

**AIRPORT COMMISSION**

**MINUTES OF THE REGULAR MEETING OF THE AIRPORT COMMISSION OF**

**THE PALM SPRINGS INTERNATIONAL AIRPORT**

**Wednesday, September 18, 2024 – 5:30 P.M.**

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**1. CALL TO ORDER**:

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 AGENDA**: Posted on September 12, 2024.

**3. ROLL CALL**:

 **Commissioner’s Present:**

|  |  |
| --- | --- |
| Dave Banks (Palm Springs) | Ken Hedrick (Palm Springs) |
| Robert Berriman (Indian Wells) | Geoffrey Kiehl (La Quinta) |
| Todd Burke (Palm Springs) – Vice Chair | Samantha McDermott (Palm Springs)  |
| Daniel Caldwell (Palm Springs) | Jan Pye (Desert Hot Springs) |
| Kevin Corcoran (Palm Springs) - Chairman | Rick Wise (Indio) |
| Denise Delagado (Coachella) | Kevin Wiseman (Palm Desert) |
| Brian Ebensteiner (Palm Springs) | Keith Young (Rancho Mirage) |
| J Craig Fong (Palm Springs) |  |

**Commissioners Absent:** David Feltman (Palm Springs) and Tracy Martin (Palm Springs)

 **Staff Present:**

 Scott C. Stiles, City Manager

 Harry Barrett, Jr., Executive Director of Aviation

 Jeremy Keating, Assistant Airport Director

 Daniel Meier, Deputy Director of Aviation, Marketing and Air Service

 Victoria Carpenter, Airport Administration Manager

 Kristopher Mooney, Director of Finance and Treasurer

 Oscar Verdugo, City Attorney

 Tanya Perez, Administrative Specialist

 Andrew LeCompte, Executive Administrative Assistant

 **Others Present:**

 Ryan Hayes, Mead & Hunt, Inc.

 Stephanie Nikho, Mead & Hunt, Inc.

**4. ACCEPTANCE OF AGENDA**:

**ACTION:** Accept the Agenda as presented. **Moved by Commissioner Wise, seconded by Commissioner Banks, and unanimously approved noting the absence of Commissioners Feltman and Martin.**

**5. PUBLIC COMMENTS:** None.

**6. APPROVAL OF MINUTES**:

**ACTION**: Approve the minutes of the Airport Commission Meeting of March 20, 2024, **Moved by Commissioner Wise, seconded by Commissioner Park, and unanimously approved noting the absence of Commissioners Feltman and Martin.**

**ACTION**: Approve the minutes of the Airport Commission Meeting of April 17, 2024, **Moved by Commissioner Hedrick, seconded by Commissioner Young, and unanimously approved noting the absence of Commissioners Feltman and Martin.**

**7. DISCUSSION AND ACTION ITEMS:**

7.A Marketing and Air Service Update

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

7.B Master Plan Landside Alternatives

Executive Director of Aviation Barrett briefly reviewed the Strategic Planning meeting that took place at the Airport Commission special meeting that was held on September 12, 2024. Ryan Hayes and Stephanie Nikho, representatives of Mead & Hunt, Inc., presented an overview of the Rental Car Center (RCC) alternative options. Ms. Nikho reviewed each of the South Side alternatives and their associated traffic and shuttle flows. Commissioner Wiseman asked what the number of surface level parking spaces for each South Side Alternative would be. Mr. Hayes stated that he did not have the exact number of parking spots on hand and that he could confirm that they would meet the activity level outlined in the Master Plan. Commissioner Hedrick asked for clarification on the pickup and drop off locations for South Side Alternative 2. Mr. Hayes stated that ultimately these decisions would be made at the design phase for the RCC.

Commissioner Fong inquired about the ease of acquiring the property needed for SSA 2 and if there would be any political issues. Mr. Barrett stated that the cost to acquire the land needed for South Side Alternative 2 would be around $9 million and that he could not answer if there were any potential political issues with acquiring the land. Chairman Corcoran mentioned that the cost to acquire the land was not a significant amount and that the land may need to be purchased regardless of South Side Alternative 2 being chosen and may be needed for future uses.

Commissioner Park asked if the Airport staff had a preferred Alternative. Mr. Barrett stated that there was an overall preference for the North Side Alternative and for the Southside Alternatives, South Side Alternative 2. Mr. Barrett said that both would be presented to the City Council. Commissioner Wiseman asked if there was any sense of presenting both alternatives if the traffic would be better for a particular alternative. Mr. Hayes stated that each alternative looks to be comparable. Commissioner McDermott asked if the plan for South Side Alternative 2 was to have all five levels above ground or if some levels would be below ground. Mr. Hayes stated that the plan currently was to have all five levels above ground and that it could be changed at the design stage.

**ACTION**: Approve North Side Alternative 1 and South Side Alternative 2, **Moved by Commissioner Hedrick, seconded by Commissioner Park, and unanimously approved noting the absence of Commissioners Feltman and Martin.**

Mr. Hayes stated that the next steps for his team would be to complete the traffic analysis and visual impact assessments for North Side Alternative1 and South Side Alternative 2.

Commissioner Wiseman asked if North Side Alternative 1 would meet the parking requirements without the proposed Lot G. Mr. Hayes confirmed parking requirements could be met without Lot G.

7.C Agua Caliente Concourse Activation Space

Vice Chairman Burke presented the renderings for the new Agua Caliente Concourse Activation Space. Vice Chairman Burke stated that the Agua Caliente Concourse Activation Space has been in the works for a year. The aim was for user-friendly spaces that provide numerous power outlets and charging spaces. Vice Chairman Burke noted that there will be advertising space for income opportunities.

