Section 4. Notice of all regular meetings, including an agenda which lists all items of business on which action will be taken, will be posted to the Chapter's Web Page not less than two weeks prior to the date on which the meeting is scheduled to be held. Upon written request to the Executive Director, members may also have a copy of the agenda mailed to them at the time of posting. For convenience, meeting agendas will be published in the Chapter's newsletter preceding the meeting. Included with the notice and agenda shall be a brief description and/or explanation of those items of business on which action is proposed, in order to alert the general membership. Such advance notice and agenda shall not be required for the second and any succeeding meeting(s) which may occur or be called during an annual meeting. Such advance notice, if any, which is reasonably possible shall be given for special meetings called by the President to deal with urgent business of an emergency nature. Emergency matters that impact directly on the operation of the Chapter that arise after publication of the agenda for a scheduled meeting of the Board may be acted upon by the Board during the meeting without prior notification to the general membership.

Section 5. An agenda for each meeting, other than special or emergency meetings, of the Board and/or the General Membership shall be prepared by the Executive Director. The agenda shall include reports by the President, the Executive Director/Secretary and all committees as well as a financial report and any items of old or new business. In addition, the Executive Director shall place on the agenda, for discussion and possible action, any item which is of interest to the Chapter and which has been requested by one or more voting members of the Chapter.

Section 6. Voting privileges shall be vested only in those members classified as Executive or Executive Emeritus and each voting member shall have one vote.

Section 7. A quorum for action to be taken at any Board of Directors meeting shall be at least seven (7) officers. A quorum for action at any general membership meeting shall be at least twenty-five (25) Executive members, at least two of whom shall be current officers of the Chapter.

Section 8. Approval of any motion shall be by a majority of those votes cast on said motion except where these By-Laws require a larger affirmative vote on a particular item.

Section 9. All meetings of the General Membership and the Board of Directors shall be open to the public. During meetings of the Board of Directors, closed sessions may be held concerning the following matters: Awards, Ethics, Personnel, Financial Negotiations, or Potential Litigation. Any resulting action of the Board of Directors shall be reported at open session.

Directory Errata Sheet

Some corrections/revisions were not included in the recently mailed directories.

Please cut the pages and punch the holes as shown for inclusion in your directory binder. The revisions are as follows,

Remove and replace pages 19-20,
Remove and replace pages 21-22,
Remove and replace pages 25-26,
Insert pages 26a-26b
Remove and replace pages 27-28.
Section 10. Minutes shall be taken of all reports and actions taken at a meeting of the general membership or the Board of Directors of the Chapter. A copy of the minutes of every legally constituted meeting of the Chapter shall be posted to the Chapter's Web Page as soon as reasonably possible following the meeting and shall be published in the Chapter's newsletter.

**ARTICLE VIII - FISCAL YEAR, BUDGET AND DISBURSEMENTS**

Section 1. The fiscal year for the Chapter shall start July 1st of each year and end on June 30th of the following calendar year.

Section 2. A proposed annual budget shall be developed by the Executive Director for review by the Financial Committee and presentation to the Board of Directors who, in turn, will make a recommendation to the general membership at the annual summer meeting. The proposed budget, with any corrections or changes, shall be adopted by the general membership providing a quorum is present and two-thirds (2/3) of the voting members present so approve, except in no case shall the budget be adopted with less than twenty (20) affirmative votes. In the event the required affirmative votes are not cast by the general membership to approve the budget, then the budget may be approved by the Board of Directors with nine (9) members concurring. Subsequent changes or deviations from the budget as approved may be made only by the Board declaring special circumstances and then only by a minimum of nine (9) affirmative votes by members of the Board of Directors in meeting assembled or polled by mailed ballots or by means of a telephone vote. The date and results of a special mailed ballot or telephone vote shall be recorded in the minutes of the Chapter proceedings and disseminated to the general membership.

Section 3. Upon direction of the Board of Directors, disbursements from the funds of the Chapter may be made either by the Executive Director acting alone or by the President and President Elect acting jointly. The Board of Directors may authorize the Executive Director to make payments for specific items and/or payments for any and all types of expenditures as they become due.

**ARTICLE IX - AAAE REPRESENTATION**

A. One or more nominees shall be proposed by the Nominating Committee for election by the general membership to represent the Chapter as a candidate for office on the AAAE Nominating Committee, AAAE Board of Directors or other elected office of AAAE. Whenever possible, the Nominating Committee shall propose more than one name for each position. The Nominating Committee, when proposing nominees for Chapter representative on the AAAE Board of Directors or other elected office of AAAE, shall be mindful of the Chapter’s need to develop strong candidates to move through the chairs of AAAE, further the Chapter’s diversity efforts, and create opportunities for interested and eligible members. Such candidate, or candidates, as appropriate, shall be elected in conformance with Article VI, Section 4.b., covering Election
of Officers, at the Annual Winter Meeting of the Chapter held during the Airport Management Short Course, and those elected shall become candidates at the next election held by AAAE for the office, or offices, as appropriate.

B. When applicable, the President shall solicit interest from members and, in conjunction with the Chair of the Nominating Committee, propose to the Chapter’s Board of Directors the name of one qualified member to be confirmed as the Chapter’s recommendation for the AAAE Regional Board of Examiners.

ARTICLE X - CODE OF ETHICS, ENFORCEMENT

Section 1. A Code of Ethics shall be promulgated by the Board of Directors for guidance of the members of the Chapter in the conduct of their professional endeavors related to airport management and to the Chapter.

Section 2. Enforcement of the Code of Ethics, as adopted by the general membership, shall be a specific duty of the Board of Directors which shall take action after receiving a recommendation from the Ethics Committee. On a two-thirds (2/3) vote of the Board of Directors, at least nine (9) members concurring, an officer or a member of the Chapter may be suspended at any time for either an overt act or an omission to act which contravenes the Code of Ethics or which is considered highly detrimental to the Chapter.

Section 3. A member who has been suspended under this Article shall not be eligible for any class of membership in the Chapter for a period not to exceed five (5) years or until approved by a two-thirds (2/3) vote of the Board of Directors or the general membership at a regular meeting.

ARTICLE XI - COMMITTEES, MEMBERSHIP AND DUTIES

Section 1. The standing committees of the Chapter, their membership and their duties, shall be as follows:

a. Ethics Committee shall be chaired by the 1st Vice President. Members shall be Executive members appointed by the 1st Vice President and approved by the President. The committee shall investigate and report to the Board of Directors any breach or alleged breach of the Code of Ethics by any member of the Chapter which comes to the attention of the committee. The report of the investigation shall include a recommendation for action, if any, to be taken by the Board of Directors. Such investigation and report shall be held as CONFIDENTIAL by the committee until such time as appropriate action has been taken by the Board of Directors.

b. Nominating Committee

(1) The Nominating Committee shall be chaired by the Immediate Past President. Four additional Executive/Executive Emeritus members
The General Membership of the Chapter, on January 19, 2000, reaffirmed the following amounts for initiation and dues for the respective classes of membership:

<table>
<thead>
<tr>
<th>MEMBERSHIP CLASS</th>
<th>INITIATION FEE</th>
<th>DUES</th>
<th>EFFECTIVE</th>
</tr>
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<tr>
<td>Executive</td>
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<td>$70.00</td>
<td>7-1-94</td>
</tr>
<tr>
<td>Associate</td>
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<td>$70.00</td>
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<td>7-1-94</td>
</tr>
<tr>
<td>Executive Emeritus</td>
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<td>No charge</td>
<td></td>
</tr>
<tr>
<td>Honorary</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
</tr>
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</table>

** Include $5.00 Corporate Scholarship Fund Allocation.

The General Membership of the Chapter, on January 19, 2000, reaffirmed the policy to award a stipend of $500.00 for Accredited Airport Executive (AAE) designation from the American Association of Airport Executive (AAAE). The AAAE Regional Examiner will provide the Executive Director with the names of successful AAE candidates and the monetary award will be presented at the next scheduled regular meeting of the General Membership. It is further stipulated that to be eligible to receive this stipend, the Chapter member shall have initiated and completed the AAE study program while a member of this Chapter.

