

## **Sedona-Oak Creek Airport Authority**

### **Airport Terminal Conference Room Minutes of the Regular Meeting – August 25, 2025 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 Timothy Miller, Director Scott Schroeder, and Director Mike Schroeder.

**Directors Absent:** None.

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

**Agenda Item I. Call to Order.** The Regular 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.** Roll was called and it was determined a quorum was present.

**Agenda Item III. Consent Agenda.** It was moved by Director Mike Schroeder to approve the consent agendas for the Minutes of the Regular Meeting held June 23, 2023, the Minutes of the Executive Session held June 23, 2025, the Minutes of the Special Meeting held July 28, 2025, the Minutes of the Executive Session held July 28, 2025, and to ratify the Letter of Acceptance to pay sponsor's share of the grant for the taxi lane project, to ratify the Letter of Acceptance to pay sponsor's share of the design for the helicopter 6-pack apron reconstruction project. Treasurer Jerry Barber seconded the motion. Motion passed unanimously.

#### **Agenda Item IV: Reports**

- a. President: There will be a vacancy on the board as of October 25, 2025. A Selection Committee is hereby formed to interview candidates and recommend a replacement as specified in SOCAA Policy. Vice-President David Cooper will head the committee; other members will be SOCAA Director Mike Schroeder, Ed Kettler (SAHO member), and a member, yet to be named, from the surrounding community.

The budget workshops were helpful. Thanks to staff for the time spent preparing for and conducting them.

- b. Vice-President: A Special Committee to initiate review of the Master Lease with the County has met six times and the project is 98% complete. Recommendations should be ready to submit to the SOCAA Board at its next regular meeting.
- c. Secretary: None
- d. Treasurer: None
- e. General Manager:
  - a. Mr. Rose and staff solicited a number of proposals for the Board's consideration at this meeting including, replacement of the rotating beacon, the AWOS maintenance agreement, a quote for paint to renew markings on areas of the ramp

and apron, development of a records retention policy, a structural hangar roof assessment, and an inventory of all septic systems on the airport.

- b. Mr. Rose presented to the Arizona State Transportation Committee addressing protection of the State Aviation Fund (user generated), State/Local Grant programs (providing examples of deferred critical airport improvement projects), and the state's lack of leadership for rural air service development (which should not be dependent on efforts of individual airports).
- c. Mr. Rose presented to the Arizona Rural Transportation Advisory Council proposing the idea that Arizona should benchmark the most successful state rural air service development programs in place nationwide, perhaps by making a few adjustments for implementation through the Arizona Office of Tourism or ADOT Aeronautics. The Arizona Rural Transportation Advisory Council asked Mr. Rose to become a member of their Board.
- d. Monthly projects update. The varying progress of projects is discussed in the following report under each project.
- e. Investment policy. Mr. Rose, along with Board members David Cooper and Scott Schroeder, is exploring various options for potential inclusion in a formal, yet to be completed policy.
- f. Ground transportation policy. Mr. Rose and staff are developing a policy to address use of the airport by off-site entities (Uber, Lyft, Turo, limousine operators, and others) and to create a level playing field for the Airport's tenant, Sedona Car Rentals.
- g. Budget development. Mr. Rose is working with staff to identify needs and in-house improvements programmed for 2026. Two budget workshops were held in August for SOCAA Board members. Mr. Rose encouraged any comments or questions be submitted in writing prior to the September meeting to be addressed before a vote is taken. A copy of the plan is included in the budget packet.
- h. Airport Capital Improvement Plan (ACIP). Mr. Rose is working with the FAA, ADOT, Yavapai County, and consulting engineers to establish a plan for the Airport's five-year capital program.
- i. In-house capital program. A five-year plan is being developed to address needs not eligible for other funding.
- j. Water Infrastructure Finance Authority of Arizona (WIFA) funding status. WIFA staff has completed review of the preliminary application as authorized by the SOCAA Board. WIFA scored our application at 40% grant (\$666,100.80) and 60% loan (\$999,151.20). Loan terms are 2.98% over 20 years with no payments for the first three years. It is unknown yet whether there is a pre-payment penalty. This amount will fund the 250K gallons of water storage and 12" water main from its source to current connections at the executive hangars. Sedona Fire District has reviewed the plans, and they requested an additional hydrant to be installed inside the West ramp fencing.



