

**PRESIDENT**

Melinda Montgomery, A.A.E.

VICE PRESIDENT

Zachary Sundquist, A.A.E.

TREASURER

Darren Large, A.A.E.

SECRETARY

Derek Martin, MBA, A.A.E.

PAST PRESIDENT

Carlton Braley Jr., A.A.E.

BOARD OF DIRECTORS

David W. Jones, P.E., C.M.

Kurt Rodman, A.A.E.

David Staples, A.A.E.

Jason Terreri, IAP, A.A.E.

Paul Brean, C.M.

Chad Nixon

Stephen Williams

AAAE NATIONAL DIRECTORS

Maria Sheridan, A.A.E.

Scott McMahon, A.A.E.

REGIONAL EXAMINER

Marshall Stevens, A.A.E.

Sunday, June 5, 2022
8:30am – 9:45am

Executive Committee:

Melinda Montgomery, A.A.E.	President
Zach Sundquist, A.A.E.	Vice President
Darren Large, A.A.E.	Treasurer
Derek Martin, A.A.E.	Secretary
Carlton Braley, A.A.E.	Past President

Call Meeting to Order

- I. **Welcome & Opening Comments**
- II. **Approval of minutes from 2021 Burlington, VT Annual**
- III. **Executive Committee Reports**
 - a. **President**
 - 2021-2022 ytd recap
 - Participated in Edge for Vets September 11th 20th Anniversary event
 - Received \$50,000 from AAAE National for Professional Development
 - Summits
 - i. 3/2/22 FAA Part 163 Requirements
 - ii. 3/23/22 DE&I Women's History Month
 - Scholarships 2021: \$44,431; 2022 ytd \$2,750 with expected awards in Summer 2022
 - Provided standard \$7,000 donation to National Foundation
 - Provided \$2,000 donation to National for a Military Awards Luncheon to be held at National Conference in Seattle
 - NEC EC received Social Media training from CapHill reps to maximize Chapter visibility
 - Chapter Membership currently at 545 members
 - b. **Vice President**
 - c. **Treasurer**
 - Financials Review – Year to Date
 - d. **Secretary**
- IV. **Committee Reports/Update – Contributing Committee Reports Attached**
 - a. **Academic Relations**
 - b. **Airports Conference**
 - c. **Balchen/Post Awards**
 - d. **Communications Committee**
 - e. **Corporate Committee**
 - f. **Diversity, Equity and Inclusion**
 - g. **Hub Airports Winter Ops and Deicing Conf**
 - h. **International Aviation Snow Symposium**



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- i. **Membership**
- j. **ARFF**
- k. **Nominating**
- l. **Policy Review Committee**
- m. **Professional Development**
- n. **State Rep/Government Affairs**
- o. **On Board with Autism**
- p. **Young Professionals**

V. New Business

- a. **National Nominations**
 - **National Chairs**
 - **National BOD**
 - **National Nominating Representative**
- b. **2022 Annual Conference-Philadelphia, PA - Aug 17-20**
 - **August 7-9, 2022 Hilton Penn's Landing**
 - **Evening Event Franklin Institute**
 - **Survey for Speakers – emphasis on Diversity and YP's on panel/moderators**
 - **Community Event Sunday 7th 11 a.m., PHL ARFF Station. Aviation Career Exploration and Backpack Giveaway/Boys and Girls Club**
 - **Sponsor/Exhibitor Prospectus under development**
- c. **NEC Officer nominations – Executive Committee and Board of Directors Annual Host Cities 2023 and beyond**

VI. Resolutions

VII. Open Floor Discussion Items

Motion to Adjourn

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2021 NEC/AAAE Meeting

Burlington, Vt.

Membership Meeting Minutes

8/16/2021

- I. President Braley called the meeting to order at 11:14am. President Braley thanked everyone for attending. Motion to approve minutes from 7/11/21 by President Braley, moved by Derek Martin, seconded by Chad Nixon. Motion carried.
 - a. Presidential Report- President Braley reviewed the past year for the NEC, the virtual summits that were held in place of conferences and the virtual snow schools made up the bulk of the revenue generated in 2020. These summits and schools provided 1/3rd of the revenue that the NEC brought in during 2020. As a result of the pandemic and the cancelling of in person conferences, the NEC quickly pivoted to provide virtual events and try and re-coup the lost revenue. President Braley stated that there were 246 attendees at the annual conference.
 - b. Treasurer Report- Treasurer Sundquist reported that the biggest change since the last report was the resolution of \$57,000 in the accounts receivable. The \$57,00 was left over from ADG and there was not good back up for what the money represented. The budget for 2021 was bullish, but we had great help from Donna Johnson from Cap Hill on managing expenses relating to conferences. Cap Hill have been able to get us out of hotel commitments that ran \$100,000. This conference and the Hub Conference are the last two generators of revenue for the NEC this year. President Braley made a motion to accept the Treasurer report, moved by Dick Williams and seconded by Jean Olivier, motion passed.
- II. President Braley made a motion for the new slate of NEC officers, moved by Dick Williams, seconded by Dave Jones, motion passed.
 - a. Melinda Montgomery as President, Zach Sundquist as Vice President, Darren Large as Treasurer, Derek Martin as Secretary.
 - b. David staples to be added to the Board of Directors for his first term.
 - i. Ed Foster motion, moved by Dick Williams, seconded by Dave Jones, motion passed.
 - c. Dave Jones and Stephen Williams will continue of the Board of Directors for a second term.
 - i. Ed Foster motion to accept, moved by Paul McDonough and seconded by Jean Olivier, motion passed.
- III. President Braley introduces the next Chapter President Melinda Montgomery.
- IV. Sean Hammer announced as new A.A.E.

