



Arizona Airports Association General Membership Meeting Minutes

October 17, 2018 12:15pm – 1:30pm
Desert Willow Conference Center
4340 E. Cotton Center Blvd.
Phoenix, AZ 85040

MEETING MINUTES - DRAFT

Call to Order & Opening Remarks – The meeting was called to order at 1:02 PM after a count noted that a quorum was present.

Required Actions

BOARD OF DIRECTORS

Steve Johnston, C.M.
President

Mike Smejkal, A.A.E., P.E.
1st Vice President

Vacant
2nd Vice President

Ed Faron, A.A.E.
Past President

Scott Brownlee
Executive Director

Zenia Cornejo
Executive Director

Brad Falcetti
Executive Director

Ryan Reeves
Executive Director

Charlie McDermott, LEED AP
Corporate Director

Judi Krauss, AICP
Associate Director

Desirae Barquin
Administrative Director

- **Minutes from the General Membership Meeting held at the Westward Look Resort on May 8, 2018.**
 - **ACTION:** Joe Husband made a motion to approve the minutes from the May 8, 2018 General Membership meeting. Gladys Brown seconded the motion, which passed unanimously.
- **Financial Statements**
 - Administrative Director Barquin referred to the Quarter 1 financial statements shown and posted on the AzAA website.
 - 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 and Loss statement, it was noted that membership dues were down for the quarter to date. It was also noted that Fall Conference registrations were up for the quarter. Fall Conference Food & Beverage was up for the quarter due to higher deposits paid for the conference. More income and the remaining expenses for Fall Conference were expected in Quarter 2. It was noted that the amount for 'Staff Travel' under 'Association Management' expenses was mileage reimbursement for a site visit to Laughlin for the upcoming Spring Conference.
 - Overall, it was reported that Operating Expense and Total Expense were down for the quarter. Net Income was up compared to the same time last year.
 - **ACTION:** Gladys Brown made a motion to approve the financials as presented. Executive Director Cornejo seconded the motion, which passed unanimously.

Discussion & Possible Action Items

- **Policy Decisions, By-Laws, & SBP**
 - First Vice President Smejkal reported that the documents would be reviewed and any proposed changes would be presented at the Spring meeting.
- **Ethics**
 - First Vice President Smejkal reported that no ethics complaints had been received.
- **Audit**
 - First Vice President Smejkal reviewed the audit findings letter presented and posted to the AzAA website. It was reported that the audit was completed by Anne Roberts and Peter Trinh from Tucson Airport Authority in accordance with the bylaws. There were no concerns or issues found. It was recommended to use a standardized approach for reconciling event revenue following events. First Vice President Smejkal thanked Tucson for their assistance.
 - **ACTION:** Joe Husband made a motion to accept the audit findings. Gladys Brown seconded the motion, which passed unanimously.
- **2018 Fall Conference**
 - President Johnston noted a survey would be sent for conference attendees and thanked the conference planning committee for their efforts.
- **2019 Spring Conference**
 - It was noted that as former Second Vice President Baker had accepted a position out of state, a chair would be appointed for the 2019 Spring Conference. The 2019 Spring Conference would take place in Laughlin, NV in April. A call for volunteers would be sent.
- **Nominations**
 - Past President Faron reported that he would be putting together a nomination committee in the coming months.
- **Aviation Day**
 - Past President Faron reported that Aviation Day would take place January 17, 2019. A committee would be formed to assist in planning. It was also reported that briefing books would be compiled to highlight the use of state funds for airport projects.
- **Legislative Affairs**
 - Past President Faron reported that a call for committee volunteers had been sent.
- **AzAA Store**
 - Executive Director Brownlee reminded members to purchase AzAA items from the AzAA store during the conference.
- **Awards & Promotions**
 - Executive Director Cornejo reported that certificates of appreciation were created for the conference and embroidered toiletry bags were ordered as speaker gifts. She asked members to contact her with any ideas for future speaker gifts.
- **Public Relations**
 - Associate Director Krauss reported that the Public Relations committee had been focused on materials for the Fall Conference. The next newsletter would be sent in early November.

- Associate Director Krauss noted that AzAA was looking for a new photographer for events and asked any volunteers to contact her. She also reminded any members interested in the Public Relations Committee to contact her.
- **Membership**
 - Executive Director Falcetti encouraged all members to renew their memberships and invite their peers to join. He noted that he has been reaching out to non-members and students encouraging them to join the organization.
- **Scholarships & Professional Development**
 - Executive Director Reeves reported that a Professional Development Scholarship application had been received and reviewed.
- **Best Practices Guidelines**
 - Past President Faron reported on behalf of Corporate Director McDermott. It was reported that additional revisions were being made and a small committee would be formed to complete the edits.

Other Business

- **AzAA Website**
 - Administrative Director Barquin reported that AzAA would be switching website/membership database platforms. Members would be notified with information on logging in to their accounts once the new site was live.

Adjournment – Joe Husband made a motion to adjourn the meeting at 1:35 PM. Past President Faron seconded the motion, which passed unanimously.