



AIRPORT COMMISSION MEETING

Agenda Item Executive Summary

Airport Conference Room, Palm Springs International Airport
3400 E. Tahquitz Canyon Way, Palm Springs, CA 92262
Wednesday, January 17, 2024 - 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 – Minutes

ATTACHMENT: September 20, 2023 Minutes



AIRPORT COMMISSION MEETING AGENDA

Airport Conference Room, Palm Springs International Airport
 3400 E. Tahquitz Canyon Way, Palm Springs, CA 92262
 Wednesday, January 17, 2023 - 5:30 P.M.

To view/listen/participate in the meeting live, please contact Chrisina Brown at Christina.Brown@palmspringsca.gov or the following telephone number (760) 318-3879 to register for the Zoom meeting. There will be an email with Zoom credentials sent after registration is complete, in order to access the meeting and offer public comment.

In addition, the meeting will also be teleconferenced pursuant to Government Code Section 54953 from the following location(s):

TELECONFERENCE LOCATION(S):

Commissioner Kathleen Hughes – City of La Quinta
 79655 Cetrino
 La Quinta, CA 92253

Each location is accessible to the public, and members of the public may address the Airport Commission from any of the locations listed above. Any person who wishes to provide public testimony in public comments is requested to file a speaker card before the Public Comments portion of the meeting. You may submit your public comment to the Airport Commission electronically. Material may be emailed to: Christina.Brown@palmspringsca.gov - Transmittal prior to the start of the meeting is required. Any correspondence received during or after the meeting will be distributed to the Airport Commission and retained for the official record.

View Airport Commission meeting videos on the City's on [YouTube](#).

City of Palm Springs:		Riverside County:	City of Cathedral City:	City of Palm Desert:
Aftab Dada - Chair	David Feltman	Margaret Park	Tony Michaelis	Kevin Wiseman
Kevin J. Corcoran Vice Chair	J Craig Fong	City of Indian Wells:	City of Coachella:	City of Rancho Mirage:
Vacant	Tracy Martin	Robert Berriman	Denise Delgado	Keith Young
Todd Burke	M. Guillermo Suero	City of La Quinta:	City of Desert Hot Springs:	City of Indio:
Daniel Caldwell	Dave Banks	Kathleen Hughes	Jan Pye	Rick Wise
Palm Springs City Staff				
Scott C. Stiles		Harry Barrett Jr., A.A.E.		Jeremy Keating
City Manager		Airport Executive Director		Assistant Airport Director

- 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- 2. POSTING OF AGENDA**

3. ROLL CALL

4. ACCEPTANCE OF AGENDA

5. PUBLIC COMMENTS: Limited to three minutes on any subject within the purview of the Commission

6. APPROVAL OF MINUTES: Minutes of the Airport Commission Regular Meeting of September 20, 2023

7. DISCUSSION AND ACTION ITEMS:

7.A Electronic Use Policy

7.B AB 557

7.C Financial Summary Update

7.D Marketing Update

7.E Concessions Update

7.F Projects and Airport Capital Improvement Program Update

8. EXECUTIVE DIRECTOR REPORT

9. COMMISSIONERS REQUESTS AND REPORTS

10. REPORT OF COUNCIL ACTIONS:

10.A Past City Council Actions

10.B Future City Council Actions

11. RECEIVE AND FILE:

11.A Airline Activity Report December 2023

11.B Airline Activity Report Fiscal Year Comparison

12. COMMITTEES:

12.A Future Committee Meetings

12.B Updated Committee's Roster

ADJOURNMENT:

The Airport Commission will adjourn to a Regular Meeting on February 21, 2024, at 5:30 P.M.

AFFIDAVIT OF POSTING

I, Harry Barrett, Jr., Airport Executive Director, City of Palm Springs, California, hereby certify this agenda was posted on January 11, 2024, in accordance with established policies and procedures.

PUBLIC NOTICES

Pursuant to G.C. Section 54957.5(b)(2) the designated office for inspection of records in connection with the meeting is the Office of the City Clerk, City Hall, 3200 E. Tahquitz Canyon Way. Complete Agenda Packets are available for public inspection at: City Hall Office of the City Clerk. Agenda and staff reports are available on the City's website www.palmspringsca.gov. If you would like additional information on any item appearing on this agenda, please contact the Office of the City Clerk at (760) 323-8204.

It is the intention of the City of Palm Springs to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the Department of Aviation, (760) 318-3800, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.



AIRPORT COMMISSION

ACTION SUMMARY MINUTES OF REGULAR ADJOURNED MEETING

Wednesday, September 20, 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 Vice Chairman Corcoran to lead the Pledge of Allegiance. The meeting was held in-person and via videoconference.

2. POSTING OF THE AGENDA: Posted on September 14, 2023.

3. ROLL CALL:

Commissioners Present:

Gerald Adams (Palm Springs)	Tracy Martin (Palm Springs)
Todd Burke (Palm Springs)	Tony Michaelis (Cathedral City)
Daniel Caldwell (Palm Springs)	Jan Pye (Desert Hot Springs)
Kevin Corcoran (Palm Springs) - Vice Chair	M Guillermo Suero (Palm Springs)
Aftab Dada (Palm Springs) - Chair	Rick Wise (Indio)
David Feltman (Palm Springs)	Keith Young (Rancho Mirage)
J Craig Fong (Palm Springs)	

Commissioners Absent: Robert Berriman (Indian Wells), Denise Delgado (Coachella), Kathleen Hughes (La Quinta), Margaret Park (Riverside County), and Kevin Wiseman (Palm Desert)

Staff Present:

Harry Barrett, Jr., Airport Executive Director
 Jeremy Keating, Assistant Airport Director
 Victoria Carpenter, Airport Administration Manager
 Kristopher Mooney, Finance Director
 Jeremy Holm, City Attorney
 Christina Brown, Executive Program Administrator

Others Present:

Ryan Hayes, Mead & Hunt, Inc.

4. ACCEPTANCE OF THE AGENDA:

ACTION: Accept the Agenda as presented. **Moved by Commissioner Young, seconded by Commissioner Adams, and unanimously approved noting the absence of Commissioners Berriman, Delgado, Hughes, Park, and Wiseman.**

5. **PUBLIC COMMENTS:** None

6. **APPROVAL OF THE MINUTES:**

ACTION: Approve the minutes of the Airport Commission Meeting of April 19, 2023. **Moved by Commissioner Burke, seconded by Vice Chairman Corcoran and approved by the following roll call vote 8 Yes; 5 Abstain; and noting that Commissioner Feltman was inadvertently not included in the roll call vote and with the absence of Berriman, Delgado, Hughes, Park, and Wiseman.**

7. **INTRODUCTIONS AND PRESENTATIONS:**

7.A Airport Commissioner Tracy Martin (Palm Springs)

Chairman Dada introduced newly appointed Airport Commissioner Tracy Martin (Palm Springs). Commissioner Martin said that he and his family have been residents of Palm Springs for approximately six years and that before retiring he had worked as a chief financial officer for small and mid-sized companies. Commissioner Martin said that he believed that his finance and strategy experience could help better the Airport, and he said that as a neighbor of the Airport, he wanted to ensure that the Airport was being a good neighbor to the community.

7.B Executive Administrative Assistant Sonya Sussman

Executive Program Administrator Brown notified the Airport Commission that Ms. Sussman was no longer with the Airport.

8. **DISCUSSION AND ACTION ITEMS:**

8.A Airport Master Plan Update

Airport Executive Director Barrett announced that on September 19, 2023, the Airport staff, the Mead & Hunt Team, and several members of the Master Plan Working Group had held a public open house to discuss the terminal and landside concept design alternatives.

Ryan Hayes with Mead & Hunt Inc. reviewed the four stages of the Master Plan process and the project schedule. Mr. Hayes noted that there would be a second open house for the public in March, and he said that there had been a significant amount of outreach to the community and stakeholders. Mr. Hayes also reviewed the highlights

of the Airport's history, and he said that while the terminal has historic significance, the building also has functional challenges. He said that one of the mandates for the Master Plan was to enhance the customer experience and the flow of passengers through the terminal.

Mr. Hayes reviewed the study area for the terminal, which was essentially the terminal building, the Bono Concourse, the Regional Concourse, and the gates that surround the concourses, and he noted that he was anticipating that the gates would need to be increased from 18 gates to 32 gates. Mr. Hayes noted that in the current Master Plan, there was no plan for adding gates, and he said that there were certain spaces in the terminal that would be eligible for FAA participation and leasable spaces that would not be eligible for FAA participation.

Mr. Hayes reviewed the aviation activity forecasts, and he said that the growth forecast indicated that the Airport would have six million total passengers by the end of the planning period. He also reviewed the level of service concept which demonstrated the need for finding the balance for optimizing space and reducing the queuing time for passengers. Mr. Hayes also reviewed the terminal requirements summary which demonstrated the space required to accommodate growth, and the current parking demand versus the projected parking demand for 2042.

Mr. Hayes reviewed terminal concept alternatives 1A, 1B, 2, and 3, and he noted that the comments that had been received from the public were being reviewed. Commissioner Adams asked if the TSA security checkpoint would remain in the current location or if it would be relocated. Mr. Barrett said that depending on the alternative, the TSA security checkpoint could either remain in the Wexler terminal or it could be relocated to the southern extension. Commissioner Fong referred to the four alternatives, and he asked how many gates would be added for each of the alternatives. Mr. Barrett said that each of the alternatives would have 32 gates. Commissioner Wise asked if staff believed that the estimate of 32 gates was accurate. Mr. Barrett said that based on the analysis, staff believed that the estimate of 32 gates was an accurate estimate. Commissioner Wise noted that the Airport would be initiating the next Master Plan in seven to ten years, and he asked if the alternatives allowed for future growth. Mr. Barrett said that the purpose for initiating a Master Plan every seven to ten years was to account for growth and economy changes.

Commissioner Caldwell inquired about an increase in the number of runways. Mr. Barrett explained that the review of the airside would be Phase 2 of the Master Plan, and he said that there wasn't a need to add runways because the existing runways were currently being underutilized. Commissioner Fong inquired about year-over-year enplanement growth. Mr. Hayes said that he believed that the compounded annual enplanement growth would be three to four percent over the 20 years. Commissioner Young asked if all of the gates would allow for the maximum size aircraft. Mr. Barrett said that staff was planning for the critical demand aircraft for the Airport, he explained that the FAA categorizes aircraft based on the aircraft's size, wingspan, and speed,

and he said that the size of the Airport's aircraft would basically stay the same and that staff had accounted for the potential for international service and that two of the gates would be able to accommodate wide body aircraft.

Vice Chairman Corcoran asked Mr. Hayes to give the Commission a sense of what the forecasted cost would be for the four alternatives. Mr. Hayes explained that the cost estimates had not been completed at this stage, and he noted that the reuse of the facilities would be less costly than the replacement of the facilities. Mr. Hayes said that the next step of the planning process was to refine the alternatives, plan out the phases in which the alternatives would be built, and to put a cost estimate to each phase. Vice Chairman Corcoran noted that Alternative 3 would be a complete rebuild which would make it the most expensive of the alternatives. Commissioner Martin inquired about the financing of the project. Mr. Barrett explained that once the terminal design alternative was chosen, staff would begin the process of financial planning which could involve Airport revenue, grants, and private equity. He said that there were several avenues that the Airport could leverage for the financing of the project.

Commissioner Wise asked if the City Council would be voting on the terminal design in November. Mr. Hayes said that in order for staff to move on to Phase 2 of the Master Plan, which is airfield planning, the City Council would need to approve the terminal design because the airfield needs to be tied into the terminal. Mr. Barrett explained that the next steps would be for Mead & Hunt and Aviatrix Communications to evaluate and address the comments from the public, the information would be reviewed by the Master Plan Working Group, the preferred alternatives would be brought back to the Commission to for consideration, and the Commission would make their recommendation to the City Council.

Commissioner Suero asked which of the alternatives would be the least intrusive to the airlines, airport operations, and the passengers. Mr. Barrett explained that each of the alternatives would have various degrees of impact. Commissioner Suero noted that with Alternative 3, the current terminal would still be able to function while Alternative 3 was being constructed. Mr. Barrett said that it would be dependent upon the phasing. Mr. Hayes said that part of the phasing process would be to figure out how to minimize the impacts during construction.

