

SAN JOSÉ AIRPORT COMMISSION
Draft Annual Report for FY 2024/2025

Attachment B

Items for Briefing and Possible Action in FY 2024-25	Timeframe	Outcome
Briefing on Airport capital projects update	August 2024	08/12/2024 - The Commission received a briefing on capital projects, including the Aircraft Rescue and Firefighting Station 20; Airport Facilities Campus; Waste Disposal and Fuel Station Relocation; SJPd Hangar; proposed New Belly Cargo Facility; Airport Hotel; Terminal Parking; Future Terminal C; Air Traffic Control Tower; RIM Implementation Projects; and Taxiway Victor
Billboards Update	August 2024	08/12/2024 – Received an update on the Airport's plans to seek Council approval to release an RFP for Billboards on Airport property.
Marketing Update	November 2024	11/12/2024 – The Commission received a marketing and branding update, reporting on the past year with the celebration of 75 years campaign; paid advertising; brand tracker research; and other marketing efforts.
Air Services Update	February 2025	02/10/2025 – The Commission received an air services update briefing, including on passenger trends; industry trends; and routing.
Presentation of FY 2024/25 Airport budget and airline rates and charges	May 2025	05/12/2025 - The Commission received a rates and charges update from the Airport Finance Division.

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Adopt annual Commission work plan for FY 2025/26 and annual report for FY 2024/25	May 2025	05/12/2025 – The Commission approved their workplan for FY2025/26 and their annual report for FY 2024/2025.
Elect officers for FY 2025/26	May 2025	05/12/2025 – The Commission elected its officers for FY 2025/26.
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. 11/18/2024 – Received a detailed briefing on the Airport noise program and curfew.
Sustainability Update	August 2024	8/12/2024 – Received an update the Airport's development of an updated Sustainability Management Plan 11/18/2024 – Airport shared that it achieved level 2 airport carbon accreditation.

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Safety Update	As needed	02/10/2025 – Airport provided an update on terminal changes to restrict access to the terminal to only authorized individuals and the communication plan.
Concessions Update	As needed	05/12/2025 – The Commission received a briefing on the results of the Airport's retail RFP.
Airport land use possibilities	As needed	02/10/2025 – Airport announce the opening of a new cell phone waiting lot.
Financial Update	As needed	12/12/2024 – Airport shared an email with a link to the Annual Comprehensive Financial Report. Airport distributed physical copies of the report at the 02/10/2025 meeting.
Receive legislative updates	As needed	General state and federal updates were provided at the August, November, February, and May meetings. No action taken.

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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	<p>11/18/2024 – The Commission received a briefing on Airport Connector Project.</p> <p>03/05/2025 – The Commission held a special briefing on the Airport Connector Project. The Commission moved specific recommendations to the City Council for this project.</p> <p>05/12/2025 – The Commission received a briefing on the Airport's proposed 3-year goal for its disadvantaged business enterprise program.</p>
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

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Review of regulatory violations	As needed	No briefing needed/provided
Orientation/Tour of Airport facilities	As needed	11/18/2024 – Select Commissioners received a tour of the Airport terminal and baggage claim system. 02/10/2025 – Select Commissioners toured the general aviation side of the Airport. 05/12/2025 – Select Commissioners toured the Aircraft Rescue and Firefighting Station

☐ **FY 2024-2025 meeting dates:**

- August 12, 2024
- November 18, 2024
- February 10, 2025
- March 5, 2025 (Special Meeting)
- May 12, 2025