



## **AIRPORT COMMISSION**

### **ACTION SUMMARY MINUTES OF ADJOURNED MEETING**

**Wednesday, June 12, 2019**

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#### **1. CALL TO ORDER – PLEDGE OF ALLEGIANCE:**

Chairman Jones called the Airport Commission meeting to order at 8:00 A.M. and asked Commissioner Suero to lead the Pledge of Allegiance.

#### **2. POSTING OF THE AGENDA:** Posted on June 6, 2019.

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

**Commissioners Present:** Altman, Berriman, Breslin, Call, Clarkson, Corcoran, Freymuth, Hedrick, Hoehn, Hughes, Jones, Pattison, Pye, Riesen, Schmitz, Suero.

**Commissioners Absent:** Dada, King.

**Staff Present:** City Manager Ready, Airport Executive Director Nolan, Assistant Airport Director Aguirre, Airport Administration Manager Jucht, Airport Operations Manager Graff, Finance Director Pauley, Administrative Secretary Seymour.

#### **4. ACCEPTANCE OF THE AGENDA:**

**ACTION:** Accept the Agenda as presented. **Moved and seconded and unanimously carried noting the absence of Commissioners Dada and King.**

#### **5. PUBLIC COMMENTS:** None.

#### **6. APPROVAL OF MINUTES:**

The minutes of the Regular Meeting held on May 08, 2019, were presented for approval.

Commissioner Clarkson asked that the word "lean" be replaced by "lien" on page 3.

No other changes were requested and the minutes were presented for approval. **Moved by Vice Chairman Hoehn and seconded.**

**AYES:** Berriman, Breslin, Call, Clarkson, Corcoran, Freymuth, Hedrick, Hoehn, Hughes, Jones, Pattison, Pye, Riesen, Schmitz, Suero.

**NOES:**

**ABSTAIN:** Altman

**ABSENT:** Dada, King.

**7. CHAIRMAN REPORT:**

Chairman Jones asked three Commissioners to speak about their backgrounds and how their experience contributes to the Airport Commission. Commissioner Suero, Commissioner Hedrick and Commissioner Pye gave a brief presentation of their professional backgrounds.

**8. INTRODUCTIONS AND PRESENTATIONS:**

Executive Director Nolan introduced Administrative Secretary Suzanne Seymour.

**9. CITY MANAGER REPORT:**

City Manager Ready reported that the City Budget had not yet been approved and another public hearing is scheduled for Wednesday, June 19. How City Council had recommended obtaining a \$25M earthquake policy for the airport costing between \$150,000 to \$175,000 a year which will have to be incorporated in the airport budget.

**10. BUDGET AND FINANCE REPORT:**

Airport Administration Manager Jucht explained how the airport budget had been thoroughly reviewed by the Commission over the past three months. How the review process also included the PFC bonding project and how S&P has assigned an "A" rating to the Bonds.

Mr. Jucht then went over the Airport Fund Cash Summary: Fund 405 – Restricted stands at \$21.6M or \$2.5M greater than last year, Fund 410 - PFC Restricted stands at \$3.8M and is similar to last year, Fund 416 - Capital Restricted stands at \$9.3M or \$2.3M greater than last year, and the Unrestricted Balance for Fund 415 – Airport stands at \$7.6M, or \$1.1M greater than last year. How the total cash is \$5.9M greater than last year at the same time and passenger traffic continues to increase.

**11. DISCUSSION AND ACTION ITEMS:**

**11.A Airport Budget FY2019-20 and FY2020-21**

Airport Executive Director Nolan confirmed that the figures presented to the Budget Committee and Airport Commission had been presented to City Council without any changes since the last Airport Commission meeting. How the only unknown in the capital budget is the cost of the state-mandated testing of the aquifer for firefighting foam chemical presence and potential remedial action.

Airport Assistant Director Aguirre commented on the progress of the purchase of all new seats for the Bono concourse and the addition of 100 seats for the RJ concourse and explained that approval will be sought from City Council before they go dark in August for final delivery of the seats before the end of this calendar year.

Airport Administration Manager Jucht indicated that City Council had approved the public parking rate increase to \$2.00 for each 20 minutes, \$6.00 for each hour up to \$20.00 per day effective July 1<sup>st</sup>, 2019.

Chairman Jones commented that several Commissioners had expressed interest in the development of the job descriptions for the Airport Marketing Manager and the Airport Engineer and asked how these descriptions would be prepared.

Mr. Ready explained how HR guidelines, general market practices and airport staff's input will be taken into account and how any additional input from the Commission is welcome.

Commissioner Call inquired about the status of the IT Network Administrator originally hired by the airport to handle airport-related IT issues and who has now been moved to City Hall. Mr. Call asked whether his salary is still being paid by the airport.

Mr. Ready explained that it is useful to have a pool of IT technicians able to assist at the airport instead of only one person and how the IT Network Administrator's salary is included in administrative charges.

At the request of Vice Chairman Hoehn, Chair of the Budget Committee, Administration Manager Jucht summarized the last Budget Committee meeting covering electives for the Ticket Wing Modernization project and the issuance of PFC bonds.

