

**SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**  
**General Membership Meeting**  
**Regency ABC | Hyatt Regency Sacramento**  
**Tuesday, July 24, 2018**

**MEETING MINUTES - DRAFT**

1. Call to Order and Verification of Quorum
  - a. President Stout called the meeting to order at 12:32 p.m. after a count confirmed a quorum of both Executive and Corporate members were present.
2. Accept Minutes from the General Membership Meeting held on January 30, 2018 at the Monterey Plaza Hotel in Monterey, CA
  - a. **ACTION:** Gladys Brown made a motion to approve the January 30 meeting minutes. The motion was seconded, which passed unanimously.
3. President's Report
  - a. President Stout reported SWAAAE submitted a letter of support for CA bill AB-427 and is keeping a close eye on the ground transportation proposal. SWAAAE is also watching the Turo airport car rental company and will provide support as necessary.
4. Election of 2018-19 Officers and Directors
  - a. Immediate Past President Mascaro invited each candidate to address the audience, after which Mascaro facilitated the election of association Officers and Directors for 2018-19. Results were to be announced at the President's Banquet.
5. Executive Director's Report
  - a. Executive Director Herring referenced the report included in the handout packet and reported a current total of 596 members compared to 579 members the same time last year. It was noted memberships expired July 1, 2018 and renewal notices were sent electronically. Non-renewed memberships are set to expire September 1, 2018.
6. FY 2017-18 Financial Report
  - a. First Vice President Hudson referenced the reports included in the handout packet and noted overall, the association came in over budget on income and under the budget on expenses in 2017-18.
  - b. Fidelity Report
    - i. First Vice President Hudson reported the funds will be withdrawn from Fidelity until the Board makes a decision on a future investment strategy.
7. 2018-19 Budget
  - a. First Vice President Hudson referenced the budget included in the handout packet for approval and noted the budget was drafted with the intent to decrease association expenses and increase conference income. **ACTION:** Joe Husband made a motion to approve the budget as presented. Gladys Brown seconded the motion, which passed unanimously.
8. Committee Reports
  - a. 2018 Summer Conference Update
    - i. Conference Committee Vice Chair Chen thanked the committee for their efforts planning a successful conference, as well as all conference sponsors and exhibitors for their support.

- b. 2019 Short Course Update
  - i. Conference Committee Chair Johnson encouraged those interested in volunteering to serve on the conference committee to attend the planning meeting on Wednesday, July 25.
- c. AAAE Academic Relations Committee
  - i. Committee Chair Trang reported SWAAAE and AAAE are supporting a co-funded internship program and encouraged airports offering internship programs to participate.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. Second Vice President Maples reported two successful candidates were recently accredited.
  - ii. AAAE is looking to modernize the final interview workshop; next workshop is set to take place on Saturday, September 15 at the AAAE National Airports Conference.
- e. AAAE Chapter Diversity Task Force
  - i. Committee Chair Chen reported the first SWAAAE Diversity Speaker Series was a great success. The event, hosted by Cal State LA, included panelists Charlene Waters, Business Enterprise Program Administrator at Los Angeles World Airports and Welton Trang, Airport Operations Officer at John Wayne Airport.
- f. AAAE Corporate Committee
  - i. AAAE Corporate Committee Representative Faucher stated there were no updates to report since the last meeting.
- g. AAAE Update
  - i. AAAE Director Bewley reported it was a pleasure to serve SWAAAE on the National level and encouraged members to reach out to any AAAE Director if they have questions, comments or concerns.
  - ii. AAAE Director Malta reported Dean Schultz was appointed as the chair of the largest AAAE Committee; Operations, Safety, Planning, Emergency Management.
  - iii. SWAAAE representation at the National level includes Jonathan Hudson, National Director, Jon Faucher, Corporate Director, Danette Bewley, Chapter Director, Scott Malta, Chapter Director, Barry Rondinella, Nominating Committee, Jim Bennett, Policy Review Committee and Todd McNamee, First Vice Chair
- h. Awards
  - i. Committee Chair Nystrom reported award winners will be announced during the President's Banquet and noted if the individual a member nominated did not win, they can be nominated again for next year's awards.
- i. Bylaws, Policy Decisions and Procedures
  - i. Second Vice President Maples reported committees will be combined and the chairs of the new committees will be announced during the President's Banquet.
- j. Corporate Member Update
  - i. Corporate Director Leonard reported the Corporate Member Meeting was well attended and a lot of positive feedback was provided. Leonard encouraged Corporate members to apply for the Corporate scholarships available through the Chapter
  - ii. Corporate Director Malaviya expressed gratitude for serving two terms on the SWAAAE Board of Directors.
- k. Credentials
  - i. Credentials Committee Chair Bumen reported no C.A.E. applications have been received since the last meeting.
- l. Ethics
  - i. First Vice President Hudson stated there was nothing to report.

- m. Historical
  - i. Committee Chair Helmick referenced the report included in the handout packet and reported the historical files stored at SWAAAE Headquarters will be reviewed before the next meeting.
- n. Legislative
  - i. Committee Chair Hagen referenced the report included in the handout packet and thanked the committee members for their contributions to the report.
- o. Membership
  - i. Committee Chair Propst stated there was nothing in addition to the Executive Directors report to note.
- p. Resolutions and Recognition
  - i. Committee Chair Brown encouraged members to submit requests for acknowledgement for those who volunteered on various committees and/or accomplishments in the industry.
- q. Scholarships
  - i. Committee Chair Johnson reported scholarship recipients will be awarded during the President's Banquet.
- r. Technology
  - i. Committee Chair Peterson reported the streaming technology is getting more efficient; over 80 participants live streamed the summer conference. Peterson thanked the AV volunteers for their assistance.
- s. Time and Place
  - i. First Vice President Hudson reported the next SWAAAE Board of Directors meeting will take place in Scottsdale, Arizona on October 19 and encouraged members to attend. The following dates were reported:
    1. Winter Board of Directors Meeting: January 27 2019
    2. 59<sup>th</sup> Annual Airport Management Short Course Conference: January 27 – 30, 2019
    3. Spring Board of Directors Meeting: April, 2019
    4. Summer Board of Directors Meeting: July 27, 2019
    5. 73<sup>rd</sup> Annual Summer Conference: July 28-31, 2019

9. Director Comments

- a. First Vice President Hudson thanked President Stout for serving as President.

10. Adjourn

- a. **ACTION:** A motion was made to adjourn the meeting at 1:26 p.m. The motion was seconded, which passed unanimously.

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