



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Mukesh (Mookie) Patel

SUBJECT: SEE BELOW

DATE: May 8, 2024

Approved

Date

5/8/24

INFORMATION

SUBJECT: REPORT ON ACTIVITIES UNDERTAKEN BY THE DIRECTOR OF AVIATION UNDER THE DELEGATION OF AUTHORITY ORDINANCE FOR THE PERIOD OF JANUARY 1 – MARCH 31, 2024

EXECUTIVE SUMMARY

The San José Municipal Code authorizes the Director of Aviation to negotiate and execute agreements, permits, licenses, and leases on behalf of the City. In accordance with the San José Municipal Code's reporting guidelines, this memorandum details actions taken under the delegation of authority to the Director of Aviation for the third quarter of Fiscal Year 2023-2024 (January 1 - March 31). During this reporting period, the Director of Aviation approved actions to execute: two lease of airport premises amendments, one right of entry agreement, one lease of airport premises agreement, one option to extend ground lease amendment, one commercial operation permit, and 17 ground transportation permits.

This activity is summarized in the **Attachment** - Actions Taken by the Director of Aviation Third Quarter of Fiscal Year 2023-2024 (January 1 - March 31).

COORDINATION

Preparation of this report has been coordinated with the Office of the City Attorney.

/s/

MUKESH (MOOKIE) PATEL, C.M.
Director of Aviation

For questions, please contact Mukesh (Mookie) Patel, Director of Aviation at (408) 392-3610.

Attachment - Actions Taken by the Director of Aviation Third Quarter of Fiscal Year 2023-2024 (January 1 - March 31)

ATTACHMENT

**ACTIONS TAKEN BY THE DIRECTOR OF AVIATION
THIRD QUARTER OF FISCAL YEAR 2023-2024 (JANUARY 1 - MARCH 31)**

| # | Date | Description of Contract | San José Municipal Code Citation | Annual Value | Term |
|----------|-----------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------|----------------------------------|
| 1 | 1/31/2024 | Host International Inc. 1 st Amendment to Lease of Airport Premises Agreement No. 10717-LE-21-1 | Provision 25.08.1340 of the S.J.M.C. | \$170,172 | 1/31/2024 – 6/30/2032 |
| 2 | 2/12/2024 | Southwest Airlines Co.- Right of Entry Agreement No.10757-RE-23 | Provision 25.08.1340 of the S.J.M.C. | \$0 | 2/12/2024 – 2/11/2025 |
| 3 | 3/4/2024 | Airgas USA, LLC to Lease of Airport Premises Agreement No. 10758-LE-23 | Provision 25.08.1340 of the S.J.M.C. | \$12,579 | 3/4/2024 – 8/31/2026 |
| 4 | 3/7/2024 | United Parcel Service, Inc 4 th Amendment to Lease of Airport Premises Agreement No. 10292-LE-07-4 | Resolution No. 78954 | \$1,186,358 | 3/7/2024 – 6/30/2029 |
| 5 | 3/11/2024 | Our City Forest 6 th Amendment of an Option to Extend Ground Lease Agreement No. 10636-LE-18-6 | Resolution No. 80288 | \$83,635 | 3/11/2024 – 4/30/2025 |
| 6 | 3/21/2024 | SJC Hangars, LLC Airport Commercial Operation Permit Agreement No. 10764-PT-24 | Provision 25.08.350 of the S.J.M.C. | \$200 per Month | 3/21/2024 – Month to Month |
| 7-23 | 1/10/2024 – 3/21/2024 | Execution of (17) Permits for Ground Transportation Providers | Section 28.08.700 of the S.J.M.C. | \$200 per Permit | 1/11/2024 – 6/30/2025 |

