

**MINUTES**  
**BOARD OF DIRECTORS' MEETING**  
**AAAE NAC**  
**September 21, 2003**  
**Sierra Room, Westin Horton, 4:30 p.m.**  
**San Diego, California**

**I. Welcome.....President Parker McClellan**

President McClellan welcomed members of the Board and guests to San Diego and noted the need for a Special Call Board Meeting to settle some outstanding issues of old and new business. He called the meeting to order at 4:40 p.m.

**II. Approval of Minutes.....Secretary Tim Doll**

Mr. Doll was not in attendance. In his absence, Mr. Brammer presented the Board of Directors' Meeting minutes of May 18, 2003 for approval. A motion was presented 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.....Treasurer David Edwards**

Mr. Edwards was not in attendance. In his absence, Mr. Brammer presented the Treasurer's Report of July 1, 2003 thru July 31, 2003. Balances for that period were as follows:

Operating Account.....\$ 91,674.80  
Scholarship Account...\$131,111.84

A motion was received to approve the Treasurer's Report as presented. The motion received a second and there was some discussion regarding the SAMA-SEC/AAAE Scholarship Fund and the AAAE Foundation. Following that discussion, the motion was adopted by unanimous voice.

**IV. COMMITTEE REPORTS**

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

Mr. Brammer reported that the IRS was returning approximately \$550 that it withheld after the SAMA-SEC/AAAE merger following convincing by the auditors that we were a non-profit organization. He added that files pertaining to fiscal year 2002-2003 were being prepared for shipment to the CPA firm of Foti, Flynn, Lowen and Company for the annual audit.

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**2003 SEC-AAAE Annual Conference.....Wayne Shank**

Mr. Shank was not in attendance. President McClellan reported that in a recent discussion with Mr. Shank, he indicated the Norfolk Conference would clear in excess of \$57,000.

**2004 SEC-AAAE Finance & Administration Conference.....Michael Laven, Co-Chairman  
Chris Brown, Co-Chairman**

Mr. Laven and Mr. Brown were not in attendance. President McClellan reported that the meeting would be held February 22-24, 2004, at the Westin in Ft. Lauderdale, Florida.

**2004 Annual Conference.....Frank Miller, Chairman**

Mr. Miller reported that planning for the 2004 SEC-AAAE Annual Conference was well underway. The dates for the conference are April 25-27, 2004. A site-planning meeting will be held in October, 2003. A conservative budget has been created for the conference with planning for 250-300 people.

**2005 Annual Conference.....Chuck Henderson**

Mr. Henderson was not in attendance.

**Membership Committee.....Chuck Henderson, Co-Chairman  
Kim Wade, Co-Chairman**

Ms. Wade noted that the membership campaign was underway. A mass mailing will be accomplished in the next few months.

**Professional Education Committee.....Wayne Shank, Chairman**

Mr. Shank was not in attendance. Mr. Bleiweis reported that Mr. Bob Uhrich of Savannah had passed his oral exam and had received his A.A.E. status.

**Mentoring Committee.....Tommy Bibb, A.A.E.**

Mr. Bibb was not in attendance. Ms. Stevens will coordinate with Mr. Bibb.

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**General Aviation Committee.....Bill Marrison, Chairman**

Mr. Marrison was not in attendance during the course of this line item.

**Scholarship Committee.....Ken Spirito, Co-Chairman  
Lew Bleiweis, Co-Chairman**

Mr. Spirito and Mr. Bleiweis were both in attendance. Mr. Spirito noted three scholarships were awarded this year.

**Corporate Liaison Committee.....Heather Chaney, Chairman**

Ms. Chaney was not in attendance. Mr. Elliott reported that he and Ms. Chaney had discussed the intent of the Committee and created some recommendations that may raise the awareness of the Committee and the organization. He shared some of these ideas with the group and no action by the Board was required.

**Executive Emeritus Committee.....Morgan Rankin, Chairman**

Mr. Rankin was not in attendance. Mr. Brammer reported there were no current applicants for Executive Emeritus status.

**Nominations Committee.....Patrick Graham, Chairman**

Mr. Graham had nothing to report at this time.

**Web Master's Report.....Heather Chaney, Chairman**

Ms. Chaney was not in attendance.

**Resolutions & By-laws.....Bob Brammer, Chairman**

Mr. Brammer provided the Board with copies of the current By-laws and noted that some sections were in need of revision. He offered to provide those recommendations to the Board for their consideration at the next meeting.

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### **V. Old Business**

#### **Officers and Directors Liability Insurance...Lew Bleiweis**

Mr. Bleiweis provided an overview of the Chapter's insurance needs, his investigation into insurance pricing and his recommendations thereof. A motion was presented to accept Mr. Bleiweis' recommendations and purchase the appropriate Officers' and Directors' liability insurance. The motion received a second, there was little discussion and the motion was adopted by unanimous voice. An invoice for the insurance policy will be forwarded to the executive secretary for payment and copies of the policy will be received and filed.

### **VI. New Business**

President McClellan introduced Carrie Alston with the Atlanta Hartsfield International Airport.

#### **1. Web Site Reconstruction and Maintenance**

President McClellan noted this issue may be considered at a later date.

#### **2. Natural Disaster Symposium**

Mr. Spirito presented a concept for a Natural Disaster Symposium to be presented as an add-on to another SEC Conference. Following his presentation, there was a consensus that Mr. Spirito should pursue this effort and report back to the Board.

#### **3. Fund Raising for Scholarship Fund**

Mr. Spirito recommended that if the aforementioned Disaster Symposium were successful, the funds could be diverted to the Scholarship Fund. Mr. Bleiweis noted the Chapter was in possession of three certificates for registration at the AAEE Annual Conference and a number of ideas were presented for turning the registrations into a fundraiser for the Scholarship Fund. Following considerable discussion, it was determined that one would be used for the executive secretary's registration and two would be given as door prizes at the SEC Annual Conference.

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### **4. Additional Funding for AAAE Foundation**

Past President Patrick Graham noted that the Chapter had paid its commitment to the AAAE Scholarship Foundation in full. Mr. Elliott recommended the money raised from the 2003 Annual Conference be split between the AAAE Foundation and the SEC Scholarship Fund. Following discussion, a motion was made to provide \$45,000 to the SEC Scholarship Fund and \$5,000 to the AAAE Foundation. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

### **5. NAC Vice-Chairman**

President McClellan noted he had received word from Mr. Lowell Pratte that the Chapter had an opportunity to name a vice-chairman for the 2004 National Airports Conference. Mr. Pratte addressed the Board and explained that AAAE needed to know the name "fairly soon." Following a general discussion, it was determined to give this issue additional consideration, hold a conference call for additional discussion and then perform a fax vote in accordance with the By-laws. Mr. Pratte indicated he would provide the timeline to the Board as soon as possible.

### **6. Mike Armour - Relocation Services**

President McClellan noted he had communicated with SEC Past President Mike Armour who had recently left the airport business for the real estate sales industry. Mr. Armour has presented a relocation concept whereby the AAAE Foundation would receive a monetary bonus for individuals sent to him through the Chapter for real estate sales and relocation. By consensus, the Board noted that Mr. Armour should continue to pursue this matter and report back to the Board.

### **7. Setting of Record Date for next General Membership Meeting.....Bob Brammer**

The record date for the next General Membership Meeting is hereby set for March 25, 2004.

## **VII. Announcements**

There were no announcements.

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**VIII. Adjournment**

There being no further business to come before the Board, President McClellan adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Robert C. Brammer  
Executive Secretary

In the absence and on behalf of:

Timothy M. Doll, A.A.E.  
SEC-AAAE Secretary