



AIRPORT COMMISSION MEETING

Agenda Item Executive Summary

Airport Conference Room, Palm Springs International Airport
3400 E. Tahquitz Canyon Way, Palm Springs, CA 92262
Wednesday, September 20, 2023 - 5:30 P.M.

The following agenda items were distributed on the next regular business day after the Airport Commission agenda packet was distributed to the Airport Commission, and at least 24 hours prior to the Airport Commission meeting.

AGENDA ITEM 6 – APPROVAL OF THE MINUTES

ATTACHMENT:

April 19, 2023 Minutes

AGENDA ITEM 8.F - Projects and Airport Capital Improvement Program Update

ATTACHMENT:

Projects and Airport Capital Improvement Program Update

AGENDA ITEM 9 - Executive Director Report

ATTACHMENT:

Executive Director Report



palm springs

INTERNATIONAL AIRPORT

AIRPORT COMMISSION

ACTION SUMMARY MINUTES OF REGULAR ADJOURNED MEETING

April 19, 2023 – 5:30 P.M.

1. CALL TO ORDER:

Chairman Dada called the Airport Commission Meeting to order at 5:30 P.M., and he invited Commissioner Feltman to lead the Pledge of Allegiance. The meeting was held in-person and via videoconference.

2. POSTING OF THE AGENDA: Posted on April 13, 2023.

3. ROLL CALL:

Commissioners Present:

Gerald Adams (Palm Springs)	Kathleen Hughes (La Quinta)
Patricia Breslin (Palm Springs)	Tony Michaelis (Cathedral City)
Paul Budilo (Indian Wells)	Scott G. Miller (Palm Springs)
Todd Burke (Palm Springs)	John Payne (Palm Springs)
Aftab Dada (Palm Springs) – Chair	Jan Pye (Desert Hot Springs)
David Feltman (Palm Springs)	Paul Slama (Riverside County)
Ken Hedrick (Palm Springs)	Rick Wise (City of Indio)

Commissioners Absent: Kevin Corcoran (Palm Springs) – Vice Chair, M Guillermo Suero (Palm Springs), and Kevin Wiseman (Palm Desert)

Staff Present:

Scott C. Stiles, City Manager
Harry Barrett, Jr., Airport Executive Director
Jeremy Keating, Assistant Airport Director
Daniel Meier, Deputy Director of Aviation, Marketing and Air Service
Victoria Carpenter, Airport Administration Manager
Jeffrey Ballinger, City Attorney
Christina Brown, Executive Administrative Assistant

Others Present:

Alex Garfio, Fuse Connect, LLC
Scott Jacobson, Fuse Connect, LLC

4. ACCEPTANCE OF THE AGENDA:

Executive Administrative Assistant Brown stated that before a motion was made to accept the agenda, she needed to notify the Airport Commission that a Commissioner had brought to staff's attention that Government Code Section 54957.5 requires that a roll call vote be taken for all Commission votes. Chairman Dada stated that the Airport Commission would proceed accordingly.

ACTION: Accept the Agenda as presented. **Moved by Commissioner Feltman, seconded by Commissioner Hedrick and unanimously approved noting the absence of Vice Chairman Corcoran and Commissioners Suero and Wiseman.**

5. PUBLIC COMMENTS: None

6. APPROVAL OF THE MINUTES:

ACTION: Approve the minutes of the Airport Commission meeting of January 18, 2023. **Moved by Commissioner Burke, seconded by Commissioner Breslin and unanimously approved noting the absence of Vice Chairman Corcoran and Commissioners Suero and Wiseman.**

7. INTRODUCTIONS AND PRESENTATIONS:

7.A City Manager Scott C. Stiles

Chairman Dada introduced City Manager Stiles, who has been with the City of Palm Springs for three weeks. Mr. Stiles noted that his previous 7 ½ years of experience was in the position of City Manager for the City of Garden Grove, and he said that he had previously worked for the City of Cincinnati for 27 years.

Mr. Stiles reported that newly appointed Fire Chief Paul Alvarado would be starting on May 1st and that he would have Fire Chief Alvarado attend a future Commission meeting to introduce himself to the Commission. He thanked Airport Executive Director Barrett and the Airport's Security Manager for an in-depth tour of the Airport, and the overview of the Airport's operations and future plans. Mr. Stiles noted that the budget would be approved on July 1st and that filling the Airport's vacant positions was a priority, and he said that a human resources specialist would be hired to specifically focus on the Airport's staffing needs. He said that he was aware of the issue of homelessness in Palm Springs and at the Airport and that his goal was to implement additional resources to address the issue.

7.B City Clerk Brenda Pree

Due to unforeseen circumstances, City Clerk Pree was not able to attend the meeting.

7.C Airport Commissioner Rick Wise (Indio)

Commissioner Wise said that he had worked as a Project Manager at Alaska Airlines for 32 years and that he was glad to be serving on the Airport Commission.

8. DISCUSSION AND ACTION ITEMS:

8.A Commissioner Terms

Executive Administrative Assistant Brown stated that she and Airport Executive Director Barrett had spoken with City Attorney Ballinger and City Clerk Pree, and she said that she had been instructed that per Municipal Code 2.06.010, Commissioners may serve on the Airport Commission for a total continuous service of 7 years. For Palm Springs Commissioners, the extended service must be approved by the City Council, and for the other 8 cities and Riverside County, the extended service must be approved by the appointing City/County and the Palm Springs City Council. She noted that there were four Palm Springs Commissioners and the Riverside County appointee whose terms would be ending on June 30th, and that she or the City Clerk's office would be contacting these Commissioners to instruct them as to if they would be asked to extend their time on the Commission or if their term would be officially ending on June 30th.

