



SEDONA-OAK CREEK
AIRPORT AUTHORITY

**Airport Terminal Conference Room
Minutes of the Board Candidate Selection Committee Meeting
February 5, 2020**

Pursuant to A.R.S. §38-431.01(B)

The following constitutes the Minutes of the Meeting of the Board Candidate Selection Committee duly appointed by President Pam Fazzini, to select a Nominee for the for the current Board vacancy.

Directors Present: David Cooper, Scott Schroeder

Non-Director Committee Members Present: Gene Comroe, Jessica Tucker

Agenda Item # I: Call to Order: David Cooper, Committee Chairman, called the meeting to order at 2:03 p.m.

Agenda Item # II: Call for vote to convene Executive Session pursuant to A.R.S. §38-431.03(A)(1): Gene Comroe moved that the Committee convene in Executive Session to review applications received for the current Board vacancy and to discuss a list of standardized questions to be used for the interviews. Jessica Tucker seconded the motion. There was no discussion, and the motion passed 4-0.

The Executive Session was convened at 2:04 p.m., and the meeting was reconvened back to the public session at 3:12 p.m. No action was taken on any items discussed in Executive Session.

Agenda Item # III: Motions/Possible Action regarding discussion in Executive Session. Jessica Tucker moved that the Committee proceed with interviewing the two applicants (Bert Tibbets and Mike Schroeder) using the standardized questions attached as Exhibit "A": Interview Questions and Scoring Sheet. Gene Comroe seconded the motion. There was no discussion, and the motion passed 4-0.

Agenda Item # IV: Adjournment. Scott Schroeder moved that the meeting be adjourned, and Gene Comroe seconded the motion. There was no discussion, and the motion passed 4-0. The meeting was adjourned at 3:13 p.m.

Approved:



David M. Cooper




Scott Schroeder

Date: 2-7-2020

Date: 2-7-2020



Gene Comroe



Jessica Tucker

Date: 2-7-2020

Date: 2-7-2020

Exhibit "A"

**SEDONA-OAK CREEK AIRPORT AUTHORITY
BOARD CANDIDATE SELECTION COMMITTEE**

Interview Questions and Scoring Sheet

Article III.C of the Board Candidate Selection Policy provides, in pertinent part:

At a minimum, the Committee's questions shall be designed to determine:

- The Applicant's motivation and commitment to serve on the Board, including availability for Regular and Special meetings during regular business hours; willingness to properly prepare for and participate in meetings; willingness to participate on committees as needed, etc.
- Relevant experience
- Any other qualities evidencing ability to serve effectively as a Board Member
- Communication and interpersonal skills
- The existence of any actual or apparent Conflict of Interest

The Applicant shall also be afforded an opportunity to ask questions of the Committee about non-confidential Airport matters and/or to clarify Board member roles and expectations.

Interviewee: _____

Point Scale: 1 to 4 (poor to excellent) = quality of response.

1. What are your reasons for wanting to serve on the SOCCA Board?

Score and Notes: _____

2. What should a Board member's role be with respect to daily Airport operations and staff oversight?

Score and Notes: _____

3. What experience do you have that you believe is most relevant to serving on the SOCAA Board, and how might you apply that experience to your service on the Board?

Score and Notes: _____

4. What is your experience and/or connection to aviation?

Score and Notes: _____

5. If you are elected to the Board, what initiatives or priorities would you like the Board to pursue?

Score and Notes: _____

6. Are there any circumstances or considerations that would prevent you from preparing for and attending for each meeting as well as taking on relevant tasks? Do you have any questions or concerns in this regard?

Score and Notes: _____

7. Are you aware of any personal or business relationships that would create an actual or apparent Conflict of Interest as a Board member, as defined in the Board Candidate Selection Policy?

Score and Notes: _____

8. Do you have questions for us? Do you have a clear understanding of Board member roles and expectations? (Not scored)

Notes: _____

Sub-total: _____

9. Interviewer's impression of the Applicant's communication and interpersonal skills.

Score and Notes: _____

Total points: _____

Interviewer: _____

Approved as to Form:

Pam Fazzini, President
Sedona-Oak Creek Airport Authority
Board of Directors

Date

Confidential