



Arizona Airports Association General Membership Meeting Minutes

April 28, 2020, 12:00pm
Web Meeting

MEETING MINUTES

Call to Order & Opening Remarks – President Smejkal called the meeting to order after a count noted that a quorum was present.

President Smejkal welcomed everyone and thanked them for participating in the virtual meeting.

Required Actions

- **Approval of the minutes from October General Membership Meeting**

- **ACTION:** Gladys Brown made a motion to approve the minutes from the October meeting. Joe Husband seconded the motion, which passed unanimously.

- **Approval of Q3 financials**

- Administrative Director Barquin referred to the quarter 3 financials provided in advance of the meeting. Referring to the balance sheet, it was noted that the checking and savings account totals were down due to less income in the quarter. The amount in 'Prepaid Expense' was reported to be a deposit paid for the 2020 conference which was being deferred for 2021. 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 & loss statement for income, it was noted that dues were down for the quarter but up for the year when compared to the previous year. It was noted that Fall Conference was just short of budget for the year. Aviation Day was also just short of budget for the year; however, income was up from the previous year due to the sale of evening event tickets as part of the partnership with the Aerospace States Association (ASA). All Spring Conference income was collected and refunded in the third quarter.
- On the profit & loss statement for program expense, it was noted that Fall Conference came in under budget but was more expensive than 2018 due to increased costs through the venue. Aviation Day was also under budget with an increase over the previous year due to the reimbursement payment to ASA for the evening event tickets. Overall, there was a loss of money on Aviation Day. It was also noted that there was one Spring Conference expense for baseball tickets which would be credited to the association for future use.

BOARD OF DIRECTORS

Mike Smejkal, A.A.E., P.E.
President

Ryan Reeves
1st Vice President

Scott Brownlee
2nd Vice President

Steve Johnston, C.A.E., C.M.
Past President

Alice Bimrose, A.A.E., ACE
Executive Director

Zenia Cornejo
Executive Director

Brad Falcetti
Executive Director

Matthew Smith, ACE
Executive Director

Lance McIntosh, P.E.
Corporate Director

Judi Krauss, AICP
Associate Director

Carmen Rose, P.E.
Associate Director

Desirae Barquin
Administrative Director

Arizona Airports Association

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- On the profit & loss statement for operation expense, it was noted that the cost of the website is down compared to the previous year due to higher costs in 2019 for the transition to the new platform. Board expenses were up for the quarter and year due to higher costs for the January Board meeting compared to 2018-2019. No additional board costs were expected for 2019-2020. Overall, operating expense was down for the quarter and slightly up for the year.
 - It was noted that due to the postponed Spring Conference, net income was not comparable to the previous year.
 - **ACTION:** Joe Husband made a motion to approve the quarter 3 financials. Gladys Brown seconded the motion which passed unanimously.
- **Approval of 2020/2021 Budget**
 - Second Vice President Brownlee presented the draft budget that was provided to membership in advance of the meeting in accordance with the bylaws.
 - **ACTION:** Gladys Brown made a motion to approve the budget as presented. Joe Husband seconded the motion which passed unanimously.
- **Approval of the Changes to Policy Decisions, By-Laws & SBP**
 - First Vice President Reeves presented proposed bylaw changes submitted to membership in advance of the meeting. It was noted that the changes were to redefine committee roles and to change the wording for the annual audit to 'financial review'.
 - **ACTION:** Gladys Brown made a motion to accept the changes as presented. Jeremy Keating seconded the motion which passed unanimously.
 - First Vice President Reeves presented a proposed change to the policy decisions which would increase membership dues. With no motion to accept, the changes were not approved.
 - First Vice President Reeves reviewed the existing policy decisions.
 - **ACTION:** Joe Husband made a motion to reaffirm the current policy decisions. Gladys Brown seconded the motion which passed unanimously.
 - First Vice President Reeves noted that there were no changes to the Strategic Business Plan (SBP) at this time.
- **Board Member Elections**
 - Past President Johnston reported that a nomination committee had been formed and all nominees would give a brief statement/introduction. The slate was presented as follows:
 - Second Vice President
 - Brad Falcetti
 - Executive Director
 - Veronica Ruiz-Ronquillo
 - Robin Sobotta
 - Associate Director
 - Joel Ericson
 - **ACTION:** Joe Husband made a motion to close nominations from the floor. Gladys Brown seconded the motion which passed unanimously.
 - The Board of Directors for 2020-2021 was announced to be:
 - President Ryan Reeves, Chandler Municipal Airport
 - First Vice President Scott Brownlee, Phoenix-Mesa Gateway Airport Authority
 - Second Vice President Brad Falcetti, Grand Canyon West Airport

