



# **ASSOCIATION OF CALIFORNIA AIRPORTS**

Board & General Membership Meeting Minutes  
Fall Conference - Inn by the Lake, South Lake Tahoe  
Friday, September 17, 2004

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## Board Members Present:

Mark Bautista, President  
Gary Antone (Northern CA Airport Mgrs.)  
Ken Robbins (Bay Area Airport Mgrs.)  
Mary Hansen, Secretary  
John Pfeifer, AOPA CA Regional Rep  
(Corporate/Non-Profit)  
Paul Faurot (Corporate)  
John Swizer, Treasurer

## Board Members Absent:

Steve Bultman, PE (Corporate)  
Mario Cifuentez, II, Past President  
Tom Weil, Vice President (Eastern  
Sierra/High Dessert Airport Mgrs)  
Floyd Best (San Diego Area Airport Mgrs)  
Rod Probst, CAE (Los Angeles Area Apt Mgrs)  
John Sabatello (Inland Empire Airport Mgrs)

## Others Present:

General membership

## Welcome

The meeting was called to order by President Mark Bautista at approximately 3:35 pm.

## Old Business

### **By-Law Changes**

John Pfeifer reminded the membership that the changes were posted for advance review on the website and briefly introduced the changes to the By-Laws which is more specifically identified below:

- Constitution - Article V – Meetings, Section 3 – omit “or By-Laws” at end of last sentence
- By-Laws – Article II – Qualifications, Elections and Terms of Officers, Section 2 – change the term of the President to two years and change “second quarter” to fourth quarter for the election of officers
- Same Article, Section 3 – change “fourth” to second quarter in first line for the naming of the nominating committee in order to have elections at the fourth quarter meeting
- Same Article, Section 5 – change term of President from “one (1) year” to two (2) year term
- Same Article, Section 6 – change term of Vice-President from “one (1) year” to two (2) year term

*A motion was made by Harry Krug and seconded by Janis Brand to approve the By-Laws changes as posted to the website and presented to the general membership. A brief discussion took place. Mark reminded the membership and the Board that if the changes are approved, then the election of officers would not be needed as all positions would be on a 2-year term. The changes affects the terms of both Mark as President and Tom Weil as Vice President. The motion was unanimously carried.*

## Strategic Plan Update

Mark reminded the membership and the Board that the plan contains five areas of concentration and reviewed progress on each since the plan was created and then adopted in May 2004.

- Education
  - The plan calls for both a spring and fall meeting which was accomplished through both the Spring Conference and the Fall conference
  - A conference checklist was created
  - Information has been posted on the website and is kept current
- Marketing
  - Created a membership database
  - Determined a schedule for annual membership renewals
  - Membership committee was previously appointed of Mark Bautista, Jerry Martin, and Gary Antone; plan is to put together a membership drive that will diversify membership and attempt to attract others, like Public Works Directors that have airports as their responsibility but may not be an Airport Manager, specifically Ivan K. (Division of Aeronautics) indicated he will help identify those airports that do not currently participate in ACA
  - Janis Brand will check to see if she has a database of addresses that might be current enough to get started with a direct mail campaign to airports
  - It was suggested that the committee come up with incentives for membership; such as 2 years for a one year paid membership
  - A need to focus on the Southern California airports was indicated; the goals of the association include the need to have a meeting in the Southern area of the state
- Aviation Enhancement
  - There is a need to develop a pyramid of the Board members to get information out to membership in a timely manner
  - Email communications have been accomplished and continue to be improved
- Partnerships
  - Mark asked the membership for a volunteer to help build relationships with other organizations
  - There is a need to develop model documents that ACA can recommend as good examples; Mark indicated a need for a person to put together these documents for ACA to consider; Ken Robbins volunteered to be that person
  - It was suggested that ACA get an attorney to review so that ACA can indicate that legal review has also been conducted on the document to give them credibility as a good document to follow
- Communications
  - Powerpoints from conference will be placed on the website
  - The membership brochure was updated
  - Meeting minutes and announcements are now being placed on the website
  - The communications committee, lead by Ken Mitchell, gave a powerpoint presentation that will be placed on the website and is considered a part of these minutes by this reference

### Political Action Committee

Carol Ford provided the membership and the Board with an update of the PAC recently formed with the California Pilots Association. At the moment there is a need to begin raising money for actions that the PAC may want to take. The membership was advised that any contribution of less than \$100 is not recorded and their name not associated with the donation. The membership was asked to forward Carol names of large corporations and/or users using their field as these are the likely candidates to get donations for the PAC.

Mark indicated that two replacements need to be named as trustees because both he and John Swizer could not participate, but Mary Hansen has been given a "go" from her counsel. Carol Ford

recommended Bill Sweet, Vice President of TRAA, who was interested in serving. Being the President's authority, Mark appointed Bill to the PAC as a trustee. He asked the membership to email him if anyone was interested in serving or had a recommendation.

General Discussion

The dates for the Fall Conference 2005 were announced – September 21-24. John Swizer advised the group that the conference center has been reserved and a deposit made.

Discussion was held concerning the Spring Conference 2005 and the fact that FAA had announced their intent to have the first West Coast FAA Conference in Anaheim from April 12-14, 2005. Everyone was reminded that this subject was discussed at the recent Spring Conference and that we may want to take this time to join with them and not have the Spring Conference. (A quick bylaws check was made by John Pfeifer and was determined that it reads that we must have two general membership meetings. This FAA conference could satisfy that requirement.

Harry Krug suggested that ACA have a general membership/board meeting in conjunction with the April FAA West Coast Conference. Some discussion continued.

*A motion was made by Ken Mitchell and seconded by Scott Malta to participate in the FAA conference this Spring and re-evaluate whether ACA should continue its Spring Conference next year in Tahoe.*

Discussion continued and centered around adding a day that would be for ACA. John Pfeifer proposed that the board be given flexibility to work with the FAA to be part of the 3 days.

*A vote was then called – passed unanimously.*

There being no further business, the meeting was adjourned at approximately 4:40 pm.

Submitted by

Mary A. Hansen  
Secretary

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

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