Sedona-Oak Creek Airport Authority

Airport Terminal Conference Room
Minutes of the Special Meeting, Monday, September 21, 2026,
Pursuant to A.R.S. §38-431.01(B)

Directors Present: President Pam Fazzini, Director Timothy Miller, Director Ed Kettler, Secretary Scott Brewster.

Directors Absent: Jack Ross, Treasurer Mike Schroeder**.**

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

Consultants Present: None

The Agenda for the Special Meeting is as follows:

I. Call to Order/Pledge of Allegiance. *(2:30 P.M.)*
II. Roll call.
III. Consent Agenda:
   a. Minutes of the August 24, 2026, Regular Meeting
   b. Minutes of the August 24, 2026, Executive Session

MSP 26.09.01 EK/TM To Approve the Minutes of the August 24, 2026, Regular and Executive Sessions.

IV. General Manager – Management Team Remarks for Special Meeting
V. Presentation: Proposed 5-Year Capital Plan and Budget, Mr. Atkins.
VI. Call to the Public: Three Individuals addressed the Board and Management Team, and the Board directed staff to study the matters presented. The subjects were:
   a. Does the definition of a commercial operator extend to those who own multiple hangars? What fee structure, if any, applies to these entities/individuals?
   b. A request for SOCAA to raise the Overlook Parking fee from $3 to $5.
   c. An appeal for project oversight.
VII. Unfinished Business: None
VIII. Special Business:

a. 5-Year Capital Plan and Budget – Review, discussion, and possible action on methodology only. Note: *The SOCAA BOD verbally affirmed the budget process and expressed appreciation and recognition for the Management Team's stewardship of the process throughout the Summer.*

b. Resolution No. 2026-08 “A Resolution of the Board of Directors Adopting the Fiscal Year 2027 Annual Operating Budget and Approving the Five-Year Capital Plan.”

Resolution No. 2026-08, PF/TM, (Attached).

c. Annual Report – review, discussion, no action.

d. SOCAA Board Member Code of Conduct – reviewed and signed. Each director signed, indicating their understanding of and willingness to abide by the Code of Conduct. Directors absent will sign the Code at the next regularly scheduled meeting.

IX. Executive Session: not required.

XI. Adjournment. **MSP 26.09.02 EK/TM For adjournment.** *(3:26 P.M.)*

Attachment:

Sedona-Oak Creek Airport Authority

Resolution No. 2026-08

A Resolution of the Board of Directors Adopting the Fiscal Year 2027 Annual Operating Budget and Approving the Five-Year Capital Plan

WHEREAS, the Sedona-Oak Creek Airport Authority (“SOCAA” or the “Authority”) operates the Sedona Airport (SEZ) under the provisions of a Master Lease with Yavapai County; and

WHEREAS, pursuant to the terms of the Master Lease, SOCAA is responsible for preparing and adopting an Annual Operating Budget and a Capital Improvement Program for the Airport; and

WHEREAS, SOCAA staff, in coordination with Yavapai County and the Authority’s airport engineering consultants, have prepared the Sedona Airport 5-Year Capital Plan for Fiscal Years 2027 through 2031 (the “Capital Plan”), consisting of (i) the Airport Capital Improvement Plan (“ACIP”) of grant-eligible projects accepted by the Federal Aviation Administration and the Arizona Department of Transportation, and (ii) an In-House Capital Plan of locally-funded projects; and

WHEREAS, SOCAA staff have prepared a balanced Fiscal Year 2027 Annual Operating Budget and a balanced Capital Plan that maintains the Authority’s capital reserves at or above the minimum level established by the Business Office throughout the five-year planning period; and

WHEREAS, the Board reviewed the proposed Fiscal Year 2027 Annual Operating Budget and the Capital Plan at duly noticed budget workshops and at its special meeting held on September 21, 2026, and provided opportunity for public comment; and

WHEREAS, the Board finds that adoption of the Fiscal Year 2027 Annual Operating Budget and approval of the Capital Plan, in the forms presented to the Board, are in the best interests of the Authority and the public it serves; and

WHEREAS, approval of the Capital Plan establishes the planning framework and priority order for capital investment and grant programming over the five-year period, but does not, in and of itself, authorize the expenditure of funds for, or the award of a contract for, any individual capital project identified therein; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sedona-Oak Creek Airport Authority as follows:

Section 1. Adoption of Annual Operating Budget. The Board hereby adopts the Fiscal Year 2027 Annual Operating Budget, attached hereto as Exhibit A and incorporated herein by reference, and authorizes the Executive Director to administer and expend funds in accordance with the appropriations set forth therein.Section 2. Approval of the 5-Year Capital Plan. The Board hereby approves the Sedona Airport

5-Year Capital Plan for Fiscal Years 2027–2031, attached hereto and incorporated herein by reference, including the ACIP and the In-House Capital Plan, as the Authority’s planning framework for capital investment and grant programming during that period.

Section 3. Individual Project Approval Required. Approval of the Capital Plan is a planning-level action only. No funds shall be expended, obligated, or encumbered, and no contract shall be awarded, for any individual capital project identified in the Capital Plan unless and until the Board separately reviews and approves that project’s expenditure in accordance with the Authority’s Procurement Policy.

Section 4. Budget Administration. The General Manager is authorized to make administrative transfers within the Fiscal Year 2027 Annual Operating Budget consistent with Authority policy. Any amendment that increases total appropriations, or that reallocates funds between the Operating Budget and the Capital Plan, shall require separate Board approval.

Section 5. Severability. If any section, clause, or provision of this Resolution is held invalid for any reason, the remainder of this Resolution shall not be affected thereby.

Section 6. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, ADOPTED, AND APPROVED by the Board of Directors of the Sedona-Oak Creek Airport Authority at a special meeting this 21st day of September, 2026:

Signed: ____________________________________

Pam Fazinni, President

Attest: ____________________________________

Scott Brewster, Vice-President

Affix corporate seal here: