

**SWAAAE Board of Directors Meeting
Carmel Meeting Room, Monterey Plaza Hotel, Monterey, CA
Sunday, January 27, 2019 | 8:30 a.m. – 11:00 a.m.**

MEETING MINUTES

I. Call to Order, Roll Call, Review Agenda

- a. President Hudson called the meeting to order at 8:34 a.m. after verifying a quorum was present. First Vice President Maples requested item VI, B, "Investment Strategy" be moved under V, "Financial Report" as it was not an action item.

Board of Directors: President Jonathan Hudson, First Vice President Jennifer Maples, Second Vice President Judy Ross, Director Kevin Bumen, Director Barney Helmick, Director Courtney Johnson, Corporate Director Jeff Leonard, Corporate Director Matt Quick, Director Dean Schultz, Director Andy Swanson

AAAE Representation: AAAE Director Danette Bewley, AAAE Director Scott Malta, AAAE Corporate Committee Representative Jon Faucher, AAAE Nominating Committee Representative Barry Rondinella, BOE At-Large Examiner Mark Witsoe

Committee Chairs: Gladys Brown, TJ Chen, Sean Moran, Eric Peterson, Welton Trang

Remote: Immediate Past President Jon Stout, Director Corinne Nystrom

Guests: Cole Hartfiel, Gary Mascaro, Howard Paige, Jorge Rubio, Robert Trimborn

Staff: Cathy Herring

II. Minutes of the Board of Directors Meeting held at Scottsdale Airport in Scottsdale, AZ on October 19, 2018

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

III. President's Report

- a. President Hudson welcomed and thanked those in attendance. President Hudson recapped the process the SWAAAE Executive Committee followed in order to seek approval for Todd McNamee's Celebration of Life donation of \$10,000. He stated the Executive Committee conducted a conference call once they received information on McNamee's passing, reviewed the Bylaws and Policy Decisions, and requested approval from the Board of Directors to approve the \$10,000 donation. An electronic vote was conducted and the electronic ballot requested approval for the following:
- i. Approval to declare this as a special circumstance allowing the Board to deviate from the budget
 - ii. Approval to donate \$10,000 to Todd McNamee's Celebration of Life (including related expenses)

All votes submitted were for approval of both items I and II. A discussion took place and Chen suggested, in the future, to inform the membership of the process the Executive Committee and/or Board follows when making decisions impacting the chapter. Director Swanson expressed concern that the Executive Committee did not schedule a call with the full Board of Directors to discuss the decision; only an electronic vote was requested without conversation. Trimborn suggested including a dollar amount limit for Policy Decision 19-17.

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 19 non-Executive members for ratification. A discussion took place regarding Associate vs. Executive membership qualifications for Associate members Kim Matthews and Charles Hall. **ACTION:** Director Bumen made a motion to ratify all non-Executive members as presented with the exception of Kim Matthews. The motion was seconded, which passed unanimously. **ACTION ITEM:** Charles Hall's membership application is to be reviewed by the Membership Committee chair.
 - ii. Executive Membership Applications
 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 13 Executive members for approval, including Kim Matthews. **ACTION:** Second Vice President Ross made a motion to approve all Executive members as presented, including Kim Matthews. Director Schultz seconded the motion, which passed unanimously.
 - iii. Membership By Class Report
 1. Executive Director Herring referenced the additional report included in the handout packet which compared current membership totals to 2018 numbers. Herring

reported a current total of 552 members compared to 531 in January, 2018.

V. Financial Report

- a. 2018-19 Second Quarter Financial Reports
 - i. First Vice President Maples referenced the reports included in the handout packet and noted a majority of the income and expenses for the 2019 Winter Conference will be reflected in Q3 financials.
- b. Investment Strategy
 - i. First Vice President Maples reported the Financial Committee recommended placing the funds previously in the Fidelity Investment Account into a CD. It was reported the committee was researching two-year CDs and will present a recommendation to the Board at the next meeting.
- c. AAAE Director Malta thanked the chapter for the U.S. Contract Tower Association membership contribution.

