



AIRPORT COMMISSION

ACTION SUMMARY MINUTES OF ADJOURNED MEETING

WEDNESDAY, NOVEMBER 18, 2015

1. **CALL TO ORDER:** Chairman Elsner called the Airport Commission Meeting to order at 08:00 A.M.

2. **POSTING OF THE AGENDA:** Agenda posted on November 12, 2015.

3. **ROLL CALL:**

Commissioners Present: Berriman, Bushore, Call, Fabricant, Freymuth, Garcia, Haag, Hampton, Hoehn (Vice Chairman,) Horner, Jones, King, Pye, Riesen, Stelk, Suero, Teal, Wachs.

Commissioners Absent: None.

Staff Present: Airport Executive Director Nolan, Assistant Airport Director Aguirre, Director of Finance and Treasury Kiehl, Deputy Director of Aviation - Operations and Maintenance Bowser, Airport Administration Manager Jucht, Airport Operations Manager Graff, Airport Security Coordinator Daugherty, Executive Administrative Assistant Seery.

4. **ACCEPTANCE OF THE AGENDA:** Accept the Agenda as presented. **Moved and seconded, and unanimously carried.**

5. **PUBLIC COMMENTS:** None

6. **APPROVAL OF MINUTES:** Approval of the minutes of the Regular Meeting held on October 21, 2015.

AYES: Berriman, Call, Fabricant, Freymuth, Garcia, Haag, Hampton, Hoehn, Horner, Riesen, Stelk, Suero, Teal, Wachs.

ABSTAIN: Bushore, Jones, King, Pye.

ABSENT: None

7. **INTRODUCTIONS:** None.

8. **PRESENTATIONS:** In a PowerPoint presentation, Executive Director Nolan showed and described photos of the newly installed automatic revolving doors at the exit of the sterile areas, as well as pictures of the new and larger FIDS screens.

9. BUDGET REPORT:

Director of Finance and Treasury Kiehl reported on the October budget summary and explained how rental cars revenues are up, how AIP reimbursements have come into the 416 fund, how changes are minor compared to last year, and how the budget is on track.

ACTION: Accept the financial report. **Moved and seconded, and unanimously carried.**

10. DISCUSSION AND ACTION ITEMS:

10.A. Avis/Budget Rent-A-Car Lease Amendment for Supplemental Counter Space

Executive Director Nolan explained how a lease amendment was proposed to give Avis/Budget an additional 130 square feet of counter space in the baggage claim area at a cost of \$505.92 per month for the remaining three years of their base lease, requiring no expenses from the Airport. This space located in the former USO space, now a waiting area, will allow for three customer service positions to help alleviate the growing congestion at Avis/Budget's main counter until the Airport Master Plan car rental facilities expansion is completed, a project still a few years away. Executive Director Nolan explained how all rental cars companies were given the option to utilize this space.

ACTION: Recommend the approval of the Avis/Budget Lease amendment. **Moved and seconded, and unanimously carried.**

10.B. MV Transportation Lease Amendment for Office Space

Executive Director Nolan explained how a lease extension was proposed for MV Transportation which operates the City's "Buzz" public shuttle service, for the Airport former Annex facility and adjacent parking area. This lease is for a one-year term with two additional one-year extensions with yearly CPI rate adjustments at a monthly base rent of \$1,908.33 and causes no expenditures to the Airport's budget.

ACTION: Recommend the approval of the MV Transportation Lease extension. **Moved and seconded, and unanimously carried.**

11. EXECUTIVE AND STAFF REPORTS:

Airport Executive Director Nolan reported on the following topics:

The Airport Main conference room was refurbished, including the removal of old wall covering, drywall refinishing and application of coats of paint.

The important Technology Security Access system improvements are about one month away from completion.

The Runway Pavement Rehabilitation Project: Thermoplastics replacement by the contractor are the last item of work prior to project closeout.

One of the two Bono Concourse escalators has been replaced. The second one will be replaced after the peak season is over. When asked about the life expectancy of the escalator, the Executive Director explained that the old escalators had a 10 to 12 year life expectancy and the new ones will last longer.

