

SAN FRANCISCO AIRPORT COMMISSION



MINUTES

March 1, 2016

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 Meeting of
March 1, 2016

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AIRPORT COMMISSION MEETING MINUTES
March 1, 2016

A. CALL TO ORDER:

The regular meeting of the Airport Commission was called to order at 9:03 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. Guggenlime
Hon. Peter A. Stern

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C. ADOPTION OF MINUTES:

The minutes of the regular meeting of regular meeting of February 16, 2016 were adopted unanimously.

No. 16-0062

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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 Mazzola and seconded by Commissioner Guggenlime. The vote to approve was unanimous.

1. Modification No. 1 to Contract No. 8872A.66 - Design-Build Services for the Consolidated Administration Campus Phase 1 Project - Webcor Construction LP dba Webcor Builders - \$52,247,637

No. 16-0063

Resolution approving Modification No. 1 8872A.66, Design-Build Services for the Consolidated Administration Campus Phase 1 Project, with Webcor Construction LP dba Webcor Builders, in an amount not to exceed \$52,247,637 for a new contract amount not to exceed \$57,428,204 and an increase in contract duration of 840 days to establish a new total contract duration of 1020 days.

Mr. Geoff Neumayr, Deputy, Design & Construction said this item approves Modification No. 1 to the Webcor Builders contract for design build services for Phase 1 of the Consolidated Administrative Campus. This modification increases

the not-to-exceed amount of \$52.2 million to a new not-to-exceed amount of \$57.4 million and a corresponding contingency authorization, and extend the contract duration of 840 calendar days to 1,020 days.

This contract provides for design build services for the design and construction of the Consolidated Administrative Campus Phase 1 which includes construction of the new mixed office use building that will consolidate Design and Construction, Planning, Information Technology and Telecommunications (ITT), and Museum divisions into one facility. The contract award was for \$5.1 million and covered management fees, early preconstruction activities, and programming. It did not include the value of the trade packages at that time. The programming phase is now complete and the schematic design phase has begun. The programming phase has now defined the scope and the estimated total Guaranteed Maximum Price of \$57.4 million. This amount is \$6 million higher than the forecast presented at the time of award because the scope of the office space for the inclusion of the ITT staff was still pending and not included in the forecast. Since that time, a decision has been made to include the increased office space for the ITT staff and it is now included in our forecast. The current project forecast remains on budget with appropriate levels of contingency included in the forecast. This modification will provide for all project design services and all trade packages. All trade packages will be competitively bid by Webcor as required by the San Francisco Administrative Code. The Contract Monitoring Division established a 25% LBE goal for design services and a 21% subcontracting goal for construction services. Webcor is committed to meeting these goals.

Commissioner Crayton ... thank you for providing a detailed explanation of this particular contract. I understand that the original amount was just for going through and assessing what the cost of the entire contract would be. Did we meet the 24% LBE subcontracting component?

Mr. Neumayr ... for the design services we have exceeded those goals. The trade packages have not gone out yet. Our ambition is to exceed the CMD goals.

Item No. 2 was moved by Commissioner Crayton and seconded by Commissioner Guggenheimer. The vote to approve was unanimous.

2. Authorization to Issue a Request for Qualifications/Proposals for Professional Services Contract No. 11001.41, Project Management Support Services for the Wayfinding Enhancement Program

No. 16-0064	Resolution authorizing the Director to issue an RFQ/P for Professional Services Contract 11001.41, Project Management Support Services for the Wayfinding Enhancement Program.
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Mr. Neumayr ... this proposed resolution authorizes the Director to issue a RFQ/P for Professional Services for Project Management Support for the Wayfinding Enhancement Program. In 2013 the Airport completed an Airport-wide Wayfinding Study that provided recommendations to enhance the passenger experience to provide clear wayfinding throughout the Airport. This project will provide for the

implementation of recommended signage and wayfinding improvements from the study. These improvements will include new static and dynamic signage and ensure that it is consistent with the SFO brand and all of the Airport's outward facing media, including our website, indoor mapping, and mobile applications. This professional services contract will provide project management services to support the implementation of the Wayfinding Enhancement Program and include development of Airport-wide signage guidelines and graphic standards, as needed services for graphic and industrial design services, rendering, modeling and prototyping, as well as project management services that include controls, reporting, quality assurance, and controlling and estimating services.

