

**SWAAAE Board of Directors Meeting**  
**Sonoma Meeting Room, DoubleTree by Hilton Sonoma | Rohnert Park, California**  
**Saturday, July 9, 2022 | 12:30 – 3:30 p.m.**

**MEETING MINUTES**

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

- a. President Rubio called the meeting to order at 12:32 p.m. after 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 Alex Kovacs, Director Graham Ritz, Director Alex Smith, Corporate Director David Sperling, Director Welton Trang

**AAAE Representation:** AAAE Director Jennifer Maples, AAAE BOE Representative Rosalyn Bond, AAAE Nominating Committee Representative Jon Stout, AAAE BOE Representative At-Large Mark Witsoe

**Committee Members:** Diversity, Equity and Inclusion Committee Chair Harry Barrett Jr., ZØØ Visual & Audio Production Committee Vice Chair James Cullison, 2022 Summer Conference Chair Omar Daaboul, ZØØ Visual & Audio Production Committee Chair Cole Hartfiel, Legislative Committee Chair Ken Moen, Young Professionals Committee Chair Sean Moran, ZØØ Visual & Audio Production Committee Member Art Rempp, Maranda Thompson

**Staff:** Executive Director Cathy Herring

**Guests:** Darren Griffin

**II. Minutes of the Board of Directors Meeting held on Friday, April 8, 2022 in Rohnert Park, CA**

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

**III. Minutes of the Closed Board of Directors Session held virtually on Friday, April 15, 2022**

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

**IV. President's Report**

- a. President Rubio thanked the Board for their support over the last year and the Executive Committee for the foundation they built. President Rubio thanked Charles M. Schulz – Sonoma County Airport (STS) for hosting the 2022 Summer Conference and all committee volunteers for their efforts.
- b. President Rubio reported the following:
- i. Diversity, Equity and Inclusion Committee is stronger than ever and well represented (even at the national level)
  - ii. Awards, Resolutions and Recognition Committee has been very active over the past year; many letters produced
  - iii. Finance Committee created a new budget format for the Board and general membership's approval
  - iv. Newly formed Young Professionals Committee is getting a lot of recognition, specifically from other AAAE Chapters
  - v. Corporate Directors were very supportive over the past year
  - vi. Chapter presidents meet monthly and recently discussed how to encourage AAAE members to join their regional chapters. It was reported chapters requested AAAE notify the appropriate chapter contact when someone joins AAAE from their region

**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 35 non-Executive members for ratification. A discussion took place regarding Associate and Executive member qualifications and requirements. **ACTION:** Corporate Director Hill made a motion to ratify all non-Executive members as presented. Immediate Past President and AAAE Director Ross seconded the motion. A discussion took place on the process of reviewing Associate member applicants for possible Executive member approval; applicants to be reviewed at the next Board of Directors' meeting should they meet Executive member qualifications. The motion passed unanimously.

- ii. Executive Membership Applications
  - 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 14 Executive members for approval. **ACTION:** Second Vice President Chen made a motion to approve all Executive members as presented, excluding Andres Niemeyer (left employer since application was submitted). Immediate Past President and AAAE Director Ross 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 738 members compared to 651 in July, 2021. A discussion took place on the increase to Corporate members and the decrease in accredited airport members. **ACTION ITEM:** It was suggested to include C.M. data in future membership reports and/or within the AAAE Accreditation report.

## VI. Financial Report

- a. 2021-2022 Year-End Draft Financial Reports
  - i. First Vice President Nystrom referenced the draft reports included in the handout packet and stated finalized reports will be sent to the Board of Directors' and posted on the website once reconciled. Executive Director Herring noted the committee does not anticipate many changes to the final reports vs. the draft reports provided.
- b. Additional Acting Secretary for Chase Accounts
  - i. First Vice President Nystrom reported the Finance Committee approved KCA Manager Megan Calles to serve as the additional acting secretary on the Chapter's Chase bank accounts.

