



**Nevada Aviation Association  
September 21, 2022  
3:00 pm**

1. Call to Order and Determination of Quorum
2. President's Report
3. Treasurer's Report
4. Membership Report
5. Approval of minutes of the March 29, 2022
6. Election
7. Bylaws Changes
8. Next Executive Board Meeting Thursday, October 20, 2022, at 1 p.m.
9. Spring Conference
  - a. March 27-28, 2023
  - b. Conference Committee

Adjourn



**Nevada Airports Association**  
**Balance Sheet**  
 As of July 31, 2022

Cash Basis

	<u>Jul 31, 22</u>	<u>Jul 31, 21</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Heritage Bank 6504	48,722.32	35,110.15	13,612.17	38.77%
Paypal	50.00	0.00	50.00	100.0%
Total Checking/Savings	48,772.32	35,110.15	13,662.17	38.91%
Other Current Assets				
Prepaid Conference Expenses	-50.00	0.00	-50.00	-100.0%
Total Other Current Assets	-50.00	0.00	-50.00	-100.0%
Total Current Assets	48,722.32	35,110.15	13,612.17	38.77%
<b>TOTAL ASSETS</b>	<b>48,722.32</b>	<b>35,110.15</b>	<b>13,612.17</b>	<b>38.77%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
Opening Bal Equity	16,695.39	16,695.39	0.00	0.0%
Retained Earnings	21,887.87	22,325.76	-437.89	-1.96%
Net Income	10,139.06	-3,911.00	14,050.06	359.25%
Total Equity	48,722.32	35,110.15	13,612.17	38.77%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>48,722.32</b>	<b>35,110.15</b>	<b>13,612.17</b>	<b>38.77%</b>



**Nevada Airports Association**  
**Profit & Loss**  
 July 2022

Cash Basis

	<u>Jul 22</u>	<u>Jul 21</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
NVAA Conference				
Membership				
Associate	50.00	0.00	50.00	100.0%
Corporate 1	400.00	0.00	400.00	100.0%
Total Membership	450.00	0.00	450.00	100.0%
Total NVAA Conference	450.00	0.00	450.00	100.0%
Total Income	450.00	0.00	450.00	100.0%
Expense				
Contributions	0.00	375.00		
Conference Expenses				
Conference Services	0.00	0.00	0.00	0.0%
Total Conference Expenses	0.00	0.00	0.00	0.0%
General & Administrative				
Merchant Service Fees	9.34	0.00	9.34	100.0%
Software	0.00	10.00	-10.00	-100.0%
Total General & Administrative	9.34	10.00	-0.66	-6.6%
Professional Fees				
Accounting/Contract Labor	0.00	50.00	-50.00	-100.0%
KCA Management Fees	0.00	0.00	0.00	0.0%
Total Professional Fees	0.00	50.00	-50.00	-100.0%
Website	0.00	150.50		
Total Expense	9.34	585.50	-576.16	-98.41%
Net Ordinary Income	440.66	585.50	1,026.16	175.26%
Other Income/Expense				
Other Income				
Interest Income	0.62	0.46	0.16	34.78%
Total Other Income	0.62	0.46	0.16	34.78%
Net Other Income	0.62	0.46	0.16	34.78%
Net Income	<u>441.28</u>	<u>585.04</u>	<u>1,026.32</u>	<u>175.43%</u>



## Membership Report

NvAA Membership stands at 83. New members since April 1<sup>st</sup>

Christopher	Yarrow	Transportation Planner	NDOT	Carson City	Associate Membership
John	Sande	Managing Member	Argentum Partners	KRNO	Associate Membership
Bartolo	Ramos	County Manager		Battle Mountain Airport	Regular Membership
Jennifer	Fonda	Owner	Great Basin Aviation	KRNO	Associate Membership
Perry	Di Loreto	Director of Operations/Principal Pilot	Lear Flight/Challenger Consulting	KRNO	Corporate Membership 1
Jon	Mayer			CXP	Regular Membership
Ronald	Walter	Executive Director	REMSA/Care Flight		Corporate Membership 1
Heather	Mirra	General Manager	Dassault Aircraft Services	Reno-Tahoe	Corporate Membership 1
Alex Bernie	Kovacs Conaway	Director of Finance General Manager	RTAA Atlantic Aviation	RNO, RTS RNO	Airport Membership Corporate Membership 1
Daren	Griffin	President/CEO	Reno-Tahoe Airport Authority	RNO, RTS	Airport Membership
Scott	Gordon	Manager of Reno-Stead Airport	Reno-Tahoe Airport Authority	RTS	Airport Membership
Don	Leffler				Corporate Membership 1



Minutes of August 19, 2022, Executive Board Meeting

Item 1. Meeting called to order at 1:03pm. It was determined that a quorum was determined.

