



# ASSOCIATION OF CALIFORNIA AIRPORTS

## BOARD MEETING MINUTES

SACRAMENTO INTERNATIONAL AIRPORT – ADMIN BLDG.  
10 am, Wednesday, March 10, 2010

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### BOARD MEMBERS PRESENT:

James Jenkins, President  
Mary Hansen, Secretary/Treasurer  
Greg Marshall, Board Director  
John Pfeifer, Corporate  
Tom Weil, Past President  
Ken Robbins, Board Director

### BOARD MEMBERS ABSENT:

Rod Probst, Board Director  
Mario Cifuentes, Board Director  
Steve Birdsall, Vice President  
Robin Gardner, Board Member  
Mark Bautista, Board Member

### MEMBERS/GUESTS PRESENT:

Cory Hazlewood

### Welcome

The meeting was called to order at 10:10 am by President James Jenkins. Introductions were held of those present. Tom Weil joined the meeting by telephone.

### Confirmation of Quorum

A quorum was confirmed.

### Approval of Agenda

*A motion to adopt the budget was made by Greg Marshall and seconded by Ken Robbins. The motion was approved by unanimous consent.*

### Approval of Minutes

The minutes were posted on the website for review prior to the meeting.

*A motion to approve the minutes was made by John Pfeifer and seconded by Greg Marshall. The motion was approved by unanimous consent.*

### Treasurer's Report

The Secretary/Treasurer reported a bank balance of \$12,991.78. The report was accepted by the Board as presented.

## Reports/Action Items

### *Conference Committee Report*

John Pfeifer went over a draft agenda. A pre-session has been confirmed with participation from State Division and FAA – “State and Federal Grants and Airport Capital Improvement Programs; A Tutorial”

Also, confirmed, a session on Sustainability Projects, New Hazards to Navigation, and Dealing with Problem Tenants. The State Division of Aeronautics has provided a sample program they would like to present, entitled “Airport Economic Development 101: How to be an Entrepreneurial Airport Manager.” A number of other subjects are being considered.

The keynote has been confirmed to be Assemblywoman Jean Fuller who has introduced the Assembly Joint Resolution No. 33.

The Board will address the Thursday night buffet activity at the next meeting.

### *Legislative Update*

A brief discussion was held on a number of bills:

#### AJR 33: General Aviation

This bill memorializes the Congress and President of the United States to recognize the vital role general aviation plays in the economy, health, safety, and protection of the nation, and abstain from legislation and policies that impact this industry’s ability to continue to function effectively. No hearing date has been scheduled. It was recommended that ACA support this bill.

*A motion was made by John Pfeifer for ACA to support AJR 33. It was seconded by Ken Robbins and unanimously carried.*

#### AB 1660: Airports: Emergency Aircraft Flights for Medical Purposes

This bill clarifies current regulations related to medical flights at airports with curfews by specifying that repositioning flights are exempt from restrictions. A hearing is scheduled for March 22, 2010. It was recommended that ACA support this bill.

*A motion was made by John Pfeifer for ACA to support AB 1660. It was seconded by Greg Marshall and unanimously carried.*

#### SB 1141: Airport Land Use Commission

This is a modified version of SB 737, previously SB 1118. The bill goes back to a permissive bill and establishes a fund for startup costs. A county wanting to establish its ACLU could ask for funding. There are only 4 counties that do not have an ALUC and 5 that use the alternative method. There is one requirement if funds are accepted. If the ALUC is not started, then the county would not be eligible for any state grants; no penalty if funds are not accepted. A hearing is set for April 7, 2010. It was recommended that ACA support this bill as it has each of the other attempts.

*A motion was made by Greg Marshall for ACA to support SB 1141. It was seconded by John Pfeifer and unanimously carried.*

SB 6 (8X): Franchise Tax Board: State Board of Equalization: administration  
This bill is known as the gas tax swap bill and passed March 4, 2010; governor is expected to sign. The bill suspends the current 6% sales tax on motor fuel and increases the excise tax on motor fuel by 12.9 cents per gallon. It potentially would increase the contribution to the Aeronautics Account, which is funded by the excise tax on general aviation gasoline and jet fuel.

