

MINUTES
SEC-AAAE BOARD OF DIRECTORS' MEETING
AAAE/SEC-AAAE Finance & Administration Conference
February 6, 2023 – 2:00 p.m. to 5:00 p.m.
Hilton Fort Lauderdale Marina, Dolphin Room (Second Floor)
Fort Lauderdale, Florida

In Attendance:

Perry Miller, AAE	Carol Gaddis	Lenard Robinson, AAE
Megan Atkins Thoben, AAE	Nina MacPherson, AAE	

Absent:

Scott Van Moppes, AAE	Travis Crilly, AAE	John Carrigan, P.E.
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I. Welcome..... Perry Miller, AAE, President

President Miller opened the meeting at 2:05 PM and held introductions around the room. He introduced Nina MacPherson who welcomed the Board of Directors and guests to beautiful Fort Lauderdale, Florida, and the 2023 AAAE/SEC-AAAE Finance and Administration Conference.

II. Approval of Minutes..... Carol Gaddis, Secretary/Treasurer

Secretary/Treasurer Gaddis presented the minutes of the Board Meeting of October 9, 2022 (Orlando, Florida) for approval. A motion was received to approve the minutes, the motion received a second, there was no discussion and the motion was adopted by unanimous voice.

III. Treasurer's Report..... Carol Gaddis, Secretary/Treasurer

Secretary/Treasurer Gaddis presented the Treasurer's Report ending December 31, 2022 for approval. A motion was received to approve the treasurer's report, the motion received a second, there was no discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Gaddis presented the 2021-2022 SEC-AAAE & SAMA Educational Foundation, Inc. audits and requested a motion to receive and file the reports. 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.

Secretary/Treasurer Gaddis presented the 2023-2024 SEC-AAAE Budget and requested a motion to approve same. A motion was received to approve the budget, the motion received a second, there was moderate discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Gaddis presented the 2023-2024 SAMA Educational Foundation Budget. It was noted the budget contained a 100% increase in scholarship allotments as requested by the Scholarship Committee. Ms. Gaddis requested a motion to approve. A motion was received to approve the budget, the motion received a second, there was no discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Gaddis informed the Board of Directors that the SEC-AAAE and SAMA Educational Foundation, Inc., tax forms for 2021-2022 had been filed with the IRS. This was information only and required no action.

Secretary/Treasurer Gaddis informed the Board of Directors that the SAMA Educational Foundation, Inc., Corporate Report has been filed with the State of Florida. This was information only and required no action. She added that the SEC-AAAE Corporate Report would be filed with the State of Tennessee in October 2023.

IV. President's Comments

President Miller expressed thoughts and prayers for Lexie Farmer who will step down as Madam Chairman of the Scholarship Committee. Mr. Willie Carter will step into the Chairman's role.

V. COMMITTEE REPORTS

Executive Secretary..... Bob Brammer

Mr. Brammer noted a request for Executive Emeritus status by Susan M. Stevens, AAE. A motion was received to approve the request, the motion received a second, there was no discussion and the motion was adopted by unanimous voice.

Mr. Brammer noted 2023 Annual Dues were currently being collected.

2023 Finance & Administration

**Conference..... Nina MacPherson, AAE, Madam Chairman
Rufus James, Vice-Chairman**

Ms. MacPherson welcomed everyone to the conference and noted 201 people were registered for the event and sponsorships are in excess of \$70,000. Ms. Macpherson gave an overview of the programs and social events and encouraged everyone to enjoy themselves.

2023 Annual Conference..... Perry Miller, AAE, Chairman

Mr. Miller noted the conference would be held in Richmond, Virginia on April 29 – May 2, 2023. Planning is underway and everyone is invited to the capital of Virginia to enjoy the educational, social and networking events.

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2024 Annual Conference..... Ron Mathieu, AAE, Chairman

The Birmingham, Alabama Conference will be held March 16-20, 2024.

2025 Annual Conference..... Jack Christine, AAE, Chairman

The Charlotte, North Carolina Conference will be held March 22-25, 2025.

