

AGENDA
Northeast Chapter/AAAE
Business Meeting
Buffalo, NY
April 26, 2009
4:00 PM – 5:30 PM

- I. Welcome & Opening Comments

- II. Executive Committee Reports
 - Past President's Report
 - Treasurer's Report
 - Executive Secretary's Report
 - Vice President's Report
 - Secretary's Report

- III. National Board Update

- IV. National Nominating Committee
 - a. Support of Mark Brewer
 - b. Support of Bill Hopper

- V. Board of Examiners

- VI. Committee Reports
 - Academic Relations
 - ARFF Conference
 - Balchen/Post Awards
 - IASS
 - Large Hub Winter Ops
 - Site Selection
 - Annual Conference
 - Audit
 - Corporate Relations
 - Membership Services
 - Scholarships & Grants
 - Web Site

- VII. New Business
 - a. Memorial Ideas for Bryan
 - b. Conference Support of AAAE
 - c. Scholarship Funds

- VIII. Adjournment

Agenda for Northeast Chapter/AAAE Business Meeting
Buffalo, NY
April 26, 2009 4:00-5:30 PM

- I. **Welcome & Opening Comments:** President Marshall Stevens opened the meeting and thanked members for attendance. The group had a moment of silence in remembrance for Bryan Corbett. The Board of Directors filled Bryan Corbett's position with Russ McGuire, who is an accredited member with Norwood Airport. He will hold this position until the next annual meeting. President Stevens informed the membership that Paul McDonald recently had bypass surgery. The executive committee will provide a mailing address for Paul for those wanting to send cards.
- II. **Executive Committee Reports:**
- Past President's Report-** Bill Hopper reported that he, Tom Rafter, and Brad Penrod will serve as the nominating committee with interviews to be conducted at the annual meeting. The Past President's Meeting will be held on Cape Cod on May 29th.
- Vice President's Report-** Steve Korta reported that at the Chapter Officers meeting in Alexandria the group endorsed the concept of an at large BOD examiners position. A vote will be held at the national AAAE conference to determine if non-airport management, specifically employees/staff of AAAE should be eligible for accreditation. The membership will vote at the annual conference on this item. The Chapters had requested AAAE consider how it might provide additional services to the Chapters. AAAE determined it could only do it if all chapters committed to using the AAAE conference planning services as it would require AAAE to hire an additional position. The Chapters did not want to pursue this option. There was also discussion regarding the selection process for the Policy Rev. Com. Scholarship/grants will continue but at lower levels than in previous years. The next meeting will be at NAC in San Antonio.
- Treasurer's Report-** Treasurer Al Pollard reviewed the Financial Report. Jerry Fitzgerald commented on the excellent reporting and format. Last year's annual conference did not generate significant revenue despite substantial contribution from Philadelphia as the Chapter did not meet its contract hotel rooms requirement. The 2008 Snow Po also did not generate significant revenue. ARFF and dues generated most of the chapter's revenue last year. There was an inquiry regarding the line item for meals. The new software, enables the Chapter to track expenses more accurately and some meal expenses were previously included in other categories. There was another inquiry regarding the scholarship for travel for the Iraqi delegation to attend the IASS that was approved in Philadelphia. Unfortunately, they were not able to attend due to not having the necessary visas. Buddy Comeau suggested the Chapter simplify the NEC annual conference. Jeanne Oliver asked a question

regarding payments to AAAE, \$2500 add in Airport magazine for snow symposium, \$91 mailing labels. The Chapter will suspend mailing the Newsletter due to printing and mailing costs. It is now sent electronically so the \$10K estimate is high. The Treasurer's Report was moved by Buddy Comeau, and seconded by Jeanne Oliver.

Secretary's Report- Secretary Rebecca Hupp presented the minutes for the Philadelphia meeting. Buddy Comeau moved approval with a minor change and Dave Edwards seconded the motion.

Executive Secretary Report-Dick Williams reported on the automated dues membership payment process. Approximately one half of the membership dues is paid to date. The Chapter has 16 new members, approximately 80 dropped, mostly due to updating the old database. Alex Kashani will chair the Snow Symposium Balchen Post committee for next year.

