

# City of Prescott

## Airport Advisory Committee



December 2, 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 **December 2, 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 October 21, 2025 Airport Advisory Committee Meeting.  
**Recommended Action: MOVE to approve minutes as presented**
  - B. Nomination of a Vice Chairperson to the Airport Advisory Committee.  
**Recommended Action: MOVE to appoint a new Vice Chairperson for the Committee**
  - C. 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.**
  - D. Presentation & Discussion Regarding Airport Construction Projects and Updates.  
**Recommended Action: This item is for discussion only. No formal action will be taken.**
  - E. Presentation & Discussion Regarding Airport Operations.  
**Recommended Action: This item is for discussion only. No formal action will be taken.**
  - F. Staff Announcements & Updates.  
**Recommended Action: This item is for discussion only. No formal action will be taken.**
  - G. 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 11/25/25 at 9:30 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

*Sarah M. Thornhill*

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Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 2 Airport Advisory Committee Meeting  
DATE: December 2, 2025  
DEPT: Airport  
ITEM #: 3.A  
SUBJECT: Approval of Minutes from October 21, 2025  
Airport Advisory Committee Meeting.

## ITEM SUMMARY

This item is for approval of the October 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. October 21, 2025 AAC Minutes

# City of Prescott

## Airport Advisory Committee



October 21, 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 - Excused

#### 3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from September 4, 2025 Airport Advisory Committee Meeting.

**MOTION BY MEMBER ADAMS TO APPROVE SEPTEMBER 4, 2025 MINUTES AS AMENDED; SECONDED BY NONE: MEMBER HUFFMAN (5 - 0)**

B. Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Area Activity.

Airport Services Manager Christina Stapleton gave updates about Airport Activity. SkyWest will still be adding the third flight, which will begin on October 26<sup>th</sup>. Enplanements are still going to exceed the previous year, currently at a .3% increase over last year. Flight delays for the month of August were LAX: 8 late turns, 2 maintenance, 2 weight & balance and 1 weather, DEN: 4 crew legality, 2 ATC flow and 1 Weather. Flight delays for the month of September were LAX: 5 late turns, DEN: 2 maintenance and 2 crew legality. Mrs. Stapleton provided an update on the Hangar Waiting List Policy, Irene is currently providing input and working on a final draft to send out to the committee members for review to bring back at the next AAC meeting. Mrs. Stapleton brought up the meeting location discussion of ADA compliance – upstairs conference room is desired but not accessible.

Chairman Gjede added that they stick with Old Terminal building for now.

Mrs. Stapleton provided an overview of the approved ACIP, funding for the projects at the top of the ACIP will not be funded until next fiscal year. Grant applications will be provided to the FAA Phoenix ADO by the end of the year for funding of the following projects: Phase 2 & 3 Hangar Development, Southwest

Ramp Reconstruction, Environmental Assessment for the Runway Extension, Vehicle Service Road (VSR), Construct Wash Rack, Fox Trot Realignment projects. Taxiway 'F' will be a project that will be on-the-shelf and ready to go for any possible discretionary funding that may occur during the fiscal year, this is a safety project and will be "shovel-ready."

Chairman Gjede asked how long the environmental would take on the runway extension. Mrs. Stapleton responded at least a year. Member Hayden asked if that would go out to bid.

Mrs. Stapleton responded that Dibble is currently under contract for that work so it will not go out to bid.

Chairman Gjede asked if the vehicle service road (VSR) would take into consideration the runway extension.

Mrs. Stapleton said that it would.

Chairman Gjede asked if the tower (ATCT) would get funded through our ACIP.

Mrs. Stapleton responded not the actual tower as it is a Federal tower they will pay to build it, however, the airport is responsible to acquire the land.

Member Hayden asked how the cost of Ruger Road paving improvements are covered.

Mrs. Stapleton responded that comes out of budgeted Capital Funds through the Airports Pavement and Preservation Program, and that project specifically was a lease obligation.

Chairman Gjede asked if the FAA had given the blessing as to the length of the runway extension.