Ken Robbins volunteered to put together a survey for airport managers to see what funding issues they are having due to the state not having funds for grants requests.

AB 48: Private Postsecondary Education: California Private Postsecondary Education Act of 2009 Chaptered October 11, 2009. Bill replaces a 1989 bill that exempt FAA schools from state approval process. The bill requires a \$5,000 filing fee. Schools are now getting letters advising them of the new law. Has to do with the Silver State Helicopter issue.

#### *SWAAAE Retreat*

James Jenkins represented ACA at the first SWAAAE Retreat held in Chandler, Arizona. A report is attached and made a part of these minutes.

There was a discussion concerning sharing memberships with Arizona, Nevada, and SWAAAE. The memberships would be for the organization officers.

*A motion was made by John Pfeifer to provide membership to the executive officers of state aviation organizations. It was seconded by Greg Marshall and unanimously carried.*

#### New Business

##### *EPA Lead Issue at GA Airports*

Steve Birdsall was unable to join the meeting and this item was postponed.

##### *Corporate Director Vacancy*

John Pfeifer suggested that the Nominations Committee be reactivated to fill the vacant position previously held by Mike Shutt. Tom Weil will consider candidates and report back next meeting. It was suggested to contact Steve Bultman who held the last seat on the Board.

#### Announcements/Suggestions

The next meeting of the California Airports Council will be March 25. John Pfeifer will attend. CAC did not want to address SB 737 the first time. John will bring it up at next meeting. James had attended the previous meeting and indicated a high attendance of lobbyists.

John Pfeifer suggested that ACA consider doing something at the conference in recognition of Mike Shutt. No decision was made, but James Jenkins suggested a plaque or like if that was in order.

The next ACA Board meeting was set for April 21, 2010.

The meeting was adjourned at approximately 12:20 am.

Submitted by

Mary A. Hansen  
Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

## **SWAAAE – State Aviation Association Retreat Report Saturday February 20, 2010**

On February 20<sup>th</sup> 2010, SWAAAE convened a meeting of State Aviation Organization Representatives to explore areas of mutual interest and concern.

The following individuals and organizations participated:

Southwest Chapter of the American Association of Airport Executives (SWAAAE)

- Todd McNamee
- Mark Witsoe
- Gary Petersen
- Casey Denny
- Jessica Mullen

Arizona Association of Airports (AZAA)

- Jeff Trip
- (Casey Denny is also active with AZAA)

Association of California Airports (ACA)

- James Jenkins

Nevada Airports Association (NVAA)

- Trent Moyer
- Wendy Rutter

### **Participating Organizations:**

The conversation began with a description of each organization and how they were or were not related to each other.

SWAAAE is described as having 425 members and the regional representative of the nationally focused American Association of Airport Executives (AAAE). SWAAAE is focused on career development, education, networking and advocacy.

AZAA has about 300 members and serves airports, consultants and businesses associated with airports in Arizona. Focus is on funding from Arizona Department of Transportation as well as networking, advocacy and education.

ACA has between 100 and 150 members and tends to focus on smaller airports that cannot afford the time or money to join larger organizations. Many of the airports affiliated with ACA have only part time managers who share various other responsibilities in smaller cities and counties inside the state. It seemed overall that ACA members were less likely to support AAAE than other organizations members.

NVAA has a membership roster of about 50 participants and is generally focused on recruiting members from the 52 public use airports in Nevada. NVAA was formerly constituted as Nevada Airport Managers Association (NAMA) but was changed so that businesses and consultants relevant to airports could become members.

Also referenced as organizations affiliated with airports in the western United States were the following:

American Association of Airport Executives (AAAE) which is the national organization that represents aviation and airports in Washington D.C. focused primarily on advocacy and policy. Many members of the state organizations belong to this organization with some participating on boards and committees associated with the national organizational structure.

