



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting - June 22, 2020
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini, Vice-President David Cooper, Secretary/Treasurer Scott Schroeder, Director Harold Idell, and Director Mike Schroeder, (who arrived a few minutes late, with prior notice). Attending via telephone: Director Timothy Miller, and Director David Palm.

Staff Present: General Manager Ed Rose, Business Manager Nelson Durkee, Assistant to the Business Manager Patresa Miller.

Agenda Item #I. - The meeting was called to order by President Fazzini at 2:30 p.m.

Agenda Item #II. - Consent Agenda. The Consent Agenda included the Minutes of the April 20, 2020 Regular Meeting and Executive Session. No items were requested to be removed from the Consent Agenda. A motion to approve items on the Consent Agenda was made by Director Idell and seconded by Vice-President Cooper. The items were unanimously approved.

Agenda Item #III – Presentation: 2019 Sedona-Oak Creek Airport Authority Audit Report and Financial Statement. Mr. David Cospes, Partner and Ms. Lisa Dubrow, Senior Auditor for Haynie & Company, made their presentation via telephone. They reported to have encountered no difficulties in performing the audit, there were no uncorrected misstatements, and no disagreements with management. The President thanked everyone involved with the audit.

Agenda Item #IV - Reports by:

President: Ms. Fazzini reported she is very pleased SOCAA is finally making progress on long-standing issues such as the Fire Protection Water System, replacement of the Fuel Farm, storm water drainage, and general maintenance. She expressed heartfelt thanks to all employees who have been hard at work throughout these difficult times for their efforts in keeping the airport operating safely and moving forward with long-needed improvements.

Vice-President: Mr. Cooper congratulated the General Manager on the positive profile piece published about him in the *Red Rock News*.

Secretary/Treasurer: Acknowledged and thanked the City for placement of rocks to block unauthorized parking on Airport Road.

General Manager: Mr. Rose provided a summary of his detailed June report which is included in full as an attachment to these minutes. Items reported on included funds received in response to our application to the Payroll Protection Plan, anticipated receipt of funds through the CARES Act, additional funding added to the EIDL program from the Small Business

Administration, proposed purchase of new mowing equipment using available cash, consideration for the design phase to replace the Fuel Farm, and the construction and build-out of the Water Master Plan as presented under Agenda Item #IV of today's meeting. He also reported that many previously scheduled activities have been postponed or canceled due to COVID-19 epidemic and quarantine.

Mr. Cooper took this opportunity to express appreciation for the work done on the "Fly Friendly" program which has now been implemented.

Business Manager: The Business Manager reported that the First Quarter Financial Report has been completed and posted. His report included Cash and Cash Equivalents on hand, Accounts Payable, Grant Matching for 2020, and Grant Matching for 2021. Audited financials for 2019 have been completed and sent to the County in a timely manner and are available on Dropbox for viewing by Directors. SOCAA's application for the Payroll Protection Plan was approved and funds in the amount of \$123,000 were received. It is anticipated funds in the amount of \$69,000 will be received shortly under the CARES act. SOCAA made application for funds under the SBA's EIDL and the application was accepted. A decision has yet to be made if the SOCAA will request funding of the loan. Funds for the purchase of new mowing equipment in the amount of approximately \$19,000 (Agenda Item #V-c) are available within the current budget. Construction costs for both the replacement of the fuel farm and the construction and build out of the Water Master Plan will require funding from outside sources.

Agenda Item #V. - Old Business: Fire Protection Water System Master Plan Update.

At the December 2, 2019 Board meeting, General Manager Mr. Rose requested approval to negotiate an agreement with Dibble Engineering for the purpose of evaluating the existing airport water system for fire protection and providing recommendations for the system to meet airport development goals. This presentation, made by Keith Faucett and Mike Olson from Dibble Engineering, outlines the results of that study, estimates of costs, and recommendations. The plan breaks the recommended improvements into three phases. Immediate improvements to meet fire flow requirements were estimated to cost \$1.1 million; Phase II, or Intermediate improvements, added additional piping and hydrants, added a new booster pump and retrofitted existing hangars and was estimated to cost \$1.4 million. Phase III or Long-Term improvements would provide additional piping and hydrants at an estimated cost of \$725,000. An exploratory option to develop a potable water system came in with an estimated price tag of \$85,000 for capacity and quality testing and \$2.8 million to \$5.1 million for well development and treatment. Afterwards, the presenters answered questions and there was discussion of the proposed plan. No action was requested at this time, but it was suggested that a study committee be formed, and future work sessions be scheduled on the plan.

Agenda Item #VI. – New Business:

- a. **Re-election of Directors Scott Schroeder and Timothy Miller to second, five-year terms as approved by the Yavapai County Board of Supervisors at their May 20, 2020, meeting.** Vice-President Cooper moved the Board approve the re-election of Directors Scott Schroeder and Timothy Miller to second, five-year terms on the SOCAA Board of Directors as previously approved by the Yavapai County Board of Supervisors. Director Harold Idell seconded the motion. The vote was unanimously approved.

