



GREAT LAKES CHAPTER

AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

POLICY and PRACTICES MANUAL

Adopted - August 5, 2005, St. Charles, IL
Amended - February 11, 2006, Kalamazoo, MI
Amended - August 11, 2006, Kalamazoo, MI
Amended - February 10, 2007, Winnipeg, MB
Amended - January 26, 2008, Evansville, IN
Amended - February 6, 2010, Branson, MO
Amended - February 18, 2012, Appleton, WI
Amended - July 26, 2013, Rapid City, SD
Amended - August 8, 2014, Bellaire, MI
Amended - February 27, 2016, South Bend, IN
Amended - February 25, 2017, Grand Forks, ND
Amended - February 27, 2021, Lincoln, NE
Amended – July 30, 2021, Lincoln, NE

Table of Contents

Section I	Origin and Development	2
Section II	Executive Committee	3 - 9
Section III	Enrichment Programs	10 - 11
Section IV	Committees	12 - 19
Section V	Financial Practices	20 - 24
Section VI	Conferences	25 - 32
Section VII	Awards, Recognition and Resolutions	33 - 35
Section VIII	Chapter Advertising and Promotion	36
Appendix A	Chapter Past Presidents	

GLC AAAE POLICY AND PRACTICES MANUAL

Section I - Origin and Development

The Great Lakes Chapter of the American Association of Airport Executives (AAAE) was formed in August 1968 as the result of a meeting called by Barry S. Craig, A.A.E., then Director of Dayton International Airport. Mr. Craig had invited representatives from the states representing the North Central Region of AAAE to assemble at the United Airlines terminal at O'Hare International Airport, Chicago, IL. At that meeting, the basic structure of the North Central Chapter of AAAE was formulated, a slate of officers and the state representative structure was agreed upon to form the Chapter Executive Committee. As a result of that formative meeting, a Constitution and By-Laws were prepared and adopted.

The states representing the North Central Region in the Chapter include Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

At the first regular meeting of the North Central Chapter held on October 8, 1968 in Norman, OK, it was agreed upon that those who joined the Chapter prior to December 31, 1968 would be considered Charter Members. At that meeting, it was also determined that the Chapter would be renamed to the Great Lakes Chapter

Through the assistance of Robert S. Michael, A.A.E., then Director of General Mitchell Airport, Milwaukee, WI the Chapter was incorporated in the State of Wisconsin in May 1971 as a non-stock corporation.

In 1991, the Canadian Provinces of Ontario and Manitoba joined the Chapter.

Founding Charter Member, Kenneth R. Newstrom, A.A.E. served the Chapter for 52 years, including in the role of Executive Director. During the February 2019 Winter Executive Committee Meeting, Chapter leadership honored Mr. Newstrom's long-standing commitment to the Chapter and voted to begin the process of issuing a Request for Qualification for an individual or company to perform the administrative and event planning functions that had been previously accomplished by the Executive Director position. At the August 2019 Annual Conference in Evansville, IN, the Chapter voted to contract with J&M Business Solutions, LLC. Mr. Newstrom continued as a Consultant until February 2020 to assist with this transition.

Additional informational documents regarding the history of the Chapter have been documented and are included in the Officer's Handbook, which is currently located on the Chapter's website.

A listing of Past Presidents is included in Appendix A at the end of this manual. This listing will be updated annually as an administrative action by the Executive Director/Administrator.

Section II - Executive Committee

Structure and Responsibilities:

The Chapter Executive Committee is made up of the three Chapter Officers (President, First Vice President, and Second Vice President), the Immediate Past President, the Executive Director/Administrator, Treasurer, 14 State and Provincial representatives, an appointed member of the Corporate Advisory Committee, and the AAAE Board members representing the Chapter. Advisory members to the Executive Committee are the Past Presidents of the Chapter who still qualify for AAAE Executive status and are employed or reside in the Chapter area. It is the responsibility of the Executive Committee to assure that the Chapter fulfills its obligations and responsibilities as a recognized Chapter of the AAAE, manage the business operation in a fiscally prudent fashion, provide the Chapter members the opportunity to experience education and enrichment programs to benefit their careers, and to provide Chapter members the opportunity to serve the Chapter the AAAE and the airports industry in the leadership roles available in the Chapter and AAAE.

President

The Chapter President shall be the principle Executive Officer of the Chapter and shall, in general, supervise all of its affairs and office appointments.

Position responsibilities include:

- Approve agendas for all Chapter meetings for their one-year term including the Chapter's Winter Executive Committee meeting, the Chapter meeting at the AAAE Annual Conference, Chapter Annual Conference and Chapter Airports Conference
- Preside over all meetings.
- Coordinate AAAE Chair and President's attendance and/or communication at Chapter meetings.
- Develop discussion points and lead discussion at all Executive Committee formal and informal discussions including annual Executive Committee Breakfast at Chapter's Annual Conference.
- Establish goals and objectives for the Chapter for their term in office and communicate to membership.
- Work with the Executive Director/Administrator, Treasurer and the Chapter Officers to develop the annual budget for approval by the membership at the annual meeting in August.
- Approve Chapter expenditures that fall within the established guidelines located in Section V of this document.
- Review By-Laws and financial statements with Executive Director/Administrator and Treasurer to ensure compliance with practices and consider enhancing or addressing current issues.
- Represent Chapter on AAAE Policy Review Council, including attendance at AAAE Board meetings.
- Represent Chapter at AAAE Chapter Officers meeting each spring and Chapter Officers Luncheon at the NAC.
- Designate Chapter Committee Chairs including Nominating, Conference Site Selection, Business & Finance Specialty conferences and others as necessary.
- Represent Chapter at AAAE Annual Award luncheon.
- Announce name of GLC member on AAAE Nominating Committee at General Membership meeting at AAAE Annual Conference.
- Present GLC Award of Valor at appropriate luncheon at AAAE annual conference.

GLC AAAE POLICY AND PRACTICES MANUAL

- In coordination with the Executive Director/Administrator, obtain sponsorships for the Winter Executive Committee meeting.
- Serve on Conference Committee for AAAE annual and/or National Airports Conference, as necessary.
- Serve as Chapter Officer coordinator for the following committee chairs and AAAE committee liaisons:
 - Accreditation & Board of Examiners (AAAE Liaison & Chapter Committee)
 - Finance and Administration/Business and Finance (AAAE Liaison and Chapter Committee)
 - IAAE Board (Outside Organization Liaison)
 - Nominating (AAAE Liaison & Chapter Committee)
 - Professional Development (Chapter Committee)
- Provide end of the year remarks and acknowledgements at GLC Annual Conference.
- Review and execute Executive Director's/Administrator's contract in coordination with Officers and approval by membership.
- Attend all GLC Conferences and assist with program as necessary.
- Welcome new Airport Administrators and invite them to join Chapter.
- Review MOU with AAAE for NAEDC and Non-Aeronautical Land Use Workshop.
- Serve on the Foundation Management Committee overseeing GLC AAAE Foundation Investment Fund.

First Vice President

The Chapter First Vice President shall support the President in achieving their responsibilities and stand in for the President at necessary meetings as requested by the President or if the President is unable to carry out their duties.

Position responsibilities include:

- Serve on Chapter's Annual Conference committee.
- Coordinate conference activities with Executive Director/Administrator and host airport.
- Develop business program, secure speakers and assist with sponsorship efforts.
- Obtain President's plaque/gift for presentation at the Chapter's annual conference.
- Serve as Chapter Officer Coordinator for the following committee chairs and AAAE committee liaisons:
 - Airline Economics and Air Service (AAAE Liaison)
 - Airport Training (AAAE Liaison)
 - Annual Conference (AAAE Liaison & Chapter Committee)
 - Facilities & Technical Services (AAAE Liaison)
 - General Aviation (AAAE Liaison)
 - GLC Airports Conference (Chapter Committee)
 - GLC Annual Conference (Chapter Committee)
 - GLC Annual Conference Site Selection (Chapter Committee)
 - Industrial Aviation/Military Relations (AAAE Liaison)
 - International Facilitation (AAAE Liaison)
 - Operations/Safety/Planning/Emergency Management (OSPEN) (AAAE Liaison & Chapter Committee)
 - Transportation Security Services (AAAE Liaison)
- Represent Chapter at AAAE Chapter Officer's meeting each spring and Chapter Officer's Luncheon at the NAC.
- Serve on the Airports Conference Committee.

GLC AAAE POLICY AND PRACTICES MANUAL

- Serve on Conference Committee for AAAE NAC, as necessary.
- Review annually the Policy and Practices Manual and provide recommendations to President and Executive Committee.
- Work with Executive Director/Administrator, Treasurer and Chapter Officers to develop the annual budget.
- Serve on the Nominating Committee during deliberations for the incoming Second Vice-President.
- Serve on the Foundation Management Committee overseeing GLC AAAE Foundation Investment Fund.

Second Vice President

The Chapter Second Vice President shall support the President and First Vice President in achieving their responsibilities and stand in at necessary meetings as requested by the President or First Vice President or if the President and/or Vice President is unable to carry out their duties.

Position responsibilities include:

- Serve as Chapter Officer Coordinator for the following committee chairs and AAAE committee liaisons:
 - Academic Relations (AAAE Liaison & Chapter Committee)
 - Corporate Advisory Committee (AAAE Liaison & Chapter Committee)
 - Diversity, Equity & Inclusion (AAAE Liaison & Chapter Committee)
 - Environmental Services (AAAE Liaison & Chapter Workshop Committee)
 - Membership (Chapter Committee)
 - NAC Conference Committee (AAAE Liaison)
 - National Airport Economic Development Conference (Chapter Committee)
 - US Contract Tower Association Board (Outside Organization Liaison)
 - Young Professionals (AAAE Liaison)
- Serve as Chapter Parliamentarian to ensure meetings are governed in accordance with the Chapter By-Laws, Policy & Practices Manual, and Robert's Rules of Order.
- Serve on the National Airport Economic Development Conference Committee.
- Work with the Executive Director/Administrator, Treasurer, and the Chapter Officers to develop the annual budget.
- Represent Chapter at AAAE Chapter Officer's meeting each spring and Chapter Officer's Luncheon at the NAC.
- Serve on Conference Committee for AAAE national airports conference (NAC).
- Review GLC By-Laws and provide comment to President for consideration. Should the Officers/Executive Committee or the membership suggest amendment of the document, the Second Vice President shall ensure the recommended changes are appropriate, legally correct and properly documented. They will draft the amendment for review/approval by the Officers/Executive Committee and, pending their approval, will forward to the membership for approval. The amendment must then be forwarded to the AAAE office for review/approval before official adoption as the AAAE will ensure no conflict exist with the AAAE By-Laws. Following approval by AAAE, the process is complete.
- Develop resolutions, in conjunction with the Executive Director/Administrator, for the AAAE National Conference, Chapter Annual meeting, and any other identified opportunity where the preparation of a resolution is deemed necessary by the Chapter Officers or the Executive Committee members. All resolutions will be presented and approved by the Chapter membership.

