



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting – August 26, 2024
Pursuant to A.R.S. §38-431.01(B)

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

Directors Absent: Vice-President David Cooper, absent but excused.

Staff Present: General Manager Ed Rose, Business Manager Haruko Terada, Assistant Business Manager Patresa Miller, Operations Manager Mike Dearden, and Special Projects Coordinator Mark Allen.

Agenda Item I. Call to Order. The meeting was called to order by President Fazzini at 2:32 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 Scott Schroeder moved to approve both the minutes of the Regular Meeting and Executive Session Meetings held on June 24, 2024. Treasurer Barber seconded. Motion carried unanimously.

Agenda Item IV. Presentation. City Manager Anette Spickard and Deputy City Manager Andy Dickey came to discuss the Airport Assessment prepared by AMCG, Aviation Management Consulting Group. Ms. Spickard began by giving a brief synopsis of her history prior to coming to Sedona as the City Manager. Her job prior to this was City Manager in McCall, Idaho, where part of her responsibilities included assisting management at the local municipal airport. Recently, she met with General Manager Ed Rose to review the AMCG report. Her opinion after studying the report is that the City should not be the airport sponsor. It is her belief the City would not gain anything for the public. She is requesting the SOCAA Board submit a letter to her prior to Thursday, September 5, expressing its evaluation of the report. This letter will be provided to the City Council for its meeting on September 25 to discuss the issue. She also invited members of the public to send their comments to her and those comments also will be made available to the City Council. The public is invited to the City Council meeting/workshop on the twenty-fifth. She offered there might be areas the City, County, and Airport Authority could collaborate regardless of who is the Airport sponsor.

Agenda Item V. Reports.

- a. President - None.
- b. Vice-President: None.
- c. Secretary - None.
- d. Treasurer - None.
- e. General Manager:

1) **Budget Development** – Staff is developing the 2025 budget. Budget workshops were organized for Board members to gain insight into programmed projects and offer suggestions. The in-house capital projects program (those projects not eligible for external funding) has been updated.

2) **Airport Capital Improvement Program** – Work continues with the FAA, ADOT, Yavapai County, and engineers to establish a plan for funding-eligible projects. The ACIP was provided to the Board.

3) **AMCG Airport Assessment** - The document was reviewed and deficiencies noted. After many conversations, opportunities for a path forward have been identified.

4) **Rates and Charges Projects** – Consultants were provided Notice to Proceed to conduct the initial scope, and a scheduling meeting was held. The project is to provide information on all rates, charges, and fees.

5) **Airport Emergency Plan** – Mr. Rose continues working on the plan based on discussions with the Sedona Fire District, the Sedona Police Department, and the US Forest Service.

6) **Monthly Project Update** –A status review of all outstanding projects with the County and engineers has been provided to Board Members.

7) **Civil Air Patrol** – Mr. Rose continues work with CAP to advance their interests. Hangar floor coating and the antenna have been approved; submitted drawings have been reviewed. Fire suppression consideration is lacking as well as feedback from County; more information on the generator/TPS set up has been requested.

8) **ADEQ** – The General Manager is working with Arizona Department of Environmental Quality to submit outflow testing results and program issues.

9) **Wind Damaged Hangar Door Replacement** – Work continues with Dibble Engineering and Loren Vickers of Overhead Doors on the replacement of the door. Pre-construction meeting was conducted July 29. The steel is in Phoenix and is being prepared.

10) **Alpha Taxiway Rehab** –Funding for phase II is expected from ADOT at any time; then the project will be re-bid. Construction is likely to occur in Spring of 2025. The rehabilitation will cover the taxiway between A4 and A5.

11) **Standby Generator** – The project has been hampered by the FAA requirement for a land release to non-aeronautical use. This process was formerly recognized as a Part 163 action, but was re-written in January 2024 and as of May 2024 has become a Part 743 action. The local Airport District Office is being pressed to approve this. The project has been bid by the engineer.

12) **Improved Water Storage Capacity Project** - The second recommendation of the Fire Suppression Water Master Plan is to improve water storage capacity. Environmental evaluation of the footprint of the project area has been completed. A CATEX is expected from the FAA along with the Part 743 release. A scope has been requested from Dibble Engineering. Target storage is 250,000 additional gallons, bringing the total amount of storage to 338,000 gallons. This amount of water should support future development on the mesa as recommended in the Airport Master Plan. The design also includes an alternate add-on for a 12" line to the four-way stop with additional hydrants.

