



City of San Antonio

Agenda Memorandum

File Number:17-4144

Agenda Item Number: 31.

Agenda Date: 9/21/2017

In Control: City Council A Session

DEPARTMENT: Aviation

DEPARTMENT HEAD: Russell J. Handy

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Facility Use Policy for Stinson Municipal Airport

SUMMARY:

This Ordinance authorizes the Facility Use Policy at Stinson Municipal Airport (Stinson) for special events. The policy will set the requirements for renting space and equipment as well as using catering services at Stinson. The Ordinance will also authorize the Aviation Director or his/her designee the authority to execute the associated agreements - the Facility Use Agreement and Catering Services Agreement. The new policy will set new fees for rental of the facility space, audio visual equipment, catering services and staff services which will require the inclusion of the fees in Chapter 3, Airports, of the San Antonio Municipal Code.

BACKGROUND INFORMATION:

Stinson is the second oldest general aviation airport in continuous operation in the United States. Stinson, which has been in operation since 1915, serves as the primary reliever airport of general aviation traffic for San Antonio International Airport. The tenants at Stinson include a fixed-based operator, aviation museum, flight training, aircraft maintenance and maintenance and aerial gas leak detection services. Stinson is located along the Mission Trail, close to the San Antonio River and Mission San Juan Capistrano. Any revenue generated from these programs will provide non-airline revenue for Stinson as a part of the San Antonio Airport System.

Facility Use Policy

With the policy, the San Antonio Airport System will be able to advertise and promote the usage of Stinson as a meeting center and attract more visitors to the airport and the surrounding attractions. The policy establishes

usage procedures and rental rates for the following conference areas located on the first floor within the Terminal Building: Executive Conference Room A (Suite 106), Executive Conference Room B (Suite 105) and the combined space of both conference rooms.

With the approval of this policy, Chapter 3, Airports, of the San Antonio Municipal Code will be revised to include established fees for facility rental, audio-visual equipment rental, catering and service fees. The Aviation Director, or designee, will have the authorization to make modifications to the policy and agreements as needed.

The rental and security rates were developed in comparison with other City-owned facilities, including the Urban Ecology Center at Hardberger Park, La Orilla del Rio Ballroom at the International Center and meeting rooms at the Central Library. In addition, staff also looked at the meeting facilities at the San Antonio Botanical Center. The rates for staff were developed by calculating the staff on duty including any anticipated overtime.

This policy establishes facility rental fees, audio/visual rental fees, catering fees and staff utilization fees. Once adopted, future rental fees will be reviewed and adopted by City Council through the annual budget process. The Stinson Facility Use Policy also provides the Aviation Director to reduce rates and charges for rentals, services or waive said rates when it is determined by the Aviation Director that such action is in the best interest of the City. This authority mirrors the authority of the Convention & Sports Facilities Director.

Facility Rental: The hourly fees for use of the conference rooms in the Stinson Municipal Airport are listed below for commercial organizations and non-profit and community organizations:

Event Space Rates for Commercial Organizations	Rate - Regular Hours*		Rate - After Hours, Weekends & Holidays		
	# Hours 1 - 4	# Hours 4 - 8	Hours 8am-5pm	Hours 6pm-11pm	Hours 8a
Executive Conference Suite (Rooms A/B)	\$225	\$400	\$800	\$800	\$1,200
Executive Conference Rm A	\$150	\$275	\$550	\$550	\$800
Executive Conference Rm B	\$75	\$125	\$250	\$250	\$400

Event Space Rates for Non-Profit and Community Organizations	Rate - Regular Hours		Rate - After Hours, Weekends & Holidays		
	# Hours 1 - 4	# Hours 4 - 8	Hours 8am-5pm	Hours 6pm-11pm	Hours 8a
Executive Conference Suite (Rooms A/B)	\$135	\$240	\$480	\$480	\$720
Executive Conference Rm A	\$90	\$165	\$330	\$330	\$480
Executive Conference Rm B	\$45	\$75	\$150	\$150	\$240

*Regular Hours means between 8 am and 5 pm during days that City offices are open.

Audio/Visual Rental: The fees for rental of equipment to be used in conjunction with the rental of conference rooms in the Stinson Municipal Airport 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

Catering: For every event catered at Stinson, caterers 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. The catering fees do not apply if the catered event is for City departments for internal, official City of San Antonio business. The fees also do not apply if catering is provided by a restaurant located within the Stinson terminal selected to cater the event.

Staff Fees: The service fees for custodial or professional staff assistance required or requested by a user of Stinson Municipal Airport facilities are listed below:

Services	Rate*
Custodial	\$21.75
Aviation Staff	\$30

*Two (2) hour minimum charge.

ISSUE:

According to Section 18 of the City of San Antonio Charter, no contract can be entered into except by ordinance. This Ordinance will authorize the Aviation Director to execute the agreements to allow the facilities at Stinson to be used for events.

ALTERNATIVES:

City Council could elect to not to approve the Facility Use Policy at Stinson. The purpose of this new policy is to promote more visitors to the airport and provide organizations with an opportunity to host meetings at the unique setting of an airport and to generate non-airline revenue to support Stinson's operation. Without the adoption of this policy, the San Antonio Airport System would be limited in its efforts to raise awareness of Stinson in the community.

FISCAL IMPACT:

This Ordinance sets the fee rates for the rental of facility space, audio visual equipment, catering services and staff services for events by external organizations at Stinson Municipal Airport. Revenue

from the use of these services will be deposited into the Airport Operating and Maintenance Fund. City Council will authorize changes to the fee structure each year through the budget process.

RECOMMENDATION:

Staff recommends the approval of the Ordinance that will promote Stinson Municipal Airport.