



## **AIRPORT COMMISSION**

### **ACTION SUMMARY MINUTES OF ADJOURNED MEETING**

**WEDNESDAY, MARCH 11, 2020**

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#### **1. CALL TO ORDER – PLEDGE OF ALLEGIANCE:**

Chairman Jones called the Airport Commission Meeting to order at 08:00 A.M. and led the Pledge of Allegiance.

#### **2. POSTING OF THE AGENDA:** Posted on March 5, 2020.

#### **3. ROLL CALL:**

**Commissioners Present:** Adams, Breslin, Budilo, Clarkson, Corcoran, Feltman, Freymuth, Hedrick, Jones, Riesen, Schmitz, Suero.

**Commissioners Absent:** Altman, Burke, Dada, Hoehn, Hughes, Pattison, Pye.

**Staff Present:** City Manager Ready, Airport Executive Director Nolan, Airport Administration Manager Jucht, City Assistant Director of Finance Lacy, Airport Security Coordinator Daugherty, Airport Executive Administrative Assistant Seery.

**Others Present:** Bob Thibault, Chief Development Officer - CVB

#### **4. ACCEPTANCE OF THE AGENDA:**

**ACTION:** Accept the Agenda as presented. **Moved by Commissioner Hedrick, seconded by Commissioner Budilo, and unanimously approved noting the absence of Commissioners Altman, Burke, Dada, Hoehn, Hughes, Pattison, Pye.**

#### **5. PUBLIC COMMENTS:**

None.

#### **6. APPROVAL OF MINUTES:**

The minutes of the Regular Meeting held on February 12, 2020, were presented for approval. **Moved by Commissioner Riesen and seconded by Commissioner Breslin.**

**AYES:** Breslin, Budilo, Clarkson, Corcoran, Feltman, Freymuth, Hedrick, Riesen, Schmitz, Suero.

**ABSTAIN:** Adams, Jones.

**ABSENT:** Altman, Burke, Dada, Hoehn, Hughes, Pattison, Pye.

**7. CHAIRMAN REPORT:**

Chairman Jones made the following announcements:

The Desert Hot Springs City Council nominated Commissioner Pye for another term on the Airport Commission.

The Ethics training has been postponed to Wednesday April 29 from 5:30 to 7:30 P.M. or can be completed on line.

City Council denied the Airport Commission's request to keep the Airport Commission meetings at 8:00 A.M. and meetings will be held the second Wednesday of the month at 5:30 P.M. as of July 2020.

**8. INTRODUCTIONS AND PRESENTATIONS:**

Executive Director Nolan showed PowerPoint photos of Air Force One and military transport aircraft on the tarmac on the occasion of the presidential visit on February 15, 2020, and commented on the excellent preparations by the airport for this event.

Mr. Nolan addressed the coronavirus pandemic and stressed that the Palm Springs airport was fully functional, that it is safe and efficient. How hand sanitizing stations had been installed for public use in the terminal in an effort to alleviate the spread of the virus and enhanced cleaning practices are part of the program.

The Commission discussed the impact of the pandemic on airline activity and major Valley events, such as the BNP Paribas tennis tournament and music festivals.

**9. CITY MANAGER REPORT:**

City Manager Ready announced that the search for a new Airport Marketing Director position was renewed as the final two candidates had opted not to relocate to Palm Springs; how the salary level is adequate and a new position model may be considered. Mr. Ready added that the search for an experienced Engineer candidate continues, and how the Deputy Director of Maintenance and Operations has been selected and will take his functions on April 6, 2020.

Mr. Ready gave an update on the Parking Management Bid process challenge the City has encountered and the steps taking place between the City, ABM and Ace

Parking, and commented that the final proposal would be presented to City Council on April 2<sup>nd</sup>, 2020. How it will not come back to the Airport Commission as this would be considered another form of appeal which would not be fair to all bidders.

