

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** John Aitken

**SUBJECT:** SEE BELOW

**DATE:** August 10, 2022

Approved



Date

08/12/22

## INFORMATION

**SUBJECT: REPORT ON ACTIVITIES UNDERTAKEN BY THE DIRECTOR OF AVIATION UNDER THE DELEGATION OF AUTHORITY ORDINANCE FOR THE PERIOD OF APRIL 1 – JUNE 30, 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 fourth quarter of FY 2021-2022 (April 1 - June 30). During this reporting period, the Director of Aviation approved actions to execute: (2) airport premise lease amendment, (1) ground lease amendment, (1) signatory operating agreement, and (4) 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  
FOURTH QUARTER OF FY 2021-2022 (APRIL 1 - JUNE 30)**

<b>#</b>	<b>Date</b>	<b>Description of Contract</b>	<b>Muni Code Citation</b>	<b>Annual Value</b>	<b>Term</b>
1	5/12/2022	Delta Air Lines, Inc. 3 <sup>rd</sup> Amendment to Lease of Airport Premises Agreement 10262-LE-07-3	Res. 78954	\$443,347	7/1/2019 – 6/30/2024
2	5/12/2022	Delta Air Lines, Inc. 3 <sup>rd</sup> Amendment to Lease of Airport Premises Agreement 10258-LE-07-3	Res. 78954	\$443,347	7/1/2019 – 6/30/2024
3	6/2/2022	Our City Forest 4 <sup>th</sup> Amendment to Ground Lease Agreement 10636-LE-18-4	Res. 80288	\$82,635 (per Option to Extend)	5/1/2022 - 4/30/2023
4	6/28/2022	British Airways Plc Signatory Operating Agreement 10721-OA-21	Res. 78954	\$119,818	6/1/2022 - 6/30/2029
5-8	4/1/2022 – 6/30/2022	Execution of (4) Permits for Ground Transportation Providers	Section 25.08.710 of the S.J.M.C.	\$200 per Permit	4/1/2022 – 6/30/2022

