

City of Prescott

Airport Advisory Committee



April 15, 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 **April 15, 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 March 12, 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)).

[ACCESSIBILITY_NOTES]

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 4/9/25 at 12:30 p.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: April 15 Airport Advisory Committee Meeting
DATE: April 15, 2025
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from March 12, 2025 Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the March 12, 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. March 12, 2025 AAC Minutes

City of Prescott

Airport Advisory Committee



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

MINUTES

1. CALL TO ORDER

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from February 18, 2025 Airport Advisory Committee Meeting.

MOTION BY MEMBER HUFFMAN TO APPROVE FEBRUARY 18, 2025 MINUTES; SECONDED BY MEMBER AUSTERMILLER: (5 - 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, and administration for the beginning of the year-to-date summary for airport. Ms. Papa provided an update on flight delays for the month of January, which were a mix of late turnarounds, weather, maintenance and crew legality. Ms. Papa informed the committee members that the airport budget for operating and capital has been submitted.

Airport Director Rick Crider discussed the future Air Traffic Control Tower (ATCT) site and Council's approval to move forward with the acquisition for that land. Staff is in discussion with the Federal Aviation Administration (FAA) regarding funding. The Airport District Office (ADO) has confirmed that the three million (\$3,000,000.00) dollars in Congressional Directed Spending (CDS) is moving forward and a grant agreement should be over to the City some time in June. There also was three (3) layoffs at the local FAA office, so there are changes being made on their end so they are working to adjust. Staff is working on a preliminary consideration of the possibility of a runway shift, Council will be considering a task order to approve the planning, and public outreach scope of work at the March 25, 2025 voting meeting.

Chairman Gjede asked what the length of feet that would be shifted. Mr. Crider responded, 780FT of pavement. Runway will need to be strengthened as well. The city approved the acquisition of the AED Parcel. This shifts the Runway Protection Zone (RPZ) and noise to the north. Councilwomen Rusing asked if we had spoken to the Deep Well Ranch people. Mr. Crider responded they have been very supportive of it. Chairman Gjede asked when there is a late departure with the morning flight, has the staff been able to keep up with re-booking people. Ms. Papa responded that she had not heard anything from Temmy with SkyWest regarding any issues or concerns, and so far staff has not received any complaints. Member Huffman asked, if staff had any sort of delay time that is specified. Ms. Papa we only receive the coding from SkyWest and a breakdown of what comes out of the SkyWest system so there is not that much detail in the reports. Chairman Gjede asked is the maintenance issue on the morning flight or evening flight, do they bring in another plane. Ms. Papa responded yes, another aircraft comes in (fly's in). Member Ackerman asked is there typically only one (1) maintenance person on duty, person probably isn't trained to a point to get the plane up and running. Operations Superintendent Pete Townsend responded sometimes techs have to come up from Sky Harbor if it is a large maintenance issues, if it is a smaller maintenance issues sometimes a Cutter employee will come help out, it is not a source they have here locally.

- C. Presentation & Discussion Regarding Airport Construction Projects and Updates. Airport Capital Projects Manager, John Kuebrich, provided an update and presentation on Capital Improvement Project. The south hangar pavement repairs have been completed. Taxiway D7 pavement repairs are preliminary scheduled for the week of April 7, 2025. Currently staff is reviewing the Request for Statement of Qualifications (RSOQ) for architect and Engineering firms for the Hangar Development Program.

There were some questions regarding if these hangars were for Embry-Riddle students, or available for people to rent and when de-icing is that being captured. Staff responded that they are going to be box hangars, row of four hangars and they will be our hangars to rent out to individuals on our hangar waitlist, they are not for Embry-Riddle students. Mr. Crider responded to the de-icing questions, that at this time the airport does not meet the requirements to capture that, only have two (2) aircraft a day, and it is infrequently used.

- D. Presentation & Discussion Regarding Airport Operations. Airport Operations Superintendent Pete Townsend provided a presentation regarding airport operations updates. Mr. Townsend spoke on the Airport Certification Manual and the updates that are required, and will also be updating the Wildlife Habitat Management Program (WHMP). There has been two (2) recent triggering events, one (1) was a coyote crossed runway, and the other was a porcupine on the runway. When an event happens, the airport staff must submit a 5200-7 (strike report) and has to send it to the FAA Western-Pacific Regional Office.

Chairman Gjede asked how often does this happen. Mr. Townsend responded

not often, with the exception of the two (2) recent, we are trying to track down a 3-legged coyote that runs across the runway. Strikes happen quite frequently, but they don't cause substantial damage, if its major; bones, etc. there was a few snakes hit over the summer. Member Huffman what happens if they happen off airport property. Mr. Townsend responded it can be reported to the airport, but it is hard to retrieve the "animal" and do a report.

E. Staff Announcements & Updates

Ms. Papa informed the Committee that the next meeting will be April 15, 2025, there are four (4) new members, Timothy Holt, Hal Hayden, Matthew Pruet and James Adams. A special thank you to outgoing members Daryl Austermilller, Bud Ackerman, Gary Duemling and Jason Kopsak

Chairman Gjede mentioned the Presidential Order regarding what to say and can't say about gender in the General Plan about equality and equity, etc. I think we're opening ourselves up to violating the executive order and it may affect funding for the Tower, etc. and I feel like it could be competitive, don't think we should be taking a chance. I'll be talking to the Mayor and Council about that as our Airport Advisory Committee. Member Huffman also added that the General Plan Committee did not approve this change, and it went to Council, Member Austermilller asked who changed it, Chairman Gjede responded that he thinks it was city staff. Councilwomen Rusing added that it did sounds like a concern.

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 2:36 p.m.

MICHAEL GJEDE, Chair

ATTEST:

Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: April 15 Airport Advisory Committee Meeting
DATE: April 15, 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: April 15 Airport Advisory Committee Meeting
DATE: April 15, 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: April 15 Airport Advisory Committee Meeting
DATE: April 15, 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: April 15 Airport Advisory Committee Meeting
DATE: April 15, 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: April 15 Airport Advisory Committee Meeting
DATE: April 15, 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