VI. Action Items

- a. Bylaws, Policy Decisions and Procedures
 - i. Policy Decision 19-04
 1. Second Vice President Ross referenced the report included in the handout packet and presented Policy Decision 19-04 to the Board of approval, with the amendment of striking "incorporate into the Constitution and Bylaws". **ACTION:** First Vice President Maples made a motion to approve Policy Decision 19-04 as amended. Director Bumen seconded the motion, which passed unanimously.
 - ii. Second Vice President Ross reported the committee's next steps are to review the financials in order to comply with Policy Decision 19-04 should the general membership vote to approve.
 - iii. It was reported Director Bumen agreed to serve as the committee Vice Chair and is working to update the chapter's Procedures document.
- b. Nominations
 - i. Appointment of AAAE Nominating Committee Representative
 1. Immediate Past President Stout stated the Nominating Committee, along with the SWAAAE Executive Committee, recommended the appointment of SWAAAE's current AAAE Nominating Committee Representative Barry Rondinella to serve for one more year. **ACTION:** Director Helmick made a motion to reappoint Barry Rondinella as the chapter's AAAE Nominating Committee Representative. A discussion took place. Director Schultz seconded the motion, which passed unanimously.
 - ii. Secretary/Treasurer Position
 1. Immediate Past President Stout reported a request for chapter nominations for the AAAE Secretary/Treasurer position was sent by Spencer Dickerson to SWAAAE. Due to a delay in getting out a call for interest to our membership, the vote to elect the chapter's nomination for the position will be conducted electronically. A special general membership meeting will be scheduled to approve the support of the chapter's nomination; all Board members were encouraged to participate in order to meet the quorum. Executive Director Herring noted a quorum for action at any general membership meeting shall be at least twenty (20) Executive/Executive Emeritus members, at least two (2) of whom shall be current officers of the Chapter.
 - iii. First Vice President Maples confirmed an election for SWAAAE's AAAE Regional Director will still take place during Tuesday's General Membership Meeting. A discussion took place to clarify that AAAE allows regional directors to serve on the AAAE Nominating Committee. Per the AAAE bylaws, no one being nominated for a national director or Secretary/Treasurer position may serve on the AAAE Nominating Committee.
 - iv. Immediate Past President Stout reported a call for SWAAAE members interested in serving on the AAAE Board of Directors (regional director) was sent and one application was received from Barry Rondinella. The general membership will vote for this position during Tuesday's General Membership Meeting.

VII. Discussion Items

- a. Airport Leadership Development Class
 - i. Immediate Past President Stout reported he recently attended California's Airport Leadership Development Class and requested support from the Board of Directors to partner with the California Airport Council on the next class. A discussion took place on event size, topics, speakers, attendance and discounted registration rates for SWAAAE members. **ACTION ITEM:** Immediate Past President Stout is to share the syllabus from the last class with the Board of Directors in order to determine next steps.

- b. Non-Aeronautical Land Use Update
 - i. Director Schultz reported updates to progress have not been made by the FAA. A discussion took place on policy updates.

VIII. Informational Items

- a. 2019 Short Course Update
 - i. Committee Chair Johnson referenced the report included in the handout packet and reported an estimated return of \$45,000-\$50,000 back to the chapter. Due to record high attendance, the general session setting changed from rounds to classroom seating. All those in attendance thanked Director Johnson for her dedication and committee organization.
- b. 2019 Summer Conference
 - i. Committee Chair Bewley reported Tucson International Airport will be hosting the 2019 Summer Conference, July 28-31 at the Loews Ventana Canyon. The welcome reception will be on-site at the hotel and the Monday night event will take place at the Flandrau Science Center & Planetarium on the University of Arizona campus. The first conference planning committee meeting will take place on Wednesday morning in Monterey and a save the date will be sent shortly after the 2019 Winter Conference.
 - ii. A discussion took place on options to provide funding assistance for students to attend the 2019 Summer Conference. It was suggested to allow members and conference attendees to donate to support student attendance during conference registration.
- c. AAAE Academic Relations Committee
 - i. Committee Co-Chair Moran referenced the report included in the handout packet and noted a total of 15 Academic SWAAAE members. One of the committee's goals is to increase student participation from all colleges that reside in the SW Chapter.
 - ii. It was reported a career exploration seminar for students and young professionals was hosted in conjunction with the 2018 SWAAAE Summer Conference and student sessions are scheduled to take place in conjunction with the 2019 Winter Conference.
- d. AAAE Accreditation Update/Final Interview Workshops
 - i. BOE Representative Marmion was not in attendance but a report was included in the handout packet. Second Vice President Ross encouraged accredited members to become mentors and to contact Nyle if interested. BOE At-Large Examiner Witsoe, now being back in the Southwest Chapter, stated he was also available should any accredited members be interested in becoming mentors, or if anyone was interested in becoming accredited.
- e. AAAE Chapter Diversity Task Force
 - i. Diversity Task Force Committee Chair Chen reported the committee has been focused on communication with college and high school students and hopes to schedule the next diversity speaker series within the next few months.
- f. AAAE Corporate Committee Report
 - i. AAAE Corporate Committee Representative Faucher reported the committee is working on a whitepaper on how corporate organizations can better partner within the industry. The committee is also focusing on improving AAAE benefits for corporate members.
- g. AAAE Update
 - i. Director Bewley referenced the report included in the handout packet and noted AAAE has had a strong focus on legislative issues. Bewley mentioned updates have been made since the report was sent regarding the government shut down and what airports are doing to support government employees.
 - ii. Director Malta thanked Director Bewley for compiling the report included in the handout packet and a discussion took place regarding TSA issues and the reauthorization bill.
- h. Awards, Resolutions and Recognition
 - i. Committee Chair Nystrom referenced the report included in the handout packet and reported a notice soliciting nominations for the various SWAAAE awards will be sent to all members following the 2019 Winter Conference.
- i. Corporate Member Update
 - i. Corporate Director Quick referenced the report included in the handout packet and reported many corporate members expressed interest in participating in the 2019 Winter Conference. Being chair of the sponsorship committee, Director Quick reported he plans to continue to improve sponsorship and exhibitor benefits and solicited feedback from the Board of Directors. AAAE Corporate Committee Representative Faucher thanked Director Quick for taking over the sponsorship committee as chair.
 - ii. President Hudson encouraged Board members to attend the Corporate Member Meeting on Tuesday.
 - iii. The FAA is interested in conducting an FAA and Consulting roundtable meeting in conjunction with the 2019 Summer Conference. Corporate Directors Leonard and Quick both plan to assist in the coordination with corporate members.

