William Sherry, Director of Aviation

M I S S I O N

o meet the air transportation needs of Silicon Valley residents and businesses in a safe, efficient, and cost-effective manner

City Service Area

Transportation and Aviation Services

Core Services

Airport Facilities Maintenance

Maintain all Airport facilities including public spaces, electrical and mechanical systems, grounds and landscaping; ensure compliance with applicable regulations for all construction performed by tenants on the Airport

Airport Operations

Day-to-day management and oversight of the Airport to ensure safe and efficient operations such as operation of the airfield, general aviation facilities, emergency planning and coordination, Airport Operations Center, badging and security coordination, parking facilities, shuttle operations, ground transportation, roadway/curbside enforcement programs, and Automatic Vehicle Identification system

Airport Planning and Development

Implement the Capital Improvement Program; plan and coordinate construction activities at the Airport, compliance with applicable federal, State, and local regulations and environmental requirements; coordinate with the Federal Aviation Administration, regional transportation planning agencies, and providers

Strategic Support: Communications, Air Service and Business Development, Human Resources, Financial Management, Property Management, Information Technology, Customer Service, and Training

Service Delivery Framework

Core Service

Airport Facilities Maintenance:

Maintain all Airport facilities including public spaces, electrical and mechanical systems, grounds and landscaping; ensure compliance with applicable regulations for all construction performed by tenants on the Airport



Day-to-day management and oversight of the Airport to ensure safe and efficient operations such as operation of the airfield, general aviation facilities, emergency planning and coordination, Airport Operations Center, badging and security coordination, parking facilities, shuttle operations, ground transportation, roadway/curbside enforcement programs, and Automatic Vehicle Identification system

Airport Planning and **Development:**

Implement the Capital Improvement Program; plan and coordinate construction activities at the Airport, compliance with applicable federal, State, and local regulations and environmental requirements; coordinate with the Federal Aviation Administration, regional transportation planning agencies, and providers

Strategic Support:

Communications, Air Service and Business Development, Human Resources, Financial Management, Property Management, Information Technology, Customer Service, and Training



Key Operational Services

- Airfield Maintenance
- Roadway and Parking Maintenance Services
- **Building Services**
- **Auxiliary Facilities**



- Airport Access
- Compressed Natural Gas Station
- **Parking Operations**
- Shuttle Bus Management
- **Ground Transportation** Operators
- **Terminal Operations**
- **Security Operations**
- Safety Management
- Airport Noise Management
- Traffic Control and Curb Enforcement



- Airport Facility and Infrastructure Planning
- Planning and Development Services for Terminals, Airfield, and Auxiliary **Buildings**
- Airport Air, Land, and Water Management
- Regulatory Compliance
- Green Initiatives



- **Public Information**
- Community Outreach
- Information Technology
- **Employee Resources and** Training
- **Financial Management**
- Air Service Development
- **Tenant Management**

Department Budget Summary

Exp	ected 2013-2014 Service Deliver	ТУ				
	Operate Norman Y. Mineta San José Internative requirements for security and safety.	tional Airport efficiently while meeting all regulatory				
	Develop and support air service to meet the ne a strong economy and enhance community vita	port air service to meet the needs of the Silicon Valley market in order to promote y and enhance community vitality.				
	Deliver competitive, comfortable, convenient, re	eliable, and efficient services and amenities.				
	Operate the Airport as a good neighbor and en	sure environmental stewardship of resources.				
		es for passengers, airlines, and tenants; regulatory tions; and cost-effective operation of the Airport's				
201	3-2014 Budget Actions					
	Norman Y. Mineta San José International Airp keeping costs to airlines at competitive leve facilities. The 2013-2014 Airport Budget success	ort (SJC) will continue to compete for air service by els while offering exceptional service and modern ssfully balances costs and service delivery.				
	Annual Conference and Exhibition in September	ts Council International - North America (ACI-NA) or 2013 is included. SJC is hosting the conference in convention and Visitors Bureau, and Hotel Business				
	Efforts to retain and grow air service destination dedicated to air service development efforts will	ons, carriers, flights, and passenger levels with staff I continue and be enhanced in 2013-2014.				
		demand and comply with all Federal Aviation and ons and ensure the safety and security of the airport				
	Business development efforts with a focus of programs will be enhanced.	n increasing revenue generation opportunities and				
	Increases the Non-Personal/Equipment alloca contractual services related to marketing efforts	ation by \$500,000 to provide one-time funding for sfocused on new air service.				
Оре	erating Funds Managed					
	Airport Customer Facility and Transportation Fee Fund	☐ Airport Maintenance and Operation Fund				
JJ.	·	☐ Airport Revenue Fund				
لسا	Airport Fiscal Agent Fund	☐ Airport Surplus Revenue Fund				

