

**SWAAAE Board of Directors Meeting**  
**Redwood Meeting Room, DoubleTree by Hilton Sonoma-Wine Country**  
**Friday, October 20, 2017 | 8:30 a.m. – 12:00 p.m.**

**Meeting Minutes**

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

- a. President Stout called the meeting to order at 8:30 a.m. and thanked everyone for attending in light of the fires in Northern California.

**Present:** President Jon Stout, First Vice President Jonathan Hudson, Second Vice President Jennifer Maples, Immediate Past President Mascaro, Director Kevin Bumen (teleconference), Director Barney Helmick, Corporate Director Jeff Leonard, AAAE Director Scott Malta (teleconference), BOE Representative Nyle Marmion, Director Corinne Nystrom (teleconference), AAAE Nominating Committee Representative Barry Rondinella, Director Judy Ross, Director Dean Schultz, Director Andy Swanson, TJ Chen, Courtney Johnson, Amanda Shankland (teleconference)

**Staff:** Executive Director Cathy Herring

**II. Minutes of the Board of Directors Meeting held at the Newport Beach Marriott in Newport Beach, CA on July 22, 2017**

- a. **ACTION:** Second Vice President Maples made a motion to approve the minutes with presented edits. Director Helmick seconded the motion, which passed unanimously. Those participating in the meeting via teleconference did not vote.

**III. President's Report**

- a. President Stout welcomed Nyle Marmion and TJ Chen as representatives of AAAE. He reported:
- i. Courtney Johnson was appointed as the 2017-18 Scholarship Committee chair.
  - ii. Corinne Nystrom was appointed as the 2017-18 Awards Committee chair.
  - iii. AAAE was voting on changing their nomination process.
  - iv. The goal to finalize the Accreditation MOU between SWAAAE and AAAE is before the 2018 National Airports Conference.
- b. Industry Issues and Positions
- i. A discussion took place regarding suggested changes to the current PFC language and gaining airport support through AAAE.
  - ii. Immediate Past President Mascaro reported while attending the National Business Aviation Association Conference, Santa Monica Airport requested a letter of support to continue operation. Mascaro recommended SWAAAE submit a letter of support if approved by President Stout.
  - iii. AAAE has published a proposed bylaw amendment regarding nominations.

**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 seven non-Executive members for ratification.  
**ACTION:** Director Ross made a motion to ratify all non-Executive members as presented. Director Schultz 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 10 Executive members for approval. A discussion took place concerning Mario Cifuentez's qualifications for an Executive membership as the current Deputy City Manager of Visalia Municipal Airport. **ACTION:** First Vice President Hudson made a motion to approve all Executive members with the exception of Mario Cifuentez (additional review by the Membership Committee required prior to approval). Director Helmick 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 494 members compared to 501 the same time last year.
  - iv. Non-Renewed Members
    1. Executive Director Herring reported the deadline to renew memberships for 2017-18 was September 1, 2017. She distributed a list of members who did not renew for 2017-18 and encouraged those in attendance to reach out to lapsed members on the list to motivate them to renew.

## **V. Financial Report**

- a. 2016-17 Year-End Financials
  - i. First Vice President Hudson referenced the report included in the handout packet and noted the duplicate charge for website management had been reversed and was reflected in the updated 2016-17 financials.
- b. 2017-18 First Quarter Financials
  - i. First Vice President Hudson referenced the Balance Sheet and Profit and Loss Statement included in the handout packet. AAAE Director Malta requested a budget increase of \$500 for the annual Contract Tower Association contribution. A discussion took place and the Board of Directors agreed the Executive Committee is to review how many member airports are contract tower airports to ensure an increase to the contribution would benefit a majority of our members.
  - ii. First Vice President Hudson reported he has been working with AAAE Chair Scott Brockman on creating a self-sufficient scholarship fund. The goal is to present the program to the Board by July 2018.
- c. Fidelity Report
  - i. First Vice President Hudson referenced the report included in the handout packet and reported an increase of \$320.78 in September, 2017.
- d. A discussion took place regarding the challenge proposed by AAAE encouraging Chapters to contribute to a natural disaster relief fund. AAAE Nominating Committee Representative Rondinella suggested budgeting for contingencies in the next fiscal year.

## **VI. Action Items**

- a. By-laws, Policy Decisions and Procedures
  - i. President Stout stated his goals for the year included getting more members involved and improving succession planning for the Chapter. He worked closely with Second Vice President Maples to review the by-laws, policy decisions and procedures to brainstorm and assess recommended amendments to ensure his goals will be met and to best benefit the Chapter and its members. President Stout's recommended policies included compensation for the Technology Chair when working conferences and events, requiring each committee to have a chair and co-chair to advance succession planning and evaluating current committees to determine if more or less are needed, if committees can be combined, and that the Chapter is, and stays, in line with all governing documents. First Vice President Hudson agreed that requiring co-chairs for each committee was important.
  - ii. Second Vice President Maples distributed handouts which summarized her research on current policy decisions and procedures. She stated her primary focus was succession planning and provided initial suggestions for amendments to the Chapter's governing documents. Although specific amendments were not presented for approval, Second Vice President Maples did seek approval from the Board of Directors on her and President Stout's direction moving forward. There were no objections.
  - iii. A discussion took place on the rotation schedule for the Annual Summer Conference. Second Vice President Maples stated with the current schedule, the Annual Summer Conference rotates regionally, but not in conjunction with Executive Committee positions. The goal is for the Summer Conference rotation to follow the same schedule as Executive Committee positions, allowing the President to host the Summer Conference in their region, during their Presidency.
  - iv. Second Vice President Maples stated the goal to present amendments to the Chapter's governing documents for member approval is January, 2018. This will require the Board of Directors to approve the amendments electronically prior to the January General Membership meeting. President Stout and Second Vice President Maples both encouraged the Board to review the handouts and to express any questions or concerns to either one of them directly.

