



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting - April 24, 2023
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini, Secretary Betty Uhrig, Director Mike Schroeder, Director Timothy Miller, and Director Jerry Barber. **Directors Absent:** Vice-President David Cooper was excused.

Staff Present: General Manager Ed Rose, Business Manager Haruko Terada.

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. The minutes from the Regular meeting held February 27, 2023, and Executive Session held February 23, 2023. Director Mike Schroeder moved to approve the consent agenda; seconded by Director Scott Schroeder. Approved unanimously.

Agenda Item IV. Reports.

- a. President: President Fazzini expressed her thanks to the staff for holding down the fort and their prompt action in dealing with damage wreaked by the dust devil.
- b. Vice-President: None.
- c. Secretary: None.
- d. Treasurer: Some past financial reports are missing from DropBox. Business Manager Haruko Terada said they are available in the office files. Also noted: there is no line item in the budget for amortization/depreciation. Staff promised that would be corrected in the 2024 budget.
- e. General Manager:
 - a) The Personnel Handbook is now updated and has been reviewed by labor and employment attorney Justin Pierce of Pierce Coleman, PLLC. The Handbook is compliant with Arizona State law and a Mission Statement has been added. Notable changes include increasing the number of paid holidays, including a 3-day bereavement leave, and a decrease in the time in service needed to accrue vacation time. These benefit changes will help build a more cohesive team, will help attract better employees, and will increase retention of employees.
 - b) The Wildlife Hazard Training is complete. We hosted staff from Bagdad, Seligman, Cottonwood, and Flagstaff airports.
 - c) First Aid/CPR/AED training was scheduled for April 12, but due to instructor illness, is being rescheduled.
 - d) Meetings have been held with John Graham of the Sky Ranch Lodge regarding expansion negotiations resulting from the RFP response.
 - e) To help us become more sustainable, we have participated in the Verde Valley Scale-Up program which General Manager Rose presented at the March 17 meeting. We have dropped participation in the Score Card Program. We have arranged for an ASU energy audit to be followed by meeting and discussions for potential solar applications and locations with the vendor. Jason Lowry of Local First Verde Valley Scale-Up program will provide a presentation later during our Board meeting.

- f) The recent F-35 visit solicited 33 positive phone calls and 2 negative calls.
- g) Fuel Farm update - we would be moving faster if the weather would cooperate.
- h) Potable water issues and line repairs - Parts supply has delayed completion.
- i) The Civil Air Patrol building was demolished per prior arrangement.
- j) Martin Brennan, the Assistant County Administrator, agreed to an April 6 meeting. Items discussed were the Sky Ranch Lodge, the City of Sedona exploring take-over of the airport, the ARPA grant, water on the mesa, the runway safety area project, public outreach sessions and schedule, and the Apex lease/license.
- k) We have requested some of Yavapai County's \$10MM in unrestricted ARPA funds to be used for the Airport's fire suppression water project.
- l) The RFP for an aviation service provider yielded Apex as our provider. The lease and license development are complete and have been circulated for signatures.
- m) Since the County pulled our funding for the water suppression project, the Request for Quotes has been suspended.
- n) We hosted the Sedona police department for two days of vehicle training on March 28 and 29.
- o) Runway Safety Area - the FAA regional office has given the go-ahead to solicit public input; we are targeting May 22 and 23 for two public meetings. One will be held in the afternoon at the Sedona United Methodist Church, and a second is scheduled for early evening at the Sedona Library. The FAA is interested in comments that emanate from these meetings. The FAA will need to approve whatever finish is selected for the face of the retaining wall.
- p) County Consultant selection - General Manager Rose is participating in the selection of an on-call engineering firm and on-call planning service. Review of proposals and scoring is complete and submitted. Interviews were conducted in Prescott April 12 with a recommendation made to the team on April 18.
- q) A Cirrus Fly-Out was recently held at the airport with close to 30 aircraft participating. Meetings, including a Mountain Flying seminar were held in the conference room. Director Barber thanked the staff for their support of this event.
- r) The Sedona UFO Conference was held at the Airport on April 15-16. Conference sponsors provided insurance and made the proper payment to SOCAA.
- s) Advisory Committee - a meeting is set for May 8 for a City update, F-35 visit discussion, and potential new Drone Tour business coming to Sedona. Clarification needs to be made to the Drone Tour operator(s) regarding FAA rules and our Fly Friendly Agreement.
- t) AZAA Scholarship Chair - General Manager Rose has accepted and distributed applications and evaluation criteria to the committee. The next step is to collate the results and make recommendations for the award(s). There are two \$1250 awards available.
- u) Noise complaints - there have been 38 year to date...all regarding the F-35 flyover (see note above).
- v) Hangar inspections are still in process with only two hangars remaining to be inspected.
- w) Rehab for the northern-most building on the airport is going well. The small building is earmarked for a future aviation space. June 1 is the target date for completion of repairs.
- x) We received a \$600 grant from the Arizona Community Fund which is earmarked for lodging council advertising expense. The Airport has pledged \$1800 for the year to the fund.
- y) ADOT APMS (pavement maintenance) program - a reconstruction meeting was held April 18. This is for the sealcoat/remarking, and A1 mill & fill project. The tentative start date is May 22, and the runway closure is scheduled for June 5-14. Full runway closure will be required except for helicopter operations. The inspection yielded no Class I or Class II cracks, so the estimated time may be shortened.
- z) Risk reduction - We are investigating reducing risk by distributing Authority assets across a few of the most stable institutions. The recent banking failures required an examination of our exposure and repositioning of assets as appropriate. Our Business Manager has taken the lead on this and has already diverted some assets into Treasuries.

