



SEDONA-OAK CREEK
AIRPORT AUTHORITY

Airport Terminal Conference Room
Minutes of the Annual Meeting and Regular Meeting – December 4, 2023
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini (via phone), Vice-President David Cooper, Treasurer Jerry Barber (via phone), Secretary Betty Uhrig, Director Timothy Miller, Director Scott Schroeder, and Director Mike Schroeder. **Directors Absent:** None

Staff Present: General Manager Ed Rose (via phone), 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 Annual Meeting was called to order by Vice-President Cooper 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. Election of Officers for 2024.

a. Ballots were distributed to the members who were present. After the ballots had been marked, the Business Manager collected all the ballots. President Fazzini and Treasurer Barber submitted their votes to the Business office electronically and simultaneously with the in-person voting.

b. The Business Manager announced the results of the voting. For 2024 officers will be: President Pam Fazzini, Vice-President David Cooper, Treasurer Jerry Barber, and Secretary Betty Uhrig. Terms commence January 1, 2024, and are for a period of one year.

Agenda Item IV. Adjourn Annual Meeting and Convene Regular Meeting. Director Mike Schroeder moved to adjourn the Annual Meeting and convene the Regular Meeting; Director Scott Schroeder seconded the motion. Motion carried unanimously. At 2:42 p.m. the Regular Meeting was convened.

Agenda Item I. Consent Agenda. Secretary Betty Uhrig moved to approve the minutes from the Regular Meeting held on October 23, 2023, and the minutes from the Executive Session held on October 23, 2023; Director Tim Miller seconded the motion. Motion carried unanimously, with Director Scott Schroeder abstaining due to his absence during those meetings.

Agenda Item II. Reports.

- a. President - Thanks to Vice-President Cooper for chairing the meeting as she is unable to attend today's meeting in person.
- b. Vice-President: None.
- c. Secretary - None.
- d. Treasurer - None.
- e. General Manager:

- 1) Dibble update - a meeting was held November 6, 2023, and projects are continuing to progress. Notes from those meetings have been distributed to Board Members.
- 2) Fuel Farm Final Inspection - All elements of the project have now been completed and approved.

3) AWOS Replacement Project - A pre-construction meeting was conducted on November 8, 2023. Pavex emerged as the successful bidder. Current expectations are for an early March 2024 delivery of the new unit. Representatives from Sedona Oak Creek Fire District and Merit Communications were included in the meeting.

4) Hangar Door Repair - A team from Dibble's structural group confirmed the dimensions of the needed replacement door.

5) Airport Emergency Plan – A meeting with Sedona Oak Creek Fire District personnel was held to develop an Airport Emergency Plan. Initial discussions focused on interagency communications and contact listings. Mark Allen is spearheading the effort.

6) Landing Fee Automation – The General Manager is considering a program provided by VECTOR Airport Systems to help with automation of landing fee collections. Their concept marries Virtower Tracking System information with a third-party administrator for assigning and invoicing landing fees. A \$10 minimum fee was suggested. The area of focus will be on the hours Red Rock Aviation (Fixed Base Operator) is not open.

7) Airport Improvement Magazine - Subject magazine has shown interest in our new fuel farm facility. We expect to be featured in early 2024.

8) Fire Suppression Water Project - Working to coordinate funding and a formal resolution for the project with Yavapai County. Meanwhile, we have executed an agreement with Dibble Engineering for the fire water pump stand-by generator. The design should be ready in early April 2024.

9) Airport Advisory Committee - The committee met November 20, 2023. A review of projects and current activities was discussed.

10) Chamber of Commerce – As part of our membership benefits, a meeting was held with the Chamber's social media advisor to implement changes designed to enhance our social media efforts.

