

**AAAE Corporate Committee
Steering Group 1st Quarter Conference Call
January 30, 2012
4:00 p.m. (eastern)**

Present:

Stacy Hollowell, Chair
Claudia Holliway, Vice-Chair
Bill Sandifer, AAE, RS&H
John Duval, AAE, Austin Commercial

Absent:

Richard Horstmann, CM
Carlos Maeda, Kimley-Horn

Stacy Hollowell noted that the next AAAE Board of Directors report, which may or may not be orally presented at the AAAE Annual Conference in Phoenix, is due to AAAE for inclusion in the Board Book no later than April 9, 2012.

Ms. Hollowell indicated that in anticipation of the next full meeting of the Corporate Committee at the ACC/AAAE Airport Planning, Design & Construction Symposium, she has created Agenda items to include:

- Ratification of the Governing Rules
- Presentation of the new Steering Group
- Solicitation of topics for the AAAE Corporate Committee Newsletter

Claudia Holliway requested that the following be considered as Agenda items:

- Assignment of new Work Group Leaders / Confirmation of existing Work Group Leaders
- Assignment / Reassignment of Work Group participants
- Confirmation of Work Group Goals and Action Item Update / Discussion

Ms. Holliway suggested that this might be done in a breakout fashion (as it had been done in the past) and that flip charts should be available for each group's use. Ms. Hollowell and Bill Sandifer agreed.

Regarding the revised Governing Rules, Ms. Hollowell indicated that she had emailed a draft of the rules and a Voting Members Mail Ballot to all current Committee members. Six ballots have been completed and returned; the email sent to Allan Shapiro, Ross & Baruzzini, was returned. Mr. Shapiro had approached Claudia Holliway in October 2011 about the rumor that he was no longer with R & B and that he was still employed by the firm. Further, he reconfirmed his interest in participating on the Committee at that time. This will require research to determine Mr. Shapiro's current employment and interest.

Regarding the Newsletter, Ms. Hollowell stated that the Committee should skip the February Edition and concentrate on gathering information for an AAAE Annual Conference Edition instead. Mr. Sandifer and Ms. Holliway agreed.

Ms. Hollowell reminded participants that votes for replacement Steering Group members are due to her and Ms. Holliway by February 6, 2012. She reviewed the candidates as follows:

Mr. Roddy Boggus, Parsons Brinckerhoff (A/E)
Mr. Jon Faucher, Mead & Hunt (A/E, Chapter Board Member)
Ms. Bobbi Thompson, ABS Aviation (Vendor – services)
Mr. Mark Sapp, AirtIT (Vendor – services)

She noted that three (3) replacements are currently required. Ms. Holliway added that there are Steering Group membership paradigms established within the Governing Rules and that they should serve as an additional guideline to the voting process. Ms. Hollowell reminded call participants that qualifications should be considered first and foremost; all agreed. John Duval inquired as to each nominee's industry activity category. The information above reflects response to his question.

Ms. Hollowell said that she will fill Carlos Maeda in post-call as to what was discussed and to speak with him further regarding other issues on which they are working.

Mr. Duval offered that Richard Horstmann had recently found employment at a firm for which he will concentrate on developing an aviation practice. Mr. Duval further noted that Mr. Horstmann still maintains a separate membership in AAAE. Ms. Holliway stated that the new firm should become a Corporate Member so that requirements are fulfilled.

Ms. Hollowell summarized what she will include in reminders to members:

All must submit proxy requests
Solicitation of Work Group interest (leaders / members)
Topics for the Newsletter
Details surrounding the next meeting

Ms. Hollowell closed by thanking all for their participation and work.

The teleconference concluded at approximately 4:45 p.m. (eastern).

The next meeting of the AAAE Corporate Committee will be held on February 28, 2012 at 6:00 p.m. at the Sheraton Downtown Denver, Denver, Colorado in conjunction with the ACC/AAAE Airport Planning, Design & Construction Symposium. The physical location within the Sheraton is To Be Determined and will be announced in the near future.

Respectfully submitted,

Claudia B. Holliway, Vice Chair