

Southwest Chapter of the American Association of Airport Executives 2023-2024 Policy Decisions

The SWAAAE Constitution and Bylaws provide for Policy Decisions to be reviewed annually at the Winter Conference. The General Membership will either incorporate Policy Decisions into the Constitution and Bylaws, where applicable, or reaffirm them as continuing policy.

During the General Membership meeting held on January 24, 2023, the General Membership reviewed, deleted, affirmed or reaffirmed the following Policy Decisions.

Policy Decision 23-01 – Fee Schedule for Membership and Event Attendee Lists

The General Membership of the Chapter, on January 24, 2023, reaffirmed that the following fee schedule should be charged for furnishing either a printed copy of the Chapter’s mailing list or an advance copy of the registration list for a Chapter event or printed mailing labels:

No Charge for Chapter Business
Members - \$50.00 for a commercial use

Policy Decision 23-02 – Membership Dues

The General Membership of the Chapter, on January 24, 2023, reaffirmed the following amounts for dues for the respective classes of membership:

CLASS	DUES	EFFECTIVE
Executive	\$95.00	7-1-17
Associate	\$95.00	7-1-17
Corporate	\$130.00	7-1-17
Academic	\$15	10-17-14
Executive Emeritus	No Charge	
Honorary	No Charge	

Policy Decision 23-03– Cash Reserve Fund Balance Requirement

The General Membership of the Chapter, on January 24, 2023, reaffirmed a policy that in the best interest of the Chapter, the Board should maintain a cash reserve fund balance of not less than 50% of the rolling three-year annual average of actual total expenses, or \$100,000, whichever is greater for any fiscal year. Maintaining such a balance will sufficiently avoid cutback in services if unexpected shortfalls or increased association demands occur during the fiscal year.

Policy Decision 23-04 – Broadcast Electronic Mail (E-mail) Service Policy

The General Membership of the Chapter, on January 24, 2023, reaffirmed that a broadcast e-mail service for purposes of reaching a majority of the membership shall be made available to the membership. No fee shall be charged for submissions regarding Chapter business, airport-related press releases, aviation news, open position announcement, RFPs, and RFQs. A \$200 access fee

per broadcast shall be charged for submission of advertising messages. All messages submitted for broadcast e-mail distribution shall: not exceed 750 characters, be reviewed by the Information Services Committee if so requested by the Executive Director, and be distributed via regularly scheduled broadcast e-mail.

Policy Decision 23-05 – Stipend for Newly Accredited Airport Executives (A.A.E.)

The General Membership of the Chapter, on January 24, 2023, reaffirmed the policy to award a stipend of \$500 for Accredited Airport Executives (A.A.E.) designation from the American Association of Airport Executives (AAAE). The AAAE Regional Examiner will provide the Executive Director with the names of successful A.A.E. 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 been a member of the Chapter in good standing for a minimum of 24 months, or as recommended by the credentials committee and approved by the Board, prior to completing the A.A.E. program.

Policy Decision 23-06 – Airport Group Membership Discount Program

The General Membership of the Chapter, on January 24, 2023, reaffirmed that a group discount shall be offered to any airport agreeing to participate in the group discount program. For a single fee of \$950, the participating airport may enroll up to 20 employees as Executive and Associate members, provided each prospective member submits the appropriate membership application. The participating airport will receive a single invoice for \$950 annually. Additional Executive and Associate members may be enrolled at a reduced membership fee of \$47.50 per member.

Policy Decision 23-07 – Refund Policy for Canceled Registrations to Chapter Events

The General Membership of the Chapter, on January 24, 2023, reaffirmed that individuals registered for a Chapter event are eligible for a full refund if their registration is cancelled more than 21 days in advance of the start date of the event. Cancellations made 21 days or less than the start date of the event are eligible for a refund less 30% of all fees paid, not to exceed \$150 administrative processing fee. The Conference Chair has the ability to review specific cases and the discretion to issue a full refund depending on the associated extraordinary circumstances.

Policy Decision 23-08 – Travel Stipend Availability for SWAAAE Leadership

The General Membership of the Chapter, on January 24, 2023, reaffirmed a policy that annually the SWAAAE Board will include a designated amount in the budget to support the attendance of SWAAAE Officers, AAAE Representatives for the Chapter, or AAAE Board of Directors that are members of this Chapter at AAAE and/or state airport management association functions as a representative of the Chapter. Chapter funds should be requested only after an individual has determined that funds are not available from his/her employer, from a stipend from AAAE or from any other appropriate source. To request financial support from the Chapter, the individual should submit a request in writing to the Executive Committee for approval. Financial support provided by the Chapter may only be used to defray the cost of conference registration, lodging, and/or travel associated with conferences/meetings where attendance by the individual benefits the Chapter.

