

**SWAAAE Board of Directors Meeting  
Green Valley Ranch, Henderson, NV  
Friday, April 1, 8:00 a.m. – 12:00 p.m.**

**MEETING MINUTES**

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

President Smith called the meeting to order at 8:00 a.m.

**Present:** President Richard Smith, First Vice President Gary Mascaro, Second Vice President Jon Stout, Immediate Past President Eric Peterson, Kerry Ahearn, Kim Becker, Mike Dikun, Jonathan Hudson, Jeff Leonard, Chad Makovsky, Andy Swanson, Danette Bewley, Scott Malta, Jennifer Maples

**Teleconference:** Arpit Malaviya

**Staff:** Executive Director Cathy Herring

**Guests:** Jessica Bryan, Todd McNamee, Welton Trang

**II. Minutes of the Board of Directors Meeting held at the Monterey Plaza Hotel, Monterey, CA on January 31, 2016**

- a. **ACTION:** First Vice President Mascaro made a motion to approve the minutes. Hudson seconded the motion, which passed unanimously.

**III. President's Report**

- a. President Smith reported:
- i. He and First Vice President Mascaro had recently attended the ACI-NA/AAAE Washington Legislative Conference. President Smith reported on topics discussed which included succession planning, investment strategies and membership retention.
  - ii. McCarran International Airport had expressed interest in re-engaging in AAAE and SWAAAE and attending SWAAAE's 70<sup>th</sup> Annual Summer Conference.
  - iii. There is a section in AAAE's by-laws which may prevent Rod Dinger as serving as the chapter's Nominating Committee Representative. If so, Barry Rondinella will be appointed.

**IV. Executive Director's Report**

- a. Membership
- i. Non-Executive Memberships
    1. Herring referenced the membership report included in the handout packet. **ACTION:** Dikun made a motion to ratify all non-Executive members. Hudson seconded the motion, which passed unanimously.
  - ii. Executive Membership Applications
    1. Herring referenced the report included in the handout packet. **ACTION:** Hudson made a motion to approve all Executive members. Ahearn seconded the motion, which passed unanimously.
  - iii. Membership By Class Report
    1. Herring referenced the additional report included in the handout packet which compared current membership numbers to the year prior. There were currently 512 members compared to 506 in April, 2015.

**V. Financial Report**

- a. 2015-2016 Third Quarter Financial Reports
- i. First Vice President Mascaro referenced the balance sheet and profit and loss statement included in the handout packet. He reported:
    1. On the balance sheet, the prepaid 2017 winter conference deposit payment of \$1,000 will be deferred to the next fiscal year.
    2. Credit card fees and KCA incidental expenses for March were not included on the profit and loss statement included in the handout packet and will not be logged until March 31.
    3. Any revenue collected between March 21 and March 31 were not included in the packet reports.
- b. Fidelity Report
- i. First Vice President Mascaro referenced the report included in the handout packet and noted the change in investment value, as of March 28, 2016, was a negative variance (\$1,241.34). The committee is currently exploring in the investment of airport bonds.
- c. 2016-2017 Budget
- i. First Vice President Mascaro referenced the proposed budget included in the handout packet. He noted several increased line items which included management services, SWAAAE pins, credit card services, awards and the scholarship program.
  - ii. Review budgeted amount for Student Organizations Grant Program

1. Trang recommended allocating \$600-\$1,000 per chapter, or \$4,500 in total, to support the Student Organizations Grant Program. **ACTION:** Hudson made a motion to approve the draft budget with the amendment of increasing Board Approved Programs to \$11,000 to support the Student Organizations Grant Program. The motion was seconded, which passed unanimously.
2. **ACTION:** President Smith is to work with Trang to draft a formal letter of support to send to chapters promoting the Student Organizations Grant Program.
- iii. A discussion took place on state Aviation Day sponsorships. Hudson recommended the chapter budget to support every state's Aviation Day event. **ACTION:** Dikun made a motion to add \$2,000 to the miscellaneous expense line item to support Arizona, California and Nevada Aviation Day events. Ahearn seconded the motion, which passed unanimously.

## VI. Action Items

- a. Membership
  - i. Executive and Associate Membership Proposal
    1. Committee Chair Maples stated there was nothing to report.
- b. By-laws
  - i. Potential amendments based on resolution of item VI. A
    1. No action was taken.
- c. Nominations
  - i. BOE Representatives
    1. Immediate Past President Peterson reported on the two interested BOE Representative candidates and a discussion took place regarding credentials. **ACTION:** Hudson made a motion to approve Jennifer Maples as SWAAAE's Board of Directors recommended candidate. Makovsky seconded the motion, which passed unanimously.
- d. KCA Contract
  - i. President Richard Smith referenced his report included in the handout packet and discussed the extensive steps the executive committee made to fully review KCA's current contract and renewal proposal for association management services. **ACTION:** Immediate Past President Peterson made a motion to approve a three year KCA renewal contract effective June 30, 2016. Ahearn seconded the motion, which passed unanimously.
  - ii. President Smith reported membership dues had not increased in over ten years and a discussion took place on asking the membership to approve a slight increase in dues effective July 1, 2017. **ACTION:** Hudson made a motion to propose a dues increase to all individual membership categories, with the exception of Academic, by \$10, airport group dues by \$100 and corporate group dues by \$50. Dikun seconded the motion and a discussion took place. Leonard suggested increasing corporate group membership by \$10 per person. **ACTION:** Hudson made a motion to table the discussion. Makovsky seconded the motion, which passed unanimously.
  - iii. **ACTION:** Leonard is to survey all corporate members about the potential increase in dues and provide feedback to the Board by May 1. Huston agreed to contact airport group members to ask for their feedback.

