City of Prescott

Airport Advisory Committee

March 5, 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 Austermiller - Vice Chairman
   Bud Akerman - Member
   Gary Duemling - Member
   Jim Huffman – Member
   Jason Kopscak – Member (Absent)
   Parker Northrup – Member (Absent)

3. **DISCUSSION & ACTION ITEMS**

   A. Approval of Minutes from the January 16, 2024 Airport Advisory Committee Meeting.
   MOTION BY CHAIR GJEDE TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER HUFFMAN: PASSED (5 - 0)

   B. Presentation & Update Regarding Airport Administration and Airport-Area Activity.
   Airport Services Manager Christina Papa introduced two new positions that were filled in the Administration office. Both Shelley Autrum and Teri Hoover were welcomed, they are both filling Administrative Specialist positions, one full-time and one temporary part-time (a.m. only).

   Presentation of current airport activity and operations for the month and a year to date summary was presented to the Committee by Ms. Papa. Budget items were presented as well, to go over future recovery in rates and fees, and then the proposed updates to the fee & rate tables. There were some small formula errors that were found during the budget process that are looking to be corrected this fiscal year. Vice Chairman Austermiller had concerns regarding a cost recovery approach for utility adjustments in monthly rental fees for hangar tenants. Chairman Gjede asked if a separate meeting could be set-up to discuss it in more detail. Interim Airport Director Kelly Fredericks suggested when we look at these changes in Fiscal Year 2026, that a possible subcommittee could be formed to work with staff. Ms. Papa also provided an update to the Committee regarding the absorption of the "terminal" general ledger account and operating costs being split between "airside" and "landside" account codes. As part of the budget presentation and discussion Ms. Papa also addressed position requests for a reclassification of the administrative specialist to a management analyst, along with a part time temporary employee to assist with the new access card badgeing program, and then the FAA required Security Management System plan that the airport needs to have in place.

C. Presentation & Discussion Regarding Airport Construction Projects & Airport Updates.
Capital Projects Manager John Kuebrich provided a presentation and updates on current construction projects at the airport. There were updates regarding the United by SkyWest ramp, specifically terminal 1 parking, the bid went out and should be received by next week. The Ernest A. Love Statue is getting closer to completion. There is ongoing work with the concrete being poured for the base and prep work currently happening. Mr. Kuebrich said to keep eyes open for a media release and invite to the unveiling that will be taking place in April.

D. Presentation & Discussion Regarding Airport Operations.
Airport Operations Superintendent Pete Townsend provided a presentation and update regarding access cards and identification (ID) card policy. Mr. Townsend provided the Committee with the background into the new requirements, as these are required by the FAA. During last years FAA Part 139 Inspection, it was noted by the Inspector that deviations had increased, and what the airports plan is going to be to limit these diversions from happening. Mr. Townsend along with the Part 139 Inspector and TSA agreed that dual factor access would be a solution to meet FAA requirements. Mr. Townsend mentioned that the new policy will require every person with legal access to the airfield will get access cards and will be issued a personal identification number (PIN). Access will only be given to parts of the airfield needed, the anticipated roll out of this plan is scheduled for early summer. Accompanying this policy will be a new application, this will be signed by each individual that is receiving an access card and PIN, along with information on all required documentation that is needed. There will also be a renewal period of every 2-years.

There were a couple of questions from the audience in regards to the dual factor authentication.

Mr. Townsend addressed the questions regarding guest access, moving forward they will need to escorted by the primary badge holder. This is a requirement and enforcement will be strictly adhered to as well. Interim Airport Director Kelly Fredericks added that they are bringing the airport up to current industry standards.

Mr. Fredericks also mentioned the upcoming meet and greet with the new Airport Director candidates.

4. ADJOURNMENT

There being no further business to discuss, Chairman Gjede adjourned the meeting at 2:50 p.m.

MIKE GJEDE, Chair

ATTEST:

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Staff Liaison