



**Arizona Airports Association  
Board of Directors Meeting  
October 4, 2023 11:00 am – 5:00 pm**

MEETING MINUTES

**BOARD OF DIRECTORS**

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

Dave Reffner  
1<sup>st</sup> Vice President

Jeffrey S. Tripp, A.A.E., ACE  
2<sup>nd</sup> 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  
Administrative Director

**Board Members Present:**

Sarah Demory – President  
Dave Reffner – First Vice President  
Jeff Tripp – Second Vice President  
Jacob Allen – Executive Director  
Chris Andres – Executive Director  
Cameron Atkins – Executive Director  
Ed Rose – Executive Director  
Jenny Watts – Associate Director  
Mike Hunter – Corporate Director  
Laura Herring – Association Coordinator

**Call to Order and Opening Remarks** – The meeting was called to order at 11:11 AM 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 August 17th meeting minutes**
  - **ACTION:** Director Allen made a motion to approve the August meeting minutes as presented. Director Andres seconded the motion which passed unanimously.
- **Approve Q1 financials**
  - Financials were presented and reviewed with the board.
  - **ACTION:** Second Vice President Tripp made a motion to approve the financials as presented. Director Andres seconded the motion which passed unanimously.
- **Approve New Members**
  - **ACTION:** Director Hunter made a motion to approve the new members as presented. Director Atkins seconded the motion which passed unanimously.
- **Review and Approve Findings of Financial Review**
  - The financial review findings were reviewed. A discussion took place regarding a formal audit in the future.
  - **ACTION:** Director Allen made a motion to accept the findings of the financial review. Director Atkins seconded the motion which passed unanimously.

**Discussion & Possible Action Item**

- **President's Update**
- President Demory provided an update on ADOT and FAA activities and discussions.

- The Urban Air Mobility Committee was discussed and a need was identified for an aviation representative.
  - President Demory noted record breaking attendance at the Fall Conference.
- **1<sup>st</sup> VP (Mr. Reffner)**
  - Policy Decisions, By-Laws, SBP
    - No updates were discussed at the time of the meeting.
  - Board Operating Procedures and Guidelines
    - A discussion took place regarding updates to the document. The Board reviewed proposed changes.
    - **ACTION:** Director Allen made a motion to accept the changes as proposed. Director Andres seconded the motion which passed unanimously.
  - Ethics
    - It was noted that no ethics complaints had been received.
- **2<sup>nd</sup> VP (Mr. Tripp)**
  - Fall Conference, Spring 2024 Conference (Yuma)
    - Second Vice President Tripp reviewed the conference activity. A discussion took place regarding a Winter Board trip to Yuma.
  - Budget/Financial Review
    - It was noted that the budget would be completed later in the Fall.
- **Past President (Mr. Smith)**
  - Nominating, Legislative Affairs
    - There were no updates as of the meeting.
  - Aviation Day
    - A discussion took place regarding the future and format of Aviation Day. It was noted that planning would start in the coming months.
- **Executive Director (Mr. Allen)**
  - Promotions & Store
    - A discussion took place regarding speaker gifts and thank you notes for the conference.
- **Executive Director (Mr. Andres)**
  - Membership
    - Director Andres noted that recruitment of non-members would take place immediately following the Fall Conference.
- **Executive Director (Mr. Atkins)**
  - Awards & Recognition
    - Director Atkins reported he would be forming a committee for tasks taking place in the Spring.
- **Executive Director (Mr. Rose)**
  - Professional Development & Scholarship
    - Director Rose reported he would be working on encouraging internships and promoting scholarships.
- **Associate Director (Mr. Ericson & Ms. Watts)**
  - Communications/Public Relations/Newsletter
    - A discussion took place regarding upcoming newsletter content.
- **Corporate Director (Mr. Hunter)**
  - Sponsorship
    - Director Hunter reported that eight sponsors were secured for the Fall Conference. It was noted that Annual Sponsorship options would be explored.
- **KCA Report (Ms. Herring)**
  - Future Conference Site Update

- It was noted that no responses from possible venues had been received.
- Time Tracking
  - Coordinator Herring provided an update on KCA time for the quarter.

**Other Business**

- **Strategic Planning Discussion**

- A discussion took place on the future of AzAA and how to grow membership and provide expanded benefits as well as plan for leadership succession. It was noted the conversation would be ongoing at future Board Meetings.

**Adjournment** – With no further business the meeting was adjourned at 3:35 PM.