



BOARD OF DIRECTORS

Ed Faron, A.A.E.
President

Steve Johnston, C.M.
1st Vice President

Amanda Shankland, C.M.
2nd Vice President

Bradley Hagen, A.A.E.
Past President

Jessie Baker
Executive Director

Tim Bannon, A.A.E.
Executive Director

Zenia Cornejo
Executive Director

Mike Smejkal, A.A.E., P.E.
Executive Director

Charlie McDermott, LEED AP
Corporate Director

Ryan Toner, P.E.
Associate Director

Desirae Barquin
Administrative Director

Arizona Airports Association Board of Directors Meeting

January 11, 2018 8:00am – 4:00pm
Westward Look Wyndham Grand Resort & Spa
245 E. Ina Road
Tucson, AZ 85704

MEETING MINUTES

Board Members Present

Ed Faron – President

Steve Johnston – First Vice President

Amanda Shankland – Second Vice President

Brad Hagen – Past President

Jessie Baker – Executive Director

Mike Smejkal – Executive Director

Zenia Cornejo – Executive Director

Ryan Toner – Associate Director

Charlie McDermott – Corporate Director

Desirae Barquin – Administrative Director

Call to Order & Opening Remarks – The meeting was called to order at 8:21 AM after a count noted that a quorum was present.

Required Actions

- **Minutes from the Board of Directors Meeting held at the Sheraton Mesa Hotel at Wrigleyville West on October 15, 2017.**

- **ACTION:** Executive Director Smejkal made a motion to approve the minutes with one amendment. Second Vice President Shankland seconded the motion, which passed unanimously.

- **Quarter 2 Financial Statements**

- Administrative Director Barquin referenced the Quarter 2 financial statements. On the balance sheet, the current checking and savings amounts were reported. It was noted that the accounts payable amount was for a KCA invoice that had since been paid. It was also noted that there were enough reserve funds to cover operating expenses for one year per the policy decisions.
- Administrative Director Barquin referenced the profit and loss statement for the quarter and year to date. It was noted that

Fall Conference income was higher than budgeted and expenses were lower than budgeted. It was also noted that additional Aviation Day income and expenses would be reported in the third quarter.

- **ACTION:** First Vice President Johnston made a motion to approve the financials. Executive Director Cornejo seconded the motion, which passed unanimously.
- **New AzAA Members**
 - **ACTION:** Associate Director Toner made a motion to approve new AzAA members. First Vice President Johnston seconded the motion, which passed unanimously.
- **2018-19 Budget**
 - A discussion took place regarding the 2018-2019 budget.
 - **ACTION:** Past President Hagen made a motion to approve the budget with two amendments. Executive Director Cornejo seconded the motion, which passed unanimously.
- **Changes to Policy Decisions, Bylaws, & Strategic Business Plan**
 - First Vice President Johnston reported that there were no recommended changes to the Policy Decisions, Bylaws or Strategic Business Plan.
- **Audit**
 - Second Vice President Shankland reviewed the audit findings in the letters provided in the board packet. A discussion took place regarding potential updates to the Policy Decisions.
 - **ACTION:** The officers would work on a policy decision regarding the approval process of association purchases.

Discussion & Possible Action Items

- Operating Procedures & Guidelines
 - Corporate Director McDermott recommended adding Aviation Day static display benefits to the Operating Procedures & Guidelines.
 - **ACTION:** Executive Director Smejkal made a motion to accept the recommended addition. First Vice President Johnston seconded the motion, which passed unanimously.
- **Ethics**
 - First Vice President Johnston reported that no ethics violations had been received.
- **2018 Spring Conference**
 - Second Vice President Shankland noted that a committee would be formed and planning would be starting soon.
 - The board toured the property and discussed the layout of the conference.
 - Sponsorship Committee
 - A discussion took place regarding a sponsorship sub-committee to be formed to assist in sponsor solicitation.
- **Nominations**

- Past President Hagen reported that the nomination committee had been formed and a call for nominations would be sent to members for Second Vice President, two Executive Directors and an Associate Director.
- **Aviation Day**
 - Past President Hagen provided an overview of Arizona Aviation Day that was set to take place January 16, 2018.
- **Legislative Affairs**
 - Past President Hagen discussed current legislative issues and activities.
- **AzAA Store**
 - Executive Director Smejkal reported that more items would be ordered for the store in advance of the Spring Conference.
- **Awards & Promotions**
 - Administrative Director Barquin referenced the report provided by Executive Director Bannon that was included in the board packet.
- **Public Relations**
 - Associate Director Toner referenced his report included in the board packet. It was noted that the quarterly newsletter was sent and that preparation for Spring Conference would be beginning soon.
- **Membership**
 - Executive Director Cornejo reported that she would continue to reach out to non-renewing members.
- **Scholarships & Professional Development**
 - Executive Director Baker reported that a committee had been formed to review scholarship applications.
- **Best Practices Guidelines**
 - Corporate Director McDermott reported that there was not an update regarding the Best Practices Guidelines.

Other Business

- **Printed Materials for 2019 Aviation Day**
 - A discussion took place regarding potential informational materials for the 2019 Aviation Day.
- **League of AZ Cities & Towns**
 - A discussion took place regarding potential involvement in the League of AZ Cities & Towns.
- **Association Laptop**
 - A discussion took place regarding the potential purchase of an association laptop to be used for conferences. The board agreed to a \$500 limit.

Adjournment – With no further business, the meeting was adjourned at 1:22 PM.