



## **AIRPORT COMMISSION**

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

**WEDNESDAY, JULY 08, 2020 – 5:30 P.M.**

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

Chairman Jones called the Airport Commission Meeting to order at 05:30 P.M. The meeting was held via videoconference.

#### **2. POSTING OF THE AGENDA:** Posted on July 1, 2020.

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

**Commissioners Present:** Adams, Breslin, Budilo, Burke, Clarkson, Corcoran, Dada, Feltman, Freymuth, Hedrick, Hoehn, Hughes, Jones, Pattison, Pye, Schmitz.

**Commissioners Absent:** Altman, Riesen, Suero.

**Staff Present:** City Manager Ready, City Clerk Mejia, Airport Executive Director Nolan, Airport Assistant Director Aguirre, Airport Deputy Director - Operations and Maintenance Barrett, Airport Administration Manager Jucht, Airport Executive Administrative Assistant Seery.

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

**ACTION:** Accept the Agenda as presented. **Moved by Commissioner Hedrick, seconded by Commissioner Freymuth, and unanimously approved noting the absence of Commissioners Altman, Riesen and Suero.**

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

Mr. Denean-Jones, Palm Springs resident, inquired about the possibility of installing a shade structure over the rideshare pickup area.

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

The minutes of the Regular Meeting held on June 10, 2020, were presented for approval. **Moved by Commissioner Hoehn and seconded by Commissioner Hedrick.**

**AYES:** Breslin, Burke, Clarkson, Feltman, Freymuth, Hedrick, Hoehn, Hughes, Jones, Pattison, Pye, Schmitz.

**ABSTAIN:** Adams, Budilo, Corcoran, Dada.

**ABSENT:** Altman, Riesen, Suero.

## **7. ELECTION OF OFFICERS:**

Pursuant to Palm Springs Municipal Code Chapter 2.06.020, the Chairman and Vice Chairman positions were open for election for the period of July 1, 2020, through June 30, 2021.

City Clerk Mejia asked for nominations for the Chairman's position.

Commissioner Hedrick nominated Commissioner Jones for the Chairman's position.

Commissioner Breslin seconded the nomination and commented that this would provide a smooth transition and continuing leadership after the departure of Executive Airport Director Nolan.

Commissioner Pye seconded Commissioner Breslin's statement.

In the absence of other nominations for the Chairman's position, nominations were closed and City Clerk Mejia asked for a vote.

**ACTION:** Nominate Commissioner Jones to the position of Chairman of the Airport Commission for fiscal year 2020-21. **Accepted by unanimous consent noting the absence of Commissioners Altman, Riesen, and Suero.**

Chairman Jones asked for nominations for the Vice Chairman's position.

Chairman Jones nominated Commissioner Hoehn for the Vice Chairman's position.

Commissioner Schmitz seconded the nomination.

In the absence of other nominations for the Vice Chairman's position, nominations were closed and Chairman Jones asked for a vote.

**ACTION:** Nominate Commissioner Hoehn to the position of Vice Chairman of the Airport Commission for fiscal year 2020-21. **Accepted by unanimous consent noting the absence of Commissioners Altman, Riesen, and Suero.**

## **7.A. CHAIRMAN COMMENTS**

Chairman Jones asked Commissioners to send in their top three choices by order of preference to serve on the Commission Committees by July 24. The current committees are:

- Budget and Finance
- Marketing and Business Development
- Airport Operations, Properties and Facilities
- Noise
- Landscape

Once choices are received, the Chair and Vice Chair will prepare the committee assignments for the upcoming year.

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

Executive Director Nolan introduced Mr. Harry Barrett, the recently hired Airport Deputy Director - Maintenance and Operations.

Mr. Barrett addressed the Commission and gave a brief presentation of his background.

## **9. CITY MANAGER REPORT:**

City Manager Ready announced the resignation of Airport Executive Director Nolan and thanked him for his thirteen years of service at the Palm Springs International Airport.

Mr. Ready announced that Mr. Ulises Aguirre, Assistant Airport Director, will become Airport Executive Director on an interim basis and that in light of the Covid-19 situation the City would not replace the two top airport positions: Airport Executive Director and Assistant Airport Director for the time being. However, the marketing position will be filled to help the City develop air service post Covid.