GLC AAE POLICY AND PRACTICES MANUAL

- Serve on the Foundation Management Committee overseeing GLC AAE Foundation Investment Fund.

Immediate Past President

The immediate Past-President will support the existing Officers and is a member of the Executive Committee.

Position responsibilities include:

- Welcome and lead discussion at Past President's Chapter breakfast during the GLC Annual Conference.
- May attend and represent Chapter at National Association meetings.
- Serve on the Chapter Business & Finance Committee.
- Serve on the Foundation Management Committee overseeing GLC AAE Foundation Investment Fund.

Executive Director/Administrator

The Executive Director/Administrator shall have the responsibility for providing management and administrative support for the Chapter as directed by the Chapter President. This position shall be titled as the Executive Director/Administrator and shall also serve as the Secretary for the Chapter. The duties and responsibilities shall include, but are not limited to those of the Secretary contained in the Constitution and By-Laws of the Chapter and in their contract. The Executive Director/Administrator is a paid position and the contract is negotiated/renewed consistent with the contract terms. The contract is reviewed by the Chapter Officers in May and presented to the membership for approval at the annual Chapter conference as necessary under the contract term limits.

Position responsibilities include:

- Attend all meetings, both regularly scheduled and special meetings of the Chapter and/or its Officers/Executive Committee and be responsible to secure and maintain a permanent record of the minutes of those meetings.
- Maintain an accurate, up-to-date roster of the membership of the Chapter to include such information as the Officers/Executive Committee feels appropriate.
- Submit statements/invoices to the persons owing money to the Chapter, including membership dues and receive and record all payments to the Chapter and collect delinquent accounts.
- Deposit all funds received on behalf of the Chapter in one or more financial institutions approved by the Officers/Executive Committee.
- Prepare periodic reports of financial nature as requested by the Chapter Officers, Treasurer, and/or the Business and Finance Committee Chair.
- Pay Chapter expenses, with the exception of the Executive Directors/Administrator monthly contractual obligation.
- Submit records and make an annual report of the Chapter financial operations, including assets and liabilities to the Officers/Executive Committee and the general membership for their review. The information shall include a 12 month financial report that shall include a 12 month actual vs. budget comparison for each line account contained in the budget, as well as a comparison of expenditures and revenue from the previous year.
- In coordination with Officers and the Business and Finance Committee Chair, assist in development of a proposed annual budget for review by the membership at the annual business meeting each year covering the succeeding fiscal year.

GLC AAAE POLICY AND PRACTICES MANUAL

- Arrange for publication and distribution to the membership information bulletins containing timely information and articles of interest to the members of the Chapter.
- Maintain a Membership List for the Chapter on an annual basis. Corrections to the list shall be published as deemed appropriate.
- Furnish news releases to appropriate newspapers covering the election of Officers and other significant Chapter events.
- Provide assistance to standing and special committees of the Chapter as requested by the President.
- Act as custodian of the Chapter convention display materials and equipment and arrange for its shipping, setup and removal at the Chapter annual conference, as requested by the President at the AAAE annual conference, and at other locations as approved by the President.
- Provide appropriate interior office and storage space for the Chapter records and equipment placed in the Executive Director's/Administrator's care, custody and control and necessary for them to perform the duties of the Executive Director/Administrator of the Chapter.
- Assist President with welcoming new Airport Administrators to their area and providing information to join Chapter.
- Staff exhibit booth during Annual AAAE conference if requested by President.
- Provide registration services for annual conference, handle registration process, and coordinate arrangements with conference hotel and host city. Arrange for distribution of conference items, i.e. registrations, programs, sponsorship boards, etc., Chapter letterhead, By-Laws, resolutions, press releases and other mass mailings, etc.
- Assist with ordering plaques and gifts with the approval of the President in support of Chapter Officers for public recognition of such issues as ARFF, Airport Economic Development, Environmental, and other awards.
- Arrange a database of Officers, State representatives and general membership for direct e-mail distribution. Maintain the member database in the Chapter website for access by all.
- Perform as the web master in coordination with the Officers, Executive Committee and other committees so as to maintain the Chapter website in a current status for reference by Chapter members.
- Coordinate with the Regional Accreditation Examiner to track accreditation recipients for Chapter recognition, website updates and for the annual banquet program. Coordinate a congratulatory note on behalf of the Chapter Officers, Executive committee and Chapter members to newly accredited members.
- Obtain committee reports in advance of planned Chapter meetings, and distribute to attendees.
- Provide draft meeting minutes within three weeks of meeting and final meeting minutes within five weeks to Chapter Officers for final review prior to dissemination.
- Coordinate with the Professional Development Committee (PDC) Chair to maintain records of scholarships provided. Store spreadsheets provided by the PDC to track recipients and amounts.
- Assist with research to identify practices and procedures and membership services to aid the GLC in developing beneficial programs to maintain its leadership in member and industry services.
- See that all notices to members or Officers/Executive Committee meetings are duly given in accordance with the By-Laws.

GLC AAAE POLICY AND PRACTICES MANUAL

- Develop resolutions, in conjunction with the Executive Director/Administrator, for the AAAE National Conference, Chapter Annual meeting, and any other identified opportunity where the preparation of a resolution is deemed necessary by the Chapter Officers or the Executive Committee members. All resolutions will be presented and approved by the Chapter membership.
- Review MOU with AAAE for NAEDC and Non-Aeronautical Land Use Workshop

Treasurer

The Treasurer will support the existing Chapter Officers and is a member of the Executive Committee.

Position responsibilities include:

- Serve as Custodian of the Chapter financial records.
- Have custody of and be responsible for all funds of the Chapter, provide receipts as necessary for any and all monies due and payable to/by the Chapter and shall deposit all such monies in the name of the Chapter in such banks, trust companies, or other depositories as agreed upon the by Chapter Officers.
- Assure that all Chapter member dues, Conference registrations, and Sponsor and Exhibit fees are deposited in the appropriate accounts.
- Work with the Executive Director/Administrator to prepare periodic reports of the Chapter financial status as requested by the Chapter Officers.
- Coordinate with the Executive Director/Administrator to publish financial reports as necessary for inclusion in the report package for any regular and special meetings or at the request of the Chapter Officers and Executive Committee.
- Coordinate with the Executive Director/Administrator to publish the annual budget for presentation to the Chapter Officers and Executive Committee at the Winter Executive Committee Meeting or as requested by the Chapter Officers.
- Assure that the Chapter maintains adequate commercial liability, commercial auto, and crime liability insurance to protect the Chapter and its Officers.
- Serve as the Chair of the Chapter Business and Finance Committee and be responsible for all funds and also perform all duties incidental to the Office of the Treasurer, duties directed by the By-Laws, and such other duties as may be assigned by the President.
- Submit at each meeting of the general membership of the Chapter Officers and Executive Committee, other than special meetings, a complete report of the financial condition of the Chapter and of the receipts and disbursements, which have occurred since the prior report.
- Serve on the Foundation Management Committee overseeing GLC AAAE Foundation Investment Fund

State and Provincial Representatives

The State/Provincial Representatives are a key component to the success of the Great Lakes Chapter and reflect the Chapter's leadership efforts to maintain a direct, grass roots contact with both existing and prospective members within the aviation and airport management community. State/Provincial Representatives serve as members of the Chapter's Executive Committee and serve for two-year terms as outlined in Article IV of the Chapter's Constitution and By-Laws.

Duties and Responsibilities include:

- Each State/Provincial Representative should make every effort to attend the following meetings:
 - Chapter Winter Executive Committee Meeting.

GLC AAAE POLICY AND PRACTICES MANUAL

- Chapter General Membership Meeting held at the AAAE Annual Conference.
- Executive Committee Breakfast held at the Chapter Annual Conference.
- Chapter General Membership and Business Meeting held at the Chapter Annual Conference.
- Act as the Chapter's primary liaison with the respective State/Provincial airport management associations.
- Represent the Chapter's interest and position on national and regional aviation issues and act as a primary information point for aviation issues when the state organization/association should be made aware of critical policy and/or political aviation-related items.
- Coordinate with the Chapter Membership and Academic Relations Committee Chair to promote Chapter membership.
- Assist with member retention in their State/Province and in maintaining accurate and up to date information on the Chapter members in that State/Province.
- Assist the Chapter with collection of dues by contacting delinquent members in his/her State/Province as necessary.
- Assist with solicitation of sponsor/exhibitor participation for the Chapter Annual Conference and/or specialty conferences.
- Assist with the Chapter Annual Conference preparation and planning when the annual conference is to be held in the representative's respective State/Province.
- Assist a specialty conference committee as needed when a Chapter sponsored specialty conference is to be held in the representative's State/Province.
- Serve on committees as requested by the Chapter Officers.
- Serve as a speaker or moderator at Chapter and/or AAAE conferences.
- Provide input into the conduct and direction of the Chapter's activities and management practices.
- Provide mentoring to others within the Chapter as able.
- Provide information regarding new Airport Administrators in their State/Province to the Chapter President.

Section III — Enrichment Programs

AAAE Certification Programs

The AAAE is devoted to advancement of the interests of the individual in airport management, and the enrichment of the profession for the benefit of aviation of the aviation industry. In 1954, AAAE established a professional designation program for those individuals serving the industry that demonstrated a recognized level of knowledge and ability.

The AAAE Accreditation Program offers aviation professionals significant benefits and rewards the member and their immediate family through a scholarship program which is financially supported both by AAAE and the Chapter.

