



AIRPORT COMMISSION
OPERATIONS, PROPERTIES AND FACILITIES
Tuesday, February 6, 2024 – 4:00 P.M.

ACTION SUMMARY MINUTES

1. CALL TO ORDER:

Committee Chairman Feltman called the Operations, Properties and Facilities Committee meeting to order at 4:00 P.M.

2. POSTING OF AGENDA:

Agenda posted on February 1, 2024.

3. ROLL CALL:

Committee Members Present: Berriman, Caldwell, Feltman, Park, Wiseman and Young

Committee Members Absent: Pye

Staff Present:

Harry Barrett, Airport Executive Director
Jeremy Keating, Assistant Airport Director
Ramon Sanchez, Interim Operations Manager
Christina Brown, Airport Executive Program Administrator

Others Present:

Neil McLean, Senior Associate with M. Arthur Gensler Jr. & Associates, Inc.

4. ACCEPTANCE OF AGENDA:

ACTION: Accept the agenda as presented. **Moved by Committee Chairman Feltman and seconded by Committee Member Young and unanimously approved.**

5. PUBLIC COMMENTS: None.

6. APPROVAL OF MINUTES:

ACTION: Approve the minutes of the Operations, Properties and Facilities Committee meeting held on June 27, 2023. **Moved by Committee Member Caldwell, seconded by Committee Member Young and approved by the following roll call vote: 4 Yes; 2 Abstain; and noting the absence of Committee Member Pye.**

7. DISCUSSION AND ACTION ITEMS:

7.A Baggage Claim Expansion Update

Airport Executive Director Barrett reported that he directed Assistant Airport Director Jeremy Keating and consultant Neil McLean, Senior Associate with M. Arthur Gensler Jr. & Associates, Inc. (Gensler), to bring the baggage claim expansion project to the Operations, Properties and Facilities Committee for discussion regarding the design and costs of the project. Mr. Barrett stated that they were in the early stages of the baggage claim expansion design process, and he noted that they were discovering some issues along the way. Mr. Barrett introduced Mr. McLean presented the PSP Baggage Claim Expansion Alternatives 1A, 1B, and 3A that included planning options and relative costs.

Committee Chairman Feltman remarked that the transitional car rental facility should not be viewed as temporary considering it would be in place for approximately five years, and that investment in the planning and capacity should consider the traveler customer experience, as it will impact the passengers for many years. He asked if the presentation with the three alternatives had been provided to the Airport Master Plan Working Group. Mr. Barrett stated that the Airport staff wanted to present it to the Operations, Properties and Facilities Committee and the Budget and Finance Committee before taking it to the Airport Master Plan Working Group.

Commissioner Caldwell asked the Airport Staff which option, Alternative 1A, Alternative 1B, or Alternative 3A would be their recommendation. Mr. Barrett replied that staff's recommendation would be Alternative 1B as staff was thinking long-term and the future of the Airport as a facility that can be expanded into the future. He added that Alternative 1B may cost more than Alternative 1A and Alternative 3A now but would save money in the future.

Commissioner Wiseman asked why Alternative 3A was problematic. Mr. McNeil said that it was as minimum an expansion the Airport could do and that it would not provide the best customer/traveler experience to the Airport guests.

After some discussion, the Committee Members agreed to move forward with recommending option Alternative 1B to the Airport Commission.

ACTION: To recommend option Alternative 1B to the Airport Commission. **Moved by Committee Member Berriman, seconded by Committee Chairman Feltman and approved unanimously noting the absence of Commissioner Wiseman who left the meeting at 5:02pm and Committee Member Pye.**

7.B Parking Capacity Update

Interim Operations Manager Sanchez presented an update to the previous presentation made to the Committee on June 27, 2023, and he included the additional information requested by the Committee. Mr. Sanchez reviewed the average daily parking lot capacity for parking lots A-D and the overflow parking lot for calendar years 2022 and 2023, and the monthly parking lot statistics for each lot for calendar years 2022 and 2023. He reported that the numbers reflected a gradual increase from 2022 to 2023, and he also reviewed the average daily parking lot capacity for the busiest three days during the Thanksgiving and Christmas holidays.

Committee Chairman Feltman asked for clarification that per the presentation and graphs provided, there was not a day in 2022 and 2023 when a parking lot was at 100% full capacity. Mr. Sanchez confirmed that his understanding was correct.

7.C Wi-Fi Update

Assistant Airport Director Keating reported that the Airport was making progress with its Wi-Fi project and that the Information Technology (IT) department was in its final stages of procuring a vendor to run the cable and connect the equipment. He said that IT was close to starting Phase 1 and that they would be prioritizing the Bono and Agua Caliente Concourses, and in the rest of the buildings, they would be replacing the Wi-Fi access points and adding additional ones which was based on the survey and analysis they completed that provided information of where the coverage points and access points were needed in each of the terminals.

Committee Chairman Feltman asked about Wi-Fi for the outdoor spaces. Mr. Keating said that that portion of the project would be a part of Phase 2. The IT Department would need to complete Phase 1 to evaluate and determine the next steps and what would be needed in the outdoor spaces. Mr. Keating said that they would need to hire a consultant for Phase 2 because outdoor spaces were more complicated. Committee Chairman Feltman asked if secure access was a part of Phase 1, and Mr. Keating confirmed that it was. Committee Chairman Feltman asked for a timeline for Phase 1, and Mr. Keating said it was difficult to provide an exact timeline as IT was still finalizing the vendor procurement and the purchase orders.

8. COMMISSIONERS REPORTS AND REQUESTS:

Committee Member Berriman asked if the Airport had suffered any damage or leaks during the recent storms. Interim Operations Manager Sanchez reported that due to proper preparation and processes put in place by the Airport staff, the Airport did not suffer any leaks during the recent storm.

Committee Chairman Feltman remarked that he recently had Airport passengers approach him with their frustrations with baggage claim and the lack of information from the Airport regarding what carousel their baggage would be arriving at, and that it was also taking too long and, in some cases, up to 30 minutes. Mr. Barrett stated that due to the number of airlines that the Airport now has and with only three carousels, this issue could not be resolved with the current system, and he noted that it would be addressed and resolved with the new Baggage Claim Expansion Project.

9. ADJOURNMENT:

The Airport Operations, Properties and Facilities Committee Meeting adjourned at 5:20 P.M.

Paula Pak

Paula Pak
Executive Administrative Assistant

APPROVED BY OPERATIONS, PROPERTIES, AND FACILITIES
COMMITTEE: 5/1/24