

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON January 15, 2019 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 2:00 p.m.

B. Roll Call.

COMMITTEE MEMBERS:

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

C. Member Jerry Kidrick made a motion to approve the December 18, 2018 Airport Advisory Committee meeting minutes. Vice-Chair Ken Foote seconded the motion and was passed 5-0.

D. Staff Reports/Information

1. Airline and Airport Operations Update – Kristi Miller, Airport Administrative Specialist

Kristi reported that December turned out to be a strong month for airline operations with an 84.4% enplanement (boarding) load factor. Our totals for calendar year 2018, when including the enplanements on United Express/SkyWest, along with the Great Lakes enplanements before they ceased service we reached our 10K goal with 10,111 revenue enplanements on commercial airline service. In addition, we were able to capture 117 charter enplanements that occurred which the Federal Aviation Administration (FAA) will add to our total, so we are currently anticipating total enplanements in CY2018 to be 10,228 passengers.

Additionally, Kristi reported that our 10K Milestone winner for our Fly Prescott 10K campaign was achieved on Sunday, December 30th on the Denver flight with Kay Steers, from Wyoming as the winner. Kay received a two round-trip tickets, courtesy of SkyWest Airlines, for flights between Prescott and Los Angeles or Denver. Thank you to all who travelled to support PRC and helped us achieve 10K.

Kristi also reported on some additional highlights since SkyWest Airlines began service on August 29, 2018 which included:

- 8,912 Revenue passengers departed (75.85% LF)
- 8,764 Revenue passenger arrived (74.27% LF)
- 517 total Non-Revenue passengers travelled in/out of PRC
- 17,676 Revenue passengers total (75.06% LF)
- 471 flights have arrived/departed PRC (473 scheduled) = 99.6% completion rating -- Kristi noted that one inbound and one out flight cancelled on December 31st from Weather.

Comments:

Member Kidrick inquired about how many delays we had and what type. Kristi reported they have primarily been mechanical delays, however in most cases SkyWest mobilized quickly even bringing in another aircraft so the flight did not cancel.

Member Newman asked what the on-time performance to give us a benchmark. Kristi advised that we can get this information for the next meeting. Member Newman remarked that it is important to consider that SkyWest and regional carriers do not count against the major carrier, so if the major carrier would take a delay they try to push the delays to the regional carriers first.

Airport Director, Dr. Robin Sobotta commented that additional delays have been caused by weather, ATC (flow control especially into LAX), and weight & balance which occurred more early on due to the high altitude and high temperatures. In addition if the airline requests an opposite direction departure they have to wait for the tower to clear the pattern.

Member Kidrick inquired if SkyWest has given any indication of increasing their maintenance footprint here. Robin Sobotta reported that there have not been any discussions at this time. Chair Juliani did note that the Legend Aviation has been providing maintenance call-out to the airline.

Additionally, Dr. Robin Sobotta reported that the total aircraft activity/operations (total take-offs and total landings) were up in 2018 (over 2017) at a total of 236,186 operations. 2018 saw a large decrease in August which is attributed to the runway rehabilitation project. We expect we should see around 260,000 operations in CY2019. It was also reported that PRC in CY2017 (with 232,730 operations) ranked as 40th busiest airport in the United States behind Anchorage, Baltimore, Chicago Midway, and Oakland and above airports such as Portland, Dallas Love Field, Memphis and San Diego. As such, Airport Director, Dr. Robin Sobotta noted that we have a very busy airfield and although we may be the 5th busiest in Arizona, it is evident that Arizona has extensive aviation activity.

2. New Terminal Design Update – Dr. Robin Sobotta, Airport Director

Robin gave an update on the status of design on the new terminal, advising that the City Council approved the 30% schematic design on 12/18/2018 and authorized the funding for Phase 2 to complete the final design. In addition, she reported that the airport has received approval from the FAA to utilize an alternate delivery method, Construction Manager At Risk (CMAR) which will allow us to bring in the contractor during the design phase to keep better controls on the project. Robin also reported that we held a mandatory pre-bid conference on 01/10/2019. Statements of Qualifications are due on 01/30/2019 and we expect to make the selection on the CMAR contractor by February 2019. Doug Whitney, Airport Operations and Maintenance Supervisor advised that by utilizing CMAR we will get a Guaranteed Maximum Price (GMP) that is agreed upon by all parties, however if we cannot settle on a GMP, we have the option to go to a hard bid. Additionally, Doug advised that CMAR can be more expensive on the front end than a hard bid but it will eliminate the need for often costly change orders that occur during construction. Finally, Robin reported that we are still on-schedule with the design and expect to finish 60% design by the end of February, with design being finalized by May 2019.

Comments:

Chair Juliani inquired how many firms were at pre-bid. Doug Whitney, Airport responded there were nine firms in attendance.

