

**SWAAAE Board of Directors Hybrid Meeting
Holiday Inn San Diego Bayside | Harborview Room
Friday, October 1, 2021 | 11:30 a.m. – 3:00 p.m.**

MEETING MINUTES - DRAFT

I. Call to Order, Roll Call, Review Agenda

- a. President Rubio called the meeting order at 11:57 a.m. after concluding a closed Board of Directors session and verifying a quorum was present.

Board of Directors: President Jorge Rubio, First Vice President Corinne Nystrom, Second Vice President Tai Jay Chen, Immediate Past President and AAAE Director Judy Ross, Director Gladys Brown, Director Brett Godown, Corporate Director Michael Hill, Director Courtney Johnson, Director Graham Ritz, Director Alex Smith, Corporate Director David Sperling, Director Welton Trang

AAAE Representation: AAAE Director Jennifer Maples, AAAE Nominating Committee Representative Carl Newman, AAAE BOE Representative Kevin Smith, AAAE BOE Representative At-Large Mark Witsoe

Committee Members: Membership Committee Chair Alice Bimrose, 2022 Summer Conference Committee Chair Omar Daaboul, Technology Committee Chair Cole Hartfiel, Legislative Committee Chair Ken Moen, Young Professionals Committee Chair Sean Moran, Social Media Ad Hoc Committee Courtney Pene

Guests: Stephen Chandler, Past President Jon Stout

Staff: Executive Director Cathy Herring

II. Minutes of the Board of Directors Meeting held virtually on Friday, July 30, 2021

- a. **ACTION:** Director Brown made a motion to approve the minutes as presented. Immediate Past President and AAAE Director Ross seconded the motion, which passed unanimously.

III. President's Report

- a. President Rubio thanked those participating in the meeting, both virtually and in person, and thanked Immediate Past President and AAAE Director Ross for representing the Chapter at the AAAE Annual Conference. President Rubio stated the following:
 - i. The Chapter processed the budgeted \$5,000 to support AAAE's DEI Scholarship.
 - ii. The Chapter contributed to AAAE Spencer Dickerson's retirement gift and was sent a thank you letter; Spencer worked more than 40 years with AAAE.
 - iii. Scholarship Committee Chair Justin Bollum accepted a new job outside of the Chapter; Director Ritz was appointed as the new Scholarship Committee Chair, alongside Vice Chair Stephen Chandler. Bollum also served as Technology Committee Vice Chair where a replacement is still needed.
 - iv. The Chapter is exploring a partnership with Pathways to Aviation; an exhibitor from the 2021 Summer Conference in Reno, NV. The Academic Relations Committee and Scholarship Committee will be setting up a meeting to confirm next steps.
 - v. Hosted Coffee Breaks continue to be a success with three new members participating in the September event.
 - vi. He is working with Legislative Committee Chair Moen to secure additional support for advocacy issues in the state of California and to draft a letter.

IV. Executive Director's Report

- a. Membership
 - i. Non-Executive Memberships
 - 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 18 non-Executive members for ratification. **ACTION:** Director Brown made a motion to ratify all non-Executive members as presented, with the requirement of confirming the first and last name of the Corporate member representing CPS HR Consulting. Director Johnson seconded the motion, which passed unanimously. **ACTION ITEM:** The Membership Committee is to review Roxanne Leon's application to confirm if she should change membership types from Associate to Executive.
 - ii. Executive Membership Applications
 - 1. Executive Director Herring referenced the report included in the handout packet and presented a total of nine Executive members for approval. **ACTION:** Immediate Past President and AAAE Director Ross made a motion to approve all Executive members as presented. Director Brown seconded the motion, which passed unanimously.

- iii. Membership by Class Report
 1. Executive Director Herring referenced the report included in the handout packet and reported a total of 612 current members compared to 539 in October, 2020.
- iv. Non-Renewed Member List
 1. Executive Director Herring reported benefits for non-renewed members expired on September 1, 2021. A list of non-renewed members was distributed and those in attendance were asked to volunteer to reach out and encourage lapsed members to renew for 2021.