Mrs. Stapleton responded that the ADO has told us we should receive something by the end of the month.

Chairman Gjede asked if there was any feeling in which way they are leaning.

Mrs. Stapleton responded no, they have not indicated any which way on how long it will be.

Member Adams asked if the shift would be separate from the extension, and will the extension be strengthened.

Mrs. Stapleton responded yes the runway extension will have components of both length and strength, and that the shift will be part of the runway extension.

Member Huffman asked and the strength capacity would be up to 150,000.00 pounds.

Airport Capital Projects Manager John Kuebrich responded yes, a C130's will be able to land here.

Airport Interim Operations Manager Julia Metivier gave an update on how busy the Airport is; Airport Area Activity. Showed complaints coming through our website; web-based and direct calls are the main ways we receive noise complaints. #1 reporter is about 7 miles from the Airport. We are down complaints from September 5 > 16. Reports are generally in the Deep Well Ranch area – complaints are “too loud” and “too low”. Closure of RWY’s helps noise mitigation, as well as various projects we have ongoing.

Prescott Air Fest summary; 3,500 estimated attendees. Overall success; smooth operations, great turnout, positive community feedback. Changes: better, bigger signage, no dogs, lost & found/lost child/can I help you? signs & area, more shade for people in food/picnic area, improved communication (radios), more strict security/gate monitoring, stronger logistical support (more volunteers). Shoutout to the Recreational Department for assisting us and providing tables, awnings, chairs, etc. Member Huffman asked if we could send out a thank you. Ms. Metivier responded that she would love to coordinate a thank you event, in the meantime I did verbally thank everyone in person.

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

Airport Capital Projects Manager John Kuebrich gave a brief update on capital improvement projects. Upcoming projects include, Runway 12-30 Electrical Improvements (under construction), and South Ramp Crack Seal / Sealcoat (postponed till Spring 2026).

Current capital projects that are under design include, Hangar Development Program Phase 1 (30% design plans are under review), ARFF / SRE Operations Facility (design due by 11/11/25), TWY Foxtrot Realignment (plans completed by March 26), North Ramp Reconstruction (currently on hold), Unleaded Fuel and Dual Lane Taxiway Study (help facilitate final layout for the North Ramp project that is on hold).

Future capital projects include, Southwest Ramp Reconstruction, Vehicle Service Road (VSR) from South Ramp to Fuel Farm and Northeast Ramp Developments. These projects are in addition to ones that are already identified and under contract, a recent Request for Statement of Qualification (RSOQ) went out, Dibble and Mead & Hunt were selected as the two (2) firms that will begin design work on those three projects. On airport tenant improvements include Phase Two Improvements at Cutter, Member Pruet provided a brief update on that project. Which will include two additional Hangars on the backside of their leasehold (Cutter), the hangars will be more of an executive style; larger jets, “much nicer”, full-service to Fixed Based Operator (FBO).

Mr. Kuebrich also provided an update on completed projects, which was the State of Arizona Department of Transportation (ADOT) Airport Pavement Maintenance System (APMS) project to crack seal and sealcoat Runway 21L Threshold. This program is a matching grant program which was 90% ADOT and 10% local match.

Member Hayden asked if John could refresh the committee on what the ARFF/SRE building is.

Mr. Kuebrich responded that this will be the new operations, snow removal and firefighting facility, and will be located North of the existing Monarch Hangars.

Chairman Gjede asked about where all the dirt will be going.

Mr. Kuebrich mentioned that the new Fire Station 73 will need close to what we have for dirt, so the plan is to coordinate with the Fire Department to move that dirt to the anticipated location by the Phippen Museum.

Chairman Gjede asked about how the ARFF building would be funded.

Mrs. Stapleton responded, that the current design work is a 100% grant from ADOT, and will be done in two (2) phases. Future funding is part of the Airport Capital Improvement Plan (ACIP) and funding will be determined at a later time.

Member Huffman asked what would happen to the old ARFF building.

Mr. Kuebrich responded that as of right now it will remain where it is and will be used for storage.

Chairman Gjede asked when the new tower is anticipated to start.

