

## ORDINANCE

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC. FOR THREE YEARS WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR PERIODS WITH A TOTAL CONTRACT VALUE OF \$950,000, AND FUNDING IN THE AMOUNT OF \$90,000 AVAILABLE IN THE FY 2024 AIRPORT OPERATING AND MAINTENANCE FUND, WITH FUNDING FOR FUTURE FISCAL YEARS SUBJECT TO THE APPROPRIATION OF FUNDS.**

\* \* \* \* \*

**WHEREAS**, the San Antonio Airport System requires a firm to provide air service development and airline analysis consulting services to provide the technical data and analysis on airlines to support the efforts to attract new and additional domestic and international air service for San Antonio International Airport; and

**WHEREAS**, in November 2023, the Finance Department on behalf of the San Antonio International Airport released a Request for Qualifications (RFQ) for air service development and airline analysis services, and received two proposals; and

**WHEREAS**, On January 19, 2024, the proposals were reviewed by the evaluation committee consisting of representatives from the Aviation Department, Visit San Antonio and Alamo Travel Group which evaluated on the published criteria of Experience, Background, Qualifications, Proposed Plan, Local Preference Program and the Veteran-Owned Small Business Preference Program, and recommended Mead & Hunt, Inc. for award; and

**WHEREAS**, it is now necessary to authorize the execution of a Professional Services Agreement with Mead & Hunt, Inc. with a three-year term with the option to extend for two one-year terms, in an amount not to exceed \$950,000.00 for this work; **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 a Professional Services Agreement with Mead & Hunt, Inc. for a three-year term with the option to extend for two one-year terms, in an amount not to exceed \$955,000.00, for Air Service Development Consulting Services for the San Antonio International Airport, a copy of which is set out in **Exhibit 1**.

**SECTION 2.** Funding in the amount of \$90,000.00 for this ordinance is available in Fund 5101000, Cost Center 3305010004 and General Ledger 5201040 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

**SECTION 3.** Additional funding is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract terms of this ordinance.

**SECTION 4.** Payment in the amount of \$950,000.00 is authorized to Mead & Hunt, Inc. and should be encumbered with a purchase order.

**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.

***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:**

\_\_\_\_\_  
Andrew Segovia, City Attorney

**EXHIBIT 1**

**PROFESSIONAL SERVICES AGREEMENT  
FOR  
AIR SERVICE DEVELOPMENT AND AIRLINE ANALYSIS CONSULTANT SERVICES  
FOR THE SAN ANTONIO INTERNATIONAL AIRPORT**

DRAFT