



SEDONA-OAK CREEK  
AIRPORT AUTHORITY

**Airport Terminal Conference Room**  
**Minutes of the Regular Meeting – October 15, 2018.**  
Pursuant to A.R.S. §38-431.01(B)

The Regular Meeting scheduled for October 22, 2018 was rescheduled to October 15, 2018 for purposes of meeting a Yavapai County deadline for submission of the 2019 Revenue and Expenditure Budget.

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

**Staff Present:** General Manager Deborah Abingdon, Business Manager Nelson Durkee and 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 August 27, 2018 Regular Meeting and Executive Session and approve minutes of the September 6, 2018 Special Meeting and Executive Session.** Vice President Fazzini made a motion to approve the minutes from the August 27, 2018 Regular Meeting and Executive Session and approve the minutes from the September 6, 2018 Special Meeting and Executive Session. The motion was seconded by Director Hein and unanimously approved.

**Agenda Item #III. – Reports:**

**President:** Nothing to report.

**Vice President:** Reported that preparations are underway for the annual Christmas Party to be held in the Terminal Building following the Annual Meeting December 3, 2018. More details to follow.

**Secretary/Treasurer:** The Business Manager reported 3<sup>rd</sup> quarter revenues increased by 1% and expenses increased by 46%. YTD numbers show revenue increased by 23% and expenses increased 34%. Expense increases are attributable to ongoing legal issues and security staffing.

**General Manager:** Ms. Abingdon's report is included as an attachment to these Minutes.

**Business Manager:** Nothing to report.

**Operations Manager:** Nothing to report.

**Agenda Item #IV. – Old Business:**

a. Guidance Aviation Lease Extension: Discussion/Possible Action. Director Thorn made a motion to approve the Guidance Aviation Lease Extension as written. The motion was seconded by Director Schroeder and unanimously approved.

b. Westwind Aviation Lease Extension: Discussion/Possible Action. Vice President Fazzini made a motion to approve the Westwind Aviation Lease Extension as written. The motion was seconded by Director Schroeder and unanimously approved.

**Agenda Item #V. – New Business:**

a. 2019 Revenue and Expenditure Budget: Discussion/Possible Action. Vice President Fazzini made a motion to accept the 2019 Revenue and Expenditure Budget. The motion was seconded by Director Schroeder and unanimously approved.

b. Sedona-Oak Creek Airport Authority Procurement Policy: Discussion/Possible Action. Following initial approval, Director Hein commented he felt the proposed spending limits were overly restrictive and there was too much oversight by the Finance Committee and the Board of Directors. Following some additional discussion, President Idell appointed a committee of Director Schroeder and Director Cooper to provide recommendations on revising the policy. The previous motion was withdrawn and a new motion to table this agenda item to the next meeting was made by Vice President Fazzini. The motion was seconded by Director Davis and unanimously approved.

c. Reaffirmation of vote to fund Oak Creek Water Project: Discussion/Possible Action. Director Thorn made a motion to reaffirm the Board's vote to fund the Oak Creek Water Project at the current 2018 budget level of funding for the remaining part of the year 2018. This is important for the airport's fire suppression/water needs and is a current high-level priority. This is with the understanding that there is an estimated level of funding allocated for the 2019 Revenue and Expenditure Budget. The motion was seconded by Director Schroeder and unanimously approved.

d. Overlook Parking Lot Funding for ADA compliance: Discussion/Possible Action. General Manager Abingdon provided a report regarding plans for phase 1 of the Overlook Parking area designed to bring the airport into compliance with the ADA for handicapped parking spots. The plans and estimated cost were provided by C & S Engineers. The estimated cost of the project is \$36,000. Some discussion followed regarding how the large tour busses that have handicapped guests on board would be accommodated in the proposed plan. Since C&S was directed to provide us with parking lot improvements that would bring it into ADA compliance, the board directed General Manager Deborah Abingdon to procure bids for the construction as shown in the engineering drawings.

e. 2019 Officer Election Procedure: Discussion/Possible Action. Business Manager Durkee provided an overview of the procedure and noted it has been posted on the airport's Dropbox account for additional details. Vice President Fazzini made a motion to accept the election procedure as written. The motion was seconded by Director Schroeder and unanimously approved.

**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)** President Idell stated an Executive Session would not be required for this meeting.

**Agenda Item #VIII – Adjournment:** There being no further business before the Board, President Idell adjourned the meeting at 3:55 p.m.

**Certified as Accurate and Correct:**

Dated this 17th day of October 2018.  
Sedona-Oak Creek Airport Authority

BY: \_\_\_\_\_  
Pam Fazzini, Vice-President

Minutes Approved

BY: \_\_\_\_\_  
Harold Idell, President