SAN FRANCISCO AIRPORT COMMISSION



October 7, 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 October 7, 2014

| CALENDAR SECTION | | A TITLE | RESOLUTION NUMBER | |
|---------------------|----|--|----------------------|------|
| A. | | CALL TO ORDER: | NOWBER | 4 |
| B. | | ROLL CALL: | | 4 |
| C. | | ADOPTION OF MINUTES: Special Meeting of September 23, 2014 | 14-0194 | 4 |
| D. | 1. | SPECIAL ITEM: Retirement Resolution - Ms. Edith Johnson | 14-0195 | 4-5 |
| E. | | ITEMS INITIATED BY COMMISSIONERS: | | 5 |
| F. | 2. | ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE: Modification No. 2 to Contract 9015.9 - CM Serv - Replacement Airport Traffic Control Tower and Integrated Facilities - T2 Partners, a J.V. of Pars The Allen Group, LLC and EPC Consultants, Inc | l sons, | 6 |
| | 3. | Modification No. 1 to Professional Services Agreement, Contract 9356, with Landrum & Bro | wn 14-0197 | 6-7 |
| | 4. | Modification No. 1 to Professional Services Agreement, Contract 9358, As-Needed Airport Planning Services - LeighFisher, Inc. | 14-0198 | 8 |
| | 5. | Modification No. 1 to Professional Services Agreement, Contract 9359 - As-Needed Airport Planning Services - Ricondo & Associates, Inc. | 14-0199 | 8 |
| | 6. | Modification No. 1 to Professional Services Agreement, Contract 9360 - As-needed Airport Planning Services - RS&H California, Inc. | 14-0200 | 8 |
| | 7. | Bid Call - Contract 10041.51, 10041.52, and 10041.53 - JOC Construction Services | 14-0201 | 8-9 |
| G. | 8. | CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS: Award Foreign Currency Exchange Service Lea Travelex Currency Services, Inc. | se - 14-0202 | 9 |
| | 9. | Bid Call - Contract 10595 - West Field Garage Modifications | 14-0203 | 9-10 |
| H. | | PUBLIC HEARING: | | |
| | | Minuton October 7, 2014, Dage 2 | | |

Minutes, October 7, 2014, Page 2

| | Rules and Regulations | 10 |
|----|--|-------|
| I. | NEW BUSINESS: Rules and Regulations | 11-12 |
| J. | CORRESPONDENCE: | 12 |
| K. | CLOSED SESSION: | 12 |
| L. | ADJOURNMENT: | 13 |

AIRPORT COMMISSION MEETING MINUTES October 7, 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.

* * *

B. 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

* * *

C. ADOPTION OF MINUTES: The minutes of the special meeting of September 23, 2014 were adopted unanimously.

No. 14-0194

* * *

Ms. Jean Caramatti announced that Item 10, the Public Hearing Item, has been removed from the calendar.

* * *

D. SPECIAL ITEMS:

Item No. 1 was moved by Commissioner Johns and seconded by Commissioner Stern. The vote to approve was unanimous.

1. <u>Retirement Resolution for Ms. Edith Johnson</u>

No. 14-0195 Resolution thanking Ms. Edith Johnson of the Facilities Division for thirty-eight (38) years of faithful service and to offer best wishes for a long and fruitful retirement.

Mr. John Martin, Airport Director asked Edith Johnson to step to the microphone. Edith is retiring after 38 years with the City, 35 years with the Airport. She's an Administrative Assistant and has worked almost all of her years at the Airport as an Administrative Assistant in the Maintenance Division where she's coached and mentored hundreds of Maintenance employees over the years. She has always been beloved by other employees. She really puts her heart into her work and Charities Campaign. She's led the kick-off for that campaign at the Airport for the last 16 years and has raised over \$50,000. She's been leading our holiday food

Minutes, October 7, 2014, Page 4

drive, helping to gather collections for that and making sure it's well organized. She embraced the high school and college mentorship program, and helped to mentor a lot of youth over the years. She has been an outstanding employee and has embodied what a great employee means at SFO. We thank Edith for her tremendous work over the years.

