

# MINETA SAN JOSE INTERNATIONAL AIRPORT

## Minutes of the Airport Commission Meeting

**MONDAY**

**SAN JOSE, CALIFORNIA**

**February 27, 2017**

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### **CALL TO ORDER**

The Airport Commission of the Mineta San Jose International Airport met for a regular session on Monday, February 27, 2017, at 6:04 p.m. at Norman Y. Mineta San José International Airport in the Boeing/McDonnell Douglas Conference Room at 1701 Airport Boulevard, Suite B1130, San Jose, CA 95110.

### **ATTENDEES**

#### **COMMISSIONERS**

Julie Matsushima, Chair	- Present
Ron Blake, Vice-Chair	- Present
Abhay (AJ) Borade	- Present
Dan Connolly	- Present
Tom Cruz	- Present 6:07 p.m.
Raymond Greenlee	- Present
Catherine Hendrix	- Present
William Highlander	- Absent (unexcused)
Stephen McMinn	- Absent (unexcused)
Mark Schmidt	- Absent (unexcused)
Richard Terrill	- Absent (unexcused)

#### **AIRPORT STAFF PRESENT**

John Aitken  
Kim Hawk  
Mark Kiehl  
Curt Eikerman  
Bob Lockhart  
Judy Ross  
Matthew Kazmierczak  
Michael Glazer  
John Wilson  
Darleen Yamaki

#### **ASST. TO THE DIRECTOR FOR GOVERNMENT & LEGISLATIVE AFFAIRS**

James Webb - Present

#### **COUNCIL LIAISON**

Heidi Sickler - Present

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 6:04 p.m. with six Commissioners in attendance. Commissioner Cruz arrived at 6:07 p.m. for a total of seven Commissioners in attendance.

**2. ORDERS OF THE DAY**

2.1 Ceremonial Items

None

**3. CONSENT CALENDAR**

3.1 Minutes for Approval

November 14, 2016, Draft Commissioner Meeting Action Minutes

Commissioner Hendrix stated two corrections to be made to the minutes.

**Action:** A motion was made to approve the consent calendar with stated corrections.

**Approved (M.S.C. Hendrix/Connolly, 6-0, 5 absent)**

Commissioner Connelly made a motion to move items 7, 9 and 10 to after item 4. – Old Business. Chair Matsushima denied the motion based on all members of the community may not have arrived yet and would not have the opportunity to speak on their item if moved earlier on the agenda. Commissioner Connelly withdrew the motion.

**4. OLD BUSINESS**

None

**5. REVIEW OF STAFF REPORTS FOR CITY COUNCIL**

5.1 Bond Refunding and Preliminary Official Statement

Deputy Director of Finance Kim Hawk gave a PowerPoint presentation overview of the Airport's upcoming bond refunding.

**Action:** A motion was made to accept the report

**Approved (M.S.C. Blake/Borade, 7-0, 4 absent)**

## **5.2 Upcoming Administrative Items**

Assistant to the Director for Government and Legislative Affairs Jim Webb stated to the Commission that the following items will be going before the City Council in the future.

- 5.2.1 Terminal Support Services RFP
- 5.2.2 Airport Shuttle Bus Lease/Maintenance Agreement Extension with Penske Truck Leasing
- 5.2.3 Planning and Environmental Consultant Services Actions

Commissioners were advised they could ask questions on any of the items.

**Action:** A motion was made to accept the report

**Approved (M.S.C. Borade/Connolly, 7-0, 4 absent)**

## **6. NEW BUSINESS**

### **6.1 Briefing on Overall Disadvantaged Business Enterprise (DBE) Goals and Objectives**

### **6.2 Briefing on Overall Airport Concessions Disadvantage Business Enterprise Goals and Objectives (ACDBE)**

Matthew Kazmierczak gave a PowerPoint presentation and staff report on the DBE and ACDBE programs, including the differences between the two programs and the application process.

**Action:** A motion was made to accept the reports for Items 6.1 & 6.2

**Approved (M.S.C. Borade/Cruz, 7-0, 4 absent)**

### 6.3 Review and Adoption of Updated Commission By-Laws

Mr. Webb provided an overview outlining the most important actions taken to update the Commission's by-laws (insertion of new template language, addition of some new language, removal of some outdated language, removal of provision allowing the Commission to meet in executive session and the re-ordering of the provisions. The staff report was followed by a Q&A session with the Commissioners.

Commissioner Hendrix identified several typographical errors. Mr. Webb proposed a small language change related to the timing of the election of the Chair and Vice-Chair.

**Action:** A motion was made to add a new section to the by-laws to allow for executive or closed sessions. A discussion relating to the Commission's ability to hold executive or closed sessions to discuss security issues then followed.

Mr. Webb suggested deferring the adoption of the by-laws to the June 5 Commission meeting to allow time for consultation with the City Attorney Office.

