

AIRPORT CONCESSIONS FAQ

- What exactly is an ACDBE certification and do I need to apply for it, if I don't qualify as an MBE/WBE/DBE?
 - The United States Department of Transportation (USDOT) Disadvantaged Business Enterprise (DBE) Program aims to increase the participation of minority and women owned businesses in state and local transportation projects that are funded by the Department through the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Airport Concession Disadvantaged Business Enterprise (**ACDBE**) Program is specific to participation on airport concession opportunities. As a recipient of Federal grant funding, KCI is required to have a DBE and ACDBE program.

Although ACDBE is a Federal program under the USDOT, certification it is managed by each state through a Unified Certification Program (UCP). The Missouri Regional Certification Committee (MRCC) is responsible for all DBE and ACDBE certification for the state of Missouri. KCAD is a member of the MRCC and the Human Resources Division (HRD) manages the certification process.

Your ACDBE certification demonstrates that you are a small, for profit concern managed and controlled by one or more individuals that is/are both socially and economically disadvantaged.

ACDBE certification eligibility and requirements can be found in 49 Code of Federal Regulations (CFR) Part 23. §23.31 and 49 CFR Part 26, §26.81.

- If am a small business owner, must I be a certified ACDBE to participate in the concession program?
 - Absolutely not. There is no requirement that a business be certified, even if it qualifies, nor must a small business be an ACDBE to participate in the New Terminal concession program.
- If I am a small business owner, must I be a certified ACDBE to attend the "Meet and Greet" program?
 - Absolutely not. All businesses will be welcome to participate in the Meet and Greet, regardless of whether they are large or small, certified or not.
- How is the ACDBE certification different from the City of KC's MBE/WBE/DBE certification program?
 - The program is similar, but there may be differences between the requirements. The applications are virtually the same. But ACDBE certification is national, not local, and will qualify you as an ACDBE at any US airport. Kansas City's MBE/WBE/DBE certification only applies to Kansas City projects.
- How long does it take to get the ACDBE completed?
 - The amount of time varies and is dependent on a number of factors including but not limited to the following:
 - The number of applications HRD is processing
 - The complexity of your business entity
 - The number of owners involved in the business,
 - If the application is complete and all supporting documents are provided
 - The scheduling of a site visit
 - In addition to the above, a business located outside of Missouri is required to be certified in their home state before it can apply to the HRD. This includes those businesses located in Kansas, regardless of their proximity to KCI.
- How long does the ACDBE certification last?
 - An ACDBE certification does not have an expiration. However, an ACDBE is required to submit Annual Update Affidavits and should be reevaluated every three years.
- My firm is a consulting firm, do I still have to get the ACDBE certification?

