



#### 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

## Arizona Airports Association General Membership Meeting October 6, 2022 12:30 PM Desert Willow Conference Center, Phoenix, AZ

### MEETING MINUTES

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

#### **Agenda Additions/Deletions/Changes**

No additions or changes requested.

#### **Required Actions**

##### **• Approve May 2, 2022 Meeting Minutes**

- **ACTION:** Joe Husband made a motion to approve the May General Membership meeting minutes as presented. Corinne Nystrom seconded the motion which passed unanimously.

##### **• Approve Q1 Financials**

- Ms. Swajanen reported that the checking and savings was down \$1,000 since the previous year. The total amount of pre-paid expense was for the 2023 Fall Conference. The current amount in retained earnings was enough to cover one year of operating expenses, per the policy decisions.
- Membership was down slightly for the quarter compared to Q1 the previous year. Fall Conference registrations were up compared to 2021. Member Event Income was for the Summer Networking Mixer – paid for fully by registrations and sponsorship.
- Majority of Fall Conference expenses would be booked in Q2. Slight profit was expected. The Spring Conference expense is for a venue deposit that has been paid for 2023.
- Management fees were up due to an increase in the annual KCA fee. Accounting fees were for Quickbooks through KCA. All other operating expenses were tracking similar to the previous year and within budget.
- Overall, net income for the quarter was \$422,883 and was up approximately \$6400 compared to the previous year.
- **ACTION:** Barney Helmick made a motion to approve the financials as presented. Jim Lambert seconded the motion which passed unanimously.

##### **• Review and approve findings of the Financial Review**

- No anomalies were found.
- **ACTION:** Gladys Brown made a motion to approve the financial review. Executive Director Cornejo seconded the motion which passed unanimously.

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

##### **• President's Update**

##### **• 1<sup>st</sup> Vice President: Jeff Webbe**

- By-Laws, Ops Procedures, Ethics, & Strategic Business Plan
  - First Vice President Webbe reported that there will be adjustments on the requirements of a student membership that would be presented in the Spring.

- **2<sup>nd</sup> Vice President: Sarah Demory**
  - Fall Conference Update
    - Second Vice President Demory had no updates at this time.
  - Spring Conference Update
    - Second Vice President Demory notified members the conference would be at Little America in May 2023. Second Vice President Demory asked for any agenda item recommendations for Spring Conference.
- **Past President: Scott Brownlee**
  - Nominations
    - Past President Brownlee had no update.
  - Legislation Update
    - Past President Brownlee noted that the legislature was not currently in session, but would go back January 9<sup>th</sup>. Notice of Funding Opportunity for FY23 deadline was October 24<sup>th</sup>. There would be 37 new legislators in the house this year.
  - Aviation Day update
    - Past President Brownlee informed the members that there were no dates yet, as the Capitol had not released any information. First choice would be January 17<sup>th</sup>, with January 19<sup>th</sup> as the second choice. Past President Brownlee notified the attendees that the format would be different this year, with holding it as a breakfast. One-on-ones would still be held in the morning and were found to be very productive.
- **Executive Director: Promotions & Store – Christopher Andres**
  - Executive Director Andres promoted the store online to all attendees. Executive Director Andres reported that there was a need to get more of the AzAA goods out to others outside the organization. Executive Director Andres requested any ideas that others may have.
- **Executive Director: Awards & Recognition –Zenía Cornejo**
  - Executive Director Cornejo reported she was back temporarily on the board through the Spring Conference. Executive Director Cornejo would begin recognition tasks in the Spring.
- **Executive Director: Membership – David Reffner**
  - Ms. Swajanen reported on behalf of Executive Director Reffner and reported that membership is down compared to July due to lapses in membership which is typical for October.
- **Executive Director: Professional Development & Scholarship –Ed Rose**
  - Executive Director Rose noted that Jeff Tripp, Cameron Atkins and Sean Kienle were assisting with receiving and reviewing applications. Executive Director Rose encourages others to apply for scholarships.
- **Associate Directors: Joel Ericson and Brandon Robinson**
  - Newsletter
    - Associate Director Robinson noted that if anyone wants to write an article or see something written, to contact him.
    - Associate Director Robinson also asked any airports to send events to the committee/Board to share through the association.
    - They updated that Facebook is going well, so they may focus on that platform in the future.
    - They informed members that the PR Committee needs more volunteers to assist with newsletter, signage, mixers.
- **Corporate Director: Jeffrey Flemming**
  - Sponsorships

- Corporate Director Flemming updated that there was an increase in corporate membership.
    - Corporate Director Flemming updated that sponsorships have increased. AzAA is exploring other ways to expand the sponsorship opportunities as suggested by the membership at May's Meeting.
- **New Business**
- **Adjourn** – Past President Brownlee made a motion to adjourn the meeting. Executive Director Cornejo seconded the motion which passed unanimously.