

Sedona-Oak Creek Airport Authority

Airport Terminal Conference Room Minutes of the Regular Meeting – February 24, 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, and Director Scott Schroeder.

Directors Absent: Director Mike Schroeder submitted a proxy authorizing President Fazzini to vote on his behalf.

Staff Present: General Manager Ed Rose, Business Manager Haruko Terada, 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. Roll was called and it was determined a quorum was present.

Members of the Board were asked if they approved of the proxy submitted by Director Mike Schroeder, and no one objected to President Fazzini voting for Mr. Schroeder.

Agenda Item III. Consent Agenda. Director Scott Schroeder moved to approve both the minutes of the Special Meeting and the Executive Session held on February 6, 2025; Treasurer Jerry Barber seconded. Motion carried unanimously.

Agenda Item IV. Reports:

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

1. Minimum Standards update - the Authority's core documents are in need of updating. This includes separating commercial from non-commercial activities and will include the recently revised commercial activity application process as well as other updates.

2. Rates and Charges Study - The USFS complained to the FAA about fees charged to Fire Tac crews. The FAA, in turn, looked to Yavapai County who turned to SOCAA. SOCAA contracted with Coffman Associates to perform a rates and charges study. The consultants reviewed fees and charges structures at peer airports and will provide SOCAA with recommendations. There will be a presentation later in the meeting. A public hearing to solicit comment on the proposed rates and charges will be held at the start of the Board's Regular Meeting on April 28.

3. Taxiway A Rehab - This ADOT-funded project awaits additional funding expected to be released in the first quarter.

4. Standby Generator Project - a pre-bid conference was conducted February 13 with bid responses due March 6. This improvement is the first phase of improvements to implement the Fire Suppression Water Master Plan.

5. Potential 2025 FAA AIP Funded Projects - discussions with the Airport's District Office indicate that Sedona MAY see the funding of the drainage improvement project (\$3.5M and/or

the environmental assessment for the runway safety area improvements (\$550K). President Trump's pause on grants, and thus the ADO's allocation of grant funds, will likely cause funding/project delays.

6. Helicopter Six-Pack Rehab (design phase) - this is to be funded by an ADOT grant (\$120K) which we understand will be forthcoming in FY25. The project will rehabilitate the asphalt comprising the feature.

7. West Ramp Taxi lane (design phase) - funding is through an FAA/BIL grant which is presently under review per President Trump's direction. The taxi lane will split the 5-acre parcel south of Sky Ranch Lodge into a 3 and a 2-acre parcels. If/when the fire suppression water storage construction phase is approved, these parcels will be formally surveyed and submitted to the RFP process for aeronautical development.

8. Fire Suppression Water Storage (design phase) - this project, recently approved by SOCAA, covers design for construction of a 250K gallon fire suppression water storage tank. The engineers have been asked to accelerate the design timetable for consideration of the engineer's opinion of construction costs and possible funding by the Board at the June 2025 meeting. This is the second phase of the Fire Suppression Water Master Plan.

9. EV Vehicle Charging System – the General Manager has been in communication with an experienced contractor for providing and installing a dual-vehicle charging station. The estimate received is \$70,260, inclusive of set up and licensing/permit fees. This project will be considered in the 2026 budget.

10. Sedona Mountain Bike Fest - March 14-16, 2025. We will host overflow parking needs in the scenic overlook parking lot. Normal fees will apply, and a shuttle will be provided. Insurance is in place.

11. Section 743 Land Release - the team is working through the FAA process and addressing any questions posed to accommodate the Sky Ranch Lodge development. The County, as the airport sponsor, must complete the requests.

12. FAA Part 135+ - we are reviewing new security requirements.

13. AEP - Airport Emergency Plan - work continues on the document.

14. Runway Strength Study - cores were taken on February 10 on each third of the runway. We are awaiting results.

15. AvFuel Contract - The General Manager is coordinating the extension for a two-year option. The original bid was for a three-year term with the two-year option. The initial term expires May 2025.

16. Fire extinguisher Training - training for all staff has been completed.

17. Wildlife Hazard Training - FAR Part 139 compliant training has been completed.

18. Website Maintenance & Press Releases - Mark Allen continues to promote airport activities and events.

19. ADOT visit - ADOT's grant manager visited our facility and received a tour. He also reviewed the ACIP as it pertains to ADOT funding.

