



**Arizona Airports Association
Board of Directors Meeting Minutes**
January 14th, 2021, 12:00-15:00

MEETING MINUTES

BOARD OF DIRECTORS

Ryan Reeves
President

Scott Brownlee, C.M.
1st Vice President

Brad Falcetti, ACE, C.M.
2nd 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, A.A.E., 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

Board Members Present

Ryan Reeves – President
Scott Brownlee – First Vice President
Mike Smejkal – Immediate Past President
Alice Bimrose – Executive Director
Veronica Ruiz-Ronquillo – Executive Director
Matt Smith – Executive Director
Robin Sobotta – Executive Director
Lance McIntosh – Corporate Director
Joel Ericson – Associate Director
Carmen Rose – Associate Director
Desirae Barquin – Administrative Director

Call to Order & Opening Remarks – The meeting was called to order at 12:05 after a count noted that a quorum was present.

Agenda Additions/Deletions/Changes – There were no additions, deletions or changes noted.

Required Actions

1. Approval of the minutes from October Board Meeting

- a. **ACTION:** First Vice President Brownlee made a motion to approve the minutes from the October Board of Directors meeting. Executive Director Bimrose seconded the motion which passed unanimously.

2. Approval of Q2 financials

- a. Administrative Director Barquin referred to the quarter two financials included in the board packet. 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 Earnings' 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 up for the quarter, but down for the year compared to the same time in the previous year. It was noted that the income from Fall Conference was primarily for the golf outing and was paid to the course.
- c. On the Profit and Loss statement for program expenses, it was noted that the expenses for Fall Conference included the golf fees, speaker gifts and shipping for door prizes.
- d. On the Profit and Loss statement for operating expenses, it was noted that the lobbying expense was for the filing of lobbyist renewal.
- e. **ACTION:** Executive Director Bimrose made a motion to approve the financials as presented. Past President Smejkal seconded the motion which passed unanimously.

3. Approval of New Members/Member Type Changes

- a. The list of new members and member type changes was presented.
- b. **ACTION:** Executive Director Bimrose made a motion to approve the new members and type change as presented. First Vice President Brownlee seconded the motion which passed unanimously.

4. 2021-2022 Budget

- a. Administrative Director Barquin reviewed the draft 2021-2022 budget. It was noted that the budget was kept consistent with minor adjustments to expected income following the pandemic. It was also noted that the budget for board meetings was decreased.
- b. **ACTION:** Executive Director Smith made a motion to approve the draft budget as presented. Executive Director Bimrose seconded the motion which passed unanimously.

5. In Memoriam Request for Mike Klein

- a. **ACTION:** First Vice President Brownlee made a motion to approve the 'In Memoriam' request pending final review of the letter by the board. Executive Director Bimrose seconded the motion which passed unanimously.

Discussion & Possible Action Items

1. Bylaw, Policy, and Strategic Business Plan Changes

- a. First Vice President Brownlee reported that there were no updates.
- b. It was noted that no ethics violations had been received.

2. Procedure & Guidelines Changes

- a. First Vice President Brownlee reported that there were no updates.

3. 2021 Spring Conference

- a. A discussion took place regarding the upcoming conference and organizations' current travel restrictions.

4. Nominations

- a. Past President Smejkal noted that the committee had been established and a call for nominations had been sent.

5. Legislative Affairs

- a. Past President Smejkal noted that the legislative session had started and reported on current activity.

6. Aviation Day

- a. Past President Smejkal reported that Aviation Day would be virtual on February 5, 2021. A discussion took place regarding the tentative agenda.

7. Store & Promotions

- a. Executive Director Ruiz-Ronquillo reported that the store inventory was currently at KCA. It was also reported that she would begin looking at options for Spring Conference speaker gifts.

8. Awards & Recognition

- a. Executive Director Sobotta reported that nomination applications were available on the website. It was noted that no nominations had been received.

9. Scholarships & Professional Development

- a. Executive Director Bimrose provided an update on the timeline of scholarship applications. A discussion took place regarding round tables and additional professional development for 2021.
- b. A discussion took place regarding live burn trainings.
 - i. **ACTION:** Executive Director Sobotta would do outreach and report back to the board.

10. Public Relations

- a. Associate Director Rose provided an update on the association newsletter and brochure.
- b. A discussion took place regarding an AzAA event in conjunction with the SWAAAE winter conference.
- c. Associate Director Ericson provided an update on association social media.

11. Membership

- a. Current membership numbers were reported.

12. Best Practices

- a. Corporate Director McIntosh provided an update on the Best Practices Guide and the current timeline.
- b. A discussion took place regarding a round table to discuss the draft.

Other Business

- **Website Statistics**
 - Administrative Director Barquin provided website statistics for the quarter.
- **Time Tracking Update**
 - Administrative Director Barquin provided an update on KCA time tracking for the quarter and year to date.

With no further business, the meeting was adjourned at 13:40.