

**SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**  
**General Membership Meeting**  
**Cypress Ballroom, Monterey Plaza Hotel, Monterey, CA**  
**12:00 p.m. Tuesday, January 29, 2019**

**MEETING MINUTES - DRAFT**

**1. Call to Order and Verification of Quorum**

- a. President Hudson called the meeting to order at 12:45 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 24, 2018 at the Hyatt Regency in Sacramento, CA**

- a. **ACTION:** Gladys Brown made a motion to approve the minutes. Cooper Lushbaugh seconded the motion, which passed unanimously.

**3. President's Report**

- a. Bryant Garrett moved out of state, and out of the southwest region, leaving his Northern California Director position vacant until the SWAAAE Board of Directors election in July, 2019.

**4. Election of Representatives to AAAE Positions**

- a. Appointment of SWAAAE's AAAE Nominating Committee Representative
  - i. Gary Mascaro, reporting on behalf of Immediate Past President Stout, announced Barry Rondinella was appointed as SWAAAE's AAAE Nominating Committee Representative.
- b. AAAE Elections
  - i. The AAAE Chapter Representative candidate addressed the audience as ballots were distributed to Executive and Executive Emeritus members.
- c. AAAE Secretary/Treasurer
  - i. SWAAAE sent a call for interested candidates to serve as AAAE Secretary/Treasurer; applications were due to the Nominating Committee Chair on Monday, January 21, 2019. An electronic vote to approve the chapter's nominee will be conducted in February, 2019 and a special general membership teleconference meeting will be held to discuss the chapter's AAAE Secretary/Treasurer election process.

**5. 2018-19 Second Quarter Financial Report**

- a. Investment Strategy
  - i. First Vice President Maples referenced the reports included in the handout packet and noted the funds pulled from Fidelity (\$85,000) will be invested into a 9-12 month CD account. It was also noted SWAAAE became a member of the Contract Tower Association.

**6. Action Item**

- a. Policy Decisions
  - i. Second Vice President Ross referenced the revised Policy Decisions included in the handout packet, including the amendment to Policy Decision 19-04.  
**ACTION:** Eric Peterson made a motion to reaffirm all Policy Decisions as presented. Mike Smejkal seconded the motion, which passed unanimously.

## 7. Committee Reports

- a. 2019 Short Course Update
  - i. Conference Committee Chair Johnson referenced the report included in the handout packet and noted the estimated conference return to the chapter was \$50,000. Johnson thanked the committee for their efforts.
- b. 2019 Summer Conference Update
  - i. Conference Committee Chair Bewley reported the 2019 Summer Conference will take place July 28-31 at the Loews Ventana Canyon in Tucson, AZ and encouraged those interested in participating on the planning committee to attend the meeting on Wednesday morning.
- c. AAAE Academic Relations Committee
  - i. It was reported a total of 15 Academic members were listed as registered and active with SWAAAE; a majority of the Academic membership was from California State University, Los Angeles.
  - ii. 28 students registered for the 2019 Winter Conference; the student session and lunch was a success.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. BOE Representative Marmion was not in attendance but a report was included in the handout packet.
- e. AAAE Chapter Diversity Task Force
  - i. Committee Chair Chen was not in attendance and did not provide a report prior to the meeting. It was noted the committee is focused on student engagement.
- f. AAAE Corporate Committee Report
  - i. AAAE Corporate Committee Representative Faucher was not in attendance but a report was included in the handout packet.
- g. AAAE Update
  - i. AAAE Director Malta referenced the report included in the handout packet and noted the information included was from early December, prior to the government shutdown. Malta encouraged those interested to volunteer to serve on the various AAAE committees.
  - ii. It was reported the 2019 winter conference donated \$1,500 to the American Cancer Society in honor of Todd McNamee in lieu of speaker gifts.
- h. Awards, Resolutions and Recognition
  - i. Committee Chair Nystrom asked committee members to stand and thanked them for volunteering. Nystrom encouraged members to nominate others for the annual chapter awards to be presented at the 2019 summer conference and mentioned a notice for all awards available will be sent out following the winter conference.
- i. Bylaws and Procedures
  - i. Second Vice President Ross announced Kevin Bumen is Vice Chair of the committee and the goal is to publish the revised procedures manual this year for review.
- j. Corporate Member Update
  - i. Corporate Director Quick reported the FAA is interested in scheduling 3-5 coordination meetings to streamline working with Corporate members. Quick thanked the conference sponsors and exhibitors for their support and encouraged Corporate members to attend the Corporate meeting later in the afternoon.
- k. Credentials and Records
  - i. Committee Chair Bumen encouraged those interested to apply for their C.A.E. and explained the program and qualifications. Bumen stated the chapter did not receive any applications since the last meeting.
- l. Ethics
  - i. First Vice President Maples stated there was nothing to report.
- m. Legislative
  - i. The report included in the handout packet was referenced and it was reported

SWAAAE member Arlando Teller was recently elected to the Arizona House of Representatives and introduced two bills; one to end Arizona state aviation fund sweeps and the other to restore funds.

- n. Membership
    - i. Membership by Class
      - 1. Committee Chair Helmick referenced the report included in the handout packet and reported a current total of 552 members compared to 531 this time last year. Helmick encouraged those in attendance to reach out to airports not represented and ask them to join SWAAAE, including potential Academic members.
  - o. Scholarships
    - i. Committee Chair Brown thanked the committee and reported six individuals applied for a winter conference scholarship and four will be awarded at the banquet.
  - p. Technology
    - i. Committee Chair Peterson thanked Cole Hartfiel for volunteering as Committee Vice Chair and noted 24 people at one time were livestreaming the conference sessions.
  - q. Time and Place
    - i. First Vice President Maples referenced the report included in the handout packet and noted a chapter Board meeting will take place at the 2019 AAAE Annual Conference in Boston, MA.
8. Director Comments
- a. AAAE Director Malta invited attendees to participate in the California Aerospace and Aviation Days April 1-3, 2019.
9. Adjourn
- a. **ACTION:** A motion was made to adjourn the meeting at 1:23 p.m. The motion was seconded, which passed unanimously.

*Respectfully submitted: Cathy Herring, Executive Director*