

City of Prescott

Airport Advisory Committee



April 21, 2026 | 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 **April 21, 2026**. 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 February 17, 2026 Airport Advisory Committee Meeting.
Recommended Action: MOVE to approve the 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.
4. **UPDATES & ANNOUNCEMENTS FROM STAFF**
 - A. Staff Announcements.
 - B. Presentation & Discussion Regarding Future Agenda Topic Options.
5. **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 4/16/26 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: April 21 Airport Advisory Committee
DATE: April 21, 2026
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from February 17, 2026
Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the minutes from the February 17, 2026 Airport Advisory Committee Meeting. Staff recommends approval of these minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. February 17, 2026 AAC Minutes

City of Prescott

Airport Advisory Committee



February 17, 2026 | 2:00 PM
Embry-Riddle Aeronautical University - SAFE Complex
2455 Ruger Rd.
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chairman Gjede called the meeting to order at 2:03 p.m.

2. ROLL CALL

Mike Gjede, Chairman
Jim Huffman, Vice Chairman
James Adams, Member
James Cooper, Member
Hal Hayden, Member
Matt Pruet, Member
Parker Northrup, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from January 20, 2026 Airport Advisory Committee Meeting.
MOTION BY VICE CHAIRMAN HUFFMAN TO APPROVE JANUARY 20, 2026 MINUTES AS AMENDED; SECONDED BY MEMBER NORTHRUP: (7 - 0)
- B. Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Related Activity.

Airport Director Rick Crider 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 22% increase over last year. Flight delays for the month of January were LAX: 3 late turns, and DEN: 1 weather cancellation (freezing rain in DEN), 4 maintenance, 4 late turns, 2 weight & balance, 2 air traffic control (ATC), and 1 fuel.

For clarification, the fuel was because the airline requested more fuel.

Mr. Crider reminded the Committee that Embry-Riddle Aeronautical University (ERAU) will be having their grand opening on the 13th of March. Invitations to AAC members, state legislators (LD1 folks), and the Federal Aviation Administration (FAA) regional office. This has a significant impact in the region and important for the community. Last year the same invitation was given for the United States Forest Service (USFS) Tanker Base.

Mr. Crider updated the Committee on the status of the Hangar Waitlist and Access Control policies. In December staff had a collaborative meeting with two Prescott Airport Users Association (PAUA) members, two AAC members and Councilman Garring and a draft from that meeting was distributed to the PAUA for comments. Comments have been received, and staff will bring the policies back to the committee next month in March.

The next policy that staff will be looking at is the Hangar and Storage Room Policy, in past meetings such as PAUA and tenant comments, there are concerns with areas in the policy which do not address certain live events which would make changes to tenants who would have rights to the aircraft but are not listed on the permits. Mr. Crider went on to discuss that the policy now is not super eloquent, currently we call them permits, but would like to take a boilerplate lease, where these types of policies can be better outlined and addressed, to City Council for approval. Members and staff mentioned that they all used to be leases and then they were all changed to permits. Minor changes to leases if policies need to be changed can be done in an addendum.

City Council approved the purchase of the last lot for the new Air Traffic Control Tower (ATCT). Mr. Crider provided an update that they are moving towards closing now, Airport Facilities Terminal Integration Laboratory (AFTIL) identified that three (3) acres of land would be needed for the new tower, but due to the layout of the lots and Cirus Road staff may need to redirect the road for safety reasons. A concurrence letter was sent out and environmental has already been completed.

The Arizona Airport Association (AZAA) is coming back to Prescott, it has been awhile since the City of Prescott and Prescott Regional Airport – Ernest A. Love Field has hosted this conference. This is a time to show off the airport and the City, anyone who is interested reach out to staff for more information. The dates for the Spring conference are March 28th through April 1st. There was a brief discussion on the conference details and if an airport tour would be provided to attendants. Cutter will be hosting a pool tournament, staff will be allowing airport tours, and Antelope Hills South Course will be hosting the golf outing.