The estimated contract value is \$3 million with a duration of 60 months. The total project budget, including construction, is \$30 million. Staff will convene a selection panel to review and score proposals and oral interviews. Staff will recommend award following successful negotiations with the highest ranked responsive bidder. Staff will work with CMD to develop LBE goals for this contract.

Commissioner Johns ... in their methodology for getting us appropriate signage, will they reach out to the general public, do any surveys in terms of what's confusing and what's not. I've had my own experiences when I've been confused. I'm curious how they're going to do this. Will it be an insulated approach or will it involve the public to determine which signs are helpful and which signs are not?

Mr. Neumayr ... the 2013 study included a lot of passenger surveys to establish recommendations, so we got an idea of what needed to be done. We will continue those exercises through this program as we develop our graphic standards and continue that exploration. We also regularly look at our ASQ (Airport Survey Questionnaire) scores for input from passengers. We continually take on all of that information and talk to the public as well as our passengers.

Commissioner Johns ... who's going to be doing that?

Mr. Neumayr ... it will done under this project management support contract.

Commissioner Crayton ... in addition, there are people from the Bayview and other areas who come to SFO and we need to find out what some of their issues might be. I'm on the Commission and sometimes I get confused as to where I am or where I'm going. Don't just do an insular assessment, do minorities as well so we can find out exactly what their issues are and what they need. Do it in different languages, if there is a need, particularly in the International Terminal.

Mr. Neumayr ... I like that idea. John is about to start a Reaching for Number 1 committee on universal access to review all types of people with all sorts of challenges and different issues that we have to face, and make sure we have a broader reach to the different communities and people that are involved in this.

Commissioner Johns ... as we are build and remodel, that's where there's a lack of consistency. It's important to find out from people coming to the Airport if they found our signage to be okay or were they confused? I hope the survey isn't just conducted on one day.

Mr. Neumayr ... we'll address all of that. Part of the purpose of this exercise is to establish guidelines and standards for all projects across the Airport so it's consistent.

Commissioner Guggenhime ... what's really confusing is the International Terminal. If you come in on Alaska and you want to go to baggage claim, you're directed straight ahead to the elevators which don't go to baggage claim, they go to the garage. Signs need to be made clearer.

Commissioner Johns ... Alaska is only there temporarily, correct? So, we also have to deal with temporary signs as opposed to the permanent signs.

Mr. Neumayr ... agreed. We will do that.

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F. CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS:

The Consent Calendar, Item Nos. 3 through 11, was moved by Commissioner Guggenhime and seconded by Commissioner Crayton. The vote to approve was unanimous.

3. Award of Contract No. 9059 - Domestic Parking Garage Elevator Modernization Project - Ascent Elevator - \$2,750,000

No. 16-0065 Resolution awarding Contract No. 9059, Domestic Garage Elevator Modernization Project to Ascent Elevator in the amount of \$2,750,000 with a contract duration of 365 consecutive calendar days.

Commissioner Crayton ... has this company done business with us before.

Mr. Neumayr ... Ascent has done work at the Airport. They typically do maintenance for us as well as some of our smaller elevators and other projects.

4. Modification No. 2 to Contract No. 8984 - Airport Pavement and Drainage Improvements - Azul Work, Inc. - \$481,000

No. 16-066 Resolution approving Modification No. 2 to Contract 8984, Airport Pavement and Drainage Improvements with Azul Work, Inc., to extend the contract duration by 160 consecutive days for a new total contract duration of 963 consecutive calendar days, and to increase the contract amount by \$481,000 for a new not-to-exceed contract amount of \$2,996,000.

5. Modification No. 6 to Professional Services Contract No. 8974.9 - Construction Management Services for the Terminal 3, Boarding Area E Refurbishment Project - PGH Wong Engineering, Inc. - \$200,000

No. 16-0067 Resolution approving Modification No. 6 to Professional Services Contract 8974.9, Construction Management Services for the Terminal 3, Boarding Area E Refurbishment Project, with PGH Wong Engineering, Inc., in an amount not to exceed \$200,000 for a new contract amount not to exceed \$13,700,000 for services thru February 1, 2017.