Mr. Jucht explained how one add alternate included a modular building which was to house additional airline operational space in the baggage make-up area and has been removed from the project scope. How the Budget Committee was asked to weigh in on paying off the outstanding 2006 and 2008 bonds or refinancing these bonds. How on June 30, 2019, \$2.7M worth of PFC cash will be available, which corresponds to the balance amount of the 2006-08 bonds and how upon completion of the Ticket Wing project by the end of 2021, the cash fund balance will be just under \$7M. How future extra cash from PFC funds will help the airport meet its matching share from grants, and how another PFC bond could be issued in three or four years, a useful funding mechanism as the airport continues to grow. How the Budget Committee voted in favor of paying off all outstanding bonds.

## **12. EXECUTIVE AND STAFF REPORTS:**

City Manager Ready explained how the County asked that temporary cooling shelters be provided to the homeless during the hot months in the west end of the Coachella

Valley. How the City has already used a building in Demuth Park, and how the old vacant Boxing Club building located at 225 S. El Cielo, on airport property, could lend itself for this use as well. How it is uncertain whether the County will proceed with this plan for a short or long-term shelter but how he will keep the Commission apprised.

Chairman Jones inquired about the status of the Concessions program.

Mr. Ready replied that Council had not yet taken up the Concessions program formally due to their heavy agendas.

Executive Director Nolan explained how the action recommended by the Commission included extending the existing lease until May 2020, but to proceed with the Request for Proposals now.

Mr. Ready asked that a clear recommendation as to what is being proposed be given to Council by their second meeting in July. He asked if there would be newly built locations or if the airport will only use the current layout. How City Council had indicated they were interested in a local component and how for instance a new build-out would have implications for both a local or a national component.

Commissioner Freymuth asked if Council would object to taking out the central Bono fountain.

Mr. Ready indicated that Council was not opposed.

Executive Director Nolan indicated that the Commission had already voted in favor of extending the existing lease until May 2020, augmenting concession space by 7600 sq. ft. in a central outdoor area, and selecting a hybrid contracting option to allow for a local bid on a designated area.

Mr. Ready then offered to present these recommendations to City Council at their July 10<sup>th</sup> meeting but indicated that Council may need further details.

Executive Director Nolan reported that a full scope of work for the design of the car rental facilities had been negotiated with Gensler's consulting firm and their design should be presented in September.

Mr. Nolan explained how an ARFF truck had been rented to complement the three ARFF trucks currently on field until two new trucks are delivered approximately one year from now.

### **13. COMMISSIONERS REQUESTS AND REPORTS:**

Commissioner Call, as Chairman of the Ad Hoc Landscape Committee, reported that the Committee met on Monday, June 10, and approved the following motion: "That the airport issue a Request for Proposals to convert the airport's existing landscape

to desertscape in stages, consistent with the design of the median strip of Tahquitz Canyon Way from East Sunrise Way to East El Cielo, and report progress to the Commission by March 30 of each succeeding year until completion, with the initial emphasis on dead tree removal and re-landscaping to be part of the overall design process."

Commissioner Call explained how, with a yearly budget of \$150,000, the plan would progress incrementally. How a sizeable challenge is the removal of numerous dead trees which are not only unsightly but pose a liability problem. How the Committee had recommended to begin with the tree removal, then proceed with re-landscaping the parking lot. How the addition of parking spaces was not addressed specifically.

City Manager Ready agreed that dead trees should be removed, but that this expense should be assigned to the maintenance fund instead. He recommended that landscape fund moneys first be used for the design of the new landscape.

Vice Chairman Hoehn asked that the total re-landscape project amount be presented to the Commission to possibly be incorporated in the airport budget, thus avoiding extending this project over too many years.

Chairman Jones asked that this topic be reviewed by the entire Commission and be on the agenda of the next Airport Commission meeting.

Commissioner Call asked City Manager Ready if the Tahquitz median landscape conversion had been funded through Measure J moneys.

Mr. Ready replied it had, and the cost was \$4M.

Mr. Call then asked whether the Measure J fund could be tapped into as the airport landscape would be consistent with the Tahquitz median design.

Commissioner Clarkson asked about the possible use of grey water at the airport.

Mr. Ready replied that special infrastructure is required to deliver grey water and the capacity of the sewage treatment plant must also be evaluated.

Commissioner Freymuth and Commissioner Altman discussed a statement made by Mr. Altman to the Cathedral City's Council regarding the Airport Commission.

Chairman Jones reminded all Commissioners to contact him or Executive Director Nolan whenever they had questions on any Airport Commission topic whether it be for immediate action or to lay the foundation for future discussions.

Executive Director Nolan presented a farewell plaque to Commissioner Berriman, representing Indian Wells, who served on the Airport Commission since 2015 and to Commissioner Call, representing Palm Springs, who served since 2013.

Commissioner Berriman and Commissioner Call both commented on their tenure and were warmly applauded.

**14. REPORT OF CITY COUNCIL ACTIONS:** Included in the packet.

**15. CORRESPONDENCE:** None.

**16. RECEIVE AND FILE:**

**ACTION:** Receive and file: Item 16.A - May 2019 Airline Activity Report  
16.B. July 2019 Airlines Schedules.

**ADJOURNMENT:**

Motion to adjourn. **Moved and seconded and unanimously approved noting the absence of Commissioners Dada and King.**

The Airport Commission adjourned at 9:04 A.M. to Wednesday, July 10, 2019, at 8:00 A.M., in the airport conference room, 3400 E. Tahquitz Canyon Way, Palm Springs.

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Nadia P. Seery  
Executive Administrative Assistant