

**SWAAAE Board of Directors Meeting**  
**Scottsdale Airport, Scottsdale, AZ**  
**Friday, October 19, 2018 | 8:30 a.m. – 12:00 p.m.**

**Meeting Minutes - DRAFT**

- I. Call to Order, Roll Call, Review Agenda – Jonathan Hudson**
- a. President Hudson called the meeting to order at 8:31 a.m. after verifying a quorum was present.  
**Board of Directors:** President Jonathan Hudson, First Vice President Jennifer Maples, Immediate Past President Jon Stout, Director Kevin Bumen, Director Bryant Garrett, Director Barney Helmick, Director Courtney Johnson, Corporate Director Jeff Leonard, Director Corinne Nystrom, Corporate Director Matt Quick, Director Dean Schultz, Director Andy Swanson  
**AAAE Representation:** AAAE Director Danette Bewley, AAAE Corporate Committee Representative Jon Faucher, AAAE Nominating Committee Representative Barry Rondinella  
**Committee Chairs:** Gladys Brown, Brad Hagen  
**Remote:** Second Vice President Judy Ross, AAAE Director Scott Malta, AAAE First Vice Chair Todd McNamee  
**Staff:** Executive Director Cathy Herring
- II. Minutes of the Board of Directors Meeting held at the Hyatt Regency Sacramento in Sacramento, CA on July 21, 2018**
- a. **ACTION:** First Vice President Maples made a motion to approve the minutes with the removal of Todd McNamee as an attendee of the July meeting. Director Bumen seconded the motion, which passed unanimously.
- III. President's Report**
- a. SWAAAE Website
- i. Executive Director Herring reported SWAAAE will be transitioning to a less expensive association management software (AMS) after the 2019 Short Course Conference. The contract with the current AMS expires in June, 2019. President Hudson reported the Executive Committee will oversee the transition.
- IV. Executive Director's Report**
- a. Membership
- i. Non-Executive Memberships
1. Executive Director Herring referenced the report included in the handout packet and presented a total of 13 non-Executive members for ratification. A discussion took place regarding Associate vs. Executive membership qualifications and the titles of two members. **ACTION:** Immediate Past President Stout made a motion to ratify all non-Executive members with the exception of Sandra Canchola and Cindy Dunn. Director Nystrom seconded the motion, which passed unanimously. **ACTION:** The membership committee is to review and confirm Sandra Canchola and Cindy Dunn's membership type.
- ii. Executive Membership Applications
1. Executive Director Herring referenced the report included in the handout packet and presented a total of 14 Executive members for approval. **ACTION:** Immediate Past President Stout made a motion to approve all Executive members as presented, with the exception of Mark Bara with the Santa Fe Regional Airport. Director Nystrom seconded the motion, which passed unanimously. **ACTION:** The membership committee is to review and confirm if Mark Bara intended to join the Southwest chapter or South Central Chapter of AAAE which includes the state of New Mexico.
- iii. Membership By Class Report
1. Executive Director Herring referenced the additional report included in the handout packet which compared current membership totals to 2017 numbers. Herring reported a total of 492 members compared to 494 in 2017.
- iv. Non-Renewed Members
1. Executive Director Herring reported all non-renewed memberships expired on Sept. 1, 2018. The list of non-renewed members was distributed and those in attendance were encouraged to reach out to expired members on the list to encourage them to renew.
- V. Financial Report**
- a. 2018-19 First Quarter Financial Reports

- i. First Vice President Maples referenced the reports included in the handout packet. Director Nystrom noted 2018 Summer Conference expenses came in under budget and congratulated the committee.
- b. Investment Strategy
  - i. First Vice President Maples reported the Fidelity Investment Account was closed on August 15, 2018 and \$85,565.41 was transferred to the Chapter's savings account. **ACTION:** The Finance Committee will be evaluating and recommending an investment strategy for consideration at the next Board meeting.

## VI. Action Items

- a. Bylaws, Policy Decisions and Procedures
  - i. Policy Decision 18-04
    - 1. Second Vice President Ross referenced the report included in the handout packet reviewing the \$100,000 cash reserve policy. Second Vice President Ross reported no one currently involved in the chapter could recall why \$100,000 was selected as a minimum and reached out to other AAAE chapters to inquire about their policies. The Board discussed the following options which were presented:
      - a. Change the cash reserve policy to the last three-year operating expense average.
      - b. Increase the chapter cash reserves to \$150,000, given the three-year average for recent years and tighter control of the annual expenditure growth.
      - c. Maintain status quo with the \$100,000.
    - 2. A discussion took place and the majority of the Board approved to move forward with a cash reserve of 50% of the rolling three-year average or \$100,000 minimum, whichever is greater. **ACTION:** Second Vice President Ross is to update policy decision 18-04 to present to the Board and General Membership for approval during the January meetings.
- b. Contract Tower Association
  - i. First Vice President Maples referenced the report included in the handout packet and discussed the request received to become a member of the US Contract Tower Association rather than an annual contributor. A discussion took place on funding in the budget to support the membership. **ACTION:** Immediate Past President Stout made a motion to approve the Contract Tower Association membership for SWAAAE. Director Helmick seconded the motion, which passed unanimously. Director Nystrom recommended establishing a policy on programs the Board approves.
- c. Donation to Claudia B. Holliday AAAE Scholarship
  - i. AAAE First Vice Chair McNamee reported the South Central chapter donated \$20,000, the Northeast chapter donated \$12,872 through fundraising, the Great Lakes chapter donated \$5,000, and the Northwest chapter donated \$4,000 to the Claudia B. Holliday AAAE Scholarship fund. He also reported a \$30,000 donation from Michael Baker to get the scholarship established, and the AAAE staff donation of \$1,000. President Hudson suggested donating \$5,000, a one-time expenditure out of the reserves. **ACTION:** Director Garrett made a motion to donate \$5,000. Director Helmick seconded the motion, which passed unanimously.

