DATE: February 4, 2020, Regular Meeting
TIME: 6:00 PM
PLACE: Conference Room 157
        County Government Center – 70 W. Hedding Street, 1st Floor
        San Jose, CA 95110

REVISED – AGENDA 1/28/2020 AT 2:33 P.M.

In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodations in this meeting should notify the Clerk of the Airports Commission no less than 24 hours prior to the meeting at (408) 299-5001, or TDD (408) 993-8272.

Please note: To contact the Commission and/or to inspect any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to all or a majority of the Board of Supervisors (or any other commission, or board or committee) less than 72 hours prior to that meeting, visit our website at http://www.sccgov.org or contact the Clerk at (408) 299-5001 or 70 W. Hedding Street, 10th Floor, East Wing, San Jose, CA 95110, during normal business hours.

Persons wishing to address the Commission on a regularly scheduled item on the agenda are requested to complete a request to speak form and give it to the Deputy Clerk. (Government Code Section 54953.3.) Individual speakers will be called by the Chairperson and are requested to limit their comments to two minutes. Groups of speakers on a specific item are asked to limit their total presentation to a maximum of twenty minutes for each side of the issue.

COMMUTE ALTERNATIVES: The Board of Supervisors encourages the use of commute alternatives including public transit, bicycles, carpooling, and hybrid vehicles.

For public transit trip planning information, contact the VTA Customer Service Department at (408) 321-2300 Monday through Friday between the hours of 6:00 a.m. to 7:00 p.m., and on Saturday from 7:30 a.m. to 4:00 p.m. Schedule information is also available on the web at www.vta.org.

Bicycle parking racks are available in the James McEntee, Sr., Plaza in front of the County Government Center building. If this Board or Commission does not meet in the County Government Center, please contact VTA for related routes.

Opening

1. Call to Order/Roll Call.

2. Public Comment.

   This item is reserved for persons desiring to address the Commission on any matter within the subject matter jurisdiction of the Commission that is not on this agenda. Members of the public who wish to address the Commission on any item not listed on the agenda should complete a Request To Speak Form and give it to the Deputy Clerk. The Chairperson will call individuals to speak in turn.

   Speakers are limited to the following: three minutes if the Chairperson or designee determines that five or fewer persons wish to address the Commission; two minutes if the Chairperson or designee determines that between six and fourteen persons wish to address the Commission; and one minute if the Chairperson or designee determines that fifteen or more persons wish to address the Commission.
The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action or response is requested, the Commission may place the matter on a future agenda.

**Regular Agenda - Items for Discussion**

3. Approve minutes of the December 3, 2019 Regular Meeting.

4. Discuss development of San Jose International Airport (SJC).

5. Receive quarterly staff report from Director of County Airports relating to County Airports Operations. (Peterson) (ID# 100132)

6. Receive Quarterly Noise Report from the Roads and Airports Department, Airports Division. (ID# 100133)


8. Receive verbal report from Director of County Airports relating to ongoing or planned projects for Reid-Hillview and San Martin Airports. (Peterson)

9. Discuss status of other Bay Area airports in relation to County Airports.

10. Receive verbal report from Commission liaison to Airport Land Use Commission (ALUC). (Blake)

11. Consider recommendations relating to the Airports Commission Work Plan for Fiscal Year July 1, 2020 through June 20, 2021 (FY 2021), to be submitted to the Clerk of the Board by April 1, 2020, and subsequently forwarded to the Board of Supervisors through the Housing, Land Use, Environment, and Transportation Committee. (ID# 100176)

   Possible action:
   
   a. Discuss and approve the Airports Commission Work Plan for FY 2021.

   OR

   b. Authorize a Commissioner to prepare a draft Work Plan for Commission consideration.

   OR

   c. Approve the establishment of an adhoc committee to prepare a draft Work Plan for Commission consideration and appoint Commissioners to serve on the committee.

12. Propose future agenda items.

13. Announcements and correspondence:

   a. Chairperson's announcements.

   b. Announcements from Commissioners and staff.
c. There are currently no vacancies on the Commission. For Internet access to the vacancies list and applications visit www.sccgov.org/sites/cob/bnc/.

d. The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses incurred during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at (408) 299-5001.

