

ATEC Board Meeting Agenda
December 9, 2025

Call to Order

James Hall

1. Approval of Sept. 19 Meeting Minutes (page 3)

James Hall

2. Finance

Crystal Maguire

- 2.1. Balance Sheet (page 6)
- 2.2. Budget vs. Actual 2024-25 FYE (page 7)
- 2.3. Budget vs. Actual 2025-26 YTD (page 10)

3. Annual Conference

Tarra Ruttman

- 3.1. Portland March 30-April 2, 2026
 - 3.1.1. [Agenda](#)
 - 3.1.2. [Register](#) (50/326)
 - 3.1.3. [Book hotel](#)
 - 3.1.4. [Sponsors](#) (5/14)
 - 3.1.5. [Exhibitors](#) (6/30)
- 3.2. 2027: Wichita
- 3.3. 2028: Denver
- 3.4. 2029: Tulsa, Miami, Anchorage, Mobile

4. Legislative

**Crystal Maguire
Jared Britt**

- 4.1. Fly-in—Sept. 22-25, 2026
- 4.2. Congressional grant letter ([related story](#))

5. Operations

Crystal Maguire

- 5.1. Board directory and openings (page 12)
- 5.2. Student and Educator Awards and professional development
- 5.3. ATEC Academy
 - 5.3.1. October 21-22—Denton/US Aviation
 - 5.3.2. March 2-3—Portland/Portland Community College
 - 5.3.3. June 9-11—Tulsa/Tulsa Tech
 - 5.3.4. Fall 2026
- 5.4. Proposed 2026 board meetings
 - 5.4.1. Sunday March 29 @ noon PT (in Portland)
 - 5.4.2. Tuesday June 23 @ 11 AM CT (Teams)
 - 5.4.3. Friday September 25 @ 8 AM ET (in DC)
 - 5.4.4. Tuesday December 8 @ 11 AM CT (Teams)

6. Choose Aerospace

Kelly Filgo

- 6.1. 2025-26 Programs ([school directory](#))

7. Regulatory

**Crystal Maguire
Sean Gallagan**

- 7.1. ATEC ACS Working Group—ACS Rev 01
- 7.2. Airman Certification ODA

8. Membership

Tarra Ruttman

- 8.1. AMTS: 163 [159 in 2024, 156 in 2023, 153 in 2022]
- 8.2. AMTS additional training locations: 5
- 8.3. Industry: 60 [64 in 2024, 68 in 2023, 64 in 2022]
- 8.4. Academic: 33 [31 in 2024, 30 in 2023, 27 in 2022]
- 8.5. Choose Aerospace: 44 [34 in 2024]
- 8.6. 2025 renewal rate: 81%
- 8.7. 2025 new and returning members: 22
- 8.8. Market share of AMTS: 75% (163 of 217 A&P schools)
- 8.9. AMTS Non-members—54 (page 13)

9. Old Business

Crystal Maguire

10. New Business

James Hall

11. Adjourn

James Hall

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

September 19, 2025

The Aviation Technician Education Council held its quarterly board meeting in Washington DC at the Yotel. Those in attendance included—

Attended	First	Last	ATEC Title	Company
X	Jared	Britt	Vice President	Aviation Education Academy
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	Epic Aviation Academy
X	Crystal	Maguire	Exec Director	ATEC
O	Kim	Pritchard	Director	Zipline
X	Tarra	Ruttman	Ops Manager	ATEC
X	Michael	Sasso	Secretary/Treasurer	Cape Cod Community College
X	Sheryl	Oxley	Director	Tulsa Technology Center
X	Scott	Sykes	Director	U.S. Aviation Academy
O	Greg	Emerson	Director	American Airlines
X	Suzanne	Markle	Director	Pittsburgh Institute of Aeronautics
X	Kelly	Filgo	Guest	Choose Aerospace
X	Scott	Ferris	Director	United Airlines
X	David	Blanton	Director	Liberty University
X	Archie	Vega	Director	Horizon Air
O	Justin	Benard	Director	Moore Norman Technology Center
X	David	Jones	Guest	Avotek
X	Kayler	Randall	Guest	Horizon Air
X	Gillette	Samms	Director Elect	Alabama Community College System
X	Jeremy	Rangel	Director Elect	Duncan Aviation
X	Darwin	Godemann	Guest	Duncan Aviation
X	Rhonda	Cooper	Guest	Spartan College of Aeronautics
X	Rob	Cush	Guest	AMFA
X	Nicole	Gleaton	Guest	ATEC
X	Stormy	Sykes	Guest	US Aviation Academy
X	Bob	Hensley	Guest	Husband of Denise Hensley
X	Jay	Gregson	Guest	Alutiiq
X	Domenic	Proscia	Guest	Vaughn College
X	Denise	Hensley	Director Elect	Putnam City Schools

President J. Hall called the meeting to order at 8:12 AM ET. A motion was made and seconded to approve the minutes from the June 10, 2025, meeting. The motion passed

without objection.

