

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

ITEM NO. 16

**TO:** Mayor and City Council

**FROM:** Kevin C. Dolliole, Aviation Director

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES TO:** Christopher J. Brady, Asset Management, Budget, Legal, Finance and File

**SUBJECT:** City Gate Permit at San Antonio International Airport

**DATE:** October 30, 2003

**SUMMARY & RECOMMENDATION**

In order that the City may rapidly respond to the needs of commercial air transportation companies to have temporary access to the airport terminal facilities to off load and board passengers, the proposed ordinance approves and authorizes the issuance by the Aviation Director of a City Gate Permit ("Permit") at San Antonio International Airport. The City Gate is a common use facility in Terminal 1 consisting of Gate 1 passenger waiting area, aircraft parking apron and a passenger loading bridge.

The ordinance establishes an initial rate of \$200.00 per gate facility use. This fee is based upon a cost recovery for regular utilization of the passenger waiting area, aircraft parking apron and capital cost and maintenance expenses associated with the loading bridge. Moreover, the ordinance adjusts the rate to \$100.00 should the gate use be necessitated by aircraft emergency or diversion landing. The proposed ordinance also establishes a ticket counter use charge (includes two ticket counter positions, one bag well, baggage make up area and baggage belt) of \$250.00 per hour, with a minimum charge of \$500.00 per use. These fees are subject to adjustment annually each October 1<sup>st</sup> based upon the rates and charges paid by signatory airlines under the Airline-Airport Use and Lease Agreement, approved by City Council on September 27, 2001 via Ordinance 94625. Additionally, the proposed ordinance approves San Antonio International Airport Policy and Procedures for the Use of City Gate. This document sets forth the gate assignment procedures and the manner in which airlines and/or ground support providers may utilize the City Gate facility.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

San Antonio International Airport has recognized the need to establish a City Gate facility to foster air service for both domestic and international passengers in the San Antonio area. Over the past several years, aircraft have had to use east RON (Remain Over Night) parking positions

due to lack of gate space at the terminal buildings. The City Gate will provide an alternate entry to the terminal building for perspective charter carriers, diversions, and new air service. The passenger loading bridge at Gate 1 of Terminal 1 will accommodate all aircraft from a Regional Jet ("RJ") to a Boeing 757. The aircraft parking space at Gate 1, passenger loading bridge, and holdroom (passenger seating) authorized by the proposed ordinance will be used in support of the foregoing commercial airline operations.

### **POLICY ANALYSIS**

The proposed ordinance is in keeping with City Council policy. Similar permits for use of airport property have been approved in the past.

### **FISCAL IMPACT**

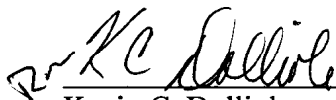
The proposed ordinance establishes rates and charges based upon revenues necessary to recover the costs of providing the aircraft parking area, passenger loading bridge, and holdroom (passenger seating) for airline use. If the City Gate is utilized on an average of two turns per month, the estimated annual revenue will be \$16,800.00 (\$200.00 for gate per turn plus \$500.00 for ticket counter per turn).

### **COORDINATION**

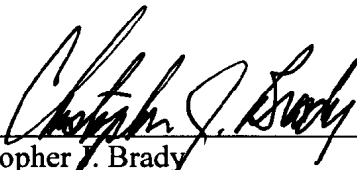
This item has been coordinated with the Asset Management Department and the City Attorney's Office.

### **SUPPLEMENTARY COMMENTS**

This Council action does not require a Discretionary Contracts Disclosure Form.

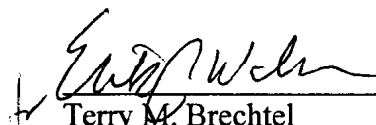


Kevin C. Dolliole  
Aviation Director



Christopher J. Brady  
Assistant City Manager

### **APPROVED:**



Terry M. Brechtel  
City Manager