

**SWAAAE Board of Directors Meeting**  
**Golden State AB Meeting Room, Hyatt Regency, Sacramento, CA**  
**Saturday, July 21, 2018 | 1:00 – 5:00 p.m.**

**Meeting Minutes**

**I. Call to Order, Roll Call, Review Agenda**

- a. President Stout called the meeting to order at 1:19 p.m. after verifying the quorum.  
**Present:** President Jon Stout, First Vice President Jonathan Hudson, Second Vice President Jennifer Maples, Immediate Past President Gary Mascaro, AAAE Director Danette Bewley, Director Kevin Bumen, AAAE Corporate Committee Representative Jon Faucher, Director Barney Helmick, Corporate Director Jeff Leonard, AAAE Director Scott Malta, BOE Representative Nyle Marmion, Director Rod Propst, AAAE Nominating Committee Representative Barry Rondinella, Director Judy Ross, Director Dean Schultz, Director Andy Swanson, Gladys Brown, TJ Chen, Bryant Garrett, Courtney Johnson, Kelly Moulton, Eric Peterson, Welton Trang  
**Remote:** Corporate Director Arpit Malaviya, Director Corinne Nystrom  
**Staff:** Executive Director Cathy Herring

**II. Minutes of the Board of Directors Meeting held at the Hyatt Regency in Sacramento, CA on April 27, 2018**

- a. **ACTION:** Director Schultz made a motion to approve the minutes with presented amendments. Director Bumen seconded the motion, which passed unanimously.

**III. President's Report**

- a. President Stout thanked members for serving on the 2017-18 SWAAAE Board of Directors and thanked Sacramento Airport for hosting the 2018 Summer Conference.
- b. President Stout gave a presentation on the benefits of SWAAAE membership at the 2018 FAA Conference.
- c. Industry Issues and Positions
  - i. SWAAAE submitted a letter of support for AB 427. A discussion took place on TURO; no action required at that time.

**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 16 non-Executive members for ratification. A discussion took place on Associate vs. Executive membership qualifications.  
**ACTION:** Director Ross a motion was made to ratify all non-Executive members with the exception of Barbara Aspernelson and Julia Wolter as both qualify for Executive membership. First Vice President Hudson 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 34 Executive members for approval. **ACTION:** Director Schultz made a motion to approve all Executive members as presented, as well as Barbara Aspernelson and Julia Wolter as Executive members. Director Bumen seconded the motion, which passed unanimously.
  - 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 596 members compared to 579 in 2017.
    - 2. It was noted benefits for lapsed members will be suspended if not renewed by Sept. 1, 2018.

**V. Financial Report**

- a. 2017-18 Year-End Financial Reports
  - i. First Vice President Hudson referenced the reports included in the handout packet and noted expenses for the 2018 Summer Conference will be recorded in the next fiscal year.
- b. Fidelity Report
  - i. First Vice President Hudson referenced the report included in the handout packet and noted the account experienced a gain of \$582.65, resulting in a 0.69% ROI in the fourth quarter of FY 2017-18. Money will be withdrawn from Fidelity until the Board makes a decision on a future investment strategy.

- c. 2018-19 Budget
  - i. First Vice President Hudson referenced the budget included in the handout packet which was approved by the Board electronically prior to the meeting. The draft budget will be presented to the general membership on Tuesday, July 24 for approval.

