



SEDONA-OAK CREEK
AIRPORT AUTHORITY

**Airport Terminal Conference Room
Minutes of the Regular Meeting – April 25, 2022
Pursuant to A.R.S. §38-431.01(B)**

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

Staff Present: General Manager Ed Rose, Business Manager Jacquie Cooper, Assistant to the Business Manager Patresa Miller, and Mike Dearden, Operations Manager.

Agenda Item #I. – 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 was taken. All present.

Agenda Item #III. – Consent Agenda.

The Consent Agenda included the minutes of the February 28, 2022, Regular Meeting and Executive Session. Secretary/Treasurer Scott Schroeder asked to abstain from a vote since he was not present at the February meeting. Director Mike Schroeder moved to approve the Consent Agenda; Director Tim Miller seconded. The motion passed unanimously.

Agenda Item #IV. – Reports by:

President: Ms. Fazzini remarked on how it was nice to see construction started on the fuel farm. She suggested a field trip may be in the future. She also commented our new Business Manager, Jacquie Cooper, is in place and making good progress in her new role. The audit is continuing. Firefighter/first responder training was held with SAHO and staff coordinating the excellent training as it is good for emergencies and good-will. Thanks to Bob Stephens for posting it on the SAHO Facebook page and other social media.

Vice-President: No report.

Secretary/Treasurer: Deferred to the Business Manager's report.

General Manager: Mr. Rose provided a summary of his latest accomplishments.

Community Outreach:

Fly Friendly Agreement and Noise Mitigation. Conducted a community outreach meeting 30 March at the Sedona United Methodist Church. The program consisted of telling the story of the Sedona Airport, what it does, how it operates, and its contribution to the community. Also discussed were noise abatement strategies, education, and complaint follow up. The new safety video failed to play for this audience. The web address was later included in a thank you note to those attending. The response to the video was very positive. Another community outreach event is scheduled for 12 May in front of the Big

Park Council. In a follow up meeting conducted 14 April, issues discussed included altitudes, routes, National Park Service, and all Heritage sites in the area (i.e., Honanki/Palatki), and the possible expansion of the "flight avoidance" zone. Operators were cooperative on the altitude, routes, and heritage sites. The expansion of flight avoidance zone was less attractive. All parties agreed to "test bed" new altitudes and routes before putting them to bed. We will then report to the community about actions taken based on the open forum conversation.

Citizen's Advisory Group to the General Manager - The engagement with neighbors during the outreach meetings was well received. The consequences of not having a direct line to airport management was evident. Therefore, I am requesting letters of interest to enlist 12-15 neighbors to establish a dialogue, listen, and broadcast airport projects well in advance. Target for start-up is June 2022.

Aircraft Familiarization for First Responders - This aircraft familiarization opportunity is in partnership with the Sedona Airport Hangar Owners group and targets first responders. The Sedona Fire Department will be present for three training sessions in April. The Sedona Police Department was also invited.

Airport Day "Wings and Wheels" - Our team has been working on the core of this year's event with a P-38, F4U Corsair, and an L-39 scripted thus far. Tents, food trucks, and community partners are in discussion.

Social Media Progress - Continue working to update website and Instagram accounts.

Vortifest - We hosted the second Vortifest event at the former Masonic Lodge. Management was present throughout the day to monitor and make adjustments where necessary. Overall, the event was well managed, entertaining, successful, and of value to the community.

Copper State 1000 - We hosted a stop for the Copper State 1000 on 3 April. The Men's Art Council of Phoenix operates this high-end car event to benefit the Phoenix Art Museum and the Copper State 10-90 Foundation. They will also have a presence during Airport Day.

Driver Training - The Airport assisted the City by providing space for driver training for new the Sedona Shuttle and Department of Public Works staff.

Grants:

Focused Planning Study/RSA Improvement-Preliminary results of the study of our safety areas indicate they require improvement. The options are: build out the safety areas to the extent possible or build-out with an EMAS. The EMAS option seems to be least costly at this stage. The downside is a loss of approximately 135' of runway to displaced thresholds. More meetings with FAA, ADOT, County, and Engineers are planned for further discussion on feasibility, eligibility, and cost analysis.

Infield Drainage Project - This project is on hold pending additional funding. The Engineer's estimate for construction phase of this project was \$625k. Low bid was \$1,085,706. No other funds have been identified for this project this fiscal year. It is designed and ready for funding.

Runway sealcoat/markings - This ADOT project is active and planned for this year. Timing TBD.

Taxiway "A" Mill and Fill 1" - This ADOT project is active, and it is being orchestrated to run simultaneously with the runway sealcoat and remarking to minimize airport downtime.

SOCAA Projects:

Fuel Farm Replacement Project - This project has begun with mobilization of equipment and some materials. Old helipads have been removed. Utility marking is done. Traffic protection has been installed. We are conducting weekly progress meetings with KEAR, Rural Electric, and the engineers.

Parcels for Development - Formal descriptions and plot plans have been received. Appraiser is working on values for both J taxiway and the 6.4 acres south of the Sky Ranch Lodge property.

Guidance Aero Lease(s) - Guidance leases several amenities. The double-wide, two helicopter parking positions, a hangar, and additional office space on K row. The lease is being rearranged to better reflect the activities, i.e., surrender of K row space, hangar as a separate lease, and separate the double-wide with helicopter parking positions into another. This should be straightened out for the June Board Meeting.

Apex Lease is in development. This lease should closely mirror the Guidance lease to keep a fair and equitable application of rates and charges.

