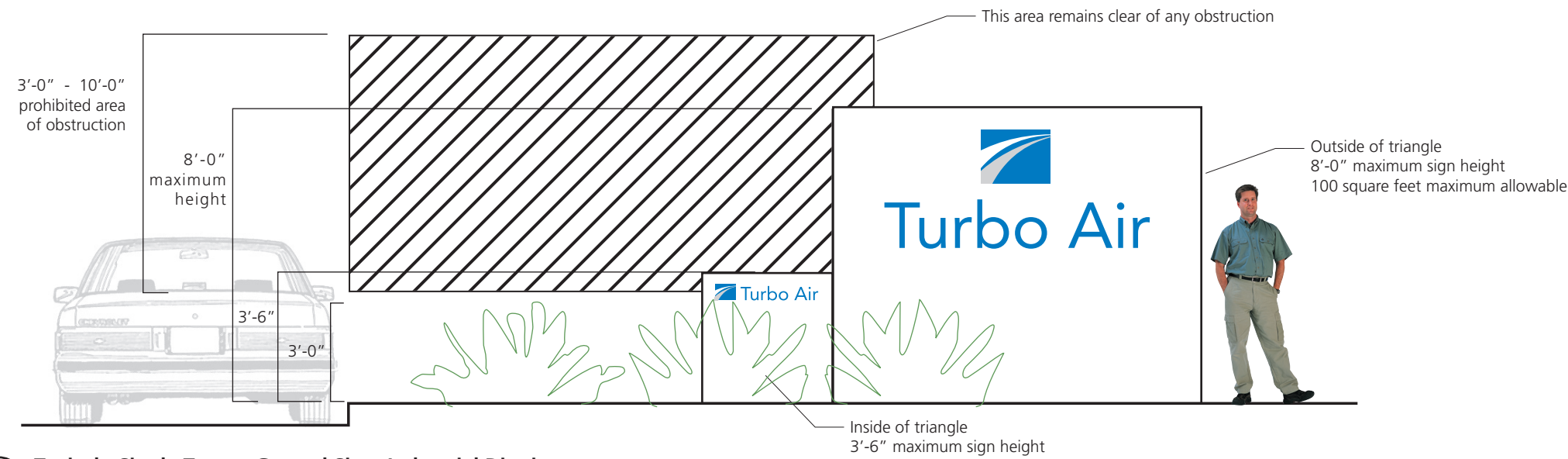
- That there are exceptional or extraordinary circumstances or conditions applying to the tenant's property that do not apply generally to other properties in the same vicinity or district, and that the plight of the applicant is unique and not the result of his own action.
- That the authorization of such variance will not be materially detrimental to TAA or the public welfare, not injurious to nearby property, nor essentially different from the provisions of the district in which it is located.
- That the granting of such variance will not adversely affect the comprehensive plan or studies of TAA.

XI. Sign Maintenance

All signs, including signs heretofore installed, shall be constantly maintained in a state of security, safety, appearance and repair. If any sign is found not be so maintained or is insecurely fastened or otherwise dangerous as determined by TAA, it shall be the duty of the tenant to repair or remove the sign within 5 days after receiving notice from TAA or to make other arrangements for repair or removal satisfactory to TAA. The premises surrounding a freestanding sign shall be free from rubbish and landscaping maintained in a tidy manner. Failure to satisfy may cause TAA to remove or repair the sign at the tenant's sole expense.

