

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

Attachment A

<b>Items for Briefing and Possible Action in FY 2020-21</b>	<b>Actions</b>	<b>Timeframe</b>
<b>Airport Rates and Charges</b>	Receive a briefing on the implemented rates and charges for FY2020/21	August 2020
<b>Briefing on the coronavirus impact and response</b>	Receive a briefing on the impact of the coronavirus on the Airport and the Airport's response.	August 2020 or As Needed
<b>Adopt annual Commission work plan for FY 2020/21 and annual report for FY 2019/20</b>	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
<b>Elect officers for FY 2020/21</b>	Election of Chair and Vice Chair of the Commission for FY 2020/21	August 2020
<b>Briefing on Airport capital projects update</b>	Receive update briefing on the status of current Airport projects	November 2020
<b>Report on Crane or other Potential Airspace Actions</b>	Receive a briefing on the Airport's draft crane policy and/or other potential airspace actions	November 2020 or As Needed

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<b>Air Services Update</b>	Receive a briefing on current and future air services	November 2020 and/or February 2021
<b>Marketing Update</b>	Receive a briefing on current and future marketing efforts	November 2020 or February 2021
<b>Presentation of FY 21/22 Airport budget and airline rates and charges</b>	Presentation of proposed FY21/22 Airport budget and airline rates and charges.	May 2021
<b>Adopt annual Commission work plan for FY 2021/22 and annual report for FY 2020/21</b>	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
<b>Elect officers for FY 2021/22</b>	Election of Chair and Vice Chair of the Commission for FY 2021/22	May 2021
<b>Review noise reports and community noise concerns</b>	<ol style="list-style-type: none"> <li>1. Review quarterly and annual noise reports.</li> <li>2. Hear and discuss community noise concerns</li> </ol>	Noise Report – Quarterly Community Noise Concerns – As Required

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<b>Concessions Update</b>	Briefing on the status of concessions changes	As needed
<b>Security Briefing</b>	Briefing on non-sensitive security issues	As needed
<b>Airport land use possibilities</b>	Briefing on plans for the leasing and use of Airport owned-land, including an overview of Guadalupe River Park and Gardens	As needed
<b>Financial Update</b>	Updates on finances and audits for the airport, including items related to lease agreements	As needed
<b>Receive air service development update</b>	Receive updates on air services recruitment efforts	As needed
<b>Receive legislative updates</b>	Receive updates on significant legislative developments	As needed

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<b>Receive Transportation Security Administration and Customs and Border Protection updates</b>	Receive status reports on TSA and CBP resources, activities, etc.	As needed
<b>Review of staff reports for City Council</b>	Presentation of selected staff reports to Council not on the Commission work plan to provide the opportunity for Commission comment	As needed
<b>Receive reports from Commissioners on airport/aviation related meetings</b>	Commissioners to report back to the Commission on airport/aviation related items of interest and relevance to Commission activity	As needed.
<b>Update of County's Plans for Reid Hillview</b>	Commission to discuss the potential impact to the Airport of the County Action on Reid-Hillview Airport	As needed.
<b>Review of regulatory violations</b>	Review and resolve regulatory violations related to: 1. Ground transportation operations 2. Curfew violations	As needed

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<b>Orientation/Tour of Airport facilities</b>	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