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

Airport Administration Manager Jucht presented the June 2020 Financial Summary and made the following comments:

City Council accepted the budget as presented at the June 30<sup>th</sup> meeting.

The numbers the airport provided are so far accurate and passengers loads through June exceeded projections made after the Covid-19 pandemic began.

PFCs and CFCs are at 98%, and revenues are at 84% of the projections made after the onset of Covid.

Additional postings will occur this year as the airport still plans to use \$2M of the CARES grant to balance funds.

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

### **11.A Arriving Passengers Protocol**

Commissioner Breslin commented positively on the actions the airport has taken to advise passengers of mandatory precautionary measures to follow as a result of the Covid-19 pandemic and asked if any Commissioner was interested in monitoring future requirements and liaising with the airport regarding their implementation.

Chairman Jones explained that the immediate concern was to abide by the City of Palm Springs mandate that arriving passengers wear face coverings as they leave the aircraft and enter the airport.

Commissioner Burke suggested that ground airline personnel could perhaps include the city's mask wearing requirement in their welcome announcement as soon as the aircraft door opens.

Commissioner Feltman indicated that he participates in a working group formed by the Mayor to enhance communications about public safety and mask wearing throughout Palm Springs for the general public and the business community and he offered to liaise with the airport and have a dialogue with other commissioners and airport staff on this topic.

Vice Chair Hoehn suggested that messaging be added in the baggage claim area in addition to the announcement at the door of the aircraft.

Airport Executive Director Nolan described the steps the airport is taking to communicate the City's mandate:

- Signage on every airport exterior door mandating face coverings.
- PA announcements requesting social distancing throughout the airport and the wearing of face masks.
- Scrolling LED display message at the exit of the sterile area and entrance into the terminal lobby mandating face coverings.
- Large banners in the central lobby mandating face coverings.
- Custodial, police, operational and administration staff reminding people not wearing a mask to put one on.
- Masks for sale in the gift shops.

- 30,000 masks received from the federal government can be distributed as needed by police, airport operations and custodial staff.
- Increased signage regarding mask wearing in the jet bridges.

Mr. Nolan added that it is unlikely that air travelers would disembark without a mask because all airlines require them on board. How traditionally, airlines do not like to deviate from their standard message on board but that we would ask if airline ground staff can make these announcements.

Commissioner Feltman asked for the bullets points enumerated by Mr. Nolan be sent to him.

### **11.B Upcoming Meeting Schedule**

Chairman Jones explained how historically the Commission has not met in August, but this option exists, and he asked the Commissioners for their preference this year.

City Manager Ready commented that if a meeting is to be held, there must be pressing agenda items which need to be brought to City Council. How there are no agenda items pending at this time and how a special meeting could be called if the need arises.

Commissioner Pye asked if the Commission could receive the financial reports in August and commented that the Chair and Vice Chair can determine whether there are any agenda items, as we may not need a meeting at this time.

Chairman Jones indicated that the budget documents and any information provided by Interim Executive Airport Director Aguirre would be sent to the Commission. That he would speak with Mr. Aguirre, the City Manager, and Vice Chairman Hoehn to make a decision about holding a meeting.

The second item pertaining to the Airport Commission meeting schedule is whether to continue meeting on the second Wednesday of the month at 5:30 P.M. as this new schedule presents a conflict for Commissioner Pattison, who, as City Manager for the City of Coachella, attends their City Council meeting at that time.

Commissioner Pattison, who was in attendance due to the cancellation of their City Council meeting that day, expressed the importance of the Eastern Valley to be heard on the Airport Commission and asked if the Commission would consider meeting on Tuesdays or Thursdays instead.

Discussion ensued and conflicts appeared with City Council meetings for the cities of Desert Hot Springs and Palm Springs on Tuesdays and Thursdays, at or after 5:30 P.M. as mandated by City Council ordinance.

Chairman Jones proposed another Wednesday of the month as the Commission had changed days in the past.

City Manager Ready indicated that this would be acceptable.

Commissioner Pattison proposed that meetings take place on the third Wednesday of the month to allow the City of Coachella to participate and expressed his appreciation.

