



Executive Committee Meeting Agenda

AV EDGE drives economic growth and retention across the Antelope Valley region through collaboration, advocacy, and business engagement.

Date: Tuesday, July 14, 2026

Time: 8:30 a.m.

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| ☒ Suzy Ghazarossian – President | ☒ Mark Bozigian – Director at Large
- via zoom |
| ☒ Art Minasyan – Vice President | ☐ Teresa Howard – Director at Large |
| ☒ Dianne Knippel – Secretary | ☒ Zach Glynn – EC Member |
| ☒ Ben Gocke – Treasurer - via zoom | ☒ Sydney Yeseta – EC Member |
| ☒ Martin Tompkins – Past President | ☒ Drew Mercy – Executive Director |

1. Call to Order - 8:35 a.m. in person

2. Approval of Minutes - Martin motioned and Art seconded; approved as presented.

3. Reports

- ☒ President's Report - Suzy thanked those who supported AV EDGE's briefing to the Palmdale City Council in person and online on July 7, 2026.
- ☒ Vice President's Report - no report
- ☒ Treasurer's Report - revenue is above budget; managing expenses.

4. Old Business - None.

5. New Business

- A. Review job duties and responsibilities of AV Edge staff - Drew proposed a new staff member - Manager of Events and Partnerships. Discussion did not support hiring a new staff member but expanding existing staff responsibilities and exploring media and graphics support via outside contracting such as Trypepi Smith. This firm support provides support to both cities.
- B. Review job descriptions of Executive Director and staff
- C. Bylaws / Board Commitment - need to update bylaws and board commitment - Suzy provided the Ex. Committee with drafts to review by Friday, July 17.
- D. HR: Establish a process for time card review and approval for AV Edge staff/ Personnel files. Explore hiring an HR firm to ensure compliance with laws and personnel matters.

6. Executive Director Update on Action Items & Deadlines Tracking -



Action Item Description	Person Assigned	Due Date	Status/Notes
Chamber Discussions – update on office and proposal or partnership opportunity.	Drew	7/14/2026	New Chamber President James Royal visited the AV EDGE office to discuss sharing office space. He did not feel our office would work for them. Drew will be meeting with James shortly at the Chamber office to discuss the feasibility of that space and continue project discussions.
Job duties and responsibilities of AV Edge staff proposal	Drew/Executive Board	7/14/2026	
Accounts Receivable Collection and Write-Off Policy	Ben/Executive Board	8/11/2026	Review with budget
Review membership structure	Executive Board	8/11/2026	Review with budget
Committee Chair – new member welcome, recruit	Drew	7/17/2026	Add as agenda topic for committee chair meeting

Executive Director's Report: Projects & MOU Deliverables

Type	MOU Description	Status/Notes
MOU	Lead Generation - Strong last quarter.	We received one new lead, a developer working on a 46-unit affordable and veteran housing project in Lancaster. He had infrastructure questions on the surrounding area. We were able to find the answers he was looking for. As he continues to work with the City, we are keeping in touch and available to assist further. We received support letters from the Cities of Palmdale and Lancaster outlining the type of support they can provide for Skilled



		Nursing Investors and provided it to the group we are working with. We continue working with our textile industry lead, and hosted introductory meetings with both cities and are following progress there on site identification.
MOU	Commercial & Industrial Vacancy Listings	Listings on our website are updated regularly.
MOU	Economic Development Forums	The Events Committee led an in-person meeting to discuss changes and ideas for the Spring Business Summit and Fall Forum, among other events. We will be including a portion of the day that will be convention style, with the opportunity for sponsors and organizations to purchase booths for information distribution.
MOU	Broker Site Events	This event is scheduled for this Thursday in conjunction with our Broker Mixer. Agenda for the event is attached.
MOU	Broker Newsletter	Issued 1/30/2026 on schedule. We are collecting information for inclusion for the July issue release on July 30.
MOU	Conferences (Industrial/Real Estate) David Smith suggested Drew as a panelist at the Air Force Contractor conference in Colorado Springs. Many aerospace contractors attend. Usually 400 attendees.	Seeking approval for attending ICSC Western San Diego, September 14-16 Have not attend before. Estimated Cost: Total \$3365-\$3450 Registration: \$525 Hotel: \$1100 (3 nights Courtyard Marriott Gaslamp at \$335 Booth/Reception Sponsorship through TeamCal: \$1,500 Meals: \$240 Seeking approval for travel to Air Force Contractors Association Conference. Aug 3-5, Colorado Springs. Dr. Smith has a speaking opportunity for me as well as networking with aerospace contractors and vendors. Estimated Cost: \$1500 Flight: 750 Hotel: 450



		Parking/Taxi/Meals: 300
MOU	City Meeting Participation Positive feedback from Palmdale Mayor.	July 7, Presentation to Palmdale City Council was well received. Positive feedback from city staff and Council.
MOU	Industry Deep Dives	Aerospace Deep Dive held on 7/8/2026. Working on generating report.
MOU	Regional Film Industry Engagement	Scheduled for July 30 (via Zoom and in person). Agenda developed in coordination with cities staff and city film liaisons.
MOU	Workforce Development	As part of the in-development report from the Aerospace Deep Dive, we will assign specific tasks to the Workforce Development and Education Committee, and. Next AI Task Force meeting is set for October 8, 2:00 p.m. to 4:00 p.m.
MOU	Transportation Advocacy	In addition to following items on the MOU deliverables, we are working with the cities to support transportation grant funding and lobby L.A. County and Metro to refocus efforts on the Center for Transportation Technology Excellence, which is key for job growth opportunities.
MOU	Community Calendar Dianne will talk with AVC Theater Manager to see if there is interest in joining the calendar.	City of Lancaster information has been manually uploaded while we await their system upgrade to allow auto-populating events. Working with AV Chamber, AV Hispanic Chamber, GAVAR to get them connected. At that time we'd like to publicly roll out the site and invite more organizations to join.
MOU	Summary / Key Wins This Month	We have every remaining MOU event scheduled, the Film Industry Roundtable, and Broker Site Tour and Mixer. This puts us on schedule for completion of every MOU item.
MOU	Challenges / Needs from MOU Partners	We have started the conversation with both cities by providing a starting draft for a new, three-year MOU. Awaiting feedback from the



		cities on what they would like included in the agreement.
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8. Announcements - None

10. Closed Session - None

11. Adjournment - 9:30 a.m.

Dates to Remember

- ☐ Executive Committee Meeting: Second Tuesday, monthly, 8:30 a.m.
- ☐ Board of Directors Meeting: Third Tuesday, monthly, 8:30 a.m.
- ☐ Joint Legislative Committee Meeting: Second Monday, monthly, 3:00 p.m.
- ☐ Transportation & Infrastructure Committee: Fourth Thursday, monthly, 7:30 a.m.
- ☐ Healthcare Committee: First Thursday, every other month, 8:30 a.m. (Next: Aug 6, 2026)
- ☐ Aerospace Meeting: Second Thursday, every other month, 10:00 a.m. (Next: August 13, 2026)
- ☐ Workforce & Education Committee: First Thursday, every other month at 10:00 a.m. (Next: August 6, 2026)
- ☐ Broker Site Tour & Mixer: July 16, 2026, 9:00 a.m. to 5:00 p.m.
- ☐ Film Industry Round Table: July 30th, 2026, 1:00 p.m. to 3:00 p.m.
- ☐ Fall Forum, October 29, 2026, Palmdale Playhouse