



Arizona Airports Association Board of Directors Meeting Minutes

October 5, 2022 11am-4pm
Desert Willow Conference Center

MEETING MINUTES - DRAFT

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

Sarah Demory – Second Vice President

Scott Brownlee – Immediate Past President

Chris Andres – Executive Director

Jeff Flemming – Corporate Director

Zenia Cornejo – Executive Director

Ed Rose – Executive Director

Joel Ericson – Associate Director

Brandon Robinson – Associate Director

Taylor Swajanen – Association Administrator

Call to Order and Opening Remarks – The meeting was called to order at 11:14 AM after a count noted that a quorum was present.

President Smith reported that he is resigning from Grand Canyon Airport and moving to Glendale Municipal Airport.

Required Actions

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

- **ACTION:** Second Vice President Demory made a motion to approve the minutes as presented. Past President Brownlee seconded the motion which passed unanimously.

• **Approval of the Q1 Financials**

- Ms. Swajanen reported that the checking and savings is down \$1,000 since the previous year. The total amount of pre-paid expense is for the 2023 Fall Conference. The current amount in retained earnings is enough to cover one year of operating expenses, per the policy decisions.
- Membership is down slightly for the quarter compared to Q1 last year. Fall Conference registrations are up compared to 2021. Member Event Income is for the Summer Networking Mixer – paid for fully by registrations and sponsorship.
- Majority of Fall Conference expenses will be booked in Q2. Slight profit is to be made. The Spring Conference expense is for a venue deposit that has been paid for 2023.
- Management fees are up due to an increase in the annual KCA fee. Accounting fees are for Quickbooks through KCA. All other

operating expenses are tracking similar to the previous year and within budget.

- Over, net income for the quarter was \$422,883 and is up approximately \$6400 compared to last year.
- **ACTION:** Executive Director Rose made a motion to approve the financials as presented. First Vice President Webbe seconded the motion which passed unanimously.
- **Approval of new members**
 - New members for the quarter were presented to the Board.
 - **ACTION:** Second Vice President Demory made a motion to approve the members as presented. Executive Director Rose seconded the motion which passed unanimously.
- **Review and approve findings of the Financial Review**
 - Second Vice President Demory presented the findings.
 - **ACTION:** Second Vice President Demory made a motion to approve. Associate Director Robinson seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **President's Update**
 - President Smith reported that he did not have an update at this time.
- **1st VP (Mr. Webbe)**
 - Policy Decisions, By-Laws, Ops Procedures, Ethics, & SBP
 - First Vice President Webbe reported no ethics violations or complaints. Bylaw review showed some minor issues and will be presented to the Board in January. It was noted a clarification on the description of student membership is needed and will be presented for a recommended change for students that are studying Aviation Management, who are not eligible for other types of memberships.
 - President Smith agreed that this would be a good adjustment for the bylaws.
 - It was noted the strategic management plan will also be reviewed.
 - Past President Brownlee noted that some duties stated in the bylaws have changed.
- **2nd VP (Ms. Demory)**
 - Fall 2022 Conference
 - Second Vice President Demory noted that attendee numbers are lower this year than last year's Fall Conference. Associate Director Ericson noted that this could be due to schools Fall Break.
 - Spring 2023 Conference (Flagstaff)
 - Second Vice President Demory did not have an update on the Spring Conference.
 - Conference Registration Fees:
 - A discussion took place regarding increasing attendee registration fees for both Spring and Fall Conferences. Executive Director Cornejo noted that food and beverage is typically the most costly expense for both conferences. It was noted that Registration fees for the Golf Tournament,

Welcome Reception, Monday Evening Event and Reception and Banquet would not be increased.