Director Elections

The board filled three open seats—academic, AMTS, and industry—approving Denise Hensley (Putnam City Schools) for academic, Gillette Samms (Alabama Community College System) for AMTS, and Jeremy Rangel (Duncan Aviation) for industry; the slate passed without objection and introductions followed.

Finance

The fiscal year ends September 30; income is tracking near projections, with most conference sponsorships secured over the summer. Membership has dipped slightly, so retention will be emphasized. Vendor partnerships (Ekanos, Xennial) continue with feedback under review. Fly-In costs exceeded budget and are expected to rise with proximity to DC.

ATEC Academy ran three cohorts near break-even; future offerings remain under evaluation. Fraudulent charges related to a prior account compromise were resolved; reserves are targeted at \$100,000 by October. To meet the 2026 budget, the board approved a dues update—AMTS tiered at \$750–\$900 and Industry set at a flat \$900—after discussion on fairness, ROI, and potential impact; one dissent was recorded. There was also an increase in conference and fly-in registration fees.

The ACS and Handbooks effort will require a \$30,000 investment with FAA collaboration and shared design files.

Legislative

The board had a debrief about the Fly-in event including hotel location, meeting space at the capitol, meeting planning organization, cost, etc. The board ultimately decided the close proximity to the capitol was worth the less than ideal hotel and costs. There was positive feedback on the flow of the congressional meetings, turnout, etc.

Annual Conference

Planning is on track for Portland, and exhibitor and sponsor outreach is underway. Wichita (2027) and Denver (2028) are confirmed with future conference locations to include Tulsa, Miami, Anchorage, and Mobile.

Operations

Jim Hall was elected to the Choose Aerospace board to ensure crossover representation. Work continues with Boeing on out-of-production aircraft technical data; first-year costs are about \$50,000 (plus a one-time \$2,500 subscription covering five years) and require \$5M in aviation liability insurance; most flight schools carry \$3M.

The next Pipeline Report survey cycle will begin in the spring.

Nicole Gleaton was introduced to provide communications and web support.

C. Maguire will follow up with our strategic planning committee to set up a time to meet for a session with the individual who recently led the strategic planning session with the Choose Aerospace board and was willing to do the same for ATEC.

ATEC Academy

If minimum registrations are not met, options include subsidizing or canceling. Sessions have been moved to the conclusion of the conference, a fully virtual format is under consideration, and sponsorships/hosting/scholarships are being explored.

Choose Aerospace

Enrollment grew from 650 to 950 last year; current enrollment is ~820 with a projection to reach ~1,200 by year-end. The program operates in 20 states with 44 signed license agreements. Grant work includes an avionics expansion proposal and an NSF consortium with AIMS and WSU Tech. Clemson is developing canned avionics exams; an exemption pathway for student testing center access is being explored. A donor package is in development, including opportunities for corporate participation and A&P school advertising.

Regulatory

Weekly ACS revision meetings continue; Rhonda Cooper was introduced to support the ACS revision project.

Membership

Membership stands at 158 AMTS (74% market share), 56 industry, and 32 academic members, plus ~50 complimentary memberships via Choose Aerospace. Ten new members have joined; outreach is ongoing to 56 non-member AMTS schools, including 32 past members from the last four years. Several board members volunteered to help in outreach to schools where they have connections.

Adjournment

With no further business, the meeting adjourned at 10:23 AM ET.