- Your firm can be certified as an ACDBE if it meets the requirement of the ACDBE program
- Do majority firms have to get the ACDBE certification? What is the level they have to attain before they know that they don't have to be ACDBE-certified? Or, is there a size standard in this instance?
 - Majority firms generally cannot be ACDBE certified, unless the 51%+ owner can prove that he is economically and socially disadvantaged. Majority firms are however, required to meet the KCAD goals for ACDBE participation or demonstrate good faith effort. If a majority firm is ACDBE eligible and are certified by the HRD, they will have met the ACDBE participation goal.
- Do I have to have the City of Kansas City's MWDBE certification in order to get ACDBE-certified?
 - No. It isn't necessary and isn't related.
- If my firm is also a part of or is certified with the ACDBE program at another airport, will I be able to participate in concessions at the new KCI Terminal once it is built?
 - Yes, but you must also have your ACDBE certification from the State of Missouri. If you are operating at another Missouri airport as an ACDBE, you need not apply for additional certification. If you are operating at any other airport in the U.S. outside of the State of Missouri, you must receive additional certification from the State of Missouri via Kansas City's HRD.
- How does Kansas City's SLBE certification fit into the Concessions program?
 - It does not. The concession program is covered by the ACDBE program only.
- Is it a requirement that I sign an exclusive agreement with a majority airport concessionaire? Is there some kind of document I can sign to let them know that I won't divulge any of their individual strategy to any other firm I might partner with? Is there some kind of language I can use?
 - Determining to be exclusive or not is a business decision and also may be part of your negotiations. The document to which you refer is called a Non-Disclosure Agreement or an NDA. You should consult with your attorney for such a document. Alternately, most large firms will already have NDA forms. As with any other document, however, we recommend that you have your attorney review it before you sign anything.
- What is a teaming agreement?
 - A teaming agreement is some sort of agreement with which you agree to work with another company in some capacity. Your attorney should review any teaming agreement before you sign it.
- How does a national or majority firm become considered to be included in the national airport concessions program?
 - The firms we have listed as national firms are firms whom have expressed interest to KCAD in potentially being involved with KCAD concession program and which, rebuttably, are large enough to be capable of operating and/or managing a large number of concession locations. Any interested firm that is not listed should contact Alan Gluck at alan.gluck@icf.com to be added to the list.
- What is Edgemoor's role in this concession selection process?
 - They have no role in it at all.
- How is the City Council involved in this?
 - The City Council will ultimately authorize the Director of Aviation the ability to execute any and all contracts of this type. However, it is the intention of KCAD to update the City Council and receive their concurrence regarding business strategies and the RFP and selection process.
- I know that the Edgemoor KCI project is counting minority participation goals for this project. Will they be using the firms participating on the concessions program to count toward their goal?

- No, The ACDBE program pertains to the operation of the airport concession program. Edgemoor has no part in the concession program.
- How would a small minority/women-owned firm connect with the national firms if they haven't reached out to the smaller firms, where is there a list of contact information for representatives of the national firms?
 - The contact list for national firms may be found on our website at www.flykci.com/concessions.
- What is the timeframe on the overall ACDBE application process? How long does it take to review my application once I submit it? When can I expect to hear back on if I was approved?
 - An ACDBE application period is dependent on multiple factors as listed above. The earlier that you submit your application the better. You should inform the HRD that your application is in response to an upcoming solicitation and that your certification is time sensitive. Remember that the HRD cannot certify a firm which submits an incomplete application.
- How much total square footage will be available in the airport for concessions?
 - This number has not yet been finalized as the terminal design evolves.
- I have a service business, does any of this apply to me?
 - A service business (such as shoeshine or nail salon, for example) can be certified and counted as ACDBEs as part of the airport's overall concession program. It has not yet been determined whether services will be part of this solicitation, or whether KCAD will solicit for them separately.
- How is the oversight or management of the concessions going to be handled?
 - The management methodology for the concession program has not yet been selected.
- What does the selection process look like?
 - This has not yet been determined, but it will be based, in general, upon a competitive RFP process.
- What is the overall terminal layout going to be?
 - Please see www.buildkci.com for the latest information about the Terminal layout.
- Will everyone going through security have access to all of the concessions?
 - Yes, once a person has cleared security, all concession locations will be accessible, except for a few which are located on the landside to serve arriving passengers, meeter/greeters and well-wishers.
- What proportion of concessions spaces will be before vs. after the security checkpoint?
 - While this has not been exactly determined, the proportion will be somewhere around 5% before security and 95% after security.
- What proportion of the concessions spots will be reserved for food versus retail and services?
 - This has not been exactly determined to date.
- What are some examples of services that might be a good fit as an airport concession?
 - If you are referring to personal service concessions, some possible concessions include shoeshine, nail salon, barbershop, and health services, for example. Large spa locations, which may also be considered, are included as specialty retail concessions, but there may also be one or more of these.
- What will the RFP process look like? When will it launch & how long will we have to work on it?
 - The exact parameters have not yet been established. However, the plan, as of now, is to have a long period of time for respondents to prepare their submittal packages and the selection committee to have sufficient time to review them thoroughly.