8.B Brown Act Rules on Discussing Agenda Items

City Attorney Ballinger provided an overview of the Brown Act, specifically what could be discussed by Commissioners when a discussion item is not specifically listed on the agenda. Mr. Ballinger explained that the premise of the Brown Act is to notify the public of what items will be discussed or taken action on based on the posted agenda.

Mr. Ballinger said that the Brown Act specifies that each item of business on the agenda must have a brief general description, members of the public can comment on the item and that Commissioners are forbidden from discussing or taking action on items not listed on the agenda with the exemptions that Commissioners can make brief comments, ask a question for clarity, respond to a question posed by the public, make a brief announcement, or make a brief statement reporting on the Commissioner's own activities. Commissioners can also contact staff or other resources to secure additional information.

Mr. Ballinger said that the general rule of thumb for items that are not listed as a Discussion and Action Item is that the Commission should not allow for brief statements or questions to be turned into extended discussions, and he explained that the Executive Director Report is meant to provide an update to the Commission and that it is not meant to be a discussion item, and he said that Commissioners can ask for clarification on items in the Executive Director Report, as long as it doesn't turn into a discussion.

Commissioner Payne asked for clarification on what items could be discussed by the Commission. Mr. Ballinger explained that all items listed as a Discussion and Action

Item could be discussed by the Commission. Commissioner Miller asked for clarification on what items can be discussed by the Commission. Mr. Ballinger reiterated that all items listed as a Discussion and Action Item could be discussed by the Commission. Commissioner Miller asked if a Commissioner could request that a topic that is included in the Executive Director Report be added as a Discussion and Action Item for a future Commission meeting. Mr. Ballinger explained that it would be appropriate for a Commissioner to request that a topic from the Executive Director Report be added as a Discussion and Action Item for a future Commission meeting if more than two or three Commissioners were voicing an interest in doing so.

Commissioner Miller inquired about the appropriate procedure for Commissioners to request that an item be added to the agenda, and he referred to the City Council's procedure for adding items to the agenda. Mr. Ballinger explained that it is up to each legislative body to determine the rules for adding items to the agenda. Airport Executive Director Barrett noted that while the Airport Commission doesn't have adopted bylaws, the Commission does have rules set in place for Commissioners to follow for requesting agenda items. Commissioner Miller noted that the Airport staff had presented a memorandum to the Airport Commission with the rules for requesting agenda items, he said that the Commission did not vote to approve the rules, and he argued that the rules were not enforceable because the Commission did not vote to approve the rules for requesting agenda items. Commissioner Miller asked when Commissioners could request that an agenda item be added to discuss adopting rules for the Commission's procedure to request agenda items. Executive Administrative Assistant Brown said that the request could be made during Commissioners Requests and Reports.

Commissioner Budilo noted that he had observed various Coachella Valley City Council meetings, and he said that councilmembers were allowed to ask questions about report items, and he asked why they were allowed to ask questions. Mr. Ballinger asked the Commission not to mishear him because he did not say that the Commission could not ask questions, and he said that he had advised the Commission to limit the questions so that the questions do not turn into a discussion. Mr. Ballinger reiterated that a couple of Commissioners can ask brief questions or make brief comments during items that are not a Discussion and Action Items as long as the questions or comments do not turn into a discussion.

Commissioner Payne argued that there were Commissioners that wouldn't object to a 23-minute discussion on a report item, if the discussion would help staff understand what information they needed to bring back to the Commission. Mr. Ballinger explained that the Brown Act states that a legislative body cannot discuss or take action on an item that is not listed on the agenda, and he said that the legislation has made it clear that even if the Commission falls short of taking action on an item, the Commission cannot have a discussion on an item if the public doesn't have an idea that the Commission will be discussing the item at the meeting.

Commissioner Miller voiced his concern in regard to the Commissioners being able to digest and discuss the Airport information that is provided in a report. Commissioner Feltman interjected that the Commissioner's purpose as Airport Commissioners was to engage with the Airport staff on important Airport issues, and he said that he believed that a simple and elegant solution would be to list some of the items from the Executive Director Report as Discussion and Action Items. Mr. Ballinger said that although Commissioner Feltman's suggestion could be done, items that are listed in the Executive Director Report aren't typically also listed in Discussion and Action Items, and he said that the Commission should keep in mind that the Executive Director Report is meant to provide important updates to the Commission, and if the Commission wishes to discuss an item further, the Commission can request to discuss the item at a future Commission meeting.

Commissioner Payne suggested that the Executive Director Report be listed as a Discussion and Action Item. Mr. Ballinger said that Commissioner Payne's suggestion could be done if Mr. Barrett was aggregable. Mr. Barrett noted that the Executive Director Report is typically distributed to the Commission after the agenda has been posted. Commissioner Burke asked for clarification between Commissioner Payne's suggestion and the advice that Mr. Ballinger had provided. Commissioner Payne explained that the Executive Director Report could be provided to the public at the same time it is distributed to the Commission.

