

Airport Authority Board Meeting
May 4, 2026, at 5:30 pm
City Hall – Council Chamber

1. CALL TO ORDER

Meeting was called to order at 5:34 PM.

2. ROLL CALL

Board Members present were Tom Hanigan, Tanya Duarte, Mitch Lindemann, and Carlos Fernandez. City officials present were Luis Pedroza, Karl Rockwell, Maximiliano Tapia, and Leslie Dominguez. Board Members absent were Pedro Ochoa and Bill Wendt. Council Member Richard Acosta resigned effective May 4, 2026.

3. PERSONS WISHING TO ADDRESS THE AIRPORT AUTHORITY IN WRITING OR VERBALLY ON ANY ITEM NOT ON THE AGENDA

None.

4. DISCUSSION/DECISION ON APPROVAL OF MEETING MINUTES FOR JANUARY 26, 2026

Minutes were reviewed and approved with corrections. Motion to approve by Carlos Fernandez and seconded by Tom Hanigan. Motion carried unanimously.

5. DISCUSSION/DECISION ON APPROVAL OF THE THIRD QUARTER FINANCIAL REPORT TO BE PRESENTED TO MAYOR AND COUNCIL

Staff presented the third-quarter financial report covering July 1, 2025, through March 31, 2026. The Board approved the report as presented. The Board requested that future financial reports include additional detail, including quarterly comparisons, cost per gallon for fuel, and supporting line-item breakdowns. Staff was also directed to bring back the second-quarter financial report for review and approval. Motion by Tanya Duarte and seconded by Carlos Fernandez. Motion carried unanimously.

6. DISCUSSION/RECOMMENDATION ON REVISION OF THE STRUCTURE OF THE DOUGLAS AIRPORT AUTHORITY IN THE DOUGLAS MUNICIPAL CODE

Staff presented proposed revisions to Chapter 2.44 of the Douglas Municipal Code to align the Board's structure with its advisory role and rename it the Douglas Airport Advisory Committee. The Board requested that Section 2.44.080 require recommendations to be sent to Mayor and Council within three days of each meeting. Discussion also included requirements for properly noticed executive sessions and the presence of legal counsel when legal advice is requested. Motion to recommend the proposed revisions by Mitch Lindemann and seconded by Tanya Duarte. Motion carried unanimously. City administration will prepare the recommended ordinance changes for Mayor and Council consideration.

7. INFORMATION/DISCUSSION REGARDING THE SALE OF LAND AROUND THE DOUGLAS MUNICIPAL AIRPORT

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Staff reported that escrow was expected to open by May 20, 2026. The City has been coordinating with the developer regarding utility mapping, development agreements, and a planned area development. The developer will generally be responsible for infrastructure costs. The City may consider partnerships for improvements that also benefit existing residents, particularly along 9th Street. Formal plans will be shared with the Board when available. No action was taken, and the item will remain on future agendas.

8. INFORMATION/DISCUSSION REGARDING FUEL DISPENSERS AT THE DOUGLAS MUNICIPAL AIRPORT

Staff reported that the aviation gasoline dispenser has been operating since the previous meeting. The jet fuel level fell below the pump intake, temporarily preventing sales, although fuel remained in the tank. Fuel was delivered shortly thereafter. Staff is now tracking fuel purchases and sales and manually checking tank levels each week. A longer jet fuel hose reel has been purchased, but installation requires a totalizer, specialized explosion-proof fittings, and a qualified contractor. No action was taken.

9. DISCUSSION/RECOMMENDATION REGARDING THE ROTATING AIRPORT BEACON

Staff reported that the beacon light operates but no longer rotates due to worn components. Replacement parts are not available because of the unit's age, and the existing access ladder presents safety concerns. Motion to recommend seeking grant funding for replacement of the rotating beacon by Tanya Duarte and seconded by Carlos Fernandez. Motion carried unanimously. Staff will explore grant opportunities and coordinate with ADOT Aeronautics and the City's airport consultants regarding proper location and requirements.

10. INFORMATION/DISCUSSION REGARDING THE AIRPORT PERIMETER FENCING PROJECT

Staff reported that bids had been issued for approximately 13,000 feet of six-foot chain-link fencing with three strands of barbed wire. The fence will run along the east side of the runway to improve security and prevent livestock from entering the runway area. Bids were due that week, with an award anticipated to be presented to Mayor and Council in June. The current project budget is approximately \$280,000, with additional funding potentially available upon closing of the airport land sale. No action was taken.

11. INFORMATION/DISCUSSION REGARDING THE SAVE AMERICA'S TREASURES GRANT PROJECT FOR THE DOUGLAS MUNICIPAL AIRPORT

Staff provided an update on the Save America's Treasures grant for historic preservation of the original airport hangar. Anticipated work includes painting, electrical upgrades, and repairs to the hangar door mechanism. Because the hangar work is expected to cost less than the grant award, the City has requested approval to use remaining funds for pavement preservation, potentially including

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the fueling apron and T-hangar apron. Architectural and engineering proposals are being obtained to prepare construction and bidding documents. No action was taken.

**12. DISCUSSION/RECOMMENDATION REGARDING THE FIVE-YEAR ADOT
AIRPORT CAPITAL IMPROVEMENT PLAN**

Staff reviewed the previous five-year Airport Capital Improvement Plan and requested priorities for the updated plan due July 1, 2026. The Board discussed extending the taxiway, an Automated Weather Observing System, beacon replacement, a pilot lounge, and airport lighting. Other discussion included automated gates, drainage, landscaping, a helipad, fueling area improvements, and future review of the Airport Master Plan. Motion by Carlos Fernandez and seconded by Tanya Duarte to recommend that staff provide an update at the July meeting regarding the identified ACIP improvement items. Motion carried unanimously.

**13. INFORMATION/DISCUSSION REGARDING GENERAL UPDATES OR CONCERNS
AT THE DOUGLAS MUNICIPAL AIRPORT**

Staff reported that Lifeline and Arizona Ambulance will operate from a shared modular facility at the airport. A recent airport inspection identified vegetation control, pavement edge drop-offs, and windsock lighting as items requiring attention. Board members also discussed weeds and brush affecting airport operations, tie-down hardware, regular grounds maintenance, pavement crack sealing, and equipment that may assist with vegetation control. Staff confirmed that the runway lights were checked and documented as operational. No action was taken.

**14. DISCUSSION AND DIRECTION/CONSENSUS FOR AGENDA ITEMS TO BE
DISCUSSED AT FUTURE MEETINGS**

Future agenda items identified included continued review of the quarterly financial reports, clarification of the Airport Authority structure under Douglas Municipal Code Chapter 2.44, updates on the airport land sale, fuel dispensers, beacon replacement, perimeter fencing, Save America's Treasures Grant projects, the five-year ADOT Airport Capital Improvement Plan, and general airport maintenance and safety concerns. Staff was directed to include the identified items on future agendas as needed. The next meeting was confirmed for July 27, 2026, at 5:30 PM.

15. ADJOURNMENT

Motion by Tanya Duarte and seconded by Tom Hanigan to adjourn the meeting at 7:39 PM. Motion carried unanimously.

Prepared By: Leslie Dominguez, Administrative Assistant