



**AIRPORT COMMISSION**

**ACTION SUMMARY MINUTES OF REGULAR ADJOURNED MEETING**

**Wednesday, May 17, 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 May 11, 2023.

**3. ROLL CALL:**

**Commissioners Present:**

Patricia Breslin (Palm Springs)	Scott G. Miller (Palm Springs)
Paul Budilo (Indian Wells)	John Payne (Palm Springs)
Todd Burke (Palm Springs)	Jan Pye (Desert Hot Springs)
Kevin Corcoran (Palm Springs) – Vice Chair	Paul Slama (Riverside County)
Aftab Dada (Palm Springs) - Chair	Rick Wise (City of Indio)
Ken Hedrick (Palm Springs)	Kevin Wiseman (Palm Desert)
Kathleen Hughes (La Quinta)	Keith Young (Rancho Mirage)
Tony Michaelis (Cathedral City)	

**Commissioners Absent:** Gerald Adams (Palm Springs), David Feltman (Palm Springs), and M Guillermo Suero (Palm Springs)

**Staff Present:**

Harry Barrett, Jr., Airport Executive Director  
 Jeremy Keating, Assistant Airport Director  
 Victoria Carpenter, Airport Administration Manager  
 Jeremy Holm, City Attorney  
 Ramon Sanchez, Interim Airport Operations Manager  
 Christina Brown, Executive Administrative Assistant

**4. ACCEPTANCE OF THE AGENDA:**

Executive Administrative Assistant Brown requested to remove Agenda Item 8.B – Marketing Update because the update was unavailable that evening, and she notified the Airport Commission that Deputy Director of Aviation, Marketing and Air Service

Meier would be providing the May and June Marketing update at the June Commission meeting.

**ACTION:** Accept the Agenda as presented with the removal of Agenda Item 8B – Marketing Update. **Moved by Vice Chairman Corcoran, seconded by Commissioner Hedrick, and unanimously approved noting the absence of Commissioners Adams, Feltman, and Suero.**

5. **PUBLIC COMMENTS:** None

6. **APPROVAL OF THE MINUTES:**

**ACTION:** Approve the minutes of the Airport Commission Meeting of February 15, 2023 with the correction to the absence of Commissioner Miller. **Moved by Commissioner Budilo, seconded by Commissioner Hedrick and unanimously noting the absence of Commissioners Adams, Feltman, and Suero.**

7. **INTRODUCTIONS AND PRESENTATIONS:**

7.A Fire Chief Paul Alvarado

Chairman Dada introduced Fire Chief Paul Alvarado, who has been with the City of Palm Springs for two weeks. Chief Alvarado noted his past experience with the City of Long Beach for 27 years, 3 years of which he worked with the Long Beach Airport. Chief Alvarado noted that the number one concern is passenger safety in the terminal and in the aircraft, and he said that he would work towards training his troops to provide the best service at the Airport.

Commissioner Hedrick asked Chief Alvarado if there was a need to have fire fighters on-site at the Airport at all times. Chief Alvarado stated there were currently on-site fire fighters and that there were three aircraft rescue firefighting apparatus at the fire station that operate 24/7. Chief Alvarado noted that the fire department would be adding a Captain to the apparatus and that the Captain would enhance the amount of control of an incident. He stated, within three minutes the expectation is the fire fighters are on scene and that with the Captain being available, they could immediately be on scene to control an incident.

Commissioner Miller inquired if there was any equipment that the fire department doesn't have that Chief Alvarado would strongly suggest looking into. Chief Alvarado stated there were conversations taking place in regard to aircraft foam that the industry has used that needs to be transitioned. He stated that there is replacement foam to remove the forever chemicals to enhance the safety of workers and the environment and that he had it on the agenda to discuss with Airport Executive Director Barrett.

#### 7.B Airport Commissioner Keith Young (Rancho Mirage)

Chairman Dada introduced Airport Commissioner Keith Young (Rancho Mirage). Commissioner Young stated that has been a resident of Rancho Mirage for over 20 years, and he is a physician with a private practice. He spent 25 years on the volunteer clinical faculty of the School of Medicine at UCLA, and he said that he was interested in how organizations navigate change, and he looks forward to working with the Commission.

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

#### 8.A. Noise Committee Update

Interim Committee Chairman Burke reported for the month of March, there were a total of twelve noise complaints which were broken down to six commercial aircraft noise complaints, four general aviation noise complaints, one military noise complaint, and one unidentified noise complaint. Interim Committee Chairman Burke reported that Airport Executive Director Barrett stated that from a five-year comparison there had been a significant reduction in 2022 which was attributed to the community being more aware about aircraft noise and regulations and that Mr. Barrett reported that the FAA had held a noise forum for west coast airports on what comes next for the new generation of aircraft.

