

City of Prescott

Airport Advisory Committee



January 21, 2025 | 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 **January 21, 2025**. 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 December 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 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 Topic 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 1/16/25 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: January 21 Airport Advisory Committee Meeting
DATE: January 21, 2025
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from December 17, 2024
Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the December 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. December 17, 2024 AAC Minutes



City of Prescott

Airport Advisory Committee

December 17, 2024 | 2:00 PM

Airport Old Terminal
6500 MacCurdy Drive
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chairman Mike Gjede called the meeting to order at 2:05 p.m.

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from November 19, 2024 Airport Advisory Committee Meeting.

MOTION BY MEMBER PARKER NORTHRUP TO APPROVE NOVEMBER 19, 2024 MINUTES; SECONDED BY MEMBER JIM HUFFMAN: (6 - 0)

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

Airport Director Rick Crider gave a presentation on current airport activity and flight operations for the past month and the year to date summary. Mr. Crider reported that as of today the airport should be on track to reach the 22nd busiest airport in the nation next year. Airport activity reporting enplanements also continues on an upward trend, with our airport identified as one of SkyWest's top performing airports. All of this information is helpful as the City moves forward with their Based Cost Analysis (BCA) and demand forecast for the future runway extension.

Chairman Gjede asked what the current load factors were.

Mr. Crider responded 85% on both the Denver and LA flights. He provided updates on the SkyWest delay's for the month of November, this was brought back to the committee by request. The data showed a total of nine (9) flight delays for the LA flight with the break out being (1) weight and balance, (4) late crew, (2) maintenance and (1) wheelchair customer (one minute delay). The Denver flight delays for the month of November totaled 4, (3) care legality, (1) maintenance which resulted in a cancelation of the flight.

Mr. Crider provided an update on the Request for Proposal (RFP) on the E-1 Hangar, this is currently occupied by Guidance and will be going out for solicitation in the next couple of months. Mr. Crider mentioned that in this general area on the airport, leases are for shorter terms with shorter options to renew. This will allow for future expansion as the airport grows.

Mr. Crider informed the committee that the City received reimbursement of \$3,100,000.00 from the Arizona Department of Transportation (ADOT) on November 25, 2024. This money was for airport protection on the acquired North Ranch property off the crosswind runway. Airport staff is anticipating an additional \$3,000,000.00 from the Federal Aviation Administration (FAA) which was the Congressionally Directed Spending from Senator Kelly's office, which the airport is hopeful to have that on the January City Council meeting. Between both reimbursements it should make up for about 75% of the overall purchase price.

Mr. Crider brought up the hangar renovation plan for the existing hangars on the airport. Staff is currently in the process of developing standards on hangars and will be bringing this back to the Committee in January with some examples of updates. A city lobbyist was selected, Mr. Crider mentioned that this is an important time as we continue to move forward on our demand forecast and BCA for the runway extension.

Chairman Gjede asked if this was for State only.

Mr. Crider responded that the lobbyist will be both State and Federal.

Mr. Crider discussed with the committee the hangar demand at the airport, there are a couple of tenants, EagleAir and Mesa Airlines, that are working with the airport on additional space. The airport continues to work with these tenants to find them space needed to continue operations here at our airport. All that being said there is a high demand on hangar space.

Mr. Crider provided an update on the upcoming Air Festival. Airport Operations Supervisor Julia Metivier recently attended ICAS, and is very passionate about air shows and has come back with a wealth of information and knowledge that will be useful as we continue to bring in stakeholders for a 2025 air festival. Currently, the Airport is looking at some time in fall of 2025.

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

Airport Capital Projects Manager, John Kuebrich, provided an update and presentation on capital projects that have completed in 2024 at the airport. The off-site drainage project, which was a grant funded city project, between the bottleneck area and the new Embry-Riddle Aeronautical University (ERAU) SAFE Complex, there will be some removal and relocation of fencing in that area, but the actual drainage portion of the project has been completed. ERAU will begin to slowly move aircraft from the West Ramp to their new SAFE complex over the upcoming winter break. Cutter Aviation ramp has been completed (11/22/24), the ramp included an added City vehicle service road (VSR). The Cutter ramp turned out great, and the additional space has been huge for Cutter and their customers.

