



AIRPORT COMMISSION

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

Wednesday, November 20, 2024 – 5:30 P.M.

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 November 14, 2024.

3. ROLL CALL:

Commissioner’s Present:

Dave Banks (Palm Springs)	Geoffrey Kiehl (La Quinta)
Robert Berriman (Indian Wells)	Tracy Martin (Palm Springs)
Daniel Caldwell (Palm Springs)	Samantha McDermott (Palm Springs)
Kevin Corcoran (Palm Springs) - Chairman	Margaret Park (Riverside County)
Denise Delgado (Coachella)	Jan Pye (Desert Hot Springs)
Bryan Ebensteiner (Palm Springs)	Christian Samlaska (Cathedral City)
David Feltman (Palm Springs)	Kevin Wiseman (Palm Desert)
J Craig Fong (Palm Springs)	Keith Young (Rancho Mirage)

Commissioners Absent: Todd Burke (Palm Springs) and Ken Hedrick (Palm Springs)

Staff Present:

Scott 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
 Christina Brown, Executive Program Administrator
 Andrew LeCompte, Executive Administrative Assistant
 Tanya Perez, Administrative Specialist
 Jake Ingrassia, Marketing and Communications Specialist
 Harman Singh, Project Manager
 Jeremy Holm, City Attorney
 Paul Alvarado, Fire Chief

Others Present:

Stephanie Nikho, Mead & Hunt, Inc.
Brian Carranza, Mead & Hunt, Inc.
Mark Waier, Daley Strategies
Debby Chen, Daley Strategies

4. ACCEPTANCE OF AGENDA:

ACTION: Accept the Agenda as presented. **Moved by Commissioner Wiseman, seconded by Commissioner Young, and unanimously approved noting the absence of Commissioners Burke and Hedrick.**

5. PUBLIC COMMENTS:

Member of the public, Gary Wexler, made comments related to the Master Plan.

6. APPROVAL OF MINUTES:

ACTION: Approve the minutes of the Airport Commission Meeting of July 10, 2024, **Moved by Commissioner Wise, seconded by Commissioner Wiseman, and approved 14 Yes; 2 Abstained noting the absence of Commissioners Burke and Hedrick.**

ACTION: Approve the minutes of the Airport Commission Meeting of September 12, 2024, **Moved by Commissioner Young, seconded by Commissioner Wiseman, and approved 14 Yes; 2 Abstained noting the absence of Commissioners Burke and Hedrick.**

7. INTRODUCTIONS:

7.A Harman Singh – Project Manager

Executive Director of Aviation Barrett introduced Project Manager Singh.

8. DISCUSSION AND ACTION ITEMS:

8.A Master Plan Update

Executive Director of Aviation Barrett provided a brief history of the Master Plan, the function of the Master Plan and the Airport Commission's role with the Master Plan.

Fire Chief Alvarado gave a presentation on the Palm Springs Fire Department, the department's history, station locations and emergency call response times.

Chief Alvarado highlighted the specific functions and training related to the Airport. Chief Alvarado gave a detailed overview of emergency call response times and the coverage map for each station. Commissioner Samlaska asked for information regarding Mutual Aid from neighboring cities. Chief Alvarado detailed how mutual aid functions between the City of Palm Springs and neighboring cities. Chief Alvarado mentioned that he was continuing to improve Mutual Aid policies and relationships to ensure it worked more efficiently for the City and its neighboring cities. Commissioner Delgado asked if Station 3 needed additional assistance from other stations, how did that work and which station would assist. Chief Alvarado stated that all stations had contingencies in place that would determine which stations would assist another station when needed. Commissioner Delgado explained how the Fire Stations in Coachella assisted each other. Chairman Corcoran asked if there was a plan in place for the potential of the Airport's enplanements doubling in the future. Chief Alvarado detailed his plan for the next ten years to account for the Airport's growth. Commissioner Fong asked how often incidents occur on the airfield. Chief Alvarado stated it varied week to week and the type of incidents varied as well. Commissioner Samlaska asked in the event of an incident on the airfield, would that automatically stop incoming air traffic. Chief Alvarado stated that it would be a mutual decision made with the Executive Director of Aviation, and Air Traffic Control.

