

SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
General Membership Meeting
Cypress Ballroom, Monterey Plaza Hotel, Monterey, CA
7:45 a.m. – 8:45 a.m. Tuesday, January 24, 2023

MEETING MINUTES

1. Call to Order and Verification of Quorum

- a. President Nystrom called the meeting to order at 7:52 a.m. after verifying a quorum was present. **ACTION:** A motion was made to move “President’s Report” from agenda item number four to item number two. The motion was seconded and passed unanimously.

2. President's Report

- a. President Nystrom reported the Chapter received a donation from AAAE in the amount of \$12,500 to support the Chapter’s scholarship program. A thank you letter will be sent.
- b. President Nystrom participates in a monthly Chapter President’s meeting.
- c. Members were encouraged to upload their ACIPs to the SWAAAE website; a benefit available to members only.
- d. The Executive Committee, along with the Board of Directors and an appointed Ad Hoc Committee, have been reviewing the current Board of Director positions to ensure all members are represented. The Ad Hoc Committee will continue their outreach to territories within the Chapter region and outside of the U.S. to confirm their interest and support available to serve in a Board member capacity. It was stated the group is also reviewing a potential additional Corporate Board of Director member position due to the size of the Chapter’s current Corporate membership. The Governance Committee is reviewing the bylaws to consider making the requirements less restrictive to run for Chapter Board positions; effort is lead by Second Vice President Johnson.
- e. The Board is currently reviewing the Chapter’s committee structure and the possibility of the association management company (KCA, Inc.) taking on more administrative tasks, allowing committee members more time to focus on aviation issues and fulfilling the Chapter’s mission and vision.

3. Action Items

- a. Accept Minutes from the General Membership meeting held on Tuesday, July 12, 2022 at the DoubleTree by Hilton Sonoma in Rohnert Park, CA
 - i. **ACTION:** Director Hill made a motion to approve the minutes as presented. Witsoe seconded the motion, which passed unanimously.
- b. Governance
 - i. Policy Decisions
 1. Second Vice President Johnson referenced the report included in the handout packet and summarized the proposed amendments for membership approval. **ACTION:** Ross made a motion to approve the Policy Decision amendments as presented. Director Godown seconded the motion, which passed unanimously.
- c. Strategic Planning (Ad Hoc)
 - i. SWAAAE Foundation Formation
 1. Strategic Planning Committee Chair Witsoe referenced the report and draft bylaws included in the handout packet and stated establishing a 501c3 foundation is beneficial, low cost, and increases member benefits, including scholarships and possible future internship programs. The formation of a foundation allows third party participants to provide funds to a charitable endeavor.
 2. It was stated the Ad Hoc Committee was requesting the general

membership to approve the formation of a 501c3 foundation and for the Board of Directors to take the necessary steps to move forward with the formation. Editorial comments were received by the general membership and revised bylaws will be presented to the Board of Directors at the May meeting. Discussions took place regarding administrative costs and seed money from AAAE; members in attendance expressed support of the foundation formation. Ross acknowledged Past President Maples for starting the Strategic Planning Ad Hoc committee under her Presidency. First Vice President Chen added the Finance Committee will focus on how the Chapter 501c6 entity will financially support the 501c3 foundation. Director Ritz, Chair of the Scholarship Committee, expressed support of the formation of the foundation. **ACTION:** Director Ritz made a motion to approve the Board of Directors to take the steps necessary to form the SWAAE Foundation. Witsoe seconded the motion and a brief discussion took place. The motion passed unanimously.

4. AAAE Representation

- a. Announcement of Elected Chapter AAAE Nominating Committee Representative
 - i. First Vice President Chen reported the Nominating Committee received, reviewed and approved one candidate packet from Jon Stout. The Board of Directors voted to appoint Jon Stout as the Chapter's Nominating Committee Representative.
- b. AAAE Elections
 - i. President Nystrom thanked Jennifer Maples for serving as one of the Chapter's AAAE Directors; her term ends in June, 2023. Nystrom stated a call for nominees was sent to the full membership and one application was received for the available AAAE Director position. The AAAE Director candidate addressed the audience as ballots were distributed to eligible Executive and Executive Emeritus voting members.

5. 2022-23 Second Quarter Financial Reports

- a. First Vice President Chen referenced the reports included in the handout packet; he stated the committee is expecting to exceed budgeted income for the 2023 Airport Management Short Course and come in under budget on conference expenses.

6. Committee Reports

- a. 2023 Summer Conference
 - i. Conference Committee Chair Smith invited interested volunteers to join the conference planning committee kick off meeting on Wednesday, January 25. The Annual Summer Conference will be hosted in Phoenix, Arizona July
- b. AAAE Update – Chapter AAAE Representatives
 - i. Ross reported contracts have been signed extending President and CEO of AAAE Todd Hauptli for another six years.
 - ii. At-Large National Director positions will soon be available; a call for interested candidates will be sent.
 - iii. AAAE Board meeting packets are no longer available to share; members can contact either AAAE Chapter Director with questions.
- c. Awards, Resolutions and Recognition
 - i. Committee Chair Godown promoted the Chapter's annual awards and stated the application window will open soon for the 2023 Annual Summer Conference.
- d. Corporate Member Update
 - i. Corporate members were encouraged to attend the Corporate member meeting on January 24, in conjunction with the conference.
- e. Credentials

- i. Committee Chair Brown promoted the C.A.E. designation and summarized the eligibility requirements.
- f. Leadership Development Committee
 - i. Committee Chair Bimrose reported the committee is planning to host a leadership development workshop in conjunction with the 2023 Annual Summer Conference.
- g. Scholarship
 - i. Committee Chair Ritz reported the full budgeted amount was awarded in scholarships for the current fiscal year. Scholarship recipients will be recognized at the President's Banquet on Tuesday, January 25.
- h. ZØØ Visual and Audio Production Committee
 - i. Committee Chair Hartfiel encouraged feedback from attendees on conference technology and the support of split conference sessions. Hartfiel reminded participants conference content and Board of Director meetings are streamed and available to participate in virtually.

7. Director Comments-

- a. Second Vice President Johnson thanked the ZØØ Visual and Audio Production Committee for their efforts and for supporting dual conference sessions.

8. Member Comments

- a. None.

9. Adjourn

- a. **ACTION:** Witsoe made a motion to adjourn the meeting at 8:45 a.m. Director Brown seconded the motion, which passed unanimously.

Respectfully submitted by: Executive Director Cathy Herring