



**SEDONA-OAK CREEK
AIRPORT AUTHORITY**

**Airport Terminal Conference Room
Minutes of the Regular Meeting – October 28, 2019
Pursuant to A.R.S. §38-431.01(B)**

Directors Present: President Harold Idell, Vice President Pam Fazzini, Director David Cooper, Director Steve Hein, and Director Scott Schroeder

Counsel Present Telephonically: Attorney Tony Cullum, present for discussion of ongoing litigation and legal issues during Agenda Item #VIII. c. only.

Staff Present: Operations Manager Ed Rose 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. – Consent Agenda: a) Approve Minutes of the August 26, 2019 Executive Session; b) Minutes of the September 11, 2019 Special Meeting and Executive Session; c) Minutes of the September 26, 2019 Special Meeting and Executive Session. Director David Cooper made a motion to approve all items on the consent agenda. The motion was seconded by Vice President Fazzini and unanimously approved.

Agenda Item #III. – Reports:

President: None

Vice President: None

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

Business Manager: Mr. Durkee reported volume of Av and Jet sales are down 4% and 8% YTD respectively. Overall revenue was up 4% however because of increases in rental and overlook income.

Agenda Item #IV. – Presentation: Mr. Al Comello, on behalf of Ms. Carruthers, presented a plaque to the Board commemorating the Sedona-Oak Creek Airport Authority founding members John Carruthers, Harner Selvidge and Mel Arthur.

Agenda Item #V. – Old Business:

a. Joshua Tree and Landscape Contract Renewal: Mr. Rose reported on the present contract, which is due for renewal on January 1, 2020, and asked the Board to consider an addendum increasing the scope of work to include additional clearing activities. Director Cooper made a motion authorizing the Operations Manager to enter into an Addendum to the Joshua Tree Landscaping contract in the amount of \$400 per month for perimeter fence clearing. The motion was seconded by Vice President Fazzini and unanimously approved.

Agenda Item #VI. – New Business:

a. Vacant Board Positions: Discussion, including report from the Nominating Committee previously appointed by President Idell/Possible action. Committee Chairman Fazzini summarized her report as follows:

- A total of 9 applicants were vetted over the course of a two-week time span. The nominating committee was comprised of two Board members namely Director Schroeder and Vice President Fazzini and non-Directors Al Comello and Gene Comroe.
- The interview process included verifying the candidates met minimum requirements as outlined in the Bylaws. Each applicant was asked a set of standardized questions which were developed to assist Committee members in tracking and ranking the applicants. The applicant interview process lasted approximately 45 minutes per applicant.
- All applicable Open Meeting laws were observed during the entire process.
- One of the 9 applicants withdrew after completing the questionnaire and the interview.
- On October 24, 2019 members of the Nominating Committee unanimously approved and recommended applicants Timothy Miller and David Palm fill the two Board vacancies.
- The complete report will be submitted to the Board of Directors following official approval.
 - b. FY2020 Revenue and Expenditure Budget: Discussion/Possible Action. Prior to action on the budget, Mr. Rose asked if next year the Board would consider preparation of a 5-year Capital Improvement program. Director Schroeder commended the decision. Director Schroeder made a motion to approve the FY2020 Revenue and Expense Budget. The motion was seconded by Director Hein and unanimously approved.
 - c. Interim General Manager: Discussion/Possible Action. President Idell commented that the Board would discuss this issue again following the Executive Session.
 - d. 2019 Annual Report to the County: Discussion/Possible Action. President Idell commented this is normally a report provided by the General Manager and because we are presently without a General Manager, he will ensure that the report is prepared by other individuals.
 - e. 2019 Airport Fun Day Recognition: Discussion only: President Idell expressed gratitude to all involved, including Red Rock Aviation staff, the Operations Manager, vendors, pilots, commercial operators and volunteers for their contribution toward making the event the success that it was. Director Cooper called on Mr. Adam Diebel who reported on the success of the Young Eagle operation that provided short flights to 150 people including 27 youngsters that day to introduce them to aviation. Event organizer Mr. Al Comello reported on the success of the day which included great comments from the staff and crew of the B-25 and C-47 who participated in the day's events.
 - f. Discussion/Possible Action to appoint two or three members of the Board to attend court ordered mediation in pending litigation on November 20, 2019: President Idell reported there had been a change in the previous direction from legal and new direction dictates that less than a quorum need attend the mediation meeting and could now report back to the full Board regarding any action that may need to be taken by the Board as a result of the mediation.

