



## **AIRPORT COMMISSION**

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

**Wednesday, February 17, 2021 – 5:30 P.M.**

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#### **1. CALL TO ORDER:**

Chairman Jones called the Airport Commission Meeting to order at 5:30 P.M. and led the Pledge of Allegiance. The meeting was held via videoconference.

#### **2. POSTING OF THE AGENDA:** Posted on February 11, 2021.

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

**Commissioners Present:** Gerald Adams, Patricia Breslin, Paul Budilo, Todd Burke, Jeffrey Clarkson, Kevin J. Corcoran, Aftab Dada, David Feltman, Peter Freymuth, Ken Hedrick, Rolf Hoehn, Kathleen Hughes, Al G. Jones, Gabriel Martin, Jill Philbrook, Jan Pye, Bill Riesen, Jhan Schmitz, M. Guillermo Suero.

**Commissioners Absent:** None

**Staff Present:** City Manager David Ready, Airport Executive Director Ulises Aguirre, Deputy Director of Aviation - Marketing and Air Service Daniel Meier, Airport Administration Manager Victoria Carpenter, Director of Finance and Treasurer Nancy Pauley, Budget Analyst Bryan Ebensteiner, Airport Executive Administrative Assistant Nadia Seery.

**Public Attendance:** Three attendees.

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

**ACTION:** Accept the Agenda as presented. **Moved by Commissioner Hedrick, seconded by Commissioner Hoehn, and unanimously approved.**

#### **5. PUBLIC COMMENTS:** None.

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

The minutes of the Regular Meeting held on January 20, 2021 were presented for approval. **Moved by Commissioner Hoehn and seconded by Commissioner Hedrick.**

**AYES:** Adams, Breslin, Budilo, Burke, Clarkson, Corcoran, Feltman, Hedrick, Hoehn, Hughes, Jones, Martin, Philbrook, Pye, Riesen, Schmitz, Suero

**NOES:** Nil.

**ABSENT:** None

**ABSTAIN:** Dada, Freymuth.

## **7. CHAIRMAN COMMENTS**

Chairman Jones welcomed again Commissioner Philbrook from Cathedral City, and Commissioner Martin from Coachella and announced the extension of Rancho Mirage Commissioner Riesen's term to June 30, 2021.

Chairman Jones announced that Commissioner Breslin and Commissioner Burke will be on the Marketing and Communications RFP review committee.

## **8. INTRODUCTIONS AND PRESENTATIONS:**

Mr. Meier, Deputy Director of Aviation, Marketing and Air Service, provided updates on air service which continues to change frequently due to COVID.

Delta is extending their Seattle service into the summer. In the past this route suspended in April. Alaska Airlines decided to postpone the San Jose service until September 2021, and temporarily suspended Reno. Boutique stopped operating on February 8. JetBlue postponed Fort Lauderdale until next winter.

With regard to advertising, Mr. Meier explained there were over 15,000 Google impressions in January. The airport top active pages are flight status, immediately followed by Airlines and Destinations.

Social media is creating awareness as locals become "ambassadors" of PSP. Posts are more authentic and display a higher engagement rate. There is a better overall reach.

Billboards will go up on February 22, 2021. Five locations were selected in Palm Springs, Cathedral City and Rancho Mirage. All billboards are digital. Airline specific ads will rotate while the PSP specific ads will be constant. Television and radio ads started on February 8. An animated route map was added to the airport baggage claim video walls. An email blast is being considered.

Mr. Meier then provided an update on the Marketing and Communication Plan RFP. The RFP was issued on February 3, 2021 and proposals are due by March 3<sup>rd</sup>.

Chairman Jones asked if a PDF of the presentation could be sent to all Commissioners.

**9. CITY MANAGER REPORT:**

City Manager Ready commented that two of the artistically painted benches in front of the airport were not approved for this location and will be moved elsewhere.

Commissioner Adams mentioned that four painted benches are planned for the airport sustainability garden and that Mr. Tallarico would formulate a request at a later time.

Chairman Jones inquired about the newly appointed City Manager.

Mr. Ready announced that Mr. Justin Clifton, the former City Manager of Sedona, Arizona, will begin his service in Palm Springs on April 5, 2021. Mr. Ready will remain as Interim City Manager until that time.

**10. BUDGET AND FINANCE REPORT:**

Airport Administration Manager Carpenter presented the January 2021 Financial Summary.

Fund 405 – Customer Facility Charges (CFC) - Revenues stand at 35% of the projected budget of \$1.4M, expenditures stand at \$24,000 of the \$4.1M budget.

Fund 410 – Passenger Facility Charges (PFC) - Revenues stand at 26% of budget of \$2.6M, expenditures stand at \$520,000 in interest from the budgeted \$2.5M

Fund 415 – Airport Operations and Maintenance revenues stand at 37% of the budgeted \$25.5M. Key revenue accounts are the terminal airline space at 75% of the \$1.5M budget, land rental at 66% of the \$1.2M budget, and the on-airport rental car at 54% of the \$3.2M budget. Additionally, \$1.6M were received from the CARES Act reimbursement in October 2020. Expenditures stand at 43% or \$11M of the budgeted \$25M.

