

SWAAAE Board of Directors Meeting
Carmel Meeting Room, Monterey Plaza Hotel | Monterey, CA
Sunday, January 22, 2023 | 7:30 a.m. – 10:30 a.m.

Meeting Minutes

I. Call to Order, Roll Call and Quorum, Review Agenda

- a. President Nystrom called the meeting to order at 7:40 a.m. after verifying a quorum was present.

Board of Directors: President Corinne Nystrom, First Vice President Tai Jay Chen, Second Vice President Courtney Johnson, Immediate Past President Jorge Rubio, Director Harry Barrett, Director Gladys Brown, Director Brett Godown, Corporate Director Michael Hill, Director Alex Kovacs, Director Graham Ritz, Director Alex Smith, Corporate Director David Sperling, Director Welton Trang

AAAE Representation: Leadership Development Committee Chair/2023 Winter Conference Committee Chair Alice Bimrose, AAAE BOE Representative Rosalyn Bond, AAAE Director Jennifer Maples, AAAE Director Judy Ross

Committee Members: 2023 Winter Conference Committee Vice Chair Loriann Chace, ZØØ Visual and Audio Production Committee Vice Chair James Cullison, ZØØ Visual and Audio Production Committee Chair Cole Hartfiel, Legislative Committee Chair Ken Moen, Social Media Committee Chair Courtney Pene, Diversity, Equity and Inclusion Committee Vice Chair Lisa Watada

Staff: Executive Director Cathy Herring

Guests: Jeff Basham, Angi Daus, Barney Helmick, Andrew Swanson

II. Minutes of the Board of Directors Meeting held on Tuesday, September 27, 2022 at the Sheraton Mesa Hotel at Wrigleyville West in Mesa, AZ

- a. **ACTION:** Director Brown made a motion to approve the minutes as presented. Second Vice President Johnson seconded the motion, which passed unanimously.

III. President's Report

- a. President Nystrom reported:
- i. AAAE donated \$12,500 to support the Chapter's scholarship program.
 - ii. There was a vacancy for the Chapter's YoPro Committee Chair; Director Ritz volunteered to serve.
 - iii. AAAE Chapter Presidents have been meeting monthly.
- b. President Nystrom encouraged airports to upload their ACIPs to the Chapter website; available to members only and is an important Corporate member benefit.

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 eight non-Executive members for ratification. **ACTION:** Director Brown made a motion to ratify members as presented. Second Vice President Johnson seconded the motion, which passed unanimously.
 - ii. Executive Membership Applications
 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 33 Executive members for Board approval. **ACTION:** Director Brown made a motion to approve Executive members as presented. Director Smith seconded the motion, which passed unanimously.
 - iii. Membership by Class Report
 1. Executive Director Herring referenced the report included in the handout packet and reported a total of 719 members as of January, 2023 compared to 675 members in January, 2022.

V. Action Items

- a. Governance
- i. Policy Decisions
 1. Second Vice President Johnson referenced the report included in the handout packet and summarized the proposed amendments to the Chapter's Policy Decisions which included an increase to the Zebra Zero Zero Visual and Audio Production Committee's conference stipend, the removal of Policy 22-01 regarding signers on the Chapter's checking account (for liability), and new Policy Decision 23-18. **ACTION:** Director Brown made a motion to approve the amended Policy Decisions as presented. Director Barrett seconded the motion and a discussion

took place regarding estimated increased expenses. It was noted the conference returns support the increase to event expenses. The motion passed unanimously.

b. Nominating

i. Election of AAAE Nominating Committee Representative

1. Immediate Past President Rubio recapped the nomination process, including when call for candidate email notices were sent to the general membership. It was reported one candidate packet from Jon Stout was received, reviewed, and approved by the Chapter's Nominating Committee for the AAAE Nominating Committee Represented position. **ACTION:** First Vice President Chen made a motion to elect Jon Stout as the Chapter's AAAE Nominating Committee Representative. Director Brown seconded the motion, which passed unanimously. It was noted the position takes effect after the AAAE Annual Conference in June, 2023.