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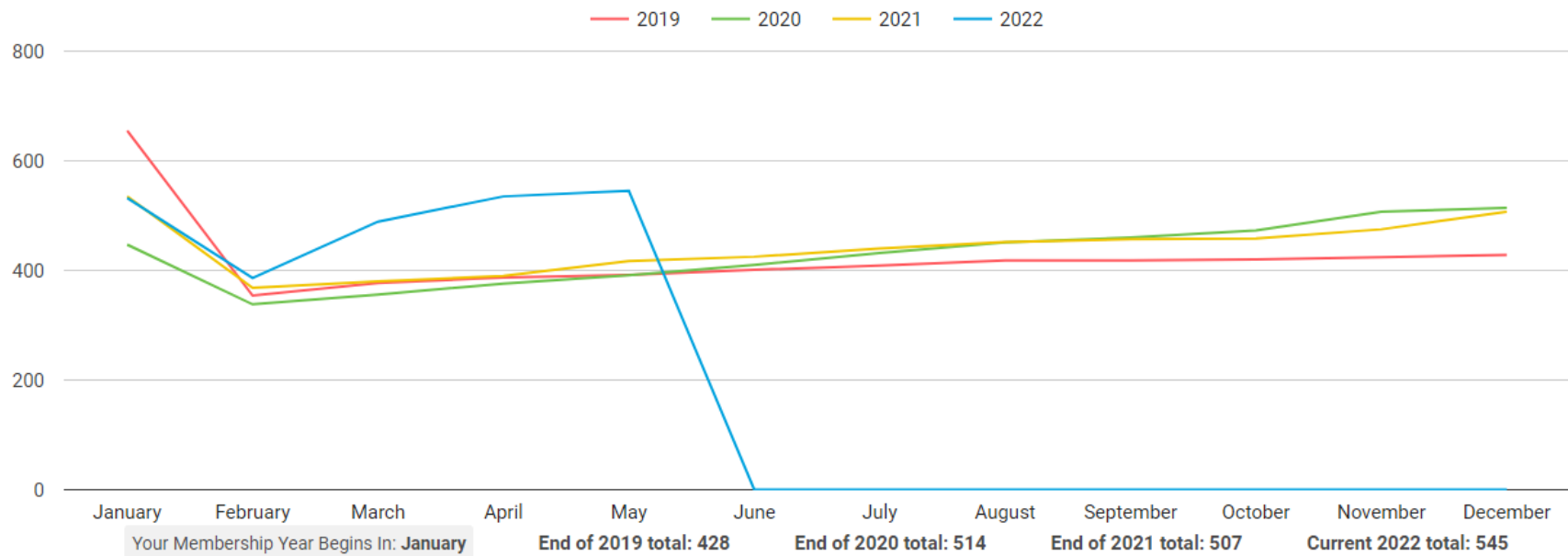
- V. President Braley made a motion to recess, moved by Dick Williams, seconded by Jean Olivier, motion passed.

8/17/21- Re-convene Chapter Meeting 11:16am

- I. Committee Reports-
 - a. See reports attached.
- II. Resolutions- Dick Williams made a motion to present resolutions:
 - a. Resolution to recognize those who made the conference possible.
 - b. Resolution thanking exhibitors.
 - c. Resolution thanking Conference Host Burlington.
 - d. Resolution recognizing Balchen Post Award Selection Committee carried.
- III. Lifetime Achievement Award
 - a. Lifetime Achievement Award presented to President Braley for his work on the founding of educational programs for the NEC.
- IV. New Business- None
- V. Motion to adjourn- Derek Martin motion, Dick Williams second, motion carried.



NEC/AAAE Membership Counts – June, 2022



Northeast Chapter AAAE

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Pioneer Bank	694,368.92	234,763.68	459,605.24
Total Checking/Savings	<u>694,368.92</u>	<u>234,763.68</u>	<u>459,605.24</u>
Other Current Assets			
2050 · Prepaid Expenses			
2080 · Prepaid Event Expense	0.00	18,541.53	-18,541.53
2050 · Prepaid Expenses - Other	224.66	14,193.18	-13,968.52
Total 2050 · Prepaid Expenses	<u>224.66</u>	<u>32,734.71</u>	<u>-32,510.05</u>
2075 · Due from CC Processor (IRS)	11,020.80	11,020.80	0.00
Total Other Current Assets	<u>11,245.46</u>	<u>43,755.51</u>	<u>-32,510.05</u>
Total Current Assets	<u>705,614.38</u>	<u>278,519.19</u>	<u>427,095.19</u>
TOTAL ASSETS	<u>705,614.38</u>	<u>278,519.19</u>	<u>427,095.19</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	3,341.75	2.95	3,338.80
Other Current Liabilities			
4100 · Deferred Revenue	10,640.00	0.00	10,640.00
Total Other Current Liabilities	<u>10,640.00</u>	<u>0.00</u>	<u>10,640.00</u>
Total Current Liabilities	<u>13,981.75</u>	<u>2.95</u>	<u>13,978.80</u>
Total Liabilities	<u>13,981.75</u>	<u>2.95</u>	<u>13,978.80</u>
Equity			
5200 · Retained Earnings	241,600.90	207,298.71	34,302.19
Net Income	450,031.73	71,217.53	378,814.20
Total Equity	<u>691,632.63</u>	<u>278,516.24</u>	<u>413,116.39</u>
TOTAL LIABILITIES & EQUITY	<u>705,614.38</u>	<u>278,519.19</u>	<u>427,095.19</u>

