

SWAAAE Board of Directors Meeting
Cardiff Meeting Room, Newport Beach Marriott, Newport Beach, CA
Friday, April 28, 2017 | 8:30 a.m. – 12:00 p.m.

Meeting Minutes

I. Call to Order, Roll Call, Review Agenda

- a. President Mascaro called the meeting to order at 8:37 a.m.
Present: President Gary Mascaro, First Vice President Jon Stout, Second Vice President Jonathan Hudson, Immediate Past President Richard Smith, Director Mike Dikun, Corporate Director Jeff Leonard, Corporate Director Arpit Malaviya, BOE Representative Jennifer Maples, Director Corinne Nystrom, Director Brendan O'Reilly, AAAE Nominating Committee Representative Barry Rondinella, Director Andy Swanson, Courtney Johnson, Eric Peterson, Welton Trang, and Gladys Wiggins
Teleconference: AAAE Director Danette Bewley, Kevin Bumen
Staff: Executive Director Cathy Herring

II. Minutes of the Board of Directors Meeting held at the Monterey Plaza Hotel, Monterey, CA on January 29, 2017

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

III. President's Report

- a. President Mascaro reported:
 - i. Northern California Director Kim Becker accepted a job at San Diego International Airport and will be going off the Board as of May 1. The position will remain vacant until the 2017-18 Board election.
 - ii. Corinne Nystrom was appointed as the Arizona Director to complete Chad Makovsky's term. The position will be up for reelection in July 2017.
 - iii. The AAAE Annual Conference will take place May 7-10 in Long Beach, CA. SWAAAE's Chapter meeting will take place in conjunction with the conference on Sunday, May 7. Additional information will be announced in upcoming SWAAAE Alerts.

IV. Executive Director's Report

- a. Membership
 - i. Non-Executive Memberships
 - 1. Executive Director Herring referenced the report included in the handout packet. There were a total 17 non-Executive members presented for ratification. **ACTION:** Director Nystrom made a motion to ratify all non-Executive members. Second Vice President Hudson seconded the motion, which passed unanimously.
 - ii. Executive Membership Applications
 - 1. Executive Director Herring referenced the 13 Executive members presented for approval included in the handout packet. **ACTION:** Immediate Past President Smith made a motion to approve all Executive members. First Vice President Stout 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 numbers to prior years. Herring reported a total of 574 members compare to 512 members this time last year.

V. Financial Report

- a. 2016-2017 Third Quarter Financial Reports
 - i. First Vice President Stout referenced the third quarter balance sheet and profit and loss statement included in the handout packet and reported the Chapter had a total of \$67,343.39 in the savings account and \$2,406.61 in the checking account. It was noted 2017 Summer Conference income and expenses will be recorded in the next fiscal year.
- b. Fidelity Report
 - i. First Vice President Stout referenced the report included in the handout packet and reported a 6% return over the 24 months invested. In quarter three, the account experienced gains, with increases of \$1,966.24 for the period of January and February and an increase \$303.48 in March, resulting in the \$2,269.72 quarterly increase of 2.9%.
- c. 2017-2018 Budget
 - i. First Vice President Stout referenced the proposed budget included in the handout packet and noted several increased line items which included membership and conference income, summer conference expenses, and award expenses. A discussion took place on increasing additional expense line items, such as postage and freight and technology, in

order to account for the increase in cost to ship and maintain association owned equipment. **ACTION:** Second Vice President Hudson made a motion to approve the proposed budget, with an increase of postage and freight to \$850 and technology to \$5,000. First Vice President Stout seconded the motion, which passed unanimously.

VI. Action Items

- a. By-laws/Policy Decisions and Procedures
 - i. Second Vice President Hudson referenced the report included in the handout packed and explained members have questioned the recent By-law changes regarding Executive Emeritus member qualification requirements. The proposed revisions to Article III, Section e are for clarification and to avoid further confusion. **ACTION:** Dikun made a motion to approve the following revision: "Executive members who retire from or leave airport management, but are gainfully employed in any other capacity in the aviation industry, and that are eligible for other classifications of membership do not qualify for Executive Emeritus." Nystrom seconded the motion, which passed unanimously.
- b. Credentials
 - i. Credentials Committee Chair O'Reilly referenced the report included in the handout packet and on behalf of the committee, recommended the Board award the C.A.E. designation to two applicants; Mr. Carl Honaker and Mr. Douglas McNeeley. **ACTION:** Second Vice President Hudson made a motion to award both applicants. Immediate Past President Smith seconded the motion, which passed unanimously.
- c. Membership
 - i. Membership Audit
 1. On behalf of Membership Committee Chair Propst, Herring referenced the report included in the handout packed and presented the proposed membership account updates due to the revised By-laws and policy decisions approved at the last General Membership meeting. **ACTION:** First Vice President Stout made a motion to approve all presented membership account updates. Second Vice President Hudson seconded the motion, which passed unanimously.
- d. Nominations
 - i. Immediate Past President Smith presented the 2017-18 Board slate for approval. **ACTION:** Second Vice President Hudson made a motion to approve the slate. Corporate Director Malaviya seconded the motion, which passed unanimously.

