



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 11

Agenda Date: December 9, 2021

In Control: City Council A Session

DEPARTMENT: Aviation Department

DEPARTMENT HEAD: Jesus H. Saenz Jr.

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Lease Agreement with the United Services Organization, Incorporated at the San Antonio International Airport

SUMMARY:

This Ordinance will authorize a lease agreement with the United Services Organization, Incorporated (USO) at the San Antonio International Airport for 2,026 square feet of lounge space in Terminal B that the organization uses to welcome U.S. military personnel as they travel. The lease agreement also authorizes the USO to place a Change Collection Receptacle, which will encompass 12 square feet each, to be stationed next to each security checkpoint. In adherence to the Federal Aviation Administration (FAA) allowance of the USO to not pay rent in exchange for the service the USO provides traveling military members, the City will not require a rental rate from the USO. All fees collected by the change receptacles shall remain the USO's.

The initial term of the agreement is for one year with the option to be renewed for four, one-year terms.

BACKGROUND INFORMATION:

Since 2010 when Terminal B opened, the USO has occupied space within Terminal B to welcome military personnel as they travel. The USO Center at the Airport is 2,026 square feet and features a computer area for connecting with family and friends, a kitchenette with snacks and beverages and a lounge area with recliners and a 60-inch flat-screen TV. In addition, the USO provides wake-up service, free photocopying, complimentary snacks and beverages and some toiletries and personal care items. During the winter holidays, the USO coordinates with Aviation Department, local military bases, airlines and other stakeholders to support Holiday Block Leave as military members fly home.

Under the lease agreement, the USO will place Change Collection Receptacle at each security checkpoint in order to collect coins and other monetary donations from passengers before they enter the security checkpoint. The USO will be responsible for the installation, maintenance and operation of each machine, and collection of funds. The USO will comply with all city codes and applicable regulations and prior to installation, the USO will submit a plan of operations to the City for review and approval. The collected funds will be utilized to augment costs related to operational expenses and support of special events such as Holiday Block Leave at the Airport.

ISSUE:

City Council authorization is required for all lease agreements at the San Antonio Airport System with a lease term over six months.

ALTERNATIVES:

City Council could elect to not approve the lease agreement with the USO. However, the organization provides a service for military members who travel through San Antonio International Airport and without a lease agreement would be required to locate a new location to support their service.

FISCAL IMPACT:

The FAA has allowed airports to not require revenue from the USO as the organization supports traveling military members, and given the important service provided by the USO to military personnel especially in Military City USA, the Aviation Department recommends continuing to provide lease space to USO at no cost.

RECOMMENDATION:

Staff recommends the authorization of a lease agreement with the USO at San Antonio International Airport.