Present: Ken Moen, Dave Dietz, Phil Derner, Shawn Burt, Larry Rackley, Bob Switzer

Absent: Peggy Quigg, Shane Dyer, Marissa Adou

Item 2. Moen delivered president's report focused on the completed Government Affairs Services RFQ. I want to thank the RFQ Selection for their work to complete the RFQ selection process. The committee was comprised of Marissa Adou, Dave Dietz, Phil Derner, Bob Switzer.

The RFQ selection committee completed their review of eight submittals for Government Affairs Services firm and narrowed them down to four. The committee interviewed the four firms and ranked the firms, one through four. The selection committee was impressed with all the firms that submitted a statement of qualifications and it was difficult to rank the firms to interview as well as narrowing the firms down to a single firm for negotiation. We are excited to complete negotiations for a professional services agreement and get to work on preparing the 83rd Nevada Legislative Session.

Item 3. Moen presented the engagement letter/professional services agreement with McDonald Carano. Motion to approve by Dave Dietz. Second by Shawn Burt. Motion carried unanimously by the Board.

Item 4. Treasurer Shane Dyer absent from call. Requested copy of balance sheet, income statement and P&L and send to board.

Item 5. June 23, 2022, minutes approved. Motion by Shawn Burt. Second by Dave Dietz. Motion carried unanimously by the Board.

Item 6. NvAA elections. Discussed By-Law amendments and filling vacant Board seats. 1.) Secretary 2.) Treasurer not seeking reelection. The following officers intend to seek reelection. Associate Director – Larry Rackley, Associate Director – Robert Switzer, Corporate Director – David Dietz, Corporate Director – Phil Derner. Need candidates for Treasurer and Secretary. Please send nominations to Moen. Nominations will also be accepted during the general meeting prior.

Item 7. NvAA Fall Virtual General Meeting September 22, 2022, at 1 pm.

Item 8. Discuss revising membership fees based on similar statewide organizations. Proposal forthcoming at the general meeting.

Item 9. Next Executive Board meeting scheduled for September 15, 2022, at 1:00pm.

Meeting adjourned.



#### Minutes of the March 29, 2022

Nevada Aviation Association General Membership Meeting. Called to order at 12:41 pm by President Moen, there is a quorum.

1. Approve Minutes of Sept 28, 2021 – Motion to approve Mike Dikun. Linda Mae seconded. Motion Carried.
2. President's Report – President Moen reported on the year to date. A copy of his report is attached as part of these minutes.
3. Treasurers Report – Shane reported year end \$38,503 for 12/31/21 as of February \$52,823.74. Shane has been the treasurer for five years. Ken commented the Treasurer has to do a lot of the leg work. A copy of the financial report is attached as part of these minutes.
4. Membership Report – Wendy reported the membership audit showed 63 members. 19 associate members, 24 corporate members, 20 regular members. Ken commented the change in our association name broadened the membership opportunities.
5. Election of Officers – Shane Does not want to continue after the Fall conference. His seat will be open. The board appointed Bob Switzer to fill the Associate Director seat vacated by Reza Karamooz.
6. Changes to Bylaws – Attach Board of Directors Policies - Wendy read the new Board of Directors policies, they will be fluid, not written in stone, and adapted/revised as needed. Motion to accept Larry Rackley. Second Bob Switzer Motion carried.
7. Executive Director – We don't have the funds to hire an executive director. We do need a lobbyist, to help us. We are engaging with KCA do association management, they charge us an hourly rate. Our officers will continue to do the association admin load, KCA will continue to do website management, conference management, etc. Money well spent.
8. NvAA 2022 Strategic Initiatives Ken said let's double our membership by the next year. Reach out to everyone, contractors, surveyors, environmental review. FBO on your field, flight school, pilots. What we are advocating for benefits them. Membership brochure in the conference bags, and on the website. This is vital in helping our growth efforts,



strategic planning, etc.

