

**MINUTES**  
**SEC-AAAE BOARD OF DIRECTORS' MEETING**  
**2011 AAAE NATIONAL AIRPORTS CONFERENCE (NAC)**  
**Sunday, September 18, 2011, 3:00 PM - 5:00 PM**  
**Loews Ventana Canyon Resort, Sonora Room**  
**Tucson, Arizona**

**MEMBERS IN ATTENDANCE**

Mike Landguth	Chris Browne	Jeff Gray	Scott Brockman
Judi Olmstead	Greg Kelly	Toney Coleman	Claudia Holliway

**MEMBERS ABSENT**

Michael Clow

**I. Welcome..... President Mike Landguth**

President Landguth welcomed the Board of Directors and guests to Tucson and the Board of Directors' Meeting. Mr. Landguth recapped his agenda for the Chapter for this year and provided the Board with an overview of tasks assigned to the Board and the Chapter's general membership.

**II. Approval of Minutes..... Former Sec./Tres. Chris Browne**

Former Secretary/Treasurer Chris Browne presented the Minutes of the Board of Directors' Meeting of April 3, 2011 held in Mobile, Alabama. 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. Treasurer's Report..... Secretary/Treasurer Mike Clow**

Secretary/Treasurer Clow was not in attendance. Via written communications prior to the Board of Directors' Meeting, Mr. Clow reported the following balances in Chapter accounts as of July 29, 2011:

Operating Account	\$349,450.78
Scholarship Account	\$239,002.55

Mr. Clow provided a detailed copy of the Treasurer's Report to the Board of Directors. 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.

**The Board also acknowledged Mr. Clow's recent promotion as Director of the Morgantown, West Virginia airport.**

**COMMITTEE REPORTS**

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

**Mr. Brammer reported that the files pertaining to the 2010-2011 Annual Audit were being prepared for transfer to the auditors within the next two weeks. The completed audit will be presented for review by the Board of Directors during the course of the Board of Directors' Meeting to be held in conjunction with the 2012 Finance and Administration Conference.**

**Mr. Brammer reported that members not paying annual dues for the year 2011 would be removed from the current membership list and a revised 2011-2012 Membership Roster would be presented to the general membership in the very near future.**

**Mr. Brammer reported that Mr. Montford O. Burgess, AAE, former President of SAMA and the SAMA/SEC-AAAE had been administratively approved as an Executive Emeritus member. Mr. Brammer noted this action required ratification by the Board of Directors. A motion was offered to approve Executive Emeritus status for Mr. Burgess. The motion received a second, there was no discussion and the motion was adopted by unanimous voice. The Board offered its congratulations to Mr. Burgess for his retirement and its hope that he would continue to visit the organization during its forthcoming meetings.**

**Mr. Brammer noted a invoice received by Construct Data Publishers located in Bratislava, Slovakia indicating the publisher would be initiating legal proceedings to collect an advertisement fee of "\$1,799.15" which had not been paid. Mr. Brammer noted that he had not received any ad copy and suspected the invoice was a scam. No action was required at this time; however, Mr. Brammer informed the Board that any threat of a legal proceeding has to be brought to the attention of the auditor(s).**

**2012 Finance & Administration**

**Conference..... Mike Clow, Board Liaison  
Patricia Apone, Madam Chairman  
Jason Terreri, Vice Chairman  
Jennifer Shearer, Marketing & Comm.  
Jeff Gray, Sponsorships**

**Mr. Clow and Ms. Apone were not in attendance. Mr. Jeff Gray reported that the Conference will be held in Daytona Beach, Fla., on March 4-7, 2012. Mr. Greg Kelly noted that the venue would be the Hilton Daytona Ocean Front and room rates are \$145.00 per night for single/double occupancy. Mr. Gray provided information regarding the sponsorship rates and sought any appropriate input from the Board. Following considerable discussion, it was determined the conference committees should set the sponsorship rates and provide the Board the opportunity to review and comment; however, a motion was presented to keep the rates at last year's amounts. The motion was seconded and additional discussion ensued. Following discussion, the presenter withdrew his motion and no additional action was taken. Discussion continued as to whether the Board had oversight pertaining to sponsorship rates for conferences. It was determined that Mr. Gray will discuss the rate process with the committee and report back to the Board.**

**2012 Annual Conference..... Chris Browne, Board Liaison  
Greg Kelly, Chairman  
Eric Frankl, Vice Chairman  
Patrick Wilson, Program Development  
Colette Edmisten, Marketing & Comm.  
Ken Spirito, Sponsorships  
Bob Tweedie, General Aviation**

