

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: John Aitken

SUBJECT: SEE BELOW

DATE: December 15, 2021

Approved



Date

12/16/21

INFORMATION

SUBJECT: REPORT ON ACTIVITIES UNDERTAKEN BY THE DIRECTOR OF AVIATION UNDER THE DELEGATION OF AUTHORITY ORDINANCE FOR THE PERIOD OF JULY 1 – SEPTEMBER 30, 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 first quarter of FY 2021-2022 (July 1 - September 30). During this reporting period, the Director of Aviation approved actions to execute: (1) airline-operating and lease agreement, (1) concession amendment, and (5) 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.

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
FIRST QUARTER OF FY 2021-2022 (JULY 1 - SEPTEMBER 30)**

#	Date	Description of Contract	Muni Code Citation	Annual Value	Term
1	8/5/2021	Frontier Airlines Non-Signatory Operating Agreement 10661-OA-19	Resolution 78954	N/A	8/5/2021 - 6/30/2029
2	9/20/2021	Ready Credit 2nd Amendment and Continuation to Small Concession Agreement 10618-CA-17-2	Section 25.08.1340 of the S.J.M.C.	\$9,000	4/3/2021 – 3/31/2024
7	7/27/2021	Execution of (5) Permits for Ground Transportation Providers	Section 25.08.710 of the S.J.M.C.	\$200 per Permit	7/27/2021 - 6/30/2023

