



64th Annual SWAAAE Airport Management Short Course*

January 21-24, 2024

Monterey Plaza Hotel | Monterey, CA

Logo design by PSM²

Saturday – January 20, 2024

8:30 am to 4:30 pm

Accreditation Final Interview Workshop (Separate Registration Required)

Ocean Club

Lead by AAAE Board of Examiner Representative Rosalyn F. Bond, A.A.E., Deputy Director (San Jose Mineta International Airport)

Click [here](#) to view the Final Interview Workshop flyer for additional information; flyer available on SWAAAE.org.

8:30 am to 4:30 pm

The Role of the Airport Attorney Workshop (Separate Registration Required)

Carmel Room

The goal of The Role of the Airport Attorney workshop is to facilitate the sharing of knowledge amongst public-use airport managers and their attorneys, learn new material beneficial to aviation job responsibilities with ever-changing rules and regulations, find new opportunities for collaboration and networking, all while providing valuable professional development and experience in beautiful Monterey. Workshop topics include:

- Public, Private, Partnerships (P3) Opportunities and Challenges
- CEQA/NEPA/Section 163 Updates
- Procurement Updates: Buy American, Local Preferences, Cooperative Purchase
- DOT Part 380 On Demand Air Charters
- Airport Security Program Amendment TSA-NA-23-02, Aviation Worker Screening
- Key Lease Agreement Considerations
- Incompatible Land Use Near Airports

6:30 pm to 8:30 pm

Board of Directors and Conference Committee Dinner (By Invitation Only)

Sunday – January 21, 2024

6:30 am to 1:00 pm

Todd McNamee Past President's Golf Tournament (Separate Registration Required)

Registration required via the conference registration form (limited club rentals available first come, first served). Guests are welcome to register!

1:00 pm to 6:00 pm

Registration Opens

Cypress Pre-Function Area/Foyer

Stop by registration to pick up your name badge and conference materials. Conference information will be accessible via the Whova conference app.



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1:00 pm to 6:00 pm

Exhibitor Set-Up

Carmel Room

2:00 pm to 5:00 pm

SWAAAE Board of Directors Meeting

Cypress Ballroom

All Chapter members are invited and encouraged to attend Board of Directors' meetings. If you are interested in attending, please contact Executive Director Cathy Herring (cathy@swaaae.org). A virtual participation option is available.

6:15 pm to 7:15 pm

Michael A. Shutt Young Professionals, New Attendee & Mentor Meet and Greet

Carmel Room

First time attendees, new SWAAAE members and young professionals are welcome and encouraged to attend to meet and network with others before the conference officially kicks off.

Calling all mentors! Sign up to volunteer as a new attendee and/or young professional mentor during conference registration or [email us](#).

7:30 pm to 10:30 pm

Welcome Reception and Bruce Loev Pool Tournament

Easy Street Billiards

(transportation from the Monterey Plaza Hotel provided starting at 7:15 pm)

Join us for SWAAAE's 64th Annual Winter Conference evening welcome reception at Easy Street Billiards located at 511 Tyler St., Monterey, CA. Two 24/28 passenger buses will be providing shuttle service in front of the Monterey Plaza Hotel starting at 7:15 pm and will be continuously running to and from Easy Street Billiards every 20-30 minutes, or as needed, until 10:45 pm (last shuttle will leave Easy Street Billiards at 10:30 pm).

Upon arrival at Easy Street Billiards, make your way in and get acquainted with other sponsors, attendees, and exhibitors. Join the Bruce Loev Pool Tournament which will conclude with trophy presentations for the top three finishers. Appetizers will be served. Dress is casual.

