



# ASSOCIATION OF CALIFORNIA AIRPORTS

BOARD MEETING MINUTES  
Conference Call Meeting  
11:00 am, Wednesday, March 11, 2020

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## BOARD MEMBERS PRESENT:

Rayvon Williams, President  
Mary Hansen, Secretary/Treasurer  
Andy Swanson, Vice President  
Ashley Whitmore, Board Director  
Cody Roggatz, Board Director  
David Decoteau, Board Director  
Carol Ford, Board Director  
Gary Gosliga, Board Director  
Justin Castagna, Board Director  
John Pfeifer, Board Director  
Benny Stuth, Board Director  
Chuck McCormick, Board Director

## BOARD MEMBERS ABSENT:

Brendan O'Reilly, Past President  
Cory Hazlewood, Board Director  
Gary Engel, Board Director  
Richard Smith, Board Director  
Charlie Broadbent, Board Director

## Guests:

Gill Wright, AOPA  
Mark Bautista, Member

The meeting was called to order at 11:04 am by President Rayvon Williams.

## Confirmation of Quartum

A quorum was confirmed.

## Approval of Agenda

*Gary Gosliga made a motion to approve the agenda. The motion was seconded by Ashley Whitmore and unanimously approved.*

## Approval of Minutes

*Cody Roggatz made a motion to approve the minutes of February 12, 2020, as written. The motion was seconded by Justin Castagna and unanimously approved.*

## Treasurer's Report

The Treasurer's Report is noted on the "Agenda Key Summary Points." No additional report was provided.

## Reports

See attached "Agenda Key Summary Points." Prior to the agenda, each of the key committee chairs send a brief statement, report, or general comments on committee activity to the Secretary/Treasurer. This becomes part of the "agenda packet" that each Board Member receives to prepare for the meeting.

a. 2020 Conference Update

No additional information to add to Key Summary Points.

b. Legislative Update

The report under CAAD in the Key Summary Points is also part of the Legislative Report. Carol added that on Tuesday afternoon six teams, totaling 18 team members, visited Senate and Assembly members' offices. Teams introduced themselves, briefly discussed the purpose of CAAD, and left the CAAD brochure, California Aeronautical chart, and California airport system maps annotated with either Senate or Assembly District boundaries. Thirty-three Senate offices and seventy-nine Assembly offices were visited. Most discussions were with staff members, however a few discussions were held with members of the Legislature. We did not have enough legislative district maps for all the offices and we are following up with CalTrans Division of Aeronautics to see if we can obtain more maps.

John reported that ACA has sent a letter on SB 988 and also forwarded a copy to SWAAAE. A hearing is scheduled with the Senate Government Finance Committee at 9:30 am on March 18, 2020. Cody offered to be available to testify and Rayvon will also come to join him. John mentioned he is watching SB 744 related to the manufacture and sale of Class B fire fighting foam.

c. California Aerospace & Aviation Days

Rayvon also reported that he has a call scheduled to discuss the event with Ross to discuss what everyone wants to get out of the event and how we want to move forward.

d. Emerging Technologies Committee

The committee has a call scheduled to review the survey results. At a recent NBAA conference, Gill found it clear that more information is needed on Urban Air Mobility as he talked with others at the conference, in particular Boeing Aerospace and Uber Elevate.

e. Leadership Development Committee

No additional information.

f. Survey Team

No additional information. Rayvon discussed the original purpose of the survey team. He pointed out that having a survey mechanism could be very effective for the organization. The previous surveys have been done with either another agency's account or a free version. Rayvon explored having a point person for this type of work. He asked Ashley if she would take this on. Ashley agreed and will investigate the various tools available and report back to the Board.

## Unfinished Business

- a. None.

New Business

- a. Appointment of Jeff Crechriou, Airport Services Manager, Marina Municipal Airport, to ACA Board District 8, Central Coast Region

*Carol Ford made a motion to appoint Jeff Crechriou to ACA Board District 8, Central Coast Region, pending receipt of a letter of approval from his agency. The motion was seconded by Andy Swanson and unanimously approved.*

Announcements

There were no announcements.

The meeting was adjourned at approximately 12:02 pm.

Submitted by

Mary A. Hansen  
Secretary

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

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

## Agenda Key Summary Points

### VI Treasurer's Report:

ACA General Account	\$ 23,583	
Aviation Day Account	<u>16,328</u>	
Total ACA Funds		<u>\$ 39,911</u>

### VII Reports

#### a. 2020 Conference Update

We had a telecon with the Committee on March 4th. The meeting was very productive and we even were able to put down a few sessions. The Committee selected leadership roles. Nicholas Alex will be Conference Vice Chair, Chuck McCormick will be consultant outreach and graphics, Justine Castagna will be the Conference Sessions Liaison, Bob Hamilton/Sarah Luhan will take care of conference gift/prizes, and Molly Waller will be the Conference Activities Liaison.

