# Sedona-Oak Creek Airport Authority

**Airport Terminal Conference Room**
**Minutes of the Special Meeting of the SOCAA Board – September 22, 2025**
Pursuant to A.R.S. §38-431.01(B)

**Directors Present:** President Pam Fazzini, Vice-President David Cooper, Treasurer Jerry Barber, and Director Mike Schroeder.

**Directors Absent:** Secretary Betty Uhrig**,** Director Timothy Miller, Director Scott Schroeder

**Staff Present:** General Manager Ed Rose, Business Manager Haruko Terada, Assistant Business Manager Patresa Miller, and Special Projects Coordinator Mark Allen.

**Agenda Item I.** <u>Call to Order</u>**.** The Special Meeting was called to order by President Fazzini at 2:30 p.m. immediately followed by the Pledge of Allegiance**.**

**Agenda Item II.** <u>Roll Call</u>**.** Roll was called and it was determined a quorum was present.

**Agenda Item III**. <u>Consent Agenda:</u>

a. Minutes of the August 25, 2025, Regular Meeting
b. Minutes of the August 25, 2025, Executive Session.

Vice-President Cooper moved to approve the Consent Agenda as presented. Treasurer Jerry Barber seconded, and the motion carried unanimously.

Board President Fazzini explained Public Comment was inadvertently omitted from the agenda and asked if the Board wished to amend the agenda to include public comment. Director Mike Schroeder moved to amend the agenda to include Public Comment; Treasurer Jerry Barber seconded the motion, and the motion carried unanimously.

**Agenda Item IV**. <u>Reports</u>. General Manager Ed Rose reported his activities for the month of September 2025 as follows:

- Mr. Rose worked with staff to prepare the 2026 Annual Operating Budget, the In-House Capital Plan, and the Airport Capital Improvement Plan for Board consideration and action.
- The Airport Authority's Annual Report to Yavapai County is currently under development as the management team looks to finalize actions taken in 2025.
- Mr. Rose is coordinating with Yavapai County and contractor, PAVEX, to rehabilitate taxiway Alpha between connectors A4 and A5 because the base and subbase indicate degradation. Tenants have been notified of the timing and duration of closures, notifications have been placed on the AWOS, and a NOTAM was issued.
- The Quarterly Meeting with Deputy County Manager Martin Brennan was held to discuss airport activities. During the meeting, Airport General Manager Rose requested County participation in the fire suppression water project.
- The Monthly Coordination Meeting with Yavapai County and engineering was conducted to review all active projects.
- Mr. Rose continues to advocate for Rural Airport Funding. He plans to attend, by invitation, the Arizona Transportation Policy Summit in Sierra Vista, October 15

through 16 to support preservation of the Arizona Aviation Fund, State/Local grant programs, and development of rural air service.

- Mr. Rose met with Clarkdale Mayor and Town Supervisor regarding aircraft noise issues and to discuss actions taken by Sedona Airport to mitigate noise issues and to educate users of the airport about noise sensitivities in the community.
- Mr. Rose continues to solicit information from various sources to assist Directors David Cooper and Scott Schroeder in development of a Sedona-Oak Creek Airport Authority Investment Policy. Mr. Rose is coordinating with the Business Office to assure the new policy aligns with the Authority's objectives.
- Mr. Rose met with the Airport's fuel supplier to discuss services currently provided and to explore equipment which may be needed to expand services at KSEZ such as offering unleaded fuels through AOPA's program with Swift Fuels.
- Mr. Rose met with the Airport Advisory Committee to discuss projects listed on the Airport Capital Improvement Plan. This meeting fulfilled the FAA requirement to discuss the ACIP at a public forum.
- Mr. Rose presented at the Association of California Airports meeting to review on-going efforts by the Arizona Airports Association regarding the State Aviation Fund, State and local grant funding, and rural air service development.
- Mr. Rose met with representatives from the Sedona Airport Hangar Owners (SAHO) to support the annual Toys for Tots campaign. Last year, eight boxes were filled with toys at the Airport, and this year the goal is to fill at least nine boxes.

Public Comment: Mr. Bob Stephens of the Sedona Airport Hangar Owners (SAHO) addressed the Board and those present to acknowledge Russ Demaray for receiving the Wright Brothers Master Pilot Award at the American Bonanza Society Convention in Wichita last week. The prestigious award, presented by the FAA, recognizes pilots who have practiced safe flying continuously for fifty years or more. Mr. Rose and the Board joined in congratulating Mr. Demaray for his accomplishment.

