



## BOARD OF DIRECTORS

Scott Brownlee, C.M.  
President

Brad Falcetti, ACE, C.M.  
1<sup>st</sup> Vice President

Matthew Smith, ACE, C.M.  
2<sup>nd</sup> Vice President

Ryan Reeves  
Immediate Past President

Alice Bimrose, A.A.E., ACE  
Executive Director

Dave Reffner  
Executive Director

Bruce Goetz, A.A.E.  
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

## Arizona Airports Association Board of Directors Meeting Minutes

October 27, 2021 11:00 AM -4:00 PM  
Desert Willow Conference Center

### MEETING MINUTES – DRAFT

#### **Board Members Present**

Scott Brownlee – President  
Matt Smith – Second Vice President  
Ryan Reeves – Immediate Past President  
Alice Bimrose – Executive Director  
Dave Reffner – Executive Director  
Bruce Goetz – Executive Director  
Jeff Webbe – Executive Director  
Jeffrey Flemming – Corporate Director  
Joel Ericson – Associate Director  
Brandon Robinson – Associate Director  
Desirae Barquin – Administrative Director

**Call to Order & Opening Remarks** – The meeting was called to order at 11:07 AM after a count noted that a quorum was present.

**Agenda Additions/Deletions/Changes** – President Brownlee noted that an update on board members would be provided under the President's report.

#### **Required Actions**

##### • **Approval of the July 2021 Board Minutes**

- A suggestion was made to add dates and conference locations to the minutes.
- **ACTION:** Second Vice President Smith made a motion to approve the minutes with the recommended change. Executive Director Reffner seconded the motion which passed unanimously.

##### • **Approval of the Q1 Financials**

- Administrative Director Barquin referred to the quarter one financials included in the board packet. Referring to the balance sheet, it was noted that the total in Checking/Savings was comparable to the previous year. Prepaid expenses were down from the previous year due to timing of payments which lead to assets being 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. While assets and retained earnings were down from the previous year, 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 compared to the previous year. Fall Conference income was also up for the year and had exceeded budget. The majority of Fall Conference expense was expected in the second quarter. The expense under Spring Conference was an expense paid in 2019/2020 that has been deferred

**Arizona Airports Association**  
107 S. Southgate Dr. \* Chandler, AZ 85226  
P: (480) 403-4618 F: (480) 893-7775  
[www.azairports.org](http://www.azairports.org)

for the conference in Marana. It was noted that a line was added for Member Events under income and expense for the Summer Mixer. It was reported that Operating Expenses were in line with the budget. Total Expense was up due to increased conference expenses associated with the return to in-person events. Net income was up compared to the previous year.

- **ACTION:** Executive Director Goetz made a motion to approve the financials as presented. Associate Director Ericson seconded the motion which passed unanimously.
- **Approval of New Members**
  - New members for the quarter were presented to the Board. It was recommended to move Brad Hamilton to Associate membership.
  - **ACTION:** Second Vice President Smith made a motion to approve the members as presented with the recommended change. Executive Director Reffner seconded the motion which passed unanimously.
- **Approval of Financial Review Findings**
  - Second Vice President Smith presented the Financial Review findings completed by Zenia Cornejo from Falcon Field Airport. No discrepancies or concerns were found.
  - **ACTION:** Past President Reeves made a motion to accept the findings of the Financial Review. Executive Director Webbe seconded the motion which passed unanimously.

## **Discussion & Possible Action Items**

- **Presidents Update**
  - ADOT/FAA Update
    - President Brownlee reported on the latest discussions with ADOT and the FAA. It was noted that more information on the Infrastructure Bill would be coming. It was also reported that the Economic Impact Study through ADOT was nearly complete.
  - Board Member Update
    - President Brownlee reported that First Vice President Falcetti had resigned from his position following a move out of state.
    - A discussion took place regarding filling the vacancy left on the board.
    - **ACTION:** President Brownlee recommends Matt Smith moving to First Vice President and appointing Alice Bimrose to Second Vice President for the remainder of the 2021-2022 year. Executive Director Bimrose made a motion to accept President Brownlee's recommendation. Executive Director Goetz seconded the motion which passed unanimously.
    - It was noted that Executive Director Bimrose's term would need to be filled for the remainder of the 2021-2022 year.
- **1<sup>st</sup> VP**
  - Policy Decisions, By-Laws, Ops Procedures, Ethics, & SBP
    - It was noted that potential changes would be submitted to the board in January.
    - No ethics complaints had been received.
- **2<sup>nd</sup> VP**
  - Fall Conference
    - Second Vice President Smith reminded the board that non-member prices were increased for this conference.
  - Spring 2022 Conference (Marana/Pinal County)

- It was noted that planning for the Spring 2022 Conference May 1-3, 2022 at the Omni Tucson National Resort would begin in early 2022.
  - Future Conferences
    - A discussion regarding future conferences took place. It was noted that the 2023 and 2024 conferences were tentatively planned for Flagstaff and Yuma respectively.
  - Budget
    - It was noted that work on the 2022-2023 budget would begin in the coming months.
- **Past President**
  - Nominating
    - Past President Reeves noted that outreach was beginning.
  - Legislative Affairs
    - Past President Reeves provided an update on current legislative topics.
  - Aviation Day
    - It was noted that Aviation Day planning was underway for the event on January 20, 2022.
- **Executive Director**
  - Professional Development & Scholarship
    - Executive Director Goetz lead a discussion on ways to encourage accreditation within AzAA. Suggestions included a session on the value of accreditation at an upcoming conference, recognizing longtime accredited members, a group photo of accredited members as well as ribbons for badges.
- **Executive Director**
  - Promotions & Store
    - Executive Director Webbe reported that Bluetooth speakers were ordered as a speaker gift. It was noted that extras were received and could be sold in the AzAA store.
- **Executive Director**
  - Awards & Recognition
    - Executive Director Reffner reported that certificates of appreciation were completed for the Fall Conference.
- **Executive Director**
  - Membership
    - Executive Director Bimrose provided an update on the mentorship program. A discussion took place regarding the Wingman program.
- **Associate Director**
  - Communications/Public Relations/Newsletter
    - Associate Directors Robinson and Ericson reported the latest on the newsletter and association social media.
- **Corporate Director**
  - Sponsorship
    - Corporate Director Flemming reported that work would begin in early 2021.
- **Administrative Director**
  - Time Tracking Update
    - Administrative Director Barquin provided an update on KCA time.
  - Website Statistics
    - Administrative Director Barquin provided the latest website and social media statistics.

### **Other Business**

- Discussion and possible action on Mike Klein In-Memorial
  - Executive Director Bimrose presented a brief write-up on Mike Klein to accompany Don Kriz's letter on the AzAA website.
  - **ACTION:** Associate Director Ericson made a motion to accept the text and post the In Memorial to the AzAA website. Past President Reeves seconded the motion which passed unanimously.
- Next Board Meeting, January 19<sup>th</sup> at Phoenix-Mesa Gateway Airport

**Adjournment** – With no further business, the meeting was adjourned at 1:15 PM.