Mark Waier and Debby Chen, representatives of Daley Strategies gave an update on the Master Plan Stakeholder presentations and the feedback received. Ms. Chen mentioned they had completed twenty-two Stakeholder presentations with eight additional scheduled. Mr. Waier highlighted feedback received from stakeholders including advantages and disadvantages for each of the Rental Car Center alternatives. Mr. Waier had presented the feedback to the Master Plan committee leadership and a third Rental Car Center alternative was created to address the stakeholder concerns regarding Rental Car Center Alternatives 1 and 2. Mr. Waier further explained that Rental Car Center Alternative 3 would be a hybrid facility with the North location being a smaller-scale facility that would focus on customer experience and the South location would function as storage, QTA (Quick Turn Around) and would house rental car administration offices. Mr. Waier stated Airport Staff was recommending Rental Car Center Alternative 3 and would be presenting Rental Car Center Alternative 3 at the December 5th, 2024, Master Plan Open House. Chairman Corcoran provided further detail on the construction phases for Rental Car Center Alternative 3 and functions for each location. Commissioner Martin asked if Rental Car Center Alternative 3 would be more expensive than Rental Car Center Alternatives 1 and 2. Mr. Waier stated that the cost of the North location cost would be reduced with the facility being changed from a five-story facility to a three-story facility. Regarding the South facility, Mr. Waier stated that it would only be built if needed in the future and would be a two-story facility built at a lower cost. Stephanie Nikho, representative of Mead & Hunt stated that the estimated cost for Rental Car

Center Alternative 3 would be similar to Rental Car Center Alternatives 1 and 2. Commissioner Berriman asked if the additional property needed for Rental Car Center Alternative 2 would still be purchased with Rental Car Center Alternative 3. Chairman Coracan stated that purchasing the additional property would still move forward with Rental Car Center Alternative 3. Commissioner Wise asked if car rental companies had provided feedback on Rental Car Center Alternative 3. Mr. Waier stated they had not. Commissioner Fong asked what the disadvantages of Rental Car Center Alternative 3 were and mentioned he believed one disadvantage being cannibalizing limited Airport land. Mr. Barrett stated that with the construction of the North Rental Car Center, it should alleviate any potential future parking capacity issues. Commissioner Wiseman offered his support for Rental Car Center Alternative 3. Chairman Corcoran asked if the planned phasing of Rental Car Center Alternative 3 and building the North facility at a smaller scale and cost would make the project a more feasible option than either Rental Car Center Alternatives 1 and 2. Mr. Barrett stated Rental Car Center Alternative 3 was more feasible and all decisions related to finances will be made later. Commissioner McDermott expressed her support for Rental Car Center Alternative 3 and the flexibility it provided for the future. Commissioner Berriman stated that he agreed with the statements made by Commissioner McDermott. Commissioner Wiseman stated that he believed having only one level below ground and two stories above ground should be considered for the North facility in Rental Car Center Alternative 3. Commissioner Delgado asked what was the planning period for the Master Plan. Mr. Barrett stated it was twenty years. Commissioner Delgado asked if the South facility in Rental Car Center Alternative 3 was not built within the twenty years, would the process have to be restarted with a new Master Plan. Mr. Barrett stated that it would not need to be restarted with a new Master Plan. Commissioner Delgado stated that more funding could be made available, the closer the project gets to the start of construction. Commissioner Ebensteiner asked how many years out the Master Plan states the North facility in Rental Car Center Alternative 3 was needed. Mr. Barrett stated it was needed at the current time. Commissioner Ebensteiner asked how many years out in the Master Plan states the South facility in Rental Car Center Alternative 3 was needed. Mr. Barrett stated it was fifteen years. Chairman Corcoran emphasized the flexibility and financial benefits of Rental Car Center Alternative 3. Commissioner Young asked for clarification that all customer-facing functions would only be in the North facility in Rental Car Center Alternative 3. Mr. Barrett confirmed that all customer-facing functions would only be in the North facility. Commissioner Wiseman asked if the QTA function in phase one would be housed outside of the North facility. Mr. Barrett confirmed QTA would not be in the North facility. Commissioner Martin asked if a cost analysis was completed to expand the current QTA area to meet future needs. Ms. Nikho and Mr. Waier both confirm that a cost analysis was not completed.

