

City of Prescott

Airport Advisory Committee



December 2, 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
Jim Huffman, Member
James Cooper, Member
James Adams, Member
Hal Hayden, Member
Matt Pruett, Member
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from October 21, 2025 Airport Advisory Committee Meeting.
MOTION BY MEMBER HAYDEN TO APPROVE OCTOBER 21, 2025 MINUTES AS AMENDED; SECONDED BY HUFFMAN: (7 - 0)
- B. Nomination of a Vice Chairperson to the Airport Advisory Committee.
MOTION BY MEMBER NORTHRUP TO APPOINT VICE CHAIR MEMBER HUFFMAN; SECONDED BY ADAMS: (7 - 0)
- C. Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Area Activity.

Airport Services Manager Christina Stapleton gave updates about Airport Activity. Flight delays have not yet been received for the month of November so they will be reported at the January meeting. The calendar for 2026 will be sent out this week, there are no proposed changes all meetings will be as scheduled, which is the 3rd Tuesday of the month.

Director Rick Crider began the discussion on some of the initial changes to the airports hangar waitlist policy. There was a discussion among the members and staff and members of the public were given short periods of time for input. During discussion items that were brought up was an better understanding of the categories/lists on the application, and the row/categories that one would fall into, as there were more comments regarding understanding the new methodology it was determined a separate meeting outside of the committee meeting would be the best setting.

Interim Airport Operations Manager Julia Metivier continued the presentation regarding some of the initial changes to the access control policy. There was a discussion among the members and staff, and then it was open to members of the public to provide short comments/input. During the discussion comments regarding how access worked before the Perimeter Security Project and the ability to move around the airfield freely and why that changed. Other discussion comments related to if this was a new policy or existing, and the dual factor to get off the airfield. After both discussions, staff along with the Prescott Area Users Group (PAUA) and a couple of Committee members decided on a small working group to sit down and go into more depth on the proposed changes.

Ms. Stapleton moved on to airport tenant updates.

Member Northrup provided the following update, Embry-Riddle Aeronautical University (ERAU) continues to train flight students, they are approaching approximately four-hundred thousand (400,000) operations this year (2025), their new facility, SAFE Complex, will be opening after the first of the new year (2026). Our training fleet will grow about one hundred (100) aircraft, we have more flight instructors than faculty members. Engaging with the City on business outreach and our students.

Member Hayden asked if the new airstrip had been announced.

Member Northrup responded that ERAU is looking at building an additional auxiliary field somewhere in Yavapai County, both location and announcement will be forthcoming, most likely in Spring 2026.

Chairman Gjede asked how the Airforce program is working and if they are all still coming from one base.

Member Northrup responded that program has been going well, they have two graduating classes of fifty-four officers, it is one hundred thirty-nine (139) days of training that they complete. The graduation rate from the program is one hundred percent (100%). The majority are coming from one (1) base.

Chairman Gjede asked how the Air Traffic Control program was going.

Member Northrup responded that this is a program with the Federal Aviation Administration (FAA) which allows graduates to bypass government training in Oklahoma City for new Air Traffic Controllers. There are currently six to seven (6-7) schools in the United States that have the enhanced Collegiate Training Initiative (CTI) program.

Member Pruett provided an update on Cutter Aviation's next project for expansion at the airport. They are hoping to begin construction in January 2026, this will hopefully get more businesses on the Airfield.

This item was for discussion only, no formal action was taken.

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

Airport Capital Projects Manager John Kuebrich gave a brief update on capital improvement projects. Runway 12-30 electrical improvements have been completed and project is in the process of closeout. Upcoming projects include South Ramp. The work on the South Ramp will include crack sealing and a sealcoat, this project has been postponed until the spring of 2026, the funding for this project will be local funds as part of the airports capital pavement preservation program.