Policy Decision 23-09 – Conference Registration Fees for Executive Emeritus Members

The General Membership of the Chapter, on January 24, 2023, reaffirmed that Executive Emeritus members shall be charged 50% of the Winter and Summer Conference Registration Fees.

Executive Emeritus members shall be charged 100% of any other related conference fees at the Winter or Summer Conference.

Policy Decision 23-10 – Corporate Group Membership Discount Program

The General Membership of the Chapter, on January 24, 2023, reaffirmed that a group discount is offered to any eligible corporation agreeing to participate in the group discount program. For a single fee of \$330, the participating corporation may enroll up to three employees as Corporate members, provided each prospective member submits the appropriate membership application and only one of said members be granted voting rights. The participating corporation will receive a single invoice for \$330 annually. Additional Corporate Members may be enrolled at a reduced membership fee of \$82.50 per member.

Policy Decision 23-11 – SWAAAE and Diversity, Equity, and Inclusion

The General Membership of the Chapter, on January 24, 2023, affirmed a policy that encourages all Officers, Directors, and Committee Chairs to strive for diversity, equity, and inclusion in the makeup of committee leadership and membership, and to actively support and encourage chapter succession planning through these efforts. SWAAAE values diversity, equity, and inclusion not only in race, color, creed, ethnic background, religion, political party, age, gender or disability, but also as it relates to educational background, career level, employment classification and organizational size.

Policy Decision 23-12 – Distribution of Roster of Attendees to Sponsors and Exhibitors

The General Membership of the Chapter, on January 24, 2023, reaffirmed a policy that provided authorization to distribute electronically copies of conference attendee contact information (Roster of Attendees) to sponsors and exhibitors in accordance with the published sponsor benefits as approved by the Conference Chair. Attendee contact information is currently provided to all attendees, sponsors, and exhibitors, and distribution of this information electronically is a matter of convenience to the sponsors and exhibitors who compile this information into their databases. Authorized electronic file formats include but may not be limited to MS Word, MS Excel, PDF, etc.

Policy Decision 23-13 – Approved Honorary Membership List

The General Membership of the Chapter, on January 24, 2023, reaffirmed those individual positions recommended by the Board of Directors as Honorary Members. Those who currently hold a position included on the approved list of honorary members and are not current members will be considered for honorary membership, if their employer and/or association allows them to accept honorary membership with a perceived monetary value, i.e., waiver of dues. If they are unable to accept honorary membership, they will be placed on the SWAAAE mailing list for the membership year. Current members who hold a position included on this list will remain in their

current membership category and are expected to pay dues as normal to retain voting privileges. Those recommended positions are as follows:

- Division Manager, FAA Western-Pacific Region
- Aeronautics Group Manager, Multimodal Planning Division, Arizona DOT
- Chief, Division of Aeronautics, California DOT
- Manager, Aviation/Rail Program, Nevada DOT
- Chairman, AAAE Board of Directors
- President, AAAE
- President, Arizona Airports Association (AzAA)
- President, Association of California Airports (ACA)
- President, California Airports Council (CAC)
- President, Nevada Airports Association (NvAA)
- 1st Vice-President, Arizona Airports Association (AzAA)
- Vice-President, Association of California Airports (ACA)
- Vice-President, California Airports Council (CAC)
- President-Elect, Nevada Airports Association (NvAA)
- Senior Executive Vice President, AAAE
- Manager, San Francisco ADO
- Manager, Honolulu ADO
- Manager, Los Angeles ADO
- Manager, Phoenix ADO
- TSA Region 6 Area Director

Policy Decision 23-14 – Adherence to AAAE’s Code of Ethics

The General Membership of the Chapter, on January 24, 2023, reaffirmed that this Chapter will use AAAE’s Code of Ethics, as amended from time to time.

Policy Decision 23-15 – Investment Authority of the Executive Committee

The General Membership of the Chapter, on January 24, 2023, reaffirmed that authorizes the Executive Committee to make decisions regarding the investment of surplus funds and act upon those decisions without additional approval by the full Board of Directors, as long as the following criteria are met: 1) the portfolio of all invested cash may be comprised of one or more managed and diversified funds (mutual funds), 2) not more than 30 percent of the portfolio is invested in equity securities, and 3) no single stock or single stock group investments are allowed. Traditional low-risk investments, such as interest-bearing accounts, CDs, bonds, money markets, Index funds, or any combination thereof are also authorized to be made by the Executive Committee and shall be reported to the Board of Directors.