#### 8.B. Marketing Update – Removed from the agenda

#### 8.C. Parking Capacity Update

Interim Operations Manager Sanchez shared his presentation indicating the different public parking lots A, B, C, and D along with an overflow lot on the south end of the Airport property. Mr. Sanchez identified the number of spaces for each parking lot along with the occupancy for the month of April. Mr. Sanchez reported section A had 106 total spaces, section B had 244 total spaces, section C had 245 and section D had 285 and the overflow lot had 837 total spaces. He reported for the month of April public parking lots A through D had a combined average of 704 spaces occupied for 85 percent of the month. He noted section A was 99 percent occupied, section B was 84 percent occupied, section C was 87 percent occupied, section D was 84 percent occupied, and the overflow lot was 46 percent occupied for the month.

Commissioner Payne inquired if there was year over year data showing trends, and Mr. Sanchez responded that there wasn't currently any visuals showing comparisons. Commissioner Payne inquired if the Airport was receiving the data from ABM Parking and tracking the data, and Mr. Sanchez confirmed that the Airport was receiving the data from ABM Parking. Commissioner Payne further asked about the point at which the Airport would need to start turning away passengers due to capacity constraints. Mr. Sanchez said that there was still some capacity remaining and that while the

Airport frequently uses the overflow lot during peak months, the Airport hadn't reached a point where passengers would have to be turned away. Mr. Sanchez noted plans to redesign the overflow lot to accommodate the increasing demand and prevent the need for short-term parking restrictions.

#### 8.D. Concessions Update

Assistant Airport Director Keating discussed the ongoing work with the Marshall Retail Group and Paradies concessions schedule, highlighting the frequent meetings and coordination involved. Mr. Keating emphasized the constant communication and collaborative efforts with the concessionaires to fine-tune the schedule. Commissioner Payne inquired about the F&B Commissary Kitchen, and a significant project opening date that Assistant Airport Director Keating had mentioned was progressing with the installation of temporary power for cooler boxes. Vice Chairman Corcoran expressed optimism about the schedule, and he acknowledged that changes might occur.

Commissioner Payne raised questions about a presentation from Fuse Advertising, specifically regarding power and displays, and whether it would affect the concessions schedule. Airport Executive Director Barrett clarified that the advertising project and concessions schedule were separate. Commissioner Wiseman suggested including a column in the schedule to track changes in completion dates. Airport Administration Manager Carpenter explained that the original proposal dates had already changed due to ongoing discussions with the concessionaires. Vice Chairman Corcoran noted that minor changes were expected, and Commissioner Budilo asked about the process if significant slippages were to occur. Ms. Carpenter explained that the Airport would hold the concessionaires accountable according to the contract.

#### 8.E. Financial Summary Update

Airport Administration Manager Carpenter began by presenting the financial summary in the agenda packet and invited questions. Commissioner Payne inquired about discretionary funds and whether they could be allocated on a monthly basis. Airport Executive Director Barrett clarified that FAA discretionary funds are allocated on an ad hoc basis and are typically used for capital projects. Commissioner Payne sought confirmation that FAA discretionary funds are predetermined and allocated for specific functions, to which Mr. Barrett agreed. Ms. Carpenter suggested providing a list of discretionary projects to the Commission or discussing it with the Budget and Finance Committee.

Commissioner Miller asked if the budget had been officially submitted to the City Manager's office. Ms. Carpenter explained that a study session had occurred, and the budget was planned to go to the City Council on June 29, 2023. Vice Chairman Corcoran inquired about feedback from the City Council regarding the Airport's expansion plans, and Ms. Carpenter mentioned that the City Council was favorable toward the expansion.

Airport Executive Director Barrett confirmed that the City's budget was expected to be adopted on June 29, 2023, with minimal changes. Ms. Carpenter mentioned that staff had requested approximately 50 new positions over the next two fiscal years and had received support from the City Council.

#### 8.F. Procedure for Requesting Agenda Items

Executive Administrative Assistant Brown introduced a proposed procedure for requesting agenda items. The procedure involved referring to fifteen specific items in the municipal code for agenda requests and allowing Committee Chairs, the Airport Executive Director, and the Commission Chair and Vice Chair to review these requests. Commissioner Miller proposed postponing the vote for one month, suggesting that the Commission needed to explore alternative options and to consider a process similar to the City Council for adding agenda items. Commissioner Budilo expressed concerns about the proposed procedure, and he agreed with Commissioner Miller's suggestion to delay the vote and explore alternatives. City Attorney Holm explained that the proposed procedure was aimed at increasing efficiency and that there wasn't a Brown Act requirement regarding how to place matters on the agenda. Commissioner Miller made a motion to postpone the vote until the next meeting and to survey other Palm Springs Commissions and the City Council's processes for adding items to their agendas. Commissioner Burke inquired about previous discussions on this matter, and Executive Administrative Assistant Brown clarified that there were no objections to the process at the previous Commission meeting.

**ACTION:** Approve the continuation of Agenda Item 8.F – Procedure for Requesting Agenda Items to the June Commission meeting. **Moved by Commissioner Miller, seconded by Commissioner Budilo, and denied by the following roll call vote 10 No; 5 Yes; and the absence of Commissioner Adams, Feltman, and Suero.**

The Commission proceeded to discuss the proposed procedure.