13) **Work with Counsel on current legal issues** - As necessary.

14) **Sedona Fire District** – Mr. Rose responded to a second notice for hangar sprinkler deficiencies. Each occupant is working to get a contractor scheduled to remedy the deficiency.

15) **Research Obstruction Lighting** - A portion of the perimeter fencing on the East side is within the designated "Object Free Area" and should be marked by a steady burning obstruction light. The remaining lights have been set to steady burning and new rechargeable battery packs have been ordered for each unit.

16) **Terminal Roof** – A few locations in the Terminal exhibit staining. We are looking at causes and repairs.

17) **RSA Focused Planning Study** – SOCAA Board members have each been supplied with a printed copy of the Runway Safety Area Study for edification. This project and report will be further discussed at the December meeting.

18) **Roadway signage** - The Sedona Fire District likes our new signage at the four-way stop and the new road identification sign.

f. **Business Manager:**

Compared to previous year January through July financials:

- 1) Jet fuel sales are up 20.7% (+\$255,114)
- 2) Jet fuel sales in gallons are up 17.31% (+34,036)
- 3) AvGas sales are up 11.5% (+\$38,061)
- 4) AvGas sales in gallons are up 12.48% (+6,791)
- 5) The \$1M Treasury Bill purchased on May 2 matured August 1. SOCAA earned \$13,270.83. That \$1M was reinvested in a new \$1M Treasury Bill on August 1, yielding 5.285%.
- 6) SOCAA also purchased a \$500,000 Treasury Bill on July 5 with 13 weeks to maturity earning 5.383%, yielding \$6,550.

Agenda Item VI. Unfinished Business: An application from Sedona Airways, a Part 135 operator, for a Commercial Aeronautical Lease and Operating Agreement was received late in June 2024. This matter was tabled by the Board at the last regular meeting to allow adequate time for the General Manager and Counsel to review the lease and to request further information if needed. The review is now complete; the lease and operating agreement have been signed by the Applicant. For now, Sedona Airways will operate out of the terminal building and accordingly will be charged for common area use of the building. If more parking is needed, space is available, but it will first have to be cleared and graded. Director Mike Schroeder moved to approve the lease and operating agreement. Director Scott Schroeder seconded the motion. The Motion carried unanimously.

Agenda Item VII. New Business:

- a. Renewal of Liability Insurance. Business Manager Haruko Terada discussed renewing the present policy which expires on September 18, 2024. Chubb offered a quote with a 3-year rate lock of \$40,920. This lock potentially saves us approximately \$21,000 over the 3 years. This is the option recommended by the Business Manager. Director Scott Schroeder moved to accept the proposal as offered; Secretary Jerry Barber seconded the motion. Motion carried unanimously.
- b. Change of law firms for attorneys representing SOCAA. Two of the attorneys representing SOCAA are transitioning firms from Henze Cook Murphy, PLLC to Kiersten Murphy, PC. Kiersten Murphy and Ellen Davis will continue to provide to SOCAA the services they currently provide. The General Manager will review any amendments and update Letters of Agreement.
- c. Appointment of an Ad Hoc Committee to fill upcoming Board vacancy per the Board Candidate Selection Policy dated December 2, 2019. President Fazzini's term on the Board is up at the end of 2024. According to the Board Candidate Selection Policy, a variety of people from different sources are needed to fill the Committee – two SOCAA Directors, one Sedona Airport Hangar Owner (SAHO) member, and one person from the general public. President Fazzini is currently seeking volunteers to fill the committee positions.

Agenda Item VIII. Call to the Public:

- a. No one requested to address the Board at this time.

Agenda Item IX: Call for Vote to Convene Executive Session: Director Tim Miller moved to convene into Executive Session to discuss on-going and potential litigation and seek advice from Counsel on the same. Treasurer Jerry Barber seconded, and the motion carried unanimously. The Board convened the Executive Session at 3:22 p.m.

The Executive Session was adjourned and Open Session reconvened at 4:28 p.m.

Agenda Item X: There was no action taken on items discussed during the Executive Session.

Agenda Item XI: At 4:29 p.m., Director Mike Schroeder moved to adjourn the Regular Meeting; Director Scott Schroeder seconded. The motion carried unanimously, and the meeting was adjourned.

Certified as Accurate and Correct:

Dated this 23rd day of September 2024
Sedona-Oak Creek Airport Authority

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

BY: [Signature]
~~Secretary Elizabeth A. Uhrig~~
SOCAA Board of Directors
Treasurer Terry Banker