Airports Council International (ACI) was also referenced as an organization that tended to attract larger air carrier airports from the US and beyond. Some member airports at the State and regional level belong to this organization.

California Airports Council (CAC) is a newer organization that is emerging in California for Part 139 Airports to serve as a legislative advocacy organization. Members are offered membership dues based on a sliding scale per number of enplanements

Several sub regional organizations were referenced as well including the California based groups of Inland Empire Airport Managers Association, the Tri-county Airport Managers Association, the Imperial Valley Airport Managers Association, the Bay Area Airport Managers Association and in Arizona the Airport Managers Round Table has formed. These groups are seen as more informal and largely comprised of neighboring airport managers. Information exchange, operational issues and networking are the primary activities.

On the agency side several other organizations were noted as being “key players”.

Federal Aviation Administration (FAA) is the primary federal organization that has oversight of airports and administers the federal Airport Improvement Program (AIP). The AIP program is administered through Airport District Offices (ADO's) where projects are approved and funded through grants. For the purpose of this meeting Los Angeles and San Francisco are the two ADO's referenced

Arizona Department of Transportation (ADOT) has some oversight of airports and administers a trust fund made up of taxes on aviation fuel that in the past have been distributed to airports. Over the past few year's legislative “raids” on the trust fund have reduced the availability of grants.

California Department of Transportation (CALTRANS) has an aeronautics department that provides land use planning guidance and conducts airport inspections on behalf of the FAA

Nevada Department of Transportation (NDOT) has some airport oversight and oversees a trust fund developed that is currently unfunded. NDOT is seen as not being as supportive of airports as it once was, is not publicly involved with aviation legislation, has no enforcement capabilities but does assist FAA with airport compliance issues.

### **Membership:**

Following the conversation about the scope of their organizations, participants turned to a discussion about membership and services.

Generally it was agreed that all of organizations are facing resource issues that effect membership recruitment. This is particularly true for members who can only belong to one organization. It was understood by all organizations that understanding and meeting the needs of their unique membership groups is key to their success.

SWAAAE reported some notable success with group memberships that allow several members of a larger airport to join at a greatly reduced price (Group Membership equates to 20 members for \$850 or 50% fees). It was suggested by others that if an airport had “extra memberships” they could be distributed to other airports that may not otherwise be able to access SWAAAE. Others reported that sending out mailings and following up with phone calls was a useful means for retaining membership, while NVAA tends to develop membership on a peer-to-peer basis.

Everyone agreed that in terms of membership, technology could be used successfully to provide support. List-serves and e-mail blasts were referenced. Recruiting younger members was also seen as value for all organizations and for SWAAAE and AZAA reaching the mid-level of larger airports was important but a challenge.

In terms of perception of membership it was noted that many in AZ see SWAAAE as serving primarily California based airports and ACA perceived the activities of CAC to be compatible with their mission. NVAA reported that there was perceived resistance between NVAA and the larger Nevada Airports.

Each organization defined recruitment and development of new leadership as a challenge, with some organizations “recycling” those who were willing to do the work through the leadership chairs more than once. It was also acknowledged that each group did have a unique constituency and it was important to serve those members “fit” each organization and not try to be all things to all people.

### **Conferences:**

ACA and NVAA each hold one conference per year. The ACA Conference is held each fall in Lake Tahoe. The NVAA conference is usually in the spring. AzAA holds two conferences, one in the spring and one in the fall. SWAAAE has the annual Monterey based Short Course in January and a summer conference that will complete its second year in San Diego in 2010 and then relocate to Reno. The SWAAAE summer conference is typically held in July.

It was thought it would be helpful if each organization cross-promoted and supported each other by posting notice of other organizations conferences. SWAAAE currently does this and ACA and AzAA have allowed the use of their respective email list serves to promote the SWAAAE conferences. It was also understood that there would always exist some level of competition for attendance at conferences particularly in a time of tight travel budgets. It was agreed that through cooperating with each other we all stood to gain rather than lose through excessive competition.

