



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Regular Meeting – February 22, 2021
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini, Secretary/Treasurer Scott Schroeder, Director Mike Schroeder, Director Timothy Miller and Director Betty Uhrig. Attending by telephone: Vice-President David Cooper and Director David Palm.

Staff Present: General Manager Ed Rose, Business Manager Nelson Durkee, Assistant to the Business Manager Patresa Miller and Red Rock Customer Service Representative Jill Rowland.

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. – Consent Agenda. The Consent Agenda included the Minutes of the December 7, 2020 Regular Meeting and those of the December 7, 2020 Executive Session. No items were requested to be removed from the Consent Agenda. A motion to approve the Consent Agenda was made by Director Mike Schroeder and seconded by Secretary/Treasurer Scott Schroeder. The motion carried unanimously.

Agenda Item #III. – Reports by:

President: Ms. Fazzini thanked Geoffrey Roth for donating and dedicating a beautiful, new flagpole and flag at the Overlook to replace the flagpole that broke a few years ago. President Fazzini noted on November 11, Veteran's Day, a memorial plaque, also donated by Mr. Roth, will be installed at the base of the flagpole to commemorate Bedford Griggs, long-time volunteer ambassador at the Overlook and father of former SOCAA Board member Kurt Griggs. Fazzini congratulated Red Rock employee Brad Viereck who was awarded the Peaceful Candidate Award by Sedona Police Department for his help in the shooting incident that took place at the Airport last December. Employee Gina Jane was acknowledged for her service at Red Rock Aviation.

Vice-President: No report.

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

General Manager: General Manager Ed Rose provided a summary of his activity report for January and February 2021. The Fuel Farm Design ninety percent plans were submitted for comment and reviewed to make sure the design meets our expectations. Bravo taxiway mill and overlay will be funded by an ADOT grant with work commencing in June 2021. Phase I of the Infield Drainage Project, part of the master plan, is in the design phase and will be funded by an ADOT grant. A Runway Safety Study is being funded this year. Helipad (six-pack) maintenance/repair begins the week of March 1, 2021. A SOCAA Gift Policy is being drafted for consideration. Amended Bylaws are being developed in order to secure financing for the construction phase of the fuel farm. Mr. Rose is working with Al Comello to improve content on the SOCAA website to include information on special events, powered parachutes,

and event/group hosting. Meetings are underway with Oak Creek Water to explore the possibility of a two-supply system for fire suppression water which has the potential to reduce SOCAA's costs. The goal is to identify and package a project that meets the Rural Development Grant guidelines and will benefit both OCW and SOCAA. Data from VirTower is being used to address noise complaints and is proving to be very useful. Mr. Rose virtually attended the Arizona Airport Managers' Legislative Day to encourage lawmakers to support aviation funding across the State. The Airport is planning to host several events including the Illuminate Film Festival, the UFO Conference, and a Piper Commanche Fly-in.

Business Manager: Business Manager Nelson Durkee reported a new agreement, concentrating on accountability and revenue, is being negotiated with Enterprise Car Rental. Mr. Durkee is also in discussions with Go Rentals which would like to provide luxury cars for rent at Sedona Airport. Income for the first two months of 2021 has been "stellar"; jet fuel sales are up 77 percent this January compared to the same month last year. The sale of AV gas is holding its own. On a side note, Mr. Durkee said he was pleased to be able to see the new flag at the Overlook from town.

Agenda Item #IV. – Old Business:

a. New Communications Tower lease with the SFD – discussion and possible action.

At the last meeting, the Board granted an extension to the Sedona Fire Department to give the Department time to provide SOCAA with written copies of all their existing subleases on the tower. That extension, signed after the February 22 SOCAA Board meeting, expires today. Neither our General Manager nor our attorneys have received the required documents. President Fazzini noted SOCAA notified the Sedona Fire Department well over a year ago that its lease would expire in October 2020 and negotiations were conducted in good faith with terms seemingly having been mutually agreed upon over four months ago.

Director Schroeder moved and Director Miller seconded to table this item until after the Executive Session to give the Board an opportunity to seek advice from counsel. There was no discussion; the motion carried unanimously.

b. Review and amend SOCAA documents as necessary in preparation for securing a loan to commence work on the Fuel Farm – update, discussion and possible action.

Discussion: President Fazzini commented she would like to assure adequate time is allotted for careful consideration of the proposed amendments to the Bylaws, since SOCAA's Bylaws have needed to be updated for some time. However, the Board does not want to delay the process which has been undertaken in preparation for possibly borrowing funds for the fuel farm project. She asked Mr. Rose for an estimate of when we would be ready to start that process. Mr. Rose explained the design drawings were approximately ninety percent complete now and he projected SOCAA would be ready to issue a bid around the first of April with a forty-five-to-sixty-day turnaround time. Funds must be available before a bid may be awarded. It was suggested that a Special Meeting be scheduled to work on the Bylaws. Members of the Board looked at their calendars to determine a time to schedule a meeting, and a mutually agreeable time was selected.

Director Uhrig moved, and Director Miller seconded to schedule a Special Meeting on Wednesday, March 10 at 2:30 p.m. to work on the Bylaw amendments and other such business as may come before the Board. There was no discussion. Motion carried unanimously.

Agenda Item #V – New Business:

a. ADOT Grant Number E1S1L01C – Infield Drainage Improvements – Review Letter of Acceptance – discussion and possible action on request to approve.

President Fazzini explained several grant acceptance letters have been received requiring a timely turnaround by the Board which is not easily facilitated by the Board's bi-monthly meeting schedule. This will be addressed in Agenda Item #V (c). The acceptance letter for ADOT Grant Number E1S1L01C for the Infield Runway Safety Area Drainage Improvements was reviewed. The maximum reimbursement from the State to the Sponsor (Yavapai County) is \$810,000; SOCAA is responsible for paying \$90,000 in order to meet the Sponsor's minimum funding participation. Mr. Durkee has reviewed the funding requirements and stated SOCAA could fund its share of the obligation.

