



# City of Prescott

## Airport Advisory Committee

January 20, 2026 | 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, Vice Chairman  
James Adams, Member  
James Cooper, Member  
Hal Hayden, Member  
Matt Pruetz, Member  
Parker Northrup, Member

#### 3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from December 2, 2025 Airport Advisory Committee Meeting.

**MOTION BY VICE CHAIRMAN HUFFMAN TO APPROVE DECEMBER 2, 2025 MINUTES AS AMENDED; SECONDED BY MEMBER NORTHRUP: (7 - 0)**

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

Airport Services Manager Christina Stapleton gave a presentation on current airport activity, flight operations /delays, and administration for the past month and the year-to-date summary for the airport. Enplanements are still going to exceed the previous year, currently at an 8.3% increase over last year. Flight delays for the month of November were LAX: 1 maintenance, and 1 crew legality, DEN: 4 maintenances. Flight delays for the month of December LAX: 1 maintenance, 1 late turn, DEN: 4 maintenance, 2 late turns, 3 crew legality, 3 ATC flow, 1 weather, and 1 fueller.

Member Northrup states this was a record high for PRC.

Mrs. Stapleton, yes, PRC moved up a spot to 18 in the country and 4<sup>th</sup> in Arizona. She also requested the committee allow her to remove previous data years to better display the current information.

Member Northrup recommended the use of a line chart to better display the data.

Vice Chairman Huffman inquired if there was information for the delays due to

maintenance.

Ms. Metivier stated the delays were a combination of both PRC and Denver.

Mrs. Stapleton stated United Airlines does not share the details of the delays.

Member Cooper asked where the flight crew was from. He also stated the crew location may also play a factor.

Mrs. Stapleton provided information regarding the crew's location.

Mrs. Stapleton provided an overview of the 5 grant applications submitted to the FAA for funding, Hangar Development Phase 2 & 3 totaling \$3,894,736.00, project match \$3,700,000.00, Environmental Assessment (EA) Runway Shift & Extension totaling \$842,105.00, project match \$800,000.00, Improve Service Road (VSR) totaling \$184,210.00, project match \$175,000.00, Reconstruct Southwest Apron totaling \$1,789,474.00, project match \$1,700,000.00, and Construct Wash Rack totaling \$315,790.00, project match \$300,000.00. The total FAA funds/investment is \$6,675,000.00.

Mrs. Stapleton then read portion of Economic Impact Study of additional SkyWest frequency.

Member Hayden requested further information as to how the Economic Impacts Study calculated there would be 6 additional jobs from a new flight.

Mrs. Stapleton stated the Economic Impact Study's calculation of 6 new jobs is based on airport needs, the 6 mentioned jobs could pertain to Airport, TSA, SkyWest, or Tower employees.

Member Hayden stated a new flight frequency would not require more employees, because the staff are already working at those times.

Mrs. Stapleton states it's an algorithm, assuming it would be employment for the airline.

- C. Presentation & Discussion Regarding Airport Construction Projects and Updates. Airport Capital Projects Manager John Kuebrich provided an update on capital improvement projects.

Upcoming projects include the South Ramp Crack Seal / Sealcoat, the project is tentatively scheduled for Spring 2026 and will be receiving funding from Local Funds Pavement Preservation Program.

Current capital projects that are under design include:

- Hangar Development Program Phase 1: New 4 Unit Hangar Complex (65'x62') with Wash Rack. 90% Plan Submittal by the End of the January, with solicitation for bid end of March.

- TWY (Taxiway) Foxtrot Realignment: 90% plan review. The plans will be completed by March 2026 – Will be looking for Discretionary Funding possible for construction in Late FFY26.
- ARFF / SRE Operations Facility: schematic Plans submittal by end of January, 90% Plan submittal by the end of the January. This would be for site development. Project will be done in two phases, site preparation tentatively to begin January 2027.

Chairman Gjede inquired if it would be too early to place the dirt in the runway area.

Mr. Kuebrich mentioned they are working with other departments to have plans lined up to make the best use of dirt.

- The North Ramp reconstruction plans are currently having 30% of design complete. Unleaded fuel and dual lane Taxiway study helped define the design.

Member Hayden stated there is already a run up on the other side.

Mr. Kuebrich stated he is aware.

Mr. Kuebrich continued to provide a presentation on upcoming projects for design.

Upcoming Projects for design include:

- Northeast Ramp Developments requires a land acquisition of 15.02 acres and will be a site design. – Helipad
- Southwest Ramp Reconstruction – 139,000SF Pavement Reconstruction Project

Member Hayden inquired into the details of the reconstruction project.

Mr. Kuebrich went into further detail regarding the need for reconstruction of the pavement.

Mrs. Stapleton stated the reconstructed pavement would be for tenant use.

Member Hayden asked if there would still be parking.

Mrs. Stapleton stated that it is correct and explained the increased functionality.