Adjourn

14. Adjourn to the next regular meeting on Tuesday, April 7, 2020 at 6:00 p.m. in Room 157, County Government Center, 70 West Hedding Street, San Jose.
DATE: December 3, 2019, Regular Meeting  
TIME: 6:00 PM  
PLACE: Conference Room 157  
County Government Center – 70 W. Hedding Street, 1st Floor  
San Jose, CA 95110

MINUTES

Opening

1. Call to Order/Roll Call.

Chairperson Carr called the meeting to order at 6:00 pm. A quorum was present.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bud Beacham</td>
<td>Commissioner</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>E. Ronald Blake</td>
<td>Vice Chairperson</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>John Carr</td>
<td>Chairperson</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Keith Graham</td>
<td>Commissioner</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Gregory Hobbs</td>
<td>Commissioner</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Mike Kasperzak</td>
<td>Commissioner</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Julia Miller</td>
<td>Commissioner</td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>

2. Public Comment.

No public comments were received.

Regular Agenda - Items for Discussion

3. Approve minutes of the October 1, 2019 Regular Meeting.

Approved as amended to replace the second half of the second sentence in Item No. 4 to read: "...data collected by the Federal Aviation Administration (FAA) is updated on a continuous manual basis from airport towers and further stated that the data utilized in this report is based upon FAA data collection."

3 RESULT: APPROVED AS AMENDED [5 TO 0]  
MOVER: Mike Kasperzak, Commissioner  
SECONDER: Gregory Hobbs, Commissioner  
AYES: Blake, Carr, Graham, Hobbs, Kasperzak  
ABSENT: Beacham, Miller

4. Consider recommendations relating to correspondence regarding Reid-Hillview Airport. (ID# 99492)
Possible action:

a. Discuss correspondence from Roads and Airports Department and the Federal Aviation Administration (FAA) relating to Reid-Hillview Airport.

b. Authorize the Chairperson of the Airports Commission to submit a response from the Commission to the Housing Land Use, Environment, and Transportation Committee.

Discussion ensued relating to the Roads and Airports Department response to correspondence from the FAA, compliancy issues relating to maintenance at County Airports, and grant funding acceptance relating to County Airports.

In response to an inquiry by Chairperson Carr, Eric Peterson, Director of County Airports, Roads and Airports Department, advised that the Department will develop a new proposal during the budget process to address maintenance issues. He further advised that efforts are underway to address maintenance items that are identified in the FAA letter and advised that the County is utilizing available assets to resolve maintenance issues.

Two individuals addressed the Commission.

The Commission approved authorizing Chairperson Carr to submit a response from the Commission to the Housing, Land Use, Environment, and Transportation Committee.

4 RESULT: APPROVED [5 TO 0]
MOVER: Keith Graham, Commissioner
SECONDER: John Carr, Chairperson
AYES: Blake, Carr, Graham, Hobbs, Kasperzak
ABSENT: Beacham, Miller

5. Approve Airports Commission meeting schedule for calendar year 2020. (ID# 99481)

5 RESULT: APPROVED [5 TO 0]
MOVER: Mike Kasperzak, Commissioner
SECONDER: Keith Graham, Commissioner
AYES: Blake, Carr, Graham, Hobbs, Kasperzak
ABSENT: Beacham, Miller

6. Receive quarterly staff report from Director of County Airports relating to County Airports Operations. (Peterson) (ID# 99319)

Considered concurrently with Item No. 11.

Mr. Peterson provided information relating to interest with two skydiving operators at San Martin Airport, skydiving profitability and insurance requirements at Reid-Hillview Airport (RHV). Discussion ensued relating to length and flexibility of Fixed Base
Operator (FBO) leases at County Airports, the current wait list for hangars, upcoming aviation events, and staffing changes.

Mr. Peterson reported that a small paving project to replace failing asphalt at RHV began October 28, 2019 and will take approximately three weeks to repair. In response to an inquiry by Chairperson Carr, Mr. Peterson reported that damage from the collapsed landing gear at the Beechcraft Bonanza was not substantial. Finally, Mr. Peterson provided information relating to revenues, expenses, and delinquent fees.

6 RESULT: RECEIVED

7. Receive Quarterly Noise Report from the Roads and Airports Department, Airports Division. (ID# 99215)

Mr. Peterson provided an overview of the written Quarterly Noise Report, and noted that all of the noise complaints recorded were from one individual.

