



NORTHWEST CHAPTER
AMERICAN ASSOCIATION
OF AIRPORT EXECUTIVES

NWAAAE General Membership Meeting
September 25, 2018
4:00pm
Airport Hilton Emerald Ballroom
Seattle, WA

AGENDA

1. Call to Order Greg Phillips
2. Report of Secretary/Treasurer Brian Sprenger
 - Approval of April 15, 2018 Meeting Minutes
 - Current Financials
 - Approval of 2019 Budget
[budget to be provided upon Board approval of draft on Sep. 23]
3. Nominations & Election of 2019 Board Pete Higgins
[nomination slate to be provided upon Board approval on Sep. 23]
4. Conferences
 - Airport Facilities Management Conference
 - 2018 Conference (Salt Lake City, UT) Eddie Clayson
 - 2019 Conference (Location TBD)
 - NWAAAE Annual Conference
 - 2018 Conference (Seattle, WA) Mark Witsoe
 - 2019 Conference (Fairbanks, AK) Melissa Osborn
 - 2020 Conference (Wyoming) Linda Tepper
5. Old Business
6. New Business
7. Committee Reports
 - AAAE Foundation Committee Cris Jensen
 - AAAE Diversity Committee Melissa Osborn
 - Academic Relations Committee ??
 - AAAE Accreditation Mentoring Committee Mark Witsoe
 - National Board of Examiners Committee Mark Witsoe
 - Internship/Scholarship Committee ??
 - Operations/Safety/Planning Committee Al Stuart
 - Transportation Security Services Committee ??
 - Communications Committee Casey Boatman
 - Military Affairs Committee Pete Higgins
8. Adjourn Greg Phillips



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NWAAAE General Membership Meeting

April 15, 2018

8:30 a.m.

San Diego Convention Center – Room 25C

San Diego, CA

MINUTES

1. Call to Order

Greg Phillips called the meeting to order at 8:35am and welcomed past AAAE Chairs Jim Elwood and Randy Berg and acknowledged past Chapter Presidents in attendance.

2. Report of Secretary/Treasurer

Approval of Minutes

Brian Sprenger presented the minutes from the September 15, 2017 general membership meeting. Mark Witsoe motioned to approve the minutes as presented and Medardo Gomez seconded the motion. Motion passed.

Financial Report

Brian S. presented the 2018 budget with revenue and expenses to date. He noted that advertising revenue had come in higher than anticipated, membership dues were on track to meet budget and revenue from website postings had already exceeded the budgeted amount. There was nothing out of the ordinary to report on the expense side. Our net worth stands at \$381,267.68

Membership Report

Brian S. reported that the Chapter currently has 268 total members of which 175 are Airport, 84 are Corporate, 7 are Student and 2 are Emeritus members. That's up 17 from this time last year which is mainly due to the number of recent added memberships from Colorado Springs Airport.

Greg P. asked the students in attendance to introduce themselves to the group.

3. Report on Conferences

Airport Facilities Management Conference

Ed Clayson reported that this year's AFMC will be held in Salt Lake City August 5-7. The conference committee has put together a variety of pertinent airport topics and it's shaping up to be a great conference. Greg P. noted that this conference is a good one for frontline operations and maintenance workers and encouraged all the airports to send at least one attendee.

[Meeting suspended for AAAE staff visit]

Annual Chapter Conference

Mark Witsoe reported that the Chapter's annual conference will be held in Seattle September 24-26 this year. Schedule includes a reception at Ivar's on the waterfront, a trip to the Museum of Flight and a tour of the Renton Boeing factory. The hotel is the Hilton which is right across from SeaTac and the light rail. Conference topics have been identified and the conference committee is doing a great job pulling everything together. Mark W. noted that there are sponsor and exhibitor opportunities available to fit any budget.

Linda Tepper reported that Fairbanks will be hosting the 2019 annual conference September 23-25. Melissa Osborn has been busy putting together some preliminary conference information and will be at this year's annual conference with lots of information on things to see and do pre or post conference. Everyone is encouraged to block time on their calendar now for some extra time on either side of the conference so that they can take advantage of their visit to Fairbanks.

Linda T. noted that Wyoming is slated to host the Chapter's 2020 annual conference and an invitation will be sent out soon to all the member airport in Wyoming to submit a proposal for the Board's consideration during the Seattle conference.

4. Old Business

Support for 2018 NAC in Anchorage

Larry Krauter is the Vice Chair of the NAC Conference Committee this year with the conference slated for September 16-18 in Anchorage. The Chapter will be supporting the conference financially and Larry K. hopes that Chapter members will also support the conference by attending. John Johansen encouraged everyone to bring their spouse and family with them.

Al Stuart noted that there are a number of conferences in Salt Lake City this year besides the AFMC including Winter Ops, Large Hub Conference, Basic and Advanced Snow Academy, Advanced ASOS plus a Peer Review day on October 4th. John Kinney noted as well that Denver will be hosting the Int'l Airport Emergency Conference at the end of June for those that are interested.

