AIRPORT ADVISORY COMMITTEE
MEETING MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON November 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 2:00 p.m.

B. Roll Call.

COMMITTEE MEMBERS:

Present: Chair Tom Juliani
Vice Chair Ken Foote
Member Jason Kopcsak
Member Michael Gjede
Member Frank Newman
Member Daryl Austermiller

Absent: Member Parker Northrup

C. Member Michael Gjede made a motion to approve the September, 17 2019 Airport Advisory Committee meeting minutes. Member Frank Newman seconded the motion and was passed 6-0.

D. Presentation

1. Airport Master Plan – Doug Sander, Delta Airport Consultants
Doug presented an update on the status of the Airport Master Plan. This process started in 2016 and showed that all steps have now been completed including the Aviation Forecasts and Airport Layout Plan which have been approved by the FAA. Doug reviewed the inventory of existing conditions and major elements at PRC, highlighting that PRC is now classified as a Primary Commercial Service Airport and the 44th Busiest Airport in the US by aircraft operation. The forecast of aviation demand identified the existing aircraft as the CRJ-200 (50 seats) while considering the design aircraft as the Embraer 170/175 (70-76 seats). It was discussed that due to the exponential growth of the airline since the forecasts were approved, the FAA was going to allow new airline forecasts to be generated. Next Doug identified the proposed development needs for Phase I (0-5 years), Phase II (6-10 years), and Phase III (11-20). Further, he identified the alternative analysis and cost estimates (to include the funding sources). A present value of projects was determined to be $155,950,000 with the local share being $10,576,875 (which includes the dedicated $3.5M for the new passenger terminal). Finally, the Airport Layout Plan and Public Disclosure Maps were presented.

E. Regular Agenda

1. Staff Reports/Information: Robin Sobotta, Airport Director; Kristi Miller, Airport Management Analyst; Doug Whitney, Airport Operations & Maintenance Supervisor; and Jeff Tripp, Airport Capital & Special Projects Coordinator.

a. Airline and Airport Operations – Kristi Miller
Kristi reviewed the Airline performance through October 2019 and advised that we are on track for November and December to reach 27,500+ enplanements total for 2019 which will be a new record for PRC in a calendar

year. She announced that in March 2020, SkyWest will be adding an additional departure to Denver, but will cease in the summer due to our hot & high conditions. Additionally, she reviewed the additional flights for November and December and discussed the parking plans for the holidays. Kristi announced we would be holding a TSA Pre-Check Mobile Enrollment Event at PRC December 3-6, 2019. It will be parking in the long term parking lot by the Administration Building, by Gate 274. Cost is $85 and will be valid for five years. Those interested are encouraged to pre-enroll and book and appointment at www.IdentoGO.com/RV. The committee was reminded about the upcoming REAL ID requirement for TSA taking effect October 2020 that all passengers must carry the REAL ID for air travel or other federal government ID like a passport. Vice Chair Ken Foote advised that they are changing the terminology to a Travel ID which will be required for anyone to board commercial flights, to enter any federal building, military base, or nuclear facility. People can either go to ADOT or Footework website for more information on obtaining a Travel ID.

b. Airport Security Upgrades – Doug Whitney

Doug presented on the current status of talking about upgrading the security at four gates at the airport to require a proxy card instead of entering a code. The gates at the Bottleneck Hangars, Gate at Ruger, and Monarch gate will be focused on for the upgrade. Airport staff is continuing to review companies and specs for this project and work on implementation of the project. Schedule for implementation is anticipated for Spring 2021. Member Austermiller inquired about ability to add WIFI at the Bottleneck into this project to assist pilots with web-based flight planning. Doug advised that is beyond the scope of this project but can be looked into separately. Public Comment: Lance Leighnor asked how this project would affect his business out of the Monarch Hangars. Lance will meet further with administration to discuss.

c. New Airport Passenger Terminal – Robin Sobotta

Robin announced that today we received notification that the FAA will be awarding a grant for $10M for the new passenger terminal at PRC. We received the Guaranteed Maximum Price (GMP) for the project on September 9. The contractor extended the guarantee until 12/16/2019 while we are awaiting funding announcement. On November 12, 2019, City Council accepted a $1M grant from Arizona Department of Transportation for this project. We will be looking at rescheduling a groundbreaking for winter 2019 with construction taking approximately 14 months. More information will be forthcoming pending today's funding announcement from the FAA.

d. Runway Extension Focused Planning Study

Robin reviewed the details and need for a 3R/21L Runway Extension Focused Planning Study which was approved by City Council on 11/12/2019. Due to the growth of service with United Express, it is estimated that PRC could see 55,000 enplanements by 2023. PRC has experienced airline operational challenges in lost seats and voluntary denied boarding due to the runway length. In 2019, 515 seats to LAX were blocked due to operational conditions. Additionally, 122 seats were denied boarding due to weight and balance restrictions. Passengers were incentivized to take another flight. With this pattern, we estimate it could affect 4,700 passengers unable to be served, even though there was an available seat. The scope of this study will validate the Master Plan recommendations; documents airline impacts based on current runway constraints; prepares refined alternatives and cost estimates; studies other elements associated with an extension (air traffic control tower, ARFF building, land acquisition needs, approach procedures, obstructions/land use); and sets the stage to begin the environmental process. The study will last approximately 7-8 months and will cost $198,944. The pathway following the planning for the extension project will be environmental, land acquisition, design and construction. Construction is estimated to be around $40M.