7 RESULT: RECEIVED


Walt Gyger, Vice President, CAAPSO, expressed concern relating to issues surrounding RHV and recommended that the Commission communicate concerns with newly appointed Supervisors as they come to office. In response to an inquiry from Chairperson Carr, Mr. Gyger advised that outreach for community involvement will be addressed through active marketing efforts. Finally, Mr. Gyger provided an update relating to the Disaster Airlift Response Team (DART) and noted the success of the recent DART event.

8 RESULT: RECEIVED

9. Receive report from fixed base operator at Reid-Hillview Airport.

No report was received.

10. Receive verbal report from Director of County Airports relating to ongoing or planned projects for Reid-Hillview and San Martin Airports. (Peterson)

Mr. Peterson advised that current County Airport projects include an update for lighting and signage at RHV and San Martin Airport, a potential ramp paving project, and defective reflector replacements on taxiway Z of RHV. He advised of the pending report by Gensler, to assess redevelopment of RHV. Finally, Mr. Peterson reported that the request from Santa Clara Valley Water District (SCVWD) to purchase property in San Martin will likely move forward and that SCVWD is conducting a flood control project in that area. Discussion ensued relating to the property release request from the Santa Clara Valley Transportation Authority (VTA) Light Rail project in RHV.

10 RESULT: RECEIVED
11. Receive status update from the Director of County Airports relating to lease holders at County Airports. (Peterson)

   Considered concurrently with Item No. 6.

12. Discuss status of other Bay Area airports in relation to County Airports.

   Vice Chairperson Blake advised that a pilot was denied access to San Jose Airport (SJC) to conduct pattern work. Commissioner Hobbs advised that due to the increased operations and workload at SJC, the availability of general aviation operations are impacted.

| 12 RESULT: RECEIVED |

13. Receive verbal report from Commission liaison to Airport Land Use Commission (ALUC). (Blake)

   Vice Chairperson reported that at the recent ALUC regular meeting, a developer proposed building a four-story data center at the end of an SJC runway.

| 13 RESULT: RECEIVED |

14. Propose future agenda items.

   No items were proposed.

15. Announcements and correspondence:

   a. Chairperson's announcements.

      Chairperson Carr made no announcements.

   b. Announcements from Commissioners and staff.

      No announcements were made.

   c. There are currently no vacancies on the Commission. For Internet access to the vacancies list and applications visit www.sccgov.org/sites/cob/bnc/.

   d. The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses incurred during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at (408) 299-5001.

16. Adjourn to the next regular meeting on Tuesday, February 4, 2020 at 6:00 p.m. in Room 157, County Government Center, 70 West Hedding Street, San Jose.

   The meeting was adjourned at 7:37 p.m.
16 RESULT: ADJOURNED [5 TO 0]
MOVER: E. Ronald Blake, Vice Chairperson
SECONDER: Keith Graham, Commissioner
AYES: Blake, Carr, Graham, Hobbs, Kasperzak
ABSENT: Beacham, Miller

Respectfully Submitted,

Cynthia Freitas
Deputy Clerk
DATE: February 4, 2020
TO: Airports Commission
FROM: Harry Freitas, Director, Roads and Airports
SUBJECT: Airports Quarterly Staff Report

RECOMMENDED ACTION
Receive quarterly staff report from Director of County Airports relating to County Airports Operations. (Peterson)

FISCAL IMPLICATIONS
There is no fiscal impact to the General Fund or the Airport Enterprise Fund.

CONTRACT HISTORY
None.

REASONS FOR RECOMMENDATION
As requested by the Airports Commission, the Roads and Airports Department is submitting a quarterly Airports Division staff report.

ATTACHMENTS:
- Q4 2019 (PDF)
ROADS AND AIRPORTS DEPARTMENT
Airports Division
4th Quarter Staff Report
October, November, December 2019

Skydiving
The County continues to work with two interested skydiving operators as they work to provide all the necessary documentation, including insurance.

Repairs/Projects in Process
Fence Repair
The RHV gate that was destroyed in a vehicle accident is undergoing final installation of hardware and is expected to be operational by the end of January.

FBO Leases
Staff has begun the process of hiring a consultant to assist creating a new FBO lease for San Martin and to assist in modifications to the RHV FBO leases.

Staffing Changes
We continue to have one Airport Operations Worker out on long-term leave. A fifth operations worker has been hired under a 1-year provisional position and will begin employment with County Airports towards the end of January.