V. Financial Report

- a. 2021-2022 First Quarter Financial Reports
 - i. First Vice President Nystrom referenced the reports included in the handout packet and stated the reports were a draft copy due to the timing of the meeting and close of quarter one. First Vice President Nystrom noted the following:
 1. A majority of 2021 Summer Conference income and expenses are recorded in Q1; there is \$85 in outstanding income to collect and the final invoice for transportation needs to be paid once received.
 2. On the balance sheet, the \$5,000 recorded under Summer Conference prepaid expenses is the hotel deposit for the 2022 Summer Conference in Sonoma, CA and accounts payable is KCA's September invoice.
 3. On the profit and loss statement:
 - a. The \$325 recorded as miscellaneous other income is from the donations collected for scholarships during the 2021 Summer Conference President's Banquet.
 - b. The last final interview workshop lead by Kevin Smith and Mark Witsoe brought in \$5,649.50 for the Chapter.
 - c. The \$2,987.50 recorded under miscellaneous expenses is for the remaining 2020 attorney fees approved by the Executive Committee.
 - d. As stated by President Rubio, \$5,000 was paid to support the AAAE DEI Scholarship and was recorded under Board Approved Programs.
- ACTION:** Second Vice President Chen made a motion to approve the draft financials as presented. Corporate Director Hill seconded the motion, which passed unanimously.

VI. Action Items

- a. Code of Conduct
 - i. Immediate Past President and AAAE Director Ross referenced the draft code of conduct policy included in the handout packet for the Board of Directors' review. If approved, all event and conference attendees would be required to accept the code of conduct policy in order to process their registration. It was stated the President would have the authority to appoint a committee to address any reported issues. A discussion took place and Ross clarified the proposed code of conduct policy aligns with AAAE's existing policy. **ACTION:** Corporate Director Sperling made a motion to adopt the code of conduct policy as presented. Director Godown seconded the motion, which passed unanimously.
- b. Credentials
 - i. Director Brown presented one C.A.E. application, approved by the committee, for the Board of Directors' review and approval. **ACTION:** Director Godown made a motion to approve Henry Thompson's C.A.E. application. Immediate Past President and AAAE Director Ross seconded the motion, which passed unanimously.
 - ii. A discussion took place regarding the requirements and eligibility for the C.A.E. credential.

VII. Discussion Items

- a. Selection of Chapter Professional Development Officer and Establishment of Chapter Professional Development Committee
 - i. President Rubio reported AAAE Chair Larry Krauter set an initiative to work with each Chapter to establish a Professional Development Officer (PDO) who is to Chair a Professional Development Committee for their Chapter. The minimum qualifications for a Chapter PDO will be an Accredited Airport Executive with at least 15 years of career experience in public airport management. The deadline to complete the selection for a Chapter PDO and to establish a Professional Development Committee is December 17, 2021 (Krauter prefers the appointment be complete by end of October). It was suggested to follow the Chapter's standard nomination process for the PDO appointment and for the Board to vote electronically; Immediate Past President and AAAE Director Ross is working with First Vice President Nystrom to review eligible members (currently 61 members are eligible) and start outreach. A discussion took place regarding the requirements of the representative for the one-year term and the number of existing Chapter committees. Ross clarified it is uncertain if the Professional Development Committee will continue after Krauter's term. **ACTION ITEM:** The Nominating Committee is to send a call for interested

candidates out and once candidates are vetted, is to send a ballot out to the Board of Directors for an electronic vote by the deadline.

- b. Time and Place
 - i. 2023 Summer Conference Location
 - 1. First Vice President Nystrom referenced the report included in the handout packet and stated the Chapter does not have a contract signed for the 2023 Summer Conference. A discussion took place and it was suggested to host the 2023 Summer Conference in Arizona in order for the Chapter to return to the normal location rotation (prior to the pandemic). A Chair and Vice Chair will be confirmed prior to the 2022 Winter Conference. The committee will also work to secure a venue contract for the 2023 Winter Conference in Monterey.

