

## ORDINANCE

**APPROVING A SERVICES AGREEMENT WITH SP PLUS CORPORATION TO PROVIDE COMPREHENSIVE PARKING/SHUTTLE BUS MANAGEMENT AND OPERATION SERVICES AT THE SAN ANTONIO INTERNATIONAL AIRPORT, WITH AN INITIAL TERM OF 10-YEARS WITH TWO OPTIONS TO EXTEND FOR FIVE-YEAR PERIODS, AND INCLUDING MANAGEMENT FEES THAT START AT \$282,000 THE FIRST YEAR AND INCREASE 3% ANNUALLY, AND AN INCENTIVE FOR SP PLUS CORPORATION TO ENHANCE PARKING REVENUES UNDER A REVENUE-SHARING ARRANGEMENT.**

\* \* \* \* \*

**WHEREAS**, the San Antonio International Airport manages its own parking and ground transportation operations with employees whose responsibilities range from cashiers, chauffeurs for shuttle vehicles, administration and ground transportation inspection units; and

**WHEREAS**, the public parking facilities include two parking garages (the Consolidated Rental Car Facility/Short Term Parking Garage and the Long-Term Parking Garage) as well as several surface lots for visitors to the San Antonio International Airport, and In Fiscal Year 2023, the parking operations at San Antonio International Airport generated \$31 million in non-aeronautical revenue that is used to support the overall Airport System's operations and maintenance at both airports; and

**WHEREAS**, over the years, commercial airports have increasingly privatized the parking operations to specialized firms who are able to provide an elevated passenger experience for parking customers through the development and implementation of new technologies, provide such services as online parking reservations and bill payment, and focus on new revenue generation opportunities; and

**WHEREAS**, the Finance Department on behalf of the Aviation Department released a Request for Proposals (RFP) on March 14, 2023, seeking proposals for a qualified vendor to transition its parking, shuttle, commercial vehicle and ground transportation functions to private operation at the San Antonio International Airport; and

**WHEREAS**, on June 9, 2023, a total of five (5) firms responded to the RFP and were deemed eligible for review, and on October 24, 2023, the proposals were discussed and evaluated by the evaluation committee which included representatives from the City Manager's Office, Aviation Department, ITSD Department, Finance Department and Houston Airport Systems, with scoring based on the published evaluation criteria which included Experience, Background, & Qualifications, Proposed Plan, and each firm's Financial Submission; and

**WHEREAS**, on November 7, 2023, four firms were interviewed and scored based on the aforementioned criteria, and the evaluation committee recommended awarding the agreement to SP Plus Corporation; and

**WHEREAS**, this ordinance approves an agreement for parking management and operations services with SP Plus Corporation for the San Antonio International Airport to provide high quality parking and shuttle bus management and operation services at the San Antonio International Airport for a management fee of \$282,000 in the first year of the initial term of 10-years, which may be extended for two, five-year periods; and

**WHEREAS**, funding of the management fee, which increases by 3% annually, will be funded from the Airport Operations and Maintenance Fund, and this agreement will include an incentive program for the vendor to promote additional parking revenue as part of a revenue-sharing program and will also authorize changes in positions in the Airport Operating and Maintenance Fund to reflect implementation of this contract; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or designee is authorized to execute an agreement for parking management and operations services with SP Plus Corporation for the San Antonio International Airport to provide high quality parking and shuttle bus management and operation services at the San Antonio International Airport for a management fee of \$282,000 in the first year of the initial term of 10-years, which may be extended for two, five-year periods, a copy of which is set out in **Exhibit 1**.

**SECTION 2.** Funding in the amount of \$282,000.00 is available in Fund 51001000, Cost Center 3305040006 and GL Account 5202020 as part of the Fiscal Year 2024 Budget approved by Council.

**SECTION 3.** Additional funding which includes an increase to the management fees and potential increase of payment due to revenue shares is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract terms.

**SECTION 4.** Payment is authorized to be encumbered with a purchase order and made payable to SP Plus Corporation.

**SECTION 5.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Fund Numbers, Project Definitions, WBS Elements, Internal Orders, Fund Centers, Cost Centers, Functional Areas, Funds Reservation Document Numbers, and GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

MAT  
04.11.2024  
Item No.

THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED  
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL.

***PASSED and APPROVED this 11th day of April 2024.***

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

\_\_\_\_\_  
Debbie Racca-Sittre, City Clerk

**APPROVED AS TO FORM:**

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Andrew Segovia, City Attorney

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**EXHIBIT 1**

**AGREEMENT FOR PARKING MANAGEMENT AND OPERATIONS SERVICES  
BETWEEN  
CITY OF SAN ANTONIO, TEXAS  
AND  
SP PLUS CORPORATION**