A Motion was made to approve this Letter of Acceptance by Secretary/Treasurer Scott Schroeder and seconded by Director Betty Uhrig. The motion carried unanimously.

b. FAA Grant Number (TBD) – Focused Planning study for RSA Improvements and Taxiway "A" Extension – discussion and possible action on request to approve.

As shown in the Master Plan, pilots must back taxi to get to the end of runway 03 for takeoff. Mr. Rose is requesting land from the Forest Service to extend the taxiway to the end of runway 03 for safety purposes. A grant letter will be sent in today for \$450,000 allowing the airport to pay 20% of the total cost or \$115,000.

A motion was made by Secretary/Treasurer Schroeder to move forward with the study funded by this grant. The motion was seconded by Director Miller and unanimously approved.

c. Propose directive to allow Letters of Acceptance for Grant Proposals to be processed in a timely manner, i.e., authorize Board President's signature based on General Manager Ed Rose's approval and availability of matching funds with Board approval voted retroactively.

President Fazzini explained, it is in the best interest of SOCAA that grant letters be reviewed, approved and returned to our Sponsor, Yavapai County, for timely action at their Board of Supervisor meetings. Although their Board meets twice a month, their deadline for placing items on the agenda adds another couple of weeks to the turnaround time. Timely action indicates to the funding entities, usually FAA or ADOT, that SOCAA is ready and willing to move forward in a timely and responsible manner. SOCAA greatly benefits by receiving funds necessary to design and carry out needed improvements. Because of the challenges posed by our bi-monthly meeting schedule and the necessity for prompt action, a directive which would authorize the SOCAA Board President to sign the letters of authorization once they have met approval of the General Manager and the Business Manager to assure SOCAA can meet its grant obligations, is being requested. The Board would then review and act retroactively on these letters.

Scott Schroeder so moved, and the motion was seconded by Director Tim Miller. The motion carried unanimously.

d. Storm Water Pollution Prevention Plan – review, discuss, and act on request to approve. The former Storm Water Pollution Prevention Plan sunsetted on January 1, 2021. A new plan was mandated by Federal Regulation and carried out by contract with SWCA Environmental Consultants. The SOCAA Board authorized the cost of the study

and has previously reviewed drafts of the plan. The Arizona Department of Environmental Quality administers the Arizona Pollutant Discharge Elimination System (AZPDES) program, which provides authorization for discharges of pollutants from a point source to waters of the U.S. in compliance with Section 402 of the Clean Water Act through the issuance of various types of AZPDES permits. The Airport has potential to discharge stormwater containing pollutants to nearby waters of the U.S. (Oak Creek), and therefore requires authorization under the AZDPES program. Approval of this plan will bring the Airport into compliance with current regulations.

Airport General Manager Ed Rose is the designated on-site Environmental Coordinator the new document provides identification of all responsible parties and their respective duties and responsibilities. Mr. Rose will oversee periodic testing, training, housekeeping, maintenance and other preventive practices. Costs for training and testing will be shared.

Director Mike Schroeder moved to approve the SWPPP, Director Uhrig seconded, and the motion was unanimously approved.

Agenda Item #VI. – Call to the Public:

No member of the public came forward to address the Board.

Agenda Item #VII. – Call for Adjournment into Executive Session pursuant to A.R.S. 38-431.03(A)(3).

A motion to adjourn into Executive Session was made by Director Miller and seconded by Director Scott Schroeder. The motion carried unanimously, and Executive Session was convened at 3:10 p.m.

The Board convened back into Open Session at 4:26 p.m.

Agenda Item #VIII - Motions/Possible Action/Votes on items discussed in Executive Session:

- a. Update and direction by the Board's attorney regarding pending litigation- (A)(3).
- b. Discussion of Airport General Manager's Annual Review and proposed adjustment to compensation – (A)(1).
- c. Communication Tower Lease with Sedona Fire District – (A)(4).

1) New Communication Tower Lease: Secretary/Treasurer Scott Schroeder moved, and Director Uhrig seconded to have our attorneys advise the Sedona Fire Department in writing that a special meeting will be held March 10, 2021 to review all existing subleases on the Communications Tower. If all such leases are not delivered in time for SOCAA Directors to review them prior to that meeting, the Board will explore all other options. The motion carried unanimously.

2) Result of General Manager's Review: Vice-President David Cooper motioned to authorize President Fazzini to sign an addendum to General Manager Ed Rose's employment contract to reflect a base salary of \$114,500 effective Feb 24, 2021 and extending the contract for an additional year through February 23, 2024. Director Mike Schroeder seconded the motion. The motion carried unanimously. Vice-President Cooper will prepare the addendum.

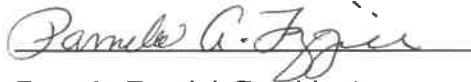
Agenda Item #IX – Adjournment. There being no further business to come before the Board, the motion. The meeting adjourned at 4:30 p.m.

Certified as Accurate and Correct:

Dated this 10th Day of March 2021

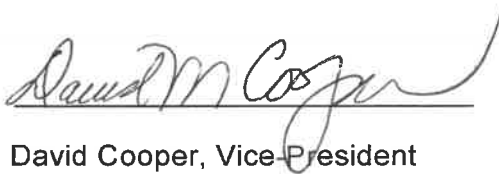
Sedona Oak-Creek Airport Authority

Minutes Approved

BY: 

Pamela Fazzini, President

SOCAA Board of Directors

BY: 

David Cooper, Vice-President

SOCAA Board of Directors