



**NWAAAE Board Meeting
September 23, 2018
12:30 p.m.
Mercer Room
Airport Hilton
Seattle, WA**

MINUTES

Board Present: Greg Phillips, Pete Higgins, Cathryn Stephens, Rebecca Hupp, Brian Sprenger, RJ Steenstra, Cuyler Green, Chris Pomeroy, Ryan Sheehan, Anell Kuelpman, and Linda Tepper

Others: Michelle Anderson, Scott Bell, Casey Boatman, Devon Brubaker, Bern Case, Jim Elwood, Dustin Havel, Ryan Hubbard, Megan Jenkins, Cris Jensen, Larry Krauter, Melissa Osborn, Angie Spear, Al Stuart, Mark Witsoe, Todd Woodard and Jeremy Worrall

1. Call to Order

Greg P. called the meeting to order at 12:35pm.

2. Approval of Minutes

Brian S. presented minutes from the April 15, 2018 Board meeting, June 8, 2018 Board conference call and the August 10, 2018 Board conference call. Ryan S. motioned to approve the minutes and RJ S. seconded the motion. Motion passed.

3. Financial Report

Brian S. reported that the Chapter's net worth stands at \$479,029.93.

2018 Financial Review

Brian S. presented the 2018 budget to date with projected forecasts for year end. The annual conference is the Chapter's largest expense and revenue generator of the year. Currently the budget forecast for year end is a breakeven scenario but that is with a conservative revenue estimate for the conference. It is quite likely that the Chapter will end the year with net profit. There were no questions on the 2018 financial review.

2019 Budget

Brian S. presented the proposed 2019 budget which has budgeted revenue of \$176,200 and budgeted expenses of \$176,004 leaving a surplus of \$196.

Todd W. asked for the Chapter's consideration in budgeting funds in 2019 in support of the US Contract Tower Association (USCTA). There are 254 contract towers in the US with 35 of them being in the Northwest region. Todd W. noted that of the six chapters, three support the USCTA – South Central contributes \$5,000, Northeast contributes \$3,000 and the Southwest contributes \$1,500.

Greg P. asked the Board how important the USCTA was for our airports and/or members?

Brian S. believes it is the responsibility of airports to contribute as opposed to the Chapter as it is the airport that receives the benefit. Bern C. supports Brian's opinion.

Greg P. asked Todd W. how our contribution would help the association? Todd W. noted that the funds would go towards consultants, cost benefit analyses, etc. Jim E. believes that a contribution is about gathering resources to get the message out and Larry K. is doing an excellent job with that effort.

Rebecca H. sees this as a creeping issue and we might eventually see FAA towers in jeopardy as well. She would support a contribution of \$3,000 to the USCTA.

Chris P. noted that he has a contract tower and he believes it is critical as without it they wouldn't have air service. The USCTA has been instrumental in keeping issues at the forefront. He believes it is important for individual airports to support the USCTA but thinks that support from the Chapter would be beneficial as well.

Brian S. says his main concern is equity between airports. Both he and Cris J. at Missoula have air service outside the funded operating hours of their towers and Bozeman contributes a quarter of a million dollars annually just to fund one staff person so that they can keep their tower open in the morning and the night. He believes that the USCTA is pushing for more towers as opposed to getting funding for the ones that already exist.

Larry K. noted that Brian's opinion is important and should be taken back to the USCTA but it might carry more weight if the Chapter were contributing funds at the same time. Todd W. pointed out that under the FAA Reauthorization Bill the FAA is required to respond back to airports who ask for more staff and/or hours at their towers.

Greg P. notes that any contribution amount at this point would result in a negative budget for 2019 but the shortfall could probably be absorbed over the course of the year.

Cathryn S. motioned to contribute \$3,000 to the USCTA in 2019 and Pete H. seconded the motion. Motion passed. Todd W. thanked the Board for their support.

Endowment / Operating Reserve

Greg P. noted Larry K.'s memo to the Board dated September 10, 2018 regarding the Chapter's Operating Reserve and Endowment Investment Performance. Larry K. reported that from the beginning investment of \$68,000, the Operating Reserve now stands at just over \$150,000 which is a nice position to be in. Good progress is being made at achieving our goal of approximately \$164,000 for the Operating Reserve.

Brian S. commended Larry K. and Chapter Presidents for their continued work on the Chapter's financial success.

4. Nominations

Pete H. referred everyone to the slate of nominations as presented in the memo dated September 7, 2018 and included with the agenda material. The Nominating Committee is recommending several one-year terms for Board positions that lacked a nomination from anyone from their region. This has been standard practice in the past and the one-year term will allow for these positions to be open for nominations again next year.

Pete H. noted that the Board also needs to consider a new Board of Examiners Representative to AAAE with Mark Witsoe moving outside the Chapter region. A call for nominations resulted in interest from Medardo Gomez, Devon Brubaker and Melissa Osborn.

Cathryn S. noted that there is talk of Mark W. continuing on the BOE Committee as an at-large member but that decision is still pending.

Greg P. suggested that the Board first make a decision on the slate of officers for the 2018/19 Chapter Board. Rebecca H. motioned to approve the slate of officers presented in the memo dated September 7th and Annell K. seconded the motion. Motion passed.

Greg P. noted that in regard to the BOE representative we have three well qualified individuals to consider and he thanked them for their interest.

Mark W. reported that he probably dedicated about 24 hours per month to the BOE position. Being cognizant of the time zones within the Chapter (Alaskan, Pacific and Mountain) is important as it sometimes meant that he had to spend time before or after his normal working hours to coordinate with candidates.

Devon B. and Melissa O. both provided statements to the Board on their interest and qualifications while Al S. provided one for Medardo G. who was not able to be present. Devon B. and Melissa O. were then both excused from the room.

