



Sedona–Oak Creek Airport Authority

235 Air Terminal Drive • Sedona, Arizona 86336

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Airport Terminal Conference Room Minutes of the Regular Meeting – June 27, 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 Steve Hein.

Directors Present Telephonically: Director Bill DeGroff.

Directors Absent: Director Duey Roland

Staff Present: Airport Manager Amanda Shankland, Business Manager Nelson Durkee, Operations Manager Damon Anderson and Jake Allen.

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 April 25, 2016 Regular Meeting. Vice President Fazzini made a motion to approve the minutes of the April 25, 2016 Regular Meeting. The motion was seconded by Director Hein and unanimously approved.

Agenda Item #III. – Presentation: Mr. Dave Cospers of Guest, Schutte and Cospers, Certified Public Accountants, provided an overview of the audited Airport FY 2015 Financial Statement and Associated Documents. The IRS Form 990 is available for public viewing at www.sedonaairport.org.

Agenda Item #IV. – Reports:

President: None

Vice President: Vice President Fazzini reported Director Roland has submitted his Letter of Resignation from the Board effective immediately.

Secretary/Treasurer: Secretary/Treasurer Brock commented on recent fuel sales activities at the Airport.

General Manager: Ms. Shankland reported on the following:

- Work on the replacement of the parking lot and Airport Road will commence in mid-September.
- The milling and overlay of the runway is scheduled for August 9 – 20, 2016. The runway will be completely closed during this repair period.
- Ms. Shankland met recently with other community members regarding discussions of the Global Sustainable Tourism Council Destination Program and the Citizens Engagement Work Group.
- An introduction of new members of the Airport Staff was also presented.

Business Manager: Mr. Durkee reported Av Fuel sales were running close to budget expectations but Jet Fuel sales were down approximately 7,000 gallons YTD. The Profit and Loss Report, Actual vs Budget, reflects a decrease in revenues of \$72,000 and an increase in expenses of \$11,000 for the period YTD.

Agenda Item #V. – Public Comment: None.

Agenda Item #VI. – Old Business:

- a. Bucktooth Walrus LLC, Lease and License: Vice President Fazzini made a motion to approve the Lease and License. The motion was seconded by Director Hein and unanimously approved. The two documents will be forwarded to the Yavapai County Board of Supervisors for approval.

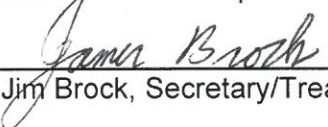
Agenda Item #VII. – New Business:


- a. Al Comello Office Lease: Vice President Fazzini made a motion to approve the Lease. The motion was seconded by Director Hein and unanimously approved.
- b. Adoption of the Yavapai County Approved Procurement Policy as revised by the Executive Finance Committee. Director Daniels made a motion to approve the Revised Procurement Policy. The motion was seconded by Vice President Fazzini and unanimously approved.
- c. Approval for funding the purchase of an unbudgeted expense of \$39,585.90 for the purchase of a replacement tractor. The Operations Manager, Mr. Anderson, briefed the Board on why staff felt this was a needed purchase. Vice President Fazzini made a motion the Board authorize the purchase. The motion was seconded by Director Daniels and unanimously approved.
- d. Fuel Contract: Because of recently received information from another company, the General Manager requested this discussion be delayed until a later date. Vice President Fazzini stated this item would be tabled for a future meeting.
- e. Airport Day: Mr. Allen provided an update on plans to date for this event which is scheduled for September 17, 2016.

Agenda Item #VIII – Adjournment: There being no further business before the Board, President Cagliero declared the meeting adjourned at 3:37 p.m.

Certified as Accurate and Correct:

Dated this 30th day of Jun, 2016
Sedona-Oak Creek Airport Authority

BY: 
Jim Brock, Secretary/Treasurer

Minutes Approved
BY: 
Giorgio Cagliero, President