Mr. Kuebrich responded that we are not sure, the phase 1 environmental was sent off to the Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) for comment. There should not be any issues in that area for utilities, fiber, etc. as they are all there and available to those lots. The timing is looking like it may be three to five (3-5) years out.

Chairman Gjede asked if staff thinks that the tower will be done by the time the Runway Extension is done.

Mr. Kuebrich responded that staff would love to see them done at the same time, but we still do not know exactly when.

D. Presentation & Discussion Regarding Airport Operations.

Interim Airport Operations Manager Julia Metivier provided a presentation regarding airport operations updates. First update was her interim role in operations, as Pete Townsend has moved on to Facilities as their new Superintendent. The annual Snow Control and Ice Plan (SCIP) will be held on October 22nd, this meeting is about preparing for the upcoming snow season, prep-equipment, order supplies that will be needed, and train personnel. The annual review of the Airport Emergency Plan and Airport Security Plan (AEP/ASP) will be a multi-department and agency disc on October 30th. The National Intercollegiate Flying Association (NIFA) competition, which is hosted by Embry-Riddle Aeronautical University (ERAU), is scheduled to begin and the anticipated Runway 21R/3L closures will occur on October 18th through October 24th.

Ms. Metivier provided an update on project coordination with the completion of the Runway 3R/21L painting. All Part 139 fiscal year (FY) 2024 compliance letters have been sent out to our inspector. There were four (4) write-ups which have been addressed, deadline for those corrections was extended to November 1st. Project completion is anticipated for Runway 12/30 electrical improvements and re-opening the runway by the end of November. Ms. Metivier noted a huge thanks to the Airport Operations Team for all their work on these projects.

E. Staff Announcements & Updates.

Mrs. Stapleton announced new team member Neddie Macias, she will be filling the open part time temporary administrative specialist. Neddie is re-joining the City so a big welcome back. Currently staff is working on the solicitation for the open Operations Superintendent position. There is title and job description changes this open position to Airport Operations Manager. Staff is seeking a nationwide search. The next committee meeting will be Tuesday December 2nd.

Chairman Gjede asked if Pete is available for questions that Julia may have. Ms. Metivier responded yes, he is, everything during the transition has been very amicable and the administration staff has been a huge help as well with the transition. Chairman Gjede when do you do the 2026 calendar. Mrs. Stapleton responded the next couple weeks we will coordinate with Rick and Council schedules.

F. Discussion Regarding Future Topic Items.

Mrs. Stapleton mentioned that staff will be bringing back the Hangar and Storage Wait List Policy to the next meeting.

4. **ADJOURNMENT**

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

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MICHAEL GJEDE, Chair

ATTEST:

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Staff Liaison



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 2 Airport Advisory Committee Meeting  
DATE: December 2, 2025  
DEPT: Airport  
ITEM #: 3.B  
SUBJECT: Nomination of a Vice Chairperson to the Airport Advisory Committee.

## ITEM SUMMARY

This item is for the appointment of a new Vice Chairperson for the Committee.

## BACKGROUND

At the November 3, 2025 Council Subcommittee on Appointments recommended the appointment of James Cooper to fill the open seat on the Airport Advisory Committee. They also requested that the Airport Advisory Committee nominate a vice chairperson.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to appoint a new Vice Chairperson for the Committee

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 2 Airport Advisory Committee Meeting  
DATE: December 2, 2025  
DEPT: Airport  
ITEM #: 3.C  
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 associate 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: December 2 Airport Advisory Committee Meeting  
DATE: December 2, 2025  
DEPT: Airport  
ITEM #: 3.D  
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: December 2 Airport Advisory Committee Meeting  
DATE: December 2, 2025  
DEPT: Airport  
ITEM #: 3.E  
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: December 2 Airport Advisory Committee Meeting  
DATE: December 2, 2025  
DEPT: Airport  
ITEM #: 3.F  
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: December 2 Airport Advisory Committee Meeting  
DATE: December 2, 2025  
DEPT: Airport  
ITEM #: 3.G  
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