



City of Prescott

Airport Advisory Committee

September 17, 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 **September 17, 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 June 18, 2024 Airport Advisory Committee Meeting.

Recommended Action: MOVE to approve minutes as presented

- B. Presentation & Discussion Regarding Updates Related to 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.

- E. Staff Announcements & Updates.

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

- F. Future Topics Options.

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 9/12/24 at 10:00 a.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: September 17 Airport Advisory Committee Meeting
DATE: September 17, 2024
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from the June 18, 2024 Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the June 18, 2024 Airport Advisory Committee Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

MOVE to approve minutes as presented

ATTACHMENTS

1. June 18, 2024 AAC Minutes

City of Prescott

Airport Advisory Committee



June 18, 2024 | 2:00 PM
Airport Administrative Conference Room
6630 Airport Avenue
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Vice Chairman Dayrl Austermiller called the meeting to order at 2:01 p.m.

2. ROLL CALL

Mike Gjede, Chairman (Arrived 2:26 p.m.)
Daryl Austermiller, Vice Chairman
Bud Akerman, Member (Absent)
Gary Duemling, Member
Jim Huffman, Member
Jason Kopscak, Member (Absent)
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the May 21, 2024 Airport Advisory Committee Meeting.
**MOTION BY MEMBER NORTHRUP TO APPROVE MAY 21, 2024 MINUTES;
SECONDED BY MEMBER DUEMLING: PASSED (4 - 0)**
- B. Presentation & Discussion Regarding Updates on Airport Administration and Airport-Area Activity.

Capital Projects Manager John Kuebrich gave a presentation on current airport activity and flight operations for the month and a year to date summary was provided to the Committee. There has been an increase in total operations area activity, and that all operations at the airport have increased to fifty-eight (58) operations per hour, which is about an operation every sixty-two (62) seconds. Mr. Kuebrich provided an update to the committee regarding the airport terminal marketing and advertising program, and that a future fee schedule will go to City Council for approval at a future date. The committee was also updated regarding an audit on the current airport policies, rules and regulations and minimum operating standards in order to maintain compliance at the airport.

Airport Director Rick Crider, made a brief update and discussed the pilot shortage and hiring issues causing flight delays and cancelations. Mr. Crider also updated the committee on Essential Air Service (EAS) bid and that there would only be 2 inbound and 2 outbound, no other destinations would be added, and the additional flight was taken off the table due to a load factor issue.

This item was for discussion only, no formal action was taken.

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

Airport Capital Projects Manager John Kuebrich, provided a presentation and update regarding the upcoming meeting with the Federal Aviation Administration (FAA) local Airport District Office (ADO) and Arizona Department of Transportation (ADOT) to go over the Airports Capital Improvement Plan (ACIP). The team will be headed down to Phoenix for the annual meeting next week to discuss the ACIP. This year the ACIP is aggressive but promising.

Mr. Kuebrich provided the committee a couple of ACIP projects updates that are coming up. Right now are the Runway 12/30 - 1" Pavement Replacement that should last about 5-10 years. Member Northrup has expressed an issue with the SkyWest delays/cancelations, this was a problem over the summer as it interfered with summer programs for students, and would like to have that communicated to them. Mr. Kuebrich continued with updates on the ACIP projects, Runway 21R/3L Seal Coat construction got pushed back to August 1st, temporary striping will be going on over the next week and permanent striping will take place the week after July 4th. The terminal ramp number 1 replacement will begin on July 1st and will be a new concrete pad. There are anticipated south ramp pavement repairs coming around mid-July, it is anticipated that wash ramp construction will coincide with the Taxiway Delta repairs on October 1st, however that will all depend on fire season. The electrical repairs on the crosswind runway is currently in the planning stages and will be replaced by the end of the year, this will convert all the lighting to LED lights.

This item was for discussion only, no formal action was taken.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation on airport operations. Mr. Townsend gave an update to the committee regarding airport badging, the program is up and running with appointments being made and scheduled online, Airport Operations Administration Supervisor Julia Meteiver taking the helm and doing an outstanding job. As of this meeting approximately 50 badges have been issued to airport tenants. Initially there was a July 1st deadline for badging, however that deadline will not be met, but once the airport has the majority of badges issued a final email will go out to all tenants with a date on when the new access pads will be activated. All out of town tenants were given early access and have been taken care of, all general aviation tenants will have up to 3 areas of access.

This item was for discussion only, no formal action was taken.

E. Staff Announcements.

There will be no AAC meeting in July and August. The next meeting will be Sept 17th. Mr. Crider & Mr. Kuebrich will be attending the Southwest Association of Airport Executives (SWAAE) conference in July.

F. Future Topics.

Mr. Crider asked the committee members what they would like to see discussed in September. The following topics were brought up:

- Land Acquisition updates
- A plan for when we demo the South Ramp hangars
- Would like to see money in the budget to update Electrical, lighting and concrete repairs for the tenant hangars
- New FAA grants for hangar updates
- Need for a transient ramp
- Planned development update
- Hangar revamp project
- Community of Interest list for the committee

Councilmember Ruesing mentioned that she would like to see more interaction with United States representatives to keep our airport in the forefront for funding, especially with the tanker base and the amount of wildfires nearby.

Mayor Goode mentioned that he would like to see us working with top ranking politicians to keep our airport in the forefront, especially with local airports asking for more money. Working together to grow and make our small-town airport larger is a priority. The state budget has been difficult, and he wants to see the money continue to be prioritized with our airport. There is also a big concern with water and with the fire season here, we need to keep our tanker base supplied. So we need to remain alert to upcoming waster trends. We also need to remind representatives that with a new larger tower we need additional funding.

4. ADJOURNMENT

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

ATTEST:

MICHAEL GJEDE, Chairman

Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: September 17 Airport Advisory Committee Meeting
DATE: September 17, 2024
DEPT: Airport
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Area Activity.

ITEM SUMMARY

Staff & Advisory Board members will participate in a presentation and discussion regarding airport administration and airport activity at and around Prescott Regional Airport - Ernest A. Love Field.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

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

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: September 17 Airport Advisory Committee Meeting
DATE: September 17, 2024
DEPT: Airport
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding Airport Construction Projects & Airport Updates.

ITEM SUMMARY

Staff & Advisory Board members 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

None.

RECOMMENDED ACTION

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

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: September 17 Airport Advisory Committee Meeting
DATE: September 17, 2024
DEPT: Airport
ITEM #: 3.D
SUBJECT: Presentation & Discussion Regarding Airport Operations.

ITEM SUMMARY

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

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

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

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: September 17 Airport Advisory Committee Meeting
DATE: September 17, 2024
DEPT: Airport
ITEM #: 3.E
SUBJECT: Staff Announcements & Updates.

ITEM SUMMARY

Staff to provide any necessary announcements and updates to the Advisory Board.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

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

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: September 17 Airport Advisory Committee Meeting
DATE: September 17, 2024
DEPT: Airport
ITEM #: 3.F
SUBJECT: Future Topics Options.

ITEM SUMMARY

This is an opportunity for the Advisory Board to let staff know what future topics they would like to see on future meeting agendas.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

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

ATTACHMENTS

None