The General Membership of the Chapter, on January 19, 2000, reaffirmed the policy authorizing the Executive Director to take appropriate action such as providing flowers or charitable donations, in an amount not to exceed annual Executive membership dues, in the event of the death or serious illness of a member or spouse of a member. When requested, by an Executive member retiring from active airport management service and no longer discharging duties and responsibilities as and airport executive, the Executive Director may provide funds, in an amount not to exceed annual Executive membership dues, toward the retirement commemoration of said member.
be numbered serially according to the time of adoption and shall be filed with the official minutes of the meetings of the Association and/or the Board of Directors. Policy Decisions will be reviewed annually at the Winter Conferences and will either be incorporated into the Constitution & By-Laws where applicable, or reaffirmed as a continuing policy by the General Membership. Policy decisions remaining in effect will be renumbered serially and identified with the year of reaffirmation.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

The Standard Code of Parliamentary Procedure, Third Edition, by Alice Sturgis shall be the parliamentary authority on all matters not covered specifically by the Constitution and By-Laws of the Chapter. The Executive Director shall serve as Parliamentarian for the Chapter.

This Constitution and By-Laws was approved by a vote of the General Membership on July 12, 1999 and it is effective as of that date.

Robert D. Trimborn
President

Mark E. Witsoe
Executive Director
POLICY DECISIONS

The SWAAAE Constitution and By-Laws provide for Policy Decisions to be reviewed annually at the Winter Conference. Policy decisions will either be incorporated into the Constitution and By-Laws where applicable, or reaffirmed as a continuing policy by the General Membership.

The follow Policy Decisions are recommended to be reaffirmed as continuing policies by the General Membership.

Policy Decision 00-1

The General Membership of the Association, on January 19, 2000, affirmed that the Association shall be insured against loss by the Executive Director in the amount of $50,000.00, plus or minus 500.00, and the cost of the crime policy shall be borne by the Chapter.

Policy Decision 00-2

The General Membership of the Chapter, on January 19, 2000, reaffirmed that the files and records of the Chapter be purged on the following basis by the Executive Director:

1. Routine correspondence and membership files to be removed and destroyed annually when at least three years old.
2. Financial records to be retained only as long as is required by state and federal laws relating to tax-exempt (non-profit) corporations.
3. Items of historical interest be retained until selectively approved by the Board for disposal.

Policy Decision 00-3

The General Membership of the Chapter, on January 19, 2000, reaffirmed a policy allowing the payment of one-half of the regular annual dues for new members whose applications are approved when less than one-half of the membership year remains.

Policy Decision 00-4

The General Membership of the Chapter, on January 19, 2000, reaffirmed that the following fee schedule should be charged for furnishing either a copy of the Chapter’s mailing list or printed mailing labels:

- No charge for Chapter business
- Members - $50.00 for a commercial use
- Non-members - $200.00, regardless of intended use
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Corporate Directory ...................................................... 89-94
1999/2000 OFFICERS & BOARD OF DIRECTORS

President
Brent Shiner
Hayward, CA

Past-President
Robert Trimborn
Santa Monica, CA

1st Vice-President
Tracy Williams
San Diego, CA

2nd Vice-President
Tom Donaldson
Henderson, NV

Directors
Hal Bostic
Sacramento, CA

Gary Petersen
San Carlos, CA

Hazel Johns
Santa Barbara, CA

Klaasje Nairne
San Luis Obispo, CA

Michael Covalt
Flagstaff, AZ

Danilo Simich
Reno, NV

AW ‘Jack’ Schelter
Phoenix, AZ

Executive Director (Ex-Officio)
Mark Witsoe

Corporate Director
Bill Vandenberg
Dinter Engineering

Corporate Director
Michael Shutt
Shutt Moen Associates

AAAE 2nd Vice Chairman
(Ex-Officio)
Tom Greer
Burbank, CA

AAAE Director (Ex-Officio)
Krys Bart
Reno, NV

AAAE Director (Ex-Officio)
Robert Olislagers
San Bernardino, CA

AAAE Director (Ex-Officio)
Barclay Dick
Tucson, AZ
<table>
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<th>Year</th>
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<th>Year</th>
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<td>DONALD B. SMITH</td>
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<td>CECIL C. MEADOWS</td>
<td>1978-79</td>
<td>R. C. SMITH</td>
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<td>RICHARD HARDING</td>
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<td>RAUL REGALADO</td>
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<td>VERNON TYLER</td>
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<td>1982-83</td>
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<td>RALPH TONSETH</td>
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<td>1984-85</td>
<td>RAY BURDICK</td>
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<td>1955-56</td>
<td>WILMER J. GARRETT</td>
<td>1985-86</td>
<td>PHILIP LOCK</td>
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<td>WILMER J. GARRETT</td>
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<td>TOM GREER</td>
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<td>WALTER W. FELL</td>
<td>1987-88</td>
<td>DENIS R. HORN</td>
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<td>JOSEPH S. MARRIOTT</td>
<td>1989-90</td>
<td>HAROLD E. WIGHT</td>
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<td>1960-61</td>
<td>JOHN CAYWOOD</td>
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<td>NEILSON BERTHOLF, JR.</td>
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<td>1961-62</td>
<td>JAMES BRIANS</td>
<td>1991-92</td>
<td>JIM CHAPPELL</td>
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<td>AL HUBER</td>
<td>1992-93</td>
<td>RODNEY MURPHY</td>
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<td>BRUCE MOSLEY</td>
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<td>MALCOLM WORDELL</td>
<td>1995-96</td>
<td>ROBERT OLISLAGERS</td>
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<td>MARVIN SCOTT</td>
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<td>KRYS T. BART</td>
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<td>ROBERT D. TRIMBORN</td>
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<td>1999-00</td>
<td>BRENT S. SHINER</td>
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<td>LOVELL HURLBUT</td>
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<td>1974-75</td>
<td>ED THURMOND</td>
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<td>1975-76</td>
<td>JOHN CROGHAN</td>
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<tr>
<td>1976-77</td>
<td>JIM HUNTER</td>
<td></td>
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</tr>
</tbody>
</table>
ARTICLE I - NAME

This organization shall be known as the “Southwest Chapter American Association of Airport Executives”. The organization is a non-profit corporation formed under the laws of the State of California. The organization may be referred to as “SWAAAE”. Within this Constitution and By-Laws the organization will be referred to as the “Chapter”.

The organization was formed in 1947 as the “California Association of Airport Executives, Inc.” (CAAE). In 1979 the membership approved an expansion of the organization to include four Southwestern States: Utah, Arizona, Nevada and California, and added the identity of the Southwest Chapter American Association of Airport Executives (CAAE/SWAAAE) to the name of the organization at the request of the Board of Directors for the American Association of Airport Executives (AAAE). Currently the Chapter represents the four Southwestern States indicated above, Hawaii, American Trust Islands in the South Pacific and the Baja Norte/Sur - Sonora regions of Mexico. The Chapter has been known as the CAAE/SWAAAE since 1979 and in 1993 the membership voted to formally change the name to better reflect the total geographical representation of the organization. However, the California Association of Airports Executives remains an integral part of the Chapter based on the initial action of the CAAE in the development and growth of the total organization.

ARTICLE II - PURPOSES

The Chapter was formed and continues for the following purposes:

A. To bring together all persons representing publicly owned and privately owned airports, and others interested in working for the benefit of airports and aviation, for mutual benefit in the operation of the various airports, the dissemination of aeronautical knowledge and the consideration and solution of various airport management and aviation problems.

B. To foster public recognition and respect for the airport executive profession.

C. To set and maintain a consistently high level of ethics in airport management.

D. To present a unified front in matters of concern to aviation, air transportation, and, specifically, airports.

E. To promote professionalism in airport management.
F. To be committed to diversity among individuals participating in chapter programs and activities and assisting members in achieving diversity in recruiting, developing and promoting airport employees at their airports.

G. To support the purposes of the American Association of Airport Executives.

ARTICLE III - MEMBERSHIP, APPLICATIONS, CERTIFICATION AND REINSTATEMENT

Section 1. Membership in the Chapter shall be open to all persons or business entities who may be eligible for any class of membership enumerated in this article.