A member of the AAAE can apply for candidacy when they have a minimum one-year of full time civil airport management experience. To receive designation as an Accredited Airport Executive (A.A.E.), the member must have three years of airport management experience and complete a three-part proficiency and testing process. The three-part process includes:

1. a writing requirement
2. a multiple choice examination; and
3. a peer interview

The person responsible to administer the accreditation process within the Chapter is the Chair of the Accreditation Committee. They also serves as the AAAE Regional Examiner responsible for supervision of the AAAE accreditation process in the Chapter (AAAE, North Central Region).

The Chapter is dedicated to the successful completion of the A.A.E. process for the AAAE members within the North Central Region. Accredited Chapter members volunteer to serve as mentors to assist with preparation for the peer interview and to sit on the formal interview panels. Chapter members navigating this process are eligible to apply for scholarship funding from the Chapter.

In addition to the Accreditation process, AAAE offers Certification Programs to include: Certified Member, Airport Certified Employee, Airport Rescue Firefighter, Airport Security Coordinator, and International Aerodrome Certified Employee. These programs are eligible for Chapter members to apply to receive financial assistance from the Chapter.

Professional Development

The Chapter offers a financial assistance program to members and to college students attending colleges/universities within the Chapter region and majoring in Airport/Aviation Administration. Applications may be obtained from the committee or downloaded at the Chapter's website.

Member Program

Financial Awards are available to all Chapter members within the Great Lakes Chapter, who have been active members in good standing for a period of at least 12 months. Examples of the types of awards available are AAAE membership dues assistance, Conferences/CEU Assistance, and scholarships (for college level courses and AAAE Certification programs). Other forms of assistance will be evaluated by the committee on a case-by-case basis.

GLC AAAE POLICY AND PRACTICES MANUAL

Student Program

Assistance is available to any student pursuing a degree in Airport/Aviation Administration at a college/university within the Great Lakes Chapter. Students that are members of the Chapter will be given scoring preference in the competition for awards. Examples of the types of awards available are: AAAE membership dues assistance, scholarships (for college level courses and AAAE Certification programs), and conference assistance.

Mentoring

In addition to the assistance to those members pursuing the A.A.E. Accreditation as outlined above, the Chapter offers mentoring to new Chapter members. Mentoring is an informal, voluntary program whereby Chapter members who sponsor a new member to the Chapter provide advice and assistance on becoming involved in Chapter committee work or becoming a state/provincial representative.

Mentoring can also extend into the workplace whereby members may seek advice and counsel from fellow members on problems or issues that they may have dealt with during their previous work experience.

Historically, mentoring of new members has occurred with some success, but without a formalized program and intentional efforts, the experience has not been consistent for all new Chapter members. The Membership Committee Chair will begin to develop a program to ensure that all new members are assigned a mentor to assist the new member as they navigate the Chapter for their first year.

Intern Programs

A number of airports within the Chapter offer internships to college students or recent graduates on both a part-time or full time basis. These may be paid or non-paid positions. Part-time programs are frequently summer job opportunities. Some airports maintain regular internships where local students can essentially maintain part-time positions while attending school.

AAAE provides an opportunity for the Chapter to receive a Chapter incentive of \$2,500 to financially support and encourage intern programs. The Chapter is responsible to serve as the liaison between the airports within the Chapter and AAAE by administering the application/selection process to disseminate the funds.

Student Chapters

The AAAE recognizes Student Chapters at colleges/universities that offer courses or degree programs in the field of Aviation/Airport Administration. The Great Lakes Chapter is fortunate to have several such schools within our region. An AAAE-approved Student Chapter must have a faculty advisor; have a minimum of 5 members and a President, Vice President and a Secretary/Treasurer. The Great Lakes Chapter was the first AAAE entity to adopt and publish a Student Chapter manual. That manual was subsequently used as a reference by AAAE to develop its Student Chapter publication that is utilized by all Regions, including the Great Lakes Chapter. The Chapter offers financial assistance to the Student Chapters in our region to encourage the students to participate in both the Chapter and AAAE annual conferences, or other AAAE or Chapter sponsored seminars/programs. Student Chapters that have an interest in receiving financial support shall contact the Professional Development Committee Chair.

GLC AAAE POLICY AND PRACTICES MANUAL

Section IV — Committees

Chapter committees are at the call of the President in accordance with the Chapter's By-Laws. There are basically two types of committees necessary for the conduct of Chapter business/activities and our working relationship with the parent organization — the American Association of Airport Executives (AAAE). The two committee types are: Special Committees and Standing Committees. In addition to the committees, there are a number of National AAAE Committees that need Chapter representation. This representation is accomplished by the National Committee Liaisons.

Special Committees

Special committees are those committees established at the call of the Chapter President to deal with an issue, event or topic to be reviewed by the committee, whose subsequent recommendation is brought to the Chapter Executive Committee and/or membership for adoption or approval. Special committees are temporary in nature and may be dissolved when the work of the committee is considered complete or no longer necessary.

Standing Committees

Standing committees are those committees necessary to conduct the business activities of the Chapter or committees that have been established by vote of either the Executive Committee or the membership.

The following lists the current Standing Committees, not including Conference & Workshop Committees that are covered in Section VI, Conferences:

- Academic Relations Committee
- Accreditation Committee and Board of Examiners
- Business and Finance Committee
- Corporate Advisory Committee
- Diversity, Equity, and Inclusion Committee
- GLC Annual Conference Site Selection Committee
- Membership Committee
- Nominating Committee
- Professional Development Committee

Academic Relations Committee

The primary objective of this committee is to support college/universities that offer courses or degree programs in the field of Aviation/Airport Administration within our region. This committee has the responsibility to provide a liaison from the Chapter to these Student Chapters in order to provide resources and develop relations and opportunities for the student members.

Accreditation Committee & Board of Examiner

The primary objective of this committee is to support and promote accreditation both regionally and nationally, and to assist Chapter members in attaining this goal by offering advice, encouragement and arranging for mentoring with a Chapter A.A.E.

The Accreditation Committee Chair has the responsibility to ensure successful candidates receive acknowledgement and recognition upon achieving the AAE status. The Chapter Committee Chair keeps the membership informed of statistics related to the number of accredited members and the number of persons actively working toward Accreditation.

GLC AAAE POLICY AND PRACTICES MANUAL

They also report to the membership on the accreditation process and any potential changes or amendments to that process.

The Chapters Regional Examiner for AAAE usually serves as Accreditation Committee Chair and is responsible for scheduling and conducting all final interviews in the Chapter. The Regional Examiner arranges for the necessary panelists to meet and conduct those interviews. They must also assure that the accredited panelists, who participate in those interviews, are briefed on the most recent AAAE policy and requirements for the portion of the examination process. Additionally, they have the responsibility, along with several other BOE members, to grade the written management paper submitted by accreditation candidates.

The AAAE BOE consists of six regional (Chapter) members, three at large members, and one Chair position. To be eligible to serve on the BOE, one must be an Executive Member (A.A.E.) and maintain the Executive Member status through their term.

The AAAE By-Laws indicate that the Examiners shall serve three-year terms, which can be reduced by the BOE Chair, if necessary, to ensure that at least two regional and one at-large position expires each year. As either regional or at-large positions become available on the BOE, it is suggested that each Chapter solicit expressions of interest from their Chapter members and forward two to three names to the BOE Chair. Recommendations should include resumes that show experience and current job responsibilities and letters of support from the nominee's employer for the time and travel necessary to serve on the BOE.

After recommendations are reviewed, the BOE Chair may conduct an interview with each nominee and forward their names along with the BOE Chair's recommendation to the AAAE Executive Committee. When reviewing requests, every attempt is made to maintain an overall balance on the BOE that reflects the range and diversity of the membership. Some of the guidelines considered are career time and experience, number of years accredited, airport size and type, and position at the airport.

Business and Finance Committee

On July 26, 2013, the Chapter voted to create a Business and Finance Committee to replace the former Finance Committee. The Treasurer shall serve as the Business and Finance Committee Chair. They must be an A.A.E. and have been a Chapter member for a minimum of five years. They shall agree to serve a multi-year term (3-5 yrs.). The Committee shall also include the Chapter's Immediate Past President and two other Chapter members excluding Officers. Those committee members shall provide balanced representation of the Chapter States/Provinces. The Committee's purpose is to provide redundancy in Chapter business and record keeping and to review, advise and assist the Executive Director/Administrator with annual budget development and reporting of annual budget recommendations.

The Business and Finance Committee Chair will also have access to and check signing authority for all Chapter financial accounts and be familiar with Chapter business and records in order to safeguard the organization and provide oversight to ensure the Executive Director/Administrator is fulfilling their duties. The Committee Chair shall have the authority to contract for professional audit services if recommended by the Committee with the approval of the Chapter Officers.

GLC AAAE POLICY AND PRACTICES MANUAL

The Committee Chair will receive and review quarterly financial reports if deemed necessary in addition to financial reports submitted by the Executive Director/Administrator at the Chapter Winter Executive Committee Meeting, the Chapter General Membership Meeting held at the AAAE Annual Conference and the General Membership and Business Meeting held at the Chapter Annual Conference.

The basic duties and responsibilities of the Business and Finance Committee are to:

1. Assist, as needed, in the development of the annual budget of the Chapter.
2. Monitor the cash disposition, accounting, bookkeeping procedures and functions administered by the Executive Director.
3. At the discretion of the Committee Chair, participate in the budget process and make recommendations regarding unusual, unexpected, or potentially controversial activities, expenditures or revenues.
4. Recommend professional review of Chapter financial records when deemed prudent.
5. Complete and file required tax forms, i.e. 990.

Corporate Advisory Committee

Chapter members who are employed by various professional, service and vendor firms serving the airports/aviation industry and who support the Chapter as sponsors and/or exhibitors at Chapter and Chapter/AAAE cosponsored conferences, seminars and workshops may choose to be members of the Chapter Corporate Advisory Committee. Those Chapter members who participate shall select a Committee Chair and Co-chair to serve overlapping terms for purposes of succession continuity. Either the Chair or Co-chair will be expected to attend and report to the Officer/Executive Committee during any formal Chapter meeting regarding issues pertaining to corporate participation at Chapter events and/or any issues the committee feels could be of benefit, interest or concern to the Chapter and the airports/aviation industry. A member of the Corporate Advisory Committee, as recommended by the Nominating Committee and elected by the Chapter Membership, will serve as a member of the Executive Committee.

