



Arizona Airports Association
Board of Directors Meeting Minutes
April 28, 2021, 12:30 PM – 4:30 PM
Virtual Meeting

MEETING MINUTES

BOARD OF DIRECTORS

Ryan Reeves
President

Scott Brownlee
1st Vice President

Brad Falcetti, C.M.
2nd Vice President

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

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

Veronica Ruiz-Ronquillo
Executive Director

Matthew Smith, ACE
Executive Director

Lance McIntosh, P.E.
Corporate Director

Joel Ericson, P.E.
Associate Director

Carmen Rose, P.E.
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Ryan Reeves – President
Scott Brownlee – First Vice President
Mike Smejkal – Immediate Past President
Alice Bimrose – Executive Director
Veronica Ruiz-Ronquillo – Executive Director
Matt Smith – Executive Director
Lance McIntosh – Corporate Director
Joel Ericson – Associate Director
Carmen Rose – Associate Director
Desirae Barquin – Administrative Director

Call to Order & Opening Remarks – The meeting was called to order at 12:32 PM after a count noted that a quorum was present.

Agenda Additions/Deletions/Changes – There were no additions, deletions or changes noted.

Required Actions

1. Approval of the minutes from January Board Meeting

- a. **ACTION:** First Vice President Brownlee made a motion to approve the minutes from the January Board of Directors meeting. Executive Director Bimrose seconded the motion which passed unanimously.

2. Approval of Q3 financials

- a. Administrative Director Barquin referred to the quarter three financials included in the board packet. Referring to the balance sheet, it was noted that the amount in 'Prepaid Expense' was for a Fall 2021 Conference deposit that was being deferred to the next fiscal year. It was noted that the amount in 'Accounts Payable' was for a KCA invoice that had since been paid. It was noted that there were enough funds in 'Retained Earnings' to cover operating expenses for one year, per the policy decisions.
- b. Referring to the Profit and Loss statement for income, it was noted that dues were down for the quarter and year compared to the same time in the previous year. It was noted that income for the Spring Conference was expected in quarter four.
- c. It was reported that net income was up for the quarter and year to date compared to the previous year.
- d. **ACTION:** Past President Smejkal made a motion to approve the financials as presented. Executive Director Ruiz-Ronquillo seconded the motion which passed unanimously.

3. Approval of New Members/Member Type Changes

- a. A list of new members and member type changes was presented to the board.
- b. **ACTION:** Associate Director Rose made a motion to accept the memberships as presented. Associate Director Ericson seconded the motion which passed unanimously.
- c. It was noted that Administrative Director Barquin would send the list of non-renewing members to the board for their review.

4. Reaffirm Policy Decisions

- a. **ACTION:** Past President Smejkal made a motion to reaffirm the current Policy Decisions for the organization. Associate Director Rose seconded the motion which passed unanimously.

Discussion & Possible Action Items

1. Bylaw, Policy, and Strategic Business Plan Changes

- a. First Vice President Brownlee reported that Policy Decision changes would be voted on during the General Membership meeting on May 4, 2021.

2. Procedure & Guidelines

- a. It was reported that there was not an update at the time of the meeting.

3. Ethics

- a. First Vice President Brownlee reported that no ethics complaints had been received.

4. 2021 Spring Conference

- a. A discussion took place regarding the upcoming conference.

5. Future Conferences

- a. It was noted that the Fall Conference would take place at Desert Willow Conference Center in Phoenix, AZ on October 28, 2021.

6. Nominations

- a. Past President Smejkal reported that a slate would be presented during the General Membership meeting on May 4, 2021. The slate included the following candidates:
 - i. Second Vice President: Matt Smith
 - ii. Executive Director: Alice Bimrose, Ed Rose, David Reffner and Jeff Webbe
 - iii. Associate Director: Brandon Robinson
 - iv. Corporate Director: Jeff Flemming

7. Legislative Affairs

- a. Past President Smejkal provided an update on current legislation and legislative activity.

8. Aviation Day

- a. Past President Smejkal reported that the event was held virtually February 5, 2021.

9. Store & Promotions

- a. Executive Director Ruiz-Ronquillo reported that donations would be made to Honor Flight in lieu of speaker gifts.

10. Awards & Recognition

- a. It was reported that plaques were being ordered and awards would be announced Tuesday, May 4, 2021.

11. Scholarships & Professional Development

- a. It was reported that two student scholarships would be awarded to Cheyenne Henderson (ERAU) and Emily Gardner (ASU).

12. Public Relations

- a. A discussion took place regarding social media updates.
- b. The membership brochure was reviewed by the board.
- c. A discussion took place regarding a member logo to share with members.
 - i. **ACTION:** Administrative Director Barquin would reach out to Patrick Murphy in regards to this project.

13. Membership

- a. Executive Director Smith led a discussion regarding a mentorship program. Next steps would be discussed in the future.

14. Best Practices

- a. Corporate Director McIntosh provided an update on the Best Practices Guide.

15. Sponsorship

- a. A discussion took place regarding the sponsorship levels and benefits.

Other Business

1. Website Statistics
 - a. Administrative Director Barquin provided an update on current website statistics.
2. Time Tracking Update
 - a. Administrative Director Barquin provided an update on KCA time tracking.

President Reeves thanked the board for their service.

With no further business, the meeting was adjourned at 2:28 PM.