## VII. Informational Items

- a. 2019 Short Course Update
  - i. Committee Chair Johnson reported registration for the conference was open and the hotel block was filling up quickly. The committee is expected to launch the draft program within the next few weeks.
- b. 2019 Summer Conference
  - i. AAAE Director Bewley reported the 2019 Summer Conference will take place at the Loews Ventana Canyon in Tucson, Arizona on Sunday, July 28 – Wednesday, July 31. The committee has scheduled a meeting for October 30 in Tucson to visit venue options for off-site events.
- c. AAAE Academic Relations Committee
  - i. Committee Vice-Chairs Sean Moran and Welton Trang were not in attendance and did not provide a report prior to the meeting.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. BOE Representative Marmion was not in attendance but did provide a report included in the handout packet.
- e. AAAE Chapter Diversity Task Force
  - i. AAAE Chapter Diversity Task Force Chair Chen was not in attendance but did provide a

report included in the handout packet.

- f. AAAE Corporate Committee Report
  - i. AAAE Corporate Committee Representative Jon Faucher referenced the report included in the handout packet and reported AAAE Committees have seen an increase of Corporate member participation and at each committee meeting, airport sponsors are invited to participate in discussions on industry topics.
  - ii. Director Helmick congratulated SWAAAE Corporate member Scott Van Gompel for his top 40 under 40 nomination.
- g. AAAE Update
  - i. AAAE Director Malta referenced the report included in the handout packet and a discussion took place regarding rules and oversight on non-aeronautical land. Director Schultz volunteered to follow up and report back with updates during the next Board meeting.
  - ii. AAAE Director Bewley noted quite a few Aviation Rule Making Committees are being formed to help FAA define new regulations and update existing regulations.
  - iii. AAAE First Vice Chair McNamee reported the AAAE organization and staff are right on track and doing well.
- h. Awards, Resolutions and Recognition
  - i. Committee Chair Nystrom reported she is working on recruiting committee members for the upcoming year of awards and will work with Second Vice President Ross to update the committee procedures.
- i. Corporate Member Update
  - i. Corporate Director Leonard welcomed Matt Quick as the newly elected SWAAAE Corporate Director and reported positive feedback was received at the most recent Corporate member meeting at the 2018 Summer Conference. Exhibitors were pleased with the layout and sponsors were satisfied with their benefits. Corporate Directors Leonard and Quick will continue to push for Corporate Scholarship applicants.
- j. Credentials and Records
  - i. Committee Chair Bumen stated there was nothing to report and no C.A.E. applications were received since the last meeting. Committee Chair Bumen will work with Helmick to update the historical matrix.
  - ii. It was reported that Director Helmick visited SWAAAE Headquarters to go through and clean out the storage boxes on-site. The committee will look into digitalizing the historical files left at SWAAAE Headquarters.
- k. Ethics
  - i. First Vice President Maples stated there was nothing to report.
- l. Legislative
  - i. Committee Chair Hagen referenced the report included in the handout packet and noted Arizona's 2018 legislative session adjourned on May 4, 2018. He reported CA bill AB 427 was vetoed by the Governor on September 23.
- m. Membership
  - i. Director Helmick stated there was nothing to report.
- n. Nominations – Jon Stout
  - i. Committee Chair Stout reported Gary Mascaro and Jon Faucher have volunteered to serve on the committee. AAAE Director Bewley's term is up in January 2019 and elections will take place during the 2019 Short Course Conference.
- j. Scholarships
  - i. Committee Chair Brown reported scholarship applications are due Friday, Dec. 7; there is \$3,000 left in the budget to award scholarships for the 2019 Short Course Conference.
- k. Technology
  - i. Committee Chair Peterson was not present and did not provide a report prior to the meeting.
- l. Time and Place
  - i. First Vice President Maples referenced the report included in the handout packet and noted the next Board of Directors meeting will take place on Sunday, January 27 in Monterey, CA. A discussion took place regarding the Board's preference for the spring 2019 meeting. **ACTION:** Executive Director Herring to contact the Loews Ventana Canyon Hotel in Tucson, AZ to inquire on availability for April 12 and April 26, 2019.

## VIII. Directors Comments

- a. Executive Director Herring reported those who stayed at the Scottsdale Fairmont Princess for the October Board meeting will be invoiced for their stay through SWAAAE.

## IX. Members Comments

- a. AAAE Corporate Committee Representative Faucher recommended SWAAAE purchase new TV's for the 2019 Short Course digital signage.

**X. Adjourn**

- a. **ACTION:** Director Bumen made a motion to adjourn the meeting at 10:20 a.m. Director Schultz seconded the motion, which passed unanimously.

*Respectfully submitted by: Cathy Herring, SWAAAE Executive Director*