



palm springs  
INTERNATIONAL AIRPORT

## **AIRPORT COMMISSION**

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

**Wednesday, December 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.

Chairman Corcoran asked Commissioner McDermott to lead the Pledge of Allegiance.

#### **2. POSTING OF AGENDA:** Posted on December 12, 2024.

#### **3. ROLL CALL:**

##### **Commissioner's Present:**

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

**Commissioners Absent:** Denise Delgado (City of Coachella)

##### **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  
Lowell Valencia-Miller, Executive Program Administrator  
Andrew LeCompte, Executive Administrative Assistant  
Tanya Perez, Administrative Specialist

Nikki Gomez, Aviation Planner  
Jeremy Holm, City Attorney

**Others Present:**

Paul Clark, InterVistas  
Sam Alexander, InterVistas  
Tracy Davis, Kaplan Kirsch  
Slone Isselhard, Kaplan Kirsch  
Gisela Shanahan, Frasca & Associates  
Fred Bell, Palm Springs Air Museum

**4. ACCEPTANCE OF AGENDA:**

**ACTION:** Accept the Agenda as presented with the removal of Item 8.D. **Moved by Commissioner Hedrick, seconded by Commissioner Young, and unanimously approved noting the absence of Commissioner Delgado.**

**5. PUBLIC COMMENTS:**

Eric Menendez with Joshua Tree Gateway Communities Alliance said that they were interested in advertising options.

**6. APPROVAL OF MINUTES:**

**ACTION:** Approve the minutes of the Airport Commission Meeting of September 18, 2024, **Moved by Commissioner Young, seconded by Commissioner Hedrick, and approved by the following roll call vote: 17 Yes; 1 Abstain; and noting the absence of Commissioner Delgado.**

**ACTION:** Approve the minutes of the Airport Commission Meeting of October 16, 2024, **Moved by Commissioner Wiseman, seconded by Commissioner McDermott, and unanimously approved noting the absence of Commissioner Delgado.**

**7. INTRODUCTIONS:**

7.A Lowell Valencia-Miller – Executive Program Administrator

Airport Administration Manager Carpenter introduced Executive Program Administrator Valencia-Miller and gave a brief overview of his role with the Airport. Executive Program Administrator Valencia-Miller gave a brief overview of his background.

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

### **8.A Public-Private Partnerships**

Executive Director of Aviation Barrett gave a brief introduction to Public-Private Partnerships and the potential benefit for the Airport. Tracy Davis of Kaplan Kirsch provided a presentation on the Introduction to Public-Private Partnerships. Ms. Davis's presentation had an overview of Project Delivery Basics and Methods. Slone Isselhard of Kaplan Kirsch gave an overview of the Levels of Private Entity Responsibility, Features of Public-Private Partnerships, and Reasons for Considering a Public-Private Partnerships.

Ms. Davis also provided a presentation of Owner Considerations with Public-Private Partnerships and Finances from the Owner's Perspective. Ms. Isselhard gave an overview of Airport Public-Private Partnerships Examples, Public-Private Partnerships Consultant Team Members, and Public-Private Partnerships Myths. Ms. Davis reviewed the Lessons and Reminders of Public-Private Partnerships.

Commissioner Hedrick asked how the private partners in a Public-Private Partnership would fund the project. Ms. Isselhard explained that the private partners would have various options for finding funding. Commissioner Hedrick asked what type of return on investment a private partner would typically want in a Public-Private Partnership. Gisela Shanahan of Frasca & Associates LLC stated that private partners typically looked for 12-18% return on investment. Ms. Shanahan emphasized the importance of having detailed contracts to account for all scenarios.

Commissioner Young asked if Operations and Maintenance had to be included in the private partner's contract. Ms. Davis responded that it did not. Commissioner Wiseman asked if the design features of a project could be dictated by the Airport in a Public-Private Partnership. Ms. Davis stated that it could, and design standards and approvals would have to be outlined in the contracts. Commissioner McDermott asked for further clarification on the risks that would be mitigated in Public-Private Partnership. Ms. Davis outlined the risks that would be mitigated with a Public-Private Partnership. Ms. Isselhard also shared more risks that would be mitigated with a Public-Private Partnership.

