



#### AIRPORT COMMISSION MEETING AGENDA

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

Pursuant to Assembly Bill 361, this meeting may be conducted by teleconference. There will be in-person public access to the meeting location.

To submit your public comment to the Airport Commission electronically. Material may be emailed to: <a href="mailto:christina.brown@palmspringsca.gov">Christina.brown@palmspringsca.gov</a> - 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.

This is a hybrid in-person and virtual meeting. To virtually observe the meeting or to virtually provide public comments, please use the following Zoom link

https://us02web.zoom.us/j/86019815290?pwd=ZitOZDIyeGZhNUNEQTVkU29nTUdPdz09

or call (669) 900-6833 and enter Meeting ID: 860 1981 5290 - Passcode: 583916

City of Paln	n Springs:	Riverside County:	City of Cathedral City:	City of Palm Desert:	
Aftab Dada - Chair	David Feltman	Paul Slama	Tony Michaelis	Kevin Wiseman	
Kevin J. Corcoran Vice Chair	Ken Hedrick	City of Indian Wells:	City of Coachella:	City of Rancho Mirage:	
Gerald Adams	Scott G. Miller	Paul Buullo	Denise Delgado	Keith Young	
Patricia Breslin	John Payne	City of La Quinta:	City of Desert Hot Springs:	City of Indio:	
Todd Burke	M. Guillermo Suero	Kathleen Hughes	Jan Pye	Rick Wise	
		<b>Palm Springs City Staf</b>	ff		
Scott C. Stiles		Harry Barrett Jr., A.A.E	. Jerem	y Keating	
City Manager		Airport Executive Direct	r 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 February 15, 2023

#### 7. INTRODUCTIONS AND PRESENTATIONS:

- 7.A Fire Chief Paul Alvarado
- **7.B** Airport Commissioner Keith Young (Rancho Mirage)

#### 8. DISCUSSION AND ACTION ITEMS:

- 8.A Noise Committee Update
- 8.B Marketing Update
- 8.C Parking Capacity Update
- 8.D Concessions Update
- 8.E Financial Summary Update
- 8.F Procedure for Requesting Agenda Items
- 8.G Employee Class & Compensation
- 8.H Projects and Airport Capital Improvement Program Update

#### 9. EXECUTIVE DIRECTOR REPORT

#### 10. COMMISSIONERS REQUESTS AND REPORTS

#### 11. REPORT OF COUNCIL ACTIONS:

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

#### 12. RECEIVE AND FILE:

- 12.A Airline Activity Report April 2023
- 12.B Airline Activity Report Fiscal Year Comparison

#### 13. COMMITTEES:

13.A Future Committee Meetings

#### **ADJOURNMENT:**

The Airport Commission will adjourn to a Regular Meeting on June 21, 2023, 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 May 11, 2023, 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

February 15, 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 Payne to lead the Pledge of Allegiance. The meeting was held in-person and via videoconference.

2. **POSTING OF THE AGENDA**: Posted on February 9, 2023.

#### 3. ROLL CALL:

#### **Commissioners Present:**

Gerald Adams (Palm Springs)	Tony Michaelis (Cathedral City)
Patricia Breslin (Palm Springs)	John Payne (Palm Springs)
Paul Budilo (Indian Wells)	Jan Pye (Desert Hot Springs)
Kevin Corcoran (Palm Springs) – Vice Chair	Jhan Schmitz (Indio)
Aftab Dada (Palm Springs) – Chair	Paul Slama (Riverside County)
David Feltman (Palm Springs) *	M. Guillermo Suero (Palm Springs)
Ken Hedrick (Palm Springs)	Kevin Wiseman (Palm Desert)
Kathleen Hughes (La Quinta)	

**Commissioners Absent:** Todd Burke (Palm Springs), Gabriel Martin (Coachella), and Scott G. Miller (Palm Springs)

#### Staff Present:

Harry Barrett, Jr., Airport Executive Director
Jeremy Keating, Assistant Airport
Daniel Meier, Deputy Director of Aviation, Marketing and Air Service
Victoria Carpenter, Airport Administration Manager
Kristopher Mooney, Assistant Director of Finance
Christina Brown, Executive Administrative Assistant

#### Others Present:

Ron deHarte, City Councilmember

<sup>\*</sup>David Feltman (Palm Springs) joined the meeting at 5:32 p.m.

# 4. ACCEPTANCE OF THE AGENDA:

ACTION: Accept the Agenda as presented. Moved by Commissioner Hedrick, seconded by Commissioner Breslin and unanimously approved noting the absence of Commissioners Burke, Feltman, Martin, and Miller.

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

#### 6. APPROVAL OF THE MINUTES:

**ACTION**: Approve the minutes of the Airport Commission meeting of November 22, 2022. **Moved by Commissioner Breslin**, seconded by Commissioner Hedrick and unanimously approved noting the absence of Commissioners Burke, Martin, and Miller.

#### 7. INTRODUCTIONS AND PRESENTATIONS:

7.A Cathedral City Appointed Commissioner Tony Michaelis

Chairman Dada introduced Cathedral City appointed Commissioner Tony Michaelis, and Commissioner Michaelis provide a brief background.

#### 8. DISCUSSION AND ACTION ITEMS:

#### **8.A** Working Groups

Executive Administrative Assistant Brown explained that Municipal Code 2.16.060 Powers-Duties provides a list of the 15 items that the International Airport Commission shall be advisory to the Palm Springs City Council and shall have the duty and power to advise the City Council on. To assist the Airport staff with funneling Commissioner requests, each of the 15 items had been assigned to one of the following recipients: a) Committee Chair; b) Airport Executive Director; and c) Chairman, Vice Chairman, and Airport Executive Director.

The Airport Commissioners were directed to refer to the 15 items to determine which item their request falls under and which recipient(s) their request should be submitted to for further consideration. The assigned recipient(s) would verify that the request does fall within the scope of the Municipal Code, and if the request qualifies, the recipient(s) would determine if the request should be included in a future Airport Commission agenda or if the request should be reviewed first by an Airport Commission subcommittee.

Ms. Brown said that in regard to a request for creating working groups, the requesting Commissioner would need to refer to the 15 items to determine which Committee Chair to refer the request to, the Committee Chair would determine who would be in

the working group, and how long the working group would be active for. She said that the working group would provide their reports to the Committee Chair, the Committee Chair would report to the Airport staff, and the Committee Chair and the Airport staff would determine how to proceed with the information that was provided by the working group.

