



**Arizona Airports Association
Board of Directors Meeting
August 17, 2023 12:00 pm – 4:00 pm**

MEETING MINUTES

BOARD OF DIRECTORS

Sarah Demory, A.A.E., ACE
President

Dave Reffner
1st Vice President

Jeffrey S. Tripp, A.A.E., ACE
2nd Vice President

Matthew Smith, ACE, C.M.
Immediate Past President

Jacob Allen
Executive Director

Chris Andres
Executive Director

Cameron Atkins
Executive Director

Ed Rose
Executive Director

Michael Hunter
Corporate Director

Joel Ericson, P.E.
Associate Director

Jenny Watts, C.M.
Associate Director

Desirae Barquin
Administrative Director

Board Members Present:

Sarah Demory – President
Dave Reffner – First Vice President
Jeffrey Tripp – Second Vice President
Matt Smith – Immediate Past President
Jacob Allen – Executive Director
Chris Andres – Executive Director
Cameron Atkins – Executive Director
Ed Rose – Executive Director
Joel Ericson – Associate Director
Jenny Watts – Associate Director
Mike Hunter – Corporate Director
Desirae Barquin – Administrative Director

Call to Order and Opening Remarks – The meeting was called to order at 12:15 PM after a count noted that a quorum was present.

It was noted that there were no changes, additions or deletions to the agenda.

Required Actions

• **Approve April 29th meeting minutes**

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

• **Approve Q4 financials**

- Financials were presented. It was noted the financials were as of the end of the fiscal year.
- **ACTION:** First Vice President Reffner made a motion to approve the financials as presented. Director Atkins seconded the motion which passed unanimously.

• **Approve New Members**

- **ACTION:** Director Atkins made a motion to approve the new members as presented. Director Andres seconded the motion which passed unanimously.

Discussion & Possible Action Item

• **President's Update**

- President Demory welcomed Jeff Tripp as the 2nd Vice President following his appointment to the board.
- President Demory provided an update on ADOT and FAA activities and discussions.

- **1st VP (Mr. Reffner)**
 - Policy Decisions, By-Laws, SBP
 - No updates were discussed at the time of the meeting.
 - Board Operating Procedures and Guidelines
 - A discussion took place regarding possible updates to the document specifically in regards to Aviation Day. First Vice President Reffner asked for possible changes to be sent to him in order for the board to review the changes during the Fall Board meeting.
 - Ethics
 - It was noted that no ethics complaints had been received.
- **2nd VP (Mr. Tripp)**
 - Fall Conference
 - A discussion took place regarding the upcoming Fall Conference.
 - The board agreed to offer a "First Time Attendee" registration for \$100 for Fall Conference for members and non-members.
 - **ACTION:** Dates for 2024 would be explored with Desert Willow Conference Center with the Welcome Reception possibly held offsite.
 - Spring 2024 Conference (Yuma)
 - It was noted that the contract with Yuma was being finalized.
 - A discussion took place regarding future Spring conference locations. The following host sites would be explored for 2025:
 - Show Low
 - Grand Canyon
 - Maricopa
 - Casa Grande
 - Budget/Financial Review
 - Second Vice President Tripp noted that Christa Schechter from the City of Phoenix would be performing the Financial Review.
- **Past President (Mr. Smith)**
 - Nominating
 - There were no updates as of the meeting.
 - Legislative Affairs
 - A discussion took place regarding possible legislation and legislative tasks in the session ahead.
 - Aviation Day
 - A discussion took place regarding the future and format of Aviation Day. It was noted that planning would start in the Fall.
- **Executive Director (Mr. Allen)**
 - Promotions & Store
 - It was noted that recommended amount for Board shirts covered by AzAA should be increased to \$50. This would be updated in the Procedures and Guidelines.
- **Executive Director (Mr. Andres)**
 - Membership
 - Director Andres noted that he would be forming a committee and working on presentations directed to student groups. He requested any updates on members or turnover be sent to him.
- **Executive Director (Mr. Atkins)**
 - Awards & Recognition
 - Director Atkins reported he would be forming a committee for tasks taking place in the Spring.
- **Executive Director (Mr. Rose)**
 - Professional Development & Scholarship

- Director Rose reported he would be working on encouraging internships and promoting scholarships. A discussion took place on student outreach and young professional options and outreach.
- **Associate Director (Mr. Ericson & Ms. Watts)**
 - Communications/Public Relations/Newsletter
 - It was noted that a subcommittee was formed to manage social media and a newsletter would be published in September.
 - Summer Social Event (Tonight!)
 - It was noted that there were 75 attendees and seven sponsors registered for the event.
- **Corporate Director (Mr. Hunter)**
 - Sponsorship
 - Director Hunter reported that seven sponsors were secured for the Summer Mixer and Fall Sponsorships were being planned and announced.
 - A discussion took place regarding possible annual partnerships.
- **KCA Report (Ms. Barquin)**
 - Time Tracking
 - Administrative Director Barquin provided an update on KCA time for the quarter.
 - Website Report
 - Administrative Director Barquin reviewed website statistics for the quarter.

Other Business

- **Strategic Planning Discussion**
 - Director Andres reviewed the latest activity on strategic planning.
 - A discussion took place on the future of AzAA and how to grow membership and provide expanded benefits.

Adjournment – With no further business the meeting was adjourned at 3:52 PM.