



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting – August 28, 2023
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini, Vice-President David Cooper (see item IV b below), Treasurer Jerry Barber, Secretary Betty Uhrig, Director Scott Schroeder, Director Timothy Miller, and Director Mike Schroeder.

Directors Absent: None.

Staff Present: General Manager Ed Rose, Business Manager Haruko Terada, Assistant Business Manager Patresa Miller, and Operations Manager Mike Dearden.

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

Agenda Item II. Roll Call. Roll was called and it was determined a quorum was present.

Agenda Item III. Consent Agenda. Director Mike Schroeder moved to approve the minutes from the Regular Meeting and Executive Session held on June 26, 2023, and the minutes from the Special Meeting and Executive Session held on July 26, 2023. Director Jerry Barber seconded the motion. Motion passed unanimously.

Agenda Item IV. Reports.

- a. President - none.
- b. Vice-President: This position is currently vacant. We are awaiting the Yavapai County Board's approval of David Cooper's second five-year term. Mr. Cooper will participate in today's meeting but will not vote until approved by the County Board of Supervisors.
- c. Secretary - none.
- d. Treasurer - none.
- e. General Manager:
 - i. Fuel Farm - Still working on punch list items. New MOGAS and diesel tanks have been ordered. Training on new equipment has been conducted. Final acceptance is anticipated for mid-September. Dibble Engineering is preparing a final contract amendment to reflect hours exceeded on the project. The proposed amendment is estimated to be approximately \$30,000, which we have set aside. The amendment will be presented at the next Board meeting.
 - ii. Development of the Airport Capital Improvement Plan - Working with the FAA, ADOT, Yavapai County, and the engineers to establish the 2024-2029 plan. Much of the plan addresses the Runway Safety Area project. The ACIP will be included in the budget packet.
 - iii. In-House Capital Plan - This plan, as part of the budget submission, identifies those capital needs NOT funded through other sources.
 - iv. City Consultants - Continue to work with AMCG and Kimley-Horn providing information pertinent to their study.
 - v. Presentation to the City Council – The City requested a presentation to the City Council to tell the airport's story. There is a video of the presentation on the City website.

- vi. Budget Development - Work continues with the staff to coordinate needs for the 2024. Budget workshops were offered to members of the Board for input into the process. Draft budget materials have been distributed to the Board. A special meeting of the SOCAA Board will need to be scheduled in September prior to the deadline for submission to the County.
- vii. DBT Transportation - This is a maintenance service agreement for the aging AWOS. DBT responds to all outages, makes repairs as necessary, and maintains the required FAA record keeping. This contract will be for one year ending September 2024. The \$6,963 cost exceeds the GM's procurement authorization limit.
- viii. Wind Damaged Hangar - Hale Roofing has been engaged to make the necessary repairs to the roof. Replacement door design is in development by Dibble Engineering.
- ix. Sky Ranch Lodge - Work continues with the Sky Ranch Lodge, Yavapai County, and the City on expansion and concerns.
- x. TSA Site Visit - TSA has visited us for a tour and to review the Blue Campaign, which addresses smuggling and trafficking.
- xi. Advisory Committee – Meetings were held in June and August to provide information on current projects.
- xii. Dibble Monthly Meeting - Coordinated with Yavapai County to review status of active projects.
- xiii. AWOS Replacement Project - Work continues with engineer on 100% plans and pre-bid meeting with contractors. Bids will be opened September 7, with an expected February start date. This project is budgeted for \$400,000.
- xiv. Event Prep for Airport Day 14 October 2023 - Sponsorships are ahead of target. Current amount raised is \$19,000. A number of aircraft are slated to attend, and an 80% lunar eclipse will be featured among other attractions.
- xv. Poker Run - We are a participating airport for the 7 October Poker Run; proceeds will benefit the Page Humane Society.
- xvi. Plein Air Paint Out - October 25 we will host this event for the second consecutive year to bring Arts to the airport in coordination with the Sedona Arts Council. A reception will be held in the terminal building to display the freshly completed paintings.
- xvii. Earth Cam – Al Comello sold his Earth Cam located at the north end of the field to the Chamber of Commerce. The Chamber of Commerce, looking to save on expenses, donated the Earth Cam to the airport. We are looking to monetize its existence. Maintenance is expected to cost the airport about \$200 per month, but we expect to more than offset that expense. It's a high-resolution camera that received 6.5 million views last year.
- xviii. Civil Air Patrol - CAP is purchasing hangar D11 for their aircraft and supplies.
- xix. Airport Layout Plan update - we are updating the Airport Layout Plan to reflect improvements made to Apron D, the new fuel farm, removal of the helipads for the new fuel farm, a change in location for the proposed maintenance building, demolition of the old CAP building, and more.

f. Business Manager – Financial Statements were provided to the Board. Highlights include: Jet fuel sales down 21%, and AVGAS sales up 6%; a decrease in legal fees contributed to the reduction of overall expenses; SOCAA purchased a \$1M Treasury Bill that yielded 5.12%; upon expiration at the end of the month, we will purchase another Treasury Bill. Our Commercial General Liability Insurance Policy expires September 18, 2023. A revised memo outlining the quotes received was provided in the meeting packet.

Agenda Item V. Unfinished Business: Two current Board members are nearing the end of their first five-year term and have agreed to serve a second five-year term. Both names were timely submitted to the Yavapai County Board of Supervisors for inclusion on the August 16 agenda. The County placed it on the September 6 agenda. Note agenda item IV b above.

Agenda Item VI. New Business:

- a. A Letter of Acceptance and Letter of Authorization for Coffman Associates was signed August 16 to update the Airport Layout Plan. Treasurer Jerry Barber made a motion to approve the expenditure of \$5,761 for the update. Director Scott Schroeder seconded the motion. Motion passed unanimously.
- b. Service Order/Annual Maintenance Agreement with DBT Aviation Support and Maintenance Services to maintain the AWOS for one year. Secretary Betty Uhrig moved to approve the agreement and expenditure; Director Scott Schroeder seconded. Motion passed unanimously.
- c. Current Commercial General Liability Insurance policy expires September 18, 2023. The Business Manager presented bids to the Board. Treasurer Jerry Barber moved to approve the expenditure of \$47,560 to renew the policy with National Union/AIG; Director Scott Schroeder seconded. Motion passed unanimously.
- d. We will need a Special Meeting in September to approve the proposed 2024 budget and the 2023 Annual Report in order to provide them to the Yavapai County Board of Supervisors by the October 19, 2023, deadline. It was agreed to call a Special Meeting on Monday, September 25 for this purpose.

Agenda Item VII: Call to the Public: There were no requests from members of the public to speak.

Agenda Item VIII: Call for Vote to Move to Executive Session: Director Scott Schroeder moved to convene into Executive Session; Treasurer Jerry Barber seconded. Motion passed unanimously and the Board convened into Executive Session at 3 p.m.

The meeting was reconvened back to Open Session at 4:01 p.m.

Agenda Item IX: There was no action taken resulting from the Executive Session.

Agenda Item X: At 4:01 p.m., Director Scott Schroeder moved to adjourn to the Open Meeting; Treasurer Barber seconded. Motion passed unanimously.

Certified as Accurate and Correct:

Dated this 25 day of September 2023
Sedona-Oak Creek Airport Authority

BY: Pamela A. Fazzini
President Pamela A. Fazzini
SOCAA Board of Directors

BY: Betty Uhrig
Secretary Betty Uhrig
SOCAA Board of Directors
Elizabeth Uhrig