



City of Prescott

Airport Advisory Committee

August 15, 2023 | 2:00 PM
Airport Administrative Conference Room
6630 Airport Avenue
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Airport Advisory Committee** at their meeting to be held **August 15, 2023**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes for the April 18, 2023 Airport Advisory Committee Meeting.
Recommended Action: MOVE to approve meeting minutes as presented
- B. Approval of Minutes for the July 18, 2023 Airport Advisory Committee Meeting.
Recommended Action: MOVE to approve meeting minutes as presented
- C. Presentation & Discussion Regarding an Update on Essential Air Service (EAS) at Prescott Regional Airport - Ernest A. Love Field.
Recommended Action: This item is for discussion only. No formal action will be taken.
- D. Presentation & Discussion Regarding Airport Grant Funded Projects and Grants.
Recommended Action: This item is for discussion only. No formal action will be taken.
- E. Presentation & Discussion Regarding an Update on Airport Activity.
Recommended Action: This item is for discussion only. No formal action will be taken.

4. FACILITY TOUR

- A. Committee Tour of the Prescott Fire Center & the Y.H. Kim Aviation Facility.

5. ADJOURNMENT

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));

- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 8/10/23 at 4:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: August 15 Airport Advisory Committee Meeting
DATE: August 15, 2023
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes for the April 18, 2023 Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of the April 18, 2023 Airport Advisory Committee Meeting. Staff recommends approval of the meeting minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

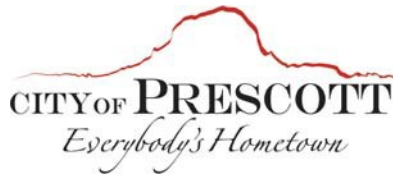
None.

RECOMMENDED ACTION

MOVE to approve meeting minutes as presented

ATTACHMENTS

1. April 18, 2023 AAC Minutes



AIRPORT ADVISORY COMMITTEE

Minutes

Airport Advisory Committee
Meeting Minutes
Tuesday, April 18, 2023, 2:00 p.m.

Embry Riddle Aeronautical University
Prescott Flight Line
6470 Corradi Way, Bldg. F1 Rm. 118
Prescott, AZ 86301
928-777-1114

1. Call to Order

Chairman Mike Gjede called the meeting to order at 2:00 p.m.

2. Roll Call

Present:

Members:

Daryl Austermiller
Bud Ackerman
Gary Duemling
Mike Gjede
Jim Huffman
Jason Kopcsak
Parker Northrup

Staff:

Robin Sobotta, Airport Director
Tammi Schreier, Airport Services Manager
Roxanne Alexander, Administrative Services Specialist - Airport

City Leadership:

Mayor Phil Goode
Connie Cantelme, Councilwoman, attended until Councilmember Liaison arrival at 2:31 p.m.
Steve Sischka, Council Liaison arrived at 2:31 p.m. during item #4 and Connie Cantelme left.

3. Discussion and Possible Action Items

- A. Approval of Minutes for the March 21, 2023, Airport Advisory Committee Meeting
Motion by Daryl Austermiller to approve the minutes of March 21, 2023, seconded by Gary Duemling. Motion passed on a 7-0 vote.

B. Staff Update

1. Airport Activity - Air Carrier Enplanements in March was 2,191. The last time we were at that level was back in 2019. All the numbers that are coming in for this month are over 500, like 530 a week, which means that people are still traveling. In terms of total Operations, we do not have an update, as the FAA has not yet posted numbers at the time of the meeting. Then flight training activity was discussed. Jason Kopcsak, North-Aire Aviation President, stated that the current activity at the airport goes back to what he was seeing 2002-2003, it's that busy. At North Aire, they've been pushing

flights out at 5:30 a.m. and they don't go as late as ERAU. Robin stated that there were 28 aircraft waiting to take-off, April 7, at one end of the runway. Parker Northrup, ERAU Flight Department Chair, commented that ERAU is up 5% from January and February 2022 and on March 10th, 2023, they declared the West Ramp Operations Facility at 100% functional. ERAU has seen about 18 - 22% more flights than last year. He thinks that April numbers will be high and possibly historical numbers for ERAU.

