



SEDONA-OAK CREEK  
AIRPORT AUTHORITY

## **Sedona-Oak Creek Airport Authority**

### **Airport Terminal Conference Room Minutes of the Regular Meeting - February 28, 2022 Pursuant to A.R.S. §38-431.01(C)**

**Directors Present:** President Pam Fazzini, Vice-President David Cooper, Director Timothy Miller (via telephone), Director Mike Schroeder, and Director Jerry Barber.

**Directors Absent:** Secretary/Treasurer Scott Schroeder, excused absence.

**Staff Present:** General Manager Ed Rose, Business Manager Jacquie Cooper, outgoing Business Manager Nelson Durkee, Assistant to the Business Manager Patresa Miller, and Operations Manager Michael Dearden.

**Agenda Item #I.** 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.** The Consent Agenda included minutes of the Special Meeting held on January 24, 2022 and minutes of the Executive Session held on the same day. Mike Schroeder moved to approve the Consent Agenda as presented; Jerry Barber seconded. The motion carried unanimously.

**Agenda Item #IV. Presentation by Jeff Dissinger of DigiTech Sedona, LLC.** Jeff Dissinger and Jeremy Hawkes presented a summary of what could be provided regarding recording and live streaming (via Zoom) board meetings. The package has versatility by having a camera in the back of the room looking at the Board, one in the front aimed at the podium, and speakers at each board position and the podium. The cameras have the ability to zoom and tilt. They would be operated by a technician present in the room. Regarding storage of the videos, they would be on the Cloud as well as a hard drive. If presented on YouTube, the content would be there forever unless asked to be deleted for whatever reason, including hacking or corruption. There are software programs that can transcript the presentation, and close-captioning would be available using the same program. Security is obviously a concern, and Jeremy opined that anything “out there” can conceivably be hacked. Asked if one of their techs needs to be present to operate the cart, it is possible to train one of our employees and have the tech on call should we encounter issues during a meeting. They normally have their own tech on hand at meetings. Ed said he budgeted for this, and we will await a quote from DigiTech, which should take about two weeks.

#### **Agenda Item #V. Reports by:**

**President:** President Fazzini wanted to clear up some misinformation out there concerning who has jurisdiction over the airport property. We are a land grant airport dating to 1956; we support ourselves monetarily; there is no difference between aviation and non-aviation as far as being essential to the Airport. We receive ADOT and FAA funding for certain projects; there are no County or City tax dollars; Yavapai County is responsible for our zoning and supporting us.

**Vice-President:** No report.

**Secretary/Treasurer:** Was not present but the Business Manager's report will suffice.

**General Manager:** Mr. Rose provided a summary of his detailed February 2022 report which was posted on Dropbox. The items reported included:

• **Community outreach**

- Revisiting and recommitting to the Fly Friendly Agreement with major stakeholders. Community meetings to be held for the Chapel neighborhood and VOC.
- Community Pulse event - invited by the Chamber of Commerce to present regarding the story of the Sedona Airport and all we provide to the community.
- Sedona Rotary - presented similar story as at the Pulse event.
- Sedona FD and PD - Coordinating with both groups to provide aircraft familiarization for first responders.
- Airport Day 2022 - assembled a team to prepare for the 2022 Airport Day. Established sponsorships.
- Social Media - established airport accounts for Instagram and Facebook.

• **Grants:**

- Meeting scheduled for March 21 for preliminary study of safety areas for both runways, looking at alternatives with cost analysis.
- Infield drainage improvements - estimates came in at about 50% of costs today. ADOT and FAA were approached for more resources.
- Runway seal coat/markings - this ADOT funded project is planned for this summer.
- One inch mill and fill taxiway A - this ADOT funded project is planned for this summer.
- Water system improvements - an application has been made to Yavapai County for ARPA funds.

