



**Nevada Aviation Association
General Membership Meeting
March 29, 2023
11:30 am**

1. Call to Order and Determination of Quorum
2. Approval of Minutes of the October 2, 2022 General Membership Meeting
3. President's Report
4. Treasurer's Report
5. Membership Report
6. Election of Officers
 - Board of Directors Positions Expiring Fall Conference
7. Changes to Bylaws
8. Discussion and Possible Action regarding the position description for NvAA Executive Director
9. NvAA 2023 Strategic/Legislative Initiatives
10. NvAA and the NAHSP
11. NvAA's Membership Growth Plan
12. General Discussion – A time set aside for members to discuss issues of concern or bring forward future agenda items

Adjourn

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 lets 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 also 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

11. General Discussion – None

There being no further business and no objections, the meeting was adjourned at 12:59 p.m.

Approved and adopted _____

Attest _____

Attachments



March 28, 2022
NvAA Board Meeting
President's Report
Next Steps

I respectfully submit the following report for consideration by the NvAA Board of Directors.

- Continued membership growth should be the goal of all NvAA members to bring new members into the fold of the NvAA. We will be announcing new initiatives for the remainder of 2022 to excite membership about recruiting new members.
 - Goal: double membership by the end of the 2022 calendar year.
- Recruit all Nevada airport operators to become Regular NvAA Members and actively participate in supporting the goals of the Association.
 - Task - Develop a data base, including primary point of contact, for all airports. Distribute membership brochure in both electronic and hard copy formats to all primary points of contact for all Nevada airports. Disseminate information on the benefits of participating in NvAA. Encourage public and private companies that manufacture or provide aviation related products and services, including airline operators, charter companies and fixed based operators to become NvAA Corporate Members. Encourage corporate flight departments, Part 121 and 135 operators (to include helicopter and UAV operators) to become Associate Members. Encourage other aviation related organizations, associations, and government agencies to become Associate Members to the benefit of their companies and organizations.
- Utilize the gathering at the spring conference to be the launch of the NvAA lobbying strategy for the 2023 legislative session.
 - Task - Draft and RFQ and solicit submittals for government lobbying firm with 45 days of spring conference.
- Provide a unified voice on airport and aviation related policies and funding.
 - Task - Establish an Aviation Caucus in the Nevada Legislature.
- Sustain and improve airport infrastructure. Airports are at the heart of all aeronautical activities. One of the goals of the NvAA should be the infrastructure initiatives identified in the NAHSP.
 - Task - Obtain permanent state funding for FAA matching grants.
- Progress Report: NvAA members were requested to submit a suggestion for the use of federal funds that were allocated to the state via the American Rescue Plan. A \$5M deposit in the Nevada Fund for Aviation Program would allow counties to fund airport maintenance and infrastructure improvements in the amount of \$50M.

- Task - Identify other funding sources for asset management and capital improvement projects.
 - Task - Research the availability and use of federal and state grants including, State Infrastructure Bank Grants, Community Development Block Grants and U.S. Department of Agriculture, Rural Development Grants for funding airport improvements and leveraging AIP grants.
 - Challenge: Identify a project champion to develop a strategy in the second quarter to identify other sources of grant funding available to Nevada airports.
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- Implement of the recommendations of the NAHSP.
 - Create a strategic plan to accomplish the initiatives identified in the NAHSP. (Below is a quick review of strategic plan initiatives.)
 - Promote local understanding of the value of aviation and airports to the community.
 - Elevate the role of aviation within the Nevada Department of Transportation to the same level as highway transportation.
 - Task – Create and participate on an *Advisory Committee* for the implementation of NDOT’s NAHSP. Lead a public private partnership to develop and maintain a statewide aviation tracking and reporting system.
 - Progress Report: ADS-B tracking is currently available at 16 Nevada airports.
 - Task - Thirty-one more to go.
 - Augment aviation economic impact report in NAHSP to include aerospace manufacturing, UAS/AAM activity in Nevada, and military aeronautical impact on state’s economy.
 - Task - Determine budget, scope of work, and enter into an agreement with University of Nevada, Reno, or other qualified contractor to prepare the economic impact report.
 - Progress Report: Economic impact study is included in the NASHP.
 - Update, create, and distribute a Nevada aviation economic impact fact sheet.
 - Progress Report: Nevada aviation fact sheet will be incorporated into the NvAA Membership Brochure and the NASHP brochures.
 - Develop and participate in a public outreach program.
 - Task - Prepare an NvAA centric PowerPoint presentation and collateral materials for NvAA Members and staff to use in presentations to local governments, community groups, and schools in their local communities.
 - Follow up: Identify a project champion to development the project in the second quarter of 2022.
 - Enhance the NvAA website and utilize social media.
 - Task – Re-design the NvAA website to include a news feed, an events page, and add a paid advertising feature.
 - Follow up: Redesign NvAA website to include a “News” page prior to the end of the second quarter 2022. Develop a process for updating a weekly news feed. Additionally, develop an opportunity to add an advertising feature for aeronautical/aviation service providers.
 - Task: Establish an NvAA internship program for Nevada high school students interested in pursuing a secondary education in aviation management.
 - Task – Identify sustainable funding and solicit participation by corporate partners. Include NVWorks in the internship process