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

- C. Presentation & Discussion Regarding Airport Construction Projects and Updates. Upcoming projects include the South Ramp crack seal / sealcoat and the South Ramp hangars crack seal/sealcoat. The project is tentatively scheduled for Spring 2026 and will be receiving funding from Local Funds Pavement Preservation Program. Leighnor is growing on the airfield, with the closure of NorthAire they have purchased several new aircraft and are now the flight training entity for Yavapai College, with that growth staff is looking at pushing aircraft back on the South Ramp in order to provide for two rows of tie downs. This will alleviate the congestion in the South Ramp hangar area, and move their aircraft off the grass tiedowns.

There was a discussion among the committee members and staff regarding the Southwest Ramp and whose responsibility it is to maintain it. Mr. Crider said that

over time the City has taken back over the ramp, and a fee was approved two years ago, to allow for common use of ramps among tenants to pay a ramp fee that will allow the Airport to improve the pavement and make it eligible for grant funding. The issue when the Southwest Ramp was developed is that pavement requirements were placed into individual leases, which caused the pavement to deteriorate to what it is today. The project will not only be a re-design of the ramp, but reconstruction/rehabilitation, new fencing and erosion control.

Current capital projects that are under design include:

TWY (Taxiway) Foxtrot Realignment: 90% plan review. Design is to be completed by March 2026; staff is looking at construction phasing options. Mr. Crider added that in discussions on the realignment of Taxiway 'F' and Rehabilitation of Taxiway 'D', that staff suggested widening Taxiway 'D' from sixty (60) feet, which is narrow, considering the aircraft it supports, to eighty (80) feet. This widening would support the USFS Air Tankers and allow for two-way traffic for smaller aircraft on Taxiway 'D'.

ARFF / SRE Operations Facility: Eligibility plan review currently underway. Ninety (90%) percent plan submittal will be completed by the end of March. This project will be done in two phases. Staff is anticipating site preparation to begin around January 2027.

Hangar Development Program Phase 1: New 4 Unit Hangar Complex (65'x62') with Wash Rack. Solicitation for bid March 15th and 22nd.

There were no new updates on the following design projects:

- North Ramp Reconstruction
- Northeast Ramp Development
- Southwest Ramp Reconstruction
- Vehicle Service Road (VSR)

Upcoming projects for design:

Terminal parking restriping plan and additional overflow parking. Mr. Cider spoke on how in the recent months staff, Irene Varelas and John Kuebrich, have been looking at how to expand parking, look at signage and determine areas for overflow parking. Looking at current terminal area parking on ways to identify better traffic flow, short-term parking and better directional signage. The current area that is being looked at for overflow parking, is the whole area by the existing Quonset Huts. Currently, there is a vacant Quonset hut and one occupied by the Civil Air Patrol, between the two huts is where the car rental overflow is located, this entire area will be re-designed for future terminal overflow parking. Most likely this will not be completed prior to next holiday season and staff will continue to shuttle from the Ruger Road lower lot.

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

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Manager Julia Metivier provided a presentation regarding airport operations' important reminders. Ms. Metivier mentioned that operations is seeing more airport rule violations. Specifically, illegal dumping and vehicles entering and exiting the airfield leaving the gate unattended. While in the past staff have given verbal warnings, this seems to no longer be working. Operations will begin issuing written warnings accompanied by fines/fees associated with those violations up to removal from airfield access.

There was a discussion among committee members and staff regarding timing of gates, signage, visibility, and the possibility to have a swap meet for tenants that are looking to get rid of items that are still in a condition where others may use them. Committee members mentioned that a lot of times they will catch people looking to throw away items that others can use. Gate eight (8) and twelve (12) have blind sight issues, also speeding down Ruger is an issue, staff looking to address these as well. Ms. Metivier addressed the gate timing question by responding that they stay open for fifteen (15) seconds.

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

E. Presentation & Discussion Regarding Staff Announcements & Updates.

Public Relations & Media Specialist Lillie Putman was introduced. She will be taking over for Kellie Worthen who left the city in December. Ms. Putman has been working at the Airport for just shy of a year as an intern. Additionally, staff stated that two new Operations Technicians were hired in the last month and welcome Peter Barton and Olivia "Liv" Booth. Finally, the Airport has hired a new Maintenance Specialist who will start March 2, 2026. Tenant updates from Matt Pruet at Cutter regarding their upcoming lease improvements and an update from Parker Northrup at ERAU just indicating that the auxiliary field still moving forward.