Northeast Chapter AAAE

Profit & Loss Prev Year Comparison

January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
Income			
6100 · Dues Revenue	29,085.00	23,310.00	5,775.00
6200 · Event Revenue			
6201 · Annual Conference (Account - AC01)			
6201.1 · Annual Sponsor	0.00	100.00	-100.00
6201.2 · Annual Conference Registration	1,667.45	990.00	677.45
Total 6201 · Annual Conference (Account - AC01)	1,667.45	1,090.00	577.45
6203 · IASS			
6203.1 · IASS Sponsorship	77,075.00	0.00	77,075.00
6203.2 · IASS Exhibitors	141,625.00	0.00	141,625.00
6203.3 · IASS Registration	219,282.50	0.00	219,282.50
6203 · IASS - Other	1,980.00	0.00	1,980.00
Total 6203 · IASS	439,962.50	0.00	439,962.50
6206 · Airports Conference Income			
6206.1 · Airports registration	125,845.00	48,272.50	77,572.50
6206.2 · Airports Exhibitors			
6206.21 · Airport Exhibit Extra Attendee	7,925.00	0.00	7,925.00
6206.2 · Airports Exhibitors - Other	33,172.50	1,850.00	31,322.50
Total 6206.2 · Airports Exhibitors	41,097.50	1,850.00	39,247.50
6206.3 · Airports Sponsorships	46,852.50	17,500.00	29,352.50
Total 6206 · Airports Conference Income	213,795.00	67,622.50	146,172.50
Total 6200 · Event Revenue	655,424.95	68,712.50	586,712.45
6205 · Continuing Education			
6205.1 · Snow Academy	2,400.00	14,659.31	-12,259.31
6205 · Continuing Education - Other	58,095.84	0.00	58,095.84
Total 6205 · Continuing Education	60,495.84	14,659.31	45,836.53
6207 · Monthly Summits	0.00	10,100.00	-10,100.00
6475 · AAAE Donation	0.00	30,000.00	-30,000.00
Total Income	745,005.79	146,781.81	598,223.98
Gross Profit	745,005.79	146,781.81	598,223.98
Expense			
8002 · Administration	57,550.32	55,874.08	1,676.24
8003 · Bank Charge	13,717.35	2,024.23	11,693.12
8005 · Goodwill Fund (The Jamie Fund)	0.00	500.00	-500.00
8008 · Dues and Subscriptions	0.00	419.96	-419.96
8100 · Event Expenses			
8101 · Annual Conference			
8101.1 · Hotel	5,000.00	0.00	5,000.00
8101.4 · Promotional	0.00	850.00	-850.00
8101.7 · Social	0.00	1,000.00	-1,000.00
8101.11 · Design	0.00	220.00	-220.00
Total 8101 · Annual Conference	5,000.00	2,070.00	2,930.00
8103 · IASS			
8103.1 · Food & Beverage - Networking	110.98	0.00	110.98
8103.2 · Resale Merchandise	0.00	647.98	-647.98

Northeast Chapter AAEE

Profit & Loss Prev Year Comparison

January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change
8103.3 · Registration Gifts/Raffle	9,686.84	0.00	9,686.84
8103.4 · Audio Visual	11,997.21	326.23	11,670.98
8103.6 · Grand Prize	11,500.00	0.00	11,500.00
8103.7 · Hale/Show Set-up	500.00	0.00	500.00
8103.9 · Hospitality	1,266.97	0.00	1,266.97
8103.14 · Printing/Design	1,228.43	0.00	1,228.43
8103.17 · Entertainment	14,700.00	0.00	14,700.00
8103.26 · Rodeo	7,682.45	0.00	7,682.45
8103.27 · Sponsorship	934.20	0.00	934.20
8103.32 · Edge4Vets	8,000.00	0.00	8,000.00
8103 · IASS - Other	1,841.51	0.00	1,841.51
Total 8103 · IASS	69,448.59	974.21	68,474.38
8106 · Airports Conference (Hershey)			
8106.1 · Hershey Lodge F&B, A/V, Set-up	108,302.74	0.00	108,302.74
8106.2 · Promotional & Materials	18,779.94	1,773.20	17,006.74
8106.4 · Design	150.00	717.50	-567.50
8106.5 · Travel	482.16	375.95	106.21
8106.6 · Donations, Scholarships, Awards	371.59	0.00	371.59
8106.8 · Miscellaneous	484.11	0.00	484.11
Total 8106 · Airports Conference (Hershey)	128,570.54	2,866.65	125,703.89
Total 8100 · Event Expenses	203,019.13	5,910.86	197,108.27
8105 · Continuing Education Expense			
8105.2 · Snow Academy	0.00	50.00	-50.00
Total 8105 · Continuing Education Expense	0.00	50.00	-50.00
8200 · Executive Secretary			
8200-1 · Administrative Fee	0.00	3,000.00	-3,000.00
8200-2 · Office Reimbursement Fee	0.00	1,500.00	-1,500.00
Total 8200 · Executive Secretary	0.00	4,500.00	-4,500.00
8300 · Grants and Scholarships			
8322 · AAEE Scholarship Match	1,750.00	0.00	1,750.00
8300 · Grants and Scholarships - Other	8,500.00	0.00	8,500.00
Total 8300 · Grants and Scholarships	10,250.00	0.00	10,250.00
8401 · Insurance (Insurance)	844.37	1,057.97	-213.60
8404 · Marketing	390.00	250.00	140.00
8406 · Miscellaneous	3,218.08	102.79	3,115.29
8407 · Office Expense	120.00	120.00	0.00
8601 · Postage and Delivery	35.61	0.00	35.61
8602 · Printing	1,564.75	155.26	1,409.49
8700 · Travel			
8704 · Past Presidents Meeting	300.00	0.00	300.00
Total 8700 · Travel	300.00	0.00	300.00
8800 · Website Domains/Services	1,215.81	419.99	795.82
8801 · Website - Annual Subscription	2,748.64	4,179.14	-1,430.50
Total Expense	294,974.06	75,564.28	219,409.78
Net Income	450,031.73	71,217.53	378,814.20

