

**SWAAAE Board of Directors Meeting**  
**Carmel Meeting Room, Monterey Plaza Hotel, Monterey, CA**  
**Sunday, January 26, 2020 | 8:00 a.m. – 1:00 p.m.**

**MEETING MINUTES**

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

- a. President Maples called the meeting to order at 8:03 a.m. after verifying a quorum was present. President Maples confirmed voting and non-voting Board member positions per the bylaws.
- Board of Directors:** President Jennifer Maples, First Vice President Judy Ross, Second Vice President Jorge Rubio, Immediate Past President Jonathan Hudson, Director Brett Godown, Director Barney Helmick, Director Courtney Johnson, Director Corinne Nystrom, Corporate Director Matt Quick, Director Dean Schultz, Corporate Director David Sperling, Director Andrew Swanson, Director Welton Trang
- AAAE Representation:** National Director Kevin Bumen, AAAE Director Scott Malta, AAAE Director and Nominating Committee Representative Barry Rondinella, AAAE BOE Representative At-Large Mark Witsoe
- Guests:** Justin Bollum, Gladys Brown, Cole Hartfiel, Joe Husband, Todd Lawrence, Past President Gary Mascaro, Ken Moen, Pas President Eric Peterson, Past President Jon Stout, Past President Robert Trimborn, Liliana Valle
- Staff:** Executive Director Cathy Herring

**II. Minutes of the Board of Directors Meeting held at the Hyatt Regency in Phoenix, AZ on October 18, 2019**

- a. **ACTION:** Director Nystrom made a motion to approve the meeting minutes as presented. Corporate Director Sperling seconded the motion, which passed unanimously.

**III. President's Report**

- a. President Maples reported:
- i. David Decoteau stepped down as the Academic Relations Committee Chair and was replaced by David Sperling.
  - ii. Updates to the FAA Best Practices Guide are underway.
  - iii. SWAAAE sponsored Arizona Aviation and Aerospace Day. Director Nystrom and President Maples attended the Arizona Aviation and Aerospace event and dinner with State Legislators and reported the event was very successful.
  - iv. SWAAAE held a State Airport Association Meeting on Saturday, January 25; ACA, AzAA, Nevada Airports Association and SWAAAE were all represented.
  - v. It was suggested to add a Hawaii Director position on the SWAAAE Board of Directors as Hawaii members are looking to get more engaged with the Chapter and possibly host a conference in 2023. It was noted adding a new Board of Directors position would require a Bylaws amendment.
  - vi. During the Chapter Officers meeting held at the 2020 AAAE Aviation Issues Conference, a discussion took place regarding the complimentary registration offered to other Chapters to encourage their attendance at the 2020 SWAAAE Airport Management Short Course. It was reported other Chapters did not take advantage of the offer, and the offer would be extended for the 2020 SWAAAE Summer Conference in Reno, NV.
  - vii. During the 2020 AAAE Aviation Issues Conference President Maples was presented with a \$25,000 check to support the Chapter's scholarship program. The check was deposited into a separate savings account; the Finance Committee is considering investment options.
  - viii. First Vice President Judy Ross was appointed as AAAE's 2020 National Airports Conference Vice Chair, and Conference Chair for 2021, by a Chapter ad hoc committee of Past Presidents, all of which who had no interest in the opportunity. Those in attendance congratulated First Vice President Ross.
  - ix. AAAE offered 10, one-year trail memberships to the Chapter (only available to those who are not currently a member of AAAE); five will be awarded at the 2020 Winter Conference and the other five at the 2020 Summer Conference.
  - x. AAAE is putting a committee together, consisting of two representatives from each Chapter, to review the AAAE election process. Jim Bennet and Carl Newman were selected to represent SWAAAE.
  - xi. AAAE Director Malta submitted a letter of resignation to President Maples, effective February 11, 2020, due to the acceptance of a new job in North Carolina. The Board of Directors presented AAAE Director Malta with a plaque and thanked him for his many years of dedication and service to the Chapter.

#### IV. Strategic Plan Board Working Session

- a. Those in attendance discussed the following:
  - i. Draft Mission, Vision, and Value Statements as presented in the Board packet. Director Nystrom suggested swapping the Mission and Vision Statements. The following edits were also suggested:
    1. Include "striving for improvement" as a keyword/phrase
    2. Focus on the Chapter's efforts to remain forward thinking (technology)
    3. Only list key values within the Value Statement
    4. Remove "We are a network of" within the Value Statement
  - ii. Focus Areas included in the Board packet.
- b. It was reported the draft Mission, Vision, and Value Statements were included in the packet for the 2020 Winter Conference General Membership meeting. Those in attendance concurred that the General Membership needs to be made aware that information included in the meeting packet is only a starting point for the association's Strategic Plan and review and feedback by/from the membership is encouraged.
- c. A discussion took place regarding the Strategic Planning session scheduled to take place during the Chapter's 2020 Winter Conference. President Maples suggested cutting the General Membership meeting short to allow time to extend the Strategic Planning session and collect feedback from members. **ACTION ITEM:** Those in attendance agreed to conduct Chapter business/action items only at the General Membership meeting and refer members to the meeting packet for informational items and committee reports, decreasing the time of the meeting to allow more time for the Strategic Planning session.