**ACTION:** Move the Airport Commission meetings to the third Wednesday of the month at 5:30 P.M. **Moved by Commissioner Pattison, seconded by Commissioner Corcoran and unanimously carried noting the absence of Commissioners Altman, Riesen and Suero.**

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

Airport Executive Director Nolan presented Swinerton's bi-weekly site progress update for the Ticketing Hall Expansion and Baggage Handling System project for the periods ending June 19 and July 3<sup>rd</sup>.

Mr. Nolan described the new outbound baggage carousels under construction which will be equipped with an automated baggage sorting system. The area for the third carousel is being graded.

Photos of the building interior showed how it has been completely gutted. Mr. Nolan noted that some surprises were found along the way as some features had gone undocumented over the six decades of the building's existence and several upgrades.

Mr. Nolan concluded that the project is moving smoothly from a construction's perspective, however, there are change orders and deducts due to the differences between the architectural drawings and the technicalities encountered.

Mr. Nolan showed a photo of the new ticket counter cabinetry selected by City Council.

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

Airport Executive Director Nolan provided a full description on the following topics:

Specifications had been put out for the Bono Concourse passenger boarding bridges for either a refurbishment or complete replacement. Bids came in from four participants, the low bidder was disqualified. City staff was going to recommend to City Council to reject all bids and rebid the project this fall, utilize federal money to fund the project, and proceed with a full replacement of the bridges next summer. Thanks to the CARES act, federal funds will cover one hundred percent of the cost of this project without a ten percent participation from the airport. This will save the airport several hundred thousands dollars.

Palm Springs International Airport, as all other California airports, was mandated to perform an underground water system analysis to detect the presence of PFAS. A consultant was hired for this project. Two monitoring wells were dug 200 feet deep in areas that are known to have received aqueous film-forming foam (AFFF) from firetrucks. Because foam discharges had occurred, the soil had to be sampled as well. Monitoring has now ended and samples were sent for analysis.

A bid went out to replace two ARFF trucks. City Council accepted the low bid and approved award of the contract. The cost corresponds to the anticipated budget.

The car rental project was put on hold since the Covid-19 pandemic, but it will materialize in a reduced and more affordable scale than the originally proposed 1.4M square-foot facility estimated at over \$100M.

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

Chairman Jones gave an overview of the thirteen major projects overseen by Airport Executive Director Nolan during his thirteen-year tenure, totaling \$137M:

Master Plan update, car rental lot expansion, runway asphalt rehabilitation, concessions upgrade and expansion, terminal building and courtyard remodel, new FAA control tower, security fence and equipment improvement, terminal apron design and complete ground radar, terminal apron reconstruction, security and paging systems upgrade, main runway rehabilitation, upgraded airfield electrical system, terminal ticketing area modernization.

Vice Chairman Hoehn inquired about the estimated completion date of the ticketing wing project.

Mr. Nolan explained that there are two phases: the main phase is due to be completed by the end of this year and will include the north ticketing area, the baggage handling system and remodeled public space. In spring of 2021, the south end of the terminal public space and back of house will be reconstructed and completed before December 2021.

Chairman Jones presented Mr. Nolan a farewell plaque which read: "Congratulations on and thank you for your thirteen years of visionary leadership to PSP to improve the flying experiences of the traveling public. Wishing you success in your new position. Presented on behalf of the Airport Commission by Allison G. Jones, Chairman."

Commissioner Pye praised Mr. Nolan as an excellent Executive Director, professional and eloquent. She thanked him for the adventure and wished him well.

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

Included in the packet.

**15. CORRESPONDENCE:** None.

**16. RECEIVE AND FILE:**

**ACTION:** Receive and file:

Item 16.A. June 2020 Airline Activity Report was unavailable as airlines have until the 10<sup>th</sup> of each month to report their figures. The report will be e-mailed.

Item 16.B. August 2020 Airlines Schedules.

**17. ADJOURNMENT:**

**ACTION:** Motion to adjourn. **Moved by Commissioner Dada, seconded by Commissioner Hedrick, and approved unanimously noting the absence of Commissioners Altman, Riesen and Suero.**

The Airport Commission adjourned at 06:22 P.M. to a date to be determined.

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Nadia P. Seery  
Executive Administrative Assistant