

Minutes of the Airport Commission Meeting

MONDAY

SAN JOSE, CALIFORNIA

FEBRUARY 12, 2024

CALL TO ORDER

The Airport Commission of the San José Mineta International Airport (SJC) met for a regular session on Monday, February 12, 2024 at 6:00PM in the Boeing/ McDonnell Douglas Conference Rooms at 1701 Airport Boulevard, Suite B1130, San Jose, CA 95110 with a Zoom option.

ATTENDEES

COMMISSIONERS

Joe Head, Chair	- Present
Surjit Bains	- Present at 6:20PM
Mike Campbell	- Present
Robert Hencken	- Present
Catherine Hendrix	- Present
John Leipelt	- Present
Nick Patel	- Present
Greg Richardson	- Present
Jasvinder Sohal	- Present

AIRPORT STAFF PRESENT

John Aitken
Roselyn Bond
Denise Miller
Mark Kiehl
Kim Hawk
Judy Ross
Megan Kennedy-Busch
Adam Belfield
John Tran
Scott Wintner
Magdelina Nodal
Jill Stone

**COMMISSION SECRETARY/
DIVISION MANAGER, DIRECTOR'S**
Matthew Kazmierczak – Present

COUNCIL LIAISON
Councilmember David Cohen – Absent

Council Policy & Legislative Director
Marlee Borges - Absent

1. CALL TO ORDER & ORDERS OF THE DAY

The meeting was called to order at 6:00PM by Chair Head with 8 Commissioners in attendance and 1 absent (nine in attendance at 6:20PM).

a. Commission accepted the agenda and orders of the day

2. PUBLIC RECORD

Received Public Letter from Alfred Twu, posted on the [website](#)
Received Public Letter from Dan Connolly, posted on the [website](#)

3. CONSENT CALENDAR

a. Approve the Minutes for November 13, 2023 Regular Meeting

Action: Upon motion by Chair Head the regular minutes were approved and the motion passed unanimously.

Document Filed: [November 13, 2023 Airport Commission meeting minutes](#)

4. REPORTS AND INFORMATION ONLY

a. Chair - Chair's Oral Report

Chair Head had nothing to report

b. Director - Director's Oral Report

John Aitken provided a summary of the Mineta Statue event which was attended by many family, friends, and dignitaries. John gave an update on the outdoor electronic billboards, annual passenger numbers and the status of adding an airport hotel.

c. Council Liaison

No one from the Councilmember's office attended the meeting.

d. Staff Oral Report

Matthew Kazmierczak, Division Manager, Director's Office reminded the Commission to fill out Form 700.

e. Commissioner Reports

Commissioner Sohal commented on the Mineta Statue Event.

5. **PUBLIC COMMENT**

Public comment received from Dan Connolly and Doug Rice

6. **NOISE REPORT/COMMUNITY NOISE CONCERNS**

John Tran, Noise and General Aviation Supervisor, presented the quarterly noise report.

Public comment received from Doug Rice

Document Filed: [Noise Report](#)

7. **NEW BUSINESS**

a. **Air Services Update**

Mark Kiehl, Air Service Development Manager, provided an Air Services update

Public Comments: received from Dan Connolly and Doug Rice

b. **Marketing Update**

Jill Stone, Marketing Manager, Marketing & Communications, provided an update

c. **Airport's Title VI Plan**

Magdelina Nodal, Senior Analyst, Director's Office, presented the Title VI plan

d. **Retail Concession Request for Proposal (RFP)**

Megan Kennedy-Busch, Senior Property Manager, Finance & Administration, provided an update.

e. **Legislative Update**

Matthew Kazmierczak, Division Manager, Director's Office, provided Federal and State Legislative update.

Document Filed: [Legislative Update](#)

8. **MEETING SCHEDULE AND AGENDA ITEMS**

The next meeting will be held on Monday, May 13, 2024 at 6:00 p.m.

Topic items (tentatively) include:

- Airport Rates and Charges
- Adoption of the Airport Commission Workplan and Annual Report
- Election of Officers
- Legislative Update
- Quarterly Noise Report
- Community Noise Concerns

9. ADJOURNMENT

The meeting concluded at 8:17PM

ATTEST: 

Joe Head
Chairperson

Matthew Kazmierczak
Commission Secretary

DRAFT