VIII. Informational Items

- a. 2022 Winter Conference
 - i. President Rubio reported on the Chair's behalf and referenced the report included in the handout packet. The committee proposed a 10% increase to conference registration fees in response to inflation and increased food and beverage costs. A discussion took place and those participating in the meeting agreed registration rates should be reviewed and approved by the Executive Committee. It was confirmed the registration rates had not changed/increased since 2017.
 - ii. The Welcome Reception is confirmed; the committee is still working to confirm the location of the Board and Conference Committee dinner, as well as the Monday night networking event. The Program Subcommittee is working to finalize a draft program to include with the launch of conference registration. It was confirmed there will be two registration options available; in person and virtual.
- b. 2022 Summer Conference
 - i. 2022 Summer Conference Committee Chair Daaboul stated the conference will be held July 10 – 13 at the DoubleTree by Hilton Sonoma in Rohnert Park.
- c. AAAE Accreditation Update/Final Interview Workshops
 - i. It was reported one final interview was conducted during the Chapter's 2021 Annual Summer Conference in Reno, NV and a final interview workshop was conducted virtually as part of the National Airports Conference in September. As of the end of September, 60 active A.A.E.'s were reported in the Chapter; 11% of the membership. The Board of Examiners continues to recruit new mentors and/or subject matter experts. Smith and Witsoe will conduct a Final Interview Workshop in conjunction with the 2022 Winter Conference in Monterey, CA and continue to follow up with AAAE in regards to an updated MOU for the workshops conducted with AAAE.
- d. AAAE Update
 - i. Immediate Past President and AAAE Director Ross referenced the report sent to the Board of Directors prior to the meeting. AAAE Director Maples recapped AAAE's NAC Conference and Board meeting and reported AAAE is working on a strategic plan, as well as taking a position on vaccination requirements for employment.
- e. Academic Relations Committee
 - i. Committee Chair Sperling referenced the report included in the handout packet and stated the committee continues to move forward with the initiatives set last year, including scheduling mentorship sessions for students with Executive members. The committee plans to work with Pathways to Aviation to incorporate them into the Chapter and committee. Vice Chair Ritz added the work the Academic Relations committee has done thus far has been recognized by other organizations.
- f. Awards, Resolutions and Recognition
 - i. Committee Chair Godown reported the awards booklet published on the Chapter's website has been updated to reflect the Summer Conference award recipients and includes the updated award descriptions.
- g. Corporate Member Update
 - i. Corporate Director Hill referenced the report included in the handout packet and noted Corporate members prefer to host the FAA/Consultant Forum in person, should the FAA receive approval to travel to the 2022 Winter Conference. The draft Best Practices Guide is being reviewed; waiting for a final version. Virtual Coffee Breaks continue to be well received by Corporate members.
 - ii. Corporate Director Hill congratulated Corporate Director Sperling on his two-year term election in August. Positive feedback was received at the 2021 Summer Conference. A discussion took place on the current ratio of Corporate vs. Airport members and additional Corporate member benefits to offer, including the promotion of projects available and improving communication between airports and Corporate member organizations. President Rubio suggested posting airport member's ACIP for the upcoming year to the website (a call for ACIPs would be sent out to airport members in July or August of each year, then posted as received). Director Brown suggested including a questionnaire to