Commissioner Fong inquired about federal funding opportunities. Mr. Barrett confirmed that there would be federal funding opportunities. Commissioner Young asked if there was general guidance around the reusable life of reuse facilities versus a new facility. Mr. Hayes said that they had their building engineers tour and inspect the Wexler terminal and the concourses to conduct a systems analysis to determine what systems could be added on to and what systems could be expanded and upgraded. He said that the engineers determined that the systems in the Wexler terminal are dated and that a report would be provided with Mead & Hunt's recommendations for the upgrades that would be needed.

Chairman Dada exited the meeting at 6:03 p.m.

Vice Chairman Corcoran said that he believed that the public open house went great and that there was a great turnout from the public. He said that based on the comments he heard at the open house, he felt that the reaction from the public was positive.

8.B Marketing and Air Service Update

Executive Program Administrator Brown noted that the Marketing and Air Service Update had been provided in the agenda packet.

8.C Measure J

Airport Administration Manager Carpenter introduced Finance Director Mooney, she said that she works closely with Mr. Mooney, and she noted that Mr. Mooney was also providing Measure J updates to the Measure J Oversight Commission. Ms. Carpenter said that staff would be asking the Airport Commission to vote on what projects to use the Measure J funds on. Mr. Mooney explained that in 2012, the FAA passed a rule that required that any local aviation fuel tax that had been collected from 2008 to current had to be set aside and used for airport related expenses. He said that the City put the Measure J sales tax in place in 2012, and in 2017, the Measure J Oversight Commission began to set aside the estimated amount of \$200,000 a year for the Airport and there was now an estimated \$1.3 million in the Airport's Measure J fund. Mr. Mooney explained that the Finance Department would be working with Airport staff on an analysis to confirm the actual amount of available Measure J funds.

Mr. Mooney further explained that the City had been required to provide a process to the FAA that explained how the City would be setting aside the Measure J funds, and in 2013, the City submitted a process to the FAA that stated that at the end of every month, the Finance Department would calculate the Measure J tax from the monthly fueling reports, and the Measure J funds would be set aside each month. Mr. Mooney said that there had been a significant amount of turnover in the Finance Department and the Measure J process was forgotten about until 2017 when the Measure J Oversight Commission began to set aside the estimated amount of \$200,000 a year for the Airport. He said that the Finance Department was working on determining if they would abide by the process that had been submitted to the FAA, or if an amended process would be submitted to the FAA. Mr. Mooney said that the \$200,000 a year would continue to be set aside until the process was determined and that the Airport staff had been directed to move forward with using the \$1.3 million to fund Airport projects.

Mr. Mooney noted that there was also Measure D that was passed in 2018 for a half cent sales tax that has been deposited into the City's general fund, and he said that no funds have been set aside for the Airport for the Measure D tax and that an analysis

would also be done to determine the total amount of funds that should have been set aside for the Airport for Measure D. Commissioner Wise asked if it could be possible that \$200,000 per year was overestimated for Measure J, and if so, would the Airport have to return some of the funds. Mr. Mooney said that he didn't believe that the amount was overestimated and that if the amount was overestimated, the Measure D funds would make up for the difference. Vice Chairman Corcoran voiced his concerns about the Measure D funds being deposited into the City's general fund, he said that he wanted to understand how the funds could be used for specific applications, and he said that he would argue that using the funds to support the customer experience at the Airport would be the proper application of funds.

Mr. Barrett said that the staff had prepared a list of existing projects for the Commission to consider for the Measure J funds to be applied to, and he said that staff was also open to any projects that the Commission would like to consider that weren't included in staff's list. Mr. Mooney explained that there were three approvals that must be completed in the following order before the Measure J funds could be used: 1) The Airport Commission must approve the projects; 2) The Measure J Oversight Commission must approve the projects; and 3) The City Council must give the final approval of the projects. Commissioner Caldwell asked if there was the possibility of the funds being forfeited if they weren't used. Mr. Mooney said that there was no risk of the funds being forfeited and that the funds were officially restricted for Airport use.

Ms. Carpenter reviewed the following four proposed projects: 1) Baggage Claim – Design & Construction; 2) Baggage Handling System – Design; 3) Elevator Replacement; and 4) Aircraft Rescue and Fire Fighting Truck. Vice Chairman Corcoran asked Commissioner Burke if there had been any projects that had come up in the Marketing and Business Development Committee meetings that would have a quicker or more direct impact on customer experience. Commissioner Burke said that there weren't any projects that were coming to mind. Commissioner Wise asked if it would be easier for the Measure J Oversight Committee to approve one project versus several projects. Mr. Mooney said that in his opinion, submitting one project to the Measure J Oversight Commission would be desirable. Commissioner Wise asked Mr. Mooney if the Commission should use the full \$1.3 million or if the Commission should hold on to some of the funds. Mr. Mooney reiterated that the Airport would continue to receive \$200,000 each year. Ms. Carpenter noted that the Commission could choose to defer the decision to a later time and that the Measure J funds would continue to earn interest.

Vice Chairman Corcoran asked staff if there were any other projects that were on staff's wish list. Mr. Barrett said that the staff had a very long project wish list. Vice Chairman Corcoran recommended that staff submit their full project wish list so that the Commission could evaluate which projects would have a more immediate impact and that would align closer to the vision of the Measure J tax. Mr. Barrett said that staff could work on providing a list of additional projects that could be completed

sooner than the proposed projects. Vice Chairman Corcoran proposed that the Commission continue the Measure J agenda item to the October Commission meeting to allow staff additional time to prepare a list of additional projects and to also allow the Commissioners time to submit their project ideas to staff, and he referred to the shade structure project as an example of a project that would improve the passenger experience.

Commissioner Feltman exited the Zoom meeting at an unknown time.

ACTION: To continue the Measure J agenda item to a future Airport Commission meeting. **Moved by Commissioner Wise, seconded by Commissioner Pye and unanimously approved noting the absence of Berriman, Delgado, Feltman, Hughes, Park, and Wiseman.**

8.D Financial Summary Update

Airport Administration Manager Carpenter provided an overview of the financial summary ending on August 31, 2023.

8.E Concessions Update

Airport Assistant Director Keating presented the updated concession projected opening dates schedule. Vice Chairman Corcoran asked Mr. Keating to point out the changes from the original schedule. Mr. Keating reported that the 30, 60 and 90-day design reviews were continuing to move forward with the City, and he said that concessions had reached a significant milestone when the retail was passed on from Paradies to The Marshall Retail Group (MRG). Mr. Keating said that staff had met with Paradies and their construction team G4, and he said that the construction demolition and asbestos removal and remediation was moving forward for the El Mirasol and Coachella Valley Coffee location. Mr. Keating also reported that on October 18th from 11:00 a.m. to 2:00 p.m., MRG was hosting a local vendor outreach at Visit Greater Palm Springs.

Mr. Keating provided an overview of the updated concession projected opening dates schedule, and he noted that the Pink Door and the I ♥ PSP vending opening dates had shifted by approximately 30 days or more as MRG works on getting their vending contractor onboard. Mr. Keating said that Nine Cities would also be pushed out by approximately 30 days or more because of a delay in construction, Hey Joshua had moved up by five months, In Motion had been pushed out by three months, El Mirasol had moved up slightly, and Desert Oasis and Uptown Essential have been pushed back a week. He said that the Duty-Free cart and the courtyard coffee truck had also been pushed out slightly while staff works with MRG on the main stores.

Vice Chairman Corcoran asked Mr. Keating to explain what was being done with the construction walls. Mr. Keating said that a construction wall would be going up at the

Las Palmas Oasis location, and he said that the wall had been designed by MRG and Paradies and that the wall would display what is coming and what is open for each of the concession locations. Vice Chairman Corcoran asked if a similar construction wall would also be placed at the RJ Concourse. Mr. Keating explained that there wasn't space to place a construction wall at the RJ Concourse, and he said that Paradies would be adding a design to the wall for Nine Cities.

8.F Projects and Airport Capital Improvement Program Update

Airport Executive Director Barrett noted that the update had been provided in the agenda packet, he reported that staff was continuing to work behind the scenes to get the outbound baggage handling system (BHS) moving forward, and he said that staff was expecting to receive a 30% design on the BHS in October and that would be when staff would begin to engage with the airlines and TSA. Mr. Barrett explained that the BHS project would take much longer than the inbound baggage claim project because the delivery methods were different and because staff wanted to ensure that the Airport had enough cash on hand to fund both projects. He said that the BHS has a couple more years until it is completed and that he wasn't expecting any BHS delays over the next couple of years while staff continues to work through the process.

Mr. Barrett reported that Phase 1 of the Federal Inspection Station (FIS) study had been completed, he said that Visit Greater Palm Springs had initiated Phase 1, and he explained that the FIS is essentially a facility for Customs and Border Protection to accommodate international air service. He said that the Airport staff and Visit Greater Palm Springs would be meeting to review the case studies for Phase 1 to determine how to proceed with Phase 2. Commissioner Adams asked if there could be a temporary FIS put in place at the Airport. Mr. Barrett said that staff was looking into the feasibility of a temporary FIS, and he noted Customs and Border Protection prefer not to work out of temporary facilities.

9. EXECUTIVE DIRECTOR REPORT:

Airport Executive Director Barrett reported that earlier in the year TSA issued a mandate that all national commercial airports had to prepare an insider threat employee screening system, he said that the mandate did not provide clear guidelines, and staff had been working for months to develop the system to have it in place by TSA's deadline of September 25th. He said that in order for staff to meet TSA's deadline, the City Manager had to declare an emergency to allow staff to be able to procure the services needed to implement the system, and the Airport had hired Allied Universal Services to conduct the employee screening. Mr. Barrett said that he wanted to bring this contract to the Commission's attention because it would be an added expense of \$267,000 on the Airport's budget.

Mr. Barrett reported that an HR specialist had been hired for the Airport and that he had been working with the HR specialist on a daily basis to ensure that the HR

specialist understands the Airport's hiring priorities and needs. He said that three Fire Captains had been promoted, four operation specialist positions had been filled that week and that the maintenance technician positions, and the Deputy Director of Capital Development were open for recruitment.

10. COMMISSIONERS REQUESTS AND REPORTS:

Vice Chairman Corcoran asked staff and the Commission to work on preparing a list of the projects that could be funded by the Measure J funds.

11. REPORT OF CITY COUNCIL ACTIONS:

- 11.A. Past City Council Actions
- 11.B. Future City Council Actions

12. RECEIVE AND FILE:

- 12.A Airlines Activity Report July and August 2023
- 12.B Airline Activity Report Fiscal Year Comparison

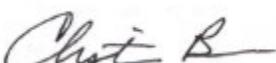
13. COMMITTEES:

- 13.A Future Committee Meetings

Vice Chairman Corcoran noted that Commissioner Burke was the Chair of the Marketing and Business Development Committee, Commissioner Feltman was the Chair of the Operations, Properties and Facilities Committee, there was currently a vacancy for the Chair of the Budget and Finance Committee, and he was the Chair of the Ad Hoc Design Review Committee. Executive Program Administrator Brown reported that Commissioner Young had volunteered to serve on the Budget and Finance Committee, and she said that there was one remaining vacancy on the Budget and Finance Committee that needed to be filled.