Section 2. Classes of membership in the Chapter shall be as follows:

a. EXECUTIVE, which is open to those persons who exercise active responsibility for management, general supervision or administration of a public use airport, are engaged in such activity as a gainful occupation and who devote at least fifty percent (50%) of their daily working hours in matters that directly relate to the administration/management of an airport, including but not limited to:

   (1) directing the work of two or more other employees or persons:

   (2) hiring or firing other employees or making recommendations as to hiring, firing and the advancement, promotion, or change of employees; and,

   (3) preparing and overseeing a budget for airport administration/management, or capital improvements, or maintenance or operations.

An Executive member may retain this designation through the end of the year for which they have paid their annual dues even though they discontinue working at the job that qualified them for the Executive membership status. Individuals who have been awarded the designation of “Certified Airport Executive” (CAE) by this Chapter may hold the status of Executive member regardless of their current employment or responsibility.

b. ASSOCIATE, which is open to any individual who is interested in and subscribes to the PURPOSES of the Chapter, as declared in ARTICLE II of this Constitution and By-Laws.

c. PARTICIPATING, which is open to individuals employed in Federal, State or Local Governments in the field of aviation or airport development and to members of Airport Commission or Airport Authority Boards.
d. **CORPORATE**, which is open to either public or private corporations who are engaged in activities relating to the use and promotion of airports or aviation or of products which are used in airport and aviation activities. Each Corporate member shall be entitled to appoint one representative who shall be authorized to represent the Corporate member at any meeting or other proceeding of the Chapter. Each Corporate member shall register in writing with the Chapter the name of the Corporate representative, the representative’s title, residence and business address and the position of the representative relative to the Corporate member. No official action relative to the Chapter by the Corporate representative will be permitted until such registration has been accomplished.

e. **STUDENT**, which is open to individuals engaged in the study of airport management or related field at an accredited university or college with a programmed graduation date within six (6) years of application.

f. **EXECUTIVE EMERITUS**, which shall be open only to those Executive members who have retired from gainful employment in the field of airport management and who meet the following qualifications:

1. Has become a “CERTIFIED AIRPORT EXECUTIVE” (CAE).

2. Has maintained membership in the Chapter for no less than ten (10) years and has abided by the Chapter’s Code of Ethics.

3. Has reached fifty (50) years of age and has either retired from active airport management or extenuating circumstances have forced an earlier retirement.

4. Has been elected to Executive Emeritus Membership by the Board of Directors for exemplary service to the Chapter.

Executive Emeritus members who resume the duties indicative of Executive status may be returned to Executive class membership by action of the Board of Directors, upon written application and the tender of annual dues, as applicable.

g. **HONORARY**, which shall be conferred on those individuals specifically selected by the Board of Directors for their outstanding dedication and achievement in the field of airport establishment, development, administration, management or operation or in any related field of aviation.

h. **RETIRED**, which shall be opened to any Chapter member who has retired from employment in the occupation that their membership status was determined and who wishes to continue as an interested member of the Chapter. Such individuals shall have reached fifty (50) years of age
and have been a member of the Chapter, the American Association of
Airport Executives, or another of AAAE’s recognized regional associations
for a minimum of ten (10) years to be eligible for Retired status. The annual
dues for Retired membership shall be one-half (+) of the current Executive
Membership dues. The Initiation fee shall be waived for current Chapter
members desiring to make a change in status. Qualified current members
shall request the status change in writing to the Executive Director.

I. CLASS OF MEMBERSHIP CHANGE. Members who lose a respective
class of membership and wish to remain members of the Chapter in another
class for which they qualify, may do so by application to the Executive
Director. Such membership change shall be exempt from payment of
initiation fees as specified in ARTICLE IV, Section 1.

Section 3. Applications for membership in the Chapter, other than for Honorary,
Retired or Executive Emeritus, shall be made on an application form approved
by the Board of Directors. The application shall be accompanied by such
supplementary information as is required on the form. With the application there
will be submitted also a check in the proper amount to cover the cost of the
initiation fee and membership for the first year, or portion thereof, as applicable.
Applicants will be investigated, as necessary, by the Executive Director.
Certificates of membership shall be issued by the Executive Director for qualified
applicants for Associate, Participating, Corporate and Student Memberships.
Applications for Executive Membership shall be submitted to the Board of Directors
along with the report and recommendation of the Executive Director for final
approval prior to the issuance of a membership certificate. Upon receiving the
recommendation the Board of Directors shall either approve or reject the
application. If rejecting the application for Executive Membership, the Board of
Directors may offer a different class of membership to the applicant. If an
application is rejected for any class of membership, or if the applicant refuses to
accept the class of membership offered, there shall be a full refund to the applicant
of all money which was tendered for initiation and dues.

Section 4. The action of the Board of Directors shall be determinative and
final on all matters relating to membership application and classification.

Section 5. No application shall be rejected on the basis of applicant’s race,
color, creed, ethnic background, religion, political party, age, sex, disability or
any other reason related to bias or prejudice in any of its forms.

Section 6. CERTIFIED AIRPORT EXECUTIVE (CAE). Executive members,
after completion of six (6) months membership in the Chapter, may apply for
consideration by the Board as a “Certified Airport Executive”. The member
must have completed six (6) years in active airport management or have
satisfied alternate requirements as specified by the Credentials Committee.
Members so designated may use the initials “CAE” after his/her name in
recognition of this certification.
Section 7. Reinstatement of a former member, upon his/her written request may be approved by the Board of Directors, providing the reinstatement is to the same class of membership formerly held, the request is submitted within two years following lapse of the earlier membership and the request is accompanied by a payment for the current year's dues, or portion thereof, as applicable.

ARTICLE IV - INITIATION FEE AND DUES

Section 1. An initiation fee shall be paid by each person or organization being accepted into membership in the Chapter or being accepted in a membership class other than that previously held, except that no initiation fee will be required of those persons who are granted Executive Emeritus, Retired or Honorary memberships and those persons being reclassified as a result of their losing the status and responsibility necessary to maintain Executive membership.

Section 2. Annual dues shall be paid by each member of the Chapter except those members designated as Executive Emeritus or Honorary members.

Section 3. Annual dues shall be due and payable as of July 1 of each year for the ensuing 12 months. Unpaid dues shall become delinquent on September 1 of each year.

Section 4. Members whose dues become delinquent shall be dropped from the active membership rolls of the Chapter and shall forfeit all rights and privileges of Chapter membership.

Section 5. The amount of the membership initiation fee and dues shall be set from time to time by vote of the general membership, upon recommendation of the Board of Directors. The amount of the current initiation fee and dues shall be stated in a published policy decision.

ARTICLE V - OFFICERS, BOARD OF DIRECTORS AND THEIR DUTIES

Section 1. OFFICERS

a. The OFFICERS of the Chapter shall be the President, 1st Vice President, 2nd Vice President, Past President and nine (9) Directors. The Officers shall be referred to collectively as the Board of Directors. An Executive Director, (a non-voting position), shall be appointed by the Board and shall also serve in the capacity of Secretary of the Chapter.

b. The 2nd Vice President shall be elected annually and shall automatically move upward annually through the presidential positions unless circumstances prevent this progression as outlined elsewhere herein.
Section 2. The President shall be the chief executive officer of the Chapter and shall preside over all meeting of the Chapter as well as the Board of Directors. He/she shall designate members of the Chapter, who are willing to serve during the President’s term of office, to one or more of the various committees which are enumerated in these By-Laws or which the President shall establish to fulfill a special function. He/she shall monitor the workings of the various committees, coordinating their efforts and encouraging their highest standard of performance. The President shall call special meetings of the Board of Directors when, and as, necessary to assure the smooth flow of Chapter business or to respond to developing circumstances which are an immediate concern to the Chapter or to a substantial portion of its members. The President shall undertake to perform such other tasks which in his/her opinion are necessary for the proper conduct of the Chapter’s business or which are specified in other sections of the By-Laws.

Section 3. The 1st Vice President shall assume all of the duties of the President in his/her absence, inability or refusal to perform. The 1st Vice President shall serve as Chairperson of the Ethics Committee. He/she shall serve also as the Chairperson of the Time & Place Committee in the determination of the location of the Chapter’s Summer Conference. He/she shall maintain the Constitution and By-Laws of the Chapter and be responsible for appropriate amendments and other interpretations of the contents of this document. He/she shall perform such other tasks as assigned to him/her by the President. The 1st Vice President shall assume the duties/position of President at the end of his/her term or succeed to the office of the President in the event the President is unable to function or continue in that office.

