

## Legislation Text

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**File #:** 24-687, **Version:** 2

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**PRESENTER:**

Scott McClelland, Assistant Transportation and Capital Improvements Director

**SUBJECT:**

Approval of a professional services agreement with RS&H, Inc. to develop the New Braunfels National Airport's Development and Design Standards Manual and approval of the appropriate budget amendment.

**DEPARTMENT:** Transportation and Capital Improvements

**COUNCIL DISTRICTS IMPACTED:** 2

**BACKGROUND INFORMATION:**

The City of New Braunfels adopted an Airport Master Plan in 2019 to establish goals to facilitate the growing aviation demands of the region. The Development and Design Standards Manual (DDSM) will establish specific design and review criteria for all public infrastructure, buildings and improvements, and other facilities owned, operated, or maintained by the Airport or other private parties to facilitate the orderly and efficient development of Airport property for aeronautical and non-aeronautical uses. These design criteria will enable the City to move forward with goals established in the master plan.

The City issued a Request for Qualifications (RFQ) for DDSM and received four responses. Staff evaluated and scored the responses and selected RS&H Inc. for this task. RS&H has experience in developing all sizes of airports including San Antonio International Airport, Austin-Bergstrom International Airport, Sugarland Regional Airport, Santa Fe Regional Airport, and Stinson Municipal Airport.

The RFQ was published as a two phase project: Phase 1: Master Drainage Plan and Phase 2: DDSM. This award recommendation is for Phase 2 and will cover the DDSM. Once funding has been identified, staff will bring a second award recommendation for the Master Drainage Plan.

Staff is recommending approval for RS&H Inc. to proceed with the DDSM scope of work. The Design document was originally budgeted in the FY 2024 budget at \$100,000. To fully fund this project, a budget amendment of \$37,381.76 will be required. The funding for this amendment will come from the Airport Fund Reserves.

**Budget Amendment:**

Increase Expenditures- Operating Expenses  
Airport Fund: \$37,381.76

**ISSUE:**

Develop standards for future airport growth.

**STRATEGIC PLAN REFERENCE:**

☒ Economic Mobility ☒ Enhanced Connectivity ☐ Community Identity  
☒ Organizational Excellence ☐ Community Well-Being ☐ N/A

**FISCAL IMPACT:**

The above budget amendment totaling \$37,381.76 will cover the remainder of the contract. The funding for this amendment will come from Airport Fund Reserves, therefore there are sufficient funds.

**RECOMMENDATION:**

Staff recommends approval of the professional services agreement with RS&H to develop the DDSM.