

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Mukesh (Mookie) Patel

SUBJECT: See Below

DATE: August 7, 2024

Approved



Date:

8/8/24

INFORMATION

SUBJECT: Report on Activities Undertaken by the Director of Aviation Under the Delegation of Authority Ordinance from April 1, 2024 – June 30, 2024

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 period of April 1, 2024 through June 30, 2024. During this reporting period, the Director of Aviation approved actions to execute: one right of entry agreement, one lease of airport premises agreement, one ground support vehicle fuel agreement, and 23 ground transportation permits.

This activity is summarized in the **Attachment** – Actions Taken by the Director of Aviation – Fourth Quarter of Fiscal Year 2023-2024 (April 1 – June 30).

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 Mookie Patel C.M., Director of Aviation, San José Mineta International Airport, at mpatel@sjc.org or (408) 392-3610.

ATTACHMENT - Actions Taken by the Director of Aviation - Fourth Quarter of Fiscal Year 2023-2024 (April 1 – June 30).

ATTACHMENT

**ACTIONS TAKEN BY THE DIRECTOR OF AVIATION
FOURTH QUARTER OF FISCAL YEAR 2023-2024 (APRIL 1 - JUNE 30)**

#	Date	Description of Contract	Muni Code Citation	Annual Value	Term
1	4/9/2024	Think Out Loud, Inc. Right of Entry Agreement	Provision 25.08.1340 of the San José Municipal Code	\$0	4/09/2024 –4/10/2024
2	6/18/2024	AGI Ground, Inc. Lease of Airport Premises Agreement No. 10765-LE-24	Provision 25.08.1340 of the San José Municipal Code	\$9,139	6/18/2024 –2/28/2027
3	6/19/2024	AGI Ground, Inc. 2nd Amendment to Ground Support Vehicle Fuel Agreement No. 10491-CO-12-2	Provision 25.08.1340 of the San José Municipal Code	\$240	6/19/2024– Month to Month
4-26	4/8/2024 – 6/27/2024	Execution of (23) Permits for Ground Transportation Providers	Section 28.08.700 of the San José Municipal Code	\$200 per Permit	4/8/2024 – 6/30/2025