



SEDONA-OAK CREEK  
AIRPORT AUTHORITY

**Airport Terminal Conference Room  
Minutes of the Regular Meeting – February 26, 2018.**  
Pursuant to A.R.S. §38-431.01(B)

**Directors Present:** President Harold Idell, Vice President Pam Fazzini, Secretary/Treasurer Jim Brock, Director Giorgio Cagliero, Director Steve Hein, and Director Bill DeGroff.

**Counsel Present:** Attorney Tony Cullum, Legal Assistant Dr. Robert Boyle.

**Staff Present:** Business Manager Nelson Durkee, Operations Manager Damon Anderson.

**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 December 4, 2017 Annual Meeting and Executive Session.** Vice President Fazzini made a motion to approve the minutes from the December 4, 2017 Annual Meeting and Executive Session. The motion was seconded by Director Cagliero and unanimously approved.

**Agenda Item #III. – Reports:**

**President:** Acknowledged and thanked Director Cagliero for his time on the board as President and for a job well done.

Reported that Director Daniels had resigned from the board effective immediately and called for a motion to accept his resignation. Secretary/Treasurer Brock made a motion to accept the resignation of Director Daniels. The motion was seconded by Director DeGroff and unanimously approved.

**Vice President:** None.

**Secretary/Treasurer:** Reported that fuel sales for January were strong and exceeded the planned budgeted amount.

**General Manager:** Airport Coordinator Jacob Allen reported for the recently resigned General Manager, Amanda Shankland. Mr. Allen commented on the recently concluded SWAAAE event in Monterey, CA and Aviation Day held in Phoenix, AZ.

**Business Manager:** Mr. Durkee reported on the liability insurance requirement contained in all tenant hangar leases. Generally, aircraft liability will extend to cover occupancy of the hangar but if there is no aircraft in the hangar, the tenant is still required to provide a liability policy naming the airport and Yavapai County as additional insureds.

**Agenda Item #IV. – Old Business:** None

**Agenda Item #V. – New Business:**

President Idell commented that because of the excessive workload, he would call for a Special Meeting to be held March 12, 2018 at 2:30 p.m. Vice President Fazzini made a motion to call for the Special Meeting. The motion was seconded by Director Cagliero and unanimously approved.

**a. SOCAA Travel Policy:** Secretary/Treasurer Brock made a motion to approve the newly created Travel Policy. The motion was seconded by Director Degroff and unanimously approved.

**b. Sedona Airport Operations Policies and Procedures:** After some discussion regarding moving the organizational structure of the Business Office from Airport Management to the Executive Committee, Secretary/Treasurer Brock made a motion to approve the change. The motion was seconded by Director Cagliero and unanimously approved.

**c. Interim General Manager:** President Idell tabled discussion on this matter to a later date.

**d. Nomination of New Board Member:** Ms. Allyson Thorn was nominated to serve as new director filling the recently vacated seat of Director Daniels. The motion was seconded by Director Degroff and unanimously approved. Because Ms. Thorn had previously been approved by the County, Ms. Thorn was seated immediately.

**Agenda Item #VI. – Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03(A)(1):** Secretary/Treasurer Brock made a motion to move the meeting into Executive Session. The motion was seconded by Vice President Fazzini and unanimously approved. The Executive Session was convened at 2:49 p.m. for discussion of ongoing legal and personnel issues. Following conclusion of the Executive Session at 4:13 p.m. President Idell reconvened the Regular Session.

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

**Agenda Item #VIII. – Public Comment:** Director Hein reported on the recent departure of General Manager Shankland and noted several areas of concern he had regarding the condition of airport property.

**Agenda Item #IX – Adjournment:** There being no further business before the Board, President Idell called for a motion to close the meeting. Director Cagliero made a motion to adjourn the meeting. The motion was seconded by Director Degroff and unanimously approved. The meeting was adjourned at 4:35 p.m.

**Certified as Accurate and Correct:**

Dated this 28th day of February 2018.  
Sedona-Oak Creek Airport Authority

BY: \_\_\_\_\_  
Jim Brock, Secretary/Treasurer

Minutes Approved

BY: \_\_\_\_\_  
Howard Idell, President