



Memorandum

TO: TRANSPORTATION AND ENVIRONMENT COMMITTEE

FROM: John Aitken

SUBJECT: AIRPORT COMMISSION 2019-20 ANNUAL REPORT AND 2020-21 WORKPLAN

DATE: August 11, 2020

Approved

Date

/s/ Jim Ortbal

8/17/2020

RECOMMENDATION

Accept the Airport Commission 2019-20 Annual Report and 2020-21 Workplan.

Outcome

By adopting this Workplan, the Airport Commission will have direction from Council on items to cover in their meetings for FY2021.

BACKGROUND

San Jose Municipal Code Section 2.08.030.C and Council Policy 0-4, Consolidated Policy Governing Boards and Commissions require each board and commission subject to Section 2.08 to submit their annual workplan of activities to be undertaken to the designated Council Committee each fiscal year. The Transportation and Environment Committee is the designated Council Committee for the Airport Commission Workplan.

ANALYSIS

Staff's Recommended Commission Workplan for FY 2020-2021

Staff recommends the approval of the Airport Commission's workplan for FY 2020-2021 as contained in Attachment A. This workplan covers 24 work areas for the Commission which spans items from capital projects, land use, and concessions to air service development, airline leases, and airline rates and charges.

The Airport Commission voted to add a briefing on the Airport's draft crane policy and/or other potential airspace actions at their August 10, 2020 meeting. Staff do not object to adding this item for discussion as included in the attached workplan.

Workplan in Alignment with Airport's Strategic Plan

In 2016, the Airport produced a Strategic Plan to identify key priorities for the Airport. Our Mission describes our core purpose: "To connect, serve, and inspire." Our Vision defines what we aspire to achieve over the next ten years: "To transform how Silicon Valley travels." Our four strategic goals define our key priorities and are:

1. Drive Growth
2. Innovate
3. Fund the Future
4. Invest in the Organization

These priorities are linked to the Commission's Workplan with the objective of ensuring the Commission's work is focused on items that are in alignment with policy and priority areas identified by the Airport and approved by the City Council.

Staff believes the Commission Workplan:

1. Focuses on items that are priorities for staff, helps further the Commission's understanding of Airport operations and priorities, and assists the Commission in carrying out its advisory responsibilities; and
2. Makes appropriate and efficient use of available staff resources.

Noise Concerns

As a result of the re-structuring of the City's boards and commissions in FY 12-13, the Commission has the responsibility to hear Airport noise-related issues. Accordingly, each year the Workplan contains a standing quarterly agenda item to report out on curfew intrusions and violations and to hear public comments/concerns on noise issues.

Other Items

The Commission continues to be the body to hear and adjudicate curfew and ground transportation violation appeals, as required. This will continue to be standing items in the FY 2020-2021 Workplan.

Finally, staff remains committed to amending the Workplan, as circumstances require, to bring forward to the Commission for review and action any additional issues or items that may emerge during the year. For these reasons, staff recommends approval of the proposed FY 2020-2021 Commission Workplan (Attachment A).

Submission of the Annual Report

Staff also reviewed the FY 2019-2020 Annual Report (Attachment B) with the Commission at the same meeting. A select list of items brought before the Commission in FY 2019-2020 include:

- *Airport capital projects* – a briefing on the status of current Airport capital projects
- *Airline Leasing Agreement and Airline Rates and Charges* – a briefing on the Airline leases, Airport budget, and airline rates and charges
- *Airport Master Plan Amendment* – a presentation on the proposed major Amendment to the Airport Master Plan
- *Airport marketing plan* – a briefing on the Airport’s marketing plan
- *Concession Update* – a briefing on updates to the Airport concession program
- *Air Services* – an update on air services
- *Airport Sustainability Plan* – a presentation on the Airport Sustainability Plan
- *Airport Evacuation Policy* – reviewed the Airport Evacuation Policy

The Commission also held a hearing on February 10, 2020 to address the appeal of an Administration Citation to an airline. The Commission affirmed the decision of the Director and upheld the citation. It should be noted that the Airport Commission’s May 2020 meeting was canceled by the Clerk’s Office on account of the coronavirus pandemic. These agenda items were moved to the August 10, 2020 meeting.

In addition, the Commission received regular updates on the Airport’s efforts to: 1) monitor legislative issues that impact the Airport and 2) address community noise concerns and noise complaints.

Staff recommends the approval of the Airport Commission Annual Report for FY 2019-2020 as contained in Attachment B.

/s/

JOHN AITKEN, A.A.E.
Director of Aviation

Please direct questions to Matthew Kazmierczak, Manager of Policy and Strategy at 408-392-3640.

Attachment A: Proposed FY 2020-2021 Airport Commission Workplan
Attachment B: FY 2019-2020 Annual Report