



Memorandum

TO: TRANSPORTATION AND
ENVIRONMENT
COMMITTEE

FROM: Mukesh (Mookie) Patel

SUBJECT: Airport Commission Annual
Report and Work Plan

DATE: July 20, 2026

Approved

Date:

7/21/26

RECOMMENDATION

Accept the annual report on the Airport Commission's accomplishments for Fiscal Year 2025-2026 and the work plan for Fiscal Year 2026-2027 to comply with the City Municipal Code pertaining to Boards and Commissions.

BACKGROUND

San José 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 its annual work plan of anticipated activities to the designated City Council Committee each fiscal year. The Transportation and Environment Committee is the designated City Council Committee for the Airport Commission Work Plan.

ANALYSIS

Submission of the Airport Commission Work Plan

Staff recommends the approval of the Airport Commission's work plan for FY 2026-2027 as presented in Attachment A. This work plan was reviewed and approved at the May 11, 2026, Airport Commission meeting. The work plan covers multiple work areas for the Commission which includes items from capital projects, land use, and concessions to air service development, marketing, and airline rates and charges.

Staff believes the Airport Commission work plan focuses on items that are staff priorities; helps further the Commission's understanding of Airport operations and

priorities; assists the Commission in carrying out its advisory responsibilities; and 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 Airport Commission has the responsibility to hear Airport noise-related issues. Accordingly, each year the work plan contains a standing quarterly agenda item to report on curfew intrusions and violations and hear public comments/concerns on noise issues.

Other Items

The Airport Commission continues to be the body to hear and adjudicate curfew and ground transportation violation appeals, as required. These will continue to be available items in the FY 2026-2027 Work Plan.

Staff remains committed to amending the work plan, as circumstances require, to bring forward to the Airport 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 2026-2027 Airport Commission Work Plan (Attachment A).

Submission of the Annual Report

The Airport Commission also reviewed and approved the FY 2025-2026 Annual Report (Attachment B) at the May 11, 2026, meeting. A select list of items brought before the Commission in FY 2025-2026 include:

- Airport Capital Projects – a briefing on the status of current Airport capital projects
- Coleman RFP Planning Update
- Economic Impact of Airport Report
- Airport Marketing Update
- Super Bowl Planning Update
- Concession Update – a briefing on updates to the Airport retail concession program
- General Aviation Landing Fees Proposal
- Air Services – a briefing on air services, including passenger and industry trends
- Major Airport Master Plan Amendment Proposal
- Orange Lot Development Plans
- DBE/ACDBE Update
- Rates and Charges – a briefing on airline rates and charges

In addition, the Airport 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, including complaints.

Staff recommends the approval of the Airport Commission Annual Report for FY 2025-2026 as presented in Attachment B.

COORDINATION

No other City Departments have been consulted for the preparation of this memo.

/s/
Mukesh (Mookie) Patel
Director, Airport

The principal author of this memorandum is Matthew Kazmierczak, Division Manager, Airport. For questions, please contact Matthew Kazmierczak at mkazmierczak@sjc.org or 408-392-3640.

ATTACHMENTS

Attachment A: San José Airport Commission Draft Work Plan for Fiscal Year 2026-2027

Attachment B: San José Airport Commission Draft Annual Report for Fiscal Year 2025-2026

SAN JOSÉ AIRPORT COMMISSION
Draft Work Plan for FY 2026/2027

Attachment A

Items for Briefing and Possible Action in FY 2026-2027	Actions	Timeframe
Briefing on Airport capital projects update	Receive update briefing on the status of current Airport projects	August 2026 and As Needed
Marketing Update	Receive a briefing on current and future marketing efforts	November 2026 and As Needed
Air Services Update	Receive a briefing on current and future air services	February 2027 and As Needed
Presentation of FY 2027/28 Airport budget and airline rates and charges	Presentation of proposed FY 2027/28 Airport budget and airline rates and charges.	May 2027 and As Needed
Adopt annual Commission work plan for FY 2027/28 and annual report for FY 2026/27	Adopt Commission annual work plan of objectives for FY 2027/28 and the annual report of Commission actions on objectives for FY 2026/27	May 2027
Elect officers for FY 2027/28	Election of Chair and Vice Chair of the Commission for FY 2027/28	May 2027

SAN JOSÉ AIRPORT COMMISSION
Draft Work Plan for FY 2026/2027

Attachment A

Items for Briefing and Possible Action in FY 2026-2027	Actions	Timeframe
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
ACDBE Triennial Goal Setting	Presentation of the proposed ACDBE 3-year Airport goal.	As Needed
Sustainability Update	Receive a briefing on the Airport's activity and planning for environmental sustainability	As needed
Safety Update	Receive a safety briefing	As needed
Concessions Update	Briefing on the status of concessions changes	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, Diridon Connector, or billboard project	As needed

SAN JOSÉ AIRPORT COMMISSION
Draft Work Plan for FY 2026/2027

Attachment A

Items for Briefing and Possible Action in FY 2026-2027	Actions	Timeframe
Financial Update	Updates on finances and audits for the airport, including items related to lease agreements and other activities	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.

