

**MINUTES**  
**SEC-AAAE BOARD OF DIRECTORS' MEETING**  
**AAAE NATIONAL AIRPORTS CONFERENCE (NAC)**  
**October 9, 2022 – 3:00 p.m. to 5:00 p.m.**  
**Hilton Orlando Bonnet Creek, Bradford Room (Lower Level)**  
**Orlando, Florida**

**In Attendance:**

Scott Van Moppes	Perry Miller	Travis Crilly	Carol Gaddis
Lenard Robinson	Meghan Atkins Thoben	Nina MacPherson	John Carrigan

**Absent:**

All Board Members were in attendance.

**I. Welcome..... President Perry Miller, AAE**

President Miller opened the meeting at 3:04 p.m. and welcomed the members and guests to the Board of Directors' Meeting, the 2022 AAAE National Airports Conference, and sunny Orlando, Florida. President Miller called on those present for personal introductions.

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

Secretary/Treasurer Gaddis presented the minutes of the April 10, 2022, Board of Directors' Meeting held in Memphis, Tennessee. A motion was presented 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..... Secretary/Treasurer Carol Gaddis**

Secretary/Treasurer Gaddis provided the Treasurer's Report for the period ending September 30, 2022, and noted the following balances:

Operating Account	\$ 179,036.53
Scholarship Account	\$1,064,551.19

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

**IV. PRESIDENTS COMMENTS**

President Miller noted condolences for those that had losses during Hurricane Ian. He noted that although the Chapter cannot contribute directly because of IRS and State Corporation Commission laws, rules and guidelines, personal donations will be graciously accepted by those in need.

**V. COMMITTEE REPORTS**

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

Mr. Brammer requested Executive Emeritus status for Ms. Kelly L. Johnson, AAE, former President of the SEC-AAAE. A motion was presented to approve the request. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Mr. Brammer noted the Chapter’s website had a “Positions Open” page intended for use by members, but it has been discovered by professional headhunters who are using it to solicit for jobs nationwide. This has created large invoices from the webmaster to post, update, revise, and remove the solicitations. In conversations with the webmaster, he and Mr. Brammer have determined a charge of \$30 per solicitation for a 30-day posting would be appropriate. A motion was presented to approve the recommendation. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Mr. Brammer reported a NAC sponsorship in the amount of \$1,500 was budgeted for 2022-2023; however, because the conference is being held in the southeast region, that amount is historically increased to \$5,000. The \$5,000 sponsorship has been secured and a budget amendment increase of \$3,500 was requested. A motion was presented to approve the amendment. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Mr. Brammer reported all FY 2021-2022 files had been forward to the auditors and the audit and tax preparations were in progress.

**2023 AAAE/SEC-AAAE Finance & Administration Conference..... Nina MacPherson, AAE, Madam Chairman  
Rufus James, Vice-Chairman**

Ms. MacPherson noted she was working with Ms. Hollie Ackerman and Jonna Thoma with AAAE to confirm the date for the conference which will be held in Fort Lauderdale. All indications are that it will be the Hilton Fort Lauderdale Marina, February 23 -25, 2023. Hyatt Marina Hotel will be the host property.

**2023 SEC-AAAE Annual Conference..... Perry Miller, AAE, Chairman**

Mr. Miller reported the 2023 Annual Conference and Exposition would be held at the Richmond Marriott in Richmond, Virginia on April 29 thru May 2, 2023. The Board Dinner, program and entertainment is in development.

**2024 SEC-AAAE Annual Conference..... Ron Mathieu, AAE**

Mr. Mathieu was not in attendance. Mr. Brammer reported the 2024 SEC-AAAE Annual Conference and Exposition would be held in Birmingham, Alabama on March 16-20, 2024. The host hotel is the Sheraton Birmingham.

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**2025 SEC-AAAE Annual Conference..... Jack Christine, AAE**

Mr. Christine reported the 2025 SEC-AAAE Annual Conference and Exposition would be held in Charlotte, North Carolina March 22-25, 2025. The hotel is The Westin Downtown Charlotte, and the host venue is the NASCAR hall of fame.

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

Ms. Olmstead reported that during the last quarter, July 1 – September 30, 2022, the SEC had 5 new AAEs awarded, and one candidate is interviewing here at the NAC. We are close to 500 AAEs and 16 employees passed the CM test, including two corporate partners.

Mentors are always needed. The Southeast Chapter (SEC) continues to lead all chapters in memberships and accreditations!

For the Board’s information, there were several ACE programs with a significant high number of SEC “passes” throughout the year.

**Student Scholarship & Academic**

**Outreach Committee..... Lexi Farmer, C.M., Madam Chairman  
Colleen Brooks, Madam Vice-Chairman  
Willie Carter, CM, Vice-Chairman  
Dan Barton, Vice-Chairman**

President-Elect Travis Crilly gave the following report:

Internships – There were four (4) airports that had approved grant applications for internships for FY23.

