

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON June 16, 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 2:02 p.m.

B. Roll Call

COMMITTEE MEMBERS:

Present: Chair Tom Juliani
Vice Chair Ken Foote
Member Frank Newman
Member Parker Northrup
Member Michael Gjede
Member Daryl Austermilller

Absent: Member Jason Kopcsak

C. Approval of Minutes for the 02/18/2020 Airport Advisory Committee Meeting

Member Frank Newman made a motion to approve the February 18, 2020 Airport Advisory Committee meeting minutes. Member Michael Gjede seconded the motion and was passed 6-0.

D. Committee Member Industry Updates

Frank Newman - Commercial Air Service: Load Factors for flights that operate hub-to-hub are operating with 85-95% load factors. There have been no reported outbreaks of COVID due to commercial service recently. Hawaii and the United Kingdom have instituted 14-day quarantines upon arrival into the state/country. Starting to see an increase in fares. Airlines are no longer restricting middle seats.

Parker Northrup – ERAU: Closed for six weeks due to COVID. They lost 20-25% of annual flying hours between March-April due to COVID closure. For their fiscal year (07/01/2019-07/01/2020) they had over 30,000 flight hours. The next fiscal year is anticipated to have over 55,000 flight hours. Currently have 42 aircraft in the fleet and are getting ready to add 23 additional Cessna's and 9 Diamonds to the fleet within the coming year. They have 280 students active over the summer and expecting 750 students in the flight program this fall.

Tom Juliani – Legend FBO: Fuel sales have been down significantly due to flight schools not operating due to COVID and reduced airline schedule.

E. Staff Reports

1. Administrative Update – Kristi Miller, Airport Management Analyst

a) Airline & Airport Operations: Airline enplanements have been greatly impacted down to COVID-19, however PRC's number have aligned with national averages. In March, PRC had 1,330 enplanements in March (down 44% from 2019), 108 enplanements in April (down 95.5% from 2019) and 252 enplanements in May (down 90% from 2019). TSA reported that nationally for March 01-June 14th, the amount of passengers screened daily was at its lowest the week of April 12th and has been steadily increasing. Daily Los Angeles flights will be resuming on June 27, 2020. Greg Atkin, SkyWest Managing Director of Market Development stated for a press release about the return of the Los Angeles flight: *"We look forward to the return of our United Express flights from Prescott to Los Angeles, and know our passengers can fly with confidence in the additional measures being taken on every flight. From enhanced cleaning, mandatory*

face coverings and customer self-assessments with check-in, we remain committed to the health and safety of all onboard our aircraft.” The Annual FAA Airport Certification inspection originally scheduled for June 2-4 has been postponed due to COVID-19. New date to be determined by the FAA. The airport is required to hold a full-scale airport emergency plan exercise at least once every 36 consecutive calendar months. PRC's triennial full scale drill is due to be completed no later than August 31, 2020 with a final date TBD. Due to COVID-19, the exercise will be scaled back to minimize the number of participants to primary and secondary responders with only the minimum of 20 victims as required by the FAA.

b) COVID Deferral Policy: In response to the COVID-19 pandemic, the Airport developed a COVID-19 Commercial Lease/License Payment Deferral Policy, in accordance with FAA guidance, to allow our commercial tenants options for deferring rental payments. Airport Administration received four inquiries, two requests from tenants, and two deferrals were issued.

c) Air Show Status: Wings Out West 2020 is currently scheduled and planning underway to occur on October 3, 2020. Gates will be open from 9am-3pm with an aerobatic display from 10am-1:30pm. The theme for this year's show will be a Celebration of Women in Aviation.

d) Terminal Construction: Terminal Construction is progressing with no impacts due to COVID-19. The Notice to Proceed was issued on 12/09/2019 and to date has used 176 days. At this time, 19 approved weather days have been added to the contract, pushing Substantial Completion to Mid-February and Final Completion to Mid-March. A design change was made to add an additional holdroom to allow for multiple departing flights within three-hours without affecting the fire capacity.

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

a) Design & Construction: The Taxiway C Relocation project is waiting on receipt of funding from the FAA to determine whether Base Bid, or total project (to include Add Alternate) will be awarded. The anticipated start date is in August. Airport staff is also working on planning for a Perimeter Security upgrade project. This project was originally designed in 2016 and is currently working to update the design. Goal is to reduce the number of gates, especially pedestrian gates. Surveillance cameras will be added at the gates to provide visual identification of personnel and vehicles entering airside. Staff and the design team are working to update and align the access control systems for this project to communicate and synchronize with the system at the new terminal. The design team has reviewed three options for the system, to include the pros/cons and probable cost of construction. The three options included: Fiber Optic Cabling, Wireless Point-to-Point, and a Cradlepoint (Cellular Service). Based on the security of the system, the overall lifecycle cost of the system, and the ability to support present and future network services needs, the Wireless Point-to-Point system is recommended by staff and the design team.

