

**SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**  
**General Membership Meeting**  
**Cypress Ballroom, Monterey Plaza Hotel, Monterey, CA**  
**12:00 p.m. Tuesday, January 31, 2017**

**MEETING MINUTES**

- 1. Call to Order and Verification of Quorum**
  - a. President Mascaro called the meeting to order at 12:18 p.m. after a count confirmed a quorum of both Executive and Corporate members were present.
  
- 2. Accept Minutes from the General Membership Meeting held July 25 and July 27, 2016 at Green Valley Ranch, Henderson, NV**
  - a. **ACTION:** Husband made a motion to approve the July 25 and July 27 meeting minutes. Rubio seconded the motion, which passed unanimously.
  
- 3. President's Report**
  - a. President Mascaro reported the Board of Directors has been focusing on succession planning and encouraging more members to become involved in the Chapter by volunteering for committees.
  
- 4. Election of Representatives to AAAE Positions**
  - a. Immediate Past President Smith announced there was one candidate, Danette Bewley, running for both the AAAE Secretary Treasurer position and the AAAE Director position. Bewley was invited to address the audience as ballots were disbursed to Executive and Executive Emeritus members.
  - b. Barry Rondinella was appointed as SWAAAE's AAAE Nominating Committee Representative.
  - c. Todd McNamee is currently serving as AAAE Chair.
  - d. 2017-18 Board Elections will take place in conjunction with the 2017 Summer Conference. The positions up for election are Second Vice President, Corporate Director, Arizona Director, Nevada Director, Northern California Director, Southern California Director, and Director At-Large.
  
- 5. Executive Director's Report**
  - a. Membership Report
    - i. Executive Director Herring referenced the report included in the handout packet and reported a current total of 532 members, 183 total individuals in Airport Group memberships and 51 total individuals in Corporate Group memberships.
  
- 6. 2<sup>nd</sup> Quarter Financial Report**
  - a. First Vice President Stout referenced the reports included in the handout packet and reported the Chapter has over \$200,000 in the checking and savings account and is right on track with the fiscal year budget.
  - b. First Vice President Stout solicited volunteers to review the 2017-18 fiscal year budget which will be presented to the general membership at the next meeting.
  
- 7. By-law Amendments**
  - a. Due to the growth in membership and strong focus on succession planning, the Board proposed four Bylaw amendments regarding the new membership restructure for general membership approval. Second Vice President Hudson asked former Membership Committee Chair Maples to explain the proposed Bylaw amendments included in the handout packet. **ACTION:** A motion was made to approve all Bylaw amendments as presented. The motion was seconded, which passed unanimously.

## 8. Policy Decisions

- i. Second Vice President Hudson referenced the revised Policy Decisions included in the handout packet. **ACTION:** Makovsky made a motion to reaffirm the Policy Decisions. Bewley seconded the motion, which passed unanimously.

## 9. Committee Reports

- a. 2017 Short Course Update
  - i. Conference Committee Chair Swanson reported the committee focused on educational programming, student involvement, networking, sponsors, and exhibitors in order to put on a successful and well attended conference. Swanson thanked all conference committee members, sponsors, and exhibitors for their support.
  - ii. Jon Faucher acknowledged and thanked all general membership meeting sponsors, golf sponsors, and all sponsorship committee members.
- b. 2017 Summer Conference Update
  - i. Conference Chair Rondinella reported a room rate of \$150 per night plus tax for 2017 Summer Conference attendees at the Newport Beach Marriott. The Summer Conference will take place July 23 – 26.
- c. AAAE Academic Relations Committee
  - i. Committee Chair Trang reported the first applicant of the Student Chapters Grant was California State University, Los Angeles.
  - ii. The deadline for the AAAE Student Presentation Grant, which will be awarded at the Annual Conference in Long Beach, has been extended.
- d. AAAE Accreditation Update/Final Interview Workshops
  - i. BOE Representative Maples reported a total of 469 active Accredited Airport Executives nationwide, 60 of which are SWAAAE members. SWAAAE had 24 newly Accredited members in the last five years.
- e. AAAE Chapter Diversity Task Force
  - i. President Mascaro reported Bryant Francis has been representing the Chapter as Chair of AAAE's Diversity Task Force but will be stepping down in July. President Mascaro thanked Francis for his work and dedication.
- f. AAAE Update
  - i. AAAE Director Bewley acknowledged AAAE and ACI advocates as the industry anticipates the effects and challenges of President Donald Trump's new administration. Bewley reported on industry issues which included fuel tax and the pilot shortage.
- g. Awards
  - i. Committee Chair Dikun reported a committee is in place to review nominations submitted for the 2017 awards. Dikun encouraged those in attendance to nominate their peers. Nomination information will be included in future SWAAAE Alerts.
- h. Corporate Member Update
  - i. Corporate Director Malaviya and Leonard reported the Corporate Membership meeting is scheduled for later this afternoon and encouraged members to attend.
  - ii. Corporate Director Leonard's position on the Board is up for election in July, 2017. The position is a two-year term.
  - iii. Corporate Director Malaviya thanked all Winter Conference sponsors and exhibitors.
- i. Credentials
  - i. Committee Chair Makovsky thanked committee members for reviewing all C.A.E. applications received.
- j. Ethics
  - i. First Vice President Stout stated there was nothing to report.

- k. Industry Issues and Positions
  - i. President Mascaro reported the committee was created to support member airports, as a Chapter, with industry issues throughout the year. A discussion took place on recent issues and how they were resolved.
  - ii. President Mascaro encouraged members to contact him directly for Chapter support.
- l. Historical
  - i. Chair Ahearn solicited volunteers to assist with continuing to document the history of the Chapter adequately, including awards, Board of Directors, and membership.
- m. Legislative
  - i. Committee Chair Becker referenced the report included in the handout packet and noted there is a representative from each state on the committee who contributed.
- n. Membership
  - i. A membership audit will be conducted before the 2017-18 membership renewals.
- o. Policies and Procedures
  - i. Second Vice President Hudson reported the current Policies and Procedures packet is available on the website and asked members to contact him directly with questions.
- p. Resolutions and Recognition
  - i. President Mascaro thanked Gladys Wiggins for her hard work as chair of the committee.
- q. Technology
  - i. Technology Committee Chair Peterson reported over 80 virtual attendees for the 2017 Winter Conference and encouraged those interested to volunteer and to help run technology at future conferences.
- r. Time and Place
  - i. First Vice President Stout reported the next Board of Directors meeting will take place in Newport Beach, California on Friday, April 28. The October Board meeting will take place in Sonoma, California in October.
  - ii. Sacramento will host the 2018 Summer Conference.

#### **10. Announce Results of Election**

- a. Immediate Past President Smith announced Danette Bewley as the Chapter's AAE Secretary/Treasurer and AAE Director.

#### **11. Member Comments**

- a. Sean Moran discussed the 2017 Winter Conference team building event and student presentations.

#### **12. Director Comments**

- a. President Mascaro surveyed the membership for their feedback on hosting the General Membership meeting on Tuesday vs. Wednesday morning. Those in attendance preferred the meeting take place over lunch on Tuesday.

#### **13. Adjourn**

- a. **ACTION:** Husband made a motion to adjourn the meeting at 1:00 p.m. First Vice President Stout seconded the motion, which passed unanimously.