Mr. Ballinger said that the Commissioners were welcome to contact him with any questions, and he noted that he has an attorney on staff that works with other Airport Commissions and that he could have that attorney attend the monthly Commission meetings. Chairman Dada asked City Manager Stiles if he would allow the Airport Commission to have an attorney attend the monthly Commission meetings. Mr. Stiles said that he would allow an attorney to attend the monthly Airport Commission meetings.

8.C Airport Commission Meeting Time

Executive Administrative Assistant Brown stated that Commissioner Payne had requested that the Airport take a vote to determine if the majority of the Commission was in favor of recommending to City Council that the Airport Commission meetings be held at an earlier time of day on the third Wednesday of each month excluding August when the Commission goes dark. Ms. Brown said that if the majority of the Commission were to agree to meeting at an earlier time of day, she would contact each Commissioner to determine the time that the majority could agree upon and the Commissioners would vote on the time at the May Commission meeting, and if there wasn't a consensus as to an earlier meeting time, Ms. Brown said she would provide the top two times for Commissioners to vote on at the May Commission meeting. Commissioner Adams noted that the reason why the City Council went to the current time frame was to allow people who worked 9:00 A.M. to 5:00 P.M jobs the opportunity to serve on Boards and Commissions.

Commissioner Payne stated that he had been trying to get this item on the agenda for a while, and his reasoning for this item was to address the length of the meetings being held now. He said that he could see matters getting more complex and involved, the number of Airport projects indicated to him that an earlier meeting time would be more conducive to getting work done and that an earlier meeting time would not infringe on family and personal time. Commissioner Payne noted that the Commission receives very little public input and that he believed that a meeting time change would not inconvenience the public.

Chairman Dada noted that the Commissioners were appointed by the Palm Springs City Council, he said that the Commission needs to make sure that the City Council is in support of the Commission discussing a potential meeting time change, and he said that it was the City Council that directed the Boards and Commissions to hold the meetings at 5:30 P.M. City Manager Stiles asked if it was statutorily listed in the ordinance that the meetings had to be held at 5:30 P.M. City Attorney Ballinger said that in 2020, the Palm Springs City Council adopted the ordinance that set the standard for all Boards and Commissions meetings to start at 5:30 P.M. unless City Council makes an exception.

Chairman Dada said that before Ms. Brown proceeds with the roll call vote, he would prefer for the Airport Commission to receive confirmation that the City Council is in support of the Airport Commission moving forward on this matter. Mr. Stiles noted that the City Council would likely ask him to confirm the meeting time that the Commission is requesting that the meeting time be changed to. Chairman Dada said that Ms. Brown could provide the meeting time once the time was determined by the Commission.

Ms. Brown stated that the first step would be to verify if the majority of the Commission was in favor of changing the meeting time, and she confirmed with Mr. Ballinger that a majority vote would require 8 votes. Commissioner Adams asked Ms. Brown to clarify the motion that was being voted on by the Commission. Ms. Brown said that the motion was to confirm that the majority of the Commission does wish to recommend to the City Council that the Airport Commission meeting time be moved to an early time of the day, and she said that if the motion passes, she would be contacting the Commissioners to determine a meeting time that would work best for the majority of the Commission. Mr. Ballinger advised Ms. Brown that she could not contact the Commissioners individually either by email or telephone to determine the meeting time and that the meeting time would need to be determined publicly in an Airport Commission meeting. Mr. Stiles said that he would prefer for the Commission to vote on a time as well which would allow him to convey the Commission's specific request to the City Council.

Commissioner Breslin questioned whether this was the right time to entertain this action due to the number of Commissioner's who had terms that would be expiring soon, and she recommended that the new Commissioners be given the opportunity to have a say in the matter. Ms. Brown noted to Mr. Ballinger that Commissioner Payne had requested that the item be put on the agenda, and she said that she believed that the first step

would be to see if the majority of the Commission was in favor of changing the meeting time. Mr. Ballinger agreed with Ms. Brown.

ACTION: Recommend to the City Council that the time of the Commission monthly meeting be moved to an earlier time of the day. **Moved by Commissioner Hedrick, seconded by Commissioner Miller, and denied by the following roll call vote 10 No; 3 Yes; 1 Abstention; and the absence of Vice Chairman Corcoran and Commissioners Suero and Wiseman.**

8.D Agreement with Fuse Connect, LLC

Deputy Director of Aviation, Marketing and Air Service Meier said that Scott Jacobsen with Fuse Connect, LLC (Fuse) would be giving a presentation to the Commission, and he mentioned that he would not be presenting the Marketing Update because he was out of town.

Mr. Jacobsen introduced himself and Alex Garfio as the Fuse Team, he provided the Fuse Team's background and experience, and he said that their current clients included Ontario International Airport, Santa Barbara Airport, and Charles M. Schultz Sonoma County Airport. Mr. Jacobsen reviewed Fuse's beliefs, and he said that Fuse offers relationships, innovation, and local emphasis to promote the cultures and industries of a region and a sense of pride and place for passengers and the community. Mr. Jacobsen provided examples of several projects that Fuse had worked on at the Ontario International Airport that drove up revenue and advertising dollars, and he reviewed partnerships that Fuse had worked on with Porsche and Good Day LA/Fox 11.