5. New Business

Donation in Memory of Claudia Holliway

Greg P. noted that Claudia, who passed away last September, was a long time contributor to the Chapter. Her strong focus on students is something the Chapter wants to formally recognize in her memory. Her former employer, Michael Baker Jr. Company, is making a donation in her name to the AAAE Foundation and other chapters are following suit. The Northwest Chapter will be making a \$4,000 donation in her memory this year to the AAAE Foundation.

West Board Nomination

Greg P. noted that Kim Stearns, who served on the Northwest Chapter Board as a representative from the West region, has left the aviation industry to pursue a position in

the private sector. The Board has selected Chris Pomeroy from Friedman Memorial Airport in Idaho to fill the remainder of Kim's term which expires this October. Todd Woodard motioned for Chris Pomeroy to be appointed to the NWAAAE Board as a West Representative and Cris Jensen seconded the motion. Motion passed.

[Meeting suspended for a visit from Todd Hauptli who thanked the Northwest Chapter for their NAC sponsorship as well as the donation in Claudia's memory. He noted that AAAE has been making a concerted effort to give back to the Chapters in several ways as AAAE sincerely appreciates the support that Chapters provide to AAAE conferences and programs.]

Chapter Membership Drive

Greg P. reported that the benefits of being a member of the Northwest Chapter include conferences and networking to name a couple. The Chapter will be sending out a survey to members regarding membership pricing with the goal of determining whether our benefits are aligned with our membership fees. Randy Berg suggested that the Chapter try to get the survey out to AAAE members that are not currently Chapter members.

Review of Chapter Mission

Greg P. noted that under Larry Krauter's tenure as President, the Chapter went through a process to update our Mission, Vision and Values. As it's important that these items be revisited from time to time to keep them current Greg P. intends for the Board to revisit this matter during the Seattle conference.

6. Committee Reports

AAAE Accreditation Mentoring Committee

Mark Witsoe noted that as a candidate prepares for the final oral interview in the accreditation process they often take the opportunity to reach out to mentors in particular areas of expertise that they need help with. Mark W. encouraged members to become mentors and help out candidates from our region.

National Board of Examiners Committee

Mark Witsoe is tracking about a dozen candidates that he checks in with on a monthly basis. Mark W. encourages anyone with their CM to commit to a window of time in which their goal is to achieve their accreditation. Nationally, AAAE's goal is to get to 500 accredited airport executives. Greg P. asked Annell Kuelpman from ADK Executive Search and Consulting to comment on the value of obtaining accreditation. Annell K. noted that more and more employers are seeking candidates with their accreditation as part of the qualification process for positions. Cathryn Stephens noted that AAAE is considering some new writing options for the 2nd phase of the process.

[Meeting suspended for visit by Gwen Basaria, Jennifer Richards and Spencer Dickerson of AAAE]

Internship/Scholarship Committee

Neither Co-Chairs Dave Ulane or Andrew Leeming were able to attend the meeting but Dave did provide a written report. Linda Tepper reported that the committee will soon be

reviewing internship applications for 2018. Last year four students, three from Canada and 1 from the US received Jim Morasch / Jerry Olson Memorial Scholarships. The Chapter also awarded the first Allied Professions Scholarship and two ACE scholarships which are new programs for the Chapter.

Greg P. noted that the Chapter had to extend the deadline for ACE scholarship applications this year to get any qualified applicants. He encouraged Airport Directors to promote the program to their eligible staff. Al Stuart noted that Salt Lake City Dept. of Airports gives 1 year of experience for someone who has a CM and 1 year for an ACE which is a good way to get an edge as an applicant.

NWAAAE Nominating Committee

Greg P. noted that John Parrott has held the position as the Chapter's Nominating Committee Representative but as he is not currently in an airport position he is not eligible per the AAAE by-laws to hold that role. For the time being Greg P. is willing to serve in the position. Our current nominations are Rebecca Hupp for an at-large position, Bruce Goetz as a Chapter Representative to the Board, Larry Krauter for AAAE Secretary/Treasurer and John Kinney for an at-large position. Greg P. asked if there were any other nominations for someone to serve as the Chapter's Nominating Committee Representative? There were none. Mark Witsoe motioned to nominate Greg P. as our Chapter's Nominating Committee Representative and Pete Higgins seconded the motion. Motion passed.

Operations/Safety/Planning and Emergency Management Committee

Al S. noted that there are quite a few Northwest Chapter members involved in this committee including Larry Krauter as the Chair with John Kinney, Danny Garcia, Ryan Sheehan and Al S. all leading working groups. A new working group on commercial space is being contemplated. The committee is working on SMS, new construction risk matrix, NextGen and runway safety.

Larry K. thanked John K. for his job on the TSS Committee and the Alert Bill Legislation.

Transportation Security Services Committee

Lori Beckman reported that the committee has robust monthly conference calls. Committee is currently working on amendment to the SD-08 series. The LEO reimbursement program did get funded along with exit lanes but that will continue to be a fight in future years. Other items include CT deployment to bigger airports, insider threat mitigation, disqualifying offenses list, Rap Back, see something/say something campaign and AAAE online courses.

