



City of Prescott

Airport Advisory Committee

November 19, 2024 | 2:00 PM
Airport Old Terminal Building
6500 MacCurdy Dr.
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Airport Advisory Committee** at their meeting to be held **November 19, 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 October 15, 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 11/7/24 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: November 19 Airport Advisory Committee
DATE: November 19, 2024
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from October 15, 2024
Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the October 15, 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. October 15, 2024 AAC Minutes

City of Prescott

Airport Advisory Committee



October 15, 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 Austermler, Vice Chairman
Bud Akerman, Member
Gary Duemling, Member
Jim Huffman, Member
Jason Kopscak, Member (Absent)
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the September 17, 2024 Airport Advisory Committee Meeting.

MOTION BY CHAIRMAN GJEDE TO APPROVE APPROVAL OF MINUTES FROM THE SEPTEMBER 17, 2024 AS AMENDED; SECONDED BY MEMBER DUEMLING: (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 month and the year to date summary. The numbers took a slight dip in enplanement due to weather and mechanical delays. Ms. Papa provided an update on conversations that occurred with SkyWest regarding advanced bookings for Denver and Los Angeles. As of right now there is an upward trend in numbers with a slight decline in December for Denver Bookings. Los Angeles bookings are below or on trend from last year. SkyWest is interested in adding an additional Denver Flight as an at risk, and conversations remain open between the airport and SkyWest. Ms. Papa also mentioned that operational flights are increasing with Lance Leighnor being approved for his Part 135 by the FAA. This will allow Leighnor Aviation to begin Charter services.

Chairman Gjede asked what the reason was for the recent delay.

Ms. Papa responded that it was due to a mechanical issue, while the others were weather related either from Los Angeles or Denver. Ms. Papa also mentioned

that at this time SkyWest has no plans in changes to aircraft fleet and will continue to use the CRJ200's until they are completely phased out.

Member Huffman explained the recent flight he was on and asked if we could get Southwest and their Jets.

Ms. Papa explained the reasons, and that the runway extension will relieve the airport from being on Essential Air Service, which then would change the aircraft restrictions at the airport. It will also benefit the United States Forest Service with the aircraft fleet used during fire season.

Ms. Papa provided a brief update on Land Acquisition for Arizona Eco Development (AED), this particular parcel continues to move forward and the city is in hopes to close by the end of the year. City leadership is still looking at South Ranch but there are no updates at this time.

Ms. Papa provided an update on the current bid opening for the Request for Proposals on the Old United States Forest Service Hangar/Guidance Dispatch Center, that took place on October 3rd. The City received two 2 bids and proposals. The result will be headed to City Council on Nov. 5th.

Ms. Papa provided an update regarding a new fee and a new schedule 'C' to be added to the airports' current rates and charges. It will be posted on the city's website soon. An update was given regarding the old airport beacon. Current discussions among staff have resulted in a new location which will be showcased in front of the terminal along the brick wall in front of the Administration building facing the new terminal. This project will take place once the beacon has been cleaned up and back to its original condition.

There is a new policy for parking, and is currently being updated along with new signs for the parking lot. This will allow for 15-day parking for international travelers who provide an international itinerary to our office. The current existing language will stay in place in the policy "that parking is on a 1st come first serve basis and there are no guarantees that there will be parking available for travelers".

Staff continues to look for space to build new hangars to house the displaced tenants that will be removed from the south ramp, once a new parking plan is established. At the Honor bar, staff is working with Finance into providing a QR code for travelers to use to purchase items. This will enhance customer experience and drive-up sales. Members suggested that we investigate a change machine for the terminal.

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

Airport Capital Projects Manager John Kuebrich, provided an update and presentation on the upcoming repairs to the south ramp, this will include removing the large space between the hangar floor and the roadway in front of the hangars. Mr. Kuebrich mentioned that they will also be working on pavement repairs to the roadway areas. The Delta (D) 7 repairs are upcoming (photo was

shown of the actual taxiway with the repairs to the pavement). A future wash rack will be started soon, with anticipated bidding to go out sometime in January. Runway 12/30 lighting and signage improvements will be starting with bidding going out in December.

Mr. Kuebrich also provided an update on a couple of the airport's tenants and their improvements. Currently Embry-Riddle Aeronautical University's Strategic Academic Flight Education (SAFE) complex ramp is complete, they currently in the process of installing shades and Sundt construction will be mobilizing in November for the training center and hangar portion of their project. The current estimate is for an October 2025 completion. Cutter Aviation's ramp improvements are currently 80% complete with the ramp anticipated to be completed by Thanksgiving. This project will also include the new vehicle service road, that will be completed as well.

Mr. Kuebrich provided updates regarding the new Air Traffic Control Tower (ATCT) that will be located by the North Ramp off Rugar Road and next to the Yavapai college complex. The Airport Facilities Terminal Integration Laboratory (AFTIL) will be here at the airport on October 16th and October 17th for and inspection of the area.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation and an update on airport operations. Currently, the hard install of all the new gate mechanisms and software has been installed and is 100% online. There are still approximately 10% of commercial and non-commercial tenants that have not been issued cards. The badging office is currently handling any and all issues with the cards. The badging office is currently taking appointments and handling any minor glitches.

The VIP visit on October 13th was handled by Prescott Valley Police Department (PVPD) in conjunction with United States Secret Service (USSS), Prescott Police Department (PPD), Air Traffic Control Tower (ATCT), the Fixed Based Operator (FBO) and Airport Operations. Planning was fluid, Pete and Christina handled all emails to tenants as the information was coming in. Happy to report there were no mishaps or issues with security. There were also no deviations or incursions that occurred. Airport had a larger role than initially planned but overall it all went well.

E. Staff Announcements & Updates.

Ms. Papa mentioned that the next Airport Advisory Committee meeting will be November 19, 2024 and located at the Old Terminal Building. Annual snow removal -updates by Mr. Townsend will take place at the November meeting. Ms. Papa also announced the upcoming presentation "Ernest Love Prescott Hometown Hero" will be at Yavapai College on Saturday November 2nd at 9:30 am building 19 "community room". Airport Operations Supervisor Julia Metivier will be attending the upcoming annual Noise Conference hosted by the American Association of Aviation Executives (AAAE) in North Carolina.

F. Future Topics Options.

Ms. Papa asked if there were any future topics that the committee would like to see. No new topics were mentioned.

4. ADJOURNMENT

There being no further business to discuss, Chairman Gjede adjourned the meeting at 2:37 p.m.

MICHAEL GJEDE, Chair

ATTEST:

Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: November 19 Airport Advisory Committee
DATE: November 19, 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: November 19 Airport Advisory Committee
DATE: November 19, 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: November 19 Airport Advisory Committee
DATE: November 19, 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: November 19 Airport Advisory Committee
DATE: November 19, 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: November 19 Airport Advisory Committee
DATE: November 19, 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