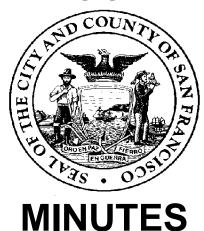
SAN FRANCISCO AIRPORT COMMISSION



December 22, 2015 Special Meeting 9:00 A.M.

Room 400 - City Hall #1 Dr. Carlton B. Goodlett Place (400 Van Ness Avenue) City and County of San Francisco

EDWIN M. LEE, MAYOR

COMMISSIONERS

LARRY MAZZOLA

President

LINDA S. CRAYTON

Vice President

ELEANOR JOHNS

RICHARD J. GUGGENHIME

PETER A. STERN

JOHN L. MARTIN Airport Director

SAN FRANCISCO INTERNATIONAL AIRPORT SAN FRANCISCO, CALIFORNIA 94128

Minutes of the Airport Commission Special Meeting of December 22, 2015

CALENDAR AGENDA			RESOLUTION	
SECTION	ITEM		NUMBER	
A.		CALL TO ORDER:		4
B.		ROLL CALL:		4
C.		ADOPTION OF MINUTES: Regular meeting of December 1, 2015	15-0276	4
D.		ITEMS INITIATED BY COMMISSIONERS:		4
E.	1.	ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE: Accept Proposals for Terminal 3 Pop-Up Retail Concession Program	15-0263	4-5
F.	2.	CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS: Award Professional Services Contract 50043 - As-Needed Airport Planning Services - Landrum & Brown, Inc.	15-0264	5
	3.	Issue RFQ/P for Professional Services Contract 9322.41 - Project Management Support Service - Renovation of Cargo Buildings 900 & 944 Project	S	5
	4.	Bid Call - Contract 11165.61 - Construction Service for the International Terminal Media Room Project		5
	5.	Award Professional Services Contract 8623.50 - As-Needed Geotechnical Engineering Support Services - AGS, Inc.	15-0267	5-6
	6.	Establish a Pool of Pre-Qualified Consultants to Provide National Environmental Policy Act (NEP Planning Services on an As-Needed Basis	'A) 15-0268	6
	7.	Issue RFP for Contract 50085 for Staffing and Managing the Curbside Management Program	15-0269	6-7
	8.	Reject Proposals Received for Terminal 3 Retail Marketplace Lease and Termination of the RFP	15-0270	7
	9.	Modification No. 3, to Contract 8840 - Acoustica Engineering Services - BridgeNet International	l 15-0271	7
	10.	Accept Bids for Domestic Terminals 1 and 3 Automated Teller Machines (ATMs) Lease	15-0272	7
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	11.	Accept Bids for International Terminal Automated Teller Machines (ATMs) Lease	15-0273	7
	12.	Modification No. 1 to US Airways, Inc.'s 2011 Lease and Use Agreement No. L10-0276 to Terminate the Agreement	15-0274	7-8
	13.	Approve a 2011 Lease and Use Agreement with Qantas Airways Limited	15-0275	8
G.		NEW BUSINESS:		8
H.		CORRESPONDENCE:		8
l.		CLOSED SESSION:		8
J.		ADJOURNMENT:		9

AIRPORT COMMISSION SPECIAL MEETING MINUTES December 22, 2015

A. CALL TO ORDER:

The regular meeting of the Airport Commission was called to order at 9:00 AM in Room 400, City Hall, San Francisco, CA.

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B. ROLL CALL:

Present: Hon. Larry Mazzola, President

Hon. Linda S. Crayton, Vice President

Hon. Eleanor Johns

Hon. Richard J. Guggenhime

Hon. Peter A. Stern

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C. ADOPTION OF MINUTES:

The minutes of the regular meeting of meeting of December 1, 2015 were adopted unanimously.

No. 15-0276

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D. ITEMS INITIATED BY COMMISSIONERS:

There were no items initiated by Commissioners.

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- E. ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE: Item No. 1 was moved by Commissioner Crayton and seconded by Commissioner Guggenhime. The vote to approve was unanimous.
 - 1. <u>Authorization to Accept Proposals for the Terminal 3 Pop-Up Retail Concession Program</u>

No. 15-0263 Resolution authorizing staff to accept proposals for the Terminal 3 Pop-Up Retail Concession Program.

