

BOARD OF DIRECTORS ANNUAL MEETING AGENDA

June 22, 2023

- | | |
|--|------------------------|
| Call to Order | Jim Hall |
| 1. Approval of March 26 Meeting Minutes (page 3) | Jim Hall |
| 2. Finance | Jared Britt |
| 2.1. Balance Sheet (page 8) | |
| 2.2. Budget vs. Actual (page 9) | |
| 3. Operations | Crystal Maguire |
| 3.1. Pipeline Report and CAVOK agreement | |
| 3.2. Content management system | |
| 3.3. Outreach meetings (register) | |
| 3.3.1. Tulsa May 31 @ American Airlines—debrief | |
| 3.3.2. Oshkosh July 26 @ Fox Valley Technical College | |
| 3.3.3. Seattle August 8 @ Center of Excellence | |
| 4. Membership | James Smith |
| 4.1. AMTS: 144 [history: 154 ('22) 130 ('19) 111 ('16)] | |
| 4.2. Market share 74% [last year high: 81%, goal for 2023 is 85%] | |
| 4.3. Industry & Academic: 81 [history: 84 ('22) 63 ('19) 33 ('16)] | |
| 4.4. 2023 renewal rate: 85% (35 non-renewals) | |
| 4.5. 2023 new and returning members: 22 | |
| 4.6. Additional training locations | |
| 5. Annual Conference | Crystal Maguire |
| 5.1. Tucson March 17-20, 2024 | |
| 5.2. Call for presentations | |
| 5.3. ?? 2025 | |
| 6. Legislative | Jared Britt |
| 6.1. Reauthorization update | |
| 6.1.1. Grant program | |
| 6.1.2. Military transitions | |
| 6.1.3. Airman certification standards | |
| 6.1.4. Early testing | |
| 6.2. Fly-in Sept. 19-22, 2023 | |
| 6.2.1. Register | |
| 6.2.2. Sponsor | |

- 7. Choose Aerospace** **Crystal Maguire**
- 7.1. Academic year 23-34 applicants: 16 schools; 458 students
 - 7.2. Scholarship solicitations
 - 7.3. Practical project guide development
 - 7.4. Industry-recognized credential
 - 7.5. Teacher training
 - 7.6. Funding solicitations
- 8. Regulatory** **Sean Gallagan**
- 8.1. [Part 147 final rule](#)
 - 8.2. ACS implementation, FAA handbook update
 - 8.3. [FAA letter re ODA](#)
 - 8.4. Draft petition for rulemaking—part 65
 - 8.5. [NASA grant application](#) re ACS revision recommendation
 - 8.6. ACS CtA Data Analysis working group (page 11)
- 9. ATEC Journal** **Karen Johnson**
- 10. Old Business** **James Hall**
- 11. Good of the Order** **James Hall**
- 11.1. Sept 22 in person at the ATEC Fly-in in DC
 - 11.2. Dec 12 @ 2:00 PM
 - 11.3. March 17 in person at the ATEC Conference in Tucson
- 12. Adjourn** **James Hall**

**AVIATION TECHNICIAN EDUCATION COUNCIL
BOARD OF DIRECTORS MEETING MINUTES**

March 26, 2023

The Aviation Technician Education Council held its annual board meeting in person in Chicago. Those in attendance included—

