

STANDARD PROCEDURE	Number: <u>S1100.07</u>
Aviation Authority	Effective: <u>12/05/02</u>
	Revised: <u>11/30/22</u>
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Subject: ON-AIRPORT RENTAL CAR FACILITIES MAINTENANCE	

PURPOSE: To outline the areas of responsibility for the maintenance of the on-airport rental car facilities.

GENERAL: Rental car companies (RACs) occupy space and operate in the Authority’s Rental Car Center (RCC). Specific RAC operation and maintenance responsibilities are provided for in the individual lease and concession contracts. RACs are responsible for maintaining all the elements of their exclusive-use premises. The RACs are also responsible for the maintenance of Common Concessionaire Areas and equipment in the Quick Turn-Around areas (QTAs). The RACs, through their RAC Consortium, may employ the services of a third-party operator to maintain the Common Concessionaire Areas, QTAs, and QTA equipment.

PROCEDURES: In all cases, the actual provisions of the lease and concession contracts will govern. Maintenance responsibilities are as follows:

A. Building - RCC

The Authority will be responsible for performing any capital repairs or replacements of the RCC, including and without limitation, the foundation, roof, structural components, exterior walls, and HVAC chiller plant.

B. Customer Service Building (CSB) – RCC

1. The Authority will maintain the mechanical, electrical, and plumbing systems and provide janitorial services for the public areas of the CSB.
2. The Authority will provide trash removal services in the public areas of the CSB.
3. The RACs will maintain the mechanical, electrical, and plumbing systems and provide janitorial services for all exclusive-use areas.

C. Concessionaire Exclusive-Use Areas - RCC

The RACs will operate and maintain their exclusive-use areas including, but not limited to, mechanical, electrical, and plumbing systems, janitorial services, trash removal, all company-owned and installed furnishings, fixtures, and equipment. This includes

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ready/return and QTAs. The RACs, through their RAC Consortium, may employ the services of a third-party operator to maintain the equipment in the QTAs, which includes the common fueling system.

D. Common RAC Areas - RCC

The RACs will operate and maintain common RAC areas including, but not limited to, mechanical, electrical, and plumbing systems, janitorial services, and trash removal. The RACs, through their RAC Consortium, may employ the services of a third-party operator to maintain such areas.

E. Central Utilities Plant (CUP) – RCC

1. The Authority will maintain all equipment located within the CUP and will maintain the HVAC systems within the CSB, excluding the rental car tenant exclusive spaces.
2. The Authority will record consumption of the utilities delivered to the RCC and provide data to the Finance Department for billing to the RACs and/or third-party operator per the terms of the lease and concession contracts.

APPROVED: Michael Stephens

DATE: 11/30/22