

**SAN JOSÉ AIRPORT COMMISSION
Annual Report for FY 2023/2024**

Attachment B

Items for Briefing and Possible Action in FY 2023-24	Timeframe	Outcome
Briefing on Airport capital projects update	August 2023	08/14/2023 - The Commission received a briefing on capital projects, including the Taxiway Victor Phase 1A, 1B/1C; Aircraft Waste Disposal and Fuel Station Relocation; TSA Magazine Relocation; TSA Perimeter Enhancements; Belly Freight Facility and Receiving Center; Facilities Building; and PD Hangar.
Guadalupe Gardens Update	November 2023	11/13/2023 – The Commission received a briefing on the Coleman and Hedding Commercial Development Project. 05/13/2024 – The Commission received a briefing on a recommended Guadalupe Gardens Master Plan Amendment. The Commission voted to recommend adoption to the City Council.
Air Services Update	February 2024	02/12/2024 – The Commission received an air services update briefing, including the impact of the pandemic on passenger trends.
Marketing Update	February 2024	02/12/2024 – The Commission received a marketing and branding update, reporting on the past year with the new Airport logo, name, and brand identity.
Presentation of FY 2023/24 Airport budget and airline rates and charges	May 2024	05/13/2024 - The Commission received a rates and charges update from the Airport Finance Division.

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Adopt annual Commission work plan for FY 2024/25 and annual report for FY 2023/24	May 2024	05/13/2024 – The Commission approved their workplan for FY2024/25 and their annual report for FY 2023/2024.
Elect officers for FY 2024/25	May 2024	05/13/2024 – The Commission elected its officers for FY 2024/25.
Review noise reports and community noise concerns	Quarterly – As required	Reviewed noise reports at the August, November, February, and May meetings. Meetings were open for public comments on noise.
Concessions Update	As needed	<p>08/14/2023 – The Commission received a briefing on the Airport Concessions, including Jamba/Runway Deli; Jim Stump’s; San José Mac + Cheese; Dunkin’ Donuts; Peet’s; Einstein’s/Pizza My Heart; Starbucks; Bad Egg; Mission Gastrobar; and SJC Life Walk-through Market.</p> <p>08/14/2023 – The Commission received a briefing on plans for an two RFPs: 1) for an on-site Hotel Project and 2) for a general aviation aeronautical services (former HP Hangar).</p> <p>02/12/2024 – The Commission received an update on the current concession program and a briefing on program goals for an upcoming retail RFP.</p>

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Concessions Update	As needed	05/13/2024 – The Commission received an update on the upcoming retail RFP.
Security Briefing	As needed	11/17/2023 – Airport provided a memo to the Airport Commission about baggage thefts.
Airport land use possibilities	As needed	08/14/2023 - The Commission received an update on the current status of the Airport Land Use Commission’s proposal to modify the Airport Influence Area.
Financial Update	As needed	11/13/2023 – The Commission received a ground transportation update on program changes to the fee structure.
Receive legislative updates	As needed	General state and federal updates were provided at the August, November, February, and May meetings. No action taken.
Receive Transportation Security Administration and Customs and Border Protection updates	As needed	No briefing needed/provided
Review of staff reports for City Council	As Needed	02/12/2024 - The Commission received a briefing on the Airport Civil Rights program, including its new Title VI Plan.

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Receive reports from Commissioners on airport/aviation related meetings	As needed	02/12/2024 – The Commission received a report on the Mineta Statue unveiling.
Update of County’s Plans for Reid Hillview	As needed	No briefing needed/provided
Review of regulatory violations	As needed	No briefing needed/provided
Orientation/Tour of Airport facilities	As needed	05/13/2024 – The Commission received an orientation presentation on the operations of the Airport.

☐ FY 2023-2024 meeting dates:

- August 14, 2023
- November 13, 2023
- February 12, 2024
- May 13, 2024