**Action:** A motion was made to have the proposed amendment added to the by-laws pursuant to a review by the City Attorney and ask the City Attorney to report back to the next scheduled Commission meeting on June 5 on the disposition of the amendment.

**Approved (M.S.C. Greenlee/Hendrix, 7-0, 4 absent)**

**Action:** A motion was made to ask the City Attorney if it is appropriate for the Commission to undergo background checks or some level of security clearance to hear and discuss airport security issues.

**Approved (M.S.C. Hendrix/Connolly, 7-0, 4 absent)**

**Action:** A motion was made to approve the updated by-laws, as amended by the Commission.

**Approved (M.S.C. Connolly/Greenlee, 7-0, 4 absent)**

### 6.4 Air Service Development Update

Air Service Development Manager Mark Kiehl distributed an SJC nonstop route map (with added service) and reviewed the status of SJC air service.

The presentation was followed by a Q&A session with the Commissioners.

**Action:** A motion was made to accept the report.

**Approved (M.S.C. Borade/Hendrix, 7-0, 4 absent)**

## **6.5 Legislative Update**

Mr. Webb gave an update on major legislative items in the past three months.

The presentation was followed by a Q&A session with the Commissioners.

**Action:** A motion was made to accept the report.

**Approved (M.S.C. Connolly/Cruz, 7-0, 4 absent)**

## **7. NOISE REPORT/COMMUNITY CONCERNS**

### **7.1 Noise Reports: Monthly Noise Summary**

John Wilson, Operations Supervisor and Curt Eikerman, Operations Manager reviewed the monthly noise summary report.

The presentation was followed by a Q&A session with the Commissioners.

**Action:** A motion was made to accept the report.

**Approved (M.S.C. Borade/Cruz, 7-0, 4 absent)**

### **7.2 FAA Response on South Flow Operations**

Airside Operations Manager Curt Eikerman provided a brief summary of the FAA's January 2017 written response to the Airport's November 2016 written request to identify possible solutions to the noise impacts of south flow operations on Sunnyvale residents. The update was followed by a Q&A session with the Commissioners.

Mr. Robert Holbrook, a member of the community, gave a ten minute presentation on the south flow operations impact on the Sunnyvale community. Other members of the Sunnyvale, Mountain View and Palo Alto communities also spoke on the impacts to their cities. Residents requested the Airport to establish a roundtable forum to discuss how to reduce the noise impacts of south flow operations.

Commissioners discussed the establishment of a roundtable forum. Staff also offered comments.

**Action:** A motion was made to create a roundtable, to include the FAA, to address the south flow noise issue. Mr. Webb stated this item would need to go to Council for approval.

Assistant Director of Aviation John Aitken recommended the roundtable be modeled after the Congressional Select Committee on South Bay Arrivals, which disbanded in November 2016.

**Approved (M.S.C. Borade/Connolly, 7-0, 4 absent)**

### **7.3 Community Noise Concerns**

None

## **7. REPORTS AND INFORMATION ONLY**

### **8.1 Commission Liaison Report**

None

### **8.2 Announcements**

Mr. Webb announced that the recruitment period for board and commissioners is in now process and those Commissioners whose terms expire in June of this year would need to re-apply during the recruitment period if they are interested.

There will need to be a special meeting in April to hear curfew violation appeals.

**Action:** A motion was made to hold the special meeting on April 3.

**Approved (M.S.C. Greenlee/Connolly, 7-0, 4 absent)**

Commissioners were informed of the contents of the reference binders distributed at the beginning of the meeting. .

Chair Matsushima recommended that commissioners visit the student art exhibit located across from gates 17 and 18.

Commissioner Connolly requested that commissioners be invited and/or notified about any Airport public events.

### **8.3 Next Commission Meeting: June 5, 2017**

Mr. Webb reviewed the tentative agenda items for the next Commission meeting on June 5, 2017. A motion was made to add the following item to the next commission meeting: What is the Commission's advisory role to the City Council? After Commission discussion and responses from Mr. Webb and Mr. Aitken, the motion was withdrawn.

**Action:** A motion was made to encourage Airport staff to call special meetings when appropriate to provide the Commission with an opportunity to provide input.

**Approved (M.S.C. Matsushima/Greenlee, 7-0, 4 absent)**

Mr. Webb will solicit participation of no more than five commissioners who would be interested in participating in the table top exercise for emergency planning March 20, 1:00-4:00 pm.

## **9. PUBLIC RECORD**

### **9.1 Email from Yolanda Yu regarding South Flow Procedure**

A motion was made to note and file Ms. Yu's statement.

## **10. PUBLIC COMMENT**

There was no public comment.

## **11. ADJOURNMENT**

**Action:** A motion was made to adjourn the meeting at 9:13 pm.

**Approved (M.S.C. Borade/Connolly, 7-0, 4 absent)**

ATTEST:

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**Julie Matsushima**  
Chairperson

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**James Webb, Jr.**  
Commission Secretary