Projects
Both RHV and E16 Disaster Airlift Response Teams (DART) participated in a state-wide DART exercise on October 26, 2019.

A small paving project to replace the failing asphalt between the ends of the hangars and taxiway Z and on the southern side of the shelter parking area at Reid-Hillview begin October 28th and was finalized in December. In addition to pavement, staff repainted the parking spaces and replaced tie-down ropes for the shelter parking area.

The 2020 Reid-Hillview Airport Day has been set for August 29th.

Accidents and Incidents

RHV – DEC 19th
At 11:30 a Cessna 152 experienced rudder difficulty and ran off the side of Runway 31R. There were no injuries to the pilot and no damage to the aircraft or
property. The aircraft was pushed back onto the runway and taxied back to the FBO under its own power.

RHV – DEC 31st
At 1500 hours a Piper PA-28 Arrow aircraft landed gear-up on runway 31L. The pilot, who was the sole occupant of the aircraft, was uninjured. The aircraft received substantial damage and the runway was damaged with several gouge marks from the propeller. A minor fuel spill occurred which was quickly contained by airport staff with the on-truck fuel spill kit. After release by the NTSB the aircraft was raised on jack stands, the gear was lowered, and the aircraft towed back to the County shelters. The minor damage to the runway was repaired by airport staff.
RHV – DEC 31st
Airport staff noted during the morning safety inspection that minor damage had occurred to the perimeter fence located south of the Boys and Girls Club and adjacent to Gate R-19. Airport staff subsequently repaired the fence.
Report Date: 
Reporting Period: July 1 -- September 31, 2019

<table>
<thead>
<tr>
<th>Parking</th>
<th>Reid-Hillview Airport</th>
<th>San Martin Airport</th>
<th>Airport System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hangar</td>
<td>Shelter</td>
<td>Tie-Down</td>
</tr>
<tr>
<td>Total Spaces</td>
<td>144</td>
<td>52</td>
<td>173</td>
</tr>
<tr>
<td>Occupied</td>
<td>145</td>
<td>47</td>
<td>40</td>
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<tr>
<td>Vacant</td>
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<td>5</td>
<td>133</td>
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<td>Account Closures</td>
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<tr>
<td>New Accounts</td>
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<td>0</td>
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</table>

Waiting Lists

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<tr>
<th></th>
<th>Total Applicants</th>
<th>Inactive</th>
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<tbody>
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<td>Number of Applicants</td>
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<td>0</td>
</tr>
<tr>
<td>Number of Inactive</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Inactive</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Revenue & Expenditures YTD

<table>
<thead>
<tr>
<th></th>
<th>Reid-Hillview Airport</th>
<th>San Martin Airport</th>
<th>Airport System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of fiscal year elapsed</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Percent of accrued annual revenue (Obj 2)</td>
<td>26%</td>
<td>26%</td>
<td>26%</td>
</tr>
<tr>
<td>Revenue Estimated</td>
<td>1,365,050</td>
<td>659,500</td>
<td>2,524,550</td>
</tr>
<tr>
<td>Revenue Realized</td>
<td>486,410</td>
<td>171,342</td>
<td>657,752</td>
</tr>
<tr>
<td>Percent Object 1 expended (personnel)</td>
<td>$141,547</td>
<td>24%</td>
<td>$1,677</td>
</tr>
<tr>
<td>Percent Object 2 expended (general expenses)</td>
<td>$51,107</td>
<td>17%</td>
<td>$27,499</td>
</tr>
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Aging Report

<table>
<thead>
<tr>
<th>Days Late</th>
<th>Account Qty</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>8</td>
<td>$7,558</td>
</tr>
<tr>
<td>90</td>
<td>2</td>
<td>$5,185</td>
</tr>
<tr>
<td>120</td>
<td>3</td>
<td>$10,385</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td>$23,529</td>
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<table>
<thead>
<tr>
<th>Days Late</th>
<th>Account Qty</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>$3,026</td>
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<tr>
<td>2</td>
<td>1</td>
<td>$4,433</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>$5,851</td>
</tr>
<tr>
<td>Total</td>
<td>7</td>
<td>$13,309</td>
</tr>
</tbody>
</table>

* where applicable, total includes administration expenses
SAN MARTIN AIRPORT TOTAL OPERATIONS
2015 THROUGH JUNE OF 2019
DATE: February 4, 2020
TO: Airports Commission
FROM: Harry Freitas, Director, Roads and Airports
SUBJECT: County Airports Quarterly Noise Report

RECOMMENDED ACTION
Receive Quarterly Noise Report from the Roads and Airports Department, Airports Division.

