



Arizona Airports Association General Membership Meeting Minutes

October 17th, 2019, 12:15pm
Desert Willow Conference Center,
4340 East Cotton Center Blvd.,
Phoenix, AZ 85040

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

Zenia Cornejo
Executive Director

Brad Falcetti
Executive Director

Joey O'Rourke, ACE, C.M.
Executive Director

Matthew Smith, ACE
Executive Director

Lance McIntosh, P.E.
Corporate Director

Judi Krauss, AICP
Associate Director

Desirae Barquin
Administrative Director

Call to Order & Opening Remarks – The meeting was called to order at 12:56pm after a count noted that a quorum was present.

Required Actions

- **Approval of the minutes from April General Membership Meeting**
 - **ACTION:** Joe Husband made a motion to approve the minutes from the April General Membership Meeting. Gladys Brown seconded the motion which passed unanimously.
- **Approval of Q1 financials**
 - Administrative Director Barquin referred to the quarter 1 financials provided to members. Referring to the balance sheet, 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 membership dues and Fall Conference income were all up for the quarter. It was reported that most Fall Conference expenses would be reported in quarter 2. It was also noted that a deposit of \$4,500 was paid for Spring Conference. On the operating income, it was noted that the increase in management fees was due to a new, increased contract with KCA. It was also noted that in 2018-2019 the management fees were booked for the previous month instead of being booked one month in advance. Moving forward all fees will be booked for the upcoming month.
 - It was noted that the budget numbers for 'Board Member Expenses' and 'Board Meetings – Other' should be switched to show \$7,500 for 'Board Meetings – Other' and \$1,100 for 'Board Member Expenses'.
 - **ACTION:** Administrative Director Barquin would update the budget numbers and repost the Q1 financials.
 - It was reported that net income was under compared to last year at the same time.
 - **ACTION:** Jeremy Keating made a motion to approve the quarter 1 financials. Barney Helmick seconded the motion which passed unanimously.

- **Approval of Audit**
 - Second Vice President Brownlee reported the findings of the annual audit noting one discrepancy in reconciliations and the dating of posts. It was reported that this had been addressed and would be corrected moving forward.
 - Gladys Brown made a motion to accept the findings of the audit. Executive Director Cornejo seconded the motion which passed unanimously.
- **Associate Director Election**
 - Past President Johnston reported that a nominating committee had been formed to fill the newly created Associate Director position. The slate was presented with one candidate: Carmen Rose.
 - It was announced that Carmen Rose had unanimously won the position and would serve as an Associate Director through Spring 2021.

Discussion & Possible Action Items

- **Policy Decisions, By-Laws & SBP**
 - First Vice President Reeves reported that the governing documents would be reviewed and proposed changes would be presented in the Spring.
- **2019 Fall Conference**
 - Second Vice President Brownlee reported a successful turnout for the conference. It was noted that attendees would be asked their opinion on conference location and venue during the post conference survey.
- **2020 Spring Conference**
 - Second Vice President Brownlee reported that planning for the 2020 Spring Conference would start in November/December and asked for volunteers to assist in planning.
- **Future Conferences**
 - Second Vice President Brownlee noted that it was discussed to continue Fall Conference at Desert Willow for 2020. A final decision would be made following the results of the post conference survey.
 - Second Vice President Brownlee asked for interested hosts for the 2021 Spring Conference.
- **Nominations**
 - Past President Johnston noted that elections for the AzAA Board of Directors would take place in the Spring. Any interested members were asked to contact him directly.
- **Legislative Affairs**
 - Past President Johnston reported that the committee was being co-chaired by Ed Faron. It was noted that regular committee calls had started.
- **Aviation Day**
 - Past President Johnston reported that Aviation Day would be co-hosted with the Aerospace States Association. The event was planned for January 14, 2020.
- **AzAA Store**
 - Executive Director Cornejo reported that the online store was available again and was linked on the AzAA website.
- **Awards & Promotions**
 - President Smejkal reported that there was no update at this time.
- **Scholarships & Professional Development**
 - President Smejkal reported that the board was reaching out to schools to start facilitating interest in scholarships.

- **Public Relations**
 - Associate Director Krauss reminded members to follow AzAA on social media. She encouraged members to take photos in their AzAA gear and the person with the most 'likes' on Facebook would win a prize.
- **Membership**
 - Executive Director Smith reported that membership was up compared to the same time in 2018. He encouraged all members to renew their memberships.
- **Best Practices**
 - Corporate Director McIntosh reported that a group was being put together from different organizations to complete the Best Practices Guide.

Other Business

ACTION: Gladys Brown made a motion to adjourn the meeting at 1:17 PM. Past President Johnston seconded the motion which passed unanimously.