

**Minutes of the Airport Commission Meeting**

**MONDAY**

**SAN JOSE, CALIFORNIA**

**MAY 13, 2024**

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**CALL TO ORDER**

The Airport Commission of the San José Mineta International Airport (SJC) met for a regular session on Monday, May 13, 2024 at 6:00PM in the Boeing/ McDonnell Douglas Conference Rooms at 1701 Airport Boulevard, Suite B1130, San Jose, CA 95110 with a Zoom option for listening.

**ATTENDEES**

**COMMISSIONERS**

Joe Head, Chair	- Absent (excused)
Surjit Bains	- Present at 6:40PM
Mike Campbell	- Present
Robert Hencken	- Present
Catherine Hendrix	- Present (telephonically in accordance with Brown Act)
John Leipelt	- Present
Nick Patel	- Present
Greg Richardson	- Present
Jasvinder Sohal	- Absent (excused)

**AIRPORT STAFF PRESENT**

Ryan Sheelen  
Roselyn Bond  
Denise Miller  
Janelle Diluzio  
Drake Beaton  
Judy Ross  
Scott Wintner  
Adam Belfield  
John Tran

**COMMISSION SECRETARY/  
DIVISION MANAGER, DIRECTOR'S  
OFFICE**

Matthew Kazmierczak - Present

**COUNCIL LIAISON**

David Cohen - Present

1. **CALL TO ORDER & ORDERS OF THE DAY**

The meeting was called to order at 6:03PM by Vice Chair Patel with six Commissioners in attendance and two absent (seven in attendance at 6:40PM). **Absent Commissioners: Head and Sohal**

a. **Commission accepted the agenda and orders of the day**

2. **PUBLIC RECORD**

None

3. **CONSENT CALENDAR**

a. **Approve the Minutes for February 12, 2024 Regular Meeting**

**Action:** Upon motion by Commissioner Hendrix, seconded by Commissioner Richardson, the regular minutes were approved and the motion passed unanimously by roll call vote 6-0, three absent.

4. **REPORTS AND INFORMATION ONLY**

a. **Chair - Chair's Oral Report**

Vice Chair Patel had nothing to report.

b. **Director - Director's Oral Report**

Judy Ross, Assistant Director of Aviation, acknowledged the new Director of Aviation, Mukesh (Mookie) Patel and mentioned that he isn't able to attend due to prior commitment. Judy then briefed the Commission on passenger traffic, gave update on new routes added by Spirit Airlines, Capital projects update, and 75-year anniversary celebration. Judy also mentioned the DBE forum that SJC hosted and that San José has been chosen for the 2024 AAEE Operations and Technology Symposium which will be held at the Convention Center in August. Judy also announced her retirement effective August 30, 2024.

c. **Council Liaison**

Councilmember Cohen mentioned that Glydways will be demonstrating their vehicle at City Hall on May 29.

d. **Staff Oral Report**

Matthew Kazmierczak had nothing to report.

**e. Commissioner Reports**

None

**5. PUBLIC COMMENT**

Doug Rice

**6. NOISE REPORT/COMMUNITY NOISE CONCERNS**

John Tran, Noise and General Aviation Supervisor, presented the quarterly noise report.

Document Filed: Noise Report

**7. NEW BUSINESS**

**a. Airport Orientation Presentation**

Matthew Kazmierczak presented slides on Airport Introduction.

**b. Rates and Charges**

Drake Beaton, Division Manager, Finance, provided an update on the FY25 Airline Rates and Charges

Public comment: received from Doug Rice

**c. Retail Concession RFP update**

Drake Beaton provided an update on the retail concession RFP

**d. Guadalupe Gardens Master Plan Amendment**

Ryan Sheelen, Planner IV, Planning & Development, gave an update on the proposal Guadalupe Gardens Master Plan Amendment.

**Motion** to recommend adoption of the Guadalupe Gardens Master Plan Amendment to City Council

**Action:** Upon motion by Commissioner Hencken and seconded by Commissioner Campbell, the motion was passed unanimously by roll call vote 7-0, 2 absent

**e. Election of Officers**

**Motion** to for Joe Head as Chair and Nick Patel as Vice Chair for FY 2025

**Action:** Upon motion by Commissioner Hencken, seconded by Commissioner Leipelt, the motion passed unanimously 7-0, 2 absent

f. **Annual Commission Work Plan for FY24-25**

Matthew Kazmierczak presented the work plan.

**Motion** to accept the proposed work plan for FY2025 with the addition of a sustainability update to be placed on the August agenda

**Action:** Upon motion by Commissioner Richardson and seconded by Commissioner Hencken, the motion passed unanimously 7-0, 2 absent

Public comment: received from Doug Rice

g. **Legislative Update**

Matthew Kazmierczak gave Legislative update

Commissioner Richardson asked if the Airport holds workplace violence training. Matthew Kazmierczak will check on this.

Public comment: received from Doug Rice

h. **Annual Commission Report for FY2024**

Matthew Kazmierczak presented the annual report for FY2024

**Motion** to accept the FY2024 annual report

**Action:** Upon motion by Commissioner Richardson and seconded by Commissioner Campbell, the motion was passed unanimously by roll call vote 7-0, two absent

Public comment: received from Doug Rice

**8. MEETING SCHEDULE AND AGENDA ITEMS**

The next meeting will be held on Monday, August 12, 2024 at 6:00 p.m.

Topic items (tentatively) include:

- Proposed Billboard RFP
- Airport Capital Projects Update
- Legislative Update
- Quarterly Noise Report
- Community Noise Concerns

**9. ADJOURNMENT**

The meeting concluded at 8:11PM

ATTEST:

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**Joe Head**  
Chairperson

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**Matthew Kazmierczak**  
Commission Secretary

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