Communications Committee

Cathryn Stephens reported on behalf of Casey Boatman. Chapter's new logo is now fully integrated, thanks again to ADK for their assistance with the graphic design. We now have the lapel pins with the new logo which are available here at the meeting. Chapter continues to use Facebook to engage members. If you'd like to see your airport featured

in the photo slide deck on the home page of the Chapter's website please submit a photo. Thank you to all the advertisers in the membership directory which was mailed to members at the beginning of March.

Military Affairs Committee

Pete Higgins reported that he now has a contact at Hill AFB that he is able to share news and opportunities with. Emphasis is on transitioning from the military to private aviation careers.

Academic Affairs Committee

The Chapter does not currently have a formal Chair for the Academic Affairs Committee but Fabien Vivier volunteered to report. There are currently 62 students signed up for this year's Career Fair on Wednesday. Planning is underway on a new internship program.

AAAE Diversity Committee

Melissa Osborn is the current Chair of the Diversity Committee but was unable to make the meeting so Pete Higgins provided a report. Pete H. noted that there are a few sessions over the next couple of days on this subject that he encouraged everyone to attend. A diversity survey is being sent out and they're also looking to formulate a mentor program. It was noted that Cathryn Stephens and Laponda Fitzpatrick are new Vice Chairs of the Diversity Committee.

AAAE Foundation Committee

Cris Jensen congratulated the Board in leading the effort for chapters to donate to the AAAE Foundation in Claudia Holliway's name. He personally appreciates the Chapter's efforts as his family has benefited from the AAAE scholarship program over the years. Of the 140 national scholarships awarded this year, 13 went to the Northwest Chapter.

7. Other Matters

Linda Tepper reminded everyone that if they wanted to sit with other NW Chapter members at the Wednesday night banquet they should give her their banquet tickets so she can exchange them for table assignments.

Greg P. noted that there will be a retirement reception for Randy Berg tonight at 9pm at the Sky Lounge on the top floor of the Gas Lamp Marriott Hotel and everyone is encouraged to attend.

Anthony Clark introduced interns from the Denver Int'l Airport.

8. Adjourn

Mark Witsoe motioned to adjourn the meeting and Pete Higgins seconded the motion. Motion passed and the meeting was adjourned at 10:04am.

Net Worth - As of 9/6/2018:2

As of 9/6/2018

9/6/2018

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Account	9/6/2018 Balance
ASSETS	
Cash and Bank Accounts	
Endowment	206,507.85
NWAAAE - Checking	113,470.98
Oper. Res	147,433.34
Savings	11,617.76
TOTAL Cash and Bank Accounts	479,029.93
TOTAL ASSETS	479,029.93
LIABILITIES	
	0.00
OVERALL TOTAL	479,029.93

Budget 2018 - Current Year
1/1/2018 through 12/31/2018 Using 2018 Budget

9/6/2018

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Category Description	1/1/2018 Actual	- Budget	12/31/2018 Difference
INCOME			
2018 Chapter Conference - Inc	122,805.00	130,000.00	-7,195.00
Advertising	8,300.00	6,000.00	2,300.00
AFMC Conference - Inc	16,703.09	25,000.00	-8,296.91
Chapter Merchandise - Inc	0.00	500.00	-500.00
Contributions - Inc	0.00	0.00	0.00
Interest Inc	3.53	25.00	-21.47
Membership Dues	21,865.00	19,500.00	2,365.00
Misc - Inc	38.00	2,500.00	-2,462.00
Website Postings	1,450.00	500.00	950.00
TOTAL INCOME	171,164.62	184,025.00	-12,860.38
EXPENSES			
2018 Chapter Conference - Exp	2,094.83	100,000.00	97,905.17
AAAE Annual Conference	2,685.41	3,000.00	314.59
Bank Charge	2,965.75	4,000.00	1,034.25
Board Meetings	315.19	1,000.00	684.81
Chair Expenses	0.00	0.00	0.00
Chapter Merchandise - Exp	776.00	1,000.00	224.00
Contributions - Exp	10,000.00	12,000.00	2,000.00
Equipment	0.00	100.00	100.00
Exec. Board Travel Expense	0.00	2,000.00	2,000.00
Exec. Sec. Expenses	1,108.01	1,000.00	-108.01
Exec. Sec. Salary	15,000.00	22,504.00	7,504.00
Gifts Given	411.70	500.00	88.30
Insurance			
Other Insurance	2,343.00	2,400.00	57.00
TOTAL Insurance	2,343.00	2,400.00	57.00
Internships	4,125.00	5,500.00	1,375.00
Membership - Exp	3,946.28	4,000.00	53.72
Misc - Exp	20.00	500.00	480.00
Office Supplies	362.77	400.00	37.23
Postage	93.49	300.00	206.51
Professional Services	0.00	1,500.00	1,500.00
Scholarships	1,000.00	11,000.00	10,000.00
Telephone	827.28	1,200.00	372.72
Web Page	3,764.18	3,700.00	-64.18
TOTAL EXPENSES	51,838.89	177,604.00	125,765.11
OVERALL TOTAL	119,325.73	6,421.00	112,904.73