Mr. Jacobsen reviewed Fuse's roadmap ahead for PSP which most importantly included complementing the mid-century modern architecture and aesthetics with a unified message throughout; growing local advertising partners with a mix of national brands; creating innovative partnerships to bring in revenue and positive public relations for the Airport, Commission, and the City. Mr. Garfio noted that Fuse's commitment to the Airport included investing in the Airport and understanding the goals of the Airport. He said that Fuse would be investing \$400,000 into the Airport's digital static infrastructure and that they were focused on decluttering and ensuring alignment with the mid-century modern motif of the Airport. Mr. Garfio presented an Airport diagram, and he reviewed the design mock-ups for the concourse, baggage and arrival areas.

Commissioner Miller inquired about the length of time that Fuse had been in business. Mr. Jacobsen said that Fuse had been in business for a little over three years, and he noted that Fuse also represents UC Santa Barbara Athletics and Cal State Fullerton Athletics. Commissioner Adams stated that the whole objective of most airport terminal passenger waiting areas is to provide a calmer environment and to not bombard passengers with advertisements, and he asked if Fuse had taken into consideration the digital volume. Mr. Jacobsen said that he agreed with Commissioner Adams' feedback, and he said that their proposal would be fine-tuned.

Commissioner Payne asked about the customer demographic metrics that Fuse would be sharing with the Airport. Mr. Jacobsen said that it really depends on the complexity of the Airport's infrastructure to collect certain data and that Fuse would work with the Airport and local tourism groups, and he said that they wouldn't necessarily be going out and surveying passengers to collect demographic information. Commissioner Payne inquired about Fuse's plan to navigate the Airport's infrastructure. Mr. Jacobsen said that the Fuse team would be working closely with the Airport staff. Mr. Meier stated the Airport staff would be keeping Fuse abreast of any changes that may come up from the construction of the baggage claim expansion project and that the Airport staff would be working with Fuse to ensure that equipment is installed in the correct places.

Commissioner Miller referred to the option to renew the contract, and he asked Mr. Meier who had the authority to renew the contract. Mr. Meier replied that it is at the sole discretion of the City which would be the Airport to renew the contract. Commissioner Miller asked if there was any discussion about the length of the contract versus the amount of time that this company has been in business. Mr. Meier asked Commissioner Miller to clarify his question. Commissioner Miller responded that it is unusual to give a 5-year lease to a company that is 3 years old. Mr. Meier said that he wasn't aware of any discussions about the contract term, he clarified that the contract had a three-year term with two one-year options to extend the contract, and he noted that there is language in all city contracts that give the City the ability to exit a contract with a 30-day notice.

ACTION: Recommend that the Palm Springs City Council approve an agreement with Fuse Connect LLC. **Moved by Commissioner Hedrick, seconded by Commissioner Burke and approved by the following roll call vote: 9 Yes; 2 No; 3 Abstentions; and the absence of Vice Chairman Corcoran and Commissioners Suero and Wiseman.**

8.E Marketing Update

Chairman Dada noted that the Commission would not be receiving a Marketing Update.

8.F Budget and Finance Committee Update

Committee Chairman Hedrick stated that on April 5th, the Budget and Finance Committee met, and he provided the following committee meeting summary:

Airport Executive Director Barrett reported that consideration was being given to raising the Airport's parking rates. The parking rate for 20 minute parking would be increased from \$2.00 to \$3.00, the hourly rate would be increased from \$6.00 to \$8.00, and a new parking rate of \$28.00 was being added for oversized vehicles that take up more than one parking space, such as campers. Mr. Barrett said that the additional revenue would help fund capital improvement projects, and general maintenance in the parking lots, as well as other upgrades that are necessary.

Commissioner Miller had requested information on the list of projects that would be funded by the Measure J Fund. Mr. Barrett said that the project list was being developed by staff and that the list would be shared at a later time, and he also informed the Committee that the projects would first need to be approved by the Measure J Commission and the City Council.

Staff provided an initial review of the FY23-24 and FY24-25 proposed budgets, the Committee had provided their questions to staff, and no action was taken on the draft budget.

Committee Chairman Hedrick reported that he had met with Airport Administration Manager Carpenter to review a number of revenue increases and new revenue streams that would be generated from the new Airport Use and Lease Agreements which would be presented at the April City Council meeting.

8.G Financial Summary Update

Airport Administration Manager Carpenter said that she had provided the financial summary ending March 31st in the agenda packet. Commissioner Miller requested that Ms. Carpenter review the financial summary highlights, any unexpected expenditures or revenues that have occurred, and the months that were involved. Ms. Carpenter said that all four funds were doing very well, she noted that the biggest change was made in Capital Expenditure Fund 416, where there was a net spending of approximately \$1.3 million. The Airport had an increase of approximately \$823,000 of expenditure when compared to the prior month because most of the Airport's expenditures hit for the FAA funded projects like the Hot Spot study, the Taxiway Rehabilitation Design, the Wildlife Hazard Assessment, the Runway Sweeper, and there were additional project expenses for the Common Use Project, Gate striping, and network switches that had to be installed for IT related matters. Ms. Carpenter said that the Airport was intending to submit a reimbursement to the FAA in the amount of \$715,000 for Quarter 3, and she was expecting the Airport to receive the reimbursement by the end of April.