- b. Fuel Farm Replacement: Discussion and Possible Action.** General Manager Mr. Rose recommended moving forward with a design contract with Dibble Engineering for the Fuel Farm replacement. Vice-President Cooper moved that the Board approve the General Manager's recommendation to initiate the process for selecting an engineering firm to undertake the design and bidding phase for replacement of the fuel farm. The project, at a minimum, shall include one 12,000-gallon AVGAS tank; two 12,000-gallon Jet Fuel tanks; one 500-gallon automotive gas tank; and one 500-gallon automotive diesel tank. A self-fueling option shall be included as an add-on. Selection of the engineering firm shall be in accordance with the Procurement Policy and the cost of this phase shall not exceed \$240,000. Director Idell seconded the motion. After discussion, the vote was taken and the motion passed 6-1, with Director Palm voting No.
- c. Airport Mowing Equipment Purchase: Discussion/Possible Action.** General Manager Rose delivered a brief summary of the condition of the equipment, costs to repair vs. replace, and expressed his concerns regarding the safety and the efficiency of the currently used equipment. He recommended replacement of the equipment. President Fazzini reported Mr. Rose had taken her to view the currently used equipment and she concurred with Mr. Rose's recommendation. After a brief discussion, Director Mike Schroeder moved to approve the General Manager's recommendation to purchase new mowing equipment at a cost not-to-exceed \$16,000. Director Idell seconded the motion. The motion was approved unanimously.
- d. Stormwater Pollution Prevention Plan (SWPPP): Discussion/Possible Action.** General Manager Mr. Rose reported, and requested SOCAA hire an expert to develop a Stormwater Pollution Prevention Plan; cost not expected to exceed \$10,000. Secretary/Treasurer Scott Schroeder moved, and Director Mike Schroeder seconded to approve the General Manager's request. The motion was unanimously approved.

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

Agenda Item #VIII. – Call for Vote to Convene Executive Session pursuant to A.R.S. §38-431.03(A)(3). Director Idell moved and Vice-President Cooper seconded to convene into Executive Session for consultation with attorneys regarding on-going legal action. The motion passed unanimously. The Board convened into Executive Session at 4:08 p.m.; the attorneys joined the meeting by telephone. The Board convened back into Open Session at 4:30 p.m.

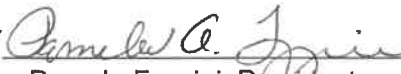
Agenda Item #IX. – Possible Action on Items Discussed in Executive Session. There were no actions taken or motions made on business discussed in Executive Session.


Agenda Item #X. – Adjournment. There being no further business to come before the Board, President Fazzini requested a motion to adjourn. Director Idell so moved and Secretary/Treasurer Scott Schroeder seconded to adjourn the meeting. The meeting was adjourned at 4:34 p.m.

Certified as Accurate and Correct:

Dated this 24 Day of August 2020
Sedona Oak-Creek Airport Authority

Minutes Approved

BY 
Pamela Fazzini, President
SOCAA Board of Directors

BY 
David Cooper, Vice President
SOCAA Board of Directors

GENERAL MANAGER'S REPORT

APRIL/MAY 2020

Airport Water Master Plan – The Plan is near completion. The final phase is a presentation to the Board, addressing any comments or concerns and integrating them into the final product with recommendations

Apron "D" – This project is on track to begin this summer. Exact start date has not yet been offered by the successful bidder. Currently, the contract documents are circulating and are being checked for form/fitness by all parties. The FAA converted this to a 100% grant, saving SOCAA its entire contribution to the project or \$102,028.

Preventative Maintenance – Responding to the Board's concerns regarding care and upkeep of equipment and facilities I have established an Airport Maintenance Manager position. All airport equipment checklists, scheduled maintenance, and records of inspection will now reside in one responsible location. Also, all SOCAA owned hangars have completed preventative maintenance. All outstanding issues have all been corrected.

Housekeeping – a number of projects have been completed. Revisiting, consolidating, and organizing our parts and tool storage, creating leasable space. Painting of all bollards and fire department connections are examples of minor tasks that improve aesthetics. Clearing outflows and storm drains of any debris are further examples.

Airport Day - So far we have an L-39, a Stearman, 12-15 Cessna 190's, a pristine Husky, and the B-25. Modern military hardware participation is approved. The SPCA of Sedona has been invited. A number of food trucks have also been canvassed.

AWOS – the AWOS has undergone its annual inspection. The phone interface board was replaced so calling into the unit has been restored.

Drive-in Movie Night – originally scheduled for 3 June, the event was postponed until 10 June due to the Governor's curfew.

ACIP – The airport's five year capital program has been discussed and developed with the FAA, State, County, and engineers. A copy is attached.

Covid -19 – We have been following recommended protocols utilizing masks, gloves, routine disinfecting, and social distancing. We have been fortunate to have Nelson and Patresa take the lead role in applying to various government programs offered to reduce the impacts of the shut-down. We have had success with the Payroll Protection Program and with the FAA portion of the C.A.R.E.S. Act (\$69,000).