| Attended | First | Last | ATEC Title | Company |
|----------|----------|-----------|----------------|--|
| X | Jared | Britt | Treasurer | Southern Utah University |
| X | Kelly | Filgo | Director | Texas State Technical College |
| X | Sean | Gallagan | Director | Aviation Workforce Solutions |
| X | Jim | Hall | President | WSU Tech |
| X | Mark | Holloway | Director | Aviation Institute of Maintenance |
| O | Gary | Hoyle | Past President | Pittsburgh Institute of Aeronautics |
| X | Karen | Johnson | Vice President | Southern Illinois University |
| X | Crystal | Maguire | Exec Director | ATEC |
| X | Daniel | Philips | Director | Grand Island Public Schools |
| O | Kim | Pritchard | Director | Zipline |
| O | Tarra | Ruttman | Ops Manager | ATEC |
| X | Michael | Sasso | Director | Cape Cod Community College |
| X | Luke | Solomon | Director | Gulfstream Aerospace |
| X | Kent | Stauffer | Director | Constant Aviation |
| X | Sheryl | Oxley | Director | Tulsa Tech |
| X | Scott | Sykes | Director | US Aviation |
| X | Greg | Emerson | Director | American Airlines |
| X | James | Smith | Director | Marshall University |
| X | Suzanne | Markle | Director | Pittsburgh Institute of Aeronautics |
| X | Stephen | Ley | Guest | Utah Valley University |
| X | Tim | Jefferson | Guest | The Boeing Company |
| X | Jennifer | Radtke | Guest | The Boeing Company |
| X | Nick | Brown | Guest | Ace Avionics Training |
| X | Antone | Andrews | Guest | General Atomics Aeronautical Systems |
| X | Marshall | Pryor | Guest | Portland Community College |
| X | Richard | Johnson | Guest | Liberty University |
| X | Jose | Zaragoza | Guest | Code 1 Maintenance |
| X | Rob | Cush | Guest | Aircraft Mechanics Fraternal Association |
| X | Al | Kanu | Guest | University of District of Columbia Community College |
| X | Greg | Robbins | Guest | ASA |
| X | Jackie | Spanitz | Guest | ASA |
| X | Brian | Snyder | Guest | ASA |

X = Present; O = Not Present

ATEC president Jim Hall called the meeting to order at 11:06am CT.

A motion was made (S. Oxley) and seconded (S. Gallagan) to accept the Dec. 14, 2022 meeting minutes. The motion passed without objection.

Finance

C. Maguire and J. Britt gave the finance report.

We are cash heavy as is typical for this time of year.

Accounts receivables will come down through the next quarter as we follow up on outstanding membership dues and collect on all conference registrations.

We expect conference registrations to come in well over budget, and if we are successful recruiting a premier sponsor over the summer, we will hit our sponsorship budget numbers as well. Employer Link registrations did not meet expectations, which is generally the case if it's not paired with a student career fair. Given we will not have a big population of students available for a career fair in Tucson, the annual conference committee will assess whether we'll have an Employer Link next year.

Membership dues are also over budget, but those numbers will come down a little bit when we start clearing out unpaid membership invoices in May.

On the expense side, we think we'll be around \$15,000 over budget on conference, so whether we stay in the black for year-end will depend mostly on sponsorship dollars over the summer.

Once we know what our profit margin is for the conference, we can decide whether to move forward with implementation of a Content Management System (CMS), which will require an initial capital investment and recurring annual costs thereafter.

A motion was made (S. Oxley) and seconded (K. Johnson) to accept the finance report. The motion passed without objection.

Operations

C. Maguire gave the operations report.

Included in the board package was a draft agreement ATEC received from CAVOK to assist with drafting and publication of the Pipeline Report. While ATEC has kept that initiative in house since it was initially published in 2015, the scope and breadth of the report has expanded and has become challenging given the resources and bandwidth it necessitates. Under the proposed agreement, ATEC would still run and own data generated from its member survey and CAVOK would take the lion's share of the data analysis and report drafting. CAVOK would also leverage its vast network to push out the report which might get us more reach. There are no dollars exchanged, but CAVOK would have the right to use the ATEC data in other reports and analysis.

The board was generally supportive of the partnership, so long as ATEC remained prominent in the publication, has final say on the published report, and retains the option to bring the project back in house after the first year at ATEC's discretion.

Director S. Sykes will work with C. Maguire to move forward with the initiative through a blackline to the agreement taking these items into consideration.

Membership

The trade association ended the last fiscal year with a strong showing on membership, retention was above 90 percent and the member roster was the largest ever. Given the value brought last year with the new part 147, the membership committee will focus on retention for this coming year and targeting the minority of certificated programs that are not members.

