



GOVERNING COUNCIL

Special Meeting of the Albuquerque Aviation Academy Governing Council on
Thursday, March 28, 2025

via Zoom.us & In person at 6441 Ventana Road NW

BOARD MEMBERS PRESENT

Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy

BOARD MEMBERS ABSENT

Mike Romo

ALSO IN ATTENDANCE

Bridget Barrett, Amanda Catanzaro, Sean Fry, Lauren Chavez, and Kelly Callahan

PUBLIC

none

These minutes were approved on 4-25-25

By a vote of 5 yes ___ no 2 absent ___ abstained

Larry Kennedy President

Roland Dewing Secretary

I. Call to Order

Larry Kennedy called to order the Special Meeting of the Governing Council for the Albuquerque Aviation Academy for March 28, 2025 at 2:02 PM on Zoom.us and in person.

A. Roll Call

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy.

B. Adoption of the Agenda*

Larry Kennedy requested to change V. New Business B. Annual Organizational Meeting/2024 Open Meetings Resolution from 2024 to 2025 and removal of F. Foster Care Enrollment Policy. Larry Kennedy asked for a motion to approve the agenda with the requested revisions. Alex Carothers made a motion to approve the agenda with requested revisions. Roland Dewing seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Review/Approval of Minutes from February 21, 2025 Regular Meeting*

Larry Kennedy asked for a motion to approve the minutes from the February 21, 2025 Regular Meeting. Farrah Nickerson made a motion to approve the minutes. Jody Meyer seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

D. Review/Approval of Minutes from March 6, 2025 Special Meeting*

Larry Kennedy asked for a motion to approve the minutes from the March 6, 2025 Special Meeting. Farrah Nickerson made a motion to approve the minutes. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

II. Public Comment

Larry Kennedy asked Bridget Barrett and Amanda Catanzaro if there was any public comment. There were no public comments.

III. Ongoing Business Matters

A. Aviation Program/Committee Update

Dr. Lauren Chavez presented that Hotel Kilo has flown approximately 40 hours and is flying great. It is about 8 hours away from the 100 hour and she is working on getting a quick turn around on that. The wiring issue was identified and fixed.

Classes are going great. AIA students are working on getting check-ride ready and completing mock check-rides in class. We are up against the graduation clock and have 8 seniors hoping to get finished in time.

One additional student has earned the drone scholarship and one more student that just earned their drone license. Another student completed the ATC internship and getting another student scheduled for near future. Unknown status of the engineering piece of the display plane but the kids are working on designing the paint scheme.

The biggest update is that the school has purchased a second plane, "Addison." Photos of the new plane were shared with the governing council. Addison does have original avionics which is why we were able to get a great deal. Immediately, we have to replace the fuel gauges and work needs to be done on the transponder and radio. Working on getting these completed and getting Addison airworthy as soon as possible.

NM Living will be on location with the two planes on April 4th so working on getting them both ready for that.

Expenses were reviewed that included the insurance policy going up from \$9616/annually to \$15,658/annually with the additional plane.

The committee update was given by Alex Carothers. Working on getting a hangar for the new plane. Until then there is an option to go into a community hangar or use a tie-down. The committee has been having discussions on priorities for repairs/replacements for the new plane and looking at various options for avionics. Discussion regarding display options at a local air show that is coming.

B. Conflict of Interest Policy and Nepotism Policy*

Amanda Catanzaro shared that this policy has been reviewed by our attorney and minor changes were made based on those recommendations.

Larry Kennedy asked for a motion to approve the Conflict of Interest and Nepotism Policy. Alex Carothers made a motion to approve. Roland Dewing seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called

Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Drone Activities Policy*

Amanda Catanzaro shared that this policy has been separated into what is policy and what is procedures based on feedback from governing council last month.

Larry Kennedy asked for a motion to approve the Drone Activities Policy. Alex Carothers made a motion to approve. Roland Dewing seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

IV. Administrative Update

A. Student Achievement Update

Bridget Barrett presented that enrollment numbers have declines a bit. Not really enrolling anyone else for this year, most people are looking for next year. At 120 day, we had 303 students. There were 100 applications in our lottery and 252 letters of intent indicating they are returning next year.

Bridget Barrett reviewed Academics by Enrollment and Actual Grade Report. Bridget Barrett met her walk-through goal.

SAT test is next week and STARS/Renaissance testing began this week.

V. New Business Matters

A. Capital Outlay Update

Bridget Barrett shared that upon signature of the Governor, Albuquerque Aviation Academy was awarded \$625,000 from Legislative Appropriations for 2025.

B. Annual Organizational Meeting/2025 Open Meetings Resolution*

Larry Kennedy discussed the annual organizational meeting. Meetings will be held the 3rd Friday of each month and follow Open Meetings Act. An Open Meetings Resolution 2025-03-28 was discussed.