Sharing calendars and content between conferences was suggested as useful. It was thought that sharing content could prevent repeating information from conference to conference and would prevent the same dynamic topic and speaker being used over and over. This could go a long way towards preventing repetitive conferences.

Some discussion followed on a variety of conference and education topics including:

- One day workshops at State Conferences co-produced with SWAAAE
- Annual technical “topic” road show that went to different conferences each year (i.e.: Siemens, Crouse Hinds etc)
- Share learning about conference production successes
- Build on each others agendas (i.e.: if one organization did a 101 version of a topic another organization could follow up with a 201 or 301 version)

- Make sure that enough breaks are put into place for networking, but caution how they are phrased as to not raise suspicion about the purpose of breaks, i.e. non-productive time versus productive networking.
- Provide a clear handoff and succession for co-chair to learn everything they can to successfully advance to the conference chair position.
- Consider the possibility of using “distance learning” as a training tool

AZAA mentioned that their past president had responsibility for putting on “Aviation Day” an event that connects the importance of aviation to legislators as well as handling all legislative information matters. NVAA reported that Nevada Department of Transportation (NDOT) provides conference support with website, registrations and mailing lists.

All organizations spoke to the value and necessity of having consultants and vendors as partners in the conference. NVAA also reported that at all their events all sponsors are also exhibitors. SWAAAE reported that they are looking towards an annual sponsorship format, which would provide an opportunity for sponsors to pay one fee annually and then contribute separately to other conferences.

### **Relationships with DOT’s and FAA – Best Practices Handbooks:**

Overall the relationships between DOT’s and airports are one of necessity particularly as the DOT’s have been “stripped” of resources having less and less interaction with airports. Prior to these developments Airports were eligible to receive grants from their respective DOT’s, however loss of revenues have crippled these programs. Only in California does the DOT officially regulate airports via a permit process.

The DOT’s have been involved to some extent in the development of the Best Practices Handbooks, a project created and supported by the FAA. Arizona was the first state to have the handbook with California following up a year later. Nevada currently does not have a handbook in place but is intent on working in that direction.

Essentially the handbook is seen as a guidebook for acquiring grants, developing projects, and answering questions associated with these efforts. The conversation surfaced a number of concerns about how the FAA sees the handbook and applies or does not apply it uniformly across the spectrum of airports that make use of the book.

The head of the FAA Western Region has stated that the handbook is a tool that serves as a starting point to further conversations about the grant process. However, there is much evidence that those in the FAA who use the handbook see it as much more concrete and have made interpretations that may not support the intent of the handbook. Additionally, there are significant differences between how the handbook is used between the LA and San Francisco ADO’s.

With that said the state organizations believe there is value in the handbook to the extent that it serves as a “how-to” book for airports with less technical skills. It was also suggested that it could become a “cookbook” that outlines “recipes” for Airport Improvement Programs.

Participants thought it was valuable for the state organizations to discuss with the FAA the perceived inconsistencies in application and interpretation of the handbook instead of individual airports or airport managers. It was also thought that by making the handbook information readily



acceptable and educating airport managers on the use of the best practices guide sponsors would gain a better understanding of what they are getting into when they accept grants. If these efforts were successful and more airports consistently used the handbook more pressure would be exerted on the FAA to meet their own guidelines for standardization of administrative requirements and grant timelines.

In terms of developing the Nevada Best Practices Handbook it was suggested that NVAA/SWAAAE send a letter to Mark McClardy of the FAA to start the best practices development. It was also suggested that NVAA check in with NDot to determine if any efforts had been made in developing the Nevada Handbook. Finally it was suggest that NVAA start to identify committee members who could participate in the development and that several members of this group make a conference call to Mark McClardy to discuss how best to begin this process.

### **Succession Planning:**

This was the final topic that addressed the need for each organization to consider how to create a committee structure that supported the development of new leadership. Also discussed were the importance of keeping members engaged to increase their involvement and the importance of Mentoring programs to show the value of the organizations.

### **Conclusion:**

Participants in the meeting all agreed that the meeting was important and useful and should continue. Opportunities will be explored to set the next date for the next meeting.