Department Budget Summary

	2011-2012 Actual 1	2012-2013 Adopted 2	2013-2014 Forecast 3	2013-2014 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Airport Customer Service*	\$ 43,027,868	\$ 0	\$ 0	\$ 0	N/A
Airport Environmental Mgmt*	1,094,342	0	0	0	N/A
Airport Facilities Maintenance*	0	20,690,590	19,936,421	19,936,421	(3.6%)
Airport Operations*	0	23,323,913	22,406,524	22,406,524	(3.9%)
Airport Planning & Dev*	0	2,456,028	2,702,432	2,702,432	10.0%
Community Air Service*	567,463	0	0	0	N/A
Strategic Support	12,962,211	14,283,957	13,217,532	13,792,532	(3.4%)
Total	\$ 57,651,884	\$ 60,754,488	\$ 58,262,909	\$ 58,837,909	(3.2%)
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 22,717,929	\$ 23,682,264	\$ 24,926,631	\$ 24,926,631	5.3%
Overtime	322,436	339,959	339,959	339,959	0.0%
Subtotal	\$ 23,040,365	\$ 24,022,223	\$ 25,266,590	\$ 25,266,590	5.2%
Non-Personal/Equipment	34,611,519	36,732,265	32,996,319	33,571,319	(8.6%)
Total	\$ 57,651,884	\$ 60,754,488	\$ 58,262,909	\$ 58,837,909	(3.2%)
Dollars by Fund					
Airport Cust Fac/Trans Fee	\$ 4,714,099	\$ 2,415,512	\$ 2,376,911	\$ 2,376,911	(1.6%)
Airport Maint & Oper	52,813,579	58,338,976	55,885,998	56,460,998	(3.2%)
Capital Funds	124,206	0	0	0	N/A
Total	\$ 57,651,884	\$ 60,754,488	\$ 58,262,909	\$ 58,837,909	(3.2%)
Authorized Positions by Core	Service				
Airport Customer Service*	136.25	0.00	0.00	0.00	N/A
Airport Environmental Mgmt*	6.15	0.00	0.00	0.00	N/A
Airport Facilities Maintenance*	0.00	65.00	64.00	64.00	(1.5%)
Airport Operations*	0.00	49.00	51.00	51.00	4.1%
Airport Planning & Dev*	0.00	15.00	16.00	16.00	6.7%
Community Air Service*	1.50	0.00	0.00	0.00	N/A
Strategic Support	61.10	55.00	56.00	56.00	1.8%
Total	205.00	184.00	187.00	187.00	1.6%

^{*} The Airport Customer Service, Airport Environmental Management, and Community Air Service Core Services were eliminated as part of the 2012-2013 Adopted Budget. Funding previously included in these core services are displayed in the Airport Facilities Maintenance, Airport Operations, and Airport Planning & Development Core Services.

Budget Reconciliation

(2012-2013 Adopted to 2013-2014 Adopted)