Mr. Kuebrich then provided an update on completed tenant improvements. Embry Riddle Aeronautical University has completed their Safe Complex and moved in on January 12, 2026.

Member Northrup provided details on the new SAFE complex. He mention it is a mixed space and allows for a capacity of 350 students who will be able to complete their training and use the facility

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Manager Julia Metivier provided a presentation regarding airport operations updates, and important upcoming dates.

Updates Include:

- Scheduling Appointment for Access ID Card Renewals
- Four new hires – 3 Ops + 1 Maintenance
- One Vacancy – Security, Compliance, & Training Supervisor.

Upcoming Date:

- December – TSI Annual Inspection of ASP Completed
- January 19 & 20 - ARFF 'Annual' Live Fire Training
- January – Annual WHMP Training
- February – 1st Quarterly TSA/SkyWest/Ops
- March – 1st Quarterly ATCT/FAA/Ops
- August – Part 139 Annual Inspection
- October (TBD) - 139 Triannual Exercise (AEP)
- October (TBD) - Review of ASP
- (TBD) - SMS Implementation
- (TBD) - Prescott AirFest

Ms. Metivier stated the maintenance vacancies close this week.

Member Hayden inquired as to whether there would be an email informing tenants of the upcoming expiration of their access identification cards.

Ms. Metivier stated that there will be no email due to there being an expiration on the card. She also mentioned there will be appointments scheduled for renewals.

Ms. Metivier continued to provide an update on airport area activity as well as the noise complaints received versus the number of residents who complain. \

A chart was provided with list of the reasons for complaints and location of those who reported.

Ms. Metivier inquired as to which information or reports the Airport Advisory Committee would prefer to receive updates or have reported on.

Member Adams requested a report on vehicle and pedestrian deviations. Chairman Gjede inquired if the Air Traffic Control Tower tracks that.

Ms. Metivier stated they do. The Air Traffic Control Tower also provides a report.

Chairman Gjede asked whether there are any recordings of the complaints.

Ms. Metivier stated there are not as many voicemails due to a portion of the phone recording providing information as to submitting the complaint via the Prescott Regional Airport website.

Chairman Gjede asked for public comments.

Ron James provided his public comments on the need for better arrangements for the meeting as well as microphone to allow those hard of hearing to be able to listen to the meeting. Mr. James also stated the committee should always allow for all the public comments.

E. Staff Announcements & Updates.

Mrs. Stapleton announced that Julia Metivier has been offered and accepted the Operation Manager position, and the February meeting will be at ERAU's new campus (SAFE).

Chairman Gjede asking if the AAC meeting can be help in the complex.

Member Northrup mentioned it can be brought to ERAU leadership for discussion.

Airport Director Rick Crider discussed future options for the location of the AAC meeting.

Member Adams thanked airport staff for a meeting to discuss and review the City Hangar and Storage Waitlist policy. During which all concerns of his concerns and questions were answered.

Ms. Metivier mentioned asking B & W about exiting from airfield to be a tap versus the code entry and was told it was possible. The coding on the gates would need to be updated.

Mrs. Stapleton stated TSA was understaffed.

Member Hayden inquired as to what is considered full staff at the current level of operations.

Mrs. Stapleton stated she will looking into this matter and report back.

F. Discussion Regarding Future Agenda Topic Options.

Member Cooper asked regarding the third flight if the enplanement increases by 50%. Reaching out to Voltaire where our Origin and Destination (O&D) markets and the yields. He also inquired as to where the revenues were coming from. He mentioned the morning in bound flight from Denver being local traffic mostly. He stated nothing connects to the first inbound. He was considering the profitability for additional flights.

Mr. Crider said the effort is currently on track. The biggest challenge is scaling

from 2 to 3 flights. New airlines usually start at three flights, with a strong focus on Revenue per Available Seat Mile (RASMs) and yields. He emphasized the need to develop clear metrics that can be discussed publicly.

Mrs. Stapleton asked the committee what information they would like to see.

Hayden stated ERAU response to Clarkdale Supervisors over the bond issue that covers proceeds of improvements.


Vice Chairman Huffman would like to learn more about the maintenance issues since it affects PRC.

Ms. Metivier will ask Operations (OPS) to request more information regarding delays, especially those on maintenance.

Member Cooper mentioned sometime delays may be due to Machine Learning (ML) paperwork, although not actual maintenance it is still marked as maintenance.

**4. ADJOURNMENT**

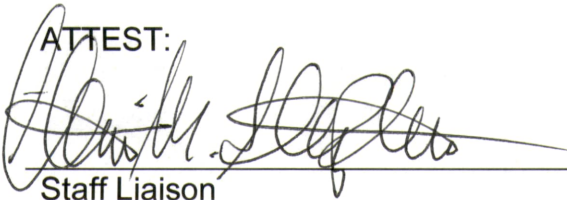
There being no further business to discuss, Chairman Gjede adjourned the meeting at 3:09 p.m.



---

MICHAEL GJEDE, Chair

ATTEST:



---

Staff Liaison