

A. Aviation Facilities and Infrastructure

The Signage Standards Manual shall be maintained and updated by the Aviation Facilities and Infrastructure (F&I) Group. The Signage Standards Manual will be incorporated into the future Airport Comprehensive Design Manual.

F&I shall be the Owner of the Signage Standards and shall, with the support of the Aviation Project Management Group, be responsible for the successful implementation and long-term application of the Signage Standards. F&I is ultimately accountable for the development, updating, application, and enforcement of this document. Specific responsibilities include:

- Obtaining input from and identifying needs of the airport terminal and roadway environment from the public, tenants, employees, and operations.
- Establishing the levels of quality for finishes that meet the expectations of the public, tenants, employees, maintenance, and operations.
- Providing information for updating and revising the Signage Standards to reflect changing needs of the airport environment.
- Providing feedback to users on issues that affect the Signage Standards.
- Periodically reviewing the Signage Standards for conformance with the above.
- Augment the Design Review Committee for select projects on specific signage issues.

MANAGEMENT PROGRAM

In addition, F&I shall be responsible for the development of all signs installed through maintenance activities, tenant improvements, and other non-capital improvement project mechanisms. These developments shall be coordinated by the Manager of Signage and Graphics within Facilities and Infrastructure.

B. Aviation Project Management Group

The Aviation Project Management Group (AVPMG) shall provide human resources to support the Manager of Signage and Graphics (F&I) in completing capital improvement signage projects and/or any capital improvement project which includes sign elements. These resources could include a Signage Program Manager responsible for management of several Project Managers or could involve individual Project Managers only, depending on the volume of signage work at a given time, and as determined necessary by F&I and AVPMG.

If the volume of signage work at the airport warrants, a Signage Program Lead will be appointed who shall be responsible for coordinating the development of all new signs to be installed as part of STIA capital improvement projects. Specific responsibilities of the Signage Program Manager include:

- Evaluate the Signage needs as described in Section 1.09.
- Support the Manager of Signage and Graphics in design reviews for subject projects.
- Provide oversight for development of all new signs installed at STIA.

MANAGEMENT PROGRAM

- Review all CIP projects which include sign elements for conformance with the Signage Standards.
- Work with the Project Manager to bring plans into conformance with the Signage Standards.
- Facilitate discussions between the project-specific design team, the Project Manager, and F&I concerning issues where the subject project may seek a variance to the Signage Standards.
- Coordinate and work with F&I to meet their responsibilities identified above.
- Obtain, and communicate to F&I the latest information from the field concerning the adequacy of the Signage Standards.
- Alert F&I and the users to the need for revisions to the Signage Standards.
- Implement and enforce the use of the Signage Standards.

Either under the guidance of a Signage Program Manager or independently under the direction of F&I, a Project Manager shall be appointed for each individual capital improvement project which includes signage elements. This individual shall be responsible for continuous monitoring of the subject project to ensure compliance with the Signage Standards. Specific responsibilities of the Project Manager include:

- Inform and educate project designers about the signage standards.
- Review the specific project for conformance with the Signage Standards.

MANAGEMENT PROGRAM

- Review selected projects with the Signage Design Review Committee.
- Coordinate and work with the Signage Program Manager to meet the responsibilities of that position, identified above.
- Work with the Signage Program Manager to bring plans into conformance with the Signage Standards.
- Identify issues where the subject project may seek variance to the Signage Standards.
- Request, through the Signage Program Manager, to discuss variances with the Manager of Signage and Graphics and/or the Design Review Committee.

C. Signage Design Review Committee (SDRC)

The Signage Design Review Committee shall be a subset of the Architectural Design Review Committee and shall be established for individual projects as determined appropriate by the Manager of Signage and Graphics.

The size of the SDRC shall vary by project as determined by the Manager of Signage and Graphics. At a minimum, the SDRC shall be made up of the Manager of Signage and Graphics (F&I), the Signage Program Lead, the individual Project Manager for the subject project, the sponsor Line of Business, and for selected projects, the Manager of Architecture and Standards (F&I). Specific responsibilities include:

- Review projects for compliance with the Signage Standards
- Make final decisions regarding the acceptability of any variations from the standards.
- Review all Signage Designs for cohesiveness and compliance with these standards

D. Users of the Signage Standards

MANAGEMENT PROGRAM

The user of the Signage Standards shall rely on the Signage Standards as a basis for design and construction of signs to meet the overall vision and goals of STIA. Specific responsibilities include:

- Verifying that they have received the latest version of the Signage Standards.
- Becoming familiar with, and meeting the intent of the STIA Design Guidelines.
- Becoming familiar with, and conforming to the Signage Standards.
- Using good judgment in the application of the Signage Standards to the project.
- Requesting Owner approval of materials or products that vary from the Signage Standards.
- Providing feedback to the Owner on the use of the Signage Standards.
- Coordinating work with other applicable STIA regulations and standards.
- Presenting designs for selected projects to the Design Review Committee.