Northeast Chapter AAE

Profit & Loss Budget vs. Actual

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Income				
6100 · Dues Revenue	29,085.00	25,000.00	4,085.00	116.34%
6200 · Event Revenue				
6201 · Annual Conference (Account - AC01)				
6201.1 · Annual Sponsor	0.00	95,000.00	-95,000.00	0.0%
6201.2 · Annual Conference Registration	1,667.45	88,000.00	-86,332.55	1.9%
6201.3 · Annual Conference Exhibitors	0.00	41,000.00	-41,000.00	0.0%
Total 6201 · Annual Conference (Account - AC01)	1,667.45	224,000.00	-222,332.55	0.74%
6203 · IASS				
6203.1 · IASS Sponsorship	77,075.00	155,000.00	-77,925.00	49.73%
6203.2 · IASS Exhibitors	141,625.00	180,000.00	-38,375.00	78.68%
6203.3 · IASS Registration	219,282.50	300,000.00	-80,717.50	73.09%
6203 · IASS - Other	1,980.00			
Total 6203 · IASS	439,962.50	635,000.00	-195,037.50	69.29%
6204 · Large Hub Winter Workshop	0.00	30,000.00	-30,000.00	0.0%
6206 · Airports Conference Income				
6206.1 · Airports registration	125,845.00	125,000.00	845.00	100.68%
6206.2 · Airports Exhibitors				
6206.21 · Airport Exhibit Extra Attendee	7,925.00	8,000.00	-75.00	99.06%
6206.2 · Airports Exhibitors - Other	33,172.50	40,000.00	-6,827.50	82.93%
Total 6206.2 · Airports Exhibitors	41,097.50	48,000.00	-6,902.50	85.62%
6206.3 · Airports Sponsorships	46,852.50	30,000.00	16,852.50	156.18%
Total 6206 · Airports Conference Income	213,795.00	203,000.00	10,795.00	105.32%
Total 6200 · Event Revenue	655,424.95	1,092,000.00	-436,575.05	60.02%
6205 · Continuing Education				
6205.0 · ARFF School	0.00	5,000.00	-5,000.00	0.0%
6205.1 · Snow Academy	2,400.00	40,000.00	-37,600.00	6.0%
6205.3 · AAE Schools	0.00	4,000.00	-4,000.00	0.0%
6205 · Continuing Education - Other	58,095.84			
Total 6205 · Continuing Education	60,495.84	49,000.00	11,495.84	123.46%
6207 · Monthly Summits	0.00	5,000.00	-5,000.00	0.0%
Total Income	745,005.79	1,171,000.00	-425,994.21	63.62%
Gross Profit	745,005.79	1,171,000.00	-425,994.21	63.62%
Expense				
8002 · Administration	57,550.32	172,651.00	-115,100.68	33.33%
8003 · Bank Charge	13,717.35	25,000.00	-11,282.65	54.87%
8005 · Goodwill Fund (The Jamie Fund)	0.00	1,500.00	-1,500.00	0.0%
8008 · Dues and Subscriptions	0.00	6,000.00	-6,000.00	0.0%
8100 · Event Expenses				
8101 · Annual Conference				
8101.1 · Hotel	5,000.00	140,000.00	-135,000.00	3.57%
8101.2 · Compendium	0.00	3,500.00	-3,500.00	0.0%
8101.3 · Donations/Scholarships	0.00	1,000.00	-1,000.00	0.0%
8101.4 · Promotional	0.00	6,100.00	-6,100.00	0.0%

Northeast Chapter AAE

Profit & Loss Budget vs. Actual

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
8101.5 · Travel	0.00	8,000.00	-8,000.00	0.0%
8101.6 · Misc	0.00	2,500.00	-2,500.00	0.0%
8101.7 · Social	0.00	25,000.00	-25,000.00	0.0%
8101.8 · Printing	0.00	2,600.00	-2,600.00	0.0%
8101.9 · Speakers	0.00	10,000.00	-10,000.00	0.0%
8101.11 · Design	0.00	2,000.00	-2,000.00	0.0%
8101.12 · Past Presidents One Room Night	0.00	1,800.00	-1,800.00	0.0%
8101.13 · Petty Cash	0.00	1,000.00	-1,000.00	0.0%
8101 · Annual Conference - Other	0.00	2,000.00	-2,000.00	0.0%
Total 8101 · Annual Conference	5,000.00	205,500.00	-200,500.00	2.43%
8103 · IASS				
8103.0 · Venue Food & Beverage	0.00	215,000.00	-215,000.00	0.0%
8103.1 · Food & Beverage - Networking	110.98	0.00	110.98	100.0%
8103.2 · Resale Merchandise	0.00	1,000.00	-1,000.00	0.0%
8103.3 · Registration Gifts/Raffle	9,686.84	10,000.00	-313.16	96.87%
8103.4 · Audio Visual	11,997.21	10,000.00	1,997.21	119.97%
8103.5 · Website	0.00	750.00	-750.00	0.0%
8103.6 · Grand Prize	11,500.00	11,000.00	500.00	104.55%
8103.7 · Hale/Show Set-up	500.00	45,000.00	-44,500.00	1.11%
8103.9 · Hospitality	1,266.97	3,000.00	-1,733.03	42.23%
8103.10 · Awards	0.00	3,500.00	-3,500.00	0.0%
8103.11 · Travel (Leadership/Special)	0.00	3,000.00	-3,000.00	0.0%
8103.12 · Planning Meetings Oct/Jun	0.00	8,000.00	-8,000.00	0.0%
8103.13 · Speakers	0.00	10,000.00	-10,000.00	0.0%
8103.14 · Printing/Design	1,228.43	7,000.00	-5,771.57	17.55%
8103.15 · Buses	0.00	7,000.00	-7,000.00	0.0%
8103.16 · Rigging	0.00	5,000.00	-5,000.00	0.0%
8103.17 · Entertainment	14,700.00	15,000.00	-300.00	98.0%
8103.20 · Opening Ceremony	0.00	500.00	-500.00	0.0%
8103.25 · Accomodations	0.00	6,500.00	-6,500.00	0.0%
8103.26 · Rodeo	7,682.45	20,000.00	-12,317.55	38.41%
8103.27 · Sponsorship	934.20	3,750.00	-2,815.80	24.91%
8103.28 · Special Event	0.00	10,000.00	-10,000.00	0.0%
8103.29 · Gratuities	0.00	750.00	-750.00	0.0%
8103.31 · Travel - Staff	0.00	3,000.00	-3,000.00	0.0%
8103.32 · Edge4Vets	8,000.00	0.00	8,000.00	100.0%
8103.33 · Balchen/Post Award	0.00	3,000.00	-3,000.00	0.0%
8103.99 · Charity Donation	0.00	3,500.00	-3,500.00	0.0%
8103 · IASS - Other	1,841.51	5,000.00	-3,158.49	36.83%
Total 8103 · IASS	69,448.59	410,250.00	-340,801.41	16.93%
8104 · Large Hub Winter Workshop	0.00	1,200.00	-1,200.00	0.0%
8106 · Airports Conference (Hershey)				
8106.1 · Hershey Lodge F&B, A/V, Set-up	108,302.74	130,000.00	-21,697.26	83.31%
8106.2 · Promotional & Materials	18,779.94	5,000.00	13,779.94	375.6%