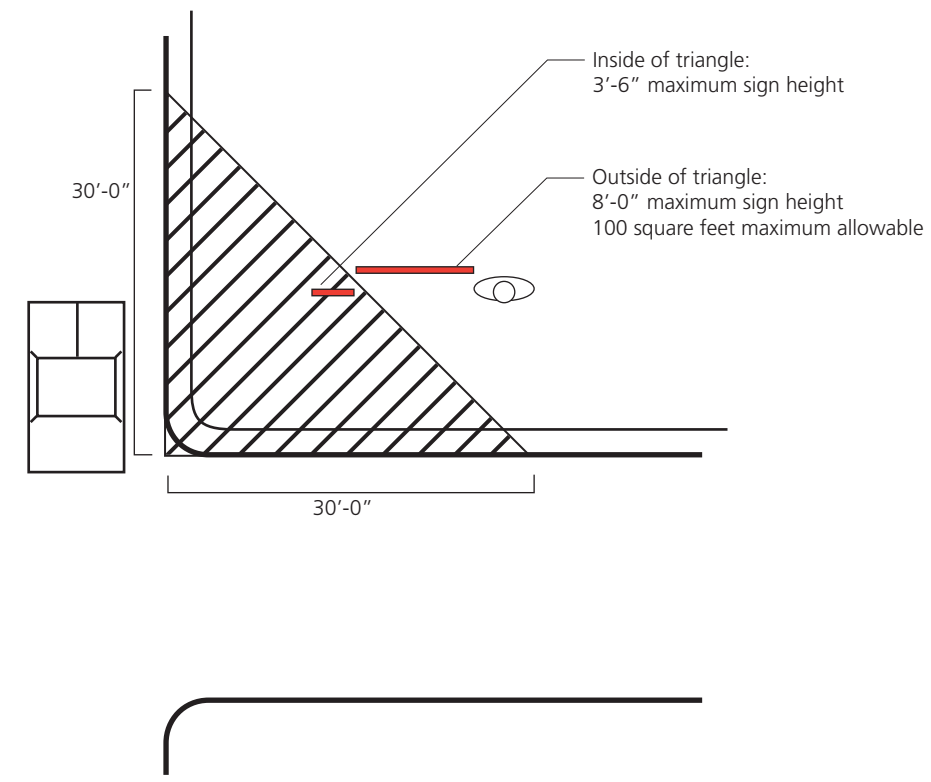
All tenants shall permit the periodic inspection of their signs by TAA upon request. Such inspections shall be for the purpose of examining its structural and electrical connections and to insure compliance with these *Tenant Sign Guidelines*. Such inspections shall be carried out during business hours, unless an emergency exists.

Painting, repainting or changing of a sign structure or the changing of the sign message thereon shall be considered an erection or alteration which requires TAA approval.



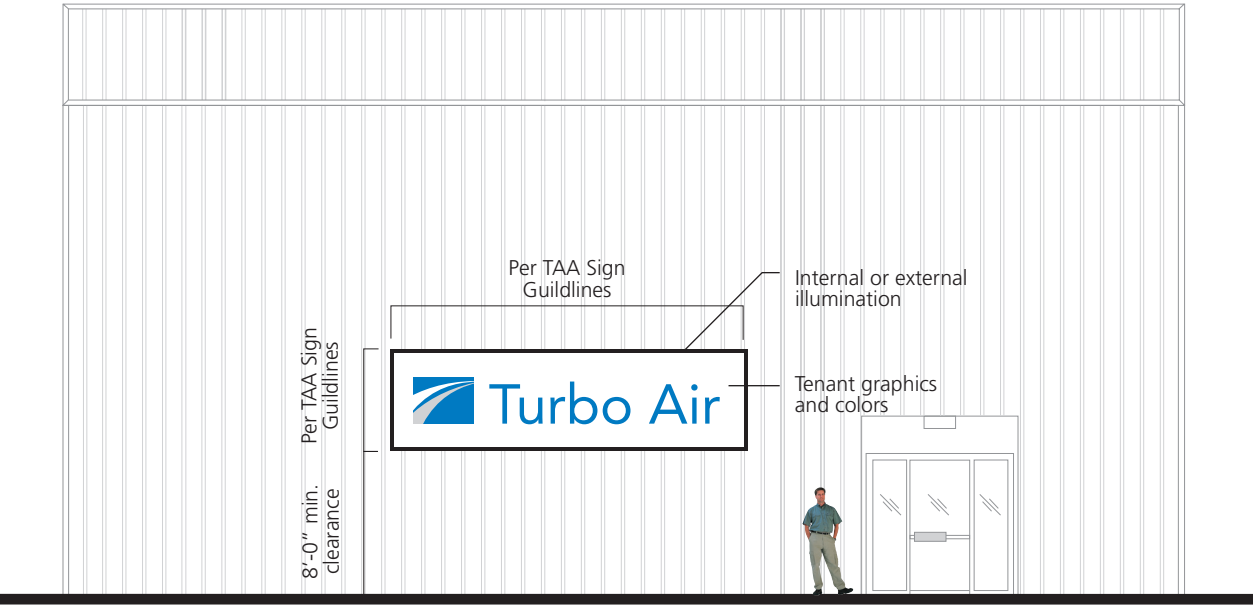
NOTES:
1. Reference Page 8
2. Logos shown are for placement only and not an indication of actual content