- k. ADHOC committee. The Special Committee to Initiate Review of the Master Lease is continuing work to construct a revised lease including a potential lease extension.
- l. Firewise efforts. Work is on-going with our liability insurance carrier to improve protections against potential forest fires by earning a Firewise designation. Staff trimmed and removed trees as required. A formal Firewise Mitigation Plan was requested by our insurance carrier by early November.
- m. Air Service development. Mr. Rose has been working with a successful consultant to formulate a plan to cultivate air service to/from Sedona. This plan was rejected by the Board at the last meeting because the plan would not be a revenue generator for the airport.
- n. Mesa Grill. Mr. Rose met with partners of the Mesa Grill to discuss expansion and a potential lease extension. Negotiations are in process.
- o. Sedona Fire/City Planning & Zoning. There are on-going meetings with these entities to discuss longer term improvements on the mesa including expansion of the Sky Ranch Lodge and aircraft storage development, as well as concerns posed by the Sedona Fire District. It has been noted and agreed the fire suppression water project would alleviate concerns of all parties. The secondary access road will no longer be a requirement.
- p. Wings and Wheels. A team has been assembled to plan this year's event. Donations and vendors are at a record high. Aircraft participation is similar to past years. There will be a F-35 two-ship fly-by at 10 a.m. The Car Club event is sold out.
- q. Monthly call with FAA/ADOT Aeronautics. Discussion primarily revolved around availability of funding; FAA still has 78 projects awaiting approval from Washington. SOCAA is seeking funding for the infield drainage project. Notice of funding is expected by the end of the month; SOCAA would have thirty days to respond.
- r. Arizona Airport Association (AZAA). A very successful mixer of airport professionals was coordinated by SOCAA staff and held in Sedona at the Mesa Grill. Fifty attendees chose to stay over, and Mr. Rose arranged reduced rate hotel accommodations for those visitors.
- s. Survey of 3 and 2-acre parcels off the west ramp. SOCAA is seeking a proposal to survey the subject parcels per the Master Plan for release with the RFPs should the water project proceed. The successful proposals are in front of the County now. Kristen Morris, Senior Aviation Project Manager with Ardurra will speak to the Board during Public Comments.
- t. Marketing. Mr. Rose is working with our Special Projects Coordinator Mark Allen and Multiview staff regarding marketing programs in effect. The National Business Aviation Association (NBAA) - Business Aircraft Convention and Exhibition (BACE) event will be held in Las Vegas October 14-16. Visitors will be geo-fenced, and SOCAA is using this opportunity to advertise Wings and Wheels. Thereafter, the theme will be updated to the "visit Sedona" theme.

- u. Rates and Charges. Staff is monitoring comments from jet clients regarding the non-waiver of landing fee with a fuel purchase. It is too soon to report trends, but activity levels have been typical for the summer months. Staff has been directed to explain to clients there are no ramp fees, and one overnight can be waived with a minimum fuel purchase.
  - v. Minimum standards. A draft of the revised Minimum Standards document, which has been reviewed by SOCAA's aviation attorney, is available on Dropbox for review and comments. A presentation is scheduled for the September meeting. Please provide written comments or questions prior to the meeting.
  - w. Taxiway A between 4 and 5. The contractor has requested a delay due to vacation schedules. Such a delay would impact the Airport's busy season.
  - x. Donations. A review is underway involving our attorneys to explore how monetary donations should be handled. Establishing a foundation would enable acceptance of both cash and non-cash donations for items such as esthetic projects or aviation scholarships with a third party – not SOCAA – making the decisions.
  - y. Airport-owned hangars. Numerous maintenance/safety issues, such as door pulleys out of alignment causing frayed cables, lack of or broken structural support structures, cracked floor slabs, and buckling walls have been identified in airport-owned hangars. A proposal for remediation and repairs will be discussed under New Business.
- f. Business Manager:
- a. The 2026 budget planning is underway. A Special SOCAA Board Meeting is scheduled for September 22, 2025, to finalize and adopt the budget.
  - b. Compared to the same period last year, jet fuel sales are down 10%. Avgas sales are down 5%. The Mesa Grill and Sky Ranch Lodge recovery fees are up. Net Ordinary Income is 4.3% (\$34,587) higher than this time last year. SOCAA's investments have provided an additional source of income through Treasury Bills.

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

- a. Kristen Morris of Ardurra Engineering introduced herself. Her firm submitted a proposal (currently under review by the County) to conduct a boundary survey (\$11,000) for two parcels off the west ramp. Boundaries need to be confirmed for SOCAA, the Forest Service, and Yavapai County before the water project can proceed.
- b. Tanner Tulin, owner and pilot of Bluebird Aviation air tours, introduced himself.
- c. Geoffery Roth spoke of the completion of the art wall he donated on the overlook. A potential safety problem has been noticed where individuals are climbing on the wall ignoring signs which warn against such behavior. A solution is being sought to stop this behavior as it poses a safety risk. He also encouraged the establishment of a foundation to monitor and accept donations for the benefit of aviation and the airport.

