

**Aviation Council of Alabama, Inc.  
Monthly Board of Directors Meeting  
Montgomery, AL  
March 15, 2017**

**MINUTES**

**Board Members Present:**

Jed Blackwell  
Russ Kilgore  
Ray Miller  
Art Morris III  
Ken Gilbert

Nikki Jordan  
Thomas Hughes  
Courtney Tomberlin  
Rick Tucker  
Kevin Vandenberg

Mike Smith  
Fred Sington  
Menzo Driskell

**Board Members Absent:**

Jerry Cofield, Col. Roosevelt Lewis, Bobby Odom, Phil Perry, Jeff Powell, Todd Storey

**Quorum:**

Present

**Others Present:**

Misty Jones

**Call to Order:**

President Jed Blackwell called the meeting to order at 10:04 a.m. Mr. Fred Sington gave the invocation.

**Consideration of Minutes:**

Secretary Mike Smith presented the minutes from the monthly board meeting held February 28, 2017. Fred Sington made a motion to approve the minutes with second by Ray Miller. All members unanimously approved.

**Committee Reports:**

**A. Financial Report**

Art Morris discussed the balance sheet and profit and loss statement as of March 13, 2017. Misty Jones will be meeting with the new accounting firm, Rabren, Odom, Pierce & Hayes (ROPH) in Andalusia, Al. to update the QuickBooks information. ROPH will provide current financials at the April 2017 board meeting. Misty reviewed the membership dues received to date and income from the workshop/reception. Jed Blackwell addressed the need for a debit card to make necessary purchases. Art will meet with Regions to discuss getting a debit card. Jed requested that the new Administrative Director and Director of Events be paid as employees rather than contract labor. Due to the added expense and liability for the ACA most felt that continuing to pay contract labor was appropriate.

## **B. Legislative Committee Report**

Rick Tucker updated the board about the trip to Washington, DC. A meeting is scheduled with Winsome Lenfert at FAA on Wednesday March 29, 2017 at 8:30 a.m. There are 7-8 board members going on the trip. Rick also said he had received good feedback on the legislative day in Montgomery.

## **C. Workshop/Annual Meeting Committee Report**

Russ Kilgore discussed the planning and accommodations for the conference in Tuscaloosa. Jed Blackwell presented information provided by Jeff Powell on the Embassy Suites. Fred Sington suggested the Capstone Hotel near the Bryant Center. Russ and Fred will continue working together to plan the annual conference. Board members discussed possible candidates for the Director of Events position and the need for someone to be the face of the organization. Jed Blackwell asked the board's approval to proceed with securing the Lindbergh Act for the entertainment at the conference banquet. A motion to approve the Lindbergh Act was made by Russ Kilgore and second by Rick Tucker. All members unanimously approved.

## **D. Website Committee Report**

Art Morris stated that he had spoken with Mr. Mann. Mr. Mann has transferred the domain to Art. Art suggested changing the website to a ".com" address. Courtney Tomberlin will talk with Jason about making this change. The new website will be [www.theaviationcouncilofalabama.com](http://www.theaviationcouncilofalabama.com)

## **E. Membership Report**

Nikki Jordan stated that she has two new confirmed ACA members. Those new members are Southern Museum of Flight and Aviation Hall of Fame. Jed asked for clarification on a few memberships and whether they were considered airport or individual memberships. Fred Sington suggested adding member emeritus status to the by-laws for former board members who desire to remain on the board but would have no voting rights.

## **F. Academic Relations Committee**

Misty Jones stated that no scholarship applications had been received.

## **G. Corporate Liaison Committee**

No report.

## **President's Report:**

### **A. New ACA Address (P.O. Box)**

Jed Blackwell asked whether the new address should be a central address with a P.O. Box in Montgomery or in Andalusia with the Administrative Director. Board members discussed and agreed to establish a P.O. Box address in Montgomery with mail forwarded to the South Alabama Regional Airport address. Menzo Driskell agreed to set up the P.O. Box at the post office in Montgomery.

### **B. ACA By-Laws**

Jed Blackwell requested a copy of the ACA by-laws. Rick Tucker said he would have Al Jimmerson send a copy to all board members. Jed stated that the by-laws need to be changed to reflect the two new job positions of Administrative Director and Director of Events and adding member emeritus status.

**C. Job Descriptions for ACA Staff**

Jed Blackwell presented the job descriptions for the new positions of Administrative Director and Director of Events. Art Morris suggested that the description for Administrative Director specify a basic knowledge of MS Excel and QuickBooks and the Director of Events description should specify a basic knowledge of MS Excel and PowerPoint. Subject to the changes requested by Art Morris, a motion to approve the job descriptions for Administrative Director and Director of Events was made by Menzo Driskell with second by Fred Sington. All members unanimously approved.

**D. Applicants for Director of Events**

Discussed during Workshop/Annual Meeting Committee Report.

**E. Dreamscape Productions Contract ("Charles Lindbergh: The Lone Eagle")**

Approved during Workshop/Annual Meeting Committee Report.

**ALDOT Report:**

No Report

**Open Discussion/New Business:**

Kevin Vandenberg asked if the ACA should assist the ALDOT Aeronautics Bureau with the NASAO conference in Point Clear on Sept. 9-13, 2017. Kevin will look into possible sponsorship opportunities.

**Date/Time for Next Meeting:**

The next meeting of the Board will be held on **Wednesday, April 19, 2017**, at 10:00 AM, at Dothan Regional Airport.

**Adjournment:**

Motion to adjourn was made at 11:28 a.m. by Fred Sington with second by Ray Miller. Motion unanimously approved.

Respectfully Submitted,



Mike Smith, Secretary



Date