

AIRPORT ADVISORY COMMITTEE  
MEETING MINUTES  
PRESCOTT, ARIZONA

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON May 15 , 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 2:10 pm.

B. Roll Call.

COMMITTEE MEMBERS:

Present: Chair Juliani  
Member Gjede  
Vice Chair Foote  
Member DeFreitas

Arrived at 2:20 pm: Member Kidrick

- C. Vice-Chair Foote moved to approve the meeting minutes from the 3/20/2018 Advisory Committee meeting. Member Gjede seconded the motion, which then passed unanimously.
- D. Member DeFreitas moved to approve the meeting minutes from the 4/6/2018 Advisory Committee meeting. Member Gjede seconded the motion, which then passed unanimously.
- E. Member DeFreitas moved to approve the meeting minutes from the 4/17/2018 Advisory Committee meeting. Chair Juliani seconded the motion, which then passed unanimously.
- F. Asst. Director, Jessie Baker, provided an update on operations for the last several months, which increased year over year. Mrs. Baker explained that we are seeing more activity at Prescott Municipal Airport. She also went over the enplanement numbers for the month of March and reminded the committee members that air service has ceased. She also went over the future schedule for potential meetings to review Air Service bids on July 3<sup>rd</sup>.  
Member Gjede asked if there was a risk that we would not get the bids on July 3<sup>rd</sup>. Mrs. Baker confirmed that she had been in contact with the Department of Transportation, and they assured they would send the bid the morning of July 3<sup>rd</sup>.

Vice-Chair Foote recommended that significant marketing efforts be completed. Mrs. Baker responded that meetings for marketing were scheduled to take place prior to the launch of the new service start date.

- E. Asst. Director provided an update on Airport Master Plan. She informed the committee that Airport Staff will be reviewing dates for the technical review of the Airport Layout Plan (ALP) and last portion of the Airport Master Plan. Staff will also be reviewing dates for the last open house that will be open to the public. There will also be a City Council session planned with a review of the final ALP. Mrs. Baker also said that the Terminal Sizing Study is being finalized and will be incorporated into the Airport Master Plan. The terminal sizing study preliminarily shows terminal size similar to approximately 15,000 square feet. Vice-Foote asked if the location of the terminal was still going to be the same, in which Mrs. Baker confirmed the location would be the same, which is adjacent to the current Airport Terminal. Operations and Maintenance Supervisor, Doug Whitney provided an update on the construction project for crack repairs on Taxiway D and F. He also informed the Committee that a rubberized seal coat was completed on the ramp that will be utilized by the selected Airline that is outside of the terminal.

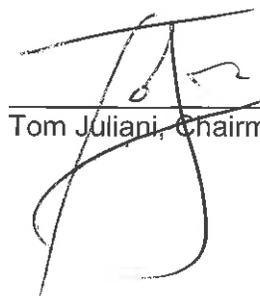
Mrs. Baker also provided budget items that would go to council in the next Fiscal Year, which include the design of the terminal and hangar relocation.

Member Gjede asked how long a new carrier would remain in the current terminal. Mrs. Baker speculated that an airline would likely fulfill their two year contract or could cease operation early if capacity or safety was an issue to their operation.

Councilman Sischka asked staff had included any budgeted items for the runway extension. Mrs. Baker informed the committee that the environmental assessment has been scheduled for Fiscal Year 2020.

- F. Future Agenda Items:
- a. Engineering On-Call
  - b. Minimum Operating Standards

- G. Adjournment  
There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of April 7, 2018 at 2:51 p.m. The next meeting is scheduled for April 19<sup>th</sup>, 2018 at 2:00 p.m. at the Centennial Center.

  
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Tom Juliani, Chairman