ADJOURNMENT:

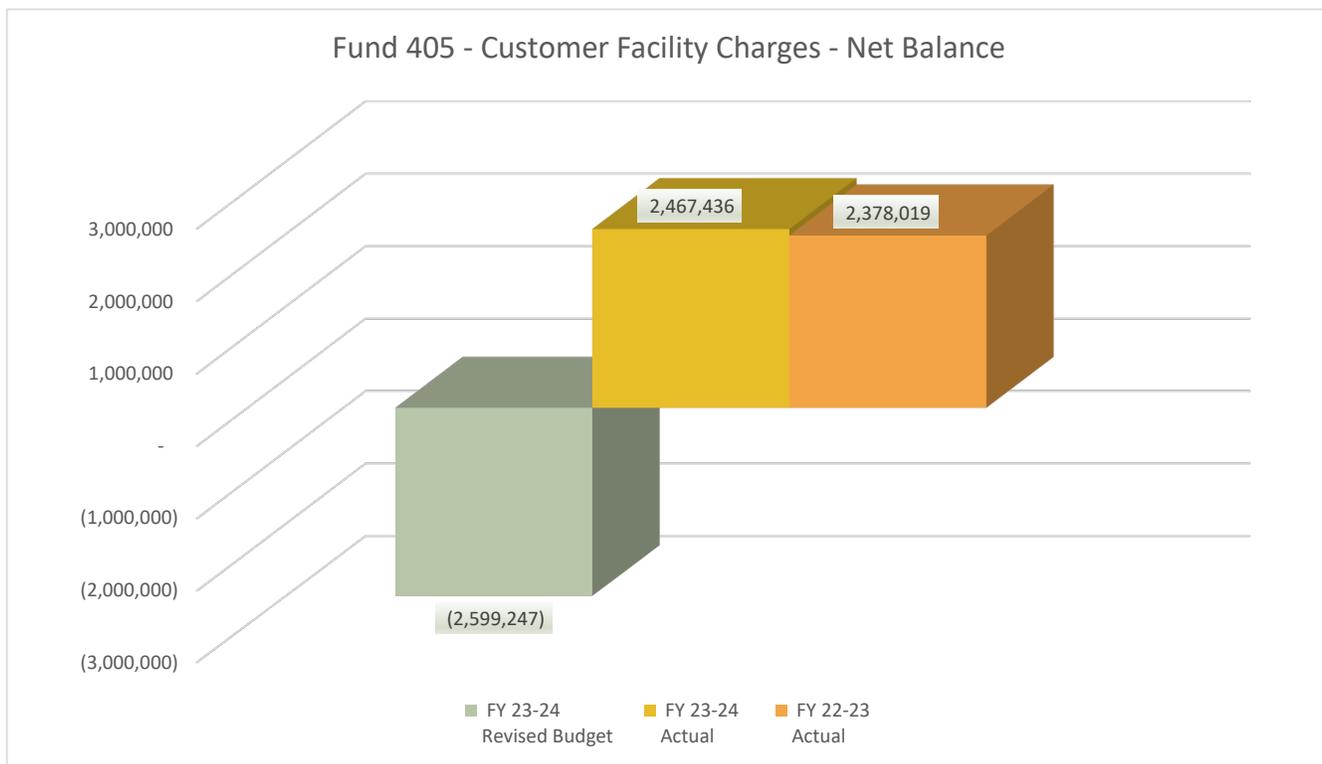
The Airport Commission adjourned at 6:54 P.M. to a Regular Meeting on October 18, 2023, at 5:30 P.M.



Christina Brown
Executive Program Administrator

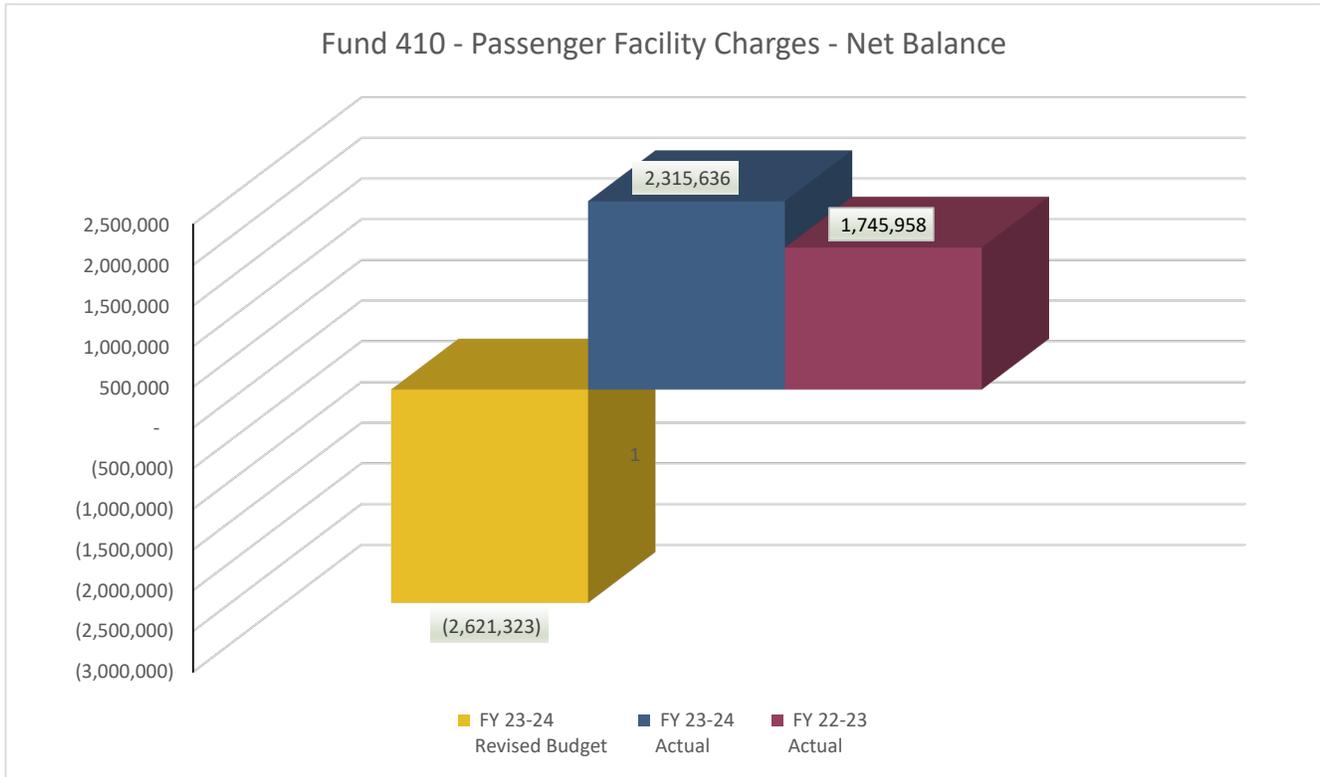
CITY OF PALM SPRINGS
PALM SPRINGS INTERNATIONAL AIRPORT
 Financial Summary
 Ending December 31, 2023

Fund 405 - Customer Facility Charges	FY 23-24 Revised Budget	FY 23-24 Actual	FY 23-24 % Of Budget	FY 22-23 Actual	FY 22-23 vs FY 23-24 % Change
Operating Revenue	9,181,327	2,467,436	27%	2,378,019	4%
Operating Expenditures	11,780,574	-	0%	-	0%
Surplus / (Deficit)	(2,599,247)	2,467,436	-95%	2,378,019	-4%



CITY OF PALM SPRINGS
PALM SPRINGS INTERNATIONAL AIRPORT
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Fund 410 - Passenger Facility Charges	FY 23-24 Revised Budget	FY 23-24 Actual	FY 23-24 % Of Budget	FY 22-23 Actual	FY 20-23 vs FY 21-24 % Change
Operating Revenue	6,450,776	2,319,121	36%	2,189,708	6%
Operating Expenditures	9,072,099	3,485	0%	443,750	-99%
Surplus / (Deficit)	(2,621,323)	2,315,636	-88%	1,745,958	33%



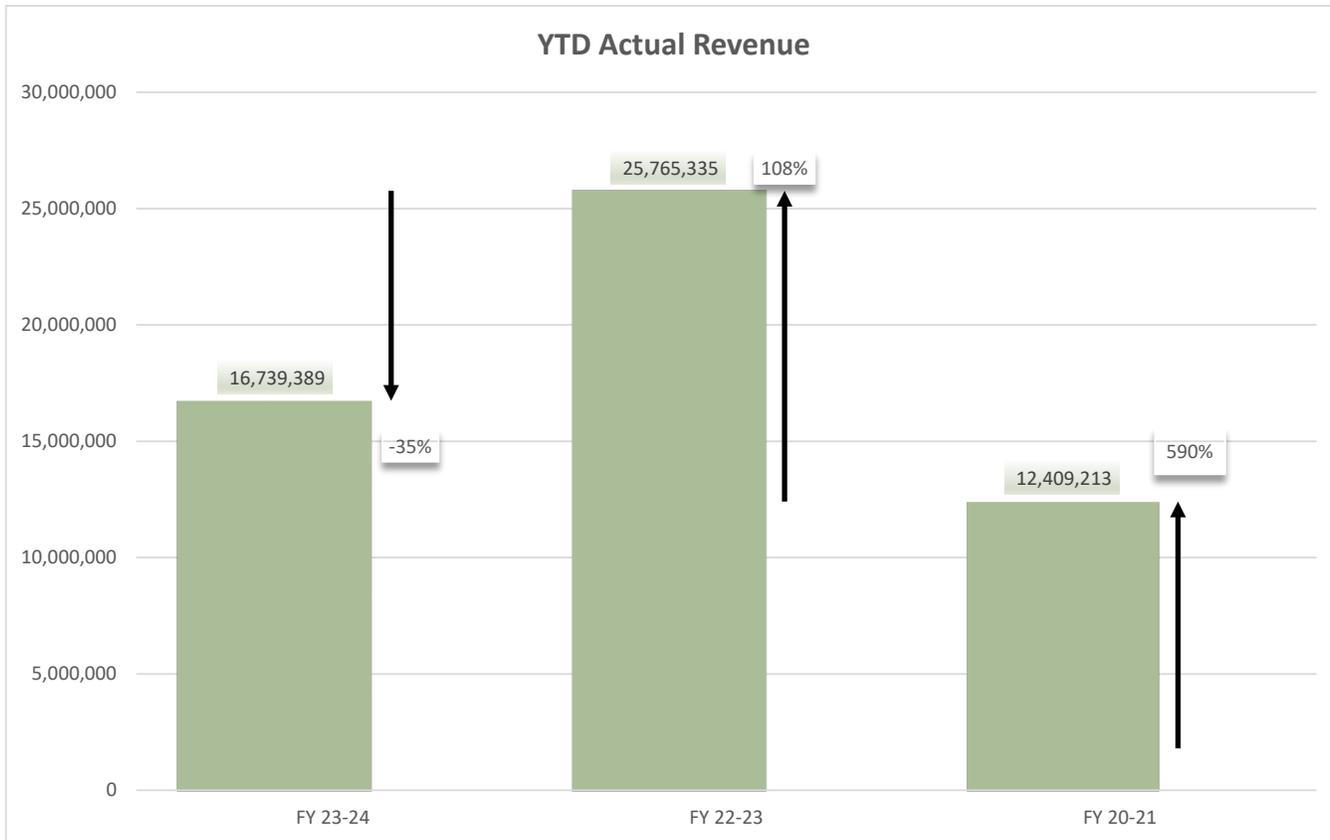
CITY OF PALM SPRINGS
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Fund 415 - Airport					
Operations &	FY 23-24	FY 23-24	FY 23-24	FY 22-23	FY 22-23 vs
Maintenance	Revised Budget	Actual	% Of Budget	Actual	FY 23-24
					% Change
Operating Revenue	64,090,869	16,739,389	26%	25,765,335	-35%
Operating Expenditures	51,371,103	12,845,025	25%	12,751,415	1%
Surplus / Deficit	12,719,766	3,894,364	31%	13,013,920	-70%