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

F. Presentation & Discussion Regarding Future Agenda Topic Options.

Topics that will be coming back as future topic items, include:

- SkyWest metrics that show Origin and Destination (O&D) markets, yields etc.
- Continued information on SkyWest delays as they pertain to Maintenance.

4. ADJOURNMENT

There being no further business to discuss, Chairman Gjede adjourned the meeting at 3:05 p.m.

MICHAEL GJEDE, Chair

ATTEST:

Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: April 21 Airport Advisory Committee
DATE: April 21, 2026
DEPT: Airport
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding Updates
Related to Airport Administration and Airport
Area Activity.

ITEM SUMMARY

This item provides an opportunity for staff and Committee members to participate in a presentation and discussion regarding airport administration and operational activity at Prescott Regional Airport – Ernest A. Love Field.

Staff and Committee members will also review and discuss proposed updates to the Hangar & Storage Room Waitlist Policy and the Access Control Policy.

BACKGROUND

Over the past several months, staff has collaborated with a small working group to evaluate and develop potential revisions to the Airport's Hangar & Storage Room Waitlist Policy.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. Draft Hangar & Storage Waiting List Policy
2. Airport Gate Access Policy

CITY-OWNED HANGAR & STORAGE WAITING LIST POLICY

Effective 7-1-2026

OBJECTIVE

To provide all individuals who desire to store their aircraft at Prescott Regional Airport with an opportunity to compete for aircraft storage space in a fair, appropriate, and easy to understand manner.

DEFINITION OF APPLICANT

For purposes of this Policy, an applicant is defined as an individual, a partnership, a corporation, or any other legally constituted entity that presents the appropriate waiting list application paperwork and pays the appropriate application fee.

- **For Individuals:** The aircraft must be registered with the FAA in the name of the individual as listed on the waiting list application.
- **For LLC, Partnerships, and Corporations:** All aircraft must be registered with the FAA in the name of the LLC, Partnership, or Corporation. If the LLC, Partnership, or Corporation listed on the FAA registration differs from that listed on the waiting list application, the permit will be revoked.

APPLICATION FEE

A non-refundable application fee must accompany each waiting list application, in accordance with the approved Airport Rates & Fees in effect at the time of the application. If an existing aircraft storage hangar tenant desires to change hangars, for any reason, they may apply for the category and specific hangar rows they are interested in moving to, with a new application and application fee in the amount published in the approved Airport Rates & Charges in effect at the time of the application.

WAITING LIST CATEGORIES

Hangar and storage waiting lists will be maintained for the following categories:

- Sub-Standard T-Hangars
- Standard T-Hangars
- Premium Hangars and T-Hangars
- Premium Deluxe Hangars and T-Hangars
- Corporate / Executive Hangars
- Aircraft Sunshades
- Aircraft Tie-Downs

The waiting lists maintained at Prescott Regional Airport are for each hangar row or individual hangar type within the categories described above, established by the Airport Director.

Additionally, commercial operators operating under a commercial lease or an aeronautical airport use license may compete for aircraft storage hangars and pay an increased rate due to the intensity of use. An applicant must separately apply for and pay appropriate fees for each category they wish to be considered for, but may join multiple lists within the same category, under the same application and application fee. An applicant's priority number shall be determined by the date and time a completed application and application fee payment are presented to the Airport Administrative Office, and, in the case of box hangars, prioritized by size of aircraft to be hangared. Applicants applying for box hangars with aircraft that require greater width and/or tail height will move ahead of applicants on the waiting list with smaller aircraft and lesser requirements for hangar width and height.

WAITING LISTS

An applicant may join as many waiting lists for specific hangar rows within a given category they desire, and can submit up to two applications for different or the same category at a time.. No individual (nor the total applications from the same household) may ultimately occupy more than two permitted spaces. Neither applications nor application fees will be accepted from applicants who intend to sublet their PRC storage hangar(s) to others. Neither applications nor application fees may be transferred to another applicant.

