

# SAN FRANCISCO AIRPORT COMMISSION



## CALENDAR

Tuesday, March 17, 2020  
9:00 A.M.

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

LONDON N. BREED, MAYOR

COMMISSIONERS  
LARRY MAZZOLA  
President  
ELEANOR JOHNS  
RICHARD J. GUGGENHIME  
MALCOLM YEUNG

IVAR C. SATERO  
Airport Director

C. CORINA MONZÓN  
Commission Secretary

SAN FRANCISCO INTERNATIONAL AIRPORT  
SAN FRANCISCO, CALIFORNIA 94128

NOTE: On March 6, 2020, and updated on March 11, 2020, the San Francisco Department of Public Health recommended [social distancing](#) to reduce the spread of COVID-19. As an alternative to providing in-person comments, members of the public can submit comments on any item on the Calendar by emailing [AirportCommissionSecretary@flysfso.com](mailto:AirportCommissionSecretary@flysfso.com) or calling (650) 821-5042 by no later than 5 pm on Monday, March 16, 2020.

**AIRPORT COMMISSION CALENDAR**  
**Tuesday, March 17, 2020**

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## **ABOUT THE MEETING**

Each agenda action item and certain discussion items are supported by documents which may include written communications to members of the Airport Commission, staff reports, resolutions, and/or consultant reports. Agenda documents may be obtained by calling the Commission Secretary at 650-821-5042 or visiting <https://www.flysfo.com/about-sfo/airport-commission/agendas-minutes-recordings>. The Commission Secretary has a limited number of copies at the Commission meeting. If a copy is unavailable at the meeting, the requested document(s) will be mailed, emailed, or faxed the same day.

Any materials distributed to members of the Airport Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Airport Commission Office at San Francisco International Airport, 5<sup>th</sup> Floor, International Terminal, G side during regular business hours.

Members of the public who wish to address the Commission are asked to fill out a "Request to Speak" form, located next to the speaker's microphone. Please submit the form to the Commission Secretary. For items on the agenda, speakers will be called after the discussion by the Commission but before the vote. Each speaker is allowed one opportunity per calendar item to address the Commission for a period of up to two (2) minutes. For items not on the agenda, but within the Airport Commission's jurisdiction, speakers will be called under "New Business," the public comment portion of the calendar. Again, speakers will be given up to two (2) minutes.

All cell phones, pagers or other similar sound-producing devices must be turned off during Commission meetings; "silent mode" is prohibited as the device may interfere with the recording system. The Chair may order the removal of any person responsible for the use of a cell phone, pager, or other similar electronic device.

## **DISABILITY ACCESS**

The Airport Commission's meeting room, Room 400, Fourth Floor, City Hall is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are #5 Fulton, #21 Hayes, #42 Downtown Loop, #47 Van Ness and #49 City College lines and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 415-923-6142. There is accessible parking across the street from City Hall at Polk (Dr. Carlton B. Goodlett Place) and McAllister.

For American Sign Language interpreters or use of a reader during a meeting, please contact the Commission Secretary at 650-821-5042 at least two business days before a meeting. Assisted listening devices are available upon request. See the Commission Secretary at the meeting for assistance. A driver's license or other photo I.D. is required in order to check out the device. Large print copies of the agenda can be made available by contacting the Commission Secretary's Office at least two business days in advance of need.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

## **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and City and County agencies exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code), to receive a free copy of the Ordinance, or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force by telephone at 415-554-7724, by facsimile at 415-544-5163, or by e-mail at [SOTF@sfgov.org](mailto:SOTF@sfgov.org). The Sunshine Ordinance Task Force Office is located in City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689. Copies of the Ordinance can also be obtained from the San Francisco Public Library and on the City's website at <http://www.sfgov.org/sunshine/>.

## **LOBBYIST ORDINANCE**

Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Government Conduct Code Sections 2.100-2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, phone 415-252-3100, FAX 415-252-3113 and website: <http://www.sfgov.org/ethics/>.

## **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PROCEDURES**

CEQA Appeal Rights under Chapter 31 of the San Francisco Administrative Code. If the Commission approves by an exemption or negative declaration an action identified as the Approval Action (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA decision prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. Typically, an appeal must be filed within 30 calendar days of the Approval Action. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department's Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision.