Member Gjede inquired if any of the firms had built terminals before. Doug responded that this is information that will be required when they submit their Statement of Qualification on January 31, 2019. Additionally, Robin advised that we are requiring them to specify their experience in rural areas as well.

Member Newman inquired if any of the firms have experience with more complex building issues like TSA, etc that require higher expertise beyond a building shell. Doug advised this is information as well that they are required to submit in their Statement of Qualifications, however it will be in their contract that they will be required to cooperate with all Federal provisions.

3. Committee Term Expirations – Kristi Miller, Administrative Specialist

Kristi reminded 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.

4. City E-Mail Addresses – Kristi Miller, Administrative Specialist

Kristi advised committee members of the importance of using their city-issued email address for official communication and to not forward their city email to a personal account as their personal account could be subject to a public records request. In addition, it is important for all communication to be done through the staff liaison to ensure compliance with open meeting laws. There can only be a maximum communication of two members. AAC members were advised it is important to not hit "Reply All" to emails to include not replying to calendar invites with "I'll be there" as it violates open meeting laws.

5. Snow Removal – Doug Whitney, Airport Operations and Maintenance Supervisor

Doug reported that we have had two recent snow events, the first occurring on 12/31/2018 in which we received around 7" in the city and approximately 5-6" at the airport. The second event occurred on 01/13/2019. During both of these events, our operations and maintenance team, did a great job with activation of the snow removal plan. Doug also advised that the snow removal plan is initiated by triggers of 1" wet snow and 2" dry snow. He showed the priority areas for removal which include the primary runway, Taxiway C & D, and the connectors between the runway and taxiways.

Comments:

Chair Juliani inquired what equipment we could use in future. Doug responded that we do not have a snow blower so it is possible to end up with burms on the connector taxiways that could turn to ice. The Bobcat has a blower attachment that costs approximately \$15K but may not be powerful enough due to wet heavy snow.

Vice-Chair Foote commented we should reach out to other communities for surplus equipment.

Doug also advised that Aircraft Rescue and Firefighting (ARFF) Foam 73 has been in the shop for over a month and needs a new shaft and will have to be fabricated. He advised we do have one vehicle that meets Index A requirement so we are currently covered to meet minimum standards, however, Robin advised that if our aircraft is upgauged to a bigger aircraft we will need an Index B truck.

6. Minimum Operating Standards (MOS) – Dr. Robin Sobotta, Airport Director

Robin reviewed the reasons and importance of establishing MOS at the airport, referencing FAA Advisory Circular (AC) 150/5190-7. She highlighted that the FAA does not approve minimum standards, however they do recommend the development of MOS which serves to:

- Promote safety in all airport activities
- Protect airport users from unlicensed and unauthorized product
- Maintain and enhance the availability of adequate services for all airport users
- Promote the orderly development of airport land
- Ensure efficiency of operations.

In addition, Robin emphasized when reasonable and not unjustly discriminatory MOS are imposed, the FAA generally will not find the airport sponsor in violation of Federal obligations and referenced a Part 16 complaint filed against Chandler Municipal Airport, and after litigation, the Airport's MOS withstood the complaint, and was ruled in favor of the Airport. Having an established MOS also

supports the FAA Grant Assurances 24, 25 and 22 relating to Fee and Rental Structure, Airport Revenues and Economic Non-Discrimination respectively.

Robin advised that a draft MOS had been available in draft form on the website since 2008 and that we would be using that document as a basis for developing and making adjustments accordingly. In addition, airport staff reviewed this document against the Chandler MOS and notated the differences during the discussion. The following articles in the draft MOS were discussed at this meeting:

- Article 1 – Definitions; Application; Waiver
- Article 2 – Permit Application Process
- Article 3 – General Provisions
- Article 5 – General Operational Requirements
- Article 6 – Fixed Base Operators

At the February meeting, Robin advised we would cover the remaining two articles which covers Insurance and General Aviation Specialty Services. Additionally, she proposed that Rules and Regulations Discussion would occur during the March and April meetings with the intent to present Rules and Regulations and MOS as one package to Council in May.

Please see Addendum A – for a draft copy of the MOS with comparison comments with the Chandler MOS.

Member Newman left the public meeting at 432pm.

Dr. Sobotta advised that if anyone would like to make any additional comments to please email them to Kristi Miller at Kristi.miller@prescott-az.gov by January 29th in which these comments will be recorded at the February meeting.

E. Adjournment

There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of January 15th at 5:02 p.m. at the Airport Administration Upstairs Conference Room. The next meeting is scheduled for February 19th at 2:00 p.m. at the Airport Administration Upstairs Conference Room at 6546 Crystal Lane.

Submitted by:



Kristi Miller

2/19/2019
Date



Tom Juliani, Chairman

2-19-2019
Date