WAITING LIST PROCESS

1. Waiting list applications will be accepted in person, through the mail, or electronically; and must be accompanied by the application fee. Applications will be accepted on a first-come, first-served basis, and then prioritized by aircraft with the greatest wingspan that will fit in that hangar category.
2. The Application shall include current mailing address, telephone number(s), email address, and aircraft information (if available). Individuals on the waiting list are responsible for keeping their mailing address and contact information current at all times. This information can be updated at www.airport.prescott-az/hangars-and-tiedowns/.
3. An application fee payment will be required for each application, as per the approved Airport Rates & Fees, and each applicant can join as many waiting lists as they are interested in, under one application, but only within that specific category. Once an applicant accepts a hangar, their name will be removed from all other waiting lists under that individual application and application fee.

An applicant may voluntarily initiate termination of a position on a waiting list within a category. However, an applicant may not join new waiting lists after making choices without terminating their application.

An applicant that already occupies an aircraft storage hangar, but wishes to move to another aircraft storage hangar, must pay the application fee to be listed on as many waiting lists as they desire within a given category under that application, and will be prioritized by the same Waiting List Process outlined above.

UPDATING THE WAITING LISTS

Airport staff will verify each waiting list at least once annually, via electronic mail and/or phone, to ensure the accuracy of the contact information and documentation for each applicant. If an applicant fails to respond to the Airport Administration Office within forty-five (45) days of the notice being sent, they will be removed from the applicable waiting list(s), and all active applications shall be terminated. Failure of the applicant to receive this notification shall not be considered justification for reinstatement. An applicant that is removed from a waiting list(s) for reason of non-response may reapply should they wish to do so.

POSTING THE LISTS

The updated waiting lists will be posted in the Airport Administration Building lobby at 6630 Airport Avenue, Prescott, AZ at the beginning of each month.

NOTIFICATION OF SPACE AVAILABILITY

1. Applicant must have an aircraft meeting the "Proof of Ownership" requirements in this policy within ninety (90) calendar days from the date of permit issuance. Failure to have an aircraft meeting these criteria within ninety (90) days of acquiring the space, reasonable accommodation excepted, will result in revocation of the use permit and removal from the space. Applicants with revoked use permits that have been removed from spaces may reapply by submitting a new application and application fee.
2. Once a permitted space becomes available, an applicant will be contacted by telephone and/or email only. The Airport Administration Office will attempt three times over ten (10) business days to contact an applicant or designee. If no contact is made, and if it is the first time the Airport Administration Office attempted to offer an available hangar, then the applicant will remain at the same position of the waiting list for that specific hangar type. If a second hangar becomes available and no contact is made when the Airport Administration Office attempts to offer an available hangar, the application will be terminated.
3. Once contacted, applicants will have five (5) business days, reasonable accommodation excepted, following the date of contact to pursue a permit with the Prescott Regional Airport. If an applicant refuses an available unit or fails to pursue and secure a permit with Airport Administration within this time frame, and if it is the first time the Airport Administration Office attempted to offer an available hangar on that particular list, the applicant will be placed at the mid-point of that specific waiting list.

REFUSAL TO ACCEPT AVAILABLE UNIT

An applicant that has dropped to the mid-point of one waiting list (as a result of items listed in the prior section) will still maintain their ranking on other waiting lists. The exception to this will be a non-responsive applicant, who may be dropped completely from all lists after forty-five (45) calendar days of no contact. An individual who refuses a hangar, sunshade, or tie-down, or does not contact the Airport Administrative Office in regard to an available hangar, can be

moved to the mid-point of the waiting list one (1) time. On the second unsuccessful attempt for placement, the individual will be removed from all lists under that specific application.

CONTINUATION ON A WAITING LIST AFTER ACCEPTANCE OF A HANGAR

An applicant will be removed from all waiting lists within a category for that specific application upon accommodation. Acceptance of a permitted space under one application does not eliminate other list positions under a separate application, unless the maximum of two permitted spaces per individual and/or household is achieved.

AIRCRAFT SIZE REQUIREMENTS

Hangars are specifically reserved to continuously store at least one aircraft with a wingspan greater than 12'.