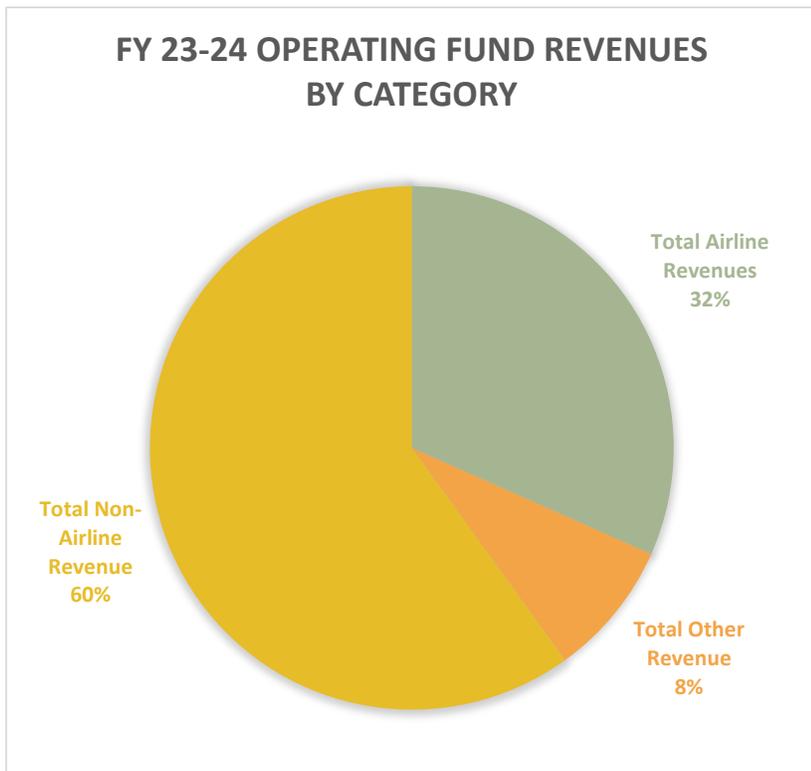
CITY OF PALM SPRINGS
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Fund 415 - Airport					
Operations & Maintenance	FY 23-24 Revised Budget	FY 23-24 Actual	FY 23-24 % Of Budget	FY 22-23 Actual	FY 22-23 vs FY 23-24 % Change
Operating Revenue					
Airline Revenue					
Landing Fees	5,910,134	1,779,275	30%	1,066,566	67%
Landing Fee Surcharge	-	(93,778)	0%	646,345	-115%
Terminal Airline Space/Joint Use	9,467,216	2,465,477	26%	1,042,532	136%
Gate Per Use Fees	3,470,605	465,671	13%	451,465	3%
Passenger Loading Bridge Fee	1,255,064	319,947	25%	-	0%
Baggage Handling System Fees	897,000	361,628	40%	-	0%
Total Airline Revenues	21,000,019	5,298,220	25%	3,206,908	65%
Other Revenue					
CARES Act	-	-	0%	5,989,698	-100%
CRRSAA-Airport	4,783,916	1,408,292	29%	-	0%
CRRSAA-Concessions	280,390	-	0%	-	0%
ARPA-Airport	1,481,290	-	0%	6,020,652	-100%
ARPA - Concessions	1,121,560	-	0%	-	0%
Total Other Revenue	7,667,156	1,408,292	18%	12,010,350	-88%
Non-Airline Revenue					
General Aviation	406,000	110,016	27%	118,746	-7%
Non-Aeronautical Ground Rental	457,315	250,829	55%	214,423	17%
Aeronautical Ground Rental	1,247,329	602,667	48%	786,717	-23%
Parking	6,697,064	2,929,800	44%	2,876,536	2%
Airport Use Permits	53,263	65,485	123%	44,165	48%
Non-Airline Terminal Rent Fee	9,998,816	937,401	9%	941,337	0%
Rental Car - Overflow Parking	371,809	578	0%	35,478	-98%
Advertising	315,951	130,821	41%	177,341	-26%
On Airport Rental Car	11,944,780	3,440,035	29%	4,050,403	-15%
Commercial Services Fees	1,099,000	388,114	35%	343,544	13%
Ground Transportation Fees	1,195,000	508,712	43%	432,861	18%
Customs	336,296	119,701	36%	129,089	-7%
All Other Revenue	1,301,070	548,718	42%	397,437	38%
Total Non-Airline Revenue	35,423,694	10,032,877	28%	10,548,077	-5%
Total Operating Revenues	64,090,869	16,739,389	26%	25,765,335	-35%

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 Financial Summary
 Ending December 31, 2023



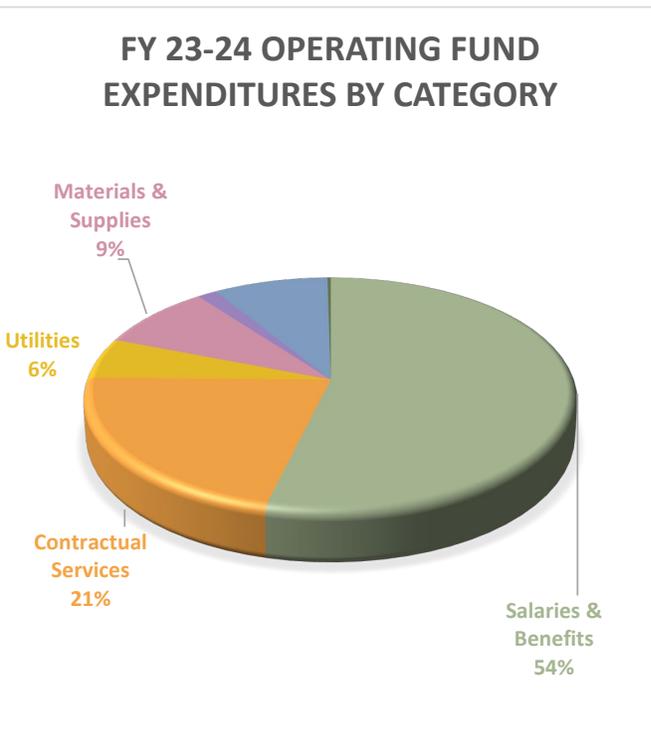
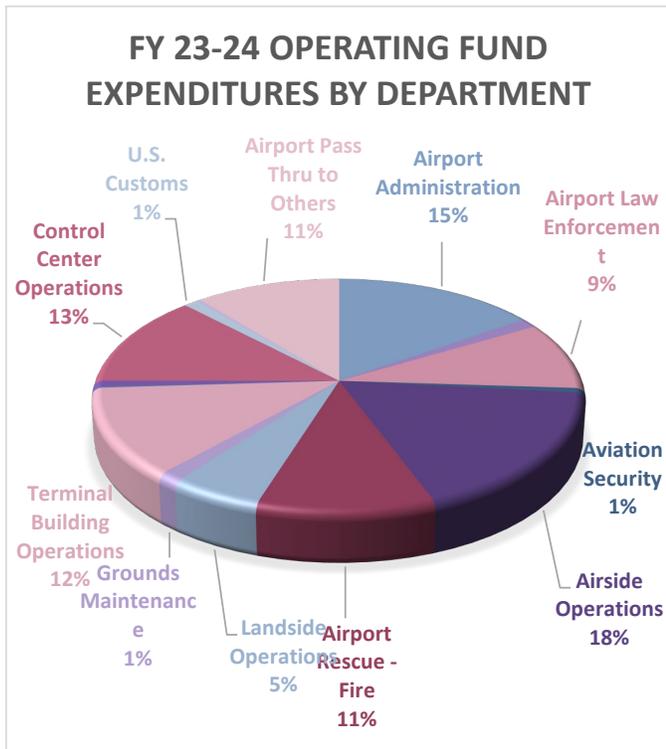
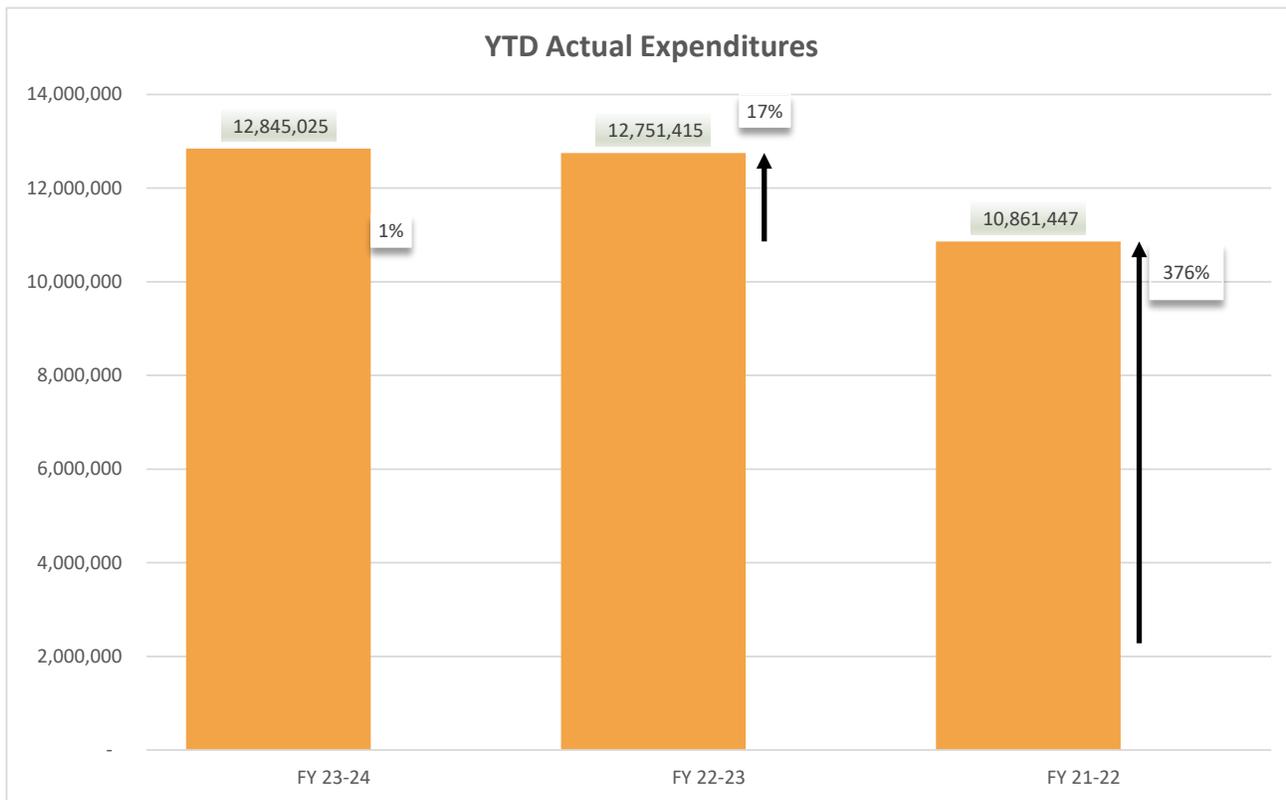
Note: FY22-23 had \$12M in revenues from one-time CARES & ARPA grant funds



CITY OF PALM SPRINGS
PALM SPRINGS INTERNATIONAL AIRPORT
Financial Summary
Ending December 31, 2023

