

SWAAAE
Board of Directors Meeting
Monterey Plaza Hotel and Spa, Monterey, CA
Sunday, January 27, 2008
Minutes

I. Call to Order, Roll Call, Review Agenda

President Kusy called the meeting to order at 10:00 a.m.

Present: President Lynn Kusy, First Vice President Barry Rondinella, Second Vice President Todd McNamee, Past President Gary Rice, Judy Alexander, Bill Harvey, Bill Ingraham, Scott Malta, Charles Mangum, Bill McCue, Eric Peterson, Richard Strickland, Mark Witsoe

Staff: Executive Director Julia Ratti

Guests: AAAE President Krys Bart, AAAE Board Member Rod Dinger, Joe Husband, Alex Kovach, Gary Petersen, Hyder Shah, Mike Williams

II. Minutes: Witsoe made a motion to approve the minutes of the September 29, 2007 Board meeting held at Harrah's Reno. Alexander seconded the motion which passed unanimously.

III. Presidents Report:

AAAE Academic Relations: Kusy reported that AAAE is requesting that each Chapter provide \$1,000 to defray the cost of students attending national conferences. The board discussed the request and felt that there may be better ways to help students and that it preferred to invest in helping students attend Chapter conferences. The Board did not act but rather asked Kusy to bring comments back to AAAE.

Upcoming Meetings and Conferences: Kusy reported that the AzAA Spring Conference will be held in Prescott on April 14 – 17, 2008. The ACA Conference will be held September 17 – 24, 2008 at Lake Tahoe. Nevada will have its airport managers April 20 – 23, 2008. Kusy distributed a sample packet from Arizona Aviation Day for everyone's information.

IV. Executive Director's Report: Ratti presented the membership report. We have 410 members as of Jan. 18, 2008. Ratti presented the attached list of associate, participating, student and corporate members who were accepted for membership from September 28, 2007, through January 23, 2008. Witsoe made a motion to ratify the associate, participating, student and corporate memberships. Malta seconded the motion that passed unanimously. Ratti presented the attached list of applications received from September 28, 2007, through January 23, 2008 for approval for Executive Membership. Witsoe made a motion to approve the Executive memberships. Ingraham seconded the motion which passed unanimously.

Julia requested that the board confirm the check signers as the officers of the corporation. McNamee made a motion to confirm the officers as signers. Malta seconded the motion which passed unanimously.

V. Finance Committee Report: Rondinella presented the second quarter financial reports. Overall the Chapter is doing well fiscally. On the Profit and Loss, Rondinella reported that the dues income is likely to end a bit below budget. However, conference performance has been better than budgeted and the Chapter will likely end the year with a better bottom line than budget. On the Balance Sheet, Rondinella noted that we have over \$222,000 in assets but it is important to note that almost all of the income from the conference is recorded and most of the expenses are not. Harvey made a motion to accept the financial reports as presented. Witsoe seconded the motion which passed unanimously.

VI. Action Items

- a. **Airport Management Short Course:** McNamee reported that the conference attendance numbers were good and that he anticipated a significant conference profit for the Chapter. He thanked the committee for its hard work and welcomed the board to Monterey.
- b. **Policies and Bylaws:**
 - i. **Policy Statements:** McNamee presented the 2008 Policy Statements for board review and approval. The major change was to relocate a statement outlining Honorary Membership to the Bylaws. Ingraham made a motion to approve the statements and presented. Witsoe seconded the motion which passed unanimously.
 - ii. **Bylaws:** McNamee presented the amendments to the Bylaws. The Board approved the amendments at the September Board meeting. They have been distributed electronically to the membership and will be voted on at the General Membership meeting.
- c. **Nominations:** Rice made a motion to affirm Tom Greer as the Chapter's recommendation to the AAAE Nominating Committee. McCue seconded the motion which passed unanimously. Rice reported that the SWAAAE Nominating Committee has put forth Scott Malta's name to remain on the AAAE Board of Directors for a full term. Malta filled a partial term in the position vacated by Michael Musca. The absentee ballot has been distributed to the membership and the election will be held at the General Membership meeting. Rice is reviewing the membership list looking for candidates for the election of SWAAAE officers in July and will work with the Nominating Committee to bring forward a slate.
- d. **Credentials:** Alexander reported that Rodney Evans of Karratha Airport in Western Australia was mailed his CAE certificate and was invited to attend the conference. While he was unable to attend this year, he hopes to schedule a trip to the U.S. timed in conjunction with either a summer or winter conference. Keith Kallman of Minden-Tahoe Airport and Jon Stout of Charles M. Schulz Airport were awarded CAE status by the Board via email vote since the last board meeting. Ingraham made a motion to affirm the presentation of CAE status to Kallman and Stout. McNamee seconded the motion which passed unanimously. Alexander brought forward the recommendation of the Credentials Committee to award Witsoe CAE status. Rondinella made a motion to grant CAE status to Witsoe. McNamee seconded the motion which passed unanimously with Witsoe abstaining.
- e. **Scholarships:** Rondinella reported that the Scholarship Committee will be awarding two Academic and four Airport Management Short Course scholarships during the banquet. The Academic scholarship was raised to \$1500 plus \$500 for travel and a conference registration. The conference scholarships were \$1,000 each.
- f. **Technology:** Witsoe reported that he and Ratti met with Pat Osborne and two technology staff from AAAE to consider upgrades to the website. The main topics of conversation were event management and credit card processing, project management and shared new features based on functionality developed for other Chapters. We learned that SWAAAE is driving all of the website development and that other Chapters are not requesting new features. There are a number of features listed which AAAE will investigate to see if they are functional. We do not expect to get any new functionality based on this analysis.
We also learned that AAAE does not currently have event management functionality for their own events and is entering data on hand from registration forms. They are working on event management processing for AAAE events but believe that the system they are creating will be too integrated with their financial processing to be easily replicated for the Chapter. They are willing to investigate creating a system for SWAAAE from scratch. In the meantime, Julia will research off the shelf event management software that could be integrated with our website. AAAE also does not have any existing capability for project management but will investigate. Overall, Witsoe reported that minor improvements to the website probably will make sense in

