

City of Prescott

Airport Advisory Committee



October 21, 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 **October 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 September 4, 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 Items.
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 10/16/25 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Thornhill

Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: October 21 Airport Advisory Committee
DATE: October 21, 2025
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from September 4, 2025
Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the September 4, 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. September 4, 2025 AAC Minutes

City of Prescott

Airport Advisory Committee



September 4, 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 2:00 p.m.

2. ROLL CALL

Mike Gjede, Chairman
Jim Huffman, Member
James Adams, Member
Hal Hayden, Member
Matt Pruett, Member
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from June 17, 2025 Airport Advisory Committee Meeting.
**MOTION BY MEMBER HUFFMAN TO APPROVE JUNE 17, 2025 MINUTES;
SECONDED BY MEMBER ADAMS: (6-0)**
- B. Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Area Activity.

Airport Director Rick Crider began the presentation with a brief update and introduction of a third frequency with United, there will now be two (2) flights to Denver, CO; 9:55 am and 5:30 pm departures. As well as the Denver arrivals; 10:10 am and 10:25 pm. There was a brief discussion regarding the SkyWest United at risk flight.

Member Hayden asked if the airport supports partnerships.

Mr. Crider responded that the airport (we) encourage city/local travel, there is an economic advantage to flying out of Prescott. Encouraging city travel, using their own city dollars to use the service of the community. These are two (2) examples. I think digging in deeper yesterday, you understand the universe of possibilities for a partnership, and we're kind of exploring those now and we need to explore those with Council.

Member Gjede asked if the additional frequency will fall under the Essential Air Service (EAS) contract or is it in addition to it or separate from it.

Mr. Crider responded that it would be in addition to it. The EAS contract is for technically, two flights a day for six (6) days a week, so twelve (12) flights total.

So the reality is that they're already doing the seventh (7) day or extra day at-risk. This additional frequency will actually be an at-risk flight, so it's outside the EAS contract. SkyWest does recognize their sunk costs are already covered by their EAS contract, if you will, maybe the cost of the station and going from two to three flights is kind of a moot point because you've already got some of those sunk costs, you know, the ground support equipment, your basic leadership and management, office supplies, all those things are very close to the same, but there are some incremental increases like, you burn more fuel, you're putting more hours on the airplane. So those are the things that they typically look for recognition of.

Member Hayden asked if EAS funds are sort of at-risk currently around the country.

Mr. Crider responded that they're not. There was a time when the new administration posed a reduction in the EAS. The reality is that the Senate Commerce Committee, specifically in the House TNI Committee, is chock-full of people that care about EAS from smaller places. So there is some discussion about that in the budget process, it didn't gain any traction. So the EAS program is in place now. I think a lot of people see that. The reality is that it's really essential one of the main places like Alaska, and other remote areas. Prescott falls into that category, so our goal is to graduate out of EAS, as we want to move towards that free-market capital system. However, it's going to take some effort to get there, but we will. Prescott is a strong market and it'll stand on its own eventually. The good news is once you're an EAS card-carrying community, you keep that card, so there are communities that have graduated out of EAS and then come back into it due to special circumstances.

Airport Services Manager Christina Stapleton added that they are no longer accepting new airports into the EAS program, that that is also why it is really important to be an established EAS airport, once you are in the program you are always in the program, so if we graduate out and we need to get back in, we can.

Chairman Gjede asked if we had two (2) years left.

Mr. Crider responded in this cycle yes, and this is my first EAS community. I've worked at other air carrier airports, but I asked, how do you graduate out of it. The response was, there will be a point where an airline can't say with a straight face and justify an application, because you've got a demonstrative market. So, it will happen, and the goodness I see about graduating out of an EAS program is that it does stimulate competition. If you're American Airlines, you're likely not to come in head-to-head with United subsidized, right? So again, it's kind of a love-hate relationship. Good questions.

Mrs. Stapleton gave an update regarding the opportunity to host some of our state representatives and Senate Senators and inviting them up to take a tour of our airport. They did a terminal tour and then they went out and we did a US Forest Service tour. And the outcome of that was we requested some state appropriation money for the airport. The city put in for some other appropriation

monies, but we actually got two of the requested that we put in. We spoke about the status and acquisition of FAA Grants; FAA Grants received total \$7,250,786.00 and Local match totals \$190,810.14. There are six (6) ADOT Grant Applications to be on Council agenda September 23rd for Approvals: \$78,947.36 for Phase 1 of Land Acquisition – North Deep Well Ranch, \$23,947.37 for Phase 2 of Land Acquisition – South Deep Well Ranch, \$22,258.71 for Runway 12-30 Electrical Improvements, \$6,395.00 for Dual Lane Taxiway, Bypass and Unleaded Fuel Infrastructure Study, \$43,750.00 for Phase 1 of Hangar Development, \$10,241.97 for Design of Taxiway F Realignment. Total ADOT funding in FY26 \$190,810.14 for a combined total of \$7,632,405.84. There are also Two (2) Intergovernmental Agreements (IGA) to be on Council agenda September 9th for acceptance, \$3,500,000.00 State Appropriation for Infrastructure Supporting Firefighting Aircraft, and \$500,000.00 State Appropriation for Maintenance and Operations. The 3.5 million is going to be going to support the tanker base by utilizing this space here for a public aircraft parking and flex ramp for the forest Service, meaning that this ramp will be built, it'll have parking on it, and during the time when Fire season is in effect, they would have this area to be able to expand onto to park larger aircraft, or larger helicopters.

Member Hayden asked other than the firefighting use of that parking area, who else would park there, would it be transient.

