

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES FOR
TUESDAY APRIL 17, 2018
PRESCOTT, ARIZONA

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON April 17, 2018 in the Airport Administration Conference Room (Upstairs) located at 6546 Crystal Lane, Prescott, Arizona.

A. Call to Order

Chairman Juliani called the meeting to order at 2:00 pm.

B. Roll Call.

COMMITTEE MEMBERS:

Present: Chair Tom Juliani
Vice Chair Ken Foote
Member Michael Gjede
Member Kathy DeFreitas
Member Jerry Kidrick

C. The prior meeting minutes review was scheduled for a future meeting to accommodate a family emergency for Assistant Director, Mrs. Jessie Baker.

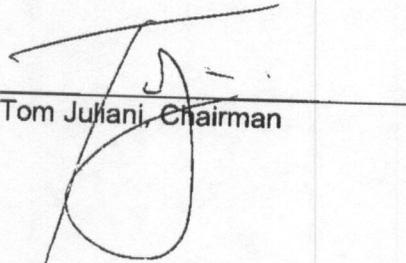
D. An ERAU Eagle Student Consulting team gave a presentation on Airport License/Leasing Policies/Agreements. The team discussed needs for airport leasing policies, and discussed examples provided by the Transportation Research Board (ACRP Leasing Guidebook) as well as leasing documents obtained from other airport. The team provided three draft "master" license agreements for possible future use at Prescott, including an Airside Hanger License, a Covered/Uncovered Tie-Down License Agreement, and an Airport Landside Lease. All draft documents reviewed by the City of Prescott Legal Department. Committee members and staff discussed the following elements: increasing consistency between lease language (arbitration vs. other dispute resolution methods) and use of "license" vs. "lease" agreement. The Committee members were encouraged to further review the documents, and provide staff with comments or suggested revisions.

E. An ERAU Student Consulting team gave a presentation on Rules & Regulations (R&R) research and suggestions for PRC. The team discussed needs for Airport R&R, and also shared details of R&Rs established at other airports. No R&Rs at

the best interest of the airport and the community. Vice Chair Foote seconds the motion. Motion is passed unanimously.

- H. Future Agenda Items:
 - A. Air show Coordination – Chair Juliani will contact Jessie Baker with details.
 - B. Revised R&R, MOS and Leasing Policies.
- I. Adjournment

There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of April 17, 2018 at 3:55 p.m. The next meeting is scheduled for May 15, 2018 at 2:00 p.m. at the Airport Administration Building Conference room.


Tom Juliani, Chairman

PRC are currently published, but a draft was circulated in 2009 and updated in 2014. Some suggested sections (to add) include:

- Add rule requiring vehicle licensing
- Add rule prohibiting "unsafe" activities (go-carts, skateboards, etc.)
- Add rule on bicycle areas of use and storage
- Add rule on "delinquent payment" impact
- Add rule supporting Airport Certification Manual Section 3.31 Obstructions
- Add rule allowing Airport/City waiver of rules.
- Add a rule on lost property procedures.
- Clarify/consolidate the rule on overnight camping
- Add rule (if needed) on push-back procedures and touch-and-go operations

The team also suggested the following: allowing public to review document (including publishing on the airport's website, and restructuring document (for clarify). A suggestion was presented by Vice Chair Foote on section 5, heaters in hangar, to change wording to allow airplane heaters in hangars, but limiting the use of propane space heaters. Doug Whitney volunteered to review these rules and meet with legal to make sure that this is in compliance with AZ law. The Committee members were encouraged to further review the documents, and provide staff with comments or suggested revisions.

- F. An ERAU Student Consulting team gave a presentation on Minimum Operating Standards (MOS) research and suggestions for PRC. The team discussed an airport's need for MOS, and also shared details on MOS established at other airports. There was additional discussion about the need to establish requirements for multiple specialization areas, such as a FBO (Fixed Based Operator) minimum standards. It was noted by the team that Prescott's "draft" MOS document were published on the airport website since 2009, but did not appear to have been formally "ratified" by the Airport Advisory Committee. Additional MOS drafts were created, but not posted. The Committee members were encouraged by the Airport Director to further review the documents created by each ERAU team, and to provide staff with comments or suggested revisions.
- G. Director Report on Airport Administration: Robin Sobotta discussed the current Department of Transportation (DOT) Emergency Essential Air Service (EAS) interim bid process. While the Mayor had previously submitted a letter of support to DOT for an interim EAS carrier, some community concerns were received about single-engine service, and the need to protect the Community's right to twin-engine service. A concern about the DOT subsidy cap requirement was also discussed. Accordingly, the Director recommended seeking a DOT rebid of the interim carrier service, with a goal of seeking twin-engine, subsidy-cap-compliant interim air service. Chair Juliani moved to support the Director's recommendation to seek an Interim EAS rebid by DOT, based on changing circumstances and in