



**Arizona Airports Association**  
**General Membership Meeting Minutes**  
October 22<sup>nd</sup>, 2020, 3:25 PM – 4:30 PM  
Via Zoom

MEETING MINUTES

**Call to Order & Opening Remarks** - The meeting was called to order at 3:26 PM after a count noted that a quorum was present.

President Reeves welcomed everyone to the Fall General Membership Meeting.

A recognition of Mike Klein took place following his passing in July.

**Required Actions**

**1. Approval of April General Membership Meeting Minutes**

- a. **ACTION:** Joe Husband made a motion to approve the minutes as presented from the Spring General Membership Meeting on April 28, 2020. Barney Helmick seconded the motion which passed unanimously.

**2. Approval of Q1 financials**

- a. Administrative Director Barquin referred to the quarter one financials sent in advance of the meeting and posted to the AzAA website. 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:** First Vice President Brownlee made a motion to approve the financials as presented. Executive Director Smith seconded the motion which passed unanimously.

**3. Approval of 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. It was noted that the suggestion would be reviewed by Administrative Director Barquin and the KCA accounting team.

**BOARD OF DIRECTORS**

Ryan Reeves  
President

Scott Brownlee  
1<sup>st</sup> Vice President

Brad Falcetti, C.M.  
2<sup>nd</sup> 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

- b. **ACTION:** Joe Husband made a motion to accept the findings of the financial review. Ed Faron seconded the motion which passed unanimously.

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

##### **4. Policy Decisions, By-Laws & SBP, Ethics**

- a. First Vice President Brownlee reported that clarification edits were being made and reviewed by the board and would be presented at the Spring meeting for member approval.
- b. It was noted that no ethics complaints had been received to date.

##### **5. 2021 Spring Conference**

- a. Administrative Director Barquin noted that the conference was set for May 2-4, 2021 at the Omni Tucson National Resort. It was noted that the board would begin to plan while monitoring COVID-19 restrictions.

##### **6. Future Conferences**

- a. Administrative Director Barquin reported that the 2021 Fall Conference was scheduled to take place October 28, 2021 at Desert Willow Conference Center.

##### **7. Nominations**

- a. Past President Smejkal reported that the committee would be formed in early January.

##### **8. Legislative Affairs**

- a. Past President Smejkal provided an update on the upcoming legislative session. It was noted that advocacy materials would be made available to members.

##### **9. Aviation Day**

- a. Past President Smejkal reported that the tentative event date was February 2, 2021 and would be co-hosted with the Aerospace States Association. The committee would begin preliminary plans and make a decision on the in-person event at a later date.

##### **10. AzAA Store & Promotions**

- a. Executive Director Ruiz-Ronquillo reminded members that you can shop the AzAA store online.
- b. An update was provided on speaker gifts for the virtual conference noting that donations would be made in the speakers' names to select charities.

##### **11. Awards & Recognition**

- a. Executive Director Sobotta thanked those that contributed door prizes for the virtual conference.

##### **12. Scholarships & Professional Development**

- a. Executive Director Bimrose reported that the spring scholarship winner had participated in the networking event in conjunction with the conference.
- b. It was noted that links were added to the AzAA website to other industry scholarship opportunities.
- c. An update was provided on member round table discussions.

##### **13. Public Relations**

- a. Associate Director Ericson encouraged members to interact with the association on social media.
- b. Associate Director Rose thanked the PR committee for assistance on recent newsletters.
- c. It was noted that members should contact either Associate Director if they are interested in joining the PR committee.

##### **14. Membership**

- a. Executive Director Smith reported that approximately 70 members had still not renewed for the current membership year.

##### **15. Best Practices**

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

#### **Other Business**

President Reeves reviewed upcoming event dates.

**Adjournment** – Joe Husband made a motion to adjourn the meeting at 4:09 PM. Executive Director Smith seconded the motion which passed unanimously.