- What type of companies can apply?
 - There are opportunities for a large variety of companies to participate in the concession program.
- What does the background check process look like?
 - This question refers to the process of getting an airport badge. Airport badging is handled by the Airport police. The general process is that the person who is seeking a badge fills out an application and is fingerprinted, and then the fingerprints are then checked for past criminal history. If they pass the fingerprint check, they then come into the badging office to receive training, at which point a badge can be issued.
- What type of crimes in your background rule you out?
 - Please see <https://www.tsa.gov/disqualifying-offenses-factors> for an up-to-date list.
- Is there an appeal process if ruled out for background or logistical reasons?
 - No.
- Does the owner of the business have to live in KS/MO?
 - No. There are no residency requirements.
- Does the manager/gm of the business have to live in KS/MO?
 - No. There are no residency requirements. But one would expect that the manager or general manager of a business would need to live in proximity to the airport so that they can be present to manage their business.
- Will there be larger flights and larger holding rooms than we currently have?
 - The hold rooms will be markedly larger than the current holdrooms. Please see www.buildkci.com for more information. We are constantly talking to airlines about increasing flight schedules.
- What will likely be the main operating hours for the concessions?
 - In general, concessions will be open from at least one hour before the first departure of the day (or first departure of the day from the concourse on which they are located) until the **actual** (not scheduled) time of departure of the last flight of the day from the concourse on which they are located. However, this is a very general rule and specific standards may vary. The exact specifications for the New Terminal have not yet been established.
- I am an artist, how do I get involved?
 - The airport participates in the City of Kansas City's One Percent for Art program. Please see the related question at <https://www.buildkci.com/faqs/>.
- What will be the proportion of concessions providers that are local brands versus big national brands?
 - This has not been determined. However, the goals for the concession program include a goal that the program be regionally inspired, so we expect the program to be Made OF Kansas City. Please note that, due to the federal ACDBE regulations, a local preference is not permitted.
- How many restaurants will be selected? How many bbq shops and coffee shops will be selected?
 - The exact process has not been determined. We do know, however, that there will be one location on-airport where the operator will be able to smoke meat on-site.
- If my application is not accepted in this round of airport concessions, when is my next opportunity?
 - There will not be an "application process" for concessions. The details of the selection process have not been determined. However, there may be opportunities, even after the initial program is selected, to be added to the program as leases are terminated or expire.

- Is there a space to help cultivate businesses by selling their products without them having to run an entire store? Almost like a Made In KC Marketplace?
 - The specific brands and types of operations have not yet been determined.
- What percentage of the overall shops will be local?
 - This has not been determined. However, the goals for the concession program include a goal that the program be regionally inspired, so we expect the program to be **“Made OF Kansas City,”** which means that we expect the concession program to represent the region in every way possible, including through design, product offers, raw materials, etc. Please note that, due to the federal ACDBE regulations, a local preference is not permitted.
- Will the prime concessionaires be required to source their products or food locally? Will they be incentivized to use local contractors or service providers?
 - In all prior discussions that KCAD has had with prime concessionaires, we have encouraged and will continue to encourage all concession operators to use locally sourced products so that they contribute to a program that is **“Made OF Kansas City.”** An incentive to use local products or food, however, is not permitted under ACDBE regulations for open competition.
- Will MBE/WBE contractors be required to get the ACDBE certification to perform construction on work for concessionaires?
 - ACDBE certification is for the concession operation only, the DBE certification includes construction companies.
- Are there opportunities for minority and women design professionals on concessionaires work, and will ACDBE certification be required?
 - Yes, there will be opportunities for all sorts of businesses to participate in all aspects of the concession program. ACDBE certification is for the concession operation only.
- Are there plans to communicate contracting opportunities to MBE/WBE contractors for work generated by various concessionaires?
 - The concessionaires will be responsible for obtaining their own contractors. KCAD is not part of that process.
- How will MBE/WBE contractors access plans and specifications for concessions work?
 - As concessionaires will be responsible for obtaining their own contractors, these plans will be distributed by the concessionaires.