

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON February 18, 2020 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 Parker Northrup
Member Michael Gjede
Member Daryl Austermilller

Absent: Member Frank Newman

C. Vice Chair Ken Foote made a motion to approve the January 21, 2020 Airport Advisory Committee meeting minutes. Member Michael Gjede seconded the motion and was passed 6-0.

D. Committee Member Industry Updates

E. Staff Reports

1. Administrative Update – Kristi Miller, Airport Management Analyst
Airline enplanements for January 2020 were down from 2019 approximately 8.53% which aligns with nationwide averages. The airport has begun marketing strategies to boost enplanements to include enhanced social media posts (managed by Craf2m marketing), radio advertisements and banner ads at the Findlay Center. For the social media posts we have highlighted destinations that you can easily connect to via Los Angeles and Denver. We have recently updated our airport leakage study looking at our catchment area to determine how much passenger traffic we are still “leaking” to other airports. It indicated that we are currently capturing approximately 4% of catchment area, and based on our air service marketing consultant am working toward capturing 15% which is a reasonable number for airports our size.

Committee inquired and discussed if staff had any recent statistics regarding on-time performance as related to delays and cancellations. Airport staff agreed to look into it and report back to the committee with additional information.

Airport Administration is working to finalize the fiscal year 2021 (FY21) budget process for submittal and Council approval at the June 23, 2020 voting meeting. The operating and capital projects that we are planning, pending City leadership and City Council approval, for FY21 include: Air Show, Triennial Emergency Drill, Taxiway C Relocation, New Terminal – Construction, Removal of the TSA Wing at the existing terminal, Airport Pavement Preservation, Environmental Analysis for the 3R/21L Runway Extension, Airport Master Lock and Badging System, Perimeter Fencing & Security Upgrades, and Bottleneck Hangar Complex Improvements.

2. Operations & Maintenance Update – Jeff Tripp, Operations & Maintenance Superintendent

The Taxiway C Relocation tentative schedule was presented, with design being on track to put out to bid in late March/early April. Based on award from the FAA, the project is anticipated to begin construction in early August. The committee was given the chance to see the overall phasing for the project, however, it will be dependent on Federal funding, with construction possibly occurring over the course of two years. To the greatest extent possible, it has been designed to avoid user impacts, including the potential for night work. The hot spot at B4/B5 intersection will be addressed in this project to avoid movement area incursions. This project will be shifting Taxiway C 75 feet to the north to meet current FAA standards, creating a 400 feet separation from the centerline of the runway to the .

3. Director's Update – Robin Sobotta, Airport Director

The Airport Layout Plan (ALP) was approved by the City Council in December 2019 and we just received notification that the ALP has been approved by the FAA as well. The ALP depicts potential development around the airport by showing projects anticipated to occur within 0-5 years in orange, projects within 6-10 years are indicated in yellow, and projects within 10-20 years showing in green. Robin reviewed potential locations for private development in context with the ALP.

The potential need for relocation of the air traffic control tower is being studied as part of the planning process for the 3R/21L Runway extension. Robin reviewed the facility requirement needs listed within the Airport Master Plan, and noted that many of the projects within Phase I (0-5 years) are either already completed, in design, or in planning stages. She noted that some items within the facility requirements are potential for private development opportunities which was reviewed with the committee. From the ALP, she highlighted the areas that already have existing agreements with development obligations, as well opportunities for new airside and landside possibilities. Robin advised that state law requires that new development opportunities require airports to put out a Request for Proposals (RFP) to allow for best and highest use of the property.

Airport Administration has been approached by various parties desiring to build commercial hangars, and advised that due to the RFP process and existing agreements that have development requirements, additional discussions will be made regarding those opportunities. Any commercial hangars will be asked to ensure they have landside access to ensure as the airport changes security classifications requiring full badging that the airport is positioned to makes changes as required.

F. Adjournment

There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of February 18, 2020 at 3:22 p.m. at the Airport Administration Upstairs Conference Room.

