

**NORTHWEST CHAPTER  
AMERICAN ASSOCIATION OF  
AIRPORT EXECUTIVES**



**POLICY AND PROCEDURES MANUAL**  
**SUBMITTED and APPROVED NWAAAE BOARD OF**  
**DIRECTORS**

**October 5, 2016**

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## **Section 1: Corporate Documents**

The Northwest Chapter of the American Association of Airport Executives (AAAE) was incorporated in the State of Montana on October 29, 1971 as a non-profit corporation. The Executive Secretary serves as the contact on file with the State of Montana and will annually file a Corporation Report in January on behalf of the Northwest Chapter upon notification. The Chapter has designated Carolynn Fagan (435 West Alder, Missoula, MT 59802) as its Registered Agent with the State of Montana.

In 1972 the Internal Revenue Service assigned the Northwest Chapter of American Association of Airport Executives with the tax identification number of 23-7200802. The Northwest Chapter was established as a 501(c)(6) corporation and annually files with the IRS as an organization exempt from income tax. The Executive Secretary is responsible for annually providing the necessary information to a tax accountant for the filing of the aforementioned paperwork.

Historical documents are to be maintained by the Executive Secretary as noted in Appendix A.

## **Section 2: Officers, Board Members, AAAE Representatives**

### **A. Officers and Board Members**

The NWAAAE By-Laws establish five duly elected officers. Those positions include the President, First Vice President, Second Vice President, Immediate Past President, and Secretary/Treasurer. The presence of the President or Acting President, one Officer and three Board members constitute a quorum, who may thereby act on behalf of the Chapter Board, provided proper notice is given to the Board and Membership as outlined in the Chapter By-Laws. The Chapter Officers, whenever possible, will advance each year to the next position towards Presidency.

There are six Regional Directors who are elected to two year terms, with one representative from each region's (North, West and East) term expiring each year. The West Region includes Alaska, Washington, Oregon, and Idaho, while the East Region includes Montana, Wyoming, Utah, and Colorado. The North Region includes the Canadian provinces of British Columbia, Saskatchewan, Alberta, Yukon, and Northwest Territory. In addition, there is one Corporate Director elected to a two year term.

There are additionally two representatives from the Chapter to the AAAE Board who are elected to two year terms, with one position's term expiring in even numbered years and the other position's term expiring in odd numbered years.

The terms of office for Officers and Board members shall run for two years, from annual meeting to annual meeting.

### **B. NWAAAE Board Selection**

The NWAAAE By-Laws, Article V, describe the election of Chapter Officers and Board Members. The process of recruiting, evaluating and submitting a potential list of candidates to the general membership each year is coordinated by the Northwest Chapter Nominating

Committee and is outlined in Article V of the Bylaws and reiterated in Section 6D of this document.

A vacancy that occurs between election cycles for any officer position may be filled by an individual selected by the Board to serve until the next annual meeting of the Chapter. Further provisions regarding removal, disqualification and resignation are outlined in Article V, Section 3 of the Northwest Chapter By-Laws.

### **C. Board Responsibilities**

#### **1. General Duties**

In addition to those responsibilities outlined in the By-Laws, the Board has identified a number of functions to be fulfilled by various Board positions. At the election of the Board, and in unusual circumstances, these duties may be assigned to Chapter members other than those listed below. Those functions include the following:

1st Vice President:

- Board Liaison and Conference Committee member for the NWAAAE Annual Chapter Conference

2nd Vice President:

- Board Liaison and Conference Committee member for the Airport Facilities Management Conference.
- Liaison between Board and the Scholarship/Internship Committee

Secretary/Treasurer:

- Review this Policy & Procedure manual annually, no later than December of each year, with the assistance of the Executive Secretary.
- Review monthly financial reports

Immediate Past President

- Chapter Nominating Committee Chair
- Awards Committee Chair
- Diversity Committee Representative

#### **2. Meetings**

NWAAAE Board members are asked to attend at least two Board meetings annually. Board meetings are held during the AAAE National Conference and at the NWAAAE Annual Conference. Additionally, Northwest Chapter Officers are also expected to attend certain meetings, including:

President:

- Chapter Officers' Meeting at AAAE Headquarters
- AAAE National Board Meeting and Policy Review Committee Meeting at AAAE Annual Conference
- AAAE National Board Meeting and Policy Review Committee Meeting at NAC
- Chapter President's Meeting

