

April 13, 2018

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 the Second Amendment to Lease No. L09-0023 between the Michael C. Mitchell and the City and County of San Francisco at 837 Malcolm Road, Burlingame, California, to extend the term of the Lease, modify the rent and provide for certain early termination rights and tenant improvement work.

Dear Ms. Calvillo:

Pursuant to Section 9.118 of the City Charter, I am forwarding for the Board of Supervisors' approval, the Second Amendment to Lease No. L09-0023 (the "Lease") between the City and County of San Francisco, acting by and through its Airport Commission ("Airport"), and the Michael C. Mitchell for space occupied by the Airport's Reprographics Department at 837 Malcolm Road, Burlingame, California. The Second Amendment will: 1) extend the term by additional five years, with two one-year options for further extensions; 2) modify the annual rent to \$126,000, 3) grant an early lease termination right at the Airport's discretion, and 4) provide for certain tenant improvement work. The Second Amendment was approved by Airport Commission Resolution No. 18-0105, adopted April 3, 2018 (the "Second Amendment").

The following is a list of accompanying documents (five sets):

- Board of Supervisors Resolution;
- Approved Airport Commission Resolution No. 18-0105;
- Commission Memorandum dated April 3, 2018; and
- Lease L09-0023
- First Amendment to the Lease
- Second Amendment to the Lease
- Attachment #1 – Summary of Lease Amendment Details

You may contact Cathy Widener, Governmental Affairs Manager, at (650) 821-5023 regarding this matter.

Very truly yours,

Jean Caramatti
Commission Secretary

Enclosures

cc: Cathy Widener

Ms. Angela Calvillo
September 7, 2010
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JC:LF:GF:DR:jc
bcc: Chron/File

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