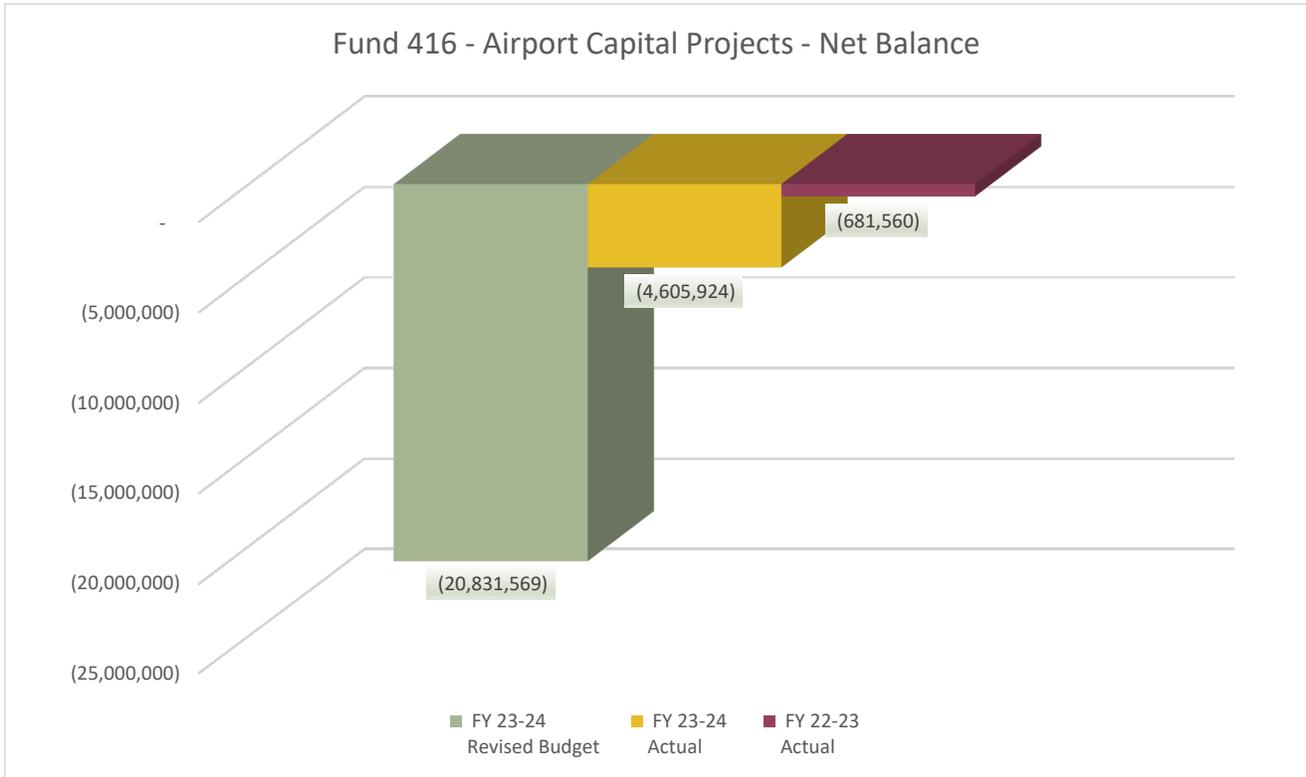
Fund 415 - Airport					
Operations & Maintenance	FY 23-24 Budget	FY 23-24 Actual	FY 23-24 % Of Budget	FY 22-23 Actual	FY 22-23 vs FY 23-24 % Change
Operating Expenditures					
Airport Administration	8,155,945	1,965,405	24%	2,392,075	122%
Airport Information Technology	1,026,206	162,820	16%	16	0%
Airport Law Enforcement	3,130,981	1,212,896	39%	1,706,975	141%
Aviation Security	1,936,264	80,210	4%	-	0%
Airside Operations	5,981,668	2,268,028	38%	199,330	9%
Airport Rescue - Fire	4,828,582	1,362,289	28%	2,014,564	148%
Landside Operations	2,217,250	705,990	32%	766,581	109%
Grounds Maintenance	691,680	170,536	25%	279,236	164%
Terminal Building Operations	8,270,483	1,581,367	19%	3,331,038	211%
Passenger Boarding Bridges	120,000	17,113	14%	5,973	35%
Bagagge Handling System	897,000	109,775	12%	84,345	77%
Control Center Operations	4,169,247	1,638,774	39%	1,852,262	113%
U.S. Customs	336,436	136,404	41%	119,020	87%
Planning & Projects	723,776	37,076	5%	-	0%
Airport Pass Thru to Others	1,401,950	1,396,342	100%	-	0%
PERS Cost Recovery	500,000	-	0%	-	0%
Budget Transfer Out	6,983,634	-	0%	-	0%
Total Operating Expenditures	51,371,103	12,845,025	25%	12,751,415	99%
Surplus / (Deficit)	12,719,766	3,894,364	31%	13,013,920	334%

CITY OF PALM SPRINGS
PALM SPRINGS INTERNATIONAL AIRPORT
 Financial Summary
 Ending December 31, 2023



CITY OF PALM SPRINGS
PALM SPRINGS INTERNATIONAL AIRPORT
 Financial Summary
 Ending December 31, 2023

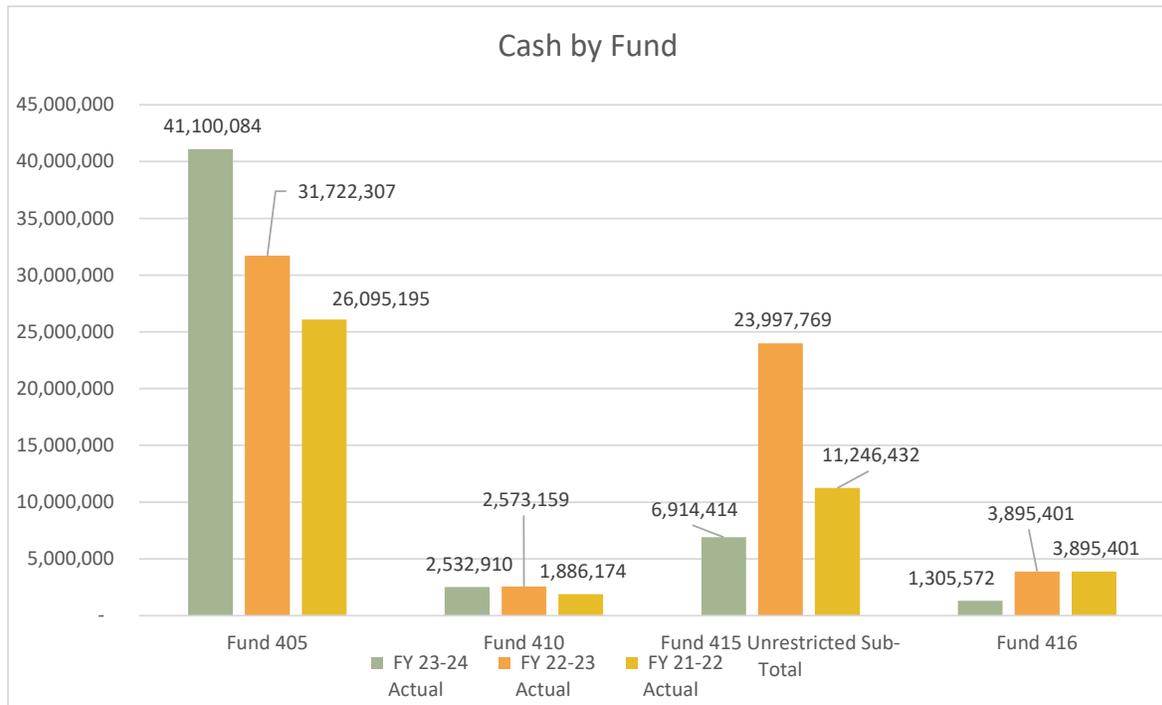
Fund 416 - Airport Capital Projects	FY 23-24 Revised Budget	FY 23-24 Actual	FY 23-24 % Of Budget	FY 22-23 Actual	FY 20-23 vs FY 21-24 % Change
Operating Revenue	69,701,796	542,482	1%	2,412,851	-78%
Operating Expenditures	90,533,365	5,148,405	6%	3,094,410	66%
Surplus / (Deficit)	(20,831,569)	(4,605,924)	22%	(681,560)	576%



**CITY OF PALM SPRINGS
PALM SPRINGS INTERNATIONAL AIRPORT**

Financial Summary
Ending December 31, 2023

Cash Summary	FY 23-24 Actual	FY 22-23 Actual	FY 21-22 Actual
Fund 405	41,100,084	31,722,307	26,095,195
Fund 410	2,532,910	2,573,159	1,886,174
Fund 415 Unrestricted Sub-Total	6,914,414	23,997,769	11,246,432
Fund 416	1,305,572	3,895,401	3,895,401

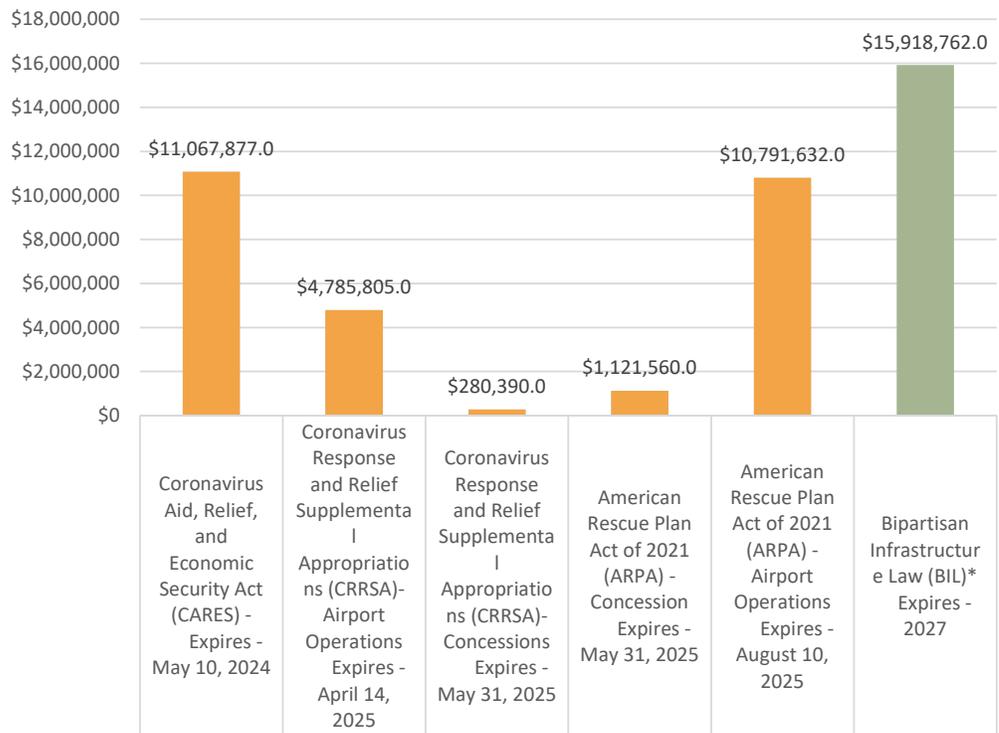


**CITY OF PALM SPRINGS
PALM SPRINGS INTERNATIONAL AIRPORT**

Financial Summary
Ending December 31, 2023

Grant Type Expiration Date	Grant		
	Awarded by the FAA to the Airport	Actual Used as of 12/31/23	Remaining Actual Unused
Coronavirus Aid, Relief, and Economic Security Act (CARES) - Expires - May 10, 2024	11,067,877	11,067,877	-
Coronavirus Response and Relief Supplemental Appropriations (CRRSA)- Airport Operations Expires - April 14, 2025	4,785,805	4,785,805	-
Coronavirus Response and Relief Supplemental Appropriations (CRRSA)- Concessions Expires - May 31, 2025	280,390	280,390	-
American Rescue Plan Act of 2021 (ARPA) - Concession Expires - May 31, 2025	1,121,560	1,121,560	-
American Rescue Plan Act of 2021 (ARPA) - Airport Operations Expires - August 10, 2025	10,791,632	10,791,632	-
Bipartisan Infrastructure Law (BIL)* Expires - 2027	15,918,762	-	15,918,762
Total Grants	43,966,026	28,047,264	15,918,762

