

**ARIZONA AIRPORTS ASSOCIATION
2008 POLICY DECISIONS**

Policy Decision 08-01

It shall be the policy of this organization that members with Executive Emeritus status who attend AzAA conferences shall have their registration fees waived.

Policy Decision 08-02

It shall be the policy of this organization that the President and First Vice-President shall be reimbursed for expenditures to attend the annual AAAE Conference or one other Conference each year, budget permitting. If one or the other is not able to attend, the President may select another AzAA Board Member to represent the organization. Reimbursement shall be based on the submittal of an acceptable accounting of their trip expenditures to the Board, except, airfare, hotel accommodations and conference registration may be prepaid by AzAA.

Policy Decision 08-03

It shall be the policy of this organization that dues statements shall be mailed to all members in June of each year by the Administrative Director. Dues shall be due and payable on July 1 and delinquent by October 1 of each year. A reminder notice shall be mailed to all who have not paid by September of each year. A list of all members who did not pay their annual dues shall be presented to the Board in October. The Board shall make an effort to contact all of those on the list to confirm their decision to drop from the organization. If during that fiscal year, the member brings their account in balance, they do not need to reapply for membership. If, however, they have not brought their account in balance by July 1 of the following year, they will be inactivated from the members list and will need to reapply for membership. Inactivated members shall have their website PIN number inactivated as well.

Policy Decision 08-04

It shall be the policy of this organization that any Executive or Associate member attaining the Accredited Airport Executive (AAE) designation is eligible for a \$250 stipend while members attaining either the Certified Member (CM) or Airport Certified Employee (ACE) designations are eligible for a \$100 stipend. Applicant must be a current member of the association in good standing for at least a minimum of one (1) year prior to receiving the AAE, CM or ACE designation. Members who have received the Professional Accreditation & Certification Scholarship to attend the AAAE Accreditation Academy or an ACE program are not eligible for a stipend. Letter requests for a stipend may be made at any time to the AzAA Scholarship Chairman, and are subject to approval by the Board of Directors.

Policy Decision 08-05

It shall be the policy of this organization that at the fall meeting each year the Board may select (budget permitting) up to two (2) eligible members, based upon the recommendation of the Chairperson of the Scholarship Committee, to be reimbursed up to \$1,000 each for expenses to attend a AAEE, SWAAEE, or AzAA Conference of their choice. Reimbursement shall be based on the selected members submitting an acceptable accounting of their trip expenditures to the Board. The scholarship shall not be given to the same member more than two (2) times. The members shall meet the following selection criteria:

- The applicant must be a current Executive, Associate, or Corporate member of AzAA in good standing for at least one (1) year prior to attendance at the conference.
- Membership in AAEE or SWAAEE is not a requirement.
- The Board of Directors would review the applications and make their selections at their fall meeting each calendar year.
- The Board would choose two (2) primary candidates and two (2) alternates in case of cancellation(s) by the primary candidate(s).
- The program is designed to expose AzAA members to the national and regional chapters of AAEE, as well as AzAA. Therefore, those applicants whose historical participation/attendance in the region has been low would be considered priority applicants.
- The applicant's participation in AzAA would weigh heavily in the selection process.
- The recipient(s) of the sponsorship would write an article for the AzAA website about the conference attended.
- Additional consideration would be given to employees of airports whose travel and training budgets are limited.
- The current Scholarship Committee chair and members of the Scholarship Committee are not eligible to receive this scholarship award.

Policy Decision 08-06

It shall be the policy of this organization that at the Spring meeting each year the Board may select (budget permitting) two (2) students in an accredited aviation management program in the State of Arizona, based upon the recommendation of the Chairperson of the Scholarship Committee, to each be awarded up to a \$1,500 scholarship. The Committee shall also have the option of awarding a total of \$3,000 in scholarships to one (1) student or split the amount among several students, depending upon the quality of the applications received each year. In addition, AZAA shall pay for one hotel room per student, will waive each student's conference registration fee and shall reimburse each student for mileage at the standard IRS mileage rate to attend the spring AzAA conference at which time they will be awarded the scholarship(s). Reimbursement shall be based on the selected students submitting an acceptable accounting of their trip expenditures to the Board. Interested students shall submit an application satisfactory to the Scholarship Committee. The scholarship shall not be given to the same individual more than two (2) times nor shall the total amount of scholarships exceed \$3,000 to the same individual. The current Scholarship Committee chair and members of the Scholarship Committee are not eligible to receive this scholarship award.

