

**ROGUE VALLEY INTERNATIONAL-MEDFORD AIRPORT
AIRPORT COMMUNITY ENTHUSIAST (ACE) BOARD MEETING MINUTES
November 20, 2017
DRAFT**

I. Call to Order

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

II. Roll Call and Introduction of Guests

Members Present: Frank Watson, Brad Hicks, Alan Bender, Kathy Trautman, John Snider, Tom Humphrey, Dan Zahnow, and Perry Atkinson. **Excused:** Randy Sparacino. **Airport Staff:** Bern Case, Marcy Black, Brian Gebhard, Robert Russell, and Debbie Stroup.

III. Approval of October 16, 2017, Minutes

Frank Watson called for a motion to approve the minutes. John Snider moved to approve the minutes, and the motion was seconded by Tom Humphrey. The motion passed by voice vote, none opposed.

IV. ACE Treasurer's Report

Dan Zahnow reported the Secretary of State requires a copy of the ACE minutes appointing a President and Secretary for the ACE business registry. The bank also needs new signature cards in order for checks to be written on the ACE account. The matter is time sensitive as the 2017 Annual Corporation Report and fee needs to be filed with the Secretary of State by December 10, 2017.

After brief discussion, John Snider nominated Perry Atkinson as President for the ACE business registry, and Brad Hicks seconded the motion. The motion passed by voice vote, none opposed.

Brad Hicks moved to appoint Dan Zahnow as Secretary/Treasurer for the ACE business registry, and the motion was seconded by Kathy Trautman. The motion passed by voice vote, none opposed.

Dan Zahnow reported the ACE general account has a current balance of \$2,524.75, the ACE KC-97 account has a balance of \$2,126.49, for a total of \$4,651.74.

Bern Case reminded members to invoice Standard Parking in December for their generous, annual \$1,000 sponsorship of ACE.

Frank Watson submitted an invoice in the amount of \$336.50 from Southern Oregon Printing for ACE letterhead and membership cards. The Committee approved payment of the invoice.

V. Old Business

It was reported the history plaque discussed at last month's meeting is being created.

VI. New Business

Frank Watson reported a signature stamp has been used in the past for the ACE membership cards. That procedure is being changed wherein the current AAC/ACE Chairperson will sign each membership card.

John Snider reminded members of Bern Case's retirement party November 29, 2017, 5pm – 7pm.

Members thanked Bern Case for his tenure as Airport Director and praised the job her has performed as Airport Director, as well as his service to the community.

Bern expressed his appreciation to the AAC/ACE Committee.

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

Respectfully Submitted,

Debbie Stroup
Recording Secretary
(Attachments as indicated, if any)