

*Welcome to*  
**Director Onboarding**

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WELCOME TO THE SOUTHWEST CHAPTER OF AAEE  
BOARD OF DIRECTORS

# SWAAAE (Chapter) – 501c6

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The Southwest Chapter of the American Association of Airport Executives (SWAAAE) is a professional organization for airport employees in Arizona, Nevada, California, Hawaii, American Trust Islands in the South Pacific, the Baja Norte/Sur - Sonora regions of Mexico, and the countries of Australia and New Zealand. Since its founding in 1947, the purpose of the organization has been to bring together all persons representing public use airports, as well as persons interested in and working for the benefit of aviation.



# Mission Statement

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SWAAAE's mission is to advance excellence in airport management through communication, professional development, and advocacy while serving our members through partnership, mentorship, and innovation.



# Our Vision

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*Connect*



*Engage*



*Serve*



*Elevate*



# Our Values

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We are a network of aviation professionals dedicated to:

Integrity, credibility, and ethical behavior

Diversity, inclusiveness, and transparency

Collaboration and sharing knowledge

Elevating our members



# SWAAAE Foundation, Inc– 501c3

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The Foundation was formed exclusively for charitable and education purposes. The Foundation provides scholarships to students attending an accredited university or college, studying in the field of aviation sciences and/or airport management. The Foundation promotes and enhances public understanding and awareness of the importance of investment in continuing educational for the airport management profession and encourages individual achievement and professional excellence through continuing education opportunities.

Donations made to the SWAAAE Foundation, Inc. are tax deductible.



# KCA Association Management Services

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SWAAAE partners with KCA, Inc., an association management firm headquartered in Arizona. KCA staff that support day-to-day tasks for the Chapter are:

Cathy Herring, CAE – Executive Director

Laura O'Donnell – Membership and Conference Sponsorship Manager

Jessica Painter – Membership support, Conference Registration and Exhibitor Manager

Natalee Mann – Administrator



# KCA Association Management Services

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KCA provides administrative, executive, membership, financial and conference/event support; services included in their current contract are below (see their contract for specific services, additional information and caps/excluded services).

- Board, Executive Committee and General Membership meeting management – agenda, meeting minutes, logistics
- Member management – new member processing, annual renewals, delivery of member benefits, database management (including annual audit)
- Updates the SWAAAE association website and works with volunteer members on email marketing (social media excluded)
- Financial services – accounting, banking, assistance with the annual association budget, tax preparation
- Supports two SWAAAE conferences per year – registration, budget, email marketing, sponsor and exhibitor management, hotel negotiation and contracting, room block management, food and beverage, Zoo Crew equipment support, Awards





# 2023-2024 Executive Board of Directors

## PRESIDENT



**TAI JYE CHEN, C.M., P.E.**

*Chief Administrative Officer -  
Planning and Development*  
Sacramento County Department of  
Airports  
6900 Airport Boulevard  
Sacramento, CA 95837

## 1ST VICE PRESIDENT



**COURTNEY M. JOHNSON, C.M.,  
C.A.E.**

*Director of Airports*  
County of San Luis Obispo  
975 Airport Drive  
San Luis Obispo, CA 93401

## 2ND VICE PRESIDENT



**GLADYS D. BROWN, C.M., C.A.E.**

*Airport Director*  
Yuma International Airport & Rolle  
Airfield  
2191 E. 32nd Street, Suite 218  
Yuma, Arizona 85365

## IMMEDIATE PAST PRESIDENT



**CORINNE C. NYSTROM, A.A.E.**

*Airport Director*  
Falcon Field Airport  
4800 East Falcon Drive  
Mesa, AZ 85215



# 2023-2024 Board of Directors

## DIRECTOR (SOUTHERN CALIFORNIA)



**WELTON TRANG, C.M.**

*Airport Operations Officer*  
John Wayne Airport  
3160 Airway Ave.  
Costa Mesa, CA 92626

## DIRECTOR (NEVADA)



**GRAHAM RITZ, C.A.E., C.M., ACE**

*Director of Airport Operations*  
Reno-Tahoe Airport Authority  
2001 E Plumb Ln  
Reno, NV 89502

## DIRECTOR (AT-LARGE)



**MARK GIBBS**

*Director of Aviation*  
San Bernardino International  
Airport Authority  
1601 E. 3rd Street  
San Bernardino, CA 92408

