

**ROGUE VALLEY INTERNATIONAL-MEDFORD AIRPORT
AIRPORT COMMUNITY ENTHUSIAST (ACE) BOARD MEETING MINUTES
MARCH 21, 2011**

I. Call to Order

The meeting was called to order by the Vice Chair, Jody Jensen, at 12:40 p.m. in Conference Room B at the Rogue Valley International-Medford Airport.

II. Roll Call

Members Present: Scott Anderson, Alan Bender, Ron Fox, Jody Jensen, Jim Kelly, and Tome Olson.

Members Excused: Brad Hicks, Bill Hoke, and Mike Quilty.

Guests Present: Bern Case, Jeanie Stark, and Vickie Waltner, Airport; Mark Thompson, ARFF; John Rachor, County Commissioner; Art Lumley, Al Willstatter and Steve Patterson, ACE Board; Sherri Shusterwitz, hangar owner; and Ken Schoening, Precision Approach Engineering.

III. Approval of February 28, 2011, Minutes

Jody Jensen called for a motion to approve the minutes. Jim Kelly moved to approve the minutes as written, and the motion was seconded by Ron Fox. The motion passed by voice vote, none opposed.

IV. Old Business

ACE Treasurer's Report

Steve Patterson distributed the ACE Treasurer's Report (attachment) and made a correction to the balance of the KC-97 Account from \$1,823 to \$1,833. He said the \$726 printing cost still has not been collected although Precision Approach Engineering (PAE) made a payment in January, and now PAE is going to switch. Bern Case said it was approved at the last meeting to switch PAE from printing costs to the 5 ACE parking spaces which leaves no sponsor for printing costs. Bern also said, as a member of ACE, he had a casual conversation with Enterprise Rental Car about sponsoring printing costs, and he invited other members to contact businesses for sponsorship. Steve said he will collect the cash from the donation box after the meeting, and the deposit will be on next month's report.

Steve said he is preparing the CT 12 Report for the state and asked how funds for ACE parking spaces go through to the ACE Account. He asked if funds are not collected, does ACE pay for the parking spaces. Bern said the Airport invoices, the sponsors pay, and the Airport is paid. Steve said he would prefer to keep doing it that way because it is easier for him just to get a number from the Airport for his report. Bern said if it is not illegal, he is fine with it. Steve said it should not be illegal, and asked who to talk with to find out how many dollars came in for the parking spaces last year. Bern said Marcy Black could get it for him.

Steve said in order to get the signatories changed on the checking accounts, each signatory specifically needs to be named in the board minutes, and he asked that today's Board minutes list all signatories by name. He said he thought he was the Treasurer but according to the November 15, 2010, Board minutes, he was appointed Secretary/Treasurer. Jim said it was his understanding that Steve would be Treasurer. Ron moved to designate the Chair, John W. Hoke (Bill Hoke), and the Vice Chair, Jody Jensen, as additional authorized signatories on the ACE checking accounts and the motion was seconded by Scott Anderson. The motion passed by voice vote, none opposed. Ron moved to designate Steve Patterson as ACE Treasurer (and authorized signatory) and the motion was seconded by Scott. The motion passed by voice vote, none opposed.

Distribution Frequency of Printed/Electronic Newsletter

Scott Anderson said printed Newsletters cost approximately \$730 quarterly, and sponsors are needed to donate funds. He said in this day and age printed Newsletters are becoming a thing of the past as things move to electronic format, and the printed quarterly Newsletter is a burden on the very small ACE budget. He said if ACE can get a sponsor like Enterprise, that would be great; otherwise, the Newsletter will need

to be electronic. Scott said at last month's meeting it was suggested that instead of going strictly electronic, to stair-step with a printed Newsletter every other quarter or once a year, and should ACE get a sponsor, then funds could be built up. Jim suggested printing the Newsletter twice the first year, once the second year, and going totally electronic the third year. Bern reiterated that the goal is to print quarterly if ACE gets a sponsor, or reduce the number of times the Newsletter is printed if there is not a sponsor, and it would be nice to print the next Newsletter to let members know what the Board is going to do. Ron said he likes Jim's suggestion of a gradual reduction. Alan Bender said it was his idea to go half-way, but it does not matter to him as long as it is revisited each year and not locked in. Art Lumley suggested a monthly electronic Newsletter. Bern said it would be hard to have articles that are substantive on a monthly basis. Al Willstatter said he is delighted with cutting costs on a flexible basis and ACE could always have those who want it in print to subscribe and pay a couple of dollars. Steve suggested publishing the Newsletter every 4 months and advertising it as a TV public service announcement to drive viewers to the website. Ron said the Airport needs all 6000+ ACE members interested in what is going on at the Airport, so if ACE can fund the printed quarterly Newsletter then that is the value of it. Scott moved for the year 2011 to have two (2) printed and two (2) electronic Newsletters with the first one printed with a notice about the change, and the motion was seconded by Jim. The motion passed by voice vote, none opposed.

Tome Olson suggested using *Mailchimp* to track the results of the electronic Newsletter. Alan asked if there were printed copies of the Newsletter available in the Airport. Bern replied that the printer directly mails the Newsletters, and ACE will have to use funds from another account for the March Newsletter. Art asked if it would save any money to have the printed ones in black and white instead of color. Jody said everything depends on funding. Bern said he let Enterprise know that the minimum sponsorship is \$1,000 a year which would help pay to have the Newsletter printed two (2) times.

New Business

Bern Case said the Board needs to make a motion to purchase a plaque for the CAP presentation at next month's meeting. Jim moved for ACE to design, develop, and fund a plaque for the CAP presentation, and the motion was seconded by Alan. The motion passed by voice vote, none opposed.

Steve asked if it were possible to have an ACE Kiosk in the terminal with a touch-screen computer where people could sign-up to be an ACE member and pick up a copy or sponsor the Newsletter. Bern said the Airport can get in trouble with FAA assurances if the Airport gives things away. He cited the Dogs for the Deaf exhibit where the organization collects donations; however, the exhibit is paid monthly.

Art showed a book that the Southern Oregon Historical Society 'put out' by Bill Alley available for \$21 at Barnes and Noble. He also had a rendition of the new cargo building and said the rendition and some from the Mercy Flights expansion will be in the upcoming Newsletter.

Jody asked if the ACE Board will meet next month or if meetings are now scheduled quarterly. Bern said he would like to report back on Enterprise's sponsorship decision next month. Jody said "ACE Meeting Frequency" will be placed on next month's agenda, and Scott asked if "Exploring Advertising Space for Terminal Art and ACE" could also be placed on the agenda.

VI. Adjournment - The meeting adjourned at 12:55 p.m.

Respectfully Submitted,

Vickie Waltner

Vickie Waltner, Recording Secretary
(Attachments as indicated)