

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON December 18, 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 8:05 a.m.

B. Roll Call.

COMMITTEE MEMBERS:

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

C. Vice Chair Ken Foote made a motion to approve the November 26, 2018 Airport Advisory Committee meeting minutes. Member Gjede seconded the motion and was passed 5-0.

D. Staff Reports/Information

1. Fly Prescott 10K Update – Kristi Miller, Airport Administrative Specialist
Kristi reported that we have continued to see strong airline enplanements. The month of December resulted in 2,197 enplanements on 56 flights achieving a strong 78.5% load factor for November. December enplanements plus projections indicated we should see around 2,529 enplanements on 62 flights and are projected to see an 81.5% load factor giving us a final year end estimation of 10,066 enplanements in December.

Additionally, Kristi reported that our 8K Milestone winner for our Fly Prescott 10K campaign was local resident Lori Hunt who flew on flight 5160 from Prescott to Los Angeles on Friday, December 07th. Lori received a 2 hour VIP tour with Tour Prescott and a \$50 gift card to Barley Hound Restaurant. Kristi also reported the 9K milestone will be achieved on Wednesday, December 19th and should achieve the 10K by December 30th or 31st.

2. New Terminal 30% Schematic Design – Doug Whitney, Airport Operations and Maintenance Sup.

Doug presented the New Terminal 30% Schematic Design presentation that would be given to the City Council at the December 18th Study Session. First on the presentation agenda was an introduction of the primary design and consulting team

consisting of representatives from Dibble Engineering, DWL Architects, and local Associate Architect Michael Taylor. Doug then presented where we are currently in the design process having completed 30% schematic design and proceeding on to the next step, Design Development to be completed by February 2019, and the final stage of Construction Documents scheduled to be completed by May 2019.

The second item on the presentation agenda was an overview of the three technical visioning workshops held to guide the architects and design team as they completed the 30% design process. In addition, one public open house was held to gain community feedback. Members of the technical visioning workshops were reviewed and included input from TSA, the Airline and local participation. The first visioning workshop established priorities and goals, developed a visioning statement and reviewed the program/sizing study that had been completed to determine the terminal size and square footage needed for the short term and long term. The second visioning session reviewed and established the site layout options, design concepts/themes, building systems, landscape design and interior design strategy.

The third item on the presentation agenda was a design review to include terminal access and circulation, terminal site plan, floor plans for short and ability to extend for long term, and conceptual drawings that included interior drawings along with the exterior landside and airside views. Although not being designed, conceptual drawings indicated how the terminal is possible for expansion for the long-term.

The fourth item on the presentation agenda identified the cost summary and eligibility for the terminal. Current estimated costs indicate total cost and fees at approximately \$11.9M with FAA Airport Improvement Eligibility indicating approximately \$10M.

The final item on the presentation agenda identified the next steps which include Design Development being completed in Q1 2019, Construction Documents being completed in Q2 2019, design completed for FAA submittal for approval to bid/permit on 5/29/2019, and construction slated to begin in Q4 2019.

3. Minimum Operating Standards - Dr. Robin Sobotta, Airport Director

Dr. Sobotta advised that due to open meeting laws we would not be able to have a sub-committee to work on the minimum operating standards (MOS) without formalizing the sub-committee by a vote and would require agendas and minutes. She presented two options to the committee to proceed with working and additional comments on the MOS. The first option would be to proceed with a formal sub-committee requiring a motion and vote or the second option would be to have an extended committee meeting at the next meeting to have discussion and voting on the MOS.

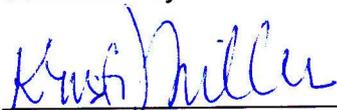
Vice Chair Ken Foote made a motion to withdraw the option from the November meeting to have a sub-committee to work on minimum operating standards and instead have an extended Airport Advisory Committee meeting for discussion. Chair Juliani seconded the motion which passed 5-0.

4. Committee Term Expirations – Dr. Robin Sobotta, Airport Director
Dr. Sobotta, along with Kristi Miller advised the committee that all members' terms will be expiring in March 2019. All current committee members must re-apply by 5:00 pm on Friday, February 01, 2019 if they would like to serve another two-year term. It was advised that members must re-apply on the Commission application portal on the City of Prescott website.

E. Adjournment

There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of December 18th at 9:27 a.m. at the Airport Administration Upstairs Conference Room. The next meeting is scheduled for January 15th at 2:00 p.m. at the Airport Administration Upstairs Conference Room at 6546 Crystal Lane.

Submitted by:



Kristi Miller

1-15-2019

Date



Tom Juliani, Chairman

1-15-2018

Date