	Positions	All Funds (\$)
Prior Year Budget (2012-2013):	184.00	60,754,488
Base Adjustments		
One-Time Prior Year Expenditures Deleted		
Airport Councils International World/North American		(35,300)
Conference Funding One-time Prior Year Expenditures Subtotal:	0.00	(35,300)
Technical Adjustments to Costs of Ongoing Activities		
Salary/benefit changes and the following position		961,689
reallocations:	•	
- 1.0 Engineer II to 1.0 Associate Engineer		
- 1.0 Information Systems Analyst to 1.0 Network Engineer		
- 2.0 Maintenance Worker I to 2.0 Maintenance Worker II		
- 1.0 Senior Painter to 1.0 Painter		
- 1.0 Senior Engineering Technician to 1.0 CADD Technician		
Airport Staffing Needs (City Council approval - January 29, 2013)	3.00	258,553
- 1.0 Air Service Development Manager	0.00	200,000
- 2.0 Airport Operations Supervisor		
- 1.0 Division Manager to 1.0 Deputy Director		
- 2.0 Office Specialist II to 2.0 Senior Airport Operations Specialist		
Position reallocation for Planning and Development Division	0.00	24,125
- 1.0 Network Engineer to 1.0 Information Systems Analyst	0.00	24,120
Line of credit and commercial paper program fee revisions		(1,074,082)
Ground transportation dispatch and service contract savings		(885,722)
Lounge operator contract savings		(600,000)
Customer cart and oversize baggage delivery contract savings		(275,000)
Supplies, postage, printing, training categories expenditure		(110,194)
adjustments		(110,104)
Baggage systems parts cost savings		(100,000)
Parking operator and system maintenance cost savings		(89,953)
Technology contract cost savings		(67,844)
Parking and rental car shuttle bus management and maintenance		(60,728)
cost savings		(00,720)
Water and garbage expenditure savings		(18,700)
Business Development contract savings		(15,000)
Annualization of Curbside Management contractual services		170,000
Facility operation and maintenance agreement adjustments		134,500
Airport Concessions Disadvantaged Business Enterprise		119,000
Program contract increase		113,000
Financial consultant service agreement adjustments		50,000
Operations service and maintenance agreement adjustments		43,861
Curbside Management contractual services increase		30,378
Compressed Natural Gas station maintenance and taxes		19,289
adjustments		10,200
EcoPass program cost increase		9,900
		0,000

Budget Reconciliation

(2012-2013 Adopted to 2013-2014 Adopted)

	Positions	All Funds (\$)
Base Adjustments		
 Technical Adjustments to Costs of Ongoing Activities Private security services contract increase Changes in gas and electricity costs Changes in insurance costs Changes in vehicle maintenance and operations costs Technical Adjustments Subtotal: 	3.00	4,809 (972,600) (75,560) 63,000 (2,456,279)
2013-2014 Forecast Base Budget:	187.00	58,262,909
Budget Proposals Approved		
 Airport Councils International - North America Conference Funding Airport Marketing 		75,000 500,000
Total Budget Proposals Approved	0.00	575,000
2013-2014 Adopted Budget Total	187.00	58,837,909

Budget Changes By Department

Adopted Budget Changes Positions Funds (\$)

1. Airport Councils International - North America Conference Funding

75,000

Transportation and Aviation Services CSAStrategic Support

This action adds one-time contractual services funding of \$75,000 for the 2013 Airport Councils International - North America (ACI-NA) Annual Conference and Exhibition which will be held at the San José Convention Center from September 23, 2013 through September 25, 2013. The ACI-NA Annual Conference is the premier event in the aviation industry and will be hosted by the Norman Y. Mineta San José International Airport (SJC). The event will provide an opportunity to showcase SJC to airport industry professionals, including business leaders, airline executives, and government officials from all over the world. This action adds funding of \$75,000 to the existing appropriation of \$100,000 to cover Airport's conference expenses of \$175,000. Additionally, this conference will be funded through a joint public-private partnership with SJC, Team San Jose, San José Convention and Visitors Bureau, and Hotel Business Improvement District contributing resources. This type of support for large events is provided since it is estimated that over 5,100 hotel rooms will be booked as part of this three-day conference. (Ongoing costs: \$0)

Performance Results:

Customer Satisfaction It is projected that the conference will generate an estimated economic benefit to the region of \$3.9 million in local spending and help drive future business to the Convention Center. This action supports the percentage of customers reporting satisfaction with availability of flights and destinations that meet their travel needs as this conference may present air service development opportunities by demonstrating to the estimated 2,000 attendees the advantages of having airline routes to and from SJC due to the close proximity to the region's high-tech businesses and its new facilities. Adding new air service will increase flight options for business and leisure travelers and promote tourism for the region. New domestic and international flights will generate millions of dollars of economic benefit through hotel rooms, meals, car rentals, and shopping.

