

SWAAAE Board of Directors Meeting
Carmel AB Meeting Room, Hyatt Regency, Sacramento, CA
Friday, April 27, 2018 | 8:30 a.m. – 12:00 p.m.

Meeting Minutes

I. Call to Order, Roll Call, Review Agenda

- a. President Stout called the meeting to order at 8:31 a.m. after verifying the quorum.
Present: President Jon Stout, First Vice President Jonathan Hudson, Second Vice President Jennifer Maples, Immediate Past President Gary Mascaro, Director Kevin Bumen, Director Barney Helmick, Corporate Director Jeff Leonard, AAAE Director Scott Malta, Corporate Director Arpit Malaviya, Director Corinne Nystrom, Director Rod Propst, Director Judy Ross, Director Dean Schultz, Director Andy Swanson, Tracy Bartlett, TJ Chen, Bryant Garrett, Courtney Johnson, Kelly Moulton, Howard Paige
Remote: AAAE Director Danette Bewley, AAAE First Vice Chair Todd McNamee, John Pfeifer
Staff: Executive Director Cathy Herring
- b. First Vice President Hudson requested the fidelity report be moved to an action item.

II. Minutes of the Board of Directors Meeting held at the Monterey Plaza Hotel, Monterey, CA on January 28, 2018

- a. **ACTION:** Second Vice President Maples made a motion to approve the minutes with one amendment. Director Nystrom seconded the motion, which passed unanimously.

III. President's Report

- a. President Stout thanked Sacramento Airport for hosting the Board dinner.
- b. A recap of the March 2018 Chapter Officers meeting held at AAAE Headquarters was reported. Discussion at the meeting focused on chapter best practices.
- c. Todd McNamee moved from Second to First Vice Chair of AAAE. First Vice President Hudson was elected as a National Director of AAAE. AAAE Director Malta was elected for another two-year term. Bryant Francis was appointed to a four-year term on the AAAE Policy Review Committee.
- d. A discussion took place in regards to offering a complimentary one-year SWAAAE membership to new AAAE members from the southwest region. Discussion points included:
 - i. SWAAAE has 60% chapter membership/participation from National members; higher than other chapters.
 - ii. How to target new members and promote the benefits of SWAAAE.
- e. It was suggested to survey National members (who are not SWAAAE members) to determine why they do not belong to the chapter and to encourage them to attend conferences and become involved in SWAAAE.
- f. It was reported the Executive Committee is considering co-hosting a SWAAAE conference with AAAE.
- g. Director Helmick was appointed as Historical Committee Chair.
- h. Industry Issues and Positions
 - i. President Stout referenced the report included in the handout packet. He noted he will continue to promote the support of the chapter for local issues.
 - ii. A discussion took place on the responses to AOPA. AAAE First Vice Chair McNamee stated he will be participating on a call with AAAE on May 4, 2018 to discuss AOPA and will report back to the Board.

IV. Executive Director's Report

- a. Membership
 - i. Non-Executive Memberships
 - 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 10 non-Executive members for ratification.
ACTION: Second Vice President Maples a motion was made to ratify all non-Executive members. Director Nystrom seconded the motion, which passed unanimously.
 - ii. Executive Membership Applications
 - 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 15 Executive members for approval. A discussion took place regarding Rebecca Baer's application. It was reported she was expected to be leaving Norman Y. Mineta San Jose International Airport within the next few weeks. **ACTION:** Immediate Past President Mascaro made a motion to approve all Executive members. Director Helmick seconded the motion, which passed unanimously.
 - 2. President Stout noted new Executive member Brad Hagen will be appointed Legislative Committee Chair following the meeting.

- iii. Membership By Class Report
 1. Executive Director Herring referenced the additional report included in the handout packet which compared current membership totals to prior years. She reported a total of 571 members compared to 574 in 2017.
 2. Director Ross suggested the membership committee focus on recruiting student members to avoid a continuous decrease in Academic membership numbers. President Stout is to reach out to AAAE Academic Relations Committee Chair Trang to identify potential student members.
 - a. It was suggested SWAAAE promote member airport internship programs in SWAAAE alerts to engage students.

V. Financial Report

- a. 2017-18 Third Quarter Financial Reports
 - i. First Vice President Hudson referenced the reports included in the handout packet and noted there were not any unexpected expenses.
 - ii. Director Propst requested a cash flow report be included in future Board meeting packets.
- b. Fidelity Report
 - i. First Vice President Hudson referenced the reports included in the handout packet.
- c. 2018-19 Budget
 - i. First Vice President Hudson reported a proposed budget for the next fiscal year will be presented to the Board at a later time for an electronic vote of approval.

VI. Action Items

- a. Nominations
 - i. 2018-19 Board Slate
 1. Immediate Past President Mascaro presented the slate to the Board of Directors for approval and thanked the Nominating Committee for their efforts in soliciting candidates. **ACTION:** Second Vice President Maples made a motion to approve the slate as presented. Corporate Director Malaviya seconded the motion, which passed unanimously. First Vice President Hudson self-recused from the vote.
 2. Immediate Past President Mascaro thanked the members coming off the Board for their service and dedication to the chapter.
- b. Fidelity
 - i. A discussion took place regarding the current fidelity investment plan. **ACTION:** Corporate Director Malaviya made the motion to lock the current investment plan in for the next 12 to 18 months. Immediate Past President Mascaro seconded the motion, which passed unanimously.