1 Typical - Single Tenant Ground Sign: Industrial Districts
Scale: 1/4"=1'-0"

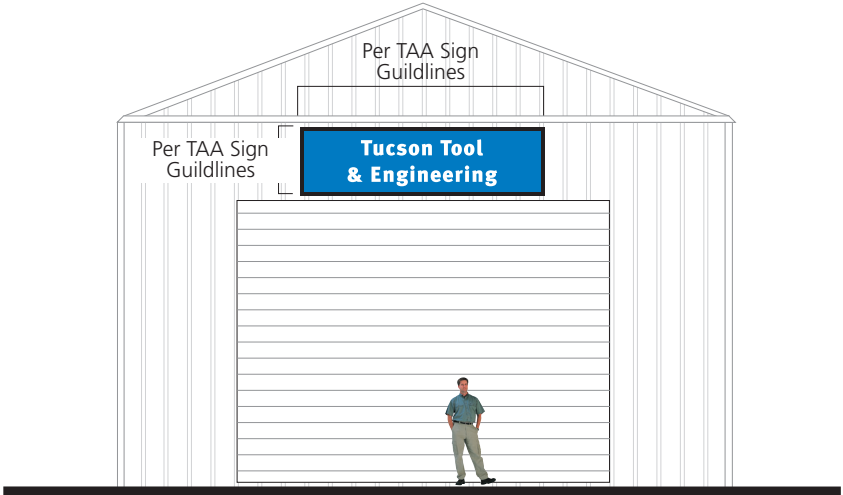


2 Typical - Single Tenant Ground Sign: Industrial Districts
Scale: 1/16"=1'-0"

- NOTES:
- 1. Reference Page 10
 - 2. Logos shown are for placement only and not an indication of actual content



1 Typical - Wall Sign: Industrial Districts
Scale: 3/32"=1'-0"



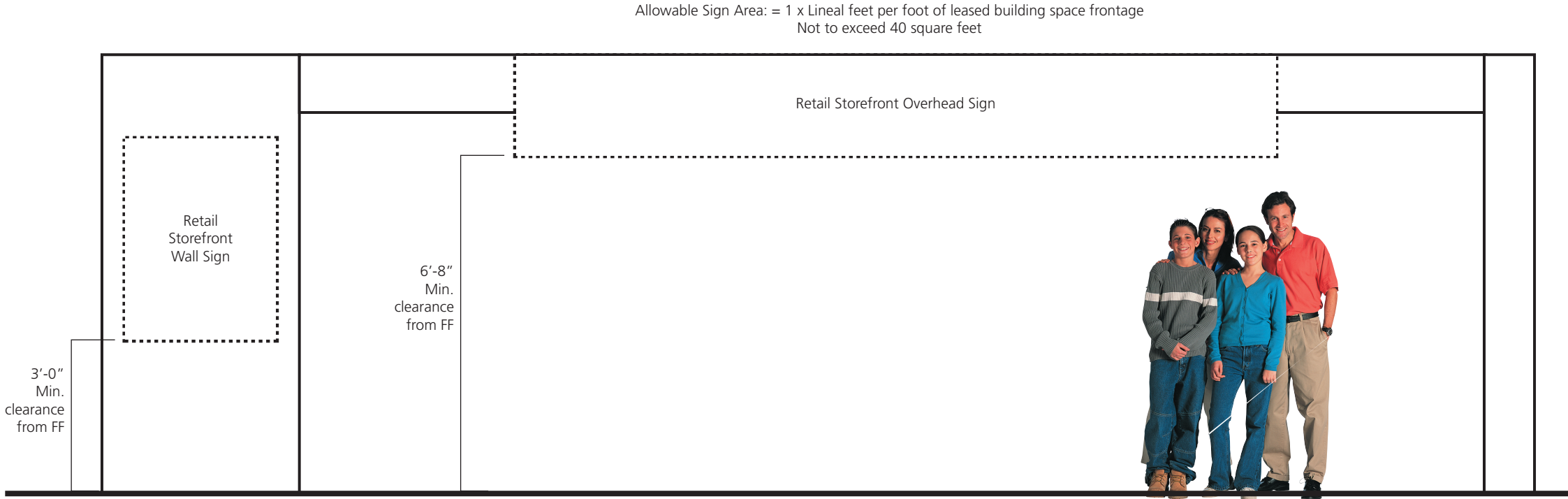
2 Typical - Wall Sign: Industrial Districts
Scale: 3/32"=1'-0"



