



Memorandum

TO: TRANSPORTATION AND ENVIRONMENT COMMITTEE
FROM: John Aitken
Director of Aviation
SUBJECT: AIRPORT COMMISSION
FY 2021-2022 WORK PLAN
AND FY 2020-2021 ANNUAL REPORT
DATE: August 5, 2021

Approved

Date

08/19/21

RECOMMENDATION

It is recommended that the Transportation and Environment Committee:

1. Approve the Airport Commission Workplan for FY 2021-2022
2. Approve the Annual Report on the FY 2020-2021 Commission Workplan

OUTCOME

By adopting this Workplan, the Airport Commission will have direction from Council on items to cover in their meetings for FY 2021-2022.

DISCUSSION

Staff's Recommended Commission Workplan for FY 2021-2022

San José Municipal Code (SJMC) Section 2.08.030.C and Council Policy 0-4, require each board and commission subject to SJMC Section 2.08 (Boards, Bureaus and Commissions) 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.

Staff recommends the approval of the Airport Commission's proposed workplan for FY 2021-2022 as contained in Attachment A. This workplan was reviewed and approved at the May 2021 Airport Commission meeting. It covers 20 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 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;
2. Helps further the Commission’s understanding of Airport operations and priorities;
3. Assists the Commission in carrying out its advisory responsibilities; and
4. 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 2012-2013, 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 and 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. These will continue to be standing items in the FY 2021-2022 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 2021-2022 Commission Workplan (Attachment A).

Submission of the Annual Report

Staff also reviewed the FY 2020-2021 Annual Report (Attachment B) with the Commission at the May 2021 meeting. A select list of items brought before the Commission in FY 2020-2021 include:

- *Airport Capital Projects* – a briefing on the status of current Airport capital projects
- *Crane Policy* – three briefings on crane policy and height guidance
- *Airport Marketing Plan* – a briefing on the Airport’s marketing plan
- *Concession Update* – three briefings on updates to the Airport concession program
- *Air Services* – Two briefings on air services
- *Noise Report* – a briefing from the Federal Aviation Administration on a modification to an arrival procedure and quarterly noise reports from staff
- *Rates and Charges* – a briefing on airline rates and charges
- *Financial Update* – a briefing on the 2011 debt refinancing and Customer Facilities Change increase
- *Disadvantaged Business Enterprise Update* – a briefing on the updated three-year DBE goal

It should be noted that the Airport Commission’s August 2020 meeting included items from the May 2020 meeting, which was canceled by the City Clerk’s Office on account of the coronavirus pandemic.

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 2020-2021 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 2021-2022 Airport Commission Workplan
Attachment B: FY 2020-2021 Annual Report