VII. Informational Items

- a. 2017 Short Course Recap
 - i. Conference Committee Chair Swanson referenced the report included in the handout packet and noted record attendance of 200 total conference registrants and a profit of \$39,788.56. The Board reviewed and discussed the post-conference survey results included in the handout packet.
- b. 2017 Summer Conference Update
 - i. Conference Committee Chair Rondinella announced registration is now open for the conference and the early bird deadline is Friday, June 30. The deadline to reserve hotel rooms at the discounted rate is also Friday, June 30.
- c. 2018 Short Course Update
 - i. Conference Committee Chair Shankland was not in attendance and did not provide a report prior to the meeting.
- d. AAAE Academic Relations Committee
 - i. AAAE Academic Relations Chair Trang reported California State University, Los Angeles will be presented with the \$500 Student Chapters Grant at the upcoming AAAE Annual Conference.
- e. AAAE Accreditation Update/Final Interview Workshops
 - i. BOE Representative Maples referenced the report included in the handout packet and congratulated the newly accredited member from the Southwest region, Tim Bannon.
 - ii. Maples reported that an airport approached AAAE in regards to hosting a Final Interview workshop on-site, similar to the CM workshop, for those who do not have the budget to travel and attend the annual NAC conference. A discussion took place regarding SWAAAE's involvement in potential workshops.
 - iii. Craig Williams is stepping down as the BOE Chair. A new chair will take over following the AAAE Annual Conference in May.
- f. AAAE Chapter Diversity Task
 - i. Committee Chair Francis was not in attendance and did not provide a report prior to the meeting.
- g. AAAE Update
 - i. AAAE Director Bewley stated there was nothing to report since the last Board meeting. A report recapping the Annual AAAE Conference will be provided during the July Board meeting.

- h. Awards
 - i. Awards Committee Chair Dikun reported three nominations for awards have been submitted and the deadline to submit was extended to July 1, 2017. Awards now accepting nominations will be promoted in future SWAAAE Alerts.
- i. Corporate Member Update
 - i. Corporate Director Leonard referenced the report included in the handout packet and noted Corporate members shared very positive feedback on the 2017 Winter Conference, specifically regarding the FAA roundtable, at the last Corporate Membership Meeting. A discussion took place on expanding sponsor and exhibitor logo recognition. **ACTION:** The technology committee is to display sponsor and exhibitor logos at the start of each day of the conference and during each break.
- j. Ethics
 - i. First Vice President Stout stated there was nothing to report.
- k. Industry Issues and Positions
 - i. President Mascaro referenced the Chapter letters of opposition of California Assembly Bill 483 included in the handout packet.
- l. Historical
 - i. Historical Committee Chair Ahearn was not in attendance and did not provide a report prior to the meeting.
- m. Legislative
 - i. On behalf of Committee Chair Becker, Dikun referenced the report included in the handout packet and noted Nevada legislative updates. Wiggins reported on Arizona legislative updates.
- n. Resolutions and Recognition
 - i. Committee Chair Wiggins encouraged Board members and conference committee members to submit their requests to recognize outstanding volunteers of the association and conference vendors, sponsors and exhibitors early.
- o. Scholarships
 - i. On behalf of Scholarship Committee Chair Reade, Herring reported applications were being accepted for the 2017 Summer Conference and promoted in SWAAAE Alerts. The deadline to apply for a Summer Conference application is June 17, 2017.
- p. Technology
 - i. A discussion took place regarding SWAAAE's livestream technology and charging a registration fee for members to attend conferences virtually.
- q. Time and Place
 - i. First Vice President Stout referenced the report included in the handout packet and noted the next Board meeting will take place in conjunction with the 2017 Summer Conference on Saturday, July 22. A discussion took place on scheduling the October Board dinner in Sonoma, CA on a Wednesday, and the meeting on Thursday, opposed to a Thursday-Friday date pattern.
 - ii. First Vice President Stout reported a sub-committee, along with KCA, is looking at properties available in Monterey to host the 2020 Winter Conference.

VIII. Director Comments

- a. Director O'Reilly reported he will not be running for a position on the 2017-18 Board of Directors and hopes relationships continue to grow between SWAAAE and other state aviation associations.
- b. President Mascaro recommended incoming Officers and Board members attend other aviation association events.

IX. Member Comments

- a. Wiggins will be off of the Arizona Airports Association Board of Directors come May 2017 and thanked those in attendance for their support and serving as a resource.
- b. A tour of the Newport Beach Marriott and the 2017 Summer Conference meeting space is available following the Board meeting.
- c. A tour of the Lyon Air Museum and Newport Dunes will also be available after the Board meeting.
- d. Rondinella thanked President Mascaro for his support and for choosing John Wayne Airport as the host of the 2017 Summer Conference.

X. Adjourn

- a. **ACTION:** Second Vice President Hudson made a motion to adjourn the meeting at 11:24 a.m. Corporate Director Malaviya seconded the motion, which passed unanimously.

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