



**Arizona Airports Association
Board of Directors Meeting Minutes
July 15, 2021 11:00 AM -4:00 PM
Scottsdale Airport Aviation Business Center**

MEETING MINUTES

BOARD OF DIRECTORS

Scott Brownlee, C.M.
President

Brad Falcetti, ACE, C.M.
1st Vice President

Matthew Smith, ACE, C.M.
2nd Vice President

Ryan Reeves
Immediate Past President

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

Dave Reffner
Executive Director

Vacant
Executive Director

Jeff Webbe
Executive Director

Jeffrey Flemming, AIA
Corporate Director

Joel Ericson, P.E.
Associate Director

Brandon Robinson, P.E.
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Scott Brownlee – President
Brad Falcetti – First Vice President
Ryan Reeves – Immediate Past President
Alice Bimrose – Executive Director
Dave Reffner – Executive Director
Jeff Webbe – Executive Director
Jeffrey Flemming – Corporate Director
Brandon Robinson – Associate Director
Desirae Barquin – Administrative Director

Call to Order & Opening Remarks – The meeting was called to order at 12:07 PM after a count noted that a quorum was present.

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

Required Actions

• **Approval of the April Board Minutes**

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

• **Approval of the Q4 Financials**

- Administrative Director Barquin referred to the quarter four financials included in the board packet. Referring to the balance sheet, it was noted that the amount in 'Prepaid Expense' was for Fall 2021 Conference and Spring 2022 Conference deposits that were being deferred to the next fiscal year. Deferred membership dues were up compared to the previous fiscal year. It was noted that the amount in 'Accounts Payable' was for a KCA invoice that had since been paid. While assets and retained earnings were down from the previous year, it was noted that there were enough funds in 'Retained Earnings' to cover operating expenses for one year, per the policy decisions.
- Referring to the Profit and Loss statement, it was noted that dues were down for the year compared to the previous year. It was noted that profit for Spring Conference was approximately \$12,000. Operating expenses were down for the year due to decreased board expenses. It was reported that there was a net loss for the year of approximately \$10,800.

- **ACTION:** Executive Director Bimrose made a motion to approve the financials as presented. Immediate Past President Reeves seconded the motion which passed unanimously.
- **Approval of New Members**
 - **ACTION:** Executive Director Bimrose made a motion to approve the new members and member type changes as presented. Executive Director Reffner seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **Presidents Update (Mr. Brownlee)**
 - ADOT/FAA Update
 - President Brownlee provides an update from FAA and ADOT.
 - A discussion takes place regarding addressing funding and grant questions with members.
 - Board Vacancy
 - President Brownlee reported that Director Ruiz-Ronquillo had stepped down from her board position. President Brownlee recommended Bruce Goetz from Tucson Airport Authority to fill the vacancy for the remainder of the term through Spring 2022.
 - **ACTION:** Past President Reeves made a motion to accept the appointment of Mr. Goetz to the Board of Directors. First Vice President Falcetti seconded the motion which passed unanimously.
- **1st VP (Mr. Falcetti)**
 - Policy Decisions, By-Laws, Ops Procedures, Ethics, & SBP
 - First Vice President Falcetti reported that the review of the governing documents would start in the coming months.
 - A discussion took place regarding the Board Operating Procedures and Guidelines. It was noted that all committee documents and information should be sent to First Vice President Falcetti and Administrative Director Barquin for reference in future years.
 - It was noted that no ethics complaints had been received.
- **2nd VP (Mr. Smith)**
 - Fall Conference
 - A discussion took place regarding pricing for the conference which would take place October 27-28, 2021 at Desert Willow Conference Center in Phoenix, AZ. It was decided to maintain 2019 prices with an increase of \$25 to non-member pricing.
 - Spring 2022 Conference (Marana/Pinal County)
 - A discussion took place regarding planning for the 2022 Spring Conference which would take place May 1-3, 2022 at the Omni Tucson National Resort in Tucson, AZ and would be co-hosted by Marana Regional Airport and Pinal County.
 - A discussion took place regarding the location of the 2023 Spring Conference.
 - Budget/Audit
 - It was noted that the audit (financial review) would take place before the October General Membership Meeting.
 - The budget meeting would be planned for late 2021.
- **Past President (Mr. Reeves)**
 - Nominating

- Past President Reeves reported that he had begun outreach. It was noted that the first call for interest in serving would be sent before Fall Conference.
 - Legislative Affairs
 - It was noted that the legislative session had ended. A discussion took place regarding future legislative issues and topics the committee would watch in the upcoming year.
 - Aviation Day
 - A discussion took place regarding preferred dates for Aviation Day. It was noted that planning would begin in September.
- **Executive Director (Vacant)**
 - Professional Development & Scholarship
 - A discussion took place regarding workshops and trainings for members.
- **Executive Director – (Mr. Webbe)**
 - Promotions & Store
 - A discussion took place regarding ideas for conference speaker gifts.
 - It was noted that Executive Director Webbe was now in possession of the store items. A discussion regarding the store took place.
- **Executive Director (Mr. Reffner)**
 - Awards & Recognition
 - It was noted that more work on this committee would take place in the coming months.
- **Executive Director (Ms. Bimrose)**
 - Membership
 - A discussion took place regarding the list of non-renewed members.
 - Executive Director Bimrose announced a new mentorship program which included a networking/conference aspect and a professional mentorship program.
- **Associate Director (Mr. Ericson & Mr. Robinson)**
 - Communications/Public Relations/Newsletter
 - It was noted that a press release and the Summer newsletter were both sent.
 - It was reported that a PR committee meeting would be taking place and work would begin on the next newsletter and social media.
- **Corporate Director (Mr. Flemming)**
 - Sponsorship
 - It was noted that work on a sponsor prospectus would take place in advance of the Spring Conference.
- **Administrative Director (Ms. Barquin)**
 - Time Tracking Update
 - Administrative Director Barquin provided an update on KCA time.
 - Website Statistics
 - Administrative Director Barquin provided the latest website and social media statistics.

Other Business

- The board was reminded to be cautious of email scams.

Adjournment - With no further business, the meeting was adjourned at 3:30 PM.