#### 8.B USO Update

Airport Executive Director Barrett noted that at the January Airport Commission meeting, it had been suggested that the Airport staff reach out to the USO to see what assistance the USO needs from the Airport. Mr. Barrett said that the Airport staff had meet with the USO manager and regional manager, and he said that they had informed the Airport staff that they were making sure that the troops were aware of the resources that are available to them and that it is ultimately up to the troops to decide how they utilize the resources. The USO managers said that donations are helpful for the USO. Mr. Barrett said that he asked if they were interested in receiving assistance to expand their operations to allow them to operate 24/7, and he said that the USO managers said that they didn't believe that there was enough traffic to keep the USO open 24/7. Mr. Barrett said he assured the USO that the Airport staff was on standby to assist in any way needed.

Commissioner Hedrick noted that there were several hotels that offer free lodging to the troops when the rooms are available, and he said that a majority of the troops prefer to stay overnight in the Airport because they are fearful of missing their early morning flights.

#### **8.C** Marketing Update

Deputy Director of Aviation, Marketing and Air Service Meier noted that the February 2023 marketing and air service update was provided in the agenda packet, and he provided a timeline for the Airport logo project. Commissioner Wiseman said that the Marketing Committee intended on voting on two logo options at their next meeting to recommend to the Airport Commission.

### 8.D Ad Hoc Design Review Committee Update

Committee Chairman Corcoran acknowledged Councilmember deHarte, and he expressed his appreciation for Councilmember deHarte attending the Airport Commission meeting. He said that a second committee meeting had been held with Paradies Lagardère (Paradies) and that Paradies had reviewed the updated food and beverage menus, and the design of the bar that would be located in the Bono concourse. Committee Chairman Corcoran said that at the next committee meeting, Paradies and the committee members would be submitting their suggestions for naming the bar.

Committee Chairman Corcoran said that the committee would be holding a second meeting with The Marshall Retail Group (MRG) on February 22<sup>nd</sup> to receive updates from MRG on the requests that had been submitted at the first committee meeting with MRG. He said that everything was moving along nicely and that he believed that the community was going to be very happy with the changes.

Commissioner Feltman said that he agreed that the meeting with Paradies went well, and he said that he was focused on making sure that there are healthy and diverse food offerings. Commissioner Feltman said that Paradies had done a really good job on improving their breakfast options, and he believed that if they continue making improvements to the rest of the menus, the Airport Commission would be proud of the food offerings at the Airport.

#### 8.E Budget and Finance Committee Update

Chairman Dada announced that Commissioner Feltman had stepped down from the Budget and Finance Committee and that he had appointed Commissioner Hedrick as the Chair of the Budget and Finance Committee. Committee Chairman Hedrick noted that Commissioner Feltman had chaired the February committee meeting. Commissioner Feltman said that the February committee meeting was the culmination of the committee's important work to evolve the financial reporting to reflect more year-over-year and quarter-over-quarter time periods which makes it much easier to understand the financial trends. He said that it was a team effort that involved Airport Administration Manager Carpenter, Assistant Director of Finance Mooney, and the committee members. Commissioner Feltman said that he appreciated all of the work that had been done and that there were a few more tweaks that needed to be implemented.

#### 8.F Airport Mid-Year FY22/23 Budget Update

Airport Administration Manager Carpenter provided a brief overview of the Airport's Mid-Year FY22/23 Budget.

#### **8.G** Airport Staffing Update

Airport Executive Director Barrett provided an update on the Airport's current staffing, and the proposed staffing plan for the next two fiscal years. He explained that he was trying to balance the need to grow the organization while making sure that he doesn't overgrow the organization and that he was also trying to create synergy between the Aviation Department and the other City Departments to ensure that resources could be shared for efficiency purposes.

Commissioner Budilo asked if the Airport has enough space to accommodate the new positions that were being requested. Mr. Barrett said that some of the space has been identified, and he said that several of the positions would allow for flexible working

conditions for working remotely. Commissioner Budilo asked if the HR Department was overseeing the recruitment of the Airport and City staff. Mr. Barrett confirmed that the HR Department was overseeing the recruitment of the Airport and City staff, and he said that the HR Department was overseeing a significant number of recruitments . Commissioner Payne asked if Mr. Barrett felt that the City would be open to discussing the possibility of the Airport overseeing the recruitment of the Airport staff. Mr. Barrett said that he could see if the City was open to discussing the matter.

Commissioner Wiseman inquired about the 10 Landside and Ground Transit Representatives listed for FY24-25. Mr. Barrett said that part of the staff would be overseeing traffic, ground transportation, and the parking lots which was currently being contracted out to ABM, and the other half of the staff would be overseeing the needs of the consolidated rental car facility. Commissioner Feltman voiced his support in regard to the Airport staff being more assertive with City for the purpose of requesting that the Airport have a dedicated HR specialist.

Chairman Dada thanked City Councilmember deHarte for attending the Airport Commission meeting. City Councilmember deHarte said that he appreciated the opportunity to sit in the Airport Commission meeting, and he said that his intention was to continue to be a link between the City Council and the Airport Commission's work. Councilmember deHarte said that the work that the Airport staff has been doing at the Airport has been incredible and that he was looking forward to good opportunities and growth at the Airport. Chairman Dada said that he hoped that City Councilmember deHarte saw firsthand the staffing struggles of the Airport and that he would relay the information to the City Council.

Commissioner Payne asked Mr. Barrett how he felt about outsourcing. Mr. Barrett said that there were certain activities that outsourcing could be beneficial for, and he said that in regard to customer service, it would be better to have those services be provided in-house.

8.H Projects and Airport Capital Improvement Program Update

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

#### 9. EXECUTIVE DIRECTOR REPORT

#### 10. COMMISSIONERS REQUESTS AND REPORTS

Commissioner Feltman requested an update report on the Airport internet services. Commissioner Wiseman asked for a report on the Airport's earthquake and disaster preparedness. Chairman Dada asked Executive Administrative Assistant Brown to provide an update on the subcommittee changes. Ms. Brown reported that

Commissioner Feltman had resigned from the Budget and Finance Committee, and he was now serving on the Operations, Properties and Facilities Committee. Commissioner Hedrick was made the chair of the Budget and Finance Committee, and Commissioners Adams and Michaelis were assigned to the Budget and Finance Committee. Chairman Dada had resigned from the Noise Committee to allow Commissioner Michaelis to be assigned to the Noise Committee to meet the requirement of the Municipal Code for the Cathedral City appointee to serve on the Noise Committee.

#### 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 January 2023
- **12.B** Airline Activity Report Fiscal Year Comparison

#### 13. COMMITTEES:

**13.A** Future Committee Meetings

#### 14. ADJOURNMENT:

ACTION: Adjourn the meeting. Moved by Commissioner Hedrick, seconded by Commissioner Adams and unanimously approved noting the absence of Commissioners Burke, Martin, and Miller.