Diversity, Equity, and Inclusion Committee

The mission of the Diversity, Equity, and Inclusion Committee (DEI) is to promote and facilitate inclusion with respect to race, gender, sexual orientation, age, gender identities and expressions, and disabilities into all organizational levels of the aviation industry. The Committee will lead advocacy efforts for diversity, equity, and inclusion and work to enhance cultural competence and seek to create an overall more inclusive culture within the Great Lakes Chapter and the aviation industry.

Annually the Committee will strive to provide DEI topics for annual chapter meetings and develop plans of engagement for educational entities from elementary age up through institutions of higher learning. The Chapter DEI will also engage with the National DEI Committee to implement and optimize programs and initiatives created by them.

GLC Annual Conference Site Selection Committee

Conference site solicitation is the responsibility of the Annual Conference Site Selection Committee. The Chair of the Committee is designated by the Chapter President and has traditionally been a Chapter Past President, and members of the committee typically include at least one Past President. The incoming President designates members of the committee at the annual conference. The Executive Director/Administrator and Treasurer are normally members of the committee.

The Committee shall review and refine the Request for Proposal (RFP) after the annual conference and send out to interested parties no later than October 1 of each calendar

GLC AAAE POLICY AND PRACTICES MANUAL

year. A RFP is typically furnished to potential candidate cities/airports to assist them in responding to the committee in a uniform fashion. It is the Committee Chair's responsibility to identify potential conference sites and seek a willing airport sponsor. The committee is typically working on the selection of a site at least two years out. The committee will request the return of the RFPs no later than December 15 to permit a review of the RFPs to determine if all responding candidates are qualified. The committee will rank the responding candidate sites and provide a recommendation of the top two sites at the Winter Executive Committee Meeting. The Committee Chair may invite the top two candidates to the Winter Executive Committee Meeting to make a presentation. The invitations should go out no less than 30 days prior to the meeting. The attendees at the Winter Executive Committee meeting will vote on a conference site for the upcoming conference.

Membership Committee

The primary objective of this committee is to work with the State and Provincial Representatives to recruit new membership to the Chapter. Additionally, the Committee should work to identify and promote the benefits of the chapter to the members as well as provide input and direction to Chapter Officers for membership benefit opportunities.

Nominating Committee

The following criteria for Chapter Officer Candidates shall be used by the nominating committee for evaluating the qualifications and accomplishments of candidates standing for office within the Great Lakes Chapter of the American Association of Airport Executives to enable the Nominating Committee to recommend the highest and best-qualified candidate for each office within the Chapter to the membership. Candidates should, at a minimum, have clearly distinguished themselves in the accomplishment of the following criteria:

1. Candidates for office in the Great Lakes Chapter - AAAE must be actively engaged in the management or administration of a public airport.
2. Candidates must be in good standing in the Great Lakes Chapter of the American Association of Airport Executives.
3. Candidates for all Chapter Officer positions shall have attained accredited airport executive status with the American Association of Airport Executives.
4. Candidates must have exemplary professional and ethical standards.
5. Candidates for all offices shall have demonstrated service to the Chapter in several of the following areas:
 - a. Serving on one or more Chapter committees.
 - b. Chairing one or more Chapter committees or Chapter conferences.
 - c. Performing duties on behalf of the Chapter at AAAE meetings or other related aviation meetings.
 - d. Serving as a speaker at Chapter conferences or seminars.
 - e. Serving as a moderator at Chapter conferences or seminars.
 - f. Representing the Chapter on a national committee.
 - g. Organizing or performing duties or special assignments in support of a Chapter seminar, function or conference.
 - h. Performing special assignments or projects in support of Chapter activities or programs.
 - i. Serving on AAAE accreditation oral exam boards.

GLC AAEE POLICY AND PRACTICES MANUAL

- j. Service within state aviation organizations, preferably in a leadership position (where applicable).
- k. Speaking at a national conference or specialty seminar.

In evaluating the areas of service by the candidates for office, the Nominating Committee may consider the quality and value of chapter service as compared with the quantity of Chapter service.

1. Candidates should be able to demonstrate that they have public speaking experience and/or experience in testifying before local, state and national governing bodies.
2. Candidates shall demonstrate that they have the ability through their employer to travel and attend meetings in support of the Chapter, including Chapter Annual Conference, GLC Airports Conference, Winter Executive Committee Meeting, Chapter Officer's meeting held in Washington, DC every spring, and Chapter business meeting at the AAEE Annual Conference. If a candidate has authorization to participate but lacks travel funds, Chapter financial assistance may be available through approved travel allowance practices.
3. Special recognition shall be given to the Chapter's Cultural Diversity Resolution adopted May 31, 1993, which strives to provide for cultural and gender diversity in the makeup of the membership, officers and Executive Committee.
4. Candidates for a Chapter officer position shall indicate their interest every year. Expressions of interest shall not carry over from year to year. Further, all potential candidates for Chapter offices would be well advised to prepare a resume of Chapter event attendance, participation, etc. that follows the outline in 5. a-k above, and to keep it updated and to no more than two typewritten pages in length. The "Expression of Interest" shall be in letterform accompanied by a resume (no more than two pages) and a written statement from the candidate's employer supporting the candidacy and also the travel and expenses involved in serving in the office. All submittals shall be transmitted electronically to the Committee. Successful candidates shall provide a digital photo for inclusion on the Chapter website and/or marketing and media uses.
5. The Great Lakes Chapter Nominating Committee will solicit "Expressions of Interest", along with supporting documentation, for Chapter officer positions. The solicitation shall be by e-mail and/or other electronic/virtual platforms, no more than 180 days and no less than 15 days prior to the annual Chapter conference, normally held during the first week in August of each year. At the General Membership meeting of that conference the results of the Nominating Committee's deliberations will be made public. The slate of officers of the Chapter for the upcoming year (term starting immediately after the Annual Banquet), as well as the nominee for the AAEE Board of Directors (term starting immediately following the end of the AAEE Annual Conference the following spring) and the name of the person, if any, being placed into consideration for Secretary/Treasurer for the national organization will be announced at that time. A candidate for an at-large seat on the AAEE Board of Directors who wishes the Chapter's endorsement shall make that request at or prior to the Winter Board meeting of the Great Lakes Chapter.
6. The Chapter's representative to the AAEE National Nominating Committee is typically the Chair of the GLC AAEE Nominating Committee. The Chapter's

GLC AAE POLICY AND PRACTICES MANUAL

representative on the AAE Nominating Committee shall make the official nominations for the Chapter's National Board candidate and for any Chapter candidate for the office of national Secretary/Treasurer. Candidates for the national Board of Directors shall, at a minimum, be members in good standing of the national organization and shall be accredited members. To be eligible for consideration for the AAE Secretary/Treasurer position the candidate must have completed at least one two-year term as a member of the national Board of Directors.

It is the objective of the Chapter to have multiple qualified members to serve on the Executive Committee of AAE. To that end, unless there are no interested or qualified candidates or other extenuating circumstances approved by the Chapter Executive Committee, the Chapter will nominate individuals to serve on the AAE Board of Directors for only one two-year term.

Additionally, the Nominating Committee will nominate a member of the Corporate Advisory Committee to serve on the Executive Committee during the Chapter Annual Conference Business Meeting.

Operations, Safety, Planning & Emergency Management Committee

The primary objective of this committee is to administer, select, and work with AAE to advertise the ARFF Award of Valor, as well as advertise for the Chapter's Meritorious Service Award.

Professional Development Committee

On May 20, 2001, the Chapter voted to create and budget for a Professional Development Committee (PDC). The PDC is a standing committee to serve as a means to implement and administer the Professional Development Assistance and Student Membership Programs. The Chapter President appoints the Chair of the Professional Development Committee. PDC members are then solicited by the PDC Chair. Long term service as the Chair can aid in the processing of the applications/requests.

In 2005, the Chapter voted to combine the Professional Development Assistance and Student Chapter Programs. The committee may also recommend assistance to recognized Student Chapters for members that wish to attend conferences or programs to further their education, networking ability, and explore opportunities for internships in the field of airport management. Student Chapters and/or members that have an interest in receiving financial support shall apply for assistance from the Professional Development Committee.

The committee reviews applications for professional development assistance from both the member and student categories along with requests to support AAE Student Chapters. The Chapter may fund the combined Professional Development/Student Chapter Program annually through the budget review and approval process.

A continuous review and evaluation process should be implemented to ensure the program is able to respond to the changing needs of the Chapter. The money approved annually for funding would be used to fund the specific programs listed below. Requests from GLC members and students for other types/categories of assistance may be considered on a case-by-case basis. The programs should be reviewed and approved annually by the Executive Committee, at which time the appropriation of funds would be

GLC AAAE POLICY AND PRACTICES MANUAL

established for the next program year. Such approval should consider past performance of program activities, past and current participation and ultimate benefit to the individuals as well as the Chapter.

Reimbursements will be awarded to members upon confirmation of successful completion of a certificate or examination program. Successful completion of the program will be based on the completion of training course work and/or the passing of an examination. The maximum amount of money to be requested and awarded through the professional development assistance program to any one individual in a program year is \$1,500, subject to the annual budget approval process. Candidates would have the ability to receive reimbursement 12 months past or 12 months prior to the event for which assistance is requested. This will give the candidates a two-year opportunity and increase participation to complete a program based on the award dates. (Example: An applicant could apply for reimbursement for a recently, successfully completed course/conference or they could apply for an upcoming course/conference and receive reimbursement once they demonstrate a successful completion - as long as the successful completion is within 12 months of the award date.) All award recipients under the Member program must meet the eligibility requirements of the Great Lakes Chapter Constitution and By-Laws and be active members in good standing prior to applying for assistance.

The following list of assistance awards that offer the greatest cost benefit to the Chapter while maintaining its objectives are available for the Member/Delegate Program:

1. Conference and CEU Assistance Program - The Conference Assistance Program could be coupled with the Continued Education Units or CEU Assistance Program. Conference and/or course registration, conference and/or course materials, travel, and lodging would be eligible costs for reimbursement.
2. Scholarship - Under the scholarships program, members would be allowed to use the money for master/graduate or undergraduate course work toward the completion of a degree in Airport/Aviation Administration or AAAE Training/Certification Programs. In the case of awards of AAAE Certification Programs, the funding would be provided upon successful completion of the course.
3. National Membership Dues Assistance - This program would provide financial assistance for GLC members to become A.A.A.E. members.

