



City of Prescott

Airport Advisory Committee

October 15, 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 **October 15, 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 September 17, 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 10/09/2024 at 11:00 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: October 15 Airport Advisory Committee
DATE: October 15, 2024
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from the September 17, 2024 Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the September 17, 2024 Airport Advisory Committee Meeting Minutes. Staff recommends approving the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

MOVE to approve minutes as presented.

ATTACHMENTS

1. September 17th Meeting Minutes



City of Prescott

Airport Advisory Committee

September 17, 2024 | 2:00 PM
Airport Administrative Conference Room
6630 Airport Avenue
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

2. ROLL CALL

Mike Gjede, Chairman
Daryl Austermiller, Vice Chairman
Bud Akerman, Member
Gary Duemling, Member
Jim Huffman, Member
Jason Kopscak, Member
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the June 18, 2024 Airport Advisory Committee Meeting.
MOTION BY MEMBER DUEMLING TO APPROVE JUNE 18, 2024 MINUTES AS AMENDED; SECONDED BY MEMBER HUFFMAN: (6 - 0)

- B. Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Area Activity.

Airport Services Manager Christina Papa gave a presentation on current airport activity and flight operations for the past couple of months and the year to date summary. The numbers are all still trending up for operations, except for 2021 for commercial service numbers which were reported as the highest for Prescott Regional Airport - Ernest A. Love Field. Ms. Papa introduced the new Management Analyst, Ms. Kellie Worthern who joined the airport team at the end of August. Ms. Papa continued with updates to the committee members, Eli Crane visited the airport and was given a tour of the United States Forest Service (USFS) tanker base, he was joined by a member of his staff, Mayor Goode and Mayor ProTem Cantelme. Recently, the City received a grant from the Arizona Department of Transportation (ADOT) in the amount of \$3,100,000.00 the acceptance of the grant was approved by City Council on September 10th. This money is for reimbursement of Land Acquisition on the recent North Ranch property, the Airport is working on updates to the ALP to show that addition of airport property. Currently there are various land acquisition discussions happening, and the AED parcel is still moving forward for acquisition. The City also received a grant in the amount of \$243,000.00 from the Federal Aviation Administration (FAA) for a study on unleaded fuel and taxiway improvements, this grant was also accepted by the City Council at their September 10th meeting. An

update on Essential Air Service (EAS) was provided, the United States Department of Transportation (USDOT) awarded SkyWest the bid to continue our current service for an additional three (3) years with two (2) one (1) year renewal options, the new contract began on September 1st. Airport leadership is looking to meet with SkyWest regarding any at risk flight opportunities for our airport. Chairman Gjede asked what that would mean, Director Rick Crider responded that we would be pitching seasonal or an additional year-round at risk flight(s) so a third route. It was mentioned that this is not handled locally, but at a corporate level. There were concerns brought up regarding the recent flight delays, while most have been mechanical there have been several weather delays in Denver, that cause a domino effect out of L.A. Ms. Papa informed the committee that they are currently in the process of looking (putting out to bid), for consulting on Customer Facility Charges (CFC) that will be established as an add on to rental cars. The revenue received from the CFC charges will be used for future parking, maintenance and car rental facilities. In the upcoming month(s) there will be an Request for Proposal (RFP) for an additional car rental company to locate in the terminal. As of now we are unsure of what the market demand is, but there is an open space in the terminal for an additional company. Ms. Papa provided some statistical data for Avis/Budget, in the month of February there were 575 car rentals from the airport facility, the average car rental (that were not one-way travelers) was five (5) days. There is an upcoming meeting with an Avis/Budget representative to come meet the new director and leasing and property specialist. Ms. Papa also mentioned that a comprehensive sign plan is currently in process based on a comment that was made to Mr. Crider regarding current signage was not confusing when trying to locate the airport and terminal. Staff will be looking at directional, parking and wayfinding signs improvements. An RFP was published this past Sunday and is located on the City website, this was for the current Guidance Dispatch center, the bid opening date will be October 3, 2024, once this bid is successfully awarded, an RFP will go out for the E-1 hangar. Operations Superintendent and Capital Projects Manager are looking at rehabbing the current tenant hangars with improved lighting and flooring to bring them up to a current standards. Mr. Crider informed the committee that an airshow/festival is currently being discussed to showcase our airfield. All partners will be included in that discussion. The airport's centennial will be in 2026, depending on how successful the outcome is of the airshow/festival next year (2025) that may be something we begin planning for. Member Huffman asked if the historical plaques from the older terminal could be re-located in the new terminal building. Operations Superintendent Pete Townsend responded that could be done.