2. Airport Marketing

500.000

Transportation and Aviation Services CSA Strategic Support

As directed in the City Council-approved Mayor's June Budget Message for Fiscal Year 2013-2014, this action increases the Airport's Non-Personal/Equipment allocation by \$500,000 to provide contractual services funding for marketing efforts focused on successful launches of new air service to and from SJC. (Ongoing costs: \$0)

Performance Results:

Customer Satisfaction This action supports the percentage of customers reporting satisfaction with availability of flights and destinations to meet their travel needs. New flights increase options for business and leisure travelers and improve tourism for the region.

2013-2014 Adopted Budget Changes Total	0.00	575,000

Performance Summary

Airport Facilities Maintenance

Performance Measures

		2011-2012 Actual	2012-2013 Target	2012-2013 Estimated	2013-2014 Target
R	% of residents rating the physical condition of the Airport as good or excellent	N/A*	90%	80%*	90%
R	% of customers/passengers rating the general Cleanliness of the Public Terminal Areas as good to excellent	94.1%	90%	N/A**	90%
R	% of preventive maintenance work orders completed***	N/A	TBD	TBD	TBD

Changes to Performance Measures from 2012-2013 Adopted Budget: No

Activity and Workload Highlights

	2011-2012	2012-2013	2012-2013	2013-2014
	Actual	Forecast	Estimated	Forecast
Total number of facilities maintenance work orders completed	16,167	1,400	14,000	17,000

Changes to Activity & Workload Highlights from 2012-2013 Adopted Budget: No

^{*} Data for this measure is collected through the biennial City-Wide Survey, which was temporarily suspended in 2011-2012. However, the survey was completed in September 2013, and the results are incorporated into the 2012-2013 Estimated calculation for the 2013-2014 Adopted Budget, which will in turn be the 2012-2013 actual data for the 2014-2015 Proposed Budget.

^{**} Data for this measure is collected through the Airport-Wide Customer Web-Site Survey. The survey, which was conducted in 2011-2012, was suspended in 2012-2013 due to limited resources.

*** Data for this measure is unavailable because the Computerized Maintenance Management System (CNMAS) does not find

^{***} Data for this measure is unavailable because the Computerized Maintenance Management System (CMMS) does not track completed work orders for all types of preventative maintenance projects. Airport does not have the resources needed to correct CMMS at this time.

Performance Summary

Airport Operations

Performance Measures

		2011-2012 Actual	2012-2013 Target	2012-2013 Estimated	2013-2014 Target
<u> </u>	% of customers/passengers rating their perception of Safety and Security at the Airport as good or excellent	90.7%	90%	N/A*	90%
R	% of on-time flights	87.8%	TBD	84.9%	85.0%

Changes to Performance Measures from 2012-2013 Adopted Budget: Yes1

+ "% of on-time flights" was added to demonstrate the high performance and efficiency of operations.

Activity and Workload Highlights

	2011-2012 Actual	2012-2013 Forecast	2012-2013 Estimated	2013-2014 Forecast
Total number of annual operations (take offs and landings)	120,105	119,711	120,000	121,373
Total number of environmental noise complaints	856	N/A	800	800
Total number of non-compliant curfew intrusions	14	20	30	30

Changes to Activity & Workload Highlights from 2012-2013 Adopted Budget: Yes1

^{*} Data for this measure is collected through the Airport-Wide Customer Web-Site Survey. The survey, which was conducted in 2011-2012, was suspended in 2012-2013 due to limited resources.

¹ Changes to Performance Measures from 2012-2013 Adopted Budget:

X "% of residents rating the Airport as a good environmental neighbor" was deleted as the measure was developed to monitor impact of the Acoustical Treatment (ACT) Program, Traffic Mitigation Projects, and the Master Plan. This program is now complete.

¹ Changes to Activity and Workload Highlights from 2012-2013 Adopted Budget:

^{+ &}quot;Total number of annual operations (take offs and landings)" was moved to the Airport Operations Core Service from the Strategic Support Core Service.

^{* &}quot;Total number of environmental noise complaints" was added to demonstrate the number of calls received by the Airport Noise Abatement Office. In 2011-2012, 30% of the calls were made by two individuals in two months.

^{*}Compliant operations as a percentage of total Airport operations" was deleted as the number of non-compliant operations will always be small compared to all other operations. Information on noise and curfew issues is available on the Airport's Website.