Fund 416 – Capital Projects. Finance recently adjusted the airport budget to reflect a City Council prior action by adding \$7.6M of approved federal grant to acquire a runway sweeper and to replace eight passenger boarding bridges. Expenditures stand at 14% or \$8.3M of the budgeted \$52M. For Fund 416, airport revenues stand at 50% of the budgeted amount of \$15.5M.

Funds 405 and 410 show a surplus, Funds 415 and 416, a deficit. However, the deficit in Fund 415 will be offset by a CARES Act grant.

As a summary, Fund 415 unrestricted cash amount stands at \$4.3M.

Vice Chairman Hoehn inquired about the \$900,000 decline in unrestricted cash since the December statement.

Ms. Carpenter indicated she will research it further and provide an answer to the Commission.

**11. DISCUSSION AND ACTION ITEMS:**

There were no discussion or action items.

**12. EXECUTIVE AND STAFF REPORTS:**

Airport Executive Director Aguirre commented on the following topics:

The January airline activity report will be sent tomorrow as some airlines only reported their numbers this morning.

Sustainability Manager Tallarico should be able to present the demonstration garden final design to the Airport Commission in March. The project start date has been moved to the fall.

The Customer Facility Charge (CFC), currently a \$10.00 fee per rental car transaction may be changed to a daily fee as the airport desires to resume planning of new rental car facilities. Discussions on this topic will take place with the Airport Commission in the near future.

Airport Executive Director Aguirre presented a PowerPoint and first showed the accent painting done by the USO on the exterior of their facility. The navy blue accents refreshed the façade.

Mr. Aguirre showed pictures of the former airline ticketing area and the new completely refurbished lobby which opened this day. He pointed out the future location of each airline. The south lobby is the only area remaining to be renovated, which is the next construction phase.

Mr. Aguirre showed construction progress in the TSA baggage screening area with the conveyor system nearing completion. He pointed out the baggage belts motors, approximately one hundred of them, which will require maintenance, as will the elaborate master control panels.

The southernmost airline offices of the north ticket area are being framed. This last phase is progressing swiftly now that the underground cabling issues have been resolved.

Plaster is being applied to the rear exterior of the building. All outdoors excavations done to house wiring to the baggage carousels have now been filled back and compacted.

The final pictures depicted concrete platforms which will support transformers and generators for the BHS.

Commissioner Riesen thanked Airport Executive Director Aguirre for taking him on a tour of the facilities and commented on how high tech the facilities were compared to what existed previously.

Executive Director Aguirre extended the invitation to all Commissioners.

Chairman Jones encouraged all Commissioners to take Mr. Aguirre up on his offer so that they may better understand what these improvements will mean to the flying public.

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

Commissioner Riesen inquired about the location of the noise complaint number on the website.

Mr. Aguirre demonstrated the presence of this number on the airport website under Business Information, Aircraft and Airport Operations. This page also contains numbers to the FAA website and their noise complaint contacts.

Chairman Jones wondered if the Noise Complaint page should be highlighted in a different way or on another tab and asked Commissioner Clarkson, Chair of the Noise Committee, if he would look into it.

Commissioner Clarkson asked when the Budget Committee would meet.

Executive Director Aguirre explained that the budget process had begun internally at the airport. The budget will be shared with the City Manager before it is brought before the Budget Committee and the Airport Commission, but the Budget Committee should convene in March.

Commissioner Clarkson inquired about the interview process for Commissioners whose terms expired in December 2020.

City Manager Ready confirmed that City Council is behind in conducting interviews, but how incumbent Commissioners are to continue until a replacement is made. Verification will be made with City Clerk to see if any interviews have been scheduled.

Commissioner Riesen asked whether this applied to other cities' representatives.

Mr. Ready confirmed that this applies to other cities representatives and to the Riverside County representative.

Commissioner Pye commented that she shared with her City Council the artistic painting of the airport benches, the presence of the COVID Clinic at the airport and where to find the link to the Clinic on the airport website. She also shared information on flight service at the airport with the Hoteliers Association.

Chairman Jones indicated he continues to provide updates about the airport to the Main Street Business Association in Palm Springs.

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

Included in the packet.

**15. CORRESPONDENCE:** None.

**16. RECEIVE AND FILE:**

- 16.A Airline Activity Report January 2021 – Pending completion
- 16.B Airlines Schedules March 2021.

**17. ADJOURNMENT:**

**ACTION:** Motion to adjourn. **Moved by Commissioner Schmitz, seconded by Commissioner Burke and approved unanimously.**

The Airport Commission adjourned at 6:27 P.M. to March 17, 2021, at 5:30 P.M. via videoconference.

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Nadia P. Seery  
Executive Administrative Assistant