Capital projects currently under design include Hangar Development Phase 1, ninety percent (90%) design plans are under review. Staff will be going out to bid for the construction associated with Phase 1 sometime after the start of the new year (2026) and the project will be located next to the ERAU SAFE Complex in the Bottleneck Hangar Complex. The ARFF/SRE Operations Facility, schematic design is due November 11, 2025. For construction of this this project it will be completed in two (2) phases. Phase 1 will include site preparation, which will tentatively begin in January 2027, and phase 2 will include building construction at a later date. Taxiway F Realignment, ninety percent (90%) design plans are under review. The plans will be completed by March 2026, staff is looking for discretionary funding for possible construction in late calendar year 2026 (FFY26). North Ramp Reconstruction is currently on hold as staff works on completing the Unleaded Fuel and Dual Lane Taxiway Study. The work being done for that study will guide the reconstruction of the North Ramp. Unleaded Fuel and Dual Lane Taxiway Study, the second stakeholders meeting for this study is scheduled for December 8th for next steps.

Future capital design projects include, Northeast Ramp Development, Southwest Ramp Reconstruction, and Vehicle Service Road (VSR). Dibble Engineering will be the firm working on the design for the Northeast Ramp Development project. Mead and Hunt will be the firm working on the future design of the Southwest Ramp Reconstruction and the Vehicle Service Road (VSR) from the South Ramp to the Fuel Farm. Mr. Kuebrich also provided the Committee a copy of the updated Airport Layout Plan (ALP) that was recently submitted to the FAA for review and approval.

Chairman Gjede asked if any environmental work on the runway extension.

Mr. Crider responded that staff is currently scoping out more work, currently working on getting aspects together for the Environmental Assessment that will be required.

This item was for discussion only, no formal action was taken.

E. Presentation & Discussion Regarding Airport Operations.

Ms. Metivier provided a presentation regarding airport operations updates. The Airport Diagram has officially been updated, all Notice to Air Missions (NOTAMs) have been canceled and the Airport Master Record has been updated. The airport just received the Fiscal Year 2024 (FY24) closeout letter from our Part 139 Inspector. The airport also just submitted their Safety Management System (SMS) Manual to the FAA, awaiting comment and approval.

This item was for discussion only, no formal action was taken.

F. Staff Announcements & Updates.

Mrs. Stapleton relayed a thank you letter from the Transportation Security Administration's (TSA) local office for the support received during the government shutdown. Currently working on reviewing applications for the open Operation Manager vacancy. This was a nationwide search and have narrowed down forty (40) applications to twenty (20). Over Thanksgiving, the airport ran a trail shuttle to assist with the overflow of parking due to the additional flight. This Airport Shuttle Services will be only for the 2025 holiday season, Thanksgiving was a success, there is some room for improvement over the Christmas holiday. The next AAC meeting will be January 20th.

Chairman Gjede asked how far in advance of the flight were we shuttling?

Mr. Crider and Ms. Metivier responded that they drove passengers from the terminal to Ruger upon their arrival, about one and a half (1 1/2) hours before the flight.

Member Huffman asked what the plan is for holiday parking in the future?

Mr. Crider responded that staff is looking at the Quonset hut area, eventually paving that and moving the rental car parking somewhere else.

G. Discussion Regarding Future Topic Options.

Mrs. Stapleton asked if there were any future topics that the Committee would like to see on future agendas. FAA report on tower manning/staffing positions/forecast for next year (2026).

Mr. Crider mentioned an appreciation lunch for the Committee members, staff will reach out with dates, looking at Gurley Street Grill.

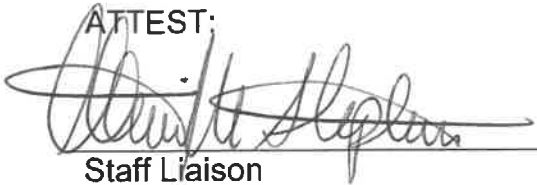
4. **ADJOURNMENT**

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



MICHAEL GJEDE, Chairman

ATTEST:



Staff Liaison