



AGENDA REPORT

DATE: October 7, 2025

AGENDA OF: October 14, 2025

DEPARTMENT: City Council

SUBJECT: Airport Courtesy Car Use Policy

RECOMMENDED MOTION:

Airport Advisory Board develop a courtesy car use policy recommendation and submit to City Council.

BACKGROUND

The Castroville Airport has provided a courtesy car for transit general aviation pilots for many years. A courtesy car was only intended for immediate local area use so pilots could go into Castroville for meals and to visit our town. They were not intended to be taken for overnight stays or trips into San Antonio. Very local use only.

Traditionally small airports without access to rental cars have used hand-me-down vehicles from other city departments or donated vehicles to minimize the cost to the airport. Here in Castroville, these cars were normally City police vehicles that were retired from police patrol use. They are not normally of rent car quality but are suitable for the intended use.

The cost to the airport to maintain the courtesy vehicle will reduce the profit on fuel the transit pilot's purchase which reduces funds for operations. The cost to the user is to just purchase aircraft fuel and to refill the courtesy vehicle after use leaving it in the condition found.

With the expansion of services such as Lyft and Uber that are available to transit pilots and the possibility of delivered and retrieved rental cars, the need for airport courtesy cars has considerably lessened. Any crew/passengers coming to Castroville for business purposes will usually make arrangements for transportation as there is no guarantee the courtesy car will be available.

Request the Airport Advisory Board develop a recommended policy for short term use of courtesy cars and submit that to City Council.

FISCAL IMPACT/SOURCE OF FUNDING: N/A

Budgeted ☐ Requires Budget Amendment

Urgency (0-5 = Low Urgency to High Urgency): 3

Impact (0-5 = Low Impact to High Impact): 3

ATTACHMENTS:

Submitted by: Councilmember Lee