9. NAHSP – Reported in the conference.

10. Membership growth plan – discussed in the strategic initiatives and membership brochure.



Election

NvAA members will be voting for the 2022-2023 NvAA Directors for even numbered district seats along with two corporate seats.

We will be handling the voting through an online voting system that will open on September 19, 2022. The voting will close at 12 pm, Thursday, September 21, 2022. Voting instructions will be included.

Below are the positions up for election and the known candidates are listed below. It is in the best interest of the Association that we have more than one candidate seek to hold the office.

Position	Incumbent	Candidate	Term Will Expire
Secretary	Vacant	Betty Marquez	2024
Treasurer	Shane Dyer – Not Running	Alex Kovacs - RTAA	2024
Associate Director	Larry Rackley	Larry Rackley – Lovelock, NV	2024
Associate Director	Robert Switzer	Robert Switzer, Yerington, NV	2024
Corporate Director <i>*Two top vote getters will be seated as Corporate Director</i>	David Dietz	David Dietz, Armstrong Consultants, Phil Derner, NBAA, John Wilhelm, J-U-B	2024

Terms for Associate Director, and Corporate Directors are for 2 years. The offices of Past-President, President, First Vice-President, Second Vice-President, Treasurer and Secretary shall be elected annually at the fall general meeting beginning in 2023. Board meetings are held, virtually, once a month. Although not required, Directors are expected to attend our annual conference in March.





Board Members not up for election this cycle.

Position	Incumbent	Affiliation	Term Expiration
President	Ken Moen	Armstrong Consultants	Term Expires Fall 2023
Past-President	Marisa Adou	Boulder City Airport	Term Expires Fall 2023
President-Elect	Shawn Burt	Jackpot, NV	Term Expires Fall 2023
Vice President	Peggy Quigg	Silver Springs Airport	Term Expires Fall 2023



Beatriz "Betty" Marquez  
Administrative Assistant  
Jackpot, Elko County



Candidate for Secretary

My name is Beatriz Marquez, I am writing to express my interest in the secretary position for NVAA. I want to support the Mission of the NVAA by helping promote and support airports and aviation in Nevada. My previous 10 years of work experience consist of Management, Finance/Accounting, Accounts payable and additional administrative work.

I am currently employed by Elko County as Administrative Assistant to the Superintendent Town of Jackpot, Elko County. I am very passionate in the work that I do, I enjoy meeting new people and building new relationships through good communication. I am great with organization and time management. I am task oriented and prioritize my tasks as needed. I have much dedication for what I do, I am attentive and neat and use the tools I am provided to ensure deadlines are met.

I use my resources and my skills to provide the best service that I can to leadership, my team, and customers/guest. I am hoping to have the opportunity to implement my years of experience in administration to serve in the position as Secretary to the Nevada Aviation Association.



Alexandru (Alex) Kovacs, M.B.A, C.M., C.A.E.  
Director of Finance, Reno-Tahoe Airport Authority  
Candidate for Treasurer



Dear Members of the Nevada Aviation Association,

For the last 14 years I have been fortunate to be part of the airport industry and have been a certified member of AAAE since 2018. My experience has been concentrated on finance, budget, and risk management aspects, and I currently serve on the SWAAAE Board, representing Nevada. I am passionate about the airport business and leadership, eager to step up where I can add value. Over the years I have had the pleasure to meet some great people in this organization and would love to get more involved in guiding our path to success. Please allow me to put my work experience, education, and passion to work for you, and bring a fresh perspective to the Board. It would be an honor to serve as your Treasurer.

Our industry continues to experience some major challenges, but I am convinced that the lessons learned today will make us stronger in the future. Let us learn together, adapt to the new world, and overcome these challenges. Always open to new ideas, I am here to serve you, and look forward to working with the Board, and NvAA membership to shape the future of our organization. Thank you for your support.