Commissioner Miller asked if the Airport funds were running within Ms. Carpenter's expectations. Ms. Carpenter said that the Airport funds were running within her expectations, and she noted that the Airport's year-to-date actuals for Airport revenues was at \$44 million and that staff had budgeted \$47 million. Commissioner Payne inquired about the excess projected revenue. Ms. Carpenter said that she wanted to wait until the next month to address the excess projected revenue so that she could see how May and June were going to look for the Airport's revenues.

Commissioner Payne inquired about the Airport receiving revenue from the festivals. Ms. Carpenter said the festivals don't bring in as much revenue as everybody probably thinks they do, and she said that the Airport's number one revenue generator is the on-airport car rentals. She also noted that there would be about a \$20,000 spike in

revenues from ground transportation fees.

8.H Airport FY23-24 and FY24-25 Budget Review

Airport Administration Manager Carpenter provided a presentation of the Airport's Preliminary Budget for FY23-24 and FY24-25. Commissioner Payne referred to Fund 405, and he asked if the \$10.6 million in FY23-24 and the \$3 million in FY24-25 would be combined for land acquisition. Ms. Carpenter clarified that the two amounts that total \$13.6 million would be used for the new car rental counters and the planning and design of the new consolidated rental car facility. Commissioner Feltman voiced his concern in regard to it appearing that the Airport staff was implying that the consolidated rental car facility was being built and that funds were being allocated to the project which was contradictory to the information that had been recently provided to the Commission. Airport Executive Director Barrett said that the Airport staff hadn't made any decisions and that staff was reserving the funds in order to be prepared for when the Airport Master Plan is completed.

Commissioner Miller referred to Fund 410, and he asked if the fund is traditionally in the negative. Ms. Carpenter explained that the Airport collects the Passenger Facility Charges, the funds are transferred into a trust fund, and the trust fund account funds the PFC approved projects. Commissioner Miller suggested that the explanation that Ms. Carpenter had provided to the Commission be included in the budget to help the City Council and the public understand why there is a negative balance.

Commissioner Miller referred to Fund 415 – Additional & Proposed Staffing, and he asked if staff believed that the Airport would have a sustainable revenue over the next 10 years to keep the additional positions that were being added. Mr. Barrett said that staff believed that part of the Master Plan process and the Airport's strategic planning process would help support the added positions. Commissioner Miller asked if there was enough workspace for the 45 employees that would be hired over the next two years. Mr. Barrett said that staff had been strategizing to identify underutilized areas at the Airport and that he was confident that there would be enough workspace for the next two years.

Commissioner Miller asked if the Airport had gone through a class and compensation study in the last three to four years. Mr. Barrett explained that for many of the older positions, there had not been a class and compensation study done, he said that there was an ACI Study that was available for staff to use as a resource to benchmark against some of the similar positions and in regard to the newer positions, it was standard procedure to have a cost study done. Commissioner Miller voiced his concern in regard to the older positions being severely underpaid, and he suggested that the Commission recommend to the City Council that a comprehensive class and compensations study be done for all Airport positions.

Commissioner Payne referred to the funds budgeted for Wi-Fi design and construction, and he asked if the Airport would have control over the spending of the Wi-Fi funds or if the funds would be used by the IT Department. Mr. Barrett said that the Wi-Fi project would be a joint partnership between the Airport and the IT Department. Commissioner Payne voiced his concern in regard to the use of funds for each of the different projects. Mr. Barrett explained that an Airport Planner and Project Manager would be hired to coordinate and strategize how and when the projects get executed.

Chairman Dada exited the meeting at 7:38 P.M., and Commissioner Hedrick filled in as the Chairman of the Airport Commission meeting.

ACTION: Recommend that the City Council approve the Airport FY2023-2024 and FY2024-2025 Budget. **Moved by Commissioner Wise, seconded by Commissioner Miller and approved by the following roll call vote: 11 Yes; 2 Abstentions; and the absence of Chairman Dada, Vice Chairman Corcoran, and Commissioners Suero and Wiseman.**

8.I Operations, Properties and Facilities Committee Update

Committee Chairman Feltman provided a summary of the April 5th Operations, Properties and Facilities Committee meeting. He said that the Committee had discussed parking capacity, and he noted that Commissioner Payne had asked staff for additional parking data. Committee Chairman Feltman reported that there was a discussion about the baggage handling system, he said that he had raised the issue of customer experience measurement and that he had been informed that Deputy Director of Aviation, Marketing and Air Service Meier was spearheading the customer service measurement effort, and he requested that a customer experience measurement discussion item be added to the June Airport Commission meeting agenda.

Committee Chairman Feltman thanked staff for dedicating a significant amount of funds towards fixing the Airport's Wi-Fi issues, and he noted that the Landscape Committee had been combined into the Operations, Properties and Facilities Committee, and the Committee would be reviewing all future artwork proposals from the Public Arts Commission.

Commissioner Payne requested that the ACI's ASQ survey process be included with the customer experience measurement agenda item that Committee Chairman Feltman had requested be added to the June Commission meeting agenda. Ms. Brown asked Committee Chairman Feltman if he was asking for a customer experience measurement update to be presented to the Committee or the Commission. Committee Chairman Feltman said that he was requesting that the update be given to the Commission.

Commissioner Feltman exited the meeting at 7:38 P.M.