#### **10. BUDGET AND FINANCE REPORT:**

Chairman Jones reported on the Budget and Finance Committee meeting held on March 4, which he chaired. How, during this meeting, staff and consultant Ricondo explained in-depth how they arrived at the CPE figures presented at the last Airport Commission meeting, and gave a thorough presentation of the new Airport Use and Lease Agreement being negotiated as the existing twenty-year old agreement expired on June 30, 2019. How the recommendation of the Budget Committee was to allow the consultant to proceed with their negotiations. Mr. Jones added that this topic would be presented to the full Commission when an agreement is reached between the airport and the airlines.

Commissioner Freymuth asked for this topic to be agendized at an Airport Commission meeting to discuss the Committee's recommendations in light of the approved FY2020-21 budget and the uncertainties associated with the coronavirus pandemic.

#### **11. DISCUSSION AND ACTION ITEMS**

##### **11.A Customs Border and Protection Facility Analysis Professional Services Contract**

Commissioner Schmitz summarized the Operations Committee meeting held on January 7, 2020, during which the committee discussed international non-pre-cleared traffic into PSP as a long-term view and floated the possibility of cross utilizing the RJ concourse for that purpose. How the current Customs facility accommodates General Aviation traffic only and cannot be used for commercial aviation. How the Committee had moved that airport consultant Gensler be approached to evaluate the conceptual feasibility of utilizing the RJ concourse for international commercial traffic processing as recommended by staff.

Mr. Schmitz added that Gensler had not yet been solicited as the budget for such an undertaking does not exist unless one was created today. He further commented how airlines would have to be approached first under the terms of the current AULA before such an expenditure is committed.

Executive Director Nolan explained that he would negotiate scope and this would then be brought back to the Commission for ratification.

In terms of facilities considered, Mr. Nolan added that all areas of the airport would be assessed for cross-utilization as customs clearance for international flights.

**ACTION:** Recommend that Consultant Gensler review the possibility of a CBP facility at PSP. **Moved by Commissioner Schmitz and seconded by Commissioner Hedrick and unanimously approved noting the absence of Commissioners Altman, Burke, Dada, Hoehn, Hughes, Pattison, Pye.**

### **11.B Lamar Airport Advertising Concession Agreement Extension**

Chairman Jones introduced the topic based on the staff report prepared by the Executive Director submitted to the Commission. No questions or discussions ensued.

**ACTION:** Recommend that City Council approve the extension of the current airport advertising agreement with Lamar Airport Advertising for a term of two years. **Moved by Commissioner Freymuth, seconded by Commission Corcoran and unanimously approved noting the absence of Commissioners Altman, Burke, Dada, Hoehn, Hughes, Pattison, Pye.**

### **11.C Projects Updates**

Executive Director Nolan provided a full update on the CONRAC project, how the 365-day data collected from current car rental companies by consultant Gensler resulted in a space requirement of approximately 1.4 million square feet. Therefore, with input of city management, airport staff and commissioners, it was advised to evaluate additional sites, more specifically off Kirk Douglas Way, which has more space for the large facility. How three possibilities are being analyzed: the north end of the terminal building being utilized at 100%, the south end off Kirk Douglas Way utilized at 100%, and a hybrid which utilizes both areas.

Mr. Nolan announced that consultant Ricondo & Associates has been instructed to provide multiple bonding scenarios so we can select the most feasible option. How consultant Gensler hired a sub-consultant for the basis of the design and results should be ready by March 25, however it was stressed to Gensler to take the necessary time to provide as accurate figures as possible. How, when results are provided, the Operations Committee and the Budget Committee will be reconvened, and how, in the meantime, dialogue is ongoing with the car rentals to ensure the highest level of collaboration and input.

Mr. Nolan explained how the design timeline will now take an additional couple of months since the original concept was based on one location and it now encompasses multiple scenarios.

