

**SWAAAE Board of Directors Meeting  
El Viento IV, Green Valley Ranch, Henderson, NV  
Saturday, July 23, 2016 | 1:00 p.m. – 4:00 p.m.**

**MEETING MINUTES**

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

President Smith called the meeting to order at 1:02 p.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, Arpit Malaviya, Andy Swanson, Danette Bewley, Scott Malta, Jennifer Maples, Todd McNamee

**Staff:** Executive Director Cathy Herring

**Guests:** Jessica Bryan, Wes Davis, Matthew Johnson, Jorge Rubio, Welton Trang

**II. Minutes of the Board of Directors Meeting held at Green Valley Ranch in Henderson, NV on April 1, 2016**

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

**III. President's Report**

- a. President Smith reported:
- i. Todd McNamee was elected as AAE Secretary/Treasurer.
  - ii. Two candidates applied and are eligible to fill the SWAAAE Southern California Director position which will be vacant after the election. A discussion took place on Board requirements and the current election process.

**IV. Executive Director's Report**

- a. Membership
- i. Non-Executive Memberships
    1. Herring referenced the membership report included in the handout packet. **ACTION:** Immediate Past President Peterson made a motion to ratify all non-Executive members. Makovsky seconded the motion, which passed unanimously.
  - ii. Executive Membership Applications
    1. Herring referenced the report included in the handout packet. **ACTION:** Second Vice President Stout made a motion to approve all Executive members. Dikun 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 573 members reported compared to 542 in July, 2015. A discussion took place regarding the decrease in Academic members.

**V. Financial Report**

- a. 2015-2016 Year-End Financial Reports
- i. First Vice President Mascaro referenced the balance sheet and profit and loss statement included in the handout packet. He reported the following payments were not reflected on the year-end statements but will be recorded:
    1. AAE Airport Legislative Member - \$1000
    2. AAE Airport Regularity Members - \$1000
    3. AAE Contract Tower Association - \$500
- 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 June 30, 2016, was a positive variance of \$1,074.42.
- c. 2016-2017 Budget
- i. First Vice President Mascaro referenced the revised budget included in the handout packet. First Vice President Mascaro reported upon receipt of the revised year-end fund balance, it came to the finance committee's attention that the Board of Director's original approved budget would have resulted in a violation of Policy Decision 16-04. Based on this information, the finance committee, along with the President, Conference Committee Chair, and Executive Director, made recommended adjustments to the budget. **ACTION:** Second Vice President Stout made a motion to approve the budget as presented. Swanson seconded the motion, which passed unanimously.

## VI. Action Items

- a. Membership Rate Increase
  - i. President Smith stated the recommended increased membership rates will be presented to the General Membership for approval. If they are approved, the Policy Decisions will need to be updated and presented to the General Membership for approval in February, 2017. Increased membership rates will be effective July 1, 2017.
- b. Policy Decisions and Procedures
  - i. Second Vice President Stout reported the annual review was completed.

## VII. Informational Items

- a. 2016 Summer Conference Update
  - i. Conference Committee Chair Ahearn noted Board and Conference Committee dinner details. President Smith thanked Ahearn and the committee for their hard work on the conference.
- b. 2017 Short Course Update
  - i. A discussion took place on the cost and value of a conference app.
- c. AAAE Academic Relations Committee
  - i. Committee Chair Trang referenced the report included in the handout packet.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. Maples referenced the report included in the handout packet and noted two candidates completed their final interviews prior that day.
  - ii. The MOU for the final interview workshop was signed.
  - iii. SWAAAE Board member Jonathan Hudson received his C.M.
- e. AAAE Chapter Diversity Task Force
  - i. Francis was not present and did not provide a report.
- f. AAAE Update
  - i. Bewley referenced her report included in the handout packet. A discussion took place on contract tower programs. **ACTION:** President Smith and First Vice President Mascaro are to work with Bewley to submit a letter of support from SWAAAE to fight the current contract tower bill.
  - ii. A discussion took place regarding UAS.
- g. Awards
  - i. Hudson thanked the committee for their effort and reported that three awards will be given out during Tuesday's banquet.
- h. By-laws
  - i. Second Vice President Stout stated there was nothing to report.
- i. Corporate Member Update
  - i. Leonard and Malaviya referenced their report included in the handout packet.
- j. Credentials
  - i. Makovsky referenced his report included in the handout packet. **ACTION:** Dikun made a motion to award Andrew Swanson, Kerry Ahearn and David Decoteau the C.A.E. designation. The motion was seconded and passed unanimously.
  - ii. Flyers to promote the C.A.E. program will be included in the summer conference attendee welcome bags.
- k. Ethics
  - i. First Vice President Mascaro stated there was nothing to report.
- l. Industry Issues and Positions
  - i. President Smith stated there was nothing to report.
- m. Historical
  - i. Bryan stated there was nothing to report.
- n. Legislative
  - i. Pfeifer was not present but did provide a report included in the handout packet. McNamee recommended SWAAAE take a position to support or advocate on legislative issues. President Smith noted the advocacy form available on SWAAAE's website.
- o. Membership
  - i. Maples referenced the report included in the handout packet and noted McCarren International Airport recently had 16 employees join AAAE. A discussion took place in regards to committee recruitment of new AAAE members from the southwest region.
  - ii. A discussion took place on executive emeritus membership eligibility, specifically regarding members who retire but are then employed at a corporate capacity. McNamee suggested requiring executive emeritus members to renew their memberships annually, although there is no annual fee. **ACTION:** Maples is to work with Second Vice President Stout on proposed by-law changes regarding executive emeritus membership requirements and present revisions at the next Board meeting.

- p. Nominations
  - i. Immediate Past President Peterson reported the Board slate was sent out to the SWAAAE membership two weeks ago. A discussion took place regarding the nominations process. It was suggested to send information out regarding nominations separately from SWAAAE alerts. Board members were encouraged to reach out to potential candidates for future elections.
- j. Resolutions and Recognition
  - i. Wiggins was not present but did provide a report included in the handout packet.
- k. Scholarships
  - i. Herring reported two applicants will be awarded scholarships during the summer conference.
- l. Technology
  - i. Immediate Past President Peterson reported the committee has requested to purchase an additional high definition projector. The estimated cost was reported as \$1,500.
  - ii. First Vice President Mascaro thanked Wes Davis for chairing the committee. A call for committee volunteers was sent out to all SWAAAE members. Immediate Past President Peterson will chair the committee moving forward for one year.
- 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 will take place on Oct. 21 in Scottsdale, Arizona
    2. SWAAAE's 57<sup>th</sup> Annual Airport Management Short Course will take place January 30 – February 1, 2017 in Monterey, CA.
    3. Southern California will host the 2017 Summer Conference

#### **VIII. Directors Comments**

- a. Malta suggested a succession plan be created now that McNamee plans to sit on the AAEE Board of Directors come 2019.
- b. President Smith thanked the Board of Directors and committee chairs for all of their dedication to the chapter.

#### **IX. Adjourn**

- a. **ACTION:** Dikun made a motion to adjourn the meeting at 3:39 p.m. Immediate Past President Peterson seconded the motion, which passed unanimously.

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