

AAAE Corporate Committee Meeting  
September 18, 2009  
Hyatt Regency, San Antonio

**Present:**

Brian Reed, RS&H, Chair  
Stacy Hollowell, Siemens, Vice Chair  
Todd Hubbard, Crowe Horwath LLP  
Claudia Holliway, The LPA Group Inc  
David King, Gresham Smith and Partners  
Carlos Maeda, PBS&J  
Forrest Swonsen, Transcore  
Keith Mawson, Leo A. Daly  
Jeff Sailer, HDS Retail  
Kelly Rubino, Hanson Professional Services  
Richard Horstmann, Urban Engineers  
Dale Wright, NATCA  
John Duval, AAAE Chair  
Spencer Dickerson, AAAE Staff  
Joan Lowden, AAAE Staff  
Jim Elwood, AAAE Past Chair  
David Ulane, Aspen /Pitkin County Airport

**From AAAE Chair:**

The AAAE Chair, John Duval, took the Corporate Committee members through the process that led to the formation of this new entity. It was the idea of Past Chair, Jim Elwood, and was put in motion during his tenure. Ballots were mailed out to full membership over the summer for a vote, as is required by AAAE bylaws, and received sufficient votes to pass. The Chair then appointed all Committee Chair positions and Brian Reed was appointed to the Corporate Committee. The vote to approve both Chair and Vice Chair will take place on at the official Board Meeting during the National Airport Conference.

## **Meeting Agenda**

### **I. Welcome**

Introductions were made by all those present and the Chair officiated the meeting, following agenda and support materials presented to the attendees throughout the meeting.

The Corporate Committee will meet three times a year: At the NAC, Annual Conference and at the PD&C Symposium.

## **II. Mission Statement and Committee Goals**

Prepared guidelines were reviewed and discussed. The following guidelines were agreed upon by the meeting attendees:

The mission of the AAAE Corporate Committee is to foster communication, participation and value with corporate members and AAAE. This mission was agreed upon by all members prior to the meeting and confirmed by the meeting attendees present.

The following goals and action items were established by the meeting attendees:

Goal: Provide corporate members input at the policy level by being members on the full Board.

Action Items

- Get Board representative selector process enacted (see Section VI)
- Contribute as active members

Goal: Increase participation on other AAAE committees to provide technical assistance and airport member interactions.

Action Items

- Collect and communicate information to corporate members and recruits to solicit participation on upcoming technical committees
- Communicate existing committee structure to corporate members

Goal: Increase participation opportunities at AAAE conferences and meetings.

Action Items

- Establish speaker bureau application form to collect database content and communicate availability to corporate membership
- Investigate having a Corporate Committee member on the AAAE Program Committee for larger conferences such as NAC, Annual, etc.

Goal: Work with AAAE staff to encourage select airport member attendance to conferences and meetings.

Action Items

- Create and manage database for a variety of communications needs, reaching out to existing corporate members to identify and confirm preferred contacts
- Establish process to connect corporate member invitations to airport individuals for specific events

Goal: Work with corporate members to expand membership to increase participation opportunities, sponsorships and corporate dues.

Action Items

- Submit the notes of all Corporate Committee meetings to AAAE staff contacts to post on website for review by corporate members
- Reach out to firms who are not members of AAAE
- Reach out to AAAE corporate members to join the Corporate Committee
- Develop supplemental material to communicate value of active corporate membership
- Review survey to membership (aggregate data only) and provide input (ie for firms who have dropped their membership, etc.)

Goal: Work with AAAE staff to identify enhanced services for corporate members.

Action Item

- Establish a standing agenda item to address enhanced service opportunities for corporate members

### **III. Membership**

Prepared guidelines were reviewed and discussed. The following guidelines were agreed upon by the meeting attendees:

All members are individuals representing corporations that have AAAE membership.

Each corporation may have only one corporate committee member.

The individual can represent the corporation for as long as the corporation chooses.

If the individual changes employment, the member corporation is responsible for identifying its replacement on the corporate committee.