Stephanie Nikho, representative of Mead & Hunt, presented a brief overview of the scale of Rental Car Center Alternative 3. Ms. Nikho emphasized that two levels of the North facility would be underground and that only one level with rooftop parking would be above ground. Ms. Nikho stated that the facility would be shorter in height than the existing terminal. Chairman Corcoran asked about design details related to roof parking on the North facility. Mr. Barrett stated that all decisions related to design would be made later during the design phase of the project. Commissioner Martin asked what the cost difference between one level and two levels below ground was. Mr. Waier stated that for every level built below ground it would add approximately 30% to the cost of the North facility. Ms. Nikho stated that the approximate cost for the North facility would be \$296 million with one level below ground and two levels above ground and the approximate cost for the North facility would be \$323 million with two levels below ground and one level above ground. Commissioner Kiehl asked if a traffic study was completed for Rental Car Center Alternative 3. Brian Carranza, representative of Mead & Hunt stated that a traffic study was not completed and Alternative 3 did not expect to have any additional traffic impacts from either Rental Car Center Alternative 1 and 2. Commissioner Ebensteiner asked if there were any known impacts with keeping QTA in its current location while only having the use of the North facility during phase one of the Rental Car Center Alternative 3. Mr. Barrett stated that area QTA was located was designated as Airside and was for Airport Operations. Ms. Nikho confirmed that the current location of QTA can be reverted to Airside use once the South facility was built. Commissioner Kiehl asked if they would be voting on recommending Rental Car Center Alternative 3 without knowing the full cost of the project. Mr. Barrett confirmed that all decisions related to design and finances would come later. Commissioner Delgado reminded the commission that the project needs to be fully designed and ready to be built, to secure the financing needed to complete the project. Commissioner Ebensteiner asked if the Airport needs changed in the next fifteen years and a large facility was not needed, was there a plan in place. Mr. Barrett said Master Plans are designed to be flexible. Chairman Corcoran reminded the Commission that the design phase will come later in the process and that this needs to be emphasized at public facing events as well.

Chairman Corcoran opened public comments.

Member of the Public, Peter Moruzzi, commented that the Historic Society supported the North facility having two levels below ground and one level above ground. Mr. Moruzzi also asked for the exact height of the North facility and if the NEPA process was considered. Mr. Barrett stated that NEPA process will be completed as required. Commissioner Wiseman asked Mr. Moruzzi if there were any issues with the existing USO Building on the site where the North facility would be built. Mr. Moruzzi said no, because it was further north and not directly across the street from City Hall.

Member of the Public, Nickie McLaughlin, asked for the height of the North facility and if it would block the City Hall views.

Member of the Public, Chris Minard, asked for the height of the North facility.

Ms. Nikho stated that the approximate height of the North facility would be 15 feet per level. Mr. Carranza stated that the exact height of the North facility would not be known until the design phase.

Member of the Public, Chris Minard, asked for the height of the Terminal expansion.

Ms. Nikho stated the exact height for the Terminal expansion was not known. Chairman Corcoran asked if the terminal expansion would be a similar height of the Bono Terminal. Ms. Nikho stated it could potentially be the same height.

Public Comments were closed.

Commissioner Martin asked if there was future flexibility related to how many levels the North facility could be. Mr. Barrett stated that there was flexibility.