- Issue NvAA policy statements on relevant aviation issues.
 - Task - Monitor proposed federal, state, and local aviation related issues, proposed regulations, and funding issues. Develop NvAA position papers as appropriate. Provide a forum for NvAA members to opine on aviation related technology and topics of interest.
 - Follow up: Identify Board member by the second quarter of 2022 to lead a group of members to develop a process for developing position papers for NvAA Board approval and dissemination news outlets and regulatory agencies.
- Conduct Board monthly conference calls. Host fall and spring conferences.
 - Task – Schedule monthly NvAA Board meetings which are open to all NvAA members. Follow up: Schedule and produce two conferences per calendar year.
 - Progress Report: Monthly calls have been scheduled on the third Wednesday of the month and began in October 2021. Fall NvAA conference held in September 2021 and a spring conference will be held March 28, 29 & 30, 2022 in Reno.
- Conduct training webinars for NvAA members.
 - Task – Schedule regular monthly webinars beginning in the second quarter 2022.
 - Task: Identify project champion to lead a quarterly webinar. Goal to host first session in second quarter 2022.
 - Task: Create downloadable templates for airport leases, permits, and other useable airport management compliance documents.
 - Task –Develop “Resources” page on NvAA [websiteResourceshttps://nevadaaviation.org/page-18065](https://nevadaaviation.org/page-18065)
 - Progress Report: Two items have already been developed and uploaded to website. Identify project champion to lead a committee and continue to make progress on useable materials for airport management compliance documents. The two documents are, “Airport Marketing & Public Relations Guide”, and “Fire Support Resource Document”. A History of the NvAA is also available on the website.
- Promote and increase utilization of ANTN Digicast.
 - Task - Evaluate the feasibility of establishing an “Airport Operator Certificate” using ANTN as the educational framework.
 - Progress Report: NvAA to work with AAAE and Nevada System of Higher Education to develop a certificate program for airport Nevada staff. Identify a project champion by the second quarter of 2022 to research this process.



2022 Nevada Aviation Association Year in Review

January 9, 2023

By Kenneth G. Moen, A.A.E., President

I hope that you and your family enjoyed a pleasant Christmas holiday and I want to wish you and yours a Happy New Year. 2023 is an opportunistic year for the Nevada Aviation Association (NvAA). In 2022, the NvAA made several strategic moves to position the NvAA for opportunities over the next 12 months. I want to take a few moments to highlight some of those changes and outline next steps for getting off on the right foot for the new year.

The high point for the year was the NvAA gathering in Reno, Nevada at the end of March for our annual conference. Eighty in-person attendees (including presenters) and two virtual attendees attended the conference. A post-conference survey distributed by KCA (NvAA management service provider) indicates that attendees rated the agenda, accommodations, meals, and conference networking opportunities as "excellent."

The NvAA Board approved the association's Strategic Plan in October 2020 outlining the *Mission* and *Vision* of the NvAA and approved a name change from *Nevada Airports Association* to the *Nevada Aviation Association*. This name change has been critical to growing the NvAA membership base that now includes government agencies, airport stakeholders, aeronautical service providers, corporate flight departments, and other industry operators that have a vested interest in the expansion and success of the aviation industry in the State of Nevada. Our membership has grown from 61 in 2021 to 85 in 2022 or 39%. Membership growth is critical for our organization. The larger megaphone that the NvAA can speak with at the 2023 Legislative session will help us carry our message to the people who can support our agenda to obtain appropriate funding for the *Nevada Fund for Aviation*. Link for the membership brochure is here <https://nevadaaviation.org/Membership>.