10:30 pm to 11:30 pm

After Hours Networking and Wine Tasting

Monday – January 22, 2024

7:30 am to 4:00 pm

Registration

Cypress Pre-Function Area

7:30 am to 8:30 am

Hot Breakfast with Exhibitors – Learning/Networking Opportunity

Carmel Room



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| 8:30 am to 9:00 am | Conference Opening Ceremonies <i>Cypress Ballroom</i> |
| 9:00 am to 10:00 am | Keynote Session <i>Cypress Ballroom</i> |
| 10:00 am to 10:45 am | Break with Exhibitors – Learning/Networking Opportunity/Attendee Giveaways <i>Carmel Room</i> |
| 10:45 am to 12:00 pm | Session A: Generational Leadership Development <i>Cypress Ballroom</i> This session will have a Diversity, Equity, and Inclusion focus. |
| 12:00 pm to 1:30 pm | Lunch on your own |
| 12:00 pm to 1:15 pm | First Time Attendee + Mentor Lunch (By Invitation Only) |
| 1:30 pm to 2:45 pm | Session B: What’s Coming from the FAA <i>Cypress Ballroom</i> |
| 2:45 pm to 3:30 pm | Break with Exhibitors – Learning/Networking Opportunity/Attendee Giveaways <i>Carmel Room</i> |
| 3:30 pm to 4:45 pm | Session C: General Membership Meeting, AAAE Update and Elections <i>Cypress Ballroom A</i> Light appetizers will be served. |
| 5:00 pm to 7:00 pm | Dinner on own |
| 7:00 pm to 10:00 pm | Monday Night Networking Event Network over dessert, cocktails, and live entertainment. Roundtrip transportation will be provided from the Monterey Plaza Hotel. <i>Monterey Beach Station</i> |
| 10:30 pm to 11:30 pm | After Hours Networking and Wine Tasting |

Tuesday – January 23, 2024

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| 7:45 am to 3:15 pm | Registration <i>Cypress Pre-Function Area</i> |
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| 7:45 am to 8:45 am | Hot Breakfast with Exhibitors <i>Carmel Room</i> |
| 8:45 am to 10:00 am | Session D: Crisis Communications Planning <i>Cypress Ballroom A</i> |
| 8:45 am to 10:00 am | Session D: Organizational Development Through a Period of Exceptional Change <i>Cypress Ballroom B</i> |
| 10:00 am to 10:45 am | Break with Exhibitors – Learning/Networking Opportunity/Attendee Giveaways <i>Carmel Room</i> |
| 10:45 am to 12:00 pm | Session E <i>Cypress Ballroom A</i> |
| | Session E: Project Definition Documentation and Procurement Methods <i>Cypress Ballroom B</i> |
| 12:00 pm to 1:15 pm | Lunch on your own |
| 1:15 pm to 2:30 pm | Session F: Peer to Peer Discussion – Commercial Service Airports <i>Cypress Ballroom A</i> |
| | Session F: Peer to Peer Discussion – General Aviation Airports <i>Cypress Ballroom B</i> |
| 2:30 pm to 3:15 pm | Break with Exhibitors – Learning/Networking Opportunity/Attendee Giveaways <i>Carmel Room</i> |
| 3:15 pm to 4:30 pm | Session G: Peer to Peer Discussion <i>Cypress Ballroom A</i> |
| | Session G: Peer to Peer Discussion <i>Cypress Ballroom B</i> |
| 4:30 pm to 4:40 pm | Conference Wrap Up and Exhibitor Bingo Card Giveaway Grand Drawing <i>Cypress Ballroom A</i> Must be present to win! |



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4:45 pm to 5:45 pm

Corporate Membership Meeting

Big Sur

6:00 pm to 7:00 pm

Cocktail Reception

Upper Plaza

7:00 pm to 9:00 pm

President's Banquet

Dolphins Ballroom

9:00 pm to 11:30 pm

Post Banquet Reception – Farewell to the Plaza!

Carmel Room

Wednesday – January 24, 2024

10:00 am to 11:00 am

78th Annual Summer Conference Committee Planning Meeting

Dolphins Ballroom

All volunteers interested in serving on the 2024 Summer Conference Planning Committee are encouraged to attend this planning kick-off meeting. All are welcome, and it is a great way to get involved in the Chapter!

11:30 am to 12:00 pm

Tour of the Monterey Marriott

Check out where the annual Airport Management Short Course will be held in 2025 – our new Monterey conference home. Transportation is on own; meet in the lobby of the Monterey Marriott at 11:30 am for a tour. RSVP required to admin@swaaae.org.



= Available for SWAAAE members to livestream (member-only benefit)

**Program is subject to change*