

**MINUTES**  
**BOARD OF DIRECTORS' MEETING**  
**AAAE/SEC-AAAE Finance & Administration Conference**  
**Sunday, January 27, 2008, 3:30 pm – 5:30 pm**  
**Crowne Plaza Melbourne Ocean Front Resort & Spa, St. Thomas Room**  
**Melbourne, Florida**

**BOARD MEMBERS IN ATTENDANCE:**

David Edwards	Lew Bleiweis	Tommy Bibb	Bill Marrison
Christopher Browne	Kim Wade	Scott Brockman	Mike Landguth
Bill Hogan			

**BOARD MEMBERS NOT IN ATTENDANCE:**

All present.

**I. Welcome.....President Lew Bleiweis**

President Bleiweis called the meeting to order at 3:31 pm., welcomed the Board of Directors to the meeting and thanked them for their attendance.

**II. Approval of Minutes.....Secretary/Treasurer Bill Marrison**

Secretary/Treasurer Marrison presented the Board of Directors' Meeting Minutes of September 10, 2007. The meeting was held in Tucson, Arizona. A motion was received to approve the minutes as presented. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

**III. Treasurer's Report.....Secretary/Treasurer Bill Marrison**

Secretary/Treasurer Marrison presented the Treasurer's Report of December 1, 2007 thru December 31, 2007. The report indicated the following balances:

Operating Accounts.....	\$155,304.57
Scholarship Accounts....	\$207,063.24

A motion was received to accept the Treasurer's Report as presented. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Mr. Marrison presented the annual audits for the Southeast Chapter-AAAE and the SAMA Educational Foundation, Inc., and the accompanying management letter.

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Following review by the Board, a motion was received to receive and file the reports. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

Mr. Marrison presented a draft budget for Fiscal Year 2008-2009. Following review and discussion by the Board, a motion was received to approve the budget as presented. The motion received a second, there was no further discussion, and the motion was adopted by unanimous voice.

Mr. Marrison noted that 2007 tax documents had been forwarded to the Internal Revenue Service.

Mr. Marrison noted that the SAMA Educational Foundation, Inc., Annual Report for the State of Florida had been completed and submitted to the State.

**IV. COMMITTEE REPORTS**

**Executive Secretary.....Bob Brammer**

Mr. Brammer reported that additional collections associated with the Myrtle Beach Conference had resulted in a total income of \$30,411.76 for that event.

**2008 Finance & Administration  
Conference.....Michael Clow, Co-Chairman  
Judi Olmstead, Madam Co-Chairman**

Mr. Clow welcomed the Board of Directors to the Crowne Plaza for the Finance and Administration Conference. He reported that approximately 125 individuals were expected to register for the conference. He briefed the Board on the conference highlights and agenda and thanked all involved for their invaluable assistance during the course of the conference planning. Mr. Bleiweis reported that AAAE presented the Chapter with a check for \$13,959.43 representing 75% of the Chapter's expected income from the conference.

**2008 Annual Conference.....Lew Bleiweis**

Mr. Bleiweis provided a report regarding the 2008 annual conference to be held in Louisville, Kentucky. The conference will be held April 13-15, 2008, at the Marriott Downtown Louisville. Mr. Bleiweis provided a general overview of the event planning, exhibitor areas, current registrations and current income.

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**2009 Finance and Administration  
Conference.....Tommy Bibb**

Mr. Bibb reported the conference would be held in Orlando Florida and the dates are to be determined, probably the latter part of January or early February.

**2009 Annual Conference.....Christopher Browne**

Mr. Browne reported that planning for the 2009 SEC-AAAE Annual Conference to be held in Washington, DC, was underway. The meeting will be held at the Hyatt Regency in Reston, Virginia. The dates are May 3-5, 2009, and rooms are approximately \$260 per night for single/double occupancy.

**2010 Finance and Administration  
Conference.....Bill Marrison**

Mr. Marrison had nothing to report at this time. He will begin working with AAAE for a venue following this Finance and Administration Conference.

**2010 Annual Conference.....Scott Brockman**

Mr. Brockman reported that the conference was scheduled for April 17-21, 2010. A contract has been penned with the Marriott Hotel in Memphis, Tennessee, and has been executed. Room rates are expected to be approximately \$165 for single/double occupancy. Space is available for 40 to 65 exhibitors. Sessions will be separated by curtains to eliminate disruptions. The venue is close to Beale Street and other entertainment areas.

**Professional Education Committee.....Scott Brockman, Chairman**

Mr. Brockman reported that eight candidates were seated for oral exams at this event and seven passed. Mr. Brockman provided the Board Members with an overview of the AAE process and he noted that activity within the accreditation process has increased substantially, including 20 that were accredited in the Southeast last year. He also provided the Board with a summary of current AAE's in the Southeast and current candidates nationwide. Mr. Brockman noted that he was continuing to work with AAAE to invigorate the existing pool of candidates nationwide.

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**Scholarship Committee.....Jeff Gray, Chairman**

Mr. Gray noted that COTE' forwarded scholarship program correspondence to partner universities in early January. The application deadline is currently set for February 29, 2008, with student award notifications set for April 1, 2008 and a student acceptance deadline of April 15, 2008.