In 2022, we promoted the member's use of the new and improved NvAA website to function as the primary resource of information and archive of information related to NvAA operations. There are additional tools for member to use and include an up-to-date membership directory and access to the Digicast, an online airport modular training platform. Access to Digicast materials is limited to NvAA members. Aviation professionals - large and small - now have easy access to high quality training materials. Digicast can be used to provide *professional-level* training for the benefit of all NvAA members, not just airport members. These materials will elevate the knowledge base of airport users and airport support staff thus raising the professionalism of Nevada airport users and staff. The cost of Digicast is included in the NvAA membership and is a significant savings compared to the cost of the subscribing to the standard Digicast program separately.

In 2022, the Nevada DOT consultant delivered a presentation at the 2022 annual conference on the completed Nevada Airport and Heliport System Plan (NASHP). The NvAA, had a seat at the table as a member of the Technical Advisory Committee and the NvAA had the vision as the primary stakeholder in the development and implementation of Nevada's statewide NASHP. The NASHP includes an inventory of airport facilities and infrastructure, an aeronautical forecast, economic impact study, and an Airport Regional Value (ARV) metric. The ARV is designed to provide a methodology for assessing specific characteristics that affect an airport's attractiveness and ability to support demand in a region. ARV establishes a series of attributes common to airports and assigns a value for each variable based on typical aeronautical facilities and services at similarly situated airports. This specific guidance helps each airport to effectively perform its role at the federal, state, regional, and/or local levels enhancing the statewide aviation system. The NvAA will use the NASHP to raise the level of understanding of the State Legislature and the State Transportation Board to support proper funding for airport development and facilitate aeronautical transportation across the state.

In support of the NASHP, the NvAA has undertaken the initiative to install ADS-B receivers at Nevada airports that meet the criteria of access to stable electrical power and broadband internet. The NvAA has installed sixteen ADS-B receivers at Nevada airports. The goal is to install ADS-B receivers at the remaining Nevada airports that are properly equipped. The NvAA will utilize the ADS-B data collected by the receivers to draw a detailed picture of aeronautical activity at Nevada airports. Airports that have installed ADS-B receivers (at no cost) will have access to live traffic information via an internet dashboard allowing airports to generate airport activity reports up to 7 days in the past. AWOS weather data reports are also available to airport managers. The live traffic view helps airport managers maintain situational awareness and you don't have to be at the airport to access the live traffic view.

New Board Members

In October the NvAA Board of Directors welcomed two new Board members. Alex Kovacs, Director of Finance at the Reno-Tahoe Airport Authority, was elected Treasurer and Betty Marquez, Administrative Assistant at Elko County Public Works Department, was elected Secretary. We want to thank Shane Dyer for his work as treasurer for the past four and a half years.

Next Steps

Continued membership growth is one of our top priorities. It should be the goal of all NvAA members to bring new members into the fold of the NvAA. We will be announcing new initiatives for 2023.

Spring conference. A conference committee has been formed to iron out conference details to include the program, location, networking events, sponsorship, and exhibition opportunities. The conference is scheduled for March 27-29th at the Eldorado Hotel and Casino in downtown Reno.

Below is a status report of the NvAA strategic plan initiatives:

Promote public understanding of the value of aviation and airports

➤ **New Initiative: Pursue a separate Division of Aeronautics within the Nevada Department of Transportation**

o **Task** – Advocate for the creation of a separate Division of Aeronautics within the Nevada Department of Transportation. The vision of this division is that it would operate with autonomy and implement the initiatives detailed in the Nevada Airport and Heliport System Plan.

Progress Report: NvAA President will work with Susan Fisher of McDonald Carano to find a sponsor for a BDR for a Division of Aeronautics.

Develop and publish a statewide aviation economic impact report

➤ **Task** - Determine budget, scope of work, and enter into an agreement with University of Nevada, Reno, or other qualified contractor to prepare the report.

Progress Report: Economic impact study was completed as a part of the NASHP.

➤ **Develop and participate in a public outreach program**

➤ **Task** - Prepare a PowerPoint presentation and other materials for NvAA Members and staff to make presentations to local governments, community groups, and schools in their communities.

Progress Report: PowerPoint was one of the deliverables as part of the Nevada Airport and Heliport System Plan and is available on the NvAA website under *Resources*.