The Airport Commission adjourned at 6:54 P.M. to a Special Meeting on February 28, 2023, at 1:00 P.M.

Christina Brown

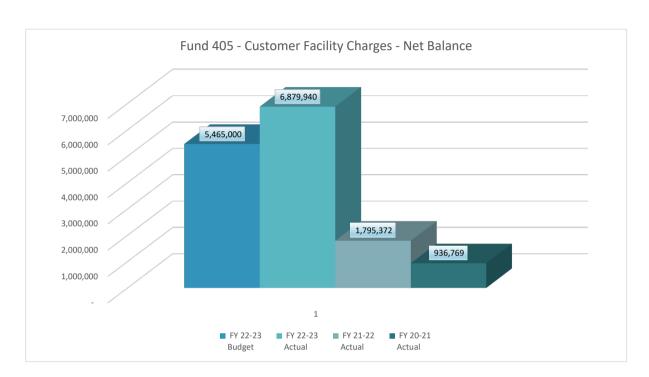
**Executive Administrative Assistant** 

SPACE/BRAND	100% SUBMITTAL	PERMIT SUBMISSION	CONSTRUCTION START	COMPLETION/ OPENING DATE
Temporary Power for Cooler Boxes		5/12/2023	5/25/2023	5/31/2023
Demolition of Commissary	5/12/2023	5/19/2023	6/2/2023	6/23/2023
LOS PALMAS OASIS (TEMP KIOSK)	5/23/2023	8/31/2023	9/1/2023	9/3/2023
UPTOWN ESSENTIALS (TEMP KIOSK)	5/23/2023	8/31/2023	9/1/2023	9/3/2023
R7 EMPLOYEE VENDING	5/23/2023	8/31/2023	9/1/2023	9/3/2023
R2 - THE PINK DOOR	5/23/2023	8/31/2023	9/1/2023	9/29/2023
R6 - I HEART PSP	5/23/2023	8/31/2023	9/1/2023	9/29/2023
R? - COACHELLA DUTY FREE CART	6/13/2023	9/21/2023	9/22/2023	9/24/2023
F&B 1 Nine Cities Craft	6/26/2023	7/24/2023	9/6/2023	12/6/2023
F&B 4 Commissary Kitchen, El Mirasol QSR, Indoor/Outdoor Bar, Coachella Valley Coffee	7/21/2023	9/1/2023	10/16/2023	2/23/2024
F&B 5 Cactus to Clouds	7/21/2023	9/1/2023	10/6/2023	1/19/2024
F&B 2/3 Vino Volo	7/21/2023	9/1/2023	3/4/2024	5/24/2024
R3 - INMOTION	7/24/2023	11/9/2023	11/10/2023	2/6/2024
R4 - HEY JOSHUA	7/24/2023	11/9/2023	11/10/2023	2/6/2024
COURT YARD - COFFEE TRUCK/TRAILER	7/24/2023	12/30/2023	12/31/2023	1/28/2024
F&B 5 Trio	7/31/2023	9/25/2023	5/2/2024	8/29/2024
F&B 5 Half Moon Empanadas	8/14/2023	9/25/2023	8/5/2024	8/29/2024
R5 - LOS PALMAS OASIS	8/28/2023	12/13/2023	12/14/2023	4/4/2024
R1 - UPTOWN ESSENTIALS	8/28/2023	12/13/2023	12/14/2023	4/4/2024

<sup>\*\*</sup>dates subject to change

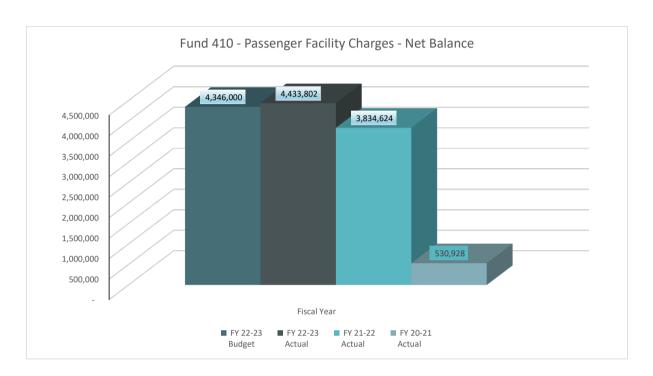
Financial Summary Ending April 30, 2023

Fund 405 - Customer Facility Charges	FY 22-23 Budget	FY 22-23 Actual	FY 22-23 % Of Budget	FY 21-22 Actual	FY 20-22 vs FY 21-23 % Change	FY 20-21 Actual	FY 20-21 vs FY 21-23 % Change
Operating Revenue	7,465,000	6,879,940	92%	1,824,868	277%	1,006,641	583%
Operating Expenditures	2,000,000	-	0%	29,496	0%	69,872	0%
Net Balance	5,465,000	6,879,940	126%	1,795,372	283%	936,769	634%



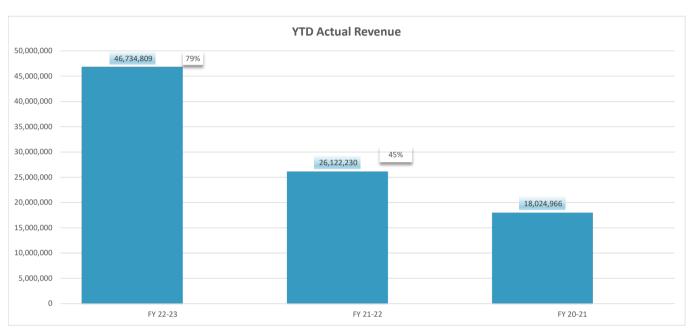
Financial Summary Ending April 30, 2023

Fund 410 - Passenger Facility Charges	FY 22-23 Budget	FY 22-23 Actual	FY 22-23 % Of Budget	FY 21-22 Actual	FY 20-22 vs FY 21-23 % Change	FY 20-21 Actual	FY 20-21 vs FY 21-23 % Change
Operating Revenue	6,867,000	4,880,247	71%	4,319,044	13%	1,051,848	364%
Operating Expenditures	2,521,000	446,445	18%	484,420	-8%	520,920	-7%
Net Balance	4,346,000	4,433,802	102%	3,834,624	16%	530,928	735%