8.J Concessions Update

Assistant Airport Director Keating said that a brief summary was provided in the Airport Commission agenda packet, and he said that staff was having regularly scheduled meeting with Paradies and The Marshall Retail Group (MRG) and that staff was ensuring that the concessionaires stay on schedule. Commissioner Payne requested a Master Schedule be provided to the Commission.

8.K Ad Hoc Master Plan Review Committee / Working Group

Airport Administrative Assistant Brown noted that City Attorney Ballinger advised Ms. Brown and Airport Executive Director Barrett that because there would be City staff participating in the Airport Master Plan process, staff should have not had the Commission vote to create the Ad Hoc Master Plan Review Committee and that the Master Plan consultant Mead & Hunt had also advised Mr. Barrett and Ms. Brown that a working group would be the best way to proceed with the Master Plan meetings. Ms. Brown said they would like to have the Commission vote to discharge the Ad Hoc Master Plan Review Committee and to create a Master Plan Working Group with the same Commissioners who were assigned to the Ad Hoc Master Plan Review Committee. Ms. Brown said that the first working group meeting would be held the first week of May, and baring any delays, an update would be provided to the Commission in November 2024.

ACTION: Approve the Discharge of the Ad Hoc Master Plan Review Committee and create a Master Plan working group. **Moved by Commissioner Payne, seconded by Commissioner Burke, and unanimously approved, noting the absence of Chairman Dada, Vice Chairman Corcoran, and Commissioners Feltman, Suero, and Wiseman.**

8.L AULA Update

Airport Executive Director Barrett reported that Southwest Airlines and Delta Airlines had signed the AULA, staff was expecting American Airlines and Air Canada to sign their AULA's soon, and he said that the AULA would be presented to the City Council on April 27th. Commissioner Budilo asked if the approval from the City Council would allow him to sign on future airlines. Mr. Barrett confirmed that that the current AULA and the proposed AULA both have in the agreement that the Airport Executive Director can sign on future airlines.

ACTION: Recommend that the Palm Springs City Council approve the new AULA and Non-Signatory Airline Operating Permit. **Moved by Commissioner Payne, seconded by Commissioner Budilo and unanimously approved, noting the absence of Chairman Dada, Vice Chairman Corcoran, and Commissioners**

Feltman, Suero, and Wiseman.

8.M Projects and Airport Capital Improvement Program Update

Airport Executive Director Barrett noted that he had provided the update in the agenda packet.

8.N Wi-Fi Update

Commissioner Payne said that when he came into the Airport that evening, he did a check on the Wi-Fi and it was less than 50K in the public area, and he asked if there was an immediate fix available for that kind of problem. Airport Executive Director Barrett said there wasn't an immediate fix available, he said that IT was working on fixing the issue, and he said that the City would be bringing in a consultant to assess where the Airport needs additional service and how to add the additional service to the Airport. Mr. Barrett said the Airport has budgeted funds for a Wi-Fi project and that the project would have to go through the City's procurement process and that it could take up to a year to start the project. Commissioner Payne asked if Mr. Barrett would be open to using a cooperative agreement to get the project started faster. Mr. Barrett said that it would up to the IT Director to enter into a cooperative agreement.

8.O Airport Technology Update

Commissioner Payne voiced his concern in regard to the Airport staff making sure that everything flows together and that staff was taking advantage of opportunities. Airport Executive Director Barrett stated that staff analyses all areas of the Airport when initiating a project to confirm that all services can be provided.

9. EXECUTIVE DIRECTOR REPORT

Airport Executive Director Barrett noted that the report had been provided in the agenda packet.

10. COMMISSIONERS REQUESTS AND REPORTS

Commissioner Pye referred to Agenda Item 8.C – Airport Commission Meeting Time, she noted that the Airport Commission is an advisory Commission, and she recommended that any time that a City Council has an ordinance in place, it may be better to present the reasons for wanting to change a City ordinance to see first if the City Council would be open to the Commission's reasons for wanting to change an ordinance, otherwise it could look like cynicism. Commissioner Pye voiced her support for having rules in place for adding agenda items, and she suggested that the rule should be that the Airport Commission Chair and the Airport Executive Director determine which items will be added to the next meeting agenda and which items can be postponed to a later meeting agenda which could help reduce the length of the

Commission meetings.

Commissioner Miller requested that a class and compensation agenda item be added to the June Commission meeting.

11. REPORT OF CITY COUNCIL ACTIONS:

11.A Past City Council Actions

11.B Future City Council Actions

12. RECEIVE AND FILE:

12.A Airline Activity Report March 2023

12.B Airline Activity Report Fiscal Year Comparison

13. COMMITTEES:

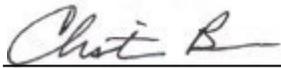
13.A Updated Committee Roster

13.B Future Committee Meetings

14. ADJOURNMENT:

ACTION: Recommend to adjourn. **Moved by Commissioner Burke seconded by Commissioner Miller and unanimously approved, noting the absence of Chairman Dada, Vice Chairman Corcoran, and Commissioners Feltman, Suero, and Wiseman.**

The Airport Commission adjourned at 8:02 P.M. to a Regular Meeting on May 17, 2023, at 5:30 P.M.



