



**SEDONA-OAK CREEK
AIRPORT AUTHORITY**

**NOTICE OF THE ANNUAL AND REGULAR MEETINGS OF THE
SEDONA-OAK CREEK AIRPORT AUTHORITY
BOARD OF DIRECTORS**

**Monday, December 1, 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) the Board will hold their Annual and Regular Meetings to be convened Monday, December 1, 2025, at 2:30 p.m. in the conference room in the Sedona Airport Terminal Building, Sedona, Arizona. Members of the public are welcome to attend; all attendees will be required to sign in. The Board may vote to hold an Executive Session which will be closed to the public to discuss for the purpose of obtaining legal advice from the Board's legal counsel on any matter listed on the agenda pursuant to A.R.S. § 38-431.03 (A)(3). Board members, presenters, and/or attorney(s) may be present telephonically.

Notice of the meetings, as required by A.R.S. §38-431.02, has been appropriately posted in the main terminal building and on the web at 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 Annual Meeting is as follows:

- I. Call to Order/Pledge of Allegiance.
- II. Roll call.
- III. Election of Officers.
 - a. Review Election Procedures approved at the Board's Regular meeting on October 27, 2025.
 - b. Distribution of Ballots and voting.
 - c. General Manager and Business Manager count votes.
 - d. Announcement of officers elected for 2026.
- IV. Adjourn Annual Meeting; Convene Regular Meeting.
- V. Consent Agenda:
 - a. Minutes of the Regular Meeting Held October 27, 2025
 - b. Minutes of the Special Meeting Held November 10, 2025
 - c. Minutes of the Executive Meeting Held November 10, 2025
- VI. Reports by:
 - a. General Manager – summary update of activities since last meeting
 - b. Business Manager – presentation of current financial statements & other business
- VII. Unfinished Business.
 - a. Report and recommendations by the Selection Committee to Fill Vacancies on the SOCAA Board by Chairman of the Selection Committee David Cooper. Introduction of applicants recommended by the Committee to fill existing vacancies on SOCAA Board. Discussion, possible action. (Yavapai County must approve applicants recommended to fill vacancies prior to potential new members being approved and seated on SOCAA Board.)

b. Proposal to form a Foundation to accept and disperse donations made to benefit SOCAA and/or the Sedona Airport. This item was not adequately discussed the October 27 meeting due to time constraints and to possible misinformation regarding finances.

- Brief presentation by Geoffrey Roth regarding the need for such a foundation.
- Review professional services agreement from Spencer and Fane, LLP, to form a not-for-profit foundation to accept and disperse donations to benefit SOCAA and/or the Sedona Airport. Review, discussion, and possible action.

c. Minimum Standards for Commercial Aeronautical Activities at Sedona Airport Review, discussion, and possible action. A presentation was made by Ryan Leick of Ascension Group Partners (AGP) regarding the development of minimum standards for airports, and this document was reviewed at the October 27 meeting, but no action was taken. Review, discussion, and possible action.

VIII. 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 the matter be rescheduled for consideration at a later date.

Written comments may be submitted by email sent to admin@sedonaairport.org. Those comments will be considered but will not be read at the meeting.

IX. New Business. Review, Discussion, and Possible Action on each of the following items:

a. Renewal of Property Insurance Coverage. The current property insurance policy with AIG - New Hampshire Insurance Company will expire on December 31, 2025. SOCAA's agent, Tim Hutter of Pacific Coast Aviation Insurance Services/Assured Partners Aerospace, is managing the renewal process on our behalf. The Annual Premium for 2025 was \$47,421. The renewal premium has not yet been received from AIG. Our agent is contacting other carriers to solicit comparative quotes. Approval is requested to renew coverage upon receipt of acceptable terms with authority to bind the policy at a premium not to exceed 10% above the current rate (\$52,163) to ensure continuous protection without a lapse in coverage.

b. Cash Flow Projection prepared by Haynie and Company.

c. Multi-View engagement for 2026 campaign. Described in detail in the General Manager's report at the August 25, 2025, SOCAA Board Meeting, this campaign will target attendees at the 2026 NBAA - BACE (National Business Aviation Association - Business Aviation Convention and Exhibition) event to be held in Las Vegas. By using geo-fencing and device-ID data collected at the event, targeted display ads will be delivered directly to decision makers before, during and after the event. The campaign runs for 12 months serving 750,000 guaranteed display impressions across mobile and desktop devices. Investment for this service is \$19,000.

X. Executive Session: Any matter on the agenda on which the Board may seek legal advice pursuant to A.R.S. §38-431.03 (A)(3).

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

XII. Adjournment.

Dated this 24th day of November 2025

Agenda Approved:

By: 
Pamela Fazzini, President
SOCAA Board of Directors

By: 
David Cooper, Vice-President
SOCAA Board of Directors