



AIRPORT COMMISSION

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

Wednesday, January 21, 2026 - 4:00 P.M.

1. CALL TO ORDER:

Chairman Corcoran called the Airport Commission meeting to order at 4:00 P.M. The meeting was held in-person and via videoconference.

Chairman Corcoran asked Vice Chairman Burke to lead the Pledge of Allegiance.

2. POSTING OF AGENDA: Agenda posted on January 15, 2026.

3. ROLL CALL:

Commissioner’s Present:

Todd Burke (Palm Springs) Vice Chairman	Christian Samlaska (Cathedral City)
Daniel Caldwell (Palm Springs)	Timothy Schoeffler (Palm Springs)
Kevin Corcoran (Palm Springs) - Chairman	Phil Valdez (Indian Wells)
Bryan Ebensteiner (Palm Springs)	Dirk Voss (Desert Hot Springs)
J Craig Fong (Palm Springs)	Keith Young (Rancho Mirage)
Ken Hedrick (Palm Springs)	Kevin Wiseman (Palm Desert)
Tracy Martin (Palm Springs)	

Commissioners Absent: Geoffrey Kiehl (La Quinta), Samantha McDermott (Palm Springs), Margaret Park (Riverside County), Rick Wise (Indio)

Staff Present:

Harry Barrett, Jr., Executive Director of Aviation
 Jeremy Keating, Assistant Airport Director
 Victoria Carpenter, Assistant Airport Director
 Daniel Meier, Deputy Director of Aviation, Marketing and Air Service
 Ryan Kaspari, Deputy Director of Capital Development
 Lowell Valencia - Miller, Executive Program Administrator
 Harman Singh, Project Manager
 Jake Ingrassia, Marketing and Communications Specialist
 Jason Hodges, Strategy and Innovation Administrator
 Mariana Anguiano, Executive Administrative Assistant
 Tanya Perez, Administrative Specialist

Jeremy Holm, City Attorney

Others Present:

Catherine Cronin, Accenture Infrastructure and Capital Projects, LLC
Michelle Brantley, Accenture Infrastructure and Capital Projects, LLC

4. ACCEPTANCE OF AGENDA:

MOTION BY COMMISSIONER BURKE, SECOND BY COMMISSIONER FONG, CARRIED UNANIMOUSLY, to approve the agenda as presented.

5. PUBLIC COMMENTS:

No public comments were provided.

6. APPROVAL OF MINUTES:

6.A Minutes of the Airport Commission Regular Meeting of November 19, 2025.

MOTION BY COMMISSIONER YOUNG, SECOND BY COMMISSIONER FONG, CARRIED 13 – YES, to approve the minutes of November 19, 2025.

6.B Minutes of the Airport Commission Special Meeting of December 16, 2025.

MOTION BY COMMISSIONER SCHOEFFLER, SECOND BY COMMISSIONER YOUNG, CARRIED 11 – YES, AND 2 -ABSTAIN to approve the minutes of December 16, 2025.

7. DISCUSSION AND ACTION ITEMS:

7.A Brown Act Refresher

The Commission received a presentation on Brown Act requirements and compliance presented by Jeremy Holm with Best Best Krieger Law. Commissioners were reminded to avoid serial meetings, including reply-all emails, group chats, and social media discussions involving commission business, and to limit communications to properly noticed meetings. Staff will distribute copies of the Brown Act to Commissioners. The Commission was advised that agenda changes at meetings are limited to item removal except in emergencies, teleconferencing must comply with Brown Act requirements, and ADA and translation accommodation will continue to be provided.