Mr. Crider and Mrs. Stapleton responded that it would be public parking, for potentially any user that needed to park or tie down. It's about thirteen (13) acres in a ramp, so it's a pretty good size. We feel like there's a utility for a Cutter, they have had times when they need aircraft space, specifically military. Sometimes they'll have a squadron of helicopters like Blackhawks or Chinooks or whatever may come through. They're doing more and more work in that realm and offering new services.

Member Hayden asked who would manage it. Mr. Crider responded that the airport will.

Mr. Crider provided an update on the hangar renovations at the Bottlenecks, and an update to the waitlist policy. T-hangar Row M has been completed. Currently, the airport is in the process of getting electrician estimates for the remaining work, as we found some cost savings in bulk ordering the lights, and now have all on hand to finish the project. Hangar rows G, P and J will be next, part of J was already completed. Currently, staff is looking at updating the waiting list policy, the main change would be provisions to allow hangar tenants interested in moving to join individual hangar row waitlists.

Member Hayden asked when you say commercial activity, so you mentioned that you know it had more intensive use than aircraft storage. I mean, is that the kind of thing where you can charge a different rate. Mr. Crider responded that in our current rates and charges, we charge a twenty five (25%) percent premium for commercial uses in hangars. The non-commercial fees can be applied to any of the aircraft storage hangars, for aircraft storage, not for maintenance, but for storage. However, when they are used commercially, there's a twenty-five (25%)

percent premium, Leighnor is a great example, how they lease a couple of D hangars and I think three of the C hangars.

Airport Security, Compliance, and Training Supervisor Julia Metivier provided an update virtually on airport noise activity and a brief overview on social media and the Prescott AirFest event on October 4th.

Member Northrup commented regarding noise reports and the relationship that Embry-Riddle has made with elected officials in both Clarkdale and Cottonwood, the new director in Cottonwood has been effective at advocating for aviation in that community so that their local residents better understand the value of their airport.

Mr. Crider added the notion of the departing traffic, prevailing winds are out the south, so the departing traffic to the south, southwest across the rising terrain. The conversation about the shift as the extension moves forward, maybe there's some creative solutions. If we're successful in shifting and extending to ten-thousand (10,000) feet, that means the threshold's going to be about three (3) quarters of a mile further northeast, which should get aircraft to be at pattern altitude before leaving airport property.

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

Airport Capital Projects Manager John Kuebrich gave a brief update on capital improvement projects for Runway 3R-21L shift and extension, and the site for the new Air Traffic Control Tower. Upcoming projects include Runway 12-30 Electrical Improvements, construction to begin on October 7, 2025, the contract is for a total of sixty-two (62) days. Runway 21L threshold crack seal and sealcoat, this work is part of the Arizona Department of Transportation's (ADOT) Airport Pavement Maintenance System (APMS) plan, work began on September 2, 2025, the work should be for a total of one (1) week, this will be night work with closures beginning 10:00 pm to 5:30 am. South Ramp crack seal and sealcoat, anticipated start date of October 14, 2025, the duration of this project should be about four (4) days and the funding for this project will be all local out of the airport's Pavement Preservation Program. Capital projects that are currently under design, hangar development phase 1. This project is located next to existing hangar row P and next to the new Embry Riddle Aeronautical University's SAFE project. The project will consist of four (4) sixty-five by sixty-two (65' x 62') foot hangars and will include the wash rack, the anticipated construction bid invitation is sometime in January 2026. The Aircraft Rescue and Firefight, Snow Removal Equipment and Operations facility will be done in two (2) phases, the site preparation will tentatively begin January 2027. Pre-design work is underway for Taxiway F realignment, staff is currently reviewing thirty percent (30%) plan submittal for the North Ramp reconstruction, this includes scope change for schematic design for hangar development. The Unleaded Fuel and Dual Lane Taxiway study had a recent scope change, this will allow for end-around taxiway (3R) and run-up areas. A couple of future capital projects for design are the Southwest Ramp, Vehicle Service Road (VSR) and Northeast Ramp Development.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation regarding airport operations updates. The Airport Certification Manual (ACM) revisions included twelve (12) exhibits, updated administrative sections (cover sheet, distribution list, revision log, safety area dimensions due to shortening of RWY 3L/21R), section 401 and 403 added to the ACM body, with Appendix V for SMS, all ACM updates received stamp approval on August 6, 2025 and are now active. The Airport had their Part 139 inspection on August 4th through August 6th, there was one discrepancy that was open and closed for Navigational Aids (NAVAID) maintenance records for January 2025. Mr. Townsend gave an update on operations personnel, Grant Montgomerie was recently promoted from the Airport Operations Specialist to the Airport Operations Duty Supervisor, Sydney Webb was recently promoted from Airport Operations Technician to Airport Operations Specialist, Dakota Bernier has cleared her two-month training program and is now Part 139 certified on her own, Brent Carson accepted the full time temporary Airport Operations Technician position and is in week one of his training, there will be a full-time permanent Airport Operations Technician position posting in the near future.

E. Staff Announcements & Updates

Mrs. Stapleton announced that Vice Chairman Timothy Holt has stepped down. Council will need to appoint a new vice chairman to the committee. There is a new team member, Stella Park is our new intern for the airport. She is filling the vacancy due to Dakota taking a full-time position with operations. There is an open Airport Administration Specialist position that is open. This is a part-time temporary position. The next Advisory meeting will be on October 12st.

F. Discussion Regarding Future Topic Options.

Hangar & Storage Waiting List Policy, Airport Capital Improvement Plan - FY26 and Beyond, and new location to meet.

4. ADJOURNMENT

There being no further business to discuss, Chairman Gjede adjourned the meeting at 3:20 p.m.

MICHAEL GJEDE, Chair

ATTEST:

Staff Liaison



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

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