b) Airfield Maintenance: As part of the FY20 Airfield Pavement Preservation Program, two projects were undertaken on the parallel (21R/3L) runway. The first was adding approximately \$70K in crack seal to the runway. The second project was providing a seal coat and re-marking of the runway & taxiway. This cost was approximately \$135K and was funded through a combination of available airport funds and reimbursement of operating expenses under the CARES Act airport grant.

c) Driver Training: Airport staff has been notified by the Air Traffic Control Tower for multiple vehicle deviations onto movement areas (Bottleneck Hangars to/from North Ramp), as well as pilot deviations onto Taxiway B on the North Ramp. As such the Airport has a fine system for non-compliance. Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension or prohibition of airfield access, fines, and/or revocation of airside driving privileges. The City will provide written Notice of Violation (NOV) to the individual driver owning or in possession and control of the vehicle involved in the violation(s). A chart was shown outlining possible actions.

3. Director's Update – Robin Sobotta, Airport Director
 - a) Airfield Safety and Fuel Survey Outreach: In response to the vehicle deviations, and in obligation of the Airport's responsibilities under FAR Part 139.329, limiting access to movement and safety areas, Airport administration sent a letter to all tenants, that the code to the general aviation gates would be changed effective July 1, 2020. All tenants wanting the code and access to the airfield were required to come in and sign a letter, acknowledging and understanding the Airport Rules & Regulations. In conjunction with the Prescott Airport User's Association, the airport is asking all based-aircraft tenants to complete a fuel survey to review the amount of based tenants who may be flying to other airports to get their fuel. Tenants were asked to complete the survey by June 30, 2020.
 - b) Arizona Eco Development Letter of Intent: Prescott City Council on June 9, 2020 approved a Letter of Intent (LOI) with Arizona Eco Development (AED). This LOI will convey at no cost to the City from AED, 270 (+/-) acres of land from the North Parcel around Prescott Regional Airport, as well as sell to the City at a cost to be determined by a qualified appraiser mutually agreed to by the City and AED, 131 (+/-) acres of land for airport use. This 400+ acres of land will help protect the airport and be needed as the Airport looks towards expansion of the primary runway in the future. The next steps for AED and the City will be to finalize an annexation of land from the North and South Parcels into the City, as well as finalizing a full development agreement between the City and AED.
 - c) Mayor's Commission on Airport Passenger Terminal Art (APTA): In response to the needs for art within the new terminal, the Mayor formed a commission made up of members from Friends of the Airport, Art in Public Places Committee, Airport Advisory Committee, and Tourism Advisory Committee. Councilman Steve Sischka serves as the Council Liaison with support from Robin Sobotta and Kristi Miller. The Commission's Mission is to "provide necessary expertise and recommendations to the Art in Public Places Committee for selection and placement of suitable art for the new Prescott Regional Airport Passenger Terminal." The Commission will establish a theme for art; establish tasks/assignments; consider unsolicited donations; identify additional desired artwork; consider funding support for unfunded art; determine locations for artwork placement; and make referrals to appropriate Committee(s) for final approval by City Council. Due to representation by two members of the Airport Advisory Committee on APTA, airport staff asked the Committee to consider allowing the Commission to refer pieces directly to the Art in Public Places Committee without approval by the Airport Advisory Committee as well.

Motion: Move to approve the Mayor's Commission on Airport Passenger Terminal Art with the authority to recommend Passenger Terminal Art to the Art in Public Places Committee without requirement for separate AAC Approval

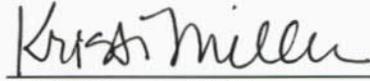
Chair Tom Juliani made a motion to approve as written. Member Parker Northrup seconded the motion. Motion passed with a 6-0 vote.

4. Airport Advisory Meeting Schedule
In order to meet meeting and staff requirements associated with both Airport Advisory Committee and Mayor's Commission on Airport Passenger Terminal Art, staff has requested that the Airport Advisory Committee only meet every other month for the remainder of 2020. That would place the meeting dates as follows for 2020: Tuesday August 18, Tuesday October 20, and Thursday December 10 (adjusted due to City Council meeting due to holiday). Airport staff will communicate with committee members as needed in off months to notify of changes.

F. Adjournment

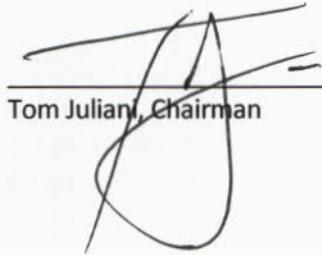
There being no further business to be discussed, the Airport Advisory Committee adjourned the public meeting of June 16, 2020 at 3:33 p.m. at the Airport Administration Upstairs Conference Room.

Submitted by:



Kristi Miller, Staff Liaison

8/18/2020
Date



Tom Julian, Chairman

8-18-2020
Date