

Aerospace and Defense Commission

Friday, May 22, 2009

11:00 A.M. – 2:00 P.M.

Call in number: 877.336.1829 – Access code: 8986583

Arizona State Capitol - Executive Tower
6th Floor, Conference Room 6A
1700 W. Washington Street
Phoenix, Arizona 85007

MINUTES

Welcome and Opening Remarks:

Chair Vicki Panhuse called the meeting to order at 11:11 A.M. welcoming commissioners and the public in attendance.

Roll Call/Introductions:

Members Present:

Vicki Panhuse, Taber McCallum and Robin Sobotta

Members Present via Teleconference Bridge:

Kumar Ramohalli, William Lamb and Luis Silva

Staff:

Sandra Watson

Public

No Public Present

Approval of Minutes:

April 23, 2009 meeting minutes: Mr. MacCullum motioned to approve the minutes with the following revisions:

- Attach the action items that were distributed to the Commissioners on April 30, 2009

The motion was seconded by Mr. Silva and adopted.

New Business:

- *30-60-90 Day Plan* – The document prepared by Chair Panhuse was reviewed the Commission. (See File) All agreed that a new row should be added for “New Issues” with the caveat that the Issue Form process will need to be followed to submit new issues to the Commission for their consideration. The 30-60-90 day plan will also need to incorporate the strategic plan that needs to be submitted to the Governor in December. With these edits the Commission agreed that this plan will become the action plan for 2009. Paired with the

action plan for 2008 these action plans will provide an outline for the development of the Commission's Governance document.

- Commerce staff member Vanessa Gonzalez discussed the Commission's role as it relates to being the "sole coordinator of all aerospace and defense related commercial partnerships." Ms. Gonzalez explained the legislative prospective when the phase "sole coordinator" is used in statute. This term simply means that the Commission is receiving state funding or utilizing administrative support from the state.
- *Endorsement Process* – The Commission reviewed the document prepared by both Ms. Sobotta and Mr. Martinez. The Commission discussed whether this formal process is advantageous and within its purview. Understanding that the Commission is an advisory board of the Governor, the Commission agreed to make this process informal to request non-financial support. The document will be renamed and revisions will be made by staff and presented at the next Commission meeting.
- *Communication Plan* – Chair Panhuse presented the draft outline for the marketing/outreach plan. Ms. Sobotta offered to continue developing the plan. The plan will be morphed into a public relations plan for the Commission.
- *American Recovery and Reinvestment Act (ARRA) Stimulus Matrix* – Mr. MacCallum reviewed the matrix and flagged a number of opportunities. The Commission felt that it would be more beneficial to the aerospace and defense industries if the Commission could apply for a grant to establish a pilot program rather than just identifying potential funding streams. One opportunity the Commission considered is applying for a grant to encourage internships. The Commission agreed to submit a letter of intent to the National Science Foundation (NSF) no later than July 1, 2009. The Commission also considered applying for funding that encourages research in the state. Obtaining a grant that would provide a stipend to university professors who conduct research during summer months would be advantageous. The Commission agreed to examine these and other opportunities.
- *Governance Document* – The Commissioners agreed to wait until the new Commissioners were appointed to develop the Governance Document.
- *Strategic Plan Implementation* –
 - Strategy #1 - Create a Robust Pipeline of Business and Entrepreneurial Opportunities to Fuel Growth: Sub-committee Chair Mr. MacCallum indicated that the first step in implementation is to meet with staff and develop a list of industry groups who can assist with the prioritization of tasks. After meeting with industry groups, the sub-committee could outline the next steps for implementation.
 - Strategy #2 – Build Arizona's Research Competitiveness: Sub-committee Chair Ms. Sobotta said that implementation of this strategy has already begun through identification of ARRA stimulus dollars and through its representation on the Arizona Aerospace Institute board.
 - Strategy #3 - Attract, Retain and Educate Arizona's Skilled Labor: Sub-Committee Chair Mr. Silva indicated that progress was being made through the identification of ARRA stimulus dollars for an internship program. Another task is to identify industry groups and organization who are focused on workforce issues. Mr. Silva will work with staff to develop these next steps.
 - Strategy #4 - Improve Arizona's Business Environment. Sub-Committee Member Mr. Lamb will touch base with the Chair and notify staff of its plans.

- *Membership Update* – According to the Governor’s Office of Boards and Commission on or by the Commission’s next meeting new members will be appointed and reappointments made.
- *Next Steps* – Each Sub-Committee Chair is to submit a progress report to staff by June 30th for distribution to the Commission.

Announcements:

Mr. Lamb announced his resignation from the Commission. In August, Lockheed Martin will be transferring him to the east coast to be closer to headquarters and therefore he will no longer be able to serve on the Commission.

The next meeting was tentatively scheduled for July 24, 2009 from 10:00 A.M. – 2:00 P.M.

Call to the Public:

No comments were made by the public.

Adjourn:

Meeting Adjourn at 1:35 P.M. by Chair Vicki Panhuisse.

The following action items listed below were discussed during the Commission meeting and distributed to the Commissioners following the meeting.

Action Number	Description	Owner	Due Date
1	Determine the role of commission in the establishment of state's commercial partnership	S. Watson	5/22/2009
2	Create a draft 30-60-90 day plan for the commission	V. Panhuisse	5/22/2009
3	Establish a proposed process to obtain the Commission's endorsement of programs in alignment with strategic plan	R. Sobotta & M. Martinez	5/22/2009
4	Establish a proposed marketing/outreach plan for Commission	V. Panhuisse	5/22/2009
5	Identify USA Stimulus Programs Aligned with A&D Commission Strategies	T. MacCullum	5/22/2009
6	Each subcommittee establish a plan to call key stakeholders to Commission meeting to review progress & determine next steps	Subcommittee Chairpersons	TBD
7	Establish a proposed A&D Commission Governance document	TBD	TBD
8	Setup next A&D Commission Meeting – May 22, 2009; 11:00 – 2:00 PM	S. Watson	5/15/2009
9	Gov's website that tracks the ARRA funds - http://az.gov/recovery/	Commerce	Link Provided
10	Issue Form template to Martin & Robin for adaptation and development of an "Endorsement Request Form."	Commerce	Form Provided
11	Stimulus information for development of matrix that identifies what dollars are available and how they align with the Commissions strategies.	Commerce	Matrix Provided
12	List of the members appointed to the Advisory Committee for the AZ Aerospace Institute to follow on a later date.	S. Watson	Week of May 6th