Submitted by:



Kristi Miller, Staff Liaison

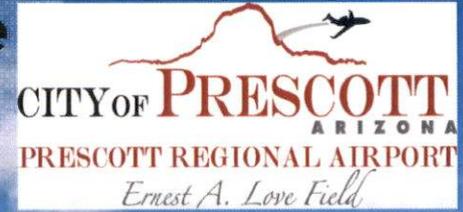
6.16.2020
Date



Tom Juljani, Chairman

6.16.2020
Date

Airport Advisory Committee February 2020



AGENDA

- Call to Order
- Roll Call/Introduction
- Approval of Minutes for the 01/21/2020 Airport Advisory Committee Meeting
- Committee Member Industry Updates
- Staff Reports
 - Administrative Update
 - Operations & Maintenance Update
 - Director's Update

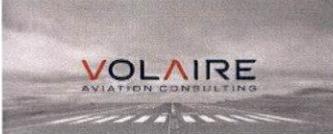
AIRLINE OPERATIONS


JANUARY

	Passenger		LF	
2019	1,982		63.94%LF	
2020	1,773	<div style="font-size: 2em; color: #1a3d4d;">↓</div> (209)	55.41%LF	<div style="font-size: 2em; color: #1a3d4d;">↓</div> (8.53%)

MARKETING STRATEGIES:

- ✓ Social Media
- ✓ Findley Center
- ✓ Radio

FY21 BUDGET CALENDAR

- **February 28th – Base Budget, estimated endings for FY20**
- **March 6th – Capital Requests and 5 year plan**
- **June 23, 2020 – Council Final Budget Adoption**

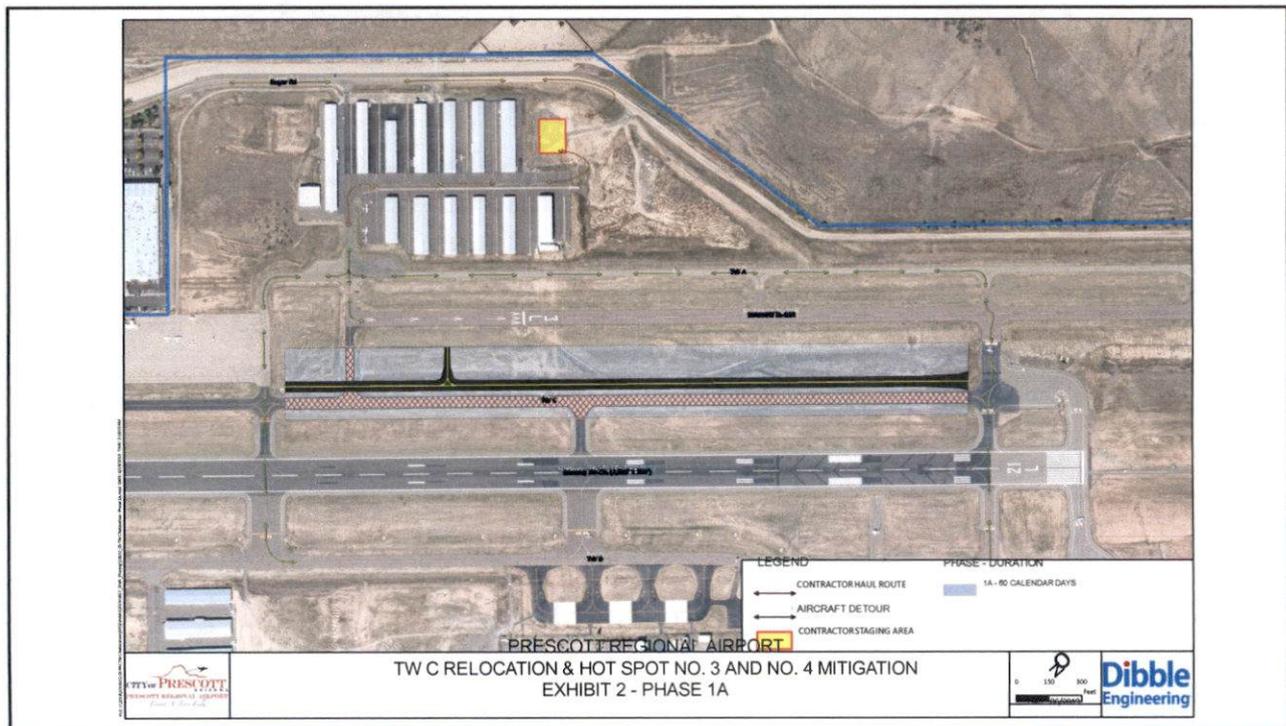
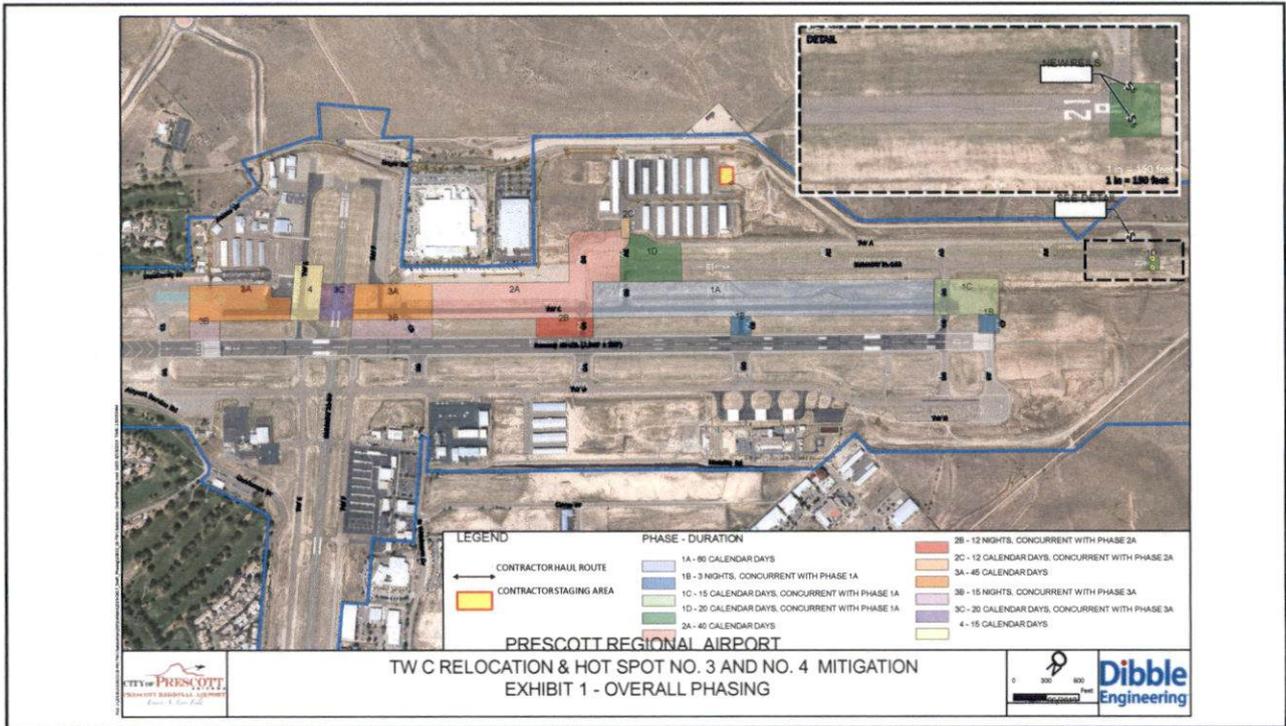
FY21 BUDGET - HIGHLIGHTS