- aa) A dust devil came through on the afternoon of April 19. There was damage to hangars E2, F3, F2, and G2. Repairs will be made as soon as practical.
- bb) A Press release is forthcoming on the \$1.7MM runway and taxiway project.
- cc) Dumpster abuse - illegal materials have been found in our dumpster recently. Information on what is allowed and what is prohibited will be circulated. SOCAA's security cameras cover this area. Illegal dumping could pollute one of the airport's stormwater testing sites; dumping of hazardous materials will not be tolerated.
- dd) Fire Service helicopters - talk is underway regarding a land lease for said helicopters.
- ee) Business Manager: The documents are in DropBox. Of note is our auto policy insurance due to expire on April 29. A review was done to optimize our insurance at a lower rate. Management recommends the lower cost option.

Agenda Item V. A presentation was made by Jason Lowry, Director of Local First (previously Scale-Up). He discussed the benefits of sustainability. An energy audit will soon be conducted at the Airport as discussed in the General Manager's report.

Agenda Item VI. Unfinished Business: None

Agenda Item VII. New Business:

- 1) Renewal of SOCAA's auto insurance policy; current policy expires April 29, 2023, as discussed during the Business Manager's report. Director Scott Schroeder moved to approve the Business Manager's recommendation; seconded by Treasurer Jerry Barber and carried unanimously.
- 2) APEX lease and license. Apex Tours, LLC has been operating under an interim agreement pending completion and evaluation of an RFP. The County is aware of the RFP and its results. They are satisfied the RFP complies with requirements pursuant to the FAA Part 16. Secretary Betty Uhrig moved to approve the lease and license; Director Scott Schroeder seconded. Carried unanimously.
- 3) Revisions to the SOCAA Personnel Handbook. These were discussed during General Manager Rose's report. He emphasized again how the changes will help with employee attraction, retention, and well-being which will help with continuity. Director Scott Schroeder moved to approve the revised Personnel Manual as presented; Treasurer Jerry Barber seconded. Carried unanimously. Scott Schroeder commented there is always the possibility of overdoing benefits to the detriment of the organization and is something to keep in mind for the future. However, he did not think these changes were unreasonable.
- 4) Sedona Community Foundation Grant. This, too, was discussed during General Manager Rose's report. He additionally pointed out that advertisement funds were in our budget, and his pledge is just part of that. Treasurer Jerry Barber moved to accept the \$600 grant as detailed for advertising strategies; Director Scott Schroeder seconded. Carried unanimously.
- 5) Upcoming SOCAA Board vacancies. There were to be two openings this year, but Director Scott Schroeder has indicated he will seek to stay. Vice-President David Cooper will be vacating his position on the Board at the end of August. The Selection process document is in DropBox. President Fazzini has selected Secretary Uhrig to Chair the Selection Committee; Treasurer Jerry Barber will participate as a member; Jennifer Strait will participate on the committee as well. We are seeking one more member. Details to follow.

Agenda Item VIII: Call to the Public: Thomas Brogan, Business Manager of Sky Ranch Lodge was given three minutes to speak. He is seeking infrastructure improvement and wants to tap into our fire water suppression system. Sky Ranch Lodge would pay for the necessary piping, etc. and offered to gift the completed infrastructure back to the Airport. He believes it is necessary for safety and for future expansion which will include 30 to 40 additional hotel rooms. The County has been asked to enumerate what would be required for the system.

Agenda Item VIII: Call for Vote to Move to Executive Session: At 3:52 p.m. Director Scott Schroeder moved to convene into Executive Session; Treasurer Jerry Barber seconded. The vote carried unanimously.

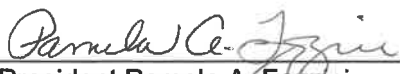
The meeting was reconvened back to public session at 4:22 p.m.

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

Agenda Item X: At 4:23 p.m., Director Tim Miller moved to adjourn the open meeting; Treasurer Jerry Barber seconded the motion. The vote was unanimously approved, and the regular meeting was declared adjourned.

Certified as Accurate and Correct:

Dated this 26th day of June 2023
Sedona-Oak Creek Airport Authority

BY: 
President Pamela A. Fazzini

BY: 
Vice-President David M. Cooper