



AIRPORT COMMISSION

ACTION SUMMARY MINUTES OF ADJOURNED MEETING

WEDNESDAY, JANUARY 20, 2016

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

2. **POSTING OF THE AGENDA:** Posted on January 13, 2016.

3. **ROLL CALL:**

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

Commissioners Absent: Bushore, Garcia, Haag, Parks.

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, Executive Administrative Assistant Seery.

4. **ACCEPTANCE OF THE AGENDA:** Accept the Agenda as presented. **Moved and seconded, and unanimously carried noting the absence of Commissioners Bushore, Garcia, Haag, Parks.**

5. **PUBLIC COMMENTS:** Ms. Erica Stone, Manager of Soldiers of Organized Services which provides courtesy transportation to military personnel based at the Twentynine Palms marine base expressed her interest in moving the shuttle pick-up from the current USO stop to the terminal main roadway bus stop.

Ms. Teresa Cherry, Palm Springs USO Center Manager expressed her preference for pick-ups and drop-offs of military personnel to remain at the USO center because it is safer and more efficient for those that use it.

6. **APPROVAL OF MINUTES:** Approve the minutes of the Regular Meeting held on December 16, 2015. **Moved and seconded, and unanimously carried noting the absence of Commissioners Bushore, Garcia, Haag, Parks.**

7. **INTRODUCTIONS:** None.

8. **PRESENTATIONS:**

In a PowerPoint presentation, Executive Director Nolan gave an overview of the installation of the John F. Kennedy bust at the airport on November 19, 2015, followed by its re-dedication on December 6, 2015.

Mr. Nolan also presented JetBlue's inaugural event on January 14, 2016. JetBlue began non-stop service, with five flights a week, between New York JFK Airport and Palm Springs International Airport.

As a follow-up to the recent Marketing Committee Meeting, Ms. Mary Jo Ginther of the Tourism Bureau presented to the Commission their two recommendations for the airport local advertising program budgeted at \$40,000: creating awareness of the airport and driving the public to the airport's website. She explained how a Google campaign would target potential travelers with banner ads, and how a billboard campaign in the Coachella Valley would create local awareness. Different locations and advertising campaign duration were proposed. The allocation of funds amounted to approximately \$32,000 for the billboard campaign and \$5,000 for the Google campaign.

Executive Director Nolan acknowledged retiring Desert Hot Springs Commissioner Ms. Jan Pye, thanked her for her service on the Airport Commission since 2010, then presented a commemorative plaque.

Ms. Pye expressed her satisfaction with her tenure on the Airport Commission, explained how she had opted not to continue serving on the Desert Hot Springs City Council to devote her time to her full-time business occupation and the completion of her PHD in Public Administration.

The entire Commission applauded Ms. Pye.

9. BUDGET REPORT:

Director of Finance and Treasury Kiehl reported on the December budget summary and explained how Fund 415 General Airport Revenue is up by 7%, how car rental revenues are at an all-time high, and how airlines revenues will receive a slight boost from the start-up of the new JetBlue air service. Mr. Kiehl added that the unrestricted balance stands at \$3.3 million.

Mr. Kiehl commented that the yearly finance audit had no findings, and that budget preparation for next year is underway with many factors known this year, which will facilitate the process.

ACTION: Accept the financial report. **Moved and seconded, and unanimously carried noting the absence of Commissioners Bushore, Garcia, Haag, Parks.**

10. DISCUSSION AND ACTION ITEMS:

10.A. Contract for Parking Lot Management services at Palm Springs International Airport.

Executive Director Nolan explained how the airport parking lot management was up for another public solicitation for the term of 2016 to 2021 and how a national request for proposals was conducted in November. That the process evaluated five submittals and how a unanimous decision was reached to select the incumbent company, ACE Parking Management, Inc. based on their professional proposal, qualifications, experience, proposed operating plan, new equipment capital investment and lowest management fee over the five-year term. Mr. Nolan indicated that the new proposal presents a savings to the airport over the current fee for the next three years, with a modest increase in years four and five.

Chairman Elsner commented on ACE's professionalism over their past tenure at PSP, on the value of the equipment brought in the previous contract and how now even more state-of-the art equipment will be introduced.

Executive Director Nolan also explained how in the next five years, during the Master Plan expansion of the rental car ready lot, the services of Ace will be important for remote parking lot shuttling during construction phases.

ACTION: Recommend that City Council approves the award of a contract to ACE Parking Management, Inc. for the period February 1, 2016, through January 31, 2021. **Moved and seconded, and unanimously carried noting the absence of Commissioners Bushore, Garcia, Haag, Parks.**

11. EXECUTIVE AND STAFF REPORTS:

Airport Executive Director Nolan reported on the following topics:

The main runway reconstruction project final walkthrough is scheduled for tomorrow. Both deducts and adds are anticipated but should still bring this project near budget.

With regard to the Master Plan, that a meeting is scheduled with the FAA AIP Western Region to review the five-year capital plan which is an important component in the overall funding plan. That we are also working with consulting engineers on the scope of professional design services for Master Plan elements and should be presented to the Commission soon.

The TSA checkpoint has been reconfigured, rotated 90 degrees, and a fifth screening device was added in time for peak season. Signage is also being modified to improve way finding at the entrance of each TSA queuing lane.

An El Nino emergency preparedness plan is being developed to identify areas susceptible to flooding in heavy rainfall.

12. COMMISSIONERS REQUESTS AND REPORTS:

Commissioner Fabricant inquired about the xeriscaping project and addition of parking spaces in the public parking lot.

Executive Director Nolan explained how the bids for this sustainable project came in significantly higher than anticipated, which made this voluntary and non-essential initiative not feasible at this time, but it remains under consideration.

Commissioner Riesen asked about the Air Museum's possibility of using their apron as a general aviation ramp for flyers to arrive directly at the Museum.

Executive Director Nolan explained how the Museum's agreement does not provide for them becoming an FBO as the airport already has two world-class FBOs.

Commissioner Stelk announced that the tour of the Marine Base is now scheduled for Wednesday, March 23rd, and transport to the base will take place in an airport vehicle to the entrance of the base. Mr. Stelk will provide further details on the nature of the tour at next month's Commission meeting.

Commissioner Stelk was given 5000 racks cards advertising PSP airport which he offered to display at the Marine Base in various locations such as the Communications Electronics school, various lounges in the barracks buildings, the YMCA (which tallies 35,000 visits a year) and the Red Cross emergency travel office.

With drones being in the news, Executive Director Nolan suggested that Commission members refer any inquiries directly to the FAA website and the airport website which offers links to the FAA on this subject.

- 13. REPORT OF CITY COUNCIL ACTIONS:** Wednesday, December 16, 2015 – 2.P.
Approve the purchase of a portable ground power unit for passenger loading gates.
2.Q. Amendment No.3 to Agreement No. A3613 with the Palm Springs Air Museum to accommodate improvements and expansion.

14. CORRESPONDENCE: None

15. RECEIVE AND FILE:

ACTION: Receive and file: 15.A December 2015 Activity Report; 15.B February 2016 Airline Schedule. **Moved and seconded, and unanimously carried noting the absence of Commissioners Bushore, Garcia, Haag, Parks.**

ADJOURNMENT:

Motion to adjourn to February 17, 2016. **Moved and seconded, and unanimously carried noting the absence of Commissioners Bushore, Garcia, Haag, Parks.**

The Airport Commission adjourned at 08:57 A.M. to Wednesday, February 17, 2016, 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