AIRPORT ADVISORY COMMITTEE
MEETING MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON November 26, 2018 at located at the Airport Administration Upstairs Conference Room at 6546 Crystal Lane, Prescott, Arizona.

A. Call to Order

Chairman Juliani called the meeting to order at 2:06 pm.

B. Roll Call.

COMMITTEE MEMBERS:

Present: Chair Juliani
Vice Chair Foote
Member Gjede
Member Kidrick
Member Newman

C. Item was moved to the end of the meeting.

D. Introduction of New Airport Advisory Committee Member – Frank Newman

Airport Administrative Specialist advised that Frank Newman had been chosen among three applicants to fill a vacancy on the Airport Advisory Committee left vacant by Kathy DeFreitas and was sworn in at the City Council meeting on November 13, 2019. Frank Newman will complete the term to expire in Spring 2019. Airport Director, Dr. Robin Sobotta did advise the Committee that all committee member must re-submit an application which should be available in December for a new appointment in March.

Frank was asked to introduce himself and reported that he has been with FedEx for 34 years in various positions, most recently as the lead negotiator working with all the major airlines throughout the world overseeing $350M in revenue. In addition he has previously worked for Douglas Aircraft.

Kristi Miller, Airport Admin Specialist reported that Frank was sworn in as a member of the committee at the City Council meeting held on November 13, 2018.

Airport Director, Dr. Robin Sobotta reminded the members of the committee that all current members terms expire next spring and that it does require a new application if you are wanting to serve on another term. She advised that applications will start being accepted in December with new appointments being held in February/March 2019.

E. Presentation on SignalsAZ – Guy Roginson

Guy Roginson, Executive Editor for SignalsAZ gave a presentation on the online publication as well as their marketing services. He reported that their site receives approximately 30-40,000 views a day. Currently they are posting updates regarding airport projects when received on press release and currently is featuring an article on the Fly Prescott 10K Campaign.

Vice Chair Foote commented that although SignalsAZ is a digital publication, it is created by the Fain Group, being based in Prescott Valley and emphasizes the regional aspect of the airport.

F. Staff Reports/Information

1. Airline Operations – Kristi Miller, Airport Administrative Specialist

a. Airline Enplanements

Kristi reported that we continue to have strong loads since service started on August 29, 2018 with a reported 2,270 enplanements in October (78.3% load factor) and based on current booking levels we are expecting a 75-80% load factor (LF) for both November and December. Currently, we are anticipating year-to-date enplanements of 9,923 if we achieve a 78% LF which equates to a shortage of 77 passengers from our 10,000 goal. In addition, Kristi reported that in 2016 when the Master Plan was initiated, it was anticipated that we would not hit 25,000 enplanements until 2027. New projections based on the new service has been revised to expecting 25,000 next year.

b. Fly Prescott 10K Campaign

Kristi reported that in an effort to increase enplanement to hit our 10,000 goal we launched a campaign in November titled Fly Prescott 10K encouraging people to fly out of Prescott by December 31st. In support of the campaign multiple businesses have offered prizes to the 7,000th; 8,000th, 9,000th and 10,000th passengers. In addition, she reported that we awarded 4 tickets to a Northern Arizona Suns game and a $50 gift card to Rosa's Pizzeria as well as a gift bag from the City of Prescott Tourism Office to Becky Nguyen, from California who was in town visiting her daughter.

2. Airport Operations – Doug Whitney, Airport Operations and Maintenance Sup.

a. Wrong Surface Landing

Doug reported on a big safety issue we have had that we a point of discussion at our last RSAT meeting in June. The problem exists primarily among our General Aviation Runway (3L/21R). He reported there have been six incidences in the past four years. In response to the incidences we are looking at some mitigation. Edge lines have been added to the runway and we are looking at options to add Runway End Identifier Lights (REILs) to both ends of the runways. It is estimated that the cost of the REILs will be $120K in which we are planning to discuss with Arizona Department of Transportation about funding.

Member Gjede asked about the feasibility of painting an X on the taxiway. Chair Juliani also inquired about the possibility of doing an overlay in a different color.

Doug responded to both questions stating that a similar option was proposed to paint the word "taxi" which was done in Tucson but fears this would cause confusion due to the run-up area as well as that by the time they would see the word taxi it would be too late. Regarding the overlay, it would darken it so as not to be confused but cannot change the color. Member Kidrick suggested comments or remarks on charts.

b. Parking

i. New Lot

Doug reported that was have received approval from the Federal Aviation Administration (FAA) to temporarily convert a portion of property on airside to landside to be used for vehicle parking which will allow between 50-60 additional spaces. The new fencing will be put in the week of December 03 and is anticipated to only last a week

II. Ditch N Go Presentation – Mike Darro, Owner

Ditch N Go owner, Mike Darro presented about a new 90 day pilot program they will be starting at the airport. He advised they approached administration about the possibility in response to the current parking situation to offer citizens an opportunity to drop their vehicle curbside and have it parked in a secure lot with surveillance. In addition, they offer a shuttle service that airport administration can authorize for people who have to park in the overflow/cell phone lot.

Member Gjede commented and proposed Ditch N Go offer additional services such as carwash.

3. Airport Director – Dr. Robin Sobotta

a. New Terminal Design

Dr. Sobotta presented on the background, existing terminal concerns and updated on status of the new terminal design. Replacement of the existing Airport Terminal was one of three actions determined by the 2014 City Council. Currently we have achieved one of the three actions which were achieving long term tenancy with the US Forest Service.

In addition, she presented the current site for a new terminal to include a new access road and taxi lane. Current concept design exteriors and a floor plan were presented to the committee for the short term (Phase One) which shows a design specifically to accommodate an easy expansion to long term (Phase Two).

b. Minimum Operating Standards (MOS)

Dr. Sobotta discussed the purposes for developing Minimum Operating Standards for the airport as it relates to FAA policy as well as for grant assurances. FAA policy indicates the airport must set revenue policies to be as self-sustaining as possible. This includes collecting revenue for landing fees, rents, etc. In addition, she explained that when you receive a grant from the FAA that you agree to certain assurances. Assurance 22 and 25 relate to the need for development of Minimum Operating Standards. She emphasized the FAA does not approve the minimum standards but recommends the development of them as they assist with the grant assurances. Dr. Sobotta also cautioned that the established standards are not unjust and could give exclusive rights.

Member Kidrick asked to quickly address the status for the Wings Out West air show for 2019. He advised they are currently looking to book performers at the ICAS Convention the first week of December and has proposed to the city a theme for 2019 of "75th Anniversary of D-Day". In support of the theme they would look at a C-47 jump re-enactment. In addition, we are looking at adding more static and DOD aircraft. He advised there is discussion for possibilities of sponsorship to help offset the cost of the air show.

G. Future Agenda Items

1. December Airport Advisory Committee meeting date

Kristi Miller, Airport Administrative Specialist advised that the December regularly scheduled meeting on December 18th conflicted with a City Council date that was changed due to Christmas, and requested the Committee to determine an alternate time. The committee discussed and agreed to move the meeting to 8am on December 18th.

C. Chairman Juliani made a motion to approve the October 16, 2018 Airport Advisory Committee meeting minutes. Member Kidrick seconded the motion and was passed 5-0.

H. Adjournment

There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of November 26th at 3:50 p.m. at the Airport Administration Upstairs Conference Room. The next meeting is scheduled for December 18th at 8:00 a.m. at the Airport Administration Upstairs Conference Room at 6546 Crystal Lane.

Submitted by:

Kristi Miller

Kristi Miller

12/18/2018

Date

Tom Juliani, Chairman

12-18-2018

Date