

**SWAAAE Board of Directors Meeting**  
**Executive Boardroom, Loews Ventana Canyon Hotel, Tucson, AZ**  
**Saturday, July 27, 2019 | 1:00 – 4:00 p.m.**

**Meeting Minutes - FINAL**

**I. Call to Order, Roll Call, Review Agenda**

- a. President Hudson called the meeting to order at 1:03 p.m. after verifying a quorum was present.  
**Board of Directors:** President Jonathan Hudson, First Vice President Jennifer Maples, Second Vice President Judy Ross, Immediate Past President Jon Stout, Director Kevin Bumen, Director Courtney Johnson, Corporate Director Jeff Leonard, Director Corinne Nystrom, Corporate Director Matt Quick, Director Dean Schultz, Director Andy Swanson  
**AAAE Representation:** AAAE Corporate Committee Chair Jon Faucher, AAAE Director Scott Malta, AAAE BOE Representative Nyle Marmion, AAAE Nominating Committee Representative Barry Rondinella, AAAE BOE Representative Mark Witsoe  
**Guests:** Danette Bewley, Cole Hartfiel, Bill Ingram, Gary Mascaro, Kim Matthews, Jorge Rubio, David Sperling, Welton Trang  
**Staff:** Executive Director Cathy Herring

**II. Minutes of the Board of Directors Meeting held at the Loews Ventana Canyon Hotel in Tucson, AZ on April 12, 2019**

- a. **ACTION:** Director Nystrom made a motion to approve the minutes with an amendment to include Immediate Past President Stout in attendance at the April meeting. Director Schultz seconded the motion, which passed unanimously.

**III. 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 15 non-Executive members to the Board for ratification. **ACTION:** Second Vice President Ross made a motion to ratify all non-Executive members as presented. Immediate Past President Stout seconded the motion, which passed unanimously.
  - ii. Executive Membership Applications
    1. Executive Director Herring referenced the report included in the handout packet and presented a total of 25 Executive members for approval, as well as one Executive Emeritus member. **ACTION:** Immediate Past President Stout made a motion to approve all Executive and Executive Emeritus members as presented. The motion was seconded, 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 637 current members compared to 596 in July, 2018. It was noted those who do not pay to renew their membership by September 1, 2019 will be suspended. A list of all lapsed members will be distributed at the next Board of Directors meeting.

**IV. Financial Report**

- a. 2018-19 Year-End Financial Reports
  - i. First Vice President Maples referenced the year-end reports included in the handout packet and noted approval by the Board of Directors was not required.

**V. Action Items**

- a. 2019-20 Draft Budget
  - i. First Vice President Maples referenced the report included in the handout packet and noted the following changes to the revised budget draft for Board approval:
    1. Increase to the Board Approved Programs line item to reflect a contribution of \$2,000 in support of the Military Award Honorees at the 2020 AAAE Annual Conference, matching what other chapters are doing
    2. Reduction for the Airport Management Short Course Conference in order to keep the change in net assets the same as the previous draft budget and in compliance with policy decision 19-04**ACTION:** Immediate Past President Stout made a motion to approve the draft budget as presented. Director Johnson seconded the motion, which passed unanimously. It was noted the draft budget will be presented to the general membership for approval on Tuesday, July 30, 2019

- b. Airport Leadership Development Class Sponsorship
  - i. Immediate Past President Stout reported, since the last Board of Directors meeting, the California Airports Council (CAC) confirmed August 26-28, 2019 as the dates for the Airport Leadership Development Class and a discounted rate was available to all SWAAAE members until July 29, 2019. It was noted the CAC's goal is to break even on the classes in California before expanding to other SWAAAE regional states. First Vice President Maples mentioned the \$2,500 was included in the 2019-20 draft budget. **ACTION:** Director Nystrom made a motion to approve the \$2,500 Airport Leadership Development Class sponsorship. Director Schultz seconded the motion, which passed unanimously.

## VI. Informational Items

- a. 2019 Summer Conference
  - i. Conference Committee Chair Bewley thanked the conference committee for their efforts and reported record registration at 211 attendees. Sponsorship exceeded the budgeted goal by \$16,000 and exhibitors exceeded the budgeted goal by \$4,500. Bewley reported the conference keynote speaker will be attending the Board and Conference Committee dinner and recapped the special events scheduled for the 2019 Summer Conference.
  - ii. Second Vice President Ross noted 17 registrants indicated they were a first time attendee on their registration and were invited to the first time attendee/student mixer on Sunday prior to the welcome reception. Members of the Board of Directors were encouraged to attend the mixer and participate in networking activities.
- b. 2020 Winter Conference
  - i. First Vice President Maples reported the following on behalf of Conference Committee Chair Godown:
    - 1. Sean Moran has been selected as the Conference Vice Chair and Bob Trimborn is heading the program sub committee
    - 2. The working theme and slogan for the conference is "Best Practices: Cleared for Success, Now Arriving at Airport Management Excellence".
    - 3. The contract with the Monterey Plaza was amended to increase the room block based on total pick up reports from previous conferences. SWAAAE is liable to fill 80% of the room block/reserve at least 377 total room nights. It was noted reservations have exceed 377 room nights since 2016
    - 4. 2020 marks the 60<sup>th</sup> Anniversary of SWAAAE's Annual Winter Conference
- c. 2020 Summer Conference
  - i. Conference Committee Chair Schultz introduced Kim Matthews, Manager of Marketing at Reno-Tahoe Airport Authority, and announced she will be assisting with planning the 2020 Summer Conference. The conference will be held July 19-22, 2020 at the Peppermill in Reno, NV. A save the date was included in all 2019 Summer Conference attendee bags.
- d. AAAE Academic Relations Committee
  - i. Committee Co-Chair Trang referenced the report included in the handout packet and noted the committee's goal is to get 30 students to attend and participate in the 2020 Winter Conference.
- e. AAAE Accreditation Update/Final Interview Workshops
  - i. AAAE BOE Representative Marmion referenced the report included in the handout packet and reported a total of 65 active AAAs in the southwest region; 20 in Arizona, 36 in California, one in Hawaii and eight in Nevada. Marmion noted 12 candidates were in the final stages and eligible to sit for the final interview. The next final interview workshop is scheduled for October 5, 2019 at the National Airports Conference.
  - ii. AAAE BOE Representative Witsoe reported he has the capacity to take candidates from all over the western region.
  - iii. The Board of Directors congratulated Director Bumen for becoming accredited at the AAAE Annual Conference.
- f. AAAE Chapter Diversity Task Force
  - i. Committee Chair Chen was not in attendance and did not provide a report prior to the meeting.
- g. AAAE Corporate Committee Report
  - i. AAAE Corporate Committee Chair Faucher reported the committee met at the AAAE Annual Conference and is working on a theme of partnership, focusing on valuable corporate member benefits.
- h. AAAE Update
  - i. AAAE Director Malta referenced the report included in the handout packet and surveyed the Board of Directors on what they would like to see in future reports. Malta reported AAAE and their staff did well in recognizing the passing of Todd McNamee at the Annual Conference. AAAE Nominating Committee Representative Rondinella noted this was the first time two SWAAAE members were on the National Board of Directors.