Mr. Nolan then addressed the important ticket wing project which is proceeding at full speed. Temporary trailers which house airline offices have been set up in the southern

managers' lot, as well as a cargo screening facility. The gift shop in the main terminal has been shuttered and will be converted to a ticket counter for Alaska Airlines and the entire ticket counter section will be closed off in different phases.

Mr. Nolan commented that the Baggage Handling System design is about 70% complete and its manufacturing should commence soon in Louisville, KY.

How the IDF which will house all airline technology is being constructed and should be completed by May 1<sup>st</sup> when major construction is scheduled to begin at the airport.

Mr. Nolan again explained how the three new baggage carousels for outbound baggage will make the operation significantly more efficient for the airlines.

With regard to the smaller central terminal remodeling project, Mr. Nolan gave the following updates:

The extended TSA security checkpoint is completed and functional. (As a frequent user of the airport, Chairman Jones commented on this noted improvement, the efficiency of the new system and the elimination of queuing lines into the lobby.)

The new relocated police office is completed and officers have moved in this new location which is strategically more suitable to the conducting of their duties.

The terminal sliding door between the former police office and the car rental ticket counter is now installed and functional, and this will enable the rental counters to be extended by approximately six positions.

Mr. Nolan concluded that demolition can now begin in the corridor leading to baggage claim, thus widening the hallway and exposing the originally designed Wexler glass wall which will bring more natural light to this area.

## **12. EXECUTIVE AND STAFF REPORTS:**

Airport Administration Manager Jucht reported that the Request For Proposals for Airport Food and Beverage and Retail Concessions is ready to be advertised tomorrow.

With regard to the Bono Concourse Passenger Boarding Bridges replacement project, Executive Director Nolan explained how specifications have been completed by the consultant, are being reviewed by staff and will be submitted to the City Procurement Department by the deadline this Friday, March 13.

The two new ARFF trucks Invitation For Bids is being advertised.

With regard to airport landscape sustainability, Mr. Nolan reported that Mr. Tallarico, Manager of the City Sustainability Department, has been working with the Desert Water Agency who is willing to provide a grant to convert a portion of the central grassy area into a demonstration desert garden.

Mr. Nolan showed the newly created airport website landing page launched on March 2<sup>nd</sup>, and created by the Palm Springs Tourism Bureau, in conjunction with the CVB's production team JNSNext. Some final refinements will continue to be made to bring the site up to date and render it fully functional.

### **13. COMMISSIONERS REQUESTS AND REPORTS:**

Commissioner Clarkson reported that he volunteered for a shift at the airport navigators' information desk and recommended it to all commissioners. He commented on the kindness of the volunteers and how well they represent Palm Springs. He observed navigators devoting a good deal of time retrieving abandoned baggage carts in the terminal, at the curb and in the parking lot and suggested that perhaps someone could be hired to perform this task.

Commissioner Schmitz announced that he had been reappointed to the Airport Commission by the City Council of Indio and he received a warm round of applause.

### **14. REPORT OF CITY COUNCIL ACTIONS:**

Included in the packet.

### **15. CORRESPONDENCE:** None.

### **16. RECEIVE AND FILE:**

**ACTION:** Receive and file: 16.B April 2020 Airlines Schedules.

Item 16.A. Airline Activity Report had not been received at meeting time and would be e-mailed later.

**Moved and seconded, and unanimously approved noting the absence of Commissioners Altman, Burke, Dada, Hoehn, Hughes, Pattison, Pye.**

### **ADJOURNMENT:**

**ACTION:** Motion to adjourn. **Moved and seconded, and unanimously carried noting the absence of Commissioners Altman, Burke, Dada, Hoehn, Hughes, Pattison, Pye.**

Palm Springs Airport Commission  
Action Summary Minutes of Adjourned Meeting  
March 11, 2020

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The Airport Commission adjourned at 09:13 A.M. to Wednesday, April 8, 2020, at 08:00 A.M., in the airport conference room, 3400 E. Tahquitz Canyon Way, Palm Springs.

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Nadia P. Seery  
Executive Administrative Assistant