VI. Discussion Items

a. Board Member Positions

- i. President Nystrom referenced the report included in the handout packet and stated two ad hoc committees were formed to discuss the possibility of adding new Board of Director positions. The first ad hoc committee focused on the possibility of an additional At-Large Board Director that would specifically represent Hawaii, the Pacific Islands, and the Baja Norte/Sur - Sonora regions of Mexico. The second ad hoc committee focused on the possibility of adding a third Corporate Director. A discussion took place and the general consensus of both of the current Corporate Directors was Board-level tasks are manageable between two Corporate Directors and they did not feel a third position was required at the time. **ACTION ITEM:** Corporate Directors Hill and Sperling are to add the topic to the Corporate membership meeting agenda for discussion and report back to the Board of Directors. Director Brown suggested asking Corporate members what need would a third Corporate Board Director fulfill.
- ii. A discussion took place regarding an additional At-Large position and it was reported the ad hoc committee conducted outreach to individuals representing Hawaii and the Pacific Islands to confirm interest and availability to serve in a Chapter Board position. Watada reported she will continue discussions with Hawaii representatives to encourage Chapter participation and to consider running for a Board position in the future. Immediate Past President Rubio reached out to airport managers in Puerto Penasco in Tijuana; it was suggested to send Chapter information out in English and Spanish and contact representatives from these territories who are already members of AAAE. Director Brown suggested inviting those from Mexico to attend the 2023 Summer Conference in Phoenix, Arizona.
- iii. A discussion took place regarding current Northern and Southern California Director positions (two per region) and possibly reducing to one Director per region. Helmick suggested, if regional positions were to be reduced, to convert at least one to an At-Large Director position. First Vice President Chen stated the Nominating Committee has a hard time filling Board positions with the current eligibility requirements. A discussion took place and those participating in the meeting expressed a desire for the Board to review eligibility requirements to serve on the Board to allow for more inclusivity; specifically, the two-year membership requirement. **ACTION ITEM:** Second Vice President Johnson, along with Alice Bimrose as Leadership Development Committee Chair and Graham Ritz as YoPro Committee Chair are to review the Bylaws for potential recommended amendments for the Board's consideration. The group is to present amendments to the Board at the next meeting, allowing approved amendments to then be sent to the general membership prior to the next meeting in July, 2023. First Vice President Chen, Director Brown and Director Godown volunteered to assist.
 1. A majority of Board members were not opposed to discussing possibly converting the second Northern and Southern California Director positions to At-Large Director positions. **ACTION ITEM:** Ad hoc committee to review the current member list by state representation.

b. Chapter Committees

- i. President Nystrom reported a suggestion was made at the last Board meeting to explore the possibility of consolidating some of the current Chapter committees to avoid redundancy and to ensure more volunteer representation on each committee. A discussion took place on committee member/chair/vice chair roles, responsibilities, the required time committee to serve, and how the Chapter can restructure to improve efficiencies. **ACTION ITEM:** Committee Chairs and Vice Chairs are to review the existing Chapter Procedures Manual for committee tasks and responsibilities and are to send feedback to President Nystrom; group is to consider if tasks are better served as outsourced to administrative staff to allow committee members to focus on critical aviation-related issues and topics.

President Nystrom to meet with the Governance and Executive Committees and present an update to the Board at the next meeting.

- c. Membership
 - i. New Member Procedures
 - 1. The Board discussed existing new member onboarding procedures managed by the membership committee and KCA staff.

VII. Financial Report

- a. 2022-2023 Second Quarter Financial Reports
 - i. First Vice President Chen referenced the reports included in the handout packet and stated income for the 2023 Airport Management Short Course is expected to exceed budget.

