

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: John Aitken

SUBJECT: SEE BELOW

DATE: April 29, 2022

Approved



Date

5/2/2022

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, 2022

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 third quarter of FY 2021-2022 (January 1 - March 31). During this reporting period, the Director of Aviation approved actions to execute: one hanger lease amendment, two airport premise lease agreements and amendments, two small concession agreements and amendments, and five 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 2021-2022 (JANUARY 1 - MARCH 31)**

#	Date	Description of Contract	Muni Code Citation	Annual Value	Term
1	2/11/2022	Host International Inc. Lease of Airport Premises Agreement 10717-LE-21	Section 25.08.1340 of the S.J.M.C.	\$103,970	2/08/2022 - 6/30/2024
2	2/16/2022	American Airlines, Inc. 4th Amendment to Hanger Lease Agreement 10440-LE-11-4	Res. 78954	\$187,925	2/16/2022 - 6/30/2023
3	2/18/2022	AMS-SJC-JV dba Hudson Group Inc Small Concession Agreement 10714-CA-21	Section 25.08.1340 of the S.J.M.C.	\$154,000	2/18/2022 - 2/18/2025
4	2/23/2022	Prime Flight Aviation 4th Amendment to Lease of Airport Premises Agreement 10432-LE-10-4	Section 25.08.1340 of the S.J.M.C.	\$191,000	2/23/2022 - 10/31/2023
5	3/25/2022	Compass Group USA, Inc. dba Canteen 1st Amendment to Small Concession Agreement 10645-CA-19-1	Section 25.08.1340 of the S.J.M.C.	\$54,515	3/25/2022 - 4/30/2025
6-10	1/1/2022	Execution of (5) Permits for Ground Transportation Providers	Section 25.08.710 of the S.J.M.C.	\$200 per Permit	1/1/2022 – 3/31/2022