



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 Pruett, 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.
Recommended Action: This item is for discussion only. No formal action will be taken.

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 City 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.

C. **Presentation & Discussion Regarding Airport Construction Projects and Updates.**
Recommended Action: This item is for discussion only. No formal action will be taken.

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.

- D. Presentation & Discussion Regarding Airport Operations.
Recommended Action: This item is for discussion only. No formal action will be taken.

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.

- E. Presentation & Discussion Regarding Staff Announcements & Updates.
Recommended Action: This item is for discussion only. No formal action will be taken.

Lillie Putman is the Interim Marking, Public Relations and Media Specialist, this is a replacement for Kellie Worthen who left the City back in December. Lillie has been working at the airport for just shy of a year as an intern. We have two new Operations Technicians were hired in the last month, welcome Peter Barton and Olivia "Liv" Booth, also we have hired a new Maintenance Specialist and he will start on March 2, 2026, his name is Diego. Tenant updates from Matt Pruett at Cutter regarding their upcoming lease improvements and an update from Parker Northrup at ERAU just indicating that the auxiliary field still moving forward.

- F. Presentation & Discussion Regarding Future Agenda Topic Options.
Recommended Action: This item is for discussion only. No formal action will be taken.

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.

MJGC

MICHAEL GJEDE, Chair

ATTEST:


Staff Liaison