



TENANT DIRECTIVE

MTN: 604.1

Date: April 1, 2004

TITLE: Authorization For Signage, Displays, Lighting

I. References:

- A. Code of Maryland Regulations 11.03.02.05C, "Commercial Advertising."
- B. Tenant Lease Agreements with the Maryland Aviation Administration (MAA).
- C. This Directive supersedes MTN Tenant Directive 604.1, dated January 1, 1990.

II. Directive Statement:

- A. The Maryland Aviation Administration recognizes the requirement for tenants at Martin State Airport to install identifying signs, displays, fixtures, etc.; it also recognizes the necessity for maintaining and coordinating control over aesthetics in and around the facilities at the Airport which are in view of the public.
- B. The MAA/MTN is responsible for maintaining and coordinating control over aesthetics and all matters affecting aesthetics in and around the facilities at the Airport which are in view of the public.
- C. Prior written approval of MTN Airport Manager is required for placement or installation, either temporary or permanent, of signs, displays, fixtures, lighting equipment, etc., which are in view of the public, except component items for which the design, location and placement have been approved previously by the Administration.
- D. In accordance with Reference A. above, no person, unless authorized by the Administration, may post or distribute commercial signs, advertisements, literature, circulars, pictures, sketches, drawings, handbills or any other form of printed or written commercial matter or material at the Airport.
- E. Exterior Signage, Displays, Lighting
 - 1. Terminal Building.

No signs, displays, lights or other items designed to advertise or identify tenants will be permitted on the exterior of the Airport Terminal Building, or located in such a manner as to be intentionally visible through the windows of the Airport Terminal Building.

2. Hangar 1 - 6
 - a. Street Side. Such identifying signs will be limited to those which are of box-light design, with the sign's message placed on the plastic face of the sign. The sign face dimensions are 10 feet 1 inch by 35 1/2 inches. Other dimensions can be obtained by referring to Attachment 1. All graphics must be submitted in writing and approved by the MTN Airport Administration prior to fabrication.
 - b. Airside. Such identifying signs will be limited to those which are of box-light design, with the sign's message placed on the plastic face of the sign. The sign face dimensions are 10 feet 1 inch by 47 1/2 inches other dimensions can be obtained by referring to Attachment 2. All graphic must be submitted in writing and approved by the MTN Airport Manager prior to fabrication.
3. No exterior signage, displays, lighting are permitted on the Airport without the prior written permission of the MTN Airport Manager.

F. Interior Signage, Displays, Lighting

1. Identifying signage is permitted on the interior of a building on the principal access door(s) to a tenant's area and is limited to that tenant's trade name and/or logo.
2. Directory.
 - a. In the second floor lobby, Airport Terminal Building is a directory board, which is controlled by the Administration. Each tenant firm located in the Terminal Building is listed on the board. A listing on the board consists of a three-element message: trade name; location; principal officer. Those tenant firms located elsewhere on the Airport are also listed.
 - b. In the interior hallway, Lower Level, Hangar 4-5-6, are three (3) directory boards which are controlled by the Administration; a single board at the first entrance to Hangar 4; a double board at the main entrance to Hangar 5; and a single board at the far end of Hangar 6. The two (2) smaller directories list the tenant firms and location in Hangars 4-5-6 while the large directory lists both tenant name, location and principal officer.
3. No signage, displays, or lighting are permitted in nonleased space on the interior of an Airport building or structure without the permission of the Administration.

III. Procedures:

A. Signage, Displays, or Lighting

1. A letter on Company stationary must be submitted to the Airport Manager's Office prior to the installation of any sign, display or lighting. As part of the letter, drawing(s) must be attached to depict the layout, design and color combination, mechanical and electrical aspects of the proposed sign, display, or lighting to ensure that the project will be accomplished in accordance with the applicable building codes, fire regulations, and the Administration's aesthetic requirements. Rough sketches, which do not reflect such detail, will be returned without evaluation for additional information.
2. Contact the Administrative office at 410-682-8800 to arrange a meeting between the applicant and the Airport Manager to discuss the proposed installation to include review of drawing(s) regarding the project.
3. A letter will be sent to the applicant giving approval to commencement the installation of the sign(s).
4. Any installation, which does not comply with the approval letter, is subject to removal by the Administration at the applicant's expense.
5. The Administration reserves the right to:
 - a) determine the location of any signage prior to installation; and
 - b) relocate any signage upon fifteen (15) days written notice to owner.



Jake R. West, Jr., Manager
Martin State Airport

Attachments (3)