Mr. Gray explained that the program provided four named scholarships, two to Auburn University, one to Louisiana Tech and one to Eastern Kentucky University. In the event these awards are not presented for any reason, "wildcard" scholarships can be awarded to eligible students from other designated partner institutions in the region.

Mr. Gray noted he recently learned that Georgia State University discontinued its aviation program in the fall of 2007. He likewise learned that Middle Georgia College has instituted an aviation program and the Dean of Aviation at that school has expressed interest in partnering with the SAMA Educational Foundation, Inc., in regard to the scholarship program. Mr. Gray recommended that a motion be entertained to remove Georgia State University from the scholarship program and designate Middle Georgia College as the representative school for the State of Georgia during the 2008 program year. A motion was received to approve Mr. Gray's recommendation, the motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

Mr. Gray presented a well-documented position paper on the AAAE Academic Relations Committee Student Relations Initiative. Mr. Bleiweis noted that additional information would be required prior to any commitment. He asked that the subject be tabled until sometime after his March 2008 meeting with AAAE. His request was granted by a consensus of the Board of Directors.

**Embry-Riddle Aeronautical University**

**Internship Committee.....Kevin Miller, Chairman**  
**Kim Wade, Chapter Liaison**

Mr. Miller was not in attendance. Ms. Wade reported that she and Mr. Miller had communicated and the committee is creating a survey to be mailed to airports and corporate members next week regarding available internships. A website is promoting the availability of internships is also under construction.

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**Corporate Liaison Committee.....Claudia Holliway, Madam Chairman  
Heather Chaney, Madam Co-Chairman**

Ms. Holliway reported that she was communicating with the corporate membership regarding the corporate awards. President Bleiweis reported that Ms. Heather Chaney, Madam Co-Chairman of this committee, has moved from Campbell & Paris to Pond and Company. President Bleiweis noted that Campbell & Paris has committed to continuing the sponsorships of the golf tournaments at Chapter conferences.

**General Aviation Committee.....Colette Edmisten, Madam Chairman**

Ms. Edmisten reported that she will be contacting other GA airport managers to assist her in forming a strong General Aviation Committee. She is developing a creative revenue survey to be mailed to GA airports in the Southeast and will report on that survey when completed. Ms. Edmisten is also a moderator for a GA session at this conference.

**Membership Committee.....Sean Tracey, Chairman**

Mr. Tracey reported that he had mailed approximately 1,000 applications for membership and had thus far received 23 in return. He noted that his efforts to date have been focused on general aviation airports and he indicated that he would like to continue his work and redirect his efforts toward commercial airports. Following little discussion, he was encouraged to proceed. Following further discussion, Mr. Brammer was instructed to create a brochure that will assist with membership interests and the general aviation efforts.

**Transportation Security Services (TSS)  
Committee.....Christopher Browne, Chairman**

Mr. Browne noted that Lori Beckman was leaving the industry for private enterprise and her input on the committee has been invaluable. He added that the key issue under discussion by the committee at the present time was employee screening and piloting standards for biometrics.

**Nominations Committee.....David Edwards, Chairman**

Immediate Past President David Edwards noted that his committee was made up of Ms. Diana Lewis, AAE, from the St. Lucie County International Airport and Mr. Robert Bowen, AAE, from the Norfolk International Airport. He noted that the executive

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secretary had forwarded correspondence to the membership encouraging members to submit letters of interest in serving on the Board and accompanying letters of support from superiors or governing boards for the time and travel commitments associated with service on the Board of Directors.

Mr. Edwards also addressed the rotation of SEC-AAAE members serving on the Board of Directors for AAAE. He noted that he will not be moving into the AAAE chairs and a nominee would need to be secured for that two-year term.

### **V. OLD BUSINESS**

President Bleiweis provided an overview of work accomplished by Mike Landguth, Chuck Henderson and Claudia Holliday to create a consolidated corporate sponsorship fee schedule for the Finance & Administration Conference and the SEC-AAAE Annual Conference. The goal of the fee schedule is to provide corporate financial support for both conferences without having to make numerous contacts with the corporate membership throughout the fiscal year.

President Bleiweis noted that the committee had made substantial headway and that the program will be refined for consideration by the Board of Directors at an upcoming meeting.

President Bleiweis informed the Board that AAAE was now assisting with travel funding for the Chapter presidents in the amount of \$4000 annually.

President Bleiweis noted that he had received the contract for the 2008 Finance & Administration Conference two weeks ago. He has informed AAAE that the Chapter will expect AAAE to provide the contract in a more timely fashion in the future.

### **VI. NEW BUSINESS**

Mr. Edwards noted that Mr. Larry Cox would be the Chapter's representative on the AAAE National Nominating Committee.

Mr. Edwards asked that Mr. Bleiweis respond to AAAE PRC Membership and the opportunities afforded AAAE staff members regarding the accreditation program as future agenda items.

### **VII. ANNOUNCEMENTS**

There were no announcements.

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**VIII. ADJOURNMENT**

There being no further business to come before the Board of Directors, President Bleiweis adjourned the meeting at 5:35 pm.

Respectfully Submitted,

William F. Marrison, A.A.E.  
Secretary/Treasurer

WM:RB:rb