



**SEDONA-OAK CREEK
AIRPORT AUTHORITY**

NOMINATING COMMITTEE

REPORT TO THE SEDONA-OAK CREEK AIRPORT AUTHORITY BOARD

October 28, 2019

Background: There are currently two vacant seats on the SOCAA Board of Directors created by the resignation of former directors Jon Davis whose term expires June 30, 2020, and Allyson Thorne, whose term expires August 29, 2021. A notice advising the public of those vacancies was published in the Red Rock Newspaper to solicit interested members of the public to submit an application to be considered to fill those vacant seats. The deadline for response was September 30, 2019. Nine persons responded by September 30. A complete list of applicants is attached.

Pursuant to the SOCAA Bylaws, on October 17, 2019, Sedona-Oak Creek Airport Authority Board President Harold Idell duly appointed a nominating committee. Members of the Nominating Committee are SOCAA Board Vice-President Pam Fazzini, SOCAA Director Scott Schroeder, non-director Al Comello, and non-director Gene Comroe. The latter two members were chosen having demonstrated an interest in ensuring the long-term success and safe operation of the Airport. The Committee was charged with screening and vetting the candidates and recommending a list of finalists to the SOCAA Board.

Procedure: An initial questionnaire was emailed on behalf of the Committee to all applicants to determine that each applicant met minimum qualifications as outlined by the Bylaws, that is, that each resided in or near Sedona, was a bonafide elector in Yavapai or Coconino County and each was a taxpayer of the State of Arizona. It was determined that all of the nine candidates met the minimum requirements.

A set of standardized questions (attached for your review) was prepared by the Committee and tally sheets were developed to assist committee members in tracking and ranking applicants over the course of the interviews. Interviews, lasting approximately forty-five minutes each, were scheduled over four days, on October 17, 18, 21, and 24, to accommodate the schedules of both the applicants and the committee members. The Committee observed Open Meeting Laws with each meeting being duly noticed and each day's agenda posted a minimum of twenty-four hours in advance. Minutes of both open meetings and executive sessions were recorded. Each meeting convened and adjourned in Open Session; interviews took place in Executive Session with only one applicant/interviewee present with the committee at a time. At the end of each day's interviews, the committee members conducted a brief review of the applicants prior to adjourning, and each committee member maintained his/her own notes and tally. Ranking was based on five categories: Motivation and Commitment, Relevant Experience, Understanding of the Board's Responsibilities, Support of General Aviation, and General Fit on the Board. The Committee spent approximately twelve hours over those four days interviewing, discussing, and determining which candidates to recommend to the SOCAA Board. One of the applicants withdrew after completing the questionnaire and the interview. Eight candidates were ranked and divided into two groups: "Recommended" and "Not Recommended."

Recommendation: On October 24, 2019, during its public meeting, Committee Member Al Comello moved, Committee Member Scott Schroeder seconded, and all Committee Members agreed that the Nominating Committee, having been duly appointed by SOCAA Board President Harold Idell on October 17, 2019, for the purpose of recommending to the SOCAA Board a list of finalists to fill two vacant seats of the SOCAA Board, reports that the Committee has reviewed all materials submitted by each of the nine applicants in response to a published advertisement for applicants. Furthermore, the Committee personally met with and interviewed each applicant to ascertain the two candidates the Committee believes to be best suited to fill the vacant Board positions. The Nominating Committee, after careful consideration, hereby recommends applicants Timothy Miller and David Palm to the SOCAA Board.

Those named individuals have been asked to be present today to meet with the Board later in Executive Session. You should already have their applications and submissions.

Acknowledgements: The Committee and I thank all of the applicants for their time, efforts, and interest. I personally acknowledge and thank all of the committee members for their time and hard work; their commitment to seeing this through is admirable. I also thank staff, Nelson Durkee and Patresa Miller, for all its extra work in getting out the notices and their help in preparing minutes. Thank you to the SOCAA Board for allowing us to serve in this important capacity.

Respectfully Submitted on Behalf of the Nominating Committee,

Pamela Fazzini, Vice-President of the SOCCA Board and Chair of the Nominating Committee

- Attached: Affidavit of Publication
 List of Names of Applicants
 Email Sent to Applicants – Initial Screening
 Standardized Questions Used for the Interviews
 Sample Tally Sheet

Report Approved by the Nominating Committee

 10/31/19
 Pamela Fazzini Dated
 Vice-President SOCAA Board
 Chair of the Nominating Committee

 12/30/19
 Scott Schroeder Dated
 Director, SOCAA Board
 Member of the Nominating Committee

AFFIDAVIT OF PUBLICATION

STATE OF ARIZONA)
)ss.
COUNTY OF YAVAPAI)

PUBLIC NOTICES

NOTICE OF OPEN BOARD POSITION

The Sedona-Oak Creek Airport Authority requests persons interested in being considered for a voluntary five-year term as a member of the Board of Directors to please submit a resume by mail to the Sedona-Oak Creek Airport Authority, Attn: Nelson Durkee, Business Manager, 235 Air Terminal Drive, Sedona, AZ 86336 or via email to Admin@SedonaAirport.org. All resumes must be received or postmarked by 5:00 PM September 30, 2019.

Publish: Sept. 20, 25 and 27, 2019.