Performance Summary

Airport Planning and Development

Performance Measures

	2011-2012	2012-2013	2012-2013	2013-2014
	Actual	Target	Estimated	Target
% of capital projects contingent upon grant funding	N/A	N/A	21.0%	56.5%

Changes to Performance Measures from 2012-2013 Adopted Budget: Yes1

Activity and Workload Highlights

2011-2012 Actual	2012-2013 Forecast	2012-2013 Estimated	2013-2014 Forecast
\$25.99M	\$46.40M	\$45.40M	\$16.00M
\$1.08M	\$1.45M	\$1.09M	\$1.13M
85.7%	85.0%	89.0%	90.0%
	Actual \$25.99M \$1.08M	\$25.99M \$46.40M \$1.08M \$1.45M	Actual Forecast Estimated \$25.99M \$46.40M \$45.40M \$1.08M \$1.45M \$1.09M

Changes to Activity & Workload Highlights from 2012-2013 Adopted Budget: No

¹ Changes to Performance Measures from 2012-2013 Adopted Budget:

^{+ &}quot;% of capital projects contingent upon grant funding" was added to indicate the performance and development services associated with the Airport Capital Program.

Performance Summary

Strategic Support

Performance Measures

	2011-2012 Actual	2012-2013 Target	2012-2013 Estimated	2013-2014 Target
Air service market share	13.5%	14.0%	13.5%	14.0%
Airline cost per enplaned passenger*	\$12.29	\$11.95	\$12.41	\$11.76
% of customers reporting satisfaction with availability of flights and destinations that meet their travel needs	N/A**	90%	89%**	90%
% of residents reporting satisfaction with the quality and variety of Airport shops and restaurants	N/A**	85%	87%**	85%
% of customers/passengers rating overall Customer Service in food and beverage shops as good or excellent	84.9%	85%	N/A***	85%
% of customers/passengers rating the overall Customer Service in retail shops as good or excellent	85.2%	85%	N/A***	85%
	Airline cost per enplaned passenger* % of customers reporting satisfaction with availability of flights and destinations that meet their travel needs % of residents reporting satisfaction with the quality and variety of Airport shops and restaurants % of customers/passengers rating overall Customer Service in food and beverage shops as good or excellent % of customers/passengers rating the overall Customer Service in retail shops as good or	Air service market share Air service market share Airline cost per enplaned passenger* \$12.29 % of customers reporting satisfaction with availability of flights and destinations that meet their travel needs % of residents reporting satisfaction with the quality and variety of Airport shops and restaurants % of customers/passengers rating overall Customer Service in food and beverage shops as good or excellent % of customers/passengers rating the overall Customer Service in retail shops as good or	Air service market share 13.5% 14.0% Airline cost per enplaned passenger* \$12.29 \$11.95 % of customers reporting satisfaction with availability of flights and destinations that meet their travel needs % of residents reporting satisfaction with the quality and variety of Airport shops and restaurants % of customers/passengers rating overall Customer Service in food and beverage shops as good or excellent % of customers/passengers rating the overall Customer Service in retail shops as good or	Actual Target Estimated Air service market share 13.5% 14.0% 13.5% Airline cost per enplaned passenger* \$12.29 \$11.95 \$12.41 % of customers reporting satisfaction with availability of flights and destinations that meet their travel needs % of residents reporting satisfaction with the quality and variety of Airport shops and restaurants % of customers/passengers rating overall Customer Service in food and beverage shops as good or excellent % of customers/passengers rating the overall Customer Service in retail shops as good or

Changes to Performance Measures from 2012-2013 Adopted Budget: No

Activity and Workload Highlights

	2011-2012 Actual	2012-2013 Forecast	2012-2013 Estimated	2013-2014 Forecast
Total airline cost	\$51.28M	\$49.9M	\$52.0M	\$50.0M
Total regional air service market (passengers)	60.95M	60.9M	62.0M	63.8M
Total number of annual Airport passengers	8.26M	8.27M	8.40M	8.43M

Changes to Activity & Workload Highlights from 2012-2013 Adopted Budget: Yes1

^{*} Enplaned passengers are those passengers boarding an aircraft in scheduled service, including originating, stop-over, or connecting service.

