

SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
General Membership Meeting
Cypress Ballroom, Monterey Plaza Hotel, Monterey, CA
12:00 p.m. Tuesday, January 30, 2018

MEETING MINUTES

1. Call to Order and Verification of Quorum

- a. President Stout called the meeting to order at 12:48 p.m. after a count confirmed a quorum of both Executive and Corporate members were present.

2. Accept Minutes from the General Membership Meeting held on July 25, 2017 at the Newport Beach Marriott in Newport Beach, CA.

- a. **ACTION:** AAAE Director Malta made a motion to approve the July 25 meeting minutes. Keating seconded the motion, which passed unanimously.

3. President's Report

- a. President Stout welcomed members and thanked conference sponsors. The Board has been focused on the goals set at the last general membership, especially succession planning. President Stout encouraged members to volunteer on the various SWAAAE committees available and noted sign-up sheets were including in attendee welcome bags.
- b. President Stout reported on the status of CA bill 427. Legislative Committee Chair Bannon resigned; the Board is looking to appoint a replacement from Arizona.
- c. First Vice President Hudson is running for a self-nominating AAAE position. Elections will be held in April 2018.

4. Election of Representatives to AAAE Positions

- a. Immediate Past President Mascaro announced Barry Rondinella was appointed as SWAAAE's AAAE Nominating Committee Representative.
- b. Candidates for the AAAE Director position addressed the audience as ballots were disbursed to Executive and Executive Emeritus members.
- c. 2018-19 Board Elections will take place in conjunction with the 2018 Summer Conference. The positions up for election are Second Vice President, Corporate Director, Arizona Director, one Northern California Director and one Southern California Director.

5. Executive Director's Report

- a. Membership Report
 - i. Executive Director Herring referenced the report included in the handout packet and reported a total of 531 members, 209 total individuals in Airport Group memberships and 54 total individuals in Corporate Group memberships.

6. 2nd Quarter Financial Report

- a. First Vice President Hudson referenced the reports included in the handout packet and reported there was no significant increase in expense or income; financials were consistent with the fiscal year budget.
- b. First Vice President Hudson referenced the fidelity report included in the handout packet and noted the Executive Committee was looking into other investment options.

7. By-law Amendments

- a. Second Vice President Maples referenced the report included in the handout packet which summarized the proposed amendments which included succession planning language, representation at the national level and minor corrections to the governing documents to improve consistency. **ACTION:** Past President Shiner made a motion to

approve all bylaw amendments as presented. Rubio seconded the motion, which passed unanimously.

8. Policy Decisions

- a. Second Vice President Maples referenced the revised Policy Decisions included in the handout packet, including the additional of the new policy decision to support the technology committee chair and co-chair at future SWAAAE conferences. **ACTION:** AAAE Director Malta made a motion to reaffirm all Policy Decisions as presented. Witsoe seconded the motion, which passed unanimously.

9. Committee Reports

- a. 2018 Short Course Update
 - i. Conference Committee Chair Shankland reported a total of almost 200 conference attendees and thanked all conference sponsors, exhibitors and committee members.
- b. 2018 Summer Conference Update
 - i. Conference Chair Chen reported the Summer Conference will take place July 22 – 25 at the Hyatt Regency Sacramento. Chen encouraged those in attendance to stop by their exhibit table and volunteer for the planning committee.
- c. AAAE Academic Relations Committee
 - i. Committee Chair Trang was not in attendance and did not provide a report prior to the meeting. President Stout noted the committee is focused on increasing student participation at conferences. Moran encouraged those in attendance to participate in the student presentation session at the conference and thanked Castagna for sponsoring the student lunch and reassuring academic involvement.
- d. AAAE Accreditation Update/Final Interview Workshops
 - i. BOE Representative Marmion referenced the report included in the handout packet and noted there were eight participants in Saturday's final interview workshop and one newly accredited member.
- e. AAAE Chapter Diversity Task Force
 - i. Committee Chair Chen reported the committee was recruiting student volunteer to increase participation and focus on succession planning.
- f. AAAE Update
 - i. AAAE Directors Bewley and Malta referenced the report included in the handout packet and encouraged members to volunteer to serve on AAAE committees.
- g. Awards
 - i. Committee Chair Nystrom reported a committee is in place to review nominations submitted for the 2018 awards. President Stout encouraged those in attendance to nominate their peers. Nomination information will be included in future SWAAAE Alerts.
- h. Corporate Member Update
 - i. Corporate Director Malaviya promoted the Corporate Award of Excellence and noted Quick will be the sponsorship chair for the 2018 Summer Conference.
 - ii. Corporate Director Malaviya's position on the Board is up for election in July, 2018. The position is a two-year term.
- i. Credentials
 - i. Committee Chair Bumen thanked committee members for reviewing all C.A.E. applications received and noted approved applicants will be awarded at the banquet.
- j. Ethics
 - i. First Vice President Hudson stated there was nothing to report.

- k. Historical
 - i. Committee Chair Ahearn was not in attendance and did not provide a report prior to the meeting.
- l. Legislative
 - i. Committee Chair Bannon was not in attendance but did provide a report included in the handout packet. President Stout noted SWAAAE submitted a letter of support for CA bill 427.
- m. Membership
 - i. Committee Chair Propst stated there was nothing to report.
- n. Policies and Procedures
 - i. Second Vice President Maples reported the procedures manual will be updated once committee changes are complete.
- o. Resolutions and Recognition
 - i. Committee Chair Brown encouraged members and Board members to submit requests for recognition. Letters were signed and will be distributed for those involved in the 2018 Winter Conference (hotel, committee members, sponsors etc.).
- p. Scholarships
 - i. Committee Chair Johnson referenced the report included in the handout packet and noted scholarship recipients will be awarded during the banquet.
- q. Technology
 - i. Technology Committee Chair Peterson thanked the Board for the additional support of technology committee members at conferences.
- r. Time and Place
 - i. First Vice President Hudson reported the next Board of Directors meeting will take place in Sacramento, California in April, 2018.
 - ii. Sacramento will host the 2018 Summer Conference.
 - iii. The 2019 Summer Conference will take place July 28 – 31 at Loews Ventana Canyon in Tucson, AZ.

10. Announce Results of Election

- a. Immediate Past President Mascaro introduced Scott Malta as the chapter's AAAE Director.

11. Adjourn

- a. **ACTION:** Brown made a motion to adjourn the meeting at 1:24 p.m. Shankland seconded the motion, which passed unanimously.

Respectfully submitted by: Cathy Herring, SWAAAE Executive Director