



Arizona Airports Association
Board of Directors Meeting Minutes
April 27, 2020 9:30 am - 12:00 pm
Teleconference

MEETING MINUTES

BOARD OF DIRECTORS

Mike Smejkal, A.A.E., P.E.
President

Ryan Reeves
1st Vice President

Scott Brownlee
2nd Vice President

Steve Johnston, C.A.E., C.M.
Past President

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

Zenia Cornejo
Executive Director

Brad Falcetti
Executive Director

Matthew Smith, ACE
Executive Director

Lance McIntosh, P.E.
Corporate Director

Judi Krauss, AICP
Associate Director

Carmen Rose, P.E.
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Mike Smejkal – President
Ryan Reeves – First Vice President
Scott Brownlee – Second Vice President
Steve Johnston – Past President
Alice Bimrose – Executive Director
Zenia Cornejo – Executive Director
Brad Falcetti – Executive Director
Matt Smith – Executive Director
Lance McIntosh – Corporate Director
Judi Krauss – Associate Director
Carmen Rose – Associate Director
Desirae Barquin – Administrative Director

Call to Order & Opening Remarks – The meeting was called to order at 9:35 am after a count noted that a quorum was present.

President Smejkal thanked the board for their service during the past year and noted some of the successes including: first summer mixer, membership retention, a successful Fall Conference and the filing of an amicus brief in partnership with Phoenix Mesa Gateway Airport Authority.

Required Actions

- **Approval of the minutes from January Board Meeting**
 - **ACTION:** Past President Johnston made a motion to approve the minutes from the January Board of Directors meeting. Associate Director Krauss seconded the motion which passed unanimously.
- **Approval of Q3 financials**
 - Administrative Director Barquin referred to the quarter 3 financials included in the board packet. Referring to the balance sheet, it was noted that the checking and savings account totals were down due to less income in the quarter. The amount in 'Prepaid Expense' was reported to be a deposit paid for the 2020 conference which was being deferred for 2021. It was noted that the amount in 'Accounts Payable' was for a KCA invoice that had since been paid. It was also 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 noted that dues were down for the quarter but up for the year when compared to the previous year. It was noted that Fall Conference was just short of budget for the year. Aviation Day was also just short of budget for the year; however, income was up from the previous year due to the sale of evening event tickets as part of the partnership with the Aerospace States Association (ASA). All Spring Conference income was collected and refunded in the third quarter.

- On the profit & loss statement for program expense, it was noted that Fall Conference came in under budget but was more expensive than in 2018 due to increased costs through the venue. Aviation Day was also under budget with an increase over the previous year due to the reimbursement payment to ASA for the evening event tickets. Overall, there was a loss of money on Aviation Day. It was also noted that there was one Spring Conference expense for baseball tickets which would be credited to the association for future use.
- On the profit & loss statement for operation expense, it was noted that the cost of the website is down due to higher costs in 2019 for the transition to the new platform. Board expenses were up for the quarter and year due to higher costs for the January Board meeting compared to 2018-2019. No additional board costs were expected for 2019-2020. Overall, operating expense was down for the quarter and slightly up for the year.
- It was noted that due to the postponed Spring Conference, net income was not comparable to the previous year.
- **ACTION:** First Vice President Reeves made a motion to approve the quarter 3 financials. Executive Director Cornejo seconded the motion which passed unanimously.
- President Smejkal reported a credit to the KCA invoice in response to the cancelled conference.
- **Approval of new members**
 - The list of members for approval was presented.
 - **ACTION:** Associate Director Krauss made a motion to approve the members as presented with an amendment of William Olson's type to Associate. Executive Director Cornejo seconded the motion which passed unanimously.
- **Approval of Procedures and Guidelines**
 - First Vice President Reeves presented proposed changes to the Procedures and Guidelines to align with committee structure changes.
 - **ACTION:** Associate Director Rose made a motion to approve the proposed changes. Executive Director Bimrose seconded the motion which passed unanimously.
- **Reaffirm Policy Decisions**
 - The current Policy Decisions were reviewed.
 - **ACTION:** Past President Johnston made a motion to reaffirm the current policy decisions. Associate Director Rose seconded the motion which passed unanimously.

Discussion & Possible Action Items

- **Future Conferences**
 - Second Vice President Brownlee reported that the Spring Conference in Marana was postponed to 2021. Yuma had agreed to host the conference in spring 2022.
 - It was reported that Fall Conference would be at Desert Willow Conference Center on October 21 and 22, 2020.
- **Nominations**
 - Past President Johnston noted that the nominating committee had put forth the following nominees for the open Board of Director positions:
 - For Second Vice President: Brad Falcetti, Grand Canyon West Airport
 - For Executive Director: Veronica Ruiz-Ronquillo, Tucson Airport Authority and Robin Sobotta, Prescott Regional Airport – Ernest A. Love Field
 - For Associate Director: Joel Ericson, Mead & Hunt
- **Legislative Affairs**
 - A discussion took place of current legislative issues and topics.
- **Aviation Day**
 - An update of Aviation Day was provided by Past President Johnston.
- **AzAA Store**
 - Executive Director Cornejo provided an update of current inventory. It was noted that the winner of the selfie contest would be announced during the General Membership Meeting.

- **Awards & Promotions**
 - Executive Director Falcetti reported that plaques were created. It was noted that the best way to deliver awards and certificates of appreciation was still to be determined.
- **Scholarships & Professional Development**
 - Executive Director Bimrose reported that six applications were received for the Marty Rosness Student Scholarship and that four of those applications were incomplete. The committee had recommended a \$1,500 scholarship to ASU Student Emily Gardner, which was approved by the Board of Directors. It was noted that Ms. Gardner would be invited to and recognized during the Fall Conference.
- **Public Relations**
 - Associate Director Krauss reported that an association newsletter was sent in February.
 - Associate Director Rose reported that work was being done on an AzAA informational brochure. It was also noted that a summer networking event was tentatively being planned.
- **Membership**
 - Executive Director Smith reported that he was continuing to reach out to non-renewing members.
- **Best Practices**
 - Corporate Director McIntosh reported that sections of the Best Practices Guide were being drafted.

Other Business

- **KCA Time Update**
 - Administrative Director Barquin reviewed the KCA time tracking.
- **Website Statistics**
 - Administrative Director Barquin presented the website statistics from the past quarter.
- **APMS ADOT Update**
 - It was noted that there was no response to date.

With no further business the meeting was adjourned at 11:24 am.