VII. Informational Items

- a. 2018 Short Course Recap
 - i. Conference Vice-Chair Johnson referenced the report included in the handout packet and noted the conference returned \$27,182.46 back to the chapter.
- b. 2018 Summer Conference Update
 - i. Conference Vice-Chair Moulton reported the budget for the conference has been approved and the exhibit hall space will be reviewed by the committee following the meeting. Once the exhibit hall space is approved, the committee will start promoting sponsorship and exhibit opportunities and registration for the conference will officially launch.
 - ii. The conference agenda includes AAAE interviews, pre-conference student sessions, Board and Conference Committee dinner, Past President's golf tournament, the welcome reception at the California State Railroad Museum, sessions Monday and Tuesday, and an evening at the Sacramento Zoo.
 - iii. Immediate Past President Mascaro recommended booking diverse speakers and moderators from various airports in the southwest region to ensure all airports are represented.
- c. 2019 Short Course Update
 - i. Conference Chair Johnson reported Brett Godown will be Vice-Chair for the conference and Jorge Rubio will be leading the program committee.
- d. AAAE Academic Relations Committee
 - i. AAAE Academic Relations Committee Chair Trang was not present but provided a report included in the handout packet.
- e. AAAE Accreditation Update/Final Interview Workshops
 - i. BOE Representative Marmion was not present but provided a report included in the handout packet. It was reported the MOU with AAAE is waiting to be finalized; the goal is to have a core group of individuals assigned to conduct traveling final interview workshops.
- f. AAAE Chapter Diversity Task Force

- i. AAAE Chapter Diversity Task Force Chair Chen reported the committee's focus is on coordinating diverse conference speakers and sessions. First Vice President Hudson noted each diversity task force representative is responsible for representing two regions and reporting back to AAAE.
 - g. AAAE Corporate Committee
 - i. President Stout noted Jon Faucher serves as an Ex-Officio SWAAAE Board member per the bylaws and reports will be included in future Board packets.
 - h. AAAE Update
 - i. AAAE Director Malta referenced the executive summary report included in the handout packet and noted the various AAAE committees available to volunteer and participate in.
 - ii. It was reported Director Shultz was the new AAAE Operations, Safety, Planning, Emergency Management Committee Leaders Committee Chair.
 - iii. AAAE First Vice Chair McNamee reported FAA passed reauthorization bill.
 - iv. Kelly Campbell, Executive Director of Aviation at Lubbock Preston Smith International Airport, was elected as AAAE Secretary/Treasurer.
 - i. Awards
 - i. Committee Chair Nystrom reported call for award nominations were sent to SWAAAE members. The committee had not yet received any notifications but is expecting to receive a few before the June 29 deadline.
 - j. Bylaws, Policy Decisions and Procedures
 - i. Second Vice President Maples referenced the report included in the handout packet and noted as committees are consolidated; the procedure manual will be updated.
 - k. Credentials
 - i. Committee Chair Bumen reported no C.A.E. applications have been received since the last Board meeting.
 - l. Corporate Member Update
 - i. Corporate Director Malaviya referenced the report included in the handout packet and reported he will not be running for the Corporate Director position available on the 2018-19 SWAAAE Board of Directors. Malaviya thanked the Board; those in attendance thanked Malaviya for serving two, two-year terms.
 - ii. Corporate Director Leonard stated one of his goals is to continue to market the SWAAAE corporate scholarships available to members.
 - m. Ethics
 - i. First Vice President Hudson stated there was nothing to report.
 - n. Historical
 - i. Committee Chair Helmick stated there was nothing to report.
 - o. Legislative
 - i. Committee Chair Pfeifer referenced the report included in the handout packet. A discussion took place regarding the AB 427 bill being assigned to local government. Hearing will be on May 7, 2018. SWAAAE to submit a revised letter of support.
 - ii. Discussions took place regarding bill 3119 and AB2873.
 - p. Membership
 - i. Membership Committee Chair Propst stated there was nothing to report and thanked the SWAAAE staff and Board of Directors for their support.
 - q. Resolutions and Recognition
 - i. Committee Chair Brown was not in attendance and did not provide a report prior to the meeting.
 - r. Scholarships
 - i. Committee Chair Johnson referenced the report included in the handout packet and a discussion took place regarding the proposed changes to scholarship requirements. It was suggested to create a payment policy for scholarship payments.
 - s. Technology
 - i. Committee Chair Peterson was not in attendance and did not provide a report prior to the meeting.
 - t. Time and Place
 - i. First Vice President Hudson referenced the report included in the handout packet and stated the October Board meeting will take place in Scottsdale, Arizona, hosted by Scottsdale Airport.
 - ii. The annual summer conference rotation will change in 2020 in order to allow the outgoing President to host in their region.

VIII. Director Comments

- a. None.

IX. Member Comments

- a. None.

X. Adjourn

- a. **ACTION:** First Vice President Hudson made a motion to adjourn the meeting at 11:15 a.m. Second Vice President Maples seconded the motion, which passed unanimously.

Respectfully submitted by: Cathy Herring, SWAAAE Executive Director