- AAAE Annual Conference Committee Meeting for the following year at NAC
- Chapter Board Meeting – AAAE Annual Conference & Exposition
- Chapter General Membership Meeting – AAAE Annual Conference & Exposition
- Chapter Board Meeting – NWAAAE Annual Conference
- Chapter General Membership Meeting – NWAAAE Annual Conference
- AAAE Aviation Issues Conference

1st Vice President:

- Chapter Officers’ Meeting at AAAE Headquarters
- Policy Review Committee/AAAE Board Meeting at AAAE Annual Conference
- AAAE Board Meeting at the NAC
- Chapter Board Meeting – AAAE Annual Conference & Exposition
- Chapter General Membership Meeting – AAAE Annual Conference & Exposition
- Chapter Board Meeting – NWAAAE Annual Conference
- Chapter General Membership Meeting – NWAAAE Annual Conference
- AAAE Aviation Issues Conference

2nd Vice President:

- Chapter Officers’ Meeting at AAAE Headquarters
- Chapter Board Meeting – AAAE Annual Conference & Exposition
- Chapter General Membership Meeting – AAAE Annual Conference & Exposition
- Chapter Board Meeting – NWAAAE Annual Conference
- Chapter General Membership Meeting – NWAAAE Annual Conference

Secretary/Treasurer:

- Chapter Officers’ Meeting at AAAE Headquarters
- Chapter Board Meeting – AAAE Annual Conference & Exposition
- Chapter General Membership Meeting – AAAE Annual Conference & Exposition
- Chapter Board Meeting – NWAAAE Annual Conference
- Chapter General Membership Meeting – NWAAAE Annual Conference

In addition, Board members may also serve on AAAE National Committees. Those opportunities are addressed in Section 5. Committees/Appointments.

3. Travel Expenses

NWAAAE policy is that travel expenses for regular and special Board meetings are the responsibility of the Board member and their airport, or, in the case of the NWAAAE Corporate Board member, the company employing that member. Airport sponsor support of the Board member is important to ensure the Association’s fiscal stability and justified by the benefit an airport enjoys through the Board member’s involvement in the leadership of the Chapter. If an employer cannot fulfill this obligation, the Board will consider, on a case-by-case basis, reimbursement requests to attend meetings specified in Section 2(D)2 below. In addition, Board Officer expenses for specific travel needs may be reimbursed or paid for by the Chapter if identified in the annual Chapter budget and approved by the President.

#### **D. Calendar of Events**

Northwest Chapter of the American Association of Airport Executives normally hosts or co-hosts the following events each year:

1. NWAAAE Annual Conference
  - a. Board Meeting
  - b. Membership Meeting
2. AAAE Annual Conference & Exposition – Chapter meetings held in conjunction with:
  - a. Board Meeting
  - b. Membership Meeting
3. Airport Facilities Management Conference

#### **Section 3: Financial Policies**

As specified in the NWAAAE By-Laws, the Board of Directors employs an Executive Secretary who is responsible for maintaining the finances of the Northwest Chapter, AAAE which operates on a calendar fiscal year (January 1-December 31). This responsibility includes processing all receivables and payables, preparing the annual budget, regularly updating the chapter's financial software (currently Quicken) and providing reports to the Officers and Board on a monthly basis.

#### **A. Checking Account**

The Chapter will maintain checking and savings accounts with a FDIC Member bank or credit union. The Executive Secretary and Chapter Officers shall be authorized signers on the account. All checks of \$5,000.00 or greater require two signatures. Annually, after Fall elections, the Executive Secretary shall complete the necessary paperwork to update the authorized signers.

#### **B. Account Balances/Investments**

The Chapter also maintains an investment fund dedicated to providing scholarships which is maintained and invested by AAAE under contract. A copy of the contract is provided as Appendix B.

By resolution adopted at the Chapter Board Meeting at the AAAE Annual Conference in Philadelphia, PA on June 7, 2015, an Operating Reserve and an Operating Budget Reserve Investment Account was established. The Operating Budget Reserve was established to equal six months of operating budget revenue based initially on the 2015 operating budget (\$68,000). Future adjustments to the Operating Budget Reserve will occur at the same time as the fiscal year budget is adopted by the Board. The Board approved the opening of an investment account under the same agreement with AAAE as the endowment fund and also approved an investment mix to follow the AAAE Foundation investment mix.

Remaining balances of cash are to be swept into the savings account until further direction is provided by Board resolution.