Section 4. The 2nd Vice President shall assume all of the duties of the 1st Vice President in his/her absence, inability or refusal to perform. The 2nd Vice President shall serve as Chairperson of the Financial Committee. He/she shall perform such other tasks as are assigned to him/her by the President. The 2nd Vice President shall assume the duties/position of the 1st Vice President at the end of his/her term and shall progress through the Presidential positions in the Chapter.

Section 5. The Past President shall serve as a member of the Board of Directors for a period of one (1) year following his/her term as President. He/she shall serve as Chairperson for the Nominating Committee and shall advise the Board as to the eligibility of any member considered for a nomination or appointment to the Board of Directors as outlined in ARTICLE VI, herein.

Section 6. The Executive Director shall serve as Corporate Secretary for the Chapter and shall have the responsibility for providing administrative support for the Chapter, the Board of Directors and the President. He/she shall perform those duties specified in a contract negotiated with and approved by the Board of Directors. He/she shall be responsible for the screening and determination of eligibility of all applicants for Chapter membership. He/she is authorized to issue Certificates of Membership to eligible applicants for Associate, Participating,
Corporate and Student classes of membership, and a report will be made at the next meeting of the Board of all certificates of membership which have been issued by the Executive Director since his/her latest prior report to the Board.

Section 7. The Board of Directors shall establish policy for the Chapter. The Board shall monitor the activities of the President and advise him/her in the performance of his/her duties. The Board of Directors is empowered to make any decisions and to take any action on behalf of the Chapter except those actions specifically reserved to the membership by the Constitution and By-Laws.

a. The Board of Directors shall act as the contracting authority for those matters concerning the operation, development and growth of the Chapter and the well-being of the membership. The Executive Director may negotiate and contract for conference requirements (hotels, meals, conference facilities, social activities, etc.) for the Summer & Winter conferences, special events, workshops or other events designated by the Board. The Executive Director will advise the Board of all actions taken for these events at the next scheduled Board meeting following such action.

b. The members of the Board of Directors are expected to attend Board meetings to assure the smooth and orderly flow of Chapter's business. Should any member of the Board of Directors be absent from two meetings in succession, that Director shall be prohibited from further serving on the Board unless a vote of the remaining Board members excuses the absences. In the event a Board member's absences are not excused, a replacement Director shall be appointed and shall serve in accordance with the provisions of ARTICLE VI, Section 2.e. (2) (below).

c. Members of this Chapter serving as Officers or Directors for the AAAE, shall also serve as members of the SWAAAE Board of Directors concurrently with their term as Officer/Director of the AAAE. These representatives shall serve in a non-voting, advisory capacity, acting as a liaison with the AAAE Board and coordinating activities concerning the National Association and this Chapter.

ARTICLE VI - OFFICERS QUALIFICATIONS, TERMS OF OFFICE, NOMINATIONS AND ELECTIONS

Section 1. Officers Qualifications

a. Elective office in the Chapter shall only be open to Executive Members who are “Certified Airport Executives” or Executive Members “Accredited” by the American Association of Airport Executives. Exception to this requirement is the office of Corporate Director (see ARTICLE VI, Section 2.f.).
b. The President and 1st Vice President of the Chapter shall have been elected into the Presidential positions and shall move upward through the Presidential positions annually.

c. The 2nd Vice President shall be elected by the General Membership and shall have served as a member of the Board of Directors for at least one (1) year prior to his/her consideration for nomination/election to this office. Such prior service need not immediately precede the nomination for the office.

d. The Past President shall have served as President of the Chapter immediately prior to his/her assumption of this office.

e. Directors shall represent the Chapter region in which they are currently employed (See Section 3 - Nominations). Exception to this requirement is the offices of At-Large and Corporate Directors.

f. The President, 1st Vice President, 2nd Vice President and Executive Director shall be members of the American Association of Airport Executives (AAAE) during their terms of office or while under contract to this Chapter. The Chapter shall budget and pay for, if necessary, the initiation fees and dues attendant to this requirement.

   (1) The President or the 1st Vice President shall be the principal representative of the Chapter at the Annual Conference of the American Association of Airport Executives (AAAE). The 2nd Vice President shall serve as representative if neither the President or 1st Vice President are available to attend. The Executive Director, as outlined in his/her contract, will attend the Annual AAAE Conference and also serve as a representative for the Chapter. Funds for attendance at the conference shall be provided by the Chapter for the President, 1st Vice President or 2nd Vice President, as appropriate, and the Executive Director.

Section 2. The terms of office for the various officers shall be as follows:

a. President - One year. In the event that the President is unable to serve a full term, the 1st Vice President will assume the position of President for the remainder of the term. If the office is assumed with less than six (6) months remaining in the term, the assuming President shall serve the balance of that term and a subsequent full term. If the office of President is assumed prior to January 1st of the applicable term of office, the assuming president shall serve the remaining months of the term and then assume the office of Past President for a full term.
b. 1st Vice President - One year. In the event that the 1st Vice President in unable to serve a full term or shall have assumed the office of President at mid-term, the 2nd Vice President will assume the position of 1st Vice President and will move upward through the Presidential positions.

c. 2nd Vice President - One year. Exceptions to the length of term are when he/she shall have been appointed to fill the office of 2nd Vice president due to the inability of the incumbent to serve or when the incumbent has been appointed to fill the remaining term of the 1st Vice President. Under these circumstances, the appointed 2nd Vice President shall continue in office only until the next general election (either Summer or Winter General Membership Meeting). A Winter Conference election will either confirm the appointment for the remainder of the term or elect another individual to the office. A Summer Conference election will confirm the 2nd Vice President for a subsequent full term or elect another individual to the office. In the event of a midterm appointment to the office by the Board of Directors, the requirement for one (1) year of prior Board service is waived.

d. Past President - One year. In the event the Immediate Past President is unable or unwilling to serve, his/her position shall be filled by the Past President once removed. If this individual also is not available to serve, the Board of Directors may appoint an additional Director to serve as Past President for the full term.

e. Director - Two years as follows: One Director will represent all areas outside California. Six of the Directors shall represent specific geographical regions within the Chapter that best represent the appropriate division of the Chapter. Two Directors will represent the Corporate Membership. These representative Directors are as follows:

<table>
<thead>
<tr>
<th>Region</th>
<th>Number of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona</td>
<td>One (1) Director</td>
</tr>
<tr>
<td>Nevada</td>
<td>One (1) Director</td>
</tr>
<tr>
<td>Northern California*</td>
<td>Two (2) Directors</td>
</tr>
<tr>
<td>Southern California*</td>
<td>Two (2) Directors</td>
</tr>
<tr>
<td>At Large **</td>
<td>One (1) Director</td>
</tr>
<tr>
<td>Corporate</td>
<td>Two (2) Directors</td>
</tr>
</tbody>
</table>

*The dividing line between Northern and Southern California regions shall be the southern boundaries of Monterey, Fresno and Mono Counties.

** Representing all areas outside California

(1) Any Director who changes their respective place of employment, within the Chapter but outside of their region of representation, (except for the Corporate Director) shall remain in office until the completion of the current term. He/she may be considered by the Nominating Committee for a Board
position within the new region of employment, based on the overall qualifications of the individual. If a Director is unable to complete his/her term for any reason, the Board shall appoint an interim Director to fill the vacancy. This Director shall be appointed from the eligible members within the same region as the departing Director and shall serve only until the next Summer General Membership meeting at which time an election shall be held to fill the office for either a full or partial term, as appropriate.

f. Corporate Director - Two years. Two of the Directors shall be Corporate members elected by the Corporate Membership at the Annual Summer Conference. In the event an elected Corporate Director cannot serve their full term, an interim Corporate Member shall be appointed by the Board of Directors to serve only until the next General Membership Meeting at which time a new Corporate Director shall be elected by the Corporate Members for either a full or partial term, as appropriate.

g. Executive Director - The Executive Director shall be appointed by the Board of Directors and shall serve according to the terms of a contract negotiated and approved by the Board of Directors and signed by the President and President Elect of the Chapter. He/she shall serve in accordance with the term specified in the contract or until such time as the contract is terminated in accordance with the provisions therein.

h. Termination of Board Members (Officers). In the event an Officer of the Chapter is no longer gainfully employed in a management position that qualifies him/her for Executive membership and subsequently as a member of the Board, he/she shall be required to resign from the respective office and a replacement shall be appointed by the remaining Board members to serve until the next general election. The requirement is based on the image of the Officers of the Chapter as active airport executives and is for the good of the Chapter. Following said resignation, the Officer may continue as an Executive member as specified in Article III, Section 2.a., herein, if he or she so chooses.

