

City of Prescott

Airport Advisory Committee



May 19, 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 **May 19, 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 April 21, 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 Related 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. Future Agenda Topics
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 5/13/26 at 4:00 p.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: May 19 Airport Advisory Committee
DATE: May 19, 2026
DEPT: Airport
ITEM #: 3.A
SUBJECT: Approval of Minutes from April 21, 2026 Airport Advisory Committee Meeting.

ITEM SUMMARY

This item is for approval of the minutes from the April 21, 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. April 21, 2026 AAC Minutes

City of Prescott

Airport Advisory Committee



April 21, 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 Cooper, Member
Hal Hayden, Member
Matt Pruett, Member
Parker Northrup, Member
James Adams, Member

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from February 17, 2026 Airport Advisory Committee Meeting.

MOTION BY MEMBER NORTHRUP TO APPROVE FEBRUARY 17, 2026 MINUTES; SECONDED BY HAYDEN: (7 - 0)

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

Airport Director Rick Crider presented updates on airport activity, including operations, delays, load factors, and administrative items for the past month and year-to-date.

- **Enplanements:** Increased 34.5% over the prior year
- **Operations:** Increased 12.8% over the prior year

Flight Delays:

• January:

- LAX: 3 late turns
- DEN: 1 weather cancellation (freezing rain), 4 maintenance, 4 late turns, 2 weight & balance, 2 ATC, 1 fuel

• February:

- LAX: 2 maintenance, 1 fueller, 2 late turns, 1 customer service incident, 1 flight crew
- DEN: 5 maintenance, 2 late turns, 4 ATC

Load Factors:

- **January:**
 - LAX: 61.3% (2025: 54.4%)
 - DEN: 49.5% (2025: 76.4%; reflects additional flight frequency)
- **February:**
 - LAX: 66.9% (2025: 55.5%)
 - DEN: 56.3% (2025: 78.0%; reflects additional flight frequency)'

The Committee discussed potential federal changes to the Essential Air Service program. Staff noted no communication from USDOT indicating impacts to current service.

Policy Updates:

- **Hangar & Storage Room Waitlist Policy:**
 - Transition from deposit to reduced application fee
 - Added clarification scenarios
 - Updated kit aircraft documentation requirements
 - Effective July 1, 2026
- **Access Control Policy:**
 - Clarified definitions of “piggybacking” and “escorting”
 - Proposed badge-out-only exit process (pending contract update)
 - Confirmed badge renewal period remains 24 months (prior 12-month reference was a typo)

Additional update: City Council approved a resolution incorporating the North Ranch property into airport lands, designating it as obligated airport property.

At the request of staff, Chairman Gjede moved Item 4.A. (Staff Announcements) forward on the agenda.

- C. Presentation & Discussion Regarding Airport Construction Projects and Updates. Airport Capital Projects Manager John Kuebrich provided updates on Airport Construction Projects:

Upcoming Maintenance (Mid-May, ~5 days):

- South Ramp and hangar area crack seal and sealcoat
- Southwest Ramp spot repairs
- Parking lot restriping and new signage

Aircraft will be temporarily relocated to the West Ramp as needed. Additional short-term parking spaces will be added to support terminal and restaurant use.

Projects Under Design:

- Hangar Development Program Phase 1 (value engineering underway; includes wash rack)
- Taxiway Foxtrot Realignment (phased construction; includes Vehicle Service Road)
- ARFF/SRE Facility (two-phase project; site prep anticipated January 2027)
- North Ramp Reconstruction (design resuming)
- Northeast Ramp (under contract with Dibble)
- Southwest Ramp (design to begin after July 1)
- Vehicle Service Road (scope and contract in progress)

Upcoming Design Projects:

- Terminal parking restriping and signage improvements
- Long-term parking lot along Janine Drive with pedestrian access

Discussion clarified the new lot will serve as long-term parking (not gated overflow). Paid parking is not planned at this time but may be considered in the future. Rental car operations will be relocated to accommodate development.

Additional Updates:

- Air Traffic Control Tower (ATCT): FAA environmental review scheduled; design RFP issued
- Runway Extension: Environmental Assessment funded; coordination ongoing with FAA Phoenix ADO

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Manager Julia Metivier provided operational updates:

- New traffic signage installed at Rugar Rd. & Airport Ave.; increased enforcement presence
- Airfield striping completed (pending Part 139 inspection in August)
- Cutter Aviation certified for hot fueling; SOPs in development
- USFS fire operations beginning May 1 (Hotel Ramp closed through July 31)
- Emergency response exercise scheduled for May 4

Upcoming Events:

- Part 139 Inspection – August (TBD)
- Triennial Exercise – September (TBD)
- Prescott AirFest – October 24 (Centennial Event)

Staffing Updates:

- Recent hires: Live Booth, Peter Barton, Diego Castro

- Ongoing effort to convert temporary positions to permanent (three conversions anticipated this fiscal year)

Ramp Naming Updates:

- 7 new ramp names and 14 revisions proposed
- FAA approval process underway
- Existing names remain in use until formal implementation

4. UPDATES & ANNOUNCEMENTS FROM STAFF

A. Staff Announcements.

Mr. Crider announced staff updates:

- Arizona Airports Association (AzAA) Spring Conference held in Prescott with record attendance
- Recruitment closed for vacant administrative position; interviews forthcoming
- Lillie Putman hired as Marketing, PR, and Media Coordinator
- Dana Tutrone (Administrative Specialist) to begin May 18
- John Kuebrich appointed to AzAA Executive Board
- SkyWest schedule adjustments through August (two flights on Tuesdays and Saturdays)

B. Presentation & Discussion Regarding Future Agenda Topic Options.

Topics to come back to a future meeting:

- SkyWest Origin & Destination (O&D) metrics and yield data
- Continued reporting on maintenance-related delays

5. ADJOURNMENT

There being no further business, Chairman Gjede adjourned the meeting at 3:27 p.m.

MICHAEL GJEDE, Chair

ATTEST:

Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: May 19 Airport Advisory Committee
DATE: May 19, 2026
DEPT: Airport
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding Updates
Related to Airport Administration and Airport
Related 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.

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: May 19 Airport Advisory Committee
DATE: May 19, 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: May 19 Airport Advisory Committee
DATE: May 19, 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: May 19 Airport Advisory Committee
DATE: May 19, 2026
DEPT: City Clerk
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

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

- Announcement of new Operations Duty Supervisor — Airport Training & Security Supervisor
- Budget and Organizational Changes
- Airport Capital Improvement Plan
- REMINDER: SkyWest service is reduced to two flights on Tuesdays and Saturdays, April–August

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: May 19 Airport Advisory Committee
DATE: May 19, 2026
DEPT: City Clerk
ITEM #: 4.B
SUBJECT: Future Agenda Topics

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