FISCAL IMPLICATIONS
There is no fiscal impact to the General Fund or the Airport Enterprise Fund.

CONTRACT HISTORY
None.

REASONS FOR RECOMMENDATION
The Airports Commission has requested that the County Airports Quarterly Noise Report be agendized for the Commission’s review on a quarterly basis.

CHILD IMPACT
The recommended action will have no/neutral impact on children and youth.

SENIOR IMPACT
The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS
The recommended action will have no/neutral sustainability implications.

BACKGROUND
Staff documents all complaints, and where possible establishes communications with the complainant to secure additional information or to answer specific questions regarding aircraft operations. When sufficient information is available, staff will contact an aircraft operator to determine if the aircraft was operated outside of normal flight procedures or if corrective action is warranted.

During the fourth quarter of 2019, which covers the months of October, November and December, there were twelve noise referrals for Reid-Hillview Airport, and no referral for
San Martin Airport (attachment). One complainant accounted for all but one of the referrals with sixteen individual phone calls\(^1\) related to activity at Reid-Hillview Airport.

There were 48,825 operations (takeoffs and landings) during the quarter at Reid-Hillview, which equates to one referral for every 4,068 operations. There were 9,692 operations at San Martin Airport.

<table>
<thead>
<tr>
<th></th>
<th>RHV Ops.</th>
<th>E16(^2) Ops.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>17,894</td>
<td>577</td>
<td>3,272</td>
</tr>
<tr>
<td>Aug</td>
<td>16,727</td>
<td>558</td>
<td>3,430</td>
</tr>
<tr>
<td>Sep</td>
<td>14,204</td>
<td>458</td>
<td>2,990</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48,825</strong></td>
<td><strong>531</strong></td>
<td><strong>9,692</strong></td>
</tr>
</tbody>
</table>

**ATTACHMENTS:**
- 4Q19 Referrals (PDF)

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\(^1\) Multiple calls in one day from one caller are counted as one referral.

\(^2\) Estimated using recorded E16 Unicom radio calls.
## Quarterly Noise Referrals

<table>
<thead>
<tr>
<th>Airport</th>
<th>Date</th>
<th>Time</th>
<th>Nature of Complaint</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHV</td>
<td>10/4/2019</td>
<td>10:59:00 PM</td>
<td>Mr. B from East San Jose left a message on the County Airports noise referral voicemail. Mr. B stated that there was a departure from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Friday, October 4. A Cessna aircraft conducted a right-downwind departure at the time specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>10/6/2019</td>
<td>10:29:00 PM</td>
<td>Mr. B from East San Jose left two (2) messages on the County Airports noise referral voicemail. Mr. B stated that there were departures from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Sunday, October 6. A Citaabria aircraft conducted two takeoffs at the times specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>10/7/2019</td>
<td>10:53:00 PM</td>
<td>Mr. B from East San Jose left a message on the County Airports noise referral voicemail. Mr. B stated that there were departures from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Monday, October 7. A Cessna 172 aircraft conducted a right-downwind arrival at the time specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>10/10/2019</td>
<td>10:16:00 PM</td>
<td>Mr. B from East San Jose left two (2) messages on the County Airports noise referral voicemail. Mr. B stated that there were departures from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Thursday, October 10. A Cessna 172 aircraft conducted two takeoffs at the times specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>10/18/2019</td>
<td>11:07:00 PM</td>
<td>Mr. B from East San Jose left three (3) messages on the County Airports noise referral voicemail. Mr. B stated that there were departures from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Friday, October 18. A Cessna 152 aircraft conducted three takeoffs at the times specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>10/20/2019</td>
<td>10:09:00 PM</td>
<td>Mr. B from East San Jose left a message on the County Airports noise referral voicemail. Mr. B stated that there was a departure from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Sunday, October 20. A Cessna 152 aircraft conducted a departure at the time specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>10/24/2019</td>
<td>10:36:00 PM</td>
<td>Mr. B from East San Jose left a message on the County Airports noise referral voicemail. Mr. B stated that there was a departure from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Thursday, October 24. A Cessna 152 aircraft conducted a straight-out departure at the time specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>11/1/2019</td>
<td>11:00:00 PM</td>
<td>Mr. B from East San Jose left a message on the County Airports noise referral voicemail. Mr. B stated that there was a departure from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Tuesday, October 1. A Cessna 172 aircraft conducted a right-downwind missed-approach at the time specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>12/6/2019</td>
<td>10:06:00 PM</td>
<td>Mr. B from East San Jose left a message on the County Airports noise referral voicemail. Mr. B stated that there was a departure from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Monday, December 16. A Piper Cherokee aircraft conducted a right-downwind departure at the time specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>12/12/2019</td>
<td>9:00:00 AM</td>
<td>Mr. K called airport operations to complain about low flying aircraft over his house at night and between 0900 and 1000 hours.</td>
<td>Airport staff spoke with Mr. K and discussed the nature of the aircraft operations in question. Airport staff also advised the caller that a noise report will be filed on his behalf. Mr. K will call back if noise issues continue.</td>
</tr>
</tbody>
</table>
### Quarterly Noise Referrals

