



## **AIRPORT COMMISSION**

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

**Wednesday, December 11, 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 Mayor Kors to lead the Pledge of Allegiance.

#### **2. POSTING OF THE AGENDA:** Posted on December 5, 2019.

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

**Commissioners Present:** Adams, Altman, Breslin, Burke, Clarkson, Corcoran, Feltman, Freymuth, Hedrick, Hoehn, Jones, Riesen, Schmitz.

**Commissioners Absent:** Budilo, Dada, Hughes, Pattison, Pye, Suero.

**Others Present:** Bob Thibault, Chief Development Officer - CVB.

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

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

**ACTION:** Accept the agenda as presented. **Moved and seconded and unanimously carried noting the absence of Commissioners Budilo, Dada, Hughes, Pattison, Pye, Suero.**

#### **5. PUBLIC COMMENTS:**

Mr. Jeffrey Bernstein addressed the Commission about the Concessions RFP program.

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

The minutes of the Regular Meeting held on November 13, 2019, were presented for approval.

**Moved by Commissioner Riesen seconded by Commissioner Freymuth.**

**AYES:** Adams, Breslin, Burke, Clarkson, Feltman, Freymuth, Hoehn, Jones, Riesen, Schmitz.

**NOES:** None

**ABSTAIN:** Altman, Corcoran, Hedrick.

**ABSENT:** Budilo, Dada, Hughes, Pattison, Pye, Suero.

#### **7. CHAIRMAN REPORT:**

Chairman Jones presented Mayor Geoff Kors and announced that Mr. Kors will be the liaison with the airport.

Chairman Jones invited Commissioner Altman to give a presentation of his background.

#### **8. INTRODUCTIONS AND PRESENTATIONS:**

Executive Director Nolan announced the retirement of Mr. Steve Bowser, Airport Deputy Director Operations and Maintenance, and commended his service.

Mr. Bowser expressed his satisfaction at having served ten years at the Palm Springs International Airport.

#### **9. CITY MANAGER REPORT:**

City Manager Ready reported that the Deputy Director of Marketing and Business Development position recruitment continues and the interviews will be narrowed to the five most qualified applicants. Mr. Ready asked that two or three Airport Commissioners participate in the interview process.

Mr. Ready announced that there were scant applicants for the Airport Civil Engineer position and that process continues.

#### **10. BUDGET AND FINANCE REPORT:**

Airport Administration Manager Jucht indicated that revenues are up by 17% and expenses are under budget. How both PFC and CFC accounts are positive.

#### **11. DISCUSSION AND ACTION ITEMS:**

### **11.A FAA Airport Capital Improvement Program**

Executive Director Nolan gave an in-depth update on the five-year ACIP from 2020 to 2024 which was recently presented to the FAA. He explained how it is a dynamic document and does not guarantee that all these projects will be undertaken, or in that order, nor that the FAA will fund these projects. However, the FAA was satisfied with this ACIP as presented.

The projects listed for 2020 consist of the following: Bono Concourse Passenger Boarding Bridges; Design of the Regional Terminal Pier to access three new gates; Acquisition of a Runway Sweeper for a total estimated cost of \$5.1M.

The projects listed for 2021 include the Design of the Airfield Security Fence, the Construction of the Regional Terminal Pier; the Design of Taxiways W & A1; the Design of the Baggage Claim System for a total estimated cost of \$4.4M.

The project listed for 2022 is the Rehabilitation of Taxiways W & A1 for a total estimated cost of \$9.5M.

The projects listed for 2023 include the Construction of the Airfield Security Fence; a possible Master Plan Update & ALP; the Construction of the Baggage Claim System for a total estimated cost of \$4.7M.

The project listed for 2024 consists of Improvements to the TSA Security Checkpoint.

Mr. Nolan further explained that in order to be positioned for discretionary spending the airport must have expended all entitlement funds which average \$4M each year. How the Car Rental project is not an ACIP, and how the Master Plan will not require an update unless warranted by a triggering event.

**ACTION:** Approve the ACIP as presented. **Moved by Commissioner Hedrick and seconded by Commissioner Feltman and unanimously approved noting the absence of Commissioners Budilo, Dada, Hughes, Pattison, Pye, Suero.**

### **8B. Airport Concession RFP Schedule**

Commissioner Schmitz, Chairman of the Operations, Facilities and Properties Committee summarized that committee's meeting on December 2<sup>nd</sup> and explained how the 7600 square feet central area between the two terminals referred to as the "Annex" intended to house new concessions would require design and construction, a multi-year process which will need to be budgeted. Therefore, how the City Procurement Department, the City Manager and Airport Staff had deemed it necessary to consider a two-phase approach to the Concessions RFP. A motion was sought at the committee level to proceed with an RFP for Phase 1 comprising the

current concession spaces and four additional areas including the Bono fountain area, and hiring an architect to scope out Phase 2. The motion did not have majority support to proceed and the committee wanted the full Commission to discuss.

Administration Manager Jucht presented a PowerPoint prepared by Consultant Ricondo and Associates. The presentation detailed the solicitation schedule, which will take one year from the RFP being made public, and how October 2020 had been a possible target. The following slides addressed the to-do list for the Airport, the City and other entities in order to keep on schedule, the Financial Pro Forma and the Concessionaire Capital Investment on the existing program Phase I, including four new areas, which amounts to an estimated \$15M. How a several million dollars refresh is also expected from the concessionaires at mid-term, or in about seven years. A map depicting the location of these areas was presented.

The next slides detailed the Leasing Approach for the Annex with the pros and cons of first right-of-refusal for spaces in the Annex and the Pros and Cons of new concessions. Consultant Ricondo's recommendation is first right of refusal for Phase II of this concession's contract strategy.

Discussion ensued on the seasonality of the airport which can detract from the level of interest, the locations of the added concessions, the need for the Annex in the next five years, a better utilization of the Celebrity Bistro beyond security, including the creation of a master kitchen to help process orders more expediently in several restaurants.

**ACTION:** Adopt a two-phase Concessions RFP approach, proceed with Phase I and commission an architect to scope out Phase II. **Moved by Commissioner Freymuth, seconded by Commissioner Adams and unanimously approved noting the absence of Commissioners Budilo, Dada, Hughes, Pattison, Pye, Suero.**

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

Airport Executive Director Nolan provided the Commission the following updates:

The consultant is working toward completion of the specifications development for the refurbishing of the Bono concourse passenger boarding bridges.

Mr. Nolan described how for the car rental project, consultant Gensler has completed a comprehensive survey of car rental companies current and future facilities' needs, and how we are collaborating with our car rental companies to determine the size of the facility for future demand.

The ticketing wing modernization project is moving ahead with emphasis on the outbound baggage handling system (BHS).

The new Airport Use and Lease Agreement (AULA) will require several more months of negotiations led by consultant Ricondo and Associates.

The Airport Parking Management RFP is out for public bid.

Minor Terminal Remodel is behind schedule but proceeding on three of four elements.

**13. COMMISSIONERS REQUESTS AND REPORTS:**

None.

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

**15. CORRESPONDENCE:** None.

**16. RECEIVE AND FILE:**

**ACTION:** Receive and file: 16.A. November Airline Activity Report. 16.B. January 2020 Airlines Schedules.

**ADJOURNMENT:**

**ACTION:** Motion to adjourn. **Moved by Commissioner Hedrick, seconded by Commissioner Adams and unanimously approved noting the absence of Commissioners Budilo, Dada, Hughes, Pattison, Pye, Suero.**

The Airport Commission adjourned at 9:05 A.M. to Wednesday, January 8, 2020, 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