Policy Decision 08-07

It shall be the policy of this organization that the privileges of each current member of each membership classifications shall be as follows:

- Membership identification card
- Membership certificate
- Membership pin
- Website members only area access
- Attend conferences and events at a membership rate
- Corporate members shall have their corporate name and a brief description of services listed in the "Corporate Member Yellow Pages" in the AzAA website. A link to their company website (if available) shall be provided.

Policy Decision 08-08

It shall be the policy of this organization that once an Honorary Membership has been bestowed upon an individual, said membership shall remain in effect for perpetuity unless the membership has a stated time-frame, or the individual has conducted himself or herself in a manner inconsistent with the stated goals and objectives of the organization. Rescinding Honorary Membership shall require a two-thirds (2/3) vote of the executive membership present at a regularly scheduled general membership meeting.

Policy Decision 08-09

It shall also be the policy of this organization that from a financial standpoint, the Fall "Walter Burg" Conference should be considered a "break even" event, while the Spring "Dutch Bertholf" Conference should be considered a "fund raiser" with a net income target of \$5,000.

Policy Decision 08-10

It shall be the policy of this organization that at the Spring meeting each year the Board may select (budget permitting) one (1) eligible Executive or Associate member, based upon the recommendation of the Scholarship Committee, to be reimbursed up to \$2,000 for expenses to attend the AAEE Accreditation Program or an Airport Certified Employee (ACE) course. The member shall meet the following selection criteria:

- The applicant must be a member of the American Association of Airport Executives. Those seeking to attend the AAEE Accreditation Program must be enrolled in the Program or in the Certified Member Program, as defined by AAEE.
- The applicant must be a member of AzAA in good standing for at least one (1) year either in the classification of Executive or Associate. The applicant must be gainfully employed in the aviation industry at both the time of application as well as the time of attendance.
- The applicant, (Executive Candidates only), would acknowledge his or her goal of completing all phases of the accreditation program within three (3) years.
- Interested applicants would submit in writing their application to the Scholarship Committee Chairperson.

- The Board of Directors would review the recommendations of the Scholarship Committee and make a final selection at their Spring meeting each calendar year.
- The Board would choose a primary candidate and an alternate in case of a cancellation by the primary candidate.
- The applicant's participation with AzAA would weigh heavily in the selection process.
- Additional consideration would be given to employees of airports whose travel and training budget are limited.
- The current Scholarship Committee chair and members of the Scholarship Committee are not eligible to receive this scholarship award.

Reimbursement shall be based on the selected member submitting an acceptable accounting of their trip expenditures to the Board. The scholarship shall not be given to the same member more than one (1) time.

Policy Decision 08-11

It shall be the policy of this organization that beginning July 1, 2007 the membership dues for each membership classification shall be as follows:

- Executive - \$60
- Associate - \$60
- Corporate - \$120
- Student - \$18
- Honorary - \$0
- Executive Emeritus - \$0

Policy Decision 08-12

It shall be the policy of this organization that all scholarship applications must be received prior to attendance at a conference or program. All scholarship money must be spent within two (2) years from the date of the award. Scholarship money that is not spent within the two (2) year time limit shall be forfeited and returned to the scholarship fund.

Policy Decision 08-13

It shall be the policy of this organization that at the Spring conference each year an Executive member (or members) will be identified as the Airport Executive of the Year for outstanding contributions to AzAA and the State aviation community. The selection of this individual(s) shall be made by a special committee of Corporate and Associate members, chaired by the Corporate Director, formed annually for this purpose. The selection will be made in accordance with the selection guidelines developed by the committee and published at the time nominations are requested.