• **SOCOA funded projects:**

- Fuel farm - Ground breaking ceremony held today.
- Security lighting - inefficient sodium vapor units replaced with high efficiency LED fixtures.
- Development initiatives - RFPs in development for two parcels, the J taxiway and the 4.6 acres behind the Sky Ranch Lodge.
- Harrell Cooley lease - on today's agenda
- Wildlife hazard training - scheduled for March 9. Training will help mitigate animal/aircraft collisions.

• **Other issues:**

- Snow removal - monitor and respond appropriately to adverse weather conditions.
- Lease development - developing a three year lease for Guidance.
- Dakota status - on Executive session agenda
- New business manager development - ongoing
- GM goals and objectives - submitted and on Executive Session agenda
- Safety video - developed and being edited. Will be on website and other media accounts; funding was through FAA Safety department.

**Business Manager:** Mr. Durkee provided a P&L and balance sheet ledger on the Dropbox. While there were fewer jet fuel sales this month, he is confident on meeting our budgeted projections. The annual audit is underway and on schedule; mid-April it should be ready for the County. The

commercial lease summary is not ready but will be by next meeting. The resolution authored by Mr. Williams changing the fuel farm funding default rate to 8% is ready for signature. If signed today, the funds will be released tomorrow. We are moving our banking from Chase to NBAZ. We are now set up for DocuSign.

**Agenda Item #VI: Unfinished Business**

a. Fuel farm financing - Changed default rate to 8%. Clarified requisition payments - we will pay vendor, then get reimbursed by bank. Motion by Vice-President to approve accompanying resolution first amendment to bond purchase; seconded by Jerry Barber. Unanimous consensus.

b. Harrell Cooley LLC/Venue on the Mesa - Erik Harrell spoke about being a good steward; he will hold his commitment to the airport and community. Matt Cooley thanked the board for their perseverance and urged the Board and County to allow the County to approve the lease. Ed Rose asked about potential noise abatement improvements. Matt responded they will abide by the City's mandated decibel levels. They have purchased cellulose blocks to build a wall to mitigate noise as well as ensuring speakers will point away from neighborhoods. The sound wall will also minimize light pollution. The lighting will be Dark Sky friendly. Vice-President David Cooper asked about a traffic study, and they agreed to fund one if the city requests one. Action will be deferred until after the Executive Session to allow the Board to consult with Airport attorneys.

**Agenda Item #VII: New Business:** Aerozona LLC lease is due to expire March 22. Ed is working on it.

**Agenda Item #VIII: Call to the Public:** Erick Harrell and Matt Cooley were the only ones signed up to speak. Their comments are covered in Agenda Item VI, b.

**Agenda Item #IX: Call for Vote to Move to Executive Session pursuant to A.R.S §38-431.03 (A)(1), (A)(3) and (A)(4).** Vice-President David Cooper moved to adjourn into Executive Session; Jerry Barber seconded. Unanimous consensus.

- a. Any matter on the agenda which the Board may seek legal advice. A.R.S §38-431.03 (A)(3).
- b. Update on litigation provided by SOCAA's attorneys. A.R.S §38-431.03 (A)(4).
- c. Completion of the General Manager's Annual Review which was initiated at the January 24, 2022 meeting. A.R.S §38-431.03 (A)(1).

The meeting was reconvened back to public session at 5:39 p.m.

**Agenda Item #X:** Vice-President Cooper moved to approve the Harrell Cooley LLC/Venue on the Mesa lease as amended in sections 2.6 and 2.7.2. and moved to approve the Development as presented. He read the amended language suggested by the Airport attorney. Director Barber seconded the motion. The vote was unanimous in favor. Vice-President Cooper urged Mr. Harrell and Mr. Cooley to carefully review the lease amendments, and to obtain legal counsel if desired, before signing the amended lease.

**Agenda Item #XI:** At 5:40 p.m., Mike Schroeder moved to adjourn the open meeting; Betty Uhrig seconded. Unanimous consensus.

**Certified as Accurate and Correct:**

Dated this 25 day of April 2022  
Sedona-Oak Creek Airport Authority

BY:   
President Pamela A. Fazzini

BY:   
Vice-President David M. Cooper