



**Arizona Airports Association
Board of Directors Meeting
January 25, 2024 1:00 pm – 3:00 pm**

MEETING MINUTES – DRAFT

BOARD OF DIRECTORS

Sarah Demory, A.A.E., ACE
President

Dave Reffner
1st Vice President

Jeffrey S. Tripp, A.A.E., ACE
2nd Vice President

Matthew Smith, ACE, C.M.
Immediate Past President

Jacob Allen
Executive Director

Chris Andres
Executive Director

Cameron Atkins
Executive Director

Ed Rose
Executive Director

Michael Hunter
Corporate Director

Joel Ericson, P.E.
Associate Director

Jenny Watts, C.M.
Associate Director

Desirae Barquin, CAE
Administrative Director

Board Members Present:

Sarah Demory – President
Dave Reffner – First Vice President
Jeff Tripp – Second Vice President
Matt Smith – Immediate Past President
Jacob Allen – Executive Director
Cameron Atkins – Executive Director
Ed Rose – Executive Director
Jenny Watts – Associate Director
Joel Ericson – Associate Director
Mike Hunter – Corporate Director
Desirae Barquin – Administrative Director

Call to Order and Opening Remarks – The meeting was called to order at 1:06 PM after a count noted that a quorum was present.

It was noted that there were no changes, additions or deletions to the agenda.

Required Actions

- **Approve October 4th meeting minutes**
 - **ACTION:** Director Rose made a motion to approve the October meeting minutes as presented. Director Atkins seconded the motion which passed unanimously.
- **Approve Q2 financials**
 - Financials were presented and reviewed with the board.
 - **ACTION:** Director Rose made a motion to approve the financials as presented. Director Atkins seconded the motion which passed unanimously.
- **Approve New Members**
 - It was noted that the missing title for Fernando Rosas was "Aviation Supervisor I".
 - **ACTION:** Past President Smith made a motion to approve the new members as presented. Director Hunter seconded the motion which passed unanimously.
- **Review and approve 2024-2025 Draft Budget**
 - The draft budget was reviewed.
 - **ACTION:** Second Vice President Tripp made a motion to approve the budget as presented. Director Atkins seconded the motion which passed unanimously.
- **Review Scholarship Application**
 - A scholarship application was reviewed for Cameron Atkins for professional development.

- **ACTION:** Director Watts made a motion to approve awarding the scholarship. Director Rose seconded the motion which passed with one abstention from Director Atkins.

Discussion & Possible Action Item

- **President's Update**
 - President Demory provided an update on association activities. The upcoming Legislative Day was reviewed and discussed. A discussion took place regarding upcoming legislation and updates to the State Aviation Fund.
- **1st VP (Mr. Reffner)**
 - Policy Decisions, By-Laws, SBP
 - There were no updates to review.
 - Board Operating Procedures and Guidelines
 - It was noted that updates to Legislative Day were being made and would be approved at a future meeting.
 - Ethics
 - There were no ethics concerns at the time of the meeting.
- **2nd VP (Mr. Tripp)**
 - Spring 2024 Conference (Yuma)
 - An update was provided on Spring Conference planning.
- **Past President (Mr. Smith)**
 - Nominating
 - It was noted that the committee was working on nominations.
 - Legislative Affairs
 - Legislative activities were reviewed.
 - Legislative Day
 - An update was provided on the upcoming event.
- **Executive Director (Mr. Allen)**
 - Promotions & Store
 - It was noted that chocolate airplanes were being ordered for Legislative Day and work would begin on speaker gifts for Spring Conference.
- **Executive Director (Mr. Andres)**
 - Membership
 - It was noted that a coffee talk would be held to connect with membership.
- **Executive Director (Mr. Atkins)**
 - Awards & Recognition
 - An update was provided on the award nomination process.
- **Executive Director (Mr. Rose)**
 - Professional Development & Scholarship
 - It was noted that scholarship applications for student and conference scholarships were due in February.
- **Associate Director (Mr. Ericson & Ms. Watts)**
 - Communications/Public Relations/Newsletter
 - Directors Ericson and Watts reviewed committee activities including an update on the Winter Mixer.
 - An 'In Memoriam' request for Carl Newman was reviewed.
 - **ACTION:** Director Watts made a motion to approve the addition of Carl Newman to the 'In Memoriam' page. Second Vice President Tripp seconded the motion which passed unanimously.

- **Corporate Director (Mr. Hunter)**
 - Sponsorship
 - It was noted that work on Spring sponsorship would begin after Legislative Day.
- **KCA Report (Ms. Barquin)**
 - Time Tracking
 - An update was provided on KCA time tracking.

Other Business

- Strategic Planning Discussion
 - President Demory presented to the board.
 - A discussion took place regarding future activities and goals for the association.
 - **ACTION:** Director Rose made a motion to add Young Professionals and Mentorship subcommittees under the Professional Development Committee. First Vice President Reffner seconded the motion which passed unanimously.

Adjournment – With no further business, the meeting was adjourned at 2:36 PM.