Chairman Corcoran asked staff what the viability of a Public-Private Partnership was. Mr. Barrett deferred to the next presentation that would go over the viability. City Manager Stiles reviewed the benefits of a Public-Private Partnership. Commissioner Martin asked if the Public-Private Partnership agreement at the Reno Airport was a public document. Ms. Davis confirmed that it was public document that was available for review.

Ms. Shanahan gave an Overview of Airport Public-Private Partnerships. Ms. Shanahan's presentation included an overview of finances and revenue included within Public-Private Partnerships, when Public-Private Partnerships should be considered, the Types-Components of Public-Private Partnerships, Revenue Risk of Public-Private Partnerships, and Real-Life Examples of Public-Private Partnerships at other airports. Ms. Shanahan also provided a review of Delivery Method Selection Process/ Value for Money Analysis and Procurement Process. Commissioner Caldwell asked if Public-Private Partnerships could be used for small projects or only large projects. Ms. Shanahan stated that Public-Private Partnerships could be used for any project of any size.

#### 8.B Five-Year Strategic Plan

Executive Director of Aviation Barrett gave an overview of the history of the Five-Year Strategic Plan. Paul Clark of InterVistas gave a presentation on the finalized Five-Year Strategic Plan. Mr. Barrett gave further information on the background behind the development of the new Five-Year Strategic Plan. Commissioner Hedrick stated that the Five-Year Strategic Plan was very well done.

Chairman Corcoran asked staff when the new Five-Year Strategic Plan was implemented, and how would it affect the day-to-day of their roles. Mr. Barrett stated it would have a positive effect on Business Planning. Assistant Airport Director Keating stated it would provide more focus on projects. Deputy Director of Aviation, Marketing and Air Service Meier stated he agreed with Mr. Keating and Mr. Barrett assessments. Airport Administration Manager Carpenter stated that the Vision of the Strategic Plan would help staff and tenants. Commissioner McDermott complimented staff on the work that had been done on the Five-Year Strategic Plan. Commissioner Wiseman asked if there would be prioritization given to certain projects. Mr. Barrett stated that there would be.

**ACTION:** Motion to Recommend to the City Council the Adoption of the Five-Year Strategic Plan. **Moved by Commissioner McDermott, seconded by Commissioner Hedrick, and unanimously approved noting the absence of Commissioner Delgado.**

#### 8.C Art Policy and Curator

Airport Administration Manager Carpenter presented an overview of the Art Policy and Art Curator scope of work. Commissioner Feltman complimented the Art Policy and gave some suggestions regarding working with the Public Arts Commission.

Chairman Corcoran asked if the Art Curator would be a full-time Airport employee or a consultant. Ms. Carpenter confirmed the Art Curator would be a consultant. Commissioner Wiseman asked how the 1% requirement of the Art Policy was decided on. Ms. Carpenter stated it was an industry standard and common practice. Commissioner Young asked how the \$1,000,000 threshold was decided on in the Art Policy. Ms. Carpenter stated that it was decided on internally based on Airport projects.

Commissioner Martin referred to the Airport's five-year Capital Improvement Plan, and he asked if staff had prepared a model that shows what the 1% equates to for x amount of dollars for 2025 and 2026, and he noted that 1% could add up to a significant amount. Ms. Barrett said that staff would be preparing a model when the budget is prepared.

Chairman Corcoran provided history on the development of the Art Policy.

**ACTION:** Motion to Recommend to the City Council the Adoption of the Art Policy. **Moved by Commissioner Hedrick, seconded by Commissioner Burke, and unanimously approved noting the absence of Commissioner Delgado.**

#### 8.D Leasing Policy

*Item 8.D was removed from agenda.*

#### 8.E Revenue Advertising Policy

Executive Director of Aviation Barrett presented the Revenue Advertising Policy.

