



**SEDONA-OAK CREEK  
AIRPORT AUTHORITY**

**AMENDED  
NOTICE OF A SPECIAL MEETING OF THE  
SEDONA-OAK CREEK AIRPORT AUTHORITY  
BOARD OF DIRECTORS**

Thursday, February 6, 2025  
2:30 p.m.

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Sedona-Oak Creek Airport Authority Board of Directors (Board) that the Board will hold a Special Meeting to be convened Thursday, February 6, 2025, at 2:30 p.m. in the conference room of the Sedona Airport Terminal Building, Sedona, Arizona. Members of the public are welcome to attend. All attendees will be asked to sign in. The Board may vote to hold an Executive Session for the purpose of obtaining legal advice from the Board's legal counsel pursuant to A.R.S. §38-431.03 (A)(1), A.R.S. §38-431.03 (A)(3), and §38-431.03 (A)(7). Board members, presenters, and/or attorney(s) may be present telephonically.

Notices of the meeting, as required by A.R.S. §38-431.02, have been appropriately posted in the main terminal building and on the web at [www.sedonaairport.org](http://www.sedonaairport.org). A copy of the agenda is available during normal business hours in the Administrative Office at the Sedona Airport at least 24 hours in advance of the meeting.

The Agenda for the Special Meeting is as follows:

- I. Call to Order/Pledge of Allegiance.
- II. Roll call.
- III. Consent Agenda:
  - Minutes of the Annual and Regular Meeting held December 2, 2024.
- IV. Reports: None
- V. Unfinished Business: None
- VI. New Business:
  - a. Ratify authorization of General Manager's request for \$14,500 to renew purchase of E-advertising platform with NBAA as was implemented last year with outstanding success. Discussion, possible action.
  - b. Planning: Overview and Discussion of SOCAA's Planned Projects/Objectives for 2025. Review and discussion. Board may provide direction or make suggestions to Staff. No action.

- c. Review of responsibilities of Board, Discussion of Best Practices, and Discussion of How Board and Staff Interaction and Effectiveness may be optimized. Discussion, no action.
- d. Discussion of Board's Procedures for Keeping an Official Record of Meetings. Options include:
  - Video Record, Written Record, Other
- e. Review, discussion, possible action. It is possible discussion and action on this agenda item may be deferred to allow the Board to obtain legal advice from SOCAA's attorney during the Executive Session pursuant to A.R.S. §38-431.03 (A)(3).
- f. Proposal for Creating and Implementing a Clerk of the Board Position; submitted by Treasurer Jerry Barber. Job Description: A person who maintains official Board records, manages meeting agendas, takes minutes, and provides administrative support by accurately recording decisions, resolutions, and other official actions during meetings, ensuring proper public notice is given, and managing document filing systems related to Board proceedings. Discussion, possible action.

VII. Call to the Public: Individuals may address the Board for up to three minutes on any relevant issue within the Board's jurisdiction. Pursuant to §A.R.S. 38-431.01(H), Board members shall not discuss or act on matters raised during the call to the public. The Board may direct staff to study the matter or direct that the matter be rescheduled for consideration at a later date. Written comments may be submitted by email sent to [admin@sedonaairport.org](mailto:admin@sedonaairport.org). Those comments will not be read at the meeting.

VIII. Executive Session:

- a. Any matter on the agenda on which the Board may seek legal advice. A.R.S. §38-431.03 (A)(3).
- b. Discussion of or related to the Purchase, Sale, or Lease of Real Property. A.R.S. §38-431.03(A)(7). Proposed Sky Ranch Lodge Lease and Master Lease between SOCAA and Yavapai County.
- c. Discussion of Personnel Matters. A.R.S. §38-431.03 (A)(4)


IX. Possible action resulting from matters discussed in Executive Session.

X. Adjournment.


Amended this 3 day of February 2025

Agenda Approved:

By:

  
 Pamela Fazzini, President  
 SOCAA Board of Directors

By:

  
 David Cooper, Vice-President  
 SOCAA Board of Directors