Commissioner Mazzola congratulated Ms. Johnson.

Ms. Edith Johnson said first of all I would like to say Good Morning to all of the Commissioners and John Martin and my ex-boss, Peter Acton and all who are present here today in my honor. It was a great pleasure to work for the City and County of San Francisco for many years. It was also a greater pleasure to work for the Airport Commission. When I first started with the Airport Commission, there were only two people in our Human Resources department and that was Pat Gibbons and his secretary, Sue. I saw a lot of changes at the Airport over the years, I had a lot of tears and heartache but I also had a lot of joy. I gave it my all, took it very seriously, and you know City workers years ago, didn't have a good rap, but I stood tall and I did my very best. When I left the Airport last week, I had 900 hours of sick pay on the books, 400 hours of vacation, and 258 hours of floaters, but God kept me healthy enough to come everyday, and he sustained me. He kept me strong. At was times I was tired but I knew I had a responsibility. I enjoyed working for the Airport and all of my coworkers and I'm here today to say thank you for allowing me to do what I've done for the City and County of San Francisco. I did it from my heart and I gave it my all. And now I can retire with my head up high, Thank you.

Commissioner Mazzola said we wish you luck in your retirement.

Ms. Johnson and said thank you. Last week was my first week and I didn't know what to do with myself.

Commissioner Johns said I just want to say thank you so much for your years of service and I know we here at the Airport Commission don't often get to interact with employees and it's wonderful to hear your positive comments, the joy and the sorrow. And we certainly appreciate your attendance and your wonderful work. I wish you well in your retirement.

Ms. Johnson thanked Commissioner Johns.

Ms. Johnson said that she also worked under three Airport Directors ... Richard Heath, Lou Turpen, and John Martin...he was my favorite of all. Thank you again.

* * *

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

* * *

F. ACTION ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE:

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

2. <u>Modification No. 2 to Contract 9015.9 - Construction Management Services for</u> <u>Replacement Airport Traffic Control Tower and Integrated Facilities - T2 Partners,</u> <u>a J.V. of Parsons, The Allen Group, LLC and EPC Consultants, Inc. - \$1,000,000</u>

No. 14-0196 Resolution approving Modification No. 2 to the Professional Services Agreement, Contract 9015.9, Construction Management Services for Replacement Airport Traffic Control Tower and Integrated Facilities with T2 Partners, a Joint Venture of Parsons, The Allen Group, LLC, and EPC Consultants, Inc., in an amount not to exceed \$1,000,000 for a new contract amount not to exceed \$7,510,415.

Mr. Geoff Neumayr, Deputy Director, Design and Construction said this item approves Modification No. 2 for construction management services for the Replacement Air Traffic Control Tower in the amount not to exceed \$1 million, for a revised contract amount not to exceed \$7.5 million. This modification provides construction management services through the completion of the project. The Airport's portion of this project is scheduled to be completed at the end of April 2015. The modification provides for the cost of additional services related to FAA requested extension of our electrical resident engineer, increase inspection services related to fireproofing, and modifying working hours that were required due to the accelerated construction schedule and an extension of the construction management team for a period of one month that was a result of a change of the substantial completion date. This is a Federally funded project through an Other Transaction Agreement, therefore, there were no local business sub-consultant participation goals for the contract. The Airport did encourage best efforts to subcontract 12% of this work to certified small and disadvantage businesses. The T2 Partners Joint Venture of the Allen Group, Parsons Corporation and EPC has committed to achieving the 12% goal. We recommend your approval and I'll be happy to answer any questions you might have.

Item Nos. 3 through 6 were called together, and moved by Commissioner Johns and seconded by Commissioner Stern. The vote to approve was unanimous.