PROOF OF OWNERSHIP

Applications will be accepted from individuals who do not own an aircraft, provided that, at the time a hangar is available for occupancy, the applicant demonstrates, within ninety (90) days, proof of ownership or long-term (12 months+) lease for the subject aircraft. The following items must be presented to the Airport within ninety (90) days of signing a hangar agreement and must be kept current in City records:

1. Current International Civil Aviation Organization (ICAO) or Federal Aviation Administration (FAA)-registered AIRCRAFT; or a completed FAA registration application Form 8050-1 (valid proof) for up to 120 calendar days; or written documentation of purchase of AIRCRAFT within ninety (90) calendar days of PERMIT issuance, unless the aircraft is an experimental or kit aircraft under construction.
2. Proof of Liability Insurance for coverage of \$1,000,000 with City of Prescott/Prescott Regional Airport (6630 Airport Ave, Prescott, AZ 86301) named as an additional insured. Insurance certificates and endorsements shall be sent to airport.administration@prescott-az.gov.
3. State Aircraft Registration, unless the aircraft is an experimental or kit aircraft under construction.
4. Entity Articles of Organization/Incorporation, if applicable.
5. Except for experimental, kit aircraft, or pre-approved restorations, a Maintenance logbook Entry showing current, identifiable, and readable Airworthiness Condition. Additional documentation may be required if an aircraft appears inoperable. Non-airworthy aircraft, for reasons of experimental, kit or restoration will need to achieve airworthiness condition within 3 years unless an extension is approved.

FALSIFICATION, OMISSIONS, RULES AND POLICIES

Any falsification, misstatement, or omission of material facts related to the applicant and/or the application will be grounds for removal from all waiting lists. Applicants must comply with Federal Aviation Regulations, Airport Rules and Regulations, the Non-Commercial Hangar &

Storage Room Policy, and other published Airport rules/policies. Failure to do so will be grounds for removal from all waiting list(s) and/or denial of tenancy.

POLICY EFFECTIVE DATE

This policy is effective from 7-1-2026, and until modified or rescinded by the Airport Director.

Airport Director

Date

ACCESS CONTROL PROGRAM AND POLICY

Effective 7-1-2026

ADDRESS AND CONTACT INFORMATION

Airport Administration Office

Lobby Hours

Monday - Thursday (8:00AM to 4:00PM)

Friday (8:00AM to 12:00PM)

Closed Saturday & Sunday

928-777-1114

6630 Airport Avenue, Prescott, AZ 86301

Airport.Administration@prescott-az.gov

PURPOSE

To establish guidelines and standard procedures for Authorized Users requesting airfield or AOA access from the Airport Operator.

BACKGROUND

At Prescott Regional Airport- Ernest A. Love Field (“Prescott Regional Airport”), airfield safety and access control is a primary concern. Prescott Regional Airport serves a diverse commercial and general aviation community. Prescott Regional Airport has commercial service with six flights daily, four flight schools, and a vibrant general aviation community with over 350 based aircraft. In 2025 there were more than 390,000 operations

The Gate Access Control Program (“Program”) was developed with input from the Federal Aviation Administration. The Program is designed to provide increased access control of the Prescott Regional Airport, enhancing aviation safety by mitigating potential movement area deviations or incursions by unauthorized vehicles or persons accessing the movement areas. The program is also intended to protect Lessee property and deter nefarious and criminal activities.

To protect the aviation community, the City of Prescott, the Prescott Regional Airport, is requiring any person gaining access to the Air Operations Area (AOA) via an automated airfield security gate, to have a gate access control card. Persons obtaining a gate access control card must have a lawful purpose, and a current lease or a current month-to-month permit, or to have a valid airport use license to do business at Prescott Regional Airport.

DEFINITIONS

Air Operations Area (AOA)- This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the terminal ramp restricted area.

Airport- means the Prescott Regional Airport, Ernest A. Love Field.

Airport Operator- The civilian or military agency, group, or individual which exercises control over the operations of the civil airport or military airfield to be able to prevent and detect the unauthorized entry, presence, and movement of individuals and ground vehicles into or within the AOA.

Authorized Signatory- a designated representative who is authorized to sponsor tenants or employees for airport access on behalf of their company

Authorized User- Someone who received official permission from an authorized signatory to access the airfield through a security gate or to a restricted area.

Authorized Personnel- Only individuals with a valid access control card are authorized to escort others.

Lessee- Person or entity that received the right to use or occupy property under a lease agreement

Licensee- Person or entity that received the right to use or occupy property under a license agreement

City- means the City of Prescott.

