



SEDONA-OAK CREEK
AIRPORT AUTHORITY

**Airport Terminal Conference Room
Minutes of the Regular Meeting - August 22, 2022
Pursuant to A.R.S. §38-431.01(C)**

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

Directors Absent: None.

Staff Present: General Manager Ed Rose, Special Projects Nelson Durkee.

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 June 27, 2022, Executive Session held June 27, 2022, Special Meeting held August 8, 2022, Executive Session held August 8, 2022, were presented for approval. Tim Miller moved to approve; Scott Schroeder seconded. Approved unanimously.

Agenda Item IV. Reports.

President: President Fazzini reminded us of the upcoming budget workshops to be held August 24 and 31, 2022. There will be no public input for these; they are mainly for the BOD to become more familiar with the budgeting process. The Airport Days poster has been distributed, and we are all welcome to distribute as we see fit. Patresa Miller is still acting as the interim Business Manager and is doing a terrific job. Nelson is providing support to her. AOPA wrote a nice letter to Yavapai County about the County's role as the airport's sponsor in relation to the Airport's attempts to obtain a permit for the Fuel Farm project from the Fire Department. And we were featured in their *Flight Training* magazine as an airport to have on your bucket list to visit.

Vice-President: None.

Secretary: None.

Treasurer: None.

General Manager:

a. Community Pulse Event - the event, sponsored by the Chamber of Commerce, offered the opportunity to discuss aircraft noise levels and impacts to the community. The presentation focused on responsible land use planning, the airport's 5010 (Airport Master Record), and noise abatement comments contained therein, our website, the new video created with the Arizona Airport Safety Foundation, Residential Property Disclosure Statement, comparable noise chart, Virtower, and the handling of the noise complaint process. A video of the entire Pulse Event is available. The video recently prepared by the Aviation Safety Group of Arizona already has had 792 views.

b. Fly Friendly Agreement - the new Fly Friendly map is now complete. Changes include new altitudes, minor heli-tour route changes, and clarity on the "voluntary flight avoidance zone" formerly labeled a "No Fly Zone." The final step is a sign-off by the parties involved; we are waiting on the Chamber of Commerce. Scott Schroeder wanted to ensure we are not the responsible party for this agreement, and Ed Rose stated that we are clearly not, as we are not a signatory to the Agreement.

c. Citizen's Advisory Group - this group has met twice now. A series of introductions and discussions have taken place and the airport's ACIP (5-year plan) has been covered. The next step is to identify a chairperson for the group from the citizens. Overall, the effort has been well-received. The next meeting is in September.

d. Focused Planning Study/RSA Improvements - final recommendations have been made to the FAA with cost estimates for the selected alternatives. No further information is available at this time. Funding may be limited to just one end of the runway.

e. Infield Drainage Project - After repackaging the project at a reduced scale, bids again came in significantly higher than estimated. The project will be shelved until additional funding can support it.

f. Taxiway A rehab - we have secured a \$150,000 grant from ADOT to address pavement issues on taxiway A between A4 and A5.

g. AWOS Replacement - we have accepted an ADOT grant for the replacement of the AWOS in the amount of \$400,000. We anticipate a mid-year 2023 date for the project.

h. Sealcoat and remark runway - no further information.

i. Taxiway A 1" mill and fill - no further information.

j. Guidance and Apex Leases - Review and update submittals for both leases and licenses. A review of insurances was conducted and findings and recommendations will be made under separate memo to the Board.

k. Harrell/Cooley Lease - the lease was unanimously approved by the Board of Supervisors on 20 July 2022. HC is now required to gain a conditional use permit from the City.

l. Parcels for Development - two parcels are out for RFP; the J taxiway land and the 4.6 acres south of the Sky Ranch Ledge. Responses are due September 15, 2022.

m. Fuel Farm Replacement Project - the permit has been issued by the FD. We are presently waiting on a new construction schedule. Kear Corp is again gaining pricing and availability of a cement crew. The permit was issued conditionally on providing additional water on-site during the construction. We are investigating vessels and capacities that would address fire suppression water needs at the farm. We anticipate a 3 September start. Rural electric has made significant progress installing the new electrical service, backfilling most of the trenching.

n. ARPA Grant/Water Project - the project unexpectedly experienced a reduction in funding from \$750,000 to \$171,000. Hence the scope has been reduced to installing a 150kW backup generator for the water pump with fuel supply and automatic transfer switch.

o. Airport Day - the team has the event planning meeting goals. The P-38 and Corsair are the stars of the show. Sponsorships are at target levels (\$19K in pledges; \$15.2K collected). Mike Dearden has managed most aspects of this event.