### **C. Record Keeping**

Accounts shall be maintained with Quicken software with hard copies of all transactions maintained for a minimum of three years.

- Carbon copy of check shall be stapled to invoice and filed by date.
- All debit card receipts shall be filed by date.
- A copy of all deposited checks shall be attached to deposit slip and filed by date.
- Monthly credit card transactions statements shall be stapled to daily batch transactions and filed for each month.
- After month end reconciliation, bank statements shall be filed for each month.

### **D. Approvals**

Debit transactions greater than \$5,000 shall require approval by either the Chapter President or the Secretary/Treasurer.

- Checks shall be routed for a second signature.
- For debit card transactions the Executive Secretary shall email either the President or the Secretary/Treasurer the amount and vendor prior to the transaction and obtain authorization. A copy of the email authorizing the transaction shall be filed with the transaction.

### **E. Reconciliation**

After the month end reconciliation of accounts, but not later than the 10th day of the following month, the Executive Secretary shall provide to the Chapter President and the Secretary/Treasurer the following reports:

- A listing of all transactions for the month
- A copy of all bank or investment statements
- Year to date budget
- Net Worth Statement
- Cash Flow Statement

### **F. Annual Budget**

Prior to the Chapter's Annual Conference, the Executive Secretary shall work with the Secretary/Treasurer to develop a budget for the following fiscal year which will then be submitted to the Chapter Officers and Board for approval. Upon their approval the budget will then be presented to the entire membership for adoption. Should an unexpected expense occur that was not previously identified in the budget, it may be approved by a majority vote of the Board.

### **G. Executive Secretary Contract**

The current Executive Secretary is retained under contract and will continue to serve under the provisions of the initial contract. Merit raises and bonuses are awarded by the Board periodically and will be reflected in meeting minutes. A copy of the contract is attached at Appendix C.

### **H. AAAE Program Support**

The Northwest Chapter of AAAE financially supports many valuable programs of our parent organization, the American Association of Airport Executives. Among these are:

1. **AAAE Airport Legislative Membership**  
The Northwest Chapter has been a strong supporter of this program. An annual contribution will be determined and approved annually by the Board. The Executive Secretary will include this amount in future budget projections, unless notified otherwise. This was formerly called the “AAAE Defense Fund.”
2. **Foundation Contributions**  
The Northwest Chapter member and major foundation benefactor, Greg Isbill, established the Foundation for the benefit of airport managers and their families. Since 1994, NWAAAE has contributed \$5,000 each year to the AAAE Foundation. Currently, the Board may approve \$7,500 annually for this contribution, or an amount established by the AAAE Foundation as the minimum obligation for each Chapter to enable its members to participate in the scholarship program. From time to time the Board may decide to pre-pay this expense over multiple years based on the financial condition of the Chapter.
3. **College Student Chapters**  
The Northwest Chapter may provide financial support to the AAAE Student Chapters in our region. This financial support is intended to help students defray the cost of traveling to either the AAAE Annual Conference or the Northwest Chapter Annual Conference. In exchange, they are asked to offer assistance to the Executive Secretary, as needed, during the event.
4. **AAAE Annual Conference and NAC sponsorships.**  
Typically, the Chapter donates \$1000 to the AAAE Annual Conference and \$500 to the NAC. The Board may approve a different amount that should be allocated during the preparation of the annual budget.
5. **Other**  
From time to time, AAAE responds to needs and creates programs and funds to further advance various causes. When such requests are presented, the NWAAAE Board reviews them and determines if interest in supporting these programs exists. If the Board determines that the request is worthwhile and a contribution is involved, the request will be forwarded to the membership for a vote of final approval.

## **Section 4: Membership**

### **A. Membership Information**

Currently, the Northwest Chapter, AAAE has four classes of membership – Executive (airports), Corporate (aviation-related businesses), Executive Emeritus (retired members) and Student (aviation-related curriculum). The annual membership period is January 1st through December 31st and dues are:

- \$85 per year for Executive and Corporate members
- \$0 for Emeritus members approved by the NWAAAE Board
- \$10 per year for Student members

- The Chapter offers a group membership rate whereas any one airport, corporation, or educational organization may register up to 20 individuals for the price of 10.
- Individuals joining NWAAAE after the Chapter's Annual Conference in the fall shall have their membership extended to the end of the following year. The Executive Secretary is also responsible for maintaining an up-to-date inventory of online membership information.

