

MINUTES
SEC-AAAE BOARD OF DIRECTORS' MEETING
SEC-AAAE/AAAE Finance & Administration Conference
February 7, 2024 – 3:00 p.m. to 5:00 p.m.
Aloft Orlando Lake Nona, Game Room/Meeting Room 1
Orlando, Florida

In Attendance:

Perry Miller, AAE	Travis Crilly, AAE	Carol Gaddis	Lenard Robinson, AAE
Megan Thoben, AAE	Nina MacPherson, AAE	Deontae Watson, AAE	John Carrigan, P.E.

Absent:

No Board Members Absent

I. Welcome..... Travis Crilly, AAE, President

President Crilly welcomed the Board of Directors and guests to Orlando, Florida, and the first Board Meeting of 2024.

II. Approval of Minutes..... Lenard Robinson, AAE, Secretary/Treasurer

Secretary/Treasurer Robinson presented the Minutes of the Board Meeting of September 10, 2023 held in Spokane, Washington 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..... Lenard Robinson, AAE, Secretary/Treasurer

Secretary/Treasurer Robinson presented the SEC-AAAE Treasurer's Report ending December 31, 2023 showing funds-on-hand totaling \$232,611.82. A motion was presented to approve the Treasurer's Report as presented, the motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Secretary/Treasurer Robinson presented the FY 2022-2023 SEC-AAAE Audit and requested a motion to receive and file the Audit Report. A motion was presented to receive and file the Audit Report as presented, the motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Secretary/Treasurer Robinson presented the FY 2024-2025 SEC-AAAE Budget and requested a motion to approve the Budget as presented. A motion was presented to approve the FY 2024-2025 SEC-AAAE Budget as presented, the motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

Secretary/Treasurer Robinson noted the FY 2022-2023 SEC-AAAE Tax Forms had been filed with the IRS. No action was required.

Secretary/Treasurer Robinson noted the 2024 SEC-AAAE Annual Report had been filed with the Tennessee Corporation Commission. No action was required.

IV. COMMITTEE REPORTS

Executive Secretary..... Bob Brammer

Mr. Brammer reported he had received requests for Executive Emeritus Status by Mr. Scott Brockman, AAE, from Memphis, Tennessee and Mr. Mike Hainsey, AAE, from Columbus, Mississippi. A motion was presented to approve the requests as presented, the motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

2023 Finance & Administration

**Conference..... Rufus James, AAE, Madam Vice-Chairman
Deontae, Watson, AAE, Vice Chairman**

The 2024 Finance & Administration Conference is in progress at the Aloft Hotel in Orlando, Florida. Attendance includes 233 registrants which include committed speakers, sponsors, students, and AAE staff. Total revenue for the conference is \$195,225 and includes \$125,225 from registration and \$70,000 in sponsorships and exhibitors. Combined, we have 27 sponsors and exhibitors contributing to the conference. The Agenda is complete and attendees will gain a wealth of knowledge with ideal opportunities to network and engage with each other.

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

It was noted the 2024 SEC-AAAE Annual Conference to be held in Birmingham, Alabama, was well underway. The Conference dates are March 16-19, 2024.

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

It was noted the 2025 SEC-AAAE Annual Conference to be held in Charlotte, North Carolina, was well underway. The Conference dates are March 22-25, 2025.

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

As a member of the Board of Examiners (BOE), I coordinate and match potential AAE interview candidates with a mentor in order to assist them in their final interview preparation. The interviews

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are held at conferences throughout the United States, coordinated by AAAE and BOE members, with BOE members allowed to travel to an interview destination if the conference schedule does not work with candidate readiness.

