

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

**TO:** Mayor and City Council

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

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

**COPIES:** J. Rolando Bono, Legal, Finance, Budget and Management, File

**SUBJECT:** Security fees at San Antonio International Airport

**DATE:** March 18, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance amends Ordinance No. 94589, dated September 20, 2001, and Ordinance No. 95343, dated February 21, 2002, pertaining to San Antonio International Airport security fees. It establishes a fee of \$5.00 for the administrative cost of the FBI fingerprint-based Criminal History Records Check (CHRC) when the fingerprint card fee is not paid through the Airport, a fee of \$2.00 for Air Operations Area Parking Permit, a fee of \$10.00 for non-returned security-access ID badge for all airport tenants and concessions, an incremental fee for security-access ID badge reactivation after security violation of \$20.00 for the first offense, \$30.00 for the second offense, and \$40.00 for the third offense, and a fee of \$25.00 for each lost/non-returned key.

Staff recommends the approval of this ordinance.

**BACKGROUND INFORMATION**

Ordinance No. 94589, dated September 20, 2001, increased the security-access ID badge issuance fee to \$8.00, and retained the replacement cost for lost/stolen/intentionally damaged security-access ID badge at \$10.00 for white badges, and \$25.00 for red, yellow or green badges. The Aviation Department seeks to amend this ordinance in an effort to recover costs associated with the accountability requirements of the security-access ID system.

To recapture the costs of issuance of Air Operations Area Parking Permits, a \$2.00 fee per permit will be assessed. Additionally, in order to encourage the tenants and concessionaires to return security-access ID badges to Airport Police upon employment terminations, the airport proposes to charge a security fee of \$10.00 for each non-returned security-access ID badge for all airport tenants and concessionaires.

The Aviation Department proposes to recover the administrative costs of deactivating badges, and retraining individuals, with an incremental fee starting at \$20.00. To encourage all employees, tenants and concessionaires to be security conscious, this fee of \$20.00 for the first offense will increase to \$30.00 for the second offense, and \$40.00 for the third offense. On the fourth offense, badge issuance/reactivation will be denied. In an effort to hold all employees, tenants and concessionaires accountable and encourage the return of issued keys to Airport Police, the Aviation Department proposes a \$25.00 fee for each lost/non-returned key.

Ordinance No. 95343, dated February 21, 2002, authorized the Aviation Department to charge a new fee for the FBI fingerprint-based CHRC of \$34.00. There are still some cases where the fingerprint card submission fee is not paid through the Airport, and in these instances, the Aviation Department proposes to recover the administrative cost of fingerprinting with a \$5.00 fee.

In summary, the current and proposed security fees for San Antonio International Airport would be as follows:

	<b>Ord. 94589 (9/20/01)</b>	<b>Ord. 95343 (2/21/02)</b>	<b>Proposed Ordinance (3/18/04)</b>
Airport Security Access ID Badge	\$8.00	No Change	No Change
Replacement of a lost/stole/intentionally damaged security access ID Badge	\$10.00 (White) \$25.00 (Red, yellow or green)	No Change	No Change
Air Operations Area Parking Permit	N/A	N/A	\$2.00
Non-returned security-access ID badge (Red, yellow, or green)	N/A	N/A	\$10.00
Security-access ID badge reactivation after security violation	N/A	N/A	\$20.00 (1 <sup>st</sup> Offense) \$30.00 (2 <sup>nd</sup> Offense) \$40.00 (3 <sup>rd</sup> Offense) Issuance/reactivation Denied (4 <sup>th</sup> Offense).
Lost/non-returned key	N/A	N/A	\$25.00
FBI fingerprint-based Criminal History Records Check (CHRC)	N/A	\$34.00	\$5.00 (Applicable when the fingerprint card fee is not paid through the Airport)

This ordinance also authorizes a refund of \$5.00 if a white badge is found and returned within 30 days from the time it was declared lost or stolen, and a refund of \$15.00 if a red, yellow or green badge is found and returned within 30 days from the time it was declared lost or stolen.

## **POLICY ANALYSIS**

The proposed ordinance is consistent with City Council policy for Enterprise Funds to recover the cost of service through fees and charges. Current security fees do not fully cover the Aviation Department's costs associated with the accountability requirements of the security-access ID system, training, monitoring security violations, and key control, as required by the Airport Security Program (ASP).

## **FISCAL IMPACT**


Last fiscal year, security related revenues totaled \$168,107.31. The new fees outlined above are estimated to result in \$2,150.00 in additional Aviation Fund revenue for the remainder of FY 2003-2004.

## **COORDINATION**

This item has been coordinated with the City Attorney's Office and the Office of Management and Budget.

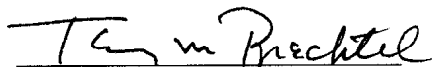


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Approved:



Terry M. Brechtel  
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