

**DRAFT**  
**Northeast Chapter/AAAE Business Meeting Minutes**

**May 15, 2011**

Atlanta, GA

President – Al Pollard, A.A.E.

Vice President – Rebecca Hupp, A.A.E

Treasurer – Wayne Pennell, A.A.E.

Secretary – Scott McMahon, A.A.E.

**I. Welcoming Remarks**

President Pollard welcomed the membership and acknowledged the student members who had made the trip from Farmingdale, Vaughn and the City University of New York. President Pollard also confirmed that Chip Barkley and Kelly Johnson, A.A.E. would be attending the NEC Annual Conference in Atlantic City, NJ.

**II. Executive Committee Reports**

- A. Past President's Report** – Steve Korta – Past President Korta mentioned that the Past President's meeting had been held just prior to the start of the Chapter's Business meeting and thanked those present for attending. Mr. Korta again thanked Burlington Airport for hosting the 2010 NEC Annual conference last year. Additionally, he thanked the membership for their support last year during his presidency.
- B. Vice President's Report** – Rebecca Hupp – No Report
- C. Treasurer's Report** – Wayne Pennell – Mr. Pennell presented to the group the most current financial report illustrating the historical finances for 2008 through 2010, with the 2011 budget numbers. As explained, the 2011 budget will remain flat as have the previous years' budgets. Wayne pointed out that although numbers look really good, several items need to be accounted for. The first item is that the 2010 Annual Conference, although extremely successful, is technically still not finalized from an accounting stand point. At this time it appears that the Chapter should receive somewhere around \$69,000.00 from the conference. Mr. Pennell also mentioned that the Chapter had reinstated the scholarship program and although several were awarded, no checks had been written to date.
- D. Secretary's Report** – Scott McMahon – Copies of the Chapter's business meeting minutes and financial reports from the 2011 Snow Symposium meeting were distributed for acceptance. There was discussion initiated by Jeanne Olivier concerning the amount of time available for the review of the minutes. This was followed by comments made by Gerry FitzGerald suggesting that only the members in attendance at the meeting that the minutes represent, should really be suggesting changes to those minutes and or accepting the minutes. A suggestion was brought forward to have the minutes posted on the Chapter website for review prior to the next meeting, where the minutes would then be accepted. A motion was made by Bill Hopper and seconded by Tom Rafter.
- E. Executive Secretary** – Dick Williams – No Report

### III. National Board Update

Tom Rafter brought the members up to speed on the status of the pending reauthorization bill; he spoke of the need to take a grass roots type effort to get the passengers involved in the argument. The current bill extension will keep things moving through June at which time another temporary bill will need to put in place should the multiyear bill not be reconciled. Based on the two proposals being considered at this time, it is hopeful that the term of the multiyear bill will be shorter rather than longer so that changes could be made. Mr. Rafter also mentioned that SMS was coming and that it was no longer a question of if but when and exactly what the format would be. He also mentioned that the current TSA bill being marked included significant cuts in capital programs. During Mr. Rafters briefing, several other items were raised, the first by Gerry FitzGerald discussing the activities of the freshman congress and several of the cuts that have been made to the detriment of aviation, specifically the essential air service program. Marshall Stevens and Mr. Rafter then briefed the group on the push being made by NATA to limit municipalities and government entities from competing with the private sector in the aviation industry, particularly in the FBO realm.

### IV. National Nominating Committee

William Barkhauer informed the membership that Tom Rafter was currently mid-way through his second term on the National Board, Bill Hopper is eligible for a 2<sup>nd</sup> term, and Ann Crook is being advanced for the current vacancy in the at large position. Mr. Barkhauer also informed the membership that it was best if the NEC did not advance an individual this year for the executive committee positions. However, it was essential that an individual be identified at the Annual Conference in Atlantic City.

### V. Board of Examiners

On behalf of Tim Edwards, Marshal Stevens reported that Paul Wiedefeld and Nino Sappone had passed their accreditation exam. At present there are 441 active AAEs.

### VI. Committee Reports

- A. **Academic Relations** – Mr. McMahon discussed the efforts made by the Committee Chairs as well as the Vice Chairs to enhance the Chapter's outreach with the students. In addition, the timing of the request for applications to fill the five (5) Chapter sponsored registrations for this year's Annual Conference were discussed. Before ending, Mr. McMahon recognized all the work Steve Adams had done with the AAE's Academic Relations Committee and recognized all the students in attendance.
- B. **Annual Conference** – Tom Rafter reminded those in attendance that the Annual Conference is being held in prime time for Atlantic City as well as overlapping with the annual airshow, so hotel arrangements are going quick.
- C. **ARFF Conference** – Brad Penrod advised that the conference is scheduled for September 19 – 23, 2011. Additionally, the website is up and running with the ability to register on-line.

