

**SAN JOSÉ AIRPORT COMMISSION
Draft Work Plan for FY 2021/2022**

Attachment A

Items for Briefing and Possible Action in FY 2021-2022	Actions	Timeframe
Briefing on Airport capital projects update	Receive update briefing on the status of current Airport projects	November 2021
Air Services Update	Receive a briefing on current and future air services	November 2021 and/or February 2022
Marketing Update	Receive a briefing on current and future marketing efforts	November 2021 and/or February 2022
Presentation of FY 2022/23 Airport budget and airline rates and charges	Presentation of proposed FY 2022/23 Airport budget and airline rates and charges.	May 2022
Adopt annual Commission work plan for FY 2022/23 and annual report for FY 2021/22	Adopt Commission annual work plan of objectives for FY 2022/23 and the annual report of Commission actions on objectives for FY 2021/22	May 2022
Elect officers for FY 2022/23	Election of Chair and Vice Chair of the Commission for FY 2022/23	May 2022

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DBE Goals for Federal Fiscal Year 2023-2025	Review of Airport's 3-year DBE goals for FFY 2023-2025	May 2022
Review noise reports and community noise concerns	1. Review quarterly and annual noise reports. 2. Hear and discuss community noise concerns	Noise Report – Quarterly Community Noise Concerns – As Required
Concessions Update	Briefing on the status of concessions changes	As needed
Security Briefing	Briefing on non-sensitive security issues	As needed
Airport land use possibilities	Briefing on plans for the leasing and use of Airport owned-land, including an overview of Guadalupe River Park and Gardens	As needed
Financial Update	Updates on finances and audits for the airport, including items related to lease agreements	As needed

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Receive air service development update	Receive updates on air services recruitment efforts	As needed
Receive legislative updates	Receive updates on significant legislative developments	As needed
Receive Transportation Security Administration and Customs and Border Protection updates	Receive status reports on TSA and CBP resources, activities, etc.	As needed
Review of staff reports for City Council	Presentation of selected staff reports to Council not on the Commission work plan to provide the opportunity for Commission comment	As needed
Receive reports from Commissioners on airport/aviation related meetings	Commissioners to report back to the Commission on airport/aviation related items of interest and relevance to Commission activity	As needed.
Update of County's Plans for Reid Hillview	Commission to discuss the potential impact to the Airport of the County Action on Reid-Hillview Airport	As needed.

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Review of regulatory violations	Review and resolve regulatory violations related to: 1. Ground transportation operations 2. Curfew violations	As needed
Orientation/Tour of Airport facilities	Provide pre-meeting tour of Airport facilities for new Commissioners	As needed

Proposed FY 2021-2022 meeting dates:

- August 9, 2021
- November 8, 2021
- February 14, 2022
- May 9, 2022

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Attachment B

Items for Briefing and Possible Action in FY 2020-21	Timeframe	Outcome
Airport Rates and Charges	August 2020	8/10/2020 - Item presented and discussed. No action required. May 2020 presentation was deferred to this date due to the coronavirus pandemic. 5/10/2021 – Item presented to the Commission.
Briefing on the coronavirus impact and response	August 2020 or As Needed	8/10/2020 – Item was formally presented and discussed. No action required. 2/8/2021 – Item was presented during the Director’s Oral Report. Airport received GBAC certification on cleanliness.
Adopt annual Commission work plan for FY 2020/21 and annual report for FY 2019/20	August 2020	8/10/2020 – Annual work plan for FY2020/21 was approved. 8/10/2020 – Annual report of Commission actions was approved. Both items were deferred to this August meeting due to the coronavirus pandemic.
Elect officers for FY 2020/21	August 2020	8/10/2020 – Commission Chair and Vice Chair were elected. Item pushed from May due to the coronavirus pandemic.
Briefing on Airport capital projects update	November 2020	11/9/2020 – Commission received a capital project briefing, including grant funded projects. No action taken.

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Items for Briefing and Possible Action in FY 2020-21	Timeframe	Outcome
Report on Crane or other Potential Airspace Actions	November 2020 or As Needed	11/9/2020 – Commission receive a briefing on a preliminary crane policy study. 2/8/2021 – Commission received a briefing on the crane height guidance, in advance of the Community & Economic Development Committee presentation. 5/10/2021 – Commission received a briefing on the Council action taken on this item.
Air Services Update	November 2020 and/or February 2021	11/9/2020 – Received an update on passenger trends and holiday expectations. Shared ribbon cutting for new service to Mexico City. No action taken. 2/8/2021 – Received an update on passenger trends. No action taken.
Marketing Update	November 2020 or February 2021	2/8/2021 – Received a briefing on the latest marketing campaigns and introduced the new Public Information Manager.
Presentation of FY 21/22 Airport budget and airline rates and charges	May 2021	5/10/2021 – Commission received a briefing on airline rates and charges.

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Adopt annual Commission work plan for FY 2021/22 and annual report for FY 2020/21	May 2021	5/10/2021 – Commission approved its FY2020/21 annual report. 5/10/2021 – Commission approved its work plan for FY2021/22.
Elect officers for FY 2021/22	May 2021	5/10/2021 – Commission elected its Chair and Vice Chair for FY 2021/22.
Review noise reports and community noise concerns	Noise Report – Quarterly Community Noise Concerns – As Required	Reviewed noise reports at August, November, February, and May meetings. No action taken. 5/10/2021 – Commission received a briefing from the FAA on a modification to an arrival procedure.
Concessions Update	As needed	8/10/2020 – Reviewed the Airport Concessions DBE 3-year goal which was submitted to the FAA. 11/9/2020 – Received an update on Concession MAG relief related to the pandemic. 5/10/21 – Commission received a briefing on outdoor advertising opportunities.

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Security Briefing	As needed	No briefing needed/provided
Airport land use possibilities	As needed	No briefing needed/provided
Financial Update	As needed	11/9/2020 – Received an update on the 2011 Debt refinancing and CFC increase.
Receive legislative updates	As needed	Updates presented at August, November, February, and May meetings. No action taken.
Receive Transportation Security Administration and Customs and Border Protection updates	As needed	No briefing needed/provided
Review of staff reports for City Council	As needed	11/9/2020 – Commission was briefed on Ramp Expansion, Runway Incurion Mitigation Implementation, Apron Reconstruction, VALE Grant Emission Reduction Equipment, and a Ground Transportation on Demand RFP.
Receive reports from Commissioners on airport/aviation related meetings	As needed.	2/8/2021 – Commissioners reported on the new fire station construction and shared reports about 5G networks.

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Update of County’s Plans for Reid Hillview	As needed.	No briefing needed/provided
Review of regulatory violations	As needed	No hearings held.
Orientation/Tour of Airport facilities	As needed	No Commissioner tours conducted on account of the pandemic.

FY 2020-2021 meeting dates:

- August 10, 2020
- November 9, 2020
- February 8, 2021
- May 10, 2021