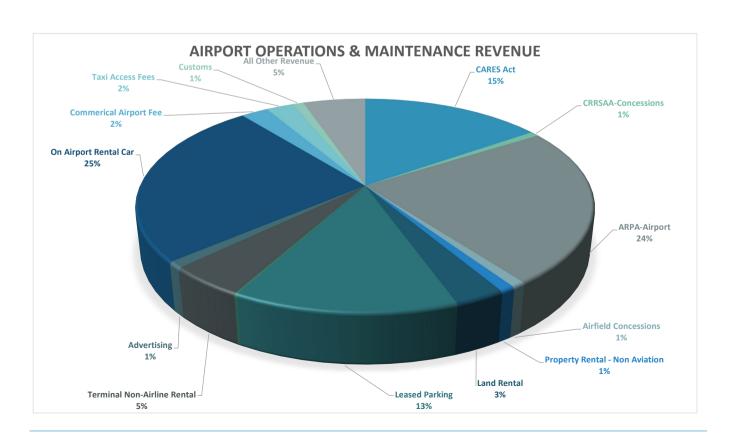
#### CITY OF PALM SPRINGS Financial Summary Ending April 30, 2023

Fund 415 - Airport Operations & Maintenance	FY 22-23 Budget	FY 22-23 Actual	FY 22-23 % Of Budget	FY 21-22 Actual	FY 20-22 vs FY 21-23 % Change	FY 20-21 Actual	FY 20-21 vs FY 21-23 % Change
Operating Revenue	41,069,398	46,734,809	114%	26,122,230	79%	18,024,966	159%
Operating Expenditures	33,880,956	20,024,023	59%	18,020,148	11%	16,265,965	23%
Net Balance	7,188,442	26,710,786	372%	8,102,081	230%	1,759,001	1419%

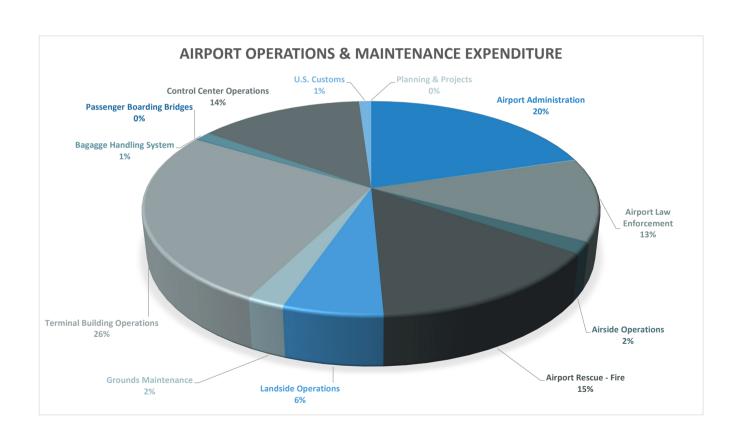




Fund 415 - Airport Operations & Maintenance	FY 22-23 Budget	FY 22-23 Actual	FY 22-23 % Of Budget	FY 21-22 Actual	FY 20-22 vs FY 21-23 % Change	FY 20-21 Actual	FY 20-21 vs FY 21-23 % Change
Operating Revenue							
Airline Revenue							
Scheduled Landing Fees	3,340,000	2,858,562	86%	2,700,317	6%	1,622,584	769
			97%		7%	559.867	209%
Landing Fee Surcharge	1,783,000	1,730,027		1,620,434		,	2099
Terminal Airline Space	2,094,000	1,805,113	86%	1,811,019	0%	1,647,108	
Terminal Usage Hold Room	1,034,000	1,131,907	109%	1,099,292	3%	730,833	55%
Total Airline Revenues	8,251,000	7,525,609	91%	7,231,063	4%	4,560,392	65%
Non-Airline Revenue							
CARES Act	5,989,698	5,989,698	100%	-		3,451,322	749
CRRSAA-Airport	1,100,000	-	0%	-		-	
CRRSAA-Concessions	4,800,000	280,390	6%	-		-	
ARPA-Airport	-	9,310,342		-		-	
Airfield Concessions	310,000	323,304	104%	353,435	-9%	223,020	45%
Property Rental - Non Aviation	450,000	353,536	79%	385,729	-8%	350,228	19
Land Rental	1,223,000	1,194,094	98%	1,155,134	3%	1,128,673	69
Leased Parking	4,704,000	5,246,451	112%	4,411,359	19%	1,996,133	163%
Ariport Use Permits	75,000	78,669	105%	71,369	10%	37,879	108%
Terminal Non-Airline Rental	1,741,300	1,844,635	106%	1,237,339	49%	606,792	2049
Advertising	400,000	383,254	96%	392,303	-2%	194,450	97%
On Airport Rental Car	8,899,000	9,984,547	112%	8,795,000	14%	3,648,867	1749
Commerical Airport Fee	853,000	898,443	105%	788,975	14%	539,050	67%
Taxi Access Fees	667,000	911,611	137%	835,127	9%	19,270	46319
Customs	349,000	350,883	101%	358,601	-2%	167,898	109%
All Other Revenue	1,257,400	2,059,342	164%	106,795	1828%	1,100,991	87%
Total Non-Airline Revenue	32,818,398	39,209,199	119%	18,891,167	108%	13,464,574	40%
Total Operating Revenues	41,069,398	46,734,809		26,122,230		18,024,966	