Northeast Chapter AAEE

Profit & Loss Budget vs. Actual

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
8106.3 · Printing	0.00	3,000.00	-3,000.00	0.0%
8106.4 · Design	150.00	1,500.00	-1,350.00	10.0%
8106.5 · Travel	482.16	2,500.00	-2,017.84	19.29%
8106.6 · Donations, Scholarships, Awards	371.59	1,000.00	-628.41	37.16%
8106.8 · Miscellaneous	484.11	5,000.00	-4,515.89	9.68%
Total 8106 · Airports Conference (Hershey)	128,570.54	148,000.00	-19,429.46	86.87%
8107 · National Airport conference rec	0.00	5,000.00	-5,000.00	0.0%
Total 8100 · Event Expenses	203,019.13	769,950.00	-566,930.87	26.37%
8105 · Continuing Education Expense				
8105.1 · ARFF School	0.00	2,000.00	-2,000.00	0.0%
8105.2 · Snow Academy	0.00	2,000.00	-2,000.00	0.0%
8105.3 · Mechanics Course	0.00	2,000.00	-2,000.00	0.0%
Total 8105 · Continuing Education Expense	0.00	6,000.00	-6,000.00	0.0%
8200 · Executive Secretary	0.00	18,000.00	-18,000.00	0.0%
8300 · Grants and Scholarships				
8301 · Accreditation Incentive Grant	0.00	500.00	-500.00	0.0%
8302 · AAEE Annual Conf. Grant	0.00	3,000.00	-3,000.00	0.0%
8304 · Balchen/Post Award	0.00	375.00	-375.00	0.0%
8305 · IASS Grant	0.00	6,000.00	-6,000.00	0.0%
8306 · Steve Adams Student Grant	0.00	4,000.00	-4,000.00	0.0%
8307 · ASOS School Grant	0.00	4,000.00	-4,000.00	0.0%
8308 · AAEE Co-Funded Internship Grant	0.00	1,250.00	-1,250.00	0.0%
8309 · Hub Winter Op. Conf Scholarship	0.00	2,000.00	-2,000.00	0.0%
8310 · Annual Conf. Registration Grant	0.00	1,500.00	-1,500.00	0.0%
8311 · Non-Hub/GA Airports Conf Grant	0.00	750.00	-750.00	0.0%
8312 · Richard Williams Grant	0.00	3,000.00	-3,000.00	0.0%
8313 · Russell Hoyt Airport Conf Grant	0.00	2,000.00	-2,000.00	0.0%
8314 · ARFF School Grant	0.00	2,250.00	-2,250.00	0.0%
8315 · Airport Prof. Exchange Grant	0.00	1,500.00	-1,500.00	0.0%
8316 · AAEE Membership Fee Matching	0.00	687.50	-687.50	0.0%
8317 · Internship Grant	0.00	2,000.00	-2,000.00	0.0%
8318 · Buddy Comeau Scholarship	0.00	2,000.00	-2,000.00	0.0%
8319 · Cecil B. Sutton Scholarship	0.00	2,000.00	-2,000.00	0.0%
8320 · Barbara Patzner AAE Grant	0.00	4,500.00	-4,500.00	0.0%
8322 · AAEE Scholarship Match	1,750.00	75,000.00	-73,250.00	2.33%
8323 · AAEE Fdn Annual Contribution	0.00	7,500.00	-7,500.00	0.0%
8324 · AAEE Fdn DEI Annual Contributio	0.00	5,000.00	-5,000.00	0.0%
8300 · Grants and Scholarships - Other	8,500.00			
Total 8300 · Grants and Scholarships	10,250.00	130,812.50	-120,562.50	7.84%
8401 · Insurance (Insurance)	844.37	1,300.00	-455.63	64.95%
8404 · Marketing	390.00	2,500.00	-2,110.00	15.6%
8406 · Miscellaneous	3,218.08	1,000.00	2,218.08	321.81%
8407 · Office Expense	120.00	1,750.00	-1,630.00	6.86%
8408 · Office Supplies	0.00	1,500.00	-1,500.00	0.0%

Northeast Chapter AAE

Profit & Loss Budget vs. Actual

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
8409 · Balchen/Post Award	0.00	2,500.00	-2,500.00	0.0%
8410 · Membership - Gifts	0.00	500.00	-500.00	0.0%
8601 · Postage and Delivery	35.61	1,000.00	-964.39	3.56%
8602 · Printing	1,564.75	3,500.00	-1,935.25	44.71%
8605 · Tax Preparation	0.00	750.00	-750.00	0.0%
8700 · Travel				
8701 · Annual Chapter Meetings (BOD)	0.00	2,000.00	-2,000.00	0.0%
8702 · Annual Officers' Meetings	0.00	2,000.00	-2,000.00	0.0%
8703 · Executive Committee Travel	0.00	3,000.00	-3,000.00	0.0%
8704 · Past Presidents Meeting	300.00	1,500.00	-1,200.00	20.0%
8706 · National Airports Conference	0.00	2,000.00	-2,000.00	0.0%
8707 · Planning Meetings (Staff)	0.00	2,500.00	-2,500.00	0.0%
8708 · Interview Panel Travel	0.00	1,500.00	-1,500.00	0.0%
8710 · Issues Conference	0.00	4,000.00	-4,000.00	0.0%
Total 8700 · Travel	300.00	18,500.00	-18,200.00	1.62%
8800 · Website Domains/Services	1,215.81	1,200.00	15.81	101.32%
8801 · Website - Annual Subscription	2,748.64	5,500.00	-2,751.36	49.98%
Total Expense	294,974.06	1,171,413.50	-876,439.44	25.18%
Net Income	450,031.73	-413.50	450,445.23	-108,834.76%



2022 Committee Report

PRESIDENT

Melinda Montgomery, A.A.E

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Zachary Sundquist, A.A.E.

TREASURER

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Scott McMahon, A.A.E.

REGIONAL EXAMINER

Marshall Stevens, A.A.E.