From September to December 2023, we had two AAE accreditations awarded which included Basil Dosunmu, AAE, at Richmond International Airport and Granseur Dick, AAE, at Wilmington International Airport who passed at their oral exams in Spokane, Washington. On February 9, an interview is being conducted for a candidate from Brazil. CM and ACE designation counts from AAAE are as follows:

Southeast Counts received from AAAE:

CM – 34

ACE – 26

AMF – 5

AFO – 1

An Inaugural Mentor Workshop is scheduled for February 29, 2024, at 1:00 pm via Zoom. An updated Mentor Guide and Study Topics are to be distributed and reviewed. Interviews at the SEC and AAAE Annual Conferences are pending at this time.

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

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

The AAAE Leadership Development Committee has several goals, a few as follows:

- **Identify the ideal attributes and competencies needed to be a successful airport/aviation industry leader and recommend modification to existing programs or creation of new programs to meet emerging trends.**
- **Recruit members and prepare them for Leadership Roles within the AAAE National Director model.**
- **Interface with AAAE chapters to assist with outreach to students.**
- **Develop programs to emphasize the importance of AAAE membership.**
- **Interface with the BOE to build interest in and awareness of the ACE, CM and AAE credentialing programs.**

The Committee will work to develop a matrix to identify Foundational, Tactical and Strategic Leadership Skills in order to develop and enhance future leaders. We will continue to refine the Matrix and roll it out to member airports when appropriate.

The next Committee meeting is to be held at the AAAE Annual Conference in Nashville, April 2024.

Membership Development

Committee..... Roger Allen, AAE, Chairman
Alex Nutt, C.M., Vice-Chairman
Nathan LUCE, PE, Vice Chairman
Dave Long, Vice-Chairman

The Committee has scrubbed the membership list and added many new members. The Committee is reviewing membership categories.

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

The call for Chapter Award Nominations has been distributed to the membership. This year we will briefly acknowledge all entries in addition to the winners in each category. The intent is to reward the effort to prepare the submission and to offer some exposure of the project to the membership at large. Nominations are due on February 16, 2024. As of January 30, we have only received one submission for Airport Professional of the Year and one for Commercial Service Architectural Project of the Year. Note, they do typically come in at the last minute, so there is no real concern yet.

Outreach has been made to DBE firms interested in presenting at the Corporate Liaison Committee meeting to be held during the Annual Conference in Birmingham, Alabama. This has been firmed up. The three firms will be Aulick Engineering, Goode Van Slyke Architecture, and CERM. Each will make a short presentation and then be available for networking following the meeting. Likely, this will occur after the Board meeting due to the timing between that meeting and the Corporate Liaison Committee meeting.

Conference Site Selection Committee..... David King, AIA, Chairman
Judi Olmstead, AAE, Madam Vice-Chairman
Patrick Wilson, AAE, Vice-Chairman
Terry Blue, AAE, Vice-Chairman
Jack Christine, AAE, Vice-Chairman

The Requests for Proposals (RFP) for the Conference Host and Site Selection for the 2026 and 2027 SEC-AAAE Annual Conferences was issued January 8, 2024. Expressions of interest must be submitted by February 16, 2024. RFP responses are due by March 2, 2024. On-site interviews will take place on Saturday, March 16, 2024, at the 2024 SEC-AAAE Annual Conference in Birmingham, Alabama.

Conference Financial Oversight

Committee..... Robert Campbell, AAE, Chairman
Basil Dosunmu, AAE, Vice-Chairman

There has been no change since our last report. The Financial Oversight Committee reviewed the financial records for the 2023 SEC Annual Conference held in Richmond, Virginia between April 30 and May 2. The Committee reviewed a random sample of receipts and disbursements from the conference records provided and has no findings to report. The Richmond Conference issued a final check to the Chapter in the amount of \$124,867.91 to close out the bank account. Receipt of this payment was confirmed with Mr. Bob Brammer, Executive Secretary.

The next event on the calendar for the Financial Oversight Committee is the 35th Annual AAAE/Southeast Chapter AAAE Airport Finance and Administration Conference to be held February 7-9 in Orlando, Florida. We will ensure we have the correct contact information for those responsible for the financial records of the upcoming Airport Finance and Administration Conference.

