



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

---

**Agenda Item Number:** {{item.number}}

**Agenda Date:** January 17, 2023

**In Control:** Airport Advisory Commission Meeting

---

**DEPARTMENT:** Aviation Department

**DEPARTMENT HEAD:** Jesus H. Saenz Jr.

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Airport Layout Plan Update for the Stinson Municipal Airport

**SUMMARY:**

This briefing will provide the Airport Advisory Commission members on the proposed future development plans for Stinson Municipal Airport. Deputy Director Thomas Bartlett and Aviation Planning Leader Nathan Polsgrove for Garver, the consultant overseeing the planning study, will present to the Commission for feedback. Two public opening houses on the proposed plans will be held on Wednesday, January 18, 2023 from 12 p.m. to 2 p.m. and 4 p.m. to 7 p.m. at Stinson Municipal Airport at 8535 Mission Road.

**BACKGROUND INFORMATION:**

The Aviation Department has coordinated with the Aviation Division of Texas Department of Transportation (TXDOT) to update its Airport Layout Plan for the Stinson Municipal Airport, which was last updated in 2012. This process is a planning and programming tool that is used to

identify future capital projects to meet the aviation needs of the region and is generally updated every eight to 10 years.

On June 10, 2021, City Council approved the grant submittal with TXDOT in the total amount of \$300,000 with TXDOT providing \$270,000.00 and the City's match of \$30,000.00. As a condition of the grant program, TXDOT will act as the full agent to ensure compliance. As the agent, TXDOT will administer the consultant selection process and negotiate fees with the selected firm; execute all contracts; review and approve plans; pay the consultant's invoices; supervise and direct all work; coordinate the Federal Aviation Administration (FAA) review of the Airport Layout Plan; and, administer the federal Disadvantaged Business Enterprise Program. In 2022, the Texas Transportation Commission selected Garver, LLC, an engineering company to oversee the study.

**ISSUE:**

This briefing will provide an opportunity for the Airport Advisory Commission to receive a briefing on the Airport Layout Plan for the Stinson Municipal Airport. The feedback provided by the Commission members will be recorded into the public comments received during the open houses taking place on Wednesday, January 18, 2023.

**FISCAL IMPACT:**

This briefing is for informational purposes only.

**ALTERNATIVES:**

This briefing is for informational purposes only.

**RECOMMENDATION:**

This briefing is for informational purposes only.