



SEDONA-OAK CREEK  
AIRPORT AUTHORITY

**Airport Terminal Conference Room  
Minutes of the Regular Meeting – June 26, 2017.**  
Pursuant to A.R.S. §38-431.01(B)

**Directors Present:** President Giorgio Cagliero, Vice President Pam Fazzini, Secretary/Treasurer Jim Brock, Director Steve Hein, Director Roy Daniels, Director Bill DeGroff and Director Harold Idell.

**Directors Absent:** None

**Counsel Present:** Attorney Tony Cullum, Legal Assistant Nancy Sylvester.

**Staff Present:** General Manager Amanda Shankland, Business Manager Nelson Durkee.

**Agenda Item #I. – Call to Order:** The meeting was called to order by President Cagliero at 2:35 p.m.

**Agenda Item #II. – Approve Minutes of the April 24, 2017 Regular Meeting and Executive Session and Minutes of the April 27, 2017 Special Meeting and Executive Session.** Vice President Fazzini made a motion to approve the minutes from the April 24, 2017 Regular Meeting and Executive Session. The motion was seconded by Director DeGroff and unanimously approved. Director Idell made a motion to approve the minutes from the April 27, 2017 Special Meeting and Executive Session. The motion was seconded by Director Hein and unanimously approved.

**Agenda Item #III. – Presentation:** Mr. David Cospes of Guest, Schutte and Cospes, Certified Public Accountants provided a brief report regarding results of the recently completed FY 2016 Audit Report and Financial Statement of the Sedona-Oak Creek Airport Authority.

**Agenda Item #IV. – Reports:**

**President:** None

**Vice President:** None.

**Secretary/Treasurer:** Mr. Brock reported that sales from the May and June period continue to be strong, discretionary spending is getting closer to plan and cash reserves remain steady. The Airport was expected to pay approximately \$100,000 in matching grant funds this year which should present no problem.

**General Manager:** Ms. Shankland reported work to install electrical power at the Overlook will be completed shortly. This will provide a reliable source of power to the Guard Shack and will allow us to install some vending machines in the area.

**Business Manager:** None.

**Agenda Item #V. – Public Comment:** None.

**Agenda Item #VI. – Old Business:** None

**Agenda Item #VII. – Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03(A)(2):** Vice President Fazzini made a motion to move the meeting into Executive Session. The motion was seconded by Director Daniels and unanimously approved. The Executive Session was convened at 2:55 p.m. for purposes of discussing the 135 Operations Proposal RFP. Following conclusion of the Executive Session the meeting was reconvened to the Regular Session. Vice President Fazzini made a motion to reconvene the Regular session. The motion was seconded by Director Idell and unanimously approved. The Regular Session was reconvened at 4:17 p.m.

**Agenda Item VIII. – New Business:**

**a. Sedona-Oak Creek Airport Authority Request for Proposal (RFP) Policy:** General Manager Shankland explained the purpose of the document was to address and confirm the Authority's Policy on the Protest of Solicitations and Contract Awards. The document had previously been provided to the Board Members for their review. Director Daniels made a motion to adopt the policy as written. The motion was seconded by Director Idell and unanimously approved.

**b. Sedona-Oak Creek Airport Authority Commercial 135 Operations Proposal RFP:** General Manager Shankland informed the Board that two qualified proposals had been received in response to the RFP advertisements. One proposal was submitted by Dakota Territory Tours and the other by Guidance Aviation Services. A selection committee comprised of five members of staff and Board members met on June 8, 2017 to consider and score the qualifications of the submitted applicants. Based on the unanimous recommendation of the selection committee the General Manager submitted a ballot to all Board Members along with her recommendation asking members to agree or disagree with the proposal to award the RFP to Guidance Aviation. Director Hein asked to be recused from the vote. Following a tally of the votes by the Board Members, General Manager Shankland announced the Board had unanimously agreed to award the RFP to Guidance Aviation Services.

**Agenda Item #IX – Adjournment:** There being no further business before the Board, President Cagliero declared the meeting adjourned at 4:24 p.m.

**Certified as Accurate and Correct:**

Dated this 29th day of June 2017  
Sedona-Oak Creek Airport Authority

BY: Jim Brock  
Jim Brock, Secretary/Treasurer

Minutes Approved

BY: Giorgio Cagliero  
Giorgio Cagliero, President