Harrell/Cooley Lease - This item goes before the Board of Supervisors on 20 April 2022. Counsel will provide an update in executive session.

Safety Video - Working with the Arizona Aviation Safety Foundation, we've completed the video for Sedona Airport. Each Board Member has been sent a link to the new product. The overwhelming majority of comments are positive, especially by our neighbors.

Former Dakota Space - We've had to correct a number of deficiencies to prepare the premises for leasing. Floors in bathrooms, one toilet, ceiling tiles, floor in sales position, carpet and wall cleaning, and repair of roof leaks have all been completed.

Guidance Sign Panel Replacement - Almost all the south-facing guidance signs have faded to the point of requiring replacement. We are doing so. New panels should be installed by 1 June.

Water System Improvements - Nothing new to report. We are still on the pending list.

Hangar Inspections are underway. This includes fire extinguisher certifications as necessary.

Enterprise Car Rental – met with senior rental car reps regarding Sedona service.

Staff Development:

Wildlife Hazard Training – All staff attended annual wildlife hazard training on 9 March. Also in attendance were staff from Cottonwood and Seligman Airports.

Business Manager Position – Continue to coach Ms. Cooper as appropriate on the tasks, duties, and expectations of the position.

A.C.E. Operations/Electrician – Mr. Mike Dearden is enrolled in the AAAE (American Association of Airport Executives) Certification Program for Airport Certified Employee - Operations. Mike will be attending the A.C.E.- Ops training in early May and taking the certification exam upon course completion. Tim McGrath will be tackling A.C.E. –Airfield Electrician later this year. These are designations recognized by industry peers as having achieved professional competencies in the designated field.

AZAA Arizona Airports Association – Your General Manager is a candidate for First Vice-President of the Association.

Sedona Chamber of Commerce and Tourism Bureau - I continue to be directly involved in the Chamber as a Member of its Board of Directors.

Web Management – Staff member Mark Allen has taken on the task of organizing web content to be more pilot-centric while keeping noise abatement prominent. Mark and his team regularly check in with Management for direction and affirmation of progress.

Business Manager: The Business Manager, Ms. Cooper, was pleased to report, we are in the best liquid cash position in the history of SOCAA. She also provided the pertinent P&L and cash flow reports to the Board. The audit is essentially done, and a report should be coming tomorrow. Patresa did a stellar job, often even correcting the auditors. Everything should be completed by the end of the week and a signature will be required prior to presenting it to the County Board of Supervisors. We have reclassified the money collected at the parking lot from Donations to Revenue.

Agenda Item #V. – Old Business:

a. Harrell Cooley LLC/Venue on the Mesa – At the request of the manager and the attorneys, this item will be moved to the executive session. Director Cooper moved to defer any action until after the executive session. Director Schroeder seconded. Motion passed unanimously.

b. Aerozona Aviation LLC Lease and License – Current lease and license expired March 31, 2022. They are on a month-to-month basis until a new lease is drafted. Director Schroeder moved to table this item to next meeting. Director Barber seconded. Motion passed unanimously.

c. Board Consideration/Approval of the award to Restruction for the structural repairs to the terminal building, as provided in their quote for \$19,000. Director Uhrig moved to approve as requested. Director Cooper seconded. Motion passed unanimously.

Agenda Item #VI, - New Business:

a. Proposal by Ms. Fazzini to split the combined Secretary/Treasurer position on the SOCAA Board, retaining the current Treasurer who was re-elected to a one-year term commencing January 1, 2022, and nominating and voting on a Board Member to fill the office of Secretary. Ms. Fazzini read from the new Amended By-Laws. Voting is normally done in December. The Bylaws don't specify what to do in the case of vacancy. Director Cooper moved pursuant to Section 4.1 of the SOCAA By-Laws, that the Board bifurcate the Officer position of Secretary/Treasurer into the separate positions of Secretary and Treasurer; that Director Scott Schroeder continue to serve as Treasurer; and that Director Uhrig serve as Secretary until the election of Officers at the next Annual Meeting. The motion was seconded by Director S. Schroeder. Motion passed unanimously.

Agenda Item # VII. – Call to the Public. No members of the public came forward to address the Board.

Agenda Item #VIII. – Call for Vote to Convene into Executive Session pursuant to A.R.S. §38-431.03(A)(3). Director Scott Schroeder moved, seconded by Director Mike Schroeder, to convene into Executive Session for consultation with and to seek advice from Airport attorneys pursuant to:

1. A.R. S. §38-431.03(A)(3) to seek legal advice on matters on the agenda;
2. A.R.S. §38-431.03(A)(4) to receive an update on on-going litigation;
3. A.R.S. §38-431.03(A)(1) to continue work on the General Managers annual review initiated at the January 24, 2022, Executive Session.

Attorneys for the Airport Authority joined the session by telephone. The Board resumed the Open Session at 4:40 p.m.

Agenda Item #IX. - Possible Action on Items Discussed in Executive Session:

There was no action taken on matters discussed in Executive Session.

Agenda Item #IX. – Adjournment. There being no further business to come before the Board, President Fazzini requested a motion to adjourn. Director Mike Schroeder so moved, and Director Miller seconded to adjourn the meeting. The meeting was adjourned at 4:41 p.m.

Certified as Accurate and Correct:

Dated this 27th Day of June 2022
Sedona Oak-Creek Airport Authority

Minutes Approved

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

BY: David M. Cooper
David Cooper, Vice- President
SOCAA Board of Director