Mr. Leo Fermin, Chief Business & Finance Officer said two years ago you approved the creation of a Pop-Up Retail program to give small and local businesses an opportunity to test the market at the Airport. The program began with two retailers with the opening Boarding Area E in January of last year. Two retailers replaced the original two, and now we have two more retailers in the two spaces. From the original pool, one more retailer will be placed when one space is freed up. We now have to establish a new pool of retailers to be ready to be placed from May 2016 onward. We outreached to over 100 local ethnic Chambers of Commerce, community and ethnic media, community organizations and small

business advocacy organizations. Staff also directly contacted 57 individual owners of local shops in the Bay Area. An informational conference was held on November 10. Fourteen retailers attended and there were no comments or recommendations regarding the proposed terms. We now request your approval to accept proposals for round 2 of the program, and we will return to you for approval to place the retailers from the pool into each of the two spaces next May.

Commissioner Crayton ... these are only for Pop-Up retail spaces at the Airport?

Mr. Fermin replied yes. They are the two spaces in Boarding Area E as you walk down the Concourse on the left.

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- F. CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS:
 - The Consent Calendar, Item Nos. 2 through 13, was moved by Commissioner Guggenhime and seconded by Commissioner Stern. The vote to approve was unanimous.
 - 2. <u>Award of Professional Services Contract No. 50043 As-Needed Airport Planning Services Landrum & Brown, Inc. \$1,700,000</u>

No. 15-0264 Resolution awarding a professional services contract

to Landrum & Brown, Inc. to provide As-Needed Airport Planning Services in a total contract amount not to exceed \$1,700,000 for a five-year term.

3. <u>Authorization to Issue a Request for Qualifications/Proposals for Professional Services Contract No. 9322.41 - Project Management Support Services for the Renovation of Cargo Buildings 900 and 944 Project</u>

No. 15-0265 Resolution authorizing the Director to issue a RFQ/P

for Professional Services Contract No. 9322.41, Project Management Support Services for the Renovation of Cargo Buildings 900 and 944 Project.

4. <u>Bid Call - Contract No. 11165.61 - Construction Services for the International Terminal Media Room Project</u>

No. 15-0266 Resolution approving the scope, budget, and

schedule for Contract No. 11165.61, Construction Services for the International Terminal Media Room Project, and authorizing the Director to call for bids.

5. <u>Award of Professional Services Contract No. 8623.50 - As-Needed Geotechnical Engineering Support Services - AGS, Inc. - \$580,000</u>

No. 15-0267 Resolution awarding Professional Services Contract

Approval of a 2011 Lease and Use Agreement with Qantas Airways Limited No. 8623.50, As-Needed Geotechnical Engineering Support Services, to AGS, Inc., in an amount not to exceed \$580,000 and a five year contract duration.

6. <u>Authorization to Establish a Pool of Pre-Qualified Consultants to Provide National Environmental Policy Act (NEPA) Planning Services on an As-Needed Basis</u>

No. 15-0268

Resolution establishing a pool of pre-qualified consultants to provide NEPA Planning Services on an as-needed basis and authorizing staff to negotiate contracts during the duration of the pool as scopes of work are identified.

7. <u>Authorization to Issue a Request for Proposals for Contract No. 50085 for Staffing and Managing the Curbside Management Program</u>

No. 15-0269 Resolution authorizing a RFP for Contract 50085 to

staff and manage the Curbside Management Program and to enter into negotiations with the top

proposer.

Commissioner Johns ... is the RFP any different? What are some of the issues?

Mr. Jeff Littlefield, Deputy Director, Operations & Security said this is curbside management staffing that's currently handled by Five Star. It monitors the shared vans, taxis and all of the commercial ground transportation.

Commissioner Johns ... is it an RFP for new management, or is it just staffing?

Mr. Littlefield replied that we put out an RFP for staffing to manage curbside commercial ground transportation operations.

Mr. John Martin, Airport Director, said that the current contract is expiring.