Staff have been kept productive throughout this event caring for fuel customers, equipment, painting, mowing and catching up on other maintenance chores. We have not had anyone miss any work for COVID reasons. We have been impacted significantly financially. I will leave those particulars to the Business Manager.

Unfortunately, several planned actions fell victim to closures and uncertainty. Items such as hangar fire inspections, Fire Dept. aircraft familiarization training, fuel supplier meetings, and meetings with a few local developers all had to be cancelled. All will be rescheduled with more than adequate notification provided to tenancies as appropriate.

SEDONA AIRPORT
"DRAFT" FAA/ADOT ACIP (FY2022-FY2026)
PREPARED BY: COFFMAN ASSOCIATES
PREPARED: MAY 13, 2020

FISCAL YEAR	PROJECT NUMBER	PROJECT	QUANTITY	TOTAL COST	FEDERAL SHARE	STATE SHARE	LOCAL SHARE
2018	AIP #24	Airport Geographic Information System (AGIS) Survey	LS	\$348,779	\$317,598	\$15,590	\$15,590
2018	AIP #24	Airport Drainage Master Plan	LS	\$17,192	\$93,056	\$4,568	\$4,568
		Subtotal (FY 2018)		\$450,971	\$410,654	\$20,158	\$20,158
2019	AIP #25	Apron "D" Reconstruction and Rehabilitation - Design Onl.	LS	\$231,012	\$210,360	\$10,326	\$10,326
		Subtotal (FY 2019)		\$231,012	\$210,360	\$10,326	\$10,326
2020	AIP #26*	Apron "D" Reconstruction and T-Hangar Pavement Crack and Seal Coat - Construction	39,000 SY	\$2,372,152	\$2,372,152	\$0	\$0
		Subtotal (FY 2020)		\$2,372,152	\$2,372,152	\$0	\$0
2021	21-1	Focused Planning Study (Runway 3-21 RSA Improvements and Taxiway "A" Extension)	LS	\$450,000	\$409,770	\$20,115	\$20,115
2021	21-2	Replace AWOS-3PT - Design and Construct	LS	\$250,000	\$227,650	\$11,175	\$11,175
2021	21-3	Infield/RSA Drainage Improvements - Design/Construct.	LS	\$900,000	N/A	\$810,000	\$90,000
2021	21-4	Replace MITL & Signage - LED (Including Regulators and Transformers) - Design and Construct	LS	\$500,000	N/A	\$450,000	\$50,000
		Subtotal (FY 2021)		\$2,100,000	\$637,420	\$1,291,290	\$171,290
2022	22-1	Environmental Assessment (Runway 3-21 RSA Improvements and Taxiway "A" Extension)	LS	\$350,000	\$318,710	\$15,645	\$15,645
2022	22-3	Crack Seal and Seal Coat Taxiway "A" - Design & Construct	?? SY	\$300,000	N/A	\$270,000	\$30,000
2022	22-2	Equipment Storage/Maintenance Building - Design & Construct	3,200 SF	\$500,000	\$455,300	\$22,350	\$22,350
		Subtotal (FY 2022)		\$1,150,000	\$774,010	\$307,995	\$67,995
2023	23-1	Forest Service Land Acquisition - Townsite Act Taxiway "A" Extension	2.6 Acres	\$150,000	N/A	\$135,000	\$15,000
2023	23-2	Runway 3-21 RSA Improvements and Taxiway "A" Extension - Design Onl.	LS	\$1,140,000	\$910,600	\$44,700	\$44,700
		Subtotal (FY 2023)		\$1,150,000	\$910,600	\$179,700	\$59,700

2024	24-1	Apron "K" and "L" Reconstruction - Design & Construction Subtotal (FY 2024)	?? SY	\$1,200,000 \$1,200,000	N/A \$0	\$1,080,000 \$1,080,000	\$120,000 \$120,000
2025	25-1	Runway 3-21 RSA Improvements and Taxiway "A" Extension - Phase 1 Construction Subtotal (FY 2025)	56,000 SY	\$11,750,000 \$11,750,000	\$10,699,550 \$10,699,550	\$525,225 \$525,225	\$525,225 \$525,225
2026	26-1	Taxiway "A" Extension - Phase 2 Construction Subtotal (FY 2026)	6,300 SY	\$1,620,000 \$1,620,000	\$1,475,172 \$1,475,172	\$72,414 \$72,414	\$72,414 \$72,414
2027	27-1	Taxiway "H" and "I" Extensions - Design and Construct Subtotal (FY 2027)	1,000 SY	\$300,000 \$300,000	N/A \$0	\$270,000 \$270,000	\$30,000 \$30,000
2028	28-1	Taxiway A1 Geometry Correction - Design and Construct	2,500 SY	\$350,000	\$318,710	\$15,645	\$15,645
2028	28-2	Construct Taxiway A2 - Design and Construct Subtotal (FY 2028)	2,500 SY	\$330,000 \$680,000	\$273,180 \$591,890	\$13,410 \$29,855	\$13,410 \$29,855
		TOTAL ACIP (FY2021 - FY2028)		\$19,920,000	\$17,171,208	\$2,258,464	\$896,464

* 100% Funding based on the 2020 CARES Act.