p. Emergency Planning - we are looking to create an emergency plan utilizing the following resources: fire department, police department, county emergency team, and mental health response.

q. Website - work continues on our site, reorganizing as appropriate with assistance from the Chamber of Commerce staff. Mark Allen is spearheading this project.

r. Staff Development - Tim McGrath has achieved the ACE-Airfield Electrician status and Mark Allen has successfully completed Basic Operations Safety and Specialist School. Mr. Allen is targeted for the Advanced school next. Record keeping and line training are on-going courses for everyone.

s. Land Use Agreement - we have closed the land use agreement with the forest service for \$135,000.

t. Fuel Sales - jet fuel sales are down 12%, but above our estimates. 100LL is on target.

Business Manager: None.

Agenda Item V. Unfinished Business:

- a. **Guidance Air Services LLC Lease and License Agreement** - Ed Rose checked, as requested, with our insurance firm as to what would constitute a reasonable amount of insurance. They recommend \$3 million combined single limit and \$5 million aircraft liability, and those amounts have been incorporated into the Lease. The only other changes since last viewed by the Board were the dates. Those have been corrected. Scott Schroeder moved to approve the lease as presented; Tim Miller seconded the motion. Approved unanimously.
- b. **Apex Air Tours, LLC Lease and License Agreement** - The insurance figure was increased in paragraph 11.2, to \$2 million commercial general liability with a \$200,000 per passenger limit and \$5 million aircraft liability. A typo was corrected to read the correct monthly rent. Scott asked about the condition of the red modular building. After the prior tenant vacated, upgrades were made to the bathrooms, roof, and carpets. Pam Fazzini asked about the septic system and was told that it is pumped annually, with the cost being shared by the two tenants. Scott Schroeder moved to approve the lease as presented. Jerry Barber seconded the motion. Approved unanimously.

Agenda Item VI. New Business:

- a. **Annual Maintenance Contract for AWOS:** DBT Transport quoted the cost of an annual AWOS maintenance agreement as \$6,789 plus parts. The GM has asked for approval to pay the quoted amount. Jerry Barber asked if the maintenance contract would be pro-rated if we get the new system in place; response was that it would be. David Cooper moved to approve as presented. Scott Schroeder seconded the motion. Approved unanimously.
- b. **General Liability Insurance Renewal:** The existing General Liability Insurance Policy expires mid-September. Mr. Durkee sought quotes from our insurance agent, and those were provided to the Board. It was recommended we keep our present carrier, AIG, for an annual premium of \$40,369. Tim Miller made a motion to approve as presented. Scott Schroeder seconded the motion. Approved unanimously. Scott asked if this policy included Directors and Officers coverage but was reminded that is separate and was approved by the Board last month.
- c. **Equipment Replacement:** The currently-in-service FOD (foreign object debris) BOSS has reached the end of its useful life. Funds to purchase a replacement are in the 2022 budget. The identified unit to replace this will double the productivity of the current equipment. The quoted price is lower than what was budgeted. David Cooper made a motion to approve purchase in the amount of \$9,150, as presented. Jerry Barber seconded the motion. Approved unanimously.
- d. **Recommendation Regarding the GM Bonus Payout:** David Cooper moved to defer any possible action until after discussion in Executive Session pursuant to 38-431.03(A)(1). This was seconded by Betty Uhrig. Approved unanimously.

Agenda Item VII: Call to the Public: No one requested to speak, and no emails have been received.

Agenda Item VIII: Call for Vote to Move to Executive Session: 3:25 p.m. Mike Schroeder moved to adjourn into Executive Session; Director Betty Uhrig seconded. The vote was unanimously approved.

The meeting was reconvened back to public session at 4:27 p.m.

Agenda Item IX: Action from the Executive Committee: David Cooper moved that the Board authorize payment of a bonus in the amount of \$3,150 to Ed Rose, General Manager, payable in a lump sum subject to applicable deductions at the earliest practicable date. This bonus is paid in consideration of Mr. Rose's performance in the first half of his current contract year. Betty Uhrig seconded the motion. The vote was unanimously approved.

Agenda Item X: At 4:29 p.m., Director Scott Schroeder moved to adjourn the open meeting; Director Jerry Barber seconded the motion. The vote was unanimously approved.

Certified as Accurate and Correct:

Dated this _____ day of _____ 2022
Sedona-Oak Creek Airport Authority

BY: _____
President Pamela A. Fazzini

BY: _____
Vice-President David M. Cooper