Regarding annual membership dues, the renewal process is mostly automated through the Chapter's website based membership database. Each year, starting January 1st, the Executive Secretary shall verify that the system database contains the correct membership rate information for the coming year and is primed to send renewal notifications to all members. The Executive Secretary shall monitor the renewal process and follow up with members who have not renewed by January 31st. Members who have not renewed by February 15th will have their membership account suspended and will not be included in the annual printed NWAAAE Membership Directory, which shall also be made available electronically on the Chapter website. Membership dues will be reviewed by the Chapter Board annually and any recommendations for changes to the dues structure or amount will be presented to the general membership for discussion and possible approval at the annual Chapter meeting.

#### **B. Information Updates**

The Communications Committee is responsible for developing communications tools that adequately reach out and inform the members of the Chapter on an ongoing and regular basis. This communication can take the form of electronic or print media, as appropriate in the determination of the Committee.

#### **C. Web Site**

The Northwest Chapter maintains a web site on the internet at <http://www.nwaaae.org>. The site contains valuable information about events of interest within the Chapter and offers links to many other worthwhile sites. The Chapter Communications Committee oversees the content and management of the Chapter website.

#### **D. Correspondence**

The Executive Secretary is the main point of contact for the Northwest Chapter, AAAE. As such, it is important that correspondence sent to, or messages left for, all members of the Chapter be addressed and handled in a prompt manner.

The Northwest Chapter Executive Secretary coordinates most of the correspondence distributed to Officers and Board members. It is important to advise her/him of changes to your address, telephone number, fax number or e-mail address immediately. General correspondence will be retained by the Executive Secretary for two years.

#### **E. Historical Information**

The Past President is responsible for determining the best approach to update and maintain the historical record of the Chapter's accomplishments, events, awards, and key efforts

during his or her Presidency. This responsibility will pass forward each year to the new Past President. The Executive Secretary will maintain a record of these annual summaries.

## **Section 5: Insurance Coverage**

As a matter of practice, NWAAAE carries policies for Directors and Officers Liability and General Liability. It is the responsibility of the Executive Secretary to ensure that coverage is maintained and any new practices or circumstances are brought to the attention of the Chapter's insurance agent prior to the annual renewal of the policies. The Chapter Board will review insurance coverages annual as part of the annual budget process.

## **Section 6: Committees/Appointments**

### **A. Communications Committee**

As a member-based association, it is important for NWAAAE to promote its benefits and activities to existing and potential members. Current communication tools under the responsibility of the Communications Committee include the NWAAAE website and e-newsletter. The Communications Committee supplements these existing efforts to help promote membership in the association, conference attendance, sponsorships and educational opportunities, including strengthening recruitment into the certified member and AAE programs, through the use of scholarships and internships.

The Committee is charged with developing and implementing efforts to further this cause, including traditional communication methods, and all aspects of social media. The Committee chair and members will work together to accomplish goals they set forth, which include:

1. Promote active participation by airport management across the NWAAAE region.
2. Encourage in-person and virtual networking opportunities among members.
3. Increase conference participation.
4. Assist Executive Secretary in maintaining current information on Chapter website and documenting historical events/information.

### **B. Scholarship/Internship Committee**

The Northwest Chapter has a Scholarship/Internship Program which offers airports in our region financial incentives to support students enrolled in aviation programs. Below are the guidelines for these programs.

1. Internship Program Guidelines
  - a. Announcement of monies available will be made at the beginning of the New Year through a variety of means, including the Chapter website, Facebook page, email, and meeting minutes.
  - b. Airports interested in obtaining money from the program must complete and submit an internship application to the Chapter by March 31st.

