



**Arizona Airports Association
General Membership Meeting Minutes
October 5, 2023, 12:30 PM MST
Desert Willow Conference Center, Phoenix, AZ**

MEETING MINUTES - DRAFT

Call to Order and Opening Remarks – The meeting was called to order at 1:01 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 Sarah Demory welcomed members to the meeting.

Required Actions

• **Approval of May General Membership Meeting Minutes**

- **ACTION:** Second Vice President Jeffrey Tripp made a motion to approve the May minutes as presented. Executive Director Ed Rose seconded the motion which passed unanimously.

• **Approval of the Q1 Financials**

- Association Coordinator Laura Herring referred to the quarter one financials posted to the AzAA website. It was noted that due to the timing of the General Membership Meeting and it being early in the quarter, the financials may briefly change once the previous quarter is finalized and closed out.
- Referring to the Balance Sheet, the total in checking/savings is up almost \$8,000 from the previous year. It was noted that the amount in 'Accounts Payable' was for a KCA invoice that has since been paid. It was also 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 membership dues were up compared to the previous year. Fall Conference income was also up compared to the previous year.
- It was reported Fall Conference was expected to exceed budgeted income and meet budgeted expenses. The majority of Fall Conference expenses were expected in the second quarter.
- It was noted the 2023 Summer Mixer was fully supported by sponsorship and not a loss for the association.
- It was reported that 'Operating Expenses' were down for the quarter due to an adjustment of the KCA scope. Net income is up compared to the previous year.
- **ACTION:** Executive Director Ed Rose made a motion to approve the financials as presented. Gladys Brown seconded the motion which passed unanimously.

• **Approval of Financial Review Findings**

- Second Vice President Jeffrey Tripp reported that the financial review was completed in accordance with the bylaws.
- **ACTION:** Executive Director Cameron Atkins made a motion to accept the findings of the financial review. Executive Director Ed Rose seconded the motion which passed unanimously.

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
Administrative Director

Discussion & Possible Action Items

- **President's Update**
 - It was reported Fall Conference had record-breaking numbers for attendance.
 - President Sarah Demory noted the name for Aviation Day was being changed and would be named Legislative Day moving forward.
 - President Sarah Demory also reported on her involvement with the Urban Air Mobility Study.
- **By-Laws, Ops Procedures, Ethics, & Strategic Business Plan**
 - First Vice President Dave Reffner reported there is a focus on the Strategic Business Plan. He also noted no ethical complaints had been reported.
- **2024 Spring Conference**
 - Second Vice President Jeffrey Tripp reported the dates for Spring Conference in Yuma would be changed to avoid a conflict with an industry event and would be shared with membership once confirmed. He noted he is recruiting for a Spring Conference Planning Committee and is working on finalizing the conference budget.
- **Legislative Affairs**
 - Past President Matt Smith provided an update on legislative affairs and encouraged member engagement with legislators.
- **Aviation Day**
 - Past President Matt Smith noted that along with the name change from Aviation Day to Legislative Day, this event was being modified to ensure more facetime with legislators.
- **Nominations**
 - Past President Matt Smith provided an update on nominations and encouraged members to volunteer and become involved with the Board of Directors.
- **Promotions & AzAA Store**
 - Executive Director Jacob Allen noted AzAA store items were available for purchase at the conference and encouraged members to visit the AzAA website to purchase an item.
- **Awards & Recognitions**
 - Executive Director Cameron Atkins thanked the Fall Conference Planning Committee.
- **Membership**
 - Executive Director Chris Andres thanked Corporate members for their high Fall Conference attendance and sponsorship support.
- **Scholarships & Professional Development**
 - Executive Director Ed Rose reminded members of available scholarships and encouraged members to apply.
- **Communications/Public Relations**
 - Associate Directors Joel Ericson and Jenny Watts reported that the newsletter continues to be published and had recently been emailed out.
- **Sponsorships**
 - Corporate Director Michael Hunter highlighted that the 2023 Summer Mixer was fully funded by sponsorships.

Other Business

Adjournment – With no further business, Past President Matt Smith made a motion to adjourn the meeting. Gladys Brown seconded the motion which passed unanimously. The meeting was adjourned at 1:30 PM.