

## **Southwest Chapter of the American Association of Airport Executives 2016 Policy Decisions**

The SWAAAE Constitution and Bylaws provide for Policy Decisions to be reviewed annually at the Winter Conference. The General Membership will either incorporate Policy Decisions into the Constitution and Bylaws, where applicable, or reaffirm them as continuing policy.

At the Winter Conference in Monterey, California, on February 3, 2016, the General Membership reviewed and reaffirmed the existing Policy Decisions.

### **Policy Decision 16-01**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that the following fee schedule should be charged for furnishing either a printed copy of the Chapter's mailing list or an advance copy of the registration list for a Chapter event or printed mailing labels:

No Charge for Chapter Business  
Members - \$50.00 for a commercial use

### **Policy Decision 16-02**

The General Membership of the Chapter, on February 3, 2016, reaffirmed the following amounts for dues for the respective classes of membership:

<b>CLASS</b>	<b>DUES</b>	<b>EFFECTIVE</b>
Executive	\$85.00	7-1-05
Associate	\$85.00	7-1-05
Corporate	\$120.00	7-1-05
Academic	No Charge	10-17-14
Executive Emeritus	No Charge	
Honorary	No Charge	

### **Policy Decision 16-03**

The General Membership of the Chapter, on February 3, 2016, reaffirmed a policy that withdrawals from the Chapter's non-operating accounts or checks exceeding \$2,500 written from checking accounts shall be endorsed by the Executive Director and one Officer of the Chapter (i.e., President, 1<sup>st</sup> Vice President, or 2<sup>nd</sup> Vice President) or two Officers of the Chapter. Furthermore, the Executive Director may be provided with a corporate credit card with a maximum limit of \$2,500 in order to conduct Chapter business.

#### **Policy Decision 16-04**

The General Membership of the Chapter, on February 3, 2016, reaffirmed a policy that in the best interest of the Chapter, the Board should maintain a reserve fund balance of not less than \$100,000 for any fiscal year. Maintaining such a balance would sufficiently avoid cutback in services if unexpected shortfalls or increased association demands occur during the fiscal year.

#### **Policy Decision 16-05**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that a broadcast e-mail service for purposes of reaching a majority of the membership shall be made available to the membership. No fee shall be charged for submissions regarding Chapter business, airport-related press releases, aviation news, open position announcement, RFPs, and RFQs. A \$200 access fee per broadcast shall be charged for submission of advertising messages. All messages submitted for broadcast e-mail distribution shall: not exceed 750 characters, be reviewed by the Information Services Committee if so requested by the Executive Director, and be distributed via regularly scheduled broadcast e-mail.

#### **Policy Decision 16-06**

The General Membership of the Chapter, on February 3, 2016, reaffirmed the policy to award a stipend of \$500 for Accredited Airport Executives (A.A.E.) designation from the American Association of Airport Executives (AAAE). The AAAE Regional Examiner will provide the Executive Director with the names of successful A.A.E. candidates and the monetary award will be presented at the next scheduled regular meeting of the General Membership. It is further stipulated that to be eligible to receive this stipend, the Chapter member shall have been a member of the Chapter in good standing for a minimum of 24 months, or as recommended by the credentials committee and approved by the Board, prior to completing the A.A.E. program.

#### **Policy Decision 16-07**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that a group discount shall be offered to any airport agreeing to participate in the group discount program. For a single fee of \$850, the participating airport may enroll up to 20 employees as Executive and Associate members, provided each prospective member submits the appropriate membership application. The participating airport will receive a single invoice for \$850 annually. Additional Executive and Associate members may be enrolled at a reduced membership fee of \$42.50 per member.

#### **Policy Decision 16-08**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that individuals registered for a Chapter event are eligible for a full refund if the registration is cancelled more than 21 days in advance of the start date of the event. Cancellations made 21 days or less than the start date of the event are eligible for a refund less 30% of all fees paid, not to exceed \$150 administrative processing fee. The Conference Chair has the ability to review specific cases and the discretion to issue a full refund depending on the associated extraordinary circumstances.