➤ **Enhance the NvAA website and utilize social media**

o **Task** - Add a paid advertising feature to the website.

Progress Report: Work with KCA to develop an opportunity to add an advertising feature for aeronautical/aviation service providers.

Grow NvAA Membership

➤ **Recruit all Nevada Counties to become Regular NvAA Members and actively participate in supporting the goals of the Association**

o **Task** - Develop a data base, including primary point of contact, for all county managers and develop and disseminate information on the benefits of participating in NvAA. Encourage public and private corporations that manufacture or provide aviation related products and services, including airline operators, charter companies and fixed based operators to become Corporate Members. Encourage helicopter and UAV operators to become Associate Members. Encourage

other aviation related organizations, associations, and government agencies to become Associate Members.

Progress Report: NvAA strategy is members email membership brochure with to their email contact list. A review of results at the end of the first quarter 2023 and adjust strategy, as necessary.

➤ **Sustain and improve airport infrastructure**

o **Task** - Obtain permanent state funding for FAA matching grants.

Progress Report: NvAA has retained the services of McDonald Carano to lobby for a \$5M appropriation in the Nevada Fund for Aviation Program would allow counties to fund airport maintenance and infrastructure improvements in the amount of \$90M.

➤ **Identify other funding sources for asset management and capital improvement projects.**

o **Task** - Research the availability and use of federal and state grants including, Community Development Block Grants and U.S. Department of Agriculture, Rural Development Grants for funding airport improvements and leveraging AIP grants.

Progress Report: Identify a project champion to develop a strategy in the second quarter of 2023 to identify other sources of grant funding available to Nevada airports.

➤ **Provide a unified voice on airport and aviation related policies and funding**

o **Task** – Draft a legislative plan for the Nevada Fund for Aviation appropriation and fund and appoint members of the Nevada Air Service Development Board in the Nevada Legislature.

Progress Report: NvAA and McDonald Carano are working with Nevada legislators, Governor-Elects transition team, and the Nevada League of Cities to promote and the Nevada Fund for Aviation and the Air Service Development Board.

➤ **Develop NvAA policy statements on relevant aviation issues**

o **Task** - Monitor proposed federal, state, and local aviation related policies, regulations, and funding and develop NvAA positions as appropriate. Provide a forum for NvAA members on aviation technology and information.

Progress Report: Identify and recruit NvAA member by the second quarter of 2023 to lead a group of members to develop a process for developing position papers for NvAA Board approval and dissemination news outlets.

➤ **Conduct monthly conference calls, hold an electronic fall, and in-person spring annual conference.**

o **Task** – Schedule monthly NvAA Board members open to all members. Schedule and produce two conferences per calendar year. One conference in-person and one conference in an electronic format.

Nevada Airports Association

Profit & Loss Prev Year Comparison

January through December

Cash Basis

	2022	2021	\$ Change	% Change
Ordinary Income/Expense				
Income				
Misc. Income	250.00	0.00	250.00	100.0%
Membership				
Associate	1,600.00	1,800.00	-200.00	-11.11%
Corporate 1	5,000.00	1,600.00	3,400.00	212.5%
Corporate 2	275.00	275.00	0.00	0.0%
Regular	1,650.00	0.00	1,650.00	100.0%
Total Membership	8,525.00	3,675.00	4,850.00	131.97%
NVAA Conference				
Registration				
Early Bird	6,250.00	1,430.00	4,820.00	337.06%
Non-Early Bird	1,450.00	2,650.00	-1,200.00	-45.28%
Total Registration	7,700.00	4,080.00	3,620.00	88.73%
Sponsorship	22,150.00	6,500.00	15,650.00	240.77%
Total NVAA Conference	29,850.00	10,580.00	19,270.00	182.14%
Total Income	38,625.00	14,255.00	24,370.00	170.96%
Expense				
Conference Expenses				
Conference Services	16,567.28	7,538.54	9,028.74	119.77%
Total Conference Expenses	16,567.28	7,538.54	9,028.74	119.77%
Contributions	0.00	475.00	-475.00	-100.0%
General & Administrative				
Dues & Subscriptions	50.00	0.00	50.00	100.0%
Merchant Service Fees	1,070.94	301.33	769.61	255.4%
Office Supplies	77.75	0.00	77.75	100.0%
Postage & Delivery	17.80	22.65	-4.85	-21.41%
Printing & Reproduction	3.39	0.00	3.39	100.0%
Software	220.00	50.00	170.00	340.0%
Total General & Administrative	1,439.88	373.98	1,065.90	285.02%
Misc. Expenses	100.00	39.60	60.40	152.53%
Meeting Expenses				
Board Meetings	0.00	126.00	-126.00	-100.0%
Total Meeting Expenses	0.00	126.00	-126.00	-100.0%
Professional Fees				
Accounting/Contract Labor	600.00	4,037.25	-3,437.25	-85.14%
Consulting	3,000.00	0.00	3,000.00	100.0%
KCA Management Fees	4,343.00	462.25	3,880.75	839.54%
Taxes/Tax Filings	300.00	100.00	200.00	200.0%
Total Professional Fees	8,243.00	4,599.50	3,643.50	79.22%
Website	1,776.60	1,546.18	230.42	14.9%