<table>
<thead>
<tr>
<th>Airport</th>
<th>Date</th>
<th>Time</th>
<th>Nature of Complaint</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHV</td>
<td>12/22/2019</td>
<td>10:08:00 PM</td>
<td>Mr. B from East San Jose left a message on the County Airports noise referral voicemail. Mr. B stated that there was a departure from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the evening of Friday, November 22. A Cessna aircraft conducted a right-crosswind departure at the time specified by the caller. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
<tr>
<td>RHV</td>
<td>12/31/2019</td>
<td>11:52:00 PM</td>
<td>Mr. B from East San Jose left two (2) messages on the County Airports noise referral voicemail. Mr. B stated that there were departures from RHV Airport post 10:00 pm.</td>
<td>Airport staff reviewed ATC radio transmissions and available radar data for the late evening of Tuesday, January 31. Two Separate Cessna aircraft conducted departures at the times specified by the callers. The caller did not reference an aircraft operation contrary to County or Federal rules and regulations. No further action was taken.</td>
</tr>
</tbody>
</table>
DATE: February 4, 2020
TO: Airports Commission
FROM: Cynthia Freitas,
SUBJECT: Work Plan for FY 2021

RECOMMENDED ACTION
Consider recommendations relating to the Airports Commission Work Plan for Fiscal Year July 1, 2020 through June 20, 2021 (FY 2021), to be submitted to the Clerk of the Board by April 1, 2020, and subsequently forwarded to the Board of Supervisors through the Housing, Land Use, Environment, and Transportation Committee.

Possible action:
   a. Discuss and approve the Airports Commission Work Plan for FY 2021.
      OR
   b. Authorize a Commissioner to prepare a draft Work Plan for Commission consideration.
      OR
   c. Approve the establishment of an adhoc committee to prepare a draft Work Plan for Commission consideration and appoint Commissioners to serve on the committee.

ATTACHMENTS:
   • Work Plan Instructions  (PDF)
   • Airports Commission Fiscal Year 2019-2020 Work Plan  (PDF)
Instructions for Completion of Annual Boards & Commissions Work Plans
and
Prior Year Accomplishments

A committee comprised of Board Policy Aides and the Office of the Clerk of the Board have
developed a standard template for use by Boards and Commissions in completing their annual
work plans. A significant change is that work plans will be based on a fiscal year rather than a
calendar year. The new work plans are to be completed by each Board and Commission and
approved at a regular Board or Commission meeting no later than April 1 of each year. The
Clerk’s Office will then transmit the work plans to the appropriate Board Committee for review
in May of each year and to the Board of Supervisors for approval in June.

Please use the following instructions when completing the work plans:

Cover Sheet (Page 1)

This area should include the name of the Board or Commission, the timeframe covered by the
work plan (i.e. Fiscal Year 2007 July 1, 2006 – June 30, 2007) members’ names, chair’s name,
and vacancies as of April 1. Do not put commissioner addresses or phone numbers on the work
plan. The Board offices have access to that information if necessary. This page will need to be
updated each year.