We went through a welcome and expectations moving forward and quickly transitioned into the conference theme and sessions brainstorm. We did not get too far with a theme but may settle on the Airport Managers Toolbox. The sessions we talked about first is the keynote speaker and agency updates. We also talked about the automated flight one year later session as well as a possible General Aviation caucus update session as a backup.

Other sessions settled on include "Rents and Fees Studies"; "Fee Ordinances"; "How to Implement an Airport Drone Program and How One Could Benefit Airport Operations"; "Maintenance, and Safety," as well as how to get a program established. The Committee discussed "Insurance and your Airport - What should you have? What should be a minimum" etc. We also talked about two open roundtable discussions as a session - one would be to cover "General Airport Issues" and the other would be to discuss "Managing Your Elected Officials Expectations." The last one will be conducted to help formulate a whitepaper that airports can use.

Throughout the discussion we noted that all sessions, where appropriate, should emphasize the Airport Managers Tool Box and how airports can utilize the information they are getting with respect to their airport's administration.

The next scheduled meeting will be the first Monday of April where we hope to finish our discussion on sessions and begin fleshing them out as well as identify presenters. We also aim to settle on the theme for the conference.

b. Legislative Update

No update provided.

c. California Aerospace & Aviation Days 2020

Last month members of the ACA Board travelled to Sacramento to participate in the annual California Aerospace and Aviation Days. Led by ACA's Legislative Committee (Carol Ford, Chair, Melissa McCaffrey and John Pfeifer) the team was supplemented by Board District members Charlie Broadbent, Gary Engel, Gary Gosliga, Cody Rogatz, Andy Swanson, Rayvon Williams and Ashley Whitmore. Additionally the group was joined by Mary Hansen (ACA Secretary/Treasurer) Gil Wright (CalPilots, VP), Phil Derner (NBAA), Luis Truillo (Aerolease/Aeroplex) and Mark Bautista.

Once again, ACA partnered with the Aerospace States Association (ASA) organization to present a united front during the presentation of Legislature resolutions, attending Senate hearings and of course the ever popular Tent Exhibit. ACA was successful in bringing the Aviation fuel tax issue to the forefront of legislators and was able to confirm support of SB988 which would require an aviation fuel retailer to provide a quarterly information return and would subject a retailer who fails to file that information return or who files an inaccurate information return to a monetary penalty. Additionally during ACA's meeting with Caltrans' Amy Choi we confirmed the Director has the administrative ability to ensure State grants may in fact be applied for without requiring Federal grant project be concluded.

ACA's Legislative Committee will be providing a recap of Aerospace and Aviation Days within the next few weeks.

As you may know over the last few years the Aviation Days event has been led by ACA's President with the assistance of ACA's Secretary/Treasurer and a cadre of volunteers. As we prepare for the next CAAD event in 2021 the Legislative Committee will take the lead of defining ACA's role, developing ACA content, engaging/partnering with ASA and appropriate legislative staff to drive ACA specific issues during the event. Effective immediately the Legislative Committee members are:

Carol Ford, Chair  
Cody Rogatz, Vice Chair  
Charlie Broadbent  
Melissa McCaffrey  
John Pfeifer

We can be confident the Legislative Committee will build upon the 2020 event to ensure an even more successful event for 2021.

d. Emerging Technologies Committee

No update provided.

e. Leadership Development Committee

The Leadership Development Committee examined the scope of work involved in developing an airport manager's toolbox as part of their plans to enhance the leadership, knowledge, skills, and abilities of airport managers. Major categories within the outline of the contents of the literary toolbox will be divided among the committee members, who will champion the category and facilitate its development. Completed drafts of the contents will be peer-reviewed and approved before inclusion within the toolbox.

f. Survey Team

The Survey Team did not engage in further activity in the last 30 days. A discussion regarding the potential of establishing a Survey Committee for ongoing ACA surveys may occur during the board meeting

**VIII Unfinished Business**

- a. None

**IX New Business**

- ACA a. Appointment of Jeff Crechriou, Airport Service Manager, Marina Municipal Airport, to Board District 8, Central Coast Region

*As per the ACA Bylaws, Article VI, Officer Qualifications, Terms of Office, Nominations, and Elections, Section 4, Item e (1) – “If the newly elected Vice President, Secretary and/or Treasurer held the position of district director immediately prior to being elected as an officer, that district director position will become vacant and a new director will be appointed from the eligible members within the same district. That director shall serve only until the next general membership meeting, at which time an election shall be held to fill the office for either a full or partial term, as appropriate.”*

**X Announcements**

The next ACA Board meeting is scheduled for 11 am, Wednesday, April 8, 2020.