Grants - Remaining Balance



■ Grant Awarded by the FAA to the Airport	11,067,877	4,785,805	280,390	1,121,560	10,791,632	15,918,762
■ Actual Used as of 12/31/23	11,067,877	4,785,805	280,390	1,121,560	10,791,632	-
■ Remaining Actual Unused	-	-	-	-	-	15,918,762



palm springs
INTERNATIONAL AIRPORT

Marketing & Air Service Update

January 2024

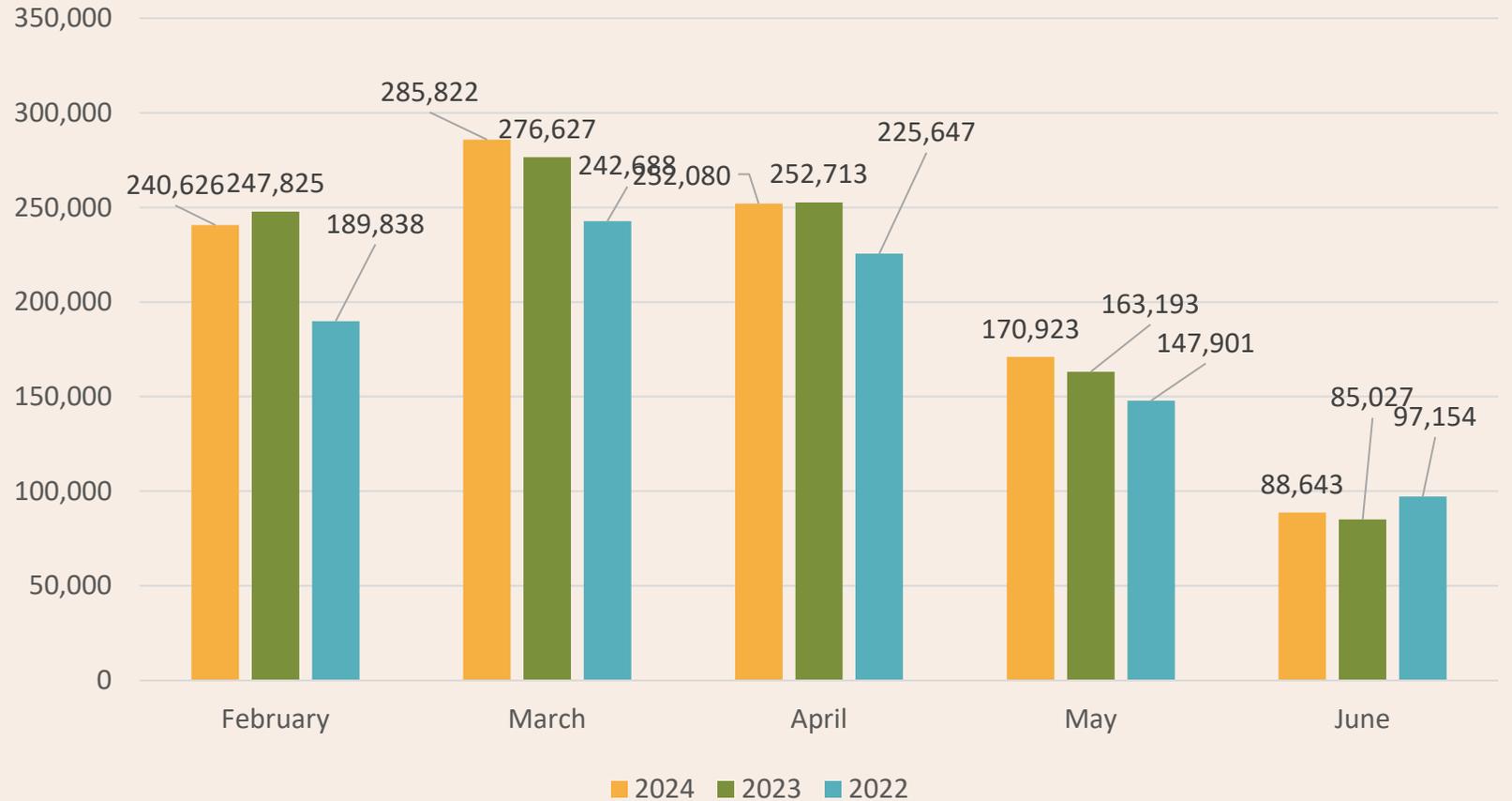


Air Service Update

Scheduled Departing Seats

Based on 01/11/24 schedule data, subject to change.

Vs. 1 Year Ago	% Change
February	- 2.9 %
March	3.3 %
April	- 0.3 %
May	4.7 %
June	4.3 %



Bar Graph: Left to right: 2024, 2023, 2022



Total Passenger Counts

- 2023 – Record Year!
 - 3,237,325 Total Passengers
 - Up 8.6% over 2022

Advertising Concessions Update

Survey of Airport/Vendor Gross Revenue Percentage Share

Airport	Airport Percent of Gross	FAA Hub Status	2022 Enplanements
Tyler, TX	15%	Non-Hub	40,548
Durango, CO	30%	Non-Hub	183,273
South Bend, IN	50%	Non-Hub	363,078
Pasco, WA	30%	Non-Hub	390,762
Santa Barbara, CA	25%	Small	610,916
Cedar Rapids, IA	40%	Small	611,010
Wichita, KS	43-50%	Small	762,443
Fresno, CA	50%	Small	1,077,710
Birmingham, AL	52.50%	Small	1,331,035
<u>PSP</u>	<u>57%</u>	<u>Small</u>	<u>1,499,987</u>
Tucson, AZ	45%	Small	1,699,305
Oklahoma City, OK	45%	Small	1,928,418
Reno, NV	55%	Medium	2,132,856
Boise, ID	50%	Medium	2,230,467
Albuquerque, NM	50%/65%	Medium	2,317,836
Cincinnati, OH	60%	Medium	3,702,997
Orange County, CA	60%	Medium	5,536,313
Sacramento, CA	46%	Medium	6,040,824
San Diego, CA	65%	Large	11,162,224
Philadelphia, PA	63%	Large	12,421,168
Orlando, FL	65%	Large	24,469,733



Agua Caliente Concourse

- Activation Space in design phase
- Draft design to be reviewed by Chairs of Marketing & Operations Committees

Fuse Airport Advertising Concessions Revenue Performance

- Transition Period (July – Oct) was budgeted for no revenue due to fixture and other elemental changes
 - Airport received \$103,605.76 during this period.

Monthly Revenues to PSP have Surpassed Previous Vendor

Month	Fuse	Previous	% Increase
November	\$119,966	\$113,215	5.57%
December	\$106,868	\$99,099	7.81%
January	\$115,575	\$106,969	8.02%

A Sample of New Advertisers to PSP

- Disney’s Cotino Community
- Desert Horse Park
- Desert Motos
- Mr Mann’s Design
- Antique Galleries
- Destination PSP
- Cal State San Bernardino

Other Marketing Updates



Courtyard Signage

- New 6' x 4' directory sign to be installed near exit to security
 - Coffee locations will be highlighted
- Courtyard Information Booth being ordered
- New temporary directional signage planned with Nine Cities opening

Agua Caliente Concourse

- Activation Space in design phase
- Draft design to be reviewed by Chairs of Marketing & Operations Committees

Customer Experience Program

- Issue RFP for consultant services
- Meeting in February with Marketing & Operations Chairs and staff from VGPS to determine scope and goals
- Goal to issue RFP no later than March



palm springs
INTERNATIONAL AIRPORT

PSP Concession Projected Opening Dates

ID	Task Mode	Task Name	Qtr 3, 2023			Qtr 4, 2023			Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024			Qtr 4, 2024					
			Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1																							
2		LAS PALMAS OASIS (TEMP TAKEOVER)					◆	9/11															
3		UPTOWN ESSENTIALS (TEMP KIOSK)					◆	9/12															
4		I HEART PSP & VENDING										◆	1/30										
5		THE PINK DOOR										◆	1/30										
6		HEY JOSHUA										◆	2/27										
7		Nine Cities Craft										◆	3/1										
8		LAS PALMAS OASIS															◆	4/16					
9		UPTOWN ESSENTIALS															◆	4/16					
10		Cactus to Clouds															◆	5/8					
11		El Mirasol & Coachella Valley Coffee															◆	5/10					
12		INMOTION															◆	5/14					
13		COACHELLA DUTY FREE CART																◆	6/21				
14		COURT YARD - COFFEE TRUCK/TRAILER																	◆	8/19			
15		Vino Volo																		◆	9/30		
16		Trio																		◆	9/30		
17		Half Moon Empanadas																			◆		

ITEM 7.E



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: January 17, 2024
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 January 11, 2024)

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 generation aircraft.

Status: In process. On September 18th, the Federal Aviation Administration provided an approval of PSP's Aviation Forecasts thru the year 2043. The consultant has produced Initial Alternatives that were presented to the City Council on September 14th and in a public open house on September 19th that was attended by approximately 160 people. Mead & Hunt has reviewed all comments and incorporated them into a refined Terminal Alternatives document which was presented to the Master Plan Working Group on October 12th. Airport staff and the consultant presented the revised terminal development alternatives to airport tenants including the airlines, car rental companies and concessionaires on November 2nd 2023 during monthly tenant meeting. The Airport hosted a second meeting with the Signatory Airlines to discuss additional details related to the terminal development alternatives on December 12, 2023. At the December 20, 2023 meeting the Commission voted to recommend to the City Council alternative 1A with a vote of twelve (12) for the motion and four (4) against. Airport staff will be making the Commission recommendation for a preferred terminal development alternative to the City Council on January 25, 2024.

Terminal Common Use (Updated January 11, 2024)

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: In process - construction. 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. New carpet installation is nearly complete in the RJ concourse as apart of this project. This project is over 60% complete with renovation of boarding gates 5, 7, 9 and 11 of the Bono concourse completed. Gate 10 is currently under construction with an estimated completion date of January 26th. Gate 8 will be the next gate taken out of commission with an expected completion date in mid-February, 2024. The airport is closely monitoring medium-range flight schedules to determine if an extension to the CalTec contract is warranted to enable increased frequency starting in February.

Sterile Area Shade Structures (updated January 11, 2024)

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: Design. Concept design of the sterile area shade structures was completed and airport staff sought permits for construction in August. As a result of the Wexler Terminal being listed on the Federal Historic Preservation Register, the structures were subject to additional approvals and vetting before permits can be secured. A 100 percent design schedule was provided to airport staff for permitting and other relevant approvals. Anticipated construction and installation of structures is anticipated for late May/early June 2024.

Employee and Economy Parking Lots & Commercial Transit reconfiguration (updated December 11, 2023)

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: In process. The airport has given direction to the consulting firm C and S to conduct a Project Definition Report with the aim of better defining scope and costs for construction. The airport has directed C and S to focus on Lot A, as well as the site at the corner of El Cielo and Baristo which is anticipated to be the future Employee Parking Lot. Airport staff have asked C and S to delay most study and analysis related to the current overflow lot at the south end of the airport until such time as there is a City Council approved terminal development alternative selected.

Restroom Renovations (updated December 11, 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: In progress – Project Definition. Airport staff provided Gensler with Notice to Proceed with a project definition report for design and renovation of restrooms at the Bono concourse and in the courtyard areas while a decision and approval of a terminal development alternative is pending. These areas will be considered Phase I of the project. Airport staff intend to provide direction to Gensler to commence design upon City Council approval of a preferred terminal alternative.

Taxiway W and A1 Rehabilitation (updated December 11, 2023)

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 RS&H completed surveying and destructive testing of the pavement to determine the project approach for rehabilitation. The rehabilitation design has been underway since March. RS&H has notified airport staff that 90% design is ready for airport review. The airport will meet with the RS&H team on December 12th for an updated. PSP is applying to the FAA for competitive discretionary funding which, if successful, would enable this project to move forward for construction in CY 2024.

Outbound Baggage Handling System Replacement: (Updated October 16, 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. AECOM is underway on design with expected 30% designs in late October. Airport staff and AECOM have held a number of meetings with TSA and FAA stakeholders to review initial concepts and seek input. Airport staff will be meeting with airline stakeholders in the coming weeks to garner feedback on initial design concepts. The timing of federal funding suggests that PSP will target CY 2025 for construction.

Baggage Claim Expansion and Renovation (Updated October 16, 2023):

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

Status: In process - design. 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. A contract award for Construction Manager at Risk to Skanska was approved by the City Council 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 and has held initial stakeholder input meetings with the airlines, car rental companies, TSA and airport staff.

Public Parking Electrification – Lot D (Updated October 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. Airport staff have ordered the Level 2 chargers which are set to arrive by the end of October. Staff is preparing an Request for Proposal to install the chargers once the infrastructure work has been completed by SCE. The airport anticipates that infrastructure work to commence in the late 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.

Program Updates

Feasibility Study for Federal Inspection Station (International Air Service) (Updated December 11, 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 – Phase II; Airport staff gave InterVISTAS Notice to Proceed on Phase II of the study which involves a PSP-specific FIS plan on October 4, 2023. InterVISTAS is currently working on two task: the market demand analysis and the economic impact analysis. Airport staff have a meeting scheduled with InterVISTAS staff on December 12th to discuss the status of the study and to provide direction as required. Airport staff is continuing discussions with Customs and Boarder Protection regional leadership about PSP plans to expand international air service.

DATE: January 17, 2024

TO: Chairman Dada and Airport Commissioners

FROM: Harry Barrett, Jr., Airport Executive Director

SUBJECT: Executive Director Report

Emerging Developments

On-Call Contract Approval (New)

Background: In July 2023 the airport's on-call contract with WSP, Gensler and RS&H which covered planning, engineering and environmental consulting services expired. Airport staff determined that these contracts were not eligible for extension due to FAA regulations which require that grant-funded projects be competitively bid and assigned to on-call firms. The airport has been operating without on-call firms since the contract expiration while awaiting the solicitation of new on-call firms.