2. Construction Projects

Spring Construction Projects:

- A much-requested project was the Bottleneck Hangar Pavement Rehab. This project was based on tenant feedback about concerns regarding large cracks and such. The project began April 17 for a duration of 4 days, Monday – Thursday with a 40-hour closure from Tuesday – Thursday. This project will take a little longer since we went with a product that will last 8-10 years, but it takes 30-hours to cure.
- There was an issue brought up that the Fuel trucks would not fuel some aircraft in the Bottleneck areas that use jet fuel. Daryl had suggested that it wasn't that they didn't want but commented that he thought they did not want to cross 2 runways. Robin mentioned that she would check with Carl. She also stated that there's been some leadership change at Cutter Aviation.
- The Security Perimeter Fencing is wrapping up and has an estimated completion time of late April. We hope to begin issuing proximity (Prox) or access cards in July but will remain using the codes until that's complete. When the Prox cards are fully launched, there will be approximately 400-500 assigned and more details will be discussed once we get closer to the date.
- The Runway 03L/21R Lighting and Signs and Precision Approach Path Indicators (PAPI's) will begin at the end of TWY C Phase III project that is due to be completed June 30th.
- The Taxiway C Phase III Project is underway now and began April 6, 2023. It should be done on July 3rd. We have run into one problem, there's been a report of a safety concern associated with General Aviation traffic not being able to land on the crosswind runway when we have really, high crosswinds, so we're going back into the Construction Safety and Phasing Plan (CSPP) to allow for reopening of 12/30 runway during the 2nd half of the project.
- ADOT Airport Pavement Maintenance System (APMS) project is delayed until Spring 2024. Which will consist of Runway 03L/21R Seal Coat and Runway 12-30 Seal Coat.

There are two big upcoming design projects that we're excited about are an Aircraft Rescue and Fire Fighting (ARFF) Station. We're looking at having it near the original location, which is next to the fueling area on the south side or on the north side near the new Air Traffic Control Tower (ATCT) site. The ARFF station can also be used for a Snow Removal Equipment (SRE) Storage Facility. The North Ramp is being sealed right now as part of the Taxiway C project. We're looking at an actual reconstruction of the North ramp and then turning the corner and going up towards the future ATCT and that will be a redesign project as well.

We're waiting to hear if the legislature has approved the additional \$20M dollars for airports. If it gets approved, we'll have funding to reconstruct the majority of Taxiway Delta in phases.

C. Upcoming Events

1. On Tuesday, April 25 at 1:00 p.m. there's a City Council Study Session where Robin

and Michael Mooney, a Lawyer Consultant, with Volaire Aviation Consulting, and he's presenting at the meeting. He just finished the new Leakage Study for Prescott and we're also going to present on the future of Air Service.

2. Next AAC Meeting on May 16, 2023, at 2:00 p.m. in the Airport Administration 2nd Floor Conference room
4. Embry Riddle Aeronautical University Prescott Flight Line Tour was conducted by Parker Northrup, Flight Department Chair.
5. Adjournment
Jason Kopschak made a motion to adjourn the meeting and was seconded by Parker Northrup. Motion passed 7-0. Chairman Gjede adjourned the meeting at 3:30 p.m.

Submitted by:

Mike Gjede, Committee Chair

Date

Roxanne Alexander, Staff Liaison

Date



TO: MAYOR AND CITY COUNCIL
AGENDA: August 15 Airport Advisory Committee Meeting
DATE: August 15, 2023
DEPT: Airport
ITEM #: 3.B
SUBJECT: Approval of Minutes for the July 18, 2023 Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of the July 18, 2023 Airport Advisory Committee Meeting. Staff recommend approval of the meeting minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

MOVE to approve meeting minutes as presented

ATTACHMENTS

1. July 18, 2023 Meeting Minutes



City of Prescott

Airport Advisory Committee

July 18, 2023 | 2:00 PM
Airport Administrative Conference Room
6630 Airport Avenue
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chairman Gjede called the meeting to order at 2:01 p.m.

