

**SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**  
**General Membership Meeting**  
**Ballroom BC | Loews Ventana Canyon Hotel**  
**Tuesday, July 30, 2019 | 12:00 – 1:00 p.m.**

**MEETING MINUTES**

1. Call to Order and Verification of Quorum
  - a. President Hudson called the meeting to order at 12:40 p.m. after a count confirmed a quorum of both Executive and Corporate members were present.
2. Accept Minutes from the General Membership Meeting held on January 29, 2019 at the Monterey Plaza Hotel in Monterey, CA
  - a. **ACTION:** A motion was made to approve the January 29, 2019 meeting minutes as presented. Gladys Brown seconded the motion, which passed unanimously.
3. Accept Minutes from the Special General Membership Teleconference Meeting held on February 28, 2019
  - a. **ACTION:** Mark Witsoe made a motion to approve the meeting minutes as presented. Scott Malta seconded the motion, which passed unanimously.
4. President's Report
  - a. Airport Leadership Development Class
    - i. Immediate Past President Stout reported a discounted registration rate was available until August 2 for SWAAAE members to attend the California Airports Council's Airport Leadership Development Class August 26-28, 2019. Stout directed members to SWAAAE's website for additional information.
5. Election of 2019-20 Officers and Directors
  - a. Immediate Past President and Nominating Committee Chair Stout invited each candidate to address the audience, after which Stout facilitated the election of association Officers and Directors for 2019-20. Results were to be announced at the President's Banquet.
6. FY 2018-19 Financial Reports
  - a. First Vice President Maples referenced the financial reports included in the handout packet and reported a net income of \$22,704 for the fiscal year.
7. Action Items
  - a. 2019-20 Budget
    - i. First Vice President Maples referenced the draft budget included in the handout packet for approval and noted it took into account revised Policy Decision 19-04. **ACTION:** Joe Husband made a motion to approve the budget as presented. Mark Witsoe seconded the motion, which passed unanimously.
  - b. Bylaws, Policy Decisions and Procedures
    - i. Revised Policy Decision 19-04
      1. Second Vice President Ross referenced revised Policy Decision 19-04 included in the handout packet and stated as the committee reviewed the budget for 2019-2020, a question arose as to what should be included in the calculation of the cash reserve minimum amount of 50% of the rolling three-year average or \$100,000 (whichever was greater) as stated in Policy Decision 19-04. The question was specifically in regards to what makes up the 50% of the rolling three-year average; income, expenses, or account balance. The revision reflects clarification for future budgeting. **ACTION:** Joe Husband made a motion to approve

Policy Decision 19-04 as presented. The motion was seconded, which passed unanimously.

8. Committee Reports

- a. 2019 Summer Conference
  - i. Committee Chair Bewley thanked attendees, sponsors and exhibitors for participating in the Summer Conference and reported a total of 237 conference attendees, 18 exhibitors and 40 sponsors. Bewley also thanked the conference committee for volunteering to make the event a success.
- b. 2020 Winter Conference
  - i. Committee Chair Godown announced the conference will take place January 26-29, 2020 in Monterey, California and encouraged those interested in volunteering to serve on the planning committee to attend the meeting on Wednesday, July 31.
- c. 2020 Summer Conference
  - i. Committee Chair Schultz thanked Bewley and Tucson International Airport for hosting the 2019 Summer Conference. Schultz announced the 2020 Summer Conference will take place July 19-22, 2020 at the Peppermill in Reno, Nevada. A save the date was included in all 2019 Summer Conference attendee bags.
- d. AAAE Academic Relations Committee
  - i. No update provided but a report was included in the handout packet.
- e. AAAE Accreditation Update/Final Interview Workshops
  - i. No update provided but a report was included in the handout packet.
- f. AAAE Chapter Diversity Task Force
  - i. No report provided.
- g. AAAE Corporate Committee Report
  - i. No report provided.
- h. AAAE Update
  - i. AAAE Director Malta referenced the report included in the handout packet and recognized President Hudson as elected National Director of AAAE, Kevin Bumen as elected National Director of AAAE, Barry Rondinella as the Chapter's Nominating Committee Representative and Dean Schultz as an AAAE Committee Chair.
- i. Awards, Resolutions and Recognition
  - i. No update provided but a report was included in the handout packet.
- j. Corporate Member Update
  - i. Corporate Director Quick referenced the report included in the handout packet and reported Session 1 of the FAA/Airport Consultant Open Discussion Forum was a success. Session 2 will be held on Wednesday, July 31 following the Summer Conference. Quick thanked Corporate Director Leonard for serving two terms on the SWAAAE Board of Directors and noted Mead & Hunt will be transitioning the responsibility of conference material production (signage, printing etc.).
- k. Credentials and Records
  - i. No report provided.
- l. Ethics
  - i. First Vice President Maples stated there was nothing to report.
- m. Legislative
  - i. Committee Chair Hagen was not present but a report was included in the handout packet.
- n. Membership
  - i. Committee Chair Helmick reported a current total of 637 members and encouraged members to volunteer to serve on the committee and/or recruit new members to the Chapter.

- o. Scholarships
    - i. Committee Chair Brown reported two applicants were awarded with scholarships and will be recognized at the President's Banquet on July 30, 2019. Brown thanked the committee members and encouraged those in attendance to continue to promote the chapter's scholarship program.
  - p. Technology
    - i. No report provided.
  - q. Time and Place
    - i. First Vice President Maples recapped the dates for the 2020 Winter and Summer Conference and reported contracts have been signed with the Monterey Plaza through the 2021 Winter Conference.
9. Director Comments
- a. Director Swanson thanked all 2019 Summer Conference committee members and solicited volunteers to help recruit exhibitors for future SWAAAE conferences.
10. Adjourn
- a. **ACTION:** Kevin Bumen made a motion to adjourn the meeting at 1:20 p.m. First Vice President Maples seconded the motion, which passed unanimously.

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