

**ROGUE VALLEY INTERNATIONAL-MEDFORD AIRPORT  
ACE BOARD MEETING MINUTES  
JUNE 21, 2010**

**I. Call to Order**

The meeting was called to order by the Vice Chair, Bill Hoke, at 12:45 p.m. in Conference Room B at the Rogue Valley International-Medford Airport.

**II. Roll Call**

**Members Present:** Alan Bender, Jim Kelly, Bill Hoke, Robert MacLellan, and Gordon Safley.

**Members Excused:** Scott Anderson, Jody Jensen, and Tamara Olson.

**Member Absent:** Brad Hicks.

**Guests Present:** Bern Case, Marcy Black, Robert Russell, Kim Stearns and Vickie Waltner, Airport; Art Lumley, Lois Weathers, and Al Willstatter, ACE Board; Mark Thompson, ARFF; and Kristi Hagey, County Counsel.

**III. Approval of May 17, 2010, Minutes**

Bill Hoke called for a motion to approve the minutes. Jim Kelly moved to approve the minutes as written, and the motion was seconded by Gordon Safley. The motion passed by voice vote, none opposed.

**IV. Old Business**

• *Discussion of the Sign at ACE Donation Box:*

Bill said he received an email from Scott Anderson which stated Robert Russell would be prepared to report on the donation box sign. Robert reported that he and Scott looked at the site and agreed a 2-sided sign or 2 signs back-to-back would be best placed next to the trash can. He said the sign cost would be \$35-\$40 depending on the wording, and asked if the Board wanted a logo along with "ACE Donations". Bern Case said it would be good to add the words "Terminal Art". Bill asked Robert to prepare a draft sign with the logo and email it to him.

• *Discussion of Signatory Authority:*

Lois Weathers said the current policy requires ACE checks to have two signatures; however, there needs to be a third signer in case someone is not available. She asked if the policy could be changed to where only one signer is needed for a small amount so invoices could be paid promptly. Jim asked Lois for her recommendation to make it administratively efficient for her. Lois said over \$200 should have two signatures. Bill asked what the Board wanted to do about a third signer. Bern suggested having someone on the Board as the third signer. Bill said he wanted to deal with each item separately and called for a motion. Alan Bender moved to change the policy to reflect that any amount over \$200 would require two signatures, and less than \$200 would require only one signature. The motion was seconded by Robert MacLellan. The motion passed by voice vote, none opposed.

Bill raised the issue of having a third signer. Gordon recommended having a Board position, either the Chair or Vice Chair, as the third signer. Bern agreed and Lois could periodically update the signature cards when the Chair or Vice Chair changed each year. Bill called for a motion. Jim moved to have the Chair or Vice Chair designated as the third signer, and the motion was seconded by Gordon. The motion passed by voice vote, none opposed.

**V. New Business**

Alan expressed a desire to continue to have the Ace Newsletter sent through the mail and not just email, so ACE members could have something tangible that represents the Airport, and which may have great marketing value for the Airport. Bern said the current method is working well, and Lois is working to equalize the newsletter printing cost to the ACE sponsors. He said another option is to have two classes of sponsorship and make Precision Approach Engineering a Gold Sponsor and give them a bigger advertising spot in the newsletter. New sponsors should pay at least the same as general sponsors which is \$83 a month. Al Willstatter suggested sponsors pay an initial fee at the beginning and then monthly. Marcy Black reported that Scott Anderson contacted Mike's Printing, and Mike's Printing is willing to provide 15% discount to print the newsletter in exchange for a small, one-line sentence that says, "Printed by Mike's Copy and Printing, Medford, Oregon" on the mailer page portion. Mike's Printing would not be considered a sponsor but would reduce the newsletter printing bill by 15%. Marcy reported that the printing cost for the last newsletter was approximately \$864 for the 3,227 newsletters that were printed. There were 1,053 emailed or 24%. Scott's research found that the newsletter's print rate is standard. Al suggested having another article in the upcoming newsletter requesting email addresses.

Bill called for a motion. Alan moved to allow Mike's Printing to print, "Printed by Mike's Copy and Printing, Medford, Oregon" on the newsletter for a 15% discount, and was seconded by Gordon. The motion passed by voice vote, none opposed.

Marcy asked if the Board wants a periodical report on the ACE funds and Bill replied it would be good on a quarterly basis.

**VI. Adjournment - The meeting was adjourned at 1:05 p.m.**

Respectfully Submitted,

*Vickie Waltner*

Vickie Waltner  
Recording Secretary  
(Attachments as indicated)