



# Memorandum

**TO:** TRANSPORTATION AND ENVIRONMENT COMMITTEE

**FROM:** John Aitken

**SUBJECT:** AIRPORT COMMISSION  
FY 2022-2023 WORK PLAN AND  
FY 2021-2022 ANNUAL REPORT

**DATE:** May 19, 2022

Approved

Date

8/11/22

## **RECOMMENDATION**

Accept the Airport Commission Annual Report for Fiscal Year 2021-2022 and the Work Plan for Fiscal Year 2022-2023. Annual Reports and Work Plans comply with the City Municipal Code pertaining to Boards and Commissions.

## **OUTCOME**

By adopting this Work Plan, the Airport Commission will have direction from City Council on items to cover in their meetings for FY 2022-2023.

## **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 work plan 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.

## **ANALYSIS**

**Staff's Recommended Commission Work Plan for FY 2022-2023**

Staff recommends approval of the Airport Commission's Work Plan for FY 2022-2023 as contained in Attachment A. This work plan was review and approved at the May 2022 Airport Commission meeting. It covers 19 work areas for the Commission, spanning capital projects, land use, 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 key priorities to:

1. Drive Growth
2. Innovate
3. Fund the Future
4. Invest in the Organization

These priorities are linked to the Commission's Work Plan 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 Work Plan:

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 2012-2013, the Airport Commission has the responsibility to hear San José's airport noise-related issues. Accordingly, each year the work plan contains a standing quarterly agenda item to report curfew intrusions and violations and to 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. This remains a standing item in the FY 2022-2023 Work Plan.

Finally, staff remains committed to amending the Work Plan, as needed, to bring forward any additional issues or items that may emerge during the year. For these reasons, staff recommends approval of the proposed FY 2022-2023 Commission Work Plan (Attachment A).

## **Submittal of the Annual Report**

The Airport Commission also reviewed and approved the FY 2021-2022 Annual Report (Attachment B) at its May 2022 meeting. Items brought before the Commission in FY 2021-2022 included:

- *Airport Capital Projects* – 2 briefings on the status of current Airport capital projects
- *Electronic Billboards* – 4 briefings on a proposed electronic billboard project
- *Crane Policy* – a briefing on crane policy and height guidance
- *Airport Marketing Plan* – a briefing on the Airport’s marketing plan
- *Concession Update* – a briefing on updates to the Airport concession program
- *Air Services* – a briefing on air services
- *Rates and Charges* – a briefing on airline rates and charges
- *Airport Land Use* – a briefing on the encampment in Guadalupe Gardens
- *Disadvantaged Business Enterprise Update* – a briefing on the proposed 3-year Disadvantaged Business Enterprise goal

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 2021-2022 as contained in Attachment B.

## **CONCLUSION**

This report provides details and requests approval for the proposed Airport Commission Workplan for FY 2022-2023. This report also provides a summary of the topics that were presented to the Airport Commission in FY 2021-2022.

/s/

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

Please direct questions to Matthew Kazmierczak, Division Manager, at 408-392-3640.

Attachment A: Proposed FY 2022-2023 Airport Commission Work Plan

Attachment B: FY 2021-2022 Annual Report