F. Adjournment

There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of November 19th at 3:37 p.m. at the Airport Administration Upstairs Conference Room.

Submitted by:

Kristi Miller, Staff Liaison — Date: 1-21-20

Tom Juliani, Chairman — Date: 1-21-2020

Agenda

- Call to Order, Roll Call, Approval of Minutes
- Presentations
  - Airport Master Plan Review
- Regular Agenda
  - Staff Reports/Info
    - Airline Update, TSA VanGo Pre-Check Event, Pre-Holiday Coordination Meeting and Parking Update
    - Security Upgrades
    - Runway Extension Focused Planning Study
    - Terminal Status, $1M Grant Acceptance

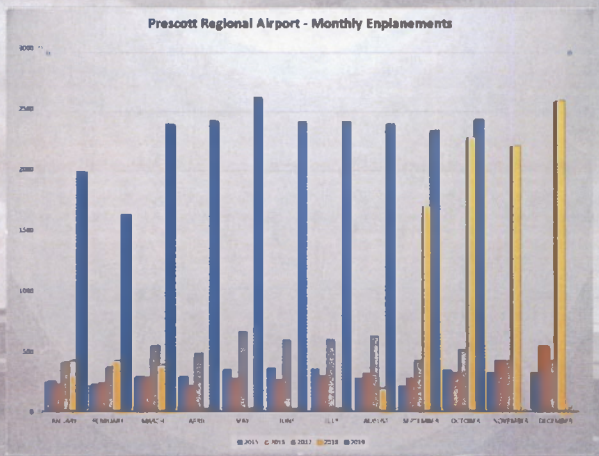
Airport Master Plan –
Delta Airport Consultants

Staff Reports

SkyWest AIRLINES®

Enplanements

[illegible]	2015	2016	2017	2018	2019
Air Carrier Boardings	**2015**	**2016**	**2017**	**2018**	**2019**
January	228	203	393	411	1982
February	200	216	353	411	1628
March	268	263	532	377	2377
April	270	191	467	0	2406
May	327	253	644	0	2598
June	338	241	574	0	2398
July	332	276	579	0	2399
August	252	295	610	175	2379
September	184	257	408	1696	2326
October	324	303	496	2270	2419
November	299	406	404	2197	
December	301	531	406	2574	
Total Monthly Boardings	3323	3435	5866	10111	22912



NEW RECORD: 27,500+ Enplanements in 2019!

COMING MARCH 2020: Addl DEN Departure

SkyWest AIRLINES Holiday Information

Extra Flights

Additional 450 departing seats!

November

- **November 26th (DEN)**
- **November 27th (LAX)**

December

- **December 2nd (DEN)**
- **Saturdays (DEN)**
  12/21/2019 - 01/04/2020
- **Sunday (LAX)**
  12/22/2019 – 01/05/2020

PARKING

- Additional Temporary Parking being added
- Shuttle Services available
- 10 Day Policy

Quick Facts

WHAT: **Enrollment in TSA Pre✓®**

Note: Global Entry and other Trusted Traveler programs not available at this event