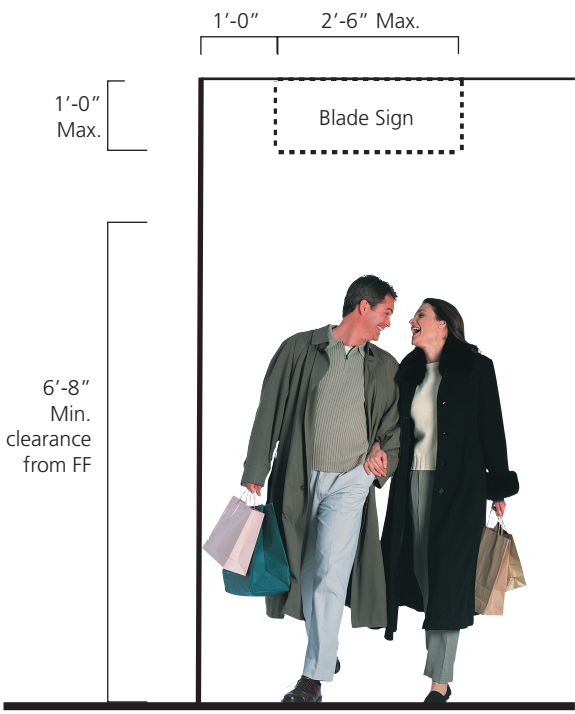
3 Typical - Wall Sign: Industrial Districts
Scale: 3/32"=1'-0"

RETAIL STOREFRONT SIGN

- NOTES:
- 1. Reference Pages 12 & 13
 - 2. One (1) retail storefront sign is allowed per frontage within the terminal
 - 3. One (1) retail blade sign is allowed per frontage within the terminal