In an effort to expand ATEC's value proposition, the council will also focus on expanding exchange agreements with potential vendors.

Annual Conference

C. Maguire gave the annual conference report.

This year's event will be the largest attended conference, exhibitors and sponsorship are also at record levels.

Planning for 2024 in Tucson is underway. A small contingent of ATEC representatives will be on site at Pima May 9-10 to select venue and reception space. Registration will open before Thanksgiving; we hope to have the agenda set and speakers invited by then.

Legislative

J. Britt gave the legislative report.

ATEC has been asked by several professional congressional staffers to submit its FAA reauthorization priorities, which include increasing the grant program, improving the ACS implementation process, and creating a military competency test to aid veteran transition into civilian aviation careers.

Jackie Spanitz gave a briefing on the ACS CtA recommendation which was the basis for the ATEC congressional ask. In short, we are asking Congress to step in to ensure that the process is transparent with stakeholder feedback and involvement every step of the way. We have lost some of that collaboration with the introduction of ACS in the regulation; stakeholders argue that the Administrative Procedures Act does not preclude open discussion and collaboration and have asked Congress to make that clear to the FAA.

After discussion of the military transition issue, the ATEC board and all attendees were in full support of supporting the expanded military pathways that would allow service members to get credit for their experience, even if that means the veteran would bypass a part 147 programs.

Directors discussed other opportunities for part 147 schools to aid military transition under a military competency airman certification standard, including test preparation support and working with DOD to develop workforce pipeline programs, which was seen as a win-win for industry and education.

The board also discussed the opportunity to better include military stakeholders in Choose Aerospace outreach efforts, since the military would certainly be a pathway available to high school students that take the general aviation maintenance curriculum.

While not specifically on the FAA reauthorization priorities list, the board discussed the letter that went to DHS regarding CIP codes and SUU's efforts to get congressional support of that ask.

Though not a windfall for our membership, ATEC is on record support legislation that would allow 529 plan funding to be used for any part 141 or part 147 program. While nearly all of our part 147 program students already have access to 529 funds, the initiative would provide more funding opportunities for part 147 schools that are not accredited, and therefore not eligible for Dept. of Ed funds.

Over the summer we will kick off Fly-in planning and outreach. Registration is open for the fall event.

Regulatory

The council spent a considerable amount of time responding to PSI's change in fee structure at the end of last year. The abrupt change will have a negative impact on a school's ability to break even on its third-party testing center costs, which could impact testing accessibility. While there are some indications that rural testing centers will be hit the hardest, a poll of AMTS indicated A&P schools will retain testing centers, even if it means operating it at a loss. ATEC joined a group of stakeholders in a letter to the agency condemning the change and questioning PSI's contract performance. It also supported a FOIA request submitted by AOPA asking for a copy of the PSI-FAA contract and a full list of testing centers (which are available online but not in a format that makes it easy to compile aggregate data).

The board voiced concerns over PSI's reduction of test times for other airmen tests and as an indicator of what PSI may do moving forward.

The board discussed the draft letter to the FAA regarding the status of ODA expansion to testing designees and agreed to send the letter and continue its efforts to obtain expansion through regulatory channels, as opposed to legislative action.

The board discussed at length the draft petition for rulemaking to allow for early general knowledge testing, and whether the proposed rule change should also allow for early airframe and powerplant knowledge testing. The majority of directors (10-5) preferred the former approach. Crystal will continue to work on the petition with the board's feedback in mind and circulate the next iteration for review.

Directors recommended creation of a working group to formulate ATEC's position on necessary revisions to part 65. The group's analysis should consider possible changes to the rating system, including addition of an avionics rating. There are rulemaking efforts under way (MOSAIC) that will provide more insight into the agency's proposed approach. Given the broad interest various stakeholders will have across all sectors, and the far-reaching implications, the issue will necessitate considerable bandwidth to build consensus and coalitions around the effort. Crystal will keep this item on the broader strategic plan and begin these planning efforts as resources are freed up from the Choose Aerospace initiatives.

