

January 26, 2026

Ms. Angela Calvillo, Clerk of the Board  
Board of Supervisors  
City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

**SUBJECT:** Approval of Modification No. 3 to Contract No. 50365 Airport Information and Guest Assistance Services with Hallmark Aviation Services, L.P.

Dear Ms. Calvillo,

Pursuant to Section 9.118 of the City Charter, I am forwarding to the Board of Supervisors the proposed Resolution approving Modification No. 3 to Contract No. 50365 for Airport Information and Guest Assistance Services (Agreement) between the City and County of San Francisco, acting by and through its Airport Commission, and Hallmark Aviation Services, L.P. This Modification No. 3 is to exercise the second of three one-year options to extend the contract term to June 30, 2027 and increase the contract amount by \$10,402,226 for a new not-to-exceed amount of \$30,403,645. The Airport Commission has approved the terms of the contract by adopting Resolution No. 26-0010 on January 20, 2026.

The following is a list of accompanying documents:

- Board of Supervisors Resolution;
- Award Airport Commission Resolution No. 26-0010;
- Memorandum accompanying Airport Commission Resolution No. 26-0010;
- Award Airport Commission Resolution No. 25-0047;
- Memorandum accompanying Airport Commission Resolution No. 25-0047;
- Award Airport Commission Resolution No. 24-0119;
- Memorandum accompanying Airport Commission Resolution No. 24-0119;
- Form SFEC-126 for the Board of Supervisors;
- Copy of Original Agreement No. 50365;
- Copy of Modification No. 1 to Agreement No. 50365; and
- Copy of Modification No. 2 to Agreement No. 50365; and
- Copy of Modification No. 3 to Agreement No. 50365, executed by Hallmark Aviation Services, L.P.

Please contact Cathy Widener, Chief External Affairs Officer, at 650-821-5023 if you have any questions or concerns regarding this matter.

Sincerely,

Kantrice Ogletree, Director  
Commission Affairs

Enclosure(s)

cc: Cathy Widener, Chief External Affairs Officer

**AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO**

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