Full Corporate Committee membership meets entirely when other AAAE committees meet at the Annual Conference, NAC and PD&C Symposium.

(See Appendix)

### **IV. Chair and Vice Chair**

Prepared guidelines were reviewed and discussed. The following guidelines were agreed upon by the meeting attendees:

Corporate Membership is required

Term for Chair and Vice Chair will be two years

Vice Chair serves as secretary for all committee meetings and Steering Group meetings

Going forward individuals are nominated by the Steering Group and ratified by the entire committee at the PD&C Symposium

If the Chair or Vice Chair changes employment to a non Corporate Member firm, they have 90 days for new firm to become a member or loose position. If employment changes to another member firm, position is retained unless both Chair and Vice Chair would be from the same firm, in which case either one of them must resign from position, or the individual changing employment loses position within 30 days. If a new emergency replacement is required the Steering Group will select them and nominate the change to the AAAE Board Chair.

Steering Group can remove the Chair or Vice Chair with a 2/3 majority vote

Preferably, but not mandatory, the two individuals would represent different business sectors of the Corporate Committee (i.e. both are not consultants).

Preferably, but not mandatory, the Vice Chair shall become the Chair upon term completion.

### **V. Steering Group**

Prepared guidelines were reviewed and discussed. The following guidelines were agreed upon by the meeting attendees:

The Steering Group functions similar to other AAAE Steering Groups.

Membership consists of:

- Corporate Committee Chair.
- Corporate Committee Vice Chair.
- An individual from a Corporate Committee member firm that is one of the top 15 financial contributors over the past 5 years as determined by AAAE.
- An individual from a Corporate Committee member firm that is one of the top 30 financial contributors over the past 5 years as determined by AAAE.
- An individual from a corporate committee member firm that is a vender.
- An individual from a corporate committee member firm that is a consultant.
- An individual from a corporate committee member firm that is active in an AAAE Chapter Board position.
- Two other individuals from other corporate committee member firms.

Membership is nominated by existing Steering Group and ratified by the entire committee at the Annual Conference meeting.

Term limits are five years continuous service, with a two year hiatus required before another term.

Terms shall be staggered so preferably, but not mandatory, no more than three individuals end their term each year.

Terms transition at Annual Conference committee meeting.

Steering Group holds quarterly conference calls.

All members must represent different Corporate Committee member firms. If a firm employs more than one member, the firm must select which stays, and the Steering Group will select an emergency replacement.

Current members of Steering Group:

- Brian Reed, RS&H (Chair)
- Stacy Hollowell, Siemens (Vice Chair)
- Todd McNabb, Honeywell (Top 15 or Top 30 or Vender Member, TBD)
- Jim Buckley, Reveal (Top 15 or Top 30 or Vender Member, TBD)
- Richard Horstmann, Urban Engineers (AAAE Chapter Member)

Chair to send email to committee members to solicit nominations for remaining four (4) Steering Group positions to be approved by the current members.

## **VI. Committee Representation to the Board**

Prepared guidelines were reviewed and discussed. The following guidelines were agreed upon by the meeting attendees:

Corporate members have two AAAE Board positions:

- Corporate Committee Chair
- Corporate Committee Steering Group member, other than the Vice Chair, nominated by the Steering Group

Can vote on all issues except those pertaining to accreditation, per AAAE bylaws

The representatives have staggered two year teams

Employment changes will be handled the same as the Chair and Vice Chair.

Preferably, but not mandatory, the two representatives will generally come from different business sectors of the Corporate Committee (i.e. consultants and vendors). Staggering of terms is recognized as causing overlaps.

Selection, nomination and ratification process:

- Corporate Committee Steering Group will convene via conference call six weeks prior to Annual Conference to determine representatives.
- Corporate Committee Chair will contact and obtain participation commitment from selected individuals; and obtain bio information and letter of endorsement from their firm.
- Corporate Committee Chair will submit names, bio information and letters of endorsement four weeks prior to the Annual Conference to the AAEE Board Chair.
- AAEE Board Chair, Nominating Committee and Board will go through the normal process to ratify Board members.