## VII. Action Items

- a. 2022-2023 Budget
  - i. First Vice President Nystrom reported the draft budget included in the handout packet is in the new format suggested and reviewed by the Finance Committee. Director Kovacs reviewed the new format and noted revisions were made for ease of review with the general membership in mind; graphs will be included in future financial reports. **ACTION:** Immediate Past President and AAAE Director Ross made a motion to approve the budget as presented. First Vice President Nystrom seconded the motion. A discussion took place, specifically related to budgeting to support Strategic Planning Committee initiatives. The motion passed unanimously.
- b. Credentials
  - i. Committee Chair Brown referenced the report included in the handout packet and presented four applicants for approval. **ACTION:** Corporate Director Hill made a motion to approve all C.A.E. applicants presented. Immediate Past President and AAAE Director Ross seconded the motion. A discussion took place to confirm what defines or constitutes airport management experience. The Board of Directors also discussed the history of the credentialing program. It was suggested to review the requirements on a regular basis (what qualifies as "public airport"), including the general membership in the review. The motion passed unanimously; Director Smith abstained.
    - 1. **ACTION ITEM:** The Credentials Committee is to review C.A.E. criteria and provide recommended amendments to the Board of Directors for consideration.

## VIII. Discussion Items

- a. AAAE Donation Utilization: Professional Development and Scholarships
  - i. President Rubio discussed the \$75,000 the Chapter received from AAAE. Director Ritz reported the Scholarship Committee is working on recommendations for the Board's consideration to utilize the \$25,000 AAAE contributed to support the Chapter's scholarship program.
- b. FAA Design Competition Support
  - i. Director Brown referenced the report included in the handout packet. The Board discussed the FAA's STEM Aviation and Space Education program; it was suggested to invite the FAA to participate in an upcoming Chapter event to discuss/conduct a presentation on the program and to build awareness for members to support at the airport level. It was also suggested the Board consider donating to the program in lieu of future conference speaker gifts. **ACTION ITEM:** Director Brown to coordinate a donation request for the 2023 Winter Conference Committee's consideration; \$1,500 donation in lieu of speaker gifts.

## IX. Informational Items

- a. 2022 Summer Conference
  - i. Conference Committee Chair Daaoul reported a total of 240 conference registrants; estimated income of \$203,000 and \$135,000 in estimated expenses (to be confirmed post-conference). Daaboul mentioned the committee exceeded budgeted sponsor and exhibitor income; 20 total exhibitors were expected to be on-site. It was reported the committee decided to offer virtual registration complimentary a few days prior to the start of the conference to encourage more virtual participation.
  - ii. A discussion took place on airport vs. corporate registrant percentages/ratios and how to encourage increased airport participation at future events. **ACTION ITEM:** The Chapter is to send a survey to the membership to measure attendance (why airports are not attending, etc.).
- b. 2023 Winter Conference
  - i. Committee Chair Bimrose was not in attendance but included a report in the handout packet.
- c. 2023 Summer Conference
  - i. Conference Chair Smith announced the 2023 Summer Conference will be held in Phoenix, Arizona July 23-26 at the Arizona Grand.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. BOE Representative Bond referenced the report included in the handout packet and recapped the 94<sup>th</sup> Annual AAAE Conference in Seattle, WA. **ACTION ITEM:** Bond is to compare the accreditation data from AAAE with SWAAAE Headquarters to confirm the Chapter's database is up to date.
- e. AAAE Professional Development Committee
  - i. Committee Chair Bimrose was not in attendance but provided a report included in the handout packet. President Rubio referenced the Pathways document included in the packet. A brief discussion took place on potential committee name changes in order for the Chapter to be consistent with AAAE.
- f. AAAE Update
  - i. AAAE Director Maples discussed bylaw amendments recently approved by AAAE and noted the full AAAE packet is linked on the Chapter website.
  - ii. President Rubio announced Jon Stout as the Chapter's Nominating Committee Representative. Stout reported he participated in the recent round of AAAE interviews in person and noted AAAE's goal is to align the interview process with the association's leadership succession plan.
- g. Academic Relations Committee
  - i. Committee Chair Sperling reported he attended the academic relations meeting at the AAAE Annual Conference to promote the benefits of SWAAAE and the Chapter's monthly coffee breaks.
  - ii. Embry Riddle in Prescott, Arizona is interested in getting involved in the Chapter and starting a student Chapter. Moran noted other organizations are also interested in starting, or restarting, their student Chapters.
- h. Awards, Resolutions and Recognition
  - i. Committee Chair Godown reported the committee took a different marketing approach this year by highlighting previous award winners. Three recipients will be awarded at the President's Banquet on Tuesday, July 12; Christine Eberhard will also be presented with a proclamation from the Chapter.
- i. Corporate Member Update
  - i. Corporate Director Hill referenced the report included in the handout packet and noted the FAA Roundtable will take place post-conference on Wednesday.
  - ii. Coffee breaks continue to be well received.
  - iii. Hill encouraged airports to submit their ACIPs for the website; ACIP listing was recognized by the FAA.
- j. Diversity, Equity and Inclusion
  - i. Committee Chair Barrett referenced the report included in the handout packet and discussed the progress the committee has made over the last year. A discussion took place on conducting a member survey to measure the committee's progress.
- k. Engagement/Education
  - i. Committee Chair Smith reported two education sessions were conducted since the last Board of Directors' meeting. DocuSign will be the speaker for the next education session; date to be determined.
  - ii. A brief discussion took place regarding sponsorship opportunities available in conjunction with the virtual education sessions.
- l. Executive
  - i. First Vice President Nystrom thanked President Rubio for his leadership and the Executive Committee for their dedication over the past year