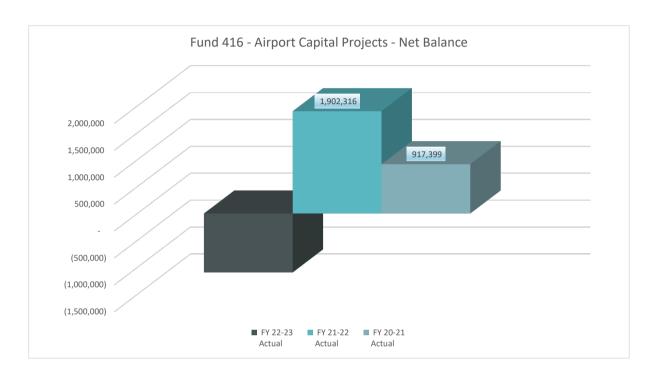


Fund 415 - Airport Operations & Maintenance	FY 22-23 Budget	FY 22-23 Actual	FY 22-23 % Of Budget	FY 21-22 Actual	FY 20-22 vs FY 21-23 % Change	FY 20-21 Actual	FY 20-21 vs FY 21-23 % Change
Operating Expenditures							
Airport Administration	6,296,049	4,063,101	65%	3,327,619	82%	\$ 2,746,152	48%
Airport Information Technology		27,568		-	0%	-	
Airport Law Enforcement	3,138,357	2,495,838	80%	2,146,945	86%	2,213,635	13%
Aviation Security	-			-		-	
Airside Operations	1,054,902	346,032	33%	515,359	149%	438,199	-21%
Airport Rescue - Fire	4,237,176	2,935,449	69%	2,698,381	92%	3,016,478	-3%
Landside Operations	1,516,675	1,198,597	79%	1,076,866	90%	839,975	43%
Grounds Maintenance	662,081	452,820	68%	386,886	85%	231,518	96%
Terminal Building Operations	7,032,956	5,236,497	74%	4,648,182	89%	3,884,934	35%
Passenger Boarding Bridges	-	13,759		-	0%	-	
Bagagge Handling System	-	263,016		-	0%	-	
Control Center Operations	4,285,199	2,782,837	65%	2,903,595	104%	2,707,964	3%
U.S. Customs	276,484	208,507	75%	314,874	151%	187,111	11%
Planning & Projects	-	-		-		-	
PERS Cost Recovery	-	-		-		-	
Budget Transfer Out	5,381,078	-	0%	-		-	
Total Operating Expenditures	33,880,957	20,024,023	59%	18,018,708	67%	16,265,965	11%
Operating Revenues in Excess of Operating Expenditures	7,188,441	26,710,786		8,103,522		1,759,001	



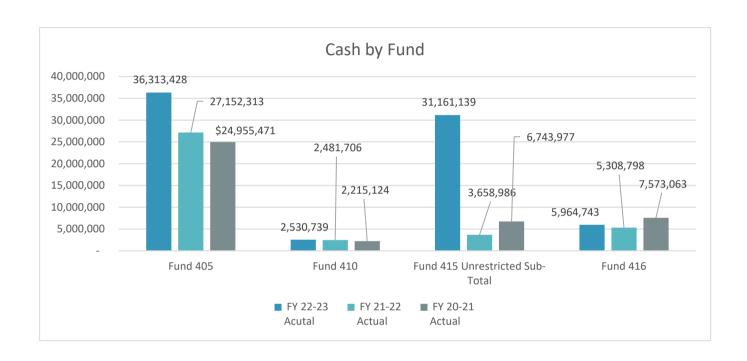
Financial Summary Ending April 30, 2023

Fund 416 - Airport Capital Projects	FY 22-23 Budget	FY 22-23 Actual	FY 22-23 % Of Budget	FY 21-22 Actual	FY 21-22 vs FY 21-23 % Change	FY 20-21 Actual	FY 20-21 vs FY 21-23 % Change
Operating Revenue	12,038,000	2,824,100	23%	13,136,664	465%	13,369,698	-2%
Operating Expenditures	12,038,000	3,917,926	33%	11,234,348	287%	12,452,299	-10%
Net Balance	-	(1,093,826)		1,902,316		917,399	107%

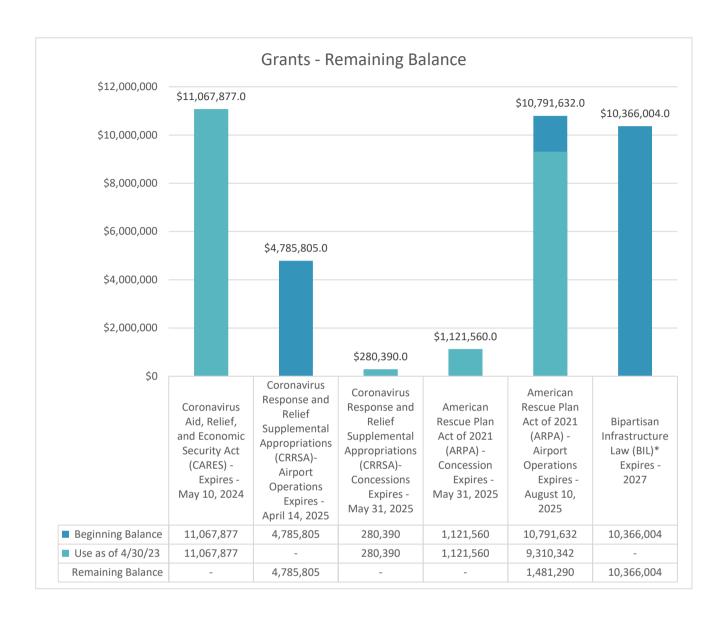


Financial Summary Ending April 30, 2023

CACH CHIMANAADV	FY 22-23	FY 21-22	FY 20-21	
<u>CASH SUMMARY</u>	Acutal	Actual	Actual	
Fund 405	36,313,428	27,152,313 \$	24,955,471	
Fund 410	2,530,739	2,481,706	2,215,124	
Fund 415 Unrestricted Sub-Total	31,161,139	3,658,986	6,743,977	
Fund 416	5,964,743	5,308,798	7,573,063	



Financial Summary Ending April 30, 2023





# City of Palm Springs

# Department of Aviation

3400 E. Tahquitz Canyon Way, Suite 1 • Palm Springs, California 92262 Tel: 760.318.3800 • Fax: 760.318.3815 • TDD 760.864.9527 • www.palmspringsca.gov

DATE: May 17, 2023

TO: Chairman Dada and Airport Commission

FROM: Harry Barrett, Jr., Airport Executive Director

SUBJECT: Municipal Code 2.16.060 Powers–Duties / Commissioner Agenda Item

Requests

Municipal Code 2.16.060 Powers-Duties provides a list of the 15 items that the International Airport Commission shall be advisory to the Palm Springs City Council and shall have the duty and power to advise the City Council on. To assist the Airport staff with funneling Commissioner agenda item requests, staff is recommending that each of the 15 items be assigned to one of the following recipients: a) Committee Chair; b) Airport Executive Director; and c) Chairman, Vice Chairman, and Airport Executive Director. See **Attachment** A for proposed assignments.

Upon approval, the Airport Commissioners will be directed to refer to the 15 items to determine which item their agenda item request falls under and which recipient(s) their request should be submitted to for further consideration. The assigned recipient(s) will verify that the request does fall within the scope of Municipal Code, and if the request qualifies, the recipient(s) will determine if the request should be included in a future Airport Commission agenda or if the request should be reviewed first by an Airport Commission subcommittee.

