

MINUTES
SEC-AAAE BOARD OF DIRECTORS' MEETING
SEC-AAAE Annual Conference and Exposition
April 30, 2023 – 9:30 a.m. to 11:00 a.m.
The Richmond Marriott
Richmond, Virginia

In attendance:

Perry Miller, AAE Travis Crilly, AAE Carol Gaddis Megan Atkins Thoben, AAE
Nina MacPherson, AAE John Carigan, P.E.

Absent:

Scott Van Moppes, AAE Lenard Robinson, AAE

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

President Miller opened the meeting at 9:39 a.m. and welcomed the Board of Directors and guests to his hometown of Richmond, Virginia. He encouraged everyone to enjoy the conference and the rich history of the Central Virginia area.

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

Secretary/Treasurer Gaddis presented the minutes of the Board Meeting of February 6, 2023, held in Fort Lauderdale, Florida. A motion was received 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..... Carol Gaddis, Secretary/Treasurer

Secretary/Treasurer Gaddis presented the Treasurer's Report ending March 31, 2023. A motion was received to approve the report as presented. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

The accounts held the following balances:

SEC-AAAE Operating Account: \$ 161,882.43
SAMA Educational Foundation, Inc.: \$1,097,294.41

IV. President's Comments

President Miller noted that it is apparent that the Chapter has broken attendance records at this conference and we may be a little cramped. Please bear with us.

MINUTES

Board of Directors' Meeting

April 30, 2023

Page 2

V. COMMITTEE REPORTS

Executive Secretary..... Bob Brammer

Mr. Brammer had nothing to report.

2023 Finance & Administration

Conference..... Nina MacPherson, AAE, Madam Vice-Chairman

Ms. MacPherson reported on the outstanding success of the conference which included 207 registrations and estimated income of around \$38,000.00.

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

President Miller welcomed the Board and guests to the 2023 SEC-AAAE Annual Conference and Exposition and provided an overview of the many events taking place at the conference. He encouraged everyone to take full advantage of the good food, fellowship, educational opportunities and social events. He noted 525 registrations and 43 exhibitors. A new record.

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

Mr. Mathieu provided a video and overview of the conference planning and noted the 2024 SEC-AAAE Annual Conference and Exposition would be held in Birmingham, Alabama on March 16-19, 2024.

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

Mr. Christine was involved with an AAE candidate; therefore, President Miller noted the 2025 SEC-AAAE Annual Conference and Exposition would be held in Charlotte, North Carolina on March 22-25, 2025, and he encouraged everyone to mark their calendars for the event.

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

Ms. Olmstead reported that during February 2023 and March 2023, the Chapter did not award any AAAs. She added the Committee is gearing up for a busy summer interview season and 11 CM designations and 19 ACE designations were awarded during the last two months. She noted 34% of the AAAs are from the Southeast Region of AAAs.

MINUTES

Board of Directors' Meeting

April 30, 2023

Page 3

Student Scholarship & Academic

**Outreach Committee..... Willie Carter, CM, Chairman
Colleen Brooks, Madam Vice-Chairman
Dan Barton, Vice-Chairman
Ethen Croop, AAE, Vice-Chairman
Kevin Vandeberg, AAE, Vice-Chairman**

Mr. Willie Carter reported the committee has distributed 3 of 6 FY23 internship grants and has approved 2 of 6 FY24 internship applications (both of which will start in FY23 and end in mid to late-summer of FY24). Airports with internships ending prior to July 1, 2023, are encouraged to apply for available grant funds.

With the Board approval to increase individual SAMA Foundation Scholarship to \$4,000 per award, the committee is heavily focused on fundraising opportunities to help cover the increased scholarship awards.

The committee proposes working annually with local host airports to identify low-overhead fundraising opportunities at each annual conference. The Committee will be directly responsible for coordination and execution of any fundraising efforts and not adding to the host airport's workload or responsibilities.

The goal is to continually raise additional funds for the scholarship account and working towards fully endowing the SAMA Scholarship program once again.