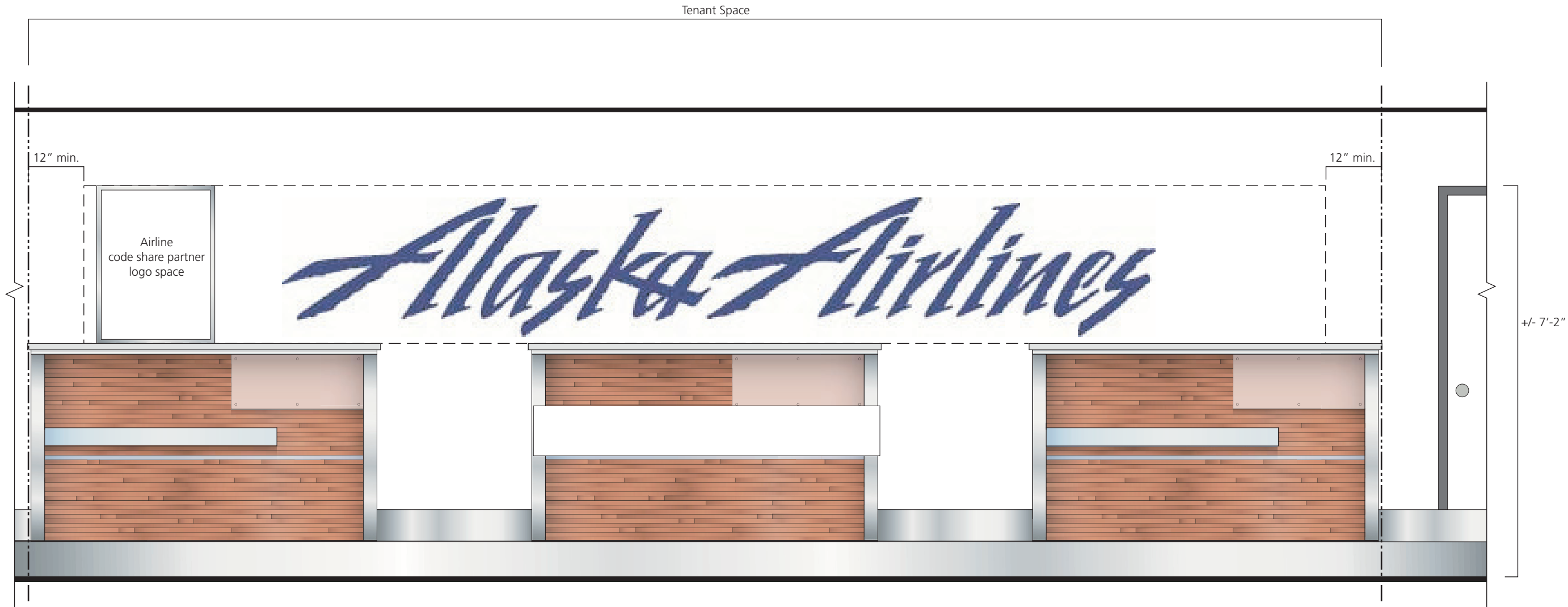


1 TYPICAL - RETAIL STOREFRONT SIGN
Scale: 3/8"=1'-0"



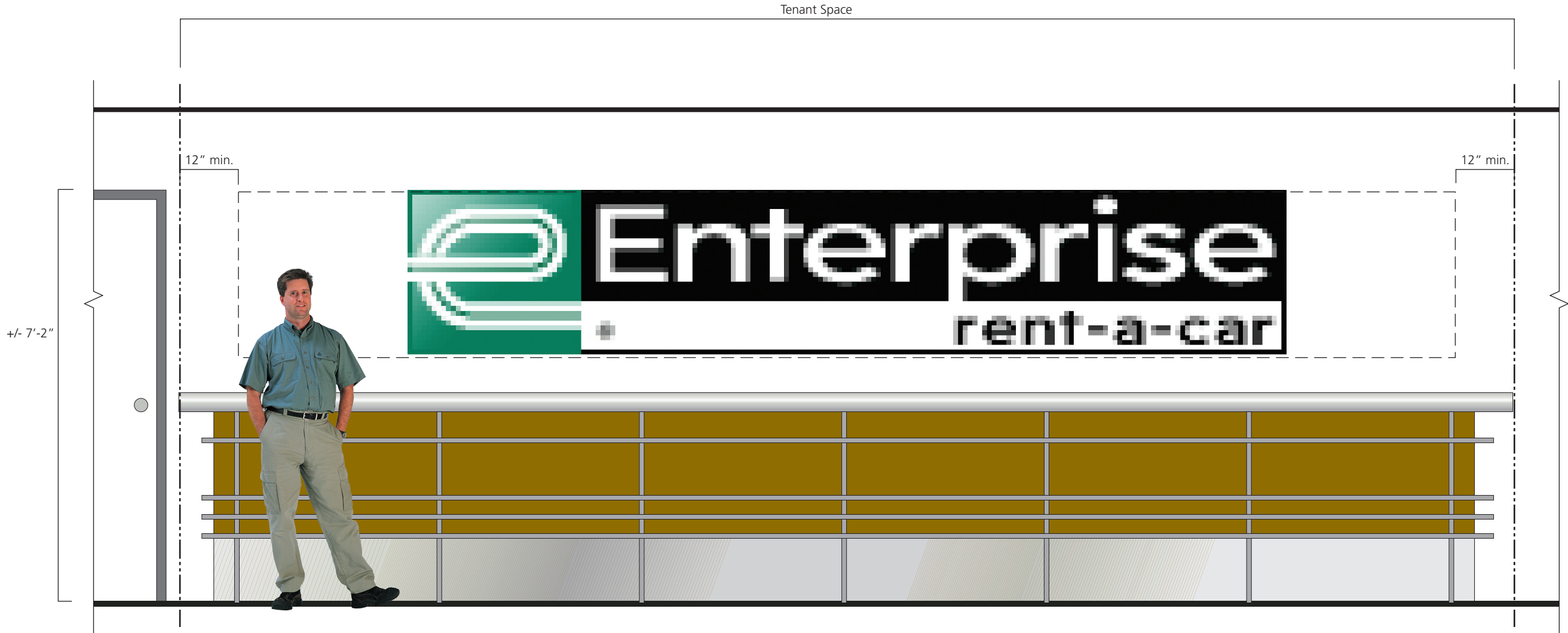
2 TYPICAL - RETAIL BLADE SIGN
Scale: 3/8"=1'-0"

- NOTES:
- 1. Reference Page 14
 - 2. Logos shown are for placement only and not an indication of actual content



1 TICKET COUNTERS - TYPICAL
Scale: 1/2"=1'-0"

- NOTES:
- 1. Reference Page 14
 - 2. Logos shown are for placement only and not an indication of actual content



1 RENTAL CAR COUNTER - TYPICAL
Scale: 1/2"=1'-0"

NOTES:
1. Reference Page 18
2. Logos shown are for placement only and not an indication of actual content



1 AIRLINE GATE PODIUM SIGN - TYPICAL
Scale: 1/2"=1'-0"

XII. Airport Signage Management Process

TAA Planning & Development Division, July 2006

1. Introduction

From time to time airport signage is required or is in need of repair or replacement by TAA and its tenants to facilitate the location of facilities, way finding, vehicle and pedestrian traffic direction and regulation, and other purposes. This process is intended to outline the process for the request and approval and in some cases maintenance or procurement of signage by TAA at Tucson International and Ryan Airfield. The aim of the process is to insure that signs are consistent in design and appearance, properly and appropriately erected and maintained in accordance with TAA's current Sign Standards.

