



**Arizona Airports Association  
General Membership Meeting  
May 1, 2023, 11:45 AM  
Little America, Flagstaff, AZ**

**MEETING MINUTES - DRAFT**

**BOARD OF DIRECTORS**

Matthew Smith, ACE, C.M.  
President

Jeff Webbe, C.M.  
1<sup>st</sup> Vice President

Sarah Demory, A.A.E., ACE  
2<sup>nd</sup> 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

**Call to Order and Opening Remarks** - The meeting was called to order at 12:14 PM after a count noted that a quorum was present.

**Agenda Additions/Deletions/Changes** – There were no updates made to the agenda.

**Required Actions**

**• Approve October 6, 2022 Meeting Minutes**

- **ACTION:** Executive Director Rose made a motion to approve the October meeting minutes as presented. Executive Director Cornejo 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 earnings 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:** Executive Director Andres made a motion to approve the financials as presented. Immediate Past President Brownlee seconded the motion which passed unanimously.

**• Approval of Bylaw Changes**

- First Vice President Webbe reviewed updates to the Bylaws. It was noted that the changes were primarily administrative as well as providing clarification on student memberships and updating language in regards to Aviation Day.
- **ACTION:** Executive Director Reffner made a motion to approve the changes to the Bylaws. Executive Director Rose seconded the motion which passed unanimously.

- **Approval and Reaffirming of Policy Decisions**
  - First Vice President Webbe reviewed the association's Policy Decisions including a change to increase Executive and Associate dues to \$95 effective the membership year beginning July 1, 2023.
  - **ACTION:** Executive Director Andres made a motion to reaffirm the existing policy decisions as well as approve the proposed changes. Executive Director Rose seconded the motion which passed unanimously.
- **Approval of the 2023-2023 Draft Budget**
  - Second Vice President Demory reviewed the Draft Budget as well as highlighted the updates from the previous year's budget.
  - **ACTION:** Past President Jeff Tripp made a motion to approve the proposed 2023-2024 budget as presented. Executive Director Rose seconded the motion which passed unanimously.
- **Board Elections**
  - Immediate Past President Brownlee presented the candidates for the open board positions.
  - Following the vote, the 2023-2024 Board was announced on Tuesday, May 2 as the following:
    - President Jeff Webbe
    - First Vice President Sarah Demory
    - Second Vice President Dave Reffner
    - Immediate Past President Matt Smith
    - Executive Director Jacob Allen
    - Executive Director Chris Andres
    - Executive Director Cameron Atkins
    - Executive Director Ed Rose
    - Corporate Director Mike Hunter
    - Associate Director Joel Ericson
    - Associate Director Jenny Watts

### **Discussion & Possible Action Items**

- **President's Update**
  - President Smith thanked the membership for a successful year.
- **1<sup>st</sup> Vice President: Jeff Webbe**
  - By-Laws, Ops Procedures, Ethics, & Strategic Business Plan
    - First Vice President Webbe reported that no ethics complaints had been received.
    - It was reported that the Board was working to update the Strategic Plan and would have more to present to membership in the future.
- **2<sup>nd</sup> Vice President: Sarah Demory**
  - Conference Update
    - It was noted that the Fall Conference would take place October 4-5, 2023 at Desert Willow Conference Center. Spring 2024's conference would be hosted in Yuma.
- **Past President: Scott Brownlee**
  - Legislation Update
    - Immediate Past President Brownlee provided an update on legislation and funding.
  - Aviation Day update
    - Brownlee reported on the changes made to Aviation Day for 2023 and noted that overall, money was still lost. It was reported that the event would be re-evaluated to have a stronger focus on individual meetings with legislators.
- **Executive Director: Promotions & Store – Christopher Andres**
  - Update – Executive Director Andres provided an update on the store and how to purchase items online.
- **Executive Director: Awards & Recognition – Zenia 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 noted that membership was up 32 members since the previous quarter. He asked members to contact the committee if there was any feedback regarding membership. It was noted that Barney Helmick was awarded Executive Emeritus membership. Barney was thanked for his years of dedication to AzAA and the Arizona aviation industry.
- **Executive Director: Professional Development & Scholarship – Ed Rose**
  - Update - Executive Director Rose noted that the committee reviewed applications and would be awarding the Marty Rosness Student Scholarship to Emery Chandler and Chan Ho Park at the President's Award Banquet.
- **Associate Directors: Joel Ericson and Brandon Robinson**
  - Associate Director Ericson reported that the newsletter continued to be produced as well as press releases as appropriate. The committee would begin to plan the Summer Networking Mixer.
  - It was noted that the PR committee was in need of member volunteers.
- **Corporate Director: Jeffrey Flemming**
  - Sponsorships
    - Corporate Director Flemming thanked the conference sponsors and exhibitors. It was noted that moving forward there would be four opportunities per year to support and sponsor AzAA.
- **New Business**
- **Adjourn**
  - **ACTION:** Immediate Past President Brownlee made a motion to adjourn the meeting at 1:15 PM. Executive Director Rose seconded the motion which passed unanimously.