

**Minutes of the A.A.A.E. Northeast Chapter  
Business Meeting  
June 10, 2007  
9:00 A.M. – 10:20 A.M.  
Washington, D.C.**

**Welcome and Opening Comments:** Vice-President Bill Hopper called the meeting to order. President Brad Penrod was unable to attend. After extending a sincere welcome to those present Vice-President Hopper asked the attendees to introduce themselves.

**Past President's Report:** Past President Tom Rafter offered a brief overview regarding the Past Presidents meeting held in New Jersey on May 10 & 11, 2007. Topics discussed at the meeting included a full array of current national issues pertaining to reauthorization. Also discussed were the chapter and national chairs.

**Vice President's Report:** Vice-President Bill Hopper indicated that there was no additional information to offer since the last report.

**Treasurer's Report:** Marshall Stevens distributed a June 8, 2007 balance sheet which is largely attributable to last year's successful NEC Annual Conference. Also distributed was a listing of Funding Actions as considered and recommended by the executive committee. Upon discussion and subject to an adjustment to reallocate the \$5,000 AAEE Scholarship Fund amount into the Investment/NEC Scholarship Fund (\$55,000 to be increased to \$60,000), and on a motion of Tom Rafter which was Seconded by Bill Hopper, the reports and proposed actions were approved. Marshall also gave a final report on the status of the memorial brick initiative previously approved and undertaken by the Chapter.

**Secretary's Report:** Steve Korta presented minutes from the last business meeting as held on April 22, 2007 in Buffalo, NY during the International Aviation Snow Symposium. On a motion of Tom Rafter and Second of Dick Williams the minutes were accepted.

**Executive Secretary's Report:** Executive Secretary Dick Williams advised that Chapter membership currently exceeds 500 but dues remain outstanding from more than 200 members. Dick reported that the new exhibit booth will soon be ordered and the projected cost is approximately \$5,000. He also discussed ideas for the book that has been proposed for the upcoming 50<sup>th</sup> anniversary documenting the Chapter's history. He reported that the Snow Symposium went well as did this year's Balchen awards.

**National Board Update:** Alex Kashani confirmed that there had been no deal reached on the reauthorization package as of this date. He further cautioned that Congress appears very interested in considering 100% mandatory screening for all airport employees and they are interested in 100% cargo screening. They are looking closely at GA issues. Firefighters appear to pushing for NFPA staffing levels at airports.

**National Board Update Continued:** Alex also reported that the Accreditation Report was accepted. Steve Adams then reviewed the anticipated proposal calling for a grace period for board members who may be transitioning in their careers from one airport to another. If this passes at the national level it may be something to also consider at the chapter level.

**National Nominating Committee:** Steve Adams reported that John Duval has taken a new position with the Beverly Municipal Airport in Massachusetts. Additionally, the chapter has put forth Mark Brewer's name for future consideration as national Secretary-Treasurer. There are four nominees from the various chapters this year. Tom Rafter was nominated for consideration to serve as an At Large member. Alex Kashani will continue as the Regional board member.

**Board of Examiners:** Tim Edwards reported that 3 successful final interviews were conducted in the chapter and that 3 additional interviews had been scheduled to be conducted during this conference. There are approximately 7 other requests for final interviews pending. The change in step two of the process appears to be having a very positive effect on overall accreditation activity. With the increased activity AAAE is interested in member's ideas about ways to increase the throughput of candidates to improve efficiency.

**Academic Report:** The committee has reached out to all educational institutions in the region that offer aviation programs. They are working to get new student groups up and running. It is also a goal to identify the number of student members who remain active in the North East chapter.

**ARFF:** No report offered at this time.

**Corporate Relations:** No report offered at this time.

**Membership Services:** The principal goal at this time is to improve the accuracy of the membership roster.

**Scholarships & Grants:** Theresia Schatz reported that there has been a good level of activity for scholarships and grants and that the committee is striving to get word out about the many opportunities for scholarships and grants that are available each year.