- D. **Audit Committee** – Wayne Pennell announced that he is stepping down from the Audit Committee and that the new members of the committee were Barbara Patzner, A.A.E, James Walsh, A.A.E., Kevin Bleach, A.A.E. and Gerry FitzGerald, A.A.E.
- E. **Balchen/Post Awards** – Alex Kashani and Richard Williams reported that this year all applications were received electronically and the process went very smoothly. There were 62 applicants of various sized airports. It is expected that next year more effort will be directed at attracting Canadian participation.
- F. **Communication** – Maria Renner provided information concerning the new Committee's work, including setting up the constant contact system and email template so that information could be sent to the membership easily. Via the constant contact system, it is also possible to begin to understand the effectiveness of the Chapter's communications efforts. Currently the emails are opened at a 25% rate compared to the National average of roughly 18%. President Pollard reminded everyone that the Communications Committee is here for the Chapter to use to communicate.
- G. **IASS** – The first meeting for the 2012 Conference is scheduled for June 23<sup>rd</sup> in Buffalo, consisting of a debrief of last year's conference. Next year's conference is an equipment year and Mr. Kashani is currently working on getting the Oshkosh video placed on the website.
- H. **Large Hub Winter Ops** – Wayne Pennell alerted the members to financial arrangements discussed earlier at the Chapter Business meeting in Buffalo. It was explained that the conference was scheduled for July 24 - 26 at SEATAC. Due to the financial times, it was decided that the Chapter would provide \$10,000.00 in seed money. This would be returned to the NEC prior to calculating the split in the conference profits. The host airport had been attempting to increase European participation. This year's agenda will include discussions concerning the effects of SMS as well as several case studies. Marshal Stevens reminded the membership that this conference is intended to return to the NEC region every 3<sup>rd</sup> year. It was mentioned that MWA was still working through the process but that it appeared they may host the conference again. Alex Kashani suggested posting the need for other conference hosts on the NEC website.
- I. **Membership Services** – Richard Williams let those in attendance know that the membership numbers are still good. Over the past year the Chapter have attracted several new members. All the new members currently receive a welcome letter from the President and a membership pin.
- J. **Scholarships & Grants** – Mr. McMahon thanked all the Committee members for their efforts in restarting the scholarship program, especially Melinda Montgomery-Traum.
- K. **Site Selection** – Marshal Stevens informed the membership that Cecil Sutton had stepped down from the Committee, however due to his long history of supporting the Chapter, he had been given an Honorary Membership at the meeting in Buffalo. Mr. Stevens then introduced Gary Kogurt as Cecil's replacement on the Site Selection Committee. In addition, Marshal reminded the group that the IASS is under contract to Buffalo through 2015, the 2011 Annual Conference is in Atlantic City, and the 2012 Annual Conference is being planned for Providence, RI. Marshal then brought the group up to speed on the status of the first choice Hotel going into receivership. He then thanked Kevin Dillon and Sharon Traficante for all their efforts in dealing with the Hotel difficulties. As a final note, it was mentioned that Pittsburgh had expressed interest in hosting the 2013 Annual Conference, and that the Site Selection Committee would continue to pursue the necessary commitments.

- L. –Web Site \_Alex Kashani reported that NEC Web sites that all 3<sup>rd</sup> party IT support had been terminated and control and management of NEC IT services were transferred to the Chapter. NEC members can update their membership record and pay their dues online. 2011 Membership invoices went out electronically in April. The Annual Conference website is currently online and accepting registration

**VII. New Business**

- A. A discussion was initiated concerning some type of modification to the annual dues. Richard Horstmann initiated a discussion concerning group and multiyear arrangements and/or discounts for membership especially for firms or airports that may have the potential for a large number of members. It was suggested that it may in fact be a way to increase membership numbers as well as allowing the Chapter to reach more individuals at larger organizations.
- B. Jerry FitzGerald made a motion that the Chapter should formally recognize Buddy Comeau for his service to the Chapter. It was decided that Richard William would create the appropriate resolution and have it mounted for presentation to Trish at the NEC annual conference in Atlantic City. The motion was made by Mr. FitzGerald and seconded by Jeanne Olivier.
- C. A motion was raised by Richard Williams to extend Executive Emeritus status to Tom Long in recognition for his support of the Chapter and Snow Symposium. The motion was seconded by John Duval.

