



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

June 27, 2019, 12:30pm-4:30pm
Paradise Valley Corporate Center
4835 E. Cactus Road, Suite 120
Phoenix, AZ

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

Zenia Cornejo
Executive Director

Brad Falcetti
Executive Director

Joey O'Rourke, ACE, C.M.
Executive Director

Matthew Smith, ACE
Executive Director

Lance McIntosh, P.E.
Corporate Director

Judi Krauss, AICP
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Mike Smejkal – President
Ryan Reeves – First Vice President
Scott Brownlee – Second Vice President
Steve Johnston – Immediate Past President
Brad Falcetti – Executive Director
Matt Smith – Executive Director
Lance McIntosh – Corporate Director
Judi Krauss – Associate Director
Desirae Barquin – Administrative Director

Call to Order & Opening Remarks – The meeting was called to order at 12:36 after a count noted that a quorum was present.

Required Actions

- **Approval of the minutes from Board of Directors Meeting held at Harrah's in Laughlin, NV on April 13, 2019.**
 - **ACTION:** Second Vice President Brownlee made a motion to approve the minutes from the April 13, 2019 Board of Directors meeting. Executive Director Falcetti seconded the motion, which passed unanimously.
- **Approval of Q4 Financials**
 - Administrative Director Barquin referred to the Q4 to date financial statements included in the board packet. It was noted that the financials were year-to-date and that minor changes may occur by year end.
 - Referring to the balance sheet, it was noted that deferred dues were up for the year. This increase is primarily due to the timing of the Spring Conference which allowed membership renewals to start earlier in the year. 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 reported that membership dues were down for the quarter and the year. Spring Conference registration income was down compared to previous years due to the timing of the conference. With the conference being held earlier, more income was collected in Q3 than in previous years. Spring Conference sponsor and exhibitor income was under what was budgeted.
 - On the profit and loss statement for program expenses, it was noted that Spring Conference expenses were overall under budget. The 'Special Events' for Spring Conference were over budget due to food and beverage requirements. Overall for the year, program expenses were under budget.

- On the profit and loss statement for operating expenses, it was noted that 'Staff Travel' was higher than in previous years due to greater mileage to Laughlin. It was also noted that 'Board Expenses' were under budget for the year.
- For the quarter, there was a greater net loss than in previous years due to less income for the quarter. For the year, net income was greater than budgeted.
- **ACTION:** The quarter 4 finances would be approved via teleconference pending final numbers for the quarter.
- **Approval of New Members**
 - Administrative Director Barquin reviewed the current member numbers and presented new members for approval.
 - **ACTION:** Executive Director Smith made a motion to approve the new members with one change of membership type to Christian Green from Executive to Associate. Executive Director Falcetti seconded the motion, which passed unanimously.

Discussion & Possible Action Items

- **FY2019-20 Budget**
 - Administrative Director Barquin noted that the budget was included in the board packet for reference. The 2019-2020 budget was approved by members at the General Membership meeting on April 14, 2019 in Laughlin, NV.
- **Policy Decisions, By-Laws & SBP**
 - First Vice President Reeves reported that he would be working with current and past committee chairs to review the Operating Procedures. He also noted that he would be forming a committee and would begin reviewing the by-laws, policy decisions and SBP.
- **Audit**
 - Second Vice President Brownlee reported that the annual audit would be completed after year-end financials were received (July/August).
- **2019 Fall Conference**
 - Second Vice President Brownlee reported that the 2019 Fall Conference would be at Desert Willow Conference Center in Phoenix, AZ October 16-17, 2019. It was noted that planning efforts would begin soon.
 - **ACTION:** Second Vice President Brownlee would work with Administrative Director Barquin to send a call for volunteers to AzAA members.
- **2020 Spring Conference**
 - Second Vice President Brownlee reported that the Spring Conference would take place at the Omni Tucson National Resort April 26-28, 2020 and would be co-hosted by Marana and Pinal County.
 - A discussion took place regarding conference session topics.
- **Future Conference**
 - A discussion took place regarding potential future conference locations.
- **Nominations**
 - Past President Johnston reported that he would be forming a nominating committee that would serve for the special election in the fall to elect the additional associate director seat as well as the general election in the spring.
- **Legislative Affairs**
 - Past President Johnston reported that legislative committee calls would start in the near future.
 - A discussion took place regarding current legislative issues.
 - It was noted that airports should send their legislators 'thank you' notes following the approval of the state budget.
- **Aviation Day**
 - Past President Johnston reported that he would submit the application to secure the day/time for Aviation Day. A discussion took place regarding preferred dates.
- **AzAA Store**

- Administrative Director Barquin reported on behalf of Executive Director Cornejo. A discussion took place regarding the online store/in-person store. It was noted that extra speaker gifts from the conferences would be placed into the store inventory.
- It was recommended that material be created to promote the online store at the conferences.
- **Awards & Promotions**
 - A discussion took place regarding potential new awards or new ways to recognize members.
- **Scholarships & Professional Development**
 - A discussion took place regarding a potential mentorship program.
 - It was noted that scholarship procedures would be clarified when reviewing the Operating Procedures and Guidelines.
- **Public Relations**
 - Associate Director Krauss reported that media contacts were being collected and organized and press releases were being sent from the association.
- **Membership**
 - A discussion took place regarding qualifications for Executive membership.
- **Best Practices**
 - Corporate Director McIntosh reported that AzAA would be taking lead on a Best Practices guide for the region with help from regional and state associations.

Other Business

- **Networking Event**
 - It was reported that 70 individuals had RSVP'd to the Summer Networking Event. Further discussion would take place on future events.
- **Lunches at other events**
 - Associate Director Krauss reported that 30 people attended the AzAA lunch during the FAA conference.
- A discussion took place regarding FAA, ADOT and APMS updates.

With no further business, the meeting was adjourned at 3:31 PM.