

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** John Aitken

**SUBJECT:** SEE BELOW

**DATE:** May 26, 2021

Approved



Date

5/27/2021

## 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, 2021**

## 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 Municipal Code's reporting guidelines, this memorandum details actions taken under the delegation of authority to the Director of Aviation for the second quarter of FY 2020-2021 (January 1 - March 31). During this reporting period, the Director of Aviation approved actions to execute: (1) concession agreement and (3) ground transportation permits.

This activity is summarized in Attachment A.

## COORDINATION

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

/s/  
JOHN AITKEN, A.A.E.  
Director of Aviation

For questions, please contact John Aitken, Director of Aviation at (408) 392-3610.

Attachment A

**ATTACHMENT A**

**ACTIONS TAKEN BY THE DIRECTOR OF AVIATION  
THIRD QUARTER OF FY 2020-2021 (JANUARY 1 - MARCH 31)**

<b>#</b>	<b>Date</b>	<b>Description of Contract</b>	<b>Muni Code Citation</b>	<b>Annual Value</b>	<b>Term</b>
1	2/1/2021	Small Concession Agreement between City of San José and SecurityPoint Media LLC	Section 25.08.1340 of the S.J.M.C.	\$210,000	2/1/2021 – 1/31/2024
2	2/16/2021	Execution of (3) Permits for Ground Transportation Provider	Section 25.08.710 of the S.J.M.C.	\$200 per Permit	2/16/2021 – 4/06/2021