Christina Brown
Executive Administrative Assistant



A Department of the City of Palm Springs

Palm Springs International Airport
3400 E. Tahquitz Canyon Way, Suite 1
Palm Springs, CA 92262-6966

flypsp.com
T: (760) 318-3800

DATE: September 20, 2023

TO: Chairman Dada and Airport Commissioners

FROM: Harry Barrett, Jr., Airport Executive Director

SUBJECT: Projects and Airport Capital Improvement Update

Capital Projects

Airport Master Plan (Updated September 18, 2023)

Background: This project is a 30-month comprehensive study to plan and develop capital program requirements thru the year 2045. The study is scoped to be sustainable, and incorporates future goals related to terminal complex, landside access and parking, and airside improvements for future generating aircraft.

Status: Airport staff and Mead & Hunt (M&H) kicked off the master planning process on February 13th. A full Commission strategy session was conducted on February 28th resulting in additional inputs for M&H to consider as the planning process. The consultant has worked through the Aviation Forecast, Inventory, and Facilities Requirements components of the planning process. On September 18th, the Federal Aviation Administration provided an approval of PSP's Aviation Forecasts. The consultant has produced Initial Alternatives that were presented to the City Council on September 14th. Mead and Hunt and staff will be holding a public open house on September 19th to obtain feedback from the community on the alternatives. Once all comments have been reviewed, the Master Plan Working Group will make a Preferred Alternative referral to the Commission and City Council.

Terminal Common Use (Updated September 18, 2023)

Background: This project is to install Common Use Passenger Processing System (CUPPS) at each of the 18 boarding gates and at the non-signatory airline ticket counters. This includes renovations to the Bono Concourse which involve replacement of customer service podiums, lighting and signage upgrades and carpet replacement for both concourses.

Status: Contract Awarded. Invitation For Bid #21-28 was issued on February 15th for construction of Bono concourse podiums and the renovation of the concourse. The City Council approved a contract with the most qualified firm (CalTec) on May 11, 2023. The Regional Jet (RJ) concourse gates have been fully converted onto the Common Use platform. Demolition has begun to renovate the Bono Concourse, with new millwork and carpeting anticipated to be installed starting in October. The project is expected to be completed in January 2024.

Outbound Baggage Handling System Replacement: (Updated September 18, 2023)

Background: This project is intended to modify or replace the current outbound baggage handling system with a new inline baggage handling system to improve capacity and process efficiency, implement additional technology for bag tracking, reduce or eliminate single points of failure, and improve ergonomics.

Status: In process - design: City Council approved the selection of AECOM for inline outbound baggage handling system design services. Airport staff is working with TSA to execute the design Other Transaction Authority (OTA) agreement for funding of the design. Airport staff continues to work with the FAA to identify funding for what is likely to be a building expansion to accommodate the system. The is underway with AECOM expected to provide 30% designs in late October. The timing of federal funding suggests that PSP will target CY 2025 for construction.

Baggage Claim Expansion and Renovation (Updated September 18, 2023):

Background: This project was previously identified on the airport's Capital Improvement Program (CIP) list for start in FY 2025.

Status: Contract Awarded. In the Fall of 2022, Airport staff applied for a nation-wide competitive grant under the Airports Terminal Program (ATP) under the 2021 Bipartisan Infrastructure Law. Airport staff was notified on February 27th that PSP had been awarded a \$5.7M grant to partially fund expansion of baggage claim. Airport staff has determined that a Construction Manager at Risk (CMAR) project delivery methodology is appropriate for this project and Request for Proposal #34-23 was advertised. An contract award for Construction Manager at Risk to Skanska was approved in July 2023 with a project budget of \$27M. Primary funding sources for this project include BIL ATP, BIL allocation, and Airport Improvement Program funds. This project was included in the airport's proposed budget and as such the airport will also be working with the airlines upon adoption of the 2024 budget on capitalizing any remaining costs. The airport's on-call consultant is working toward 30% design.

Restroom Renovations (Updated July 14, 2023)

Background: City Council approved Airport staff to design and renovate all public restrooms airport wide in the FY 2023 budget. This would include demolition and replacement of all flooring and fixtures, upgrades to ventilation and lighting systems, and conversion of some restrooms to gender neutral facilities.

Status: Solicitations for bids closed - Negotiations. The Airport has received a costs proposal for the design of five pair of public restrooms throughout the campus. Airport staff is currently in negotiations with the highest ranked firm on costs proposals.

Public Parking Electrification – Lot D (Updated June 16, 2023)

Background: Airport staff applied for the Southern California Edison electric vehicle charging infrastructure rebate program in the winter of 2022. The program is designed to provide no-cost infrastructure to enable Level 2 electric vehicle charging with the caveat that sponsors self-procure level 2 chargers.

Status: PSP was approved for expansion of electric infrastructure under the SCE rebate program. Request for Proposal #04-23 was issued on June 1st, 2023 for procurement of 40 level two chargers to serve 80 parking positions. The airport anticipates that infrastructure work to commence in the fall of 2023. Airport staff is developing costs recovery rate and fee plans for ev charging spaces and anticipates bringing proposals to the finance committee in the winter of 2023.

Employee and Economy Parking Lots & Commercial Transit reconfiguration

Background: This project aims to complete three objectives; 1) design and build a new employee parking lot west of the airport at El Cielo and Baristo; 2) convert the current overflow and employee lots to economy lots; and 3) make changes to commercial ground transportation staging areas. PSP's focus is on incorporating and improving technology thru these designs by introducing a new Parking and Revenue Control System, adding EV charging and upgrading fiber capability to accommodate security improvements. Staff has been working thru state and federal programs to procure EV charging capability.

