SAN FRANCISCO AIRPORT COMMISSION



July 1, 2014

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 July 1, 2014

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AIRPORT COMMISSION MEETING MINUTES

July 1, 2014

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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Β. ROLL CALL:

Present: Hon. Larry Mazzola, President Hon. Eleanor Johns Hon. Richard J. Guggenhime Hon. Peter A. Stern Absent: Hon. Linda S. Crayton, Vice President

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C. ADOPTION OF MINUTES: The minutes of the regular meeting of June 17, 2014 were adopted unanimously.

No. 14-0

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- D. SPECIAL ITEMS: Item No. 1 was put over to July 15, 2014.
 - 1. **Retirement Resolution for Dave Loustalot**

Resolution thanking Mr. Dave Loustalot of the Facilities Division for 33 years of faithful service and to offer best wishes for a long and fruitful retirement.

Item No. 2 was moved by Commissioner Johns and seconded by Commissioner Stern. The vote to approve was unanimous.

2. **Retirement Resolution for Liz Silva**

> No. 14-0134 Resolution thanking Liz Silva for 20 years of service to the City and County of San Francisco at San Francisco International Airport and offering best wishes for a long and fruitful retirement.

> Mr. John Martin, Airport Director said Liz Silva is retiring after 20 years of service to the Airport. Liz is known for providing an outstanding level of service to all of the employees at the Airport. She was Airport Employee of the Year in 2001. I wish her well in retirement.

Item No. 3 was moved by Commissioner Johns and seconded by Commissioner Stern. The vote to approve was unanimous.

3. <u>Retirement Resolution for Earl "Skipp" Prack</u>

No. 14-0135 Resolution thanking Earl "Skipp" Prack for his 12 years of service to the City and County of San Francisco at San Francisco International Airport and offering best wishes for a long and fruitful retirement.

Mr. Martin said Skipp Prack is a Senior Network Analyst retiring after 12 years with the Airport. He worked previously for 26 years with United. Skipp was known for maintaining excellent relationships with the airlines, all of the tenants at the Airport, and providing IT services.

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E. ITEMS INITIATED BY COMMISSIONERS: There were no items initiated by Commissioners.

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- F. ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE: Item No. 4 was moved by Commissioner Guggenhime and seconded by Commissioner Stern. The vote to approve was unanimous.
 - 4. <u>Award of Contract No. 9398 As-Needed Environmental Remediation Services</u> <u>Asbestos Management Group of California - \$1,210,927</u>

No. 14-0136 Resolution awarding Contract No. 9398, As-Needed Environmental Remediation Services to Asbestos Management Group of California, Inc., in an amount not to exceed \$1,210,927.

Mr. Geoff Neumayr, Deputy Director, Design and Construction said this item awards an As-Needed Remediation Services contract in the amount of \$1.2 million to Asbestos Management Group of California. The scope of work for this contract provides services on an as-needed basis to remediate identified contaminated material to protect the health and safety of people and comply with environmental regulatory requirements that are identified during implementation of the capital program. One bid was received in the amount of \$1.2 million from the Asbestos Management Group of California and the bid was deemed responsive and under the Engineer's estimate of \$1.5 million. The City's Contract Monitoring Division approved a 13% LBE sub contracting goal and Asbestos Management Group has committed to achieving a 37% sub contractor participation. Staff is also requesting approval of \$121,000 in Type 1 contingency for this contract.

Commissioner Guggenhime asked why did you only get one bid?

Mr. Neumayr said this is the second time we've gone all out for this contract. We

received no bids the first time and only one bid this time. We feel it might be because this is such a low volume of work, and it's as-needed so there's no guarantee of work, that the time and investment that goes into putting a bid together somewhat restricts the pool of available bidders. Again, this is an asneeded contract to take care of one off-things. We're very comfortable with it.

Commissioner Guggenhime said this is \$300,000 below the Engineer's estimate. That's good. Thank you.

Item No. 5 was moved by Commissioner Johns and seconded by Commissioner Stern. The vote to approve was unanimous.

5. <u>Authorize the Purchase of Oracle Primavera Unifier Project Management System</u> - \$1,062,000

No. 14-0137 Resolution authorizing the purchase, with the Purchaser's approval, of the Oracle Primavera Unifier Project Management System for 250 hosted named users for a period of 36 months from Oracle America, Inc. in the amount not to exceed \$1,062,000.

Mr. Neumayr said this item seeks approval to purchase 250 hosted licenses for a period of 36 months for Oracle's Primavera Unifier Project Management System in the amount of \$1.1 million. This project management system will provide a state of the art system to manage the upcoming Airport Capital Project Program. The system will allow us to automate and provide consistent reporting and cost control across all of our individual projects, and at the program level and enterprise level on a real time basis. The Unifier System is capable aligning with all of the Airport's different project delivery systems and is adaptable through scalability to a wide variety or projects. On May 8th the Airport received a sole source waiver from the City Controller's office for the purchase of the Oracle Primavera Unifier System. Staff evaluated a number of project management systems against a number of criteria requirements needed to manage a large capital program within the aviation environment. Those requirements included an open architecture framework to adapt to the Airport's changing requirements; the ability to segregate cost by funding sources against budget, funding and contracts and the ability to organize the Capital Program portfolio by program area, project level, and work phase codes that are consistent with the City's FAMIS accounting system.