3. <u>Modification No. 1 to the Professional Services Agreement, Contract No. 9356,</u> with Landrum & Brown, Inc. to increase the scope of as-needed planning services provided and increase the contract amount by \$1,484,000, for a new total contract amount not-to-exceed \$2,584,000

No. 14-0197

Resolution approving Modification No. 1 to the Professional Services Agreement with Landrum & Brown, Inc. to add new as-needed Airport Planning Consulting tasks associated with the Airport Development Plan long range planning study and increase the contract amount by \$1,484,000, for a

Minutes, October 7, 2014, Page 6

Mr. John Bergener, Planning and Environmental Affairs said that each of these items is a modification to one of our as needed planning contract to cover additional scope associated with the Airport Development Plan. Since adoption of the current long range master plan in 1989, the Airport has added more than five million sq. ft. of landside improvements, including the International Terminal, two boarding areas, an automated people mover system, and a consolidated rental car facility. The prior master plan was based on passenger growth as high as 51 million annual passengers and based on recent aviation forecast, the Airport is positioned for sustained growth up to its maximum practical airfield capacity, having reached 45 million annual passengers last year. To accommodate this projected demand, the Airport Planning staff began a new long range planning study, the Airport Development Plan (ADP). The intent of the ADP is to provide a plan for terminal, landside and support facility development to accommodate future passenger and operational demands. However, the ADP would not address enhancements related to airfield capacity, such as new runways. The ADP will be prepared in accordance with FAA Advisory Circular for Airport Master Plans and when completed will ser vice the framework for long term development at SFO through its maximum, practical airfield capacity and form the planning basis for a programmatic environmental review. The ADP will also be submitted with future ALP submittals to the FAA in accordance with the new ALP submittal checklist which requires the inclusion of an updated long range planning study. Airport Planning staff anticipates completing the ADP through a series of focus areas studies from the pool of as-needed Airport Planning and Environmental Planning Management Consultants. They were selected competitively and adopted by this Commission in January 2013. The targeted focus areas studies will provide detailed analysis to inform the preparation of the ADP, including existing conditions, facility requirements, and development of alternatives. Each member of the pool of as-needed planning consultants has previously been awarded contracts for as-needed Airport planning work and has successfully completed tasks under these contracts. Based on their qualifications submitted in response to the original RFQ, each of the pool list consultants were selected to provide additional as-needed services in support of the ADP. These include Landrum & Brown for the ADP Integration and Preparation of the Consolidated Report, the International Terminal Redevelopment Study, and the Airport Wide Baggage Handling System Study. Leigh Fisher Associates for Ground Access and Parking Study, RS&H California for Support Areas Plan and Utilities Study, and Ricondo & Associates for the Airfield Taxiway System and Signage Study. We recommend approval of the Modification No.1 Professional Services Contracts, pool lists of consultants noted on Items 3 thru 6 to increase the scope of services, to assist Airport staff in the creation of the ADP, and to increase the contract amounts as noted on each Item.

Commissioner Johns said that she hoped we closely monitor our relationships with our consultants when we approve almost \$3 million of as-needed services.

Mr. Bergener replied that we do. These are not to exceed amounts.

- 4. <u>Modification No. 1 to the Professional Services Agreement, Contract No. 9358</u> <u>As-Needed Airport Planning Services - LeighFisher, Inc. - \$520,000</u>
 - No. 14-0198 Resolution approving Modification No. 1 to the Professional Services Agreement with LeighFisher, Inc. to add new As-Needed Airport Planning Consulting tasks associated with the Airport Development Plan (ADP) long range planning study and increase the contract amount by \$520,000, for a new total contract amount not-to-exceed \$1,020,000.
- 5. <u>Modification No. 1 to the Professional Services Agreement, Contract No. 9359</u> <u>As-Needed Airport Planning Services - Ricondo & Associates, Inc. - \$300,000</u>
 - No. 14-0199 Resolution approving Modification No. 1 to the Professional Services Agreement with Ricondo & Associates, Inc. to add new As-Needed Airport Planning Consulting tasks associated with the Airport Development Plan (ADP) long range planning study and increase the contract amount by \$300,000, for a new total contract amount not-to-exceed \$1,100,000.
- 6. <u>Modification No. 1 to the Professional Services Agreement, Contract No. 9360</u> <u>As-needed Airport Planning Services - RS&H California, Inc. - \$560,000</u>
 - No. 14-0200 Resolution approving Modification No. 1 to the Professional Services Agreement with RS&H California, Inc. to add new As-Needed Airport Planning Consulting tasks associated with the Airport Development Plan (ADP) long range planning study and increase the contract amount by \$560,000, for a new total contract amount not-to-exceed \$1,560,000.

