

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

TO: Mayor and City Council

FROM: Kevin C. Dolliole, Aviation Director

THROUGH: Terry M. Brechtel, City Manager

COPIES TO: J. Rolando Bono, Asset Management, Office of Management & Budget, City
Attorney's Office, Finance

SUBJECT: Supplemental Agreement No. 5 to Lease No. DOT-FA77SW-1013 with United
States of America – Department of Transportation –Federal Aviation
Administration for the Air Traffic Control Tower at Stinson Municipal Airport

DATE: June 24, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes execution of Supplemental Agreement No. 5 to Lease No. DOT-FA77SW-1013 with the Federal Aviation Administration (FAA) for the Air Traffic Control Tower at Stinson Municipal Airport incorporating the utilities for the tower currently under Contract No. DOT-FA73SW-1127.

Staff recommends approval.

BACKGROUND INFORMATION

Lease No. DOT-FAS3SW-1127 between the FAA and the City of San Antonio became effective on October 1, 1972. The lease required that the City provide air conditioning, custodial services and supplies for the Stinson Air Traffic Control Tower (ATCT) and that the FAA pay \$2,095.25 annually for the services. The lease was amended by Supplemental Agreement No. 1 on April 1, 1976 to delete janitorial services and supplies and modified the rental rate to \$1,806.25 per year. The term of the lease remained unchanged and continued on a year-to-year basis until cancelled by either party.

Lease No. DOT-FA77SW-1013 between the FAA and the City of San Antonio became effective on July 1, 1976. Under this lease, the City provided building premises to the FAA for operation of an ATCT at Stinson. The lease was amended by Supplemental Agreement Nos. 1, 2, 3, and 4, which altogether extended the term of the lease, reduced the leased space, and required that the City maintain the fire alarm system and stairwell pressurization equipment. The lease is currently on a year-to-year basis, not to extend beyond September 30, 2006.

The FAA has requested that the City execute Supplemental Agreement No. 5 to Lease No. DOT-FA77SW-1013. This supplemental agreement will incorporate the utilities for the ATCT currently under Contract No. DOT-FA73SW-1127. This administrative change is needed due to the FAA's recent conversion to a new financial system in October 2003, which now requires the submission of invoices or vouchers from the City of San Antonio for the payment of utilities under the current contract. When incorporating the utilities with the subject lease, it will allow the FAA to process any past due payments, and ensure timely payment in the future without submission of invoices or vouchers.

POLICY ANALYSIS

This ordinance is consistent with City Council policy for streamlining and improving the efficiency of the contract administration process.

FISCAL IMPACT


This lease amendment will have no financial impact since the effects of Supplemental Agreement No. 5 are purely administrative.

COORDINATION


This item has been coordinated with the City Attorney's Office.

SUPPLEMENTAL COMMENTS

A Discretionary Contracts Disclosure Form is not required.



Kevin C. Dolliole
Aviation Director



J. Rolando Bono
Deputy City Manager

APPROVED:



Terry M. Breehtel
City Manager