#### V. 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 seven non-Executive members to the Board for ratification. **ACTION:** Corporate Director Sperling made a motion to ratify all Academic and Corporate members as presented. Immediate Past President Hudson 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 36 Executive members for approval. **ACTION:** First Vice President Ross made a motion to approve all Executive members as presented, except Jon Bulthuis as additional verification is required by the membership committee. Immediate Past President Hudson seconded the motion, which passed unanimously. **ACTION ITEM:** The membership committee is to contact Jon Bulthuis to confirm membership as he is employed by a company outside of the southwest region.
  - iii. Membership By Class Report
    1. Executive Director Herring referenced the report included in the handout packet and reported a total of 599 current members compared to 552 in January, 2019.

#### VI. Financial Report

- a. 2019-20 Second Quarter Financial Reports
  - i. First Vice President Ross referenced the financial reports included in the Board packet and reported since the October Board meeting, the Financial Committee reviewed an itemized list of transitions and verified the \$64,000+ change in Q1 assets.
  - ii. First Vice President Ross reported the Chapter's CD expired January 11, 2020, and the Financial Committee, comprised of First Vice President Ross, Second Vice President Rubio, and Corporate Director Sperling, agreed to transfer the funds into a separate savings account with a higher interest rate.
  - iii. The \$25,000 check from AAAE was deposited into a separate savings account.
  - iv. Second Vice President Rubio reported he had reached out to other AAAE Chapters for investment strategy ideas. AAAE BOE Representative At-Large Witsoe noted the Northwest Chapter invests in mutual funds and their strategy has proved to be very beneficial.
- b. Investment Strategy
  - i. A discussion took place and Past President Stout suggested the Finance Committee budget for/consider potential legal fees when drafting the Chapter's investment strategy. A discussion took place on investing a percentage of conference profits.

## VII. Action Items

### a. Nominating

- i. Appointment of AAAE Nominating Committee Representative
  1. Nominating Committee Chair Hudson reported two candidates submitted applications to serve as the Chapter's AAAE Nominating Committee Representative; Barry Rondinella and Barney Helmick. A discussion took place regarding both applications submitted, including items submitted and reviewed by the committee and if applicants met the published application deadline, as well as each candidates' qualifications, and it was stated after consideration, the Nominating Committee recommended Barry Rondinella to serve as the Chapter's AAAE Nominating Committee Representative. Those in attendance requested additional information from the committee regarding their decision, as well as additional information regarding the Chapter's procedures on appointing an individual vs holding an election for the AAAE Nominating Committee Representative position. President Maples noted the Bylaws state "at the annual Winter meeting of the Chapter, the Board of Directors shall appoint an Executive member as the Chapter's representative on the AAAE Nominating Committee. Said representative shall be confirmed annually and shall have served on the Chapter Board of Directors for not less than two (2) years."
  2. After discussion, those in attendance agreed to provide each applicant with the opportunity to address the Board of Directors during the January Board meeting, and have the Board conduct an anonymous written vote.
    - a. President Maples announced the results of the anonymous vote; majority votes were for candidate Barry Rondinella. **ACTION:** First Vice President Ross made a motion to appoint Barry Rondinella as the Chapter's AAAE Nominating Committee Representative. Director Helmick seconded the motion, which passed unanimously.
- ii. Nominating Committee Chair Hudson reported there were not any requests or submissions from candidates for the AAAE Secretary/Treasurer position.
- iii. Elections will take place at the upcoming General Membership meeting for the available AAAE Director position on SWAAAE's Board of Directors. The candidate elected will be appointed to first complete AAAE Director Malta's current term, effective February 11, 2020, and then will complete their two-year term on the Chapter's Board of Directors.

## VIII. Discussion Items

### a. Airport Leadership Development Class

- i. Past President Stout reported the next CAC Airport Leadership Development Class is scheduled for October 4-7, 2020 in Sacramento, CA; the CAC expects to break even. Registration is expected to open in April, 2020 and a discounted rate will be offered to SWAAAE Airport and Corporate members. Director Swanson highly recommended those in attendance consider registering as he attended the last class and found the education very beneficial. **ACTION ITEM:** Past President Stout requested the Chapter consider budgeting to sponsor the event again in 2020-2021.

## IX. Informational Items

### a. 2020 Winter Conference

- i. Committee Chair Godown thanked the committee for volunteering their time to plan the 2020 Winter Conference and stated 254 total attendees were registered one week prior to the start of the conference, \$54,550 was expected in sponsorship income, and the conference had six paying exhibitors registered. Godown stated the agenda was published early which he believes, lead to the high attendance record. First Vice President Ross recognized the sponsorship committee and encouraged others to get involved. President Maples thanked Godown for chairing the 2020 Winter Conference and Trimborn for chairing the program committee.