Section 3. Nominations.

a. Nominations for the offices of Director and 2nd Vice President, as appropriate, shall be developed by the Nominating Committee, accepted by the Board and presented to the General Membership at the annual Summer Conference. Nominations shall also be accepted from the floor of the General Membership Meeting at the time of the election. The names of nominees, by office, shall be disseminated by the Executive Director to the Executive and Executive Emeritus members on a printed ballot at least fifteen (15) days in advance of the meeting at which the election is to be held and the ballots counted.
b. Director nominees shall be qualified members from the respective regions for which the election applies. Directors will be elected on an even/odd cycle with nominations as follows:

Even year elections - One Director from the Arizona, Northern and Southern California Regions and one Corporate Director.

Odd year elections - One Director from the Nevada, Northern and Southern California Regions, At Large, and one Corporate Director.

c. In an effort to maintain a balance of representation from each of the regions, the nominee(s) for 2nd Vice President should be from one of the regions (Northern California, Southern California, and At Large) in a rotational cycle.

Section 4. Election of Officers will be by secret written ballot, during the first General Membership Meeting of the Annual Summer Conference. Results will be tabulated and announced during this meeting.

a. Each ballot shall be printed with the names of the nominees for the various offices being sought. At least one blank space will be provided for each office to accommodate the name of a write-in candidate.

b. Sufficient ballots will be made available by the Executive Director to allow for the vote of Executive and Executive Emeritus members at the meeting. Voting members not expecting to attend the election of officers may use the printed ballot which they received in accordance with ARTICLE VI, Section 3.a., above, as a “absentee ballot”. “Absentee ballots” should be marked and returned to the Executive Director by mail, messenger or in person for counting at the annual election. It is the sole responsibility of the eligible member casting the absentee ballot to have it reach the Executive Director prior to the annual election. Each “absentee ballot” shall carry no identifying marks, and should be enclosed in a plain white envelope which is sealed and marked “BALLOT” on the outside and signed by the voting member. If being mailed, the ballot envelope will be placed in another envelope for mailing.

c. A majority of the votes cast for each office shall be required to win an election. In the event three or more candidates receive votes for a single office, and no candidate receives a majority of the votes cast, the two candidates receiving the highest numbers of votes cast shall participate immediately in a run-off election which shall be decided solely on the basis of the votes cast by the eligible voting members present at the time of the run-off election.
d. Elections involving proposals and propositions which could have an effect on the general membership shall be handled in the same manner as an “election of officers” except that the ballots shall not be secret, and the name and signature of the member casting an absentee ballot must appear on the ballot. Each ballot will be accompanied by instructions explaining the voting procedure and the proposal/proposition being offered.

e. Mailed ballot elections shall be ordered by the Board of Directors when deemed necessary. When so ordered, the Executive Director shall mail a ballot to each eligible voting member. The same procedures as outlined above for “absentee ballots” shall be followed except that a date by which the mailed-in ballots must be received will be indicated in the instructions mailed. Ballots received after the indicated date will not be counted. Ballots shall be opened and counted by the Executive Director and one other Director appointed by the President. A valid election shall result if twenty-five (25) or more votes are received. An affirmative majority of the votes received will be required to pass the proposal or proposition. The Executive Director shall publish the results of such election in the next issue of the Chapter newsletter.

f. Officers elected at the Annual Summer Conference shall be introduced by the in-coming President at the conference’s Presidents’ Dinner. This recognition will constitute the installation of the newly elected Officers for their respective terms of office.

g. Should situations or circumstances occur regarding election or replacement of officers not covered by this Constitution and By-Laws, the Board of Directors shall have the authority to make appointments that will enable the Chapter to continue to function effectively. Appointments so made shall be valid only until the next Summer General Membership meeting.

ARTICLE VII - MEETINGS, NOTICE, AGENDA, VOTING, QUORUM AND MINUTES

Section 1. Regular General Membership meetings shall be held twice annually, once in the winter and once in the summer.

Section 2. Regular meetings of the Board of Directors shall be scheduled in connection with the regular meetings of the general membership and at least two additional times each year, as called by the President. One or both of the additional meetings may be canceled at the discretion of the President if no business has presented itself for the agenda. If a meeting has been scheduled and subsequently is canceled, the Executive Director will notify all interested parties concerning the cancellation.

Section 3. Special meetings of either, or both, the Board of Directors and the general membership may be called, as appropriate, by the President if urgent business affecting the Chapter demands immediate attention.
Section 4. Notice of all regular meetings, including an agenda which lists all items of business on which action will be taken, will be posted to the Chapter’s Web Page not less than two weeks prior to the date on which the meeting is scheduled to be held. Upon written request to the Executive Director, members may also have a copy of the agenda mailed to them at the time of posting. For convenience, meeting agendas will be published in the Chapter’s newsletter preceding the meeting. Included with the notice and agenda shall be a brief description and/or explanation of those items of business on which action is proposed, in order to alert the general membership. Such advance notice and agenda shall not be required for the second and any succeeding meeting(s) which may occur or be called during an annual meeting. Such advance notice, if any, which is reasonably possible shall be given for special meetings called by the President to deal with urgent business of an emergency nature. Emergency matters that impact directly on the operation of the Chapter that arise after publication of the agenda for a scheduled meeting of the Board may be acted upon by the Board during the meeting without prior notification to the general membership.

Section 5. An agenda for each meeting, other than special or emergency meetings, of the Board and/or the General Membership shall be prepared by the Executive Director. The agenda shall include reports by the President, the Executive Director/Secretary and all committees as well as a financial report and any items of old or new business. In addition, the Executive Director shall place on the agenda, for discussion and possible action, any item which is of interest to the Chapter and which has been requested by one or more voting members of the Chapter.

Section 6. Voting privileges shall be vested only in those members classified as Executive or Executive Emeritus and each voting member shall have one vote.

Section 7. A quorum for action to be taken at any Board of Directors meeting shall be at least six (6) officers. A quorum for action at any general membership meeting shall be at least twenty-five (25) Executive members, at least two of whom shall be current officers of the Chapter.

Section 8. Approval of any motion shall be by a majority of those votes cast on said motion except where these By-Laws require a larger affirmative vote on a particular item.

Section 9. All meetings of the General Membership and the Board of Directors shall be open to the public. During meetings of the Board of Directors, closed sessions may be held concerning the following matters: Awards, Ethics, Personnel, Financial Negotiations, or Potential Litigation. Any resulting action of the Board of Directors shall be reported at open session.
Section 10. Minutes shall be taken of all reports and actions taken at a meeting of the general membership or the Board of Directors of the Chapter. A copy of the minutes of every legally constituted meeting of the Chapter shall be posted to the Chapter's Web Page as soon as reasonably possible following the meeting and shall be published in the Chapter's newsletter.

**ARTICLE VIII - FISCAL YEAR, BUDGET AND DISBURSEMENTS**

Section 1. The fiscal year for the Chapter shall start July 1st of each year and end on June 30th of the following calendar year.

Section 2. A proposed annual budget shall be developed by the Executive Director for review by the Financial Committee and presentation to the Board of Directors who, in turn, will make a recommendation to the general membership at the annual summer meeting. The proposed budget, with any corrections or changes, shall be adopted by the general membership providing a quorum is present and two-thirds (2/3) of the voting members present so approve, except in no case shall the budget be adopted with less than twenty (20) affirmative votes. In the event the required affirmative votes are not cast by the general membership to approve the budget, then the budget may be approved by the Board of Directors with eight (8) members concurring. Subsequent changes or deviations from the budget as approved may be made only by the Board declaring special circumstances and then only by a minimum of eight (8) affirmative votes by members of the Board of Directors in meeting assembled or polled by mailed ballots or by means of a telephone vote. The date and results of a special mailed ballot or telephone vote shall be recorded in the minutes of the Chapter proceedings and disseminated to the general membership.