Mr. Littlefield said this one expires in June 2016.

Commissioner Johns ... was it a five year contract?

Mr. Littlefield replied yes.

Commissioner Guggenhime ... this will be a new five year contract?

Mr. Littlefield ... it will be a four year contract with a one year option.

Commissioner Johns ... has anything changed in the parameters of the RFP?

Mr. Littlefield ... it will still be to manage all of those commercial modes, so similar for the most part.

8. Rejection of Proposals Received for the Terminal 3 Retail Marketplace Lease and Termination of the Request for Proposals

No. 15-0270 Resolution rejecting all proposals received and

terminating the Request for Proposals for the

Terminal 3 Retail Marketplace Lease.

9. <u>Modification No. 3, to Contract 8840 - Acoustical Engineering Services -</u> BridgeNet International - \$100,000

No. 15-0271 Resolution approving Modification No. 3, to Contract

No. 8840, Acoustical Engineering Services, with BridgeNet International, to increase the contract amount by \$100,000 for a new total contract amount not to exceed \$800,000 and extending the contract term to December 31, 2016 through exercise of the third of three, one-year contract renewal options.

10. <u>Authorization to Accept Bids for the Domestic Terminals 1 and 3 Automated Teller Machines (ATMs) Lease</u>

No. 15-0272 Resolution approving revised lease specifications,

minimum qualifications and bid requirements, and authorizing staff to accept bids for the Domestic Terminals 1 & 3 Automated Teller Machines Lease.

11. <u>Authorization to Accept Bids for the International Terminal Automated Teller</u> <u>Machines (ATMs) Lease</u>

No. 15-0273 Resolution approving revised lease specifications,

minimum qualifications and bid requirements, and authorizing staff to accept bids for the International Terminal Automated Teller Machines (ATMs) Lease.

Commissioner Johns ... what will the fees be?

Mr. Fermin replied \$2.50.

Commissioner Johns ... they're staying the same?

Mr. Fermin ... correct.

12. <u>Modification No. 1 to the US Airways, Inc.'s 2011 Lease and Use Agreement No. L10-0276 to Terminate the Agreement</u>

No. 15-0274 Resolution approving Modification No. 1 to US

Airways, Inc.'s 2011 Lease and Use Agreement No.

L10-0276, granting early termination of the

agreement.

13. Approval of a 2011 Lease and Use Agreement with Qantas Airways Limited

No. 15-0275 Resolution approving a 2011 Lease and Use

Agreement with Qantas Airways Limited at San Francisco International Airport, and directing and the Commission Secretary to forward the lease to the

Board of Supervisors for approval.

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G. NEW BUSINESS:

Discussion only. This is the "Public Comment" section of the calendar. Individuals may address the Commission on any topic within the jurisdiction of the Airport Commission for a period of up to two (2) minutes. Please fill out a "Request to Speak" form located on the table next to the speaker's microphone and submit it to the Commission Secretary.

There were no requests to speak from the public.

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H. CORRESPONDENCE:

There was no discussion by the Commission.

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I. CLOSED SESSION:

There are no planned agenda items for a Closed Session for the current meeting.

In the event of any urgent matter requiring immediate action which has come to the attention of the Airport Commission after the agenda was issued and which is an item appropriately addressed in Closed Session, the Airport Commission may discuss and vote whether to conduct a Closed Session under Brown Act (California Government Code Sections 54954.2(b)(2) and 54954.5) and Sunshine Ordinance (San Francisco Administrative Code Section 67.11).

If the Airport Commission enters Closed Session under such circumstances, the Airport Commission will discuss and vote whether to disclose action taken or discussions held in Closed Session under the Brown Act (California Government Code Section 54957.1) and Sunshine Ordinance (San Francisco Administrative Code Section 67.12).

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J. ADJOURNMENT:

There being no further calendared business before the Commission the meeting adjourned at 9:15 AM.

Commissioner Mazzola ... on behalf of the Commission, Merry Christmas. Thank you all for all your hard work during the year. Thank you very much!

(Original signed by: Jean Caramatti)
Jean Caramatti
Commission Secretary