

MINUTES OF THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON May 19, 2021 located at the Airport Administration Upstairs Conference Room at 6630 Airport Ave, Prescott, Arizona.

A. Call to Order

The meeting was called to order at 2:05 p.m.

B. Roll Call and Introductions

COMMITTEE MEMBERS:

Present:

Chair Michael Gjede
Vice Chair Frank Newman
Member Daryl Auster Miller
Member Yvonne Gibbs
Member Jim Huffman
Member Parker Northrup

Absent: Member Jason Kopcsak

C. Approval of Minutes for the 3/2/2021 Airport Advisory Committee Meeting

Member Frank Newman made a motion to approve the March 2, 2021 Airport Advisory Committee meeting minutes. Member Jim Huffman seconded the motion and it was passed 6-0.

D. Presentations

1. Airport Passenger Terminal Art (APTA) Commission Update – Frank Newman, Member

Frank introduced the first art piece on behalf of the Airport Passenger Terminal Art Commission. Frank stated that Friends of the Airport donated \$25,000 toward an Ernest A Love statue and that \$100,000 has been raised from the Arizona Community Foundation. Frank explained that next month, APTA will discuss fundraising possibilities, including a gala and a recognition wall for those that donate funds toward the statue.

Frank mentioned a Watson Lake piece that was approved by City Council and discussed where it will be placed. He mentioned that the commission will be working with an Embry-Riddle student to acquire an aerial photo of the airport. Frank presented a City-owned beacon and possible locations at the airport for the artifact. He stated that it could be an interactive piece for the terminal allowing an audible speaker to give historical transmissions from the Flight Service Center.

E. Staff Reports

1. Administrative and Operations Update – Kristi Miller, Management Analyst

Kristi explained that passenger numbers are improving and that both airlines data is available. The numbers on the flights to Denver are still better than the Los Angeles flight numbers and the second Denver flight will start in June. The new schedule shows a later Denver flight which will offer the public more options for connections. Robin stated that two years ago, an evening flights from Denver was scheduled similarly. During monsoon season, the timing of these flights caused some weather cancellations. Kristi presented a new marketing campaign that will be featured in the Yavapai Contractor's Association magazine and on social media. The focus

of this campaign is reconnecting and reaching your happy place. Robin stated SkyWest has hired new employees and most of them are Embry-Riddle students.

Regarding Boutique Air, Kristi presented that mechanical issues for one flight may result in both flights cancelling since one plane is used for both flights. Airport Director Robin Sobotta stated that they are mostly reliable but Boutique Air's completion rating has dropped a bit.

Overall airport operations are up to 72,409 operations which is a 19% increase from last year. Operations are on track to be at about 280,000 at the end of the year. Kristi stated that Prescott Regional Airport has seen record setting days with over 1500 operations in one day. Robin said that she has been asked, "What is the maximum capacity that the airport can handle?" Robin stated that considering all factors, Prescott Regional Airport can handle 325,000 operations as a maximum and the airport may surpass this number within the next year or two. At the point that this number is surpassed, delays will be incurred. Robin stated this number does not account for peaking or touch-n-go operations. Robin stated officials are considering growth in master plan discussions and that it is time to revisit this master plan.

Member Parker Northrop stated that Prescott Regional Airport is not expected to handle Embry-Riddle's estimated growth. Regarding Embry-Riddle, Robin stated that Embry-Riddle's other campus on Daytona Beach International Airport is also at capacity and that they are moving their over-capacity students to Prescott. Robin stated that a third parallel runway is a possible solution to this issue but would take a lot of time to plan. Additionally, facilities need to be used at their full capacity on the airport as it currently exists. Developing on the north side of the airport may be ideal. Parker stated that Embry-Riddle may not have enough facilities at its current location and is considering all options for further growth. Parker stated that Embry-Riddle has not publicly committed to a decision on this matter.

Robin stated that growth will translate to the economy and funnel jobs to local industries through local universities.

Councilman Steve Sischka explained that he grew up near Silicon Valley before it was developed. He stated that once growth started, it grew quickly. He stated this could translate quickly locally in Prescott within the next two years. Robin stated this would bring jobs and economy growth. Robin stated that safety is a top priority and that safety needs to be considered and planned for ahead of time.

Robin stated that City of Prescott's Economic Development team has worked with Management Analyst Kristi Miller and a new prospect may be introduced shortly. Robin stated an untapped market is San Diego for industrial growth.

