



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting – October 23, 2023
Pursuant to A.R.S. §38-431.01(B)

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

Staff Present: General Manager Ed Rose, Business Manager Haruko Terada, Assistant Business Manager Patresa Miller, and Mark Allen.

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 Consent Agenda - minutes from the Special Meeting held on September 25, 2023. Director Jerry Barber seconded the motion. Motion carried unanimously.

Agenda Item IV. Reports.

- a. President - A huge thanks was given to everybody who helped on Airport Day. The exhibits, layout, and food trucks were exceptionally nice. Also, thanks to the many sponsors to help make the event a success.
- b. Vice-President: None.
- c. Secretary - None.
- d. Treasurer - None.
- e. General Manager:
 - i. Fuel Farm - project is almost complete. The remaining gasoline/diesel tank arrived and has been positioned. Power hookup, grounding, and filling are all that remain. The project used approximately \$189,000 of the projected \$400,000 contingency for a savings of approximately \$217,040. Final inspections and permit close-out have been completed with the exception of the gas/diesel tank.
 - ii. ASU energy audit - We received the final report; recommendations will be addressed as prioritized. A report on actions taken will be due in October 2024. The Board approved \$20,000 for implementing recommended actions as part of the budget process. Mike Dearden will lead implementation of the plan.
 - iii. AWOS Replacement Project - The project has been bid, with Pavex submitting the lowest responsible bid. A pre-construction meeting is scheduled for November 8. The meeting will include Sedona Fire Department representatives. Due to the poor integrity of the existing power feed, it has been requested that the engineer and County add the power line's replacement to the project scope. There is ample funding remaining in the grant to address this feed line.
 - iv. Spill Prevention Counter Measures Plan - The plan is being updated to specifically address the addition of the new fuel farm. It outlines responsible

- parties, duties, supplies, and procedures related to the new equipment. This plan was coordinated with CR engineers. The new document will be held by the Operations Manager.
- v. Taxiway Rehab Final Walkthrough – General Manager Ed Rose walked the project with the contractor and engineer to identify quality issues. A punch list was developed with items to be addressed. There is a one year warranty period. None of the items identified were safety issues.
 - vi. Recent Events - Poker Run: inaugural event held little interest. Next year they will try to increase exposure. Airport Day: Best visitation ever! Estimated approximately 4000-4800 attendees. Artist Plein Air Paint Out: to be hosted by the airport October 25, 2023.
 - vii. Trademarking - We are assisting counsel with locating additional resources to continue application for trademarking certain Authority representation such as Red Rock Aviation and associated images.
 - viii. Land Lease Part 163 action - Working with the FAA to make application for release of the 4.6 acres south of Sky Ranch Lodge for non-aviation support revenue. There was a meeting held with the Airport District Office (ADO) representatives advocating for its release. Hopefully, this will not be drawn out as the ADO is now authorized to accommodate the request. It no longer has to go to Washington, DC. Our 2017 Master Plan did not include a release of this property.
 - ix. Hangar Door Replacement - As authorized by the Board, Dibble Engineering is now engaged for design and construction administration services associated with the door replacement.
 - x. Sky Ranch Lodge (SRL) – Negotiations continue for a new lease. This is a complex transaction given the Part 163 actions, FAA Airport Layout Plan related requirements, environmental issues, the water line extension, and arriving at a fair value for the additional acreage until developed. In the interim, the SRL seeks authorization to extend the fire suppression water line to support a pavilion on the existing lease footprint. All permits are in place. The design by Dibble Engineering is acceptable.
 - xi. Geoffrey Roth gift project - Mr. Roth found a source for the metal work and is waiting to find an acceptable mason.
- f. Business Manager – The 2024 budget which was approved by the Board at the last meeting has been sent to Yavapai County for approval. Due to severe winter weather and runway closures in June, the sale of all fuels is down. Legal expenses were also down. Net Ordinary Income is up for the first nine months of the year.

Agenda Item V. Unfinished Business: None.

Agenda Item VI. New Business:

- a. Authorization to proceed with the Fire Protection Water System Back-up Generator Project. The scope includes 1. A contract with Dibble Engineering for the design and bidding of the project. 2. Purchase and installation of a 150 KW generator. 3. Completion of FAA Compliance documents. 4. Environmental requirements. 5. Location of a future water storage area. This project will be large enough to charge all lines in case of commercial power outages. The generator will be sited next to the current well and storage. A future water storage tank will be located Northeast of the current tank. Vice-President Cooper moved to proceed with the project as presented; Director Mike Schroeder seconded the motion. Motion carried unanimously.

- b. Authorization for Sky Ranch Lodge to install a fire suppression water line extension as designed and permitted by Yavapai County, the City of Sedona, and the Sedona Oak Creek Fire District. This request came to light because of a new pavilion structure and the hope to have the ability to close three sides for more year-round use. General Manager Ed Rose requested the water line be isolatable. The plans provide the capacity not only the pavilion, but also the 4.6 acres considered for lease. President Fazzini asked why with all of this capacity, it's not enough for the hangars. The reason is a difference in requirements of an airplane hangar versus the present project. Treasurer Jerry Barber moved to authorize the fire suppression line extension project as presented and Director Tim Miller seconded the motion. Motion carried unanimously.
- c. Adoption of Procedures for Election of Officers at the December 4, 2023, Annual Meeting. The document was updated with dates pertinent to this year. November 27 is the deadline for nominee submissions. A vote will take place during the Annual Meeting. There will be no early voting. Director Mike Schroeder moved to adopt document as presented and Vice-President David Cooper seconded the motion. Motion carried unanimously.

Agenda Item VII: Call to the Public: Thomas Bruce, manager of the Sky Ranch Lodge, expanded on why this fire suppression line extension was important for their business. Increasing the revenue of Sky Ranch Lodge will also increase the Airport's revenue.

Agenda Item VIII: Call for Vote to Move to Executive Session: Vice-President David Cooper moved to convene into Executive Session; Treasurer Jerry Barber seconded. Motion carried unanimously and the Board convened the Executive Session at 3:05 p.m.

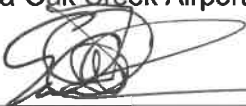
The meeting was reconvened back to Open Session at 3:55 p.m.

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

Agenda Item X: At 3:56 p.m., Secretary Betty Uhrig moved to adjourn to the Open Meeting; Treasurer Barber seconded. Motion carried unanimously.

Certified as Accurate and Correct:

Dated this 4th day of December 2023
Sedona-Oak Creek Airport Authority

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

BY:  _____
Vice-President David Cooper
SOCAA Board of Directors