



Arizona Airports Association General Membership Meeting Minutes

October 28, 2021 12:00 PM -1:00 PM
Desert Willow Conference Center

MEETING MINUTES - DRAFT

BOARD OF DIRECTORS

Scott Brownlee, C.M.
President

Matthew Smith, ACE, C.M.
1st Vice President

Alice Bimrose, A.A.E., ACE
2nd Vice President

Ryan Reeves
Immediate Past President

Vacant
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

Call to Order & Opening Remarks - The meeting was called to order at 12:50 PM after a count noted that a quorum was present.

Agenda Additions/Deletions/Changes – No additions, deletions or changes were made to the agenda.

President Brownlee welcomed members to the meeting. It was announced that First Vice President Falcetti had moved out of Arizona. Matt Smith had been moved up to First Vice President and Alice Bimrose would be appointed to Second Vice President for the remainder of the year. Ms. Bimrose's term as Executive Director would be filled for the remainder of the 2021-2022 year by Presidential appointment and ratified by the Board.

Required Actions

• Approval of May General Membership Meeting Minutes

- **ACTION:** Joe Husband made a motion to approve the May minutes as presented. Gladys Brown seconded the motion which passed unanimously.

• Approval of the Q1 Financials

- Administrative Director Barquin referred to the quarter one financials posted to the AzAA website. 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 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:** Gladys Brown made a motion to approve the financials as presented. Ed Faron seconded the motion which passed unanimously.
- **Approval of Financial Review Findings**
 - First Vice President Smith reported that the financial review was completed in accordance with the bylaws. No questions or discretions were found.
 - **ACTION:** Corinne Nystrom made a motion to accept the findings of the financial review. Barney Helmick seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **Policy Decisions, By-Laws, Ops Procedures, Ethics, & SBP**
 - It was reported that a Policy Decision change would be presented to members in the Spring.
- **2022 Spring Conference**
 - First Vice President Smith reported that the Spring Conference would take place May 1-3, 2022 and would be co-hosted by Marana and Pinal County.
- **Future Conferences**
 - First Vice President Smith reported that the 2022 Fall Conference would be held at Desert Willow Conference Center October 5-6.
 - Future Spring Conference locations were announced to be Flagstaff in 2023 and Yuma in 2024.
- **Legislative Affairs**
 - Past President Reeves provided an update on legislative affairs and encouraged member engagement with legislators.
- **Aviation Day**
 - Past President Reeves reported that planning was underway for Aviation Day on January 20, 2022.
- **Nominations**
 - Past President Reeves reported that potential candidates for the board were beginning to be identified.
- **AzAA Store**
 - Executive Director Webbe reported that the AzAA Store was available in-person at the conference as well as online.
- **Awards & Recognitions**
 - Executive Director Reffner thanked the Fall Conference Planning Committee.
 - He noted that preparations would begin in the coming months for the Spring awards.
- **Scholarships & Professional Development**
 - Executive Director Goetz recognized the longtime A.A.E.s that were present for the meeting. He encouraged all members to consider professional accreditation.
- **Communications/Public Relations**
 - Associate Directors Ericson and Robinson reported that the newsletter continues to be published. Members were encouraged to interact with the association via social media and reach out if there is interest in assisting the committee.

- **Membership**

- Second Vice President Bimrose announced details of the new Wingman Program for AzAA conferences as well as a mentorship program for Executive members. Additional information was available on the AzAA website.

Other Business

Adjournment – With no further business, the meeting was adjourned at 1:09 PM.