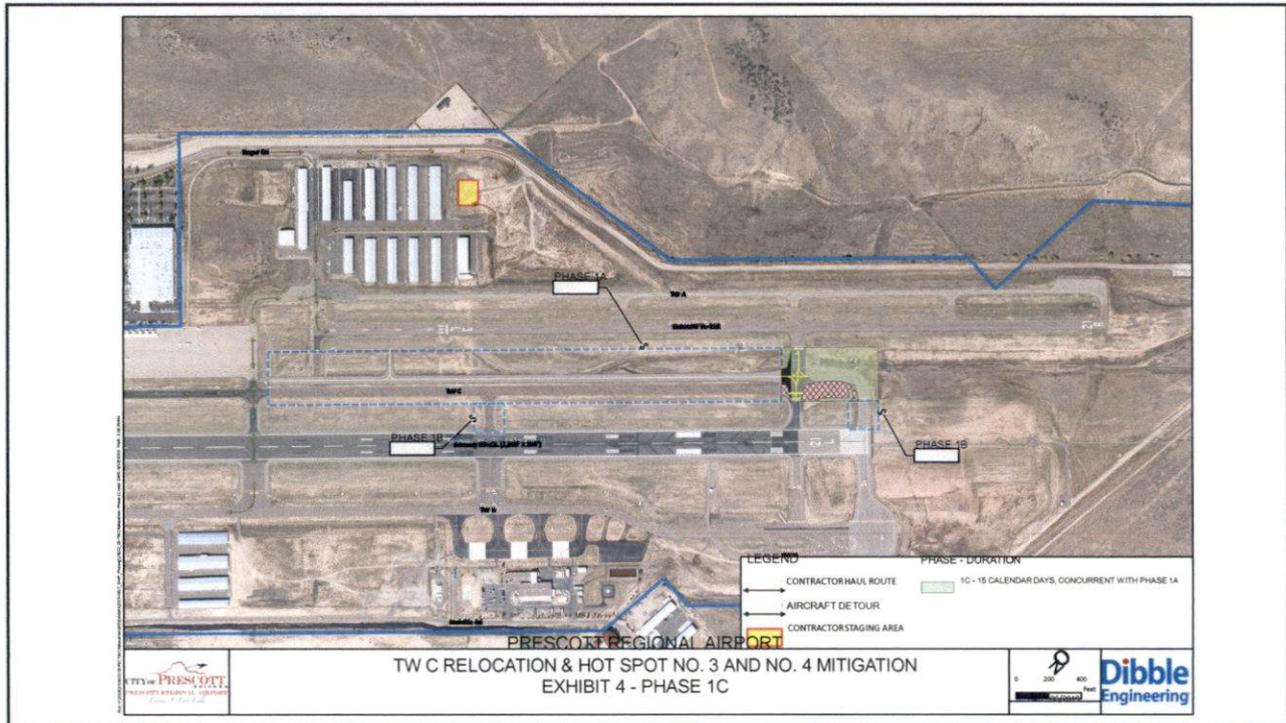
- Air Show – October 03, 2020
- Triennial Emergency Drill – July/August 2020
- TWY-C Relocation – Construction
- New Terminal - Construction
 - Grand Opening, February 2021
- Existing Terminal – Removal of TSA Wing
- Airport Pavement Preservation Program
- Landside Study & Environmental Studies
- RWY Extension – EA
- Airport Master Lock & Badging System
- Emerg. Generator – Increase Capacity
- Wildlife Hazard Assessment
- Perimeter Fencing & Security Upgrades
- Bottleneck Hangar Complex Improvements
 - Wash Rack Design
 - WiFi Installation
 - Crack Seal & Pavement Preservation