### **Policy Decision 16-09**

The General Membership of the Chapter, on February 3, 2016, reaffirmed a policy that annually the SWAAAE Board will include a designated amount in the budget to support the attendance of SWAAAE Officers, AAAE Representatives for the Chapter, or AAAE Board of Directors that are members of this Chapter at AAAE and/or state airport management association functions as a representative of the Chapter. Chapter funds should be requested only after an individual has determined that funds are not available from his/her employer, from a stipend from AAAE or from any other appropriate source. To request financial support from the Chapter, the individual should submit a request in writing to the Executive Committee for approval by the Board. Financial support provided by the Chapter may only be used to defray the cost of conference registration, lodging, and/or travel associated with conferences/meetings where attendance by the individual benefits the Chapter.

### **Policy Decision 16-10**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that Executive Emeritus members shall be charged 50% of the Winter and Summer Conference Registration Fees. Executive Emeritus members shall be charged 100% of any other related conference fees at the Winter or Summer Conference.

### **Policy Decision 16-11**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that a group discount is offered to any eligible corporation agreeing to participate in the group discount program. For a single fee of \$300, the participating corporation may enroll up to three employees as Corporate members, provided each prospective member submits the appropriate membership application and only one of said members be granted voting rights. The participating corporation will receive a single invoice for \$300 annually. Additional Corporate Members may be enrolled at a reduced membership fee of \$75 per member.

### **Policy Decision 16-12**

The General Membership of the Chapter, on February 3, 2016, reaffirmed a policy that encourages all Committee Chairs to strive for diversity in the makeup of their committee membership. SWAAAE values diversity, not only in race, color, creed, ethnic background, religion, political party, age, gender or disability, but also as it relates to educational background, career level, employment classification and organizational size.

### **Policy Decision 16-13**

The General Membership of the Chapter, on February 3, 2016, reaffirmed a policy that provided authorization to distribute electronically copies of conference attendee contact information (Roster of Attendees) to sponsors and exhibitors upon request. Attendee contact information is currently provided to all attendees, sponsors, and exhibitors, and distribution of this information electronically is a matter of convenience to the sponsors and exhibitors who compile this information into their databases. Authorized electronic file formats include but may not be limited to MS Word, MS Excel, PDF, etc.

### **Policy Decision 16-14**

The General Membership of the Chapter, on February 3, 2016, reaffirmed those individual positions recommended by the Board of Directors as Honorary Members. The Membership Committee Chair and SWAAAE President, in August 2015, clarified that those who currently hold a position included on the approved list of honorary members and are not current members will be considered for honorary membership. Current members who hold a position included on this list will remain in their current membership category and are expected to pay dues as normal to retain voting privileges. Those recommended positions are as follows:

- Division Manager, FAA Western-Pacific Region
- Aeronautics Group Manager, Multimodal Planning Division, Arizona DOT
- Chief, Division of Aeronautics, California DOT
- Manager, Aviation/Rail Program, Nevada DOT
- Chairman, AAAE Board of Directors
- President, AAAE
- President, Arizona Airports Association (AzAA)
- President, Association of California Airports (ACA)
- President, California Airports Council (CAC)
- President, Nevada Airports Association (NvAA)
- 1<sup>st</sup> Vice-President, Arizona Airports Association (AzAA)
- Vice-President, Association of California Airports (ACA)
- Vice-President, California Airports Council (CAC)
- President-Elect, Nevada Airports Association (NvAA)
- Senior Executive Vice President, AAAE
- Manager, San Francisco ADO
- Manager, Honolulu ADO
- Manager, Los Angeles ADO
- TSA Region 9 Area Director
- Manager, Phoenix ADO

### **Policy Decision 16-15**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that this Chapter will use AAAE's Code of Ethics, as amended from time to time.

**Policy Decision 16-16**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that authorizes the Executive Committee to make decisions regarding the investment of surplus funds and act upon those decisions without additional approval by the full Board of Directors, as long as the following criteria are met: 1) the portfolio of all invested cash may be comprised of one or more managed and diversified funds (mutual funds), 2) not more than 30 percent of the portfolio is invested in equity securities, and 3) no single stock or single stock group investments are allowed. Traditional low-risk investments, such as interest-bearing accounts, CDs, bonds, money markets, or any combination thereof are also authorized to be made by the Executive Committee and shall be reported to the Board of Directors.

**Policy Decision 16-17**

The General Membership of the Chapter, on February 3, 2016, reaffirmed that authorizes the Board of Directors, with a majority vote by the Board, to make decisions on what the allocated budget for Board Approved Programs can be used for during that fiscal year.