

City of Prescott

Airport Advisory Committee



December 17, 2024 | 2:00 PM
Airport Old Terminal
6500 MacCurdy Drive
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Airport Advisory Committee** at their meeting to be held **December 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 November 19, 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 and 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. Discussion Regarding 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 12/12/24 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Siep

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: December 17 Airport Advisory Committee Meeting
DATE: December 17, 2024
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from November 19, 2024 Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the November 19, 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. November 19, 2024 Airport Advisory Committee Minutes



City of Prescott

Airport Advisory Committee

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

MINUTES

1. CALL TO ORDER

Vice Chairman Daryl Austemiller called the meeting to order at 2:08 p.m.

2. ROLL CALL

Mike Gjede, Chairman (Absent)
Daryl Austemiller, Vice Chariman
Bud Ackerman, Member
Gary Duemling, Member
Jim Huffman, Member
Jason Kopscak, Member (Virtually)
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from October 15, 2024 Airport Advisory Committee Meeting.
MOTION BY VICE CHAIRMAN DARYL AUSTERMILLER TO APPROVE OCTOBER 15, 2024 MINUTES; SECONDED BY MEMBER PARKER NORTRUP: (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 commercial service numbers continue to trend upward as projected on enplanments.

Ms. Papa provided an update on the recent 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 bids and proposals, and Leighnor Aviation LLC, has won the bid. Ms. Papa mentioned new best practices at the airport, moving forward, we will be transitioning from permits to leases.

Ms. Papa mentioned that the proposed fee increase has been posted to the City's website as of November 14th, and will be expected to be on the January 14th City Council Meeting agenda. As a reminder, Ms. Papa mentioned that will be for the new Schedule C, which is the Airport Terminal Marketing, and updates to Schedule B to include the shared parking areas, aprons & ramps.

Ms. Papa mentioned that staff has been looking into ways to collect alternate

payments at the Honor Bar. After speaking with Finance, it looks like a QR code will work. The staff is hoping that we can get the program up and running by the holidays.

Airport Operations Supervisor Julia Metivier gave a presentation on noise and overflight at the airport. Ms. Metivier provided statistics showing concerns and trends from 2020 through 2024. Ms. Metivier pointed out that the trending noise complaints pick up around the start of school semesters of Embry-Riddle University. Ms. Metivier provided updates on voicemail concerns as they relate to noise and overflight operations. There were some questions/concerns regarding drone usage, chem-trails that were brought up by individuals both within the City Limits and the surrounding area. Ms. Metivier shared that she received some positive feedback on the two (2) F35 flyovers and military flights that have recently been coming out of Prescott Regional Airport - Ernest A. Love Field. Committee members had questions regarding calls coming in from residents regarding low flying aircraft. Complainants mentioned that they are 100–200 feet above houses, where is that information coming from? Ms. Metivier responded, FlightAware, she also informs residents that the information is not accurate, and advised committee members to forward those calls to her at the Airport. There were other questions regarding relators and the requirements when buying homes in the vicinity of an Airport. Ms. Metivier that staff is working on coordinating more with relators in the area to provide more education on how busy the airport really is. Ms. Metivier provided brief updates on the recent Noise Conference that she attended, she touched on community outreach and the impacts on neighborhoods.

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

Airport Capital Projects Manager, John Kuebrich, provided an update and presentation on the recently completed projects at the Airport. These included Taxiway 'D' between D5 and D7. The south ramp pavement repairs phase 1.

Mr. Kuebrich provided an update on upcoming projects. These include south ramp hangar doorway pavement repairs phase 2, and the new wash rack, which the City will be putting out to bid sometime in February.

Projects that are currently under design are the Runway 12/30 lighting and signage improvements. Bidding for this project will go out sometime in January and staff will be applying for some grant money. Currently under design is the new Aircraft Rescue and Fire Fighting (ARFF), Snow Removal Equipment (SRE) and Maintenance building. The last project currently in the design phase is the North Ramp Area Design.

Projects that are going into design are Taxiway 'F' reconstruction design. The realignment of taxiway 'F' is already on the Airport Layout Plan (ALP) along with Taxiway 'D' improvements. Hangar construction/expansion will be city-owned hangars and are anticipated to be built by the current Bottlenecks next to the new Strategic A Flight Education (SAFE) complex, adjacent to the wash rack.

Mr. Kuebrich provided the following updates on the Embry-Riddle Aeronautical University (ERAU) SAFE complex. Currently, they are installing "shade

structures". Member Northrup added they are providing aircraft protection, not shade. These structures will be completed by December. ERAU will be looking to start moving aircraft to the new ramp at the end of December. Sundt Construction will be onsite to begin work on the new training and hangar building which is anticipated to be complete by October 2025. Cutter Aviation has completed their ramp improvements, and the City has completed the new vehicle service road as part of a joint construction project with Cutter. This will provide safe vehicular traffic around the cutter area for Cutter Fuel Trucks and airport operations traffic.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation regarding the upcoming snow removal operations and the winter season. Mr. Townsend showed a map with the different pavement areas of the airfield and their priority number, he indicated that the main commercial service runway and taxiways 'D' & 'C' are priority one, priority two is the crosswind runway and taxiway 'E', priority three is taxiway 'F', priority four are the tenant areas (south ramp, south hangars, west ramp, north ramp and bottlenecks), priority five is the general aviation (GA) runway and taxiway 'A'.

Staffing requirements for operations. Currently, there will be four to eight individuals that will be working twelve-hour shifts rotating to ensure twenty-four hour coverage. This will be to ensure proper snow removal and ice operations.

Mr. Townsend provided a presentation regarding the new airfield de-icing, the company is called New Deal, they provide a product that melts ice half as fast as the current NAC that the airport is using. This product also is a two in one, and you use the solid to make the liquid that is used in winter operations. This will save time and money for the City and staff, as now operations can make their own. The company is also located closer to Arizona, which is a huge savings as some times the product shipping on the NAC was more than the product order.

E. Staff Announcements & Updates.

Ms. Papa mentioned that the next Airport Advisory Committee meeting will be December 17, 2024 and located at the Old Terminal Building. Vice Chairman Austermiller asked what was happening at the North-Aire Ramp? Member Kopcsak responded that Eagle Air is looking for a new home, North-Aire will cease to exist as of January 31, 2025, all the planes will be sold. Vice Chairman Austermiller asked what the plans were for the offices/building. Member Kopcsak responded the facilities are up for lease - information in the future about new leaseholds.

F. Future Topics Options.

Ms. Papa asked if there were any future topics that the committee would like to see. Member Huffman mentioned that he would like to see a report monthly on flight delays and their causes.

4. ADJOURNMENT

There being no further business to discuss, Vice Chairman Austermiller adjourned the meeting at 2:49 p.m.

MIKE GJEDE, Chairman

ATTEST:

CHRISTINA PAPA, Board Liaison



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

ITEM SUMMARY

Staff will provide general updates to the Committee members.

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: December 17 Airport Advisory Committee Meeting
DATE: December 17, 2024
DEPT: Airport
ITEM #: 3.F
SUBJECT: Discussion Regarding 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