- ensure the Chapter collects the appropriate information. **ACTION ITEM:** Corporate Directors Hill and Sperling to explore putting a small committee together, possibly including Membership committee members, to consider additional Corporate member benefits and to build a questionnaire to send to airport members to collect valuable information, to then post to members only section of the Chapter's website.
- h. Diversity, Equity and Inclusion – Harry Barrett Jr./Henry Thompson, TJ Chen
 - i. Second Vice President Chen referenced the report included in the handout packet, introduced new committee members and stated the committee is focused on structuring a session for the upcoming Winter Conference to continue to advocate for diversity, equity and inclusion. A discussion took place regarding the feedback provided on the post 2021 Summer Conference survey regarding the DEI conference session.
 - i. Engagement/Education (Ad Hoc)
 - i. Committee Chair Smith referenced the report included in the handout packet and stated the committee is working on scheduling sessions for the upcoming year; solicited for interested topics. Smith noted the committee is also working with the South Central Chapter of AAE on possible collaboration for an upcoming virtual education session.
 - j. Executive
 - i. President Rubio stated he is working closely with the Strategic Plan Ad Hoc committee to ensure initiatives approved by the Executive Committee are met.
 - k. Ethics
 - i. Committee Chair Ross recognized committee members and noted the ethics complaint that was recently filed was worked through and is now closed.
 - l. Governance
 - i. Second Vice President Chen stated there was nothing to report.
 - m. Legislative and Industry Engagement
 - i. Committee Chair Moen referenced the report included in the handout packet and recapped current legislative issues/updates. President Rubio stated the committee is still looking for a Hawaii representative. It was reported Arizona Aviation Day will take place on January 20, 2022.
 - n. Membership
 - i. Committee Chair Bimrose referenced the report included in the handout packet and clarified Angel Ramos serves as a member of the committee, not as a Co-Vice Chair. Bimrose stated the committee is working on soliciting featured members and featured airport members for the Chapter's website. The committee is also focused on recruiting AAE members from the region who are not Chapter members and finalizing a video to highlight key member benefits.
 - o. Nominating
 - i. Immediate Past President and AAE Director Ross stated the committee will recruit for the Professional Development Officer position, as well as the AAE nominations for the election that will take place at the 2022 Winter Conference.
 - p. Scholarship
 - i. Committee Chair Ritz referenced the report included in the handout packet and stated as the new appointed Chair, he will work with the previous Chair and committee to prepare for the winter applications and review process. It was stated the Vice Chair of the committee is Stephen Chandler.
 - ii. A brief discussion took place regarding the \$25,000 provided by AAE to support the scholarship fund.
 - q. Social Media (Ad Hoc)
 - i. Committee Chair Pene referenced the report included in the handout packet and noted the focus has been to grow the Chapter's presence on Facebook and LinkedIn. Pene stated information the Board of Directors would like to see posted to social media should be sent directly to her and interested committee members should reach out to become involved.
 - r. Strategic Plan (Ad Hoc)
 - i. Committee Chair Witsoe reported one committee meeting has been held since the 2021 Summer Conference and two new committee members joined. The committee is working to move forward on initiatives set within the last year.
 - s. Technology
 - i. Committee Chair Hartfiel referenced the report included in the handout packet and mentioned he is working to find a Vice Chair replacement. The committee is working to recruit student volunteers for the 2022 Winter Conference and is reviewing platforms and equipment options to best fit the Chapter's needs. Moen commented on the importance of the technology for the Chapter's hybrid conferences and the benefits of offering virtual participation options, specifically to reach members in Hawaii. A discussion took place on investing funds to purchase new equipment/software to enhance the virtual conference experience, session recordings and possibly other events (per committee requests).
ACTION ITEM: Second Vice President Chen requested the Technology Committee present a budget recommendation for the Board of Directors' review and approval.

t. Young Professionals

- i. Committee Chair Moran reported the newest formed Chapter committee is looking for member volunteers and plans to be a liaison to AAAE's YoPro Committee. Initiatives, including monthly happy hours/networking events and highlighting young professionals within the Chapter, will be determined and set by the committee. A discussion took place regarding the qualifications of a "young professional"; it was suggested to align the requirements with the Chapter's Young Professional Award.

VIII. Director Comments

- a. Immediate Past President and AAAE Director Ross congratulated Sean Moran as the Airport Manager of Livermore Municipal Airport.

IX. Adjourn

- a. The meeting was adjourned at 2:18 p.m.

Respectfully submitted by: Cathy Herring, Executive Director