

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON March 19, 2019 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 2:07 p.m.

B. Roll Call.

COMMITTEE MEMBERS:

Present: Chair Tom Juliani
Vice Chair Ken Foote
Member Michael Gjede
Member Frank Newman

Absent: Member Kidrick-- Arrived at 2:13 p.m.

- C. Vice-Chair Ken Foote made a motion to approve the February 19, 2019 Airport Advisory Committee meeting minutes. Member Mike Gjede seconded the motion and was passed 4-0.

D. Staff Reports/Information

1. Airport Staffing Updates—Dr. Robin Sobotta, Airport Director and Kristi Miller, Airport Management Analyst

Kristi announced that City Council approved Resolution No. 2019-1677 which increased the size of the Airport Advisory Committee to seven members. A total of 17 applications were received for the March 2019-March 2021 term, and a Sub-Committee selected seven members. Continuing for another term will be Tom Juliani, Chairman; Ken Foote, Vice-Chairman; Michael Gjede, and Frank Newman. The committee will be adding three new members: Jason Kopcsak, Parker Northrup, and Daryl Austermler. All seven members will be sworn in at the March 26, 2019 City Council Meeting at 3pm.

Dr. Robin Sobotta gave an update regarding the airports current and proposed staffing with Administration, Maintenance, and Operations. This included announcing that Kristi Miller has accepted a permanent position as the Airport Management Analyst and that it is being requested during the FY20 budget process for two full-time permanent positions that are currently temporary status.

2. Airport/ Airline Operations—Kristi Miller, Airport Management Analyst

Kristi advised that January and February are typically slower months for airlines; however PRC still saw impressive numbers. In January, PRC had 1,982 revenue passengers departing and 2,061 passengers arriving on a total of 124 flights (100% completion). In February, PRC had 1,628 revenue passengers departing and 1,618 revenue passengers arriving. Due to a major winter storm in Prescott, February had a total of 102 flights out of 112 scheduled (91.07% completion).

3. Preparation for New Terminal (CMAR, Hangar/Shade Relocations) Dr. Robin Sobotta, Airport Director

Dr. Robin Sobotta announced the airport will be using an Alternative Delivery Method, Construction Manager at Risk (CMAR) for construction of the new terminal. Willmeng/Fann – Joint Venture was selected as the CMAR contractors and will be performing pre-construction services through the rest of design to determine a Guaranteed Maximum Price. Additionally, she advised that the 60% Design Development has been completed and the next step is to receive CMAR comments and proceed into the final design stage: Construction Documents.

4. Hangar Inspections—Dr. Robin Sobotta, Airport Director and Doug Whitney, Airport Operations and Maintenance Supervisor

Dr. Robin Sobotta along with Doug Whitney discussed briefly what the process and timeline the airport will be doing to complete hangar inspections. The advised the purpose for the inspections is to ensure fire code and building code compliance as well as meets FAA requirements. Doug Whitney announced the Airport will be providing community education sessions and conducting courtesy inspections before the Final Inspections are completed and Notifications of Non Compliance are given. It is currently scheduled to conduct Final Inspections in May, with Re-Inspections for “Cure” occurring in June.

5. Minimum Operating Standards (MOS) & Rules/Regs

a. Working Group Status—Dr. Robin Sobotta, Airport Director

Dr. Robin Sobotta announced that a working group is currently working through the Rules and Regulations and MOS. The members have been meeting on Fridays to review these items and will present a draft to the committee for approval.

b. Rules/ Regs—Dr. Robin Sobotta, Airport Director

Dr. Sobotta reported that Prescott Regional Airport currently has a set of Rules & Regulations in effect that was passed by Resolution 1161 on 08/25/1975 making them outdated and not all applicable to today’s standards. The working group for the MOS and Rules & Regulations has met twice on March 8th and March 15th and has been focusing on the Rules & Regulations. Staff will eventually present an updated draft of the MOS along with the Rules & Regulations to the Airport Advisory Committee, and upon approval take it to City Council. Chairman Juliani advised members of the public to share any concerns or opinions with the Working Group Members.

F. Adjournment

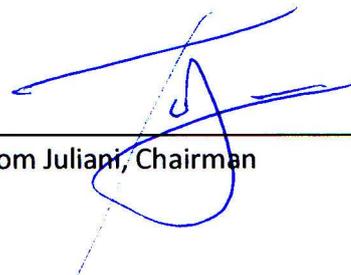
There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of March 19th at 2:37 p.m. at the Airport Administration Upstairs Conference Room.

Submitted by:



Kristi Miller, Staff Liaison

4/18/2019
Date



Tom Juliani, Chairman

4-18-2019
Date