6. Modification No. 1 to Professional Services Contract No. 50036 - Development of Airport Concessions Disadvantaged Business Enterprise Program - LeighFisher, Inc. - \$65,000

No. 16-0068 Resolution approving Modification No. 1 to Professional Services Contract 50036 to LeighFisher, Inc. to increase the contract not-to-exceed amount by \$65,000, from a total amount of \$800,000 to \$865,000 for development of Airport Concessions Disadvantaged Business Enterprise Program.

7. Award of the International Terminal Automated Teller Machines (ATMs) Lease to Bank of America, N.A.

No. 16-0069 Resolution approving the award of the International Terminal Automated Teller Machines Lease to Bank of America, N.A. for a lease term of seven years.

8. Award of the Domestic Terminals 1 and 3 Automated Teller Machines (ATMs) Lease to Bank of America, N.A.

No. 16-0070 Resolution approving award of the Domestic Terminals 1 and 3 Automated Teller Machines Lease to Bank of America, N.A. for a lease term of seven years.

Commissioner Johns ... what rate are they charging?

Ms. Cheryl Nashir, Director, Revenue, Development & Management ... the surcharge will go from \$1.50 to \$2.50. This will be the first set of leases where we roll out this new fee. I believe we did a memo about two years ago.

Mr. John Martin, Airport Director ... we planned this a couple of years out. We will still be below market.

Commissioner Johns ... is that below market?

Ms. Nashir ... it is. We did a survey of other airports.

Commissioner Johns ... is this an eight year lease?

Ms. Nashir replied five and three perhaps.

9. Approval of an Interim Airport Employee Café Lease with Amoura

No. 16-0071 Resolution approving an interim Airport Employee Café Lease with Amoura International, Inc. and directing the Commission Secretary to forward the Lease to the Board of Supervisors for a waiver of the competitive process requirement.

10. Facility Lease Between China Airlines Limited and the San Francisco International Airport for a Portion of Airport Building 648 on Plot 10

No. 16-0072 Resolution approving a facility lease between China Airlines Limited and the San Francisco International Airport for cargo warehouse and office space at Airport Building 648 on Plot 10, and directing the Commission Secretary to forward the Facility Lease to the Board of Supervisors for approval.

11. Exercise the Two-Year Option to Extend the Lease Term Under NewZoom, Inc.'s Domestic Terminal Automated Retail Vending Lease No. 11-0102

No. 16-0073 Resolution exercising the two-year option to extend the lease term under NewZoom, Inc.'s Domestic Terminal Automated Retail Vending Lease 11-0102, for an option term of May 1, 2016 thru April 30, 2018.

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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.

The were no requests to speak.

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H. CORRESPONDENCE:

There was no discussion by the Commission.

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I. CLOSED SESSION:

- (a) Public comment on all matters pertaining to this agenda item.
- (b) Discussion and vote in open session pursuant to the Brown Act (California Government Code §54957) and the Sunshine Ordinance (San Francisco Administrative Code §67.10) on whether to conduct a closed session. ACTION ITEM.

Upon a motion made by Commissioner Crayton and a second by Commissioner Stern, the vote to go into closed session was unanimous. The public meeting was recessed at 9:23 A.M.

(c) [PROSPECTIVE CLOSED SESSION]

PUBLIC EMPLOYEE APPOINTMENT – California Government Code § 54957(b)(1); San Francisco Administrative Code § 67.10(b) – Title of Position: Airport Director. DISCUSSION ONLY.

There are no other planned agenda items for the closed session. 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 the Brown Act (Government Code §54954.2(b)(2) and §54954.5) and the Sunshine Ordinance (Administrative Code §67.11.)

(d) [RECONVENE IN OPEN SESSION]

(i) [IF APPLICABLE] Report on action taken in closed session required by the Brown Act (Government Code §54957.1(a)) and the Sunshine Ordinance (San Francisco Administrative Code §67.12(b)).

(ii) Discussion and vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code §67.12(a)). ACTION ITEM.

The public session was reconvened at 10:29 AM. Upon a motion by Commissioner Crayton and a second by Commissioner Stern, the Commission voted unanimously not to disclose the nature of the discussion.

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J. ADJOURNMENT:

There being no further calendared business before the Commission the meeting adjourned at 10:30 AM.

(Original signed by: Jean Caramatti)

Jean Caramatti
Commission Secretary