



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting – August 24, 2020
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini, Vice-President David Cooper, Secretary/Treasurer Scott Schroeder, Director Timothy Miller, and Director Mike Schroeder. Attending via telephone: Director David Palm. Absent but excused: Director Harold Idell.

Staff Present: General Manager Ed Rose, Business Manager Nelson Durkee, Assistant to the Business Manager Patresa Miller.

Agenda Item #I. - The meeting was called to order by President Fazzini at 2:30 p.m. followed by the Pledge of Allegiance.

Agenda Item #II. - Consent Agenda. Vice-President Cooper requested removal of Agenda Item #II (b), "Purchase of new truck with plow request for authorization to exceed spending request limit set at the December 2019 meeting," to Old Business, leaving a revised Consent Agenda to include only the minutes of the June 22, 2020 Regular Meeting and Executive Session. Director Miller moved to approve the Consent Agenda as amended; Director Scott Schroeder seconded; motion carried.

Agenda Item #III. - Reports by:

President: No report.

Vice-President: Mr. Cooper acknowledged Red Rock News reporter Scott Shumaker for his accurate and positive coverage of the Airport.

Secretary/Treasurer: Deferred his report to the Business Manager's report.

General Manager: Mr. Rose provided a summary of his detailed June/July/August report which is included in full as an attachment to these minutes. Items on which he reported included the Airport Drainage Master Plan, the Airport Water Master Plan, the Stormwater Pollution Prevention Plan, (all of which are to be addressed under Old Business), the "D" Apron Rehabilitation which is underway, two leases currently under negotiation, one for the Sedona Fire Department communications tower and one with StarTouch Communications, and a new Airport Security Plan. Mr. Rose is working with NetJets Group to establish an RNAV approach to Runway 21 at no cost to the Airport.

Two new Line Techs, Rocky Sullivan and Gina Jane, have joined the Red Rock Aviation team to replace two techs who left to return to Embry Riddle. Mr. Jakob Carter earned his Private Pilot's license at the airport prior to leaving. Congratulations were extended to Mr. Carter and his instructor, Mr. Ron Wilson.

Additionally, there have been two promotions for long-time employees: Mr. Michael Dearden has been promoted to Operations/Maintenance Manager and Mr. Michael Baisden is the new Line-Tech Supervisor. Both are doing well in their new positions.

Requests for Proposals (RFPs) are being developed for aircraft hangars, the former Masonic Lodge property, and the Fuel Farm. Those items will be addressed under Agenda Item #V, New Business.

The Budget for Fiscal/Calendar Year 2021 is under development in order to be ready to submit to Yavapai County by the October 19, 2020 deadline. The draft budget will be presented to the SOCAA Board for approval at a yet-to-be scheduled special meeting in early to mid-October.

Business Manager: The Business Manager, Mr. Durkee, reported the revenue portion of the budget is largely complete and work is underway on the expense portion. Projections are especially challenging this year due to the pandemic and how it may affect the Airport in the future.

The pandemic hit us at the worst time – during our best months for revenue. The economy has started to come back, but we are now in what are traditionally our worst months for producing revenues due to the hot weather and its impact both on the number of visitors to Sedona and on aviation. SOCAA has met August's revenue projections with seven days still to go, but overall, revenues have been adversely impacted by the pandemic. Fixed rentals from tenants largely have remained constant; the sales levy is down, and revenues from the overlook are down significantly. SOCAA should soon be receiving the CARES revenue, \$69,000, and those funds will be applied to the Fuel Farm Rehabilitation Project.

Agenda Item #IV. Old Business:

Item #II (b) moved from Consent Agenda: Request for authorization to exceed spending limit set at June 2020 meeting. Because the cost of the new truck with snowplow now exceeds \$50,000, this item must be submitted to Yavapai County Board of Supervisors for approval.

Vice-President David Cooper moved that the Business Manager, in accordance with Section VII of the Procurement Policy, be directed to forward to the County a request to purchase a pick-up truck and snowplow for a total cost not to exceed \$51,100. Director Scott Schroeder seconded the motion. The motion passed unanimously.

