



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting - February 27, 2023
Pursuant to A.R.S. §38-431.01(B)

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

Directors Absent: Director Scott Schroeder was excused.

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. Items included: minutes from the Regular and Annual meeting held December 5, 2022; minutes of the Executive Session held December 5, 2022; minutes of the Special Meeting held February 1, 2023; minutes of the Executive Session held February 1, 2023; and a request to ratify authorization to purchase replacement panels for guidance signs as included in the 2023 budget and as continuance of a project commenced in 2022. Vice-President Cooper moved to approve the consent agenda; seconded by Treasurer Jerry Barber. Motion was unanimously approved.

Agenda Item IV. Reports.

- a. President: President Fazzini expressed thanks to the staff for the extra work in keeping the runway and taxiways clear of snow. She also acknowledged the work being done for our financial audit.
- b. Vice-President: None.
- c. Secretary: None.
- d. Treasurer: None.
- e. General Manager:

a) Alpha taxiway repair - We were offered an ADOT grant for \$150K. Bid results came in high, potentially increasing SOCAA participation by roughly \$64K. This project will be shelved until additional grant funds may be available. New bids would be sought at that time.

b) ARPA Water Project - Immediately after the Board approved entering a design agreement with Dibble Engineering for this project, the County requested a consultant selection process specific to this project targeting MBE, WBE, and DBE firms. The agreement with Dibble was not executed. The Request for Qualifications for consulting engineers was developed and published appropriately with Arizona-registered DBE firms canvassed directly. The deadline for submittals is 28 February. An update has been provided to the County. As of today, there has been only one respondent.

c) Snow and ice control plan - in the absence of a plan, a plan was developed addressing the many considerations for frozen precipitation events. A copy of the plan is in Dropbox.

d) Training - training on the new paint machine was provided to staff by a factory representative. Business office DocuSign training has taken place with Treasurer Barber. Two staff members have completed Basic Safety and Operations Specialist School. One staff member has completed Advanced ASOS training. Wildlife hazard training will take place in March. A number of other county airport staff will attend. New fuel farm training will take place in March.

e) Sign panels - replacement panels have been ordered. Installation will take place after receipt of said panels.

f) Civil Air Patrol building demolition - the project is to commence 7 March and will take approximately a week.

g) Miscellaneous - a light maintenance vehicle has been ordered. Work has begun on Airport Day 2023. Website maintenance continues. Inspections have taken place with the helicopter operators. Work is progressing on revising the Personnel Handbook. The new Business Manager has made great progress and is contributing great ideas.

h) Fuel Farm - progress has been negatively impacted by weather through December, January, and February. Commissioning of the system is now anticipated by the end of March. Delays have caused additional meetings, travel, and engineer inspections. Dibble is requesting a second amendment to their inspection services agreement as a result of the unforeseen delays. To date we have only used \$135K of the budgeted \$400K contingency fund. The project financials have been provided in Dropbox.

i) AWOS Replacement Project - Design kick-off meeting was conducted 11 January with an on-site follow up meeting by electrical engineers on 26 January. The project budget is \$400K. We now have the 30% drawings.

j) Runway Safety Area Focused Planning Study - the recommended alternative to improving the RSA compliance is an EMAS installation. The EMAS option yields a 135' displacement to maintain 5000' of runway length. An on-site meeting with ADO Manager and the senior planner was held 31 January. A follow-up meeting with the regional administration was held 28 February. Of particular concern is community sentiment relative to the retaining wall that would be required and is estimated to be 45 to 50 feet tall. Community outreach locations have been set. Thus far the project has been presented to this Board, the Airport Advisory Committee and the City Mayor.

k) 1" Mill/Fill of Taxiway A and Seal Coat of Runway 3/21. This ADOT funded project is scheduled for early May 2023.

l) BIL projects - the FAA has given us an exclusion, so we are moving forward on the southwest taxiway design and a maintenance building.

m) RFP for Aircraft Storage Units - the RFP, addendums, response, evaluations, and letter rejecting the proposal as an incomplete submission have been loaded into Dropbox.

n) RFP for the vacant 4.6 acres - The Sky Ranch Lodge proposal scored the highest and the General Manager is in negotiations with them. The RFP is in Dropbox.

f. Business Manager: Financial reports are in Dropbox. There were no comments or questions.

Agenda Item V. Unfinished Business: There was no unfinished business.

Agenda Item VI. New Business: Dibble Fuel Farm increase to contract administration and inspection agreement. This was discussed by the General Manager during his report. Director Miller asked why we are taking on the added costs versus the contractor. The General Manager explained these were costs incurred due to events outside of anyone's control (weather). Vice President Cooper moved to approve the request for additional funds as outlined in Amendment 2; Secretary Uhrig seconded the motion. The vote was unanimously approved.

Agenda Item VII: Call to the Public: No member of the public requested to speak; no emails were received.

Agenda Item VIII: Call for Vote to Move to Executive Session: At 3:00 p.m., Director Tim Miller moved to enter Executive Session; Treasurer Jerry Barber seconded. The vote was unanimously approved.

The meeting was reconvened back to open session at 3:33 p.m.

Agenda Item IX: There was no action taken as a result of the Executive Session.

Agenda Item X: At 3:34 p.m., Treasurer Jerry Barber moved to adjourn the open meeting; Director Tim Miller seconded the motion. The vote was unanimously approved, and the meeting was adjourned.

Certified as Accurate and Correct:

Dated this 24th day of April 2023

Sedona-Oak Creek Airport Authority

BY: *Pamela A. Fazzini*
President Pamela A. Fazzini

BY: *David M. Cooper*
Vice-President David M. Cooper