

SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
General Membership Meeting
San Jose Marriott, San Jose, CA
Monday, July 27, 2015 and Wednesday, July 29, 2015

MEETING MINUTES

1. **Call to order and Verification of Quorum**
 - a. President Eric Peterson called the meeting to order at 4:02 p.m. after a count noted that a quorum of both Executive and Corporate members were present.

2. **Election of Association Officers and Directors for 2015-2016**
 - a. Immediate Past President Casey Denny invited each candidate to address the group, after which Denny facilitated the election of association Officers and Directors for 2015-2016 by paper ballot.

3. **President's Report**
 - a. President Eric Peterson reported:
 - i. Judy Ross has taken a new job at Norman Y. Mineta San Jose International Airport and will be stepping down as SWAAAE's Arizona Director. Chad Makovsky from Phoenix Sky Harbor International Airport is expected to be appointed to replace Ross.
 - ii. If Jon Stout is elected as Second Vice President, his current Northern California Director position will be vacant on the Board.
 - iii. The new SWAAAE logo was revealed this morning at the start of the first Summer Conference general session.
 - i. One of his primary goals as President was to avoid scheduling future SWAAAE events weekends in order to spend more time with family. Another primary goal was to encourage large airport participation in SWAAAE. He reported Malaviya continues to reach out to medium and large airports and thanked him for his efforts. His last primary goal was to broaden the association's technology initiatives. President Peterson reported the technology committee purchased new equipment that allows the chapter to record and live stream conference sessions and events. The 2015 Summer Conference will be the first event recorded. President Peterson thanked Wes Davis for his efforts.

4. **Announcement of Election Results**
 - a. Jon Stout was elected as Second Vice President of the chapter. Jonathan Hudson was elected to the Board of Directors for the first time as a Southern California Director. Andrew Swanson was elected to the Board of Directors for the first time as a Northern California Director. Mike Dikun was re-elected as the Nevada Director and Kerry Ahearn was re-elected as the Director At-Large. Jeff Leonard was elected for the first time as a Corporate Director.

President Peterson recessed the meeting until Wednesday, July 29 at 8:00 a.m.

5. **Call to Order and Re-verification of Quorum**
 - a. President Richard Smith called the meeting to order at 8:21 a.m. after a count noted that a quorum was present.

6. **Accept Minutes from General Membership Meeting held January 28, 2015 at the Monterey Plaza Hotel in Monterey, CA**
 - a. **ACTION:** Scott Malta made a motion to approve the January 28, 2015 General Membership meeting minutes. Gladys Wiggins seconded the motion, which passed unanimously.

7. **Executive Director's Report**
 - a. Membership Report
 - i. Executive Director Cathy Herring reported that SWAAAE memberships expired on July 1; however due to the fiscal year end, non-renewing members are not marked lapsed until September 1. Herring referenced the Membership Report by Class included in the handout packet. There are currently 542 members, with seven Airport Group memberships consisting of 145 individual membership and 22 Corporate Group

memberships consisting of 50 individual memberships.

8. FY 2014/2015 Financial Report

- a. President Richard Smith referenced the quarter four balance sheet and profit and loss statements included in the handout packet. He noted quarterly reports on SWAAAE's fidelity account will be shared in the future.

9. FY 2015/2016 Budget

- a. President Richard Smith referenced the draft budget included in the handout packet and noted the several increased line items which included officer's expenses, credit card fees, Board meetings and technology. **ACTION:** Mike Dikun made a motion to approve the 2015-2016 budget. Ross seconded the motion, which passed unanimously.

10. By-law Amendments

- a. First Vice President Gary Mascaro referenced his report included in the handout packet. **ACTION:** Scott Malta made a motion to approve the revised by-laws. Williams seconded the motion, which passed unanimously.

11. Policy Decisions

- a. First Vice President Gary Mascaro referenced his report included in the handout packet. Scott Malta made a motion to affirm the revised policy decisions. Mike Dikun seconded the motion, which passed unanimously.

12. Announcement of 2015/2016 Committee Chairs

- a. Accreditation – Jennifer Maples
- b. Airport Management Short Course – Gladys Wiggins
- c. Awards – Jonathan Hudson
- d. By-Laws – Jon Stout
- e. Credentials – Chad Makovsky
- f. Ethics – Gary Mascaro
- g. Finance – Gary Mascaro
- h. Historical – Jessica Bryan
- i. Legislative – John Pfeifer
- j. Membership – Jennifer Maples
- k. Nominating – Eric Peterson
- l. Policy and Procedures – Jon Stout
- m. Resolutions and Recognition – Gladys Wiggins
- n. Scholarship – Veroneka Reade
- o. Summer Conference (2016) – Kerry Ahearn
- p. Technology – Wes Davis
- q. Time and Place – Gary Mascaro

13. CAE Program

- a. President Richard Smith reported the recent Board approved CAE criteria modifications.
- b. A discussion took place regarding if SWAAAE should continue the CAE program or direct members to AAAE's program. Todd McNamee noted the historical significance of the program and stated that he felt the program makes new members feel welcome to the chapter. Jonathan Hudson agreed and noted many employees at his airport cannot become certified through AAAE. Mike Dikun and Rod Dinger also noted the importance of the program and it's value. Casey Denny suggested SWAAAE encourage members to become credited through AAAE. Gladys Wiggins noted the differences between the two programs, SWAAAE and AAAE, and encouraged members to work toward the program they best qualify for.

14. Committee Reports

- a. AAAE Update
 - i. AAAE Chair Jeff Mulder reported on industry related updates and issues. A discussion took place on contract tower programs.
- b. Legislative
 - i. Committee Chair John Pfeifer referenced his report included in the handout packet. In addition, he noted:
 1. California's aviation caucus consists of 19 current members. Pfeifer noted it may be time for Arizona and Nevada to start caucus.

2. California legislature is in recess.
- ii. A discussion took place on FAA aviation fuel tax revenue.

15. **Member Comments**

- a. Gladys Wiggins noted at the conclusion of the general membership meeting, the 2016 winter conference committee will meet for a brief meeting.
- b. Casey Denny thanked SWAAAE for its support as a chapter and noted he will remain a member although he has relocated to Columbus, Ohio.

16. **Adjourn**

- a. **ACTION:** Scott Malta made a motion to adjourn the meeting at 9:13 a.m. The motion was seconded by Mike Dikun, which passed unanimously.