



SEDONA-OAK CREEK
AIRPORT AUTHORITY

**Airport Terminal Conference Room
Minutes of the Special Meeting – January 9, 2019
Pursuant to A.R.S. §38-431.01(B)**

Directors Present: President Harold Idell, Vice President Pam Fazzini, Secretary/Treasurer Allyson Thorn, Director David Cooper, Director Jon Davis, Director Steve Hein, and Director Scott Schroeder.

Staff Present: General Manager Deborah Abingdon and Business Manager Nelson Durkee.

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 3, 2018 Annual Meeting. Secretary/Treasurer Thorn made a motion to approve the minutes from the December 3, 2018 Annual Meeting. The motion was seconded by Director Cooper and unanimously approved.

Agenda Item #III. – Reports:

President: Nothing to report.

Vice President: Nothing to report.

Secretary/Treasurer: Reported on the 2018 Budget summary. Most departments held close to budget. Admin expenses were over a bit due to extra credit card fees for increased sales and Dakota Territory Tours modular capital lease. Payroll and Employee benefits, considering the extra cost for security services, were well within budget. Total expenses over budget due to security services and legal costs. Gross profit exceeded budget.

General Manager: 1) Met with County Supervisor Randy Garrison. Will meet every 2 months on current airport affairs/events. He will also plan to attend SOCCA Board Meetings. 2) Signed license agreement with Enterprise Leasing which allows them to continue conducting commercial car rental activities at the airport. 3) Within the next 10 days, we will post a second Request for Bids for construction of the Overlook Parking Lot Handicap area and walkway. 4) Oak Creek Water Authority Collaboration Project - We are exploring the cost effectiveness of different options for improving fire suppression on the mesa. The committee exploring these options will be meeting again tomorrow. 5) Aircraft Incident – 12/19/2018, 4:40 PM, Aircraft N636M experienced a runway overrun during a return to the airport. The aircraft sustained substantial damage, but no reported injuries to the occupants. The next day, the staff and I debriefed the incident and listed items we plan to purchase for future use. 6) Recommend replacement of Airport Ramp Vehicle. The 2008 GMC has had approximately \$6,000 in repairs over the last 12 months. I have asked our Operations Manager to research leasing vs purchasing. 7) Drone Operations - To organize a discussion and offer current information to the community, I contacted the Flight Standards District Office (FSDO) in Scottsdale. They reminded me that the law regarding recreational drone users changed a couple of months ago and they are unable to do any presentations until they receive updated information related to that change. In the meantime, we should refer anyone with questions to the FAA website. That is <https://www.faa.gov/uas/>.

Business Manager: Financial Audit is underway. The 2018 unaudited financial reports will be provided to the County by 4/30/2019.

Operations Manager: Not present.

Agenda Item #IV. – Old Business:

a. Overlook Parking Lot Funding for ADA Compliance: Discussion/Possible Action. General Manager Abingdon gave a brief summary of the request for bids activity, noting the milling salvage will be used as a substitute for base course to save resources. The repost for bids will be within the next 10 days as soon as the documents are ready for Engineers. Expect to complete before Spring Break.

b. Sedona-Oak Creek Airport Procurement Policy: Discussion/Possible Action. Director Cooper gave a status on his and Director Schroeder’s review of the Procurement Policy and stated they will present the report on the Procurement Policy at the next regular Board Meeting in February 2019.

Agenda Item #V. – New Business:

a. Sedona-Oak Creek Airport Authority Employment Letter: Discussion/Possible Action. President Idell explained the Employment Letter given to current Airport Employees is in direct violation of Arizona Law and not authorized by the SOCAA Board. It was decided to discuss with the Airport Legal Counsel to determine if any action is needed to proceed.

b. Sedona-Oak Creek Airport Authority FY 2019 Strategic Goals: Discussion/Possible Action. President Idell presented the FY 2019 Strategic Goals drafted by the Board.

Agenda Item #VI. – Public Comment: None.

Agenda Item #VII – Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03(A)(3): Director Cooper made a motion to convene Executive Session. The motion was seconded by Director Schroeder and unanimously approved. The Executive Session convened at 2:54 p.m.

Agenda Item #VIII – Motions/Possible Action/Votes on items discussed in Executive Session: Director Davis made a motion to acknowledge that the employment letter in question, Agenda Item #V a, is contrary to SOCAA Policy and State Law. And furthermore, that said letter be rescinded and that staff be directed to draft a new letter that complies with SOCAA Policy and all applicable laws and present it to current and future employees for review and acknowledgement. The motion was seconded by Director Cooper and unanimously approved.

Agenda Item #IX – Adjournment: Director Schroeder made a motion to adjourn the meeting. The motion was seconded by Director Cooper and unanimously approved. The Special Meeting was adjourned at 4:30 p.m.

Certified as Accurate and Correct:

Dated this 12th Day of January, 2019
Sedona-Oak Creek Airport Authority

Minutes Approved

BY: _____
Allyson Thorn Secretary/Treasurer

BY: _____
Harold Idell, President