Report: On October 9, 2023 the Procurement and Contracting Department issued Request for Qualifications 36-23 for On-Call Project Services for PSP. Firms were allowed to submit on one or more of the five disciplines available which included Architectural, Engineering, Environmental, Planning, and Construction Management. The solicitation included projects identified for grant-funding under the Airport Improvement Program as well as allowed for ad-hoc projects to be assigned to firms based on airport needs. Airport and City Engineering staff assessed the proposals and selected the following firms for a five year contract for the above named services: Gensler and Associates (\$11,500,000-architectural), RS&H (\$14,700,000-engineering), RS&H (\$4,000,000 -environmental), InterVISTAS (\$11,000,000-planning), and AECOM (\$22,500,000-construction management). These projects were added to the January 11, 2024 City Council agenda for approval.

Concessions Program – Pink Door (MRG) (New)

Background: In its initial proposal, Marshall Retail Group (MRG) proposed a vending retail program for the non-sterile public concessions. Airport staff and MRG are engaged in discussions about changes to this program.

Report: Airport Staff and MRG are exploring changes to the Pink Door vending location in the public area located north of the security checkpoint which was formerly Starbucks. MRG is proposing a travel retail

store which would include coffee service in lieu of vending in this location. Airport staff and MRG are in the very initial stages of this discussion and intend to bring design concepts and pro-forma information to the concessions ad-hoc committee for discussion and vetting once those discussions have progressed to that point.

CVEP Accelerator Leases (Updated January 11, 2024)

Background: In 2017, the previous City administration negotiated a management agreement with the Coachella Valley Economic Partnership (CVEP) to sublease and manage buildings and land on airport property at the corner of N Civic Drive and E Alejo Rd. CVEP recently amended their agreement with the city to exclude Airport property and transfer leases back to PSP staff to manage.

Report: Airport staff is in the process of administratively reviewing the leases for consistency with Federal Aviation Regulations governing land use. New month-to-month leases are in the process of being drafted and current occupants are being notified of the change in landlord. Airport staff is also coordinating to have the facilities inspected to ensure suitability for continued occupancy. Airport staff recently issued a Purchased Order to conduct appraisals to determine Fair Market Value rental rates. Once completed, current tenants will be notified of new rates and airport staff will execute month-to-month agreements. This area is subject to future land use restrictions due to changes to the Airport Layout Plan which is expected to be approved for the FAA in Q4 2024.

Airport Reorganization – New FTEs (Updated January 11, 2024)

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. Airport staff are currently recruiting for the Deputy Director of Planning & Engineering, Executive Program Administrator, Executive Administrative Assistant, Project Manager and Maintenance Coordinator positions. An offer has been made to a candidate for the Accountant position. The Executive Director recently promoted two Operations Specialist to the position of Operations Supervisor, leaving three positions vacant in the Operations Specialist classification. Airport staff promoted three Custodial staff to Maintenance Technician I, leaving five vacant positions in the Custodial classification.

Human Resources is reporting that recruitment timelines have been reduced from 120 days to under 90 days and that the airport has a 60% attrition rate for newly hired personnel. Of the 86.5 airport only positions allocated to PSP for FY 23 there are currently 21 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 January 11, 2024)

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.

ITEM 10.A - PAST CITY COUNCIL ACTIONS

Airport Commission Meeting of January 17, 2024

[City Council Meeting of December 14, 2023:](#)

I. CONSENT CALENDAR

SUBJECT

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS, AND RESIGNATIONS FROM THE AIRPORT COMMISSION AND PLANNING COMMISSION

RECOMMENDATION:

1. Accept the resignation of Gerald Adams from the Airport Commission effective immediately.

Attachments

[Item 1C](#)

SUBJECT

APPROVE CONTRACT SERVICES AGREEMENT NO. 23B363 WITH DEANGELO CONTRACTING SERVICES, LLC FOR ON-CALL WEED ABATEMENT SERVICES FOR PALM SPRINGS INTERNATIONAL AIRPORT

RECOMMENDATION:

1. Approve Contract Services Agreement 23B363 with DeAngelo Contracting Services, LLC to provide on-call weed abatement services for the Palm Springs International Airport in an amount not to exceed \$450,000 for the initial three-year term beginning January 1, 2024, through December 31, 2026, with two one-year extension options at the City's sole discretion.
2. Authorize the City Manager or designee to execute all necessary documents.

Attachments

[1W](#)

SUBJECT

APPROVE CONTRACT SERVICES AGREEMENT NO. 23B364 WITH GENESIS FLOOR COVERING, INC. FOR ON-CALL FLOORING REPAIR AND REPLACEMENT SERVICES FOR PALM SPRINGS INTERNATIONAL AIRPORT

RECOMMENDATION:

1. Approve Contract Services Agreement 23B364 with Genesis Floor Covering, Inc. to provide on-call flooring repair and replacement services for the Palm Springs International Airport in an amount not to exceed \$600,000 for the initial three-year term beginning January 1, 2024, through December 31, 2026, with two one-year extension options at the City's sole discretion.
2. Authorize the City Manager or his designee to execute all necessary documents.

Attachments

[Item 1Y](#)

SUBJECT

APPROVE COOPERATIVE PURCHASE AGREEMENT WITH SHADE STRUCTURES, INC., DBA USA SHADE & FABRIC STRUCTURES, FOR THE PURCHASE AND INSTALLATION OF SHADE STRUCTURES FOR THE PALM SPRINGS INTERNATIONAL AIRPORT

RECOMMENDATION:

1. Approve Cooperative Purchase Agreement No. 23C366 with Shade Structures Inc. dba USA Shade & Fabric Structures to provide shade structures and installation for the Palm Springs International Airport for a one-year term in an amount not to exceed \$ 247,633.89.
2. Authorize the City Manager or designee to execute all necessary documents.

Attachments

[Item 1Z](#)

SUBJECT

APPROVE LICENSE AGREEMENT NO. A9460 WITH MOBILEMONEY, INC. TO PROVIDE THREE AUTOMATED TELLER MACHINES AT THE PALM SPRINGS INTERNATIONAL AIRPORT

RECOMMENDATION:

1. Approve License Agreement No. A9460 with MobileMoney, Inc. to provide three ATM services for the Palm Springs International Airport for the initial one-year term beginning January 1, 2024, through December 31, 2024.
2. Authorize the City Manager or designee to execute all necessary documents.

Attachments

[Item 1AA](#)

SUBJECT

APPROVE NON-EXCLUSIVE OPERATING AGREEMENT NO. A9461 WITH TURO

INC. TO PROVIDE PEER-TO-PEER VEHICLE SHARING AT THE PALM SPRINGS INTERNATIONAL AIRPORT

RECOMMENDATION:

1. Approve Non-Exclusive Operating Agreement No. A9461 with Turo Inc. to provide Peer-to-Peer Vehicle Sharing services for the Palm Springs International Airport for the initial one-year term beginning December 15, 2023 through December 14, 2024.
2. Authorize the City Manager or designee to execute all necessary documents.

Attachments

[Item 1CC](#)

SUBJECT

APPROVE CONTRACT SERVICES AGREEMENT NO. 23P368 WITH ADVANCED MANAGEMENT TECHNOLOGY, INC. DBA TETRA TECH AMT, A TETRA TECH COMPANY, FOR AIRPORT SAFETY MANAGEMENT SYSTEM SERVICES FOR THE PALM SPRINGS INTERNATIONAL AIRPORT

RECOMMENDATION:

1. Approve Contract Services Agreement No. 23P368 with Advanced Management Technology, Inc. dba Tetra Tech AMT to provide the development and implementation of an Airport Safety Management System for the Palm Springs International Airport for an eighteen-month term in an amount not to exceed \$198,762.62 beginning January 1, 2024, through June 30, 2025.
2. Authorize the City Manager or designee to execute all necessary documents.

Attachments

[Item 1EE](#)

SUBJECT

TELECONFERENCING OF CITY COUNCIL AND CITY BOARD/ COMMISSION MEETINGS

RECOMMENDATION:

Provide direction with regard to whether, and to what extent, the City Council wishes to have meetings of the City conducted by teleconferencing, including remote participation by members of the public, City staff and third parties with items on the agenda.

Attachments

[Item 3D](#)

City Council Meeting of January 11, 2024:

SUBJECT

**APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS, AND
RESIGNATIONS FROM THE AIRPORT COMMISSION AND PLANNING
COMMISSION**

RECOMMENDATION:

2. Accept the resignation of Gerald Adams from the Airport Commission effective immediately.

Attachments

[Item 1C](#)

3. BUSINESS & LEGISLATIVE

SUBJECT

**APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS, AND
RESIGNATIONS FROM THE AIRPORT COMMISSION AND PLANNING
COMMISSION**

RECOMMENDATION:

1. Approve Consulting Services Agreement No. 23Q386 (Attachment A) with M. Arthur Gensler Jr. & Associates, Inc. to provide architectural on-call project services for an amount not to exceed \$11,500,000 for a term of five years.
2. Approve Consulting Services Agreement No. 23Q388 (Attachment B) with RS&H California, Inc. to provide engineering on-call project services for an amount not to exceed \$14,700,000 for a term of five years.
3. Approve Consulting Services Agreement No. 23Q389 (Attachment C) with RS&H California, Inc. to provide environmental on-call project services for an amount not to exceed \$4,000,000 for a term of five years.
4. Approve Consulting Services Agreement No. 23Q390 (Attachment D) with InterVISTAS Consulting USA LLC to provide planning on-call project services for an amount not to exceed \$11,000,000 for a term of five years.
5. Approve Consulting Services Agreement No. 23Q387 with AECOM Technical Services, Inc. to provide construction management on-call project services for an amount not to exceed \$22,500,000 for a term of five years.
6. Authorize the City Manager or designee to execute all necessary Agreements and authorize the Executive Director of Aviation to execute all task orders that fall within the total not-to-exceed amounts of the agreements

Attachments

[Item 3A](#)

ITEM 10.B - FUTURE CITY COUNCIL ACTIONS

Airport Commission Meeting of January 17, 2024

January 11, 2024

- Five on-call contract services agreements. Architectural, engineering, environmental, planning, and construction management.

January 25, 2024

- Master Plan Terminal Design
- Mead & Hunt Inc. – Inline Baggage Handling System construction management services agreement.