Kristi announced the new terminal Dedication Ceremony date and time and that it will be open to the public. Kristi stated that Airport Staff is actively working on planning for this ceremony and that a notice of quorum will be posted to ensure all Advisory Committee members may attend.

Operations Superintendent Jeff Tripp stated that Phase 1 of Taxiway Charlie was completed on May 03, 2021 and that Airport Staff is working with the FAA to discuss when funding will be granted for the next phases. Jeff showed the engineer's estimate for the first bid and alternate bids. Once the FAA announces their decision on funding, City of Prescott will move forward with the lowest bidder. Jeff presented the construction costs for various alternatives for the projects. If the City of Prescott needs to go out for bid again on Phase 3, more funds will be required. Airport Director Robin Sobotta stated that either way, the project is 100% funded and that it is more likely the FAA will not fund the whole project all at once.

Operations Superintendent Jeff Tripp stated that the perimeter security upgrade plans are complete and he will be circling back to flight schools to discuss badging and access control. Robin stated that if tenants manage

security, if someone is allowed onto ramp and the guest takes any shortcuts on the airport, that tenant is responsible.

Member Parker Northrup stated that Embry-Riddle completed plans for a redesign and review of ramp expansion for further space. This expansion will add 65% of ramp space but that they will reach capacity still at the end of summer 2022.

Operations Superintendent Jeff Tripp stated that he heard from Arizona Department of Transportation last week and that construction for a section of Runway 12-30 with a mill and overlay is scheduled to be completed in August.

2. Director's Update — Airport Director Robin Sobotta

Robin explained that she presented at City Council yesterday regarding the proposed budget for Fiscal Year 2022. Robin stated that the Airport is up 11% in revenue which is a two year increase. Robin stated that the Airport received CRSSA and other grants which funded the airport in various ways not listed in the budget, but that the airport was very conservative in estimates of revenues for the next year.

Robin presented the capital budget items and expressed that the FAA and Arizona state will fund most of the presented projects, such as design of Taxiway-D and West Ramp Rehabilitation, construction of a Lighting & Signage on Runway 3L-21R, a Wildlife Hazard Assessment and Management Plan, and Perimeter Security Upgrades.

Robin presented the Airport Capital 5-Year Plan and discussed that hangars may be built if the tenants on the airport do not fulfill their obligations to build hangars. City of Prescott will not build hangars that would compete with other Airport tenants.

Member Parker Northrup stated that Embry-Riddle would like to provide input regarding the Taxiway D Rehabilitation project.

F. Regular Agenda

1. Airport Policies Updates

Airport Administration Specialist Kate Jouglet presented the new terminal advertising policy and program, including a map of perspective advertising locations.

Management Analyst Kristi Miller presented the Solicitation and Expressive Activity Policy updates, including establishing locations for newspapers and magazines,

2. Non-Commercial Hangars

i. Permits

Management Analyst Kristi Miller and Kate Jouglet presented new hangar and tiedown/shade use permits to the committee and discussed the roll-out plans, which include providing every user with the same use permits and therefore, use parameters. Users that have been at the airport for several years may have provisions that they would prefer not to lose upon issuance of the new permits and these users may be accommodated on a case-by-case basis.

ii. FY22 Rates and Charges

Management Analyst Kristi Miller stated that the Airport is pursuing a 3% rate adjustment for a two year period which would cost users an additional \$9-\$10 extra dollars monthly. Member Parker Northrup asked for updated revenue numbers. Kristi stated that those had not been presented but that she could provide those numbers in the future. Member Daryl Austermillier voiced concern with a

three percent increase and stated that 2% should suffice. Kristi stated that private hangars cost about 50-60 cents per square foot per hangars and City of Prescott's hangars are instead 30 cents per square foot in the hangars. Airport Director Robin Sobotta added that the FAA says that if Airport waiting lists are more than a year long, the Airport's rates are too low and it could be considered revenue diversion which Prescott Regional Airport wants to avoid and take the best action per the FAA.

iii. Inspections

Management Analyst Kristi Miller presented the upcoming inspection program that will be part of the new permit process, as well. Kristi discussed that education sessions are planned for all hangar users and that these will be completed with the Fire Department.

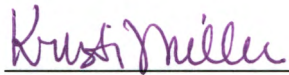
iv. Fire Extinguisher Program

Councilman Steve Sischa clarified previous FY22 Rates and Charges discussions and explained that the presented increases are calculated by considering a raise of both 1.5% for 2019 and 1.5% for 2020 and that this CPI will also cover a fire extinguisher replacement program.