Choose Aerospace

C. Maguire gave the Choose Aerospace report. There are currently 16 schools and 188 students using the curriculum; two new schools came on in January.

Ongoing activities will focus on funding to ensure long-term stability and resources required to maintain and grow the program. The Choose Aerospace board is pursuing funding from various sources including industry (charitable contributions), government (grants), and states (agency funding and legislative earmarks).

There being no new, or other business to discuss, the president adjourned the meeting at 2:20pm.



Aviation Technician Education Council

Balance Sheet
As of June 21, 2023

| | TOTAL |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Bank of America - Checking | 44,200.37 |
| Bank of America - Savings | 100,143.13 |
| Total Bank Accounts | \$144,343.50 |
| Accounts Receivable | |
| Accounts Receivable | 52,907.50 |
| Total Accounts Receivable | \$52,907.50 |
| Other Current Assets | |
| Undeposited Funds | 1,785.00 |
| Total Other Current Assets | \$1,785.00 |
| Total Current Assets | \$199,036.00 |
| TOTAL ASSETS | \$199,036.00 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Total Liabilities | |
| Equity | |
| Net Assets | 170,961.44 |
| Net Income | 28,074.56 |
| Total Equity | \$199,036.00 |
| TOTAL LIABILITIES AND EQUITY | \$199,036.00 |

Aviation Technician Education Council

Budget vs. Actuals: FY_2023 - FY23 P&L

October 2022 - September 2023

| | TOTAL | | |
|--|------------------|------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Income | | | |
| Conference Income | | | |
| Annual Conference Income | | | |
| Employer Link Income | 10,250 | 20,000 | 51.00 % |
| Exhibitor Income | 27,150 | 25,000 | 109.00 % |
| Registration Income | 100,155 | 80,000 | 125.00 % |
| Sponsorship Income | 50,158 | 70,000 | 72.00 % |
| Total Annual Conference Income | 187,713 | 195,000 | 96.00 % |
| Legislative Fly-In Income | | | |
| Registration Income - Fly-In | 740 | 16,000 | 5.00 % |
| Sponsorship Income - Fly-In | 9,000 | 15,000 | 60.00 % |
| Total Legislative Fly-In Income | 9,740 | 31,000 | 31.00 % |
| Total Conference Income | 197,453 | 226,000 | 87.00 % |
| Membership Income | | | |
| Academic Membership Income | 19,200 | 15,000 | 128.00 % |
| AMTS Membership Income | 94,800 | 90,000 | 105.00 % |
| Industry Membership Income | 39,600 | 40,000 | 99.00 % |
| Total Membership Income | 153,600 | 145,000 | 106.00 % |
| Program Services Income | | | |
| Advertising Income | 8,850 | 10,000 | 89.00 % |
| Other Income | 3,026 | 5,000 | 61.00 % |
| Total Program Services Income | 11,876 | 15,000 | 79.00 % |
| Total Income | \$362,929 | \$386,000 | 94.00 % |
| GROSS PROFIT | \$362,929 | \$386,000 | 94.00 % |
| Expenses | | | |
| Administrative Expenses | | | |
| Awards Expense | 2,506 | 3,000 | 84.00 % |
| Business Expenses | | | |
| Copying/Printing | 6,088 | 7,000 | 87.00 % |
| Dues & Subscriptions | 4,507 | 11,000 | 41.00 % |
| Insurance | 1,989 | 3,000 | 66.00 % |
| Office Expense & Supplies | 763 | 1,000 | 76.00 % |
| Postage & Delivery | 591 | 200 | 295.00 % |
| Telephone & Wifi | 1,350 | 1,800 | 75.00 % |
| Total Business Expenses | 15,288 | 24,000 | 64.00 % |
| Fees | | | |
| Bank Service Charge | 109 | 200 | 55.00 % |
| Credit Card Fees/Discount | 6,533 | 5,000 | 131.00 % |
| Total Fees | 6,642 | 5,200 | 128.00 % |
| Professional Fees | | | |
| Accounting | | 2,500 | |

