

City of Prescott

Airport Advisory Committee



June 17, 2025 | 2:00 PM
Airport Old Terminal Building
6500 MacCurdy
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chairman Gjede called the meeting to order at 2:01 p.m.

2. ROLL CALL

Mike Gjede, Chairman
Timothy Holt, Vice Chairman (2:03 p.m.)
James Adams, Member (Excused)
Hal Hayden, Member (Excused)
Matt Pruet, Member
Jim Huffman, Member
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from May 14, 2025 Airport Advisory Committee Meeting.
**MOTION BY MEMBER NORTHRUP TO APPROVE MAY 14, 2025 MINUTES;
SECONDED BY CHAIRMAN GJEDE: (4 - 0)**
- B. Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Area Activity.

Airport Services Manager Christina Stapleton gave a presentation on current airport activity, flight operations/delays, and administration for the beginning of the year-to-date summary for the airport.

Mrs. Stapleton provided an update on flight delays for the month of May, which were a mix of late returns, maintenance, crew legality and weight and balance. Mrs. Stapleton informed the committee members that the total operations from January to April 2025 totaled 128,575 operations.

Mrs. Stapleton also updated the committee on the four (4) upcoming grants that will be in front of City Council on June 24th for acceptance. (1) \$3,000,000.00 Congressionally Directed Spending (CDS) grant for Phase 1 of Land Acquisition, this is the remaining reimbursement on the North Deep Well Ranch land purchase. (2) \$1,100,000.00 Discretionary funds for Phase 2 of Land Acquisition this is a partial reimbursement for the South Deep Well Ranch land purchase that was approved by City Council at their May 27 meeting. (3) \$856,090.60 Entitlements funds for Runway 12-30 Electrical Improvements. (4) \$1,662,500.00 IJJA (Formally BIL AIG) funds for Phase 1 of Hangar Development.

Airport Director Richard Crider also provided an update to the committee members regarding the meeting last month with our aviation consultants Volaire. Dan Cohn will be taking over Mike Mooney's position with Volaire and informed us of some new leadership at SkyWest. Dan has set up a meeting for both myself and Mrs. Stapleton to meet the new leadership at SkyWest and discuss the possibility of a third frequency for Prescott.

There was a brief discussion regarding the recent maintenance issues with the aircraft and a timeline of when the 200's are going to be phased out. Staff also mentioned that they have a list of items to discuss with SkyWest.

Airport Security, Compliance and Training Supervisor Julia Metivier provided a brief update on the upcoming Airfest. Mr. Crider added to the conversation that eventually this should be a stand alone board, committed or non-profit. Currently, the Prescott Chamber of Commerce is assisting the Airport this year, a MOU has been received by the Chamber and is currently under review by the city's legal department. Ms. Metivier announced that Jim Huffman has accepted the offer to be the chair of a future board that will be created to assist with managing future air shows and festivals. Ms. Metivier also added, that there draft letters went out to Cutter and Embry-Riddle Aeronautical University, for comments by their legal teams. Once received back to the city any changes made will then be reviewed our legal team and sent back out to both entities for signatures.

Committee members asked for the date of the Airfest, Ms. Meitivier responded Saturday October 4, 2025 from 11:00 a.m. to 4:00 p.m.

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

Airport Capital Project Manager John Kuebrich, provided an update and presentation on Capital Improvement Projects. The community outreach meeting for the potential runway shift will be on June 25th and June 26th from 4:00 p.m. to 7:00 p.m. at the Prescott Centennial Center, so be sure to let Mrs. Stapleton know if you are going to attend. Mr. Crider mentioned that a quorum notice will need to be posted so be sure and let Mrs. Stapleton know. Mrs. Stapleton added, that after further thought this morning and speaking with Airport Management Analyst Kellie Worthen that we will just go ahead and post the quorum to be safe. Mr. Kuebrich went over the runway shift very briefly indicating that approximately there will be a 1,000 pavement shift, but will result in a 780 foot shift in pavement to the northeast.

Mr. Kuebrich provided an update on the current South Deep Well Ranch land acquisition. On May 27th City Council approved the purchase of 37.32 acres of land, as mentioned earlier in the presentation this is phase 2 of land acquisition. On June 24th City Council will be voting to accept the \$1,100,000.00 as a partial payment of this aquisition, with the remaining funds to be a fiscal year (FY) 27 ask to the Arizona Department of Transportation (ADOT).