Palm Springs International Airport

MONTHLY PASSENGER ACTIVITY REPORT - 2023									
	Enplaned			Deplaned			Total Passengers		
	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change
January	169,746	118,204	43.6%	171,910	119,184	44.2%	341,656	237,388	43.9%
February	184,973	142,206	30.1%	188,877	150,130	25.8%	373,850	292,336	27.9%
March	223,314	202,993	10.0%	226,832	200,890	12.9%	450,146	403,883	11.5%
April	200,753	185,946	8.0%	178,600	172,169	3.7%	379,353	358,115	5.9%
May	129,695	123,736	4.8%	116,491	109,503	6.4%	246,186	233,239	5.6%
June	71,635	73,861	-3.0%	66,826	68,663	-2.7%	138,461	142,524	-2.9%
July	63,647	68,071	-6.5%	60,689	65,593	-7.5%	124,336	133,664	-7.0%
August	59,309	65,368	-9.3%	59,947	64,584	-7.2%	119,256	129,952	-8.2%
September	73,813	79,599	-7.3%	77,748	83,235	-6.6%	151,561	162,834	-6.9%
October	126,702	120,659	5.0%	133,106	126,798	5.0%	259,808	247,457	5.0%
November	162,180	160,129	1.3%	165,290	159,108	3.9%	327,470	319,237	2.6%
December	158,245	159,846	-1.0%	166,997	161,369	3.5%	325,242	321,215	1.3%
Year to Date	1,624,012	1,500,618	8.2%	1,613,313	1,481,226	8.9%	3,237,325	2,981,844	8.6%

Palm Springs International Airport

Best Month Comparison						
ENPLANEMENTS						
	2019	2020	2021	2022	2023	Vs Best Mo
Jan	140,896	136,157	39,614	118,204	169,746	20.5%
Feb	156,486	156,909	57,530	142,206	184,973	17.9%
Mar	201,350	113,166	107,577	202,993	223,314	10.0%
Apr	160,452	5,811	111,376	185,946	200,753	8.0%
May	99,027	10,751	92,820	123,736	129,695	4.8%
Jun	55,385	14,827	66,885	73,861	71,635	-3.0%
Jul	49,864	17,231	65,869	68,071	63,647	-6.5%
Aug	48,112	18,389	58,793	65,368	59,309	-9.3%
Sep	52,283	23,087	65,682	79,599	73,813	-7.3%
Oct	84,627	41,597	108,923	120,659	126,702	5.0%
Nov	117,794	52,874	135,677	160,129	162,180	1.3%
Dec	121,198	41,517	136,897	159,846	158,245	-1.0%
TOTAL	1,287,474	632,316	1,047,643	1,500,618	1,624,012	
% Chg.	10.58%	-50.89%	65.68%	43.24%	8.22%	
TOTAL PASSENGERS						
	2019	2020	2021	2022	2023	Vs Best Mo
Jan	280,738	276,099	79,082	237,388	341,656	21.7%
Feb	317,535	320,906	120,657	292,336	373,850	16.5%
Mar	401,972	198,850	214,477	403,883	450,146	11.5%
Apr	304,855	10,082	215,777	358,115	379,353	5.9%
May	190,756	19,154	174,535	233,239	246,186	5.6%
Jun	105,350	28,748	129,872	142,524	138,461	-2.9%
Jul	97,834	33,776	129,463	133,664	124,336	-7.0%
Aug	97,941	36,482	117,952	129,952	119,256	-8.2%
Sep	106,211	47,915	136,666	162,834	151,561	-6.9%
Oct	177,363	88,777	225,991	247,457	259,808	5.0%
Nov	235,656	108,043	271,944	319,237	327,470	2.6%
Dec	247,744	83,262	276,527	321,215	325,242	1.3%
TOTAL	2,563,955	1,252,094	2,092,943	2,981,844	3,237,325	
% Chg.	10.18%	-51.17%	67.16%	42.47%	8.57%	

Palm Springs International Airport

ACTIVITY BY AIRLINE DECEMBER 2023										
AIRLINES	Enplaned			Deplaned			Total			(E & D)
	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change	Market Share
Air Canada	5,059	3,384	49.5%	5,293	3,840	37.8%	10,352	7,224	43.3%	3.2%
Alaska	30,980	32,256	-4.0%	31,911	33,528	-4.8%	62,891	65,784	-4.4%	19.3%
American	22,963	24,177	-5.0%	24,431	23,435	4.3%	47,394	47,612	-0.5%	14.6%
Avelo	2,528	2,888	-12.5%	2,553	3,034	-15.9%	5,081	5,922	-14.2%	1.6%
Delta Air	11,659	10,853	7.4%	13,161	11,966	10.0%	24,820	22,819	8.8%	7.6%
Mesa (AA)	-	-	0.0%	-	-	0.0%	-	-	0.0%	0.0%
SkyWest (Delta Connection)	5,466	5,410	1.0%	5,416	5,171	4.7%	10,882	10,581	2.8%	3.3%
SkyWest (United Express)	7,057	8,852	-20.3%	7,852	8,823	-11.0%	14,909	17,675	-15.6%	4.6%
SkyWest (AA)	3,887	2,566	51.5%	3,818	2,456	55.5%	7,705	5,022	53.4%	2.4%
Southwest Air	25,412	22,585	12.5%	28,082	22,794	23.2%	53,494	45,379	17.9%	16.4%
United	19,345	19,299	0.2%	20,040	18,005	11.3%	39,385	37,304	5.6%	12.1%
WestJet	16,441	16,817	-2.2%	16,173	16,695	-3.1%	32,614	33,512	-2.7%	10.0%
Allegiant Air	1,173	2,170	-45.9%	1,129	2,290	-50.7%	2,302	4,460	-48.4%	0.7%
ExpressJet	-	-	0.0%	-	-	0.0%	-	-	0.0%	0.0%
Flair	-	1,919	-100.0%	-	2,376	-100.0%	-	4,295	-100.0%	0.0%
JetBlue	2,640	3,092	-14.6%	3,173	3,009	5.5%	5,813	6,101	-4.7%	1.8%
MN Airlines (Sun Country)	3,635	3,578	1.6%	3,965	3,947	0.5%	7,600	7,525	1.0%	2.3%
Charters	-	-	0.0%	-	-	0.0%	-	-	0.0%	0.0%
TOTAL	158,245	159,846	-1.0%	166,997	161,369	3.5%	325,242	321,215	1.3%	100.0%

Palm Springs International Airport

AIRCRAFT OPERATIONS 2023									
2023						2023	2022	vs. Prior	2023
ITINERANT	AC	AT	GA	MI	AC & AT	TOTAL	TOTAL	CHANGE	GA/CIVIL %
Jan	3,547	1,119	1,433	145	4,666	6,244	6,152	1.5%	23.0%
Feb	3,468	1,204	1,638	72	4,672	6,382	6,019	6.0%	25.7%
Mar	3,913	1,466	2,076	141	5,379	7,596	7,192	5.6%	27.3%
Apr	3,498	1,384	2,038	81	4,882	7,001	6,804	2.9%	29.1%
May	2,363	869	1,549	110	3,232	4,891	4,692	4.2%	31.7%
Jun	1,374	527	1,008	118	1,901	3,027	3,005	0.7%	33.3%
Jul	1,294	554	693	67	1,848	2,608	2,806	-7.1%	26.6%
Aug	1,273	495	610	64	1,768	2,442	2,853	-14.4%	25.0%
Sep	1,533	540	861	78	2,073	3,012	3,246	-7.2%	28.6%
Oct	2,469	782	1,261	133	3,251	4,645	4,134	12.4%	27.1%
Nov	3,045	1,158	1,742	74	4,203	6,019	5,984	0.6%	28.9%
Dec	3,275	1,008	1,614	86	4,283	5,983	5,869	1.9%	27.0%
TOTAL	31,052	11,106	16,523	1,169	42,158	59,850	58,756	1.9%	27.6%
2023						2023	2022	Yr.	2023
LOCAL	CIVIL	MI	TOTAL			TOTAL	TOTAL	CHANGE	GA/CIVIL %
Jan	233	10	243			6,487	6,594	-1.6%	25.7%
Feb	232	5	237			6,619	6,263	5.7%	28.3%
Mar	603	6	609			8,205	7,431	10.4%	32.7%
Apr	286	4	290			7,291	7,023	3.8%	31.9%
May	398	-	398			5,289	5,114	3.4%	36.8%
Jun	264	4	268			3,295	3,097	6.4%	38.6%
Jul	176	-	176			2,784	2,906	-4.2%	31.2%
Aug	174	14	188			2,630	3,133	-16.1%	29.8%
Sep	170	18	188			3,200	3,434	-6.8%	32.2%
Oct	173	-	173			4,818	4,259	13.1%	29.8%
Nov	298	-	298			6,317	6,174	2.3%	32.3%
Dec	70	-	70			6,053	6,215	-2.6%	27.8%
TOTAL	3,077	61	3,138			62,988	61,643	2.2%	31.1%
https://aspm.faa.gov/aspmhelp/index/OPSNET_Reports_Definitions_of_Variables.html									

PASSENGER ACTIVITY REPORT - FISCAL YEAR COMPARISON

	ENPLANED PASSENGERS						DEPLANED PASSENGERS						TOTAL PASSENGERS								
	FY '23-'24	% CHANGE	FY '22-'23	% CHANGE	FY '21-'22	% CHANGE	FY '20-'21	FY '23-'24	% CHANGE	FY '22-'23	% CHANGE	FY '21-'22	% CHANGE	FY '20-'21	FY '23-'24	% CHANGE	FY '22-'23	% CHANGE	FY '21-'22	% CHANGE	FY '20-'21
July	63,647	-6%	68,071	3%	65,869	282%	17,231	60,689	-7%	65,593	3%	63,594	284%	16,545	124,336	-7%	133,664	3%	129,463	283%	33,776
August	59,309	-9%	65,368	11%	58,793	220%	18,389	59,947	-7%	64,584	9%	59,159	227%	18,093	119,256	-8%	129,952	10%	117,952	223%	36,482
September	73,813	-7%	79,599	21%	65,682	184%	23,087	77,748	-7%	83,235	17%	70,984	186%	24,828	151,561	-7%	162,834	19%	136,666	185%	47,915
October	126,702	5%	120,659	11%	108,923	162%	41,597	133,106	5%	126,798	8%	117,068	148%	47,180	259,808	5%	247,457	9%	225,991	155%	88,777
November	162,180	1%	160,129	18%	135,677	157%	52,874	165,290	4%	159,108	17%	136,267	147%	55,169	327,470	3%	319,237	17%	271,944	152%	108,043
December	158,245	-1%	159,846	17%	136,897	230%	41,517	166,997	3%	161,369	16%	139,630	234%	41,745	325,242	1%	321,215	16%	276,527	232%	83,262
January		-100%	169,746	44%	118,204	198%	39,614		-100%	171,910	44%	119,184	202%	39,468	-	-100%	341,656	44%	237,388	200%	79,082
February		-100%	184,973	30%	142,206	147%	57,530		-100%	188,877	26%	150,130	138%	63,127	-	-100%	373,850	28%	292,336	142%	120,657
March		-100%	223,314	10%	202,993	89%	107,577		-100%	226,832	13%	200,890	88%	106,900	-	-100%	450,146	11%	403,883	88%	214,477
April		-100%	200,753	8%	185,946	67%	111,376		-100%	178,600	4%	172,169	65%	104,401	-	-100%	379,353	6%	358,115	66%	215,777
May		-100%	129,695	5%	123,736	33%	92,820		-100%	116,491	6%	109,503	34%	81,715	-	-100%	246,186	6%	233,239	34%	174,535
June		-100%	71,635	-3%	73,861	10%	66,885		-100%	66,826	-3%	68,663	9%	62,987	-	-100%	138,461	-3%	142,524	10%	129,872
YTD	643,896	-61%	1,633,788	15%	1,418,787	112%	670,497	663,777	-59%	1,610,223	14%	1,407,241	113%	662,158	1,307,673	-60%	3,244,011	15%	2,826,028	112%	1,332,655

ITEM 12.A - FUTURE COMMITTEE MEETINGS

Airport Commission Meeting of January 17, 2024

Date	Time	Committee
February 2024	TBD	Operations, Properties and Facilities Committee
February 2024	TBD	Ad Hoc Design Review Committee
February 2024	TBD	Budget and Finance Committee
February 2024	TBD	Marketing and Business Development Committee
April 17, 2024	5:00 P.M.	Noise Committee

AIRPORT COMMITTEES FY2023-24

REVISED 1-11-24

REPRESENTING	COMMISSIONERS	Marketing (7 Members)	Budget (7 Members)*	Operations (7 Members)	Noise (5 Members)	Ad Hoc Design Review (5 Members)*
Indian Wells	BERRIMAN, Robert			Member		
Palm Springs	BURKE, Todd	Chair			Member	Member
Palm Springs	CALDWELL, Daniel	Member		Member		
Palm Springs	CORCORAN, Kevin		Member		Member	Chair
Palm Springs	DADA, Aftab					
Palm Springs	FELTMAN, David			Chair		Member
Palm Springs	FONG, J Craig	Member			Member	
La Quinta	HUGHES, Kathleen	Member				
Palm Springs	MARTIN, Tracy		Chair			
Cathedral City	MICHAELIS, Tony		Member		Member	
Riverside County	PARK, Margaret			Member		
Desert Hot Springs	PYE, Jan		Member	Member		
Palm Springs	SUERO, Guillermo	Member				
Palm Desert	WISEMAN, Kevin	Member		Member	Member	Member
Indio	WISE, Rick	Member	Member			
Rancho Mirage	YOUNG, Keith		Member	Member		

*Budget & Finance Committee has one (1) vacancy

Ad Hoc Design Review Committee has one (1) vacancy