Commissioner Hendrick made a motion to approve the proposed procedure for requesting agenda items. Commissioner Payne sought clarification on the motion, asking if the procedure involved sending items through a committee before reaching the full Commission. Commissioner Hendrick explained the process, involving committee review, a summary presentation to the Commission, and a discussion followed by a vote. Executive Administrative Assistant Brown clarified that committee chairs could take items directly to the Commission, bypassing subcommittees. Commissioner Wiseman raised questions about who currently determines what items make it onto the agenda. Ms. Brown clarified that the Airport Executive Director, the Chair, and the Vice Chair review all agenda items. Commissioner Budilo expressed disagreement with the proposed procedure, stating it might limit the voice of non-Palm Springs Commissioners.

Chairman Dada acknowledged the comments, and he noted that a previous vote had supported the new process. Commissioner Miller asserted that every Commissioner

should have the right to add items to the agenda, and he expressed concerns about reducing democracy. City Attorney Holm emphasized that the process of adding agenda items was ultimately the Commission's decision and within the bounds of the Brown Act. Commissioner Hendrick made a motion to approve the proposed procedure for requesting agenda items, and the motion was on the table for a vote.

**ACTION:** Approve the procedure for requesting agenda items as proposed. **Moved by Commissioner Hedrick, seconded by Commissioner Burke, and approved by the following roll call vote 10 Yes; 5 No; and the absence of Commissioner Adams, Feltman, and Suero.**

#### 8.G. Employee Class & Compensation

Airport Executive Director Barrett provided a report on the employee class & compensation study. He stated that the City's Human Resources team were doing a payroll study for the Fiscal Year 2024 budget and that the Airport was providing information from the American Association of Airport Executives and the Airport Council International regarding compensation compared to other airports within the United States and Canada.

#### 8.H. Projects and Airport Capital Improvement Program Update

Airport Executive Director Barrett provided an update on the Airport Master Plan. The initial meeting with the working group occurred on May 3, 2023, focusing on evaluating existing inventory conditions and the aeronautical forecast for the next two decades. Mr. Barrett noted a projected growth, aiming to double the passenger count to six million within the next 20 years, depending on economic factors. The aeronautical forecast holds significance as it requires Federal Aviation Administration approval. Mr. Barrett said that a draft working paper was accessible on the Master Plan website, and that plans included sending a letter to the FAA for approval of the aeronautical forecast.

Mr. Barrett explained the process for Turo, a peer-2-peer vehicle sharing company, and he reported that Turo had been operating at the Airport. He said that Airport staff and Turo were working on an agreement to capture revenues. Mr. Barrett said that Turo had reached out to Airport staff to inquire about entering into an agreement. Commissioner Payne inquired about how long Turo had been operating without a contract, and Commissioner Wiseman said that Turo had been operating at the Airport since at least 2021. City Attorney Holm advised that there was current litigation with Turo and other municipalities.

Mr. Barrett provided a monthly update about the unhoused at the Airport, and he said that the ordinance that was implemented was having a positive impact. Mr. Barrett advised the Commission that the Airport had hired an Aviation Planner, Nikki Gomez, and he said that Ms. Gomez was going to assist with the Airport's capital projects. Mr.

Barrett advised that Commission that an offer had been made for a Project Manager, who is an engineer and that has previously worked at other airports. Mr. Barrett reported that Executive Administrative Assistant Brown had been promoted to Executive Program Administrator. Commissioner Wiseman inquired on the status of the hiring of additional Airport staff, and Mr. Barrett advised the Commission that the City's Human Resources Department was aware of the 50 positions that needed to be filled at the Airport and that Human Resources was working to help fill those positions.

**9. EXECUTIVE DIRECTOR REPORT:**

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

**10. COMMISSIONERS REQUESTS AND REPORTS:**

Chairman Dada announced that Commissioner Payne had requested to bring a P3 101 presentation to the Commission at the next Commission meeting, and Chairman Dada requested that the Commission vote to decide if the requested agenda item should be added to the next Commission agenda or if the item should be presented to the Budget and Finance Committee.

**ACTION:** Recommendation to provide a P3 101 presentation to the Budget and Finance Committee. **Moved by Chairman Aftab Dada, seconded by Commissioner Burke, and unanimously approved; and the absence of Commissioner Adams, Feltman, and Suero.**

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

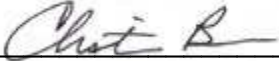
**13. COMMITTEES:**

- 13.A Updated Committee Roster
- 13.B Future Committee Meetings

**14. ADJOURNMENT:**

**ACTION:** Adjourn the meeting. **Moved by Commissioner Budilo, seconded by Commissioner Burke and unanimously approved noting the absence of Commissioner Adams, Feltman, and Suero.**

The Airport Commission adjourned at 7:00 P.M. to a Regular Meeting on June 21, 2023, at 5:30 P.M.



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Christina Brown  
Executive Program Administrator

APPROVED BY AIRPORT COMMISSION: 10/18/23