



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** John Aitken

**SUBJECT: AUTHORIZATION TO SEEK  
GRANT FUNDING FOR THE  
AIRPORT**

**DATE:** March 20, 2023

Approved

Date

3/29/23

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager or designee, to apply for, execute, and accept upon receipt, grants from the United States Department of Transportation, for qualifying programs and projects at the San José Mineta International Airport.

## **SUMMARY AND OUTCOME**

Approval of this recommendation will allow the City to apply for, execute, and accept grant funds from the federal Department of Transportation to fully or partially reduce the City's out of pocket costs for projects at the San José Mineta International Airport (Airport), while increasing efficiency by authorizing the City Manager or designee, including the Director of Aviation, signature authority for the routine execution of grant applications and agreements.

## **BACKGROUND**

The Airport has been seeking City Council authority to apply for, execute, and accept grant funds on a project or grant program specific basis. The Airport looks to increase efficiency by seeking approval from the City Council for the authorization of the routine execution of grant applications and agreements. The grants that the Airport is seeking would be Airport Improvement Program, Bipartisan Infrastructure Law, or other federal grants made available to airports by the federal Department of Transportation. These grants are only for airport-related projects.

## **ANALYSIS**

The Federal Aviation Administration administers grants for the federal Department of Transportation. The Federal Aviation Administration's grant assurances require that a public

agency sponsor has adopted a resolution or passed a similar action by the governing body, authorizing the filing of the application. The Federal Aviation Administration was consulted and agreed that a resolution, giving the Airport permission to apply for, execute, and accept grant funds, without specifying individual projects, is sufficient to meet the requirements of the grant assurances. The recommended action will help the Airport maximize grant funding opportunities by leveraging available Department of Transportation grant funds for eligible projects, while increasing efficiency and saving time. The recommendation will allow the Airport to file applications and execute grant agreements in a timely manner in the event the funding becomes available. For every project undertaken with grant funding, the Airport would seek the approval of City Council either through the City's budget process or through a separate Council memo for a specific project.

### **EVALUATION AND FOLLOW-UP**

The Director of Aviation shall be responsible for coordination of the grant programs and shall render overall supervision of its progress and performance. City Council approval will be sought as construction and purchasing contracts are awarded in accordance with the project schedules.

### **COST SUMMARY/IMPLICATIONS**

This is a blanket authorization, and therefore is not specific to any one program or project. Grant funding, if awarded, will be used to offset all or a portion of the costs of the projects. The Airport's share of each project's costs will be identified at the time of the grant award. Budget actions to appropriate the grant and local Airport funds will be brought forward separately for City Council consideration.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the April 11, 2023 City Council meeting.

Additional public outreach efforts will take place when contracts for the projects are available for bid, including outreach to the Disadvantaged Business Enterprise community.

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### **COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

### **CEQA**

Not a Project, File No. PP17-006, Grant Application with no commitment or obligation to enter into an agreement at the time of application.

### **PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

JOHN AITKEN, A.A.E.

Director of Aviation

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