## **VII. Other Items**

The floor was opened for additional topics. The following actions were discussed and agreed upon by meeting attendees:

Document that there is an annual membership sign-up

Make Corporate Members aware that the Committee will meet three times per year: at NAC, Annual Conference and PD&C Symposium

Create a Corporate Committee Rule Book (essentially the findings within these minutes) to be posted on the AAEE website

## APPENDIX

Membership as of 9/15/09

Ms. Susan M. Schalk, A.A.E.	Aerofinity, Inc.	Mr. Chad Nixon	McFarland-Johnson, Inc
Mr. Niren Choudhury	Alcatel Lucent	Mr. T.G. Mason	MCM
Mr. John W. Kennedy	Axima Airport Services Inc.	Mr. Andrew J. Platz	Mead & Hunt, Inc.
Mr. Randy D. Pope, P.E.	Burns & McDonnell	Mr. Max S. Pahng	Member's Building Maintenance LTD.
Mr. Timothy J. Lael	CALNET, Inc.	Mr. Kelly Richardson	National Air Traffic Controllers Assoc.
Mr. James M. Harris P.E.	Coffman Associates, Inc.	Ms. Mary E. Piccione	National Business Aviation Association
Mr. Christopher J. Crump	Cogent Systems, Inc.	Ms. Deborah N. Zufall	Newton & Associates, Inc.
Mr. Frank E. Dahl	ControlTouch Systems Inc.	Mr. Arnold I. Rosenberg	Parsons Brinckerhoff
Mr. Todd Hubbard	Crowe Horwath LLP	Mr. Ron Dunsky	PASSUR Aerospace
Mr. Todd Lambert	Daktronics, Inc.	Mr. Carlos Maeda, P.E.	PBS&J
Ms. Courtney A. Beamon, C.M., P.E.	Delta Airport Consultants, Inc.	Mr. Patrick Askew, AIA	Perkins+Will
Ms. Leslie C. Bensen	Departure Media, Inc.	Mr. Jim Buckley	Reveal Imaging Technologies, Inc.
Ms. Faith A. Varwig	Faith Group, LLC	Mr. James T. Jarvis	Ricondo & Associates, Inc.
Mr. Scott Hutchison	Five Star Parking	Mr. Charles H. Dove	Robinson Aviation Inc. (RVA)
Mr. Steve J. Purdy, ACE	Gemalto, Inc.	Mr. Allan M. Shapiro	Ross & Baruzzini, Inc.
Mr. Terry DiSalle	Globe Composite Solutions, Ltd.	Mr. Brian P. Reed	RS&H
Mr. David L. King	Gresham, Smith & Partners	Ms. Stacy L. Hollowell	Siemens Corporation, Inc.
Mr. Todd Knuckey, P.E.	Hanson Professional Services Inc.	Ms. Mary M. Miller	Signature Flight Support Ronald Reagan Washington National Airport
Mr. Jeffrey Sailer	HDS Retail North America	Mr. Steven T. Baldwin	The Louis Berger Group, Inc.
Mr. Todd P. McNabb	Honeywell International	Ms. Claudia B. Holliway	The LPA Group Incorporated
Mr. Brian M. Piety	J & B Aviation	Mr. Forrest M. Swonsen	TransCore
Ms. Theresa Coutu C.M.	Jacobs Consultancy	Mr. Richard Horstman	Urban Engineers, Inc
Mr. Jon C. Simon	JCS Recruitment, LLC	Mr. Laddie E. Irion	URS Corporation
Mr. David G. Nicholas	Kellogg Brown & Root Services, Inc.	Ms. Vesta Rea-Gaubert	Vesta Rea & Associates LLC
Mr. Justin J. Thompson	Kusch + Co/Thompson Contract, Inc.	Mr. Kirk E. Niemi	Watt, Tieder, Hoffar & Fitzgerald, LLP
Ms. Joanne M. Landry	Landry Consulting LLC	Ms. Woodie Woodward	Woodward & Associates
Mr. Keith G. Mawson	Leo A Daly Co.		