Sedona-Oak Creek Airport Authority

Airport Terminal Conference Room
Minutes of the Regular Meeting, June 22, 2026
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini, Treasurer Mike Schroeder, Director Timothy Miller, Director Jerry Barber, Secretary Scott Brewster, and Director Jack Ross.

Directors Absent: None**.**

Staff Present: General Manager Ed Rose, Deputy General Manager Cameron Atkins, CFO Shannon Lane, Special Projects Coordinator Mark Allen, Assistant Business Manager Patresa Miller, Business Assistant Marlene Lloyd, and Operations Supervisor Tim McGrath.

Consultants Present: Steven Hurd, C.P.A., Haynie, Ryan Leick, Ph.D., C.M., Ascension Group Partners and Matthew Quick, Coffman Associates

Agenda Item I. Call to Order. The meeting was called to order by President Fazzini at **2:30 PM**, immediately followed by the Pledge of Allegiance**.**

Agenda Item II. Roll Call. Roll was called, and it was determined that a quorum was present.

Agenda Item III. Presentations.

a. Haynie, represented by Steve Hurd, CPA, presented the results of the 2025 audit, noted no discrepancies, and thanked the Airport staff for their help during this process.
b. Minimum Standards. Dr. Leick, with a previous review from Attorney Steven Osit of Kaplan, Kirsch, Rockwell, presented the latest update to the proposed minimum standards.
c. Airport Capital Improvements Plan. An updated ACIP plan was presented by GM Ed Rose.

(3:19 PM)

Agenda Item IV. Consent Agenda. Items on the Consent Agenda included the minutes of the Special SOCAA Board Meeting held on April 27, 2026, and the minutes of the Executive Session held on April 2026. Director Jack Ross moved to approve items on the consent agenda;
MSP JR/TM 06-26-01[1]

Agenda Item V. Reports.

a. General Manager. Summarized the activities of staff since the last meeting, including ongoing capital improvement projects, coordinating airport support resources devoted to the Pocket Fire outside Sedona. A Strategic Long-Term Planning Process will begin later this summer, with BOD member S. Brewster, Ph.D., representing the SOCAA Board. A budget workshop will be held on July 28th and August 10th, both from 10 am -12 pm. Two request-for-proposal (RFP) efforts are outstanding: the first for West Ramp hangar construction, and the second for a soon-to-be-vacated modular building on-site.

b. CFO:

  a. Current Activities

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[1] Key: **MSP JR/TM 06-26-01,** M – motion, S - seconded and P -passed (or F -failed), initials of the Directors making the motion/seconding the motion, and a unique identifier for each motion: 06 – June, 26 – Yr, 01- approved item number.

b. Financial Reports and explanations of the ongoing financial presentation schedule
c. 2025 Financial Conditions
d. Liquidity Policy

Agenda Item VI. Call to the Public. (3:43 PM)

Bob Stephens requested that the Airport Administration consider raising the Airport Overlook fee from $3 to $5 per vehicle.

Agenda Item VII. Unfinished Business.

a. Minimum Standards approved **MSP MS/JR 06-26-02**
b. Selection Committee report by the Committee chair, Jack Ross. Note: Voting took place by written ballot immediately before Executive Session (X. – below), with unanimous approval for airport administration to send Ed Kettler's nomination to the Yavapai County Board of Supervisors for approval.
c. By-Law Amendments: The proposed amendments were read for the second time. These amendments pertain to the means of sanctioning unacceptable conduct by SOCAA Board members. The proposed amendments were approved to send to the Yavapai County Board of Supervisors for their review and approval. **MSP TM/MS 06-26-03**

Agenda Item VIII. New Business.

