



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-3495

---

**Agenda Item Number:** 3.

**Agenda Date:** 5/30/2017

**In Control:** Audit Committee

---

**CITY OF SAN ANTONIO  
AVIATION DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Sheryl Sculley, City Manager

**FROM:** Russell J. Handy, Aviation Director

**COPY:** Audit Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Pre-Solicitation Briefing for Airport Development & Strategic Planning Services

**DATE:** May 30, 2017

The Aviation Department will present a pre-solicitation briefing on the federally mandated Master Plan referred to as the *Airport Development & Strategic Planning Services* RFQ which was included in the Annual High Profile Report as the Airport Master Plan. This briefing will allow an opportunity for input and direction from Committee members. This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, audited financial statements, proposed scoring criteria, and evaluation committee members.

The Airport Development & Strategic Plan will be implemented in two phases under this contract. Phase I will generally consist of evaluating existing conditions, developing aviation demand forecasts, and generating facility requirements. Based on the information and knowledge gained from Phase 1, Phase 2 can be more specifically tailored. Phase 2 will generally consist of airport alternatives development and evaluation, facilities implementation plan/CIP, financial feasibility analyses, and development of the Airport Layout Plan. Phase 1 is anticipated to take six to eight months from anticipated award. Following the development of Phase 1 expected in the summer of 2018, the City will bring back an amendment to the agreement to City Council that will allow the selected consultant to initiate work on Phase 2.

The Airport Development & Strategic Plan will describe the most appropriate development options regarding land use, facilities and services required to meet the strategic objectives of the San Antonio International

Airport and the community to accommodate the expected projected growth of the population and economy of the San Antonio region. The implementation plan for short-, medium-, and long-term development will include flexibility options to allow for adjusting the industry and demand changes, and will assist with critical capital investment decisions.