



**Arizona Airports Association
General Membership Meeting
October 6, 2022 12:30 PM
Desert Willow Conference Center, Phoenix, AZ**

MEETING AGENDA

BOARD OF DIRECTORS

Matthew Smith, ACE, C.M.
President

Jeff Webbe, C.M.
1st Vice President

Sarah Demory, A.A.E., ACE
2nd Vice President

Scott Brownlee, C.M.
Immediate Past President

Chris Andres
Executive Director

Zenia Cornejo
Executive Director

Dave Reffner
Executive Director

Ed Rose
Executive Director

Jeffrey Flemming, AIA
Corporate Director

Joel Ericson, P.E.
Associate Director

Brandon Robinson, P.E.
Associate Director

Desirae Barquin
Administrative Director

Call to Order and Opening Remarks - The meeting was called to order at 1:17PM AZ Time after a count noted that a quorum was present.

Agenda Additions/Deletions/Changes

No additions or changes requested.

Required Actions

- Approve May 2, 2022 Meeting Minutes
 1. **ACTION:** Joe Husband made a motion to approve the October General Membership meeting minutes as presented. Corinne Nystrom seconded the motion which passed unanimously.
- Approve Q1 Financials
 1. Ms. Swajanen reported that the checking and savings is down \$1,000 since the previous year. The total amount of pre-paid expense is for the 2023 Fall Conference. The current amount in retained earnings is enough to cover one year of operating expenses, per the policy decisions.
 2. Membership is down slightly for the quarter compared to Q1 last year. Fall Conference registrations are up compared to 2021. Member Event Income is for the Summer Networking Mixer – paid for fully by registrations and sponsorship.
 3. Majority of Fall Conference expenses will be booked in Q2. Slight profit is to be made. The Spring Conference expense is for a venue deposit that has been paid for 2023.
 4. Management fees are up due to an increase in the annual KCA fee. Accounting fees are for Quickbooks through KCA. All other operating expenses are tracking similar to the previous year and within budget.
 5. Over, net income for the quarter was \$422,883 and is up approximately \$6400 compared to last year.
 6. **ACTION:** Barney Helmick made a motion to approve the financials as presented. Jim Lambert seconded the motion which passed unanimously.
- Review and approve findings of the Financial Review
 - i. No anomalies were found.
 1. **ACTION:** Gladys Brown made a motion to approve the financial review. Executive Director Cornejo seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **President's Update**
- **1st Vice President: Jeff Webbe**
 - By-Laws, Ops Procedures, Ethics, & Strategic Business Plan
 - First Vice President Webbe reported that there will be adjustments on the needs of a student membership.
- **2nd Vice President: Sarah Demory**

- Fall Conference Update
 - Second Vice President Demory had no updates at this time.
 - Spring Conference Update
 - Second Vice President Demory notified members it will be at Little America in May 2023. Second Vice President Demory asked for any agenda item ideas for Spring Conference.
- **Past President: Scott Brownlee**
 - Nominations
 - Past President Brownlee had no update. Past President Brownlee announced that the election will be later this fall and will get active in Q4.
 - Legislation Update
 - Past President Brownlee noted that they are not in session right now, but will go back January 9th. Notice of Funding Opportunity for FY23 deadline is October 24th. There will be 37 new legislators in the house this year.
 - Aviation Day update
 - Past President Brownlee informed the members that there are no dates yet, as the Capitol has not released any dates. First choice is January 17th, with January 19th as the second choice. Past President Brownlee asked if the loss is worth it, but to what degree and notified the attendees that the format would be different this year, with holding it as a breakfast. One-on-Ones will still be held in the morning and are found to be far more productive.
- **Executive Director: Promotions & Store – Christopher Andres**
 - Executive Director Andres promoted the store online to all attendees. Executive Director Andres reported that there is a need to get more of the AzAA goods out to others outside the organization. Executive Director Andres requested any ideas that others may have.
- **Executive Director: Awards & Recognition –Zenia Cornejo**
 - Executive Director Cornejo reported she is back temporarily through the Spring Conference. Executive Director Cornejo is to start participation for the Spring Conference and invited those to join her committees.
- **Executive Director: Membership – David Reffner**
 - Ms. Swajanen reported on behalf of Executive Director Reffner and reported that membership is down compared to July, just due to lapse in members which is typical for October.
- **Executive Director: Professional Development & Scholarship –Ed Rose**
 - Executive Director rose noted that Jeff Tripp, Cameron Atkins and Sean Kienle are assisting with receiving and reviewing applications. Executive Director Rose encourages others to apply for scholarships. Executive Director Rose encourages encouraged ASOS trainings in organizations to see who would benefit. Executive Director Rose encourages noted that stipends are received at his organization.
- **Associate Directors: Joel Ericson and Brandon Robinson**
 - Newsletter
 - Associate Director Robinson noted that if anyone wants to write an article or see something written, please feel free to reach out.
 - Associate Director Robinson also asked any airport to send events to committee/Board because they want the event out to everyone.
 - They updated that Facebook is going well, so they may hit that harder in the future.
 - Social Events
 - Other updates

- They informed members that the PR Committee needs more volunteers – help with newsletter, signage, mixers.
- **Corporate Director: Jeffrey Flemming**
 - Sponsorships
 - Corporate Director Flemming updated that there is an increase in corporate membership.
 - Corporate Director Flemming updated that sponsorships have increased. AzAA is exploring other ways to expand the sponsorship opportunities as suggested by the membership in May’s Meeting. Corporate Director Flemming updated said to watch out for Spring to see some more things.
- **New Business**
- **Adjourn** – Past President Brownlee made a motion to adjourn the meeting. Executive Director Cornejo seconded the motion.