David Dietz  
Senior Planner, Armstrong Consultants

Candidate for Corporate Director



I am a senior airport planner with Armstrong Consultants. He has been an active member of NvAA for over 15 years. His involvement with Nevada started over 40 years ago when he worked in the Governor's Office. Subsequently Dave worked as a community and environmental planner for Douglas County. After moving to airport consulting, he developed plans for both urban and rural airports in Nevada. He remains professionally involved in Nevada's airports through preparation of environmental documents to support grant-funded projects.

I would be honored to continue to serve as a Corporate Director on the NvAA Board. This is a very dynamic time for our association. I believe that my knowledge of Nevada's airports and the evolution of our association would be of great value as we expand our role in the Silver State.

**Education, Continuing Education**

B.A., Political Science, University of California, Davis  
M.S., City and Regional Planning, Harvard Graduate School of Design

**Licenses, Certificates & Registrations**

American Institute of Certified Planners (No. 26465)  
Private pilot, single-engine land, complex aircraft, instrument rating (inactive)

**Professional Affiliations/Associations**

American Planning Association



Phil Derner  
Director, Western Region

Candidate for Corporate Director



Phil Derner was appointed by NvAA President, Ken Moen, to serve out the term of a vacant corporate director position.

Phil joined the NvAA Board in 2022. NBAA in 2018 after 13 years working as a Loadmaster, Dispatcher, and in operations management of Part 121, Part 121 Supplemental, Part 135, and Part 91 operations. He also owned and operated a New York City-based aviation news and consulting business for 14 years before moving to Southern California. He now serves as NBAA's Western Regional Representative, working hands-on with legislative efforts, industry advocacy, and workforce development initiatives in 7 western states.

It's been an honor to contribute to an organization as a Corporate Director. The NvAA aims to truly serve all facets of aviation in the State of Nevada. Nevada has such a diverse set of aviation users in a variety of locations and NvAA is positioned to make positive change for years to come and that excites me greatly. I hope to deliver value from my experience and range of resources for the continued success of Nevada's aviation system.



Mike Wilhelm, PE  
J-U-B | Program Manager

Candidate for Corporate Director



Mike is a native Nevadan and has more than 23 years of civil and aviation engineering experience as a project engineer, project manager, and principal engineer. Mike's projects have included apron, taxiway, and runway design and rehabilitation; drainage; utilities; roadway; and site civil engineering throughout Nevada and California. Mike desires to serve as a Corporate Director.

Since joining J-U-B in early 2020, Mike has played a prominent role in design and construction projects at both the Battle Mountain Airport and Austin Airport.

Mike served as president of the ASCE Nevada Section in 2018 and was a member of the Committee for America's Infrastructure in 2014 and 2015. In 2012, Mike was recognized for his community leadership as a recipient of the Twenty Under 40 Award, presented by the Reno-Tahoe Young Professionals Network and the Reno Gazette-Journal. He was also honored as the 2007 Young Civil Engineer of the Year by the ASCE Truckee Meadows Branch.

**Professional Registrations:**

Professional Engineer  
Nevada, Idaho, California

**Education:**

MS, Civil Engineering, University of Nevada, 1998  
BS, Biology, University of Nevada, 1995



## Proposes By-Law Changes

### 4.0 MEMBERSHIP

Membership in the Association shall be open to all persons, either individual or corporate, who desire to be a part of the advancement and continued improvement of aviation and airports in the State of Nevada. Each Member shall fit a category of Membership: Regular, Corporate, or Associate. All Members shall be issued such certificates of Membership and/or the Board of Directors may prescribe Membership cards.

4.3 Airport Membership - One membership includes up to four members employed by an airport sponsor. Additional members can be added for \$100 each.

### 6.0 PAYMENT OF DUES

Annual dues shall be ~~\$100.00~~ per Regular Member, ~~\$500.00~~ for Airport or Corporate Member, ~~\$100.00~~ per Associate Member organization ~~and \$200.00 per Corporate Member organization unless changed by a simple majority of the Membership.~~ Regular ~~Group~~, Associate, Airport, and Corporate Membership dues allow more than one representative from the Airport, Corporate or Associate Member company to attend the annual conference at Regular Member rates. Dues shall be based on a calendar year and shall ~~not~~ be pro-rated and are due January 1<sup>st</sup>. ~~and Dues~~ are payable within thirty (30) days of the due date.