**VIII. Meeting Adjourned**

**NORTHEAST CHAPTER AAAE  
FINANCIAL REPORT  
13-May-11**

<b>REVENUE</b>	<b>2008 ACTUAL</b>	<b>2009 ACTUAL</b>	<b>2010 ACTUAL Draft</b>	<b>2011 BUDGET</b>
DUES	\$17,450	\$17,630	\$15,005	\$18,000
ANNUAL CONFERENCE	\$24,705	12,240	\$69,000	\$40,000
ANNUAL CONF ADVANCE				
IASS		\$20,000	\$14,763	\$25,000
LARGE HUB	\$49,501	\$16,488.75	\$25,535	\$22,000
ARFF	\$7,904	\$14,562	\$11,125	\$15,000
OTHER	\$42	\$20.54	\$62	\$1,000
<b>TOTAL</b>	<b>\$99,602</b>	<b>\$80,941</b>	<b>\$135,490</b>	<b>\$121,000</b>
 <b>EXPENSES</b>				
SCHOLARSHIPS/GRANTS	\$25,133	\$0.00	\$0.00	\$20,000
AAAE PAYMENTS	\$6,255	\$0.00	\$275.00	\$0.00
SPONSORSHIPS	\$6,500	\$1,500	\$1,500.00	\$20,000
ASOS	\$10,000	\$10,000	\$8,000.00	\$10,000
ADMIN	\$5,778	\$1,833.59	\$5,332	\$10,000
TRAVEL	\$23,372	\$16,567.18	\$16,187	\$17,000
NEWSLETTER	\$17,602	\$7,000.00	\$1,100.00	\$10,000
CONFERENCE EXPENSES	\$12,379	\$12,118.32	\$8,355	\$10,000
EXECUTIVE SECRETARY	\$12,000	\$12,000	\$13,836	\$12,000
WEBSITE MAINTENANCE	\$6,124	\$6,528.80	\$3,660	\$3,000
MEALS	\$12,416	\$2,941.24	\$3,571	\$3,000
MISCELLANEOUS	\$815	\$2,610.70	\$1,115	\$3,000
 <b>TOTAL REVENUE</b>				
	<b>\$99,602</b>	<b>\$80,941</b>	<b>\$135,490</b>	<b>\$121,000</b>
 <b>TOTAL EXPENSES</b>				
	<b>\$138,374</b>	<b>\$73,100</b>	<b>\$62,932</b>	<b>\$118,000</b>
 <b>CASH ASSETS</b>				
	<b>\$65,943</b>	<b>\$51,152</b>	<b>\$206,966</b>	
<b>CHANGE (yr/yr)</b>	<b>-\$104,845</b>	<b>-\$14,791</b>	<b>\$155,814</b>	

\* data through March 2011

NEC/AAAE  
Comm<sup>2</sup> Report  
May 15, 2011

Chair: Ann Crook, AAE  
Co-Chair: Maria Renner, AAE  
Dale Wilde  
Jorge Panteli

- ✓ Constant Contact. Set up account and created format to allow us to easily send e-mails to members, media, and other interested groups in an efficient and professional manner. In 2011 we've sent a total of 14 messages with an average "open" rate of about 25%. The industry average is 18% so this is good. Any NEC-AAAE committee that has a message to get out to membership, media, or other interested parties can send their message to Comm<sup>2</sup> to release.
  
- ✓ LinkedIn Group. There are now 137 members of this group who can connect with each other and share chapter information. Look for us on LinkedIn at NEC/AAAE.
  
- ✓ Facebook page. NE Chapter AAAE. This one's still a little slow. Only 16 people "like us" so far. Please go to our page and show your support!
  
- ✓ Focuses of communication to date:
  - Sharing information about conferences
  - Sharing information about members and friends (accreditation/passing)
  - Soliciting volunteers/help/support
  - Building enthusiasm

NEC - AAAE Chapter Meeting  
 May 15, 2011  
 Atlanta, GA

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**AGENDA**  
**Northeast Chapter/AAAE**  
**Business Meeting**  
**Atlanta, GA**  
**Sunday, May, 15, 2011**  
**9:00 AM – 10:30 AM**

- 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
  
- V. Board of Examiners
  
- VI. Committee Reports
  - Academic Relations
  - ARFF Conference
  - Balchen/Post Awards
  - Corporate Relations
  - Large Hub Winter Ops
  - Scholarships & Grants
  - Web Site
  - Annual Conference
  - Audit
  - Communications
  - IASS
  - Membership Services
  - Site Selection
  
- VII. New Business
  - a. Large Hub/Deicing Conference Issues
  - b. Other new business
  
- VIII. Adjournment