



# Memorandum

**TO:** TRANSPORTATION AND  
ENVIRONMENT COMMITTEE

**FROM:** John Aitken

**SUBJECT:** AIRPORT COMMISSION  
FY 2023-2024 WORKPLAN  
AND FY 2022-2023 ANNUAL REPORT

**DATE:** August 11, 2023

Approved

Date

8/28/23

## **RECOMMENDATION**

It is recommended that the Transportation and Environment Committee:

1. Approve the Airport Commission Workplan for FY 2023-2024
2. Approve the Annual Report on the FY 2022-2023 Commission Workplan

## **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 2023-2024**

Staff recommends the approval of the Airport Commission's workplan for FY 2023-2024 as contained in Attachment A. This workplan was review and approved at the May 2023 Airport Commission meeting. It covers multiple 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.

## Workplan Alignment with Airport's Strategic Plan

The Airport Strategic Plan identifies 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 2023-2024 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 2023-2024 Commission Workplan (Attachment A).

## **Submission of the Annual Report**

The Commission also reviewed and approved the FY 2022-2023 Annual Report (Attachment B) at the May meeting. A select list of items brought before the Commission in FY 2022-2023 include:

- *Rates and Charges* – a briefing on airline rates and charges.
- *Airport Influence Area (AIA)* – a briefing and vote on the proposed amendment by the Santa Clara County Airport Land Use Commission to the AIA in the Comprehensive Land Use Plan
- *ACDBE Update* – a briefing on the proposed 3-year Airport Concession Disadvantaged Business Enterprise goal.
- *Air Services* – a briefing on air services, including the launch of a new airline.
- *Airport Marketing* – a briefing on the Airport's new brand identity.
- *Financial Update* – a briefing on grants received by the Airport and on how the Airport receives funding.
- *Mineta Statue* – a briefing on a proposed statue to honor Secretary Norman Mineta. The Commission voted on a suggested location for the statue.
- *Airport capital projects* – two briefings on the status of current Airport capital projects
- *Guadalupe Gardens* – a briefing on recent action and plans for the site.
- *Concession Update* – a briefing on updates to the Airport concession program.
- *Diversity, Equity, and Inclusion* – a briefing on the Airport's internal activities on diversity, equity, and inclusion.

In addition, the Commission received regular quarterly 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 2022-2023 as contained in Attachment B.

## **COORDINATION**

No other City Departments and/or Office have been consulted for the preparation of this memo.

/s/

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

TRANSPORTATION AND ENVIRONMENT COMMITTEE

August 11, 2023

**Subject: Airport Commission FY 2023-2024 Workplan and FY 2022-2023 Annual Report**

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For questions, please contact Matthew Kazmierczak, Division Manager at [mkazmierczak@sjc.org](mailto:mkazmierczak@sjc.org) or 408-392-3640.

**ATTACHMENT**

Attachment A: Proposed FY 2023-2024 Airport Commission Workplan

Attachment B: FY 2022-2023 Annual Report