ACADEMIC RELATIONS COMMITTEE

- I. **Chair & Committee Members:** Stephen Williams, Chair, Darren Large, Vice-Chair, Benjamin Clendaniel, Louis A. Scala, Dr. Maxine Lubner, Robert Tocco, Bill Farrell.
- II. **Function of the Committee:** Engagement and professional guidance for students majoring in aviation/airports, and support for faculty at academic institutions offering a four year degree in aviation. Scholarships and opportunities for student peer review and practical application of academic curricula by attendance at Chapter Conferences; assistance with the set-up and management of student NEC/AAAE chapters at individual schools.
- III. **Date of last meeting:**
March 1, 2022
- IV. **Date of next meeting:**
TBD
- V. **Action Items Completed:**
Outreach to several new institutions with aviation programs in Northeast Region, both active and prospective members offering both two and four year degrees.
- VI. **Action Items In-progress and Notes:**
Draft letter from NEC Chapter President to prospective school members about Chapter membership and benefits.
- VII. **Announcements:** None
- VIII. **Questions for the board/membership:** National AAAE should again address the current policy of limiting Student Chapters to only those institutions offering four year degrees; the trends show growing student enrollment at Community two-year colleges, some with aviation curricula. Are we thus missing out on future airport leaders?
- IX. **Other Notes:** None

2022 Committee Report

(Airports Conference COMMITTEE)

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REGIONAL EXAMINER

Marshall Stevens, A.A.E.

I. Chair & Committee Members: **Chair - Ed Foster, Vice Chair - Dave Jones, Committee Members - Guillermo Felix, Belinda Svirebely, Monica Geygan, Kirsten Brown,**

II. Function of the Committee: **Plan annual Airports Conference, establish session outline and select speakers**

III. Date of last meeting: Conference March 14-16 and Debrief March 23, 2022

IV. Date of next meeting: In process of scheduling a After Action Review Meeting in the next couple of weeks

V. Action Items Completed:

- After Action Meeting next 2 weeks
- Eblast to go out in August to call for speakers 2023
- In person conference meeting September to establish agenda for 2023
- Conference registration to open end of Sept/early Oct.
- Reach out to NE region to be part of conference
- More airport speakers and more airport attendance
- Possible tier registration – Virtual option, early bird and last minute.

VI. Action Items In-progress and Notes:

VII. Announcement Welcome our newest member, **Sanjay Chaudhury**. He is a Senior Project Manager with Aviation Services Engineering, Design and Project Management

VIII. Questions for the board/membership:

IX. Other Notes: Event revenue and expenses

- Sponsors: \$50,500.00,
Sponsor Goal: \$30,000.00 (\$20,500.00 above goal) 50+ sponsors
 - Initial goal \$25,000.00 NEC adjusted to \$30,000
 - Exhibitor: \$57,705.00,
Exhibitor Goal: \$48,000.00 (\$9,705.00 above goal) 50 booths.
 - Initial goal \$40,000.00 NEC adjusted to \$48,000.00
 - Attendee: \$140,122.50,
Attendee Goal: \$125,000.00 (\$15,122.50 above goal)
 - Initial goal \$99,000.00 NEC adjusted to \$125,000.00
- Total: \$248,327.50
Goal: \$203,000.00 (original goal 158,200.00)
Over Goal : \$45,327.50

Actual on financial statements

Income \$213,795.00 over + \$10,795.00
Expense \$128,570.54 under - \$19,429.46
Net \$85,224.46

Based on tracker

Income \$248,327.50 over \$45,327.50
Expense \$128,570.54 under - \$19,429.46
Net \$119,756.96



2022 Committee Report

2021-22 BALCHEN/POST AWARD COMMITTEE

*For Excellence in the Performance of Airport and
Ice Control*

Award Winners Announced!

At the 54th Annual International Aviation Snow Symposium on May 2nd 2022 in Buffalo, NY; awards were presented to the “Snow Crews” of the airports in the Snow Belt for their dedicated efforts in maintaining their airports in safe and operational status during the 2021-22 winter season. This is the 46th consecutive year that such awards are presented. All categories of airports – Commercial, General Aviation and Military - compete for these awards.

Applications are submitted by the airport operators on behalf of the local work force in recognition of their efforts in keeping the airports operationally safe at all times. Recommendations for selection may come from the users of airports, airlines, pilots, general aviation, the military and the entire aviation community. In addition, the members of the Awards Selection Committee provide feedback from their own organizations as to the performance of competing airports.

The 2021 – 2022 awards were presented to the following airports:

Large Commercial

Winner:

Ted Stevens Anchorage International Airport
Anchorage, Alaska

Honorable Mention:

Boston Logan International Airport
East Boston, Massachusetts

Detroit Metropolitan Wayne County Airport
Detroit, Michigan

Medium Commercial

Winner:

Buffalo Niagara International Airport
Buffalo, New York

Honorable Mention:

Cincinnati/Northern Kentucky International Airport
Hebron, Kentucky

Fairbanks International Airport
Fairbanks, Alaska

Westchester County Airport
White Plains, New York



Small Commercial

Winner:

Jackson Hole Airport
Jackson, Wyoming

Honorable Mention:

Bangor International Airport
Bangor, Maine

Frederick Douglass/Greater Rochester International Airport Rochester, New York

South Bend International Airport
South Bend, Indiana

Large General Aviation

Winner:

Laurence G. Hanscom Field
Bedford, Massachusetts

Honorable Mention:

Manassas Regional Airport
Manassas, Virginia

Republic Airport
East Farmingdale, New York

Rocky Mountain Metropolitan Airport
Broomfield, Colorado

Small General Aviation

Winner:

Truckee-Tahoe Airport
Truckee, California

Honorable Mention:

Southwest Michigan Regional Airport
Benton Harbor, Michigan

Military Airport

Winner:

35th Civil Engineer Squadron
Misawa Air Base, Japan (PACAF)

Honorable Mention:

28th Civil Engineer Squadron
Ellsworth Air Force Base, South Dakota (AFGSC)

##END##



2022 Committee Report

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REGIONAL EXAMINER

Marshall Stevens, A.A.E.