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### 7.0 BOARD OF DIRECTORS

#### 7.1 Selection, Term of Office and Responsibilities

The administration of the Association shall be vested in a Board of Directors consisting of eleven (11) Members: Past President, President, First Vice-President, Second-Vice President, Treasurer, Secretary, two (2) Associate Directors, and two (2) Corporate Directors. The offices of Treasurer, Secretary Associate and Corporate Directors shall be held for two (2) years. The offices of Past-President, President, First Vice-President, Second Vice-President, which shall rotate from Second Vice-President to First Vice-President to President during the fall General Meeting. The outgoing President shall fill the Past President position.

#### 7.3 Elections

The Board of Directors shall be elected at the spring conference or at a special meeting. A Nominating Committee of not less than three (3) Members, one from each category, shall be appointed by the President ~~ninethirty~~ (30) days prior to the election. Reasonable effort will be made by the Nominating Committee in selecting candidates for the Board of Directors and Officers in order to provide a Board, as finally elected, that offers a range of representation as to geography, size and type of airport. Any



Member may make nominations other than those recommended by the Committee either from the floor or by filing the name of the nominee with the Secretary. Election shall be by written ballot or email ballot with space provided for additional nominations from the floor, for each position. A majority of the votes cast shall be required to win an election.

#### **7.4 Powers of the Board of Directors**

The Board of Directors may remove any Officer or Director by simple majority whenever, in the judgment of the board, the business interest of the Association will be served thereby. The Board shall direct the President to appoint special committees for various purposes. Any board member absent for three consecutive meetings in a calendar year shall be considered inactive and may be removed from the Board by a majority vote of the Board. The Board shall appoint a member in good standing to fulfill the remaining term until the next regularly scheduled election.

#### **8.2 First Vice President-Elect**

The First Vice President-Elect shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. In the absence of the President, or at the direction of the Board of Directors, the First Vice President-Elect shall perform the duties and exercise the powers of the President. The First President-Elect automatically advances to the position of President at the expiration of the President's term.

#### **8.3 FirstSecond-Vice-President**

The First Second Vice-President shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. In the absence of the President and First Vice President-Elect, or at the direction of the Board of Directors, the FirstSecond Vice-President shall perform the duties and exercise the powers of the President. The FirstSecond Vice-President shall be responsible for organizing conferences and education for the Association. The Second Vice President shall succeed the First President, who shall succeed the President for the purposes of continuity as the election schedule dictates.

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#### **8.4 Secretary**

The Secretary, or the Secretary's designee, shall keep the minutes of the meetings and proceedings of the Board of Directors and Regular Membership meetings. The Secretary shall maintain a NvAA Policies and Procedures Manual for the purpose of identifying day-to-day operational procedures of the NvAA. This manual may be updated time-to-time as determined by the Board. The Secretary, or the Secretary's designee, shall be responsible for giving all notices for the Association when directed by the President and shall maintain a list of all Regular, Associate, Airport, and Corporate Members. The





Secretary shall attest the signature of the President or First or Second Vice President-Elects appropriate to all contracts authorized by the Board of Directors. The Association may delegate the actual bookkeeping and check writing functions to an association management firm as approved by the Board of Directors.

## 9.0 MEETINGS

### 9.1 General Membership Meetings

The Board of Directors shall determine the frequency of the meetings except that a minimum of two (2) General Membership meetings shall be held annually: one (1) in the spring and one (1) in the fall. These meetings may be held virtually at the discretion of the Board of Directors. The President and one (1) other officer may call a Special meeting of the Members of the Association. The President of the Association shall issue by the Secretary or, in his/her absence, any notice of a Special meeting.

### 9.4 Notice of Meetings

Written notice of any Regular or Special meetings of the Board of Directors or General Membership shall be given not less than ten (10) days prior to the meeting. Such written notice shall be posted on the NvAA website as a minimum or delivered personally, by electronic mail, or by mail to each Officer or Member at the address s/he has registered with the Secretary.