Mission Statement: (Page 2)

This area of the work plan should clearly state the mission of the Board or Commission. This
information may be extracted from the enabling legislation (i.e. Ordinance, Board action,
Resolution) that formed the Board or Commission or may be a purpose statement approved by
the Board or Commission and derived from the enabling legislation. This section may also
contain the roles and responsibilities of the Board or Commission. This page may not need to be
updated each year.

Historical Background: (Page 2)

This area should provide the reader with some historical information about the Board or
Commission (i.e. when it was formed, issues of focus in years’ past, significant outcomes of
work by the Board or Commission. NOTE: Accomplishments from the previous year should not
be discussed here – there is another area on the work plan where this is done. This page may not
need to be updated each year.
Fiscal Year Work Plan: (Page 3)

This area should provide the goals/objectives (no more than 5) of the work plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments: (Page 4)

This area should address the prior year work plan accomplishments including the goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5)

This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.
COUNTY OF SANTA CLARA

Airports Commission

FISCAL YEAR 2019-2020 WORK PLAN

AND

2018-2019 ACCOMPLISHMENTS

Members
John Carr – Chairperson
Bud Beacham
E. Ronald Blake
Keith Graham
Gregory Hobbs
Julia Miller
MISSION STATEMENT:

The Airports Commission is an advisory body to the Board of Supervisors. Its purpose is to provide policy guidance to the Board of Supervisors on the planning and operation of General Aviation airports operated by the County of Santa Clara; to provide a public forum for all parties interested in County airport planning and operations, and to establish effective working relationships with the various community and government organizations concerned with airport operations in Santa Clara County.

HISTORICAL BACKGROUND:

The Airports Commission was established by Ordinance No. NS-300.359 (County Ordinance Code Section A6-103 -- A6-111), adopted August 17, 1982 by the Board of Supervisors.
## FISCAL YEAR 2020 WORK PLAN

<table>
<thead>
<tr>
<th>GOAL/OBJECTIVE</th>
<th>PROPOSED ACTIVITIES</th>
<th>PRIORITY RANKING</th>
<th>TIMELINE FOR COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop BP proposal for FBO/SASO lease extension</td>
<td>• Impact on budget and operational concerns</td>
<td>1</td>
<td>2019</td>
</tr>
<tr>
<td>2. Obtain property releases for non-used parcels from FAA</td>
<td>• Impact on budget and operational concerns</td>
<td>2</td>
<td>2020</td>
</tr>
<tr>
<td>3. Revise tie-down storage fees</td>
<td>• Impact on budget and operational concerns</td>
<td>3</td>
<td>2019</td>
</tr>
<tr>
<td>4. Provide Annual Report to BOS at end of fiscal year</td>
<td>• Impact on budget and operational concerns</td>
<td></td>
<td>2020</td>
</tr>
</tbody>
</table>
## PRIOR YEAR ACCOMPLISHMENTS

<table>
<thead>
<tr>
<th>GOAL/OBJECTIVE</th>
<th>ACTIVITIES SUPPORTING GOAL</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resurfacing efforts at County Airports</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>2. Reduction in delinquent accounts</td>
<td></td>
<td>To continue through 2019</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ONGOING PROJECTS

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ACTIVITIES</th>
</tr>
</thead>
</table>
| 1. Review; provide recommendations and follow-up as appropriate regarding various reports, studies, applications, and environmental reviews. | • Budget.  
• Environmental study review.  
• Lead studies (EPA).  
• Federal Aviation Administration (FAA) grant applications.  
• Staff reports. |
| 2. Continue to receive quarterly staff reports regarding operations and property management at the County Airports. | • Encourage enhancement and development of the airport.  
• Advise on issues such as occupancy status, property management policies and ongoing monitoring of revenue streams that are important to the long-term viability of the airports system and enterprise fund. |
| 3. Strive to enhance communications with the airport staff and the Board of Supervisors on vital issues. | Vital issues include, but are not limited to:  
• Compatible planning for future economic development.  
• Noise abatement and pilot education programs.  
• Budget and financial issues.  
• Airspace plans and procedures.  
• FBO lease issues.  
• Airport security.  
• Solar energy generation. |
| 4. Monitor activity at other Bay Area airports (e.g. Moffett Field, MTC’s RAPC) | • Impact on Santa Clara County Airports. |
| 5. Monitor Bay Area Land Use Activities. | • Impact on Santa Clara County Airports. |
| 6. Receive and review bi-annual reports from the RHV air quality monitoring system | • Impact on local residential neighborhoods |