



City of Prescott

Airport Advisory Committee

March 5, 2024 | 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 **March 5, 2024**. 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 from the January 16, 2024 Airport Advisory Committee Meeting.

Recommended Action: MOVE to approve minutes as presented

- B. Presentation & Update Regarding Airport Administration and Airport-Area Activity.

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

- C. Presentation & Discussion Regarding Airport Construction Projects & Airport Updates.

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

- D. Presentation & Discussion Regarding Airport Operations.

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

4. 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 2/22/24 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

A handwritten signature in cursive script, reading "Sarah M. Siep".

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: March 5th Airport Advisory Committee Meeting
DATE: March 5, 2024
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from the January 16, 2024
Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of the January 16, 2024 Airport Advisory Committee Meeting. Staff recommends approval of the meeting minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

MOVE to approve minutes as presented

ATTACHMENTS

1. January 16, 2024 Meeting Minutes



City of Prescott

Airport Advisory Committee

January 16, 2024 | 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 (Arrived at 2:23 p.m.)

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the October 17, 2023 Airport Advisory Committee Meeting.

**MOTION BY MIKE GJEDE TO APPROVE OCTOBER 17, 2023 MINUTES;
SECONDED BY JIM HUFFMAN : (6 - 0)**

- B. Introduction, Presentation & Update Regarding Airport and Airport-Area Activity.
Chairman Gjede announced the new Airport Interim Director, Kelly Fredericks. Mr. Fredericks introduced himself to the Committee. Airport Services Manager Christina Papa introduced the Airport's new Leasing and Property Specialist, Irene Varelas.

Presentation of current airport activity and operations for the month and a year to date summary was provided to the Committee by Ms. Papa.

A presentation was given by Airport Operations Administration Supervisor Julia Metivier regarding airport activity. Ms. Metivier provided a one-day snapshot of flight patterns between the hours of 6 a.m. to 10 p.m. As requested by committee members, she showed a map of the neighborhoods surrounding the airport and the flight paths on the three runways. There was a discussion regarding the complaint records from neighbors, and that 20% usage takes place on the crosswind runway which is on the north side of the airport, added Vice Chairman Austermler. Flight concerns with complaint percentages were also presented. Chairman Gjede asked about the home meetings. To which Ms. Metivier responded that at this point in time there has been no requests made, and slowed down with the departure of Robin in late fall. Adding that the noise abatement program is still in the works and staff is in discussions with holding a

future meeting with complainants. Ms. Metivier mentioned that she is still in the process of putting the frequently asked questions (FAQ's) on the Airport's website, she still needs to get them all vetted through legal. Julia is working on quarterly and comminute meetings to discuss issues. Vice Chairman Austermiller added to the discussion regarding noise issues that a similar airport in Colorado is dealing with.

Mr. Fredericks provided an update in regards to the Essential Air Service, which included looking at additional air carriers at this time.

C. Presentation & Discussion Regarding Airport Construction Projects & Updates..

Airport Capital Projects Manager John Kuebrich provided a presentation and updates on current construction projects at the airport. There were updates regarding the Perimeter Security Project which included the pedestrian and vehicle gates which are now up and running with the recent camera installation. Update regarding the Airport Pavement Projects, the crosswind runway will be getting a seal coat, terminal ramp repair and installation of a new concrete pad, runway 21R/3L will be getting a seal coat, on the south ramp there will be removal and replacement in two phases; phase one will be taking place in May, and phase two will be in August. There will be maintenance performed on Taxiway D as there are immediate repairs that need to happen while awaiting grant funding for replacement of Taxiway D looking at fiscal year 2025.

Mr. Kuebrich also provided updates to the committee regarding the fixed-based operator (FBO) Cutter, Embry-Riddle Strategic Academic Flight Education (SAFE) complex and Monarch's phase two. All of these projects are in various stages of design and permitting. Monarch has received permits for construction, the SAFE complex will be starting in March.

Update on land acquisitions, John provided a map showing the total of two hundred ninety (290) acres that will need to be purchased for airport protection.

Mr. Fredericks briefly talked about the future runway extension and some preliminary timelines. Also, that staff is looking for a future meeting spot due to the ADA restrictions that the Administration building has.

Chairman Gjede asked about the new tower, staff responded that it will be located behind the north ramp on a three acre parcel. Currently it is set for construction in fiscal year 2027, staff is still waiting for a site plan from the Federal Aviation Administration (FAA).

D. Presentation & Discussion Regarding Winter Season Operations.

Airport Operations Superintendent Pete Townsend provided a presentation and update regarding the upcoming and past snow/ice events. The Airport has taken up a new procedure that works really well and are able to clear the commercial service runway in a more timely manner. Pete went over the snow triggers and amounts of snow that will cause a snow event at the airport. Also mentioned was the possibility of acquiring some new snow removal equipment in the upcoming fiscal year.

4. ADJOURNMENT

There being no further business to discuss, Chairman Gjede adjourned the meeting at 2:55 p.m.

MICHAEL GJEDE, Chair

ATTEST:

Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: March 5th Airport Advisory Committee Meeting
DATE: March 5, 2024
DEPT: Airport
ITEM #: 3.B
SUBJECT: Presentation & Update Regarding Airport Administration and Airport-Area Activity.

ITEM SUMMARY

Staff & Advisory Board will participate in a presentation and discussion regarding the upcoming budget, and an update on airport activity at and around Prescott Regional Airport - Ernest A. Love Field.

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: March 5th Airport Advisory Committee Meeting
DATE: March 5, 2024
DEPT: Airport
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding Airport Construction Projects & Airport Updates.

ITEM SUMMARY

Staff & Advisory Board will participate in a presentation and discussion regarding construction activity, on-going, and future projects at Prescott Regional Airport - Ernest A. Love Field.

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: March 5th Airport Advisory Committee Meeting
DATE: March 5, 2024
DEPT: Airport
ITEM #: 3.D
SUBJECT: Presentation & Discussion Regarding Airport Operations.

ITEM SUMMARY

Staff & Advisory Board will participate in a presentation and discussion regarding operations at Prescott Regional Airport - Ernest A. Love Field.

BACKGROUND

None.

FINANCIAL IMPACT

There is not fiscal impact at this time.

RECOMMENDED ACTION

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

ATTACHMENTS

None