Young Professionals Program..... Brendon Washburn, AAE, Chairman
Cody Bauman, Vice-Chairman
David Sconzo, Vice-Chairman
George Groh, AIA, Vice-Chairman

Since our last update we have hosted a very successful Lunch and Learn on Airport Rates and Charges with over 40 people in attendance. We held another scheduled for January 30, 2024, to discuss “How to Speak to the Press” with three different perspectives. Currently, the committee is working to develop more of a social media presence and plan our future Lunch and Learns.

Our objective is to continue to seek participation within the Chapter. We have a list of participants from our first two meetings and will work to build off that list. We had 42 attendees to our initial Lunch and Learn and received very good reviews. With three more events identified for the remainder of this term, we feel good about the growth of this committee. Our main indicator will be how many people participate in our Lunch and Learns, social meet and greets at conferences, and potentially coordinate with future conference planners to have Young Professionals moderate panel discussions.

Upcoming events include a YoPro mixer at the SEC Annual Conference to be held at HiWire Brewing and a March 2024 Lunch and Learn (topic to be determined), and a May Lunch and Learn which possibly may be a DEI/YoPro collaboration.

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

The General Aviation Committee held a virtual discussion for General Aviation Airports in January. The topic of the discussion was “Electric Aircraft Charging - Preparing Your Airport”.

The session, moderated by GA Committee Chair Keith Holt, featured Nate Ward from Beta Technologies in the discussion. The discussion centered around electric aircraft and the process involved in deploying aircraft chargers at airports. This included FAA and local approvals, as well as the overall electric needs and criteria that go into the site locations.

There were 33 attendees of the virtual session. The GA Committee is soliciting feedback and ideas from SEC airports for future discussion topics.

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

The Goal Digger audience is primarily a Middle-Manager level employee, 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 the National AAEE conferences. The host airport provides breakfast, lunch and the venue for the workshop. The format for the day includes 4 industry speakers, corporate and airport, who share their career path story with examples of leadership principles and qualities. A networking lunch with a leadership analysis is performed for each attendee.

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

No report.

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

Resolutions for consideration by the general membership at the 2024 Annual Conference in Birmingham, Alabama, have been drafted.

Diversity Committee..... Andrew Jones, AAE, Vice-Chairman
Hollie Baron, AAE, Madam Vice-Chairman
Thomas Wallace, AAE, Vice-Chairman
Cameron Thompson, ACE, ASC, Vice-Chairman
Kenneth Weeden, Vice-Chairman

The Committee is highting a DEI Minute email each month and seeking other ways to communicate with the membership.

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**Nominations Committee..... Perry Miller, AAE, AAE, Chairman
Judi Olmstead, AAE, Vice-Chairman
Patrick Wilson, AAE, Vice-Chairman**

No report at this time.

V. Old Business

Ad Hoc Strategic Committee..... Nina MacPherson, AAE

Ad Hoc Strategic Committee work was Tabled at Board of Directors' Meeting in Spokane, Washington, on September 10, 2023.

(Note: The motion may be taken from the table after one item of business has been conducted. If the motion is not taken off the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3 vote of the Board of Directors.)

Ms. MacPherson noted a proposed disaster relief program to run silent auctions at SEC-AAAE Annual Conferences. The Board approved Ms. MacPherson to proceed to the next step.

VI. New Business

Ms. Thoben gave an update on electronic filing systems for Chapter business.

VII. Announcements

Ms. Gaddis noted the website will be redesigned in the next 12 months or so.

Mr. Miller noted that the Corporate and Student Chapters are coming together to help sponsor and mentor students.

VIII. Adjournment

There being no further business to come before the Board, President Crilly adjourned the meeting at 3:46 p.m.

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Respectfully submitted,

Lenard Robinson, AAE
Secretary/Treasurer

LR:RB:rb