



**SEDONA-OAK CREEK  
AIRPORT AUTHORITY**

**Airport Terminal Conference Room  
Minutes of the Regular Meeting – February 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 Harold Idell, Director David Palm, and Director Tim Miller.

**Staff Present:** Interim General Manager/Operations Manager Ed Rose and Business Manager Nelson Durkee

**Agenda Item #I. – Call to Order:** The meeting was called to order by President Fazzini at 2:30 p.m.

**Agenda Item #II. – Consent Agenda.** President Fazzini stated the first order of business was to approve the Consent Agenda, including minutes of the December 2, 2019 and January 27, 2020 Executive Session, Minutes of the January 27, 2020 Special Meeting, Resolution 2020-2, Procurement Policy Payment Authorization and Resolution 2020-3, Procurement Policy Signatory Authorization. The President asked if any member wished to remove items from the Consent Agenda for discussion but there was no motion to do so. Director Idell moved for approval of the Consent Agenda as submitted. Director Miller seconded, and the motion carried unanimously.

**Agenda Item. #III. – Reports by:**

**President:** Nothing to report.

**Vice President:** Thanked all for their time and assistance in helping with work on the Procurement Policy, the General Manager's Executive Employment Agreement and participation in the Board Candidate Selection Process.

**Secretary/Treasurer:** Nothing to report.

**Interim General Manager/Operations Manager:** Mr. Rose's report is included as an attachment to these minutes.

**Business Manager:** Mr. Durkee stated the 2019 Audit is in progress, the draft report is due to the County by April 29, 2020 with the final report due by June 23, 2020. Mr. Durkee also briefly reported on the 2019 actual/budget Profit and Loss noting Revenue received exceeded budget by \$150,000 dollars, Expenses exceeded budget by \$312,000 mainly as a result of current litigation.

**Agenda Item #IV. – Old Business:**

a. Vacant Board Position: Discussion/Possible Action. President Fazzini asked Vice President Cooper to report on this Agenda item. Vice President Cooper noted that this had been the first opportunity to fill a vacancy pursuant to the procedures outlined in the recently adopted Board Candidate Selection Policy. He stated that once the Vacancy had been advertised, President Fazzini appointed a four-member Selection Committee comprised of himself, Director Scott Schroeder, and non-Board Members Jessica Tucker and Gene Comroe. The Committee met twice: the first time to review the applications received, to force rank the applicants as required by the Policy (only two applications were received), and to develop a standard list of questions to be asked of the Candidates; the second time to interview the Candidates. Upon conclusion of the interviews, the Selection Committee voted to recommend that Mike Schroeder be Nominated to fill the current Board Vacancy. Additional details about the process followed by the Selection Committee are contained in the nine-

page Report previously submitted for the Board's review. Vice President Cooper also noted that, procedurally, the new Policy proved to be quite workable, although the Board may want to consider a few minor changes to the Policy in light of the Selection Committee's recent experience. Those changes will be submitted at a later date. Vice President Cooper then moved that applicant Mike Schroeder's name be approved by the Board for submission to the County, along with a complete copy of the Selection Committee's Report. Director Idell seconded and the motion was unanimously approved.

b. Procurement Policy Dated 2/18/2020: Discussion/Possible Action. President Fazzini asked Vice President Cooper to report on this Agenda item. Mr. Cooper stated this Policy has been a long time in the making and has been reduced significantly from previous versions. The Policy has been vetted by Legal and has also been affirmed by our Auditor, and now appears ready for submittal to the County. Vice President Cooper moved to approve the Policy as written and send it to the County for approval. Director Palm seconded and the motion was unanimously approved.

**Agenda Item #V. – New Business: None**

**Agenda Item #VI. – Call to the Public:**

Ms. Ann-Marie Brunner spoke on behalf of Dakota Territory Tours (Dakota) and indicated Dakota had recently sent a Certified Letter to General Manager Rose and President Fazzini requesting Leased space at the Sedona Airport to conduct commercial aviation operations. Ms. Brunner further requested the Board schedule a Special Meeting to discuss the lease options available to Dakota.

**Agenda Item #VII. – Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03(A)(1) & (A)(3).** Director Idell made a motion the Board convene in Executive Session pursuant to the aforementioned statutes. Director Miller seconded and the motion carried unanimously. The Executive Session was convened at 2:47 p.m. The meeting was reconvened back to the public session at 3:49 p.m.

**Agenda Item VIII. – Motions/Possible Action/Votes on items discussed in Executive Session.** Vice President Cooper moved the Board approve the employment of Mr. Rose as General Manager according to the terms of the Executive Employment Agreement negotiated between Mr. Rose and the Board Officers. Director Palm seconded and the motion carried unanimously.

**Agenda Item IX. – Adjournment.** There being no further business before the Board, President Fazzini requested a motion to adjourn. Director Idell moved the meeting be adjourned. Director Miller seconded and the motion carried unanimously. The meeting was adjourned at 3:51 p.m.

**Certified as Accurate and Correct:**

Dated this \_\_\_\_\_ Day of April 2020  
Sedona-Oak Creek Airport Authority

Minutes Approved

BY: \_\_\_\_\_  
David Cooper, Vice President  
SOCAA Board of Directors

BY: \_\_\_\_\_  
Pam Fazzini, President  
SOCAA Board of Directors

## OPERATIONS/G.M. REPORT

FEBRUARY 2020

**Water Master Plan** - host Dibble and subs in their initial on site assessment of system.

**Drainage Master Plan** – reviewed 50% drawings. Continue to advocate for piping centerfield drainage to eliminate hazard for aircraft departing the runway, eliminate the wildlife travel corridor, and the eyesore the swale represents.

**“D” Ramp rehabilitation** – reviewed 90% drawings, conduct phasing plan meeting with tenants. Distribute phasing plan to hangar tenants via email. Respond to tenant questions on the project.

**Fuel Farm replacement** – reach out to Dibble, after confirmation with County, to initiate development of a proposal to replace the fuel farm. Self-fueling will be a consideration.

**Aircraft Familiarization Training** - coordinate training for first responders with airport tenants. Sedona FD/PPD have been invited to participate, provided a curriculum, and date scheduled. April 6,8,9 will see three shifts from FD participate.

**Hangar fire prevention inspections** – have been scheduled for April 13-23. Checklists and FAA policy have been communicated to tenants. Assistance provided by tenant group (SAHO).

**Audit**- Authority finances for 2019 are currently under review. Business Office leads this effort.

**Arts at the Airport** – On a test basis, Music at the scenic overlook was scheduled for February 7/8. It was very well received by our visitors. More exploration is needed to identify potential sponsors for a Spring and Fall series of music at the overlook.

**Staff Training** – Sedona FD will be providing first aid, CPR, and AED training to staff on 4 March.

**Scenic Overlook improvements** – completed spreading of gravel at scenic overlook, removed trip hazards (old flagpole mount), replaced rock barriers.

**City of Sedona** – Met with Director of Planning and Development/Zoning to discuss issues historically problematic to both parties. Also, I’m scheduled to meet City Recreation Director to discuss potential airport role in future major City events.

**Economic Impact** – Having canvassed on airport businesses, I find 146 persons owe their employment to the existence of the Airport with \$4.3 million in payroll value, over \$10.3 million in operating budgets, and operating \$5.911 million in equipment. (Excludes DTT – failed to respond). Good numbers to know!

**Location Scouts** - respond to several inquiries about utilization of the airport for filming/photo shoots. (Mercedes Benz, Subaru, etc.) Also, eliminated cap on shoots to accommodate more complex opportunities.