Total Expense	<u>28,126.76</u>	<u>14,698.80</u>	<u>13,427.96</u>	<u>91.35%</u>
Net Ordinary Income	10,498.24	-443.80	10,942.04	2,465.53%
Other Income/Expense				
Other Income				
Interest Income	<u>9.82</u>	<u>5.91</u>	<u>3.91</u>	<u>66.16%</u>
Total Other Income	<u>9.82</u>	<u>5.91</u>	<u>3.91</u>	<u>66.16%</u>
Net Other Income	<u>9.82</u>	<u>5.91</u>	<u>3.91</u>	<u>66.16%</u>
Net Income	<u><u>10,508.06</u></u>	<u><u>-437.89</u></u>	<u><u>10,945.95</u></u>	<u><u>2,499.7%</u></u>

Nevada Airports Association

Balance Sheet

As of December 31, 2022

Cash Basis

	<u>Dec 31, 22</u>	<u>Dec 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Heritage Bank 6504	49,091.32	38,583.26	10,508.06	27.24%
Paypal	50.00	0.00	50.00	100.0%
Total Checking/Savings	<u>49,141.32</u>	<u>38,583.26</u>	<u>10,558.06</u>	<u>27.36%</u>
Other Current Assets				
Prepaid Conference Expenses	-50.00	0.00	-50.00	-100.0%
Total Other Current Assets	<u>-50.00</u>	<u>0.00</u>	<u>-50.00</u>	<u>-100.0%</u>
Total Current Assets	<u>49,091.32</u>	<u>38,583.26</u>	<u>10,508.06</u>	<u>27.24%</u>
TOTAL ASSETS	<u>49,091.32</u>	<u>38,583.26</u>	<u>10,508.06</u>	<u>27.24%</u>
LIABILITIES & EQUITY				
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	10,508.06	-437.89	10,945.95	2,499.7%
Total Equity	<u>49,091.32</u>	<u>38,583.26</u>	<u>10,508.06</u>	<u>27.24%</u>
TOTAL LIABILITIES & EQUITY	<u>49,091.32</u>	<u>38,583.26</u>	<u>10,508.06</u>	<u>27.24%</u>