- Immediate Past President Mike Smejkal, Tucson Airport Authority
- Executive Director Alice Bimrose, City of Phoenix Aviation Department
- Executive Director Veronica Ruiz-Ronquillo, Tucson Airport Authority
- Executive Director Matt Smith, Grand Canyon National Park Airport
- Executive Director Robin Sobotta, Prescott Regional Airport – Ernest A. Love Field
- Associate Director Joel Ericson, Mead & Hunt
- Associate Director Carmen Rose, Dibble Engineering
- Corporate Director Lance McIntosh, C&S Companies

Discussion & Possible Action Items

- **Conferences**
 - Second Vice President Brownlee reported on upcoming conferences noting that the Fall Conference was scheduled for October 21-22, 2020 at Desert Willow Conference Center and that the 2021 Spring Conference would be hosted in Marana.
- **Legislative Affairs**
 - Past President Johnston provided an update on current legislative affairs.
- **Aviation Day**
 - Past President Johnston provided a brief recap of Aviation Day at the Capitol.
- **Ethics**
 - First Vice President Reeves reported that no ethics complaints had been received.
- **Committee Structure Updates**
 - First Vice President Reeves reported that the Awards and Promotions committee had been updated to the Awards and Recognition committee. Promotions would now be handled by the Promotions and Store committee. It was also noted that a new committee to manage sponsorships would be formed and chaired by the Corporate Director.
- **AzAA Store**
 - Executive Director Cornejo reported that the AzAA Store is accessible online through the AzAA website.
- **Awards & Promotions**
 - Executive Director Falcetti reported that plaques for board members and award recipients had been purchased.
- **Scholarships & Professional Development**
 - Executive Director Bimrose reported that six applications had been received for the student scholarship.
- **Public Relations**
 - Associate Director Krauss reported that the latest AzAA Newsletter was sent in February. It was also announced that Jake Allen and Adam Deibel won the AzAA selfie contest.
 - Associate Director Rose noted that a summer networking event would be planned, if possible.
- **Membership**
 - Executive Director Smith reported that the association currently had 270 members and 45 that had not renewed for the current year.
- **Best Practices**

- Corporate Director McIntosh reported that work on the Best Practices Guide was underway and that drafts from committee members would be due late summer.

Other Business

- **Announcement of Scholarship Winners**
 - The recipient of the Marty Rosness Student Scholarship was announced to be ASU student Emily Gardner. It was noted that Ms. Gardner would be invited to a future conference.
- **Announcement of Corporate Member of the Year**
 - The recipient of the Corporate Member of the Year Award was announced to be Lance McIntosh.
- **Announcement of Executive Member of the Year**
 - The recipient of the Executive Member of the Year Award was announced to be Ed Faron.
- **Announcement of President's Award**
 - The recipient of the President's Award was announced to be Arlando Teller.
- **Recognition of Board Members**
 - President Smejkal thanked the AzAA Board for their service during the past year. He noted achievements such as establishing the Summer Networking Event and filing an amicus brief with the assistance of Phoenix Mesa Gateway.
- **Passing of the Gavel (Virtually)**
 - President Smejkal virtually passed the gavel to First Vice President Reeves. First Vice President Reeves thanked President Smejkal for his dedication to the association.
- **ACTION:** Joe Husband made a motion to adjourn the meeting. Second Vice President Brownlee seconded the motion which passed unanimously.