

**SAN JOSÉ AIRPORT COMMISSION  
Annual Report for FY 2020/2021**

Attachment B

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

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

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

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| <b>Security Briefing</b>  | As needed        | No briefing needed/provided  |
| <b>Airport land use possibilities</b>   | As needed        | No briefing needed/provided  |
| <b>Financial Update</b>   | As needed        | 11/9/2020 – Received an update on the 2011 Debt refinancing and CFC increase.  |
| <b>Receive legislative updates</b>  | As needed        | Updates presented at August, November, February, and May meetings. No action taken.  |
| <b>Receive Transportation Security Administration and Customs and Border Protection updates</b> | As needed        | No briefing needed/provided  |
| <b>Review of staff reports for City Council</b>   | 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. |
| <b>Receive reports from Commissioners on airport/aviation related meetings</b>                  | As needed.       | 2/8/2021 – Commissioners reported on the new fire station construction and shared reports about 5G networks.   |

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| <b>Update of County’s Plans for Reid Hillview</b>           | As needed.       | No briefing needed/provided                                 |
| <b>Review of regulatory violations</b>                      | As needed        | No hearings held.   |
| <b>Orientation/Tour of Airport facilities</b>               | 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