## DIRECTOR (SOUTHERN CALIFORNIA)



**ANGI DAUS, MPA**

*Marketing Supervisor*  
City of Santa Barbara, Airport  
500 James Fowler Rd.  
Santa Barbara, CA 93117

## DIRECTOR (NORTHERN CALIFORNIA)



**GRETCHEN KELLY, C.M.**

*Airport Manager*  
San Mateo County Airports  
620 Airport Way, Suite 10  
San Carlos, CA 94070

## CORPORATE DIRECTOR



**MICHAEL D. HILL**

*Project Director*  
Sundt Construction, Inc.  
2620 South 55th Street  
Tempe, AZ 85282

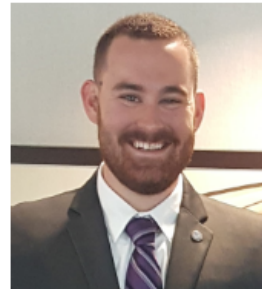
## DIRECTOR (NORTHERN CALIFORNIA)



**BRETT J. GODOWN, C.A.E., C.M.**

*Airport Director*  
Salinas Municipal Airport  
30 Mortensen Avenue  
Salinas, CA 93905

## DIRECTOR (ARIZONA)



**ALEX SMITH, A.A.E., C.A.E.**

*Economic Development & Real Estate  
Project Manager*  
Phoenix-Mesa Gateway Airport  
Authority  
5835 South Sossaman Road  
Mesa, Arizona 85212

## CORPORATE DIRECTOR



**KENNETH G. MOEN, A.A.E., C.A.E.**

*Special Project/Program Manager*  
Armstrong Consultants  
1575 Delucchi Lane, Suite 219  
Reno, NV 89502



# 2023-2024 Board of Directors

## AT-LARGE BOARD MEMBER OF AAAE



**HARRY BARRETT, JR., A.A.E.**

*Executive Director*  
Palm Springs International Airport  
3400 E. Tahquitz Canyon Way,  
Suite 1  
Palm Springs, CA 92262

## AAAE BOE REPRESENTATIVE



**ROSALYN F. BOND, A.A.E., ACE**

*Deputy Director of Operations*  
San José Mineta International Airport  
1701 Airport Blvd. Ste B-1130  
San Jose, CA 95110

## EXECUTIVE DIRECTOR



**CATHY HERRING, CAE**

*President & Owner*  
SWAAAE Headquarters;  
KCA Association Management  
1800 E. Ray Road, Suite A106  
Chandler, AZ 85225

## AT-LARGE BOARD MEMBER OF AAAE



**KEVIN BUMEN, A.A.E., C.A.E.**

*Chief Commercial Officer*  
San Francisco International Airport  
San Francisco, CA 94128

## AAAE DIRECTOR



**MARK WITSOE, A.A.E., C.A.E.**

*Airport Manager*  
Napa County Airport  
2030 Airport Rd.  
Napa, CA 94558

## AAAE NOMINATING COMMITTEE REPRESENTATIVE



**JON STOUT, A.A.E., C.A.E.**

*Airport Manager*  
Charles M. Schulz - Sonoma County  
Airport  
2290 Airport Blvd.  
Santa Rosa, CA 95403

## AAAE DIRECTOR



**JUDY M. ROSS, A.A.E., C.A.E.**

*Assistant Director*  
San José Mineta International  
Airport  
1701 Airport Blvd. Ste B-1130  
San Jose, CA 95110



# STANDING & AD HOC COMMITTEES

## Committee

Academic Relations  
Accreditation  
Awards, Resolutions and Recognition  
Conference: Annual Summer (2024)  
Conference: Short Course (2024)  
Credentials  
Diversity, Equity and Inclusion  
Engagement/Education  
Executive  
Ethics  
Finance  
Governance  
Leadership Development Committee  
Legislative & Industry Engagement  
Membership  
Nominating  
Scholarship  
Social Media (Ad Hoc)  
Strategic Planning (Ad Hoc)  
Time and Place  
Young Professionals  
ZØØ Visual & Audio Production Committee

## Chair

David Sperling  
Rosalyn Bond  
Brett Godown  
Cole Hartfiel  
Cole Hartfiel  
Gladys Brown  
Lisa Watada  
Alex Smith  
TJ Chen  
Corinne Nystrom  
Courtney Johnson  
Gladys Brown  
Alice Bimrose  
Ken Moen  
Chris Hastert  
Corinne Nystrom  
Graham Ritz  
Courtney Pene  
Mark Witsoe  
Executive Director  
Graham Ritz  
James Cullison

## Vice Chair

Graham Ritz  
  
Welton Trang  
John Wayne Airport  
Angi Daus  
Brett Godown  
  
Mike Hill  
Courtney Johnson  
Gladys Brown  
Gladys Brown  
Brett Godown  
Brett Godown  
Alex Smith, Harry Barrett Jr.  
  