- i. Awards, Resolutions and Recognition
  - i. Committee Chair Nystrom thanked the committee and reported awards will be presented at the President's Banquet on Tuesday, July 30.
- j. Bylaws, Policy Decisions and Procedures
  - i. Second Vice President Ross reported the membership will be voting to approve the amendment to policy decision 19-04 during the general membership meeting on Tuesday, July 30. Ross referenced the draft procedures manual included in the handout packet and noted the final version will be uploaded to the website after the conference.
- k. Corporate Member Update
  - i. Corporate Director Leonard referenced the report included in the handout packet and noted session one of the FAA/Airport Consultant Open Discussion Forum was held at the FAA Western Pacific Conference and session two will be held on Wednesday, July 31 following the SWAAAE Summer Conference. The Board of Directors were encouraged to attend the Corporate member meeting in conjunction with the 2019 Summer Conference.
  - ii. Corporate Director Quick thanked Corporate Director Leonard for serving two terms on the SWAAAE Board of Directors.
- l. Credentials and Records
  - i. Committee Chair Bumen reported there has been limited interest in the C.A.E. certification. A discussion took place on ways to reintroduce the program to the SWAAAE membership.
- m. Ethics
  - i. First Vice President Maples referenced the report included in the handout packet and noted it replicated what AAEE included in their report.
- n. Legislative
  - i. Committee Chair Hagen was not present but did include a report in the handout packet.
- o. Membership
  - i. Committee Chair Helmick was not present and did not include a report prior to the meeting.
- p. Nominations
  - i. Committee Chair Stout referenced the 2019-20 Board of Directors slate included in the handout packet, which was previously approved by the Board of Directors via an electronic vote, and thanked the committee for their time in volunteering. Stout noted the committee is working to finalize a flow chart explaining the pathway to getting involved in the chapter and serving at the Board of Directors level, both regionally and nationally.
- q. Scholarships
  - i. Committee Chair Brown reported two applicants were awarded with scholarships and will be recognized at the President's Banquet. Brown thanked the committee members and encouraged those in attendance to continue to promote the chapter's scholarship program.
- r. Technology
  - i. Committee Chair Hartfiel reported he has suggestions on ways to improve SWAAAE's technology and processes moving forward and hopes to implement by the 2020 Winter Conference. The Board of Directors thanked Hartfiel for volunteering as committee chair.
- s. Time and Place
  - i. First Vice President Maples referenced the report included in the handout packet and noted the next Board of Directors meeting will take place on Friday, October 18, 2019 in Phoenix, Arizona. The spring 2020 Board of Directors meeting will take place Friday, April 17 at the Peppermill in Reno, Nevada.
  - ii. The Board of Directors discussed signing a multi-year contract at the Monterey Plaza for future Winter Conferences vs. a one year contract, specifically in regards to the 2021 Winter Conference. It was reported the Monterey Convention Center was over budget, and those in attendance agreed to sign a one year contract at the Monterey Plaza for 2021.
  - iii. It was announced Sonoma County had offered to host the 2021 Summer Conference and the lowest room rate of \$169 per night plus tax was only available at the DoubleTree by Hilton Sonoma Wine Country July 11-14, 2021. A discussion took place on hosting the Summer Conference over alternative dates and it was suggested to check with AAEE on their 2021 conference/event dates.

## VIII. Director Comments

- a. Director Schultz encouraged those in attendance to participate on AAEE committees and noted most meetings take place via teleconference call.
- b. AAEE Nominating Committee Representative Rondinella thanked President Hudson for a very productive year.
- c. First Vice President Maples thanked previous SWAAAE Presidents Bill Ingram and Gary Mascaro for attending the Board of Directors meeting
- d. Director Swanson discussed concerns regarding the perception of the chapter and its election process. A discussion took place and President Hudson suggested Director Swanson serve on the Nominating Committee next year and noted the committee will be very mindful of the process as stated in the chapter's governing documents and will keep the importance of transparency in mind. A discussion took place on the current process of Board of Directors elections, recruiting

candidates to run, and the campaign process.

**IX. Adjourn**

- a. **ACTION:** Director Johnson made a motion to adjourn the meeting at 3:11 p.m. Director Swanson seconded the motion, which passed unanimously.

*Respectfully submitted by: Cathy Herring, Executive Director*