



**SEDONA-OAK CREEK
AIRPORT AUTHORITY**

**NOTICE OF A REGULAR MEETING OF THE
SEDONA-OAK CREEK AIRPORT AUTHORITY
BOARD OF DIRECTORS**

August 22, 2022
2:30 p.m.

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Sedona-Oak Creek Airport Authority Board of Directors (Board) that the Board will hold a Regular Meeting to be convened Monday, August 22, 2022, at 2:30 p.m. in the conference room of the Sedona Airport Terminal Building, Sedona, Arizona. Members of the public are welcome to attend; all attendees will be asked to sign in. As indicated in the Agenda, pursuant to A.R.S. § 38-431.03 (A)(3), the Board will vote to go into Executive Session which will be closed to the public to discuss certain matters. The Board may also vote to hold an Executive Session for the purpose of obtaining legal advice from the Board's legal counsel on any matter listed on the agenda pursuant to A.R.S. § 38-431.03 (A)(1), (A)(3) and (A)(4). Board members, presenters, and/or attorney(s) may be present telephonically.

Notices of the meeting, as required by A.R.S. §38-431.02, have been appropriately posted in the main terminal building and on the web at www.sedonaairport.org. A copy of the Agenda is available during normal business hours in the Administrative Office at the Sedona Airport at least 24 hours in advance of the meeting.

The Agenda for the Regular Meeting is as follows:

- I. Call to Order/Pledge of Allegiance.
- II. Roll call.
- III. Consent Agenda:
 - a. Minutes of the Regular Meeting held June 27, 2022.
 - b. Minutes of the Executive Session held June 27, 2022.
 - c. Minutes of the Special Meeting held August 8, 2022.
 - d. Minutes of the Executive Session held August 8, 2022.
- IV. Reports by:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. General Manager
 - f. Business Manager
- V. Unfinished Business:
 - a. Guidance Air Services, LLC Lease and License Agreement. Guidance has been on a month-to-month lease for four years. The term of the proposed lease for the modular unit, is for 24 months. The lease was tabled at the June 27, 2022, Board Meeting due to a question regarding the amount of insurance to be provided by the Lessee. Update, review, discussion, and possible action.
 - b. Apex Air Tours, LLC Lease and License Agreement. Apex has been operating under an interim agreement pending availability of office space on the airport. The proposed lease is somewhat different than the Guidance lease in that Apex opted for a flat rate rent versus a 2.5% of revenue charge. This lease, for use of the modular unit, is proposed for a term of 24 months. Action on

this lease was tabled at the June 27, 2022, meeting due to a question regarding the amount of insurance to be provided by the Lessee. Update, review, discussion, and possible action.

VI. New Business:

- a. Annual Maintenance Contract for the AWOS. DBT Transport quoted the cost of an annual AWOS maintenance agreement as \$6,789 plus parts. The General Manager is asking for approval to pay the quoted amount. Update, review, discussion, and possible action.
- b. General Liability Insurance Renewal. The existing General Liability Insurance Policy expires mid-September. Mr. Durkee is seeking quotes from our insurance agent. If quotes have not been received which provide adequate time for review by Board Members to vote at this meeting, the General Manager will seek to set a "not-to-exceed" number to proceed with renewal in a timely manner. Update, review, discussion, and possible action.
- c. Equipment Replacement. The equipment currently in service, an eight-foot FOD BOSS, has reached the end of its useful life. Funds to purchase a replacement are included in the 2022 Budget, and new equipment with double the productivity of equipment planned to be purchased is now available at a lower price than originally quoted. Update, review, discussion, and possible action.
- d. Direction and Authorization to Invest Funds. Interest rates are rising, and the General Manager and the Business Manager are seeking authorization to research possibilities for investment of the Authority's funds while managing cash flow. Proposal, review, discussion, and possible action.
- e. Recommendation Regarding Payment of Bonus. The General Manager completed his mid-year review with the Board on August 8, 2022. A recommendation will be presented to the Board resulting from the review which was conducted in Executive Session. Update, discussion, and possible action.

VII. Call to the Public: Individuals may address the Board for up to three minutes on any relevant issue within the Board's jurisdiction. Pursuant to §A.R.S. 38-431.01(H), Board members shall not discuss or act on matters raised during the call to the public. The Board may direct staff to study the matter or direct the matter be rescheduled for consideration at a later date.

Written comments may be submitted by email sent to admin@sedonaairport.org. Those comments will not be read at the meeting but may be taken under consideration at an appropriate time.

VIII. Executive Session:

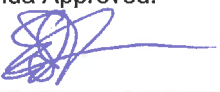
- a. Any matter on the agenda in which the Board may seek legal advice. A.R.S. §38-431.03 (A)(3).
- b. Update on litigation and/or potential litigation provided by SOCAA's attorneys A.R.S. §38-431.03 (A)(3).

IX. Possible action resulting from matters discussed in Executive Session.

X. Adjournment.

Dated this 17th day of August 2022

Agenda Approved:

By: 
Pamela Fazzini, President
SOCAA Board of Directors

By: 
David Cooper, Vice-President
SOCAA Board of Directors