Aviation Technician Education Council

Balance Sheet
As of December 7, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of America - Checking	47,224.54
Bank of America - Savings	100,303.84
Total Bank Accounts	\$147,528.38
Accounts Receivable	
Accounts Receivable	186,984.59
Total Accounts Receivable	\$186,984.59
Total Current Assets	\$334,512.97
TOTAL ASSETS	\$334,512.97
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Net Assets	177,586.92
Net Income	156,926.05
Total Equity	\$334,512.97
TOTAL LIABILITIES AND EQUITY	\$334,512.97

Aviation Technician Education Council

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

October 2024 - September 2025

	TOTAL		% OF BUDGET
	ACTUAL	BUDGET	
Income			
Conference Income			
Annual Conference Income			
Exhibitor Income	52,000	55,000	95.00 %
Registration Income	123,240	120,000	103.00 %
Sponsorship Income	105,500	110,000	96.00 %
Total Annual Conference Income	280,740	285,000	99.00 %
Legislative Fly-In Income			
Registration Income - Fly-In	20,800	20,000	104.00 %
Sponsorship Income - Fly-In	28,500	25,000	114.00 %
Total Legislative Fly-In Income	49,300	45,000	110.00 %
Total Conference Income	330,040	330,000	100.00 %
Membership Income			
Academic Membership Income	21,000	20,000	105.00 %
AMTS Membership Income	98,536	95,000	104.00 %
Industry Membership Income	34,800	40,000	87.00 %
Total Membership Income	154,336	155,000	100.00 %
Program Services Income			
Advertising Income	6,950	10,000	70.00 %
ATEC Academy Income	19,778	25,000	79.00 %
Exchange Agreement Income	17,046	10,000	170.00 %
Grant Income	30,066	25,000	120.00 %
Other Income	508	1,000	51.00 %
Total Program Services Income	74,348	71,000	105.00 %
Total Income	\$558,723	\$556,000	100.00 %
GROSS PROFIT	\$558,723	\$556,000	100.00 %
Expenses			
Administrative Expenses			
Business Expenses			
Awards	1,688	2,000	84.00 %
Copying and Printing	6,861	8,000	86.00 %
Dues and Subscriptions	22,896	20,000	114.00 %
Insurance	2,995	3,000	100.00 %
Office Expense and Supplies	894	1,000	89.00 %
Postage and Delivery	188	500	38.00 %
Telephone and Wifi	1,800	1,800	100.00 %
Total Business Expenses	37,322	36,300	103.00 %
Fees			
Bank Service Charge	124	200	62.00 %
Credit Card Fees	11,858	10,000	119.00 %
Total Fees	11,982	10,200	117.00 %
Professional Fees			

Aviation Technician Education Council

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

October 2024 - September 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Accounting		1,000	
Contractors	10,418	25,000	42.00 %
Graphics & Design	21,526	20,000	108.00 %
Legal	563	3,000	19.00 %
Legislative	13,201	10,000	132.00 %
Management	220,000	220,000	100.00 %
Total Professional Fees	265,708	279,000	95.00 %
Travel Expense			
Lodging	4,790	5,000	96.00 %
Meals and Entertainment	1,405	2,500	56.00 %
Registration Fees	828		
Transportation	7,119	9,000	79.00 %
Total Travel Expense	14,142	16,500	86.00 %
Total Administrative Expenses	329,154	342,000	96.00 %
Conferences Expense			
Annual Conference Expenses			
Audio Visual	21,045	12,000	175.00 %
Copying and Printing	9,993	10,000	100.00 %
Facility Cost	3,706	15,000	25.00 %
Food and Beverage	126,937	110,000	115.00 %
Transportation	6,536	10,000	65.00 %
Travel	2,887	4,000	72.00 %
Total Annual Conference Expenses	171,105	161,000	106.00 %
Annual Legislative Fly-In			
Copying and Printing	4,883	5,000	98.00 %
Food and Beverage	27,814	12,000	232.00 %
Travel	2,383	3,000	79.00 %
Total Annual Legislative Fly-In	35,080	20,000	175.00 %
ATEC Academy Expenses			
Copying/Printing - ATEC Academy	690	1,000	69.00 %
Food/Beverage - ATEC Academy	2,227	3,000	74.00 %
Training Consultants - ATEC Academy	21,000	16,000	131.00 %
Travel - ATEC Academy	3,923	3,000	131.00 %
Total ATEC Academy Expenses	27,840	23,000	121.00 %
Total Conferences Expense	234,025	204,000	115.00 %
Total Expenses	\$563,178	\$546,000	103.00 %
NET OPERATING INCOME	\$ -4,455	\$10,000	-45.00 %
Other Expenses			
Fraudulent Charges	-3		
Total Other Expenses	\$ -3	\$0	0%
NET OTHER INCOME	\$3	\$0	0%

Aviation Technician Education Council

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

October 2024 - September 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$ -4,452	\$10,000	-45.00 %

