

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED  
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL.**

**AN ORDINANCE**

**APPROVING THE TERMS AND CONDITIONS OF A FACILITY USE  
POLICY, BUILDING FACILITY USE AGREEMENT, AND FACILITY  
CATERING AGREEMENT, AND AMENDING CHAPTER 3 OF THE  
CITY OF SAN ANTONIO CODE OF ORDINANCES TO ADD FEES FOR  
THE STINSON FACILITY RENTAL, AUDIO-VISUAL EQUIPMENT  
RENTAL, CATERING AND SERVICE FEES FOR EVENT SPACE AT  
STINSON MUNICIPAL AIRPORT.**

\* \* \* \* \*

**WHEREAS**, the Aviation Department desires to increase non-airline revenues by making event space located within the Stinson Municipal Airport (Stinson) terminal building available for rental pursuant to a standard Facility Use Policy; and

**WHEREAS**, the policy sets out the terms and conditions associated with renting the Stinson facility space and equipment as well as the use of catering services at Stinson; and

**WHEREAS**, this Ordinance amends Chapter 3 of the City of San Antonio Code of Ordinances by adding the fees for the Stinson facility rental, audio-visual equipment rental, catering and service fees; and

**WHEREAS**, the City in furtherance of the facility rental will enter into Stinson Facility Use Agreements with the potential lessees and a Catering Services Agreement with companies desiring to provide catering services at Stinson for those events; and

**WHEREAS**, this Ordinance approves the Facility Use Policy and authorizes the Aviation Director, or his designee, to execute both the Facility Use Agreement and the Catering Agreements associated with the rental of the Stinson event space; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The Stinson Municipal Airport Facility Use Policy is hereby approved, a copy of which is set out in **Exhibit 1**.

**SECTION 2.** The terms and conditions of both the Stinson Municipal Airport Terminal Building Facility Use and the Facility Catering Agreements are hereby approved. The Aviation Director, or his designee, is hereby authorized to execute each of these agreements, copies of which are set out in **Exhibits 2 and 3** respectively.

**SECTION 3.** Chapter 3 of the City of San Antonio Code of Ordinances is hereby amended to add and incorporate the following Section 3-193:

**Sec. 3-193.** -Stinson Municipal Airport facility rental, audio-visual equipment rental, catering and service fees.

(a) *Stinson Municipal Airport rental fees.* The hourly fees for use of the conference rooms in Stinson Municipal Airport are listed below:

Event Space	Rate – Regular Hours*		Rate – After Hours, Weekends & Holidays		
	Hours of Use 1 - 4	Hours of Use 4 - 8	Hours 8 am- 5 pm	Hours 6 pm- 11 pm	Hours 8 am- 11 pm
Executive Conference Suite (Rooms A/B)	\$225	\$400	\$800	\$800	\$1,200
Executive Conference Room A	\$150	\$275	\$550	\$550	\$800
Executive Conference Room B	\$75	\$125	\$250	\$250	\$400

\*Regular Hours means the hours between 8 am and 5 pm Monday through Friday during days that City offices are open.

(b) *Audio-visual equipment rental.* The fees for rental of equipment to be used in conjunction with the rental of Stinson Municipal Airport conference rooms are listed below:

Available Equipment	Rate
65" Large screen television, per event	\$30
Portable podium, per event	\$20
Overhead projector with projection screen, per event	\$30
Wireless microphone, per event	\$5
DVD player, per event	\$20
Easel, per event	\$5

(c) *Catering fees.* For every event catered at Stinson, caterer will pay the City ten percent (10%) of the total amount charged for food and services and fifteen percent (15%) of the total amount charged for alcohol.

(d) *Waiver of catering fees.* The catering fees do not apply if the catered event is for City departments for internal, official City of San Antonio business. The fees do not apply if the restaurant located within the Stinson terminal is selected to cater the event.

(e) *Service fees.* The service fees for custodial or professional staff assistance required or requested by a Stinson Municipal Airport facilities licensee are listed below:

Services	Rate*
Custodial	\$21.75
Aviation Staff	\$30.00

\*Two (2) hour minimum charge.

**SECTION 4.** This Ordinance shall be effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED and APPROVED** this \_\_\_\_\_ day of August, 2017.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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Andrew Segovia, City Attorney