## VI. Informational Items

- a. 2018 Summer Conference Update
  - i. Conference Vice-Chair Chen thanked SWAAAE for the opportunity to host the 2018 Summer Conference and thanked all volunteers for serving on the planning committee.
- b. 2019 Short Course Update
  - i. Conference Chair Johnson reported key committee members are in place and the first conference committee call will take place mid-August where a logo will be presented for approval.
- c. AAAE Academic Relations Committee
  - i. AAAE Academic Relations Committee Chair Trang discussed the co-funded AAAE internship program. First Vice President Hudson noted funds were allocated in the budget to support the SWAAAE young professionals program.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. BOE Representative Marmion referenced the report included in the handout packet and noted as of March 31, 2018 there were 476 active A.A.E.s and 1,838 active C.M.s nationwide. The goal is to get to 500 active A.A.E.s.
  - ii. Two candidates are sitting for their final interview during the 2018 SWAAAE Summer Conference; the most recent accreditation from the last Board meeting was Corey Schultheis from LAX.
  - iii. It was reported there is an at-large vacancy on the Board of Examiners. SWAAAE is to solicit for the position in upcoming SWAAAE alerts.
- e. AAAE Chapter Diversity Task Force
  - i. AAAE Chapter Diversity Task Force Chair Chen stated there was nothing to report.
- f. AAAE Corporate Committee Report
  - i. AAAE Corporate Committee Representative Faucher stated there were no updates to report since the last meeting.
- g. AAAE Update
  - i. AAAE Director Malta referenced the report included in the handout packet. A discussion took place on Justin Towles replacement within AAAE. AAAE Director Bewley noted the recent staff assignment changes which will be included in the next Board report.
  - ii. A discussion took place regarding AAAE's International Conference Scholarship Program.
  - iii. First Vice President Hudson thanked the Board of their support in the self-nominating National Director position he was recently elected to for AAAE.
- h. Awards
  - i. Committee Chair Nystrom referenced the report included in the handout packet and noted awards will be presented during the President's Banquet on Tuesday, July 24.
- i. Bylaws, Policy Decisions and Procedures
  - i. Second Vice President Maples reported the procedures manual will be updated after the 2018 Summer Conference and committees will be combined as approved by the Board.
- j. Corporate Member Update
  - i. Corporate Director Leonard thanked Corporate Director Malaviya for his dedication to SWAAAE and contributions while serving on the Board of Directors for two terms. Corporate Director Malaviya thanked the Board for his time.
  - ii. Corporate Director Leonard referenced the report included in the handout packet and noted he will continue to promote scholarship and award opportunities available to Corporate members.
- k. Credentials
  - i. Credentials Committee Chair Bumen reported no C.A.E. applications have been received since the last Board meeting. The program will be marketed through the 2018 Summer Conference and at future events.
- l. Ethics
  - i. First Vice President Hudson stated there was nothing to report.
- m. Historical
  - i. Historical Committee Chair Helmick referenced the report included in the handout packet. A discussion took place on continuing to digitalize historical documents and adding them to the current library on SWAAAE's website.
- n. Legislative
  - i. Legislative Committee Chair Hagen was not present but did provide a report included in the handout packet. A discussion took place on current legislative issues, including the pilot shortage.
- o. Membership

- i. Membership Committee Chair Propst stated there was nothing to report and thanked the SWAAAE staff and Board of Directors for their support as his term on the Board comes to an end.
- p. Nominations
  - i. Immediate Past President Mascaro reported elections will take during the general membership meeting on Tuesday, July 24. Election results will be announced during the President's Banquet Tuesday evening.
- j. Resolutions and Recognition
  - i. Resolutions and Recognition Committee Chair Brown encouraged those in attendance to submit requests for acknowledge for those who volunteered on various committees.
- k. Scholarships
  - i. Scholarship Committee Chair Johnson referenced the report included in the handout packet and reported a total of five awarded scholarship recipients. The goal of the committee is to increase awareness of the program and continue to encourage members to apply.
- l. Technology
  - i. Technology Committee Chair Peterson stated there was nothing to report as all technology was current and running smoothly.
- m. Time and Place
  - i. First Vice President Hudson referenced the report included in the handout packet and reporting the following upcoming events:
    1. Fall Board of Directors meeting, Scottsdale, AZ, Oct. 19, 2018
    2. Winter Board of Directors meeting, Monterey, CA, Jan. 27, 2019
    3. California Aviation Day, April 3, 2019

**VIII. Director Comments**

- a. It was reported Gary Cathey is no longer the Chief, Division of Aeronautics, at Caltrans.
- b. First Vice President Hudson thanked President Stout for his service as 2017-18 SWAAAE President.
- c. A discussion took place regarding the Regional Air Service Alliance published by State and Delta Airports.
- d. Director Helmick encouraged those in attendance to follow the conquistadors for the future of airports.

**IX. Member Comments**

- a. None.

**X. Adjourn**

- a. **ACTION:** Second Vice President Maples made a motion to adjourn the meeting at 3:00 p.m. Director Helmick seconded the motion, which passed unanimously.

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