

Sedona-Oak Creek Airport Authority

Airport Terminal Conference Room Minutes of the Regular Meeting – October 28, 2024 Pursuant to A.R.S. §38-431.01(B)

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

Directors Absent: None.

Staff Present: General Manager Ed Rose, Business Manager Haruko Terada, Assistant Business Manager Patresa Miller, Operations Manager Mike Dearden, and Special Projects Coordinator Mark Allen.

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. Roll Call. Roll was called and it was determined a quorum was present.

Agenda Item III. Consent Agenda. Treasurer Jerry Barber moved to approve both the minutes of the Special Meeting held on September 23, 2024, and accept the consent agenda. Director Mike Schroeder seconded. Motion carried unanimously.

Agenda Item IV. Reports.

- a. President - No report but commented favorably on the recently held Airport Day.
- b. Vice-President: None.
- c. Secretary - None.
- d. Treasurer - None.
- e. General Manager:
 - 1) **City Initiative** – Work continues with many stakeholders to identify and address shortcomings of the AMCG Sedona Airport Assessment. Will be participating in a presentation to the City Council.
 - 2) **Monthly Project Review** - Review status of all current projects with Dibble Engineering and Yavapai County engineering.
 - 3) **Wind damaged hangar door** - This project is completed 15 months after it occurred.
 - 4) **Wings and Wheels Airport Day** – another successful year. Congratulations to our team and volunteers. 1197 pounds of food and \$458 cash was donated for the Sedona Food Bank.
 - 5) **Press Releases** – developed and released articles in support of Wings and Wheels.
 - 6) **Untethered Aviation (formerly Adirondack Aviation)** – An Open House and ribbon cutting ceremony was held October 24 with the Chamber of Commerce.
 - 7) **Water Infrastructure Finance Authority (WIFA)** – met with WIFA assistant director to discuss eligibility of the fire suppression water project for WIFA low-cost loan and/or grant opportunities. It is requested the SOCAA Board approve application to WIFA for support of the project. Sedona Fire District has been asked to provide a letter of support for this improvement.
 - 8) **ADOT Grant Audit** – ADOT is correcting a few elements of their grants that have gone unchecked for some period. This audit is meant to reiterate certain grant assurances and reporting requirements. Since Yavapai County is our sponsor, and they manage all grant

paperwork and compliance, this exercise is largely in their sphere of responsibility. As the airport operator, the Authority will monitor sponsor compliance for the quarterly report.

9) **Standby Generator project** – We should have final bid specs by month's end with bidding to soon follow. There will be a pre-bid meeting in early December. Bids should be received by January 6, 2025. Construction phase is expected to begin in March 2025.

10) **Fire suppression water storage** – There are multiple funding tracks for this project. The design is slated to begin in November. The scope and fee agreement is nearly complete and must be approved first by the Board before any work commences. Bids should be received by November 1, 2025, which provides plenty of time to pursue the County and WIFA funding options.

11) **Drainage swale** – The swale between the Alfa and Bravo taxiways is silting up, resulting in inefficient water drainage. Runoff from the terminal area and helipads is impeded by this. The swale requires redressing. Quotes are currently being solicited to address this issue. The 661- foot swale is not part of any other project.

12) **Equipment issues** - The Dodge truck required four lifters to be replaced. It may be time to consider a replacement for the truck, given its age. It is recommended a replacement truck with plow be bid in the spring of 2025. The airplane auxiliary power unit (APU) is failing. Maintenance to get it operational will cost about \$4,000. A new APU costs approximately \$75,000.

13) **Rates and Charges study** - We should have the results later today.

14) **Emergency Plan** - Anticipate completion by the end of December.

15) **Sedona Police Department trespassing letter** - SPD is requiring a letter from us to enable the SPD to charge trespassers who are on Airport property after hours.

f. Business Manager:

Report for the period January-September compared to same period last year: Jet fuel sales are up 18.5% in dollars, and up 19.6% in gallons. Avgas sales are up 6.1% in dollars and up 8.4% in gallons. Overlook parking is up 1.9%. Total income is up 14% (\$484,636). Net ordinary income is up 9.6% (\$82,794). The interest rate on Treasury bills is decreasing, but we are still earning between 4.834% and 5.285% on our three investments. We will continue to ladder these investments.

Agenda Item V. Unfinished Business: The second reading of the amendment to the SOCAA Bylaws proposed and read at the September 23, 2024, Special Meeting of the SOCAA Board per the procedures set forth in the SOCAA Bylaws. Vice-President Cooper read the following: "Article II.2.5.C. There shall be no limit to the number of five (5) year terms each Board member is eligible to serve." There is a 30-day public comment period, notice of which will be posted on our web page. Comments can be emailed directly from the website or mailed through the US Post Office.

Agenda Item VI. New Business:

a. Resolution to authorize SOCAA's General Manager to apply for any and all funding opportunities offered through Arizona's WIFA to execute the fire water suppression project. While the County has been asked to participate in the project, it has not been determined whether they are willing to do so. WIFA has several funding avenues that our General Manager would like to explore. Mr. Rose needs the Board to approve his ability to execute applications for these funding options. Secretary Betty Uhrig moved to approve the resolution as presented. Director Tim Miller seconded the motion. Motion carried unanimously.

b. A Scope and Fee proposal were requested and received from Dibble Engineering. This was discussed at the June 24, 2024, Regular Meeting of the SOCAA Board of Directors. This is for the improved water storage capacity and piping as recommended in the Fire Suppression Water Master Plan. The details are included in our packet and available in Dropbox. Please review. No action was taken at this time.

c. Recommendation of Director Tim Miller for a second term. Director Miller's first term expires on December 1, 2024. With a recommendation, his name will be submitted to the Yavapai County Board of Directors per the procedures set forth in the Bylaws and the Lease with Yavapai County. Vice-President David Cooper moved to approve Mr. Miller for a second five-year term as a Director. Director Scott Schroeder seconded. Motion carried unanimously.

d. Recommendation of President Pam Fazzini for a third five-year term as a SOCAA Director. President Fazzini's second five-year term expires December 31, 2024. With a recommendation, her name will be submitted to the Yavapai County Board of Directors per the procedures set forth in the bylaws and the lease with Yavapai County, contingent on approval of the proposed Bylaws amendment which was sent to the Board of Supervisors on October 9, 2024. Director Scott Schroeder moved to approve a third term, subject to the proposed amendment being approved. Director Tim Miller seconded. Motion carried unanimously with President Fazzini abstaining.

Agenda Item VII. Call to the Public:

a. Geoffrey Roth gave an update on his proposed project for artwork at the overlook. The City will be contacted to see if they require a permit or other involvement. Funding is still being sought to support the project.

Agenda Item VIII: There being no further business, at 3:19 p.m., Director Mike Schroeder moved to adjourn the Regular Meeting; Director Tim Miller seconded. Motion carried unanimously and the meeting was adjourned.

Certified as Accurate and Correct:

Dated this 2nd day of December 2024
Sedona-Oak Creek Airport Authority

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

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