a. Vote to accept the 2025 Audit by Haynie as presented. **MSP MS/JR 06-26-04**
b. D&O Insurance Review by CFO Lane. SOCAA is probably carrying more insurance than needed. Request to approve not-to-exceed $17,302 to renew insurance as follows: Decrease aggregate limit from $7M to $5M ($2M D&O, $2M EPL, $1M individual board member), allowing a 21% savings of almost $4,700. **MSP JR/JB 06-26-5**
c. Federal Return of Organizations Exempt from Taxable Income Tax Form 990. The Board agreed to track their own participation hours as BOD members for 2026 and all succeeding years to better reflect the volunteer effort required to allow the stewardship of the Airport Authority and approved the Form 990 Report for 2025 as presented. **MSP JR/MS 06026-06**
d. Request from the CFO to have signature authority on Airport Accounts as follows:
SIGNATORY AUTHORIZATION. WHEREAS, Checking, Savings, Money Market, Certificates of Deposit, Credit Card and other investment accounts require Board member and key personnel signatures to effect daily financial transactions; WHEREAS, the signatory authorizations for the banking and investment institutions utilized by Sedona-Oak Creek Airport Authority (SOCAA) must be updated to reflect management changes; WHEREAS, effective March 18, 2026,Shannon Lane was appointed SOCAA Business Manager; RESOLVED, with a quorum present and by a majority vote of the members present at the Regular Board Meeting conducted on June 22, 2026,the Board of Directors of SOCAA hereby authorize, in accordance with Article XIII of the SOCAA Procurement Policy approved on February 24, 2020, Mr. Lane be added as a signatory for all Checking accounts of the SOCAA to sign checks and/or to authorize electronic payments for any expenditure properly approved pursuant to this Procurement Policy; provided that the person who authorized the expenditure shall not be authorized to sign a check or to initiate electronic payment for that expenditure. RESOLVED, until further notice, Mr. Lane, shall have full administrative access to all financial accounts and records, including internet login authorization of all Checking, Savings, Money Market, Certificates of Deposit, Credit Card and investment accounts of SOCAA; shall be authorized to discuss transactions and

information regarding said accounts with representatives of the financial organizations with whom the Airport maintains said accounts; shall be authorized to make deposits to and transfer funds among said accounts as deemed necessary for the financial and accounting functions of the Airport; but is specifically not authorized to initiate withdrawals of funds from said accounts except as noted above. Authorization approved. **MSP MS/TM 06-26-07**

e. Liquidity Policy Discussion, including ratio analysis metrics, no action.

f. Airport Overlook Brick Program. Presented by Director Schroeder. A comprehensive Overlook beautification and fundraising program was presented to the Board, allowing the public to purchase bricks engraved with individual messages for $150 each and have them laid by a professional mason in the Overlook area. This project serves the dual purpose of beautifying Overlook and raising funds for further improvements at Overlook and other Airport facilities. CFO Lane expressed the ability and willingness to administer the project's recordkeeping. Proposal approved. **MSP JB/JR 06-26-08.**

g. Staff was directed to review the proposed gift policy and report back to the BOD.

h. By written ballot, Director Jerry Barber was recommended to be nominated for a second five-year term to the SOCAA Board; the recommendation will be forwarded to the Yavapai Board of Supervisors for action.

(4:30 PM)

Note: Upon review of the SOCAA Bylaws, nomination of a director to serve another term and then to submit that director's name to Yavapai County and ask for approval by the County Board of Supervisors, a nominee must be approved by a minimum of 75% of the voting SOCAA directors. Mr. Barber did not receive approval of 75% of the SOCAA directors and therefore was NOT nominated to serve another term as director.

Agenda Item IX. Executive Session. MSP TM/JB 06-26-09 for the Board to convene in Executive Session to seek legal advice pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4).

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

Upon return to Open Session at 4:47 p.m., the Board directed staff to follow advice offered by counsel in Executive Session.

Agenda Item X. Adjournment. With no objections, the Regular Meeting was adjourned at 5:15 PM. **MSP JS/TM 06-26-10**

Certified as Accurate and Correct:

Dated this _______ day of August 2026
Sedona-Oak Creek Airport Authority

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

BY: ________________________________
Secretary Scott C. Brewster
SOCAA Board of Directors