



## Arizona Airports Association Board of Directors Meeting Minutes

July 16, 2018 8:00am-4:00pm  
Desert Willow Conference Center  
4340 East Cotton Center Blvd.  
Phoenix, AZ 85040

### MEETING MINUTES

#### BOARD OF DIRECTORS

Steve Johnston, C.M.  
President

Mike Smejkal, A.A.E., P.E.  
1<sup>st</sup> Vice President

Vacant  
2<sup>nd</sup> 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

#### **Board Members Present**

**Steve Johnston - President**

**Mike Smejkal - First Vice President**

**Scott Brownlee - Executive Director**

**Zenia Cornejo - Executive Director**

**Brad Falcetti - Executive Director**

**Ryan Reeves - Executive Director**

**Charlie McDermott - Corporate Director**

**Judi Krauss - Associate Director**

**Desirae Barquin - Administrative Director**

**Call to Order & Opening Remarks** – The meeting was called to order at 8:05 AM after a count noted that a quorum was present.

#### **Required Actions**

- **Approval of Minutes of the Board of Directors meeting held at the Westward Look Wyndham Grand Resort + Spa in Tucson, AZ on Saturday, May 5, 2018**
  - **ACTION:** Executive Director Cornejo made a motion to approve the minutes from the May 5, 2018 Board of Directors meeting. Corporate Director McDermott seconded the motion, which passed unanimously.
- **Approval of the Q4 Financials**
  - Administrative Director Barquin referred to the Quarter 4 financials.
  - On the Balance Sheet, current account amounts were reported. It was noted that the amount in Prepaid Expenses was a deferred payment for the Board of Director shirts. The amount in 'Accounts Payable' was for a KCA invoice that had since been paid. It was noted that deferred membership dues were down compared to the previous year. It was reported that retained earnings were greater than one year of operating expenses, per the policy decisions.
  - On the Profit & Loss statement, it was reported that membership dues income was down for the year. Spring Conference income was under budget for income and over budget for expenses. Overall, Spring Conference made a profit of approximately \$16,500. It was noted that Spring

Conference income may still adjust slightly. Operating expenses were under budget and total expense was over budget. Overall, there was a net loss year to date due to decreased income and increased conference expenses.

- **ACTION:** First Vice President Smejkal made a motion to approve the Quarter 4 financials. Corporate Director McDermott seconded the motion, which passed unanimously.
- **Approval of New Members/Emeritus Request**
  - The new members for the quarter were presented to the board. It was recommended that Kenny Brock and Deanna Dupree with the City of Phoenix be switched to Executive memberships. Sarah Hager was switched to Associate.
  - **ACTION:** KCA would reach out to inquire about potential Corporate memberships.
  - **ACTION:** Executive Director Brownlee made a motion to approve the new members with the recommended revisions. Executive Director Falcetti seconded the motion, which passed unanimously.

## **Discussion & Possible Action Items**

- **Board Update**
  - President Johnston announced that Second Vice President Jessie Baker would be leaving the state and would not be continuing on the board. At the time of the meeting, the seat would be left vacant.
- **FY 2018-19 Budget**
  - The 2018-2019 budget was reviewed.
- **Audit**
  - With the departure of Second Vice President Baker, First Vice President Smejkal would manage the audit moving forward.
- **Ethics**
  - No ethics violations were reported.
- **Policy Decisions, By-Laws, & SBP**
  - First Vice President Smejkal reported that edits would be made to the operating procedures, SBP, and policy decisions and would be presented to the board.
- **Nominations**
  - Nominations would take place in early 2019.
- **Aviation Day**
  - A discussion took place regarding increasing lunch costs to \$25 from \$20.
  - A discussion regarding a partnership with the Aerospace Association took place as well as a discussion on how to encourage airport participation in Aviation Day.
- **AzAA Store**
  - Executive Director Brownlee reported that the store items had been transitioned to him. A discussion took place regarding the online store.
- **Award & Promotions**
  - Executive Director Cornejo reported that Board shirts had been ordered. It was also noted that she would begin working on Fall Conference speaker gifts.
- **2018 Fall Conference**
  - A discussion took place regarding potential sessions for Fall Conference. The survey results from Spring Conference were reviewed. A discussion took place regarding the platform used for the survey.
- **2019 Spring Conference**
  - President Johnston reported that the Spring Conference would be hosted by the Laughlin/Bullhead International Airport.

- **ACTION:** Administrative Director Barquin would set up a site visit for the board to see potential properties.
- **Scholarships & Professional Development**
  - Executive Director Reeves reported that one application had been received for the Professional Accreditation and Certification scholarship.
  - **ACTION:** Executive Director Reeves would follow up on the application with additional questions for the applicant.
- **Public Relations**
  - Associate Director Krauss reported that she would be forming a committee to assist with social media and fall conference tasks.
- **Legislative Committee**
  - It was noted that Past President Faron would be soliciting participation for the committee in the fall.
- **Membership**
  - Executive Director Falcetti reported that he would be reaching out to non-members that attended Spring Conference and invite them to be members. It was also reported that a review of members would take place and the committee would contact any airports not represented.
  - **ACTION:** A review of membership types would take place.
- **Best Practices Guidelines**
  - Corporate Director McDermott reported that the Best Practices Guidelines were almost completed.

#### **Other Business**

- **AzAA Website**
  - **ACTION:** Administrative Director Barquin would send more information regarding two alternative website/database systems.

With no further business, the meeting was adjourned at 2:56 PM.