



**Arizona Airports Association  
Board of Directors Meeting Minutes  
January 19, 2022 11:00 AM -4:00 PM  
Phoenix-Mesa Gateway Airport - Saguaro Conference Room**

MEETING MINUTES - DRAFT

**BOARD OF DIRECTORS**

Scott Brownlee, C.M.  
President

Matthew Smith, ACE, C.M.  
1<sup>st</sup> Vice President

Alice Bimrose, A.A.E., ACE  
2<sup>nd</sup> Vice President

Ryan Reeves  
Immediate Past President

Sarah Demory  
Executive Director

Dave Reffner  
Executive Director

Bruce Goetz  
Executive Director

Jeff Webbe  
Executive Director

Jeffrey Flemming, AIA  
Corporate Director

Joel Ericson, P.E.  
Associate Director

Brandon Robinson, P.E.  
Associate Director

Desirae Barquin  
Administrative Director

**Board Members Present**

Scott Brownlee – President  
Alice Bimrose – Second Vice President  
Ryan Reeves – Immediate Past President  
Sarah Demory – Executive Director (Via Teleconference)  
Dave Reffner – Executive Director (Via Teleconference)  
Bruce Goetz – Executive Director (Via Teleconference)  
Jeff Webbe – Executive Director  
Jeffrey Flemming – Corporate Director  
Brandon Robinson – Associate Director  
Desirae Barquin – Administrative Director

**Call to Order & Opening Remarks** – The meeting was called to order at 11:53 AM after a count noted that a quorum was present.

**Agenda Additions/Deletions/Changes** – There were no additions/deletions/changes to the agenda.

**Required Actions**

- **Approval of the October 2021 Board Minutes**
  - **ACTION:** Past President Reeves made a motion to approve the October minutes as presented. Associate Director Robinson seconded the motion which passed unanimously.
- **Approval of the Q2 Financials**
  - Administrative Director Barquin referred to the quarter two financials included in the board packet. Referring to the balance sheet, it was noted that the total in Checking/Savings were down compared to the previous year. It was noted that the amount in 'Accounts Payable' was for a KCA invoice that had since been paid. It was noted that there were enough funds in 'Retained Earnings' to cover operating expenses for one year, per the policy decisions.
  - Referring to the Profit and Loss statement, it was noted that dues were down for the quarter but up compared to the previous year to date. Fall Conference income exceeded budget. Aviation Day income was up compared to the previous year but was tracking under budget. The amount in 'Member Events' was for a Summer Networking Sponsor payment. It was noted that Fall Conference expenses were increased due to higher attendance leading to higher expense as well as expense associated with the golf outing. A profit was made on Fall Conference. It was reported that Operating Expenses were in line with the previous year. Total Expense was up for the quarter and the year to date.

- **ACTION:** Associate Director Robinson made a motion to approve the financials as presented. Executive Director Webbe seconded the motion which passed unanimously.
- **Approval of New Members**
  - New members were reviewed by the board. It was noted that Stephanie Rutherford should be changed to Executive.
  - **ACTION:** Second Vice President Bimrose made a motion to approve new members as presented with one edit as noted. Corporate Director Flemming seconded the motion which passed unanimously.
- **Approval of Budget**
  - The draft 2022-2023 budget was reviewed.
  - **ACTION:** Executive Director Goetz made a motion to approve the budget as presented. Second Vice President Bimrose seconded the motion which passed unanimously.
- **Approval of Policy Decisions/By-Law changes**
  - One change to the Policy Decisions was reviewed which included a change to the In-Memoriam to allow for non-members to also be recognized.
  - **ACTION:** Corporate Director Flemming made a motion to accept the Policy Decision change as well as reaffirm existing Policy Decisions. Past President Reeves seconded the motion which passed unanimously.
- **KCA Update/Approval of Acting Secretary**
  - Administrative Director Barquin reported that KCA has recently been sold to new owner/President, Cathy Herring.
  - **ACTION:** Second Vice President Bimrose made a motion to remove James Christensen and add Cathy Herring as Acting Secretary for the association. Executive Director Webbe seconded the motion which passed unanimously.
- **Board Member Appointment Ratification**
  - President Brownlee reported that he would be appointing Sarah Demory to the Executive Director role left vacant by Ms. Bimrose through the remainder of the year.
  - **ACTION:** Ryan Reeves made a motion to accept the appointment. Executive Director Webbe seconded the motion which passed unanimously.
- **In Memoriam Request for Jim McCue**
  - An In-Memoriam request submitted by Gary Mascaro was reviewed by the board.
  - **ACTION:** Associate Director Robinson made a motion to approve the request with one edit to remove the credited name from the included quote. Executive Director Webbe seconded the motion which passed unanimously.
- **Request to name the Spring Golf Tournament in honor of Jim McCue**
  - Second Vice President Bimrose made a motion to name the Spring Golf Tournament in honor of Jim McCue. Associate Director Robinson seconded the motion which passed unanimously.

## Discussion & Possible Action Item

- Presidents Update
  - **ADOT/FAA Update**
    - President Brownlee provided an update on ADOT and FAA noting updates to staffing and return-to-office.
- **1<sup>st</sup> VP**
  - Policy Decisions, By-Laws, Ops Procedures, Ethics, & SBP
    - It was reported that there were no additional updates.

- **2<sup>nd</sup> VP**
  - Spring 2022 Conference (Marana/Pinal County)
    - Second Vice President Bimrose recapped what had been planned to date. Following a discussion, it was decided to keep conference pricing the same, move the membership meeting to Monday and have lunch on your own on Tuesday.
  - Budget/Financial Review
    - It was noted both items were completed for the year.
- **Past President**
  - Nominating, Legislative Affairs, Aviation Day
    - It was noted that nominating committee activities would pick up soon.
    - Past President Reeves reviewed the plans for Aviation Day the following day.
    - Past President Reeves reviewed upcoming legislation.
  - Arizona Airport Passport Program
    - Past President Reeves reviewed the airport passport program. It was noted that the group had also partnered with APA.
- **Executive Director**
  - Promotions & Store
    - Executive Director Webbe discussed a possible giveaway for store items.
    - It was noted that chocolate airplanes for Aviation Day were purchased.
- **Executive Director**
  - Awards & Recognition
    - Executive Director Reffner reported that nominations were being accepted for the Spring awards.
- **Associate Directors**
  - Communications/Public Relations/Newsletter
    - Associate Director Robinson provided an update noting that the newsletter had been published and an Aviation Day Press Release had been sent.
- **Executive Director**
  - Membership
    - Second Vice President Bimrose reported that the committee met the previous week to review feedback on the conference mentorship program.
- **Executive Director**
  - Professional Development & Scholarship
    - Executive Director Goetz provided an update on accreditation matters.
- **Corporate Director**
  - Sponsorship
    - Corporate Director Flemming reported that work had started on the Spring sponsor solicitation and a prospectus was being drafted.

### **Other Business**

- Next Board Meeting, February 14<sup>th</sup> 1PM telecon

**Adjournment** – With no further business the meeting was adjourned at 1:44 PM.