

MINUTES
SEC-AAAE BOARD OF DIRECTORS' MEETING
2013 AAAE NATIONAL AIRPORTS CONFERENCE
Sunday, October 20, 2013, 3:00 PM – 5:00 PM
Sheraton Downtown Nashville, Suite 6-A
Nashville, Tennessee

Members Present:

Christopher Browne Michael Clow Jeffrey Gray Judi Olmstead
Toney Coleman Greg Kelly Michael Reisman Claudia Holliday

Members Absent:

Pat Apone

I. Welcome..... President Michael Clow

President Clow opened the meeting at 3:00 PM and welcomed the members and guests to Nashville, Tennessee and the SEC-AAAE Board of Directors' Meeting. President Clow called for a moment of silence for Mr. Mike Gobb and Mr. Jerry McMichael, former SEC-AAAE members who recently passed. After the moment of silence and following introductions, President Clow proceeded with the Agenda.

II. Approval of Minutes..... Former Secretary/Treasurer Jeff Gray

Former Secretary/Treasurer Jeff Gray presented the Minutes of the Board of Director's Meeting dated April 21, 2013 and held in Lexington, Kentucky. A motion was offered to approve the minutes as presented. The motion was seconded, there was no discussion, and the motion was adopted by unanimous voice.

III. Secretary/Treasurer's Report..... Secretary/Treasurer Judi Olmstead

Secretary/Treasurer Judi Olmstead provided the most recent Treasurer's Report to the Board of Directors and reported the following balances in Chapter accounts ending September 30, 2013:

Operating Account	\$317,700.22
Scholarship Account	\$336,702.66

A motion was offered 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.

SEC-AAAE Board of Directors' Meeting Minutes
October 20, 2013
Page 2

Ms. Olmstead recommended a transfer of funds from the Operating Account to the SAMA Educational Foundation, Inc. Discussion ensued. A motion was received to move \$100,000.00 to the SAMA Educational Foundation, Inc. from the Operating fund. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

COMMITTEE REPORTS

Executive Secretary..... Bob Brammer

Mr. Brammer reported a request from Mr. Patrick Graham, AAE, from Savannah, Georgia for Executive Emeritus membership status in the Chapter. A motion was received to approve the request. The motion was seconded, there was no further discussion and the motion was adopted by unanimous voice.

Mr. Brammer reported that he was awaiting correspondence from the CPA firm of Foti, Flynn, Lowen and Company to release the Chapter records ending June 30, 2013 to the firm for auditing.

2013 Annual Conference..... Eric Frankl, Chairman

Mr. Frankl was not in attendance. Total income from the Conference was \$60,469.

**2014 Finance & Administration
Conference.....Jennifer Shearer, Madam Chairman
Ted Kitchens, Co-Chairman**

Ms. Shearer and Mr. Kitchens were not in attendance. President Clow noted that the conference would be held at the Orlando Florida Rosen Place on International Drive and additional details would be forthcoming. Assistance is needed in obtaining sponsors.

2014 SEC-AAAE Annual Conference.....Pat Apone, Madam Chairman

Ms. Apone was not in attendance. In her absence Mr. Kirk Lovell reported that Conference planning for Myrtle Beach, South Carolina was underway and Conference registration information is now on the Chapter web site at www.secaaae.org. The conference will be held May 4-6, 2014. Ms. Tammy Baxley is on-site at the National Airports Conference accepting preregistrations and providing additional information pertaining to the Conference for attendees and Corporate sponsors.

SEC-AAAE Board of Directors' Meeting Minutes
October 20, 2013
Page 3

2015 SEC-AAAE Annual Conference.....Kelly Johnson, Madam Chairman

Ms. Johnson noted that the conference would be held May 10-12, 2015 in Northwest Arkansas. The hotel contract is being negotiated and Conference planning is underway.

2016 SEC-AAAE Annual Conference.....David Edwards, Chairman

Mr. Edwards was not in attendance.