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 an updated on the Airport's ACIP, currently the FAA has accepted it and ADOT asked for a couple of minor revisions. The revisions are due back to ADOT by September 30th. At present we are waiting on a couple of exhibit changes and some clarification on the land acquisition. Mr. Kuebrich provided an update on the current and completed projects on and around the airport. Currently Taxiway D, specifically D5-D7 is undergoing crack and seal coating. The completed projects include,

Runway 12/30 which received a 1" pavement replacement from 12-E3, Runway 21R/3L which received crack seal and seal coating, and the Terminal Ramp at Gate 1 which received a hardstand replacement. The upcoming projects are for the south ramp pavement repairs, and D7 pavement repairs.

Mr. Kuebrich gave a brief presentation of current tenant improvement updates around the airfield. The SAFE Complex the ramp is in final stages and is expected to be complete in mid-November. Sund Construction was awarded the contract for the building, which has an estimated date of completion of October 2025. A service road is being considered for airport staff and other vehicles in order to avoid having to cross runways. Currently in conjunction with the Cutter improvements we will be putting in a vehicle service road. Concerns were brought up by members regarding construction occurring overnight instead of during the day. Director Crider explained that due to the construction that was recently done was paid for by ADOT and a part of their program, which is usually awarded to the lowest bidder, due to the expense of overnight work it most likely will not happen in our pavement work that is done through ADOT. Mr. Kuebrich continued with an update on the current Cutter Ramp expansion project is about thirty (30) percent complete, and is anticipated to be completed by the end of the year.

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

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Supervisor Julia Metivier provided a presentation on airport operations. Ms. Metivier provided an update on the access gates, currently they have the hardware installation scheduled for install on October 7th and is anticipated to be about a week long. An email was sent to all tenants and will be sent out again to remind them of the process as we get closer. Ms. Metivier mentioned that there are approximately 340 cards in the system with an estimated 60 left to get cards. Chairmen Gjede asked how Embry Riddle manages the cards. Ms. Metivier stated that only instructors, mechanics and security personnel will have access cards, the individual students will not be issued cards. Director Crider explained that private ramps will not be affected. Only those with needed and appropriate access will be given a security card and control will be in place.

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

E. Staff Announcements & Updates.

-Update to next meeting space. Due to ADA-compliant restraints of our current building, we will be meeting at the old terminal. Members expressed that it would be nice to have them in the new terminal building. Ms. Papa explained that the reason for using the old terminal building was because it was already set up for electronics and internet services. Also, it may conflict with flight scheduling if being held in the new terminal building.

-Update on staff conferences Ft. Lauderdale conference to be attended by Airport Services Manager Christina Papa, Property and Leasing Specialist Irene Varelas & Director Rick Crider. There is the annual law conference in Chicago, and it will be attended by Deputy City Attorney Matt Podracky and Airport Services

Manager Christina Papa. There is an upcoming noise conference in Raleigh and will be attended by Operations Supervisor Julia Metivier.

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

- F. Future Topics Options.
- Noise updates and home visits.
 - Updates on the future land acquisition to the south.

Both Mayor Goode and Councilmember Rusing stated that all is well and progressing in a positive direction.

4. ADJOURNMENT

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

MICHAEL GJEDE, Chairman

ATTEST:

Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: October 15 Airport Advisory Committee
DATE: October 15, 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: October 15 Airport Advisory Committee
DATE: October 15, 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, ongoing, 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: October 15 Airport Advisory Committee
DATE: October 15, 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: October 15 Airport Advisory Committee
DATE: October 15, 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: October 15 Airport Advisory Committee
DATE: October 15, 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