- m. Ethics
  - i. Committee Chair Ross stated there was nothing to report.
- n. Governance – TJ Chen/Brett Godown
  - i. Committee Chair Chen stated there was nothing to report.
- o. Legislative and Industry Engagement
  - i. Committee Chair Moen referenced the report included in the handout packet and discussed Arizona, California and Hawaii updates. It was noted Nevada’s legislative session is scheduled to begin in February, 2023.
- p. Membership
  - i. Committee Chair was not in attendance and did not provide a report.
- q. Nominating
  - i. Committee Chair Ross reported the Board of Directors electronically approved the slate; all positions were filled except Southern California Director. Ross noted the two candidates nominated for Southern California did not meet the two-year membership requirement per the bylaws.
  - ii. Voting will take place during the general membership meeting on Tuesday, July 12.
- r. Social Media (Ad Hoc)
  - i. Committee Chair Pene was not in attendance but did provide a report included in the handout packet.
- s. Strategic Plan (Ad Hoc)
  - i. Committee Chair Witsoe referenced the report included in the handout packet and noted if the 501c3 foundation is created, the foundation could:
    1. Donate to the AAAE foundation
    2. Receive tax deductible donations
    3. Develop a scholarship/internship/member-benefit program
 A discussion took place on the proposed timeline (within report) and support requested by the committee. It was suggested to meet with the AAAE foundation for guidance.
  - ii. The Board of Directors briefly discussed the curriculum for the proposed GA Airport Management program and involving other Chapters. **ACTION ITEM:** First Vice President Nystrom to discuss the program on with other Chapter presidents.
- t. Time and Place
  - i. First Vice President Nystrom referenced the report included in the handout packet and mentioned the next Board of Directors meeting is scheduled for Tuesday, September 27 in Mesa, Arizona.
- u. Young Professionals
  - i. Committee Chair Moran reported the YoPros are looking to focus on “amabassadorships” and will be soliciting for participation.
  - ii. The committee has seen a 140% increase in YoPro participation on the national level since the committee was formed just last year.
- v. ZØØ Visual and Audio Production Committee
  - i. Committee Chair Hartfiel thanked the Board of Directors for their support in approving the FY23 Technology budget. The goal of the committee is to keep improving the in-person and virtual attendee experience.

**VIII. Directors Comments**

- a. Immediate Past President and AAAE Director Ross thanked Board members for their support over the last four years.
- b. President Rubio introduced guest Darren Griffin who attended the Board meeting in hopes of getting more involved with the Chapter.

**IX. Members Comments**

- a. None.

**X. Adjourn**

- a. The meeting was adjourned at 3:23 p.m.

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