SAN JOSÉ AIRPORT COMMISSION
Draft Work Plan for FY 2026/2027

Attachment A

Items for Briefing and Possible Action in FY 2026-2027	Actions	Timeframe
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.
Review of regulatory violations	Review and resolve regulatory violations related to: 1. Ground transportation operations 2. Curfew violations	As needed
Orientation/Tour of Airport Operations and facilities	Provide pre-meeting tour of Airport facilities for new Commissioners	As needed

☐ **Proposed FY 2026-2027 meeting dates (second Monday of the month):**

- August 10, 2026
- November 9, 2026
- February 8, 2027
- May 10, 2027

SAN JOSÉ AIRPORT COMMISSION
Draft Annual Report for FY 2025/2026

Attachment B

Items for Briefing and Possible Action in FY 2025-26	Timeframe	Outcome
Briefing on Airport capital projects update	August 2025	08/11/2025 - The Commission received a briefing on capital projects, including the Terminal A Baggage Claim Escalators Replacement, Facilities Building, ADA Upgrades Phase 3A, ADA Upgrades – Terminal A Ground Transportation, ADA Upgrades Phase 3B – ConRAC, PD Hangar, Air Traffic Control Tower, Taxiway Victor Phase 2, Admin Parking Lot Safety Upgrades, and Perimeter Protection Project.
Superbowl and FIFA Preparations	November 2025 and February 2026	11/10/2025 – Received an update on the Airport’s preparations for the Superbowl, NCAA, FIFA, US National Table Tennis Championships, and CrossFit Games. 02/09/2026 – Received a brief update on the Airport’s activity around the Superbowl.
Marketing Update	November 2025	11/10/2025 – The Commission received a marketing update, reporting on activity over the past year including: paid advertising; brand tracker research; passenger and community engagement; social media; and other marketing efforts.
Air Services Update	February 2026	02/09/2026 – The Commission received an air services development update briefing, including on passenger trends; industry trends; routing; and the SJC’s role in the marketplace.

SAN JOSÉ AIRPORT COMMISSION
Draft Annual Report for FY 2025/2026

Attachment B

Items for Briefing and Possible Action in FY 2025-26	Timeframe	Outcome
Presentation of FY 2026/27 Airport budget and airline rates and charges	May 2026	05/11/2026 - The Commission received a rates and charges update from the Airport Finance Division.
ACDBE Triennial Goal Setting	May 2026	05/11/2026 – Commission received an update on the federal changes to the DBE and ACDBE program.
Adopt annual Commission work plan for FY 2026/27 and annual report for FY 2025/26	May 2026	05/11/2026 – The Commission approved their workplan for FY2026/27 and their annual report for FY 2025/2026.
Elect officers for FY 2026/27	May 2026	05/11/2026 – The Commission elected its officers for FY 2026/27.
Review noise reports and community noise concerns	Quarterly – As required	Reviewed noise reports at the August, November, February, and May meetings. Meetings were open for public comments on noise. 05/11/2026 – Received a detailed briefing on the Airport curfew.

SAN JOSÉ AIRPORT COMMISSION
Draft Annual Report for FY 2025/2026

Attachment B

Items for Briefing and Possible Action in FY 2025-26	Timeframe	Outcome
Sustainability Update	As needed	No briefing needed/provided
Safety Update	As needed	No briefing needed/provided
Concessions Update	As needed	11/10/2025 – The Commission received a briefing on the Airport's Concession program, including finances, openings, and future plans. 05/11/2026 – The Commission received a briefing on potential land development on the West side of the Airport.
Airport land use possibilities	As needed	08/11/2025 – Airport presented a planned development of commercial land on Coleman Avenue between Asbury and Hedding.
Financial Update	As needed	No briefing needed/provided
Receive legislative updates	As needed	General state and federal updates were provided at the August, November, February, and May meetings. No action taken.

SAN JOSÉ AIRPORT COMMISSION
Draft Annual Report for FY 2025/2026

Attachment B

Items for Briefing and Possible Action in FY 2025-26	Timeframe	Outcome
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	11/10/2025 – The Commission received a briefing on the Airport's plans to start charging general aviation landing fees. 02/09/2026 – The Commission received a briefing on a Major Airport Master Plan Amendment
Receive reports from Commissioners on airport/aviation related meetings	As needed	No briefing needed/provided
Update of County's Plans for Reid Hillview	As needed	No briefing needed/provided
Review of regulatory violations	As needed	No briefing needed/provided

SAN JOSÉ AIRPORT COMMISSION
Draft Annual Report for FY 2025/2026

Attachment B

Items for Briefing and Possible Action in FY 2025-26	Timeframe	Outcome
Orientation/Tour of Airport facilities	As needed	08/11/2025 – Commission received a briefing on the economic impact of the Airport on the region on jobs, payroll, and economic output.

☐ **FY 2025-2026 meeting dates:**

- August 11, 2025
- November 10, 2025
- February 9, 2026
- May 11, 2026