Compliance- Escorts are responsible for ensuring that all security regulations are followed during escort duties.

Escorting- refers to the process where an authorized individual accompanies person(s) on airport property or to restricted areas of an airport

Monitoring- Escorts must monitor individuals without an access control card to ensure they remain within sight and communication range.

Permittee- a commercial aviation operator who holds a valid and effective aeronautical business permit issued by the Airport Director.

Piggybacking- the act of an authorized individual allowing or assisting an unauthorized individual to gain airport access or to enter a restricted area.

Prescott Regional Airport- Airport Operator.

Tenant- A person or commercial entity who occupies land or property rented from the Airport.

ACCESS CONTROL CARD POLICY

Gate access control cards (“Card” or “Cards”) are the property of the City of Prescott, Prescott Regional Airport, and are provided for the express purpose of allowing access to its Lessees, Permittees and/or licensees within the non-movement area. This agreement and Gate Access Control Cards are for the non-movement area only and do not authorize persons or vehicular access to vehicle service roads, perimeter roads, restricted terminal ramp, aircraft movement-area, or any other areas where card holders do not have permission from an authorized signator. Access control cards are issued to authorized individuals and are to be renewed every 12-calendar month. Cards are not to be shared, loaned or transferred to others. This Gate access cards must be returned at the termination of any lease agreement, month-to-month permit access to Tie Down, T-Shade or Hangar spaces, or at the termination of a commercial license.

POLICY EFFECTIVE DATE

This policy is effective from 7-1-2026, and until modified or rescinded by the Airport Director.

Airport Director

Date

ACCESS CARD USE REGULATIONS

Section III – General Security & Driver Responsibilities – As a PRC card holder I understand and will comply with the following:

General Security Responsibilities		General Non- Movement Driver Responsibilities	
My PRC card is property of the City of Prescott. I agree to present my card with a request from an airport representative. Failure to do so will be considered a breach of PRC rules & regulations.	Initials:	I acknowledge reviewing the FAA Guide to Ground Vehicle Operations on the Airport website for gaining AOA access, and I agree to abide by all airport rules and regulations.	Initials:
I understand that an authorized signature is needed for AOA access and that access areas will be limited.		I understand all applicable airfield markings, signs, and lights (movement/non-movement boundary line, edge of taxiway line, taxiway lights)	
I will not allow any unauthorized use of my card		I understand and have reviewed designated access point(s), and apron(s) geometry (limitations of non-movement drivers—where you can and can't operate).	
My PRC card must be returned immediately to the admin office if any of the following occur; resignation, termination, transfer, lay off, or for any other reason the card is no longer needed.		I understand yielding, aircraft and emergency vehicles have right of way and will abide by the speed limit of 15 mph on the AOA.	
I will comply with all laws and regulations relating to Airport Security.		I will be mindful of potential blind spots such as beneath and behind the aircraft.	
Should my card be lost or stolen I will immediately notify the Airport Administration Office (928)777-1114		If I become lost or disoriented at any time, I will STOP and call Airport Operations (928)777-1150 for assistance.	
I will stop and wait for the access gate to fully close behind me. If the door or gate is not secure, I will notify the Airport Operations (928)777-1150 and remain with the door/gate until an PRC representative arrives.		I understand the two types of deviations: V/PD & Runway Incursion (RI).	
I will not allow anyone who is not under my escort to follow me or “piggy back” through any access gate. I will immediately contact Airport Operations if an individual insists on following me through the gate and/or I witness any security violation.		I understand there are consequences and fees for non-compliance with the airport rules & regulations.	
I will closely monitor the activity of anyone I escort onto the airside.		I will not access, or attempt to access, any area of the airport without valid prior authorization from Lessee.	
I will not duplicate, deface, alter, tamper, or damage the card in any way.		I will report wildlife hazards to Airport Operations. I also understand that a dog or other animal must be restrained by a leash or property and will allow the animal to wander unrestrained on any portion of the airport.	

I confirm that I have reviewed the above general security and general non-movement driver responsibilities, Airport Rules, Regulations, and the Gate Access Control and Policies, along with any federal, state, or local laws or ordinances including those regarding vehicular operation while on City of Prescott/Prescott Regional Airport property may result in suspension/revocation of my Gate Access Control Card. I understand violations may result in fines, (in accordance with Prescott Regional Airport Rates and Fees Schedule 'A'), the deactivation of the automated gate access control card, and loss of airfield access privileges, (this may be appealed to the Prescott Regional Airport Director or their designee for final decision).