| | | TOTAL | |
|---|------------------|------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Communications | 6,235 | 12,000 | 52.00 % |
| Graphics & Design | 12,849 | 10,000 | 128.00 % |
| Legal | 250 | 250 | 100.00 % |
| Legislative | 4,000 | 10,000 | 40.00 % |
| Management | 126,000 | 168,000 | 75.00 % |
| Total Professional Fees | 149,334 | 202,750 | 74.00 % |
| Travel Expense | | | |
| Lodging - Travel | 1,507 | 3,000 | 50.00 % |
| Meals & Entertainment - Travel | 1,025 | 2,000 | 51.00 % |
| Transportation - Travel | 5,831 | 7,000 | 83.00 % |
| Total Travel Expense | 8,363 | 12,000 | 70.00 % |
| Total Administrative Expenses | 182,133 | 246,950 | 74.00 % |
| Conferences Expense | | | |
| Annual Conference Expenses | | | |
| Copying/Printing - Annual Confe | 8,236 | 8,000 | 103.00 % |
| Facility Cost - Annual Conferen | 49,858 | 30,000 | 166.00 % |
| Food/Beverage - Annual Conferen | 74,554 | 55,000 | 136.00 % |
| Transportation - Annual Conf | 16,444 | 15,000 | 110.00 % |
| Travel Expense - Annual Confere | 3,629 | 2,000 | 181.00 % |
| Total Annual Conference Expenses | 152,721 | 110,000 | 139.00 % |
| Annual Legislative Fly-In | | | |
| Copying/Printing - Fly-In | | 2,000 | |
| Food/Beverage - Fly-In | | 10,000 | |
| Transportation - Fly-In | | 3,000 | |
| Total Annual Legislative Fly-In | | 15,000 | |
| Total Conferences Expense | 152,721 | 125,000 | 122.00 % |
| Total Expenses | \$334,854 | \$371,950 | 90.00 % |
| NET OPERATING INCOME | \$28,075 | \$14,050 | 200.00 % |
| NET INCOME | \$28,075 | \$14,050 | 200.00 % |

Recommendation: provide testing performance data broken down by airman certification standard (ACS) codes.

Considerations:

1. The dataset should illustrate how applicants are performing on each ACS elements and broader subject areas, no matter if they are assessed in a knowledge, oral, or practical exam.
2. The data available should be consistent across all airman certification types (i.e., pilot, mechanic, etc.).
3. The data should indicate the number of questions posed per ACS element across all tests (whether knowledge, oral, or practical), and based on specific test maps keyed to the ACS codes.
4. Available reports should inform various perspectives:
 - a. Aggregate data to support system assessment; and
 - b. Filtered data by air agency certificate holder that provides the training necessary for candidate eligibility (i.e., part 141 pilot schools, part 147 aviation maintenance technician schools, etc.), so that individual training organizations can access and make improvements to their own training programs.
 - c. Filtered data by candidate type (i.e., applicant eligible based on experience or training)
5. The dataset would only include data for airman tests with associated ACS, with the understanding that performance data would be added as new ACS are developed.
6. If the contract with PSI, the third-party testing contractor, does not include the requirements necessary to support the recommendation, it necessitates revision.

Opportunities:

Armed with the testing performance data set, stakeholders will be able to analyze information and conduct the following research activities to drive system improvements:

- A. Identify ACS elements where candidates perform poorly and make recommendations for improvements to training materials.
- B. Identify elements that are not being properly tested, either because the number of questions is insufficient or because the assessment is not broad enough in scope.
- C. Assess safety recommendations with verifiable data on elements cited as the probable cause for incidents and accidents.
- D. Provide feedback for monitoring risk through safety management systems, as applicable.