



Arizona Airports Association Board of Directors Meeting Minutes

May 5th, 2018 10:00am-3:00pm
Westward Look Resort – Mesa Room
245 E. Ina Road
Tucson, AZ 85704

MEETING MINUTES

BOARD OF DIRECTORS

Ed Faron, A.A.E.
President

Steve Johnston, C.M.
1st Vice President

Mike Smejkal, A.A.E., C.M., P.E.
2nd Vice President

Bradley Hagen, A.A.E.
Past President

Jessie Baker
Executive Director

Zenia Cornejo
Executive Director

Ryan Reeves
Executive Director

Carmen Williams, C.M., ACE
Executive Director

Charlie McDermott, LEED AP
Corporate Director

Ryan Toner, P.E.
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Ed Faron – President

Steve Johnston – First Vice President

Mike Smejkal – Second Vice President

Brad Hagen – Past President

Jessie Baker – Executive Director

Ryan Reeves – Executive Director

Carmen Williams – 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 10:05 AM after a count noted that a quorum was present.

Due to vacancies on the Board of Directors since the last quarterly Board meeting, the following actions had been taken in accordance with the bylaws.

- Ryan Reeves was appointed as an Executive Director for a term through May 2019 following the vacancy left by Tim Bannon.
- Mike Smejkal was appointed to Second Vice President for a term through May 2018 following the vacancy left by Amanda Shankland.
- Carmen Williams was appointed to an Executive Director for a term through May 2018 following the vacancy left by Mike Smejkal.

Required Actions

- **Minutes of the Board of Directors meeting held at the Westward Look Resort on January 11, 2018**
 - **ACTION:** Second Vice President Smejkal made a motion to approve the meeting minutes from the January 11 meeting. First Vice President Johnston seconded the motion, which passed unanimously.

- **Q3 Financial Statements**

- Administrative Director Barquin referenced the quarter 3 financials included in the board packet. Administrative Director Barquin reported on the balance sheet noting the current balances in the checking and savings account. It was noted that the accounts payable was for a KCA invoice that had since been paid.
- On the profit and loss statement, it was noted that membership dues were up for the quarter, however down for the year to date compared to the previous year. More income was received for Fall Conference than originally budgeted, and expenses were under budget leaving a total profit of over \$6,000. Aviation Day received less income than originally budgeted, however it was also under budget on the expense side leaving an overall loss of approximately \$1,200. It was also noted that more income and the majority of expenses would be reported in the fourth quarter for the Spring Conference. Overall, net income for the quarter was higher than quarter three last year, primarily due to an increase of Spring Conference income attributed to the conference being held earlier in May. Net income for the year to date was slightly under the previous year.
- **ACTION:** Executive Director Baker made a motion to approve the quarter three financials. Associate Director Toner seconded the motion, which was passed unanimously.

- **New Members for Approval**

- New members for the quarter were reviewed by the Board.
- **ACTION:** Second Vice President Smejkal made a motion to approve the new members with a type change to Galen Beem's membership type from Associate to Executive. First Vice President Johnston seconded the motion, which passed unanimously.

- **Policy Decisions**

- The Board reviewed the current Policy Decisions.
- **ACTION:** Executive Director Baker made a motion to reaffirm the current Policy Decisions. Second Vice President Smejkal seconded the motion, which passed unanimously.

- **In Memoriam Request**

- President Faron presented a request to add John McMahon to the AzAA In Memoriam page on the website.
- **ACTION:** First Vice President Johnston made a motion to approve the request. Executive Director Williams seconded the motion, which passed unanimously.

Discussion and Possible Action Items

- **FY 2018-19 Budget**

- The Board reviewed the 2018-2019 budget that was approved at the January Board of Directors meeting.

- **By-Laws, & SBP**

- A discussion took place regarding future updates to the Policy Decisions, Bylaws and SBP arising from concerns noted in the annual audit. It was determined that updates would be made and presented to the Board of Directors at a future meeting.
- **ACTION:** It was decided that Administrative Director Barquin would send the monthly general ledger of income and expenses to the board monthly for further oversight of association financials.
- **ACTION:** The Board would create an understanding of personal liability for the officer who holds the AzAA debit card.
- **Audit**
 - A review of the financial audit took place. It was noted that the Board had already accepted the findings at the January meeting and findings would be presented to the membership.
- **Ethics**
 - First Vice President Johnston reported that no ethics complaints had been received.
- **Nominations**
 - Past President Hagen reported that the nomination committee had been formed and elections would take place on Tuesday, May 8 during the General Membership Meeting. The slate was presented as follows:
 - First Vice President
 - Mike Smejkal:
 - *Note: as Mike was not elected to the Second Vice President position, for transparency the committee was asking that members reaffirm him in the position of First Vice President.
 - Second Vice President:
 - Jessie Baker
 - Executive Director:
 - Zenia Cornejo
 - Brad Falcetti
 - Victor Palma
 - Associate Director:
 - Judi Krauss
 - Lance McIntosh
 - Ryan Toner
- **Aviation Day**
 - Past President Hagen provided a recap of Aviation Day at the Capitol.
- **Legislative Affairs**
 - Past President Hagen reported that a Legislative Committee had been formed and was working with TriAdvocates to closely monitor legislative issues.
- **AzAA Store**
 - Executive Director Williams reported that additional shirts and hats were ordered to be sold at the conference registration desk.
- **Awards & Promotions**

- Executive Director Reeves reported that all plaques had been ordered as well as speaker gifts. Small drones were the speaker gifts for the Spring Conference.
- **Public Relations**
 - Associate Director Toner reported on the activities of the committee noting member involvement in social media assistance. It was also reported that a new app platform would be used which included more interactive features.
- **Membership**
 - Current member numbers were reviewed. Executive Director Cornejo reported that she had reached out to non-renewing members to invite them to the conference and renew their memberships.
- **Scholarships & Professional Development**
 - Executive Director Baker reported that seven applications were received for the Marty Rosness Student Scholarship and the committee selected two recipients: Gleb Shenov and Rebecca Weinstock. One application was received for the Spring Conference Scholarship and was awarded to Gleb Shenov. It was noted that the decision was made by a committee and names were redacted during selection to avoid bias. The Board approved the scholarship recipients via email before the conference.
- **Best Practices Guidelines**
 - Corporate Director McDermott reported that the Best Practices Guidelines were in the final stages of review.

Other Business

- **Future Conferences**
 - A discussion took place regarding future conferences and potential hosts.
- **Website/Membership Database**
 - Administrative Director Barquin reported that there would be a significant cost savings to the association if a change was made to membership platforms.
 - **ACTION:** Administrative Director Barquin would report on the costs of alternative platforms and associated fees that would be incurred with a switch of platforms.
- **Corporate Membership Meeting**
 - Corporate Director McDermott reported that the Corporate Membership Meeting would take place Monday, May 7. A discussion took place regarding questions and feedback requests for the Corporate members.

Adjournment - With no further business, the meeting was adjourned at 2:47 PM.