

SAN JOSÉ AIRPORT COMMISSION
DRAFT Work Plan for FY 20/21

Attachment A

Items for Briefing and Possible Action in FY 2020-21	Actions	Timeframe
Airport Rates and Charges	Receive a briefing on the implemented rates and charges for FY2020/21	August 2020
Briefing on the coronavirus impact and response	Receive a briefing on the impact of the coronavirus on the Airport and the Airport's response.	August 2020 or As Needed
Adopt annual Commission work plan for FY 2020/21 and annual report for FY 2019/20	Adopt Commission annual work plan of objectives for FY 2020/21 and the annual report of Commission actions on objectives for FY 2019/20	August 2020
Elect officers for FY 2020/21	Election of Chair and Vice Chair of the Commission for FY 2020/21	August 2020
Briefing on Airport capital projects update	Receive update briefing on the status of current Airport projects	November 2020
Air Services Update	Receive a briefing on current and future air services	November 2020 and/or February 2021
Marketing Update	Receive a briefing on current and future marketing efforts	November 2020 or February 2021

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Presentation of FY 21/22 Airport budget and airline rates and charges	Presentation of proposed FY21/22 Airport budget and airline rates and charges.	May 2021
Adopt annual Commission work plan for FY 2021/22 and annual report for FY 2020/21	Adopt Commission annual work plan of objectives for FY 2021/22 and the annual report of Commission actions on objectives for FY 2020/21	May 2021
Elect officers for FY 2021/22	Election of Chair and Vice Chair of the Commission for FY 2021/22	May 2021
Review noise reports and community noise concerns	<ol style="list-style-type: none"> 1. Review quarterly and annual noise reports. 2. Hear and discuss community noise concerns 	Noise Report – Quarterly Community Noise Concerns – As Required
Concessions Update	Briefing on the status of concessions changes	As needed
Security Briefing	Briefing on non-sensitive security issues	As needed

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Airport land use possibilities	Briefing on plans for the leasing and use of Airport owned-land, including an overview of Guadalupe River Park and Gardens	As needed
Financial Update	Updates on finances and audits for the airport, including items related to lease agreements	As needed
Receive air service development update	Receive updates on air services recruitment efforts	As needed
Receive legislative updates	Receive updates on significant legislative developments	As needed
Receive Transportation Security Administration and Customs and Border Protection updates	Receive status reports on TSA and CBP resources, activities, etc.	As needed
Review of staff reports for City Council	Presentation of selected staff reports to Council not on the Commission work plan to provide the opportunity for Commission comment	As needed

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Receive reports from Commissioners on airport/aviation related meetings	Commissioners to report back to the Commission on airport/aviation related items of interest and relevance to Commission activity	As needed.
Update of County’s Plans for Reid Hillview	Commission to discuss the potential impact to the Airport of the County Action on Reid-Hillview Airport	As needed.
Review of regulatory violations	Review and resolve regulatory violations related to: 1. Ground transportation operations 2. Curfew violations	As needed
Orientation/Tour of Airport facilities	Provide pre-meeting tour of Airport facilities for new Commissioners	As needed

Proposed FY 2020-2021 meeting dates:

- August 10, 2020
- November 9, 2020
- February 8, 2021
- May 10, 2021