ACTION: Motion to vote to Recommend Rental Car Center Alternative 3. **Moved by Commissioner Calwell, seconded by Commissioner Park, and unanimously approved noting the absence of Commissioners Burke and Hedrick.**

8.B Federal Inspection Station Feasibility

Executive Director of Aviation Barrett presented the Federal Inspection Station (FIS) Feasibility. Mr. Barrett emphasized the importance of implementing a FIS facility to accommodate the need for international flights. Mr. Barrett mentioned that without an FIS facility, the Airport continued to lose potential business to other local airports. Commissioner Fong asked if an FIS facility at the Airport would be under the jurisdiction of the Customs and Border Protection (CBP) Director of the Los Angeles or San Diego region. Mr. Barrett confirmed it would be under the jurisdiction of Los Angeles. Commissioner Fong asked if it was possible that the CBP jurisdiction could be moved to the San Diego region in the future. Mr. Barrett responded that he could not confirm that at this time.

8.C Measure J Projects Update

Assistant Airport Director Keating and Project Manager Singh presented the Measure J Projects update. Mr. Keating gave a brief update on the history of Measure J Projects and the desire to reallocate Measure J funds from the Shade Structure project to the Terminal Floor project.

Mr. Singh provided a brief update on the Airport Outdoor Seating project. Chairman Corcoran asked which Commissioner originally proposed the Outdoor Seating project. Airport Administration Manager Carpenter confirmed it was former Commissioner Adams.

Commissioner Feltman questioned why the Airport does not want to move forward with the Shade Structure project as this was a priority for the local hospitality industry. Mr. Keating said there was a likelihood that the TNC area proposed for the Shade Structure project would be moved in the future and with that in mind, Airport staff would not want to commit Measure J funds to the Shade Structure project. Mr. Keating continued that the Terminal Floor project was a higher priority for the Airport, and it was determined that it would be a better utilization of Measure J funds. Commissioner Feltman asked when the TNC could be potentially moved. Executive Director of Aviation Barrett said that there are projects in place that would necessitate moving the TNC, an exact timeline was not known at this time. Commissioner Feltman reemphasized that the Shade Structure project was a high priority for the local hospitality industry. Chairman Corcoran gave a brief history of the Flooring Project and how it has evolved over time. Commissioner Wiseman asked for more information on what staff needed from the Commission to move forward with Measure J projects. Mr. Barrett stated that staff need the Commission to vote on recommending reallocating Measure J fund from the Shade Structure project to the Terminal Flooring project. Commissioner Wiseman asked when the next installment of Measure J funds would be deposited. Ms. Carpenter confirmed that Measure J funds are received on a continuous basis and the current amount of available Measure J funds was \$938,000. Chairman Corcoran confirmed that the estimated cost of the Shade Structure project was \$1,000,000 and provided more detail on steps needed to be completed before either the Shade Structure project or the Terminal Flooring project could commence. Mr. Barrett reemphasized that with the likelihood of the TNC being moved in the future and the unknowns related to the Historical Society approving the Shade Structures, there was less risk involved with the Terminal Flooring project. Commissioner Feltman stated that this could be true of any project in the Master Plan. Chairman Corcoran restated the lower risks involved with the Terminal Flooring project. Commissioner Feltman stated that there were no previous objections to the Shade Structure project and asked if there were new objections. Mr. Barrett said the official objection process from the Historical Society's had not commenced. Mr. Barrett continued that concerns from Airport staff where related to the TNC being moved in the next two years.

Commissioner Delgado left the meeting.

Chairman Corcoran opened Public Comments.

Member of the Public, Fred Bell, commented that he supports the Terminal Flooring project as it would reduce costs related to the upkeep of carpeting.

Commissioner Park left the meeting.

Member of the Public, Fred Bell, also commented he supports adding electric car charging stations at the Airport.

Public Comments were closed.

