



**Arizona Airports Association  
Board of Directors Meeting Minutes**

October 16th, 2019, 9am-2:00pm  
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  
1<sup>st</sup> Vice President

Scott Brownlee  
2<sup>nd</sup> 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

**Board Members Present**

Mike Smejkal – President  
Ryan Reeves – First Vice President  
Scott Brownlee – Second Vice President  
Steve Johnston – Immediate Past President  
Zenia Cornejo – Executive Director  
Matt Smith – Executive Director  
Judi Krauss – Associate Director  
Desirae Barquin – Administrative Director

**Call to Order & Opening Remarks**

The meeting was called to order at 9:12 AM after a count noted that a quorum was present.

**Required Actions**

- **Approval of the minutes from the Board of Director's Meeting held at the Paradise Valley Corporate Center on June 27, 2019.**
  - **ACTION:** Immediate Past President Johnston made a motion to approve the minutes from the June 27, 2019 Board of Directors meeting. First Vice President Reeves seconded the motion which passed unanimously.
- **Approval of Q1 financials**
  - Administrative Director Barquin referred to the quarter 1 financials included in the board packet. 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:** Immediate Past President Johnston made a motion to approve the quarter 1 financials. Second Vice President Brownlee seconded the motion which passed unanimously.
- **Approval of New Members**
  - The list of new members for the quarter was presented.
  - **ACTION:** First Vice President Reeves made a motion to approve the new members with one amendment to change Scott Ghee’s membership type to Associate. Associate Director Krauss seconded the motion which passed unanimously.
- **Approval of Audit**
  - Second Vice President Brownlee presented the audit findings. A discussion took place regarding changing the term “audit” to “financial review” for future clarity.
  - **ACTION:** Executive Director Cornejo made a motion to accept the audit findings. First Vice President Reeves seconded the motion, which passed unanimously.

### **Discussion & Possible Action Items**

- **Operating Procedures & Guidelines**
  - A discussion took place regarding possible updates to the Operating Procedures and Guidelines.
- **Policy Decisions, By-Laws & SBP**
  - A discussion took place regarding possible updates to the governing documents. Proposed changes would be presented at the January meeting.
  - It was also noted that no ethics complaints had been received.
- **2019 Fall Conference**
  - A discussion took place regarding the Fall Conference that would take place the next day. It was noted that the Welcome Reception should be included on the agenda in future years.
- **2020 Spring Conference**
  - Second Vice President Brownlee reported that some planning had begun noting that sessions and the golf tournament were being planned as well as securing a venue for the Welcome Reception.
- **Future Conferences**
  - A discussion took place regarding the location of the future Fall Conferences. It was noted that a survey question should be included on the post conference survey to gauge attendee preference.
  - A discussion took place regarding potential 2021 hosts for the Spring Conference.
- **Nominations**
  - Past President Johnston reported that an election for the new Associate Director would take place at the General Membership meeting during the Fall Conference.
- **Legislative Affairs**
  - Past President Johnston reported that Ed Faron was serving as the co-chair of the Legislative Committee. He also noted that one call had already taken place.
- **Aviation Day**
  - Past President Johnston reported that AzAA would be partnering with the Aerospace States Association to co-host Aviation and Aerospace Day at the Capitol.
- **AzAA Store**
  - Executive Director Cornejo reported that the link to the online store was live on the AzAA website. She also noted that items would be sold in-person at the conference.
  - A discussion took place regarding an incentive to wear AzAA merchandise. It was decided that members who take photos in their AzAA gear and send them to Associate Director Krauss would be entered to win an AzAA prize.
- **Awards & Promotions**

- **Scholarships & Professional Development**
- **Public Relations**
  - Associate Director Krauss reported that the PR committee had produced the latest AzAA Newsletter as well as prepped materials for the Fall Conference.
- **Membership**
  - Executive Director Smith provided an update on member outreach.
- **Best Practices**

#### **Other Business**

- **Starting ACIPs earlier in year**
  - A discussion took place regarding the ACIP process.
- **KCA Time Update**
  - KCA time tracking was reviewed.
  - **ACTION:** KCA would prepare a contract amendment to align the current contract terms with the AzAA fiscal year.
- **Website Statistics**
  - Administrative Director Barquin presented the website statistics from the past quarter.

With no further business the meeting was adjourned at 12:21 PM.