Agenda Item #VII. – Public Comment:

Several members of the public, including three persons who had applied and had been interviewed by the Nominating Committee more than a week previous to this meeting, to potentially fill vacant positions on the SOCCA Board, submitted comment cards indicating they wished to be heard during the public comment section of the meeting. It became quickly apparent the members wishing to speak were all wanting to express their displeasure at the process followed by the Nominating Committee to select two applicants to fill the vacant seats on the Board of Directors. The focus of the discussion appeared to center around what was perceived by the Sedona Aircraft and Hangar Owners Group (SAHO) to be a departure from what they claimed to be an approved process for electing new members to the Board. Several Board members stated they were unaware of any process that had previously been approved by the Board. President Idell ended the discussion by stating the matter needs to be investigated further to determine if in fact there were standardized procedures that were adopted and approved by a previous Board. As a result, there was no further discussion and no action on agenda item #VI (a). Pursuant to his authority under the Bylaws, President Idell appointed a committee consisting of himself and non-members Adam Diebel and John Steward to determine if the

Board and/or the County previously approved or mandated a specific process by which the Board was to interview and select nominees to fill Board vacancies.

Agenda Item #VIII. – Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03 (A)(1), (A)(3) and (A)(4): Director Cooper made a motion the Board convene in Executive Session pursuant to the aforementioned statutes. The motion was seconded by Director Schroeder and unanimously approved. The Executive Session was convened at 4:03 p.m. for discussion of appointment of an interim General Manager and ongoing litigation and legal issues. The meeting was reconvened back to the public session at 4:46 p.m.

Agenda Item #IX – Motions/Possible Action/Votes on items discussed in Executive Session: Director Cooper made a motion the President be authorized to execute an addendum to the Operations Manager’s Employment Letter appointing him as Interim General Manager at the former General Manager’s salary. The motion was seconded by Director Schroeder and unanimously approved.

Agenda Item #X – Adjournment: There being no further business before the Board, President Idell called for a motion to adjourn. Director Schroeder made a motion to adjourn the meeting. The motion was seconded by Director Cooper and unanimously approved. The meeting was adjourned at 4:48 p.m.

Certified as Accurate and Correct:

Dated this ____ Day of November 2019
Sedona-Oak Creek Airport Authority

Minutes Approved

BY: _____
Vice President Pam Fazzini

BY: _____
President Howard Idell

Operation Manager Report:

Water - As requested by the County, We've been authorized to use Dibble Engineering for this project. Scope to be developed week of 28 October.

Fuel Tanks - the Board Chairman and I met with fuel supplier rep, World Fuels, to identify programs available for replacements to existing tanks. Options may include short term/long term leasing, outright purchase with pennies per gallon payoff (requiring a longer term contract), or a loan to the Authority (conditions to be identified). Tanks priced to meet local code UL2085.

Airport Family Fun Day –Staff performed very well. Critique follow up circulated. I received many constructive comments for next year's preparation.

Website- Post helicopter noise meeting with City officials, Chamber, operators, and interested members of the community at large, I met with our webmaster to increase conspicuity of reporting noise impacts. There is now a position in the top menu to click rather than searching through the site. As elements of the helicopter operator's commitment to the community solidify, these too will be represented on the site. I did suggest a formal Part 150 Noise compatibility may be worthy of consideration.

Damage repair – Orders have been processed for the replacement of signs, sign panels, and lights sustaining damage from aircraft incidents. The costs of clean up and reinstallation will be passed on the respective insurance companies.

AWOS – located hard wire run to the AWOS. Discovered wire chewed on in a pull box and made temporary repairs. Met with AWOS tech to check unit and effectuate permanent repairs at pull box location. Unit seems to be functioning better.

FAA – established rapport with the Airport's District Office; discussed DRONE activity and signage for the scenic overlook based on helicopter operator complaints. The ADO and Authority attorney approved verbiage. I expect sign quote to be around \$50 per with three locations in mind; I expanded the NOTAM capable list to be better prepared for operational needs.

Capital Program – Review ACIP with Chris Steele from County Engineering. I suggest the Board consider establishing an "in house" five year plan (non FAA funded items) to identify projects and equipment needs in out years.

Quote Requests- area lighting repair, sealcoating, radios, plows, gates, chipper, uniforms, red carpets, chain saws, taxiway centerline repainting, fencing slats, traffic cones, HAZMAT cabinets, misc. spill supplies.

Interview candidates -for vacant part time positions.

Respectfully submitted, Ed Rose