



# Memorandum

TO: HONORABLE MAYOR AND  
CITY COUNCIL

FROM: Ralph G. Tonseth  
Director of Aviation

SUBJECT: **HOST OFFICE LEASE  
AMENDMENT TO EXTEND**

DATE: March 8, 2004

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Approved

Date

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**COUNCIL DISTRICT:** Citywide

## **RECOMMENDATION**

Approval of an amendment to extend the term of an office lease with HMS Host through June 30, 2009, with a minimum annual revenue to the City in the amount of \$45,525.

## **BACKGROUND**

In late 2000, HMS Host requested terminal office space in addition to that included in their concession agreement, which proved inadequate for Host's needs. Host first used the leased space for its General Manager's office and later, after a new Manager's Office was built out in the Terminal C basement level, the space was converted for use by Host's HR manager, and for conducting interviews and training.

## **ANALYSIS**

The leased space was originally unimproved. Host constructed two adjacent offices in the space, and has kept the space well maintained. There are no other tenants currently interested in leasing the space in question. We therefore propose amending the lease agreement to extend to term to expire on June 30, 2009. That will make the expiration coterminous with the Host concession agreement.

## **AIRPORT MASTER PLAN CONSISTENCY**

The San José Municipal Code requires that capital projects at the Airport be consistent with the adopted Airport Master Plan. The proposed amendment to extend is a continuation of an

existing use of the leased space, and involves no capital improvements or alterations. It is therefore consistent with the Airport Master Plan.

**PUBLIC OUTREACH**

Not Applicable.

**COORDINATION**

This memo has been coordinated with the City Attorney's Office.

**COST IMPLICATIONS**

The amendment to extend involves no cost to the City.

**CEQA**

Resolution Nos. 67380 and 71451

RALPH G. TONSETH  
Director of Aviation  
Airport Department

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