



SEDONA-OAK CREEK  
AIRPORT AUTHORITY

**Airport Terminal Conference Room  
Minutes of the Regular Meeting – August 28, 2017.**  
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, Director Bill DeGroff and Director Harold Idell.

**Directors Absent:** Director Steve Hein

**Counsel Present:** Attorney Tony Cullum, Legal Assistant Nancy Sylvester.

**Staff Present:** General Manager Amanda Shankland, 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 June 26, 2017 Regular Meeting and Executive Session.** Director Daniels made a motion to approve the minutes from the June 26, 2017 Regular Meeting and Executive Session. The motion was seconded by Vice President Fazzini and unanimously approved.

**Agenda Item #III. – Reports:**

**President:** None

**Vice President:** None.

**Secretary/Treasurer:** Business Manger Durkee reported on behalf of Secretary/Treasurer Brock. Mr. Durkee reported Avgas and Jet fuel sales continue to exceed expectations for the July and Aug period. Revenues continue to remain strong for the same period and the period year to date.

**General Manager:** Ms. Shankland provided a brief outline of the activities planned for Airport Day 2017. The event is scheduled for September 16.

**Business Manager:** None.

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

**Agenda Item #V. – New Business:**

**a. Minimum Standards Policy Revision:** General Manager Shankland read a proposed addition to paragraph 3.9 of the Minimum Standards Policy which would include language providing for a biannual audit of those Commercial Operators who provide a “concession fee” as additional rent payable to the Airport. Vice President Fazzini made a motion to approve the proposed addition. The motion was seconded by Director DeGroff and unanimously approved.

**b. Guidance Lease & License for additional premises:** The Lease provides for the use of additional premise space, additional helipad tie down space and fixed-wing tie downs adjacent to the fence east of the premise space. Vice President Fazzini made a motion to approve the

proposed Lease and License. The motion was seconded by Director DeGroff and unanimously approved.

**Agenda Item #VI. – Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03(A)(2):** Vice President Fazzini made a motion to move the meeting into Executive Session. The motion was seconded by Director Idell and unanimously approved. The Executive Session was convened at 2:39 p.m. for discussion of ongoing legal issues. Following conclusion of the Executive Session at 3:33 p.m. President Cagliero reconvened the Regular Session.

**Agenda Item #VII. – Motions and Votes on items discussed in Executive Session.**

a. General Manager Amanda Shankland reported there has been no new evidence to warrant overturning the original award of the Commercial Part 135 Operations Proposal in response to the RFP to Guidance Aviation and that she stands by her original recommendation and determination on the appeal. Vice President Fazzini commented that having not seen any new or compelling evidence to persuade the Board to overrule the Airport Manager's decision, I therefore move that the Board concur with the Airport Manager's recommendation and report regarding the RFP and the appeal. The motion was seconded by Secretary/Treasurer Brock; there was no discussion, and the motion was unanimously approved.

**Agenda Item #VIII. – Public Comment: None**


**Agenda Item #IX – 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 31st day of August 2017  
Sedona-Oak Creek Airport Authority

BY:   
Jim Brock, Secretary/Treasurer

Minutes Approved

BY:   
Giorgio Cagliero, President