The VSR has received compliments from both Cutter and the Air Traffic Control Tower (ATCT), as it allows for vehicular traffic to travel around those areas without being on the movement areas of the airfield. The VSR realignment at the South Ramp has also been completed. Delta 7 (D7) Ramp and South hangars pavement repairs, there was some work completed, but need the weather to be warmer in order to do some pavement repairs along the hangar doors. Completed 1" mill and fill pavement repair on runway 12/30, seal coating on runway 21R/3L and their terminal ramp number 1 concrete pad.

Mr. Kuebrich provided a brief update and presentation on upcoming capital projects for 2025. These will include a hangar development project, 8,640 square feet four unit hangar building opposite to our current P hangar location. The wash rack will also be included in this hangar development and the FAA has approved the Airport to use a CMAR on this project.

Vice Chairman Austermiller asked how wide the door would be.

Mr. Kuebrich responded 65'. Runway 12/30 lighting and signage project there was a slight change in funding, Federal funds will be used for this project with a sponsor match, work tentatively beginning Spring of 2025.

Mr. Kuebrich continued providing a brief update on projects that are currently under design. The ARFF/SRE Building will be located just to the North of the current Monarch Hangars, and the construction is anticipated to begin in fiscal year 2027 (Fall of 2026). The realignment of Taxiway F from Runway 3R/21L to E3. The North Ramp expansion will be graded for future building pads of more hangar development, there will be removal of the vegetation behind the Portable Hangars and new wildlife fencing between the Airport and Ruger Road. The Runway Extension project is still underway, currently working on approval of the Base Cost Analysis (BCA), the earliest construction date would be in fiscal year 2028 (Fall of 2027).

Mr. Kuebrich provided an update and presentation on the new Air Traffic Control Tower (ATCT). There is an updated location that the FAA is looking at, it will be approximately three lots along Wilkinson Rd. and Cirrus Dr. (across the street from Embry-Riddle Aeronautical University's campus). No updates on the construction schedule, but there will be a coordination meeting this coming Thursday with the FAA, more information will be provided at next months meeting.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation regarding airport operations, and an updated on airfield access, safety and security. It was brought to Mr. Townsend by one of the commercial tenants that there was some illegal dumping that took place. After informing the airport of the incident, airport operations pulled the footage via security cameras, and was able to provide that information back to the leasehold so that they could rectify this matter with their tenant. Cost that airport lessee's and the city have incurred due to illegal dumping has been an issue in the past, the new airfield access has allowed the airport to safely and securely control its airfield.

E. Staff Announcements & Updates

Mr. Crider wished all a happy holiday season, and mentioned that the next Airport Advisory Committee meeting will be January 21, 2025. Mr. Crider also mentioned that all members terms are expiring in March of 2025, Ms. Papa has already sent an email out to all current committee members on where to apply.

F. Discussion Regarding Future Topics Options.

Mr. Crider asked if there were any future topics that the committee would like to see. The following were identified:

- Exhibits for airfield projects (current & future)
- Noise Updates
- Delays on commercial airline
- ALP & Master Plan updates
- Hangar renovation program
- ACIP

4. ADJOURNMENT

There being no further business to discuss, Chairman Gjede adjourned the meeting at 2:44 p.m.

MICHAEL GJEDE, Chair

ATTEST:

CHRISTINA PAPA, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: January 21 Airport Advisory Committee Meeting
DATE: January 21, 2025
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: January 21 Airport Advisory Committee Meeting
DATE: January 21, 2025
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: January 21 Airport Advisory Committee Meeting
DATE: January 21, 2025
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: January 21 Airport Advisory Committee Meeting
DATE: January 21, 2025
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: January 21 Airport Advisory Committee Meeting
DATE: January 21, 2025
DEPT: Airport
ITEM #: 3.F
SUBJECT: Discussion Regarding Future Topic 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