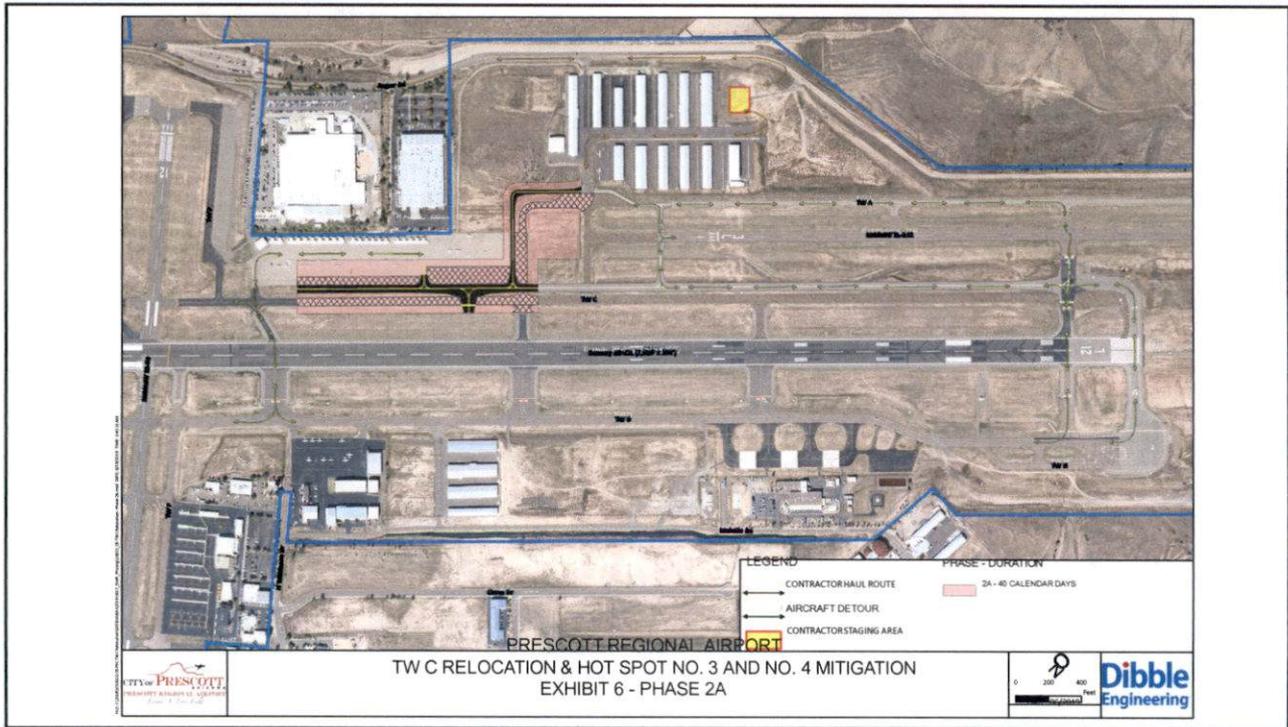
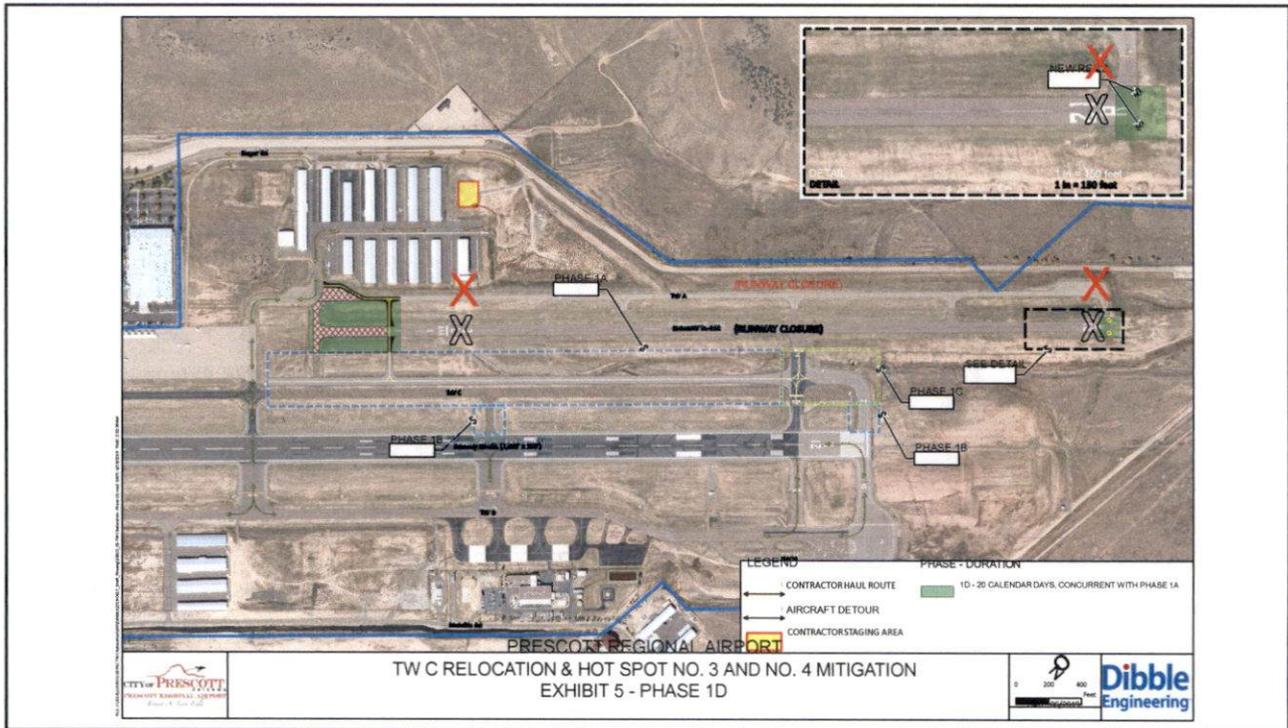
TAXIWAY CHARLIE RELOCATION

