



**AIRPORT COMMISSION**

**MINUTES OF THE REGULAR MEETING OF THE AIRPORT COMMISSION OF  
THE PALM SPRINGS INTERNATIONAL AIRPORT**

**Wednesday, January 17, 2024 – 5:30 P.M.**

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**1. CALL TO ORDER:**

Vice Chairman Corcoran called the Airport Commission Meeting to order at 5:30 P.M. The meeting was held in-person and via videoconference.

**2. POSTING OF THE AGENDA:** Posted on March 14, 2024.

**3. ROLL CALL:**

**Commissioners Present:**

Robert Berriman (Indian Wells)	Tony Michaelis (Cathedral City)
Todd Burke (Palm Springs)	Margaret Park (Riverside County)
Daniel Caldwell (Palm Springs)	Jan Pye (Desert Hot Springs)
Kevin Corcoran (Palm Springs) - Vice Chair	M. Guillermo Suero (Palm Springs) *
J Craig Fong (Palm Springs)	Rick Wise (Indio)
Kathleen Hughes (La Quinta)	Kevin Wiseman (Palm Desert)
Tracy Martin (Palm Springs)	Keith Young (Rancho Mirage)

**Commissioners Absent:** Dave Banks (Palm Springs), Aftab Dada (Palm Springs), Denise Delgado (Coachella), and David Feltman (Palm Springs)

\*M. Guillermo Suero (Palm Springs) joined the meeting at 5:39 p.m.

**Staff Present:**

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

**Others Present:**

Ryan Hayes, Mead & Hunt, Inc.  
 Stephanie Nikho, Mead & Hunt, Inc.

**4. ACCEPTANCE OF THE AGENDA:**

**ACTION:** Accept the Agenda as presented. **Moved by Commissioner Burke, seconded by Commissioner Park, and unanimously approved noting the absence of Commissioners Banks, Dada, Delgado, Feltman, and Suero.**

5. **PUBLIC COMMENTS:** None.

6. **APPROVAL OF THE MINUTES:**

**ACTION:** Approve the minutes of the Airport Commission Meeting of September 20, 2023. **Moved by Commissioner Young, seconded by Commissioner Caldwell and approved by the following roll call vote: 10 Yes; 3 Abstain; and noting the absence of Commissioners Banks, Dada, Delgado, Feltman, and Suero.**

7. **DISCUSSION AND ACTION ITEMS:**

7.A Electronic Use Policy

Airport Executive Program Administrator Brown reported that on January 4, 2024, the Commission was notified about the City's mandate for all City, Board and Commission business email communications to be conducted through a City-issued email account. Ms. Brown stated that beginning on February 1, 2024, all email communications to the Commission, which includes the distribution of the agenda packets, would be sent to the Commissioner's City-issued email accounts. She notified the Commission that the City's IT staff would be available to assist with any set-up or technical problems and that she could also assist with setting up a time for the Commissioners to meet with an IT staff member.

7.B AB 557

Airport Executive Program Administrator Brown reported that on January 4, 2024, the Commission was notified about AB 557 – Teleconferencing of City Council, Board and Commission meetings and that on December 14, 2023, the City Council mandated that all City Boards and Commissions must meet in person beginning on January 1, 2024. Ms. Brown acknowledged that she had spoken to all but one Airport Commissioner to confirm that the notification had been received. She announced that City Attorney Holm, who was present in the meeting, would be available to answer any questions or concerns.

Vice Chairman Corcoran asked for confirmation that his understanding that a Commissioner's off-site address, which could include their home address, would have to be posted on the Agenda and any member of the public could technically show up for the meeting at that location and be in their right to do so. City Attorney Holm affirmed that Vice Chairman Corcoran's understanding was correct and that the Brown Act was once again being applied to pre-Covid times.

Ms. Brown stated that one of the Commissioners had a question about posting a hotel room number when attending a Commission meeting while on vacation, and specifically being unable to do so as hotel rooms are not assigned until a person checks in to the hotel. Mr. Holm stated that the room number would have to be posted with the location in the agenda and within the 72-hour noticing period required by the Brown Act. Mr. Holm recommended that in instances where a Commissioner is attending from a hotel, the Commissioner should do so from the hotel lobby or the hotel's business center.

Commissioner Wiseman inquired about the Brown Act rules for emergency situations. Mr. Holm explained that there are emergency exceptions under AB 2449 that would allow a Commissioner to participate in the meeting remotely without having to post their location and that it was his understanding that the City Council, City Attorney, and City Clerk had elected to not allow AB 2449 to be used because it could create some complications such as having to convert a meeting into a Zoom meeting anywhere up to the start of the meeting.

#### 7.C Financial Summary Update

Airport Administration Manager Carpenter provided an overview of the Financial Summary Update for the period ending December 31, 2023. Ms. Carpenter stated that each of the funds had a surplus.