- III. **National Board Update-**Alex Kashani provided an update on the FAA reauthorization bill and reviewed its major components. EPA is requesting comments on Greenhouse Gas emissions. Congress is reviewing Next Gen ATC. IAFF was not discussed during the hearing but will be reintroduced.
- IV. **National Nominating Committee -** Steve Adams was not able to attend the Snow Symposium but expressed desire to continue as chair of this Committee. President Stevens supports Steve Adams continuing in this position and the Chapter continues to support Mark Brewer of Manchester, NH for secretary of AAAE. There was significant discussion regarding if there was a potential conflict of interest or the appearance of a conflict of interest since Steve Adams reports to Mark Brewer. A motion to support Mark Brewer as the next Secretary was made by Jerry Fitzgerald and seconded by Buddy Comeau. A motion was made by Alex Kashani supporting Bill Hopper as the next nominee to the AAAE Board. The motion was seconded by Buddy Comeau.
- V. **Board Of Examiners Report -** Tim Edwards thanked the accreditation panels. There are approximately 380-433 AAEs. He will be attending the BOE retreat. There are four new AAEs since Philadelphia and six more scheduled. The module will be written by consultant.
- VI. **Committee Reports**
 - a. **Academic Relations-**The committee is seeking students to volunteer at the annual conference in exchange for free registration.
 - b. **Annual Conference-** The Save The Date cards have been mailed. They provide an overview of the events. There will be a drawing for early registration for a couple nights hotel stay.
 - c. **ARRF Conference-**This has been a joint with AAAE. AAAE no longer wants to continue organizing this conference. Brad Penrod, Executive

Director for Pittsburg, is willing to continue organizing one conference per year. The ARFF Conference Committee anticipates generating approximately \$15,000 in revenue from the conference.

- d. **Balchen/Post Awards** - Alex Kashani will serve as the new chair. Presentation of this year's awards will be at the Wednesday evening banquet.
- e. **Audit Committee** - Buddy Comeau will review the numbers from the Philadelphia and Snow Symposium conferences. Officers must sign and submit conflict of interest statement.
- f. **Corporate Relations** - Deb Wright is continuing her efforts to obtain sponsorships.
- g. **IASS**- There are 512 attendees at this year's conference. The committee anticipates positive revenue from the conference. ASOS Basic and Advance Schools were held in conjunction with the conference Marshall Stevens introduced a resolution recognizing Bob Nowak for his term as chair. The resolution was moved by Jeanne Oliver and seconded by Bill Barkhour.
- h. **Membership Services**- There are currently 441 members. There is no substantial change.
- i. **Large Hub Winter Ops**-This conference will be held 19-21 July in Detroit. It may combine with large hub winter deicing operations conference
- j. **Scholarship & Grants**- The report was submitted and is available for review.
- k. **Site selection**-Bryan Corbett, served as the chair of this committee. Buffalo was the only proposal for Snow symposium, Buffalo is committed to make the conference affordable and will continue to host the conference for 5 years. There is no cost for the convention center and the hotel costs are reasonable. Ratification of action by committee was moved by Buddy Comeau and seconded by Jeanne Oliver.
- l. **Website**- The creative force website is operational. There is ongoing management of site. The chapter will send out the membership directory electronically.

VII. New Business-

- A. Memorial ideas for Bryan Corbett
 - Sponsor hotel for Linda at Philadelphia Annual Conference and NEC at Baltimore. Moved by Buddy Comeau and Jerry Fitzgerald seconded the motion.
 - Name a Scholarship for Bryan either the NEC Annual Scholarship or the Snow symposium.
 - Engrave bricks at N.H. Aviation museum (5 available).
- B. Conference support of AAAE \$1000 for annual and \$500 NAC. Motion was made by Bill Barkhour and seconded by Alex Kashani.
- C. Contribution to scholarship fund - Discussion to continue at next meeting no action taken.

VIII. Other Business- Jerry Fitzpatrick stated a BOD meeting is required annually and suggested a conference call could meet this requirement. Jean Olivier recommended conducting an audit every 2-3 years and including this as a requirement in the SOP. Buddy Comeau motioned to adjourn and Jeanne Oliver seconded the motion.

NEC/AAAE Scholarship & Grants Committee Report
Sunday April 26th, 2009 at 4:00 pm
Buffalo, NY

Opening Remarks:

Due to a professional obligation, it is with deep regret that Committee Chair Melinda Montgomery-Traum could not be in attendance today. Shall it so please the President, Committee Members and Chapter Members, as a substitute to her personal declaration, the following is offered.

Summary:

During late 2008/early 2009, the NEC received 5 applications for various grants and scholarships. Unfortunately, it was deemed in the best interest of the Chapter to temporarily defer awards until the Chapter is in a better financial position. Those applicants that had applied were informed of this through President Stevens, A.A.E.

Applications Received:

(for the purpose of showing applicant interest)

Christopher Peart, Vaughn College – Post Scholarship*

Veronica Bruns, FIT Graduate – Internship Grant (did not meet eligibility req's.)

Andy Jones, Elkhart, IN-NEC Annual, SnoPo, ASOS*

Herb Ullery, Elkhart, IN-NEC Annual, SnoPo, ASOS*

Terry Snyder, Elkhart, IN-NEC Annual, SnoPo, ASOS*

*Applicant received written correspondence indicating a temporary deferral of grants and scholarships.

