



**Arizona Airports Association
Board of Directors Meeting
April 29, 2023 1:00 – 4:00 PM
Little America Hotel, Flagstaff, AZ**

MEETING MINUTES

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

Board Members Present:

Matt Smith – President
Jeff Webbe – First Vice 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 1:22 PM after a count noted that a quorum was present.

Agenda Additions/Deletions/Changes – President Smith added an item to New Business for Succession Planning.

Required Actions

• **Approve January 12th Meeting Minutes**

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

• **Approve Q3 Financials**

- Administrative Director Barquin referenced the quarter three financials.
- On the balance sheet, it was reported that the total of checking and savings was down approximately \$4,000 from the previous. This was due to the timing of funds collected for Spring Conference. The total in 'Prepaid Expenses' was a deposit for the Fall Conference that was deferred for the next fiscal year. It was noted that the total of retained earning was more than one year of operating expenses per the policy decisions.
- On the profit and loss report, it was noted that dues had exceeded the budget and that dues collected in quarter four would be deferred for the next fiscal year.
- Fall Conference was over budget on income and under budget on expenses, bringing in a total profit of approximately \$6,000.
- Aviation Day was under budget on income and expenses and incurred an overall loss of approximately \$7,000.

- It was noted that Spring Conference was tracking ahead of budget on income and on budget for expenses. More income and the majority of expenses were expected in quarter four.
- Operating expenses were tracking on budget.
- Overall, the net income year to date was approximately \$39,000, up \$2,000 from the previous year.
- **ACTION:** Immediate Past President Brownlee made a motion to approve the financials as presented. Executive Director Andres seconded the motion which passed unanimously.
- **Approve New Members**
 - **ACTION:** Executive Director Reffner made a motion to approve the new members and member type changes as presented. Executive Director Rose seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **President's Update**
 - President Smith welcomed the board and thanked them for their work in the past year. He noted that he hopes that AzAA can continue a positive relationship with the legislature in future years and continue to get funds for the State Aviation Fund.
- **1st Vice President – Jeff Webbe**
 - By-Laws, Ops Procedures, Ethics, & Strategic Business Plan
 - First Vice President Webbe reported that Bylaw and Policy Decision updates would be voted on my membership during the General Membership meeting.
 - Work would continue through the summer on the Strategic Business Plan.
 - It was noted that no ethics complaints were received.
- **2nd Vice President – Sarah Demory**
 - Spring Conference Update
 - It was noted that the conference had some of the highest attendance in recent years.
 - Budget Update
 - A discussion took place regarding the budget and updates that had been made.
 - Future Conferences
 - It was noted that Yuma was slotted for the 2024 Spring Conference.
- **Past President – Scott Brownlee**
 - Nominations
 - Immediate Past President Brownlee thanked the nominating committee for their assistance. It was noted that elections would take place Monday during the General Membership meeting.
 - Legislation Update
 - Immediate Past President Brownlee provided an update on legislation and state funding.
 - Aviation Day
 - Immediate Past President Brownlee reported that the event was hosted at Wesley Bolin Plaza in January. It was noted that the event will be re-examined in the future and will more closely focus on meetings with the legislators.
- **Executive Director: Promotions & Store – Christopher Andres**
 - Update
 - Executive Director Andres reported that some of the store items would be used as giveaways during the conference.
- **Executive Director: Award & Recognition –Zenía Cornejo**
 - Update
 - Executive Director Cornejo reported that plaques and speaker gifts were ordered. It was also noted that certificates of appreciation were prepared.
- **Executive Director: Membership – David Reffner**
 - Update

- Executive Director Reffner thanked the committee. It was noted that Wingman assignments were made in advance of the conference. It was noted that non-renewing members were still being contacted.
- **Exec. Director: Professional Development & Scholarship –Ed Rose**
 - Update
 - It was noted that the committee had reviewed the applications and two recipients were chosen and approved by the board via an electronic vote.
- **Associate Directors - Joel Ericson and Brandon Robinson**
 - Newsletter
 - Social Events
 - It was noted that the PR committee would start to plan the mixer for the summer.
 - Other updates
 - It was noted signage for the conference was prepared and ordered for the conference.
- **Corporate Director–Jeffrey Flemming**
 - Sponsorships
 - Corporate Director Flemming reported that Fall Conference Opportunities and mixer opportunities would be discussed.
 - Other Updates
- **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**
 - **Succession planning**
 - It was noted that Ryan Toner would be joining the Incoming Board Meeting on Wednesday, May 3 to discuss succession planning with the board.
- **Adjourn**
 - **ACTION:** Executive Director Rose made a motion to adjourn the meeting at 2:42 PM. Executive Director Andres seconded the motion which passed unanimously.