

# City of Prescott

## Airport Advisory Committee



February 18, 2025 | 2:00 PM  
Airport Old Terminal Building  
6500 MacCurdy Drive  
Prescott, AZ 86301

### AGENDA

**This Agenda was Amended at 8:00 a.m. on February 13, 2025 to Change the Meeting Location**

The following Agenda will be considered by the **Airport Advisory Committee** at their meeting to be held **February 18, 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 January 21, 2025 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 2/13/25 at 8:15 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

*Sarah M. Siep*

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Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: February 18 Airport Advisory Committee Meeting  
DATE: February 18, 2025  
DEPT: Airport  
ITEM #: 3.A  
SUBJECT: Approval of Minutes from January 21, 2025  
Airport Advisory Committee Meeting.

## ITEM SUMMARY

This item is for approval of the January 21, 2025 Airport Advisory Committee Meeting Minutes. Staff recommends approving the minutes as presented.

## BACKGROUND

None.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to approve minutes as presented

## ATTACHMENTS

1. January 21, 2025 AAC Minutes

City of Prescott  
**Airport Advisory Committee**



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January 21, 2025 | 2:00 PM  
Old Terminal Building  
6500 MacCurdy Drive  
Prescott, AZ 86301

**MINUTES**

**1. CALL TO ORDER**

Chairman Mike Gjede called the meeting to order at 2:00 p.m.

**2. ROLL CALL**

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

**3. DISCUSSION & ACTION ITEMS**

A. Approval of Minutes from December 17, 2024 Airport Advisory Committee Meeting.

**MOTION BY AUSTERMILLER TO APPROVE DECEMBER 17, 2024 MINUTES; SECONDED BY HUFFMAN: (7 - 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, flight operations/delays, administration, for the past month and the year to date summary for airport. Ms. Papa also provided an update on the new fees that were approved by City Council and will go into effect on February 14, 2025, also provided a heads up that the City is in budget season, so more information to come as the airport looks at fee changes. Member Parker Northrup commented on “busiest airport” portion of airport activity to add that Prescott is the only airport in the US with over a million operations since Covid.

Chairman Gjede asked about the delays.

Ms. Papa responded that they were due to weather delays out of Denver and late arrival(s) from LA flight.

Airport Director Rick Crider spoke on new fees and budget regarding the new Hangars (storage, bottleneck) and general hangars. Bridging the gap between what we currently have and what Monarch has.

Member Kopscak added that hangar door height is an important factor to the cost of building a hangar.

Mr. Crider continued presenting and spoke to how the Airport would like to build a “standard” of what goes into building a Hangar. 4 tiers; Standard, Premium, Premium Deluxe and Corporate. Airport Properties and Leasing Specialist Irene Varelas furthered conversation speaking on what a Premium Hangar would entail; lighting and outlet placement examples. Showed examples of LED lights ideas to hang. Flooring; adding a coating to the flooring (coating).

Member Austermilller asked what hangars should be renovated and done first.

Mr. Crider responded row J and P (possibly M) and added if we renovate a Hangar at the time as they become available that will take a very long time, as of right now both the J and M hangars have a vacant hangar, so this will allow us to use the open hangar to move planes into while work is being done on theirs, this will allow us to complete one row at a time, this will be a multi-budget process.

Chairman Gjede asked who is going to be doing the work on these.

Mr. Crider responded that an outside electrician and other licensed contractors would be performing the work, currently we have received a few bids. He reiterated that this project is designed to re-invest and re-capitalize on the Hangars at the airport.

Member Northrup asked if the Airport has gotten any feedback from the current tenants.

Mr. Crider responded that he will be asking tenants at the Prescott Area Users Association (PAUA) meeting later today.

Member Kopscak commented that this is all great, but some Hangars have current issues, an example is Mr. Galpin's hangar door doesn't open (bad motor)

Mr. Crider responded that they will get a running list.

Member Austermilller mentioned that the Airport needs to give B & C hangar tenants a heads up as soon as we are going to get rid of them, project a time to tenants so they know when they will be displaced. forecast it.