#### 7.D Marketing and Air Service Update

Deputy Director of Aviation, Marketing and Air Service Meier presented the Marketing and Air Service Update for January 2024.

Commissioner Martin referred to the decline of the passenger numbers for the summer, and he asked if the Airport was coming out of the Covid travel bounce back, and should the Commission expect to not see the passenger numbers grow anywhere close to what was seen in the last year. Mr. Meier said that the Commission should expect to see pre-Covid passenger numbers and steady passenger traffic counts and growth over the next several years. Commissioner Martin asked if the decreased numbers would affect the Airport's budget. Airport Executive Director Barrett said that he had directed staff to decrease the budget to adjust for the decline in passenger numbers. Commissioner Martin asked if staff had any concerns in regard to the 4% growth that had been estimated in the long-term plan. Mr. Barrett said that he was not concerned because the Airport would still see that level of demand as the trend line continues to grow.

Commissioner Fong asked if staff would need to adjust the budget for the Passenger Facility Charges revenue because of the issues with the Max 9 aircraft. Mr. Meier said that there were only four or five Max 9 aircrafts that were scheduled at the Airport per day and that there hadn't been a significant number of cancellations, and he was not expecting that to change.

### 7.E Concessions Update

Assistant Airport Director Keating reported that there were still a significant number of moving parts that were still in process, and he reviewed the concessions projects schedule. Vice Chairman Corcoran said that he was pleased to learn that Las Casuelas was moving forward at the Airport. Commissioner Martin inquired about the forms of revenue that the Airport receives from concessions. Airport Executive Director Barrett said that the Airport receives revenue from the leased space and the Airport also receives a percentage of the concession sales. Airport Administration Manager Carpenter said that the Airport receives 20% of The Marshall Retail Groups gross sales, and the Airport receives 12% for food and 15% for alcohol gross sales from Paradies Lagardere.

### 7.F Projects and Airport Capital Improvement Program Update

Airport Executive Director Barrett reported that most of the updates were included in the packet. He said that the Master Plan alternatives would be presented to the City Council on January 25, 2024 and that the next steps involved developing a financial plan for the terminal project, focusing on payment strategies. The update process for the Airport Layout Plan which would need to be approved by the FAA and would take approximately six months, and planning for other facilities was also underway. Mr. Barrett noted that the Master Plan Working Group (Working Group) meeting was scheduled for Thursday, January 25, 2024, at 10:00 a.m. and that the Working Group would be reviewing the airside alternatives.

Mr. Barrett reported that staff was beginning to do some transition planning to determine what the project phasing would look like, and he said that one of the Airport's on-call contractors would be assisting staff with developing the phasing schedule. He noted that there would be some operational challenges, particularly with the expansion of the baggage claim system and how to relocate the rental car companies that currently exist in that space while facilitating the customer experience during that process.

Mr. Barrett also reported that the Airport now has on-call service contracts with RS&H California, Inc., M. Arthur Gensler Jr. & Associates, Inc., InterVISTAS Consulting, LLC, and AECOM Technical Services, Inc. for the following four activities: 1) Architectural Services; 2) Engineering Services; 3) Environmental Services; and 4) Planning Services. Additionally, a separate stand-alone contract with Mead & Hunt, Inc would be presented to the City Council on January 25, 2024, for the construction management of the inline baggage handling system.

## **8. EXECUTIVE DIRECTOR REPORT:**

Airport Executive Director Barrett reported on the progress of the Airport reorganization, specifically making headway on filling positions. He further detailed the hiring processes and the reasons for restructuring the job descriptions. Mr. Barrett

discussed how the Airport was working with Human Resources to align the job duties with the job descriptions.

**9. COMMISSIONERS REQUESTS AND REPORTS:**

Vice Chairman Corcoran asked staff to add an agenda item regarding the car rental car wash noise to the next Airport Commission meeting agenda, and he also asked staff to provide data on vehicles that are parked for seven or more days at the Airport parking lots.

Commissioner Berriman inquired about the amendment to the TNC signage ordinance. Airport Executive Director Barrett said that staff were working on taking the ordinance amendment to the City Council for approval. Vice Chairman Corcoran asked staff to provide an update at the next Airport Commission meeting.

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

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

**11. RECEIVE AND FILE:**

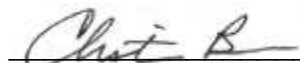
- 11.A Airlines Activity Report December 2023
- 11.B Airline Activity Report Fiscal Year Comparison

**12. COMMITTEES:**

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

**ADJOURNMENT:**

The Airport Commission adjourned at 6:32 P.M. to a Regular Meeting on February 21, 2024, at 5:30 P.M.



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Christina Brown  
Executive Program Administrator

APPROVED BY AIRPORT COMMISSION: 6/18/24