

**ROGUE VALLEY INTERNATIONAL-MEDFORD AIRPORT
AIRPORT COMMUNITY ENTHUSIAST (ACE) BOARD MEETING MINUTES
JANUARY 24, 2011**

I. Call to Order

The meeting was called to order by the Chair, Bill Hoke, at 1:03 p.m. in Conference Room B at the Rogue Valley International-Medford Airport.

II. Roll Call

Members Present: Scott Anderson, Ron Fox, Brad Hicks, Bill Hoke, Jim Kelly, Tome Olson, and Mike Quilty. **Member Excused:** Alan Bender. **Member Absent:** Jody Jensen.

Guests Present: Robert Russell, Jeanie Stark, Marcy Black and Sue Mathistad, Airport; Mark Thompson, ARFF; John Rachor, County Commissioner; Al Willstatter, Art Lumley and Steve Patterson, ACE Board.

III. Approval of December 20, 2010, Minutes

Bill Hoke called for a motion to approve the minutes. Brad Hicks moved to approve the minutes as written, and the motion was seconded by Mike Quilty. The motion passed by voice vote, none opposed.

IV. Old Business

Steve Patterson distributed the ACE Treasurer's Report (attachment). Steve stated the accounts had been easy to balance, as he is accustomed to larger accounts. He said that Lois Weathers made the transition very simple for him, and that she had done a really good job. He went over the withdrawals, deposits, and balances in each of the three accounts. He pointed out that a payment of \$726 was made from the KC-97 account to Mike's Printing to get that account current. That payment was for the September newsletter. He will be transferring those funds back when the December newsletter gets paid. He asked if the report format needed to be simplified, or if it was straight forward.

V. New Business

Scott Anderson asked if there were any deposits from the box by the ACE parking lot. Steve stated that was one of the items he wanted to address. He asked Al Willstatter about the key to the box, and discussed the importance of two people having keys and being present when cash boxes are emptied. He said that they would be going to the box after the meeting, collecting the money, making a deposit, and that he would report that at the next meeting.

Bill said the Board should give Lois Weathers a certificate of appreciation for her work with ACE.

Steve then addressed the issue of ACE Board members and officers needing to be insured. He stated that to his knowledge they are not covered by any insurance, and there are people who will sue for any reason. He spoke of insurance coverage that he was familiar with covering employees and executive teams who were also working on 501(c)3s. He suggested checking into whether that kind of insurance was available through employers or possibly through Premier West Bank, as the checking accounts are through them. He stated that as a Board member, a judgment could come against the member personally, and there was some risk because of the KC-97. Marcy Black said that since the Commissioners appoint the Airport Advisory Committee, there may be insurance provided through the County. She will ask the County Risk Management department to clarify. Scott said that the Commissioners appoint the Committee, who then de-facto become the ACE Board, but then the County has no affiliation with ACE. Marcy said she would check into it. Ron Fox stated that the question needs to get answered, because while the financial volume of ACE is very small, the liability exposure is not. Bill asked that it be answered at the next meeting.

Steve asked about ACE expenditures. At the last meeting a single signature amount of \$850 was established on the ACE checking account. Steve asked if expenditures for KC-97 renovations or other larger expenses were to be approved by the ACE Board.

Art Lumley brought up his concept of adding framed photos to the KC-97 to enable a self-guided tour and said it would cost \$200 - \$300. Marcy suggested that those types of ideas be brought to the ACE Board, since the last project was the bricks and there is not a current procedure. Brad said the one exception to this had been the Art History project, which didn't yet have enough funds to proceed.

Steve said the KC-97 interior could be "spiffed up." He said the \$2,500 in the account does no good if it isn't used to make an impact, and it could use more than just pictures. He will work with Art to come up with some ideas to make it nicer inside.

Bill asked Steve to verify that he wanted the invoices to be delivered to the Airport. Steve agreed that they should. Steve then addressed setting up a billing procedure for the ACE sponsors to pay for the newsletter, and indicated that some invoices had not been paid because sponsors were not billed or asked for payment.

Scott said this is where there is a need for a work session. The ACE Board has gone from meeting once per year to ratify the member list, to monthly meetings and everyone has questions about procedures.

Steve said the problem for him is who is responsible for paying for the newsletter when it goes out. He said the ACE Board is responsible for the payment, though someone else (sponsor) is responsible for donating the money for the payment. Then, if they make a payment, is that money a donation to ACE or an expense for them? If they write it off as an expense and not a donation, it creates a problem, because technically, it has to be accounted for as a donation on our side.

Scott suggested polling the ACE Board to see who would like to participate in a work session. Brad suggested that it be held in the KC-97. Scott and Jim Kelly said they would participate. Brad suggested that Steve prepare a list of recommendations prior to the work sessions so they didn't spend time discussing things that are really black and white. Steve asked who he should submit his list of formal recommendations to in order for it to be distributed to the right people. Marcy suggested that he send it to Airport Administration. Steve said that work could be accomplished after the next Board meeting and shouldn't take more than 20 minutes.

Steve asked if there was a fund raising committee. Bill said there was not a formal one. Steve inquired how to tap into the ACE membership to get donations to proceed with projects. Robert Russell suggested that if Medford Air or Jet Center had an open house this year, they be approached to have an ACE booth. Bill asked if we had a yearly event schedule. Robert said no, but FBOs provide notice before they have events, so there would be time to plan.

Steve said the ACE accounts don't need to be audited because they are such small amounts. He said that would change if they get more money. Technically, ACE only has to file every three years. Since ACE has filed every year, we will continue to file every year.

Steve said he needs last month's Board approval for check signing authority to take to the bank and be added on as a signer. Brad reported the bank would accept minutes for that. Marcy inquired who the signatories would be. Steve said that Bill, Jody Jensen, and he will be signatories. Marcy said previous signatories were Lois and Al, and that the minutes from the previous meeting would reflect who was named. Jim said it was the chair and vice-chair.

Steve asked why there isn't a museum out here. He said if you have something entertaining, it would draw a lot of people, be an opportunity for future development, and perhaps bring more events.

VI. Adjournment - The meeting adjourned at 1:30 p.m.

Respectfully Submitted,

Sue Mathistad

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(Attachments as indicated)