**AIRPORT COMMISSION CALENDAR**  
**Tuesday, March 17, 2020**

**ORDER OF BUSINESS**

**A. CALL TO ORDER:**

**B. ROLL CALL:**

**C. ADOPTION OF MINUTES:** Regular meeting of March 3, 2020.

**D. DIRECTOR'S REPORT (Discussion Only):**

- Competitive Process Communications – Airport Quiet Period Policy
- Community Impacts from Ground Based Noise
- Coronavirus Disease (COVID-19)
- Report on other recent San Francisco International Airport activities, events, and announcements

**E. SPECIAL ITEMS:**

**1. Election of Vice President**

Election to fulfill the unexpired term of the Vice President position.

**F. ITEMS INITIATED BY COMMISSIONERS (Discussion Only):**

**G. ACTION ITEMS RELATING TO ADMINISTRATION, OPERATIONS & MAINTENANCE:**

- 2. Award of Four Harvey Milk Terminal 1 Food and Beverage Concession Leases in Phases 3 and 4**  
**Lease 10 - Gourmet Grab & Go Market: ProperFood SFO Airport, LLC**  
**Lease 12 - Casual Dining and Bar: HFF SFO Two, LLC**  
**Lease 13 - Coffee or Coffee & Retail – a Small Business Enterprise Set-Aside: Culinary Heights Hospitality**  
**Lease 14 - Japanese or Poke – a Small Business Enterprise Set-Aside: Heigh Connects, LLC**

Resolutions awarding four Harvey Milk Terminal 1 Food and Beverage Concession Leases in Phases 3 and 4, and directing the Commission Secretary to request approval of the Leases from the Board of Supervisors.

3. **Award of Three Harvey Milk Terminal 1 Retail Concession Leases in Phases 3 and 4**  
**Lease 8 - A Traveler's Retreat: Minute Suites Travelers Retreat SFO, LLC**  
**Lease 11 - An Apparel/Lifestyle Store: Genesco Partners Joint Venture #11**  
**Lease 12 - A Bookstore: HG SFO Retailers 2017 JV**

Resolutions awarding three Harvey Milk Terminal 1 Retail Concession Leases in Phases 3 and 4, and directing the Commission Secretary to request approval of the Leases from the Board of Supervisors.

4. **Award of the Harvey Milk Terminal 1 Airport Lounge Lease to ALD Development Corporation dba Airport Dimensions**

Resolution awarding the Harvey Milk Terminal 1 Airport Lounge Lease, and directing the Commission Secretary to request approval of the Lease from the Board of Supervisors.

5. **Award of the Terminal 2 Bookstore Lease to Books, Inc.**

Resolution awarding the Terminal 2 Bookstore Lease to Books, Inc., and directing the Commission Secretary to request approval of the Lease from the Board of Supervisors.

6. **Award of the Terminal 3 Boarding Area E Pop-Up Retail Program Lease - Space 1**  
**Merchandising America, Inc. dba PACK-N-GO**

Resolution awarding the Terminal 3 Boarding Area E Pop-Up Retail Program Lease – Space 1 to Merchandising America, Inc. dba PACK-N-GO.

7. **Approval of Amendment No. 1 to the International Terminal Duty Free and Luxury Stores Lease No. 17-0303**  
**DFS Group, L.P.**

Resolution approving Amendment No. 1 to the International Terminal Duty Free and Luxury Stores Lease No. 17-0303 with DFS Group, L.P., and recommending the Board of Supervisors approve Amendment No. 1, lowering rent during the first Lease year.

8. **Determination to Proceed with the Taxiway B5 Rehabilitation Project and Authorization to Advertise for Bids for Contract No. 11100.61, Construction Services for the Taxiway B5 Rehabilitation Project**

Resolution determining to proceed with the Taxiway B5 Rehabilitation Project; approving the scope, budget, and schedule for Contract No. 11100.61, Construction Services for the Taxiway B5 Rehabilitation Project; and authorizing the Airport Director to advertise for bids.

This action constitutes the Approval Action for the Taxiway B5 Rehabilitation Project for the purposes of the California Environmental Quality Act, pursuant to Section 31.04(h) of the San Francisco Administrative Code.

9. **Authorization to Accept and Expend Federal Aviation Administration Grant Funds for an Airfield Improvement Project**  
**\$7,500,000**

Resolution authorizing the acceptance and expenditure of Federal Aviation Administration Grant Funds in the amount of \$7,500,000, plus additional amounts up to 15% of the original grant amount that may be offered for an Airfield Improvement Project.

10. **Authorization to Accept and Expend Federal Aviation Administration Grant Funds for the Continuation and Expansion of the Noise Insulation Program**  
**\$7,000,000**

Resolution authorizing the acceptance and expenditure of Federal Aviation Administration Grant Funds for the continuation and expansion of the Noise Insulation Program in the amount of \$7,000,000, plus additional amounts up to 15% of the original grant amount that may be offered.