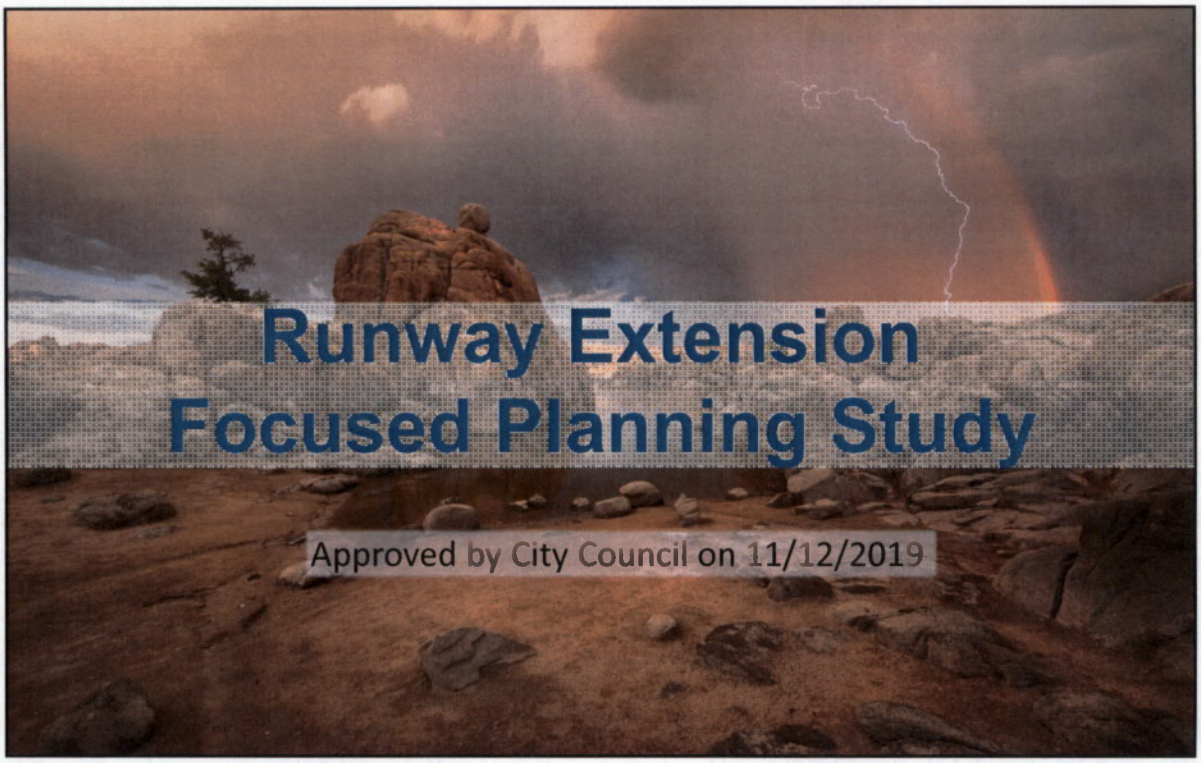
WHEN: **December 3-6, 2019**
Tuesday-Thursday 9am-12pm, 1pm-5pm
Friday 9am-12pm

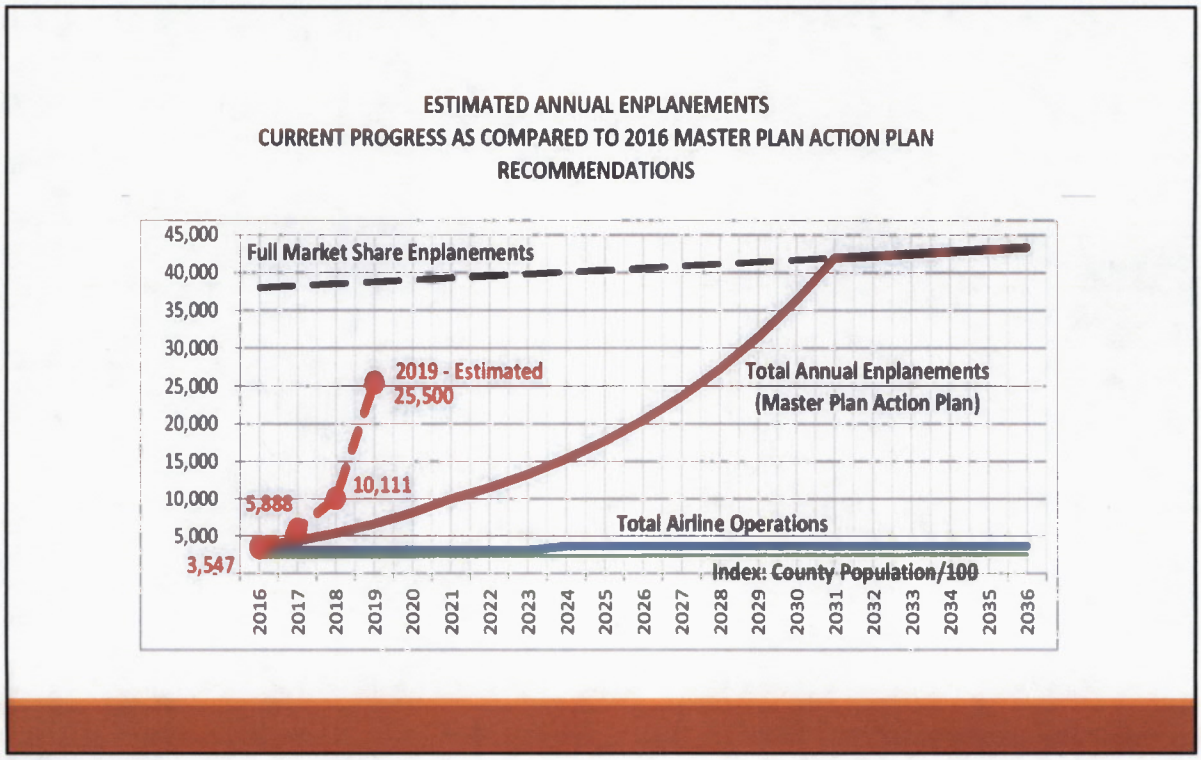
WHERE: **Long Term Parking Lot by Administration Building (By Gate 274)**

COST: **$85 (valid for five years)**

SIGN UP: **www.IdentoGO.com/RV**

- GMP – September 9 (now expires on 12/16/2019)
- Accepted $1M ADOT Grant – 11/12/2019
- Ground Breaking – Fall/Winter 2019
- Terminal Project – 14 months!