20. Part 13 Complaint - The General Manager is working with counsel and the County to respond to the informal complaint.

21. Water Leaks Near Smaller Hangars - Leaks have been isolated and repaired. New isolation valves will be installed to better facilitate repairs in the future.

f. Business Manager:

1. We are in the process of undergoing our annual audit.

2. Jet fuel sales (by dollar amount) increased 15.9% Year Over Year; by gallon, sales increased 20.09%.

3. Avgas sales (by dollar amount) increased 4.1% Year Over Year; by gallon, sales increased 7.7%.

4. Income from Airport recovery fees increased 8.5%.

5. Total income increased 12.9%

6. Net ordinary income increased 38.3%.

7. We currently hold \$3M in laddered Treasury Bills earning from 4.23% to 4.537%.

8. Sales and profits were down for January 2025 compared to January 2024 attributable in part to fewer military aircraft visits. Historically, January is a slower month for tourism in Sedona.

Agenda Item V. Presentation by Coffman Associates and AGP Partners: Mr. Matt Quick from Coffman Associates and Mr. Ryan Leick from Ascension Group Partners (AGP) gave a brief overview of our airport documents explaining how they should inter-link versus being combined. A comparison to rates and charges at peer airports and recommendations for a more efficient way of writing leases for commercial and non-commercial entities going forward was demonstrated.

Agenda Item VI. Unfinished Business:

a. Entertain Motion to move item #4 of request from the Civil Air Patrol from Table. Vice-President David Cooper moved to recommend this item be removed from tabled status; Director Tim Miller seconded. Motion carried with Director Jerry Barber abstaining. Lane Kim, representing the CAP, proposed three options for CAP to install a sewage treatment system for their hangar. One option involves installing a new septic tank and leach field behind the hangar. Another option is to connect with pre-existing lines and septic system behind the modular buildings. A third option calls for new lines and a lift system to connect with the system used by the hangars across the taxi lane from them. Mr. Lane favors the second option, with the third option being CAP's last choice. Next steps are to coordinate with the General Manager who will present these options to the County, the landowners. After review, this matter may come back to the Board.

Agenda Item VII. New Business:

a. Recommendations made and presented by Coffman Associates and AGP Partners on the Rates and Charges Study. No recommendations were offered yet; just a presentation.

b. Set date for Public Hearing for public comment on recommendations made in the Rates and Charges Study and Report. April 28, 2025, will be the Public Hearing to be held at the start of the SOCAA Regular Meeting.

c. Minimum Standards; review and update contract with Coffman Associates. October 2016 was the latest update to the currently used Minimum Standards document. The proposal from Coffman Associates to help guide and produce updated documents is \$24,424. Secretary Uhrig moved to approve this expenditure; Director Scott Schroeder seconded. Motion carried unanimously.

d. Appointment of an ad hoc committee to initiate review of the current master lease between SOCAA and Yavapai County. The committee will work with SOCAA's General Manager and will make recommendations to the SOCAA Board when the review is completed. The committee will be comprised of President Pam Fazzini, Vice-President David Cooper, Treasurer Jerry Barber, and General Manager Ed Rose.

e. Proposed two-year extension of contract with AvFuel to supply fuel to the airport. The General Manager expressed his satisfaction with the three-year contract that will expire in May. He would like to exercise the two-year option offered in the contract. Vice-President David Cooper moved to approve the request as presented; Director Scott Schroeder seconded. Motion carried unanimously.

f. Request from the General Manager to purchase aircraft recovery equipment. The request is to spend budgeted funds, expenditure not to exceed \$12,450. This equipment would allow us to move disabled planes off the runway more quickly and safely. Vice-President David Cooper moved to approve the request as presented; Director Tim Miller seconded. Motion carried unanimously.

Agenda Item VIII: Call to the Public: There were no requests to speak.

Agenda Item IX: At 4:10 p.m. Secretary Betty Uhrig moved to enter into Executive Session; Director Scott Schroeder seconded. Motion carried unanimously and the Executive Session commenced.

Agenda Item X: Possible action resulting from matters discussed in Executive Session. None.

Agenda Item XI: Adjournment. At 4:46 p.m. Vice-President David Cooper moved to adjourn the regular meeting; Secretary Betty Uhrig seconded. Motion carried unanimously. Meeting adjourned.

Certified as Accurate and Correct:

Dated this _____ day of _____ 2025
Sedona-Oak Creek Airport Authority

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

BY: _____
Vice-President David M. Cooper
SOCAA Board of Directors