SEC BOARD GUIDANCE: The committee would like to seek guidance from the Board regarding the following items to modernize the scholarship program:

- Updating the application process to allow for electronic submissions.**
- Investigating a transition from Cote to another firm to facilitate this process like AAAE.**
- Opening scholarship opportunities to more colleges and universities and investigating the possibility of awarding non-endowed scholarships to colleges and universities other than those specifically named in the SAMA Educational Foundation, Inc. endorsed list.**
- Increasing the outreach to colleges, universities and SEC-AAAE members regarding scholarship opportunities.**
- Incorporating scholarship fundraising formally into the SEC-AAAE Annual Conference objectives like the Florida Airports Council model.**

Three (3) scholarship recipients are in attendance at the Annual Conference in Richmond, VA exercising their complementary registrations as scholarship recipients.

MINUTES

Board of Directors' Meeting

April 30, 2023

Page 4

Membership Development

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

Ms. Cameron was not in attendance. The Membership Development Committee recruitment drive continues. Similarly, 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 the following individual representative commitments: FL, GA, AL, MS, SC, NC, VA, and KY; and are seeking commitments from: LA, TN, WV, and AR.

Member recruitment letters have been sent out to each airport in the states of South Carolina and Mississippi. Letters will be sent to Virginia, Kentucky, and North Carolina by mid-April. The remaining states will follow.

The committee is also developing a strategy for the corporate recruitment drive that will begin soon.

Since our recruitment efforts began in January, 18 corporate members and 114 executive members have been added to the membership bringing the total to 131 corporate members and 566 executive members.

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

Mr. Sisemore reported that in preparation for the Annual Chapter Conference, the awards nomination process was advertised and awards will be presented May 2, 2023. The Committee had multiple submissions for each category except for Corporate Member of the Year. Attendance sheets have been prepared for the conference professional development hours and the Committee will be making these available during the various sessions. Of note, we have not had interest in hosting a Coffee Conversation in some time. Following the conference, we are going to initiate an email campaign to hopefully create future interest.

Conference Site Selection Committee..... Committee Currently Inactive

Conference Financial Oversight

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

President-Elect Crilly reported there has been no conference activity since the last update. The Conference Financial Oversight Committee, therefore, has nothing to report this month. We do not anticipate any further activity until we receive data from the Finance and Administrative Conference (F&A) that took place in February.

MINUTES

Board of Directors' Meeting

April 30, 2023

Page 5

Our committee has been in touch with the individuals running the F&A conference about our role and they will be in touch when their accounting is complete.

SEC Young Professionals

**(Formerly Emerging Leadership Program)..... Brendon Washburn, AAE, Chairman
Cody Bauman, Vice-Chairman
Lauren Scott, AAE, Madam Vice-Chairman
George Groh, AIA, Vice-Chairman
Sarah Ryan, Madam Vice-Chairman
David Sconzo, Vice-Chairman**

President-Elect Crilly reported that since his last update the Committee has added two additional members - Sarah Ryan (GSP) and David Sconzo (ATL). The Committee has officially been rebranded SEC Young Professionals. The Committee has coordinated with SEC Marketing and Communications to create new marketing materials to distribute to the Chapter at the 2023 Richmond Annual Conference and Exposition and for use to promote through various social media outlets.

After the initial recruitment blast, the Committee will reconvene with the Marketing and Communications Committee to develop a plan to keep the committee name in the forefront. The Committee has also developed an initial list of meetings and lunch and learn topics and are establishing the dates for those meetings. Also, with the additional committee members, the Committee is working on more defined roles and responsibilities which will be reported in our next update.

**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 finished work on creating an email distribution list that targets SEC general aviation airport members only. This list was used in getting SEC-AAAE Annual Conference content suggestions, as well as speakers.

Additionally, the Committee continues reaching out to state and industry related agencies to identify available grants or assistance for GA airport internship programs.

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

Ms. Olmstead reported there were no Goal Digger workshops held during the last two months; however, Charlotte Douglas International Airport has expressed interest for spring or summer of 2023.

The Southwest Chapter has conformed a workshop will be held during their chapter conference on Sunday, July 23, 2023. Four speakers have been confirmed for that event including Jim Bennett, AAE, previously a member of the Southeast Chapter - AAAE.