Runway Extension
Focused Planning Study
Approved by City Council on 11/12/2019


ESTIMATED ANNUAL ENPLANEMENTS
CURRENT PROGRESS AS COMPARED TO 2016 MASTER PLAN ACTION PLAN RECOMMENDATIONS
Full Market Share Enplanements
2019 - Estimated
25,500
10,111
5,888
3,547
Total Annual Enplanements
(Master Plan Action Plan)
Total Airline Operations
Index: County Population/100
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
2016
2017
2018
2019
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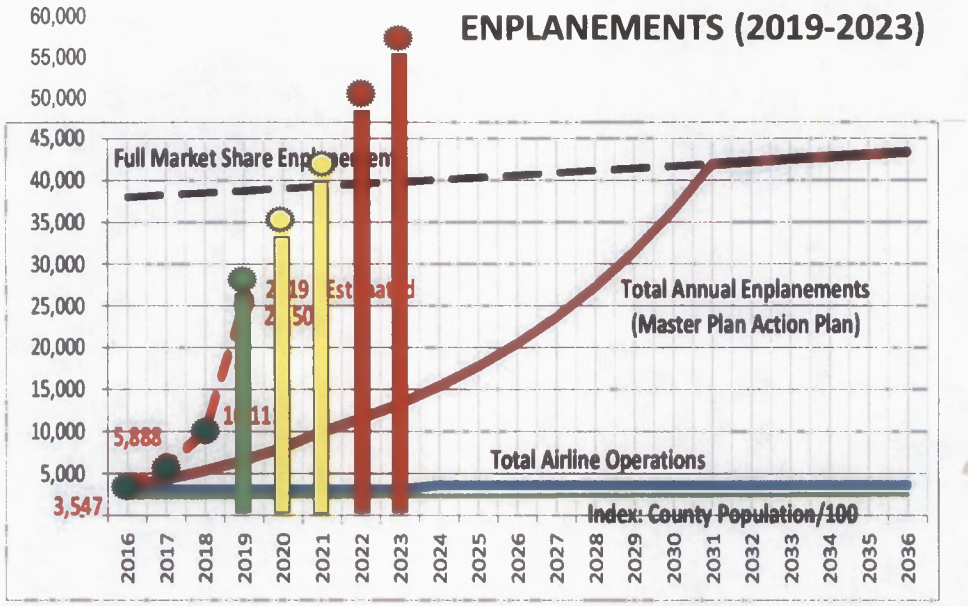

Airline Operational Challenges at PRC

Prior Impacts (since service start)

United Express Lost Seats & Denied Boarding Summary

	2018					2019												
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Outbound Seats (total)	3100	3000	3100	3000	3100	3100	2800	3100	3000	3100	3000	3100	3100	3000	3100	3000	3100	51,800
Blocked Seats (LAX)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	25	150	155	155	30	n/a	n/a	n/a	515
Denied - REV LAX	15	21	0	0	0	0	0	0	0	3	5	0	0	0	13	0	0	57
Denied - NON-REV LAX	0	9	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	11
Denied - REV DEN	0	0	0	2	0	0	0	0	0	33	0	15	0	0	0	0	0	50
Denied - NON-REV DEN	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	[illegible]
	15	34	0	2	0	0	0	0	0	61	156	170	155	30	14	0	0	637

122

PRC-DEN	5158	94	total passengers denied boarding
PRC-LAX	5160	515	total seats blocked during the summer flight block reduction
PRC-LAX	5160	68	total passengers denied boarding during other dates

[illegible]

Future Impacts (2020)

Future DEN (service interruption) impact (June - Oct 2020):

6100 lost seats x 77% LF = 4,700 unserved passengers!

Focused Runway Planning Study Scope

- Validates of Master Plan recommendations
- Documents airline impacts based on current runway constraints
- Prepares refined alternatives and cost estimate
- Studies other elements associated with an extension
  - Air traffic control tower
  - ARFF building
  - Land acquisition needs
  - Approach procedures
  - Obstructions/Land Use
- Engages public throughout the Study
- Sets the stage to begin the environmental process

Goal: Seek Optimal RWY Length to Maximize Air Service Success

Focused Runway Planning Study Summary and Next Steps

Study Duration: 7- 8 months

Study Cost: $198,944

- $150,000 from the Airport Fund (Capital cost savings):
  - Equipment Acquisition – Snow Blower, Flail Mower, Snow Pusher attachments
  - Taxiway "C" Relocation Design
  - Runway 12/30 Circuit Rejuvenation
  - Master Lock System
- $48,944 - from the General Fund

Ultimate Runway Extension Project Pathway:

Planning ➡ Environmental ➡ Land Acquisition ➡ Design ➡ Construction

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PRC AIRPORT MASTER PLAN

City Council Meeting

Delta Airport Consultants/Dibble/NJP

December 10, 2019

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Agenda

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- Master Planning Process & Status
- Inventory of Existing Conditions
- Forecast of Aviation Demand
- Facility Requirements
- Alternatives Analysis
- Financial Feasibility and Airport Capital Improvement Plan (ACIP)
- Airport Layout Plan (ALP)
- Public Disclosure Map