Courtney Johnson  
  
Jennifer Maples  
Alex Kovacs  
  
Katherine Bales, Alex Smith  
Cole Hartfiel



# SWAAAE Governing Documents

The screenshot shows the SWAAAE website with the following elements:

- Logo: **SWAAAE** (Southwest Chapter of the American Association of Airport Executives)
- Navigation Menu: ABOUT US, MEMBERSHIP, MEMBERSHIP BENEFITS, EVENTS, INDUSTRY NEWS & RESOURCES
- Dropdown Menu (under 'Association Documents'):
  - SWAAAE MISSION, VISION & VALUES
  - BOARD OF DIRECTORS
  - COMMITTEES
  - PAST PRESIDENTS
  - SWAAAE HISTORY
  - ASSOCIATION DOCUMENTS (highlighted)
  - SWAAAE HEADQUARTERS & STAFF
- Main Content: Text about the American Association of Airport Executives, originally formed in 1947 and expanded to become the Southwest Chapter of Airport Executives (SWAAAE) in 1979. It represents Arizona, Nevada, the South Pacific, the Baja Norte/Sur-Sonora regions of Mexico, and Australia. The purpose is to bring together all persons representing public use working for the benefit of aviation.
- Event Promotion: 64th Annual Airport Management Short Course, January 21-24, 2024 | Monterey, California. Includes a logo for 'SWAAAE WINTER MONTEREY 2024 Airport Management Short Course' and the text 'REGISTRATION OPEN!'.

Expand "ABOUT US"

Expand "Association Documents"

Click on Governing Documents

## GOVERNING DOCUMENTS

<b>BYLAWS</b> <ul style="list-style-type: none"><li><a href="#">Bylaws - January 2021</a></li></ul>	<b>PROCEDURES</b> <ul style="list-style-type: none"><li><a href="#">Procedures Manual - July 2023</a></li><li><a href="#">Procedures Manual - January 2021</a></li></ul>
<b>POLICIES</b> <ul style="list-style-type: none"><li><a href="#">Policy Decisions - January 2023</a></li></ul>	

UPDATED ANNUALLY OR AS NECESSARY



# Government Documents

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Constitution & Bylaws of the Southwest Chapter American Association of Airport Executives, Inc (Updated January 2021)

Southwest Chapter of the American Association of Airport Executives 2024-2025 Policy Decisions

Southwest Chapter of the American Association of Airport Executives Procedures Manual (Revised July 2023)



# 2024 Time & Place (BOD Meetings can be attended electronically)

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- Sunday, January 21, 2024, 8am to 11am PT – Monterey, CA (Monterey Plaza)
- Friday, May 10, 2024, 9am to 12pm PT – Sacramento, CA (Sacramento International Airport)
- Saturday, July 20, 2024 (tentative) – Sacramento, CA (Sheraton Grand Sacramento in conjunction with 2024 Summer Conference)
- Sunday, February 2, 2025 (tentative), 8am to 11am PT – Monterey, CA (Monterey Marriott)

NOTE: There are coffee breaks scheduled throughout the year to allow for meeting members and discussion on hot topics in our industry.





**President Tai Jye Chen, C.M., P.E.**

*Chief Administration Officer- Planning and Development*



**Department of Airports**

## *Our 2023-2024 President's Goals*

1. Properly transition SWAAAE Foundation as an independent and effective organization, focus on establishing an Executive Director and a Board for the Foundation, clearly identify and establish the Foundation's mission and goals, and formulate marketing and fundraising needs and protocols.
2. Work with committee chairs and vice-chairs to established goals for their respective committees.
3. Ensure Leadership Development, YoPro, Academic Relations, and Scholarship Committees are collaborating and aligning their goals and efforts.
4. Working through the Executive Committee to make meaning progress with succession planning including onboarding process for directors and 2nd VP, elevate YoPro from committee level so they have a real voice in SWAAAE's future, provide YoPro members leadership development training, and mentoring opportunities.
5. Establishing goals for SWAAAE's membership growth as well as annual goals for members earning their Certifications (CAE) and Accreditations (AAE).



*Questions?*