Larry Kennedy asked for a motion to approve the Open Meetings Resolution No. 2025-03-28. Roland Dewing made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Election of Officers: President, Vice President, and Secretary*

Roland Dewing nominated Larry Kennedy as President. Larry Kennedy accepted the nomination. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

Laura Kohr nominated Farrah Nickerson as Vice President. Farrah Nickerson accepted the nomination. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

Larry Kennedy nominated Roland Dewing as Secretary. Roland Dewing accepted the nomination. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

Larry Kennedy is President, Farrah Nickerson is Vice President and Roland Dewing is Secretary of the Governing Council.

D. Aircraft Use Agreement-Skyhawk*

Discussion regarding Aircraft Use Agreement for Cessna Skyhawk 172 (N6458B). Larry Kennedy asked for a motion to approve the Aircraft Use Agreement for the Skyhawk. Laura Kohr made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

E. Duty to Report Policy*

Amanda Catanzaro led a discussion regarding the Duty to Report Policy that was recommended by Kelly Callahan. Note was made to add ("AAA") next to Albuquerque Aviation Academy.

Larry Kennedy asked for a motion to approve the Duty to Report Policy as amended with "AAA". Roland Dewing made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

F. Fundraising Policy*

Amanda Catanzaro shared that this policy has been separated into what is policy and what is procedures based on feedback from governing council last month.

Larry Kennedy asked for a motion to approve the Fundraising Policy. Alex Carothers made a motion to approve. Farrah Nickerson seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

G. Visitor Policy and Law Enforcement on Campus*

Larry Kennedy asked for a motion to approve the Visitor Policy and Law Enforcement on Campus. Laura Kohr made a motion to approve. Farrah Nickerson seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

H. NMPSIA Part Time Employee Resolution*

Sean Fry led a discussion explaining that this policy provides coverage for employees that work between 15-20 hours per week.

Larry Kennedy asked for a motion to approve the NMPSIA Part Time Employee Resolution. Alex Carothers made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

I. Nusenda Commercial Checking Account Number Change*

Bridget Barrett and Sean Fry discussed that due to another attempt with a fraudulent check, Nusenda is requiring that the school change the account number.

Larry Kennedy asked for a motion to approve the change of the account number on our Nusenda Checking Account. Laura Kohr made a motion to approve. Jody Meyer seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

VI. Governing Council Development

A. Discussion with Kelly Callahan

Kelly Callahan led the discussion regarding the evaluation of the Head Administrator that is coming up. There will be a closed session in May to review. Bridget Barrett will begin working on her self-evaluation for the board.

Discussion around further improving the evaluation process can include evaluations of students, families and staff. The Head Administrator can then reference the data as part of their self-evaluation.

Farrah Nickerson left the meeting via Zoom.

Discussion around commercials for Albuquerque Aviation Academy and the NM Living Appearance that took place. NM Living will also be doing two more appearances, one in April with Bridget Barrett discussing enrollment and registration and one in May at Double Eagle with both of the planes discussing our growing fleet and what that has to offer.

VII. Finance Report

A. FY2024 Annual Audit Discussion

Sean Fry discussed that the 2024 audit has been released and there are no repeat finding and no new finding because there were no finding at all. Discussion regarding ERB liability changes and RHCA changes. The full audit is available online.

B. Business Office Operations Update

Sean Fry reported that the Finance Committee met prior to the meeting. The cash balance continues to rise and currently carryover is expected to be approximately 1.7-1.8 million.

C. Voucher Approvals for February 2025*

Sean Fry presented the February Vouchers and the Finance Committee can support the approval of the February Voucher Approvals.

Larry Kennedy asked for a motion to approve the Bank Vouchers for February 2025. Roland Dewing made the motion. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

D. Bank Reconciliation for February 2025*

Sean Fry presented the February Bank Reconciliation and the Finance Committee can support the approval of the February 2025 Bank Reconciliation.

Larry Kennedy asked for a motion to approve the Bank Vouchers for February 2025. Roland Dewing made the motion. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

E. Budget Adjustment Requests*

Sean Fry presented BAR 2425-11000-0025-T, a transfer of funds in operational out of fixed assets to cover costs in transportation and social worker. BAR 2425-24154-

0026-T, a transfer BAR from Title II, out of professional development to cover stipends for lead teachers for PLCs.

Larry Kennedy asked for a motion to approve BAR 2425-11000-0025-T and BAR 2425-24154-0026-T. Laura Kohr made the motion. Jody Meyer seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

VIII. Announcements

Next Governing Council meeting is scheduled for April 18, 2025.

IX. Adjournment*

Larry Kennedy called for a motion to adjourn. Laura Kohr made a motion to adjourn. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

The Special Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on March 28, 2025 at 3:19 p.m.