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Master Plan Process and Status

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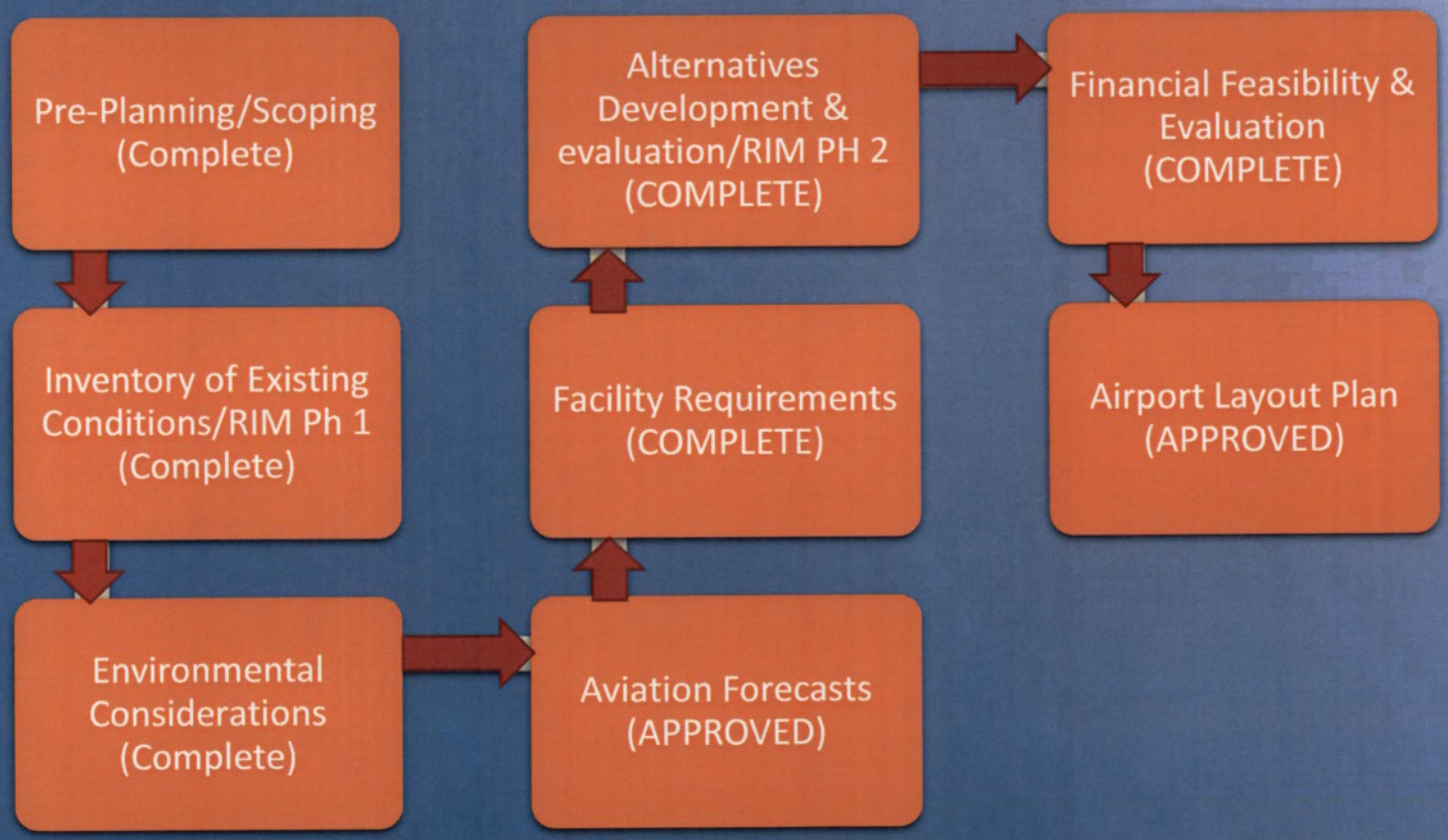

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Inventory of Existing Conditions
Major Existing Elements:

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- Three Runways:
  - **Runway 3R-21L** - 7,619 feet long by 150 feet wide
  - **Runway 3L-21R** - 4,846 feet long by 60 feet wide
  - **Runway 12-30** - 4,408 feet long by 75 feet wide
- Five Parallel Taxiways
- Air Traffic Control Tower
- Flight Schools:
  - Embry-Riddle Aeronautical University
  - Guidance Aviation
  - North-Aire
  - Universal Helicopters
- Hangars:
  - 134 T-Hangars and Shade Hangars Units
  - 18 Clear Span Hangars
  - 54 Executive Hangars Units
- US Forest Service
- Full Service FBO: Legend Aviation
- On-site ARFF Services
- Commercial Airline Service: United Express
- On-site Restaurant: Susie's Skyway
- On-site Rental Car and Valet

