



**Arizona Airports Association
Board of Directors Meeting Minutes**

January 9, 2020 8:30am-2:00pm
Omni Tucson National Resort,
2727 W. Club Drive
Tucson, AZ 85742

MEETING MINUTES

BOARD OF DIRECTORS

Mike Smejkal, A.A.E., P.E.
President

Ryan Reeves
1st Vice President

Scott Brownlee
2nd Vice President

Steve Johnston, C.A.E., C.M.
Past President

Alice Bimrose, A.A.E., ACE
Executive Director

Zenia Cornejo
Executive Director

Brad Falcetti
Executive Director

Matthew Smith, ACE
Executive Director

Lance McIntosh, P.E.
Corporate Director

Judi Krauss, AICP
Associate Director

Carmen Rose, P.E.
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Mike Smejkal – President
Ryan Reeves – First Vice President
Scott Brownlee – Second Vice President
Steve Johnston – Past President
Alice Bimrose – Executive Director
Zenia Cornejo – Executive Director
Brad Falcetti – Executive Director
Lance McIntosh – Corporate Director
Judi Krauss – Associate Director
Carmen Rose – Associate Director
Desirae Barquin – Administrative Director

Members Present

Steve Miller – Marana Regional Airport
Jim Petty – Pinal County

Call to Order & Opening Remarks - The meeting was called to order at 8:36 AM after a count noted that a quorum was present.

President Smejkal welcomed the new board members and guests to the meeting.

Required Actions

- **Approval of the minutes from October Board Meeting**
 - **ACTION:** Second Vice President Brownlee made a motion to approve the minutes from the October Board of Directors meeting. Executive Director Cornejo seconded the motion which passed unanimously.
- **Approval of Q2 financials**
 - Administrative Director Barquin referred to the quarter 2 financials 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 & loss statement for income, it was noted that membership dues were higher than the same time for the previous year and that Fall Conference income was just short of the budget. It was also noted that more Aviation Day income would be included in quarter 3.
 - On the profit & loss statement for expenses, it was noted that the Fall Conference was under budget and that the remainder of Aviation Day expenses would be booked in quarter 3. It was also noted that board expenses were down for the year to date compared to the previous year.

- It was reported that net income was down for the quarter and up for the year when compared to the previous year.
- **ACTION:** Associate Director Krauss made a motion to approve the quarter 2 financials. Past President Johnston seconded the motion which passed unanimously.
- **Approval of new members**
 - The list of members for approval was presented.
 - **ACTION:** Second Vice President Brownlee made a motion to approve the members as presented. First Vice President Reeves seconded the motion which passed unanimously.
- **Approval of FY20-21 Budget**
 - Second Vice President Brownlee presented the proposed 2020-2021 budget and noted no major changes from the previous fiscal year.
 - **ACTION:** Executive Director Cornejo made a motion to approve the proposed budget. First Vice President Reeves seconded the motion which passed unanimously.
- **Approval of Bylaws, Policy Decisions & SBP Changes**
 - First Vice President Reeves reviewed the proposed changes to the bylaws including updates to the committee structures as well as rephrasing the annual audit to be a financial review.
 - **ACTION:** Associate Director Rose made a motion to accept the proposed bylaw changes with an amendment to remove the changes to the legislative committee. Associate Director Krauss seconded the motion which passed unanimously.
 - The current policy decisions were reviewed and discussed.
 - **ACTION:** Corporate Director McIntosh made a motion to increase Associate and Executive dues to \$95 each effective for the membership year beginning July 1, 2020. Executive Director Falcetti seconded the motion which passed unanimously.
 - It was noted that there were no proposed changes to the Strategic Business Plan.
 - It was noted that no ethics complaints had been received.
- **Approval of Procedures & Guidelines**
 - It was noted that updates to the Procedures & Guidelines would be made in quarter 3 and presented at the next board meeting.
- **Approval of Addendum to KCA contract to align with AzAA FY.**
 - **ACTION:** Executive Director Falcetti made a motion to approve an addendum to the KCA contract which extends the contract by one month to align with the fiscal year. Past President Johnston seconded the motion which passed unanimously.
- **Approval of Resolution for Special Recognition Award**
 - President Smejkal presented a proposed Resolution of Appreciation to be presented at Aviation Day.
 - **ACTION:** Second Vice President Brownlee made a motion to approve the resolution with minor grammatical changes. First Vice President Reeves seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **2020 Spring Conference**
 - Second Vice President Brownlee provided an update on planning for the 2020 Spring Conference. It was recommended that a survey question be included in the future to determine if Monday lunch should be provided during the conference.
 - Conference Cost
 - A discussion took place regarding the cost of the conference. It was determined that there would be a \$25 increase to Full and One Day registrations. It was also determined that there would be a \$25 fee to register onsite.
 - A discussion took place regarding encouraging scholarship applications for those unable to afford the conference.
- **Future Conferences**

- Second Vice President Brownlee reported that the 2020 Fall Conference would take place at Desert Willow Conference Center October 21-22, 2020.
- Approval of 2021 Spring Conference Location
 - The board unanimously agreed to hosting the 2021 Spring Conference in Yuma, AZ.
- **Nominations**
 - Past President Johnston noted that Second Vice President, two Executive Directors and one Associate Director would all be elected in the Spring.
- **Legislative Affairs**
 - A discussion took place regarding current legislative affairs.
- **Aviation Day**
 - Past President Johnston provided an update on planning for Aviation Day scheduled for January 14, 2020.
- **AzAA Store**
 - Executive Director Cornejo provided an update on the AzAA store noting the current inventory as well as the option to buy merchandise online.
- **Awards & Promotions**
 - Executive Director Falcetti reported that a call for nominations would be sent for the annual awards.
- **Scholarships & Professional**
 - Executive Director Bimrose noted that solicitations for scholarships would begin soon.
- **Public Relations**
 - Associate Director Krauss provided an update on the AzAA Newsletter.
 - Associate Director Rose reported that another networking event would be hosted during the summer.
- **Membership**
 - Administrative Director Barquin reviewed the current membership numbers and shared a list of non-renewing members for the board's review.
- **Best Practices**
 - Corporate Director McIntosh reported that a volunteer team had been put together and had begun work on the Best Practices Guide.

Other Business

- **Airport of Year Feedback on Changes**
 - A discussion took place regarding the Airport of the Year application.
- **KCA Time Update**
 - Administrative Director Barquin reviewed KCA time tracking.
- **Website Statistics**
 - Administrative Director Barquin presented the website statistics from the past quarter.

With no further business the meeting was adjourned at 2:00 PM.