^{**} Data for this measure is collected through the biennial City-Wide Survey, which was temporarily suspended in 2011-2012. However, the survey was completed in September 2013, and the results are incorporated into the 2012-2013 Estimated calculation for the 2013-2014 Adopted Budget, which will in turn be the 2012-2013 actual data for the 2014-2015 Proposed Budget.

^{***} Data for this measure is collected through the Airport-Wide Customer Web-Site Survey. The survey, which was conducted in 2011-2012, was suspended in 2012-2013 due to limited resources.

¹ Changes to Activity and Workload Highlights from 2012-2013 Adopted Budget:

X "Total number of annual operations (take offs and landings)" was moved to Airport Operations Core Service from Strategic Support Core Service.

Departmental Position Detail

Position	2012-2013 Adopted	2013-2014 Adopted	Change
Accountant II	1.00	1.00	
Accounting Technician	2.00	2.00	-
Administrative Assistant	1.00	1.00	_
Administrative Officer	1.00	1.00	_
Air Conditioning Mechanic	4.00	4.00	-
Air Service Development Manager	0.00	1.00	1.00
Airport Equipment Mechanic	6.00	6.00	-
Airport Maintenance Supervisor	4.00	4.00	-
Airport Operations Manager	4.00	4.00	-
Airport Operations Superintendent	5.00	5.00	-
Airport Operations Supervisor	12.00	14.00	2.00
Analyst II	5.00	5.00	-
Assistant Director of Aviation	1.00	1.00	-
Assistant to the Director	1.00	1.00	-
Associate Architect/Landscape Architect	1.00	1.00	_
Associate Engineer	0.00	1.00	1.00
Associate Engineering Technician	2.00	2.00	-
Building Management Administrator	1.00	1.00	-
CADD Technician	0.00	1.00	1.00
Contract Compliance Coordinator	1.00	1.00	-
Deputy Director of Aviation	4.00	5.00	1.00
Director of Aviation	1.00	1.00	
Division Manager	2.00	1.00	(1.00)
Electrician	5.00	5.00	- (
Engineer II	2.00	1.00	(1.00)
Environmental Services Specialist	1.00	1.00	- (,
Facility Repair Worker	4.00	4.00	-
Geographic Systems Specialist II	1.00	1.00	-
Information Systems Analyst	1.00	1.00	_
Maintenance Contract Supervisor	1.00	1.00	_
Maintenance Supervisor	1.00	1.00	
Maintenance Worker I	13.00	11.00	(2.00)
Maintenance Worker II	5.00	7.00	2.00
Marketing and Public Outreach Representative II	1.00	1.00	-
Network Engineer	2.00	2.00	-
Network Technician II	2.00	2.00	
Office Specialist I/II	6.00	4.00	(2.00)
	2.00	3.00	1.00
Painter Principal Accountant	1.00	1.00	1.00
	1.00	1.00	
Program Manager I Program Manager II	5.00	5.00	
	4.00	4.00	
Property Manager II	5.00	5.00	
Senior Account Clerk Senior Accountant	4.00	4.00	
	1.00	1.00	
Senior Airport Equipment Mechanic Senior Airport Operations Specialist	19.00	21.00	2.00

Departmental Position Detail

Position	2012-2013 Adopted	2013-2014 Adopted	Change
Senior Electrician	1.00	1.00	_
Senior Electronic Systems Technician	1.00	1.00	-
Senior Engineer	2.00	2.00	-
Senior Engineering Technician	4.00	3.00	(1.00)
Senior Geographic Systems Specialist	1.00	1.00	-
Senior Maintenance Worker	3.00	3.00	-
Senior Office Specialist	2.00	2.00	-
Senior Painter	1.00	0.00	(1.00)
Senior Planner	1.00	1.00	_
Senior Systems Applications Programmer	2.00	2.00	_
Senior Warehouse Worker	1.00	1.00	-
Sign Shop Technician	1.00	1.00	~
Staff Specialist	7.00	7.00	-
Supervising Applications Analyst	2.00	2.00	_
Supervising Property Manager	1.00	1.00	-
Supervisor, Trades	1.00	1.00	-
Warehouse Supervisor	1.00	1.00	-
Total Positions	184.00	187.00	3.00