Aviation Technician Education Council

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

October 2025 - September 2026

	TOTAL		% OF BUDGET
	ACTUAL	BUDGET	
Income			
Conference Income			
Annual Conference Income			
Exhibitor Income	7,975	60,000	13.00 %
Registration Income	19,474	135,000	14.00 %
Sponsorship Income	7,500	120,000	6.00 %
Total Annual Conference Income	34,949	315,000	11.00 %
Legislative Fly-In Income			
Registration Income - Fly-In		25,000	
Sponsorship Income - Fly-In		30,000	
Total Legislative Fly-In Income		55,000	
Total Conference Income	34,949	370,000	9.00 %
Membership Income			
Academic Membership Income	27,600	23,000	120.00 %
AMTS Membership Income	134,850	115,000	117.00 %
Industry Membership Income	50,400	42,000	120.00 %
Total Membership Income	212,850	180,000	118.00 %
Program Services Income			
Advertising Income	2,300	10,000	23.00 %
ATEC Academy Income	20,097	30,000	67.00 %
Exchange Agreement Income		20,000	
Grant Income		10,000	
Other Income	0	500	0.00 %
Total Program Services Income	22,397	70,500	32.00 %
Total Income	\$270,196	\$620,500	44.00 %
GROSS PROFIT	\$270,196	\$620,500	44.00 %
Expenses			
Administrative Expenses			
Business Expenses			
Awards		2,000	
Copying and Printing		8,000	
Dues and Subscriptions	932	20,000	5.00 %
Insurance		4,500	
Office Expense and Supplies	165	1,000	17.00 %
Postage and Delivery	108	200	54.00 %
Telephone and Wifi	450	1,800	25.00 %
Total Business Expenses	1,656	37,500	4.00 %
Fees			
Bank Service Charge	20	200	10.00 %
Credit Card Fees	5,351	13,000	41.00 %
Total Fees	5,371	13,200	41.00 %
Professional Fees			

Aviation Technician Education Council

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

October 2025 - September 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Accounting	1,275	1,000	128.00 %
Contractors		35,000	
Graphics & Design	3,740	20,000	19.00 %
Legal	395	2,000	20.00 %
Legislative		10,000	
Management	80,000	240,000	33.00 %
Total Professional Fees	85,410	308,000	28.00 %
Travel Expense			
Lodging	301	5,000	6.00 %
Meals and Entertainment		2,500	
Registration Fees		1,000	
Transportation	576	8,000	7.00 %
Total Travel Expense	877	16,500	5.00 %
Total Administrative Expenses	93,314	375,200	25.00 %
Conferences Expense			
Annual Conference Expenses			
Audio Visual		20,000	
Copying and Printing		11,000	
Facility Cost		7,000	
Food and Beverage	7,254	115,000	6.00 %
Transportation	5,143	10,000	51.00 %
Travel		4,000	
Total Annual Conference Expenses	12,397	167,000	7.00 %
Annual Legislative Fly-In			
Copying and Printing		6,000	
Food and Beverage		25,000	
Travel		7,000	
Total Annual Legislative Fly-In		38,000	
ATEC Academy Expenses			
Copying/Printing - ATEC Academy	56	1,000	6.00 %
Food/Beverage - ATEC Academy	880	5,000	18.00 %
Training Consultants - ATEC Academy	3,750	26,000	14.00 %
Travel - ATEC Academy	1,704	4,000	43.00 %
Total ATEC Academy Expenses	6,389	36,000	18.00 %
Total Conferences Expense	18,786	241,000	8.00 %
Total Expenses	\$112,100	\$616,200	18.00 %
NET OPERATING INCOME	\$158,097	\$4,300	3,677.00 %
NET INCOME	\$158,097	\$4,300	3,677.00 %