MINUTES

Board of Directors' Meeting

April 30, 2023

Page 6

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

Ms. Huckaby reported the Marketing and Communications Committee has been working with two SEC-AAAE committees since the last board meeting in Fort Lauderdale. We have been working to improve attendance at the 2023 SEC-AAAE Annual Conference and Exposition and to support and promote the name change for the Young Professionals Committee. To assist in promoting the name change for the Young Professionals Committee, we assisted by writing newsletter copy, designed social media posts to use for future recruitment, and developed a promotional flyer that will be distributed in the goody bags at the upcoming annual conference in Richmond. The Committee has also used social media to promote the 2023 Annual Conference and Exposition, its registration deadline, and promoted keynote speakers and high-level sponsors as the conference approached. In addition, we also plan to promote the conference real-time.

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

Mr. Brammer presented the following standard annual Resolutions of Appreciation to the Board for review:

- **SEC-AAAE President Perry Miller, AAE**
- **Capital Region Airport Commission, Wayne T. Hazzard, Chairman**
- **2023 Annual Conference Committee – Perry Miller, AAE, Chairman**
- **City of Richmond – Honorable Levar Stoney, Mayor**
- **The Richmond Marriott – Lars Friedriszik, General Manager**

A motion was received to advance the proposed resolutions to the General Membership for approval. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

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

Mr. Watson reported the committee met to discuss key takeaways from our winter webinar titled “*Lifting as we climb through DEI*”. The webinar was moderated by Dr. Thomas Harris, DEIA Program Manager at the FAA with two panelists, Alexander Horton, National Team Lead for DBE/ACDBE with the FAA and Jason Thompson, DEI Consultant and author of “*Diversity and Inclusion Matters: Tactics and Tools to Inspire Equity and Game-Changing Performance*”. The audience stayed engaged with a total of 43 participants.

The committee is strategizing on how to engage with educational institutions. Tennessee State University, unfortunately, voiced that they are at capacity with student clubs and organizations. Consequently, the Committee feels we can possibly put together a webinar targeting colleges and universities to educate them on the benefits of AAE and a Student Chapter of the trade association.

MINUTES

Board of Directors' Meeting

April 30, 2023

Page 7

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

President-Elect Crilly reported the Virtual Student Outreach committee held a spring roundtable on March 1, 2023. Dr. James Birdsong from Auburn University spoke about Job Search Advice for Entry Level and Internship Opportunities. The topic was well received, and the conversations were good with

the students that attended, but we continue to have an attendance problem. The issue has been discussed with the Executive Committee and he has reached out to the GLC to see their process. We have not received a representative from every AAAE Student Chapter at either roundtable. Our first improvement priority is to push the roundtable to the student chapters and try to get at least one representative from each.

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

Mr. Blue provided the following slate of officers for review by the Board of Directors:

2023-2024 Officers and Directors

- Immediate Past President - Perry Miller, AAE**
- President - Travis Crilly, AAE**
- President-Elect - Carol Gaddis**
- Secretary/Treasurer - Lenard Robinson, AAE**
- Board Members-at-Large Megan Atkins Thoben, AAE
Nina MacPherson, AAE
John Carrigan, P.E.**
- New Board Member-at-Large Denotae Watson, AAE**

AAAE Nominating Committee – Mark VanLoh, AAE (Two-Year Term Begins July 1, 2023.)

AAAE Board of Directors – Terry Blue, AAE and Mr. Travis Crilly, AAE

AAAE Executive Committee – Patrick Wilson, AAE

The officers and directors were previously voted on via email, and the motion to approve the proposed slate of officers was adopted by the unanimous voice of the membership.

MINUTES

Board of Directors' Meeting

April 30, 2023

Page 8

VI. Old Business

Ms. MacPherson had no updates regarding the ad hoc committee.

VII. New Business

VIII. Announcements

Mr. Crilly asked to meet with committee chairpersons.

Mr. Brammer asked the President, President-Elect and Secretary/Treasury to stand by and sign resolutions.

President Miller commented on the new VIP program created by Hollie Baron.

Ms. Gaddis asked everyone to scan their QR codes on the back of their name tags for events and additional information.

IX. Adjournment

There being no further business to come before the Board of Directors, President Miller adjourned the meeting at 10:09 a.m.

Respectfully submitted,

Carol Gaddis

Secretary/Treasurer

CG:RB:rb