**Agenda Item VI: Unfinished business. None.**

**Agenda Item VII: New business:**



- a. Replacement of the rotating beacon as part of the in-house capital program. A bid for \$18,394.80 has been proposed to replace our existing rotating beacon with a newer, more energy-efficient, and more visible LED unit. ADB SAFEGATE Americas, LLC is recommended for the job. Vice-President Cooper moved to approve the proposal as presented; Treasurer Barber seconded the motion. Motion carried unanimously.
- b. AWOS maintenance contract. The system's one-year warranty is expiring, and we need to provide an FAA-certified technician to perform periodic inspections and maintenance. SOCAA was presented with a one-year contract from DBT Transportation, the unit's manufacturer, for support and maintenance for \$8,063.00. Secretary Uhrig moved to approve the contract as presented; Director Mike Schroeder seconded the motion. Motion carried unanimously.
- c. Proposal from Sedona Paint Center to provide 90 5-gallon pails of green traffic paint to renew markings on designated areas of the ramp and apron at a cost of \$14,429.34; Airport staff will do the work. Secretary Uhrig moved to approve the purchase as presented; Director Mike Schroeder seconded the motion. Motion carried unanimously.
- d. New Record Retention Policy and recommendations by Attorney Robert Wingo of Pierce Coleman for a new policy as requested by the Special Committee to Initiate Review of the Master Lease and as a follow-up to a previous request by the Board. We currently do not have a written policy as required. Mr. Wingo drafted a policy that will keep us compliant with state and federal law for our public body and 501(c)(3). Director Scott Schroeder moved to adopt the final version as written; Treasurer Barber seconded the motion. Motion carried unanimously.
- e. Permit for Bluebird Aviation to conduct air tours from Sedona Airport. Bluebird Aviation successfully completed the application process for commercial operators, and it was reviewed and approved by Counsel. The airport will receive a recovery fee of 2.5% of gross; the authorization will be associated with hangar L-15. Director Miller moved to approve the permit application allowing Bluebird Aviation to conduct air tours from Sedona Airport. Treasurer Barber seconded the motion; motion carried unanimously.
- f. Request from Business Manager to renew our Commercial Liability Insurance Policy. SOCAA's current policy expires Sept 18, 2025. Chubb has agreed to hold our premium at \$40,920 for another year. Director Scott Schroeder moved to renew the policy as presented; Director Miller seconded the motion. Motion carried unanimously.
- g. Professional services agreement with Dibble Engineering Services for assessing the roof structure of multiple airport-owned hangars. After presentation of evidence and discussion of the state of disrepair exhibited by these structures, in addition to assessing the roofs, it was decided the scope of the assessment should be broadened to examine the entire hangar structure as well. Director Scott Schroeder moved to table this until next meeting or until the General Manager can get a quote to expand the scope of the assessment as originally presented. Director Miller seconded the motion and the motion to table carried unanimously.
- h. Scope of services and fee proposal for Engineering Services by Dibble Engineering for a septic system inventory at Sedona Airport. The Board requested an investigation into the number of systems, septic tank sizes and locations, and leach field sizes and locations on the mesa. While we need this information, given the costs we will incur for the hangar assessment, and the fact the cost of such an investigation is not included in the 2026 budget, it was suggested to defer this project until next year. Director Scott Schroeder moved to defer the project until the 2027 budget year. Treasurer Barber seconded, and the motion to defer the investigation carried unanimously.
- i. Water Infrastructure Finance Authority of Arizona (WIFA) application and related required documents for funding the water supply system at Sedona Airport. Given the need for a water system before any further revenue-generating construction projects can be approved, this application through WIFA presents the strongest chance of completion of our fire suppression water project. The grant would provide 40% (\$666,100.80) and would

require a loan of \$999,151.20 for the remaining 60% of cost. The loan will be at 2.98% interest for 20 years with the first three years not requiring a payment. Vice-President Cooper moved the Board authorize Staff and the Board President to execute the documents necessary to submit a timely WIFA Project Finance Application. Treasurer Barber seconded the motion, and it carried unanimously.

**Agenda Item VIII: Executive Session:** Director Mike Schroeder moved to convene an Executive Session; Director Scott Schroeder seconded the motion. Motion carried unanimously. At 4:08, an Executive Session was convened to discuss a formal complaint received regarding workplace environment pursuant to A.R.S. §38-431.03(A)(1).

**Agenda Item IX: Possible action from Executive Session.** The Board returned to Open Session at 4:28 p.m. There was no action taken.

**Agenda Item X:** The meeting adjourned at 4:30 p.m.

**Certified as Accurate and Correct:**

Dated this 22<sup>nd</sup> day of September 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