

# City of Prescott

## Airport Advisory Committee



March 12, 2025 | 2:00 PM  
Airport Old Terminal Building  
6500 MacCurdy  
Prescott, AZ 86301

### AGENDA

The following Agenda will be considered by the **Airport Advisory Committee** at their meeting to be held **March 12, 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 February 18, 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 3/6/25 at 12:00 p.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: March 12 Airport Advisory Committee Meeting  
DATE: March 12, 2025  
DEPT: Airport  
ITEM #: 3.A  
SUBJECT: Approval of Minutes from February 18, 2025  
Airport Advisory Committee Meeting.

## ITEM SUMMARY

This item is for approval of the February 18, 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. February 18, 2025 AAC Minutes

City of Prescott  
**Airport Advisory Committee**



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

**MINUTES**

**1. CALL TO ORDER**

Chair 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  
Jason Kopscak, Member  
Parker Northrup, Member (Absent)

**3. DISCUSSION & ACTION ITEMS**

A. Approval of Minutes from January 21, 2025 Airport Advisory Committee Meeting.

**MOTION BY MEMBER HUFFMAN TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER DUEMLING: PASSED (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, flight operations/delays, administration, for the beginning of the year to date summary for airport. Ms. Papa also provided an update on the new hangar methodology, which was presented to the PAUA last month after the January AAC meeting, new rates and charges were added to the budget last week. Upgrades are currently underway and will begin with Row M, then Row J, Row P and Row G this fiscal year.

Ms. Papa provided an update on flight delay's for the month of January, which were a mix of late turnarounds, weather, maintenance and crew legality.

Ms. Papa informed the committee members that staff is currently working on the Airport capital budget and working to ensure that the City Capital matches the ACIP which is approved annually by the FAA and ADOT. That portion of the budget is due March 14<sup>th</sup>.

Committee members brought up questions regarding EAS and other airlines potentially operating out of PRC, and the delays.

Ms. Papa provided the committee information regarding the extent that the DOT

allows airports to operate under EAS, and most of the reasons for why we do not have additional flights or “scheduled” service is due to the runway constraints. Operations such as a Part 135 Certificate to operate would be allowed in conjunction with EAS but it would be a small aircraft and there has not been a large demand. Member Kopscak mentioned that they looked into it a few years back but the cost prohibits much of the chartered service for any larger aircraft, which would have the same constraints as other carriers because of the runway length and strength.

Airport Operations Supervisor Julia Metivier gave a presentation on Airport Area Activity map, noise and overflight concerns (graphs shown reflect web, email and direct call complaints to the Airport). Ms. Metivier provided an update on the Airport’s social media pages. Since 2022 there has been a 55.4% increase in followers on Facebook, and a 274% increase on Instagram. Ms. Metivier provided audience information, views of non-followers and followers. There was an increase in views with some of the new videos that were posted showing both Apache and Blackhawks taking off and landing at the Airport.

Member Ackerman asked how much time they are here and if we are notified prior. Ms. Metivier said it can range sometimes an hour sometimes they are here for three (3) hours, she asked Matt Pruitt with Cutter Aviation if he could provide more detail. Mr. Pruitt said sometimes they fly in just passing through, and sometimes they stay the night it all depends, they usually receive notice about twenty-four (24) to forty-eight (48) hours prior to their arrival.

- C. Presentation & Discussion Regarding Airport Construction Projects and Updates. Airport Capital Projects Manager, John Kuebrich, provided an update and presentation on Capital Improvement Project. Currently the south hangars, specifically row B and row C pavement work begins on Monday. The work will include grinding and millings about three (3) to four(4) inches. This work should take care of all the gaps and issues that tenants are having. Mr. Kuebrich let the committee know that Mr. Pruitt at Cutter Aviation is accommodating tenants, allowing temporary aircraft parking on their ramp as the work is being completed.

Taxiway D, specifically D7, had some work done last November, and it looks like we need to go back and do some patch work.

Airport Pavement Maintenance System (APMS) crack seal and seal coat is going to begin this year starting from D7 to the end of the runway. Mr. Kuebrich has already spoke with the Arizona Department of Transportation (ADOT) that this work will need to take place at night, as the Commercial Service Runway cannot be closed during daytime operations. Mr. Kuebrich ensured that all Notice to Airmen (NOTAM’s) will be take care of, and the work should take about a week to complete.

Embry-Riddle Aeronautical University (ERAU) will be releasing half of the West Ramp lease. These aircraft will be moving over to their new SAFE Complex.

The FAA Tower Site, so far the best site that has been indicated is site ten (10), siting study meeting will hopefully be next month (March).

Arizona Eco Development (AED) land was approved by City Council for purchase. This property will be used for the runway extension, and runway protection. Mr. Kuebrich provided a map to show the current size of the airport property and the acreage of AED purchase. Current Airport property is five hundred eighty-seven (587) acres and the AED property is four hundred one (401) acres.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation regarding airport operations updates.

Crack repair work (cold patch) needs to be done on C7 connector, Mr. Townsend said this work will be completed in conjunction with the APMS work that is being performed later this year.

Mr. Townsend mentioned that there is massive erosion control that extends from F1 all the way down to taxiway D. This has been due to the recent precipitation.

Mr. Townsend informed the committee about the lighted sign repairs to the Siemens and AGM style lights (these affect taxiway F and runway 12/30) and how they do not make parts for them anymore. Operations is working on trying to rebuild those with old parts that they have recycled over the years.

New maintenance coordinator will be starting on March 3rd, this was an internal higher and he is coming over from Facility Maintenance, so he already is familiar with the Airport.

Mr. Townsend mentioned that he is looking at some restructuring and is hopeful that he will have duty supervisor(s) positions and will fill in house (promoting from within), currently has two positions to reclassify.

The Safety Management System (SMS) update, the Gap analysis will take place on February 26<sup>th</sup> and 27<sup>th</sup> with an on-site visit with our consulting team. They will be here to interview various airfield tenants and airport staff regarding safety measures that are in place, and where we need to improve, this plan is an FAA requirement.

The Signage Marking and Lighting Plan has been updated, it was submitted to the FAA and came back with three to four corrections. Those included the crossing at C4, D4, and F(which was part of RSAT) and some pavement markings.

The first batch of deicer has been made, this was using our new product which is a cost savings for our winter season.

E. Staff Announcements & Updates.

Ms. Papa mentioned that as of now the next AAC meeting will be on March 18, 2025, any changes to that date she will notify members.

F. Discussion Regarding Future Topic Options.

Ms. Papa asked if there were any future topics that the committee would like to see. None were identified.

**4. ADJOURNMENT**

There being no further business to discuss, Chairman Gjede adjourned the meeting at 2:48 p.m

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MICHAEL GJEDE, Chair

ATTEST:

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Staff Liaison



TO: MAYOR AND CITY COUNCIL  
AGENDA: March 12 Airport Advisory Committee Meeting  
DATE: March 12, 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: March 12 Airport Advisory Committee Meeting  
DATE: March 12, 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: March 12 Airport Advisory Committee Meeting  
DATE: March 12, 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: March 12 Airport Advisory Committee Meeting  
DATE: March 12, 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: March 12 Airport Advisory Committee Meeting  
DATE: March 12, 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