First name	Last name	Title	Company
Thomas	Bolling	Public Works Director	Nye County
Cody	McKee	Engineering Tech III	Nye County Public Works
Tyler	Mulvey	Engineering Tech III	Nye County Public Works
Darrin	Tuck	Utilities Superintendent	Nyc County Public Works
Catherine	Connolly	Senior Account Manager	Honeywell
Michael	Coster	Airport Liaison	White Pine County
Vanessa	Coyle	Director of Operations	REMSA/Care Flight
Rod	Dinger	Senior Project Manager	ADK Consulting and Executive S
Betty	Easley	HTH Operation Liaison Volunteer	Mineral County, Nevada
Joni	Eastley	None	Southwest Central Regional Ecor
Jennifer	Fonda	Owner	Great Basin Aviation
Thomas J.	Hall	Attorney	Law Offices of Thomas J. Hall
Corl	Leach	Managing Member	PlaneNV LLC
Mitch	Manning	Regional Sales and Project Mana	Asphalt Systems, Inc.
Kenneth	Moen	Special Projects Program Manag	Armstrong Consultants
Julian	Pridmore-Brown	State Liaison	Recreational Aviation Foundation
Carmen	Rose	Project Manager	Dibble Engineering
David	Sharp	Senior Account Executive	Honeywell International LLC
Jarin	Sillitoe	AMT	
Christopher	Yarrow	Transportation Planner 1 / State /	NDOT
Falicia	Bailey	Senior Marketing Coordinator	Ardurra
Jeff	Barrow	CEO	Eastern Sierra Engineering
Grant	Bishop	CEO/ President	
Calum	Brown	Avionics Manager	Advanced Aviation Reno, Inc
Shawn	Burt	Superintendent	Elko County Town of Jackpot
Bernie	Conaway	General Manager	Atlantic Aviation
Nathan	Cuvala, PE	Project Manager	Ardurra
Phil	Derner	Director, Western Regional	NBAA
Jason	Dhuy, PE	Senior Project Manager	Ardurra
Perry	Di Loreto	Director of Operations/Principal	Lear Flight/Challenger Consulting
David	Dragoli	Director of Maintenance	Advanced Aviation Reno, Inc
Sam	Dragoli	Office Manager	Advanced Aviation Reno, Inc
Shane	Dyer	Area Manager	J-U-B Engineers, Inc.
Gustavo	Estrada	Lead Tech	Jackpot Public Works
Brent	Farr		DOWL
Brian	Fitzgerald	Senior Engineer	Eastern Sierra Engineering
James	Harris	President	Coffman Associates
Heath	Hildebrandt	Project Manager	Kimley-Horn and Associates, Inc.
David	Houle	Director of Aviation Real Estate	KW Commercial
Brian	Hugill	Jackpot Fire Chief	Jackpot Fire
Jake	Jacobs	Executive Vice President	Resolute ISR
Pam	Keidel-Adams	Vice President	
Judi	Krauss	Associate	Coffman Associates
Austin	Lawson	Director of Operations	Resolute ISR
Beatriz	Marquez	Administrative Assistant	Public Works
David	Meyer	Project Manager	J-U-B Engineers, Inc.
Heather	Mirra	General Manager	Dassault Aircraft Services
Jeff	Moak	Group President PM/CM	Red Brick Consulting, Inc.
Darren	Murata		DOWL
Jared	Norton, PE	Project Manager	Ardurra
Melissa	Osborn, A.A.E.	Director of Aviation	DOWL
Stewart	Osgood		DOWL
Kyle	Potvin	Program Director	Applied Pavement Technology, Ir
Matt	Quick	Principal	Coffman Associates
David	Quintanilla	Chief Techno;ogy Officer	Resolute ISR

Erin	Sheelan	AICP	Kimley-Horn and Associates, Inc
Kimberly	Silvester	Aviation Project Manager	J-U-B Engineers, Inc.
Bennett	Sloan	Sr. Executive Program Manager	Red Brick Consulting, Inc.
Blair	Smith	Program Manager/Business Deve	Resolute ISR
Mike	Wilhelm	Aviation Project Manager	J-U-B Engineers, Inc.
Anthony	Yocca	Engineer	Kimley-Horn & Associates
Nadine	Burgard	Airport Project Manager	Armstrong Consultants, Inc.
Dennis	Corsi	President	Armstrong Consultants
Dave	Dietz, AICP		
Mike	Dikun	Territory Manager	Armstrong Consultants, Inc.
David	Hartmann	Vice President, Principal	Armstrong Consultants, Inc.
Chris	Nocks	Engineering Operations Manager	Armstrong Consultants, Inc.
Justin	Pietz	Planning Manager, Principal	Armstrong Consultants, Inc.
Marissa	Adou	Airport Manager	City of Boulder City
Travis	Anderson	Public Works	City of Mesquite
James	Foster	Airport Manager	City of Elko
Lisa	Gibson	Airport Administrative Coordinator	
Eric	Hamrey	Mineral County Public Works Dire	Mineral County
Andrew	Haskin	County Manager	Lyon County
Linda Mae	HIVERT	Director	Sports Aviation Foundation
Corey	Jenkins	Airport Manager	Carson City Airport Authority
Greg	Johnson	President	SAMSARG, Inc,
JON	MAYER	Pilot	
Matthew	McAlevey	Assistant Airport Manager	City of Boulder City
robert	mcdougal	Chair, Pershing County Airport Ac	N/A
Peggy	Quigg	Manager	Silver Springs Regional Airport, L
Larry	Rackley	Pershing County Commissioner	Pershing County
Jeb	Rowley	Airport Manager	Eureka County
William	Stinson	Mcpw Foreman	Mineral county
Robert	Switzer	City Manager	City of Yerington
Steve	Tackes	NvAA Counsel; Carson City Airpo	Kaempfer Crowell
Jared	Yoshiki	Western Pacific Regional Manag	AOPA