Policy Decision 23-16 – Board Approved Programs

The General Membership of the Chapter, on January 24, 2023, reaffirmed that the Board of Directors, with a majority vote by the Board, is authorized to make decisions on what the allocated budget for Board Approved Programs can be used for during that fiscal year.

Policy Decision 23-17 – Conference and Travel Expenses for the Zebra Zero Zero Visual and Audio Production Committee

The General Membership of the Chapter, on January 24, 2023, affirmed the Chapter’s Technology Services add significant value for members, especially during conferences. To sustain this program, for each conference the Conference Committee Chair shall budget and pay for both the Zebra Zero Zero Visual and Audio Production Committee Chair and Vice Chair to attend each of the two conferences. This includes full conference registration, standard single-occupancy hotel room at the conference hotel, and reimbursement of up to **\$500** for other approved travel expenses. Conference Registration excludes guests and any special events which require payment of additional fees.

Policy Decision 23-18 – Conference Expenses for the Conference Committee Chair

The General Membership of the Chapter, on January 24, 2023, affirmed a policy that for each Conference, the Conference Budget will include a designated amount to support the lodging expenses for the Conference Committee Chair, by request only. This includes a standard single-occupancy hotel room, at the conference hotel, for up to five (5) nights. Conference funds should be requested only after an individual has determined that funds are not available from their employer. To request financial support from the Conference Budget, the individual should submit a request in writing to the Executive Committee and Chapter Finance Committee, for approval.

Policy Decision 23-19 – Succession Planning for National Leadership Roles and Representation

The General Membership of the Chapter, on January 24, 2023 reaffirmed the Chapter’s desire to develop and maintain a succession plan for national leadership roles and representation, and to actively strive to develop and promote multiple potential representatives at the national level whenever possible, including that of candidates for Secretary/Treasurer, Board Member(s), the Board of Examiners, and Committee Member(s) where the individual expressly represents the Chapter. The highly desirable qualifications listed below shall serve as guidance for identification of eligible members for consideration.

A. For all AAE leadership roles or representation:

- Regional chapter leadership experience;
- Established organizational leadership competencies in airport/aviation management or outside industries;
- Demonstrated strategic thinking and decision-making proficiencies;
- Demonstrated industry knowledge, involvement, and experience;
- Exceptional communication and interpersonal skills;
- Leadership traits;
- Personality traits and characteristics (*integrity and disciplined and focused attitude/behaviors*);
- As further specified in the current approved version of the AAE Bylaws or other governing documents, as applicable;
- Letter of support from his/her employer.

B. For nomination as the Secretary/Treasurer, the preceding list under “A” and the following highly desirable qualifications:

- AAAE national leadership experience (*Board of Directors, Policy Review Committee, Committee Leadership, Board of Examiners, etc.*), including length of service in these leadership positions;
- Substantive understanding of the AAAE business model and culture;
- Any specific skill sets / leadership traits / subject matter expertise that the AAAE Executive Committee (EC) encourages the Nominating Committee to use to evaluate Secretary/Treasurer candidates, which will complement and/or add to the skill sets / leadership traits / subject matter expertise of current members of the AAAE EC.

C. For nomination to the Board of Examiners, those items included under “A” and experience as an Accreditation mentor and/or on Final Interview Panels is highly desirable.

Policy Decision 23-20 – Chapter Vision, Mission, Values, and Focus Areas

The General Membership of the Chapter, on January 24, 2023, reaffirmed the Chapter’s desire to develop and maintain a Vision, Mission, Values and Focus Areas to provide a road map for the Chapter into the future, with flexibility to adapt to the changing needs of members and the industry.

Our Vision

Connect – Engage – Serve – Elevate

Our Mission

Advancing excellence in airport management through communication, professional development, and advocacy while serving our members through partnership, mentorship, and innovation.

Our Values

We are a network of aviation professionals dedicated to:

Integrity, credibility, and ethical behavior

Diversity, inclusiveness, and transparency

Collaboration and sharing knowledge

Elevating our members

Focus Areas

Education – Professional Development, Training & Mentorship, Conferences

Engagement – Membership, Networking, Diversity & Inclusion

Exchange – Communication, Social Media, Technology Services

Excellence – Leadership, Advocacy, Industry Collaboration

Policy Decision 23-21 – Contribution to AAAE Foundation

The General Membership of the Chapter, on January 24, 2023, reaffirmed the Chapter’s decision to contribute \$7,500 annually to the AAAE Foundation, if budget funds are available, in support of higher education assistance in the aviation industry. This is the minimum amount requested by AAAE and serves as the baseline amount contributed by regional chapters of AAAE.