#### ATTACHMENT A

#### 2.16.060 Powers—Duties. (qcode.us)

- The international airport commission shall be advisory to the Palm Springs city council and shall have the duty and power to advise the city council on the following matters:
  - (1) Study and consider long-range plans for ultimate development of Palm Springs international airport, including property acquisition and use, giving due regard to any master plan adopted by the city, and to federal and state regulations;

Operations, Properties and Facilities – Contact Committee Chairman David Feltman <a href="mailto:davidf4325@gmail.com">davidf4325@gmail.com</a>

(2) Develop valley-wide strategy for implementation of full customs facilities at the airport;

Airport Liason – Contact Airport Executive Director Harry Barrett & copy Christina Brown

Harry.Barrett@palmspringsca.gov

Christina.Brown@palmspringsca.gov

(3) Keep abreast of major operational programs at the airport;

Operations, Properties and Facilities – Contact Committee Chairman David Feltman davidf4325@gmail.com

(4) Study and recommend on matters relating to airport improvements, including methods of financing and leasing arrangements;

Budget and Finance Committee – Contact Committee Chairman Ken Hedrick

kenhedrick@aol.com

(5) Review and recommend on special permits and proposals that deviate from the airport's master plan;

Operations, Properties and Facilities – Contact Committee Chairman David Feltman <a href="mailto:davidf4325@gmail.com">davidf4325@gmail.com</a>

(6) Keep abreast of developments in the aviation industry; study and recommend types of services to be offered at the airport;

Operations, Properties and Facilities – Contact Committee Chairman David Feltman davidf4325@gmail.com

(7) Keep respective elected bodies informed of activities at the airport and recommend to those same bodies valley-wide initiatives to assist the airport;

Airport Liason – Contact Airport Executive Director Harry Barrett & copy Christina Brown

Harry.Barrett@palmspringsca.gov

Christina.Brown@palmspringsca.gov

(8) Review, annually, a summary budget of the operation of the airport;

Budget and Finance Committee – Contact Committee Chairman Ken Hedrick

kenhedrick@aol.com

(9) Review and assist in the development of airport marketing programs with particular emphasis in the area of air service development;

Marketing Committee - Contact Committee Chairman Todd Burke

todd@visitgreaterps.com

(10) Review and assist in the development of airport promotional/advertising programs with particular emphasis on getting service area citizenry to fly from Palm Springs;

Marketing Committee - Contact Committee Chairman Todd Burke

todd@visitgreaterps.com

(11) Provide leadership as representatives of various Coachella Valley cities in the development and maintenance of an airport support group;

Airport Liason - Contact Airport Executive Director Harry Barrett & copy Christina Brown

Harry.Barrett@palmspringsca.gov

Christina.Brown@palmspringsca.gov

(12) Provide coordination with agencies or committees dealing with airport issues;

Commission Chairman, Vice Chairman & Airport Executive Director & copy Christina Brown

aftab.dada@hilton.com

kevin@kevinjcorcoran.com

Harry.Barrett@palmspringsca.gov

Christina.Brown@palmspringsca.gov

(13) Review and recommend on the mix of ground transportation access to the airport;

Operations, Properties and Facilities – Contact Committee Chairman David Feltman <a href="mailto:davidf4325@gmail.com">davidf4325@gmail.com</a>

(14) Participate in valley-wide lobbying efforts, state and federal, to assist the airport; and

Commission Chairman, Vice Chairman & Airport Executive Director & copy Christina Brown

aftab.dada@hilton.com

kevin@kevinjcorcoran.com

Harry.Barrett@palmspringsca.gov

Christina.Brown@palmspringsca.gov

(15) Perform other advisory duties as directed by the city council with all reports first submitted through the office of the city manager.

Commission Chairman, Vice Chairman & Airport Executive Director & copy Christina Brown

aftab.dada@hilton.com

kevin@kevinjcorcoran.com

Harry.Barrett@palmspringsca.gov

Christina.Brown@palmspringsca.gov

#### ITEM 11.A - PAST CITY COUNCIL ACTIONS

Airport Commission Meeting of May 17, 2023

City Council Meeting of April 27, 2023:

#### 1. CONSENT CALENDAR:

MOTION BY MAYOR PRO TEM BERNSTEIN, SECOND BY COUNCILMEMBER HOLSTEGE, CARRIED 5-0.

#### **SUBJECT**

# FINDINGS TO CONDUCT CITY COUNCIL AND BOARD, COMMISSION, AND COMMITTEE MEETINGS VIRTUALLY UNDER ASSEMBLY BILL 361

#### RECOMMENDATION:

- The City Council has reconsidered the circumstances of the state of emergency. Even though the State and local declared states of emergency have ended, community spread of COVID-19 continues to exist, and measures to reduce the spread, including physical distancing measures, continue to be necessary for the public, health, safety and welfare; and
- 2. State and local officials continue to recommend social distancing measures, which can impact the ability of the City and the public to meet safely in person; and
- 3. The City Council, and its subordinate bodies (Boards, Commissions, and Committees), shall be authorized to conduct public meetings in accordance with Government Code section 54953(e)(2) and other applicable provisions of the Brown Act for remote only or hybrid teleconference meetings

#### **Attachments**

#### Item 1A

The Palm Springs City Council and all of Palm Springs Board, Commission, and Committee meetings may be conducted by videoconference, in accordance with AB 361.

#### **SUBJECT**

APPROVE CONTRACT SERVICE AGREEMENT NO. 23B067 WITH BIRDAIR, INC. FOR FABRIC ROOF SYSTEM INSPECTION, MAINTENANCE, AND REPAIR SERVICES

#### **RECOMMENDATION:**

- 1. Approve Contract Services Agreement 23B067 with Birdair, Inc. to provide fabric roof system inspection, maintenance, and repair services in an amount not to exceed \$150,000 for the initial three-year term beginning May 1, 2023, through April 30, 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 1J

#### **SUBJECT**

APPROVE CONTRACT SERVICES AGREEMENT NO. 23S081 WITH AIRBADGE, LLC TO PROVIDE SOFTWARE SERVICES FOR AIRPORT BADGING FOR THE PALM SPRINGS INTERNATIONAL AIRPORT

#### **RECOMMENDATION:**

- 1. Approve Contract Services Agreement No. 23S081 with AirBadge, LLC, to provide annual software services integrating with AAAE in an amount not to exceed \$270,000 commencing on July 1, 2023 and ending on June 30, 2026.
- 2. Authorize the City Manager or designee to execute all necessary documents.

#### **Attachments**

Item 1M

#### **SUBJECT**

APPROVE A NEW AIRPORT USE AND LEASE AGREEMENT AND NON-SIGNATORY AIRLINE OPERATING PERMIT FOR THE PALM SPRINGS INTERNATIONAL AIRPORT

#### **RECOMMENDATION:**

- Approve the new AULA for seven Signatory Airlines: Air Canada, Alaska Airlines, American Airlines, Delta Air Lines, Southwest Airlines, United Airlines, and WestJet along with other future eligible airlines desiring to enter into an AULA for an initial fiveyear term beginning July 1, 2023, through June 30, 2028, with two, two-year extension option periods.
- 2. Approve the new Permit for five Non-Signatory Airlines: Allegiant, JetBlue, Avelo, Flair, and Sun Country along with other future airlines desiring to obtain a Permit to operate at the Airport on a month-to-month basis beginning July 1, 2023.
- 3. Authorize the City Manager or his designee to execute all necessary documents.

