



# City of San Antonio

## Agenda Memorandum

**File Number:** 16-5285

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**Agenda Item Number:** 9.

**Agenda Date:** 11/3/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Aviation

**DEPARTMENT HEAD:** Noel T. Jones

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Lease Agreement with the United Services Organization, Incorporated at the San Antonio International Airport

### **SUMMARY:**

This Ordinance will authorize a one-year lease agreement with the United Services Organization, Incorporated (USO) at the San Antonio International Airport for 1,611 square feet in Terminal B that the organization uses to welcome U.S. military personnel as they travel. The lease agreement has the option to be renewed for four, one-year terms.

As part of the lease agreement, the USO has requested approval for placing two Change Collection Receptacles, which will encompass 12 square feet each, to be stationed next to the security checkpoints for each terminal. The rental rate is \$0 as the Federal Aviation Administration has allowed airports to not require revenue for the USO in support of these activities.

### **BACKGROUND INFORMATION:**

Since 2010, the USO has occupied space within Terminal B to provide a welcome to military personnel as they travel since Terminal B opened. The USO Center at the Airport is 1,611 square feet and features a computer area for connecting with family and friends, a kitchenette with snacks and beverages and a lounge area with recliners and a 60-inch flat-screen TV. In addition, the USO provides wake-up service, free photocopying, complimentary snacks and beverages and some toiletries and personal care items. During the winter holidays, the USO coordinates with Aviation Department, local military bases, airlines and other stakeholders to support Holiday Block Leave as military members fly home.

Under the lease agreement, the USO has requested placing a Change Collection Receptacle at each security checkpoint in order to collect coins and other monetary donations from passengers before they enter the security checkpoint. The USO will be responsible for the installation, maintenance and operation of each machine, and collection of funds. The collected funds will be utilized to augment costs related to operational expenses and support of special events such as Holiday Block Leave at the Airport.

**ISSUE:**

City Council authorization is required for lease agreements.

**ALTERNATIVES:**

City Council could elect to not approve the lease agreement with the USO. However, the organization provides a service for military members who travel through San Antonio International Airport and without a lease agreement would be required to locate a new location to support their service.

**FISCAL IMPACT:**

The FAA has allowed airports to not require revenue from the USO as the organization supports traveling military members, and given the important service provided by the USO to military personnel, the Aviation Department recommends that we continue to provide lease space to USO at no cost.

**RECOMMENDATION:**

Staff recommends the authorization of a lease agreement with the USO at San Antonio International Airport.