

AMERICAN ASSOCIATION  OF AIRPORT EXECUTIVES
CORPORATE COMMITTEE

DATE: January 2010

TO: AAAE Board of Directors / Policy Review Committee

FROM: Brian Reed, RS&H – Chair
Stacy Hollowell, Siemens – Vice Chair

RE: Committee Report

The Corporate Committee has completed its start-up and organizational actions. The attachments to this report present the fundamentals of this effort and lay a foundation for the future of the Committee.

- AAAE Corporate Committee 2009 - 2010 goals
- AAAE Corporate Committee Governing Rules
- AAAE Corporate Committee 2009 – 2010 Steering Group
- AAAE Corporate Committee Current Membership

The Corporate Committee is now transitioning to accomplish its goals. Working groups are being formed around each goal, led by members of the Steering Group.

As always, thank you for including the Corporate Committee.

AAAE Corporate Committee
2009 – 2010 Goals

Mission Statement

The mission of the AAAE Corporate Committee is to foster communication, participation and value with corporate members and AAAE.

Committee Goals

- Goal: Provide corporate members input at the policy level by being members on the full Board.
Action Items
 - Establish a Board representative selection process
 - 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

AAAE Corporate Committee
AAAE Corporate Committee
2009 – 2010 Goals

- 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

AAAE Corporate Committee
Governing Rules
September 2009

I. Mission Statement

The mission of the AAAE Corporate Committee is to foster communication, participation and value with corporate members and AAAE.

II. Over Riding Goals

The over all goals of the Committee are stated below. Action items to achieve the goals shall be developed from time to time. Short term goals may also be established.

- Goal: Provide corporate members input at the policy level by being members on the full Board.
- Goal: Increase participation on other AAAE committees to provide technical assistance and airport member interactions.
- Goal: Increase participation opportunities at AAAE conferences and meetings.
- Goal: Work with AAAE staff to encourage select airport member attendance to conferences and meetings.
- Goal: Work with corporate members to expand membership to increase participation opportunities, sponsorships and corporate dues.
- Goal: Work with AAAE staff to identify enhanced services for corporate members.

III. Membership

Corporate Committee membership shall follow certain perimeters:

- 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 generally when other AAAE committees meet at the Annual Conference, NAC and PD&C Symposium.

IV. Chair and Vice Chair

The Committee Chair and Vice Chair shall:

- Corporate Committee 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.

AAAE Corporate Committee
Governing Rules
September 2009

- Individuals are nominated by the Steering Group and ratified by the entire committee at the PD&C Symposium.
- Terms transition at the Annual Conference.
- If the Chair or Vice Chair change employment to a non Corporate Committee Member firm, they have 90 days for the new firm to become a member or lose the 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 their position, or the individual changing employment loses the 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 two third 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

The Steering Group Shall:

- The Steering Group functions similar to other AAAE Committee 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 vendor.
 - 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 the 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.
- Term limits are on individuals, not companies. An individual from the same company could immediately follow an expired term.

AAAE Corporate Committee
Governing Rules
September 2009

- Terms shall be staggered so preferably, but not mandatory, no more than three individuals end their term each year.
- Terms transition at the Annual Conference committee meeting.
- The Steering Group may modify these Governing Rules with a two thirds vote.
- The Steering Group holds quarterly conference calls.
- All members must represent different Corporate Committee member firms. If employment changes cause a firm to employ more than one member, the firm has 30 days to select which stays. The Steering Group will select an emergency replacement.

VI. Committee Representation to the Board

Board representation shall:

- 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 terms.
- 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 the 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 AAAE Board Chair.
 - AAAE Board Chair, Nominating Committee and Board will go through the normal process to ratify Board members.

End of AAEE Corporate Committee Governing Rules

AAAE Corporate Committee

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2009 - 2010 Steering Group

AAAE Corporate Committee
Current Membership
September 2009

Ms. Susan M. Schalk, A.A.E.	Aerofinity, Inc.	Mr. Keith G. Mawson	Leo A Daly Co.
Mr. Niren Choudhury	Alcatel Lucent	Mr. Chad Nixon	McFarland-Johnson, Inc
Mr. John W. Kennedy	Axima Airport Services Inc.	Mr. T.G. Mason	MCM
Mr. Randy D. Pope, P.E.	Burns & McDonnell	Mr. Andrew J. Platz	Mead & Hunt, Inc.
Mr. Timothy J. Lael	CALNET, Inc.	Mr. Max S. Pahng	Member's Building Maintenance LTD.
Mr. John W. Kennedy	Cofely Airport Services (SDF), 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 Dunskey	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/ Ms Lisa Pyles	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
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