



**Arizona Airports Association
Board of Directors Minutes
April 30, 2022 10:00 AM -3:00 PM
Cyprus Salon, Omni Tucson National Resort**

MEETING MINUTES

BOARD OF DIRECTORS

Scott Brownlee, C.M.
President

Matthew Smith, ACE, C.M.
1st Vice President

Alice Bimrose, A.A.E., ACE
2nd Vice President

Ryan Reeves
Immediate Past President

Sarah Demory, A.A.E., ACE
Executive Director

Dave Reffner
Executive Director

Bruce Goetz, A.A.E.
Executive Director

Jeff Webbe, C.M.
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

Matt Smith – First Vice President

Alice Bimrose – Second Vice President

Ryan Reeves – Immediate Past President

Bruce Goetz – Executive Director

Dave Reffner – Executive Director

Jeff Webbe – Executive Director

Joel Ericson – Associate Director

Brandon Robinson – Associate Director

Jeffrey Flemming – Corporate Director

Desirae Barquin – Administrative Director

Call to Order and Opening Remarks – The meeting was called to order at 10:20 AM after a count noted that a quorum was present.

President Brownlee welcomed the board and thanked them for a successful year.

Agenda Additions/Deletions/Changes - There were no changes to the agenda noted.

Required Actions

• **Approval of the January 2022 Board Minutes**

- **ACTION:** Second Vice President Bimrose made a motion to approve the January 2022 Board Minutes as presented. First Vice President Smith seconded the motion which passed unanimously.

• **Approval of the Q3 Financials**

- Administrative Director Barquin referred to the quarter three financials included in the board packet. Referring to the balance sheet, it was noted that the total in Checking/Savings was up compared to the previous year due to the return to an in-person Spring Conference. The amount in pre-paid expenses was for a Fall Conference deposit that was deferred to 2022-2023. 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 the previous year to date. Aviation Day income was under budget. It was noted that Spring

Conference income was tracking to exceed budget, however the association did budget conservatively.

- Aviation Day expenses were under budget; however, the event was a financial loss overall. Spring Conference expenses were expected primarily in quarter four.
- It was reported that operating expenses were tracking on budget. The higher merchant fees compared to the previous year were due to an increase in event registration income.
- Net income for the year to date was approximately \$37,000.
- **ACTION:** Past President Reeves made a motion to approve the financials as presented. Executive Director Reffner seconded the motion which passed unanimously.
- **Approval of New Members**
 - **ACTION:** Second Vice President Bimrose made a motion to approve the new members as presented. Past President Reeves seconded the motion which passed unanimously.
- **KCA Contract**
 - A discussion took place regarding the KCA contract renewal
 - **ACTION:** First Vice President Smith made a motion to approve moving forward with the proposed KCA contract. Associate Director Ericson seconded the motion which passed unanimously.

Discussion & Possible Action Item

- **Presidents Update**
 - ADOT/FAA Update
 - President Brownlee noted that monthly calls were continuing. It was noted that Don Kriz had retired from ADOT and his successor would be announced soon.
- **1st VP**
 - Policy Decisions, By-Laws, Ops Procedures, Ethics, & SBP
 - First Vice President Smith noted that a policy decision would be put to vote at the General Membership meeting. There were no additional updates at the time of the meeting.
- **2nd VP**
 - Spring 2022 Conference (Marana/Pinal County)
 - Second Vice President Bimrose provided an update on the conference.
 - Fall 2022 Conference, October 6, 2022
 - Spring 2023 Conference, April 30-May 2, 2023
- **Past President**
 - Nominating, Legislative Affairs, Aviation Day
 - Past President Reeves provided a recap of Aviation Day noting the success of one-on-one meetings.
 - An update was provided on current legislation. It was noted that the House Bill number in the written report was incorrect and should be HB2646.
 - Past President Reeves thanked those that volunteered to serve on the board in the upcoming year.
 - Arizona Airport Passport Program
 - Past President Reeves noted that they would be present at the conference.
- **Executive Director**
 - Promotions & Store
 - Executive Director Webbe noted that the store items will be available at the registration desk throughout the conference.

- It was noted battery packs were purchased as speaker gifts.
- **Executive Director**
 - Awards & Recognition
 - Executive Director Reffner noted that award recipients were chosen and the awards were purchased.
- **Associate Director**
 - Communications/Public Relations/Newsletter
 - It was noted that the Summer Mixer was being planned for July 21.
 - The newsletter was set to be sent in early June.
 - A social media scavenger hunt was planned for during the conference.
- **Executive Director**
 - Membership
 - Second Vice President Bimrose reported on behalf of Executive Directory Demory. It was noted that Wingmen were assigned for the conference and that membership renewals would start shortly after the conference.
- **Executive Director**
 - Professional Development & Scholarship
 - Executive Director Goetz reported that two student scholarships were being awarded.
 - A discussion took place on recognizing ACI certifications and designations.
- **Corporate Director**
 - Sponsorship
 - Corporate Director Flemming reported that sponsors would be solicited for the Summer event.
- **Administrative Director**
 - Time Tracking Report
 - Website Report

Other Business

Adjournment - With no further business the meeting was adjourned at 11:54 AM.