Chairman Corcoran shared the details of contract with Fuse and Agua Caliente Casino. Vice Chairman Burke mentioned that construction for the Agua Caliente Concourse Activation Space should take approximately three months. Commissioner Young asked if there would be an impact on the seating compacity in the Agua Caliente Concourse. Mr. Barrett mentioned the Agua Caliente Concourse Activation Space would have no impact on the current seating spaces. Commissioner Hedrick asked if the Airport was paying for the Agua Caliente Concourse Activation Space. Chairman Corcoran confirmed that the Agua Caliente Tribe would be paying for the Agua Caliente Concourse Activation Space.

Commissioner Young asked if the installation of the Agua Caliente Concourse Activation Space would open the possibility of adding more power stations to other seating areas in the Agua Caliente Concourse. Mr. Barrett stated that adding more power stations to the other seating areas was not currently in the plan and that it could be in the future. Commissioner Wiseman inquired if the corner perimeter table of the Agua Caliente Concourse Activation Space would have power outlets or charging stations. Vice Chairman Burke confirmed that the perimeter table would not have either.

7.D FY24 Budget Vs. Actuals

Airport Administration Manager Carpenter presented the FY24 Budget vs. Actuals. Ms. Carpenter reviewed the Trends: Operating Expenses, the actual 2024 expenses, Trends: Share of Expenses by Department, Trends: Share of Expenses by Type, Trends: Operating Revenues by Source, Benchmarking: O&M Expenses per Passenger, and Benchmarking: Cost per Enplaned Passenger.

Ms. Carpenter also reviewed where the Airport was in comparison with other airports of similar size nationwide as well as in the region in this category as well. Commissioner Hedrick asked why the Burbank Airport cost per Enplaned Passenger was so low. Ms. Carpenter stated should did not know the reason for their low cost. Commissioner Wiseman asked why there was such an increase from 2019 to 2024 in the Trends: Share of Expenses by Department. Ms. Carpenter explained that it was due to inflation and more expenses at the Airport which was due to an increase in activity. Mr. Barrett shared that historically the Airport had not kept up on preventive maintenance, which has since become a priority under his leadership and has in turn raised expenses.

Commissioner McDermott asked why there was such large disparity in the expenses related to Administration from Fiscal Year 2019 and 2024. Ms. Carpenter stated this was related to recruiting challenges and moving some positions previously in Administration into other departments. Commissioner Kiehl complimented Ms. Carpenter on the details included in her report.

7.E Concessions Update

Assistant Airport Director Keating presented the Concession Update. Commissioner Wiseman inquired why the Pink Door project had been in progress the longest. Mr. Keating responded that it has undergone various redesigns that have slowed the progress. Commissioner Samlaska inquired about early morning staffing. Mr. Keating stated that there have been discussions with Paradies to ensure that concessions will have staffing and be open 60 minutes prior to the first departures for each day. Ms. Carpenter also stated that Paradies has committed to having concessions open 60 minutes prior to the first flight of each day.

7.F Projects and Airport Capital Improvement Program Update

Executive Director of Aviation Barrett stated that the complete report was in the agenda packet. Mr. Barrett mentioned that the Taxiway Whiskey Project for taxiway repaving would be starting soon and that the project should be completed prior to the Airport’s busy season. Mr. Barrett also mentioned that the Shade Structure Project was being redesigned due to the utility map for the Airport not being accurate. Mr. Barrett said that this would result in the shade structure area being reduced.

Mr. Barrett reported that in July and in partnership with the American Association of Airport Executives, the Airport had joined the Airport Consortium on Transformation and that the Airport would be one of 43 airports that would be looking into electrification digitization and the change in customer experience over the next few years and how it will affect airport regulations and the user experience. Mr. Barrett said that the Airport was a part of a working group to improve that experience nationally.

Chairman Corcoran asked about the progress on parking electrification. Mr. Barrett stated that the Airport was waiting on Southern California Edison to provide the designs. Chairman Corcoran asked if there would be a fee to use the electric stations. Mr. Barrett mentioned that this was still being discussed and that a fee would be likely due to the resulting increase in utility costs for the Airport. Chairman Corcoran asked for an update on the Water Filling Stations Project. Mr. Barrett stated that one water filling station had been installed and that the remaining water filling stations would be installed in the next few weeks.

Chairman Corcoran opened public comments.

Chris Wilson asked if the water filling stations would be chilled water. Mr. Barrett confirmed the water filling stations would provide chilled water.

**8. EXECUTIVE DIRECTOR REPORT**:

Executive Airport Director Barrett stated that the Executive Director Report was included in the agenda packet.

**9. COMMISSIONERS REQUESTS AND REPORTS**:

Commissioner Pye reported that the Master Plan presentation for the City of Desert Hot Springs went well and was well received by the public. City Manager Stiles stated he can confirm that the presentations were being well received by the public in other cities as well and that there were Master Plan presentations scheduled for other cities in the future.

**10. REPORT OF COUNCIL ACTIONS**:

10.A. Past City Council Actions

10.B. Future City Council Actions

**11. RECEIVE AND FILE**:

11.A Airline Activity Report June and July 2024

11.B Airline Activity Report Fiscal Year Comparison

**12. COMMITTEES**:

12.A Future Committee Meetings

12.B Committee’s Roster

**ADJOURNMENT:**

The Airport Commission adjourned at 6:55 P.M. to a Regular Meeting on October 16, 2024, at 5:30 P.M.



Approved By Airport Commission 12/18/2024