



**SEDONA-OAK CREEK**  
AIRPORT AUTHORITY

**Airport Terminal Conference Room**  
**Minutes of the Annual and Regular Meetings – December 2, 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 Scott Schroeder, and Director Mike Schroeder. Tim Miller attended by telephone but did not participate or vote; his next term as Director is awaiting approval from Yavapai County.

**Directors Absent:** None.

**Staff Present:** General Manager Ed Rose, Business Manager Haruko Terada, Assistant Business Manager Patresa Miller, 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.** All Directors were present; there was a quorum.

**Agenda Item III. Amendment of the Sedona Oak-Creek Airport Authority Bylaws.** The amendment was read at the September 23 and October 28, 2024, meetings and the proposal was approved by the Yavapai County Board of Supervisors at their November 6, 2024 meeting. Vice-President David Cooper moved to approve the amendment to the bylaws as presented. Director Scott Schroeder seconded the motion, and the motion carried unanimously.

**Agenda Item IV. Elections of Officers for 2025.**

a. The procedures for Election of Officers were presented and reviewed. Vice-President David Cooper moved to approve the procedures; Treasurer Jerry Barber seconded the motion. The procedures were unanimously approved and adopted.

b. Ballots were distributed, and voting took place. Completed ballots were then turned over to the Business Manager and General Manager to be counted.

c. The General Manager announced the results. Pam Fazzini for President; David Cooper for Vice-President; Betty Uhrig for Secretary; Jerry Barber for Treasurer. These results are subject to Yavapai County Board of Supervisors approving another term for Pam Fazzini as recommended by the SOCAA Board at the October 28, 2024, Regular Meeting and submitted to the Yavapai County Board of Supervisors for approval. Terms are for one year and commence January 1, 2025.

The Annual Meeting was adjourned at 2:39, and the Regular Meeting commenced.

**Agenda Item I. Consent Agenda:**

a. Minutes of the Regular meeting held October 28, 2024.

b. Ratification of authorization of expenditure for grading of infield drainage (\$5,005) as reported by the General Manager at the October 28, 2024, meeting. Director Scott Schroeder moved to approve the consent agenda; Vice-President David Cooper seconded the motion. Motion carried unanimously.

**Agenda Item II. Reports:**

a. President - None.



- b. Vice-President - None.
- c. Secretary - None.
- d. Treasurer - None.
- e. General Manager:

1) **Rates and Charges Study** – With comparable airports identified and agreed to by the team, the study shows that Sedona is on the low side on some rates and on the high end on others. Regarding the USFS complaint, the study concluded “We do not think you are off base in the rate.” A presentation, with recommendations on various fees is scheduled for the February 2025 Board meeting.

2) **Meeting with City leadership** – A change to Airport zoning from Community Facility to Airport Industrial was discussed. Strategies and timelines were also discussed. Sedona City Council supports this change. The matter will be discussed at the upcoming the annual City Council retreat. Also on their agenda is a second access road to the airport.

3) **Meeting with Yavapai County Administration leadership** - All active projects were discussed. Of particular concern was advancing the Sky Ranch Lodge expansion and the Airport’s water project. The County will pursue the land use change of 4.6 acres to non-aeronautical revenue support. The appropriate paperwork has been provided to the County and should go to the FAA by the end of the week. Regarding the water project, the discussion focused on strategies for coordinating County participation for a successful outcome.

4) **Helicopter six-pac project** – The FAA’s Categorical Exclusion level of a NEPA review (CATEX) has been achieved, and a grant for design phase should be offered soon. The environmental study starts the ball rolling.

5) **Stand-by Generator project** – The fire-suppression stand-by generator bid should be out in December with a January return. Expectation is for a March construction depending on the generator’s availability and lead time.

6) **Sky Ranch Lodge** – The lease and development agreements have been in the drop box since June. When the land use change is approved by the FAA, this item will rise to an actionable status. We are still waiting approval by the Sedona Fire District.

7) **250K gallon water storage tank** – A design proposal for this improvement is on the agenda for Board consideration. Once design is complete and bid, the numbers will be shared with the potential funding sources and will come back for approval by the SOCAA Board.

8) **Taxiway A reconstruction** - we are awaiting Phase II bid numbers to proceed. They should come in by the end of January for a projected April-May start.

9) **Runway strengthening study**– This matter is covered by a separate item on the agenda.

10) **Extended taxi lane** – This project is still in the design phase. The taxi lane is designed to split the parcel south of the Sky Ranch Lodge and west of the west ramp. Private sector developers will construct it.

11) **Infield Drainage rehab project** – Now that FAA funding has been restored, this project is thought to see Phase II funding. The first round of bids outpaced the funds available. This project will have to be repackaged and rebid.

12) **Aircraft Familiarization** - November 11, 13, and 15 training was held for the Sedona Fire District and Verde Valley Fire District. The training presentation was well received, especially by the VVFD since it was their first exposure to such information.