**Annual Conference:** A reminder was offered that this year's annual North East Chapter Conference will be held from August 3<sup>rd</sup> through the 8<sup>th</sup> in Pittsburgh, PA.

**Balchen/Post Awards:** As mentioned previously by Executive Secretary Dick Williams the Balchen/Post awards were distributed in Buffalo at this year's Snow Symposium.

**IASS:** This year's Snow Symposium was a success at a level comparable to prior non-equipment Symposium years.

**Large Hub Winter Workshop:** John Duval will be stepping down after many successful years of coordinating this event for the Chapter. Bob Junge, Operations Manager at Kennedy, will replace John upon the conclusion of this year's Workshop. The Chapter expressed its combined "Thanks" to John for his past service and welcomed Bob as he takes on this new challenge.

Bill Barkhauer provided a brief overview of the original negotiation which he led between the Northeast Chapter and AAAE National to secure the Chapter's sponsorship of this Workshop. He encouraged the Chapter to recognize the value and importance of being involved with this event and to continue our role in assuring the furtherance of the Large Hub Winter Workshop. The agreement between the Chapter and National is for three years, of which we are currently in the second year. Continuity is important to the success of the Workshop and the vendors provide exceptional support. The large vendors had originally pushed for establishing this Workshop and it has subsequently been a source of important revenue for the Chapter.

**Notation:** The meeting was briefly interrupted to note the presence of, and to welcome, former Chapter member and current National AAAE President Elaine Roberts.

**Site Selection:** Marshall Stevens offered a report indicating that the 2008 NEC Annual Conference remains on track for Philadelphia, PA with target dates of the 9<sup>th</sup> through the 13<sup>th</sup> of August. The '08 meeting will also mark the 50<sup>th</sup> Anniversary of the Northeast Chapter. Baltimore is currently being evaluated as the site for the 2009 meeting.

**Funding Actions:** Marshall Stevens had previously reviewed this topic within his financial report. He went on to mention that the chapter officers were exploring the feasibility of combining all chapter accounts into a single master account with appropriate individuals having authorization to handle their own sub-sections (Ex: Snow Symposium, etc.) . Efforts are still underway to get credit card processing up and running in order to expedite the handling of payments made by chapter members.

**New Business:** After considerable discussion among many of those present about the chapter's finances and acceptable accounting procedures, Jerry Fitzgerald made the following motion which was seconded by Tim Campbell:

"The Executive Committee shall be charged with a periodic review of the chapter's accounts, including the IASS, to be conducted by an accountant / accounting firm and, in addition, an assessment shall be conducted to determine the possibility of moving from a cash basis of accounting to an accrual system".

The motion was voted and approved. The executive committee was asked to provide a status report at the NEC Annual in Pittsburgh.

On another topic John Duval discussed the work of the Beverly Massachusetts Civil Air Patrol and nominated this group as a possible recipient for a Humanitarian Grant from the Northeast Chapter. After discussion and upon a motion of Dick Williams with a second from Jeanne Olivier it was voted and approved to award a \$1000 Humanitarian Grant to the Beverly Civil Air Patrol.

Mark Brewer offered his "Thanks" to the chapter for the \$5000 amount that had been allocated in support of the upcoming National Airports Conference in Tucson, AZ.

John Duval stated that Bill Barkhauer would be leaving the AAAE National Executive Committee after this conference but went on to say that the Executive Committee had voted to have Bill serve on the Policy Review Committee. All present expressed "Thanks" to Bill for his past service and wished him continued success.

Steve Adams mentioned that Jeanne Olivier is completing her 2<sup>nd</sup> term as an At Large member of the Board.

There being no further business, on a motion of Alex Kashani and a second by Dick Williams, the meeting was adjourned at 10:20 A.M.

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Sign In Sheet  
June 10, 2007

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