- c. The airport's internship program design should be structured to provide significant benefit to both the airport and the intern. Six months of full-time employment is optimal, with shorter periods considered if the airport has a good program laid out for the intern.
  - d. The Chapter will consider awarding internships based on interest and the merits of the internship program in the view of the Scholarship/Internship Committee. These amounts may vary from year to year depending on available funds.
  - e. It is expected that the airport will use the Chapter's contribution as a matching fund for salary or training, rather than as the only salary for an otherwise unpaid intern.
  - f. The Scholarship/Internship Committee, made up of the Committee Chair and two other Chapter members, along with any other interested Chapter members up to a maximum of five total members, shall evaluate the requests and submit a letter of recommendation to the Board not later than April 30th.
  - g. Details regarding establishing or improving internship programs are available from the Scholarship/Internship Committee Chair.
2. Jim Morasch/Jerry Olson Memorial Scholarships
- a. Announcement of the availability of scholarships shall be made no later than November 1st through a variety of means, including the Chapter website, Facebook page, email, and meeting minutes.
  - b. To be eligible, students must be pursuing a degree in aviation, with priority given to students attending school within the Northwest Region and with a focus on Airport Management.
  - c. Students interested in obtaining money from the program must complete and submit a scholarship application and all required paperwork by November 30th.
  - d. Details regarding establishing or improving the scholarship program are available from the Committee Chair.
3. Accreditation Scholarships
- a. NWAAAE also allocates funds each year for Chapter members who desire to attain Accredited Airport Executive Status (A.A.E.) through AAAE.
  - b. Upon successful completion of the final interview and attainment of A.A.E. status, the candidate will receive \$250, plus a paid registration to the next NWAAAE Annual Chapter Conference.
  - c. To be eligible for this Scholarship, the candidate must have been a NWAAAE member for at least one year.
  - d. The Chapter's appointee to the AAAE Board of Examiners will notify the Executive Secretary of a candidate's completion, for payment as appropriate.
4. ACE Scholarships
- a. NWAAAE also allocates funds each year for Chapter members who desire to attain Airport Certified Employee (ACE) through AAAE.
  - b. Upon successful completion of the final interview and attainment of ACE status, the candidate will receive a payment equal to the current cost of tuition for the program.
  - c. To be eligible for this Scholarship, the candidate must have been a NWAAAE member for at least one year.

- d. The Airport where the employee works will notify the Executive Secretary of a candidate's completion, for payment as appropriate.
5. Allied Professions Scholarships
- a. NWAAAE supports students who choose to pursue a degree in a course of study allied with the airport management profession. It is the belief of the Chapter that these students, through their chosen professions, contribute in a positive way to the field of Airport management, either as an alternative entry point into the field or through varying avenues of support.
  - b. The Chapter hereby establishes the Allied Professions Scholarship with the intent of supporting Chapter members or dependents of Chapter members who are enrolled as full time junior or senior year students at an accredited college or university in the following undergraduate programs:  
Accounting, Architecture, Business Administration (with concentrations in Accounting, Economics, Finance, Human Resources, or Marketing). Additional majors may be approved by the Board on an individual basis.
  - c. The Chapter will endeavor to grant at least one Allied Profession scholarship each fiscal year.
  - d. The scholarship is open to all categories of Chapter members and their dependents based on the following criteria:
    - (1) Chapter member or dependent must have a cumulative GPA of 3.0 or better
    - (2) Applicant will write a short biographical statement and demonstrate an understanding of how their Allied Profession/major can serve as an entry point into the airport management profession and/or how their Allied Profession/major supports airport management professionals in their work.

**C. Mentoring Committee**

- 1. NWAAAE Accreditation Mentoring Program is chaired by the NWAAAE Chapter Board of Examiners representative. The primary goal of the Northwest Chapter's Accreditation Mentoring Program is to foster and facilitate our Executive Candidates' timely and successful completion of all steps of the Accreditation program. Second, the Mentoring Program should encourage eligible members in the Chapter to become Executive Candidates and complete the Accreditation Program. Participation in this program by an Executive Candidate is voluntary, and is not a requirement of the Accreditation Program.
- 2. Mentoring Program Guidelines
  - a. The Regional Examiner will serve as the Mentor Program Director. The Regional Examiner will solicit five accredited members from the Chapter to serve as mentors, who will be assigned candidates on a rotating basis. The Regional Examiner may make assignments out of the rotation based on special requests or geographical considerations.
  - b. At the Annual NWAAAE meeting, the Regional Examiner may conduct an initial training session for all mentors to review the current accreditation program, including the registration process, study and reference materials, continuing education