**Agenda Item V. New Business.** Proposal from Ardurra. Ms. Kristen Morris, Senior Aviation Project Manager at Ardurra, spoke during Public Comment at the previous SOCAA Board Meeting regarding Ardurra's proposal to survey approximately 5 acres of land on the airport shown as three-acre and two-acre adjacent parcels located south of the Sky Ranch Lodge. These parcels are identified in the Airport Master Plan as "Aviation Related Parcels." The anticipated construction of the additional fire suppression water supply and distribution infrastructure allows for these two parcels to be developed. In order to clearly identify the metes and bounds of the square footage available and acquire a current appraisal value for inclusion in a Request for Proposals, first the land must be surveyed. The scope of the proposal has been shared with appropriate County staff with no comments offered. Mr. Aaron Borling from Ardurra was present today to answer questions. Mr. Rose is requesting authorization to proceed with the Ardurra proposal for a cost of $11,260. Treasurer Barber confirmed with Mr. Rose funds were available in the 2025 budget under "Professional Services." Vice-President Cooper moved to approve the request; Director Mike Schroeder seconded, and the motion carried 4-0.

**Agenda Item VI. Special Business.** Items were addressed in revised order as shown:

a. In-House Capital Plan. Mr. Rose went through the Five-Year In-House Capital Plan line by line beginning with 2025. Most of the 2025 projects are well underway. It was noted, a recording/microphone device to be used for Board meetings and conferences, was added to 2026 projects with a dollar amount yet to be determined. Board members expressed concerns about cash flow and the burden of debt if all these projects were to be taken on, especially with possibly extensive repairs being considered on Airport-owned hangars. The hangar assessment alone is estimated to cost over $60,000. Necessary repairs, yet to be identified, will reduce income during construction and if approved, will add significantly to expenses. Treasurer Barber once again strongly advocated for a cash flow analysis to be performed and presented on a quarterly basis. Vice-President Cooper moved the In-House Capital Plan be approved as presented, with the understanding the list of projects is aspirational, and each project will be considered on its merits at the appropriate time. Treasurer Barber seconded, and the motion passed 4-0.

b. FAA/ADOT Airport Capital Improvement Plan for Fiscal Years 2026-2031; Prepared by Coffman Associates in Association with Dibble. Mr. Rose went through the plan line by line. He noted the first project listed, the Partial Reconstruction of Taxiway A between Connectors A4 and A5 – Phase 2, (2025) actually came in under projected cost so there would be a partial return of grant funds as well as a reduction in the local share. He explained, although the ACIP projects out five years, the plan is revisited every year. After discussion, Treasurer Barber moved the Airport Capital Improvement Plan be approved as presented, with the understanding the list of projects is aspirational and each project will be considered on its merits at the appropriate time. Vice-President Cooper seconded, and the motion carried 4-0.

c. Sedona Airport Annual Operating Budget for 2026. The proposed Annual Budget was presented as a worksheet which provided line-by-line comparisons of the proposed 2026 budget to actual amounts for 2023 and 2024 as well as to projected and budgeted amounts for 2025 with a percent change from the proposed figures compared to budgeted amounts for 2025. Explanations for changes were included under "Notes." After review and discussion, Vice-President Cooper moved the 2026 Operating Budget be approved as presented subject to the following amendments: Increase Line 830 (Professional Services) from $30,000 to $80,000 to accommodate anticipated expenses for records management and eliminate Line 870 (Board Discretionary Fund). Director Mike Schroeder seconded. The motion passed 4-0.

Mr. Rose distributed a draft Annual Report for review only. The item was not included on the agenda. Directors asked Mr. Rose to read through the draft with them and several suggestions were made, but no vote was taken.

**Agenda Item VII:** Adjournment. Director Mike Schroeder moved, and Treasurer Jerry Barber seconded to adjourn the meeting. The vote was unanimous, and the meeting adjourned at 4:22 p.m.

**Certified as Accurate and Correct:**

Dated this _______ day of ________________ 2025
Sedona-Oak Creek Airport Authority

BY: ________________________________ BY: ________________________________

President Pamela A. Fazzini
SOCAA Board of Directors

Vice-President David Cooper
SOCAA Board of Directors