## VII. Informational Items

- a. 2016 Summer Conference Update
  - i. Conference Committee Chair Ahearn reported the logo was finalized and the program for the event was expected to be posted in the upcoming weeks.
  - ii. **ACTION:** Herring is to send Ahearn sample speaker agreements including permission to record and post presentations, live stream events and take photos.
- b. 2017 Short Course Update
  - i. Conference Committee Chair Swanson named Amanda Shankland as the co-chair for the conference.
- c. AAEE Academic Relations Committee
  - i. Committee Chair Trang stated there was nothing to report.
- d. AAEE Accreditation Update/Final Interview Workshops
  - i. Maples referenced her report included in the handout packet and noted nine candidates were actively preparing for their final interview.
  - ii. A discussion took place on filling the fourth AAEE BOE at-large position. **ACTION:** Maples is to work with President Smith to draft a formal letter from the chapter suggesting the position be filled by a member from the southwest region.
- e. AAEE Chapter Diversity Task Force
  - i. Francis was not present but did provide a report included in the handout packet.

- f. AAEE Update
  - i. Bewley reported on TSA and reauthorization updates. Malta reported on Contract Tower Association event updates.
- g. Awards
  - i. Hudson reported since the call for nominations email was sent out, he had only received one submission. He encouraged those in attendance to submit nominations for awards. Awards will be presented at the upcoming summer conference.
- h. Corporate Member Update
  - i. Leonard reported on the feedback received from the January corporate lunch which included the appreciation for SWAAAE officer participation at corporate member events and the desire for increased chapter participation from large airports.
- i. Credentials
  - i. Committee Chair Makovsky presented the revised C.A.E. application for the Board's review and noted the application will soon be available in an electronic format on the website.
  - ii. Dikun reported the committee received one new C.A.E. application from Chad Makovsky who recused himself from the committee's review and approval process. **ACTION:** Dikun made a motion to approve Makovsky's C.A.E. application. Becker seconded the motion, which passed unanimously.
- j. Ethics
  - i. First Vice President Mascaro stated there was nothing to report.
- k. Industry Issues and Positions
  - i. President Smith stated there was nothing to report.
- l. Historical – Jessica Bryan
  - i. Committee Chair Bryan stated there was nothing to report.
- m. Legislative
  - i. Committee Chair Pfeifer was not present but did provide a report included in the handout packet.
- n. Policy Decisions and Procedures
  - i. President Smith referenced Second Vice President Stout's report included in the handout packet and noted the tracked changes.
- j. Resolutions and Recognition
  - i. Committee Chair Wiggins was not present but sent a request for summer conference recognition letters to the Board prior to the meeting.
- k. Scholarships – Veroneka Reade
  - i. Committee Chair Reade was not present and did not provide a report prior to the meeting.
- l. Technology
  - i. Discussions took place on getting Hawaii more involved with SWAAAE events via the new technology and live streaming capabilities. **ACTION:** President Smith is to work with future conference chairs to engage Hawaii members and determine a fee structure once the use of the new technology is perfected.
  - ii. Immediate Past President Peterson reported all live stream sessions from the 2016 winter conference had been posted to the SWAAAE website, as well as uploaded to YouTube, and a speaker complaint was received in reference to the privacy settings. A discussion took place on creating a formal audio visual policy and the appropriate procedures to include. **ACTION:** Peterson is to work with Ahearn to create a formal policy for the upcoming summer conference.
  - iii. Herring noted two projectors were donated to NWAAAE.
- m. Time and Place
  - i. First Vice President Mascaro referenced his report included in the handout packet and noted:
    1. The 2016 fall Board meeting is tentatively scheduled for Oct. 20-21 in Arizona
    2. Southern California will host the 2017 Summer Conference
    3. Northern California will host the 2018 Summer Conference
    4. Tucson is tentatively scheduled to host the 2019 Summer Conference

### VIII. Directors Comments

- a. President Smith reported 137 people attended the 2016 California Airshow.
- b. Maples thanked the Board of Directors for their support for her nomination for the BOE Representative position.
- c. Leonard reported California Aviation Day is April 20, 2016.

### IX. Adjourn

- a. Immediate Past President Peterson made a motion to adjourn the meeting at 10:20 a.m. Ahearn seconded the motion, which passed unanimously.

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