I, ROBERT B. LARSON, Publisher of
SEDONA RED ROCK NEWS,

A newspaper of general circulation, printed and published in the County of Yavapai, State of Arizona, do solemnly swear that a copy of the attached notice, in the matter of

NOTICE:
Sedona Airport
Open Board Position

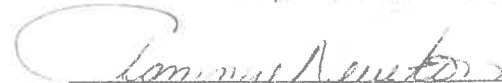
As per clipping attached, was published in the regular and entire section of said newspaper, and not in any supplement thereof, on the following schedule:

09-20-2019
09-25-2019
09-27-2019

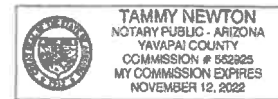


ROBERT B. LARSON, Publisher

Subscribed and sworn to before me this
27 day of September, 2019.



Notary Public



LIST OF APPLICANTS IN ALPHABETICAL ORDER

Jim Hergert

Tim Miller

Pat Moore

David Palm

Jeff Quin

Mike Schroeder

John Steward

Bert Tibbet

Jessica Tucker

Hello:

Thank you for your interest in serving on the Sedona-Oak Creek Airport Authority Board and for your application. Prior to scheduling in-person interviews, the Nominating Committee would like to establish each candidate's minimum qualifications to serve as defined by the SOCAA's Bylaws. Please answer the following questions and/or read the following disclosures and respond by replying to this email.

1. Please provide your street address and mailing address if different than your street address.
2. Is this your primary address, i.e. the one from which you pay taxes? If not, do you pay taxes within the State of Arizona?
3. Are you registered to vote at this address?
4. Currently, the SOCAA Board meets the fourth Monday of even-numbered months at 2:30 p.m. in the Airport Terminal (and can last until approximately 5 p.m.) and the Annual Meeting is held on the first Monday in December. Special meetings may be called as business dictates. Meeting times are subject to change by Board action but will continue to be scheduled during business hours. Are you available during those times?
5. The Airport Authority is a public body and is subject to Open Meeting Laws. Business that has not yet been released to the public or is discussed in confidential proceedings (Executive Session) may not be shared. Failure to adhere to established rules or directives or regulations of the Sedona-Oak Creek Airport Authority or failure to disclose conflicts of interest may be grounds for removal from the Board.
6. Does your current employment or participation in another organization present a conflict or a conflict of interest in any way with your services provided to the SOCAA Board? Please explain.
7. Failure to be an active member of the Board and failure to attend two consecutive regular meetings (unless waived in writing by an officer) or absence from more than three regular meetings during the year is grounds for removal from the Board. Does this present a problem for you? (Arrangements may be made to attend meetings telephonically.)
8. Elected members will serve for a five-year term and members may be re-elected by approval of at least 75% of the vote. Election and/or re-election to the SOCAA Board of Directors is subject to approval by the Yavapai County Board of Supervisors. Members elected to fill a vacancy on the Board will fill the remaining term of the director they are replacing.
9. In addition to attendance at Board Meetings, participation in committees and attendance at other meetings or events may be necessary. Do you have the time to be involved?
10. Are you available to attend an initial personal interview this week (Thursday or Friday afternoon) or the following week on Monday? If not, when might you be available? Interviews will last approximately 30 - 40 minutes and will be conducted at the airport in the terminal building.

Thank you for your time in answering these questions. Your answers may be reviewed and further discussed during the personal interview.

Pam Fazzini, Board Vice-President
Sedona-Oak Creek Airport Authority
235 Air Terminal Drive
Sedona, AZ 86336

Pam.Fazzini@SedonaAirport.org
(928) 282-4487 - Airport

QUESTIONS FOR SOCAA BOARD APPLICANTS – OCTOBER 2019

1. What are your reasons for wanting to serve on the SOCAA Board?
2. What role do you believe the SOCAA Board fills at the Sedona Airport?
3. What experience do you have that is most relevant to serving on the SOCAA Board and how might you apply that to the SOCAA Board?
4. What is your experience and/or connection to aviation? What have you done that demonstrates knowledge of and support for aviation?
5. In your opinion, of what value is Sedona Airport to the surrounding community?
6. What changes would you like to see at Sedona Airport?
7. What priority would service on the SOCAA Board have in your schedule? Are you willing to commit to attending and properly preparing for each meeting as well as taking on relevant tasks?
8. Do you have questions for us?
9. If you are not chosen to fill a vacancy on the SOCAA Board at this time (we have nine applicants for two positions) would you consider keeping your name on a list of already vetted candidates for any vacancies that might arise in the next six months or so?

RATINGS AND TALLY SHEET FOR CANDIDATE INTERVIEWS - OCTOBER 2019

Name

	MOTIVATION & COMMITMENT	RELEVANT EXPERIENCE	UNDERSTANDING OF BOARD'S RESPONSIBILITIES	SUPPORT FOR GENERAL AVIATION	GENERAL FIT ON THE BOARD	TOT PTS	AVG	WEIGHTED
Miller, Tim						0	0	
Tibbet, Bert						0	0	
Quin, Jeff						0	0	
Moore, Pat						0	0	
Tucker, Jessica						0	0	
Stewart, John						0	0	
Schroeder, Mike						0	0	
Hergert, Jim						0	0	
Palm, David						0	0	

RANKINGS - 1-5

- 5= OUTSTANDING
- 4=ABOVE AVERAGE
- 3=AVERAGE
- 2=BELOW AVERAGE
- 1=UNDESIRABLE