Applicant's Signature _____ Date ____/____/____

ACCESS CONTROL CARD APPLICATION PROCESS

Applicants for an access control card who are non-commercial tenants occupying City of Prescott owned hangars, T-shades, or tiedown spots, must have a current permit with the Prescott Regional Airport and/or be on the aircraft registration or the immediate family member of a permittee. Once the permit is terminated, all associated access control cards authorized under that permit and/or aircraft registration associated with that permit shall be immediately deactivated and must be returned or will be charged for lost card.

Applicants must request an application from one of the following and obtain an authorized signature prior to scheduling an appointment: Prescott Regional Airport, Commercial Tenant or Business License Holder. Applicants can then schedule an appointment on the airport website or call to schedule with the Prescott Regional Airport Administration office.

You will need a valid photo ID to apply. Your photo will be taken and imprinted on the new access control card. Applicants must pass a non-movement driver training course (with a score of 100%) prior to being issued an access control card. The access control card will be ready for pick-up at time of appointment unless an authorized signature or fee is not paid.

By being issued an access control card, the AUTHORIZED USER understands and agrees to comply with all terms of the City of Prescott, Prescott Regional Airport Rules, Regulations and Policies, along with any federal, state, or local laws, ordinances, rules, regulations, orders, or policies, including those regarding vehicular operation while on City of Prescott/Prescott Regional Airport property. Violations may result in fines in accordance with Prescott Regional Airport Rates and Fees Schedule, the deactivation of access control card, loss of AOA access privileges, and termination of your permits or leases. Any denial of access privileges may be appealed to the Prescott Regional Airport Director, or his or her designee, in writing, within 10 days of denial of privileges. The Airport Director, or his/her designee's decision will be final. If an access control card is issued to access a City of Prescott hangar, tie-down, or sunshade, it will be deactivated when city-owned facility is in default or vacated.

Prescott Regional Airport installed access controls and automated gates in 2024. A component of that project was issuance.

A copy of this Program and Policy will be available to applicants to obtain an access control card on the airport website.

EFFECTIVE DATE

This is effective from 7-1-2026, and until modified or rescinded by the Airport Director.

Airport Director

Date



TO: MAYOR AND CITY COUNCIL
AGENDA: April 21 Airport Advisory Committee
DATE: April 21, 2026
DEPT: Airport
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding Airport Construction Projects and Updates.

ITEM SUMMARY

This item provides an opportunity for staff and committee members to participate in a presentation and discussion regarding airport construction activity 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: April 21 Airport Advisory Committee
DATE: April 21, 2026
DEPT: Airport
ITEM #: 3.D
SUBJECT: Presentation & Discussion Regarding Airport Operations.

ITEM SUMMARY

This item provides an opportunity for staff and Committee members to participate in a presentation and discussion regarding airport 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: April 21 Airport Advisory Committee
DATE: April 21, 2026
DEPT: Airport
ITEM #: 4.A
SUBJECT: Staff Announcements.

ITEM SUMMARY

This item is for staff to provide updates to the Committee on the following items:

- The AzAA Spring Conference was a tremendous success, drawing the largest attendance since the association began.
- Recruitment for our open positions has now closed. These hires will serve as replacements for Julia's former role and Kellie's former role.
- We are also bringing on a full-time temporary employee to support the department. This individual will serve as the Administrative Specialist and will staff the front desk Monday through Friday.
- Congratulations to John Kuebrich on his recent award to the AzAA Executive Board as an Executive Board Member.
- SkyWest has implemented flight schedule changes, which began at the beginning of the month, through August, with service reduced to two flights on Tuesdays and Saturdays.

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: April 21 Airport Advisory Committee
DATE: April 21, 2026
DEPT: City Clerk
ITEM #: 4.B
SUBJECT: Presentation & Discussion Regarding Future Agenda 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. At this time the following items are slotted for future agendas:

- SkyWest Metrics showing OND markets, yields, etc.
- Continued information on SkyWest delays as they pertain to Maintenance

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