



Arizona Airports Association Board of Directors Meeting Minutes

January 10, 2019 8:00am-4:00pm

Harrah's

2900 S Casino Dr.
Laughlin, NV 89029

MEETING MINUTES

BOARD OF DIRECTORS

Steve Johnston, C.M.
President

Mike Smejkal, A.A.E., P.E.
1st Vice President

Vacant
2nd Vice President

Ed Faron, A.A.E.
Past President

Scott Brownlee
Executive Director

Zenia Cornejo
Executive Director

Brad Falcetti
Executive Director

Ryan Reeves
Executive Director

Charlie McDermott, LEED AP
Corporate Director

Judi Krauss
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Steve Johnston – President

Mike Smejkal – First Vice President

Ed Faron – Immediate Past President – Via Teleconference

Scott Brownlee – Executive Director – Via Teleconference

Zenia Cornejo – Executive Director

Brad Falcetti – Executive Director

Ryan Reeves – Executive Director

Charlie McDermott – Corporate Director

Judi Krauss – Associate Director

Desirae Barquin – Administrative Director

Members and Staff Present

Joey O'Rourke – Laughlin/Bullhead International Airport

Alice Bimrose – City of Phoenix Aviation Department – Via
Teleconference

Laura Herring – AzAA Association Coordinator

Call to Order & Opening Remarks

The meeting was called to order at 8:20 AM after a count noted that a quorum was present.

Agenda Additions/Deletions/Changes

A discussion on the 2020 Spring Conference was added to the agenda.

Required Actions

- **Approval of Minutes from Board of Directors Meeting held at the Desert Willow Conference Center on October 16, 2018**
 - **ACTION:** First Vice President Smejkal made a motion to approve the minutes from the October 16, 2018 Board of Directors meeting. Executive Director Cornejo seconded the motion, which passed unanimously.

- **Approval of Quarter 2 Financial Statements**
 - Administrative Director Barquin referred to the Quarter 2 financial statements included in the Board packet.
 - Referring to the Balance Sheet, it was noted that the amount in 'Accounts Payable' was for a KCA invoice that had 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.
 - On the Profit and Loss statement for income, it was noted that membership dues were up for the quarter, but down for the year. Fall conference income was under budget with less registration and exhibitor income than budgeted. Spring conference registration would be collected primarily in quarters three and four. Aviation Day sponsorship income was up compared to the same time last year; however, sponsorship registrations were down for the year. Overall, income was down for the quarter and year compared to the previous year.
 - On the Profit and Loss statement for program expenses, it was noted that Fall Conference expenses were under budget.
 - On the Profit and Loss statement for operating expenses, it was noted that the association management fees varied due to a month of fees being booked to 2016-2017 instead of 2017-2018. The association management fees will reflect one less month of fees in 2017—2018.
 - Overall, total expense was down for the quarter and the year and net income was up for the quarter and year.
 - **ACTION:** Corporate Director McDermott made a motion to approve the Quarter 2 financial statements. Associate Director Krauss seconded the motion, which passed unanimously.
- **Approval of New Members**
 - A list of new members for the quarter was reviewed by the Board.
 - **ACTION:** Executive Director Falcetti made a motion to approve the new members as presented. Executive Director Cornejo seconded the motion, which passed unanimously.
- **2019-2020 Budget**
 - A discussion took place regarding the draft 2019-2020 budget. A vote was tabled until further discussion and negotiation on the KCA contract could take place.
- **Changes to Policy Decisions, By laws, & SBP**
 - First Vice President Smejkal presented proposed changes to the Policy Decisions, Bylaws and Strategic Business Plan.
 - On the Policy Decisions, in addition to minor administrative changes and reaffirming current policies, an update was made to note that the association card was a debit card, not a credit card.
 - In reviewing the Bylaws, it was presented that there be an additional Associate Director added to the Board to assist in the expanding duties of the role as well as to represent the growing Associate membership population. The next proposal was to remove the write-in option from

election ballots. Finally, it was proposed that a note should be included in the Bylaws stating that members of the Board should primarily live and work in the state of Arizona.

- Administrative updates were made to the Strategic Business Plan.
- **ACTION:** Associate Director Krauss made a motion to approve all proposed governing document changes as well as reaffirm the existing Policy Decisions. Corporate Director McDermott seconded the motion, which passed unanimously.

Discussion & Possible Action Items

- **Nominations**
 - Immediate Past President Faron reported that a committee was formed and they would be soliciting interest for the open Board positions.
- **Legislative Affairs**
 - Immediate Past President Faron reported that the committee had formed and had begun meeting.
 - A discussion took place regarding current bills and legislative issues.
- **Aviation Day**
 - Immediate Past President Faron provided an update regarding Aviation Day planning.
 - It was noted that Aerospace Day at the Capitol was January 29 and AzAA would trade booth space and host a table at the event.
- **Scholarships**
 - Executive Director Reeves reported that scholarship information was being shared throughout the state.
 - **ACTION:** Administrative Director Barquin would add the scholarship deadline date to the association calendar.
- **AzAA Store**
 - Executive Director Brownlee reported that there was still inventory in stock and items would be brought to Aviation Day and Spring Conference.
 - **ACTION:** Executive Director Brownlee would work with Administrative Director Barquin on a survey to AzAA members regarding the store.
- **Public Relations**
 - Associate Director Krauss reported that a committee had been formed to assist with social media and upcoming events.
 - It was noted that the committee would like to encourage the use of posting and using AzAA hashtags for the conference and association.
 - **ACTION:** Administrative Director Barquin would send a call to members to submit photos and memories from previous conferences.
- **2019 Spring Conference**
 - Mr. O'Rourke and Ms. Bimrose provided an update on the 2019 Spring Conference. It was noted that a 40th Anniversary logo would be made to use on conference materials and for the remainder of 2019.
- **2019 Fall Conference**

- A discussion took place regarding the location for the 2019 Fall Conference. It was decided for budgetary reasons and the convenient location, that the conference would be held again at the Desert Willow Conference Center.
- **2020 Spring Conference**
 - A discussion took place regarding potential venues for the 2020 Spring Conference in Marana.
 - **ACTION:** Administrative Director Barquin would contact Steve Miller to discuss venues and logistics.
- **Promotions & Awards**
 - Executive Director Cornejo reported that she had been working on the awards to be presented at the Spring Conference and would be coordinating a speaker gift.
- **Membership**
 - A discussion took place regarding membership benefits and additional networking opportunities. It was decided to coordinate member meet-ups in conjunction with SWAAAE conferences and the AzAA Summer Board meeting.
 - A discussion took place regarding a potential mentorship program for students.
 - Current member numbers and a list of non-renewing members was reviewed by the Board.
- **Best Practices Guidelines**
 - Corporate Director McDermott reported that revisions were being made to the Best Practices Guidelines and the goal would be to have a draft for review at the Spring Conference.

Other Business

- **Website Transition**
 - Administrative Director Barquin reported that the website transition was almost complete. The Board agreed to pay for the website one year in advance vs. monthly in order to receive a discount on fees.
- **KCA Contract**
 - A discussion took place regarding the KCA contract renewal.
- **ACIP Timing and Mentoring**
 - A discussion took place regarding ACIP timing and potential mentorship.

Adjournment

With no further business, the meeting was adjourned at 3:35 PM.