the future but major functionality may be better pursued through outside sources. Witsoe and Ratti will continue the conversation with AAAE.

- g. Training Assessment:** Gary Petersen presented a report on activity regarding creating one- or two-day on-site trainings. Petersen, Chris Eberhard and Michael Dikun formed a committee to pursue the idea and began with a membership survey. The survey resulted in significant enthusiasm and a decision to move forward with piloting a one-day training. Through discussion it was determined that Phoenix would be a likely first destination and that it could be held in conjunction with the summer conference to leverage attendance. Joe Husband volunteered to help organize. The idea will be to create a curriculum and format that can be easily replicated in multiple sites. The committee will report back at the Spring Board meeting on progress.

VII. Information Items:

- a. Summer Conference 2008:** Mangum presented a promotional video which was very well-received. He distributed a draft schedule and highlighted some of the educational and social events. The committee will kick into high gear recruiting sponsors and exhibitors after Monterey. Mangum will work with Julia on registration. The committee has chosen not to have a conference gift but rather to purchase a variety of themed items and give each attendee a certificate to “shop” for a gift of their choice.
- b. Time and Place:** Rondinella reported that the Time and Place Committee now has oversight over the timing of all events, rather than selecting a summer conference site and location only. The Chapter will take on management of the summer conference and is looking to book 2009 and 2010 in San Diego. Richard Strickland is serving as the vice chair for the 2008 Summer Conference and will serve as chair for the first San Diego summer conference. Strickland reported he will work on booking a hotel immediately after the Monterey conference.
- c. FAA California Best Practices Manual:** Ingraham and Rod Dinger have been representing SWAAAE on the committee. Ingraham and Dinger reported the process has been good and has resulted in interesting dialogue. They expect a draft of the report by April.
- d. AAAE Update:** Bart gave the group an overview of her experiences as President of the AAAE. She reported that she has had the opportunity to participate in many events in many different Chapters and continues to be proud of SWAAAE and its professional approach. She encouraged the Board to consider incorporating more family activities in Chapter events to continue to develop the strong bonds in the airport management community. AAAE continues to work hard on reauthorization. She expects some good things for general aviation airports. Bart also offered to leverage her new relationships to obtain speakers and possible sponsors for future conferences.
- e. Resolutions and Recognitions:** McCue reported that he will be working on ways to do a better job of recognizing Chapter volunteers and others who support the Chapter.
- f. Chapter Store:** Peterson reported he has a variety of shirts for sale at the conference. He will be working with the technology committee to create a page on the website to sell shirts in between conferences.
- g. Historical:** Alexander reported she is beginning to look at how best to approach capturing SWAAAE history.
- h. Awards:** Harvey reported the solicitation for awards nominations will begin in the spring.
- i. Accreditation:** Mike Williams provided the report on behalf of Alex Kovach who was participating in an Accreditation Final Interview. Williams was selected to fill the At-Large position on the Board of Examiners. Williams distributed a written report. He noted that Dennis Cardoza and Dave Gotschall are sitting for their final interview during the conference. McNamee made a motion to award Cardoza and Gotschall the \$500 Chapter stipend if they are successful in their final interview and they meet the minimum stipend qualifications. Malta seconded the motion which passed unanimously.

- j. Legislative:** Ingraham distributed a written legislative report with updates on California, Arizona, Nevada and Federal legislation.
- k. Membership:** Malta reported that many of the folks who were contacted as delinquent have renewed their membership. Most of those who have not were people who signed up during a conference special but did not intend on staying involved.
- l. Ethics:** No report.

VIII. Director Comments:

- a.** Kusy congratulated Rice on his retirement and on receiving the AAAE Award of Distinction. Mangum requested that the Chapter consider membership in the Contract Tower Association in next year's budget.

IX. Member Comments: Peterson reported that he and Klaasje Nairne have been asked to sit in on the hiring process for the new ADO

X. Adjourn: The meeting was adjourned at approximately 1:50 p.m.

Respectfully submitted,

Julia Ratti
Executive Director