The following list of assistance awards that offer the greatest cost benefit to the Chapter while maintaining its objectives are available for the Student Member Program:

1. National Membership Dues Assistance - Students would pay the GLC Membership Dues to become a GLC Member, The GLC would then pay the student's National dues. This would increase GLC membership, allow the students to participate in GLC offered programs, and allow the students the desired benefit of membership privileges (Airport Report and Job Listings).
2. Scholarships
 - a. Scholastic scholarships would be awarded to student members enrolled in a recognized Aviation/Airport Administration program at a college or university in the Great Lakes Chapter. The program cannot offer financial assistance toward direct flight training fees to pilots in the field of airport management.
 - b. Scholarships may also be award for completion of an AAAE Certification program, with the funding provided upon successful completion of the course.
3. Conference Sponsorship - GLC student members would be eligible to receive reimbursement for conference attendance. Conference and/or course

GLC AAAE POLICY AND PRACTICES MANUAL

registration, conference and/or course materials, travel, and lodging would be eligible costs for reimbursement.

Detailed information regarding Conference and Workshop Committees are located in Section VI.

National Committee Liaisons

Liaisons are President-appointed representatives of the Chapter responsible for gathering and reporting information from the Chapter for input to an AAAE committee of the same topic of interest and back to the Chapter on the issues and initiatives discussed at the national level. Examples of those committees are:

- AAAE Annual Conference
- Academic Relations
- Airline Economics and Air Service
- Board of Examiners
- Corporate
- Diversity, Equity, and Inclusion
- Environmental Services
- Facilities and Technical Services
- Finance and Administration
- Foundation
- General Aviation
- IAAE
- Industrial Aviation/Military Relations
- International Facilitation
- Operations, Safety, Planning, and Emergency Management
- Training
- Transportation Security Services
- USCTA Board
- Young Professionals

The Liaisons of those committees listed above attend the National Committee meetings, both regular and special, and at their discretion may become as active within that committee as they wish. However, their principal responsibility is to report to the committee on behalf of the Chapter and report the National Committee activities/initiatives back to the Chapter. Should a Liaison or Chapter member feel that a topic requires additional attention of the Chapter, a request should be made to the Chapter President for a Special Committee to be formed in accordance with the section above. The list of Liaisons will be reviewed during the Chapter Annual Business meeting to confirm commitment.

GLC AAAE POLICY AND PRACTICES MANUAL

Section V - Financial Practices

Checking Accounts

The Treasurer manages the Treasurer's Operating checking account and the Conference Fund checking accounts for Chapter business activities. The Treasurer is also responsible for oversight of the Executive Director/Administrator checking account.

Treasurer's Operating Checking Account

This is an operating checking account from which regular Chapter operating expenses could be paid. These include, but are not limited to, telephone bills, postage and shipping fees, office supplies, Treasurer expenses, Officer travel reimbursements, equipment purchases, scholarship donations, awards and contributions, purchase of resale inventory, Executive Director/Administrator fees, etc.

Deposits to this account include the following income sources:

1. Member dues
2. Net proceeds from specialty conferences
3. Net proceeds from the Chapter Annual Conference, Airports Conference, and Environmental Workshop
4. Sponsor donations in support of the Winter Executive Committee Meeting activities and the Chapter General Membership Meeting held at the AAAE Annual Conference
5. Interest earnings for the account

The Treasurer is authorized to pay all normal operating expenses as approved in the budget and incurred by the Chapter without special authorization. The Chapter Officers will approve non-budgeted expenses over \$1,000.

The balance of the General Fund Account is kept in the realm of \$30,000.00. If revenues received from items 2 and 3 above, when deposited, will raise the account balance significantly above that amount, a portion of that revenue will be deposited in the Chapter Business Savings account.

GLC Annual Conference Fund Account and Airport Operations and Maintenance Conference/Environmental Workshop Fund Account

A checking account is established to handle revenue and expenses for each of the Chapter conferences. A \$3,000.00 "seed money" balance is carried forward each year to cover initial expenses and/or deposits as we move toward the next annual conference.

These accounts are not currently being utilized. Seed money is transferred by the Treasurer prior to the conference to the Executive Director/Administrator's Operating Checking account and accounted for in a separate Quick Books register and reported to the Treasurer monthly.

Expenses paid for the Conferences/Workshops include, but are not limited to, deposits and/or payments to restaurants, hotels, parks, museums, hotel master accounts, transportation costs, entertainment expenses, refunds etc. related to each year's conference.

Expenses paid for the Airport Operations & Maintenance Account include, but are not limited to, hotel master accounts, payments to restaurants, transportation costs, refunds etc. related to each year's conference.

GLC AAAE POLICY AND PRACTICES MANUAL

Deposits for these accounts include:

1. Pre-registration and registration fees.
2. Sponsor contributions.
3. Exhibitor fees.
4. Interest, if earned.

After the close of each conference when all income and expenses are reviewed and accounted for, the Executive Director/Administrator prepares an Income and Expense Report for that conference. At the direction of the Treasurer, the net proceeds shown on that report are transferred to the Treasurer's Operating Checking Account and/or the Chapter Business Savings Account. The Income and Expense Report is then usually presented at the Winter Executive Committee meeting.

Executive Director/Administrator's Operating Checking Account

In addition to the above checking accounts managed by the Chapter Treasurer and Business and Finance Committee, the Treasurer has authorized the Executive Director/Administrator to open a Chapter checking account, accessible by the Treasurer, that allows the Executive Director/Administrator to receive and disperse fund related to the following:

1. Receipt of GLC member dues.
2. Receipt of income and payment of expenses related to Chapter Conferences managed in accordance with the Executive Director/Administrator's contract with the Chapter.
3. General operating expenses.

Income and expenses related to the above account activity are regularly reported to the Treasurer and at such time as deemed appropriate by the Treasurer dues received and revenues in excess of expenses resulting from the managed conferences are to be transferred to the appropriate accounts managed by the GLC Treasurer.

The Treasurer and Executive Director/Administrator will agree on an appropriate minimum balance to be maintained in the Executive Director/Administrator's Operating checking account. The Treasurer may elect to transfer funds from the Chapter's Business Savings or Treasurer's Operating Checking accounts as may be necessary to maintain the agreed upon minimum balance of the Executive Director/Administrator's Operating Checking account.

GLC Scholarship Foundation Fund

The GLC Scholarship Foundation Fund is spent supporting annual scholarships. The GLC Foundation Fund are funds expected to be maintained as long-term financial assets of the Chapter. The Treasurer, President, First Vice President, Second Vice President, and Immediate Past President will serve as the Foundation Management Committee. The GLC Foundation Investment Policy identifies the definitions, schedules and highlights in regards to how the Chapter will support a scholarship endowment fund.

Savings and Investments

The Chapter currently holds a Business Savings Account that is considered readily available cash over and above the Treasurer's Operating Checking Account for contingencies and/or emergencies. In August 2000, it was recommended by the Executive Committee that some of the "surplus" savings funds be invested in one or

GLC AAAE POLICY AND PRACTICES MANUAL

more certificates of deposit to increase earnings. In January 2001, a sum of \$60,000 was transferred into a CD. Those funds have remained untouched to date.

The Treasurer, after discussion with the President, may withdraw funds from the Business Savings Account, if necessary to sustain an appropriate minimum balance in the Treasurer's Operating Checking Account should such action become necessary due to lack of sufficient income from the sources described above. As a result of action of the Executive Committee on 2/19/2005, \$60,000 will be placed in a "restricted reserve" and \$40,000 will be placed in an "operational reserve". The availability of the "restricted reserve" requires a two-third majority vote of the Chapter members present at a stated Chapter meeting. The availability of the "operational reserve" requires a majority vote of the chapter members present at a stated Chapter meeting. A "selective drawdown" of any assets in excess of \$100,000 should be considered in the annual budgeting process. As a result of the international COVID-19 pandemic in 2020, the Chapter donated \$100,000 to support the National AAAE Organization.

Authorized Signatories

In order to maintain continuity of operations, the Treasurer and one of the Chapter Officers are listed as authorized signatories on all Chapter Financial accounts. The Chapter Officer responsible for acting as an authorized signatory will be on a rotating, four-year cycle. The Executive Director/Administrator is an authorized signatory on the Executive Director/Administrator's Operating Checking account.

Distribution and Retention of Financial Reports

The Treasurer provides financial reports at all regular meetings of the Executive Committee and the general membership as required by the By-Laws. The Treasurer also maintains a permanent record of all financial reports as a part of the meeting minutes and report packages provided to the Executive Committee and the members attending those meetings.

The Treasurer and Business and Finance Committee should consider budgeting a financial review of all financial and tax reports every three years.

Travel Reimbursement for Officers and Treasurer.

The Chapter currently authorizes the following annual travel assistance amounts for the Chapter Officers. Annual Allowance Amounts: (based on budget)

President	up to \$5,000.00
First Vice President	up to \$3,000.00
Second Vice President	up to \$1,500.00
Treasurer	up to \$5,000.00

Chapter Officers and the Treasurer are encouraged to use whatever local airport funding/support exists to cover all or part of the related Chapter expenses. It is the intention that this allowance would only be used to assist those persons listed above that would otherwise not be able to attend a meeting on behalf of the Chapter. All reimbursement requests may be subject to review by the Business and Finance Committee.

Travel expenses from the Executive Director/Administrator shall be paid for under the terms of the contract between the Chapter and the Executive Director/Administrator. However, reasonable and customary travel costs does not include added charges to the hotel bill for personal telephone use, services, mini bar, entertainment, personal incidentals or extra days of stay unrelated to conference business. All reasonable and

GLC AAE POLICY AND PRACTICES MANUAL

customary travel costs may be subject to review by the Business and Finance Committee.

Eligible Conferences/Meetings for elected Officers:

- Chapter Winter Executive Committee Meeting
- Chapter Environmental Workshop
- Chapter/AAAE Annual National Airport Economic Development Conference
- Chapter Annual Conference
- Chapter Airports Conference
- AAAE Aviation Issues Conference
- AAAE Spring Chapter Officers meeting
- AAAE Annual Airports Conference
- AAAE National Airports Conference

Other meetings and conferences are eligible provided they are approved in advance by the Executive Committee

Eligible Expenses for Reimbursement:

1. Airfare (if necessary) - coach economy class.
2. Ground transportation - reasonable rental car/taxi/shuttle expenses where appropriate.
3. Registration - not including any social events that are an additional expense.
4. Hotel - lowest conference rate available for the days of the conference only.