Professional Education Committee..... Judi Olmstead, AAE, Madam Chairman

From December 2022 and January 2023, 3 new AAEs were awarded; Nathan Luce (MEM), Meaghan Smalley (JAX) and John Wiatrak (RDU). Several CM designations were awarded during the last two months.

Student Scholarship & Academic

**Outreach Committee..... Lexie Farmer, C.M., Madam Vice Chairman
Colleen Brooks, Madam Vice Chairman
Willie Carter, CM, Vice-Chairman
Dan Barton, Vice Chairman
Kevin Vandeberg, AAE, Vice-Chairman**

The Committee made a recommendation for the Board to discuss and consider a formal motion to increase Student Scholarship amounts by 100% per award. The increased amounts were approved in the 2023-2024 SAMA Educational Foundation, Inc., Budget.

Membership Development

**Committee..... April Cameron, AAE, Madam Chairman
Thomas Wallace, AAE, Vice-Chairman
Roger Allen, AAE, Vice-Chairman
Dave Long, AAE, Vice-Chairman**

The Membership Development Committee recruitment drive is underway. On January 24, the committee issued a mass email to over 1,500 current AAE members that reside in the Southeast US. This email distribution has proven to be effective in increasing participation over the years and is expected to continue to bring new members to the Chapter.

The committee continues work to recruit a representative from each state in the chapter to lead the effort to increase awareness about the Chapter within their state. To date, we have 6 committed representatives covering FL, GA, AL, SC, NCC, and VA. Representatives are still needed for MS, LA, TN, WV, KY and AR.

Committee Vice Chair, Dave Long, (Crawford, Murphy, and Tilly) has agreed to lead the efforts to recruit more corporate participation in the Chapter. Our plan is to re-evaluate corporate participation at the end of February and begin our focused corporate drive in March.

Since our last update, 8 corporate members and 48 executive members have been added to the membership bringing the total to 121 corporate members and 500 executive members.

**Corporate Liaison Committee..... Ryan Sisemore, Chairman
Benjamin Goebel, AIA, Vice-Chairman
Edward Wessel, Vice-Chairman
Kevin Wu, AAE, Vice Chairman**

The Corporate Committee met virtually on December 13, 2022, and discussed three main initiatives and how to drive improvement in each. For the Coffee Conversations, Cody Parham volunteered to create an application form with the goal of improving the quality of the sessions. This new process also enhances our ability to exchange information and help the moderator improve on their content and delivery. For the Annual Awards, Gary Beal volunteered to review and update the nomination forms for each category. The intent was to standardize the entries for better ease and consistency in scoring. The call for nominations was made in early January and will routinely readvertise via email. We have also prepared the attendance sheets for the annual chapter conference in preparation of continuing education certificates. The Chair and three Vice-Chairs met on January 19, 2023, as a check-in on our initiatives and to measure improvement. We decided to investigate adding continuing education credits as part of the Coffee Conversations to bolster attendance. More to come on that issue soon.

Conference Site Selection Committee..... This Committee is currently inactive.

**Conference Financial Oversight
Committee..... Robert Campbell, AAE, Chairman
Basil Dosunmu, CM, Vice Chairman**

There has been no conference activity since the last update, therefore, the Committee has nothing to report at this meeting. No further activity is anticipated until the Finance and Administrative Conference reports are prepared for review.

**Emerging Leadership Program..... Brendon Washburn, AAE, Chairman
Amber Leathers, AAE, Madam Vice-Chairman
Lauren Scott, AAE, Madam Vice-Chairman
George Groh, AIA, Vice-Chairman**

As directed by the SEC AAE Executive Committee, the Emerging Leaders Committee is developing a plan to transition from the SEC AAE Emerging Leaders program to Young Professionals style group

that aligns with AAAE regional and national efforts of the same mission, for the benefit of younger members in the Chapter. The Committee intends to work with the Executive Committee to construct a Young Professionals Purpose Statement and corresponding Action Plan(s) to account for the transition, promotion, and participation of the SEC AAAE Young Professionals initiative. The Committee anticipates formally launching the Young Professionals initiative at this year’s SEC AAAE Annual Conference in Richmond, VA

A motion was received to terminate the Emerging Leaders Program and replace it with the Young Professionals Initiative. A motion was received and seconded, there was no discussion and the motion was adopted by unanimous voice.