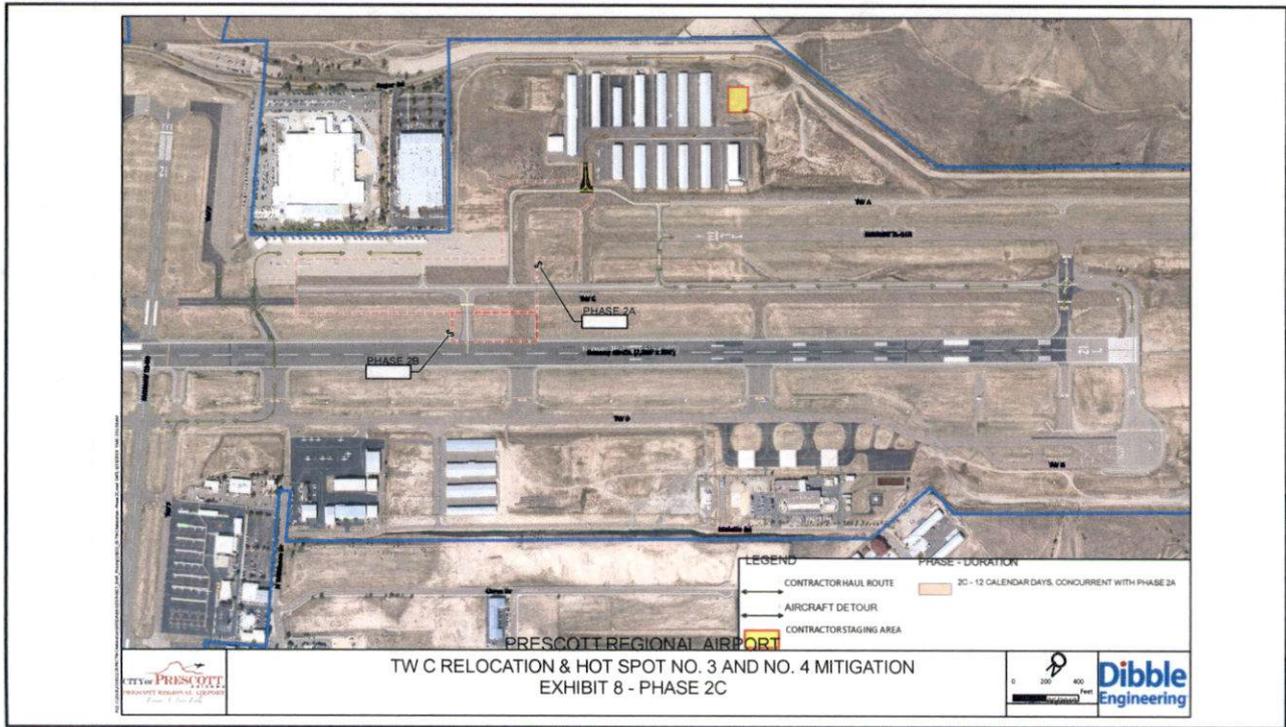
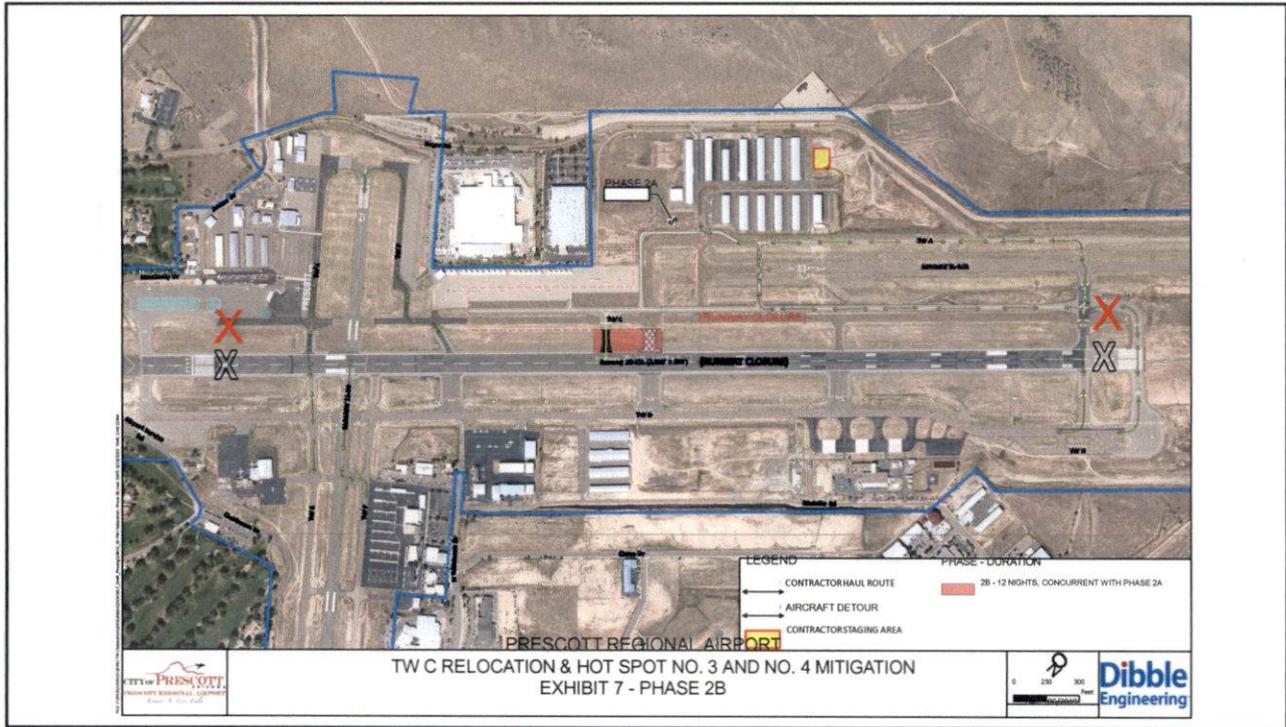
Tentative Project Schedule