### b. 2020 Summer Conference

- i. Committee Chair Schultz reported the 2020 Summer Conference will take place July 19-22 at the Peppermill in Reno, NV; the theme will revolve around the Olympics. Reno-Tahoe Airport budgeted a significant contribution to support the conference and Monday night event at the Reno Aces' Greater Nevada Field.

### c. AAAE Accreditation Update/Final Interview Workshops

- i. AAAE BOE Representative Smith was unable to attend but did provide a report included in the Board packet. AAAE BOE Representative At-Large Witsoe conducted the Accreditation Final Interview workshop on Saturday, January 25 and hosted a total of seven attendees.

### d. AAAE Corporate Committee Report

- i. AAAE Corporate Committee Chair Faucher was not in attendance and did not provide a report prior to the meeting.

- e. AAAE Update
  - i. AAAE Director Malta referenced the report included in the Board packet and a discussion took place regarding current industry issues and AAAE committee reports.
- f. Academic Relations Committee
  - i. Academic Relations Committee Vice Chair Swanson referenced the report included in the Board packet and a discussion took place on potentially merging the SWAAAE Academic Relations and Diversity committees.
- g. Awards, Resolutions and Recognition
  - i. Committee Chair Nystrom referenced the report included in the Board packet and noted over the past several months, the committee has focused on reviewing the validity of current awards offered, as well as brainstormed ideas for new awards. **ACTION ITEM:** The committee is to present suggested changes to the Board of Directors at the next meeting to implement for the 2021 Chapter awards.
- h. Chapter Diversity Committee
  - i. Committee Chair Valle referenced the report included in the Board packet and stated the committee has started to establish a sub-committee to focus on the University speaker series. The committee is also exploring the ARC Wings Program and is working with AAAE to potentially introduce the program to SWAAAE member airports.
- i. Corporate Member Update
  - i. Corporate Director Sperling referenced the report included in the Board packet and noted the next FAA/Consultant Forum will take place on Wednesday, January 29, 2020, led by Jeff Leonard.
- j. Credentials
  - i. Committee Chair Johnson reported the committee is currently reviewing the master succession/committee participation tracking spreadsheet.
  - ii. One C.A.E. application was submitted to and is under review by the committee.
- k. Executive
  - i. President Maples stated there was nothing to report.
- l. Ethics
  - i. President Maples reported a majority of the current Board of Directors received an email sent on Saturday, January 25, 2020 with a fraudulent letter, on an outdated SWAAAE letterhead, attached. President Maples stated she is seeking legal advice on how to best protect the Chapter and Board of Directors prior to responding to and/or acknowledging the letter. Director Johnson suggested notifying the general membership during Tuesday's meeting.
- m. Governance
  - i. Second Vice President Rubio reported the committee is working on proposed Bylaw amendments to be presented at the next meeting, specifically regarding the Chapter's election process.
- n. Legislative and Industry Engagement
  - i. Committee Chair Moen referenced the report included in the Board packet and a discussion on current topics took place.
- o. Membership
  - i. Committee Chair Helmick stated the committee will follow up with the one pending, out of state, new member for approval. Helmick encouraged those in attendance to submit information for the website's featured member and featured airport via the electronic form on the Chapter website.
- p. Scholarship
  - i. Committee Chair Trang referenced the report included in the Board packet and stated the committee received a total of 23 scholarship applications from 16 applicants. After careful review, the committee approved awarding a total of \$4,500 to three applicants. Awards will be presented during the President's Banquet on Tuesday, January 28, 2020.
- q. Technology
  - i. Committee Chair Hartfiel reported new technology was purchased to be tested on-site during the 2020 Winter Conference. Moving forward, the committee's goal is to no longer require connection to conference venue's house sound (cost savings). Past President Peterson suggested the Chapter budget for wireless cameras in the future.
- r. Time and Place
  - i. First Vice President Ross referenced the report included in the Board packet and stated the committee is still looking for the 2022 Summer Conference host in southern California.
  - ii. It was suggested to include relevant industry events in future Time and Place Board reports.

**VIII. Directors Comments**

- a. Second Vice President Rubio stated City Council named a date after Rod Propst after he retired from San Diego Airport.
- b. First Vice President Ross encouraged Board of Director members and Committee Chairs to attend the new attendee and student/ambassador meet and greet on Sunday, January 26, 2020 at 6:00 p.m. in the Cypress ballroom.
- c. President Maples thanked Todd Lawrence for attending his first SWAAAE Board of Directors meeting.

**IX. Members Comments**

- a. Past President Peterson thanked Cole Hartfiel for chairing the Technology Committee and recognized his dedication to the Chapter.

**X. Adjourn**

- a. **ACTION:** Director Helmick made a motion to adjourn the meeting at 12:48 p.m. Director Nystrom seconded the motion, which passed unanimously.

*Respectfully submitted by: Cathy Herring, SWAAAE Executive Director*