VIII. Informational Items

- a. 2023 Airport Management Short Course
 - i. Chair Bimrose referenced the report included in the handout packet and reviewed the agenda for the upcoming conference. Bimrose reminded attendees the general membership meeting was moved from the typical Tuesday lunch slot to Tuesday morning breakfast. It was stated approximately 46% of registered attendees represented airports.
- b. 2023 Summer Conference
 - i. Chair Smith invited volunteers interested to serve on the committee to attend the planning kickoff meeting on Wednesday, July 25, 2023 in Monterey.
- c. AAAE Accreditation Update/Final Interview Workshops
 - i. AAAE BOE Representative Bond referenced the report included in the handout packet and stated seven attendees registered for the Accreditation Final Interview workshop in conjunction with the 2023 Airport Management Short Course. It was stated eight candidates are actively preparing for their final interviews.
- d. AAAE Update
 - i. Director Ross reported the AAAE Board Packet will no longer be shared publicly and only with leadership.
 - ii. Applications will be due in the spring for the National AAAE Director position; additional information can be found on the AAAE website. Director Maples recapped recent changes made to run for AAAE leadership positions.
 - iii. PRC Co-Chairs are both from the Southwest region, as well as three PRC members; Chapter is well represented.
 - iv. It was stated Kevin Bumen is now serving on the International AAAE Board of Directors.
- e. Academic Relations Committee
 - i. Chair Sperling stated there was nothing to report.
- f. Awards, Resolutions and Recognition
 - i. Chair Godown encouraged those in attendance to begin considering nominations for the Chapter's Annual Awards. The awards program will be marketed starting in February.
- g. Corporate Member Update
 - i. Corporate Directors Sperling and Hill stated there was nothing additional to report outside of the earlier discussion.
- h. Credentials
 - i. Chair Brown stated the two recent C.A.E. recipients are not attending the Airport Management Short Course banquet and will be awarded their certificate in person in July.
- i. Diversity, Equity and Inclusion
 - i. Chair Barrett referenced the report included in the handout packet and stated the committee is focused on a 2023 meeting schedule and coordinating events focused on DEI issues. The Committee is also actively seeking involvement from Young Professional committee members in an effort to bring new perspectives.
- j. Engagement/Education
 - i. Chair Smith referenced the report included in the handout packet and provided a recap of the last session held on November 29, 2022.
- k. Ethics
 - i. Chair Rubio stated there was nothing to report.
- l. Executive
 - i. President Nystrom stated the Executive Committee meets monthly.
- m. Leadership Development Committee
 - i. Chair Bimrose referenced the report included in the handout packet and presented the Goal Digger Leadership Workshop for the Board's consideration to host in conjunction with the 2023 Annual Summer Conference. Those in attendance were in favor of the committee moving forward to coordinate and host the workshop in July, 2023.
- n. Legislative and Industry Engagement
 - i. Chair Moen referenced the report included in the handout packet. A brief discussion took place regarding the 2023 Arizona Aviation Day event.

- o. Scholarship
 - i. Chair Ritz reported 100% of the scholarship budget was awarded in the 2022-2023 year. Four scholarship recipients will be acknowledged at the Airport Management Short Course banquet.
- p. Social Media (Ad Hoc)
 - i. Chair Pene referenced the report included in the handout packet and encouraged Board members to send her content for social.
- q. Strategic Plan (Ad Hoc)
 - i. Vice Chair Kovacs referenced the report included in the handout packet, as well as the memo and draft bylaws that were distributed to the general membership via email. A discussion took place and AAAE Director Ross expressed support of the creation of the SWAAAE Foundation. It was reported the general membership will vote to approve the formation of the Foundation at the January meeting.
- r. Time and Place
 - i. It was stated the next Board meeting will take place on Tuesday, May 16 at the Arizona Grand in Phoenix.
 - ii. 2023 Summer Conference: July 23-26, 2023 in Phoenix, AZ
 - iii. 2024 Airport Management Short Course Conference: February 11-14, 2024
 - 1. A discussion took place regarding the 2024 Airport Management Short Course dates overlapping with the Super Bowl.
- s. Young Professionals
 - i. Chair Ritz stated there was nothing to report; additional details coming soon as he transitions to Chair of the committee.
- t. ZØØ Visual and Audio Production Committee
 - i. Chair Hartfiel referenced the report included in the handout packet and stated instead of projectors, the committee purchased equipment to accommodate concurrent conference sessions and new crates. Hartfiel stated with three ZØØ committee members on-site, it allows the volunteers to work in shifts.

VIII. Director Comments

- a. President Nystrom recognized conference sponsors and exhibitors.

IX. Member Comments

- a. Andrew Swanson shared information on the 2023 California Aerospace and Aviation Day and stated the Association of California Airports is now working with the California Transportation Commission.

X. Adjourn

- a. **ACTION:** First Vice President Chen made a motion to adjourn at 10:20 a.m. Director Ritz seconded the motion, which passed unanimously.

Respectfully submitted by: Executive Director Cathy Herring