



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

October 16, 2018 8:00am – 4:00pm
Desert Willow Conference Center
4340 E. Cotton Center Blvd.
Phoenix, AZ 85040

MEETING MINUTES – DRAFT

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

Board Members Present

Steve Johnston – President

Mike Smejkal – First Vice President

Ed Faron – Immediate Past 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 8:03 AM after a count noted that a quorum was present.

Required Actions

- **Minutes from the Board of Directors Meeting held at the Desert Willow Conference Center in Phoenix on Monday July 16, 2018.**
 - **ACTION:** First Vice President Smejkal made a motion to approve the minutes from the July 16, 2018 Board of Directors meeting. Past President Faron seconded the motion, which passed unanimously.
- **Financial Statements**
 - Administrative Director Barquin referred to the Quarter 1 financial statements 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 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:** Corporate Director McDermott made a motion to approve the Quarter 1 financials as presented. Executive Director Cornejo seconded the motion, which passed unanimously.
- **New AzAA Members**
 - Administrative Director Barquin presented the new members for the quarter. It was proposed that Ricardo Enriquez with the Tucson Airport Authority be switched from Associate to Executive Membership. Jake Allen with Coffman Associates was also presented as a switch from Executive to Associate membership.
 - **ACTION:** Associate Director Krauss made a motion to approve the new members with the amendments included above. Past President Faron seconded the motion, which passed unanimously.
 - Administrative Director Barquin passed a list of non-renewing members around for Board review.
 - **ACTION:** Administrative Director Barquin would send an updated non-renewing list to the Board following the meeting.

Discussion & Possible Action Items

- **Policy Decisions, By-Laws, & SBP**
 - First Vice President Smejkal reported that the documents would be reviewed.
- **Operating Procedures & Guidelines**
 - First Vice President Smejkal reported that an initial review had taken place. A discussion took place regarding updates to the Procedures & Guidelines. An updated version would be sent to the full Board for review.
- **Ethics**
 - First Vice President Smejkal reported that no ethics complaints had been received.
- **Audit**
 - First Vice President Smejkal reviewed the audit findings letter provided to the Board. 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.
 - The Board accepted the findings.
- **2018 Fall Conference**
 - A discussion took place regarding sessions for the upcoming Fall Conference.
 - It was noted that a paper program was printed in place of the app. A question would be included on the survey regarding program preference.
- **2019 Spring Conference**
 - A discussion took place regarding the upcoming Spring Conference in Laughlin, NV. It was noted that Alice Bimrose, City of Phoenix and Joey O'Rourke, Laughlin-Bullhead International Airport would serve as co-chairs for the event with the Board's guidance.
 - A schedule of tentative future locations was discussed.
- **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 planning had started for the 2019 Aviation Day including the preparation of briefing books.
 - A discussion took place regarding table sponsors and it was determined a discount would be offered for airports to sponsor a table to encourage more airport sponsorships.
- **Legislative Affairs**
 - Past President Faron reported that an email was sent to call for Legislative Committee volunteers.
- **AzAA Store**
 - Executive Director Brownlee reported that store items would be sold during the conference.
 - A discussion took place regarding the store. It was suggested a survey be sent to members regarding the store.
 - It was decided that any extra speaker gifts from the conference would be added to store inventory.
- **Awards & Promotions**
 - Executive Director Cornejo reported that certificates of appreciation were created for the conference and embroidered toiletry bags were ordered as 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.
- **Membership**
 - Executive Director Falcetti reported that he had been reaching out to non-members encouraging them to join AzAA. He also noted he would continue student outreach.
 - **ACTION:** Administrative Director Barquin would search for materials used to make new member packets in the past.
 - **ACTION:** A list of non-members that attended Fall Conference would be sent to Executive Director Falcetti for outreach.
- **Scholarships & Professional Development**
 - Executive Director Reeves reported an application had been received for the Professional Development scholarship to help with costs associated with the CM exam. The Board agreed to reimburse the candidate \$1,895 contingent on passing the exam. Associate Director Krauss abstained from the vote.
- **Best Practices Guidelines**
 - Corporate Director McDermott reported that it was recommended during the review process that the Guidelines should be approached in a different manner. It was reported that a small committee would be formed to assist with the revisions.

Other Business

- **Other Items for Discussion**
 - **AzAA Website and Membership Database**
 - A discussion took place regarding the AzAA website and membership database system. It was decided to transition to a new platform.

Adjournment – With no further business, the meeting was adjourned at 1:38 PM.