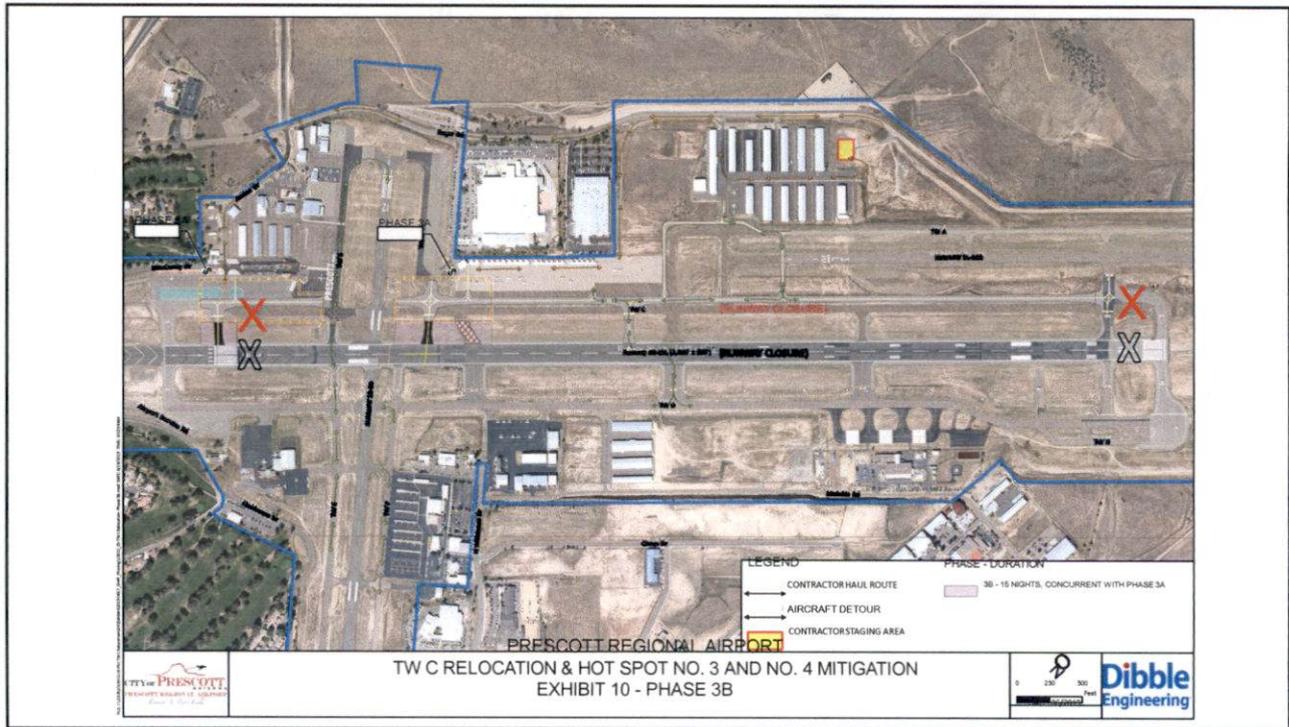
- Complete project design. Release Bids March 29 & April 5
- Pre-Bid Conference – April 16
- Last day for RFP questions – Wednesday, April 22
- Last day for RFP addenda – Friday, April 24
- Bid Opening – Thursday, April 30
- Council Award – Tuesday, May 12 (or 26)
- Project Commencement Date TBD depending upon receipt of federal & state grant funding and the contractors proposal.