Airport Members	4
Associate Members	16
Corporate Members	48
Regular Members	19
Total	87

Nevada Aviation Association Board
of Directors
Officer Elections – 2023 Fall Conference

Bylaws Section 7.0 Board of Directors

All positions shall be held for two (2) years. The outgoing President shall fill the Past President position. The President-Elect, First Vice President shall be elected in alternating (odd) years starting in 2005. All other positions shall be elected in even years.

President - Ken Moen	Term expires Fall 2023
Past President - Marissa Adou	Term expires Fall 2023
1st Vice-President – Shawn Burt	Term expires Fall 2023
2nd Vice-President - Vacant	
Secretary – Betty Marquez	Term expires Fall 2024
Alex Kovacs – Treasurer	Term expires Fall 2024
Associate Director – Larry Rackley	Term expires Fall 2024
Associate Director –Robert Switzer	Term expires Fall 2024
Corporate Director – David Dietz	Term Expires Fall 2024
Corporate Director – Phil Derner	Term Expires Fall 2024

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 anniversary dates a calendar year and shall ~~not be pro-rated and be due on the member's anniversary date January 1st.~~ Dues are payable within thirty (30) days of the due date.

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, President-Elect, First Vice-President, Treasurer, two (2) Associate Directors, and two (2) Corporate Directors. All positions shall be held for two (2) years. The outgoing President shall fill the Past President position. The President-Elect and First Vice-President ~~Vice-President~~ shall be elected in alternating (odd) years starting in 2005. All other positions shall be elected in even years.

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 meetings in a calendar year shall be considered inactive and removed from 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 First~~Second~~ -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 First~~Second~~ Vice-President shall perform the duties and exercise the powers of the President. The First~~Second~~ 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.

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-~~Elect~~ as appropriate to all contracts authorized 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 ~~seventeen (17)~~ **seventeen (17)** 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.

10.0 ELECTRONIC MEETINGS

10.1 Agenda

- A.** The President shall prepare a proposed agenda for the electronic meeting and distribute via e-mail to the Members approximately one (1) week prior to the proposed end of the electronic meeting. The proposed agenda shall include a date for completion of the electronic meeting. Any Member may ask the President to place an item on the agenda. Such additions should be submitted no less than **three (3) days** prior to the end of the electronic meeting.
- B.** The President shall initiate discussion on each agenda item.
- C.** Each agenda item shall be open for discussion for at least three (7) consecutive days, spread over **seven (7) days**. Multiple agenda items will be discussed concurrently.
- D.** The Secretary shall archive the electronic communications for purposes of minutes of the electronic meeting. These records shall be used to prepare written meeting minutes. Once the written minutes are approved, the electronic records may be deleted by the Secretary.

10.2 Discussion and Reports

- A.** All reports shall be delivered to the Members electronically by the start of the meeting, usually **three (3) days** prior to the end date.
- B.** If the issue to be discussed is not an action item, there is no minimum duration for discussion on that item.
- C.** For action items (e.g. main motions or amendments to motions) a minimum of **three (3) consecutive days**, shall be available for discussion, motions, points of order, and voting. The President has the discretion to set a time limit for individual action items in order to keep the meeting agenda progressing in a timely manner.

Below is a status report of the NvAA strategic plan initiatives:

Promote public understanding of the value of aviation and airports

➤ **New Initiative: Pursue a separate Division of Aeronautics within the Nevada Department of Transportation**

o **Task** – Advocate for the creation of a separate Division of Aeronautics within the Nevada Department of Transportation. The vision of this division is that it would operate with autonomy and implement the initiatives detailed in the Nevada Airport and Heliport System Plan.

Progress Report: NvAA President will work with Susan Fisher of McDonald Carano to find a sponsor for a BDR for a Division of Aeronautics.

Develop and publish a statewide aviation economic impact report

➤ **Task** - Determine budget, scope of work, and enter into an agreement with University of Nevada, Reno, or other qualified contractor to prepare the report.

Progress Report: Economic impact study was completed as a part of the NASHP.