13) **Projects update** – The status of all projects that involve the County has been updated and is available on Drop Box.

- f. Business Manager:

Figures for the period January through October compared to same period last year: Jet fuel sales are up 16% by amount, and up 19.5% in gallons. Avgas sales are up 3.8% in amount and up 6.9% in gallons. Overlook parking is up 2.9%. Total income is up 12.6% (\$512,293). Net ordinary income is up 14.1% (\$147,190). The interest rate on T-bills is decreasing, but we are still earning between 4.594% and 4.946% on our three investments. We will continue to ladder these T-bills.



g. Special Projects Coordinator:

We are currently running our annual Toys for Tots drive as well as the Stuff the Bus event to be held on December 10. On February 1, 2025, we will be hosting the Run the Runway event as part of the Chamber of Commerce Sedona Run for Fun event. We will host the Great Sedona Fly-In on May 3, 2025. We have a new tripod and camera to capture photos for our webpage and to record the Board meetings.

**Agenda Item III. Unfinished Business: None.**

**Agenda Item IV. New Business:**

a. Expiration and renewal of current property insurance. Our current policy expires on December 31, 2024. Our current carrier, AIG, was the only one providing us a quote. Their proposal is for a \$513 increase to \$47,421. Director Scott Schroeder brought up a point about whether property insurance is worth having since we sit on top of mesa with little vegetation and copious amounts of concrete and asphalt. The business office will examine the risk/gain for next year's renewal. Director Scott Schroeder moved to approve the policy renewal as proposed; Director Mike Schroeder seconded. The motion carried unanimously.

b. Expiration of employee health insurance. Our current policy expires on December 31, 2024. The increase in the premium for 2025 will be 8.41%. Director Scott Schroeder moved to approve the proposed renewal and Treasurer Jerry Barber seconded the motion. Motion carried unanimously.

c. Commercial Lease and License for Untethered Aviation. The documents have been posted in Drop Box for review. This lease will include the L2 building. The rates are comparable to our other aviation leases. Vice-President David Cooper moved to approve the lease and license as presented. Treasurer Jerry Barber seconded the motion. Motion carried unanimously.

d. Request by the General Manager to proceed with a runway strengthening study. Dibble Engineering submitted a fee estimate for the project (\$33,785). The General Manager would like to see the weight bearing capacity increased from the current 30,000 pounds to 75,000 pounds to accommodate the larger, heavier aircraft that frequent our airport. Secretary Betty Uhrig moved to approve the expenditure as outlined for the study; Vice-President Cooper seconded the motion. Motion carried unanimously.

e. Request by the General Manager to proceed with a design for the fire prevention water project. This project consists of constructing a water tank for additional storage and includes limited infrastructure. The independent fee estimate conducted by Ardurra supported the estimate done by Dibble Engineering. A standby generator, not included in the estimate, will also be needed. \$173,048 will be required to pay Dibble Engineering for the design phase. Director Scott Schroeder moved to approve the expenditure as outlined. Director Mike Schroeder seconded the motion. Motion carried unanimously.

f. The Civil Air Patrol (CAP) is seeking approval to enhance the hangar they purchased earlier this year. 1. Solar Panel Installation: To get approval for this on a hangar roof, the FAA requires Form 4760 be completed and submitted with the General Manager's statement that all requirements have been met (mostly considering possible glare). 2. Miscellaneous indoor improvements: CAP wants to construct a free-standing meeting room inside the hangar. 3. A fire suppression system will be installed by a licensed vendor. 4. Septic system installation: This was discussed at length for more than an hour. The General Manager noted there are two nearby septic systems that could be used (pending confirmation there is capacity). Adding an additional system would increase the CAP's footprint, thereby would increase their land lease rent. The proposed site for the system is on land that the GM would like to hold for future development, as it is prime real estate on the airport. No buildings (hangars) are permitted to be built on a septic system. A question arose concerning who would pay for any damages for a system the CAP would construct but want the airport to maintain. Lane Kim, the CAP point of contact, would still like to go forward despite the points that were brought up. Director Scott Schroeder moved to approve items 1-3 pending the GM's

considerations are met and to table item 4 until CAP looks more seriously at utilizing an existing nearby septic system. Secretary Betty Uhrig seconded the motion. Motion carried with Treasurer Jerry Barber abstaining from the vote.

**Agenda Item V. Call to the Public:**

a. Michael Dearden, until recently SOCAA's Operations Manager, addressed the Board to thank us for our support over his 8-year tenure. He also requested a severance package, and suggested a week's pay for every year employed at Sedona Airport.

**Agenda Item VI:** At 4:23 p.m., Director Scott Schroeder moved to adjourn the Regular Meeting; Treasurer Jerry Barber seconded. Motion carried unanimously and the meeting was adjourned.

**Certified as Accurate and Correct:**

Dated this 6<sup>th</sup> day of February 2025  
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