- j. Credentials and Records
 - i. Committee Chair Bumen stated there was nothing to report and no C.A.E. applications were received since the last meeting. Bumen encouraged those in attendance to apply for their C.A.E.
- k. Ethics
 - i. First Vice President Maples stated there was nothing to report.
- l. Legislative
 - i. Committee Chair Hagen was not in attendance but did provide a report included in the handout packet. First Vice President Maples reported Arlando Teller was recently elected as a member of the Arizona House of Representatives and has already introduced two bills in relation to Aviation.
- m. Membership
 - i. A discussion took place on how to better target large airports and additional membership benefits. **ACTION ITEM:** Brown is to reach out to Bryant Francis to discuss their challenges and to solicit membership. Second Vice President Ross offered to reach out to San Francisco International Airport.
- n. Scholarships
 - i. Committee Chair Brown thanked the committee for reviewing all applications received for the 2019 Winter Conference. Brown reported five recipients received scholarships and will be awarded during the President's Banquet on Tuesday.
 - ii. The deadline for 2019 Summer Conference scholarships will be moved up in order to avoid falling in line with the conference early bird deadline. Brown suggested creating a donation form to support student attendance at conferences. AAAE Nominating Committee Representative Rondinella suggested applying conference complimentary room credits to student reservations.
- o. Technology
 - i. Committee Chair Peterson reintroduced technology volunteer Hartfiel to the Board of Directors and thanked him for his efforts in setting up and running AV. Peterson suggested the Board consider purchasing wireless equipment to eliminate the need to run cables to AV equipment. Estimated cost is \$1,500-\$1,800.
 - ii. It was reported SWAAAE purchased new TVs and now all three, used for conference signage, are the same size. Corporate Director Leonard suggested donating the two old TVs to a student organization or airport.
- p. Time and Place
 - i. First Vice President Maples referenced the report included in the handout packet and reported the Time and Place Committee was comprised of the First Vice President as chair, Second Vice President Ross, Director Schultz and Executive Director Herring. The next SWAAAE Board of Directors meeting will take place on Friday, April 12 at the Loews Ventana Canyon in Tucson, AZ. It was noted an agenda will be published for the Chapter Board meeting at AAAE on Sunday, June 16 in Boston, MA.
 - ii. A discussion took place regarding the 2021 Winter Conference as the chapter's contract with the Monterey Plaza expires after the 2020 conference. First Vice President Maples and Executive Director Herring went and toured the Monterey Conference Center, which has two hotels connected to it in downtown Monterey; The Monterey Marriott and Portola Hotel & Spa. The Monterey Conference Center has over 40,000 square feet of meeting space and is available to host SWAAAE's 2021 Winter Conference. Executive Director Herring will be submitting an RFP and will provide the Board with an update at the next meeting.
 - iii. An RFP has been sent out for SWAAAE's 2020 Summer Conference in Reno, NV.
 - iv. Second Vice President Ross reported a call for 2021 Summer Conference hosts was sent to the membership. Those interested in hosting the conference were encouraged to contact Executive Director Herring.
 - v. A discussion took place regarding the FAA Conference; Witsoe suggested SWAAAE consider partnering with FAA to assist with the planning.

VIII. Directors Comments

- a. Director Malta encouraged those in attendance to attend California's Aerospace and Aviation Day on April 3, 2019.
- b. Peterson thanked Director Johnson for her hard work in chairing a successful 2019 Winter Conference.
- c. Director Helmick renegotiated a contract with American Airlines; the only comment received from American Airlines was in regards to airports raising fees as they see fit. A discussion took place on PFCs in leases.
- d. 2019 Fall Board of Directors meeting is tentatively scheduled for Friday, October 18 in Phoenix, Arizona.

- e. President Hudson reported Bryant Garret resigned as Northern California Director of SWAAAE due to moving out of state. Garrett only had six months left of his term; the Executive Committee agreed to leave the spot vacant until the 2019-20 Board elections which will take place at the 2019 Summer Conference.

IX. Adjourn

- a. **ACTION:** President Hudson made a motion to adjourn the meeting at 11:09 a.m. Director Helmick seconded the motion, which passed unanimously.

Respectfully submitted by: Cathy Herring, SWAAAE Executive Director