CLASSIFIED AS A **PRIMARY COMMERCIAL** SERVICE AIRPORT

44TH **BUSIEST AIRPORT** IN THE US BY AIRCRAFT OPERATIONS

CITY OF PRESCOTT ARIZONA
PRESCOTT REGIONAL AIRPORT
Ernest A. Love Field

SERVES THE COMMERCIAL AND GENERAL AVIATION (GA) NEEDS OF **YAVAPAI COUNTY AND MUCH OF NORTHERN ARIZONA**

LINKS THE REGION WITH DUAL-HUB NON-STOP SERVICE TO MARKETS BOTH **DOMESTICALLY AND INTERNATIONALLY**

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Forecast of aviation demand

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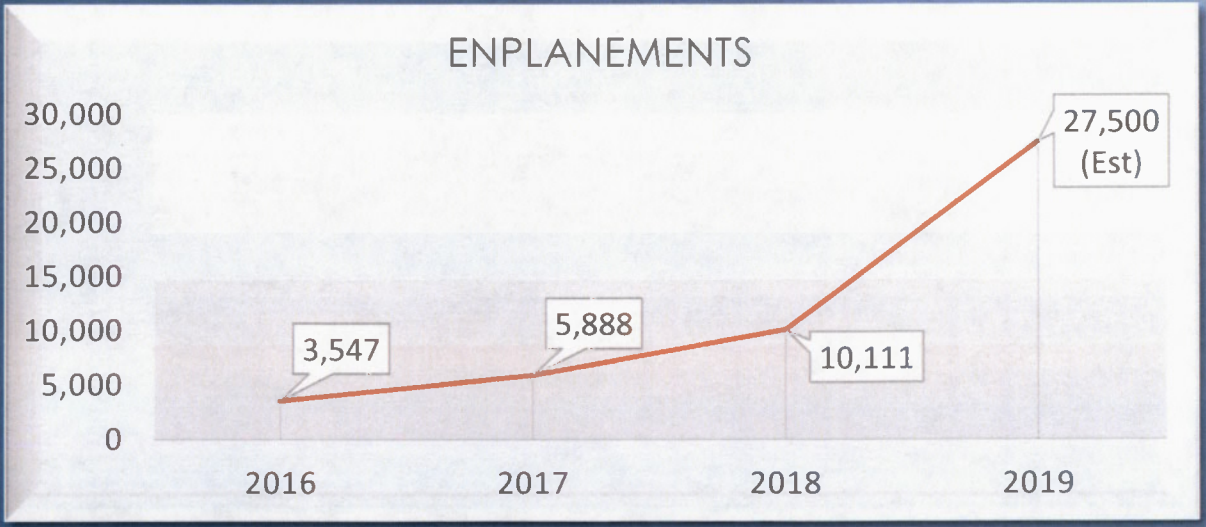
DESIGN AIRCRAFT

EXISTING
CRJ-200
50 seats

PROPOSED
Embraer E-170/175
70-76 seats

	BASED AIRCRAFT							ANNUAL OPERATIONS		
Year	Single Engine Piston	Multi Engine Piston	Turbo Prop	Jet	Rotor Craft	Light Sport	**TOTAL**	General Aviation	Air Carrier	**TOTAL**
2016	256	20	8	3	35	16	**338**	262,347	3,683	**266,030**
2021	249	20	9	4	40	20	**340**	264,232	3,120	**267,352**
2026	241	19	10	4	45	25	**344**	267,902	3,640	**271,542**
2031	234	19	12	5	51	31	**350**	273,702	3,640	**277,342**
2036	227	18	13	5	57	39	**359**	282,060	3,640	**285,700**



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Facility requirements

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PHASE I (0-5 YEARS)

- Rehabilitate Runway 3R-21L Pavement
- Rehabilitate Runway 3R-21L Lighting
- Construct Shade Hangars
- Rehabilitate West Ramp
- Construct New Terminal Building
- Construct New Terminal Parking
- Rehabilitate Terminal Ramp
- Relocate Taxiway C/RIM
- Improve Runway 12-30 RSA
- Rehabilitate Runway 12-30 Lighting
- Expand FBO Parking Lot
- Expand FBO Ramp
- Upgrade Fence and Security System
- Construct Corporate Hangar
- Construct ARFF Facility
- EA – Extend Runway 3R-21L
- Acquire Land (3R--21L Extension)
- Construct Runway 3R-21L Extension
- Construct T-Hangar Taxilanes
- Construct T-Hangar

PHASE II (6-10 YEARS)

- Relocate Taxiway F
- Construct SRE/MXE Storage Building
- Rehabilitate Runway 3L-21R PAPIs
- Rehabilitate Runway 3L-21R Lighting/REILs
- Rehabilitate Taxiways D, K, H
- Rehabilitate MacCurdy Drive
- Construct New Air Traffic Control Tower
- Construct Corporate Hangar
- Expand Terminal Parking Lot
- Conduct Airport Wayfinding Study & Improvements
- Clubhouse Drive Extension Study
- Update Airport Property Map

PHASE III (11-20 YEARS)

