



AIRPORT COMMISSION

ACTION SUMMARY MINUTES OF ADJOURNED MEETING

WEDNESDAY, SEPTEMBER 20, 2017

1. CALL TO ORDER:

Chairman Wachs called the Airport Commission Meeting to order at 08:02 A.M.

2. POSTING OF THE AGENDA: Posted on September 14, 2017.

3. ROLL CALL:

Commissioners Present: Berriman, Breslin, Call, Clarkson, Freymuth, Hampton, Hedrick, Hoehn, Hughes, Johnson, King, Pattison, Riesen, Schmitz, Spike

Commissioners Absent: Betts, Bushore, Jones

Staff Present: Director of Finance and Treasury Kiehl, Airport Executive Director Nolan, Assistant Airport Director Aguirre, 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:

ACTION: Accepted the Agenda as presented. **Moved and seconded and unanimously carried noting the absence of Commissioners Betts, Bushore, Jones.**

5. PUBLIC COMMENTS: None

6. APPROVAL OF MINUTES:

The minutes of the Regular Meeting held on July 19, 2017, were presented for approval.

At the request of Chairman Wachs, under Item 6, Approval of Minutes, correction was made to the date of the previous commission meeting for which minutes were approved to June 21, 2017.

At the request of Commissioner Freymuth, under item 7.A., Election of Officers, Commissioner Bushore was added as having seconded the nomination of Commissioner Hoehn to the Vice-Chairman position for FY2017-18.

Minutes approval was then **moved and seconded**.

AYES: Berriman, Breslin, Call, Clarkson, Freymuth, Hampton, Hedrick, Hughes Johnson, King, Riesen, Schmitz.

ABSTAIN: Hoehn, Pattison, Spike

ABSENT: Betts, Bushore, Jones

7. **INTRODUCTIONS:** None

8. **PRESENTATIONS:**

Executive Director Nolan provided narration and showed several photos of the new more efficient sitting arrangement in the Bono Concourse rotunda. Tables and chairs around the fountain were replaced by eight rows of waiting chairs increasing seat capacity to 72 seats. The floor in that area was also resealed to rejuvenate the color.

9. **CITY MANAGER REPORT:** None

10. **BUDGET AND FINANCE REPORT:**

Director of Finance and Treasurer Kiehl presented the June 2017 Unaudited Actuals for FY2016-17 and indicated that a few more entries still needed to be added.

Mr. Kiehl pointed out that FY2016-17 year-end unrestricted cash in Fund 415 stands at \$5.9 million, higher than last year's end balance of \$5.6 million and how revenues for July-August 2017 are already higher than revenues for the same period last year.

Chairman Wachs inquired about the PFC revenues.

Airport Administration Manager Jucht explained how there is no precise method for predicting PFC amounts and how all hinges on the revenues reported by the IATA Clearing House.

Executive Director Nolan explained how the new PFC application for the ticket wing renovation project was complete and is pending approval from the FAA.

Director of Finance and Treasurer Kiehl explained how the first PFC step will be to refund and refinance existing obligations. How, in this process, the airport will recover its 10% match for prior years' projects and use that toward near future FAA grant funded projects.

11. DISCUSSION AND ACTION ITEMS:

11.A New Public Debit Card Units

Executive Airport Director Nolan informed the Commission that two prepaid debit card dispensers would be installed in the north and south ticket wings following a request from the airlines. How this will be a convenience for passengers and airlines to facilitate transactions.

Airport Administration Jucht explained how the airport will receive .50c for each debit card transaction, and how the debit card company will charge \$5.00 per card.

11.B Update – Airfield lighting and Taxiway J Projects

Mr. Nolan gave an in-depth update on the Airfield lighting and the Taxiway J projects providing details on phasing, safety management systems prep, scope, etc.

He explained how the firm of WSP will provide construction administration and AECOM/URS will be responsible for the projects' construction management services.

Mr. Nolan explained how four bids had been received for the airfield lighting project and how Vellutini Corporation dba Royal Electric Company had been retained and was given a Notice to Proceed beginning October 2nd with a performance period of 150 calendar days (Feb. 18, 2018).

How American Asphalt had been retained to repave Taxiway J and also received a Notice to Proceed beginning October 2nd with a performance period of 30 days (Oct. 31, 2017).

Mr. Nolan reminded the Commission how, six years ago, the airport, using an FAA grant, had purchased thermoplastics for taxiway markings, and how they were applied by in-house staff thus saving the airport a considerable amount of expenditure by not having to repaint these airfield markings, and how safety has been enhanced.