Note: If there is an early morning meeting arrival the night before is eligible for reimbursement. Unless it is impossible or impractical, it is expected that the Officer would depart on the last day of the conference/meeting and therefore would not be reimbursed for the last night of the conference/meeting.

Attendees should provide original copies of all expense receipts to the Treasurer for reimbursement to eliminate the potential for accidental recovery of expenses from the Chapter and an attendee's airport. All reimbursement requests may be subject to review by the Business and Finance Committee.

Travel Expenses for Others

Members of the Chapter can receive travel reimbursement for conferences and meetings if they apply through the professional development process and are selected to receive the support. If attending a meeting specifically on behalf of the Officers of the Chapter, the member can appeal to the Officers for reimbursement, however budget for travel reimbursement shall not exceed the overall travel reimbursement amounts for the Officers and the same reimbursement parameters apply.

AAAE Program Support

The Executive Committee review and recommend to the membership the annual level of support the Chapter will provide to the parent organization (AAAE) to sustain their major programs that benefit the membership and the Chapters. Chapter sponsorship of the AAAE Annual Conference and the National Airports Conference is budgeted for on an annual basis. The following programs and amounts listed in priority order are typical levels of support that the Chapter has pledged annually in the past. However, these programs are not automatically budgeted for annually.

AAAE Legislative Affairs - \$5,000.00

AAAE Regulatory Affairs - \$5,000.00

AAAE Foundation - \$7,500.00 annually as requested by AAAE from each chapter.

GLC AAAE POLICY AND PRACTICES MANUAL

If funds are available, an additional \$5,000 is paid into the AAAE Foundation. This annual pledge amount will go directly back to GLC members in the year of the pledge.

These Provisional Prioritized Expenses are paid in total or in any amount approved by the membership based upon a recommendation by the Treasurer and approval of the Executive Committee annually at the Winter Executive Committee Meeting.

This recommendation shall be based upon the budget performance in the prior year including, but not limited to, actual revenues and expenses compared to budgeted numbers, the net revenues contributed from the annual conference, and the balance in the business savings account.

Occasionally AAAE may request assistance from the Chapters to support special projects that arise.

GLC AAAE POLICY AND PRACTICES MANUAL

Section VI — Conferences

Organization of the Chapter Annual Conference

Planning for the Chapter Annual Conference begins two years prior to the event with the Conference Site Selection Committee soliciting and recommending the future location. The role of the Site Selection Committee is outlined in Section IV.

The Chapter annual conference is organized and conducted by a conference planning committee made up of the following members providing the services indicated.

Chapter First Vice President

The Chapter First VP shall serve on the annual conference committee and shall develop the professional program for the conference. This includes choice of session topics and solicitation of speakers and/or panelists and moderators for those sessions. They should also determine the AV needs of the presenters and coordinate those needs with the Executive Director/Administrator. The First VP shall coordinate with the GLC President and AAAE regarding the itinerary for the parent association's President and Chair's attendance at the conference.

The First VP is also responsible for coordinating with the outgoing President concerning the set-up of the banquet formalities and advising the Executive Director/Administrator of the need for head table and seating count and arrangement, or if no head table, what other set-up is required. The President and First VP should also agree on the transition of power presentation, recognition and awards as appropriate.

Additionally, the First VP is responsible for working with the Executive Director/Administrator and Host City to make arrangements for the Conference Committee dinner on the Wednesday prior to the event.

Host City Team

The host city/airport shall designate a conference chair who will organize a team that can vary in size usually consistent with the size of the airport or number of airports involved. Normally, it is made up of at least four persons and may be supplemented with local Convention and Visitors Bureau (CVB) and/or Chamber of Commerce (COC) personnel. The responsibilities of the host team include, but are not limited to:

- Choice of hotel, as defined in the Site Selection proposal.
- Assist the First Vice President with preparation of the professional program.
- Assist Executive Director/Administrator with managing the conference budget as approved annually during the Winter Executive Committee Meeting.
- Preparation of the social program for delegates, companions and children.
- Assist with registration upon the request of the Executive Director/Administrator.
- Develop recognition and event signage.
- Print conference program.
- Arrange and supervise transportation if required.
- Coordinate reservations at local venues for events away from the hotel.
- Arrange for nanny (sitter) service and day care and chaperones for youth events.
- Select menus for all food service for offsite events.
- Assist with solicitation of sponsors for various events.
- Sponsor an event.
- Make arrangements for a golf outing and the traditional fishing tournament.
- Voluntary attendance at Conference committee dinner.

GLC AAAE POLICY AND PRACTICES MANUAL

- Coordinate all contracts and financially binding agreements with the Executive Director/Administrator prior to execution.

Executive Director/Administrator

The Chapter Executive Director/Administrator is also a member of the Conference Committee. The Executive Director/Administrator is responsible the following items to include, but not limited to:

- Prepare all conference documents necessary for registration, sponsor solicitation, and exhibitor registration.
- Receive and process all registrations.
- Prints badges.
- Oversee the execution of contracts and agreements with conference related event expenses.
- Manage the conference budget as approved annually during the Winter Executive Committee Meeting.
- Receive and deposit all registration fees, sponsor contributions and exhibit fees and provide receipts as appropriate.
- Supervise on-site registration.
- Assign exhibit space.
- Prepare the attendance roster.
- Assist host airport team with headcounts and room assignments.
- Ensure recognition and event signage is completed by Host City.
- Assign sponsors to specific events.
- Work with President for arrangements for the Executive Committee and Past Presidents breakfasts and banquet menu.
- Responsible for menu selection for all site events.

The Executive Director/Administrator shall send out all registration materials to the GLC members and past conference attendees no later than 60 days prior to the conference.

Chapter President

The Chapter President's duties and responsibilities for the annual conference are to preside over any welcoming ceremonies and the general membership and business meeting, assure appropriate recognition of visiting dignitaries and preside over the annual banquet. They usually are responsible for the choice of the banquet menu and beverages as well as choice of entertainment, if any, for the banquet and the preceding cocktail reception.

Additionally, the Chapter President is responsible for hosting the Executive Committee Breakfast and the Past Presidents Breakfast. The Executive Committee Breakfast is traditionally on Friday morning, prior to the Chapter Business Meeting and is open for Past Presidents, Chapter Officers, Executive Committee Members, Committee Chairs, and VIP visitors to include AAAE staff in attendance at the conference. The Past Presidents Breakfast is held on Saturday morning of the Chapter Annual Conference and is open for Past Presidents and Chapter Officers to attend.

Chapter Second Vice President

The Chapter Second VP shall serve on the Annual Conference Committee assisting the First VP as needed with the professional program.

GLC AAAE POLICY AND PRACTICES MANUAL

Treasurer

They shall assist the Executive Director/Administrator and the Conference Committee Chair with a thorough review of the Annual Conference bills and a comparison to the conference budget prior to payment of the hotel/resort.

Use of Master Account and Conference Related Expenses

Typically, during the Chapter's Annual Conference, the Chapter's Executive Director/Administrator has the flexibility to charge expenses to the conference hotel's master account, which is subsequently paid by the Chapter. The purpose of this policy is to provide guidance on what type of expenditures are acceptable by the Chapter to be charged to the master account as well as providing guidance on other expenses paid by the Chapter in association with the Chapter's Annual Conference.

All expenses charged to the master account as well as other expenses paid by the Chapter may be subject to review by the Business and Finance Committee. Typical expenses that are acceptable to the Chapter are those intended to benefit the Chapter as a whole, such as: meeting room charges, audio/visual charges and banquet charges.

Request for the Chapter to pay for registration, hotel and/or other travel costs for guest speakers or other invited VIPs will be evaluated on a case by case basis by the Chapter Officers and should be limited to the greatest extent possible.

When a conference is held at a site away from the host city/airport, then requests for the Chapter to pay for registration, hotel and/or other travel costs for support staff from the host airport will be evaluated on a case by case basis by the Chapter Officers and should be limited to the greatest extent possible. The list of support staff and all related expenses shall be submitted by the host airport to the Treasurer and will be subject to review by the Business and Finance Committee.

While the President should pay for their own room and personal expenses, if the Chapter, through negotiations with the hotel, can procure a room upgrade at no charge to the Chapter the President should be afforded the first option to upgrade. If there is a cost for the upgrade, the difference between the registration hotel rate and the suite may be billed to the master account.

The Chapter may fund a reasonable cost dinner to thank host airport/city team that helped put on the Annual Conference. The invitation list can include the Chapter Officers, Conference Site selection Committee and host city airport volunteers. This list of volunteers should be in writing and filed with the appropriate conference files and may be reviewed by the Business and Finance Committee.

The Chapter may pay for a hospitality suite that is announced to all conference delegates and is open to all attendees.

Fishing Tournament

This is a tradition begun with the first annual conference and is directed to youth entertainment, but enjoyed by all. Fishing gear is owned by the Chapter and is transported to each succeeding year's conference site by the host airport committee or the event sponsor depending on who chooses to take responsibility. Many participants choose to bring their own fishing gear. The host airport(s) committee usually appoints a Chair for the event and in turn the chair enlists sufficient help to bait hooks, weigh and

GLC AAE POLICY AND PRACTICES MANUAL

record fish caught, ensure safety, etc. in cooperation with the sponsor(s) representatives. The Conference Site Selection Committee assures that the conference site has a pond/lake for the event or that there is a lake nearby that can be contracted for the event. If necessary, the Chapter will contribute up to \$500 to stock the lake prior to the event. Prizes are awarded to the participants (sufficient prizes should be available for all participants) at a ceremony that is held preceding the Presidents Reception prior to the annual banquet and youth entertainment events Saturday evening. The sponsor(s) and event Chair preside over the awards ceremony.