President Request for Information:

The Committee received the following questions from President Stevens, A.A.E. Below is the Committee's response.

1. Please review the existing grants and application deadlines. Are there any grants that are not necessary anymore? Are there others we should consider? Are the application deadlines reasonable? *There are many Grant and Scholarship opportunities offered through the NEC. Year to year, the NEC may or may not receive applications for many of these opportunities. However, the Committee believes that our members benefit from the many offerings and recommends maintaining a diverse selection.*

The Committee does not feel a need to expand upon the numerous offerings in the grants and scholarships at this time. We shall be open to expansion should the need develop. The Committee would, however, like to see an update regarding alternate conference offerings in lieu of unforeseen cancellations (see recommendations below).

The Committee believes that the deadlines are reasonable based on typical applicant interest and review needs. Should we receive more applications or the ability of the Committee to process applications in a timely fashion should alter, then we may consider the need to update the respective grant and scholarship deadlines.

2. Please let me know if there is anything the Committee needs, such as more or different Committee members or other things to make the Committee function smoothly. *The Committee thanks the President for his consideration and attention. Based on the current level of applicant interest and the financial situation faced by the Chapter, the Committee is satisfied with the current member composition. Should a need develop to enhance the Committee membership; the Committee shall make the President aware. With regards to overall improvements, the Committee has a minor update with regards to eligibility requirements (see recommendations below).*

Recommendations:

1. *The Committee is following up on a 2008 proposal that a substitute/similar conference may be offered to a satisfactory applicant should the intended conference be cancelled. (i.e. In 2008, it was suggested to offer AAAE GA Issues Conference or the AAAE GA Security Conference in lieu of the Non-Hub/GA Airports Conference cancellation). Without obligation to any particular substitution, the Committee would like to recommend that this be indicated on the Application Form.*
2. *The Committee is requesting an edit/clarification on the Internship Grant Eligibility Statement, as listed on the Application Form. Suggested verbiage: "Eligibility: Students actively engaged in an airport management internship at an airport whose airport manager is a member".*

Commemoration:

The NEC Grants and Scholarship Committee would like to formally recognize the achievements and contributions made by Mr. Bryan Corbett, A.A.E., ACE. Mr. Corbett touched the lives of so many chapter members through his professionalism and character. He will be missed and our sympathy goes out to his family and close colleagues.

Special thanks to the Committee Members: Ms. Rebecca Hupp, A.A.E., NEC AAAE Secretary, Airport Director Bangor International Airport and Mr. Dick Williams, NEC AAAE Executive Secretary, for their continued service on this Committee.

*Melinda Montgomery-Traum, A.A.E.
Committee Chair, NEC Scholarships & Grants Committee*

**NORTHEAST CHAPTER AAAE
2009 -- FINANCIAL REPORT**

REVENUE	2006 (Actual)	2007 (Actual)	2008 (Actual)	2009 (YTD)	2009 (Budget)
Dues	\$18,775	\$18,090	\$17,450	\$ 9,290	\$18,000
Annual Conference	18,023	108,543	24,705		40,000
PHL Advance/repayment				0	
IASS	26,000	0	0	0	25,000
Large Hub	52,508	24,139	49,501	0	22,000
ARFF	10,167	18,821	7,904	9,242	15,000
Other	774	1,142	42	11	1,000
Total	\$126,247	\$170,735	\$99,602	\$18,543	\$121,000
EXPENSES					
Scholarships/Grants	\$20,505	\$21,350	\$25,133	\$ 0	\$20,000
AAAE Payments			6,255	2,567	
Sponsorships	22,000	26,000	16,500	0	20,000
ASOS	5,000	10,000	5,000	0	10,000
Admin.	9,730	11,466	5,778	970	10,000
Travel	14,946	17,600	23,372	933	17,000
Newsletter	10,200	15,433	17,602	0	10,000
Conference Expenses	9,331	14,200	12,379	0	10,000
Exec. Secretary	12,000	12,000	12,000	4,000	12,000
Web Site (s) Maint.	Incl. In Admin.	8,894	6,124	3,933	3,000
Meals	3,246	2,757	12,416	0	3,000
Miscellaneous	3,005	3,300	815	217	3,000
Special one time 2008 expenses					
Audit			6,000		
50 th Anniv. History			12,411		
New web sites			10,300		
Advance to PHL			25,000		
Advance to Baltimore			5,000	500	
Total	\$109,963	\$143,000	\$198,636	\$ 13,120	\$118,000
Change	+ \$16,284	+ \$27,735	- \$104,845	+9,355	- \$ 34,447
Cash Assets	\$143,053	\$170,788	\$65,943	\$ 75,298	\$109,745