CORPORATE COMMITTEE

Co- Chairmen: Nick Ryan / Nick McLaughlin

- II. **Function of the Committee:** The function of the committee is to cultivate and strengthen the relationship between our NEC AAAE airports and our Corporate Community. The committee aims to align strategic initiatives and advocate for Aviation funding/growth in the Northeast Region.
- III. **Date of last meeting:** February 28, 2022
- IV. **Date of next meeting:** TBD
- V. **Action Items Completed:** Held quarterly meetings of the Corporate committee. Performed surveys to gauge the Corporate members desires for Hershey conference and annual conference. Corporate summit held for passenger experience. Sent out survey for annual in Philadelphia for what all members would like to hear for presentations and pushing that those that put in for presentations are not project based and more of how to do it as well as pushing for diverse presentation teams (both in multiple companies/airports as well as diverse presenters).
- VI. **Action Items In-progress & Notes:** Continue to work with the Executive Committee to establish relevant content that is beneficial to our chapter members. Continued logistical support to the conference planning committee for the in-person annual conference (Philadelphia) and airports conference (Hershey), in addition to the remainder of the 2022 chapter summits.
- VII. **Announcements:** None
- VIII. **Questions for the board/membership:** None
- IX. **Other Notes:** None

Submitted by: Nick Ryan / Nick McLaughlin

Date: 5/23/2022

-- END OF REPORT--



2022 Committee Report

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DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

I. Chair & Committee Members:

Api Appulingam, Chair

Keiva Rodriques, Vice-Chair

Committee Members: Melinda Montgomery, Zachary Sundquist, Derek Martin, Darren Large, Chuck Dennie, Nick McLaughlin, Dennis Yap, Uriah Hunt, Louis Scala, Maria Sheridan, Hashem Obeidallah, Chad Nixon

II. Function of the Committee: The purpose of the committee is to enhance the environment for diversity, equity and inclusion across the chapter.

III. Date of last meeting: May 27, 2022

IV. Date of next meeting: June 24, 2022

V. Action Items Completed:

1. Welcomed a Vice Chair! - In January, the NEC AAAE DE&I Committee ("the Committee") kicked off the new year with an exciting announcement. Keiva Rodriques of BWI Marshall was announced as the Vice-Chair of the Committee. Charged with assisting the sitting Chair, Api Appulingam of PHL/PNE, with furthering the mission of DE&I, Keiva brings the enthusiasm and experience of working on the Committee since its inception.

2. Created a video to celebrate DE&I. - The committee organized an initiative to recognize those that are celebrating Diversity, Equity and Inclusion in a meaningful way. A video was created to highlight the various initiatives of airports and airport partners. The video was posted on our social media websites and shared with our chapter supporters. We plan to build on this video with additional participants in the future: <https://youtu.be/38iQWlj6JfA>.

3. Celebrated Women's History Month! – (a) Kicked off the month with a "women of aviation worldwide week" challenge. We asked chapter members and supporters to post a photo of the women leaders in their organization. We used the hashtag #NECWOAWChallenge to keep track of the photos. It was great to see various airports and organizations participate! (b) The Committee organized and hosted an event in the month of March in observance of Women's History Month. On March 23, 2022, the Committee hosted "You Can't Be What You Can't See: Women in Aviation Revealed" as a Virtual Summit. Panelists included Gladys Brown (Airport Director – Yuma International Airport), Dana Donati (CEO – United Aviate Academy), Allison McKay (CEO – Women in Aviation International), and Eboni Wimbush (President – Airport Minority Advisory Council). The summit was facilitated by the Vice-Chair, Keiva Rodriques (Deputy

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Chief Engineer – BWI Marshall and Martin State Airports). A recording of the summit can be viewed here: https://youtu.be/Sr9cKY_TF6M.

4. Solicited nominations for the 2nd Annual Diversity, Equity, and Inclusion Awards.

We solicited nominations for our 2nd Annual Diversity, Equity, and Inclusion Awards. Award category was expanded this year to distinguish between Airport and Airport Partners. The nomination period closed on May 2, 2022 and the review process has begun. The DE&I awards will be presented at the NEC AAAE Annual Conference in August.

VI. Action Items In-progress and Notes:

5. Preparing for 2022 virtual summits.

a. July – Virtual Summit on Employee Resource Groups (Title TBD)

b. September – National Hispanic Heritage Month Virtual Summit

6. Preparing for the NEC AAAE Annual Conference.

a. NEC AAAE Annual Conference DE&I Session –

i. Title: DE&I Toolkit: Creating a people-first Airport design project.

ii. Description: How a project develops a sustainable diversity, equity, and inclusion strategy by focusing on real people's experiences to uncover and address systemic inequities.

iii. The session will include two (2) airport representatives, and two (2) consultants that will discuss the restroom programs that are underway at both PHL and BWI Marshall.

b. NEC AAAE Annual Conference Volunteer Event – This volunteer event will take place at the PHL ARFF station on Sunday, August 7, 2022 from 11 AM to 2 PM. The Chapter will host 50 students between the ages of 13 to 18 to speak with them about career opportunities in aviation and to donate a backpack full of school supplies to each participant. The sub-committee is working on building a list of sponsors and event partners to make this a successful event.

c. Presentation of the 2nd Annual Diversity, Equity, and Inclusion Awards.

VII. Announcements: None.

VIII. Questions for the board/membership: None.

IX. Other Notes: None.



2022 Committee Report

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COMMITTEE NAME: NEC/AAAE International Aviation Snow Symposium

I. Chairman: Joseph E. Guarino, C.M., ACE

II. Function of the Committee: To plan, organize and manage the NEC/AAAE International Aviation Snow Symposium

III. Date of last meeting: April 30, 2022

IV. Date of next meeting: June 15, 2022

V. Action Items Completed: The Snow Symposium was deemed a huge success by all attendees, newcomers and long -time supporters.

VI. Action Items In-progress/Awaiting report on financials, but all indications show the Snow Symposium did very well financially with 700 attendees and a packed exhibit floor.

VII. Announcements: Committee meeting scheduled in Buffalo, June 15, 2022.

VIII. Questions for the board/membership:

IX. Other Notes:



2022 Committee Report

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REGIONAL EXAMINER

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MEMBERSHIP COMMITTEE

I. Chair & Committee Members: Paul Brean C.M., Swapnil Shah, Rob Schneider, Anthony Natale, Nicholas Sabo, A.A.E.

II. Function of the Committee: Grow and maintain strong relationships with active and engaged members serving as a conduit that adds real value to the membership.

III. Date of last meeting: 8/17/2021

IV. Date of next meeting: 6/14/2022

V. Action Items Completed: Coordinated Membership Committee initiatives with Young Professionals Committee and State Representatives Committee/Government Affairs Committee. Specific outreach to Membership during Covid-19 to identify members needs associated with pandemic. Initiated Member Spotlight Series and Member "Renewal" Campaign.