Item No. 7 was moved by Commissioner Guggenhime and seconded by Commissioner Mazzola. The vote to approve was unanimous.

7. <u>Bid Call - Contract Nos. 10041.51, 10041.52, and 10041.53 - Job Order</u> Contracting (JOC) Construction Services

No. 14-0201 Resolution approving the scope, budget, and schedule for Contract Nos. 10041.51, 10041.52, and 10041.53, Job Order Contracting (JOC) Construction Services, and authorizing the Director to call for bids.

Mr. Geoff Neumayr said this item seeks approval for bid calls for three Job Order Contracts (JOC), each in the amount of \$2 million for a duration of three years. JOC is a contracting method where potential bidders submit a bid stating the

market fee that they will assess against various items that are included in the unit price book provided by the Airport. The three responsible responsive contractors who submit the lowest market fee would be recommended for award of this contract. Individual contract service orders are issued by the Airport and priced by multiplying the published unit cost to the agreed upon guantities and applying the bid markup to establish the cost of the task order. JOCs provide an as-needed availability workforce for construction services for work that cannot otherwise be performed by the Airport's Facilities maintenance staff for immediate response to required repairs that if not expedited could impact Airport operations and safety and small predecessor work in preparation for larger projects. The Commission previously approved two pilot JOCs, one in the amount of \$1.5 million and the other in the amount of \$1 million. Both contracts appear to be very successful and are nearing approved contract capacity. The Airport would like to continue the JOC program. Ivar and I met with the San Mateo Building Trades Council last week and they were very satisfied with how those programs have gone at the Airport. They did make two requests of us. One is that before we have a bid call, that we have a sub-contractor outreach to publicly advertise the types of work that we will include in these contracts so that they can respond to it and have the opportunity to work at the Airport, and, to review our unit cost to make sure that they've been updated for current wage increases, etc. We will do both of those things prior to issuing those bid calls. The City's Contract Monitoring Division has approved an LBE goal of 25% for this contract.

* * *

- G. CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS: The Consent Calendar, Item Nos. 8 and 9, was moved by Commissioner Johns and seconded by Commissioner Guggenhime. The vote to approve was unanimous.
 - 8. <u>Award of the Foreign Currency Exchange Service Lease to Travelex Currency</u> <u>Services, Inc.</u>

No. 14-0202Resolution awarding the Foreign Currency Exchange
Service Lease to Travelex Currency Services, Inc.

9. Bid Call - Contract 10595 - West Field Garage Modifications

No. 14-0203 Resolution approving the scope, budget, and schedule for Contract No. 10595, West Field Garage Modifications, and authorizing the Director to call for bids.

Commissioner Guggenhime mentioned the high cost of changing money at the Airport. It's cheaper to wait and change your money at your destination.

Mr. Leo Fermin, Chief Business & Finance Officer said that we do have language

in the lease that addresses the exchange rates and we do require that any deviation requires Airport approval. We will follow up with Travelex to maintain some sort of monitoring program of the exchange rates. Although right now with technology and the fact that everyone knows they can get foreign exchange at ATMs in different countries, we think that the environment should be fairly competitive because everyone knows what the rates are across the board.

Commissioner Guggenhime said these high rates leave a bad taste for travelers.

Commissioner Stern asked what is the difference in the rate between Travelex and a bank.

Mr. Fermin said I don't know off the top of my head. It varies on a daily basis and by currency.

Commissioner Stern asked what's the base rate.

Commissioner Guggenhime said you're better off changing your money at your destination.

Mr. Martin agreed.

Commissioner Stern asked what's the general rate?

Commissioner Guggenhime did not remember.

Mr. Martin said we'll provide a follow up to the Commission on the provisions in the lease.

Commissioner Mazzola said that the rates change pretty often, don't they?

Mr. Fermin replied that they change everyday.