#### **Attachments**

Item 1N

#### SUBJECT

APPROVE SERVICE AGREEMENT NO. 23S080 WITH THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES TO PROVIDE MANDATED VETTING AND COMPUTER-BASED TRAINING FOR THE PALM SPRINGS INTERNATIONAL AIRPORT

#### **RECOMMENDATION:**

- 1. Approve a three-year agreement with American Association of Airport Executives to provide mandated background vetting services and computer-based training in the amount of \$126,675 commencing on July 1, 2023, and ending on June 30, 2026, included as **Attachment A**.
- 2. Authorize the City Manager or designee to execute all necessary documents.

#### **Attachments**

<u>Item 10</u>

#### **SUBJECT**

#### AWARD AN AIRPORT ADVERTISING CONCESSIONS AGREEMENT

#### **RECOMMENDATION:**

- Award an advertising concessions agreement with Fuse Connect, LLC. for a term
  of three years with two one-year options to renew for a concessions fee of 57
  percent of gross revenue.
- 2. Authorize the City Manager or designee to execute the agreement.

#### **Attachments**

Item 1P

#### SUBJECT

APPROVE COMMUNICATIONS SYSTEM AND SERVICES AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR DISPATCH AND OPERATIONS CENTER CONSOLE EQUIPMENT, SYSTEM INTEGRATION SERVICES, AND WARRANTY SERVICES

#### RECOMMENDATION:

- 1. Approve Contract Service Agreement No. 23S077 with Motorola Solutions, Inc. for Police Dispatch and Airport Operations center equipment, system integration services, and warranty services for a five-year term in an amount not to exceed \$520,007, beginning on the issuance of a notice to proceed.
- 2. Authorize the City Manager or his designee to execute all necessary documents.

#### **Attachments**

Item 1R

#### **SUBJECT**

APPROVE EXPENDITURE IN THE AMOUNT OF \$10,000 FOR THE "PALM SPRINGS WELCOMES YOU" MURAL PROJECT AT THE PALM SPRINGS INTERNATIONAL AIRPORT in the regional terminal BREEZEWAY

# **RECOMMENDATION:**

Approve the expenditure of Public Art Funds in the amount of \$10,000 for the "Palm Springs Welcomes You" mural at the Palm Springs International Airport.

# **Attachments**

Item 1U

# **ITEM 11.B - FUTURE CITY COUNCIL ACTIONS**

Airport Commission Meeting of May 17, 2023

# May 11, 2023

 West Aviation dba Sierra Aviation Group – Service Agreement for manual baggage relocation services

# May 25, 2023

• Car Rental Lease Amendments

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%	
Мау		123,736	-100.0%		109,503	-100.0%	-	233,239	-100.0%	
June		73,861	-100.0%		68,663	-100.0%	-	142,524	-100.0%	
July		68,071	-100.0%		65,593	-100.0%	-	133,664	-100.0%	
August		65,368	-100.0%		64,584	-100.0%	-	129,952	-100.0%	
September		79,599	-100.0%		83,235	-100.0%	-	162,834	-100.0%	
October		120,659	-100.0%		126,798	-100.0%	-	247,457	-100.0%	
November		160,129	-100.0%		159,108	-100.0%	-	319,237	-100.0%	
December		159,846	-100.0%		161,369	-100.0%	-	321,215	-100.0%	
Year to Date	778,786	1,500,618	19.9%	766,219	1,481,226	19.3%	1,545,005	2,981,844	19.6%	

# **Palm Springs International Airport**

		Best Mon	th Compariso	n		
ENPLAN	NEMENTS					
	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		-100.0%
Jun	55,385	14,827	66,885	73,861		-100.0%
Jul	49,864	17,231	65,869	68,071		-100.0%
Aug	48,112	18,389	58,793	65,368		-100.0%
Sep	52,283	23,087	65,682	79,599		-100.0%
Oct	84,627	41,597	108,923	120,659		-100.0%
Nov	117,794	52,874	135,677	160,129		-100.0%
Dec	121,198	41,517	136,897	159,846		-100.0%
TOTAL	1,287,474	632,316	1,047,643	1,500,618	778,786	
% Chg.	10.58%	-50.89%	65.68%	43.24%		-
						_
TOTAL	PASSENGER					-
	2019	2020	2021	2022	2023	Vs Best Mo
	202 702	070.000	70.000	007.000	0.14.050	1 04 70/
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		-100.0%
Jun	105,350	28,748	129,872	142,524		-100.0%
Jul	97,834	33,776	129,463	133,664		-100.0%
Aug	97,941	36,482	117,952	129,952		-100.0%
Sep	106,211	47,915	136,666	162,834		-100.0%
Oct	177,363	88,777	225,991	247,457		-100.0%
Nov	235,656	108,043	271,944	319,237		-100.0%
Dec	247,744	83,262	276,527	321,215	4 = 4 = 0	-100.0%
TOTAL	2,563,955	1,252,094	2,092,943	2,981,844	1,545,005	ļ
% Chg.	10.18%	-51.17%	67.16%	42.47%		_