Golf Tournament

A tradition since the first annual conference. The Conference Site Selection Committee assures that a golf course is available on premises or nearby that can handle a "shotgun start" event for approximately 80 golfers. Foursomes are encouraged to sign up as part of the conference registration process and/or on sign-up boards available at registration. A sign-up fee is charged in some cases where the course requirements dictate. The host airport(s) committee assigns a Chair for the event who is in charge of coordinating with the course management for the event and coordinating with the event sponsor(s). The Calloway System is used to score the event and awards are presented at the President's Reception or the annual banquet depending on the banquet program (coordinated with the President and First VP). A Chapter traveling trophy is awarded for the best score achieved by an AAE participant.

Trap/Skeet Shoot

In 2016, a new tradition of a trap and/or skeet event took place, coinciding with the Golf Tournament to provide another opportunity for friendly competition.

VIP Rooms

Special room assignments are arranged for the following VIPs by the Conference Committee:

Chapter President — usually the hotel Presidential Suite, either complimentary from hotel or upgrade charged to the master account. The individual shall pay all incidental and miscellaneous expenses charged to the room.

Chapter First and Second VPs — Typically suites depending on the facility; however, the individuals pay for their rooms and incidentals.

Chapter Executive Director — A suite charged to the master account. Incidentals for the spouse/companion and entertainment related expenses should be charged to the individual.

Chapter National Board Members — A suite. The room and incidentals are paid by the member.

AAAE Chair — A suite. The room is usually billed to the master account as the guest is an invitee of the Chapter President, but on occasion AAAE has covered this expense. Incidentals are usually paid by the AAAE Chair.

AAAE President & CEO - A suite. The room may be billed to the master account if so requested by AAAE, however AAAE customarily pays for the lodging, but incidentals are usually paid by the President.

GLC AAAE POLICY AND PRACTICES MANUAL

Other VIPs (Generally elected officials) - Occasionally, we may encounter circumstances where in order to attract a speaker of note or a dignitary we must offer to pay for lodging. Upon the Chapter Officers approval, the room/taxes are billed to the master account and the individual pays incidental expenses. In addition, per AAAE request in 2021, Washington VIPs should receive a complimentary registration and transportation to and from the airport to the conference.

Rooms that are provided by the hotel as complimentary will be designated to those rooms that the Chapter would typically pay for. Any additional complimentary rooms will be assigned by the President.

Services for National Chair and/or AAAE President & CEO

Other than the room arrangements listed above, other services that may be requested by AAAE for the Chair and President may be assistance with transportation to and from the airport upon arrival and departure and possibly the rental of a car. The AAAE office is always in touch with the Chapter President and/or Executive Director/Administrator about two weeks in advance concerning travel itineraries for those attending. The AAAE office will pay the registration fees for the AAAE Chair and the AAAE President & CEO, or their representative.

Sponsors

Every effort should be made to provide sponsor recognition wherever and whenever possible throughout the conference and following the conference. Sponsor solicitors are asked to follow-up with thank you letters when confirming sponsor participation and following each conference. Sponsors are required to pay conference registration fees, unless negotiated in a sponsor package. All sponsors of record, prior to the printing of the conference program, should be listed in the program under their appropriate level of contribution and with the event that they may have chosen to sponsor or co-sponsor. Badges will also include a recognition ribbon. Signage will be displayed at various times and locations recognizing the sponsors.

Exhibitors

Exhibitors who have exhibited at the conference the previous year are given the opportunity to reserve space in advance of new exhibitors for each year's conference. A cutoff date is set, usually 30 days after they are first notified, after which the remaining space is made available to all others on a first come, first served basis. In many instances, we have been faced with limited exhibit space at our conference sites. We make every effort to keep the exhibit area close to the professional sessions so that coffee breaks can be held in the exhibit area. Exhibit fees are set by the Chapter Officers. An exhibitor who also participates as a sponsor at the \$1,000.00 level or higher, is given a 50% discount on the exhibit space. Normally, exhibits are set up on Thursday afternoon concurrent with conference registration. Tear down time is at noon on Saturday. Exhibitors are required to pay conference registration in addition to their exhibit fees. Each exhibitor is provided a sign to identify their booth and badges include a recognition ribbon.

Specialty Conference Planning

National Airport Economic Development Conference and Non-Aeronautical Land Use Workshop

The Chapter co-hosts the National Airport Economic Development Conference and the Non-Aeronautical Land Use Workshop with the parent organization (AAAE). The conference began in 1996 as the National Air Service Conference and was conducted

GLC AAAE POLICY AND PRACTICES MANUAL

annually to educate and update our members on pertinent air service concerns and initiatives. The conference also provides revenue for the Chapter. If there is a need to modify the name and focus of the event, this is an acceptable past practice that can be negotiated with AAAE.

It is typically a one and one half day conference that begins on Sunday evening and ends on Tuesday afternoon. There is a reception on Sunday and there may be a Monday evening event if it is sponsored.

The Chapter President appoints a Chair that is a Chapter member to coordinate the organization of the conference with the AAAE staff. This individual should have aspirations of serving as a future Chapter Officer. It is the Chair's responsibility (with the approval of the Chapter President) to fulfill the obligations set forth in a Memorandum of Understanding between the Chapter and AAAE for the development and conduct of the conference. The President and Conference Chair are encouraged to seek a co-chairperson, who will ultimately succeed as Chair to maintain continuity in the conduct of the conferences and working relations with the AAAE staff. Additionally the chair is responsible for developing a conference committee to support the planning of the conference.

The GLC Conference Chair coordinates with AAAE on the dates and host city for the conference. This is typically decided eight to ten months before the intended conference. First consideration should go towards cities within the Chapter, however the conference can be conducted anywhere in the continental United States. The host airport typically assists with registration, audiovisual needs, printing and sponsorship.

The Chapter is normally responsible for conference program planning and development. This includes, but is not limited to:

- Selection of the host airport/city, in consultation with AAAE
- Coordinating the business program
- Selecting and confirming speakers
- Soliciting sponsors for conference events with AAAE
- Assisting with conference marketing to Chapter members with AAAE

AAAE is normally responsible for the business and logistical arrangements of the meeting, which include, but are not limited to:

- Selecting the hotel site (with Chapter approval)
- Negotiating all contractual and logistical arrangements with the hotel
- Printing and production of all conference materials
- Development of a marketing plan for the meeting
- Collecting registration information and fees
- Handling on-site coordination of registration and hotel logistical food and beverage issues
- Paying all direct expenses
- Assisting with sponsor solicitation
- Sending speaker confirmation letter
- Sending thank you letters to speakers and sponsors
- Coordinating program matter that cannot, for any reason, be handled by the Chapter

The Committee Chair typically receives a free registration to the conference. However, all other attendance fees are paid by the individual.

GLC AAAE POLICY AND PRACTICES MANUAL

All expenses for the conferences including an additional meal, printing, promotion, etc. should be approved by both entities. The Chapter should not pay for an expense that is not shared by the National association including entertainment.

Rooms that are provided by the hotel as complimentary will be designated by AAAE and the Conference Chair. AAAE staff shall receive priority with respect to complimentary rooms.

Great Lakes Chapter Airports Conference

This conference began in November of 2015 as an effort by the Chapter to reintroduce an annual conference previously conducted by the FAA Great Lakes Regional Office that was terminated in 2009 due to federal budget constraints. The conference was designed to keep airport operations and maintenance personnel abreast of FAA Part 139 Certification requirements and airport certification and safety inspection practices conducted by the FAA inspectors. It also offered a valuable opportunity for personnel working on airports throughout the country to share information and experiences with their peers. It was the goal of the Chapter to expand the program to include exhibitors and an airfield equipment display to attract sponsors and exhibitors.

This is a stand-alone conference for the Chapter with no AAAE involvement. Finances are handled in the same manner as those for the Chapter Annual Conference as described in Section V.

This conference has three tracks (operations, maintenance and planning). The Chair and Co-Chair develop the agenda, work closely with the FAA to identify topics that they would like covered, identify track leads, obtain the keynote speaker, coordinate site logistics with the venue and Executive Director/Administrator, host monthly conference calls, and seek sponsorships and exhibitors. Track leads are responsible for ensuring each session has a moderator and coordinating calls between speakers and moderators.

Environmental Workshop

This workshop is held the day prior to the Great Lakes Chapter Airports Conference to educate and update our members on pertinent airport environmental issues. The conference also provides revenue for the Chapter.

Workshop Chair — A GLC member to coordinate the organization of the conference with the Great Lakes Chapter Airports Conference Chair. This individual should have aspirations of serving as a future GLC Officer.

Program/Agenda — The GLC representatives establish the agenda and secure speakers.

Sponsorships — The GLC representatives take the lead in securing sponsorships for the conference.

Winter Executive Committee Meeting

The location of the Winter Executive Committee Meeting is at the call of the President. It is usually held at the location of the upcoming Chapter Annual Conference to allow the Officers and Executive Committee to familiarize with the local amenities available. However, on a few occasions it has been held at the Presidents home airport/city or an alternate location.

GLC AAAE POLICY AND PRACTICES MANUAL

Attendance is open to all Chapter Members with all present eligible to vote. Chapter Officers, State/Provincial Representatives, Executive Director/Administrator, Chapter Committee Chairs, and host city airport staff are encouraged to attend. Note:(Total attendance is usually about thirty people.)

The agenda is prepared by the Executive Director/Administrator with input from the Officers and State/Provincial representatives and typically includes reports by the AAAE staff, (in person or by phone) Committee Chairs and State/Provincial representatives and invited presenters.

Key items brought before the meeting are approval of the projected Chapter annual budget, annual donations to support AAAE departments and other Provisional Prioritized Expenses and the selection of future Chapter Annual Conference site(s) following any presentations or as recommended by the Site selection Committee.

Section VII - Awards, Recognition and Resolutions

ARFF Awards

Award of Valor

Each year, the Chapter can present an Award of Valor for outstanding performance in ARFF safety at the AAAE annual conference. The award can be presented to an individual or group of individuals, who in the opinion of the nominator(s) has made an exemplary or heroic effort to save lives and/or property during an airport emergency response involving aircraft or structural firefighting. The recipient(s) receive a plaque and a check in the amount of \$500.00.

The Chapter Operations, Safety, Planning and Emergency Management Committee solicits nominations for the award no later than 90 days prior to the annual AAAE conference and the applications shall be received 60 days prior to the conference dates.

The committee should select and notify the recipient no less than 45 days prior to the conference so as to afford the recipient an opportunity to make travel arrangements. The recipient(s) or a representative are asked to be present at the conference to receive the award. Notifications to non-selected nominees should be sent out as a courtesy. Nominations for the Valor Award can be reconsidered the next year and the nomination can be considered for the Chapter Meritorious Service Award if the nominee is within the Great Lakes Chapter.