## **VII. Informational Items**

- a. 2018 Short Course Update
  - i. Conference Committee Chair Amanda Shankland thanked Courtney Johnson for co-chairing the conference and reported attendee registration was open. Mentorship will be the focus of the conference and the committee is meeting monthly to discuss programming and logistics.
- b. 2018 Summer Conference Update
  - i. Conference Committee Chair Chen stated he has an internal committee confirmed who have already begun working with the CVB to brainstorm ideas for off-site events.

- c. AAAE Academic Relations Committee
  - i. AAAE Academic Relations Committee Chair Trang was not present and did not provide a report prior to the meeting.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. BOE Representative Marmion referenced the report included in the handout packet and reported a total of 479 active A.A.E.s and 1,716 active C.M.s nationwide. Mike Smejkal with Tucson Airport Authority became accredited on July 23, 2017 in Newport Beach, CA.
  - ii. Marmion will conduct the Accreditation Final Interview workshop in conjunction with the 2018 Winter Conference in Monterey, CA. A discussion took place on increasing the workshop registration fee, as well as possibly offering the workshop outside of SWAAAE Conferences, possibly in different regions.
- e. AAAE Chapter Diversity Task Force
  - i. Diversity Task Force Committee Chair Chen referenced the report included in the handout packet. At the 2017 National Airports Conference, new Chair Person, Mr. Alvester T. Coleman, Ph.D., A.A.E., welcomed attendees to the meeting and outlined his goals and expectations for his term which included the following:
    1. Regions to report back on diversity opportunities and chapter meeting topics
    2. Actions on diversity must be intentional.
    3. ACRP has initiated clinical study one diversity.
    4. AAAE to provide webinar on diversity.
    5. Regional conferences should include sessions and topics on diversity. Board requested clarification on mandatory vs. encouraged, and Regional (multiple) vs. Annual (one) conferences per year.
- f. AAAE Update
  - i. AAAE Director Malta and AAAE Nominating Committee Representative Rondinella referenced the report included in the handout packet. A discussion took place regarding proposed AAAE bylaw changes allowing for an At-Large candidate to be considered for the chairs. Clarification was provided that there is no guarantee the position will be appointed every seven years.
- g. Awards
  - i. Awards Committee Chair Nystrom stated there was nothing to report.
- h. Corporate Member Update
  - i. Corporate Director Leonard referenced the report included in the handout packet and shared comments from the last Corporate membership meeting. Sponsors and Exhibitors found great value in the pre and post-event attendee list.
- i. Credentials
  - i. Credentials Committee Chair Bumen stated there was nothing to report.
- j. Ethics
  - i. First Vice President Hudson stated there was nothing to report.
- k. Historical
  - i. Historical Committee Chair Ahearn was not present and did not provide a report prior to the meeting.
- l. Legislative
  - i. Legislative Committee Chair Bannon was not present but did provide a report included in the handout packet.
- m. Membership
  - i. Membership Committee Chair Propst was not present and did not provide a report prior to the meeting.
- n. Nominations
  - i. Immediate Past President Mascaro stated there was nothing to report.
- j. Resolutions and Recognition
  - i. Resolutions and Recognition Committee Chair Wiggins was not present but did provide a report included in the handout packet.
- k. Scholarships
  - i. Scholarship Committee Chair Johnson stated she was working to transition all documents over from the previous committee chair. Executive Director Herring stated the backend of the website was updated and Johnson will be receiving all Scholarship inquiries electronically via email.
- l. Technology
  - i. Technology Committee Chair Peterson was not present and did not provide a report prior to the meeting.
- m. Time and Place
  - i. First Vice President Hudson stated the next Board of Directors meeting will take place on Sunday, January 28, 2018 in conjunction with the 2018 Winer Conference Short Course.

**VIII. Directors Comments**

- a. First Vice President Hudson thanked Second Vice President Maples for her many years of dedicated service as the Chapter's BOE Representative.

**IX. Member Comments**

- a. AAAE Nominating Committee Representative Rondinella reported AAAE Academic Relations Committee Chair Trang is now employed at John Wayne Airport in Orange County, CA.

**X. Adjourn**

- a. **MOTION:** First Vice President Hudson made a motion to adjourn the meeting at 10:55 a.m. Second Vice President Maples seconded the motion, which passed unanimously.