➤ **Develop and participate in a public outreach program**

➤ **Task** - Prepare a PowerPoint presentation and other materials for NvAA Members and staff to make presentations to local governments, community groups, and schools in their communities.

Progress Report: PowerPoint was one of the deliverables as part of the Nevada Airport and Heliport System Plan and is available on the NvAA website under *Resources*.

➤ **Enhance the NvAA website and utilize social media**

o **Task** - Add a paid advertising feature to the website.

Progress Report: Work with KCA to develop an opportunity to add an advertising feature for aeronautical/aviation service providers.

Grow NvAA Membership

➤ **Recruit all Nevada Counties to become Regular NvAA Members and actively participate in supporting the goals of the Association**

o **Task** - Develop a data base, including primary point of contact, for all county managers and develop and disseminate information on the benefits of participating in NvAA. Encourage public and private corporations that manufacture or provide aviation related products and services, including airline operators, charter companies and fixed based operators to become Corporate Members. Encourage helicopter and UAV operators to become Associate Members. Encourage

other aviation related organizations, associations, and government agencies to become Associate Members.

Progress Report: NvAA strategy is members email membership brochure with to their email contact list. A review of results at the end of the first quarter 2023 and adjust strategy, as necessary.

➤ **Sustain and improve airport infrastructure**

o **Task** - Obtain permanent state funding for FAA matching grants.

Progress Report: NvAA has retained the services of McDonald Carano to lobby for a \$5M appropriation in the Nevada Fund for Aviation Program would allow counties to fund airport maintenance and infrastructure improvements in the amount of \$90M.

➤ **Identify other funding sources for asset management and capital improvement projects.**

o **Task** - Research the availability and use of federal and state grants including, Community Development Block Grants and U.S. Department of Agriculture, Rural Development Grants for funding airport improvements and leveraging AIP grants.

Progress Report: Identify a project champion to develop a strategy in the second quarter of 2023 to identify other sources of grant funding available to Nevada airports.

➤ **Provide a unified voice on airport and aviation related policies and funding**

o **Task** – Draft a legislative plan for the Nevada Fund for Aviation appropriation and fund and appoint members of the Nevada Air Service Development Board in the Nevada Legislature.

Progress Report: NvAA and McDonald Carano are working with Nevada legislators, Governor-Elects transition team, and the Nevada League of Cities to promote and the Nevada Fund for Aviation and the Air Service Development Board.

➤ **Develop NvAA policy statements on relevant aviation issues**

o **Task** - Monitor proposed federal, state, and local aviation related policies, regulations, and funding and develop NvAA positions as appropriate. Provide a forum for NvAA members on aviation technology and information.

Progress Report: Identify and recruit NvAA member by the second quarter of 2023 to lead a group of members to develop a process for developing position papers for NvAA Board approval and dissemination news outlets.

➤ **Conduct monthly conference calls, hold an electronic fall, and in-person spring annual conference.**

o **Task** – Schedule monthly NvAA Board members open to all members. Schedule and produce two conferences per calendar year. One conference in-person and one conference in an electronic format.

Progress Report: Monthly calls have been scheduled on the third Thursday of the month and began in October 2021. NvAA general meeting scheduled for September 2022 but a quorum not present. Spring conference is scheduled for March 27th- 29th 2023 the Eldorado Hotel and Casino in downtown Reno.

➤ **Conduct training webinars for NvAA members.**

o **Task** – Schedule regular monthly webinars beginning in the second quarter 2023.

Progress Report: Identify project champion to lead a quarterly webinar. Goal to host first session in second quarter 2023.

➤ **Develop downloadable templates for airport leases, permits, and other useable airport management compliance documents.**

o **Task** –Develop “Resources” page on NvAA website [Resourceshttps://nevadaaviation.org/page-18065](https://nevadaaviation.org/page-18065)

Progress Report: Two items have already been developed and uploaded to website. Identify project champion to lead a committee to continue to make progress on useable materials for management compliance documents. First two documents are *Airport Marketing & Public Relations Guide*, and *Fire Support Resource Document*. Also, a History of the NvAA is also available.

➤ **Promote and increase utilization of ANTN Digicast.**

o **Task** - Evaluate the feasibility of establishing an “Airport Operator Certificate” using ANTN as the educational framework.

Progress Report: NvAA to work with AAEE and College of Southern Nevada to develop a certificate program for staff at Nevada airports. Identify a project champion to research this process. Identify project champion by second quarter 2023.