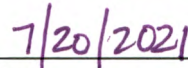
G. Adjournment

There being no further business to discuss, the Airport Advisory Committee adjourned the public meeting of May 19, 2021, at 3:44 p.m.

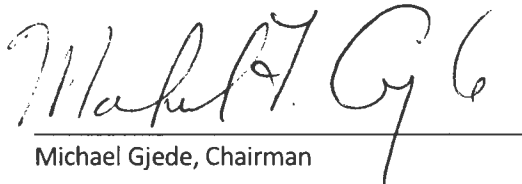
Submitted by:



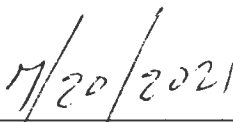
Kristi Miller, Staff Liaison



Date



Michael Gjede, Chairman



Date

Airport Advisory Committee (AAC)

May 19, 2021

Zoom Call-In Info: <https://us02web.zoom.us/j/86217521685?pwd=aEdadzBEUWw5clA3aWttZkdLWTdJZz09>

Meeting ID: 862 1752 1685

Passcode: 744128

Phone: + 1 669 900 6833

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes for the 3/2/2021 Airport Advisory Committee Meeting
- D. Presentations
 - 1. Airport Passenger Terminal Art Commission Update
- E. Staff Reports
 - 1. Administrative & Operations Updates
 - 2. Director's Update
- F. Regular Agenda
 - 1. Airport Policies Update
 - 2. Non-Commercial Hangars
 - i. Permits
 - Recommended Action: MOVE to support Non-Commercial Hangar, Storage Room, and Tiedown/Shade Use Permits and corresponding changes to Non-Commercial Hangar/Storage Policy and Waiting List Policy.**
 - ii. FY22 Rates and Charges
 - iii. Inspections
 - iv. Fire Extinguisher Program
- G. Adjournment

D. Presentations

1. Airport Passenger Terminal Art Commission





D. Staff Reports

Administration and Operations

Commercial Service Passenger Data

Air Carrier Boardings	2016	2017	2018	2019	2020	2021	2021 by airline
January	203	393	411	1982	1773	713	
February	216	353	411	1628	1669	810	779/31
March	263	532	377	2377	1330	1312	1218/94
April	191	467	0	2406	108	1694	1590/104
May	253	644	0	2598	252		
June	241	574	0	2398	597		
July	276	579	0	2399	949		
August	295	610	175	2379	1112		
September	257	408	1696	2326	1259		
October	303	496	2270	2419	1514		
November	406	404	2197	2239	1355		
December	531	406	2574	2579	1108		
Total Annual Boardings	3,435	5,866	10,111	27,730	13,026	4,529	

Item E.1: Staff Reports - Administration

Commercial Service Current Flight Schedules & Data



- April 2021: 52.32% LF for enplanements
 - DEN = 73.85%LF; LAX = 30.78% LF
- 2021 YTD: 33.13% LF for enplanements
 - DEN = 60.33%LF; LAX = 25.24% LF

DEPARTURES

to Denver	6:14am	8:58am
to Los Angeles	1:30pm	2:44pm
To Denver	5:20pm	8:04pm

ARRIVALS

from Denver	12:10pm	12:50pm
from Los Angeles	3:30pm	4:42pm
From Denver	7:45pm	8:28pm

New Schedule Starting June 3rd

Ready to Reconnect?

Get to *your* happy place

Fly Local - Fly Prescott

Enjoy less stress & easy connections



NEW CAMPAIGN

Welcome to Our New Terminal!

On March 30, 2021, we opened the doors to our brand new 18K+ square foot terminal. We can't wait for you to see it!

Your safety is our top priority



6600 Airport Avenue • Prescott, AZ 86301

Commercial Service Current Flight Schedules & Data



MARCH – MAR 21 Completion: 4 cancelled flights = 92.7% Completion

- 94 passenger enplaned (23.0% LF)

APRIL – APR 21 Completion: 8 cancelled flights = 84.3% Completion

- 104 passengers enplaned (30.23% LF)

DEPARTURES

to Phoenix	1:00pm	1:40pm
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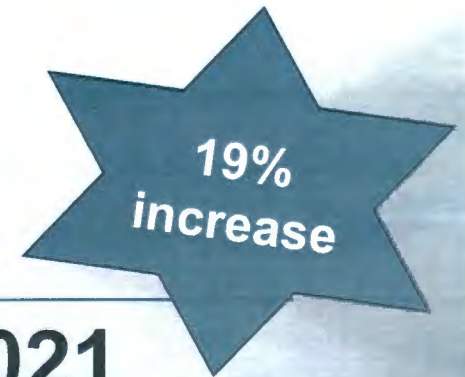
to Phoenix	3:20pm	4:00pm
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ARRIVALS

from Phoenix	11:50am	12:30pm
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from Phoenix	2:10pm	2:50pm
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Airport Operations



