



Sedona Airport Administration

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Airport Terminal Conference Room Minutes of the Regular Meeting – February 22, 2016. Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Giorgio Cagliero, Vice President Pam Fazzini, Secretary/Treasurer Jim Brock, Director Roy Daniels, and Director Bill DeGroff.

Directors Absent: Director Duey Roland and Director Steve Hein

Staff Present: Business Manager Nelson Durkee

Agenda Item #I. – Call to Order: The meeting was called to order by President Cagliero at 2:30 p.m.

Agenda Item #II. – Approve Minutes of the January 4, 2016 Special Meeting and Executive Session. Vice President Fazzini made a motion to approve the minutes of the January 4, 2016 Special Meeting and Executive Session. The motion was seconded by Secretary/Treasurer Brock and unanimously approved.

Agenda Item #III. – Reports:

President: President Cagliero reported that the 2010 Personnel Handbook has been revised and updated. The 2016 Handbook will be presented for approval later in the meeting. President Cagliero also reported that a new General Manager has been selected by the search committee. Formal approval and ratification of the General Manager's contract will be requested later in the meeting.

Vice President: Vice President Fazzini wished to acknowledge the staff of Red Rock Aviation thanking them for their work in the ongoing beautification project for the Airport Terminal and grounds.

Secretary/Treasurer: Secretary/Treasurer Brock advised the board that a search for an Administrative Assistant to the Business Manager was underway. Mr. Brock also reported on 2015 revenues by a percentage of each income producing group.

Business Manager: Mr. Durkee provided a report on the following topics:

- The Profit and Loss statements, Profit and Loss Budget vs Actual and Statement of Cash Flows for 2015 are complete and available for review in the Administrative Office.
- The Annual Audit process has started. Audited financials should be completed and available for the next Board meeting scheduled in April.
- Sedona Fire District Marshall Johnson has agreed to an extension of the deadline for hangar follow up inspections. It should be noted that a number of tenants are still in violation of their lease and FAA Grant Assurance 19 regarding what is allowed to be stored within the hangar.
- An IRS compliance officer completed a two-day audit for purposes of a Form 637 compliance review. No discrepancies were noted following this audit.

Agenda Item #IV. – Public Comment: There was no public comment

Agenda Item #V. – Old Business: None

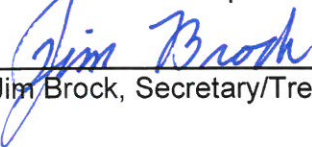
Agenda Item #VI. – New Business:

- **Westwind Lease and License: Discussion/Possible Action.** This motion seeks Board approval of a new Lease and License for Westwind Aviation which would extend the term and move their office from its present location to the larger office formerly occupied by Sky Treks. As consideration for their cooperation in moving so quickly it was decided the Authority would maintain for six months their present lease payment. Effective July 1, rent will be increased to the amount normally charged for this space. Vice President Fazzini made a motion the Board approve the new Lease and License. The motion was seconded by Director DeGroff and unanimously approved.
- **Flight Instruction at Sedona Airport:** Staff is seeking guidance from the Board in resolving the issue of ongoing informal Flight Instruction activities being conducted at or from the Airport. Such instruction is a violation of Section 17 of the Operations Manual and Paragraph 4.3 of the Minimum Standards Manual. Director Brock noted the need to align the Airport with FAA requirements which require Airports be as self-sustaining as possible. Director Brock suggested a yearly “permit fee” might be required along with revisions to the aforementioned manuals. Director Daniels was opposed to this fee and suggested it would be impossible to identify if these activities were at or from the Airport. Vice President Fazzini suggested Mr. Daniels contact other airports to inquire how they regulate this activity. Staff will conduct further analysis with the goal of having a motion ready by the next meeting.
- **Update to Personal Policy Manual:** Vice President Fazzini made a motion the Board approve the revised 2016 Personal Policy Handbook. The motion was seconded by Secretary/Treasurer Brock and unanimously approved.
- **Ratification of the General Manager Contract:** Vice President Fazzini made a motion the Board ratify the employment contract of the new General Manger, Amanda Shankland. The motion was seconded by Director Daniels and unanimously approved.

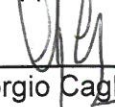
Agenda Item #VII – Adjournment: There being no further business before the Board, President Cagliero declared the meeting adjourned at 3:03 p.m.

Certified as Accurate and Correct:

Dated this 26th day of February, 2016
Sedona-Oak Creek Airport Authority

BY: 
Jim Brock, Secretary/Treasurer

Minutes Approved

BY: 
Giorgio Cagliero, President