Section 3. Upon direction of the Board of Directors, disbursements from the funds of the Chapter may be made either by the Executive Director acting alone or by the President and President Elect acting jointly. The Board of Directors may authorize the Executive Director to make payments for specific items and/or payments for any and all types of expenditures as they become due.

**ARTICLE IX - AAAE REPRESENTATIVE**

A. One or more nominees shall be proposed by the Nominating Committee for election by the general membership to represent the Chapter as a candidate for office on the AAAE Nominating Committee, AAAE Board of Directors or other elected office of AAAE. Whenever possible, the Nominating Committee shall propose more than one name for each position. The Nominating Committee, when proposing nominees for Chapter representative on the AAAE Board of Directors or other elected office of AAAE, shall be mindful of the Chapter’s need to develop strong candidates to move through the chairs of AAAE, further the Chapter’s diversity efforts, and create opportunities for interested and eligible members. Such candidate, or candidates, as appropriate, shall be elected in conformance with Article VI, Section 4.b., covering Election
of Officers, at the Annual Winter Meeting of the Chapter held during the Airport Management Short Course, and those elected shall become candidates at the next election held by AAAE for the office, or offices, as appropriate.

B. When applicable, the President shall solicit interest from members and, in conjunction with the Chair of the Nominating Committee, propose to the Chapter’s Board of Directors the name of one qualified member to be confirmed as the Chapter’s recommendation for the AAAE Regional Board of Examiners.

ARTICLE X - CODE OF ETHICS, ENFORCEMENT

Section 1. A Code of Ethics shall be promulgated by the Board of Directors for guidance of the members of the Chapter in the conduct of their professional endeavors related to airport management and to the Chapter.

Section 2. Enforcement of the Code of Ethics, as adopted by the general membership, shall be a specific duty of the Board of Directors which shall take action after receiving a recommendation from the Ethics Committee. On a two-thirds (2/3) vote of the Board of Directors, at least seven (7) members concurring, an officer or a member of the Chapter may be suspended at any time for either an overt act or an omission to act which contravenes the Code of Ethics or which is considered highly detrimental to the Chapter.

Section 3. A member who has been suspended under this Article shall not be eligible for any class of membership in the Chapter for a period not to exceed five (5) years or until approved by a two-thirds (2/3) vote of the Board of Directors or the general membership at a regular meeting.

ARTICLE XI - COMMITTEES, MEMBERSHIP AND DUTIES

Section 1. The standing committees of the Chapter, their membership and their duties, shall be as follows:

a. Ethics Committee shall be chaired by the 1st Vice President. Members shall be Executive members appointed by the 1st Vice President and approved by the President. The committee shall investigate and report to the Board of Directors any breach or alleged breach of the Code of Ethics by any member of the Chapter which comes to the attention of the committee. The report of the investigation shall include a recommendation for action, if any, to be taken by the Board of Directors. Such investigation and report shall be held as CONFIDENTIAL by the committee until such time as appropriate action has been taken by the Board of Directors.

b. Nominating Committee

(1) The Nominating Committee shall be chaired by the Immediate Past President. Four additional Executive/ Executive Emeritus members
shall be elected by voice vote at the second meeting of the general membership during the Annual Summer Conference to serve on the committee for a period of one (1) year. The Committee will provide the membership with nominees for the applicable Officer positions as specified in Article VI, Section 3.- Nominations above.

(2) The Committee shall be mindful of the needs and purposes of the Chapter and provide for appropriate diversity in the makeup of the Board of Directors. The Board should also reflect the Chapter’s ethnic and minority participation in Chapter activities. Reasonable effort will be made to insure that the Board, as finally constituted, will have a range of representation relative to the size and type of the airports and geographical areas represented by members of the Chapter.

c. Summer Conference Committee shall be chaired by an Executive member appointed by the President. Committee membership shall be selected by the Conference Chairperson to satisfy conference development requirements. The committee shall be responsible for the planning and staging of the Chapter’s next succeeding Annual Summer Conference. The Executive Director shall serve as a permanent member of the committee and shall act as liaison between the committee and the Board of Directors.

d. Credentials Committee shall be chaired by a Director appointed by the President. All members shall be appointed by the Committee Chairperson and approved by the President and be “Certified Airport Executives”. The committee shall be responsible for professional development and professional certification in accordance with a program and standards approved and adopted by the Board of Directors upon recommendation of the committee. The committee shall examine the credentials of applicants for the designation of “Certified Airport Executive” (CAE) and shall make a recommendation for action on the application to the Board of Directors.

e. Historical Committee shall be chaired by the Executive Director. Members shall be appointed by the Executive Director and approved by the President and may be any class of membership. The committee shall be responsible for the development and maintenance of a historical record of Chapter officers, issues, activities, awards and other significant happenings.

f. Legislative Committee shall be chaired by an Executive member appointed by the President. A committee member shall be appointed by the President from each of the four principal states represented in the Chapter (Arizona, California, Nevada and Utah). The committee shall be responsible for providing the Executive Director with details of significant pending legislation in their respective states for publication in the newsletter.
In addition, the chairman shall advise the Board of Directors of any recommendation for action concerning any particular item of legislation on which the Chapter should adopt a position.

(1) The President, 1st Vice President and Chairperson of the Legislative Committee shall serve as an Ad-Hoc Committee to take action critical, pending legislative matters impacting the Chapter and requiring action prior to the next scheduled Board meeting. The Board members will be advised of such action as soon as possible and any such action taken shall be ratified by the Board at their next regular meeting.

g. Airport Management Short Course Committee (Winter meeting) shall be chaired by an Executive member appointed by the President. Committee membership shall be selected by the Chairperson to satisfy course development requirements. The committee shall be responsible for the planning, coordination and staging of the Chapter’s Annual Airport Management Short Course. The Executive Director shall serve as a permanent member of the committee and shall act as liaison between the committee and the Board of Directors.

h. Awards Committee shall be chaired by a Director appointed by the President. Membership shall consist of a minimum of three (3) Executive members appointed by the Committee Chairperson and approved by the President. The committee shall be responsible for developing criteria for nominations for, and selection of, the recipients to receive such awards as the “Airport Executive of the Year”, “Wanamaker Award”, “Scholarship Award”, “Aviation Excellence Award”, “Corporate Excellence Award”, “SWAAAE Award of Distinction” and any other special awards other than the “President’s Award”.

I. Time and Place Committee shall be chaired by the 1st Vice President. Members shall be Executive members appointed by the 1st Vice President and approved by the President. The committee shall be responsible to solicit proposals from prospects to host the Annual Summer Conference to be held the third year from the time of selection. All proposals received will be screened and the prospective hosts will be interviewed at the Annual Summer Conference. A site shall be selected by the committee and announced at the final meeting of the Annual Summer Conference during which the selection was made.

j. Resolutions Committee shall be chaired by an Executive member appointed by the President. Members shall be from any class of membership and shall be appointed by the Committee Chairperson and approved by the President. The committee shall be responsible to compose the official resolutions, expressing the sense and will of the Chapter, for presentation to individuals, corporations or governmental organizations. Such resolutions shall be composed utilizing facts and ideas transmitted
to the committee by the member(s) of the Chapter. Once prepared, the resolutions shall be submitted to the general membership for approval and adoption prior to being sent to the addressee by the Executive Director.

k. General Aviation Conference Committee shall be chaired by an Executive member appointed by the President. Committee membership shall be selected by the Chairperson to satisfy course development requirements. The committee shall be jointly responsible with AAAE for the planning, coordination, and staging of the AAAE/SWAAAE General Aviation Conference. The Executive Director shall serve as a permanent member of the committee and shall act as liaison between the committee and the Board of Directors.

l. Financial Committee shall be chaired by the 2nd Vice President. Two Board Directors shall be appointed by the 2nd Vice President and approved by the President as the other members of the committee. The committee shall oversee the financial operation of the Chapter, make recommendations to the Board on matters of new revenue and reduction of budget expenditures, conduct a yearly review of the performance of the Executive Director as pertains to contract and Constitution and By-Laws requirements, and perform a yearly review of Chapter financial operations, assets and liabilities.

Section 2. Special or Ad Hoc Committees may be appointed as deemed necessary by the President. Such committees shall terminate upon retirement from office of the appointing President unless a carryover appointment is made by the succeeding President.

Section 3. Executive Emeritus Members are eligible to serve as chairpersons or members of any committee the same as an Executive member.