2017 SEC-AAAE Annual Conference.....Bill Marrison, Chairman

Mr. Marrison was not in attendance. Mr. Trevis Gardner provided an update on the Conference that will be held in Knoxville, Tennessee. The Conference will be held at the Holiday Inn-Worlds Fair Park Hotel and Knoxville Convention Center.

Professional Education Committee..... Mihai Smighelschi, Chairman

Chairman Smighelschi reported that three (3) SEC members were seated for their oral exams at this meeting and all passed. Mr. Smighelschi has assisted eight (8) candidates to successful completion of the program since the Lexington Conference. He thanked all the members who took their valuable time to sit on the oral exam boards and he noted that his work to process A.A.E.s for the Southeast Chapter and AAAE will continue accordingly.

Student Scholarship & Academic

Outreach Committee..... Michael Reisman, Chairman
Claudia Holliway, Madam Co-Chairman

Mr. Reisman noted that the application period for scholarships has been open one month. As of Thursday, October 17, 2013 there were no applicants.

Mr. Reisman reported on a previously recommended concept of providing reimbursements to scholarship recipients for expenses incurred at SEC-AAAE Annual Conferences. Mr. Reisman's committee recommended that the Board allow more time for the newly implemented internship reimbursement program and the scholarship program to mature prior to taking on additional financial commitments. Following discussion, the Board concurred with Mr. Reisman's recommendation and encouraged discussion with the Corporate Committee about partnering to support reimbursements to scholarship recipients.

**Marketing and Communications
Committee..... Trevis Gardner, Chairman**

Mr. Gardner provided an elaborate update on the work of the Marketing and Communications Committee that included improvements in social media and member surveys. If chapter members have marketing savvy staff members that can assist Mr. Gardner, please contact him at trevis@tys.org.

**Corporate Liaison Committee..... John Walz, Chairman
Connie Growder, Madam Co-Chairman**

President Clow introduced Mr. John Walz and Ms. Connie Growder as the new leadership of the Committee. Mr. Growder noted the outstanding work performed by Mr. David King as the former Chairman of the Corporate Committee and reported that as the Committee was just getting started, there was little to report at this time. President Clow expressed his great appreciation for the work and contributions made by the SEC-AAAE corporate community.

**Annual Conference Site Selection
Committee..... Claudia Holliway, Madam Chairman**

Ms. Holliway noted that annual conference venues had been secured through 2017 and an Request for Proposals will be published for the year 2018.

**Conference Financial Oversight
Committee..... Steven Oberlies, Chairman**

Mr. Oberlies was not in attendance. Mr. Clow noted that Mr. Oberlies has the Lexington spreadsheets and will report when his overview is complete.

Resolutions & Bylaws..... Bob Brammer

It was noted that President Clow had resigned his position with the Morgantown Regional Airport effective October 31, 2013 and in accordance with the SEC-AAAE Amended and Restated Charter and Bylaws made effective May 22, 2008, Mr. Clow is not entitled to continue as President of the Association without being gainfully employed in the field of airport management. Following considerable discussion, a motion was presented that President Clow would pass the gavel to President-Elect Jeffrey Gray to continue the business of the Chapter until the Board of Directors' Meeting to be held at the AAEE/SEC-AAAE Finance and Administration Conference in January 2014 at

SEC-AAAE Board of Directors' Meeting Minutes

October 20, 2013

Page 5

which time the subject will be readdressed, or if President Clow finds employment in the field of airport management in AAAE Region 2 prior to that meeting, he will resume his responsibilities as President of the Association. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

Nominations Committee.....Chris Browne

Mr. Browne had nothing to report at this time.

IV. Old Business

President Clow introduced Ms. Kelly Johnson who gave the body an update on the ACI-NA/AAAE collaboration.

V. New Business

President Clow noted that his attempts to revive the SEC-AAAE General Aviation Committee had been unsuccessful largely because of limited travel funding available to general aviation airport operators.

VI. Announcements

There were no announcements.

VIII. Adjournment

There being no further business to come before the General Membership, President Clow adjourned the meeting at 5:05 PM.

Respectfully submitted,

Judith W. Olmstead, AAE
SEC-AAAE Secretary/Treasurer

JO:RB:rb