



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

April 13, 2019 11:00am-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, AICP
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Steve Johnston – President

Mike Smejkal – First Vice President

Ed Faron – Immediate Past President

Scott Brownlee – Executive Director

Zenia Cornejo – Executive Director

Brad Falcetti – Executive Director

Ryan Reeves – Executive Director

Charlie McDermott – Corporate Director

Judi Krauss – Associate Director

Desirae Barquin – Administrative Director – Via Teleconference

Members and Staff Present

Alice Bimrose – City of Phoenix Aviation Department – Via Teleconference

Laura Herring – AzAA Association Coordinator

Joey O'Rourke – Laughlin/Bullhead International Airport

Call to Order & Opening Remarks – The meeting was called to order at 11:00 AM after a count noted that a quorum was present.

Required Actions

- **Approval of Minutes from Board of Directors Meeting held at Harrah's on January 10, 2019**
 - **ACTION:** Executive Director Brownlee made a motion to approve the minutes from the January 10, 2019 Board of Directors meeting. First Vice President Smejkal seconded the motion, which passed unanimously.
- **Approval of Quarter 3 Financial Statements**
 - Association Coordinator Herring referred to the Quarter 3 financial statements included in the Board packet.

- Referring to the Balance Sheet, it was noted that the amount in 'Prepaid Expenses' was for the Fall Conference deposit that was deferred until 2019-2020 and 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 income was up for the year to date due to the conference being held earlier in the year. Aviation Day income was under what had been budgeted due to less sponsorships received.
- On the Profit and Loss statement for program expenses, it was noted that Fall Conference and Aviation Day expenses were under budget. Spring Conference program expenses were up for the quarter due to timing of the conference. It was noted that most Spring Conference expenses would be recorded in Q4. Overall, program expenses were up for the quarter and down for the year to date.
- On the Profit and Loss statement for operating expenses, it was noted that direct expenses were up for the quarter and year due to mileage to Laughlin. Website expenses were under budget due to the transition to a more affordable website. Website fees are expected to be less in 2019-2020 as 2018-2019 numbers include the cost of transitioning sites. It was also noted that Board expenses were down for the quarter and the year to date.
- Overall, total expense was up for the quarter and down for the year and net income was up for the quarter and year.
- **ACTION:** Past President Faron made a motion to approve the Quarter 3 financial statements. Corporate Director McDermott seconded the motion, which passed unanimously.
- **Approval of New Members**
 - Association Coordinator Herring reviewed the current member numbers and presented new members for approval.
 - **ACTION:** First Vice President Smejkal made a motion to approve the new members with one change of membership type to Neil Konigsberg from Corporate to Associate. Associate Director Krauss seconded the motion, which passed unanimously.

Discussion & Possible Action Items

- **2019-2020 Budget**
 - First Vice President Smejkal reported the primary changes in the budget compared to last year. The budget was approved by the board via teleconference on March 5, 2019.
- **Changes to Policy Decisions, Bylaws, & SBP**

- First Vice President Smejkal reported the changes to the Policy Decisions, Bylaws and Strategic Business Plan. The changes were approved by the Board of Directors at the January meeting and were sent to members in accordance with the Bylaws.
- **Nominations**
 - Past President Faron reported that a nomination committee had been formed and elections would take place on Tuesday, April 16 during the General Membership meeting.
- **Legislative Affairs**
 - Past President Faron reported on current legislative affairs. A discussion took place on legislative activities.
- **Aviation Day**
 - Past President Faron provided a recap of Aviation Day. It was recommended that all legislative districts should be noted on the attendee tables, not just districts with airports.
- **Scholarships**
 - Executive Director Reeves reported that one student scholarship and one conference scholarship would be awarded.
- **AzAA Store**
 - Executive Director Brownlee reported on the AzAA Store inventory. It was also noted that a survey was completed and that actions were being taken to reinstate the online store.
- **Public Relations**
 - Associate Director Krauss reported on Public Relations committee activities. It was noted that the August newsletter would focus on the AzAA anniversary.
- **2019 Spring Conference**
 - Ms. Bimrose and Mr. O'Rourke provided an update on the Spring Conference. The conference activities and logistics were discussed.
- **2019 Fall Conference**
 - First Vice President Smejkal reported that the Fall Conference would take place October 16-17, 2019 at the Desert Willow Conference Center.
- **2020 Spring Conference**
 - First Vice President Smejkal reported that the Spring Conference would take place April 26-28, 2020 at the Omni National in Tucson and would be hosted by Marana and Pinal County.
- **Promotions & Awards**
 - Executive Director Cornejo reported that certificates of appreciation were created and plaques were ordered for the awards banquet.
- **Membership**
 - A discussion took place regarding surveys for non-renewing members.
 - It was noted that a summer networking event was being planned at Scottsdale Airport in June.
 - Executive Director Falcetti reported that he had reached out to non-renewing members as well as potential new members.

- It was decided that the August newsletter would be sent to potential new members as well.
- A mentorship program would be further discussed at the 2019-2020 incoming board meeting.
- **Best Practices Guidelines**
 - Corporate Director McDermott provided an update on the Best Practices Guidelines.
 - It was reported that Corporate Director McDermott would continue to manage the project even after his term is completed.

Adjournment – With no further business, the meeting was adjourned at 1:34 PM.