The two Automatic Revolving Security doors at the exit of the sterile area have been installed and are fully functional.

Bids were required and Notice to Proceed was granted to a company to construct an additional door at the entrance of the Security Checkpoint, and construction will begin soon.

The Master Plan environmental process is now complete and the airport is poised to begin its implementation. The key enabling element is the careful assessment of affordability and planning the budget before entering into the design phase. CFCs, with a balance of \$ 12 million, will be used for the larger car rental expansion project and the PFCs and AIP programs will be utilized to achieve a fiscally responsible program to bring these projects to fruition.

The Budget Process for the new fiscal year will commence in one month and a half internally, and after the New Year a committee meeting will take place with the Commission fiscal team.

The Annual submission of FAA Airport Capital Improvement Program entitlements is due and will be presented to the Commission in December.

The Parking management contract has gone out for RFP, responses have been received, and evaluation processes will commence soon.

The Marketing Incentive Airline Program has a balance of \$200,000 and a marketing meeting will follow this meeting to discuss the program in detail.

Commissioner King asked when the Commission will be able to look at the financial plan for the implementation of the Master Plan. Executive Director Nolan indicated that preparations would take a couple of months and that enabling aspects are being

aligned, such as the relocation of the US Customs building which is a priority and explained how dialogue with Customs had been ongoing for several months. Yes, the Commission will see all elements of the project's cost.

12. COMMISSIONER REQUESTS AND REPORTS:

Commissioner Stelk commented that the Marines at the Twentynine Palms Marine base use 5 airports including March AFB, and asked the Commission to consider an incentive that PSP could provide. He added that details of the tour of the Base now scheduled for March 22nd, will be given in January.

Commissioner Call asked if the CVB could brief the Commission about tourism promotion. Executive Director Nolan and Chairman Elsner indicated that Mr. Scott White could be present at a Commission meeting in the near future.

Commissioner Freymuth asked if the marketing budget could be made a separate line item.

Mr. Kiehl explained that it already was in the administrative portion of the budget, and that it consists of \$50,000.

Airport Administration Manager Jucht explained that the advertising and marketing budgets each amount to \$50,000, and are separate line items.

Commissioner Freymuth commented on the airport's co-participation of \$50,000 with the CVB for the services of the marketing consulting firm InterVISTAS, and suggested this amount should come from the general fund as was the Marketing Director's position.

Mr. Kiehl explained that all expenses related to the airport come from the Airport enterprise fund which is expected to stand on its own, that additional funds are available to the Airport such as those used to bring in JetBlue with significant contributions from the CVB. That this is the first time all nine cities helped fund this through their hotel taxes.

Commissioner Suero commented positively on the inaugural Surf Air flight and Tesla event.

- 13. REPORT OF CITY COUNCIL ACTIONS: October 21, 2015:** Public Hearing: **1.A.** Approving the Master Plan Update for the Palm Springs International Airport and Adopting a Mitigated Negative Declaration.
Consent Calendar: 2.E. Award of contract to Leidos, Inc. for technical Services to Reconfigure the Passenger Security Screening Checkpoint for the Airport Main Terminal in the Amount of \$43,526.37.
November 4, 2015: Award a Construction Contract to Joe Putrino General Contractor in the Amount of \$46,000 for the Airport TSA Security Door Project.

14. CORRESPONDENCE: None

15. RECEIVE AND FILE:

ACTION: Receive and file: 15.A October Activity Report; 15.B December 2015 Airline Schedule. **Moved and seconded, and unanimously carried.**

ADJOURNMENT: Motion to Adjourn to December 16, 2015. **Moved and seconded, and unanimously carried.**

The Airport Commission adjourned at 08:47 A.M. to Wednesday, December 16, 2015, at 08:00 A.M. in the airport conference room, 3400 E. Tahquitz Canyon Way, Palm Springs.

N.S.

Nadia P. Seery
Executive Administrative Assistant