2. ROLL CALL

Mike Gjede, Chairman
Daryl Austermler, Vice Chairman
Bud Ackerman, Member
Gary Duemling, Member
Jim Huffman, Member
Jason Kopschak, Member
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Presentation & Discussion Regarding the US Department of Transportation (DOT) Essential Air Services (EAS) Bids and Declaration of Community Preference.

Mike Mooney, Aviation Consultant with Volaire Consulting, presented the Essential Air Service (EAS) bids. During the presentation there were a couple of questions that were asked, and a short discussion on Code Share versus Ticket and Bag agreements.

After the presentation and briefing, there were discussions among the committee members in relation to the benefits of each of the bidders, and what that service would look like for the community.

The airport Director provided a brief update on the current status of the bid process at that time, and informed the committee members that this item may come back at a later date.

Recommended Action: This item is for discussion only. No formal action will be taken.

4. ADJOURNMENT

MICHAEL GJEDE, Chair

ATTEST:

Committee Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: August 15 Airport Advisory Committee Meeting
DATE: August 15, 2023
DEPT: Airport
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding an Update on Essential Air Service (EAS) at Prescott Regional Airport - Ernest A. Love Field.

ITEM SUMMARY

Staff will provide an update on the status of Essential Air Service (EAS) Bids at the airport.

BACKGROUND

On April 28, 2023, the USDOT (aka, "the Department") issued a Request for Proposal (RFP) from air carriers interested in providing air service between Prescott and medium to large hub airports. The final due date for proposals was June 29, 2023. Only one carrier can be selected.

After USDOT receives proposals, the Department formally solicits the views of the community. After receiving the community view, the Department is directed by 49 U.S.C. § 41733(c)(1) to consider five factors when making a carrier selection: (1) the demonstrated reliability of the applicant in providing scheduled air service; (2) the contractual and marketing arrangements the applicant has made with a large carrier to ensure service beyond the hub airport; (3) the interline agreements that the applicant has made with larger carriers to allow passengers and cargo of the applicant at the hub airport to be transported by the larger carrier(s) through one reservation, ticket, and baggage check in; (4) the preferences of the actual and potential users of air transportation at the eligible place, giving substantial weight to the views of the elected officials representing the users of the service; and (5) whether the air carrier has included a plan in its proposal to market its service to the community. After all of the above applicable factors have been considered, the Department issues a decision designating a selected air carrier and specifying the specific service pattern (routing, frequency and aircraft type), subsidy rate, and effective period of the rate.

At the July 18, 2023 AAC meeting, a presentation and discussion of the bids received was presented to the Committee. At this time, staff will be providing an update on the EAS bid status for Prescott Regional Airport.

FINANCIAL IMPACT

There is no financial impact at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: August 15 Airport Advisory Committee Meeting
DATE: August 15, 2023
DEPT: Airport
ITEM #: 3.D
SUBJECT: Presentation & Discussion Regarding Airport Grant Funded Projects and Grants.

ITEM SUMMARY

Staff will provide a presentation and discussion regarding Airport grant funded projects and grants (past, present and future).

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: August 15 Airport Advisory Committee Meeting
DATE: August 15, 2023
DEPT: Airport
ITEM #: 3.E
SUBJECT: Presentation & Discussion Regarding an Update on Airport Activity.

ITEM SUMMARY

Staff will provide a presentation and discussion regarding activity at Prescott Regional Airport.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: August 15 Airport Advisory Committee Meeting
DATE: August 15, 2023
DEPT: Airport
ITEM #: 4.A
SUBJECT: Committee Tour of the Prescott Fire Center & the Y.H. Kim Aviation Facility.

ITEM SUMMARY

Staff will take Committee members on a tour of the Prescott Fire Center and Y.H. Kim Aviation Facility located at 2400 Melville Road.

BACKGROUND

This is an opportunity for the Airport Advisory Committee members and public to become more familiar with the airport tenants and activities at Prescott Regional Airport - Ernest A. Love Field.

FINANCIAL IMPACT

There is no financial impact at this time.

RECOMMENDED ACTION

This item is for familiarization and discussion only. No formal action will be taken.

ATTACHMENTS

None