- requirements, and other facets of the program that may have been changed since the mentor became accredited.
- c. When an executive candidate expresses a desire to participate in the Mentoring Program, the Regional Examiner will advise the candidate who their mentor will be. Mentors will then be responsible for contacting their candidates within 30 days of the commencement of the program, or within 30 days of the date the member becomes an executive candidate.
  - d. Mentors are responsible for assisting their assigned candidates by accomplishing the following:
    - (1) Initiate contact with your candidate(s), introduce yourself and explain the goals and procedures of the Mentoring Program. Complete Mentor/Mentee contract and submit copies to Regional Examiner and Executive Secretary.
    - (2) Maintain frequent personal communications to check on their progress, discuss difficulties and offer assistance, motivation and encouragement.
    - (3) If geographically possible, encourage, arrange and moderate occasional group study sessions for your candidates. Similarly, if possible, help arrange for your candidate to visit a variety of airports and initiate other activities that would facilitate their understanding of the information required by the accreditation process.
    - (4) Identify and contact Chapter members in your area who qualify for executive candidate status. Emphasize the benefits of the Accreditation Program and encourage them to consider becoming executive candidates.
    - (5) Every six months – report to the Regional Examiner on the progress and status of each of your candidates, as well as an overall summary. The report should also update the Regional Examiner on individuals who would qualify for and may be interested in executive candidate status.
    - (6) The Mentor may not serve on the executive candidate’s final interview.
    - (7) Mentors may also be asked to help the Regional Examiner coordinate final interviews for all Chapter executive candidates.
  - e. The Regional Examiner will be responsible for the following:
    - (1) Soliciting accredited members to serve as Mentors to Executive Candidates.
    - (2) Providing general guidance to the Mentors in the performance of their duties.
    - (3) Scheduling a session at the Annual NWAAAE and Annual AAEE Conferences to allow mentors and candidates to meet and discuss successes, difficulties, and the overall effectiveness of the mentoring program.
    - (4) Advising the Chapter Executive Secretary when a Candidate has completed the accreditation program, so that the appropriate recognition may be given:
      - The Executive Secretary will send a card signed by the executive committee
      - Public recognition of all newly accredited members at the Annual NWAAAE and AAEE Conferences
    - (5) Establishing a link to the Regional Examiner from the NWAAAE website.
    - (6) Providing an update on the Mentoring Program to the NWAAAE Board of Directors at its regularly scheduled meetings.

#### **D. Nomination Committee**

The NWAAAE Chapter Nominating Committee shall conform to the National AAAE By-Laws and the Chapter By-Laws and shall consist of the following members: (1) the Chairman will be the Immediate Past President of the NWAAAE Chapter, (2) the Board Member serving in the first year of his/her term from each region, and (3) the Chapter Representative to the National Nominating Committee. In the event a member of the Nominating Committee is interested in a vacancy, the President shall select an Executive Member of the Chapter to serve on the Committee. The guidelines listed below represent a recommended process for filling vacancies on the NWAAAE Chapter Board.

1. The NWAAAE Chapter Nominating Committee will solicit to the general members of the Chapter, by mail or email and posted to the Chapter website, at least 60 days but no more than 120 days prior to the annual meeting, for interested parties to fill positions available on the Chapter Board of Directors and other positions that become available.
2. Candidates submit a letter of interest, a current resume and an employer letter of support to the Executive Secretary who will then forward the documents to the Committee Chair. The NWAAAE Chapter Nominating Committee will review all statements of interest from parties and ensure that the candidates meet the minimum requirements as outlined below.
3. The NWAAAE Chapter Nominating Committee will prepare a slate of candidates to fill vacancies for officers and regional directors for membership consideration at the NWAAAE Conference. At both the Board meeting and the general membership meeting, it is asked if there are additional nominations from the floor. If there are none and the Board approves the proposed slate, the membership is asked to approve the Board's recommendations through a vote taken at the NWAAAE General Membership Meeting.
4. The NWAAAE Chapter Nominating Committee will coordinate these activities to allow candidates to be recruited prior to the Annual Chapter Conference.

Recommended qualifications for Chapter Board of Directors:

- Accredited Member or Executive Candidate (Preferred)
- Active in State Organization
- A willingness to work on Chapter business
- Letter of support from employer for activity and travel
- Actively/gainfully employed full time at an airport for a minimum of six months

Recommended qualifications for Chapter Officers:

- All of the above
- Minimum of two years on Chapter Board of Directors
- Chair or Co-Chair of Chapter activity or committee

5. The Nominating Committee also assumes responsibility for making recommendations to the membership for Chapter appointments to the National AAAE Board of Directors.
  - a. The NWAAAE Chapter Nominating Committee will solicit, by mail and/or email and posted to the Chapter website, to the general membership of the Chapter, for