7.B Airport Program Management and Advisory Consulting Services

The Commission reviewed a recommendation to award a professional services agreement for Airport Program Management Advisory Consulting Services in an amount not to exceed \$6 million and voted unanimously to recommend City Council approval. Representatives from Accenture introduced their team and outlined their credentials, emphasizing extensive experience managing airport capital programs nationwide, including projects ranging from tens of millions to billions of dollars. They described their approach as combining strategic planning, financial analysis, governance review, stakeholder coordination, and program delivery oversight. The firm highlighted its methodology for aligning capital improvement plans, master plans, and strategic objectives, as well as its focus on funding strategies, risk assessment, project controls, and change management. The initial 120-day phase would center on assessment, stakeholder engagement, gap analysis, and development of a comprehensive program management plan. During discussion, Commissioners requested future updates on financing strategies, governance and change management, stakeholder engagement, and outcomes of the consultant's initial 120-day onboarding and assessment period. Staff acknowledged the requested follow-up reporting.

MOTION BY COMMISSIONER HEDRICK, SECOND BY FONG TO RECOMMEND TO CITY COUNCIL THE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH ACCENTURE INFRASTRUCTURE AND CAPITAL PROJECTS, LLC FOR AIRPORT PROGRAM MANAGEMENT AND ADVISORY CONSULTING SERVICES. VOTE: YES -UNANIMOUSLY.

7.C Administration Building Acquisition

Assistant Airport Director Carpenter provided an update on the proposed acquisition of an off-site administration building at 550 Paseo Dorotea to accommodate staff growth and free terminal space for passenger use. Staff reported that escrow has been opened, due diligence is underway, and the acquisition is expected to be brought to City Council for approval, with a phased relocation anticipated by the end of the year. Commissioners requested follow-up information on anticipated renovation costs, evaluation of solar installation, staff transportation plans, and future reuse options for vacated terminal space. Staff indicated that decisions regarding alternate uses of the vacated space would be developed later in the year with Commission input.

7.D Noise Committee Update

Chairman Fong provided an update.

7.E Marketing Update

Deputy Director of Aviation, Marketing & Air Service Meier provided an update.

7.F Financial Update

Assistant Airport Director Carpenter provided an update.

7.G Projects and Airport Capital Improvement Program Update

Project Manager Singh provided an update.

7.H Transition to New Email Distribution Update

Administrative Specialist Perez provided an informational update on the transition to a centralized email distribution system for Commission Communications. Effective immediately, Commissioners were directed to send all commission-related correspondence to the shared inbox (psp.commission@palmspringsca.gov), which will be monitored daily by airport staff to ensure timely review and follow-up. Staff confirmed the process is Brown Act compliant and that Commissioners will receive a confirmation email from the new address. No action was taken.

7.I Future City Council Update

Assistant Airport Director Carpenter provided an update.

7.J Committee Updates

Commission Chairman Corcoran provided updates on vacancies on the Budget and Operations Committees, and the Chair indicated he would follow up with individual Commissioners and committee chairs regarding potential appointments. Commission Chairman Corcoran also requested improved tracking of active RFPs, including identification of assigned Commissioners participating in selection or advisory roles. Staff agreed to maintain and update a list of open RFPs and assigned Commissioners and to coordinate with the Chair to address any unassigned roles.

8. EXECUTIVE DIRECTOR REPORT

Executive Director of Aviation Barrett provided updates.

9. COMMISSIONERS REQUESTS AND REPORTS

Chairman Corcoran announced that the next Airport Commission meeting is scheduled for February 18, 2026, at 4:00 p.m.

10. REPORT OF COUNCIL ACTIONS:

10.A Past City Council Actions

11. RECEIVE AND FILE:

- 11.A Airline Activity Reports for November & December 2025
- 11.B Airline Activity Report Fiscal Year Comparison
- 11.C Request For Proposal (RFP) and Invitation For Bid (IFB) Update

12. COMMITTEES:

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

13. ADJOURNMENT:

The Airport Commission adjourned at 6:58 P.M. to the Regular Meeting on February 18, 2026, at 4:00 P.M.

Mariana Anguiano

Mariana Anguiano
Executive Administrative Assistant

APPROVED BY AIRPORT COMMISSION: 02/18/2026