



SEDONA-OAK CREEK
AIRPORT AUTHORITY

**Airport Terminal Conference Room
Minutes of the Regular Meeting – Jun 25, 2018.**
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Harold Idell, Vice President Pam Fazzini, Director Steve Hein, Director Bill DeGroff and Director Allyson Thorn.

Directors Present Telephonically: Secretary/Treasurer Jim Brock.

Counsel Present: Attorney Tony Cullum (Executive session only)

Staff Present: Business Manager Nelson Durkee, Operations Manager Damon Anderson, Airport Coordinator Jacob Allen.

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

Agenda Item #II. – Approve Minutes of the April 23, 2018 Regular Meeting and Executive Session. Vice President Fazzini made a motion to approve the minutes from the April 23, 2018 Regular Meeting and Executive Session. The motion was seconded by Director DeGroff and unanimously approved.

Agenda Item #III. – Presentation: Mr. David Cospes of Guest, Schutte and Cospes, Certified Public Accountants, provided a brief report regarding results of the recently completed FY 2017 Audit Report and Financial Statement of the Sedona-Oak Creek Airport Authority.

Agenda Item #IV. – Reports:

President: President Idell requested an update from the Operations Manager regarding the Fuel Farm Relocation/Upgrade. Mr. Anderson reported the required electrical engineering portion was in progress.

Vice President: None.

Secretary/Treasurer: Report combined with the Business Manager.

Business Manager: Mr. Durkee reported revenues received to date continue to exceed projections. Expenses also continue to remain within projections. The airport's cash position remains strong. Avgas gallons sold to date are up 13% from the previous year and Jet gallons sold are up 25% from the previous year

Operations Manager: Report was presented previously at the request of the Board President.

Airport Coordinator: Mr. Allen reported progress of the ongoing water project is still moving forward and the blue stake portion has been recently completed. Mr. Allen also reported a pre-Airport Capital Improvement Plan (ACIP) was held on June 18 in preparation for the upcoming

formal meeting to be held in Phoenix, July 17. Mr. Allen noted our request to purchase a sweeper was included in the Improvement Plan.

Agenda Item #V. – Old Business:

- a. Fuel Farm Relocation/Upgrade: Discussed previously in the Operations Manager report.

Agenda Item #VI. – New Business:

- a. Westwind Aviation Lease and License: Vice President Fazzini reported the Westwind Lease and License has expired and a new document is being prepared.
- b. Overlook Parking Lot ADA Compliance Issue: Director Hein reported on the history of the lot and because the airport is now charging for vehicle parking why it now needs to be brought into compliance with ADA rules and regulations. C&S Engineers have recently completed plans designed to address the issue and bring the Airport into compliance as previously directed by Yavapai County. Acceptance of the plans and a discussion of funding options will be discussed at a future meeting.
- c. Sky Ranch Lodge Lease: President Idell reported work is in progress to complete a new Sky Ranch Lodge lease which would include all previous addendums to the original lease and also to incorporate FAA mandated changes to the existing lease.
- d. General Manager Update: President Idell reported an offer has been proposed to the selected General Manager candidate and the matter will be discussed further while in Executive Session.
- e. Comello Office Space Lease: Vice President Fazzini stated there were several issues identified within the Lease that needed to be corrected before the Lease can be voted on at a future meeting.

Agenda Item #VII. – Public Comment: City of Sedona Councilor Mr. Scott Jablow spoke to remind all of the increased fire danger this year and asked airport staff to advise incoming visitors of this danger.

Agenda Item #VIII. – Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03(A)(1) and A.R.S. §38-431.03(A)(3) Vice President Fazzini made a motion to move the meeting into Executive Session. The motion was seconded by Director DeGroff and unanimously approved. The Executive Session was convened at 3:22 p.m. for discussion of ongoing legal and employment issues. Because of a possible conflict of interest, Director Hein recused himself from the legal portion of the session. Following conclusion of the Executive Session at 4:14 p.m. President Idell reconvened the Regular Session.

Agenda Item #IX. – Motions and Votes on items discussed in Executive Session: None.

Agenda Item #IX – Adjournment: There being no further business before the Board, President Idell adjourned the meeting at 4:15 p.m.

Certified as Accurate and Correct:

Dated this 26th day of June 2018.
Sedona-Oak Creek Airport Authority

Minutes Approved

BY: _____
Jim Brock, Secretary/Treasurer

BY: _____
Harold Idell, President