- Rock Hill, SC – their first intern withdrew because they received a full-time position elsewhere. They selected another intern who also withdrew because they received a full-time position elsewhere. They were unable to find another intern for their summer program and therefore, withdrew from FY23 summer program.
- Manassas, VA – completed internship program and grant match was \$2,338.61. Grant closed out on 9/12/22.
- Columbia, SC - completed internship program and grant match was \$2397.60. Grant closed out on 9/12/22.
- Louisville, KY – internship program has been completed. Waiting on financial report from SDF for review.

Scholarships – FY23 scholarship program has kicked off and the 12 identified schools in the program have been sent the letters, posters, and applications. Applications are due to COTE (contract manager) by October 31st. Applicants will be chosen by the 2nd week in November with fund distribution by the 2nd week in December.

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Action Plan – The Committee is reformatting the action plan, as requested, which is expected to be completed the first week of October. The Action Plan includes creating a Scholarship process SOP, which is currently in progress, in addition to the committee reviewing the COTE contract.

**Membership Development**

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

President-Elect Crilly reported the Membership Development Committee is working to recruit a representative from each state in the chapter to lead the effort to increase awareness about the Chapter within their state. Once each representative is selected, the committee will provide a training session to each representative with information about the chapter to be used in their recruiting efforts.

The committee is also looking to recruit a corporate representative to solicit more corporate participation and plans to work with the Chapter Secretary to collect information about past members that may be encouraged to rejoin.

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

President-Elect Travs Crilly reported the Committee is working to complete two Coffee Conversation virtual sessions in October and November of this year. Shelley Armato of MySmartPlans as well as Donna Speidel of Sightline have agreed to moderate these two sessions. Regarding continuing education, John Carrigan and I met this past week with members of AAAE to discuss Certified Member credentialing for corporate members. Traditionally this has been primarily pursued by Aviation Planners in the consulting community, however we are investigating ways to promote this further among aviation professionals.

As we approach year’s end, we will look toward beginning the outreach process for the annual chapter awards. Last year we had a tremendous response and are excited to once again open the call for nominations. In order to improve the process, we will be making some updates to the instructions with the goal of standardizing the entries for the scoring process.

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

Mr. Campbell reported the Financial Oversight Committee reviewed the financial records for the 2022 SEC Annual Conference held in Memphis, TN on April 10-12. The Committee reviewed a random sample of receipts and disbursements from the conference records provided and has no findings to report. The Memphis conference issued a final check to the Chapter in the amount of \$147,145.01 to close out the bank account.

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

President-Elect Crilly reported the status of the Committee includes five emerging leaders, paired with mentors, and four active Committee members. The Committee is actively developing ways to increase participation in the program, as well as actively engaging with regional and national committees who have similar missions such as the AAAE Young Professionals and NECAAAE. Additionally, the Committee is developing an administrative framework to aide and support their pursuit to items stated in the Committee Action Plan.

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

President-Elect Crilly reported the committee is currently researching industry publications that will aid in developing documents in support of GA airport engagement with legislators and effective resources for training and education of GA airport employees.

**Goal Digger Program.....** **Judi Olmstead, AAE, Madam Chairman**

Ms. Olmstead reported a Goal Digger Leadership Workshop was held in Louisville, KY on July 21, 2022. The event welcomed 36 guests from surrounding airports, including Lexington, Cincinnati, Indianapolis, WV Yeager, and several corporate partners including Foth, Garver, and Delta Airport Consultants. The audience is primarily a Middle-Manager level, those folks who are up-and-comers to our industry or those who may be new to the airport profession or management, and not necessarily budgeted to attend our chapter or national AAAE conference. Louisville Airport provided breakfast, lunch and the venue for the workshop. The format for the day included 4 industry speakers, corporate and airport, who shared their career path story with examples of leadership principles and qualities. A networking lunch with a modified DiSC analysis was performed for each attendee by a professional leadership coach.

The goal for this workshop is for attendees to discover their leadership style and capability, motivated by success stories and struggles endured by our leaders. This will ultimately encourage professional growth and a succession plan for our current senior management.

Thank you to Megan Atkins Thoben, Dan Mann and Noel Jolly for their support – it was a great day!

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

President-Elect Crilly reported the Marketing and Communications Committee performed an audit of the chapter’s social media and public outreach. Since March 2022, the promotion of the Southeast Chapter through social media has slightly grown as follows:

- Facebook: Up 21 followers
- Instagram: Up 5 followers
- Twitter: Up 9 followers
- LinkedIn Page: Up 57 followers
- LinkedIn Group: Up 1 follower

The Committee needs information to share on social media as well as through other communication channels. If your committee has good news, needs support of a program, or wants to spotlight a person/activity, please share the items to anyone with any Committee member via email in a timely manner. We have especially seen growth in LinkedIn and would love to write up stories about the good work individual airports or committees are doing to promote aviation.