ATEC Board of Director Directory

Dec. 3, 2025

Position	Composition	Elected	Term Exp	Term	First	Last	Organization	Sector
Director	Industry (1 of 5)	2024	2028	1st	Archie	Vega	Horizon Airlines	Regional airline
Director	Industry (2 of 5)	2025	2029	1st	Jeremy	Rangel	Duncan Aviation	Repair station
Director	Industry (3 of 5)	2020	2028	2nd	Sean	Gallagan	Aviation Workforce Solutions	Training consultant
Director	Industry (4 of 5)	2024	2028	1st	Scott	Ferris	United Airlines	Commercial airline
Director	Industry (5 of 5)	2023	2027	1st	Greg	Emerson	American Airlines	Commercial airline
Director	Academic (1 of 1)	2025	2029	1st	Denise	Hensley	Putnam City Schools	High school
Director	AMTS (1 of 7)	2024	2028	1st	David	Blanton	Liberty University	Private, not-for-profit, 4-year
Director	AMTS (2 of 7)	2020	2028	2nd	Mark	Holloway	Aviation Institute of Maintenance	Private, proprietary
Director	AMTS (3 of 7)							
Director	AMTS (4 of 7)	2023	2027	1st	Scott	Sykes	US Aviation Academy	Private, proprietary
Director	AMTS (5 of 7)	2023	2027	1st	Suzanne	Markle	Pittsburgh Institute of Aeronautics	Private, not-for-profit, 2-year
Director	AMTS (6 of 7)	2023	2027	1st	Sheryl	Oxley	Tulsa Tech	Public, 2-year
Director	AMTS (7 of 7)	2025	2029	1st	Gillette	Samms	Alabama Aviation College	Public, 2-year
President	Officer (1 of 3)	2022	2026	2nd	James	Hall	WSU Tech	Public, 2-year
Vice President	Officer (2 of 3)	2024	2026	2nd	Jared	Britt	Aviation Education Academy	Designated mechanic examiner
Treasurer	Officer (3 of 3)	2024	2026	1st	Michael	Sasso	Aims Community College	Public, 2-year
Immediate Past President	Past President (1 of 1)	2022	2026	2nd	Gary	Hoyle	Retired	Training consultant

Directors shall serve four-year terms and shall not serve more than two consecutive terms. Directors may be re-elected for additional terms after a one-year separation from the Board. The immediate past president shall serve a two-year term and may serve two consecutive terms as immediate past president in the event the residing president also serves two consecutive terms.

Non-Member AMTS

Yuut Elitnaurviat Regional AMT School	Bethel	AK
Arkansas State University Mid-South	West Memphis	AR
Southern Arkansas University Tech - Camden	Camden	AR
University of Arkansas - Pulaski Technical College	North Little Rock	AR
American Leadership Academy Applied Technologies Trade School	Mesa	AZ
North Valley Occupational Center	Van Nuys	CA
Orange Coast College	Costa Mesa	CA
Reedley College	Reedley	CA
Solano Community College	Fairfield	CA
Cherry Creek Innovation Campus	Centennial	CO
Warren Tech South	Littleton	CO
Connecticut Aero Tech School	Hartford	CT
Stratford School for Aviation Maintenance Technicians	Stratford	CT
Aviator College	Ft. Pierce	FL
Central Florida Aerospace Academy	Lakeland	FL
Eastern Florida State College	Cocoa	FL
George Stone Technical College	Pensacola	FL
Lively Technical College	Tallahassee	FL
Lorenzo Walker Technical College	Naples	FL
Northwest Florida State College	Niceville	FL
Pensacola State College	Pensacola	FL
Tom P. Haney Technical College	Panama City	FL
Atlanta Technical College	Atlanta	GA
Central Georgia Technical College	Macon	GA
Chattahoochee Technical College	Marietta	GA
Georgia Northwestern Technical College	Rome	GA
Savannah Technical College	Savannah	GA
South Georgia Technical College	Americus	GA
Honolulu Community College - Dept of Aeronautics	Honolulu	HI
Des Moines Public Schools	Des Moines	IA
Iowa Western Community College	Council Bluffs	IA
Lewis University	Romeoville	IL
Rock Valley College	Rockford	IL
Jefferson Community and Technical College	Louisville	KY
Maysville Community and Technical College	Maysville	KY
Somerset Community College	Somerset	KY
South Louisiana Community College	Lafayette	LA
Greater Lawrence Technical School	Andover	MA
Westfield Technical Academy	Westfield	MA
Lake Superior College	Duluth	MN
Hinds Community College	Bolton	MS
Lenoir Community College	Kinston	NC
Sinclair Community College	Dayton	OH
Toledo Public Schools - Aerospace Center	Swanton	OH
Canadian Valley Technology Center	El Reno	OK
Tennessee College of Applied Technology - Memphis	Memphis	TN
Tennessee College of Applied Technology - Nashville	Nashville	TN
Crowley Academy of Aviation	Crowley	TX
Skyline Career Development Center	Dallas	TX
Burlington Technical Center	Burlington	VT
Milwaukee Area Technical College	Oak Creek	WI
Marshall University Aviation Maintenance Technology Program	Huntington	WV