Mr. Kuebrich provided an update on the new tower site. On May 29th the FAA and others were out to do their sight assessment of the locations for a future tower. Site 10 was the preferred site, with 145 ft. eye level height, the safety risk management panel found no hazards, and currently they have requested the

airport to begin phase 1 of the environmental on the site.

Upcoming capital projects are the Runway 12-30 electrical improvements, this is a design and construction project. Bid opening was on May 15, 2025, the city received one bid. This along with the grant acceptance for funding will be on the June 24th City Council meeting. The anticipated start will be in August and the crosswind runway will be closed during construction, which should be about 62 days. All notice to airman (NOTAM) will be posted for the duration of this project. Runway 21L threshold crack seal and seal coat is being done by the ADOT Airport Pavement Management System (APMS) program. This work will begin after fire season on September 1st and will all be night work.

Capital projects under design are the hangar development phase 1 project. Winning bid went out to ADM Group, they are located out of Tempe and have done lots of hangar work, including Cutter. This along with the grant acceptance for funding will also be on the June 24th City Council meeting. The Aircraft Rescue and Fire Fighting (ARFF), Snow Removal Equipment (SRE), and Maintenance facility is still under design, there will be a stakeholders meeting tomorrow June 18th and a reconstruction conference on August 20th, this is 100% State funded grant for the design only). Taxiway F realignment will have a design kickoff meeting on June 18th and this will be funded by FAA discretionary funds. North Ramp reconstruction project, currently we are reviewing the 30% plan submittal, this includes a scope change for schematic design for hangar development, this is currently funded by a State grant. Unleaded fuel and dual lane taxiway study is beginning, there will be a change in scope to include an end-around taxiway on 3R and run-up areas, this is currently funded by FAA discretionary funds.

The only future project on the list for right now is the Vehicle Service Road (VSR) which will extend from the Cutter Maintenance Ramp to the Ritaire Ramp.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation regarding airport operation updates. Mr. Townsend provided an update on the Airport Certification Manual (ACM). This is a customizable document certified by the FAA to each Part 139 (commercial service) airport. The FAA requires updates to the manual to conform with current airfield operating environment, configuration and procedures. Currently the airport is in the process of updating six (6) exhibits updating taxiway and runway configuration maps. The airport has already updated the administrative sections, such as the cover sheet, distribution list, revision log, and safety area dimensions due to the shortening of runway 3L/21R). Once the airport receives back from Dibble Engineering (airport consultants) the updates to the ACM will then be sent to the FAA for review and approval. Upon receipt of the FAA stamped and approved ACM, the manual then becomes active.

Mr. Townsend also provided an update on the airports 139 Certification Inspection. The FAA requires that all Part 139 certified airport must be inspected annually at a minimum but can be unannounced. The month of August is

typically when our airport has its inspection, however, we have not been notified of a date yet for this year (2025). The Part 139 inspection covers the ACM and all appendixes (Snow Ice Control Plan (SICP), Airport Emergency Plan (AEP), Signage Marking Lighting Plan (SMLP), Wildlife Hazard Management Plan (WHMP)) with current Letter of Agreements (LOA's). It also covers all Part 139 personnel training records, which include operations, ARFF, airfield driving, AEP review and WHMP training. They go over the daily self inspections for the previous twelve (12) months along with all issued NOTAM's, all facility and vehicle fueling inspection (including fueler training records) during that twelve (12) month period. The inspector will also review construction safety procedures as well as operational safety during construction. Mr. Townsend mentioned that there will be airfield prep going on around the airfield to prepare for the inspection to include all Navigational Aids (NAVAIDs), mowing, erosion control, pavement, and cleaning of all airfield lighting and signage.

E. Staff Announcements & Updates.

Mrs. Stapleton informed the committee that both the July and August meetings will be canceled due to the Council being out of session. The next meeting will be September 4, 2025, and mentioned that she will send out a courtesy email in August reminding all members of the upcoming September meeting. Another reminder of the upcoming public outreach meeting and if anyone is interested in an Airport tour. Ms. Metivier introduced Lillie Putman one of our recently hired interns.

F. Discussion Regarding Future Topic Options.

Mrs. Stapleton informed the committee that due the Council break that they would bring back the wait list methodology to the September meeting. Mr. Crider added that this may work out better as Council will have adopted the new budget and fee schedules.

4. **ADJOURNMENT**

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



MICHAEL GJEDE, Chair

ATTEST:
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Staff Liaison