



NORTHWEST CHAPTER
AMERICAN ASSOCIATION
OF AIRPORT EXECUTIVES

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

MINUTES

1. Call to Order

Greg Phillips called the meeting to order at 4:02pm.

2. Report of Secretary/Treasurer

Approval of April 15, 2018 Meeting Minutes

Brian Sprenger presented the minutes from the April 15, 2018 General Membership meeting. Larry Krauter motioned to approve the minutes and Cris Jensen seconded the motion. Motion passed.

Current Financials

Brian S. reported that as of September 16th the Chapter's net worth stands at \$479,029.93. The 2018 budget is on track with no issues to report at this time.

Approval of 2019 Budget

Brian S. presented the 2019 budget and it shows a surplus of \$196 at year end. The Chapter's annual conference still remains our largest revenue and expense item in the budget. One item that has changed from the version presented earlier in the week at the Board meeting is a \$3,000 contribution to the USCTA.

Al Stuart motioned to approve the 2019 budget as presented and Bern Case seconded the motion. Motion passed.

Greg Phillips noted that a few years ago when Larry Krauter was President the Chapter had a discussion regarding our goals and what the Chapter was doing for its members. The Chapter has a number of programs relating to scholarships and internships that provide benefits back to our members. At that time the Chapter also committed to building a reserve equal to a full year's budget that would help us weather any ups and downs that we might experience in the future. The Chapter started with \$68,000 and with Larry Krauter's guidance the reserve fund now stands at over \$150,000. In a couple of years we expect to reach our target goal which will allow us to direct additional funds towards scholarships, internships or other programs that benefit our members. Greg P. encouraged people to get accredited so that they can take advantage of the Chapter's incentive program as well as AAAE's scholarship program.

3. Nominations & Election of 2019 Board

Nominating Committee Chair Pete Higgins presented the nomination slate for the 2018/19 Board which is as follows:

President, Cathryn Stephens, AAE with the Eugene Airport
1st Vice President, Rebecca Hupp, AAE with the Boise Airport

2nd Vice President, Brian Sprenger, AAE with the Bozeman Yellowstone Int'l Airport
Secretary/Treasurer, Ryan Sheehan, AAE with the Spokane Int'l Airport
Immediate Past President, Greg Phillips, AAE with the Colorado Springs Airport
North Board Representative, Jeremy Worrall, AAE with the State of Alaska DOT
West Board Representative #1, Chris Pomeroy with the Friedman Memorial Airport
Authority
West Board Representative #2, Casey Boatman, CM with the Renton Municipal Airport
East Board Representative, Joseph Goetz, CM with the Crater Lake – Klamath Regional
Airport
NW Chapter Representative to AAAE for June 2019 to June 2021, Cathryn Stephens,
AAE with the Eugene Airport
NW Chapter Representative to the AAAE Nominating Committee, Al Stuart, AAE with
the Salt Lake City Dept. of Airports.
NW Chapter Nomination for Secretary/Treasurer on the AAAE Board, Lawrence
Krauter, AAE with the Spokane Airports.

Pete H. noted that some recommendations for Board positions are for individuals who are outside that region's area but that was due to a lack of nominations from that region. Individuals in those positions will serve a one-year term and nominations will be open for two positions for that region next year. Pete H. encouraged anyone with interest next year to submit a nomination and not get discouraged if they aren't selected the first time around.

Pete H. noted that with Mark Witsoe taking a position outside the Northwest Chapter we need to recommend a replacement to the AAAE Board of Examiners. The Nominating Committee recommended Melissa Osborn to the NWAAAE Board and they are approved that recommendation and are now forwarding it for vote by the general membership.

Greg Phillips called for any nominations from the floor and there were none.

Bern Case motioned to approve the slate of candidates as presented and Tony Bean seconded the motion. Motion passed.

4. Conferences

Airport and Facilities Management Conference

Pete Higgins reported that the 2018 AFMC was held in Salt Lake City at the Grand America Hotel downtown and it was a great success. He encouraged airports to consider hosting a future AFMC as the Chapter likes to see it moved around. Greg Phillips noted that the conference is a great one for airports to get their staff to since it is very hands on with lots of great information presented on operations and maintenance subjects.