- interested parties to fill positions available on the National Board of Directors Chairs, or other positions that may become available.
- b. The NWAAAE Chapter Nominating Committee will review all statements of interest from responding parties and ensure that the candidates meet the minimum requirements as outlined below.
  - c. When more than one fully qualified person expresses interest in a position, the NWAAAE Nominating Committee will coordinate a secret ballot by the members of the Chapter to select the Chapter's candidate.
  - d. The NWAAAE Chapter Nominating Committee shall be chaired by the Chapter's Past President. The Chair shall announce the results of the election to the Chapter Board of Directors, who shall ratify the results of the election.
  - e. Candidates for National Chair positions will remain the Chapter's candidate until a special vote by the Board of Directors to name a new candidate. At that time, the Nominating Committee shall follow the process previously described.
  - f. Suggested minimum qualifications – National Board of Directors
    - Accredited or Certified Member (depending on type of nomination being sought)
    - Former Chapter President, Vice President, or Treasurer
    - Active in State or Chapter organizations
    - Active on AAEE Committee(s)
    - Actively employed full time at an airport
    - Letter of support from employer for activity and travel
  - g. Recommended minimum qualifications – National Chair
    - All of the above
    - Minimum of two years on National Board of Directors AAEE
    - Chair or Co-Chair of National activity or committee
    - Substantial airport management experience
6. The Chapter has established and implemented an annual Awards Recognition Program. The Nominating Committee will oversee the solicitation, review and award recommendation for these four awards which are:
- a. President's Award of Distinction
 

The NWAAAE President's Award of Distinction recognizes members of the association who have served the association and/or promoted aviation with uncommon dedication. The award criteria are not specific. However, the accomplishments of previous recipients will be considered in comparison to those of future candidates for the award.

The recommendation for this award is made by the President. The Chapter Nominating Committee will review the recommendation to determine if the presentation of the award will be recommended to the NWAAAE Board of Directors. If the Nominating Committee decides to recommend presentation of the award, the NWAAAE Board of Directors will review the recommendation and the nominee to make the final decision about the presentation of the award.

The award is presented during the banquet at the NWAAAE Annual Conference. The President's Award of Distinction will not necessarily be awarded annually, but only at such time that a worthy recipient has been identified.

b. Corporate Award of Excellence

The NWAAAE presents the Corporate Award of Excellence to an organization whose professionalism and recent contributions to the association and the airport industry have made a significant difference in fostering aviation. One award is given annually and is presented during the banquet at the annual NWAAAE conference.

c. Aviation Excellence Award

The NWAAAE presents one Aviation Excellence Award annually. The award is presented during the banquet at the annual NWAAAE conference.

The Aviation Excellence Award is intended to recognize those airport management professionals, other than the person having primary responsibility for the airport, who have given substantial effort to ensure the promotion, operation, maintenance or development of aviation and/or the airport. The awardee should be a person of exceptional qualities who may perform management, supervisory, operational, engineering, planning, or maintenance functions in levels of the airport organization other than the Airport Director position.

Candidates for the award are nominated by NWAAAE members. The nominations are reviewed by the Chapter Nominating Committee and one recipient is selected.

d. Airport Executive of the Year Award

Each year the NWAAAE presents the Airport Executive of the Year award to a deserving individual. The award is presented during the banquet at the annual NWAAAE Conference.

This award is intended to be given to the airport management professional with high-level responsibility for the airport. Only one award is given annually. Candidates for the award are nominated by the membership. Nominations are reviewed by the Chapter's Nominating Committee and a single recipient is selected.

The goal of the Airport Executive of the Year award is to commend an airport executive who has demonstrated superior performance in the following areas:

- Providing public service to the community in the form of an efficient air transportation facility
- Public relations accomplishments in the areas of "Good Neighbor Relations"
- Environmental achievements in the areas of aesthetics, noise or pollution reduction or control
- Good business management in budget control, utilization of airport revenue, development of new sources of revenue and control of expenses
- Efficient handling of the administrative complexities of state and federal grant programs

- Management function and good labor relations with employees and tenants
- Personal integrity and professional reputation, both in the public community and among peers in the airport management field

At least sixty days prior to the NWAAAE Annual Conference, the Executive Secretary solicits nominations from the membership. The Nominating Committee reviews nominations and determines recipients. The Past President presents the slate of award recipients to the NWAAAE Board for approval (with the exception of the President's Award). The Past President gives recipient information to the Executive Secretary who forwards recipient nomination information to Chapter President for the Awards Presentations. The Executive Secretary orders and transports those awards to the NWAAAE Annual Conference for presentation at the final banquet. NWAAAE Annual Award Nomination Forms are found at Appendix D

#### **E. National Nominating Committee**

The Board and Membership elect a member to serve as the NWAAAE Representative on the National Nominating Committee, whom shall serve a term of two years and not more than two consecutive terms.