Chairman Corcoran opened Public Comments.

Rich Gordon of Fuse Connect (Fuse) asked staff to delay the vote on the Revenue Advertising Policy until the team at Fuse could meet with Airport staff to determine how the new Revenue Advertising Policy will affect Fuse's advertising contract with the Airport.

Executive Administrative Assistant LeCompte closed Public Comments.

Commissioner Wiseman asked if an amendment could be made to move the decision-making regarding naming rights from the Marketing and Business Development Committee to the full Airport Commission. Mr. Barrett stated that would not be an issue with staff.

**ACTION:** Motion to Postpone Vote to a Future Airport Commission Meeting. **Moved by Commissioner Wise, seconded by Commissioner Martin, and unanimously approved noting the absence of Commissioner Delgado.**

#### 8.F Measure J Projects

Airport Administration Manager Carpenter presented the Measure J Projects and gave a background on each project. Aviation Planner Gomez gave an overview of the TNC Shade Structure Project. Ms. Carpenter gave an overview of the options for funding various projects with Measure J funds. Commissioner Hedrick asked for details regarding the FIS Infrastructure Project. Ms. Carpenter stated that the FIS Facility would be where the U.S. Customs and Border Protection agents would be stationed to process passengers from international flights. Commissioner Berriman asked if the FIS Facility would be a temporary or permanent facility. Executive Director of Aviation Barrett stated that it would be a temporary facility. Commissioner Wiseman recommended that the shade structures for the taxi area not be included in the TNC Shade Structure Project as it would have no chance of approval from the Palm Springs Historic Site Preservation Board with the taxi area being in the vicinity of the historic Wexler terminal.

Chairman Corcoran asked if the Airport Commission's concerns for customer comfort and experience trumped the Palm Springs Historic Site Preservation Board recommendations. City Manager Stiles stated that the Airport Commission had to work within the recommendations and concerns of the Palm Springs Historic Site Preservation Board, ultimately though, City Council, if need be, could make the final decision. Commissioner Berriman asked if there were designs for the Shade Structure Project that could be reviewed. Chairman Corcoran stated that the design phase had not begun.

Commissioner Park left the meeting at 7:40pm

Commissioner Feltman shared his frustration with the lack of movement on the Shade Structure Project after it was approved by the Airport Commission, Measure J Committee, and City Council. Commissioner Wise shared his support for Commissioner Feltman's frustration. Commissioner Samlaska asked if the Taxi area was in the original Shade Structure Project scope. Mr. Barrett confirmed that it was. Commissioner Wiseman again stated his belief that the Shade Structure Project should be rewritten to remove the Taxi area. Commissioner Hedrick shared his support for the Shade Structure Project and the FIS Infrastructure Project. Mr. Barrett emphasized that staff's concerns were about the appropriate use of public funds. Commissioner Caldwell asked for confirmation that the shade structures would be torn down in the future due to ongoing Airport improvement projects. Mr. Barrett confirmed that to be true.

Chairman Corcoran asked for clarification on the cost of the Terrazzo Flooring Project. Mr. Keating stated it would cost approximately \$3,000,000. Chairman Corcoran asked for the estimated cost of the Shade Structure Project. Ms. Carpenter stated the estimated cost was \$1,000,000. Chairman Corcoran asked for the estimated cost of the FIS Infrastructure Project. Ms. Carpenter stated there wasn't an estimated cost at that time, and she said that the goal was to allocate funds towards the FIS Infrastructure Project so that staff could demonstrate to the U.S. Customs and Border Protection that the Airport has funds available for the project. Mr. Barrett confirmed that proof of funding would be required by the U.S. Customs and Border Protection for the FIS Facility.