11) Winter Equipment - Work is underway to conduct maintenance and service our winter equipment in preparation for winter weather.

f. Business Manager – The 2024 budget was approved by the Yavapai County Board of Supervisors unanimously. Due to severe winter weather and then the runway closure in June, the sale of all fuels was down during those periods. However, over the ten months of 2023, we have experienced an increase of 38.6% in Net Ordinary Income. Legal expenses were down, contributing to the reduction of expenses overall.

g. Special Projects Coordinator – Mr. Allen described his responsibilities in helping to design and maintain SOCAA's website and social media. He also assists with special projects such as preparing the Annual Report to the County, presentations to Sedona City Council and helping promote events such as Airport Day, the Plein Air Paint Out, and the Poker Run. Recently, SOCAA acquired an Earth Cam with an ultra-high-definition camera from the Sedona Oak Creek Chamber of Commerce which Mr. Allen is learning to operate. The Earth Cam will be utilized to help tell the story of the Airport, communicate directly with the public, and will create advertising and other opportunities.

Agenda Item III. Unfinished Business: None.

Agenda Item IV New Business:

a. Our current Property Insurance policy will expire December 31, 2023. Business Manager Haruko Terada recommended renewing our present policy with AIG. They've indicated a 2% increase from last year, however, value of SOCAA's real property has not been updated to reflect replacement value in many years. Our new fuel farm will constitute a large increase in value. We can, therefore, anticipate a larger than 2% increase once the updated valuations are taken into account. Director Scott Schroeder moved to renew the policy as recommended, with our Business Manager working with AIG to update the valuations with an updated cost of the premium being presented to the Board when available. Secretary Betty Uhrig seconded the motion. Motion carried unanimously.

b. Our current Employee Health Insurance, an employee benefit, expires December 31, 2023. The quote from Blue Cross Blue Shield showed a 10.88% annual increase with no change in plan design. Additional quotes were obtained from Aetna and United Healthcare. Ms. Terada also explored a Health Savings Account (HSA) plan. A proposal was proffered where we could pass on savings to our employees by setting up an HSA. The employee's maximum out-of-pocket costs will be reduced from \$5,200 to \$1,800 using the HSA and Health Reimbursement Arrangement (HRA) contribution. SOCAA will pay the difference directly to the employees, and the new plan will cost both SOCAA and the employees less, without losing any benefits. President Fazzini moved to adopt the changes as proposed by Business Manager Terada. Director Tim Miller seconded the motion. Motion carried unanimously.

c. Resolution #12-01: The Sedona Oak Creek Airport Board of Directors requests Yavapai County's assistance in obtaining funding to support implementation of the Sedona Airport Fire Suppression Water Master Plan Project to support the development reflected in the 2017 Airport Master Plan. General Manager Ed Rose approached Mr. Martin Brennan, Yavapai County Assistant Administrator, to discuss funding for the Fire Suppression Water Project. President Fazzini moved to approve Resolution #12-01. Director Tim Miller seconded the motion. Motion carried unanimously.

d. SOCAA Board requests General Manager Ed Rose and staff to audit hangar use on Sedona Airport. It has come to light that many hangars remain vacant or are being used for storage of items other than airplanes, while there continues to be a high demand for hangars. Two Requests for Proposals for hangar development have been issued with no success. The Board believes an audit of current hangar use would be a logical first step in developing a plan to address the matter. Operations Manager Mike Dearden agreed to initiate an audit.

Agenda Item V: Call to the Public: Bob Stephens requested SAHO (Sedona Airport Hangar Owners) be included in implementation of the hangar audit.

Agenda Item VI: Call for Vote to Convene Executive Session: Director Scott Schroeder moved to convene into Executive Session; Director Tim Miller seconded. Motion carried unanimously and the Board convened the Executive Session at 3:44 p.m.

The meeting was reconvened back to Open Session at 4:44 p.m. Treasurer Jerry Barber left the meeting at 4:30.

Agenda Item VII: There was no action taken on items discussed during the Executive Session.

Agenda Item VIII: At 4:45 p.m., President Fazzini moved to adjourn the Regular Meeting; Director Scott Schroeder seconded. Motion carried unanimously.

Certified as Accurate and Correct:

Dated this 26th day of February 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