Oracle Primavera was the only system that met our requirements. Unifier is currently the only project management system for other large scale capital programs at other major airports throughout the United States, including Dallas/ Forth Worth, Denver International, Honolulu airports, as well as Phoenix Sky Harbor. The purchase is for 250 hosted named licenses for a cloud-based system that will be hosted and maintained by Oracle for a period of 36 months. The system will be utilized by Airport Commission staff and our consultants, as authorized by the Airport. Commissioner Stern asked if we purchase the perpetual license that we're then hosting, or are we leasing the software and the software is a service type of ...?

Mr. Neumayr replied it's a cloud service straight to them. They will be on the cloud and the data will be there and everywhere else.

Commissioner Stern asked if we renegotiate after three years.

Mr. Neumayr replied yes.

Commissioner Johns asked how this will work. Will staff be inputting it, will the Accounting department and our architects and our contractors be accessing it. I understand how it works.

Mr. Neumayr said that the system will be used by Airport Commission staff and consultants will have access to various parts of the system.

Commissioner Johns asked why consultants? What about contractors and subcontractors?

Mr. Neumayr said construction management firms, architects, and contractors. They have certain fields of information they have to put in. For example, let's say that they're going to submit a Change Order to us for work. They have to submit the Change Order via the system with all the backup data so it gets automatically entered rather than putting it on paper. When staff receives it, for example, they have a number of items that are required to create an audit package for that particular contract, so then they would generate, for example, a finding of fact or record of negotiations, issue a PCO and a Change Order. They also obtain all the approvals for it and as the approval process occurs there are no longer pieces of paper going through people, but rather via email and get signed off on. I keeps a consistent automated trail of where everything goes.

Commissioner Johns asked if some people will have access only and others will be able to have access plus input, and there will be different categories for who's doing what ... is that correct?

Mr. Neumayr replied yes. Access will be controlled on who needs to see what information, when, what they can actually input in, as well as what projects they have. For example, if you're on a project team you will be locked out of other projects but you'll have access to the reports that come out of the system. The way the system is set up, we can mix and match any way we choose to see if it fits our needs.

Commissioner Johns said it sounds good, but it also sounds like there could be some pitfalls in the beginning.

Mr. Neumayr said it's been challenging. We talked to a number of other airports that had challenges, but one unique thing that has been identified by our implementor is that we developed really solid policies and procedures. We're actually making this match the way we do business. We feel like we're in a good

position. We were actually looking for a system that fit the way we wanted to do business. We did not want to have to revise the way the City does business in order to fit the software.

Commissioner Johns asked if this will help us to know if we're on budget with certain projects. Will it provide that type of financial information?

Mr. Neumayr replied it does. And it helps us to keep track of our cost models against our budgets, making sure we have sufficient funding in place to make payments as well as forecast the cost of all of our individual projects.

Commissioner Johns asked if 250 was determined to be a sufficient number for us to put all the different entities in who are going to be using this.

Mr. Neumayr replied it is. We went through all the departments and different projects and took a count and we believe this is a good starting point. The number at three years could go up or it could go down, and we'll make that evaluation at that point and time.

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- G. CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS: The Consent Calendar, Item Nos. 6 thru 8, was moved by Commissioner Guggenhime and seconded by Commissioner Stern. The vote to approve was unanimous.
 - 6. <u>Award Three As-Needed Environmental Consulting Services Contracts</u> <u>Contract No. 9399.50 - Haley & Aldrich, Inc.; Contract No. 9399.51 - Ninyo &</u> <u>Moore; Contract No. 9399.52 - SCA Environmental, Inc. - \$500,000 per contract</u>

	Resolutions awarding As-Needed Professional	
	Services Contracts for Environmental Consulting	
No. 14-0138	Services to: Haley & Aldrich, Inc. (Contract 9399.50)	
No. 14-0139	Ninyo & Moore (Contract 9399.51) and	
No. 14-0140	SCA Environmental, Inc. (Contract 9399.52) in the	
	amount of \$500,000 each for a duration of 5 years.	

- 7. <u>Modification No. 1 to Professional Services Agreement, Contract 9349 to Add</u> <u>New Environmental Planning Scope of Services - Environmental Science</u> <u>Associates - \$690,000</u>
 - No. 14-0141 Resolution approving Modification No. 1 to Professional Services Agreement with Environmental Science Assoc. to add new CEQA Environmental Planning Service tasks and increase contract amount by \$690,000, for a total contract amount not to exceed \$1,223,000.
- 8. <u>Amendment No. 1 to the Rental Car Center Lease No. 12-0221 with Marina's</u>

Cafe, a Small Business Set-Aside

No. 14-0142 Resolution approving Amendment No. 1 to Rental Car Center Café Lease No. 12-0221, with Marina's Café a Small Business Set-Aside, for additional premises due to the relocation of Hertz Rent-A-Car to Level 1 of the Rental Car Center, and seeking a waiver of the competitive leasing requirement under Administrative Code section 2A.173.

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H. 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 three (3) 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.

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I. CORRESPONDENCE: There was no discussion by the Commission.

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J. 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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K. ADJOURNMENT:

There being no further calendared business before the Commission the meeting adjourned at 9:12 AM.

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

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