



UKIAH REGIONAL AIRPORT TENANT IMPROVEMENT GUIDELINE

Purpose of this Guideline

This Tenant Improvement guideline is to aid in the approval, permitting, and construction processes for Ukiah Regional Airport Tenant Improvement Projects. This guideline contains review and approval requirements for Tenant construction at the Airport. The purpose is to establish a common process for the benefit of all Tenants as well as protect the Airport's Infrastructure.

"Tenant Improvement" Defined

As defined by the City of Ukiah Airport and as used in this guideline, the terms "Tenant Improvement" and "Tenant Improvement Project" mean: any construction, remodeling, addition, new building, build-out of shell space, deletion or addition of communication lines and/or conduit (e.g. telephone lines, fiber, wireless applications, and data circuits, any utilities including but not limited to water, gas, electrical, HVAC,) signage, parking, landscaping, etc., performed by or for any tenant occupying space within the Airport boundaries.

Tenant Improvement for Rental Credit

The tenant may request rental credits for any improvements for a type 1 or type 2 improvements. These rental credits must be agreed upon before improvements begin dollar for dollar rental credits will typically not be approved and any improvements must be left in place when lessee or lessor terminates lease for any reason rental credits due at the time of termination of lease will not be returned or prorated. Not all requests for rental credits will be approved due airport budget restraints. Any rental credit request over \$5000 must be approved by Council.



Project Guidelines

The following is condensed language of the Tenant Review Process:

Type 1:

Type 1 projects are those that require a submittal for permitting by Planning and Building Department (PBD) and Airport. Type 1 projects include, but are not limited to, new buildings, extensive remodel of existing buildings, additions to existing buildings, build-out of shell space, extensive site work, and others. The extent of obtaining permits from other departments will be determined on a case-by-case basis and may not require a full Type 1 process and may utilize a Type 2 process. Please contact the Airport Manager for additional information.

Type 1 projects require a concept submittal to Airport for review and approval, a construction document submittal to Airport for review and approval, and a contract document submittal for permitting to PBD and Fire, and/or Airport. Type 1 projects may also require airspace review/approval by FAA.

Type 2:

Type 2 projects are very simple in nature and do not require a submittal for permitting by PBD and Fire. These projects may only require Airport Manager approval and/or coordination. They include, but are not limited to adding rain gutters to hangar, sealing around the bottom of hangar, sealing or painting hangar floors. The concept submittal and contract document submittal may be incorporated into one submittal and can normally be delineated with a line diagram or a simple sketch. Type 2 projects are usually approved more quickly than Type 1 projects because there are fewer steps to the approval process.



UKIAH REGIONAL AIRPORT IMPROVMENT PROJECT REQUEST

Project Title: _____

Project Description:

Project Type :

Circle one: Type 1, Type 2, Unknown

Project Schedule: _____

Project Cost _____

Rental Credit Requested _____

Tenant Signature: _____ Date: _____

Staff use only

Project: approved / denied _____

Amendments/Conditions of approval _____

Rental Credit approved / denied Amount _____