ARTICLE XII - AMENDMENTS

The Constitution and By-Laws may be amended at any general or special meeting of the general membership providing a quorum is present and two-thirds (2/3) of the voting members present so approve; however, in no case will the Constitution and By-Laws be amended with less than twenty-five (25) affirmative votes of the general membership in attendance at the time. The Executive Director shall mail a copy of any proposed amendments to each voting member at least fifteen (15) days in advance of the meeting date at which a vote is to be taken.

ARTICLE XIII - POLICY DECISIONS

Policy decisions may be adopted by the Board of Directors or the general membership. Such decisions may expand, interpret and/or implement the intent and provisions of the Constitution and By-Laws. Such policy decisions shall
be numbered serially according to the time of adoption and shall be filed with the official minutes of the meetings of the Association and/or the Board of Directors. Policy Decisions will be reviewed annually at the Winter Conferences and will either be incorporated into the Constitution & By-Laws where applicable, or reaffirmed as a continuing policy by the General Membership. Policy decisions remaining in effect will be renumbered serially and identified with the year of reaffirmation.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

The Standard Code of Parliamentary Procedure, Third Edition, by Alice Sturgis shall be the parliamentary authority on all matters not covered specifically by the Constitution and By-Laws of the Chapter. The Executive Director shall serve as Parliamentarian for the Chapter.

This Constitution and By-Laws was approved by a vote of the General Membership on July 12, 1999 and it is effective as of that date.

______________________________  ______________________________
Robert D. Trimborn               Mark E. Witsoe
President                        Executive Director
POLICY DECISIONS

The SWAAAE Constitution and By-Laws provide for Policy Decisions to be reviewed annually at the Winter Conference. Policy decisions will either be incorporated into the Constitution and By-Laws where applicable, or reaffirmed as a continuing policy by the General Membership.

The follow Policy Decisions are recommended to be reaffirmed as continuing policies by the General Membership.

Policy Decision 00-1

The General Membership of the Association, on January 19, 2000, affirmed that the Association shall be insured against loss by the Executive Director in the amount of $50,000.00, plus or minus 500.00, and the cost of the crime policy shall be borne by the Chapter.

Policy Decision 00-2

The General Membership of the Chapter, on January 19, 2000, reaffirmed that the files and records of the Chapter be purged on the following basis by the Executive Director:

1. Routine correspondence and membership files to be removed and destroyed annually when at least three years old.
2. Financial records to be retained only as long as is required by state and federal laws relating to tax-exempt (non-profit) corporations.
3. Items of historical interest be retained until selectively approved by the Board for disposal.

Policy Decision 00-3

The General Membership of the Chapter, on January 19, 2000, reaffirmed a policy allowing the payment of one-half of the regular annual dues for new members whose applications are approved when less than one-half of the membership year remains.

Policy Decision 00-4

The General Membership of the Chapter, on January 19, 2000, reaffirmed that the following fee schedule should be charged for furnishing either a copy of the Chapter's mailing list or printed mailing labels:

- No charge for Chapter business
- Members - $50.00 for a commercial use
- Non-members - $200.00, regardless of intended use
Policy Decision 00-5

The General Membership of the Chapter, on January 19, 2000, reaffirmed the following amounts for initiation and dues for the respective classes of membership:

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<thead>
<tr>
<th>MEMBERSHIP CLASS</th>
<th>INITIATION FEE</th>
<th>DUES</th>
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<tbody>
<tr>
<td>Executive</td>
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<td>$70.00</td>
<td>7-1-94</td>
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<td>$70.00</td>
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<td>$85.00**</td>
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<tr>
<td>Honorary</td>
<td>No charge</td>
<td>No charge</td>
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** Include $5.00 Corporate Scholarship Fund Allocation.

Policy Decision 00-6

The General Membership of the Chapter, on January 19, 2000, reaffirmed the policy to award a stipend of $500.00 for Accredited Airport Executive (AAE) designation from the American Association of Airport Executive (AAAE). The AAAE Regional Examiner will provide the Executive Director with the names of successful AAE candidates and the monetary award will be presented at the next scheduled regular meeting of the General Membership. It is further stipulated that to be eligible to receive this stipend, the Chapter member shall have initiated and completed the AAE study program while a member of this Chapter.

Policy Decision 00-7

The General Membership of the Chapter, on January 19, 2000, reaffirmed the policy authorizing the Executive Director to take appropriate action such as providing flowers or charitable donations, in an amount not to exceed annual Executive membership dues, in the event of the death or serious illness of a member or spouse of a member. The Board of Directors for the Chapter, on April 16, 1999, amended the policy adding that when requested by an Executive member retiring from active airport management service and no longer discharging duties and responsibilities as and airport executive, the Executive Director may provide funds, in an amount not to exceed annual Executive membership dues, toward the retirement commemoration of said member.
Policy Decision 00-8

The General Membership of the Chapter, on January 19, 2000, reaffirmed a fee schedule for advertising in the Chapter Newsletter (Airports West). Business or individuals wishing to advertise in the newsletter will be charged the following fees, per issue, for business card or full page ads:

<table>
<thead>
<tr>
<th>Chapter Members</th>
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<tbody>
<tr>
<td>Business Card reproduction</td>
<td>$25.00 per issue</td>
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<td>Full page advertising</td>
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<table>
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<th>Non-Members</th>
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<tr>
<td>Business Card reproduction</td>
<td>$50.00 per issue</td>
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<tr>
<td>Full page advertising</td>
<td>$300.00 per issue</td>
</tr>
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</table>

** Half and quarter page ads may be prorated as determined by the Association Executive Director.

Policy Decision 00-9

The General Membership of the Chapter, on January 19, 2000, reaffirmed the policy that no more than two members from the same region (Northern California, Southern California or Arizona/Nevada) should be permitted to rotate into the presidential chairs at the time of election.

Policy Decision 00-10

The General Membership of the Chapter, on January 19, 2000, reaffirmed the policy that withdrawals from the Chapter's non-operating accounts or checks over $2,000 written from checking accounts shall be endorsed by the Executive Director and one Officer of the Chapter (ie., President, 1st Vice President, or 2nd Vice President) or two Officers of the Chapter.

Policy Decision 00-11

The General Membership of the Chapter, on January 19, 2000, reaffirmed the policy that an Executive Committee is hereby created to act for the Board of Directors in the approval of applications for membership, reclassifying or classifying members, to receive reports of any Standing or Ad Hoc Committee, or to act upon any business of the Chapter of an emergency nature or requiring prompt action of the Board. Said Committee shall consist of the President, Immediate Past-President, First Vice President, Second Vice President and any other Director appointed by the President. The Chapter's Executive Director shall be a non-voting member of the Executive Committee. Any three of said members constitutes a quorum of said Executive Committee. The Executive Committee, so acting, shall within ten days of such action, report in writing to the members of the Board of Directors the action of the Executive Committee.
MEMBERSHIP DIRECTORY KEY

All members of the Association have been listed in alphabetical order without regard to type of membership. Corporate members are listed by the representatives name in the Membership Directory and by Corporation/Company name in the Yellow Pages of the Corporate Directory.

The class of each membership is shown by the code following the member’s name, as follows:

(X)-Executive  (A)-Associate  (C)-Corporate

(H)-Honorary  (P)-Participating  (S)-Student

(R)-Retired  (E)-Executive Emeritus
(retired from airport management with honor from Association)

Members with the letters “CAE” following their names have achieved the status of “Certified Airport Executives”, as conferred by the Association in recognition of completion of stringent requirements concerning knowledge, experience and demonstrated ability to manage a public-use airport.

