

SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
Virtual General Membership Meeting – Zoom
Wednesday, January 27, 2021 | 12:00 p.m. – 1:30 p.m. Pacific Time

MEETING MINUTES - DRAFT

1. Call to Order, Review Agenda and Verification of Quorum
 - a. President Ross called the meeting to order at 12:05 p.m. after a count confirmed a quorum of Executive, Executive Emeritus and Corporate members were present.
 - b. One agenda adjustment:
 - i. Removed “2020-2021 Draft Budget Midyear Adjustment” as an action item.
 - c. President Ross thanked 2021 Winter Conference Committee Chair Sean Moran and Vice Chair Ken Moen for their efforts in planning the virtual conference, as well as all committee members, including Technology Committee Chair Cole Hartfiel and the KCA team.

2. Action Items
 - a. Minutes from the General Membership Meeting held virtually on July 21, 2020
 - i. **ACTION:** Second Vice President Nystrom made a motion to approve the minutes as presented. Director Smith seconded the motion, which passed unanimously.
 - b. Governance
 - i. Bylaws
 1. Second Vice President Nystrom referenced the report included in the handout packet and stated based on discussions which took place over the last two Board of Directors meetings, the Governance Committee drafted and was presenting recommended changes to the Bylaws for membership approval. Nystrom stated the Board approved all presented changes and if the membership approves, the amended Bylaws will be updated and sent to AAAE. A discussion took place. **ACTION:** Joe Husband made a motion to approve all Bylaw amendments as presented. Rayvon Williams seconded the motion, which passed unanimously.
 - ii. Policy Decisions
 1. Second Vice President Nystrom referenced the report included in the handout packet and presented the following Policy Decision changes:
 - a. Revised Policy Decision numbers to reflect current year
 - b. Title of Policy Decision 21-12; updated to ‘Diversity, Equity and Inclusion’
 - c. Verbiage revisions to Policy Decision 21-19
 - d. New Policy Decision, 21-20, titled “Chapter Vision, Mission, Values, and Focus Areas” to capture and reflect the efforts of the 2019/20 Strategic Planning Committee
 - e. New Policy Decision, 21-21, titled “Contribution to AAAE Foundation”**ACTION:** Director Brown made a motion to approve all Policy Decision amendments as presented, with the addition of including “if budget allows” to Policy Decision 21-21. Courtney Johnson seconded the motion, which passed unanimously.

3. FY 2020-2021 Financial Reports
 - a. Q2 Balance Sheet and Profit and Loss Statement
 - i. First Vice President Rubio thanked the committee members, referenced the financial reports included in the handout packet, and noted a majority of the 2021 Winter Conference income and expenses will be reported in Q3 financials. It was stated Winter Conference income and expenses were significantly reduced due to the event being held virtually.

