



Arizona Airports Association
Board of Directors Meeting Minutes
October 21st, 2020, 10:00 AM - 3:00 PM
Videoconference

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

Guests

Garrett Gjerstad, Argus Consulting

Call to Order & Opening Remarks – The meeting was called to order at 10:07 AM after a count noted that a quorum was present.

Agenda Additions/Deletions/Changes - It was noted that a discussion regarding NFPA 407 proposed changes would be added under 'Other Business'.

Required Actions

1. Approval of the minutes from July Board Meeting

a. **ACTION:** First Vice President Brownlee made a motion to approve the minutes from the July Board of Directors meeting. Past President Smejkal seconded the motion which passed unanimously.

2. Approval of Q1 financials

a. Administrative Director Barquin referred to the quarter one 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 Earning' 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 compared to the same time in the previous year. It was reported that most income from the Fall Conference was for the golf outing and would be paid back to the course. It was also noted that the amount in Spring Conference Income was for a 2020 sponsorship that was deferred for 2021 and the 'Miscellaneous Income' was for a non-member RFP posted to the AzAA website.

c. On the Profit and Loss statement for program expenses, one payment for a 2021 Spring Conference deposit was noted.

- d. On the Operating Expenses, it was reported that postage was higher due to the shipping of plaques, awards and board shirts.
- e. Overall, total expenses were down compared to the previous year. Net income was also down compared to the previous year due to less Fall Conference income and a decrease in dues for the period.
- f. **ACTION:** Executive Director Bimrose made a motion to approve the financials as presented. Executive Director Ruiz-Ronquillo seconded the motion which passed unanimously.

3. Approval of new members

- a. The list of new members for approval was presented.
- b. **ACTION:** Executive Director Bimrose made a motion to approve the new members as presented. Second Vice President Falcetti seconded the motion which passed unanimously.
- c. Administrative Director Barquin reviewed the current membership numbers for the quarter.

4. Financial Review

- a. Second Vice President Falcetti reported that the annual financial review (formerly called the audit) was completed by Jeremy Keating and Rebecca Gardner from Mohave County Airport Authority. It was noted that the review was done according to the bylaws. No discrepancies were found and one suggestion for improvement was provided.
- b. **ACTION:** Administrative Director Barquin would work with the KCA accounting team to address the suggestion provided.
- c. **ACTION:** Past President Smejkal made a motion to accept the findings of the financial review. Executive Director Ruiz-Ronquillo seconded the motion which passed unanimously.

Discussion & Possible Action Items

5. Operating Procedures & Guidelines

- a. First Vice President Brownlee reported that there were no edits to discuss at this time.

6. Policy Decisions, By-Laws & SBP, Ethics

- a. First Vice President Brownlee reported that proposed changes to the Policy Decisions were reviewed and accepted by the board at a monthly board meeting. Changes would be presented to membership in advance of the Spring Conference. It was noted that the changes were primarily for clarification. There were no additional recommended changes to governing documents at this time.
- b. It was noted that no ethics complaints had been received.

7. 2020 Fall Conference

- a. A discussion took place regarding conference logistics.

8. 2021 Spring Conference

- a. Administrative Director Barquin provided an update on the hotel and safety procedures for the 2021 Conference.

9. Future Conferences

- a. Administrative Director Barquin noted that the 2021 Fall Conference was scheduled to take place at Desert Willow Conference Center. It was noted that work on the 2022 Spring Conference would continue in the coming months.

10. Nominations

- a. Past President Smejkal noted that there was nothing to report at this time.

11. Legislative Affairs

- a. Past President Smejkal reported that the committee was meeting monthly. A discussion took place regarding current legislative topics and committee strategy.
 - i. **ACTION:** Administrative Director Barquin would build a Legislative Advocacy webpage with content provided by the committee and Past President Smejkal.

12. Aviation Day

- a. Past President Smejkal reported that the event would tentatively take place on February 2, 2021 and would be co-housed with the Aerospace States Association again. Preliminary planning would begin to take place.

13. AzAA Store & Promotions

- a. A discussion took place regarding advertising for the store.
- b. Executive Director Ruiz-Ronquillo provided an update on speaker gifts for the Fall Conference.

14. Awards & Recognition

- a. There was no update at the time of the meeting

15. Scholarships & Professional Development

- a. Executive Director Bimrose reported that the Spring Student Scholarship recipient would participate in the Fall Conference Networking Event.
- b. It was reported that links to industry scholarships were added to the AzAA website.
- c. A discussion took place regarding future member round tables.

16. Public Relations

- a. Associate Directors Ericson and Rose reported that work had started on the next AzAA Newsletter. Goals for the committee included bringing more awareness to scholarships, continuing to improve the association's social media presence and working on an AzAA brochure.

17. Membership

- a. A discussion took place regarding the current list of non-renewing members.

18. Best Practices

- a. Corporate Director McIntosh reported that drafts were being submitted from the committee and the final review process would begin.

Other Business

• Website Statistics

- Administrative Director Barquin reviewed the quarterly website statistics.
- **ACTION:** Administrative Director Barquin would begin to include social media statistics in the quarterly report.

• Time Tracking Update

- Administrative Director Barquin reviewed the KCA time tracking report for the quarter.

• FAA/ADO procedural discussion

- A discussion regarding FAA updates and a plan for moving forward took place.

• NFPA 407 Proposed Changes

- Associate Director Rose provided a background on the proposed changes. Garrett Gjerstad of Argus Consulting joined the meeting and provided further details.
- A discussion took place regarding the proposed changes.
- **ACTION:** Associate Director Rose and Administrative Director Barquin would work together to send an email to membership and post an update to the AzAA website.

With no further business the meeting was adjourned at 1:23 PM.