#### ACTIVITY BY AIRLINE APRIL 2023

	Enplaned			Deplaned			Total			(E & D)
AIRLINES	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change	Market Share
Air Canada	6,173	5,455	13.2%	4,707	4,001	17.6%	10,880	9,456	100.0%	2.9%
Alaska	40,915	48,070	-14.9%	36,541	43,564	-16.1%	77,456	91,634	-15.5%	20.4%
American	30,284	25,740	17.7%	27,011	24,087	12.1%	57,295	49,827	15.0%	15.1%
Avelo	3,162	-	100.0%	2,981	-	100.0%	6,143	ı	0.0%	0.0%
Delta Air	14,462	12,196	18.6%	12,944	11,167	15.9%	27,406	23,363	17.3%	7.2%
Mesa (AA)	231	336	-31.3%	206	286	-28.0%	437	622	-29.7%	0.1%
SkyWest (Delta Connection)	5,781	5,769	0.2%	5,567	5,700	-2.3%	11,348	11,469	-1.1%	3.0%
SkyWest (United Express)	8,571	10,705	-19.9%	6,699	9,980	-32.9%	15,270	20,685	-26.2%	4.0%
SkyWest (AA)	2,042	3,521	-42.0%	1,719	3,470	-50.5%	3,761	6,991	-46.2%	1.0%
Southwest Air	34,528	24,413	41.4%	34,234	24,259	41.1%	68,762	48,672	41.3%	18.1%
United	22,680	20,319	11.6%	20,712	20,319	1.9%	43,392	40,638	6.8%	11.4%
WestJet	21,341	14,769	44.5%	15,798	11,094	42.4%	37,139	25,863	43.6%	9.8%
Allegiant Air	3,661	4,203	-12.9%	3,046	4,082	-25.4%	6,707	8,285	-19.0%	1.8%
ExpressJet	-	314	-100.0%		335	-100.0%		649	-100.0%	0.0%
Flair	-	1,081	-100.0%	-	1,504	-100.0%	-	2,585	-100.0%	0.0%
JetBlue	3,698	5,014	-26.2%	3,523	5,121	-31.2%	7,221	10,135	-28.8%	1.9%
MN Airlines (Sun Country)	3,224	3,454	-6.7%	2,912	2,929	-0.6%	6,136	6,383	-3.9%	1.6%
Swoop Air	-	587	-100.0%	1	271	-100.0%	-	858	100.0%	0.0%
Charters	-	-	0.0%	-	-	0.0%	-	1	0.0%	0.0%
TOTAL	200,753	185,946	8.0%	178,600	172,169	3.7%	379,353	358,115	5.9%	98.4%

# **Palm Springs International Airport**

<b>2023 GA</b> 9 1,433							
<b>GA</b> 9 1,433							
9 1,433				2023	2022	vs. Prior	2023
	NERANT AC	MI	AC & AT	TOTAL	TOTAL		GA/CIVIL %
4 000	3,547	145	4,666	6,244	6,152	1.5%	23.0%
4 1,638	3,468	72	4,672	6,382	6,019	6.0%	25.7%
6 2,076	3,913	141	5,379	7,596	7,192	5.6%	27.3%
4 2,038	3,498	81	4,882	7,001	6,804	2.9%	29.1%
			-	-	4,692		#DIV/0!
			-	-	3,005		#DIV/0!
			-	-	2,806		#DIV/0!
			-	-	2,853		#DIV/0!
			-	-	3,246		#DIV/0!
			-	-	4,134		#DIV/0!
			-	-	5,984		#DIV/0!
			-	-	5,869		#DIV/0!
3 7,185	AL 14,426	439	19,599	27,223	58,756	4.0%	26.4%
	2023			2023	2022	Yr.	2023
TOTAL	LOCAL CIVIL			TOTAL	TOTAL		GA/CIVIL %
0 243	233			6,487	6,594	-1.6%	25.7%
5 237	232			6,619	6,263	5.7%	28.3%
6 609	603			8,205	7,431	10.4%	32.7%
4 290	286			7,291	7,023	3.8%	31.9%
-				-	5,114		#DIV/0!
-				-	3,097		#DIV/0!
-				-	2,906		#DIV/0!
-				-	3,133		#DIV/0!
-				-	3,434		#DIV/0!
-				-	4,259		#DIV/0!
-				- 1	6,174		#DIV/0!
-				-	6,215		#DIV/0!
	ΔΙ 1 354			28 602	61 643	4 7%	29.9%
		1,379				- 6,215	- 6,215

April

May

June

200,753

1,432,458

**₩-100**%

-1009

185,946

123,736

67%

33%

111,376

66,885

92,820

1817%

763%

351%

5,811

10,751

14,827

911,499 1,426,906

178,600

4%

-100%

172,169

109,503 1 34%

65%

104,401

81,715

#### ENPLANED PASSENGERS DEPLANED PASSENGERS TOTAL PASSENGERS Y '22-'23 % CHANGE FY '21-'22 % CHANGE FY '20-'21 FY '19-'20 FY '22-'23 % CHANGE FY '21-'22 % CHANGE FY '20-'21 % CHANGE FY '19-'20 FY '22-'23 FY '21-'22 % CHANGE FY '20-'21 % CHANGE FY '19-'20 % CHANGE -65% 49,864 July 68,071 3% 65,869 282% 17,231 65,593 3% 63,594 1 284% 16,545 -66% 47,970 133,664 3% 129,463 97,834 -62% 48,112 64,584 18,093 49,829 129,952 36,482 -63% 97,941 August 65,368 11% 58,793 220% 18,389 9% 59,159 227% -64% 10% 117,952 223% 79,599 1 21% 65,682 184% 23,087 -56% 52,283 83,235 70,984 186% 24,828 -54% 53,928 162,834 136,666 185% 47,915 -55% 106,211 17% n 19% September 120,659 11% 108,923 162% 41,597 -51% 84,627 126,798 8% 117,068 148% 47,180 92,736 247,457 225,991 155% 88,777 -50% 177,363 -49% 9% October 160,129 18% 135,677 157% 52,874 -55% 117,794 159,108 17% 136,267 147% 55,169 -53% 117,862 319,237 271,944 152% 108,043 -54% 235,656 17% November 159,846 17% 136,897 230% 41,517 -66% 121,198 161,369 16% 139,630 1 234% 41,745 -67% 126,546 321,215 16% 276,527 232% 83,262 -66% 247,744 December 169,746 1 44% 118,204 198% 39,614 -71% 136,157 171,910 44% 119,184 1 2029 39,468 -72% 139,942 341,656 **1** 44% 237,388 200% 79,082 -71% 276,099 January February 184,973 30% 142,206 147% 57,530 -63% 156,909 188,877 26% 150,130 1389 63,127 -62% 163,997 373,850 28% 292,336 142% 120,657 -62% 320,906 March 223,314 10% 202,993 89% 107,577 -5% 113,166 226,832 13% 200,890 **88%** 106,900 25% 85,684 450,146 403,883 88% 214,477 8% 198,850

2344%

872%

352%

4,271

8,403

13,921

379,353

905,089 2,859,364

<del>-100% //</del>

358,115

233,239

66%

34%

215,777

174,535

2040%

811%

10,082

19,154

28,748

PASSENGER ACTIVITY REPORT - FISCAL YEAR COMPARISON

# **ITEM 13.B - FUTURE COMMITTEE MEETINGS**

Airport Commission Meeting of May 17, 2023

Date	Time	Committee			
June TBD	TBD	Operations, Properties and Facilities			
July 19, 2023	4:00 P.M.	Noise Committee			
October 18, 2023	4:00 P.M.	Noise Committee			
TBD	TBD	Budget and Finance Committee			
TBD	TBD	Ad Hoc Design Review Committee			
TBD	TBD	Marketing and Business Development Committee			