Mr. Crider responded the Airport has new Hangars in the current Airport Capital Improvement Plan with the Federal Aviation Administration (FAA) and Arizona Department of Transportation (ADOT), and the timeline for demolition will all depend on when parking becomes an issue for the terminal, at that point we will have a better forecast on when we will build the new hangars.

Airport Operations Supervisor Julia Metivier gave a presentation on Airport Area Activity map, cottonwood getting more activity. 2024 total 457 noise complaints, May had the greatest number of complaints. Increased 100 times since 2023. Regular citizens making complaints weekly, etc. Been getting calls from new

home buyers requesting information on how busy the airport is etc. Educated them on the airport, getting positive feedback.

Chairman Gjede asked, where new homebuyers getting their information.

Ms. Metivier responded, realtors not giving all information and hearsay from community. She continued in her presentation to provide an update in PRC (Airport) social media following from 2022 > 2025 95% increase; messages: baggage, parking, overnight staying. Video has 35K views of a Blackhawk taking off at PRC.

Member Northrup asked, if the does the Airport District Office (ADO) has an updated easement for homeowners, and if it is in the Airport's interest to have as much public-facing information about the Airport.

Ms. Papa responded that the Airport has it linked to the Arizona Department of Realtors website, which we are required to have it posted there.

Mr. Crider gave an appreciation shout-out to Matt Pruitt at Cutter for seeing more activity at Cutter, who hosted Blackhawks, Chinooks and Apaches overnight at Cutter Aviation.

C. Presentation & Discussion Regarding Airport Construction Projects and Updates. Airport Capital Projects Manager, John Kuebrich, provided an update and presentation on Capital Improvement Project as follows:

- Embry-Riddle Aeronautical University (ERAU) Strategic Academic Flight Education (SAFE) Complex, there is more construction in March including Ruger Road improvements which will include chip seal road.
- The Hangar Development Program will be a Construction Manager At Risk (CMAR) Project (approved by the FAA). A Request for Service of Qualifications (RSOQ) was posted Sunday January 26, 2025 and once we get RSOQ's from Contractors, it will need to be under Grant by May, this will be a four (4) unit Hangar Development more to come.
- The North Ramp expansion, we have changed the scope, before pavement the development plan will include some grading and building pads, B and C Hangars need to do pavement need warmer weather in order to complete.
- The Crosswind Runway (12/30) electrical signage improvements using FAA funding. Taxiway Foxtrot (TWY F) realignment found some FAA money to get a design grant with possible funding by Federal Fiscal Year 2027.

Member Northrup asked if Delta 3 (D3) stays as is, but old Foxtrot will be torn up, as he would like to have a conversation about that.

Member Kopscak asked if there will be a run up on Charlie side for 21 L, if there are more than three (3) airplanes go down on the taxiway, everyone else that comes down is stuck, sees it as a huge oversight that needs to be look at.

Mr. Crider responded that is a good point and Mr. Kuebrich mentioned that the Aircraft Rescue and Fire Fighting (ARFF) Station will be meeting with Architect

and Engineer Federal Fiscal Year 2026 for construction combination building ARFF and Snow Removal Equipment (SRE) and Operations (Ops) building. Coordination with new ARFF truck and station 73. Dual Taxi lane Unleaded (UL) Fuel Study changed scope and updated it a new end-around taxiway, just submitted Demand Forecast with FAA for the RWY 3R-21L extension.

The FAA Tower Site, site study will be on February 12, 2025 and will be here at the airport & virtually, there has been at least ten (10) siting study meetings. They are currently looking at site Ten (10), northeast of current tower, when they're done they will keep three (3) sites; ten (10), nine (9) and eight (8).