The Committee Chair orders the recognition plaque and coordinates with the Executive Director/Administrator to purchase the plaque and provide the award check.

Meritorious Service Award

Each year the Chapter has the opportunity to present a Meritorious Service Award for meritorious and dedicated service within the Aircraft Rescue Fire Fighting section and is limited to candidates from within the Chapter area. This award recognizes candidates who have shown exceptional skills in the workplace by organizing or directing special projects, employing innovative ideas, proactively improving safety, public service or demonstrating exceptional skills. The recipient(s) receive a plaque and a check for \$100.00. The award is presented at the Chapter annual conference and the recipient(s) is invited to be present to receive the award.

The Chapter Operations Safety, Planning and Emergency Management Committee solicits nominations for the award no later than 90 days prior to the Chapter conference and the applicants shall be received 60 days prior to the conference dates.

The committee should select and notify the recipient no less than 45 days prior to the conference so as to afford the recipient an opportunity to make travel arrangements. The recipient(s) or a representative is asked to be present at the conference to receive the award. Notifications to non-selected nominees should be sent out as a courtesy. Nominations for the Meritorious Award can be reconsidered the next year.

President's Awards

President's Award

The Chapter President may choose to honor someone they feel has made a significant contribution to the good of the Chapter. This award is usually presented at the Chapter Annual Conference banquet and may be of the President's choosing.

GLC AAAE POLICY AND PRACTICES MANUAL

The President's Award will not necessarily be awarded annually, but only at such time that a worthy recipient has been identified. It is suggested that the value of such an award should not exceed \$250.

President's Recognition

The Chapter President may from time to time offer special recognition to an individual they feel merits recognition for services rendered to the Chapter or its members. This recognition can be expressed in various ways such as a certificate, a resolution, a gift, (within approved guidelines) or other expression of appreciation. The recognition is usually offered at the Chapter Annual Conference banquet, but could be presented at events or ceremonies recognizing the recipient in their city or workplace.

President Plaque, Gift, and Pinning

The outgoing Chapter President is typically recognized at the annual conference with a plaque and Past Presidents lapel pin. An optional gift may be provided with a cost paid by the Chapter that will not exceed \$300. The incoming President selects and coordinates the item(s). The outgoing President is pinned by the incoming President during the banquet presentation.

Other Gifts and/or Awards

All other gifts and/or awards other than those specified above are subject to the approval of the Executive Committee. Gifts are limited to a maximum of \$250. Gifts and/or awards may be recommended by the Chapter Officers, Executive Committee or Committee Chairs and may be presented at such time and place as approved by the Executive Committee.

Resolutions

Resolutions adopted by the Chapter may be directed to specific industry topics or events to express the Chapter membership's opinion, opposition or support regarding such issues or events. Resolutions are prepared by Executive Director/Administrator after review by the President and presented to the membership for approval. The membership may; during the course of a business meeting, direct the President to prepare or direct the preparation of a resolution to express their opinion or concern on an issue. Such resolutions, when approved by the membership, are to be forwarded by the President to an individual or entity to whom the membership wishes to express their opinion or concern.

There are a group of standard resolutions that are prepared annually in conjunction with the annual conference. They typically include, but are not limited to the following topics:

- Recognition and thanks for the Chapter President's year of service.
- Recognition and thanks to the host hotel staff and management.
- Recognition and thanks to the host airport conference committee.
- Recognition and thanks to the host airport director and airport board for their support of the conference.
- Recognition and thanks to the annual conference sponsors
- Recognition and thanks to the conference Chairs, the AAAE staff and the host airport/city for their efforts in organizing and conducting the National Airport Economic Development Conference that year.

GLC AAAE POLICY AND PRACTICES MANUAL

Formal copies of the resolutions are presented to or mailed to those recognized. In the case of the conference sponsors, each sponsor is mailed a personalized copy of the sponsor resolution.

Corporate Committee Awards

The Corporate Advisory Committee presents the following awards during the GLC Annual Conference:

Airport Professional of the Year - This award is presented to an Executive Member of the Chapter, in good standing, who may or may not be an AAE. The recipient shall have established himself or herself as a deserving recipient of the Award by his/her professional accomplishments and contributions to the industry in the recent past, including demonstrated support/participation in the GLC/AAAE Chapter.

Corporate Member of the Year - This award is presented to a corporate member or firm who is a member in good standing of the Chapter. They must have completed work or supplied a product within the Chapter's boundaries, or must have made a significant contribution within the Industry, particularly within the Chapter's boundaries, during the calendar year prior to the GLC Annual Conference.

Commercial Airport Project of the Year - This award is presented to an airport that is currently represented within the Chapter by an Executive Member in good standing. The project must be fully operational at the time of the nomination. Award will be given to one Airfield Project and one Architectural Project.

General Aviation Airport Project of the Year - This award is presented to an airport that is currently represented within the Chapter by an Executive Member in good standing. The project must be fully operational at the time of the nomination. Award will be given to one Airfield Project and one Architectural Project.

Section VIII — Chapter Advertising and Promotion

Convention Exhibit Booth

The Chapter purchased a convention exhibit in 1989, which was sold in 2019. Chapter Officers did not determine a need to purchase a new booth at the time. Instead, a GLC tablecloth was purchased to utilize at an exhibit table and/or at the registration table for Chapter events.

Advertising

All Chapter advertisement is contingent on the budget and approval by the Chapter Officers. Advertising has historically been used to publicize the Chapter events, the logistical information for the Chapter Annual Conference, and to promote participation in the Chapter ARFF Award of Valor or financial assistance opportunities.

Chapter Website

The Chapter has utilized the web address of www.glcaaae.org since 2001. The site contains many resources for current and potential members to include, but not limited to, registration for events, historical information, membership lists, and awards and scholarship opportunities and applications. The Executive Director/Administrator is responsible for administering the website, with content updates being the responsibility of Executive Committee members and Committee Chairs.

GLC AAAE POLICY AND PRACTICES MANUAL

Chapter Social Media Pages

The Chapter currently has social media presence on Facebook (including a private group), LinkedIn, Twitter, and Instagram. The Executive Director/Administrator is listed as Admin on all social media as well as at least one Executive Committee member. Any Executive Committee Member or Committee Chairperson may request content changes to the social media platforms by reaching out directly to the Executive Director/Administrator. Members must request content changes through an Executive Committee member or Committee Chair.

Grass Root Efforts

The success of the Chapter's continued growth is dependent on all membership providing grass root information to potential members. It is the expectation of the State and Provincial Representatives to intentionally and actively promote the Chapter benefits and opportunities to the Airport leaders in their area.

Appendix A - Chapter Past Presidents

<u>Name</u>	<u>Years Served</u>	<u>Airport Represented</u>
Barry S. Craig	1968-1969	Dayton, Ohio
George N. Kirk	1969-1970	Moline, IL
Robert S. Michael	1970-1971	Milwaukee, WI
James R. Hawley	1971-1972	Muskegon, MI
Rolland A. Harr	1972-1973	Lincoln, NE
Daniel C. Orcutt	1973-1974	Indianapolis, IN
Roy W. Jamesen	1974-1975	Cedar Rapids, IA
Donald E. Tharp	1975-1976	Des Moines, IA
William H. Grady	1976-1977	Rockford, IL
C. Gene Siebert	1977-1978	Carbondale, IL
John C. Rinehart	1978-1979	Ann Arbor, MI
James E. Johnson	1979-1980	Moline, IL
James G. Cobb	1980-1981	Elkhart, IN
Peter L. Drahn	1981-1982	Madison, WI
Robert J. Hunt	1982-1983	Columbus, OH
Robert J. Spitler	1983-1984	Indianapolis, IN
Raymond L. Hoverman	1984-1985	Fort Wayne, IN
Timothy C. Callister	1985-1986	Minneapolis, MN
Russell D. Klay	1986-1987	Omaha, NE
Michael N. Marnach	1987-1988	Sioux Falls, SD
John C. Schalliol	1988-1989	South Bend, IN
James A. Koslosky	1989-1990	Fort Wayne, IN
Robert D. Hancik	1990-1991	Springfield, MO
James J. McCue	1991-1992	Toledo, OH
James Hansford	1992-1993	Mosinee, WI
Bradley S. Livingston	1993-1994	Madison, WI
Bruce E. Carter	1994-1995	Peoria, IL
Eric N. Waldron	1995-1996	Cleveland, OH
Robert F. Selig	1996-1997	Grand Forks, ND
James L. Rice II	1997-1998	Flint, MI
Michael J. Haney	1998-1999	Moline, IL
Charles T. "Skip" Miller	1999-2000	Fort Wayne, IN
Robert W. O'Brien, Jr.	2000-2001	Springfield, IL
Gary A. Cyr, Sr.	2001-2002	Springfield, MO
Linda G. Frankl	2002-2003	Columbus, OH
Michael A. Gobb	2003-2004	Lexington, KY
Eric J. Frankl	2004-2005	Springfield, IL
Charles J. Goodwin	2005-2006	Columbus, OH
Robert H. Working	2006-2007	Evansville, IN

GLC AAAE POLICY AND PRACTICES MANUAL

Torrance A. Richardson	2007-2008	Fort Wayne, IN
Phillip E. Johnson	2008-2009	Grand Rapids, MI
Shawn M. Schroeder	2009-2010	Springfield, MO
Michael J. Olson	2010-2011	Grand Island, NE
Brian D. Ryks	2011-2012	Duluth, MN
Sara A. Freese	2012-2013	Cedar Rapids, IA
Scott D. Hinderman	2013-2014	Fort Wayne, IN
Michael A. Daigle	2014-2015	South Bend, IN
David S. Lanter	2015-2016	Lexington, KY
Timothy K. O'Donnell	2016-2017 (8/16 -2/17) *Shortened due to Military Orders	South Bend, IN
Marc M. Sethna	2016-2017 (Acting)	Columbus, OH
Marc M. Sethna	2017-2018	Columbus, OH
Craig A. Williams	2018-2019	Flint, MI
Shawn A. Dobberstein	2019-2020	Fargo, ND
Joseph Marana	2020-2021	Fort Wayne, IN