



**Arizona Airports Association  
Board of Directors Meeting  
January 12, 2023 10 am – 3 pm  
Little America Hotel, Flagstaff, AZ**

**MEETING MINUTES**

**BOARD OF DIRECTORS**

Matthew Smith, ACE, C.M.  
President

Jeff Webbe, C.M.  
1<sup>st</sup> Vice President

Sarah Demory, A.A.E., ACE  
2<sup>nd</sup> 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

**Board Members Present**

Matt Smith – President

Scott Brownlee – Immediate Past President

Chris Andres – Executive Director

Zenia Cornejo – Executive Director

Dave Reffner – Executive Director

Ed Rose – Executive Director

Jeffrey Flemming – Corporate Director

Joel Ericson – Associate Director

Brandon Robinson – Associate Director

Desirae Barquin – Administrative Director

**Members Present**

Barney Helmick – Past President

**Call to Order and Opening Remarks** – The meeting was called to order at 10:12 AM after a count noted that a quorum was present.

**Required Actions**

**• Approve October 5<sup>th</sup> Meeting Minutes**

- **ACTION:** Executive Director Rose made a motion to approve the October meeting minutes as presented. Associate Director Robinson seconded the motion which passed unanimously.

**• Approve 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 was down compared to the previous year. The amount in pre-paid expenses was for future conference deposits that were deferred to 2023-2024. 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 up for the quarter and year to date.
- It was noted that Fall Conference exceeded the budgeted income.
- It was noted Aviation Day income was tracking to fall short of budget. Expenses were also under budget, but a loss on the event was considered likely.
- Fall Conference expense was under budget.
- Operating expenses were tracking as budgeted.
- Net loss for the quarter was approximately \$23,000 and \$2,000 for the year to date.
- **ACTION:** Corporate Director Flemming made a motion to approve the financials as presented. Executive Director Andres seconded the motion which passed unanimously.

- **Approve New Members**
  - **ACTION:** Past President Brownlee made a motion to approve new members as presented. Executive Director Cornejo seconded the motion which passed unanimously.
- **Approve Budget**
  - A discussion took place regarding the draft budget.
  - **ACTION:** Executive Director Reffner made a motion to table the budget until further analysis and discussion could take place. Past President Brownlee seconded the motion which passed unanimously.
- **Approve/Discuss Policy Decisions/By-Law changes**
  - **ACTION:** Past President Brownlee made a motion to approve the bylaw changes presented to the board in the meeting packet. Executive Director Andres seconded the motion which passed unanimously.

#### **Discussion & Possible Action Items**

- **President's Update**
  - President Smith provided association updates.
- **1<sup>st</sup> Vice President – Jeff Webbe**
  - No additional items were reported.
- **Strategic Plan Discussion – Jeff Webbe**
  - Corporate Director Flemming and Executive Director Andres lead the board in a Strategic Plan discussion and activity.
- **2<sup>nd</sup> Vice President – Sarah Demory**
  - Fall Conference Update
    - It was noted final numbers were included on the financial statements.
  - Spring Conference Update
    - It was noted that planning was underway.
  - Budget/Financial Review Update
    - The financial review was completed in the Fall. The budget would be discussed further before the board vote.
- **Past President – Scott Brownlee**
  - Nominations
    - It was reported a committee was formed including Past President Brownlee, Barney Helmick, Alice Bimrose and Executive Director Andres. The slate would be formed and presented to membership in the Spring.
  - Legislation Update
    - An update was provided on the legislative session and possible legislation.
  - Aviation Day update
    - It was noted that Aviation Day would take place January 17<sup>th</sup> from 8:00 – 10:00 AM at Wesley Bolin Plaza. Past President Brownlee provided an update on the event.
- **Executive Director: Promotions & Store – Christopher Andres**
  - Executive Director Andres reported that sticky notes had been ordered for Aviation Day to hand out to legislators.
- **Executive Director: Award & Recognition –Zenia Cornejo**
  - Executive Director Cornejo reported that tasks for the Spring Conference would begin soon.
- **Executive Director: Membership – David Reffner**
  - Executive Director Reffner reported that the committee was meeting and would work to continue to promote the mentorship/Wingman program.
- **Exec. Director: Professional Development & Scholarship –Ed Rose**
  - Executive Director Rose noted that work would begin to promote the scholarships available as well as selecting recipients in the Spring.
- **Associate Directors - Joel Ericson and Brandon Robinson**
  - Newsletter
    - An update was provided on the Newsletters and content received.

- Social Events
    - It was noted that Aviation Day was being promoted.
  - Other updates
    - It was noted signage was being finalized for Aviation Day.
- **Corporate Director–Jeffrey Flemming**
  - Corporate Director Flemming noted that outreach would begin for Spring sponsorship.
- **KCA Report – Desirae Barquin**
  - Time Tracking
    - Administrative Director Barquin provided an update on KCA time tracking.
  - Website Report
    - Administrative Director Barquin provided an update on website and social media statistics.
- **New Business**
- **Site Tour of Little America at 2:00 pm**
- **Adjourn**
  - With no further business, the meeting was adjourned at 1:45 PM.