Commissioner Martin asked if an FIS Facility was self-funded. Mr. Barrett stated that user fees could potentially offset the cost of the FIS Facility. Chairman Corcoran reiterated that U.S. Customs and Border Protection needs to see the Airports ability to fund a FIS Facility before U.S. Customs and Border Protection would allocate staff and other resources. Commissioner Martin asked if there was a demand for international flights. Vice Chairman Burke confirmed there was a high demand for international flights. Commissioner Wiseman asked why the TNC and Taxi areas would be moved in the future. Mr. Barrett stated it was due to safety concerns and the future expectation of the roadway in front of the terminal being reconfigured.

Chairman Corcoran Opened Public Comments.

Maryanne Dorniak provided comments on the Shade Structure Project.

Fred Bell asked about installing new vehicle charging stations.

Executive Administration Assistant LeCompte closed public comments.

Commissioner Kiehl stated that in his experience of working with the Measure J Committee, he holds the belief that the Committee would not approve projects that would not be used in the long term. Chairman Corcoran shared his support of the FIS Facility.

**ACTION:** Motion to Recommend to Proceed with the Design of the Shade Structure Project, to Present the Project to the Palm Springs Historic Site Preservation Board and the Planning Commission for Approval, and Allocate Remaining Measure J and Measure D Funds to the FIS Infrastructure Project. **Moved by Commissioner Hedrick, seconded by Commissioner Banks and approved by the following roll call vote: 13 Yes; 4 No; and noting the absence of Commissioner Delgado and Park.**

## 8.G Winglet Art

Airport Administration Manager Carpenter gave a brief overview of the Winglet Art Display, and she explained why the location of the Winglet Art display was selected. Commissioner Caldwell asked if the Agua Caliente Tribe had approved the installation of the Winglet Art Display in Agua Caliente Concourse. Ms. Carpenter stated that the Agua Caliente Tribe's approval was not necessary since the Winglet Art Display installation would be outside of the Agua Caliente Concourse. Commissioner Wise asked if the airlines would need to approve the Winglet Art Display installation and if there was any impact on the airline space. Ms. Carpenter stated that the installation did not require airline approval, nor did the Winglet Art Display encroach upon their space. Commissioner Wiseman asked if the wheelchairs would be relocated as they are currently stored in the proposed installation space for the Winglet Art Display. Ms. Carpenter confirmed that the wheelchair storage will be relocated.

Chairman Corcoran opened Public Comments

Fred Bell of the Palm Springs Air Museum provided further details on the Winglet Art display.

Vice Chairman Burke asked if the Winglet Art could be installed outside. Mr. Bell confirmed that the Winglet Art could not be installed outside.

Executive Administrative Assistant LeCompte closed public comments.

**ACTION:** Motion to Recommend to the City Council the Approval of the Winglet Art. **Moved by Commissioner Hedrick, seconded by Commissioner Wiseman, approved 16 Yes; 1 No noting the absence of Commissioners Delgado and Park.**

## 8.H Marketing Update

Deputy Director of Aviation, Marketing and Air Service Meier announced that the Allegiant Airline will provide year-round service to and from Bellingham, Washington.

## 8.I Financial Update

Airport Administration Manager Carpenter provided a brief Financial Update.

## 8.J Employment Update

Executive Director of Aviation Barrett gave a brief update on employment recruitment.



#### 8.K 2025 Airport Commission Calendar

Executive Administrative Assistant LeCompte provided a brief overview of the 2025 Airport Commission calendar.

**ACTION:** Motion to Approve the 2025 Airport Commission Calendar. **Moved by Commissioner Hedrick, seconded by Commissioner Fong, and unanimously approved noting the absence of Commissioners Delgado and Park.**

#### 8.L 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:

None.

### 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 October 2024 and November 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 8:29 P.M. to a Regular Meeting on January 15, 2025, at 5:30 P.M.

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a horizontal line extending to the right.

Andrew LeCompte  
Executive Administrative  
Assistant

APPROVED BY AIRPORT COMMISSION: 2/19/25