11.C. Terminal Ticketing Wing Remodel Design

For the benefit of new Commissioners, Mr. Nolan explained the necessity and justification of the ticket wing project, driven by airport growth, Master Plan update and developing constraints. He reminded the Commission how the building will be renovated and not expanded and how the terminal's front façade will not be affected. In a PowerPoint presentation form, Mr. Nolan described in detail the areas which will undergo modifications and pointed out the benefits, such as increased square and cubic footage in the check-in areas, homogeneous counters and increased customer service positions, overhead digital signage, additional airline office space to accommodate future airlines, a consolidated TSA baggage screening area, three covered baggage carousels in rear of the ticket wings fed by a fully automated

Baggage Handling System, replacement of HVAC, plumbing and electrical systems to improve working conditions for tenant staff, addition of employee restrooms, and the introduction of airline shared-use systems.

Mr. Nolan also explained the enabling projects consisting of office space to be built under the Bono Concourse to house airline operations offices as well as the construction of a modular building in the rear of the ticketing wing.

Commissioner Call inquired about the timeline.

Executive Director Nolan indicated that 2018 is still a timeline goal providing all elements fall in place. However, as of today, we are on schedule from a financial standpoint, but not from a design or bid schedule standpoint and how the bid for the enabling projects was not successful and the bid process must be restarted.

Commissioner King asked what had yet to be approved by City Council.

Mr. Nolan replied that the final design is the next item.

Mr. Nolan further explained that the Baggage Handling System would be bid out separately and that delivery of equipment on site has a six-month lead time.

12. EXECUTIVE AND STAFF REPORTS:

Airport Executive Director Nolan announced that a Marketing and Business Development Committee meeting would take place soon to address airport advertisement and the airline incentive program modifications, then it will be brought to the Commission for appropriate action.

A budget meeting with the airlines is scheduled for September 26, 2017.

Warranty for the airport security systems ends and specifications for a bid for a new service agreement are in preparation.

The SOQ for engineering consulting services is still pending and Mr. Nolan thanked the two commissioners for participating.

Airline passenger traffic has increased by 4% year to date over last year.

13. COMMISSIONERS REQUESTS AND REPORTS:

Commissioner Hoehn thanked the Commission for re-electing him as Vice-Chairman.

Commissioner Breslin inquired about the establishment of an Emergency Preparedness Committee or whether this topic would fall under an existing Committee.

Chairman Wachs indicated it would fall under the Operations Committee.

Chairman Wachs informed the Commissioners that they would be assigned the Committee they designated as being their first choice.

Commissioner Clarkson inquired about the composition of the Noise Committee.

Commissioner Freymuth asked what would PFCs be used for, other than repaying bonds, if they were raised up to \$8.00.

Mr. Nolan replied that it would greatly enhance opportunities for financing future projects.

14. REPORT OF CITY COUNCIL ACTIONS:

07-19-17: 1.E. Delegation of authority to award construction bids and accept FAA Airport Improvement Grant AIP 3-06-0181-055-2017 for the Taxiway J Pavement Reconstruction Project (IFB 17-06), Airfield Lighting Project (IFB 17-07), and Ticketing Remodel Enabling Projects (IFB 18-01).

1.O. Approval of Amendment No. 4 to Agreement No. A6629 with URS Corporation for construction management services associated with Airport Capital Improvement Projects.

9-06-17: 1.R. Ratify construction bids for the airport Taxiway J Pavement Reconstruction Project (IFB 17-06) and Airfield Lighting Project (IFB 17-07), and re-bid the Ticketing Hall Expansion enabling project (IFB18-01).

1.S. Report of emergency repairs to the Palm Springs International Airport Airfield Lighting System pursuant to municipal code section 7.04.040.

15. CORRESPONDENCE: None.

16. RECEIVE AND FILE:

ACTION: Receive and file: 16.A July and August 2017 Activity Report; 16.B September 2017 Airlines Schedules, 16.C October 2017 Airlines Schedules. **Moved and seconded, and unanimously carried noting the absence of Commissioners Betts, Bushore, Jones.**

ADJOURNMENT:

Motion to adjourn. **Moved and seconded, and unanimously carried noting the absence of Commissioners Betts, Bushore, Jones.**

AIRPORT COMMISSION
Action Summary Minutes of Adjourned Meeting
September 20, 2017

The Airport Commission adjourned at 9:20 A.M. to Wednesday, October 11, 2017, 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