- a. **Fuel Farm Design/Bid Phase Agreement.** Last month, the SOCAA Board approved Mr. Rose's request to move forward with a design contract with Dibble Engineering for replacement of the Fuel Farm at a cost not to exceed \$240,000. Mr. Rose has since procured an Independent Fee Estimate from Adam's Companies which came in at \$228,255. Dibble Engineering was given a chance to revise their original estimate and they reduced their fee to \$227,657.66. Vice-President Cooper moved that the President execute an

agreement with Dibble Engineering for design of the Fuel Farm at a cost not to exceed \$227,657.66, subject to approval by our legal team. Director Mike Schroeder seconded, and the motion carried unanimously. Note: Professional Services are exempt from the definition of Goods and Services. Thus, they are exempt from the Section VII County review requirement.

- b. Stormwater Pollution Protection Plan (SWPPP) Update.** All current plans were sunsetted and need to be updated to current standards of practice. The new plan development, as approved at the June 2020 meeting, is underway. No action was required of the Board at this time.
- c. Adoption of Finalized Airport Drainage Master Plan.** A drainage assessment of the Airport Mesa, complete with a GIS study has been done and will now be used to develop a drainage plan which is reflective of current best practices.
- d. Adoption of Finalized Water System Master Plan.** The Water System Master Plan as presented at the June meeting (report dated March 2020) has been out for public comment; no public comments were received. The plan has been updated to the April 2020 version. Both the updated Water System Master Plan and the Stormwater Pollution Protection Plan will be placed on Dropbox for SOCAA Directors to review. Vice-President Cooper moved, and Director Scott Schroeder seconded that Old Business Items (c) and (d) be tabled until the next SOCAA Board meeting. Motion carried.

Agenda Item #V. – New Business:

- a. Authorization to develop RFP for Hangar Development.** See item #V (b) below.
- b. Authorization to develop RFP for Masonic Lodge Property.** President Fazzini explained the agenda was somewhat inaccurate in asking for “authorization” for the General Manager to develop RFPs, rather, she believes, Mr. Rose is asking for the Board’s support to develop the RFPs. The Board does not vote to approve RFPs until such time as they are ready to be issued. Vice-President Cooper moved, and Director Scott Schroeder seconded to table RFPs for both hangar development and development of the former Masonic Lodge property. The motion carried unanimously.
- c. Request for a 30-day extension to current tower lease with Sedona Fire Department to allow for continued good-faith negotiations.** Director Palm moved to extend the existing lease with the Sedona Fire Department for thirty days to conclude negotiations; Director Miller seconded, and the motion carried unanimously.
- d. Resignation of Director Idell.** Director Idell submitted his intent to resign his position effective at the end of this, the August 2020, meeting of the Board of Directors. Vice-President Cooper moved, seconded by Director Miller, to accept Mr. Idell’s resignation and to authorize President Fazzini to appoint a

selection committee to find a replacement to fill the position. The motion carried unanimously. President Fazzini thanked Mr. Idell for his service.

Agenda Item #VI. – Call to the Public. No member of the public came forward to address the Board.

Agenda Item #VII. – Call for Vote to Convene Executive Session pursuant to A.R.S. §38-431.03(A)(3). Director Mike Schroeder moved, seconded by Director Palm to convene the Executive Session for consultation with attorneys regarding on-going legal action. The motion passed unanimously. The Board convened the Executive Session at 3:46 p.m. Attorneys for the Airport Authority joined the meeting by telephone. The Board convened back into Open Session at 4:11 p.m.

Agenda Item #VIII. – Possible Action on Items Discussed in Executive Session. There were no actions taken or motions made on business discussed in Executive Session.

Agenda Item #IX. – Adjournment. There being no further business to come before the Board, President Fazzini requested a motion to adjourn. Director Mike Schroeder so moved, and Director Miller seconded to adjourn the meeting. The meeting was adjourned at 4:12 p.m.

Certified as Accurate and Correct:

Dated this _____ Day of _____ 2020
Sedona Oak-Creek Airport Authority

Minutes Approved

BY: _____
Pamela Fazzini, President
SOCAA Board of Directors

BY: _____
David Cooper, Vice-President
SOCAA Board of Directors