The following generally applies to typical landside signage and is not intended to address airfield aircraft signage which is installed and maintained on runways, taxiways, and aprons in accordance with Federal Aviation Administration standards. However, it does apply to airside signage used to regulate and direct ground vehicles and/or pedestrians on and around the airport facilities on the airside such as the terminals, service roads, aprons, security fences, and other areas of the airfield.

This process may not cover every conceivable case and therefore all requests will be reviewed and approved or disapproved on a case by case basis. The goal is to complete the process in a timely manner, but there may be instances when P&D will require additional time to study a request or request additional information. In all cases the proponent will be informed of the status of the request.

The Sign Management Process is administered by TAA Planning & Development Division (P&D), Design and Construction Services Department. All questions or requests regarding the Signage Management Process should be directed to Ms. Lorraine Behr, Facilities Design Administrator, 520-573-4869 or lbehr@tucsonairport.org. Requests must be letter format accompanied with plans or sketches with sufficient detail and clearly show the location (map), size, message text and font, color, mounting methods, electrical requirements/service, and other appropriate information to aid in the review and approval process.

Requests should be forwarded (fax or email is acceptable) to:

TAA Planning and Development
Attention: Ms Lorraine Behr
7005 S. Plumer Ave.
Tucson, AZ 85706

2. Airport Signage Management Process

The Airport Signage Management Process for various cases is as follows:

i. Case 1 - New Exterior Regulatory Signage

- Proponent identifies the need for a regulatory sign.
- A letter (fax or email) request is prepared outlining the type of sign, reason, urgency of installation, proposed location (include a sketch or map) which is submitted to TAA P&D Facilities Design Administrator.
- The request is received, date stamped, a staff review is initiated with a notice to all TAA departments.
- P&D initiates a detailed technical review employing in-house and/or outside traffic engineering consultant as appropriate.
- Comments from departments are consolidated and reviewed.
- Approval or disapproval is determined along with funding and procurement sources.
- If approval is granted for TAA installed signage, P&D coordinates with TAA sign shop (work order) or vendor (purchase order or bidding) to produce and install the required signage.
- Proponent is notified of result.

ii. Case 2 - Interior or Exterior Signage Maintenance or Replacement

- Proponent identifies the need for sign maintenance or replacement.
- A letter (or fax or email) request is prepared outlining the type of sign, sign location, urgency of maintenance, and ownership of sign if known which is submitted to TAA P&D Facilities Design Administrator.
- The request is received, date stamped, the sign will be inspected to determine its ownership, compliance with TAA Sign Standards, and other pertinent information.
- P&D consults with TAA sign shop and/or TAA Administration as appropriate to confirm course of action.
- Approval or disapproval is determined along with funding and procurement sources.
- If approval is granted for TAA maintained signage, P&D coordinates with TAA sign shop (work order) or vendor (purchase order or bidding) to provide maintenance or replacement of the required signage.
- If the signage is maintained by other than TAA, P&D communicates the comments to the appropriate party and coordinates further review if required.
- Proponent is notified of result.

iii. Exception: If the maintenance or replacement involves standard traffic signs that have been damaged or weathered P&D may coordinate directly with the TAA sign shop (work order) to have the sign repaired or replaced in kind. This will only be done if the sign meets the current TAA sign standards.

iv. Case 3 - New TAA or Tenant Interior or Exterior Signage

- Proponent identifies the need for a sign.
- A letter (or fax or email) request is prepared outlining the type of sign, reason, urgency of installation, detailed plan or sketch of sign layout, color, material, mounting methods, electrical requirements, proposed location (include a sketch or map) which is submitted to TAA P&D Facilities Design Administrator.
- The request is received, date stamped, a staff review is initiated with a notice to all TAA departments.
- P&D initiates a detailed technical review to insure that the TAA Sign Standards are complied with and other technical concerns are met.
- P&D consults with the proponent, TAA Sign Shop, and TAA Administration as required.
- Comments from departments are consolidated and reviewed.
- Approval or disapproval is determined along with funding and procurement sources.
- If approval is granted for TAA installed signage, P&D coordinates with TAA sign shop (work order) or vendor (purchase order or bidding) to produce and install the required signage.
- If the signage is to be installed by other than TAA, P&D communicates the comments to the appropriate party and coordinates further review if required
- Proponent is notified of result.