- b. 2020-2021 Year-End Projections Report
 - i. First Vice President Rubio referenced the report included in the handout packet and noted the following:
 - 1. AAAE Foundation was appropriately reflected in the year-end projection report to show a \$7,500 program fund contribution per proposed Policy Decision 21-21
 - 2. The Board Approved Programs line item decreased by \$1,500, compared to previous years, due to the State Aviation Days not taking place this fiscal year
 - 3. The projections include AAAE returning the \$25,000 from the Foundation to the Chapter to support scholarships
 - c. Investment Update
 - i. First Vice President Rubio reported since the last meeting, the Finance Committee researched various investment options, including a partnership with AAAE, and reached out to the Southeast Chapter of AAAE to learn about their investment endowment agreement. After speaking with a private financial advisor, it was determined due to the current Federal Interest Rates, any investment in either in mutual funds or Certificates of Deposits would not generate a significant rate of return. The committee has agreed to continue researching options and present their recommendation to the Board during the April meeting. Rubio stated approximately \$85,000 was transferred from a Certificates of Deposit to SWAAAE's savings account.
- 4. President's Report
 - a. President Ross welcomed new Board members and reported the following updates:
 - i. Liliana Valle resigned from the Board as she moved out of the country. Michael Musca, Assistant Director of Aviation at the City of Fresno Airport Department, was appointed to complete Valle's Southern California Director term
 - ii. Dean Schultz retired from Reno-Tahoe International Airport and joined Wood Rodgers as a Corporate member. Ken Moen, Airport Manager of Carson City Airport Authority, was appointed to complete Schultz's term as Nevada Director
 - iii. Harry Barrett of Palm Springs International Airport is now Chair of the Diversity, Equity and Inclusion committee
 - b. President Ross reviewed the following goals set for her year as President and thanked all committee chairs, vice chairs and committee members for their efforts thus far:
 - i. Enhance academic engagement. David Sperling, as the Academic Relations Committee Chair, has done well in leading the committee and hosting a student session and lunch during the virtual 2021 Winter Conference
 - ii. Strategic plan was adopted by the Board and the ad hoc committee is making process on developing a business plan
 - iii. Provide networking opportunities throughout the year to keep members engaged. The Board has received positive feedback on the monthly virtual "coffee breaks", as well as the new member newsletter and social media engagement. President Ross thanked Director Smith and Corporate Director Hill for their efforts in planning and executing quarterly virtual Education Sessions.
- 5. AAAE Update
 - a. President Ross stated the AAAE Board of Directors met on January 10 and celebrated significant anniversaries of the staff, including Todd Hauptli's 30 years of service and Spencer Dickerson's 40 years of service. It was reported Spencer will be retiring at the end of the year.
 - b. AAAE Annual Conference was rescheduled to July 11-13, 2021, at the Mandalay Bay Resort and Casino in Las Vegas, NV. Due to the Annual Conference moving to the same geographical area as SWAAAE's 2021 Summer Conference, as well as overlapping dates, the Board of Directors discussed postponing the conference with the host airport and hotel to August 8-11, 2021. The Board of Directors and conference planning committee are still discussing the conference model (hybrid, in-person etc.) and will announce updates as details are confirmed.
 - c. A link to the full AAAE report was included in the handout packet.

6. Election of Representatives to AAAE Positions
 - a. Appointment of SWAAAE's AAAE Nominating Committee Representative
 - i. First Vice President Rubio recognized Nominating Committee members and stated Immediate Past President Maples remains Chair of the Committee but has recused herself from this year's AAAE election process to avoid a conflict of interest. Rubio announced Carl Newman was approved by the Board and appointed as SWAAAE's AAAE Nominating Committee Representative.
 - b. AAAE Elections – Candidates to Address the Audience
 - i. AAAE Chapter Representative
 1. One nomination packet was submitted by Jennifer Maples and was approved by the committee. The candidate addressed the audience.
 2. It was stated election results would be announced via email after the 2021 Winter Conference.
 - ii. AAAE Secretary/Treasurer
 1. It was reported no submissions were received.
7. Committee Reports
 - a. Awards, Resolutions and Recognition
 - i. Committee Chair Godown reported solicitation for the annual chapter awards will start within the coming months and will provide more detailed information regarding each award. Godown encouraged those participating in the meeting to start considering peers to nominate.
 - ii. The committee is reviewing the awards section of the procedures manual and will be updating for clarity. Additionally, the committee is reviewing each award and will edit as necessary to provide continuity and clarity. The awards will not change, just clarified.
 - b. Membership
 - i. Committee Chair Bimrose recognized committee members, referenced the report included in the handout packet and noted the committee is conducting outreach to generate more interest in members to submit for the Spotlights. The committee is also starting outreach to non-SWAAAE AAAE members to encourage them to join the chapter and will perform an audit of current members. It was reported the next membership committee meeting was scheduled for February 17; Bimrose encouraged interested members to volunteer for the committee.
 - c. Strategic Plan
 - i. Committee Chair Witsoe referenced the report included in the handout packet, thanked committee members, and stated the committee is analyzing and scoring business ideas against key metrics, including alignment with SWAAAE's mission, vision and values, cost, time of implementation and execution (staff/volunteers needed). Next steps include the committee presenting the top ideas to the Executive Committee and Finance Committee prior to the April Board meeting.
8. Director Comments
 - a. Director Godown congratulated Winter Conference Chair Moran and the conference committee for a job well done
9. Member Comments
 - a. None.
10. Closing Remarks and Adjournment
 - a. The meeting adjourned at 1:23 p.m.