#### **F. AAAE Committee Representation/Appointments**

AAAE hosts 16 member committees dedicated to identifying and addressing specific airport management and operation issues. NWAAAE strives to have at least one Chapter member on each of these committees. With the exception of the Board of Examiners, the President, with input from the Executive Committee, will appoint individuals to fill these vacancies and generally, that person will serve in that appointment until it is determined that a change is necessary or appropriate. Attached is a list of current AAAE Committees.

- Academic Relations
- Airline Economics and Air Service
- Airport Training
- Audit
- Board of Examiners
- Corporate
- Diversity
- Environmental Services
- Finance and Administration
- Foundation
- General Aviation
- IAAE Board
- Industrial Aviation/Military Relations
- Operations, Safety and Planning
- Facilities & Technical Services
- Transportation Security Services
- USCTA Board

#### **G. National Airports Conference (NAC) Committee**

Each year AAAE requests volunteers from NWAAAE to participate on this committee.

## **H. AAAE Annual Conference & Exposition**

Each year AAAE requests the names of several individuals from the Northwest Chapter to assist on the Annual Conference Committee.

## **I. Additional Committees**

The Chapter President may create and convene additional committees to address additional needs on an ad hoc basis at their discretion.

## **Section 7: Northwest Chapter Annual Conference**

The Annual Meeting of the Northwest Chapter, AAAE is held in the fall each year. This conference offers members an excellent opportunity to network with their peers. The agenda is designed to address current, topical issues affecting the industry, with particular import given to issues that specifically affect the Northwest Mountain Region. This conference also offers exhibit and sponsorship opportunities, which are made available first to members of the Chapter.

Regarding site selection for the Annual conference, the NWAAAE Board gives priority to the past rotation cycle, but the Board will consider requests from outside the rotation if a scheduled state elects to “pass.” The Chapter goal is to have a minimum of two years’ schedule in place. If a state elected to “pass,” that state would go to the bottom of the rotation and the Board would then evaluate other requests and make a decision for the next available year. Soliciting for host cities will be done at the Annual Chapter Conference of each year. The Board further shall incorporate one Canadian “slot” in the rotation. The order of rotation for the Chapter Annual Conference will be Alaska, Wyoming, Utah, Canada, Idaho, Colorado, Montana, Oregon and Washington.

The Conference Committee is asked, each year, to personally invite a high ranking regional or national representative of the FAA to attend this conference. Also, the AAAE President and AAAE Chairman are always invited to our Annual Conference and the Chapter generally pays for their rooms and rental cars and their registration fees are waived.

The Northwest Chapter AAAE Annual Conference is one of our biggest events of the year. A substantial amount of the Chapter’s annual revenue comes from this conference, which attracts hundreds of airport professionals from around the Northwest Mountain region.

## **Section 8: Airport Facilities Management Conference (AFMC)**

The Northwest Chapter, in conjunction with AAAE, organized the annual AFMC with net proceeds from this conference divided equally among the two organizations. This conference is one of the leading facilities and management conferences in the country each year and it tends to attract facilities, maintenance, and operations personnel. The agenda is designed to address “hot” issues in these areas. Exhibit and sponsorship opportunities are available and this meeting is generally held in late summer.

The site selection for the Airport Facilities Management Conference is determined by the NWAAAE Board, keeping in mind that our goal is to have locations determined for the two to three upcoming conferences. This discussion is held at the NWAAAE Annual Conference.

Representing the Chapter, the Airport Facilities Management Conference Committee will consist of the current year's Committee Chairperson, the past year's Conference Chairperson, the upcoming year's Conference Chairperson, the Northwest Chapter Executive Secretary, the NWAAAE Second Vice President and any other members that volunteer or are recruited to assist.

All expenses and revenue flow through AAAE. Upon completion of the Conference, AAAE will issue a check for 75% of expected net revenue. After all conference financials are finalized, an additional check to the Chapter will be issued for any remainder.

### **Section 9: Other Policies/Procedures/Guidelines**

This section contains other policies, procedures and guidelines not previously addressed in the manual.