	2020	2021
JANUARY	21,874	19,032
FEBRUARY	21,207	27,415
MARCH	15,730	25,962
TOTALS	58,811	72,409

2021 YTD = 13,598 Additional Aircraft Operations to date

Terminal Dedication Ceremony

Friday, June 18, 2021

10:00 AM – 11:00 AM

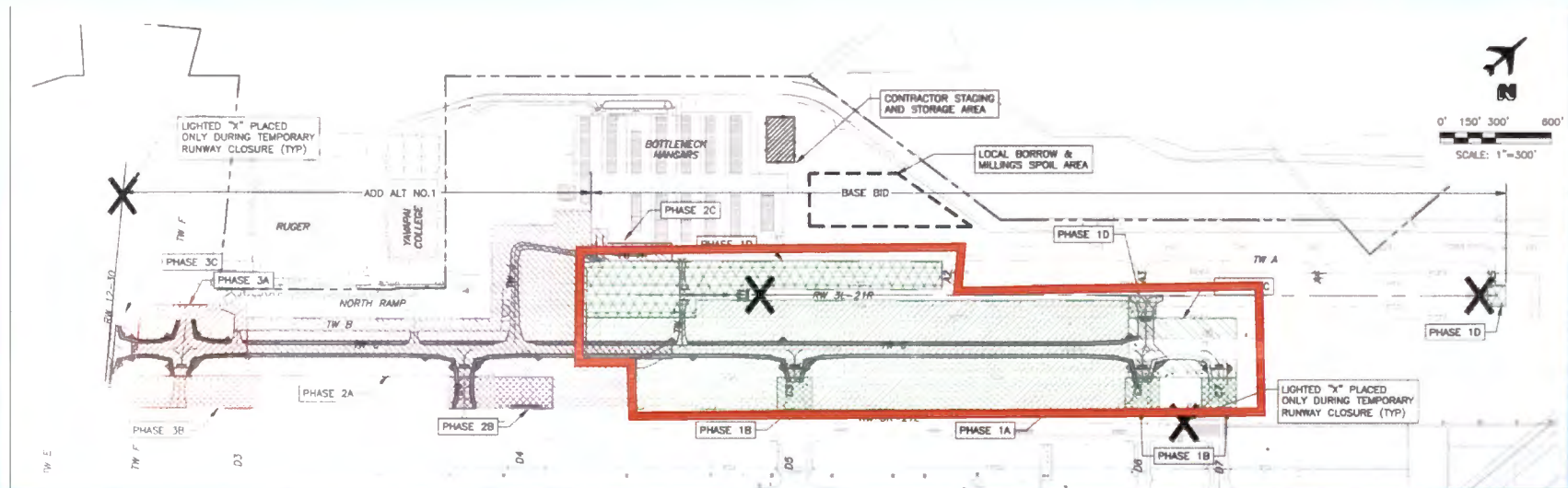
Open House - Morning



Item E-1 Staff Updates - Ops

TW C Relocation

- Phase 1 - Completed May 5
- **Phase 2 - Anticipated Aug/Sept – Nov 2021**
- Phase 3 (If not funded in Phase 2) - Anticipated Aug/Sept – Nov 2022



Item E-1 Staff Updates - Ops

TW C Relocation – Bids closed May 13; Council

The following table illustrates the bids and engineer's estimate for both Bid Schedules:

	Base Bid (Schedule I)	Add Alt No. 1 (Schedule II)	Total Combined
Engineer's Estimate	\$4,790,865.21	\$5,477,171.65	\$10,268,036.86
Fann Contracting, Inc.	\$4,516,734.75	\$5,498,484.25	\$10,015,219.00
Asphalt Paving and Supply, Inc.	\$4,621,165.23	\$5,247,839.88	\$9,869,005.11

The following table provides a comparison between the bids and the engineer's estimate:

	Base Bid (Schedule I)	Add Alt No. 1 (Schedule II)	Combined Schedules
Low Bid vs Engineer's Estimate	-6.1%	-4.4%	-4.0%
High Bid vs Engineer's Estimate	-3.7%	0.4%	-2.5%
Low Bid vs Second Low Bid	2.3%	4.6%	-1.5%