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation regarding airport operations updates as follows:

- Hot Fueling options, SMS Plan, SMLP Progress Report. Had meeting at Cutter to talk about their current safety Standard Operating Procedures (SOPs) regarding Hot Re-Fueling.
- Three (3) types of aircraft; Cutter, USFS Firebase, US Military, Air-Med Aircraft.
- SOP, Training and Safety procedures reviewed by PRC, Prescott Fire and Leadership from Cutter Aviation. Benefits US national strategic priorities, USFS firefighting efforts, Air-meds operations and lifesaving efforts; safer and standardized procedures to conduct operations.

Mr. Townsend provided an update on the Safety Management Plan which is being implemented by the FAA at all Part 139 mandated airports. This must be in place by October 29, 2025 and full implementation on October 29, 2027, Futron Aviation is the consultant assisting, currently in task 3 phase, analysis and technology visit to occur between February 18, 2025 and March 14, 2025. Once the Safety Management System (SMS) manual is in place, then it becomes part of the Airport Certified Manual (ACM). This process is broken out into two Phases, this year is the plan itself and next year will be training with operations staff.

Mr. Townsend provided an update on the Signage, Markings and Lighting Plan, they will be removing do not enter sign on Taxiway Foxtrot (TWY F), pulling out signs and adding new signs – new painted signs on the pavement that points where you need to go. Adding in striping - some of airside will be repainted (some work done at night and advanced notice as soon as possible), Hydro-blasting to get rubber off taxiway.

Mr. Townsend welcomed new Operations Supervisor employee Nate Brown.

E. Staff Announcements & Updates.

Ms. Papa reminded the Committee that all members terms are expiring and the deadline to reapply is January 31, 2025 at 5:00 p.m., the next AAC meeting will be on February 18, 2025 will ensure location is updated on the agenda. Mr. Crider mentioned that they should plan on Airport Layout Plan and Airport Capital meeting topics will be brought up in upcoming meetings as the airport starts working on both those.

F. Discussion Regarding Future Topic Options.

Mr. Crider asked if there were any future topics that the committee would like to see, in addition to the ALP, Master Plan and ACIP updates. None were identified.

**4. ADJOURNMENT**

There being no further business to discuss, Chairman Gjede adjourned the meeting at 3:18 p.m.

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MICHAEL GJEDE, Chairman

ATTEST:

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Staff Liaison



TO: MAYOR AND CITY COUNCIL  
AGENDA: February 18 Airport Advisory Committee Meeting  
DATE: February 18, 2025  
DEPT: Airport  
ITEM #: 3.B  
SUBJECT: Presentation & Discussion Regarding Updates  
Related to Airport Administration and Airport  
Area Activity.

## ITEM SUMMARY

This item is for staff & Committee members to 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

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

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

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: February 18 Airport Advisory Committee Meeting  
DATE: February 18, 2025  
DEPT: Airport  
ITEM #: 3.C  
SUBJECT: Presentation & Discussion Regarding Airport Construction Projects and Updates.

## ITEM SUMMARY

This item is for staff & Committee members to 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

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

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

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: February 18 Airport Advisory Committee Meeting  
DATE: February 18, 2025  
DEPT: Airport  
ITEM #: 3.D  
SUBJECT: Presentation & Discussion Regarding Airport Operations.

## ITEM SUMMARY

This item is for staff & Committee members to participate in a presentation and discussion regarding operations at Prescott Regional Airport - Ernest A. Love Field.

## BACKGROUND

None.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

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

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: February 18 Airport Advisory Committee Meeting  
DATE: February 18, 2025  
DEPT: Airport  
ITEM #: 3.E  
SUBJECT: Staff Announcements & Updates.

## **ITEM SUMMARY**

This item is for staff to provide general updates to the Committee members.

## **BACKGROUND**

None.

## **FINANCIAL IMPACT**

There is no fiscal impact associated with this item.

## **RECOMMENDED ACTION**

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

## **ATTACHMENTS**

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: February 18 Airport Advisory Committee Meeting  
DATE: February 18, 2025  
DEPT: Airport  
ITEM #: 3.F  
SUBJECT: Discussion Regarding Future Topic Options.

## ITEM SUMMARY

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

## BACKGROUND

None.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

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

## ATTACHMENTS

None