NWAAAE Annual Conference

Mark Witsoe reported that this year's conference had a great response from sponsors and exhibitors and we have approximately 250 attendees present which is approaching the Chapter's attendance record.

Melissa Osborn reported that the 2019 annual conference will be held in Fairbanks September 21-26. Please make sure to visit the Fairbanks exhibit space for information on cruises to Fairbanks and things to do and see while you're there.

Jim Elwood reported that Jackson Hole has been selected to host the 2020 conference and they are looking forward to welcoming the group to the only commercial service airport located wholly within a national park.

5. Old Business

None

6. New Business

None

7. Committee Reports

AAAE Foundation Committee

Cris Jensen highlighted the AAAE Foundation insert in the latest issue of the Airport magazine and as Greg Phillips noted it features Medardo Gomez. In 2018 AAAE distributed \$467,000 in scholarships which was up from \$365,000 in 2017 and the minimum scholarship was \$3,000.

AAAE Diversity Committee

Melissa Osborn reported that the AAAE Diversity Committee met last week at the NAC in Anchorage. They have established goals for the next year which you can find on the AAAE Hub.

AAAE Accreditation Mentoring Committee and National Board of Examiners Committee

Mark Witsoe encouraged anyone interested in helping candidates get through the accreditation process to become mentors. This year Mark W. has seen seven members get accredited so far. He hopes to see another three to four be successful by the end of the year. Adam Phelps and Fabien Vivier were accredited in Anchorage at the NAC last week and Rick Mueller and Lisa Gahm achieved their accreditation here in Seattle. Mark W. reminded everyone that the Chapter awards a stipend to each member that achieves their accreditation.

Operations/Safety/Planning Committee

Al Stuart noted that a complete report for this committee can be found on the AAAE Hub and he'll get a copy to Linda Tepper as well. There have been some changes at the national level that include adding a working group (Space Ports) and combining other groups. The committee has a number of people from the Northwest region involved and Al S. encourages anyone else with interest to join.

Communications Committee

Casey Boatman reported that in July the Communications Committee conducted a ten question survey of the membership and had 106 respondents. Ryan Hubbard who was interning for the Renton Municipal Airport did a great job in conducting the survey. Ryan H. provided a brief report to the membership on the results of the survey. Casey noted that our Twitter account has 200 followers and is gaining ground. Looking to give the website an update and a special thanks to Deborah Smith with Centennial Airport for providing the artwork for this year's conference.

Greg Phillips noted that Cathryn Stephens drove the initiative to do the member survey and it has provided some really good feedback for future use.

Military Affairs Committee

Pete Higgins noted that the Committee's main focus has been on assisting and building a bridge with military members that want to transition into the private aviation industry. He works closely with Hill AFB to disseminate opportunities to interested individuals.

Transportation Security Services Committee

Jeremy Worrall noted that the TSA has a new draft of amendment 18-02 for those with the complete program and he encouraged airports to submit comments.

8. Other Matters

Greg Phillips noted that passing of Bill Watson on September 16th who was formerly with the FAA for a number of years.

Greg P. thanked the members for their support and the opportunity to work with all the airports in the region. He also thanked the Board for all their assistance over the year.

Annell Kuelpman reminded everyone that the drawing for the Exhibitors Passport prize will be done right before lunch on Wednesday. Those that stay for the conclusion of the roundtable Wednesday afternoon will also get an opportunity to enter a drawing for \$250.

Randy Berg thanked everyone for the reception in his honor on Sunday evening. He may be retiring from managing airports but he'll still stay involved with the Northwest Chapter.

Greg P. thanked Mark Witsoe for taking on the role of the BOE representative for the Chapter. It's a very time intensive job but he did an excellent job during his tenure.

9. Adjourn

Al Stuart motioned to adjourn the meeting and Rich Stehmeier seconded the motion. Motion passed and the meeting was adjourned at 4:51pm.