Pete H. clarified that the Board's decision will be a recommendation to the AAAE BOE Committee as they will be the ones to make the final decision. Jim E. noted that we could make a recommendation as to the Chapter's representative as well as a recommendation for an at-large member.

Cathryn S. asked who was on the BOE Committee currently? She knows that Cyrus Callum, BOE Committee Chair has remarked in the past that he would like to see more diversity on the committee because they currently have a lot of members from operations. It was noted that Melissa O. is operations, Medardo G. is maintenance and Devon B. is management. Pete H. suggested that we might also look at the BOE position as one that allows the Chapter to position individuals for long term development/leadership roles in the Chapter or at the national level. Jeremy W. reported back with the members on the BOE for everyone's reference.

Rebecca H. asked if the Nominating Committee had a recommendation? Pete H. noted that they did not as Mark W.'s notification that he would be taking a position outside the Chapter didn't occur until after the Nominating Committee had already conferenced so they did not provide a recommendation for the Board.

Pete H. noted that one operational advantage of Medardo G. as our BOE representative is that Salt Lake City has a large number of AAAs that would make it easy to pull together panels for final interviews. Al S. spoke to Medardo G.'s passion for mentoring as evidenced by his past teaching experience. Ryan S. spoke in support of Medardo G. who helped him prep for his final interview. He was very patient and thoughtful.

Annell K. suggested that the Chapter make sure to find ways for whichever two individuals don't get selected for the BOE position to be involved with the Chapter.

Cathryn S. spoke in favor of Melissa O. who she has been working with closely over the last year.

Board consensus was to table a decision until the Nominating Committee can review the candidates and make a recommendation to the Board.

Mark W. noted that he's more than willing to do a thorough transition to the new representative and if he doesn't become an at-large member he'd be more than willing to be a coach.

5. Conferences

Airport Facilities Management Conference

Pete H. reported that the 2018 AFMC conference was held in Salt Lake City at the Grand America downtown and was a success. He believes that the future success of the conference is dependent on having a supportive host airport that is convenient to get to and has things that can be showcased during the conference.

Linda T. noted that AAAE has raised the idea of holding the 2019 AFMC conference outside the Northwest Chapter region. Possibilities suggested so far include Detroit, Louisville, Memphis, Austin or Dallas-Fort Worth.

Pete H. would like to see the conference stay in our region. Cathryn S. questioned whether other Chapter's might object to us stepping into their territory? Annell K. believes we would lose some of our identity associated with the conference if it were to move outside our area.

Greg P. suggested that the decision is whether to stay within our region to benefit our members or go outside to benefit the revenue stream? Brian S. doesn't believe that it should be about the revenue but rather about the benefit to our members so keep the conference in our region.

Al S. noted that we have tried to take the conference outside our region before but it was logistically much harder so he'd like to see it stay in the Chapter. Cathryn S. suggested that we might try to get some of the other larger hubs like Seattle and Portland interested in hosting the conference.

Consensus was to keep the AFMC within the Northwest Chapter region and Linda T. will seek a host for 2019. It was suggested that 4-5 airports commit as hosts so that the conference would have a regular rotation. Al S. will talk to Portland about hosting in 2019 and Ryan S. will also check with Spokane. Greg P. noted that Colorado Springs might be willing to host in 2020.

NWAAAE Annual Conferences

Mark W. thanked the Conference Committee members for their time and effort in planning this year's conference. Tonight there will be a mixer at Ivar's on the waterfront in honor of Randy Berg and he hopes everyone can attend. Monday will begin with the FAA workshop which will be followed by the Networking Lunch at the Museum of Flight.

Melissa O. noted that the dates for the 2019 Annual Conference in Fairbanks will be September 23-25 and it will be held in the Westmark in downtown. Fairbanks has a booth here at the conference with lots of information to share with everyone and they had a great response to their booth they had at the National Airports Conference last week in Anchorage.

Jim E. presented a proposal to the Board for Jackson Hole Airport to host the 2020 Annual Conference. The idea had the full support of the Board and Annell K. motioned to approve Jackson Hole as the site of the 2020 annual conference and Cathryn S. seconded the motion. Motion passed.

6. Old Business

None

7. New Business

Member Survey

Casey B. introduced Ryan H. who has been an intern at Renton this summer. Ryan presented the results of the member survey which was done in July and is summarized in the handout.

Cris J. asked if the intent was to do this survey annually? Casey B. said that it hadn't been discussed but he thinks it would be a good idea. There was a total of 106 survey respondents which is a pretty good response rate.

2019 Board Retreat

Cathryn S. noted that she had wanted to schedule a Board retreat for next March 19-20 prior to or following the FAA's Spring Conference in Seattle but unfortunately that is also the dates of the AAAE Spring Legislative Conference which will pose a conflict for a number of the Officers and Board. She'll be looking at some other possible dates and most likely will try to stick with Seattle as the site of the retreat just in terms of ease of getting there for everyone.

8. Other Matters

Greg P. noted that the AAAE Foundation Impact Statement brochure features our own Medardo Gomez – he serves as a great example of the benefits that the AAAE Foundation provides.

Greg P. noted that Bill Watson who used to be with the FAA passed away recently and Greg will ask for a moment of silence at the start of the conference.

Greg P. noted that John Kinney is undergoing a surgical procedure this week and won't be in attendance, wishes for a speedy recovery are being sent his way.

It was noted that four individuals from our region recently were accredited.

- Fabien Vivier from Denver
- Adam Phelps from Spokane
- Rich Mueller from Moses Lake
- Lisa Gahm from Denver

9. Adjourn

RJ S. motioned to adjourn the meeting and Ryan S. seconded the motion. Motion passed and the meeting was adjourned at 2:25pm.