Commissioner Mazzola said that's pretty hard for you to monitor. Does the language in the agreement call for monitoring on a weekly or monthly basis?

Commissioner Guggenhime said it's very high.

Commissioner Johns said it's called convenience. Smart travelers know.

Mr. Fermin said we will follow up.

* * *

H. PUBLIC HEARING:

Item No. 10 was removed from the calendar and put over to the meeting of October 21, 2014.

- 10. <u>Second Public Hearing to Receive Comments on the Proposed Amendments to</u> <u>Rules 1 through 9 and 12 through 14 of the Airport's Rules and Regulations and to</u> <u>Vote on Adoption of the Proposed Amendments</u>
 - Section 1 Definitions
 - Section 2 Violation, Severability and Interpretation
 - Section 3 General
 - Section 4 Operation of Motor Vehicles
 - Section 5 Aircraft Operation
 - Section 6 Fire and Safety
 - Section 7 Airport Security
 - Section 8 Airport Environmental Standards
 - Section 9 Airport Permit, Lease or Agreement Requirement
 - Section 12 Labor/Peace Card Check Rule and Model Card Check Agreement
 - Section 13 Free Speech and Expressive Activities
 - Section 14 General Fines

Resolution approving the proposed amendments to Rules 1 through 9 and 12 through 14 of the Airport's Rules and Regulations.

* * *

I. 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.

Mr. Norm Ten, SEIU 1021, Field Rep., said I want to say thank you very much to the Commission, and I would like to applaud Ivar for truly listening. The reason I say this is because the best solutions come when we listen to each other. There's more than one side to the story. In fact, there are usually three sides. With that, I want to let you know I represent the Airfield Safety Officers (ASO) who would implement the fines and admonishments. The best solution is to get them involved and their buy in. The ASOs actually have trainers. If we could get these trainers involved at the front end to develop the training, we'll have a win, win solution. Thank you.

Ms. Rowina Loreto, representing SEIU, Service West members, said thank you for reaching out to AirServ, to take immediate action to the health hazard issue among the cabin cleaners that we raised at the last meeting. The company has said that they are getting rid of the infested vans and buying new ones, but that only solves half of the problem. These cabin cleaners are out at the Super Bay cleaning aircraft. They don't have a decent place to eat, and end up eating inside the infested vans. We will end up with the same problem all over again. We may also potentially be placing a lot of our employees and passengers in danger so any effort to assist us in obtaining a

clean, safe place for workers to take breaks closer to their work area would be greatly appreciated. Also, we would like to thank the Commission and Ivar Satero for the written statement to the House of Representatives in July with regards to TSA cutting the budget again for screeners and Covenant. But as of September 10, TSA once again explicitly expressed in a letter to the Department of Labor their intentions of not honoring the Service Contract Act and just bid out the contract to the lowest bidder. SFO is one of the largest international airports in the nation and we have one of the highest security ratings in the nation. This is because of the screeners who take pride in their work to keep our Airport safe. If they get out bid, we will again face a high turnover with our screeners like we had years back. We have many very experienced screeners who have trained other screeners after them. In accordance with SFO's standards, let's keep our airport safe. We're asking the Commission to continue to support us in the fight and to keep our airport safe. Thank you.

Ms. Shelley Kessler said I'm here to help affirm to you that when something good happens, we really, really appreciate it. Reducing the fines, the ability to appeal, the whole communication starting with Jeff Littlefield coming to us to have a conversation, lvar coming, John's office being available, we just want to say thank you. It's because of the communication that we are actually able to get things accomplished. This Commission has been very empathetic to the issues that got raised last time we were here. We're grateful for that. We just want you to know that we hope we can continue that conversation, to address issues before they become a crisis, and to continue the good work that all of us have been doing together. So I'm here just to say thank you for all the help, we really appreciate it ... Jeff, Ivar, John, everyone's been wonderful. Thank you so much. You too, Jean, and Kandace and Julian.

* * *

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

* * *

K. 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).

* * *

L. ADJOURNMENT:

There being no further calendared business before the Commission the meeting adjourned at 9:25 AM.

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