Members with the letters “AAE” following their names have been designated an “Accredited Airport Executive” by the American Association of Airport Executives, Inc.
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Phone: (530) 542-6180
Fax: (530) 544 6366
airport@ci.south-lake-tahoe.ca.us

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Owner
6125 King Road, Ste 201
Loomis CA 95650-8004
Phone: (916) 652-4725
Fax: (916) 652 9029
brandley@cwo.com
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<th>NAME</th>
<th>COMPANY NAME</th>
<th>Position</th>
<th>Address</th>
<th>City</th>
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<tr>
<td>Braswell, Jim</td>
<td>Minden-Tahoe Airport</td>
<td>Airport Manager</td>
<td>PO Box 218</td>
<td>Minden NV 89410</td>
<td></td>
<td>(775) 782-9871</td>
<td>(775) 782 9872</td>
<td><a href="mailto:mindentahoeairport@nanosecond.com">mindentahoeairport@nanosecond.com</a></td>
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<tr>
<td>Briscoe, Duke</td>
<td>San Francisco Intnl Airport</td>
<td>Deputy Director Opns</td>
<td>P. O. Box 8097</td>
<td>San Francisco CA 94128</td>
<td></td>
<td>(650) 794-5010</td>
<td>(650) 794 3953</td>
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<tr>
<td>Brown, Robert</td>
<td>Brown-Buntin Associates, Inc.</td>
<td>President</td>
<td>319 W. School Avenue</td>
<td>Visalia CA 93291</td>
<td></td>
<td>(559) 627-4923</td>
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<td>Bua, Don C.A.E.</td>
<td>Ukiah Municipal Airport</td>
<td>Airport Manager</td>
<td>1415 South State Street</td>
<td>Ukiah CA 95482</td>
<td></td>
<td>(707) 467-2817</td>
<td>(707) 467 2853</td>
<td><a href="mailto:donb@zapcom.net">donb@zapcom.net</a></td>
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<td>Bultman, Steven</td>
<td>Stantec Consulting Inc.</td>
<td>Associate</td>
<td>777 Campus Commons Rd Ste 200</td>
<td>Sacramento, CA 95825-8309</td>
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<td>(916) 565-7446</td>
<td>(916) 565-7452</td>
<td><a href="mailto:sbultman@stantec.com">sbultman@stantec.com</a></td>
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<td>Burg, Walter</td>
<td>Tucson Airport Authority</td>
<td>General Manager/CEO</td>
<td>7005 S. Plumer Ave.</td>
<td>Tucson AZ 85706</td>
<td></td>
<td>(520) 573-8100</td>
<td>(520) 573 8008</td>
<td><a href="mailto:waburg@azstarnet.com">waburg@azstarnet.com</a></td>
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<td>Burton, Steve</td>
<td>Ace Parking Management, Inc.</td>
<td>Executive VP</td>
<td>645 Ash Street</td>
<td>San Diego CA 92101-3211</td>
<td></td>
<td>(619) 233-6624</td>
<td>(619) 233 0741</td>
<td><a href="http://www.aceparking.com">www.aceparking.com</a></td>
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<td>Bywater, Murray</td>
<td>Aviation Consultant</td>
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<td>P.O. Box 7721</td>
<td>Moreno Valley CA 92553-7721</td>
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<td>Cagaanan, John S. C.A.E.</td>
<td>Aviation Consultant</td>
<td></td>
<td>18021 Mark Circle</td>
<td>Villa Park CA 92667</td>
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<td>(714) 998-8933</td>
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<td>Case, Bern E.</td>
<td>Jackson Co. Airport Authority</td>
<td>Airport Director</td>
<td>3650 Biddle Road, #13</td>
<td>Medford OR 97504</td>
<td></td>
<td>(541) 776-7222</td>
<td>(541) 776 7223</td>
<td><a href="mailto:casebe@air.co.jackson.or.us">casebe@air.co.jackson.or.us</a></td>
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<tr>
<td>Castaneda, Joan</td>
<td>Executive Emeritus</td>
<td></td>
<td>P.O. Box 3162</td>
<td>Friday Harbor WA 98250</td>
<td></td>
<td>(360) 378-2005</td>
<td></td>
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</tr>
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<td>Chaco, Paulson</td>
<td>Navajo Nation Transportation Dept.</td>
<td>Director</td>
<td>PO Box 4620</td>
<td>Window Rock AZ 86515-4620</td>
<td></td>
<td>(520) 871-6498</td>
<td>(520) 871 7987</td>
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<td>Chan, Ellsworth</td>
<td></td>
<td></td>
<td>1951 W. 233rd Street</td>
<td>Torrance CA 90501</td>
<td></td>
<td>(310) 297-1504</td>
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</table>
Chappell, Jim C.A.E. (X)
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Categories of products and services are listed alphabetically and within each category the names of the corporate members providing that product/service are listed alphabetically. The complete address and telephone number of Corporate Members are listed in the Yellow Pages in this section.

Members were given the opportunity to name the category(s) in which they wished their name to appear. Those firms which failed to state a preference were placed in the category which seemed best suited according to the material in their files in the Association office. However, the Association makes no representation as to the qualifications of individual members to deliver products and/or services in the categories listed.

AIR QUALITY ASSESSMENTS
Environmental Science Associates

AIRPORT / AVIATION CONSULTING
Aries Consultants, Ltd.
Associated Consultants in Transportation
Coffman Associates, Inc.
Cortright & Seibold
DMJM Aviation
Landrum & Brown
Shutt Moen Associates
Wadell Engineering Corporation

AIRPORT MASTER PLAN STUDIES
Aries Consultants, Ltd.
Coffman Associates, Inc.
Cortright & Seibold
DMJM Aviation
Kohlenberger Architects
Landrum & Brown
Wadell Engineering Corporation
ARCHITECTURE
DMJM Aviation
Kohlenberger Architects
Leo A. Daly

APPRAISALS AND RENTAL STUDIES
Bruce D. Greenberg, Inc.

AVIATION FUEL SYSTEM DESIGN
Cortright & Seibold
Wadell Engineering Corporation

AVIATION FUELS AND FUEL SERVICES
Air Petro Corporation
Valley Oil Company

BAGGAGE CARTS - PASSENGER
Smarte Carte, Inc.

BUSINESS PLANS
Aries Consultants, Ltd.

CARGO FACILITIES
Cargex Properties

COMMUNITY LIAISON / COMPATIBILITY
CommuniQuest

CONSTRUCTION PROGRAM / PROJECT MANAGEMENT
CH2MHill
DMJM Aviation
Parsons Brinckerhoff
Penfield & Smith
Wadell Engineering Corporation
ENGINEERING
Carl Walker, Inc.
Cortright & Seibold
Cyclone Surface Cleaning, Inc.
DMJM Aviation
Leo A. Daly
Penfield & Smith
Wadell Engineering Corporation

ENVIRONMENTAL SERVICES
Coffman Associates, Inc.
Cyclone Surface Cleaning, Inc.
CH2M Hill
Environmental Science Associates
Harris, Miller, Miller & Hanson, Inc.

ENVIRONMENTAL STUDIES / CONTROL
Aries Consultants, Ltd.
Cyclone Surface Cleaning, Inc.
DMJM Aviation
Environmental Science Associates
Wadell Engineering Corporation

EROSION CONTROL
California Paving Fabrics, Inc.

FAR PART 150 STUDIES / ALUC PLANS
Aries Consultants, Ltd.
Brown-Buntin Associates, Inc.
Coffman Associates, Inc.
DMJM Aviation
Environmental Science Associates
Harris, Miller, Miller & Hanson, Inc.
Wadell Engineering Corporation

FINANCIAL PLANNING / MANAGEMENT
Aries Consultants, Ltd.
Coffman Associates, Inc.
FLIGHT INFORMATION DISPLAY SYSTEMS
Terminal Systems International, Inc.

FREIGHT
Federal Express

GRANTS AND GRANT ADMINISTRATION
Wadell Engineering Corporation

HANGARS / BUILDINGS
DMJM Aviation
Erect-A- Tube, Inc.
Nunno Corporation
Wadell Engineering Corporation

HELICOPTER STUDIES
DMJM Aviation

HELIPORT PLANNING / DESIGN / PROCESSING
DMJM Aviation
Wadell Engineering Corporation

HUMAN RESOURCE DEVELOPMENT
Interactive Dynamic Solutions, Inc.

LEGAL SERVICES
Shaw, Pittman

LIGHTING DESIGN
Cortright & Seibold
Dinter Engineering
Wadell Engineering Corporation

NOISE MITIGATION MEASURES
Brown-Buntin Associates, Inc.
Coffman Associates, Inc.
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NOISE STUDIES / CONTROL
Brown-Buntin Associates, Inc.
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PARKING DESIGN
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PAVEMENT CONSULTING SERVICES
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PAVEMENT DESIGN / MATERIALS / TESTING
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PAVEMENT MAINTENANCE
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