**Mr. Greg Kelly provided a PowerPoint presentation regarding conference planning for the 2012 SEC-AAAE Annual Conference to be held in Savannah, Georgia. The dates are May 20-22, 2012. The Westin Savannah Harbor Resort & Spa has been secured as the conference hotel at \$189 per night for single/double occupancy. The first Conference Planning Committee conference call has taken place and good participation was reported. The conference web site is up and running and can be viewed at [www.secaaae.org](http://www.secaaae.org) by clicking on the conference logo. The inspirational speaker for the conference is Mr. David Sanders, flight crew member of the FedEx aircraft that was involved in an attempted hijacking some years ago. Save The Date information and conference "teasers" are now being forwarded to the membership.**

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

**Mr. Frankl reported that he and his staff have begun their conference planning and the conference will be held in downtown Lexington, Kentucky. The dates for the conference are tentatively set for April 21-23, 2013.**

**2014 Annual Conference..... Mike Landguth, Chairman**

**President Landguth reported that The Chatanoogan Hotel was still under consideration as the conference site but may be lacking exhibit hall space. The Marriott is available as a backup. Conference planning officials will visit the hotel and make a final determination. He added that the month of May 2014 was being considered as a general date.**

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

**Immediate Past President Brockman reported that no individuals were seated for their oral exams at this meeting. He noted that the next opportunity will be at the Finance and Administration Conference. Three individuals are tentatively scheduled for their oral exams at that conference.**

**Student Scholarship & Academic**

**Outreach Committee..... Jeff Gray, Board Liaison  
Michael Reisman  
Claudia Holliway**

**Mr. Gray reported that on July 15, 2011 the Board supported an increase to eight scholarships at \$1,500 each. Mr. Gray is working with committee members and COTE' to deliver all scholarships. Mr. Reisman reported that formal letters have been forwarded to the participating schools and he expects to award all eight available scholarships in the fall of the year.**

**Marketing and Communications**

**Committee..... Toney Coleman, Board Liaison  
Trevis Gardner  
Sarah Berry**

**Mr. Coleman provided the Board with a written report showing the work of the committee to date along with a PowerPoint presentation showing the committee members, their areas of expertise and the committee's goals and objectives. Mr. Coleman was complimented for his good and extensive work for the Committee and the Chapter.**

**Corporate Liaison Committee..... Michael Landguth, Chairman  
Dave King, Co-Chairman**

**Mr. King noted that a meeting of the committee would be held immediately following the Board of Directors' Meeting.**

**Annual Conference Site Selection  
Committee..... Mike Clow, Chairman**

**Mr. Clow was not in attendance. Mr. Brammer stated there was nothing to report at this time.**

**Conference Financial Oversight  
Committee..... Judi Olmstead, Board Liaison  
Steven Oberlies**

**Ms. Olmstead stated that she received the support documentation for the finances pertaining to the 2011 SEC-AAAE Annual Conference held in Mobile, Alabama. She noted that she and Mr. Oberlies had reviewed the documentation, found the documentation in order and germane to the final payment made to the Chapter.**

**Resolutions & Bylaws..... Bob Brammer**

**Mr. Brammer had nothing to report at this time.**

**Nominations Committee..... Scott Brockman**

**Immediate Past President Brockman noted that three nominations would be forthcoming, i.e. Secretary/Treasurer, one Board Member and Mr. Brockman's replacement for the Board of Examiners (BOE). President Landguth will appoint two Chapter members to serve with Mr. Brockman on his committee.**

#### **IV. Old Business**

**A discussion ensued regarding completing the Chapter's \$125,000 obligation to the Greg Isbil Foundation. It was noted that \$20,000 was outstanding, the amount was**

**included in the current budget and the amount would be presented to Madam Chairman Kelly Johnson, AAE during the course of the 2012 AAAE Annual Conference and Exposition.**

**Mr. Brockman noted that the Lee County Airport Authority bond issue had been called and the Investment Committee would need to determine how to reinvest that money.**

**V. New Business**

**The Board was presented with a communication from a company called *ConferenceDirect* specializing in assisting associations with the organizing of conferences. Following discussion, it was determined that additional due diligence would be in order prior to any consideration.**

**President Landguth appointed Ms. Holliway and Ms. Olmstead to serve on the Conference Site Selection Committee in place of Mr. Clow who is now an Officer of the Chapter.**

**Mr. Greg Kelly noted that the Chapter should give thought to setting new goals after the SAMA Educational Foundations, Inc., scholarship goals were met. President Landguth noted that it would probably be a number of years before the goal of one scholarship per state represented by the Chapter was achieved; however, he appointed Mr. Browne to review the options and report back.**

**VI. Announcements**

**There were no announcements.**

**VIII. Adjournment**

**There being no further business to come before the Board of Directors, President Landguth adjourned the meeting at 4:38 PM.**

**Board of Directors' Meeting Minutes**  
**September 18, 2011**  
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**Respectfully submitted,**

**Michael J. Clow, AAE**  
**Secretary/Treasurer**

**MC:RB:rb**