



**Arizona Airports Association
Board of Directors Meeting Minutes
July 9th, 2020, 9:30 AM -12:00 PM
Teleconference**

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

Robin Sobotta, Ph.D.
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
Brad Falcetti – Second Vice President
Mike Smejkal – Past President
Alice Bimrose – Executive Director
Veronica Ruiz-Ronquillo – Executive Director
Robin Sobotta – 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 9:31 AM after a count noted that a quorum was present.

Required Actions

- **Approval of the April Board Minutes**
 - **ACTION:** Past President Smejkal made a motion to approve the minutes from the April Board of Directors meeting. Executive Director Bimrose seconded the motion which passed unanimously.
- **Approval of Q4 Financials**
 - Administrative Director Barquin referred to the quarter 4 financials included in the board packet. Referring to the balance sheet, it was noted that the amount in 'Prepaid Expense' was for a Spring 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 'Deferred Memberships' were down compared to the previous year. There was also an amount in 'Deferred Spring Conference' for a sponsorship that was paid in 2020 for the 2021 conference. It was 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 reported that dues were up compared to the previous year, however fell short of budget. It was noted that all dues collected for 20-21 would be reported in the next fiscal year.

- On the profit & loss statement for program expense, it was noted that the Spring Conference expense was for golf gift bags that were purchased in advance of the conference postponement. It was also reported that the expense for awards was down compared to the previous year.
- On the profit & loss statement for operating expense, it was noted that expenses were in line and under what had been budgeted. It was noted that board expenses were down for the year.
- Overall expense was down compared to the previous year.
- **ACTION:** Associate Director Ericson made a motion to approve the quarter 4 financials. Past President Smejkal seconded the motion which passed unanimously.
- **Approval of New Members**
 - The list of new members for approval was presented.
 - **ACTION:** Executive Director Bimrose made a motion to approve the new members as presented. Executive Director Sobotta seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **Presidents Update**
 - ADOT/FAA Update
 - President Reeves reported the latest updates from ADOT and FAA. A discussion took place regarding the CARES Act as well as airport response to the COVID-19 pandemic.
 - ADOT Response Letter Update
 - President Reeves reported that the letter had been sent on behalf of the association.
- **1st VP**
 - Policy Decisions, Bylaws, Ops Procedures, Ethics, & SBP
 - First Vice President Brownlee reported that there were no suggested changes to the bylaws at this time.
 - A discussion took place regarding possible changes to the policy decisions and operating procedures & guidelines, including a suggested change to wording in the policy decisions for activities to be at the discretion of the board.
 - **ACTION:** Administrative Director Barquin would research board liability on the AzAA bank account as well as information storage through the bank in relation to the association's account.
 - It was recommended that the board continue with electronic membership certificates.
 - **ACTION:** Executive Director Smith and Administrative Director Barquin would work together to begin distributing an electronic new member certificate and welcome letter.
 - It was noted that no ethics violations had been received.
- **2nd VP**
 - Conferences, Budget, Financial Review
 - A discussion took place regarding the 2020 Fall Conference. It was decided that the committee would look into options to host the conference virtually and would look to postpone the current venue contract to Fall 2021.

- **ACTION:** Administrative Director Barquin would work with the venue to determine available dates for 2021.
 - Second Vice President Falcetti reported that planning for Spring 2021 would start in the fall. It was also noted that venues would be researched for Spring 2022 in Yuma.
 - It was noted that the financial review would take place in the coming months and the budget planning meeting would take place in late fall.
- **Past President**
 - Nominations, Legislative Affairs, Aviation Day
 - Past President Smejkal noted that the nominating committee would begin their work in the winter.
 - It was reported that the Legislative Committee had begun meeting in preparation for the legislative session.
 - Past President Smejkal reported that there was no update on Aviation Day at this time.
- **Executive Director Bimrose**
 - Professional Development & Scholarship
 - Executive Director Bimrose noted that the spring scholarship recipient will be invited to a future conference to meet the membership.
 - COVID Roundtable
 - A discussion took place regarding the membership round tables. It was noted that a third round table would take place on August 5.
- **Executive Director Ruiz-Ronquillo**
 - Promotions & Store
 - Executive Director Ruiz-Ronquillo reported that the in-stock items would be transferred from Zenia Cornejo when they are able to meet in person again.
- **Executive Director Sobotta**
 - Awards & Recognition
 - Executive Director Sobotta reported that certificates of appreciation and a small token of gratitude were sent to the Spring Conference committee courtesy of Prescott Regional Airport.
 - It was noted that award applications would be made available earlier in the year.
- **Executive Director Smith**
 - Membership
 - Executive Director Smith reported on current membership numbers. It was noted that follow-up with non-renewals would begin in the coming months.
- **Associate Directors Rose & Ericson**
 - Public Relations/Newsletter
 - It was reported that the Spring Newsletter had been sent.
 - Associate Director Rose reported that the committee would work on an AzAA brochure to have for events.
 - Summer Networking Meeting
 - It was reported that the Summer Networking event had been cancelled. The committee would work to prepare a virtual event in its place.
- **Corporate Director McIntosh**
 - Best Practices Guide Update

- Corporate Director McIntosh provided an update on the Best Practices Guide.
 - Sponsorships
 - Corporate Director McIntosh reported that a sponsorship committee would be formed in the coming months to prepare for upcoming events.
- **Administrative Director Barquin**
 - KCA Time Tracking Update
 - Administrative Director Barquin provided an update on KCA time usage.
 - AzAA Website Report
 - Administrative Director Barquin provided an update on AzAA website statistics for the quarter.

Other Business

- **AzAA Round Table Debrief**
 - A discussion on the member round table took place earlier in the meeting.

Adjournment – With no further business, the meeting was adjourned at 11:34 AM.