11. **Authorization for Modification No. 2 to Contract No. 50106 for Noise Insulation Consulting Services and to Exercise the Second 1-Year Option and Increase the Contract Amount**  
**The Jones Payne Group, Inc.**  
**\$2,500,000**

Resolution approving Modification No. 2 to Contract No. 50106 with The Jones Payne Group, Inc., for Noise Insulation Consulting Services, to exercise the second of two 1-year options, and increase the Contract amount by \$2,500,000, for a new not-to-exceed Contract amount of \$9,800,000.

## H. CONSENT CALENDAR OF ROUTINE ADMINISTRATIVE MATTERS:

Action Items. All matters listed under the Consent Calendar are considered to be routine in nature and will be considered and acted upon by a single vote of the Commission. There will be no separate discussion of these items unless a member of the Commission or the public so requests, in which event the matter will be discussed before a vote is taken.

12. **Award of Sole Source Contract No. 50224, Support and Maintenance Services for the Airfield Lighting Control Monitoring System Maintenance and Support Services Project**  
**Global Access Supply Inc.**  
**\$454,691**

Resolution awarding sole source Contract No. 50224, Support and Maintenance Services for the Airfield Lighting Control Monitoring System Maintenance and Support Services Project, to Global Access Supply Inc., in the not-to-exceed amount of \$454,691 with a Contract term of five years.

13. **Authorization to Issue a Request for Proposals for Contract No. 50254, Airport Safety and Security Systems Master Integrator Services**

Resolution authorizing the issuance of a Request for Proposals for Contract No. 50254, Airport Safety and Security Systems Master Integrator Services, and negotiation with the highest ranked proposer.

14. **Approval of Modification No. 3 to Professional Services Contract No. 50097, Concessions Planning and Retail Industry Research Services**  
**ICF Resources, LLC**  
**\$400,000**

Resolution approving Modification No. 3 to Professional Services Contract No. 50097, Concessions Planning and Retail Industry Research Services, with ICF Resources, LLC, to exercise the one 2-year option to extend the Contract term through September 14, 2022, and increase the Contract amount by \$400,000 for a new total not-to-exceed amount of \$850,000.

15. **Authorization to Issue Request for Proposals No. 50246, Trustee and Issuing and Paying Agent Services to Support the Commission's Commercial Paper Program**

Resolution authorizing the issuance of Request for Proposals No. 50246 for Trustee and Issuing and Paying Agent Services to support the Commission's Commercial Paper Program.

**16. Exercise of the One 2-Year Option to Extend the Lease Term of the Terminal 3 Specialty Retail Store Lease A, Lease No. 15-0039 WDFG North America, LLC**

Resolution exercising the one 2-year option to extend the lease term of the Terminal 3 Specialty Retail Store Lease A, Lease No. 15-0039 with WDFG North America, LLC, for an option term of November 18, 2020 through November 17, 2022.

**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 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.

**J. CORRESPONDENCE:**

**K. CLOSED SESSION:**

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(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 §54956.9) and the Sunshine Ordinance (San Francisco Administrative Code §67.10(d)) on whether to invoke the attorney-client privilege and conduct a closed session to confer with legal counsel. ACTION ITEM.

(c) [PROSPECTIVE CLOSED SESSION]

CONFERENCE WITH LEGAL COUNSEL regarding existing litigation (Government Code §54956.9(a), San Francisco Administrative Code §67.10(d)(1)): *The Hertz Corporation; Enterprise Rent-A-Car Co. of San Francisco, LLC; and Avis Budget Car Rental, LLC v. City and County of San Francisco, et al., and Sixt Rent A Car LLC v. City and County of San Francisco, et al.* [consolidated actions], San Mateo County Superior Court, Case

No. 19-CIV-05663, filed September 25, 2019. Discussion of proposed settlement and resolution recommending approval by the Board of Supervisors. Proposed material terms of the potential settlement which, if approved by the Airport Commission, would be subject to final approval by the Board of Supervisors: the Airport Commission would proceed to seek Board of Supervisors approval of the leases awarded to plaintiffs on October 16, 2018, in conformance with Charter § 9.118; the Airport Commission would pay Sixt Rent A Car \$500,000 in damages; the parties would bear their own fees and costs; plaintiffs would dismiss their actions; and the parties would enter a mutual release. ACTION ITEM.



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]

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

(2) 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)). ACTION ITEM.

**L. ADJOURNMENT:**