General Aviation Committee..... Keith Holt, CM, Chairman
Judith-Ann Jarrette, AAE, Madam Vice-Chairman
Shaun Germolus, AAE, Vice-Chairman
Greg Heaton, Vice-Chairman

The Committee is developing an email distribution list that targets SEC general aviation airports only. Once complete, the committee will be better able to communicate with the general aviation community. We are researching which states or organizations offer funding or scholarships that GA airports are eligible for to possibly host internships. The Committee has provided a list of potential topics of interest to GA airports for consideration by the 2023 SEC-AAAE Annual Conference Committee.

Goal Digger Workshops..... Judi Olmstead, AAE

There were no Goal Digger workshops held during the months of December 2022 and January 2023. Charlotte Douglas International Airport has expressed interest for spring of 2023. The Southwest Chapter has asked that a workshop be held during their chapter conference in July 2023. A workshop is confirmed in Phoenix on July 22, 2023.

Marketing & Communications..... Becky Huckaby, AAE, Madam Chairman
Glen Thomas, C.M., Vice-Chairman

The Marketing and Communications Committee has worked to promote the Fort Lauderdale Finance and Administration Conference, and has begun working to promote the SEC-AAAE Conference in Richmond set for April 29 – May 2, 2023. We are always looking for content for the chapter’s social media, especially the good work we do with students, in the industry and within our communities. You can share your content by emailing Becky.Huckaby@tys.org.

Resolutions & Bylaws..... Bob Brammer, Chairman

The Committee reported no anticipated changes to the bylaws. The annual Resolutions of Appreciation will be prepared for approval by the general membership at the Richmond Conference.

**Diversity Committee..... Deontae Watson, AAE, Chairman
Andrew Jones, AAE, Vice-Chairman
Hollie Baron, AAE, Madam Vice-Chairman
Kenneth Weeden, Vice-Chairman**

During the DEI’s meeting in December, the committee confirmed the topic for the upcoming Webinar along with potential speakers. The topic voted on is “*How to conduct a DEI analysis for airports*”. The anticipated speakers are employees from the FAA’s Office of Civil Rights, Charlotte Douglas International Airport, and Hartsfield-Jackson Atlanta International Airport. In addition to these speakers, Mr. Weeden is working to scout an individual from the private sector of aviation.

Our first meeting/dry run-through with the participants was on Friday, January 13, 2023 and simultaneously confirmed a live date.

The Committee is still strategizing on how to secure a sponsorship so that we are able to have a diverse audience inclusive of members and non-members of SEC-AAAE; advice was received from member Ryan Sisemore who leads Coffee Conversations.

**Virtual Student Outreach Program..... Jacob Kohlhorst, AAE, Chairman
Dorea Elmadih, Madam Vice-Chairman
Nick Keller, AAE, Vice-Chairman
Martagus Newton, Vice-Chairman**

The Committee reported a Spring Semester roundtable is in scheduling process, aiming for mid-March but looking into spring break for SEC region schools to ensure adequate attendance. The date, time, and industry topic is to be determined at a later date.

**Nominations Committee..... Terry Blue, AAE, Chairman
Marcelo Lima, Vice-Chairman
Basil Dasunmu Vice-Chairperson**

Mr. Blue will have a report at the Richmond Conference.

VI. Old Business

The ad-hoc Strategic Committee reported that the committee was still under construction, although some of the objectives have been defined. The Committee will review the executive secretary’s annual salary every other year.

VII. New Business

President Miller previously proposed an Executive Secretary Salary Review. A motion was presented to increase the executive secretary salary to \$50,000. The motion received a second, there was no discussion and the motion was adopted by unanimous voice. The budget was amended to accommodate the increase.

VIII. Announcements

There were no announcements

IX. Adjournment

There being no further business to come before the Board, President Miller adjourned the meeting at 2:43 PM.

Respectfully submitted,

**Carol Gaddis
Secretary/Treasurer**

CG:RB:rb