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

Mr. Brammer reported no action or anticipated action in regard to the Chapter’s bylaws.

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

President-Elect Crilly reported five members have joined the DEI Committee including Matthew Nelson, BHM, Cameron Thompson, BHM, Britany A. Davis, Ardmore Roderick, Terry Blue, MEM and Amber Clark, CSG. She noted past projects include a Community Open House/Movie Night (KFCI) held October 1, 2022. The event included:

- Invitation focus on local HBCU and schools
- Chesterfield Police Athletic League reaching out to their at-risk youth to attend
- Educational/Career opportunities for youth
- Hands-on demonstrations/static displays - VA State Police MedFlight 1, Commonwealth Aviation Flight School, DOAV ICON A5, WingNuts Flying Club, Chesterfield Pilot’s Association, Chesterfield County Police, Sheriff and Fire
- Attendance estimated to be over 500 people; many of whom were from underserved communities in the metro-Chesterfield area

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Future projects include:

DEI Webinar

- \_Project completion date – TBD

AAAE Student Chapter at Tennessee State University – Nashville, TN.

- \_Initiated by KFA Y
- \_Project completion date – October 14, 2022

AAAE Student Development Education program at local high schools and universities in the Atlanta Aerotropolis.

- \_Initiated by KATL
- \_This program will be formed at an historically black college/university (HBCU) to assist students and faculty of Aviation Management and Engineering programs with exposure to the aerospace workforce and professional development opportunities.
- \_The program will educate the future leaders in aviation career opportunities and educational courses needed for the aerospace industry.

Meadowbrook High School STEM (KFCI) – 2022/2023 Academic School Year

- \_Over 80% of students come from underrepresented communities in Chesterfield County
- \_The school began an aviation/aerospace program for the academic year
- \_Planning meeting took place October 3, 2022, with KFCI and school leadership
- \_KFCI is providing education, career guidance and mentoring for students participating in the program

OBAP of Richmond ACE Academy (KFCI) - 2023

The next DEI Committee Meeting is October 19, 2022 from 3 to 4 p.m. Eastern on Zoom.

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

Mr. Kohlhorst reported a Fall semester roundtable was slated for mid-November - *Official date and time TBD*  
The committee has requested an updated contact list from Jennifer Richards at AAAE for all AAAE Student chapters in the southeast region. Once received, the committee will:

- Send introductory outreach to all student chapters;
- Conduct outreach to aviation programs without AAAE student chapters;
- Finalize roundtable program and informational flyer.

**Nominations Committee..... Scott Van Moppes, AAE, Chairman**  
**TBD, Vice-Chairman**  
**TBD, Vice-Chairman**

Mr. Van Moppes reported no action by this Committee to date.

**VI. Old Business**

Mr. Brammer provided a report by the Ad Hoc Investigative Committee to study pros and cons of forming a new SEC-AAAE Scholarship Program for SEC-AAAE family members.

The following individuals were participants in the Ad Hoc Committee:

- Bob Brammer
- Lenard Robinson
- Terry Blue
- Carol Gaddis
- Matt Dowell
- Lexie Farmer
- Patrick Wilson

The subject was tabled.

**VII. New Business**

Appointment of Mark VanLoh, AAE to serve on the AAAE Nominations Committee from this date to June 30, 2023. A motion was presented to approve the appointment. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Appointment of Second Immediate Past President Terry Blue, AAE to serve as Chairman of the SEC-AAAE Nominating Committee. A motion was presented to approve the appointment. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

John Carrigan spoke to the possibility of the Chapter supporting CMs for the corporate community.

Ms. Olmstead sought relief efforts for the Florida residents, and it was determined SEADOG was the best opportunity for relief.

President Miller noted the conference website could be complete as a plug and play site that could be used year after year by conference chairpersons. A motion was presented to approve the funding for the plug and play site. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Ms. MacPherson suggested a committee for strategic planning include past and future presidents. A motion was presented to approve suggestion. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

**VIII. Announcements**

Jacob Kolkhorst noted the Young Professionals Committee is seeking representative from the SEC-AAAE. They are also working on a Young Professional Certification Program using the CM as a milestone.



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President Miller will task the Scholarship Committee to review scholarship amounts to determine if the amounts need to be increased.

**IX. Adjournment**

There being no further business to come before the Board, President Miller adjourned the meeting at 4:24 p.m.

Respectfully submitted,

Carol Gaddis

SEC-AAAE Secretary/Treasurer

CG:RB:rb