- Rehabilitate Runway 12-30 Pavement
- Rehabilitate Taxiway A
- Acquire Land (Runway 3L-21R Extension)
- EA – Extend Runway 3L-21R Extension
- Construct Runway 3R-21L Extension
- Rehabilitate Runway 3L-21R Pavement
- Construct Corporate Hangar
- Construct T-Hangar Taxilanes
- Construct T-Hangar
- Construct Rental Car Service Facility
- Construct GSE Building
- Construct High-Speed Exit Taxiways
- Expand Terminal Building
- Expand FBO Building

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Alternatives analysis

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- 3 Alternates for Runway 3R-21L (Extension)
- 2 Alternates Runway 3L-21R (Extension)
- 4 Alternates for Runway 12-30 (Standards)
- 3 Alternates for Runway Visibility Zone (Standards)
- 2 Alternates for Taxiway E (Standards)
- 3 Alternates for Taxiway F (Standards)
- 3 Alternates for Air Traffic Control Tower (Line of Sight)
- 6 Alternates for General Aviation Facilities (Development)
- 2 Alternates for Clubhouse Drive (Circulation)

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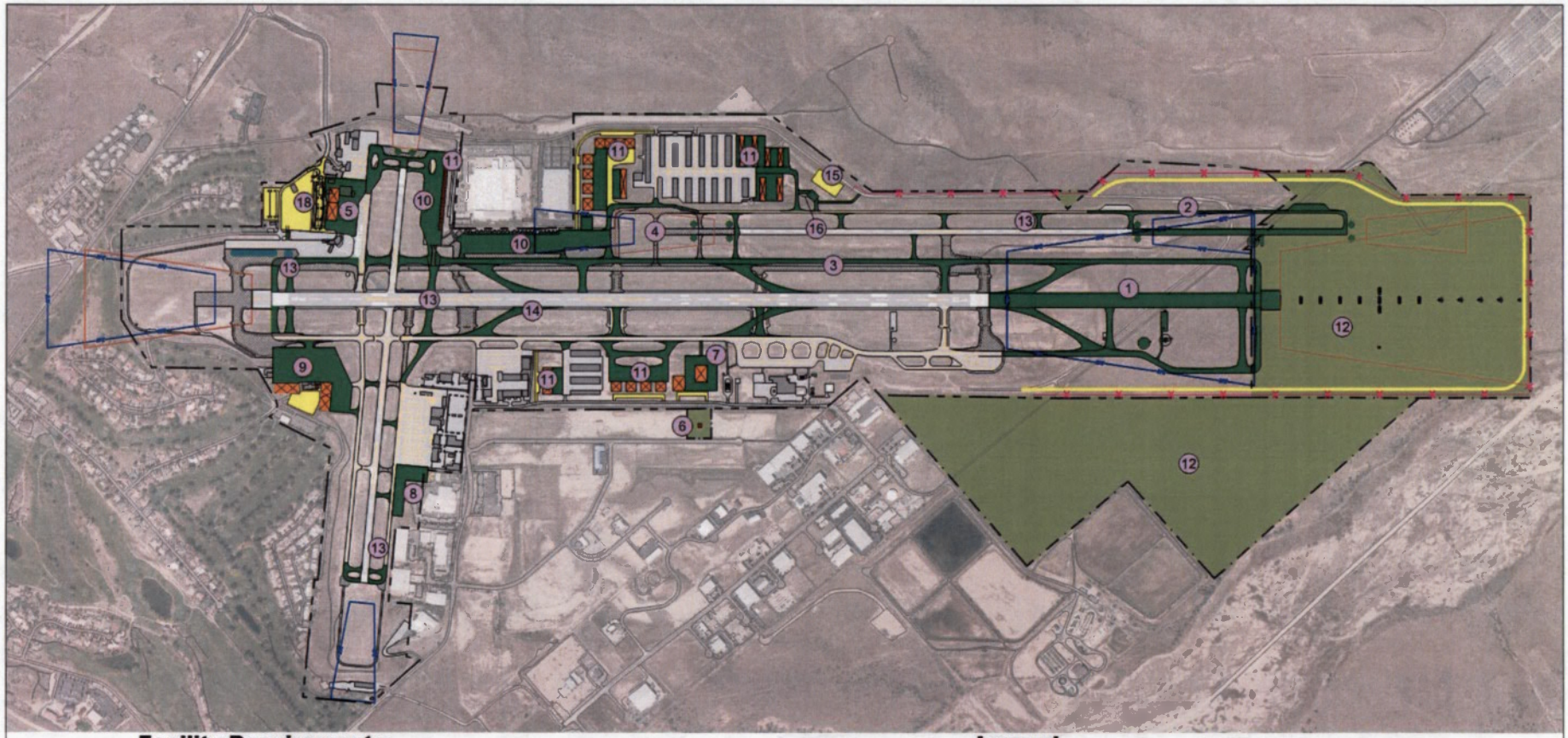