Chairman Corcoran gave a summary of the Shade Structure Project and the Terminal Flooring project. Commissioner Feltman asked if funds were reallocated to a new project, would it need to be presented to the Measure J Committee. Ms. Carpenter commented that she did not have an answer at this time. Commissioner Feltman asked for the City Attorney's opinion related to his question. City Attorney Holm recommended postponing the vote to reallocate Measure J funds to the next Commission meeting to allow for more information to be gathered. Commissioner Kiehl asked Ms. Carpenter to provide information regarding Measure D funds. Ms. Carpenter responded that a discussion related to Measure D funds could be added to the agenda at a future Airport Commission meeting. Commissioner Caldwell asked if the Shade Structure could be built in a manner that would allow it to be relocated in the future. Mr. Barrett stated that it would be challenging to build the Shade Structure in that manner.

ACTION: Motion to Postpone vote on reallocating Measure J Funds to the December 18, 2024, meeting. **Moved by Commissioner Wise, seconded by Commissioner Young, and unanimously approved noting the absence of Commissioners Burke, Delgado, Hedrick and Park.**

8.D Holiday Season Preparations

Marketing and Communications Specialist Ingrassia provided an update on holiday season preparations. Mr. Ingrassia mentioned specific messaging was being sent out to notify passengers to expect longer waiting times during the holiday season, including longer TSA lines. Commissioner Samlaska asked if the TSA Clear lines are expected to be longer as well. Mr. Ingrassia stated that they would still be shorter than traditional TSA lines.

8.E Operations, Properties & Facilities Committee Update

Operations, Properties & Facilities Committee Chairman Wiseman gave a brief recap of the November 20, 2024, Operations, Properties & Facilities Committee meeting.

Chairman Corcoran opened public comments.

Member of the Public, Fred Bell, Vice Chairman/ Manager Director of the Palm Springs Air Museum comment that the Palm Springs Air Museum was offering to place a Winglet Art display at the Airport. Chairman Corcoran mentioned that the Winglet Art would be added to the agenda for the next Airport Commission meeting.

Public Comments were closed.

8.F Marketing and Business Development Committee Update

Marketing and Business Development Committee Chairwoman McDermott gave a brief recap of the November 7, 2024, Marketing and Business Development Committee meeting, including an overview of the Fly My Airport website and its functionality and benefits. Commissioner Samlaska asked if Fly My Airport captures data related to passengers searching for routes the Airport currently does not service. Commissioner McDermott confirmed that Fly My Airport does capture this data.

8.G Financial Update

Airport Administration Manager Carpenter stated that the Financial Update was included in the agenda packet.

8.H Concessions Update

Airport Assistant Director Keating gave a brief update on Concessions.

8.I Employment Update

Chairman Corcoran gave a brief history of the Airports employment recruitment challenges. Executive Director of Aviation Barrett gave a brief Employment update. Chairman Corcoran shared more context related to employment recruiting challenges.

8.J Project and Airport Capital Improvement Program Update

Executive Director of Aviation Barrett stated that the Project and Airport Capital Improvement Program update was included in the agenda packet.

9. EXECUTIVE DIRECTOR REPORT

Executive Director of Aviation Barrett stated that the Executive Director report was included in the agenda packet.

10. COMMISSIONERS REQUESTS AND REPORTS:

11. REPORT OF COUNCIL ACTIONS:

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

12. RECEIVE AND FILE:

- 12.A Airline Activity Report September 2024
- 12.B Airline Activity Report Fiscal Year Comparison
- 12.C Feasibility Report October 2024

13. COMMITTEES:

- 13.A Future Committee Meetings
- 13.B Committee's Roster

ADJOURNMENT:

The Airport Commission adjourned at 8:02 P.M. to a Regular Meeting on December 18, 2024, at 5:30 P.M.



Andrew LeCompte
Executive Administrative
Assistant

Approved By Airport Commission 01/15/2025