- **ACTION:** Corporate Director Flemming made a motion to increase full conference registration fees for members, one day attendees and exhibitors by \$50, and non-member registration fees by \$75. Associate Director Ericson seconded the motion which passed unanimously.
- Executive Director Cornejo suggested increasing membership dues themselves.
 - President Smith suggested revisiting the increase of membership dues in the Spring.
- **Past President (Mr. Brownlee)**
 - Nominating, Legislative Affairs, Aviation Day
 - It was noted there is not an update on nominating committee at this time.
 - Legislative Affairs
 - Past President Brownlee updated the Board on the Notice of Funding Opportunity for the Bipartisan Infrastructure Law (BIL) and noted that Legislature is not in session until January 9, 2023. There will be 37 new legislators in Arizona. Past President Brownlee urged everyone to get to know their legislators since they will be new after the upcoming election.
 - Aviation Day:
 - Past President Brownlee noted the lawn application is not available yet and preferred dates for Aviation Day are January 17th or 19th, 2023. Past President Brownlee updated that closure permits would need to be submitted 90 days prior to the event. Mike Smejkal submitted the application for the first-choice date with a caveat that the dates have not been released yet, to allow AzAA to get their foot in the door for the road closures.
 - Past President Brownlee reported that we lost \$7,000 last year and it has been discussed that making money was never the intent, but is it worth it for the \$7,000 decrease? Past President Brownlee noted that serving breakfast instead of lunch may assist with reducing expenses.
 - Past President Brownlee reported that we still meet the reserves needed in the policies, but they are looking at options and welcome any new ideas.
 - A discussion took place regarding future Aviation Days and the associated costs.
- **Executive Director (Mr. Andres)**
 - Promotions & Store
 - Executive Director Andres reported that the store has not changed since the last Board meeting and he is promoting on-demand purchasing.
 - Executive Director Andres is focusing more on the promotional items and working with Past President Brownlee closely to get AzAA material out among the market, not just within the association.
 - Executive Director Andres will be working with the City of Phoenix to get post-it notes for Aviation Day.

- Executive Director Ericson noted that on-demand purchasing would allow AzAA to not store materials. Executive Director Ericson asked if this would be worth looking into.
- **Broke for lunch at 12:19 PM – reconvened at 1:17 PM**
- **Executive Director (Ms. Cornejo)**
 - Awards & Recognition
 - Executive Director Cornejo reported she will be assisting temporarily.
 - Speaker gifts will be from the store and be Bluetooth speakers.
 - Appreciation certificates for 2022 Fall Conference committee members have been signed and will be given out at registration.

Associate Director (Mr. Ericson & Mr. Robinson)

- Communications/Public Relations/Newsletter
 - Associate Director Robinson noted that the newsletter got emailed out. Associate Director Robinson noted he will be lead for signage for events.
- **Executive Director (Mr. Reffner)**
 - Membership
 - Ms. Swajanen read Executive Director Reffner’s report and shared the membership graphs in the Board packet.
- **Executive Director (Mr. Rose)**
 - Professional Development & Scholarship
 - Executive Director Rose noted that a committee had been formed to review scholarship applications.
- **Corporate Director (Mr. Flemming)**
 - Sponsorship
 - It was noted the sponsor prospectus can be modified. Corporate Director Flemming will connect with Administrative Director Barquin to adjust any values, etc.
 - President Smith asked about feedback from sponsors. Corporate Director Flemming noted that there was a meeting at the 2022 Spring Conference to include more sponsor opportunities at lower price points.
 - Fall Conference sponsorship was discussed and it was noted a survey will be created for Corporate members.
- **KCA Report (Ms. Swajanen)**
 - Time Tracking
 - Ms. Swajanen provided an update on KCA time tracking.
 - Website Report
 - Ms. Swajanen provided an update on AzAA website and social media statistics.

Other Business

Executive Director Cornejo requested the most up to date awards and recognition document to see if the expenditures have remained the same or increased for the awards/plaques/etc.

Adjournment - President Smith made a motion to adjourn the meeting at 1:47 PM. Associate Director Rose seconded the motion which passed unanimously.