Facility Requirements

- Extend Runway 3R-21L - 2,381'
- Extend Runway 3L-21R - 1,354'
- Relocate Taxiway C
- RIM Mitigation
- New Commercial Service Terminal
- New Air Traffic Control Tower
- New ARFF / SRE Facility
- Apron Expansion
- FBO Expansion
- Apron Expansion
- Hangar Construction
- Land Acquisition
- Taxiway Improvements
- High Speed Exit Taxiways
- Rental Car Facility
- Aircraft Washrack
- Self-Service Fuel Facility
- New Auto Parking

Legend

- Existing Airport Property Boundary
- Existing Airfield Pavement
- Existing Airport Building
- Existing Runway Protection Zone (RPZ)
- Proposed Airport Property Boundary / Land Acquisition
- Proposed Airfield Pavement
- Property Airport Building
- Proposed Road / Parking
- Proposed Removal
- Proposed Runway Protection Zone (RPZ)

Cost estimates and Funding Sources

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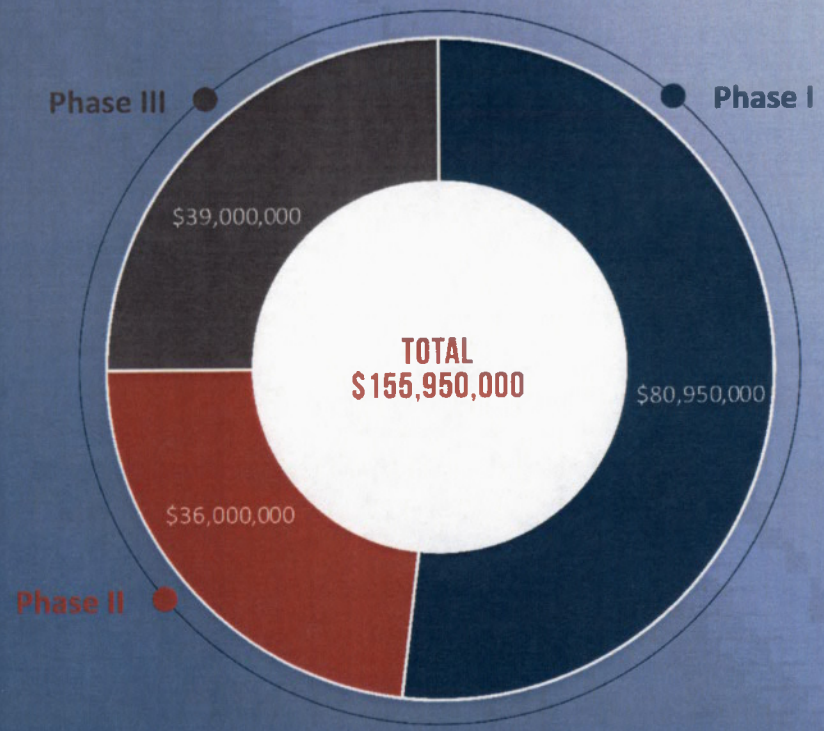
FUNDING SOURCE	CONTRIBUTION
FAA	$122,440,000
ADOT	$3,633,125
Local	$10,576,875
Private	$19,300,000
Total	**$155,950,000**



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Airport Layout Plan (ALP)

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- Cover Sheet
- Existing Layout Plan
- Existing Airport Data Sheet
- Airport Layout Plan
- Airport Layout Plan Data Tables
- Terminal Area Plan – South
- Terminal Area Plan – West
- Terminal Area Plan – East
- Airport Airspace Drawing (Existing)
- Airport Airspace Drawing (Ultimate)
- Runway 3R Inner Approach Surface (Existing)
- Runway 21L Inner Approach Surface (Existing)
- Runway 3L Inner Approach Surface (Existing)
- Runway 21R Inner Approach Surface (Existing)
- Runway 12 Inner Approach Surface (Existing)
- Runway 30 Inner Approach Surface (Existing)
- Runway 3R-21L Departure Surface (Existing)
- Runway 3L-21R Departure Surface (Existing)
- Runway 12-30 Departure Surface (Existing)
- Runway 3R Inner Approach Surface (Future)
- Runway 21L Inner Approach Surface (Future)
- Runway 3L Inner Approach Surface (Future)
- Runway 21R Inner Approach Surface (Future)
- Runway 12 Inner Approach Surface (Future)
- Runway 30 Inner Approach Surface (Future)
- Runway 3R-21L Departure Surface (Future)
- Runway 3L-21R Departure Surface (Future)
- Runway 12-30 Departure Surface (Future)
- Existing Approach Obstruction Tables – 3R-21L
- Existing Approach Obstruction Tables - 3L-21, 12-30
- Existing Departure Obstruction Tables – 3R-21L
- Existing Departure Obstruction Tables – 3L-21, 12-30
- Future Approach Obstruction Tables – 3R-21L
- Future Approach Obstruction Tables – 3L-21R, 12-30
- Future Departure Obstruction Tables – 3R-21L
- Future Departure Obstruction Tables – 3L-21R, 12-30
- Land Use Drawing (Existing)
- Land Use Drawing (Future)
- Airport Property Map
- Airport Inventory Tables
- Interior Parcels Map

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