VI. Action Items In-progress and Notes: Ongoing outreach to AAAE National Members to participate in NEC Chapter membership, advertising value of chapter membership and additional benefits offered. Ongoing outreach to Large Hub Airport's Senior Leadership to support employee participation in NEC Chapter. Recruiting, Membership Committee Members as the committee has lost several members to members changing careers and relocating out of Chapter geographic location.

VII. Announcements: Anticipate a 2022 NEC Membership Survey.

VIII. Questions for the board/membership:

IX. Other Notes:



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POLICY REVIEW COUNCIL

I. Chair & Committee Members:

Ed Foster, Chair

Dick Williams, Co-Chair

Committee Members: NEC Chapter Past Presidents

II. Function of the Committee:

This Council harnesses the institutional knowledge of the Chapter's Past Presidents and is a resource for the Executive Committee and the Board of Directors. When the EC/BOD is looking for guidance, concurrence, or comments on an item, the council's members will submit their input from the request. In return, if any of the Past Presidents have a topic of concern or interest they would like to discuss with the EC/BOD, they will funnel the request through the NEC PRC Chair and Co-Chair.

III. Date of last communication: Burlington, VT Annual meeting August 2021

IV. Next meeting:

The Past Presidents will meet on Friday, May 20, 2022 in person in Cape Cod, MA for the Past Presidents annual Meeting.

V. Action Items Completed: None

VI. Action Items In-progress and Notes: None

VII. Announcements: None

VIII. Questions for the board/membership: None at this time

IX. Other Notes: None

-- END OF REPORT--



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PROFESSIONAL DEVELOPMENT COMMITTEE

I. Chair & Committee Members:

Derek Martin, A.A.E.

Committee Members: Catherine Young

II. Function of the Committee:

Oversee the Professional Development program for the NEC AAAE. To determine eligible and deserving candidates in a fair and unbiased manner, while ensuring compliance with Professional Development grant requirements.

III. Date of last meeting: Ongoing/As needed

IV. Date of next meeting: Ongoing/As needed

V. Action Items Completed:

Due to the Pandemic, many conferences and training opportunities were cancelled; therefore, the Chapter lacked an opportunity to provide for grants and scholarships. We have provide a grant opportunity to the 40 hour Fire Academy.

VI. Action Items In-progress and Notes:

VII. Announcements: None

VIII. Questions for the board/membership: None

IX. Other Notes:



2022 Committee Report

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SECRETARY

Derek Martin, MBA, A.A.E.

PAST PRESIDENT

Carlton Braley Jr., A.A.E.

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Paul Brean, C.M.

Chad Nixon

Stephen Williams

AAAE NATIONAL DIRECTORS

Maria Sheridan, A.A.E.

Scott McMahon, A.A.E.

REGIONAL EXAMINER

Marshall Stevens, A.A.E.

NEC AAAE State Representatives and Government Affairs Committee

I. Chair & Committee Members:

Chasen Congreves – Co-Chair

Paul McDonough – Co-Chair

Matthew O'Brien – Secretary

See attached for full committee members

II. Function of the Committee:

To facilitate strategic collaboration among northeast aviation programs, public and private. Encourage and create healthy interactions among northeast states to share resources and support on political and technical issues.

III. Date of last meeting:

May 5th, 2022 @ 1400 EST.

IV. Date of next meeting:

June 7th, 2022 @ 1400 EST.

V. Action Items Completed:

- **Set up communication with Northeastern State Aviation Organizations to receive monthly minutes and topics of discussion to keep the committee informed of relative information.**
- **Update FAQ document for distribution to potential NEC AAAE members**
- **State Reps request to review and update associated state aviation management associations contact info.**
- **Invite interested members of state and federal aviation groups to speak to the committee on current topics of interest.**

VI. Action Items In-progress and Notes:

- **Identify and create a location for this committee to share information and discussions as they happen.**
- **Identify way to disseminate committee discussions to the NEC.**



2022 Committee Report

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Melinda Montgomery, A.A.E.

VICE PRESIDENT

Zachary Sundquist, A.A.E.

TREASURER

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Chad Nixon

Stephen Williams

VII. Announcements:

None at this time

VIII. Questions for the board/membership:

None at this time

IX. Other Notes:

None at this time

AAAE NATIONAL DIRECTORS

Maria Sheridan, A.A.E.

Scott McMahon, A.A.E.

-- END OF REPORT--

REGIONAL EXAMINER

Marshall Stevens, A.A.E.



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REGIONAL EXAMINER

Marshall Stevens, A.A.E.

ON BOARD WITH AUTISM COMMITTEE

I. Chair & Co-Chair:

Derek Martin, A.A.E.

Marcela Hernandez

Committee Members: Catherine Young

II. Function of the Committee:

Function of the Committee: The committee began in January of 2020. The pursue was to create a road map of the process of running an event for families with special needs. The attached documents provide a blueprint of steps taken to run the program. There is coordination with an airline partner, TSA, a local group such as (Autism Society Northwestern Pennsylvania or the local ARC), and the airport. Erie Regional Airport hosted its event on March 7, 2020. The committee can work with other airports in the chapter for the planning of a similar function

III. Date of last meeting: Ongoing/As needed

IV. Date of next meeting: Ongoing/As needed

V. Action Items Completed: None

VI. Action Items In-progress and Notes: None

VII. Announcements: None

VIII. Questions for the board/membership: None

IX. Other Notes:



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Scott McMahon, A.A.E.

REGIONAL EXAMINER

Marshall Stevens, A.A.E.

Young Professional COMMITTEE

- I. Chair & Committee Members:
 - a. Co Chairs: Kirsten Brown and Josh Cobb
 - b. Secretary: Anthony Cobb
 - c. Communications Chair: Shon Dempsey
- II. Function of the Committee: Promote engagement of young professionals in the industry
- III. Date of last meeting: 5/11/2022
- IV. Date of next meeting: 6/8/2022
- V. Action Items Completed:
- VI. Action Items In-progress and Notes:
 - Planning a field trip this summer.
 - Joining a meet up at AAAE National.
 - Continue planning monthly meetings
- VII. Announcements: Membership continues to grow!
- VIII. Questions for the board/membership: Please let us know if any announcements need to be made to the Yo Pros
- IX. Other Notes: If anyone has a topic they would like to present at a Yo Pro Call please let us know!