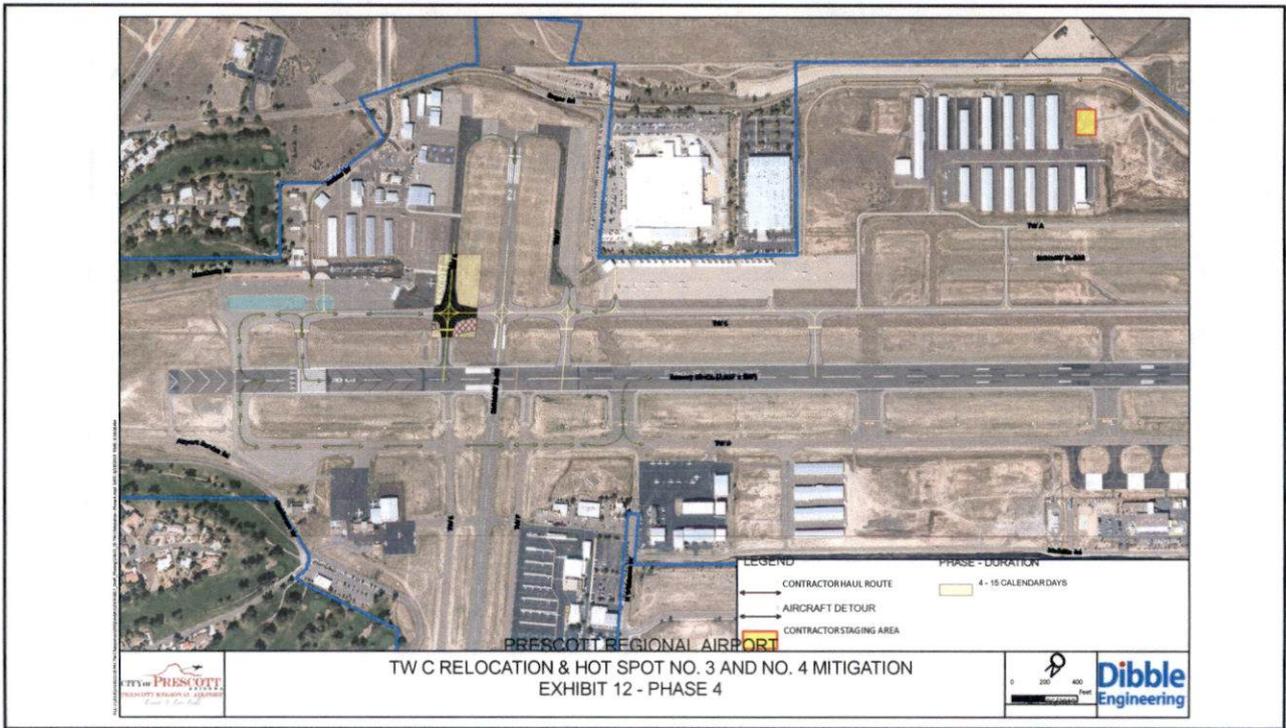
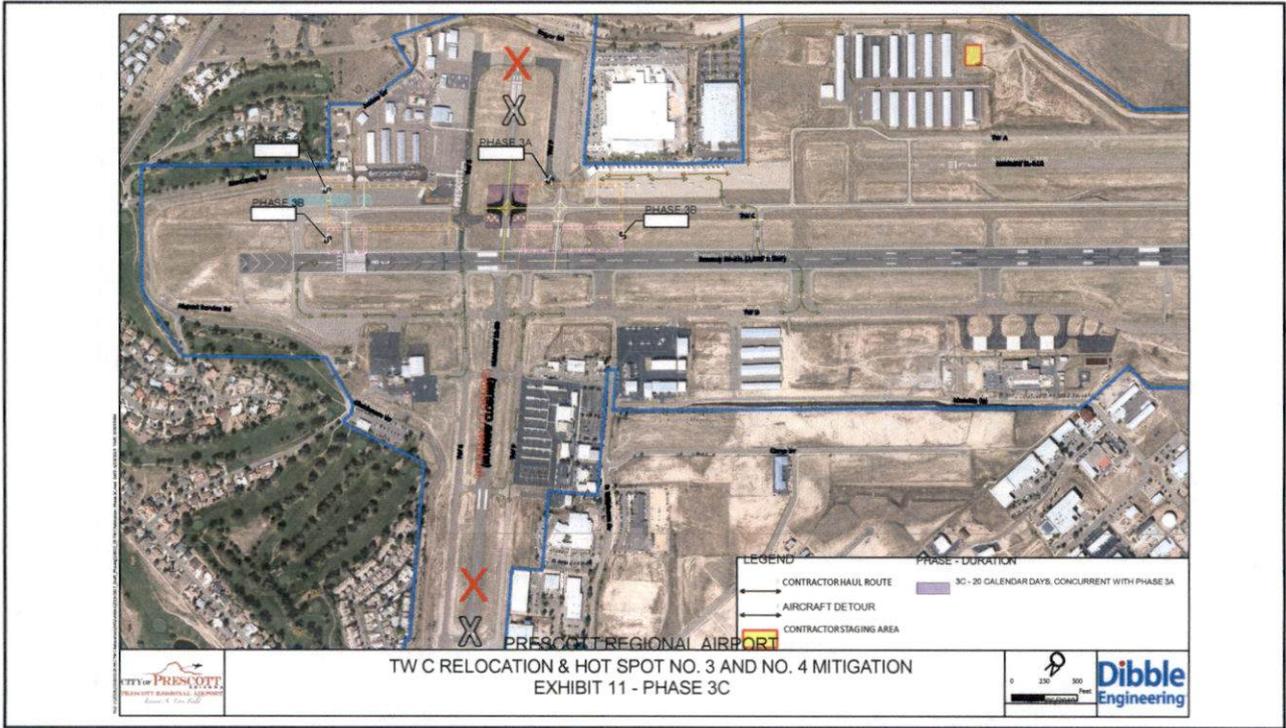












Airport Master Plan – Facility Requirements

PHASE I (0-5 YEARS)	PHASE II (6-10 YEARS)	PHASE III (11-20 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	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	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

