

**SAN JOSÉ AIRPORT COMMISSION
Annual Report FY 2019-20**

Attachment B

Items for Briefing and Possible Action in FY 2019-20	Timeframe	Outcome
Briefing on Airport capital projects	August 2019	<p>8/12/19 – Provided update on the status of the capital improvement following projects: economy parking lot garage, Aircraft Rescue and Fire Fighting Facility, interim facility, and the Facilities relocation project.</p> <p>11/4/2019 – Update on economy parking lot garage, Aircraft Rescue and Fire Fighting Facility, and the Facilities relocation project.</p>
Update on airline lease agreement	August 2019	8/12/19 – Update on which airlines are current signatory airlines. No Action required.
Airport Master Plan Amendment	November 2019 or as Needed	<p>11/4/2019 – Provided a status update on Airport Master plan. Staff shared a PowerPoint on the Airport’s annual growth and plans for Terminal expansion Phase II, including precursor projects.</p> <p>2/10/2020 – Airport presented on the proposed major Amendment to the Airport Master Plan. Commission motioned to recommend to the San José City Council to approve the Airport Master Plan.</p>
Review Airport marketing plan	November 2019 or February 2020	2/20/2020 – Airport reviewed current Marketing Plan.

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Presentation of the FY20/21 budget and airline rates and charges	May 2020	8/12/2019. Item presented and discussed. No action required. The May 2020 presentation was pushed to August 2020 as a result of the cancellation of the May 2020 meeting due to the coronavirus pandemic.
Adoption of Annual Commission Work Plan for FY 20/21 and annual report for FY 19/20	May 2020	8/12/2019. An item was added to the FY2020 workplan, which was previously approved at the May 2019 meeting, but not yet approved by the T&E Committee. The FY 2021 workplan was pushed to the August 2020 meeting as a result of the cancellation of the May 2020 meeting due to the coronavirus pandemic.
Election Commission officers for FY 2020/2021	May 2019	This item was pushed to the August 2020 meeting as a result of the cancellation of the May 2020 meeting due to the coronavirus pandemic.
Review noise reports and community noise concerns	Quarterly and As needed	Reviewed noise reports at August, November, and February meetings. No action required. 11/4/2019 – Staff provided an update on the Santa Clara Santa Cruz Noise Roundtable.

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Concessions Update	As needed	2/10/2020 – received an update on the concession transition scheduled for 7/1/2020 2/10/2020 – A member of the public spoke about labor concerns for food and retail employees.
Security Briefing	As needed	No briefing needed/provided
Airport land use possibilities	As needed	No briefings needed/provided
Receive air service development update	As needed	11/3/2019 – Received an update on Aeromexico’s holiday plans. 2/20/2020 – Reviewed changes to Hainan flight due to coronavirus. Received update on British Airways plans for a 747 to fly the San José London route.
Receive legislative updates	As needed	Updates presented at August, November, and February meetings. No action required.

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Receive Transportation Security Administration and Customs and Border Protection updates	As needed	No briefings needed/provided
Review of staff reports for City Council	As needed.	11/3/2019 – Staff presented tenant employee parking plans, shuttle bus operator RFP, finger print system for badging RFP, and Cargo Facility RFP. 2/10/2020 – Airport Sustainability Plan was presented.
Receive reports from Commissioners on airport/aviation related meetings	As needed.	11/3/2019 – A draft of the Airport Evacuation Policy was presented to the public and the Commission.
Exploration of Reid Hillview’s future	As needed.	Item was explored by the San José City Council at their 8/20/2019 meeting with a presentation by Harry Freitas, County of Santa Clara’s Director of Roads and Airports. 2/10/2020 – Member of the public spoke on Reid-Hillview.

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Review of regulatory violations and lease agreement disputes	As needed	2/10/2020 – Airport Commission held a hearing on an Administration Citation for a curfew violation.
Orientation/Tour of Airport facilities	As needed	8/13/2019 – On boarded three new Commissioners 11/4/2019 – Additional training for new Commissioners for email accounts.

☐ FY 19-20 meeting dates:

- August 12, 2019 – Regular Meeting
- November 4, 2019 – Regular Meeting
- February 10, 2020 – Special Meeting
- February 10, 2020 – Regular Meeting
- May 11, 2020 – Regular Meeting - CANCELLED