Status: Procurement Phase. The RFQ for design services is with the City Procurement Office awaiting an Independent Fee Estimate to confirm and negotiate pricing. At the completion of review and negotiation, the Airport will advance a recommendation for contract approval by City Council. The Airport has entered into an agreement with the Southern California Edison to supply no costs installation of infrastructure to support increased electrical loads for Electric Vehicle Charging in public parking lot D. The Airport has budgeted secure 40 level 2 chargers for FY 2024 and has been notified by SCE that the timing of our application allows us to secure a rebate for the initial investment of procuring those chargers. Airport staff anticipate this project to commence over the summer.

Taxiway W and A1 Rehabilitation

Background: This is an Airport Improvement Program (AIP) funded project to design and rehabilitate the Airport's primary commercial taxiway under the Pavement Management Program.

Status: In Design. The airport's on-call engineering firm overseeing airfield projects recently completed surveying and destructive testing of the pavement to determine the project approach for rehabilitation. Project is proceeding as planned with construction scheduled for CY 2024.

Sterile Area Shade Structures

Background: This project aims to add shade structures post security to encourage broader use of the Airport during summer months. This project is partially funded through a grant facilitated by Visit Greater Palm Springs.

Status: In Design. City engineers assisted Airport staff in identifying space and are currently procuring structures for installation in three areas of the sterile area.

Program Updates

Feasibility Study for Federal Inspection Station (International Air Service) (Updated September 18, 2023)

Background: This two-phased study (partially funded by Visit Greater Palm Springs) seeks to analyze how small and medium hub airports have successfully constructed an FIS and expanded international routes to their facilities, and subsequently develop a business plan for expansion of Customs and Border Protection Services for commercial flights at PSP.

Status: In Process – On March 1st, Intervistas was notified that their firm was the most qualified firm to undertake the FIS study. The City Council approved a contract with Intervistas in April and the study is currently underway. Intervistas has completed Phase I of the study which is being directed by Visit Greater Palm Springs (VGPS). This phase involves identifying and providing case studies and best practices from other airports relative to FIS development. Airport staff will pick up the second phase of the study and is reviewing Phase I to determine next steps. The study cost is \$385,000, of which VGPS is responsible for \$70,000. Airport staff is continuing discussions with Customs and Border Protection regional leadership about PSP plans to expand international air service.

DATE: September 20, 2023

TO: Chairman Dada and Airport Commissioners

FROM: Harry Barrett, Jr., Airport Executive Director

SUBJECT: Executive Director Report

Emerging Developments

Aviation Worker Screening (New)

Background: The Transportation Security Administration (TSA) issued a national amendment to security regulations directing airports to implement protocol for screening of aviation workers at all commercial airports with an effective date of September 25, 2023.

Report: In August 2023, Airport staff requested the City Manager declare an emergency to procure contract services with Allied Universal Security Services to meet the requirement of the TSA regulation. Allied Universal has an existing contract with the City of Palm Springs and is familiar with the regulatory requirements. A contract in the amount of \$267,074.08 is expected to be retroactively approved on September 26th.

Airport Reorganization – New FTEs (Updated September 18, 2023)

Background: The PS City Council adopted the FY 2024 and FY 2025 budgets on June 29th, which included the Airport's request for an additional 49 Full Time Equivalent positions. These positions included augmentation of current classifications to support growth, as well as new classifications to better align resources with airport needs.

Report: Airport staff and City Human Resources (HR) have been coordinating on hiring priorities. To date, staff has been focused on filling the last remaining vacant positions that were approved in the 2023 budget and has started working thru FY 2024 FTEs. Since the start of the fiscal year, the HR team has recruited for and is currently filling six FTEs. Of the 85 airport only positions allocated to PSP there are currently 19 vacancies. The airport HR Specialist has been hired and began work on August 28th.

Commissioner request for agenda item to update on Persons without Legitimate Business & Unhoused Population (Updated September 18, 2023)

Background: Airport staff received a Commissioner request for ongoing updates surrounding the unhoused population at the Airport. The Airport has experienced an increase in persons without legitimate business within the terminal area, including unhoused persons living on the Airport campus and populating the terminal.

Report: Airport staff and the Police Department began enforcement of the Legitimate Business ordinance at midnight on March 12th. There was an immediate and noticeable decline in persons without legitimate business and unhoused individuals occupying the Airport property upon enforcement. The Airport can report that the situation remains unchanged and there has been no observed increase in persons without legitimate business on the airport.

Turo Agreement (Updated July 14, 2023)

Background: Turo is a peer-to-peer carsharing company which uses app-based solutions to enable people to rent personal vehicles. Airport management has become aware of Turo activity on PSP in the public parking lots.

Report: The company has been operating at the Airport without an agreement for a number of years. PSP has engaged with Turo and is seeking a revenue agreement with the company in exchange for an operating permit at PSP. It was previously reported that a proposed agreement will be coming to the

Commission for consideration over the summer. Airport staff have paused drafting an agreement pending the outcome of legislation being proposed in the State Assembly. Airport staff is monitoring Assembly Bill 893 which would address peer-to-peer car sharing services and which is currently being negotiated with Turo.